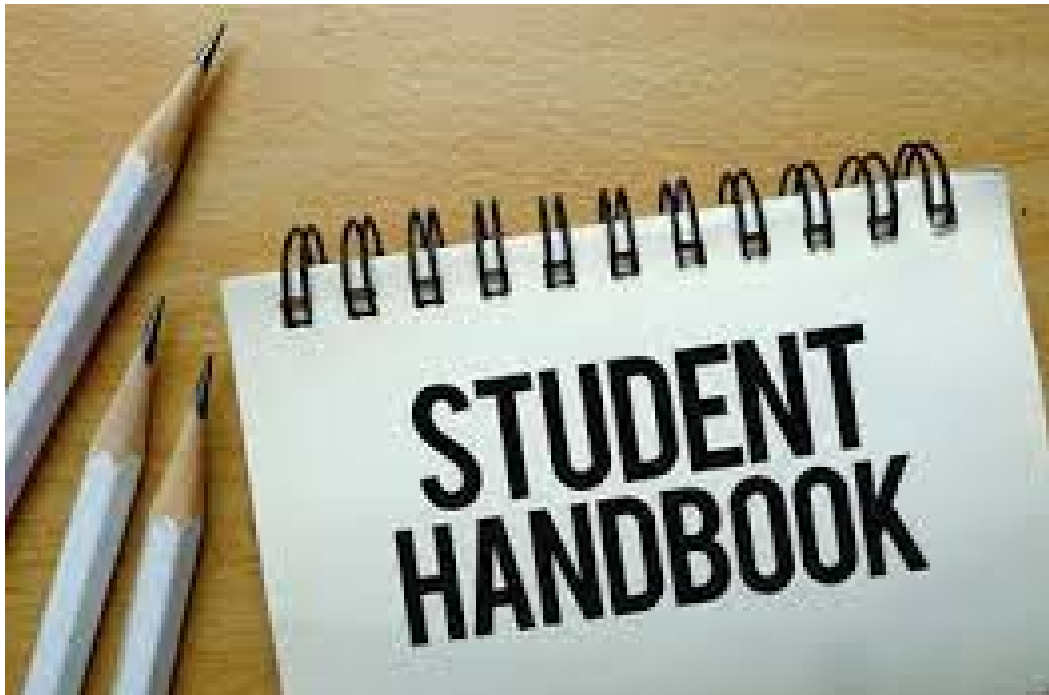




Midsomer Norton
Schools Partnership
The Sixth Form



Welcome to the Sixth Form 2023-24

The following booklet has been produced to help provide Sixth Form students with the very best learning experiences.

The following staff are here to support all students:

Mrs Ward	Director of Sixth Form
Ms Oxley-Hughes	Deputy Director of Sixth Form (MSN Sixth Site)
Mrs Sage	Deputy Director of Sixth Form (Writhlington Site)
Ms Barker-Starling	Deputy Director of Sixth Form (Quality Assurance)
Ms Baber	Post-16 Lead (Somerset Studio School)
Mrs Burch	Sixth Form Administrator (Based at MSN Sixth site)
Mrs Murphy	Sixth Form Data Lead (Based at Writhlington site)
Mrs Malone	Sixth Form Administrator (Based at Writhlington site)
Mrs Jackson	T Level Coordinator/Attendance Officer
Mrs Windsor	Sixth Form Careers Adviser

Term Dates

The term dates agreed for 2023-24 are as follows:

Term 1

Friday 1st September 2023

Friday 20th October 2023

Term 2

Monday 30th October 2023

Tuesday 19th December 2023

Term 3

Tuesday 2nd January 2024

Friday 9th February 2024

Term 4

Monday 19th February 2024

Thursday 28th March 2024

Term 5

Monday 15th April 2024

Friday 24th May 2024

Term 6

Monday 3rd June 2024

Friday 19th July 2024

Staff INSET days are as follows:

Inset day 1

Friday 1st September 2023

Inset day 2

Monday 4th September 2023

Inset day 3

Monday 30th October 2023

Inset day 4

Tuesday 2nd January 2024

Inset day 5

Wednesday 3rd January 2024

National Bank Holidays:

