



# Bishop Challoner Sixth Form Parent Handbook 2018-19

This handbook is part of our commitment to work in close partnership with parents. It is essential that students, teachers and parents work together to ensure students reach their full potential and take every opportunity which comes their way.

We hope this booklet and our website will provide you with a quick and easy point of reference.

## Our Catholic Values

Community and service  
Celebrate diversity  
Faith and spirituality  
Forgiveness  
Happiness  
Honesty  
Justice  
Love  
Respect and Responsibility  
Trust

## Mission Statement

Through faith and a broad education, Bishop Challoner School strives to develop and nurture each child's unique talents. To Live, Love and Learn like Christ and fulfil their true potential in an ever changing world.

### At Bishop Challoner we aim to:

- recognise each individual as a unique part of God's creation and respect the human dignity of all members of the community;
- encourage each pupil to achieve his or her full potential in all areas including academic, creative, emotional and physical;
- celebrate and value personal success and achievement in all areas;
- provide a balanced curriculum which is responsive to and supportive of all needs and aspirations, fostering both intellectual curiosity and academic achievement;
- create a positive and supportive environment where high expectations are the norm;
- provide high quality teaching by well qualified staff in a disciplined working environment; and develop a social conscience towards all members of society – locally, nationally and globally.

**Bishop Challoner School is founded on Catholic Principles but welcomes and respects all faiths.**

## Parents

Welcome to the Sixth Form at Bishop Challoner School. Enclosed is all the information your son or daughter needs as they start their life as a member of our Sixth Form community. Please take some time to read it together and do not hesitate to contact us if you have any questions.

### Welcome to life as a Sixth Form Student

As a member of the Sixth Form you are joining an established and successful Sixth Form with a growing reputation in the community. We hope you enjoy studying in the Sixth Form and gain a lot from being part of it. Furthermore, we hope that you will take the opportunity to contribute to the life of the Sixth Form and the school as a whole.

This handbook will hopefully answer many of the questions you may have as you make the transition from GCSE to A level study. Post-16 education is very different from what you will have experienced before. You will be expected to be more organised and independent in your studies, taking control of your own learning. The guidelines and information contained in this handbook will help you through this.

This handbook is not intended to be a statement of school policy on all issues, but will encompass many of them. If you wish to clarify any particular points please contact the Head of Sixth Form via email or make an appointment to come in and discuss these.

Study in a Sixth Form can be seen as a place where you spend some of the most enjoyable years of your life. As teachers, we find this one of the most rewarding experiences, as young adults take their first steps towards independence and the 'real world' outside of school.

As a member of the Sixth Form, students are treated more as adults and are expected to take some responsibility for their own learning. Each student will be allotted a personal tutor with whom they will meet on a regular basis. The tutors are there to support you in your work, to oversee your progress and to provide guidance on the choices you will make in the near future.

Above all, Sixth Form students are the senior members of the school and therefore are expected to provide a good example to the younger students in their behaviour, appearance and general attitude to work. As a Catholic School, we stress such qualities as respect and compassion, with each member of our school community sharing responsibility for our environment, including the local area.

We consider supporting your personal development an essential part of your education. With this in mind the school offers a variety of opportunities to develop your faith and spirituality. We strongly encourage students to see this as a vital part of Sixth Form life.

All in all, Sixth Form students will get as much out of the next two years as they put into them. We are here to ensure that you receive the guidance and support you need to flourish both academically and personally. Please keep this handbook in a safe place so that you can refer to it when necessary.

We look forward to working with you.

Mr Jon Bryson  
Head of Sixth Form

## Structure of the day

The school day at Bishop Challoner begins at 8.35 am with registration. Sixth Form students may enter the building prior to this time.

The school day is based on a two week timetable with six period days. There is a 4/2 split, 4 periods in the morning session and 2 in the afternoon session.

