



DHSB Sixth Form Handbook 2024-25

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

Introduction

As you prepare for independence, we will generally direct our communications to you and expect you to act responsibly in sharing information with your parents/carers. From time to time however, we will communicate with your parents/carers and may require the return of consent forms. Copies of such correspondence will be available on www.dhsb.org in DHSB [Letters and Documents](#) - Sixth Form.

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 time at school. Should you have concerns regarding your timetable, please go to the Sixth Form Office in the first instance. If 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; who in so many ways have contributed 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 back everybody!
Ms Davidson

The Sixth Form Team

Pastoral and Curriculum Support

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Administration

Miss Burt	Sixth Form Attendance	sixthform@dhsb.org
Mrs Briars-Delve	Sixth Form Administrator	sixthform@dhsb.org

Form Tutors:

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	Ms Johnson (<i>Tue-Thu</i>)	English	clare.johnson@dhsb.org
12KRB	Mr Braun	Physics	karl.braun@dhsb.org
12NGW	Mr Glanville-West	Science	nicholas.granville-west@dhsb.org
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13RWO	Mr Orkney	Sport Studies	rick.orkney@dhsb.org
13TJK	Mr Knab	Maths	tim.knab@dhsb.org

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. 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 respect this shared space.

Administration

Contact

DHSB main reception: 01752 208787
Sixth Form Office: 01752 206173 / sixthform@dhsb.org

Please check the school website www.dhsb.org regularly for:

- [Term Dates & School Calendar](#) / [Latest School News and letters](#) / [Head's Blog](#).

Controlled Assessment & Non Exam unit (NEA)

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](#).

Diary Dates

There are a number of important diary dates and deadlines relevant to you throughout the Sixth Form. Please check the school website for coursework deadlines.

Please check www.dhsb.org for exact 2024/25 dates to be published

July–September	Yr12 & Yr13 students must meet with identified referees to discuss UCAS applications.
October 4th	Internal UCAS Oxbridge deadline
October 15th	Official Oxbridge Medicine/Dentistry/Vet sci UCAS application deadline
November 8th	Internal UCAS applications deadline (<i>Tutors will not be involved in submissions after this deadline</i>)
November 12th	Yr13 Parent Consultation evening
November	Data capture Yr12 completed
November	Curriculum Challenge Week (CCW – KS5 next-step planning - <i>collapsed timetable</i>)
December	Learn2Live event (compulsory for Yr12)
December	Yr12 Interim Report home (<i>TLP reports produced in TLP school cycle of reporting</i>)
January (<i>mid</i>)	Y12 & Yr13 Mock exams
February	Interim report home Yr12 & Yr13
March	Yr12 Parents Consultation Evening
March	Exeter Higher Education Fair (<i>tbc</i>)
May	Ten Tors event
May	Yr12 Internal end of year exams (<i>tbc</i>)
May	Yr13 Exam study leave begins (<i>tbc</i>)
June/July	Higher Education & Industry Research week (HEIR - <i>collapsed timetable</i>)

Examination Fees

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
- A Sixth Formers work is of such poor quality that a subject department predicts failure. (At A level pass grades are at grade A-E).

Forms

To reduce our paper consumption the majority of our forms will be sent to students, parents/carers as online forms for completion.

Learning Commons (LRC)

The Learning Commons is primarily a teaching space, however the Sixth Form may use the library to take books out and for IT support at any break or lunch session.

MCAS (My Child At School)

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 or via a mobile app which can be downloaded onto an Android or Apple mobile device. MCAS is also the online payment system for student uniform, meals, resources and trips.

This facility allows exclusive access to your child's attendance, timetable and classes at any time. It also provides useful information about the school such as the academic calendar and announcements. Documents and letters will also be published via the MCAS portal.

- We strongly advise that parents/carers regularly check their child's attendance via [MCAS](#)

16-19yrs Bursary Fund

Please be advised that there is a [16-19years Bursary Fund](#) available for students who meet the criteria. Application Forms and Guidance can be found on the [school website](#) in Sixth Form letters & documents, or from the Sixth Form Office. Bursary forms will also be sent to students via their school email.

Please note: A new application must be made for each academic year.

Curriculum

A Level Timetable subject changes

Procedure: Students are asked to contact the Deputy Head of Sixth (KS5Progression@dhsb.org) for discussion and direction. Students **must attend all lessons** until the 'dropping/changing subject' form has been completed, returned to the Sixth Form Office, processed and a new timetable produced.