Monday 25th December 2023

Tuesday 26th December 2023

Monday 1st January 2024

Friday 29th March 2024

Monday 1st April 2024

Monday 6th May 2024

Monday 27th May 2024

Monday 26th August 2024

Attendance

Illness

- Parents should notify the Sixth Form by leaving a voicemail on the Sixth Form voicemail (WRI & MSN campus - 01761 402280/ SSS campus - 01761 438557) before 8:30am if a student is unwell. It is important to leave first name, last name and tutor group when reporting an absence.
- A doctor's certificate should be obtained for absences of more than five days.
- If a student is unwell during the day they must report to the Sixth Form Reception to contact a parent before the student can leave the site.
- If an absence is not verified by a parent it will be logged as 'unauthorised'. Please note that these statistics are used to provide references for universities and employers. If students have an accident at school they must inform a member of staff. Students will be referred to a first aider and if necessary their emergency contact may be called and asked to collect them.

Holidays and Other Planned Absences

- Parents should complete our online absence form which can be found on the home page of our website. This form should also be completed for events such as University Interviews or a Driving Test.
- Term time holidays will only be authorised in exceptional circumstances.

Signing In and Out Procedure

- All students must sign in and out via thumbprint machines on the MSN site. On the WRI & SSS sites students must sign in and out when leaving and returning to site.
- Please remember that in an emergency this is our only way of knowing if you are on the premises. This is necessary to comply with Health and Safety and Fire regulations. It is absolutely vital that this procedure is followed.
- All students must also use the thumbprint machines to sign in and out when moving between the Somervale and Norton Hill sites.

Registration and Communication

- There are two tutor times a day, in the morning 8:50 – 9am and afternoon 12:40 – 1pm, which are compulsory for students to attend unless their tutor has agreed home study at that time. There is no home study until after the Progress Report in October/November for Year 12 students, at which point some periods of home study will be awarded to those students who have completed a career experience planning form and whose reports show they are working well in all areas; and once confirmed plans have been made for after Sixth Form for Year 13.
- The privilege of not attending tutor during home study can only be effective if the tutor can gain a response rapidly from the student by mobile and email. Students must check their school email at least once per day so that they promptly receive communications from staff.

Email

- The tutor and other staff will need to contact students regularly.

Other Forms of Communication

- Students also need to ensure that they update the Sixth Form Office if they change their mobile number. Students need to be contactable at all times during the school

day on their mobile, with the exception of lesson times when they need to be switched off.

Sixth Form Support

Off The Record – Bath Telephone 0800 389 5551
Off The Record – Bristol Telephone 0808 808 9120

- Free and confidential information, advice and counseling on a range of issues. Off The Record can refer students on to other local services or agencies.
- There is also Off The Record available on site for students with significant issues. Off The Record appointments will be private and confidential according to their confidentiality policy.
- Appointments can be made via your tutor, Ms Oxley-Hughes (MSN), Mrs Andrews (BDC) or Mrs Sage (WRI) or Ms Baber (SSS)

Managing Stress

- Some stress is needed in our lives to help us achieve our ambitions. Too much stress, however, can be damaging.
- Adequate sleep is required to reduce stress. Try to get 6-8 hours of sleep each night. It is best to go to bed only when you are tired – at about the same time each night – and get up at the same time each day. Your body then develops a sleep habit.
- Do not continue your study until late at night. Working when you are tired is very inefficient, and you may not sleep as restfully with study in your mind. Also, your study may be less effective the next day if you are tired.
- Do not drink coffee or other drinks that contain caffeine late at night. You may find it difficult to sleep if you do.

Ideas to help manage stress

- Stress can be reduced by deep breathing. Try to clear your mind and concentrate on your breathing. Try to breathe from your diaphragm with little chest movement.
- Try to relax for ten minutes, both in the morning and in the afternoon.
- Think positively. Consider your achievements and bring these to the forefront of your mind. Attaching importance to your successes will help build self-esteem and reduce stress.
- Ensure that breaks and time off study are planned into your study programme. Try to choose an activity that will enable you to rest your eyes and mentally wind down.
- People who are less stressed have a clear goal, know what they have to do to achieve their goals and have a well-organised action plan. Good organisation reduces stress
- Remember that although your study and exams are important, your general health and well-being are more important. Try not to overestimate the importance of exams and do not let exams and study get you down.