Time	Senior School
8.35- 9.00	Registration followed by Assembly/Form Time
9.00-9.50	Period 1
9.50-10.40	Period 2
10.40-11.00	Break
11.00-11.50	Period 3
11.50-12.45	Period 4
12.45-1.40	Lunch
1.40-2.35	Period 5
2.35-3.30	Period 6
3.30-3.35	Registration
3.35	Students dismissed/extracurricular activities

## Sixth Form Learner Agreement

The Sixth Form Learner Agreement is an opportunity to remind everyone involved in a student's education what their individual and collective responsibilities are (the school, parents and the students). It is essential that all students do their best to ensure that their responsibilities are met; this will enable them to achieve their full potential both academically and as young adults.

### **Parents/Guardians: I/we will:**

- ✓ Discuss with my son/daughter their work in school, providing support as necessary and appropriate.
- ✓ Keep in contact with school concerning my son/daughter's progress.
- ✓ Support the school with regards to its policies on dress code, registration and attendance to lessons.
- ✓ Not take family holidays during term time.
- ✓ Encourage personal responsibility and learning independence.
- ✓ Ensure, where appropriate, that my son/daughter limits the number of hours used for part-time employment.
- ✓ Encourage my son/daughter to engage with the extra-circular and enrichment opportunities provided, thus contributing to the life of the school as a whole.
- ✓ Act on the advice given by staff regarding the most suitable courses for my child to study.

### **School: We will:**

- ✓ Deliver high quality lessons by specialist staff who are committed to helping you succeed.
- ✓ Provide you with pastoral support and guidance through a tutor time programme and a personal tutor who will monitor and discuss your academic and personal progress in the Sixth Form.
- ✓ Provide appropriate opportunities for you to develop further your knowledge and skills to fulfil your academic potential.
- ✓ Provide guidance about course options.
- ✓ Inform you of your progress through parents' evenings, monitoring and individual meetings.
- ✓ Provide spiritual enrichment opportunities throughout the school year.
- ✓ Provide support and guidance in relation to progression beyond the Sixth Form into higher education, work-based training or employment.
- ✓ Provide a comfortable, well-resourced learning environment in which to study.

### **Student: I will:**

- ✓ Be respectful of other students, members of staff, visitors, the school property and myself.
- ✓ Maintain a minimum attendance of 90% in each of the courses I study.
- ✓ Attend all form times, assemblies, supervised study session and organised Sixth Form events.
- ✓ Arrive on time for school and for lessons and have all of the necessary equipment. (If you are late for a lesson or not properly prepared, you may be sent away. You will make up the time after school.)
- ✓ Produce high quality work, meeting agreed work deadlines and using supervised/unsupervised study time productively.

- ✓ Keep term time employment to a level which comfortably allows me to spend 5 hours per week per subject on homework/private study in addition to timetabled classes.
- ✓ Be actively involved in the school community (such as voluntary/school service, peer mentoring, paired reading, student subject leaders) acting as a positive role model for the younger students.
- ✓ Abide by the student and staff dress code.
- ✓ Be respectful of the Sixth Form and wider school resources such as the Sixth Form Centre.
- ✓ Try my very best at all times and ensure that I ask for help when I need it.
- ✓ Be respectful of the rights of local residents.

**Joining our Sixth Form brings with it both rights and responsibilities. You will be an influential role model within the school community, which brings with it constraints as well as benefits. You must accept this as part of the package of being a Sixth Form student and remember that support and understanding do not conflict with the application and enforcement of rules. For students who persistently fail to comply with the Learner Agreement and do not respond positively to the intervention strategies applied, we may deem it necessary not to enter a student for a particular exam or ask a student to leave the course or the Sixth Form. If this situation arises, the Sixth Form review process will begin.**

### **The Sixth Form Dress Code... 'Dress for Success'**

All Sixth Form students are expected to maintain a smart appearance in keeping with a formal, working environment. All Sixth Form students are role models for younger pupils and hold key leadership or mentoring roles across the school.

