

BRIDGEWATER SCHOOL

Sixth Form

Induction Handbook

2024-25

Headmistress: Mrs. J.A.T. Nairn, Cert. Ed. (Distinction)

Head of Sixth Form: Mrs. V.R. Hilton, B.A. (Hons)



Dear Students and Parents,

The ethos of our Sixth Form is quite simple – hard work and independent learning in an environment which is friendly and inclusive. We offer the intimacy and support of small classes, together with the support network of small tutor groups. We also offer the opportunity to get involved in extra-curricular and enrichment activities, which we hope will remain interests for a lifetime. Finally, we want our Sixth Formers to give something back to the school community by getting involved with fundraising and helping younger pupils in the Prep Department on a regular basis.

Our aim is to help students gain the best set of academic credentials possible to enable them to move onto the university of their first choice or suitable employment; but also to introduce them to leadership responsibilities, to the world of work and to planning for a career. In return we will be expecting them to show a responsible attitude to their studies, to meet deadlines and to take the opportunity to learn independently. A high degree of personal organisation is crucial in the professional world and we plan to inculcate these habits in them now. Students will find that their relationship with their teachers will have changed subtly. They will be treating them more as adults and equals but will expect a degree of initiative and personal organisation, which they may not have been forced to exercise at GCSE.

Students will be studying fewer subjects but in greater depth. The usual pattern is to take four subjects in Year 12, 'cashing in' one at AS Level at the end of the year. Students then pursue the remaining three subjects to the full A Level in Year 13 and these will form the basis of their application to university and eventual career choice.

This booklet is designed to take you through all aspects of Sixth Form life at Bridgewater. If you have any queries or any issues you would like to discuss further, please contact your form tutor or myself at school: we are always happy to arrange a meeting. We look forward to working with you over the coming year.

**Mrs Hilton**

**Head of Sixth Form**

## Sixth Form Staff



*Mrs V. Hilton  
Head of Sixth Form*

### Form Tutors

*Mr M Thorp (Head of Business & Economics) - 12B  
Room 6*

*Miss K Hemmings (Head of Mathematics) - 12W  
Room 10*

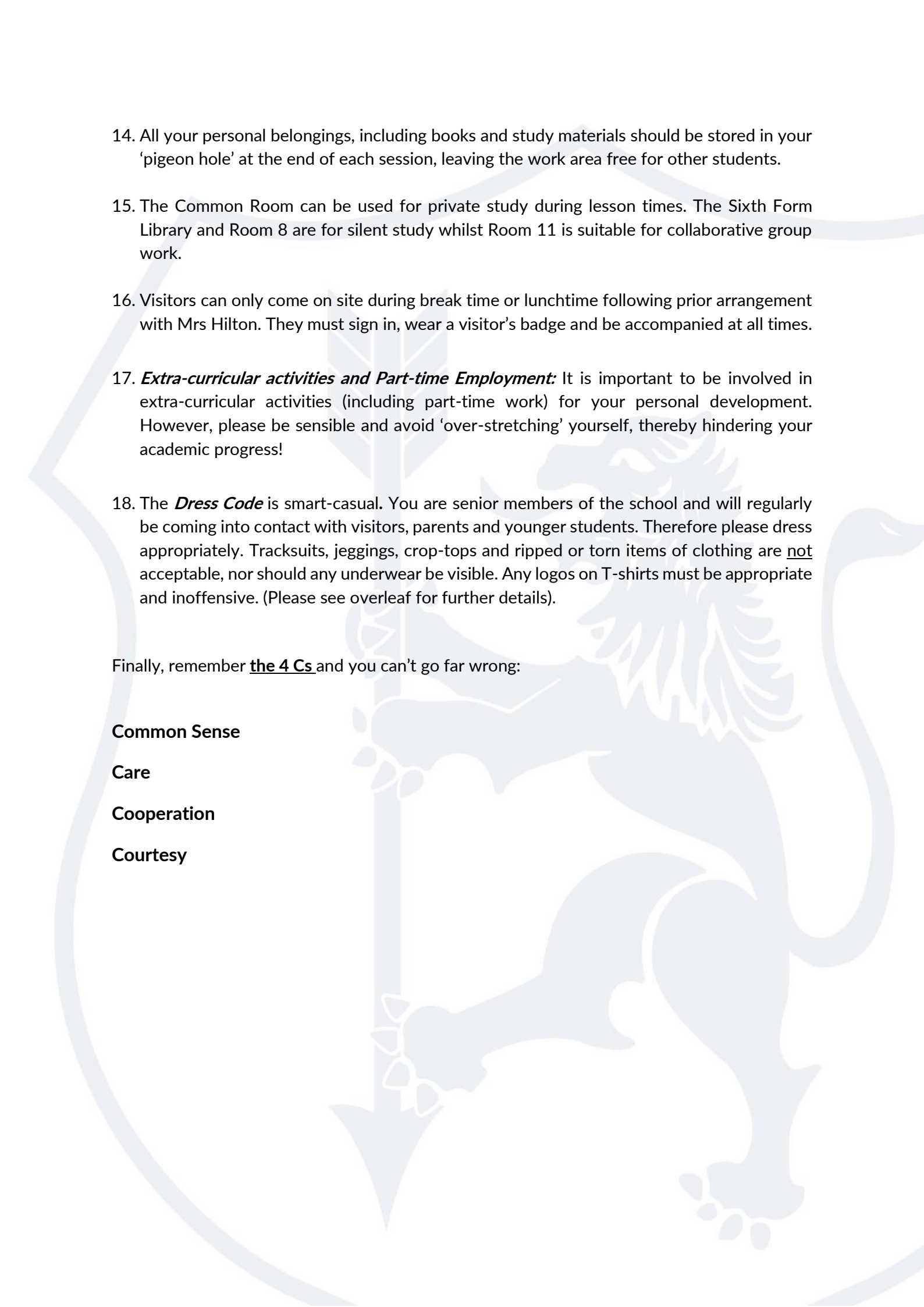
*Miss EK Williams (Psychology, RS, Head of Careers) - 13B  
Room 9*

