



## **DHSB Sixth Form Handbook 2024-25**

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**Guidance – Sixth Form  
Welcome to TLP Students**

## **THE SIXTH FORM TEAM**

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### **Pastoral Support and Welfare**

Deputy Head of Sixth                      [KS5Pastoral@dhsb.org](mailto:KS5Pastoral@dhsb.org)

### **Pastoral and Curriculum Support**

Assistant Head-Post 16                      [sixthform@dhsb.org](mailto:sixthform@dhsb.org)

### **Management and Administration**

Sixth Form Administrators                      [sixthform@dhsb.org](mailto:sixthform@dhsb.org)

We are an experienced Sixth Form Team with your interests at heart and shall look forward to working with each one of you to ensure that you have an enjoyable, productive and happy experience throughout your remaining time at school. Should you have concerns to do with your timetable, please go to the Sixth Form Office in the first instance and you will be directed to the staff who can assist. Should you wish to seek advice on matters of a more personal nature, please come and share your concerns with one of us in the pastoral team. We are here to help, advise and mediate on your behalf.

The relaxed and happy atmosphere of the Leavers assembly and the prom marking the end of school for Year 13 continue to be a credit to our Sixth Form community. We will miss our leavers; in so many ways they contributed so much to the wider school community. We aim to make our new Year 12 feel very welcome and also foster supportive sixth form contributions to their Houses. This is the start of something new for all of us. Make the most and the very best of all the opportunities afforded throughout the next 20 months. Our KS5 students are deservedly valued by staff and pupils throughout the school, as well as employers in and beyond the city. Let's ensure that our aspirations are high enough and that each one of you sparkles!

Welcome to all  
Ms Davidson - Assistant Head-Post 16

## **COMMUNICATION**

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As you prepare for independence, we will generally direct all communications to our students and expect you to act responsibly in sharing information with your parents. From time to time, however, we will ask you to take letters home addressed to your parents and we may need a return of consent forms. Copies of all such letters will be available at [www.dhsb.org](http://www.dhsb.org).

<b>DHSB main reception:</b>	<b>01752 208787</b>
<b>Sixth Form Office (SFO):</b>	<b>01752 206173</b>
<b>Email:</b>	<b><a href="mailto:sixthform@dhsb.org">sixthform@dhsb.org</a></b>
<b>School website</b>	<b><a href="http://www.dhsb.org">www.dhsb.org</a></b>

## **GENERAL ADMINISTRATION**

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Please check the school website regularly for:

- [School Calendar](#)
- [Latest School News.](#)

## THE LINK PARTNERSHIP

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We are founder-members of The Link Partnership, working with [Devonport High School for Girls](#), [Plymouth High School for Girls](#), [Notre Dame School](#) and [St Boniface's College](#) to provide an extended curriculum, sharing our good facilities and benefitting from the expertise of our diverse and successful partner schools. We aim to place all of our students in subjects at our home-school but where there are difficulties in timetabling some options, we work with our partner schools to allow such students the breadth of subjects that they require.

**TLP places are negotiated in September through a clearing meeting of the Heads of Sixth Form.**

In each school there is a Head of Key Stage 5 who will ensure that you are made familiar with the school upon your arrival in September. They will also be your main point of contact at the school, should you have any concerns. The names of the Heads of Key Stage 5 are listed below. (Details of the courses offered in other Link Partnership schools will be available on each school's website).

<b>School:</b>	<b>DHSB</b>	<b>DHSG</b>	<b>PHSG</b>	<b>Notre Dame</b>
<b>Reg / Tutorial</b>	8.50-9.10	8.50-9.00	8.40-9.05	8.50-9.15
<b>P 1</b>	9.10-10.10	9.05-10.05	9.05-10.05	9.15-10.15
<b>P 2</b>	10.10-11.10	10.10-11.10	10.05-11.05	10.15-11.15
<b>Break</b>	11.10-11.35	11.10-11.30	11.05-11.30	11.15-11.45
<b>P 3</b>	11.35-12.35	11.30-12.30	11.30-12.30	11.45-12.45
<b>P 4</b>	12.35-13.35	12.35-13.35	12.30-13.30	12.45-13.45
<b>Break/Lunch</b>	13.35-14.20	13.35-14.35	13.30-14.30	13.45-14.15
<b>P 5</b>	14.20-15.20	14.35-15.35	14.30-15.30	14.15-15.15
<b>End of day</b>	15.20	15.35	15.30	15.15