Helpful Hints for Succeeding in your Studies

Organising Yourself

You need a warm, well-illuminated area to work in where you can have your books and equipment at your fingertips. It is important to keep your notes, handouts and worksheets together in a separate file for each subject. Always write the subject and date on the top of loose sheets so they can be filed in chronological order.

When you are studying, much of your time will be spent taking notes. These notes are the basis of your further study and revision, so it is important that they are taken well. It is useful to consider the following points about note-taking:

- Remember you are going to revise from these notes later, so make sure that they are clear, concise and that you understand them.
- Add your own comments so that you can refer to information stored elsewhere or links with other areas of study.
- When recording additional information from books, it is important to head notes with the title and the author of the book (and also the library reference number) so that you can find the book again.
- Regular study is better than big cramming sessions – developing your familiarity with each topic area regularly will enhance your revision at a later date. It is invaluable to reread your lesson notes at intervals throughout the year to remind yourself of what you have covered, eg one week after the lesson, four weeks after that, eight weeks after that etc. Your diary will help you to plan this.
- Do not forget to make use of all the available resources including your teachers – they are the best people to help you.

Organising Your Time

- You will work more efficiently if you have no distractions; before your study session, eat well so you are not distracted by hunger.
- Your work periods should be about an hour in length – at the end of this period, you should take a short break to provide a breathing space before your next session.

Resources

Study Areas

There are a variety of locations for students to complete independent study. On the Norton Hill and Somervale sites there are both libraries and Sixth Form Centres. On Writhlington & Somerset sites there are Quiet Study rooms and study hubs in the Atrium. The libraries and Quiet Study rooms should be used as a place for personal and silent study. Group study should be in the Sixth Form Centre or Atrium on either site. Students should not eat food in the library.

Library/ Study Areas Opening Times

MSN Sixth Form Centre (NHill site): 7.30am - 6.00pm

Norton Hill Library: 8:50am – 5pm Monday – Thursday, closes at 4pm Friday. Closed at break time.

Somervale Library: 8:30am – 4:30pm Monday – Thursday, closes at 4pm Friday. Open at break time.

Writhlington: 7:45am – 5:30pm Monday – Friday

SSS: 8:30am – 5pm Monday – Thursday, closes at 4pm Friday.

MSN students can browse our online resources at home or in the library which you can access through the Sixth Form home page. Here you will find links to resources such as Project Gutenberg, which has over fifty thousand free online books and online subject magazines such as New Scientist, E Magazine and History Today. Please ask the librarians or Sixth Form Team about this and anything else you are wanting to research – we are here to help.

Careers

Careers support is available on all sites; appointments can be made via tutors.

Sixth Form Dress Code

Students should be smartly dressed, appropriate for work in school.

There is no school uniform for Sixth Form but students are expected to dress in a manner suitable for the workplace.

- **Visible tattoos and extreme hairstyles are not permitted.** All students must have a natural hair colour.
- **One piercing per ear and/or one discreet nose stud is allowed.** No other piercings, including stretchers, are permitted.

Rules for Sixth Form Clothing

- No midriff on show
- Skirts and shorts and necklines to be of a reasonable length
- No visible underwear
- Shoulders must be covered
- No offensive slogans
- Natural hair colours only
- No political messages
- No visible tattoos

Health and Safety

Everyone in the school has a responsibility to those around them, and to themselves, to ensure that all remain safe in the school environment. If students see anything that could be of danger to anyone they should report it immediately to a member of staff – they must not try to deal with it themselves.

- Students must not bring knives and other sharp implements into school.
- No misuse of school property or equipment.
- Be aware of where the fire exits are and how to use them.
- No tampering with fire alarms or fire extinguishers.
- Students should not bring tobacco products or vaping equipment into school.
- Students found bringing illegal drugs onto site will be immediately excluded.
- Energy drinks, aerosols & chewing gum should not be brought onto site.
- Students will be searched by the Sixth Form Team if deemed necessary.

Smoking/Vaping

The school is a non-smoking/vaping area for all; both staff and students. Smoking and vaping equipment is forbidden on school grounds. Any students found vaping or smoking on school site will be given a warning and parents informed a second offense will result in the student being asked to leave the Sixth Form.

Sixth Form students must not smoke or vape on any site, or in the areas immediately around the schools, or whilst walking between the two sites or traveling to and from school.

No smoking/vaping within a one mile radius of any Sixth Form site.