*Dr B Wong (Chemistry) - 13W  
Laboratory 33*

Your child's form tutor is the first point of contact. Mrs Hilton is also available for more general issues.

## Student Guidelines 2024-25

1. **Registration:** Morning registration takes place at 8:40 am *prompt* in your form room. (Morning lessons then begin at 8:50am.) Afternoon registration takes place at 2:25 pm in your form room.
2. Any absences from school must be requested, in advance, by a parent or legal guardian. Absences due to illness should be covered by a phone call or e-mail from parents.
3. If you arrive late, ***you must sign in at the office.***
4. You may go off site at lunch time, but **MUST** sign out and back in again at the office on return to school to satisfy fire regulations.
5. Wednesday afternoons are dedicated to '**Enrichment Time**'. For Year 12, this will mainly focus on Higher Education, Careers, Life Skills and Charity projects.
6. All students are able to choose **1 hour** per week as a '**designated free period**' when they are able to go off site or come into school late / leave early.
7. Students are **expected to be in school at all other times**. (Any medical appointments or driving lessons should be made during their 'designated free period').
8. All other study periods should be used for private study in one of the many study areas available.
9. A level requires a minimum of 5 hours of study per subject per week, in addition to timetabled lesson time. It is therefore essential that you make the most of your study periods during the day, in order to find time to relax in the evenings and at weekends.
10. You must attend lessons on time and with all the necessary equipment, including your Student Planners.
11. **Mobile phones** must be turned off and not visible during lessons or registration. They should only be used in the Common Room (and not on corridors or around school).
12. The TV may only be on at breaks and lunchtime. If you choose to work whilst listening to music, the volume should be set at such a level that the music is not audible to anyone else.
13. You must leave the Sixth Form Common Room and kitchen area clean and tidy at the end of each day. Any food you want to keep must be put in the fridge.