#### **Male**

- Formal shirt with a collar.
- A formal, tailored suit.
- Formal plain leather or leather type shoes/boots.
- Clean shaven ( no facial hair/beards)
- Hair should be neat and tidy with no extreme hairstyles
- Sensible hair colour.

#### **Female**

- A formal trouser, skirt or dress, tailored suit.
- Skirt to be a sensible length
- A formal blouse or tailored top/jumper with sleeves to ensure shoulders are covered.
- Formal leather or leather type shoes/boots/sandals
- Hair should be neat and tidy with no extreme hairstyles
- Sensible hair colour
- One pair of stud earrings (girls only)

The following are not appropriate for a formal working environment and consequently are not allowed:

- Strappy/halter-neck tops or vests that expose the midriff, cleavage, chest or shoulders

- Denim jeans, jackets or shirts. Chinos or lumberjack shirts.
- Combats, cargo pants, shorts, cut-offs, leggings, playsuits, cropped, harem or skinny trousers
- Sportswear such as sweatshirts, tracksuits, polo shirts or 'hoodies', t-shirts with logos
- Mini or micro length skirts or dresses
- Casual footwear (Ugg boots, canvas shoes, flip flops, deck shoes)
- Shaved heads
- Visible body art

Girls with pierced ears are allowed to wear one plain stud, in each ear lobe, which should be removed or taped for safety reasons during every PE activity. Other jewellery will be confiscated. Hair must be tied back in accordance with health and safety regulations in laboratories and for all practical lessons. Hair colouring and extreme styles are not allowed. Nail varnish is not permitted. The school reserves the right to decide whether a pupil's appearance is suitable for school.

## Attendance & Punctuality

Excellent attendance and punctuality is an essential part of a successful time in the Sixth Form. The structure of A Level study is such that there is very little time available to repeat work in class. Lessons should start punctually and it is important that you assist this by arriving on time. Excellent attendance is the key to good academic progress.

Recent research in sixth form colleges showed that students who had an attendance record of 90% or greater achieved, on average, two grades higher than students with an attendance record of 80% or lower in each subject they took. It is for this reason that at Bishop Challoner we take attendance very seriously.

It is inevitable that people fall ill, need to miss school for family reasons such as a funeral, go on Open Day visits to universities and have driving tests. Be proactive in informing staff if you know you are going to be absent and ask, where appropriate, for work to do, etc. You must complete the Absence Request Form – available at Sixth Form Reception. Catch up with work that you miss (ask fellow students for notes) and always find out what homework may have been set and make sure you complete this. Remember that this is your education and your exam grades at the end of the course will reflect the effort you make.

It is not acceptable to miss lessons, for example, in order to:

- complete other work such as homework or coursework that is due or overdue
- have driving lessons
- attend internal performances or assist other students in their work

Employers and universities are interested in attendance and punctuality. An honest response will be given by staff to such queries. This includes attendance to registrations, assemblies and whole school events.

## Tutor time – Weekly Structure

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Activity	Sixth Form notices and students 1-2-1 meetings with Head of KS5	Key Stage 5 Assembly in common room.	Year 12 students act as form buddies to KS3 forms	Whole school assembly in main hall.	PHSEE

Each term begins and ends with Mass for the whole school. We also have Full School Mass for the Feasts of All Saints and All Souls (November) and St Peter and Paul (June). There is a Full School Service on Ash Wednesday to mark the beginning of Lent, plus other Masses for special occasions. Each age group has a number of class/ year group Masses celebrated during the year in the school Chapel. Students are heavily involved in the Masses through readings, the offertory, bidding prayers and singing.