Sixth Form Study

Change of Course

In September, for students in Year 12, there will be a trial period of four weeks to help students decide if they have selected the right courses. Any changes should only be made during this four week trial period. If students wish to change a course they MUST discuss this with Ms Oxley-Hughes/ Ms Barker-Starling (MSN) or Ms Sage (WRI) in the first instance. Once a decision has been made, students then need to complete a change of course form with Ms Oxley-Hughes or Ms Sage, to include obtaining parental consent. No student will be allowed to change a course until these discussions have taken place and the form completed.

Reviews, Reports and Exams

Staff monitor and report on students' progress regularly in the Sixth Form. In Year 12 progress reports are completed in November, January and April. In Year 13, progress reports are completed in November and January.

Departments carry out informal assessments on a termly basis to allow students to measure their progress. Year 13 students have mock exams in December and April. External exams for Year 13 are usually in May and June. Year 12 students have mock exams in January and formal end of year exams in June.

Commendations

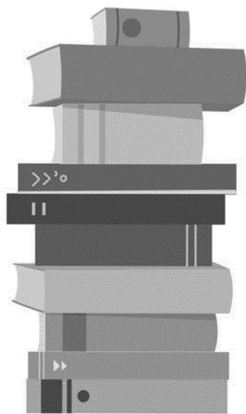
The Sixth Form has its own system for rewarding exceptional work, improvement, effort and contributions to the school. Students are awarded raffle tickets and are entered in a raffle for a voucher each term. The Sixth Form team also award a prize to a student in each year group every term. These are nominated by staff.

Sixth Form Study

Part-Time Jobs

Many students have part-time jobs which are necessary to provide some income and which also encourage independence. However, it is essential that school work comes first. If a student takes on too much, this affects their progress.

We recommend that students should not undertake paid work for more than one day at the weekend and one evening – preferably one day per weekend only. This is in line with research carried out by the London Institute, which found that more than 10-12 hours of paid work led to lower grades. If students are being asked to work in excess of the recommended time they should approach the Director of Sixth Form who will be glad to raise the issue with the employer. We have always found that employers are willing to support the Sixth Form in this regard if asked to do so.



Sixth Form Study

Independent Study Time

Students should allocate two-thirds of their non-lesson time for Independent Private Study. Learning time is *vital* to succeed in the Sixth Form. Learning time includes lessons and private study at Sixth Form and at home. For example, if a student has 12 non-contact periods, eight will be Independent Private Study.

Students are expected to:

- Attend the agreed number of independent study sessions
- Take sufficient work for the duration of the session
- Use the time sensibly to master the skills of Private Study

There are ICT facilities for the Sixth Form in the Norton Hill and Writhlington site Sixth Form Centres, and in the libraries at Norton Hill and Somervale. (Silent study in the libraries) As well as in the Somerset block.

All the Sixth Form Centres and Libraries have a wireless network for students to use.

To ensure that students achieve their potential in the Sixth Form they should complete on average approximately two hours of independent study each evening, study during two thirds of their 'free' periods and for five hours each weekend.

Tutor Sessions / Mentoring Sessions / Assemblies

Afternoon tutor sessions are used for a variety of purposes:

- Induction into the Sixth Form
- Setting up work experience
- Establishing the tutor group as a team
- Work on transition to higher education, training and employment 📖 Supporting learning skills

Sixth Form Study

Every student will be allocated an **academic tutoring session** with their tutor at least once a half term. Tutors will issue timetables for these sessions termly. **Assemblies** will take place at least once a fortnight; these will cover a range of topics including Higher Education and Student Finance. These will be led by external speakers, the Director of Sixth Form or Deputy.

Notices will also be available on the Sixth Form notice boards.

- If you are doing homework and nothing else, you are still operating at GCSE level.
- You are expected to hand in set work on time. The regularity of this work may vary according to your subjects. However, a common principle of all work is that you seek extra sources of information other than classroom notes and basic textbooks.
- The sixth form extension work booklet has details of work set by staff to support learning and deepen students' understanding of the subject.
- There is always something to do. If you are to make the step up to A level and Higher Education, then you must develop the motivation and will power to make additional notes, rework notes and seek extra information during the other times when work is not set. This is all part of the learning, understanding and revision process.
- Private study library periods must not be wasted. Work at home should constitute at least two hours per night on five nights of the week.
- Part-time work should fit around your school work and not vice versa. A Saturday job is far better than working a number of weekday evenings.