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14. All your personal belongings, including books and study materials should be stored in your 'pigeon hole' at the end of each session, leaving the work area free for other students.
  15. The Common Room can be used for private study during lesson times. The Sixth Form Library and Room 8 are for silent study whilst Room 11 is suitable for collaborative group work.
  16. Visitors can only come on site during break time or lunchtime following prior arrangement with Mrs Hilton. They must sign in, wear a visitor's badge and be accompanied at all times.
  17. ***Extra-curricular activities and Part-time Employment:*** It is important to be involved in extra-curricular activities (including part-time work) for your personal development. However, please be sensible and avoid 'over-stretching' yourself, thereby hindering your academic progress!
  18. The ***Dress Code*** is smart-casual. You are senior members of the school and will regularly be coming into contact with visitors, parents and younger students. Therefore please dress appropriately. Tracksuits, jeggings, crop-tops and ripped or torn items of clothing are not acceptable, nor should any underwear be visible. Any logos on T-shirts must be appropriate and inoffensive. (Please see overleaf for further details).

Finally, remember **the 4 Cs** and you can't go far wrong:

**Common Sense**

**Care**

**Cooperation**

**Courtesy**

## Sixth Form Dress Code

The key look for our Sixth Form is 'smart-casual'. We want our students to feel like they can be themselves, whilst presenting themselves as professional and tidy at all times and ready to present themselves in public or to prospective parents and students touring the school site. What this means, to us, in practice is:

### Girls

- Smart trousers / jeans / skirt (knee length unless worn with opaque tights)
- Smart, longer length shorts permitted in warm weather
- Formal shoes / smart boots / smart, clean trainers
- Smart top / t-shirt / shirt etc. (midriff must be covered)
- Smart hoodie / sweatshirt / jumper etc. (no offensive logos)
- Smart indoor jacket / blazer (optional)
- Leggings are only acceptable if worn under a skirt or dress.

### Boys

- Smart trousers / jeans (smart shorts permitted in warm weather)
- Smart top / t-shirt / shirt etc.
- Smart hoodie / sweatshirt / jumper etc. (no offensive logos)
- Formal shoes / smart boots / smart, clean trainers
- Smart indoor jacket / blazer (optional).

### Not permitted

- Ripped tops / torn jeans
- Cropped tops
- Tracksuit bottoms or jeggings (unless permission given for a specific activity)
- UGG style boots / flip flops / sliders
- Outdoor coats worn inside
- Shorts (unless given permission for warm weather)

Students are expected to be appropriately dressed at all times, across the whole school site. They should have a smart jacket available to wear for more formal occasions and when representing the school.

If students fail to comply, they will be given one warning and will thereafter lose certain Sixth Form privileges, such as 'designated frees' or permission to go off site at lunch time.



## The Leadership Team

The role of the Sixth Form Leadership team is to:

- Work as a team to ensure that all Sixth Form members have the opportunity to develop the academic and personal skills needed to achieve their true potential
- Meet regularly with the Head of Sixth Form to ensure the smooth running of the Sixth Form
- Ensure that the Common Room and kitchen are kept tidy
- Liaise with staff and students in the Senior and Prep departments on a regular basis
- Promote the Sixth Form via assemblies and whole school events
- Attend Open Day, Bonding Trip, Sixth Form Open Evening and other relevant whole school events
- Run charity events to raise money for worthwhile causes
- To show visitors around school
- Organise the Careers Library / HE resources
- Organise Leavers' Assembly / Meal and 'Hoodies'
- Set a good example to their peers and other students in the school through their appearance and general conduct.

Considerable time and organizational skills are required for the efficient delivery of these aims so Leadership Team Members have specific roles allocated to them and each role carries its own additional responsibilities, as follows:

### Head Boy and Head Girl

- To prepare and deliver a speech at the annual Prize Giving evening
- To represent the school and the Sixth Form at any key events
- To hold regular meetings with the Leadership Team
- To keep the Head of Sixth Form informed of any important developments.

### **Deputy Head Boy and Deputy Head Girl**

- To represent the school and the Sixth Form at any key events
- To keep the Head of Sixth Form informed of any important developments
- To liaise with other members of the Leadership Team
- To deputise for the Head Boy and Head Girl.

### **Heads of Student Council**

- To lead with the Head Boy and Girl, promoting the smooth running of the Leadership Team
- To organise and run regular meetings of the Student Council
- To liaise with Mr Lyons over the council's decisions
- To be a visible presence in the Senior School and work closely with students and form teachers.

### **Student Mentors**

- To represent the school at key events for the relevant year groups
- To support form tutors in planning assemblies and form time
- To support the Heads of Student Council at meetings
- To build a 'buddy system' for younger students who need support.