## SCHOOL HEADS of SIXTH

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- [Devonport High School for Boys](#): Ms Sharon Davidson, Assistant Head - Post 16
- [Devonport High School for Girls](#): Mr Edward Lamb, Assistant Head - Head of Sixth
- [Plymouth High School for Girls](#): Mr Alan Jenkins, Assistant Head - Head of Sixth Form
- [Notre Dame RC School](#) & [St Boniface's College](#): Mrs Carole Slade, Assistant Head - KS5

# THE SIXTH FORM CENTRE

The Sixth Form Centre is an exclusive space for the Sixth Form, with areas for group work, private study and relaxation.

All students are expected to take care of the Sixth Form Centre. Following a kind donation, from an 'old boy' of the school, we have been able to improve some of the facilities and enrich the use of this space. We have been guided by feedback from students in the Learning Commons. Please remember that this is a shared space, that it is your space and that we would like to benefit from its availability at all times.

**It is the responsibility of each individual to respect the Sixth Form Centre and to;**

- ensure that litter is placed in the bins provided
- assist in moving furniture to its original position (if moved) at the end of the day.

Our Sixth Form Centre is standing proud and lasting well!!! For the long-term benefit and enjoyment of all, let's work together to maintain 'Our Space'!

## Devonport High School for Boys *Serving the City of Plymouth, South Devon & East Cornwall Since 1896*

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|---|---|--|
| 1 Edgcumbe (E Block): Visitor Reception & Parking, Learning Commons | 10 Foulston (F Block): Sixth Form Centre, Media       | 18 Guardhouse                                |
| 2 Hansom: Sports Hall, Fitness Suite                                | 11 Foulston: Gym                                      | 19 Caretakers' Lodge                         |
| 3 Edgcumbe: Theatre   | 12 Ingle 1: ATC                                       | 20 Arcade & Balcony                          |
| 4 Drake (D Block): Science  | 13 Ingle 2  | 21 Watergate All Weather Pitch               |
| 5 Cookworthy (C Block): Staffroom, Humanities, Classics             | 14 Jervis: Music                                      | 22 All Weather 3G Pitch                      |
| 6 Burrows   | 15 Kingsley Cottages: AEN and Visiting Music Teachers | 23 Edgcumbe Playground / Fire Assembly Point |
| 7 Brunel (B Block): Mathematics, English, Languages                 | 16 Food Technology                                    | 24 Edgcumbe Playing Fields                   |
| 8 Astor Annexe: Science, Engineering                                | 17 Gibbons Refectory: Refuel, Conference Room         | 25 Year 7 Playground                         |
| 9 Astor (A Block): Art, Business                                    |   |  |



### DHSB - Fire Drill:

- Follow your class out of the building.
- Assemble on Edgcumbe Playground (23) in the designated Sixth Form area.
- A register will be taken.

## ACCOUNTABILITY and ABSENCE

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All TLP students **must sign in and out** to comply with fire safety regulations. Please visit the Sixth Form Office on arrival and departure from the school site to be signed in and out. We would appreciate a telephone call or email to the Sixth Form Office, if you are absent from your lessons here at DHSB, by 10.00am. Courtesy demands prior warning to all staff involved whenever possible. Sixth formers arriving late or leaving early must sign out at the Sixth Form Office. Taxis are booked at your home school, but should you need to make a phone call to your home school regarding transport please ask in the Sixth Form Office.

**Contact: 01752 206173 / [sixthform@dhsb.org](mailto:sixthform@dhsb.org)**

## BEHAVIOUR and SCHOOL RULES

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The rules can be found in the School [Behaviour for Learning policy](#), published on the school [website](#). These are framed for the safety of students or their possessions or for the general good order of the school.

*Conduct:* Although Sixth Form students are over the age of consent in several areas the school would like to state, explicitly, that activities involving alcohol or sexual conduct are not permitted in school or during any school trip.

## CCW AND HEIR WEEK

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Curriculum Challenge Week (CCW), in November, is also a collapsed timetable for students to pursue work-related learning and career planning.

In June our students are offered time to spend researching their post 18 options through the Higher Education and Industry Research week (HEIR). This is a week off timetable.