Year 13 students who decide to surrender subjects must ensure that HE Institutions, who have made conditional offers through UCAS, are prepared to accept the change. The completed UCAS form, once submitted, does constitute a contract. It could be argued that a change of circumstances invalidates the offers made!

Year 12 students are reminded that all students have joined DHSB Sixth Form to study a minimum of 3 chosen A levels during the course of the year. Subject choice in September should have been very well considered and explored through communicating difficulties with teachers, form tutor or Head of Year. Please act swiftly to prevent mole-hills turning into mountains!

It is now a statutory requirement that ALL students sign an 'ILR [Learning Agreement](#)' to confirm their individual learning aims (this form will be completed during tutorial in the first few weeks of term).

Games and Activities - Enrichment Time (E-Time) - See *E Time Handbook* for more detail

Activities: Games

On Wednesday our Sixth Form have timetabled provision for sporting fixtures. Representative team sport will take place during P5. There will be additional physical activities offered which might include badminton, gym, table tennis, netball or whatever the majority of students are keen to commit to. The school based teams on offer may vary throughout the year. Students may prefer to pursue their own physical activity offsite but this will only be authorised upon completion of the 'Games' section of the 2024 Activities google form.

Activities: WRL (Work related learning) Activities

We expect all students to volunteer or complete work related learning in their time in the sixth form. We have allocated Thursday periods 1 and 2 for students to complete voluntary work or work related learning through the year. This is an aspect of personal enrichment which affords our busy students the opportunity to enhance their

future prospects. It allows our students to commit to such activities without compromising other obligations they have towards their studies or to responsibilities they may have for paid employment outside of school hours.

Independent Study (see [here](#) for Independent study resources and guidance as well as review and revision techniques)

This use of the Sixth Form Centre during lesson time is intended to provide students with an area where they can focus on their studies. We ask that all students are considerate of the fact that their fellow students need to concentrate and a less distracting environment is most conducive to this. Students should respect their peers and we encourage groups to work together to support each other too.

In a world where adults have to adapt to flexible working (e.g hot desks, headphones on/ internet cafes and the like) we encourage students to set up for work in the Sixth form centre spaces as well taking advantage of the free rooms available or Refuel (generally available to be used as a working environment outside of break times).

Please check Independent study guides for wider reading material. A student may take advantage of empty classrooms, this must be to pursue legitimate and quiet study (see list displayed in the common Sixth form centre).

- During lesson hours, the Sixth Form Centre is for study so should be quiet if at all possible.
- We have a small lending library of chromebooks in the SFOffice. Students are to respect the privilege of use. In all cases computers are to be used for individual, purposeful and silent work. All students are to respect the acceptable use policy agreement for ICT.
- Y13 students only are permitted to study off site for 'guided self-study/'free' periods during teaching blocks A-D. Check department guides to Independent study (also found in Revision@dhsb) This trusted privilege will be extended to year 12 students from March after mock exams and only to those who have achieved a minimum level of satisfactory* in their Independent study data report.

*In recognition of their growing maturity and ability to take responsibility for their own learning, students who have demonstrated a strong capacity for independent learning will be offered the privilege of 'Guided self-study leave' from March of year 12. Y12 students may choose to study at home at times when they have a block of non-contact periods. Such offsite Independent study will be offered to students who demonstrate investment and competence in learning in the periodic independent study reviews which take place each term. This will only be authorised for students gaining a minimum commitment grade of a B. Students who have not yet developed these skills will remain onsite.

Sixth Form Study Routine

100% attendance is compulsory for ALL timetabled sessions and lessons This includes, Tutorials, E-Time and morning registrations (excluding those morning assembly and registrations immediately before offsite guided self-study periods).

The timetabled week typically comprises **25 x 1 hour sessions** in addition to morning registrations with the following distribution of time with 5hrs of contact time for each A level subject as well as additional contact times with tutors and enrichment sessions.

Independent study/homework- we advise Sixth Formers to match every taught lesson with the equivalent hours of independent study/homework. This may include homework assignments, guided self-study and any independent learning. No student can ever claim that they manage to cover their workload during school hours thereby obviating the need for study at home!

Most significant point:

A successful A level is completed through at least as much time on independent learning as contact time with the teacher. Google classroom provides a useful contact medium for such work **as well as the independent study resource guides for each subject.**

Target Setting and use of FFT

Targets give students something to aim for, should be realistic and challenging, yet attainable. At DHSB we base our target grades on FFT targets.

FFT is linked to the Fischer Family Trust. It provides data and analyses to all schools in England and Wales. The estimates we receive are used by teachers to inform the setting of ambitious and aspirational targets for students.