### **Prep Liaison Coordinator**

- To assist the Heads of School in their responsibilities and to deputise when necessary
- To liaise with Mr Rooney and support events within the Prep Development where relevant
- To be a visible presence in the Prep Department and work closely with pupils, teachers and Mr Rooney

### **Charity Coordinator**

- To assist the Heads of School in their responsibilities and to deputise when necessary
- To organise key charity events such as Macmillan Coffee Morning, Pink Day etc.
- Ensure that all charity events are well publicised and outcomes are communicated effectively to the whole school community.



## **Selection procedure:**

Year 12 students are invited to apply for a place on the next year's Leadership Team. Students may state a preference for a particular role, but must be prepared to accept whichever role is assigned to them. Roles are allocated on the basis of a written letter of application, an interview with the Head Teacher and Head of Sixth Form plus observation of the student's general conduct throughout the year and their proven ability to fulfil the duties listed above.

## **This year's Leadership Team consists of:**

**Head Boy:**

Matthew Corry

**Head Girl:**

Dalia Yousif

**Deputy Head Boy:**

Joseph Graham

**Deputy Head Girl:**

Rumaysah Khan

**Heads of Student Council:**

Star Son

Casey Douds

**Student Mentors:**

Pwint Kyaw - Prep

Zipporah Ugian - Seniors

**Charity & Wellbeing Coordinator:**

Yumee Howard

## Enrichment Activities and Extra-Curricular Activities

All students in Years 12 and 13 are encouraged and expected to take part in a range of enrichment activities. Some of these will be delivered in school via the dedicated 'Higher Education and Careers' slot on Wednesday afternoons, others students are expected to pursue on an individual basis during their own free time or study periods.

All such activities are recorded in the Individual Student Record every half term and will form a crucial part of each student's broader education. (They will also be an essential ingredient in the Personal Statement and a successful application to Higher Education).

### Enrichment

In addition to following their three or four main academic subjects, students will be encouraged to develop their key skills through taking part in:

- **Life Skills** - (a series of presentations in school, delivered by outside speakers.). Life Skills will include topics such as Study Skills, Safe Driving, and Financial Matters.
- **Independent Learning Project** - All students will be required to complete an Independent Learning project in the Spring term of Year 12. The students will need to think and work independently and to use a range of resources in order to complete their research. They will then present their findings (via a PowerPoint presentation) to an audience of their peers and adults from the local community in March. (Some students may decide to continue their research on a more formal basis and be entered for the **AQA 'Extended Project'** qualification in Year 13.
- **Current Affairs** - All students will be encouraged to take an active interest in current affairs and to develop an awareness of the world around them.
- **Work Experience** - Students are strongly encouraged to secure at least one week's work placement during the summer holidays at the end of Year 12. (This is particularly important if it relates to their chosen career and might therefore help with their UCAS application).
- **Volunteering** - All students should consider working for a few hours a week on a voluntary basis for their favourite local charity.

## Extra-Curricular Activities

Extra-curricular activities, including getting involved in the life of the school as a whole, all provide opportunities for Initiative and Leadership and are an invaluable part of your time in the Sixth Form. Some ideas might include:

- **Helping in the Prep. Department or Senior School – (obligatory for all Year 12 students)**
- **Organising Fundraising and Charity Events**
- **Duke of Edinburgh Awards**
- **Organising the Talent Show**
- **Leading Assemblies**
- **Sport**
- **Music**
- **Helping with Clubs in Senior School (eg Debating Society, Model UN)**
- **Helping at Open Day / Open Evening / Sports Day etc (obligatory)**
- **Running stall at school fairs.**



...the options are endless!

## **Super-curricular Activities**

Students should also be looking to extend and broaden their academic studies by taking part in 'super-curricular' activities outside the classroom. These might include wider reading, joining a nationally recognised society (e.g. Royal Society of Chemistry), completing a MOOC (Massive Open On-line Course) or listening to programmes on Radio 4 which relate to their particular area of interest e.g. 'Beyond Belief' (RS), 'All in the Mind' (Psychology), 'Law in Action' (Law) or 'The Life Scientific' (Sciences).

All such activities are vital for a successful application to a top university.