## CONTROLLED ASSESSMENT & NON EXAM UNIT (NEA)

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Please remember that all internal deadlines should be carefully monitored. These are set to allow the school sufficient time to provide ongoing feedback and also to process the coursework. **It is your responsibility to meet the school deadlines.** The consequences of missed deadlines are clearly outlined in the [Controlled assessment & NEA policy](#).

## EXAMINATION FEES

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Entry fees for Sixth Formers sitting GCE external examination for the first time, for subjects taught at DHSB in the same curriculum year, are funded by the school. The school will require payment for entry in the following circumstances:

- A resit – even if recommended by the school
- For a subject that they do not study as part of their timetable
- A Sixth Former decides to surrender a subject or leave school when an entry has already been made on his behalf and there has been insufficient written warning for his withdrawal without penalty
- A Sixth Former automatically disqualifies him/herself through failure to meet coursework deadlines
- A Sixth Former fails to present him/herself for an examination
- Irregular attendance at school or neglect of work

## ILLNESS WHILST AT SCHOOL

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It is essential that any sixth former who is unwell reports to the [Sixth Form Office](#) before leaving the premises.

## **MCAS (MyChildAtSchool)**

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My Child at School (MCAS) is a portal enabling parents/carers to view their child's academic performance and information in real-time via a web browser [www.mychildatschool.com](http://www.mychildatschool.com) or via a mobile app which can be downloaded onto an Android or Apple mobile device.

## **SCHOOL NETWORK and INTERNET**

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The School has a policy for the acceptable use of ICT, you agree to this when you logon to the school website. This Policy applies to all access to the network, whether in school or from home.

Communication via email is crucial to the way we work in the Sixth Form. Please ensure that you have taken steps to link your DHSB issued email address to your hand-held devices and home computers. Staff will not communicate via any personal email addresses.

## **UNIFORM and APPEARANCE**

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TLP students wear non-school uniform and we ask that you wear clothes which would be acceptable in a general working environment and not those more suitable for the beach or a club night out.

The Sixth Form Dress Code is not meant to inhibit individuality but to ensure that students are sensibly dressed in a way which does not distract from their studies. This Sixth Form Dress Code is intended to give students guidance as to what is the appropriate manner of dress not only for school, but also for interviews and at work. You are respectfully requested not to come to school in anything too colourful, eccentric or eye-catching. Jewellery and make up, if worn, should be subtle and unobtrusive.

## **USE of VEHICLES by STUDENTS**

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**There is NO student car parking on site.**

There are limited parking bays outside the schools gates however, owners park at their own risk. Cars and motorcycles are not to be used by students to travel to organised school activities. These include sports fixtures and sessions at other education establishments. In most cases the school will provide transport which must be used. Under no circumstances does the school give permission for sixth formers to travel as passengers in vehicles driven by other students.

## DIARY DATES

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There are a number of important diary dates and deadlines relevant to you throughout the sixth form. The following is a list of such dates for your information. A separate set of pages (paper copies, on the website) detail coursework deadlines.

Please check <http://www.dhsb.org/calendar/> for exact dates to be published.

July–September	Yr12 & Yr13 students must make appointments to meet with identified referees to discuss <u>UCAS</u> applications
November	Effort audit Yr12 completed
November 12th	Yr13 Parent Consultation evening
November 25th-29th	DHSB Curriculum Challenge Week ( <i>collapsed timetable</i> )
December 13th	Yr12 Interim Report home*1
January ( <i>mid-end</i> )	Y12 & Yr13 Mock exams
March 7th	Interim report home Yr12 & Yr13
March 19th	Yr12 Parents Consultation Evening
March / April	(TLP) Parents' information event
May	Yr12 Internal end of year exams ( <i>tbc</i> )
May	Yr13 Exam study leave begins ( <i>tbc</i> )
June - July	DHSB Higher Education & Industry Research week (HEIR) ( <i>collapsed timetable</i> )*2

\*1 TLP students will receive reports from respective schools in the HOME school report cycle. Please request dates of Parent Evenings and End of Year reports from the schools concerned. These are available on their websites.

\*2 No Sixth Form Lessons at DHSB. During the Industry and Higher Education Research Week, students are encouraged to make University visits and pursue work experience. Admission tutors have advised that students are advantaged by privately arranged visits to departments. Please be advised that to reduce disruption to study in curriculum areas, permission will only be granted outside of this week for attendance at University Open days if an ad hoc visit is not possible.

Cover artwork supplied by GCSE and A Level DHSB Art students.