FFT does not make predictions. It shows that a student has a certain level of ability and that, in previous years x % of students with similar level of ability got this grade. Given this information, it is not unreasonable to expect this individual student to get this grade and this may be used as a target setting tool. FFT does not produce targets. Estimates simply say 'if what happened in tests and exams last year was mirrored this year, these are the most likely outcomes. Every student is unique so individual targets are based on a whole range of information - including a student's personal circumstances, their teacher's knowledge of them, their performance in school tests, their own aspirations and the support they've received at home. FFT estimates are only one element of this. Target grades (alongside end of year exam performance) form the basis for reporting UCAS predicted grades.

Partnerships

We are founder-members of The Link Partnership (TLP): [Devonport High School for Girls](#), [Plymouth High School for Girls](#), and [Notre Dame](#) and also work with other local schools 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. **Partnership places are negotiated in September through a clearing meeting of the Heads of Sixth Form.**

UCAS and Oxbridge

Oxbridge and Medical UCAS applications must be completed and submitted **before Friday 4th October 2024**. All other electronic UCAS applications are advised to be completed and submitted **before December 2025**. The UCAS deadline is **January 29th 2025** but applicants are best served by our internal deadline of **November 29th 2024** as any applications submitted after this deadline will not be checked by Form Tutors. Please allow 3 weeks for the submission process by the school to be completed.

Expectations

Attendance

Please see our [Sixth Form Attendance Code of Conduct](#) for full information.

- 100% attendance is compulsory for ALL timetabled sessions and lessons, Tutorials, E-Time and morning registrations. If guided self study is permitted (after January mock exams for Yr12 this requirement will exclude those morning registrations immediately before offsite guided self-study periods).
- Registration will be taken in tutor bases for assembly / tutorial sessions.
- We now have a system in place for reporting attendance concerns to parents/carers and students. Parents and students will receive an email alert which can also be viewed on MCAS.
- We strongly advise that parents/carers regularly check their child's attendance via My Child At School (MCAS). <https://www.mychildatschool.com/MCAS/MCSParentLogin> (School ID: 12277).
- For any planned absence please complete a [Leave of Absence form](#) and return to the Sixth Form Office.
- **Ill health** - Students must report to the Sixth Form Office in order that a parent / carer may be informed prior to you leaving the premises.
- Lanyards with ID badges will be issued to all sixth form students on their first day in September. These must be on their person at all times when on the school premises. When arriving (outside of morning registration time) or leaving the school premises (outside of end of school day), these cards must be tapped on the signing in/out chromebooks that are located in the sixth form centre. These cards can also be used for the loan of chromebooks from the sixth form office. Any issues with these cards or any lost cards need to be reported to the sixth form office immediately.

Behaviour and School Rules

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 vaping/smoking/alcohol or sexual conduct are not permitted in school or during any school trip.

CCW and HEIR week

There are two opportunities for 'Next Step' planning and arranging Work Experience placements;

(1) Curriculum Challenge Week (CCW - Nov) and **(2) Higher Industry Research Week** (HEIR - June/July).

These weeks provide opportunities for Sixth Formers to arrange University Open Day visits; pursue career interviews; organise work-related learning; or to investigate further potential career choices. Students **MUST** complete a Google Form outlining their arrangements for the week. Students who do not make arrangements will be expected to work in a designated private study venue in school.

Leaving School with a Profile

Throughout your career you will be expected to present a profile of yourself to prospective employers and others. This profile is generally in the form of curriculum vitae (CV) and a Personal Statement (your HE personal statement). At DHSB, students write an initial CV and Personal Statement at the start of Year 12 with the help of their Tutor. These can be used for future references by the school. Students are expected to engage fully with [Unifrog](#) where such documents as well as activities and Skills can be accessed

Part-Time Work

Part-time work is not authorised during school hours. The benefits of a sensible amount of employment on a part-time basis are undoubted and in most cases encouraged, but you must not lose sight of the purpose of being in the Sixth Form, which is investing in yourself and your future. During term time the school recommends no more than 8-10 hours per week paid employment, hours beyond this should be notified to the Deputy Head of Sixth Form for discussion (KS5Progression@dhsb.org).

We ask that students log their employment on the [Unifrog activities tool](#). This will enable students to recognise skills and contribute towards their career log.

Work Related Learning (see [KS5 Gatsby Curriculum journey](#))

Experiences of workplaces are now a statutory requirement as part of the 16-19 study programme.

In the Sixth Form we encourage students to seek such experiences.