Assessment of Your Work

In the Sixth Form you should expect the following in every subject area:

Teachers should explain at the start of the course how students' work will be assessed:

- What grades or marks will be used
- What the grades and range of marks mean.

When students submit work to be assessed teachers will comment on what went well (WWW) and even better if (EBI) to give guidance on how to improve.

Meeting Deadlines

It is important that students plan their workload to meet the deadlines their teachers give them. This is vital for coursework as they need time to mark many students' work and give them feedback. Time has to be built in to allow students the opportunity to improve their work; if students miss deadlines they deprive themselves of this chance. If students miss homework deadlines they will be asked to stay after school to catch up on the work.

If students have three catch-up or Hub sessions across any subjects their home study will be removed for a period of time.

What is a Catch-up session?

If students miss a deadline set by a teacher for homework or coursework, they will be issued with a catch-up or Hub. They will need to attend one or several after school sessions where the teacher will be available to give assistance to help catch up with the work.

Assessment of Your Work

Disciplinary Process

For missing lessons/ late submission of work/ poor behaviour/ not adhering to Sixth Form Agreement

Stage 1 – Concerns raised / incidents logged; actioned by subject staff

Stage 2 – Student on report with tutor – parents informed **Stage 3** – Student on report with Deputy Director of Sixth Form – parents informed

Stage 4 – Student on report with Director of Sixth Form – meeting with parents

Stage 5 – On contract – meeting with parents

Stage 6 – Formal Exclusion



Time management support

Time Management Support is a support system that you can access when you have issues managing your time outside of lessons. You may be referred to the system by your tutor, teachers, parents or you can self refer.

TMS is not for behaviour or attitude it is purely for support so you can learn how to manage your time.

Those who are on TMS are expected to do the following

- Fully Complete the TMS booklet for the minimum two week period
- Check in with a member of the sixth form team twice a day during tutor periods
- Spend all frees as discussed and directed with sixth form management
- Be honest with yourself about their lack of time management skills and fully embrace the support on offer
- Accept that any home study will be taken away for the duration of TMS
- Expect your parents to be informed and that they will be part of the support process
- Remain in a school until 5pm Monday-Thursday
- Stay on TMS until you can manage your own time and self motivate

You can be removed from and placed back on TMS at any point during the school year, when/if deemed necessary, by school staff, parents or if you decide that you would like the support

Student Council

This enables Sixth Form students to be involved in the running of aspects of Sixth Form life that affect them. The Student Council organises social and sports events, the leavers' Prom, charity work and many other activities.

Elected officials have a responsibility to ensure the views of the Sixth Form students are heard.

Each year, at the start of the summer term, all Year 12 students elect the Head Students. The Head Students are in charge of the day to day running of the Student Council.

How Do I Join In?

All members of the Sixth Form are members of the Student Council. All are encouraged to get involved in activities.

"A person who never made mistakes never tried anything new"

Albert Einstein

UCAS Tariff Entry

T Level	Extended Project Qualification (EPQ)	GCE AS	GCE A level	New Tariff points	BTEC Level 3 National Extended Certificate	WJEC Level 3 Diploma	BTEC Diploma (QCF) (SSS Campus)	BTEC Extended Diploma (QCF)(BDC)
Distinction * (A* on the Core and Distinction in the Occupational Specialism)				168				D*D*D*
				160				D*D*D
Distinction				152				D*DD
				144				DDD
				128				DDM
Merit				120				
				112			D*D*	DMM
				104			D*D	
Pass (C or above on the Core)				96			DD	MMM
				80			DM	MMP
Pass (D or E on the Core)				72				
				64				
			A*	56	D*	A*	MM	MPP
				52				
			A	48	D	A	MP	PPP
				44				
			B	40		B		
				36				
			C	32	M	C	PP	
		A*		28				
	A		24		D			
	B	A	20					
	C	B	16	P	E			
	D	C	12					
		D	10					
	E		8					
		E	6					

Term dates 2023-2024

The term dates agreed for 2023-24 are as follows:

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Term 2

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Term 4

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Thursday 28th March 2024

Term 5

Monday 15th April 2024

Friday 24th May 2024

Term 6

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Friday 19th July 2024

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Inset day 3

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Inset day 4

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