## Sixth Form Assessment, Recording and Reporting Pattern

During the course of A level study, students are assessed continually through classwork, homework assignments, past papers and external examinations.

As a summary of this continual assessment they will receive four reports per year, in the form of either a **Grade Card** or a **full Review**.

This pattern of assessment, recording and reporting will enable us to keep track of pupils' progress and to identify any problems as they arise.

There will also be regular meetings and informal discussions with tutors and the Head of Sixth Form to discuss how the pupils themselves perceive their own progress, to set targets and to deal with any concerns. Students record the outcomes of these meetings in their own '**Individual Student Record**'.

### Reporting Pattern 2024-2025

October: Grade Card 1

December: Full Review 1

March: Grade Card 2 (Yr 12), Full Review 2 (Yr 13)

July: Full Review 2 (Yr 12)



## Careers and Work Experience

Careers advice is given to students in four ways:

1. Through an ongoing programme of careers' guidance which is delivered during Form Periods and the weekly 'Higher Education and Careers' slot on Wednesday afternoons. Students are advised on general careers issues and are introduced to the UCAS system in Year 12. All students receive help and guidance with their Personal Statement and are taken through the UCAS Application process early in Year 13. As part of the programme, the whole of Year 12 also attend the Higher Education Convention at Manchester Central Convention Centre in the Spring term, alongside other relevant events throughout the year.
2. Through individual consultations with students, on both a formal and informal basis.
3. Through a series of talks by visiting speakers, including representatives from Higher Education, Apprenticeships and key professions.
4. Through access to the leading careers and education guidance service, Morrisby; following a simple assessment process, Morrisby provides a personalised action plan and life long careers advice.

## Work Experience

All Year 12 will undergo 3-4 days of career / degree focused work experience / super-curricular activities in June.

Students are also encouraged to organise at least one week's work experience during the summer holidays at the end of Year 12. Students are expected to arrange their own placements, though the school can help with these and often provide useful contacts. Reference to work experience can be a key element of the UCAS Personal Statement for University applications, particularly for courses in Medicine, Dentistry, Law etc.



## Preparing for Higher Education / Careers 2024-25

Expected itinerary (subject to availability of speakers)

	Year 12	Year 13
<b>Term 1</b>	Why Higher Education?	Finalise Personal Statements and University choices. Apply via UCAS
	<i>October half-term</i>	<i>October half-term</i>
<b>Term 1</b>	Consider other options E.g. Gap Year, Studying Abroad, Apprenticeships	Deadline for UCAS applications to UCAS = Jan 31 <sup>st</sup> 2024
	<i>Christmas</i>	<i>Christmas</i>
<b>Term 2</b>	Continue to research suitable courses and universities in line with ALIS results	Attend interviews Organise student finance
	<i>February half-term</i>	<i>February half-term</i>
<b>Term 2</b>	Attend UCAS Higher Education Conference in Manchester	Consider choice of Firm and Insurance Universities
	<i>Easter</i>	<i>Easter</i>
<b>Term 3</b>	Individual Careers Interviews Research specific courses via UCAS website	Confirm Firm and Insurance choice. (Insurance choice MUST be in line with or lower than 'realistic' predicted grades)
	<i>Whitsun</i>	<i>Whitsun</i>
<b>Term 3</b>	Write Personal Statement and draw up shortlist of 5 universities Register with UCAS Attend Open Days throughout summer	

## Timetable of Events for Autumn Term 2024

Date	Activity	Action/Speakers
5th September	Term starts	All students and tutors
5 <sup>th</sup> September	Induction Programme begins	All Sixth Form students and tutors
5-6 <sup>th</sup> September	Complete 'Individual Student Record' with tutor	Students and tutors
26 <sup>th</sup> September	Sixth Form Open Evening	Parents and Students
3 <sup>rd</sup> October	Year 12 Induction into Sixth Form	Parents and Students
18 <sup>th</sup> - 27 <sup>th</sup> Oct	Half term	Staff and students
2 <sup>nd</sup> November	Whole School Open Day	All staff and Sixth Form students
13 <sup>th</sup> November	Year 12/13 Parents' Evening	Parents and Students
18 <sup>th</sup> December	Christmas Holiday Begins	Staff and Students