A work observation can include; volunteering (incl. the volunteering element of DofE); work shadowing; a visit to a workplace; 'take your son/daughter to work' day; a placement over a week or a more sustained experience over a term (often the case in medical environments). Practical contact with employers offers invaluable experiences and we encourage all of our students to undertake such experiences during their time in the Sixth Form. The local community, employers/mentors and students alike can all benefit from such placements. Students may gain transferable skills which interest future employers and benefit university and apprenticeship applications, such as; motivation; organisation; time management; communication skills; working within a team; and demonstrating initiative. **All forms of Work Related Learning placements will complement UCAS / Apprenticeship / job applications.**

How - The student will approach their chosen work observation placement to discuss opportunities.

When - Preferably to be arranged during either;

CEW (Curriculum Challenge week (Nov);

HEIR week (Higher Industry & Research week in June/July);

Wednesday afternoon Enrichment Time (for longer-term placements e.g. in a hospital environment and also for involvement in partnership and community based projects).

Procedure - The student must;

Log the event on [Unifrog \(placement tool\)](#);

Complete a [Leave of Absence Form](#) if the placement is during school time.

Please note: The working arrangement will be a private agreement between the placement, parent/carer and the student; the school is not involved in any way.

Uniform and Appearance

- Black blazer – with school badge to be worn at all times outside the Sixth Form Centre
- Sixth Form tie
- Black trousers (not jeans or similar). Black belt if worn
- Black skirt - No shorter than mid-thigh (ideal length as shown in picture below)
- Plain black or grey V-neck pullover
- Plain black or dark grey socks
- Plain black polishable shoes, no trainers (Air Force Ones are permitted)
- White shirt / blouse.



School uniform is to be worn when travelling to and from school and whilst off the premises during the school day. It may be required at some official school functions.

- Anoraks and similar outerwear must not be worn on the premises during the school day.
- Extremes of hairstyle and colour are not acceptable (including a shaven head! – grade 2 is acceptable but **no** shorter).
- Jewellery should be minimal and in line with a professional appearance.
- Ultimate decisions as to whether any aspect of KS5 uniform complies with the school's expectations of smart appearance will be determined by the Head of Sixth. Students who regularly do not meet our expectations of uniform standards will be sent home.

Unifrog

In keeping with our commitment to provide students with outstanding careers guidance and tailored support when choosing their next step after school, we will now be using [Unifrog](#); an award-winning, online careers platform. All students now have access to this platform.

Unifrog brings into one place every undergraduate university course, apprenticeship, and college course in the UK, as well as other opportunities, such as School Leaver Programmes, MOOCs and every college at Oxford and Cambridge. This makes it easy for students to compare and choose the best university courses, apprenticeships or further education courses for them. They can also explore exciting opportunities further afield by looking at English taught undergraduate programmes available in Europe and the USA. Additionally, the platform helps students successfully apply for these opportunities by using Unifrog to write their personal statement, applications and CVs and guiding them through the process, allowing teachers to give live feedback.

Students access the platform by clicking a link in their welcome email, where they create a password and can begin using the platform. They login to Unifrog using their email address and password and they can do so from any computer, tablet or smartphone. We would encourage you to use the platform with your child so you can support them through the process of deciding their next step.

Use of Vehicles by Students

There is NO VEHICLE parking on site for students. There are limited marked bays for motorcycles outside the main school gates (be advised that owners park at their own risk).

Wellbeing and Support

Careers Advice

[CSW](#) provides impartial advice, guidance and other support services for young people. CSW can help with career decisions and can provide labour market information to ensure the choices you make are realistic. Advice may include guidance regarding careers, education courses, higher education, training and employment. CSW also offer a charged service for psychometric assessment (www.cswgroup.co.uk).

Devonport High School for Boys receives support from CSW. We have a link advisor who is regularly in school and available for one-to-one interviews on request. Please email sixthform@dhsb.org to arrange an interview.

Pastoral Support / Problems & help

Please contact KS5Pastoral@dhsb.org
SENDSCO lead jo.weaver@dhsb.org
Family Support Advisor lorna.taylor@dhsb.org

Additional external providers - Sessions/workshops will be offered throughout the year.

We are a large Sixth Form but always aim to be a friendly one. If you have a problem, ask someone for help - please talk to anyone in the Sixth Form Team, we are here to help.
Remember.... "A problem shared is a problem halved".

Links to Procedures and Codes of Conduct

- [Code of Conduct](#)
- [DHSB Learning Agreement \(example\)](#)
- [Sixth Form Attendance Code of Conduct](#)
- [School Policies](#)