### Study Periods

Sometimes incorrectly referred to as **“free periods”**, these are one of the significant defining features of post-16 study compared to study at Key Stage 4. Typically, depending on the number of subjects being taken, you may have up to 17 study periods per fortnight. They are intended to be used for the completion of academic work – homework, coursework, revision and additional reading/study. Any student who is serious about achieving their potential in their post-16 studies will need to use these study periods wisely to complete work. Here is one example of how a student could best use their study periods, which are the blocks shown in colour:

Week 1					Week 2				
Drama	History	Biology	Drama	English HW	English Lit.	Lit. HW	Drama	History	History
Drama	History	Biology + History HW	History	History Revision	Biology reading	Drama HW	English Lit.	History	History
Biology revision	History HM	History	History HW	History	Biology	General RE	English Lit. revision	English Lit.	Personal research
Biology	Biology	Biology	Enrichment	History	Biology	Biology	Biology	Enrichment	Drama
PE	English Lit.	English Lit.	Enrichment	Drama	English Lit.	Drama	Drama	Enrichment	English Lit.
PE	English Lit.	General RE	Biology	Drama	English Lit.	Biology	Biology HW	Drama	English Lit.

Using private study periods effectively needs good planning and often great determination. A concerted effort from the beginning in Year 12 will help you become an independent learner. You will reap the

rewards from this in the future through better progress in your academic studies and improved exam results. For these reasons students in Year 12 are not permitted home study.

There are a variety of places available around the school. Principally these are the Sixth Form Centre, including 2 study rooms and additional allocated study classrooms within the cottage. Staff, encourage and support students to use classrooms in their departmental areas when not in use especially in practical subjects. A comprehensive study skills programme principally delivered through the registration periods will help develop the essential skills students require to study independently with success.

## Home Study

Home study is where a student is allowed to go home during the school day to study. It is recognised that some students prefer to study at home and as an independent young adult the freedom to plan and use your time as you wish is an important part of your time in the Sixth Form.

It is expected that every student is in school from 8.40am to 3.05pm unless home study has been agreed. Home study is allowed for Year 13 students upon application.

Registration/assembly/RE **MUST** be attended when timetabled. The times of your home study sessions are agreed between yourself and your form tutor. Any changes to your agreed sessions must be done in negotiation with your form tutor.

For legal and health and safety reasons, the school has to obtain written parental consent for you to be off site during the school day, you must complete the application form fully.

Home study is a privilege and not a right. Where it is felt that home study sessions are hampering the academic progress of a student, the privilege of home study sessions may be withdrawn.

## Changing a Subject

This is only possible within the first few weeks of Year 12 due to the difficulty in catching up on missed work in the new subject. A great deal of time is spent during Year 11 to ensure you are on the right courses, but circumstances can change and depending on the individual situation it may be possible to change. This needs to be done in negotiation with Sixth Form staff and subject teachers as soon as possible at the start of term.

## Reports and progress

It is important that you, your parents and the school know how you are progressing in your subjects and what grades you are likely to achieve at the end of each academic year.

At least once a term some form of feedback is given. This will take the form of termly interim progress cards, a full report at the end of year 12 and a full report after mock examinations in January for year 13. A parents' evening will be arranged in December (see calendar for exact date).

## Sixth form study

- **A Level Options**

Most A-levels are now linear courses with examinations taking place in the summer of the final year only counting towards overall grades. Students will therefore start with three or four subjects, dependent on GCSE results.

- **Other Subjects**

All Sixth Form students will also have a weekly lesson of General RE. This will provide you with the opportunity to consider wider issues and to develop your opinions and discussion skills.

- **Wider Study**

In each A Level subject, you are expected to undertake **at least** 5 hours of private study a week, both in study periods and also at home. While we obviously expect every student to complete all assignments set on time, attaining high grades in any subject is often dependent on the 'extras' such as background reading which a student will undertake of their own volition.

- **Part time jobs**

We understand the desire to earn some money to support a social life, but the main focus at this stage must be to obtain the best possible grades at A level. Therefore, it is not recommended that you work too many hours at a part-time job. We advise a **maximum** of 12 hours paid work per week.

## Examinations

- Most A levels are Linear, with exams for subjects being taken in the summer of the second year. See 'Some Important Dates' for dates of exam periods. Year 12 students will also sit internal examinations at the end of year 12. (see sixth form brochure on website for more information)

## Deadlines

Expect to be given homework, possibly with a greater variety of tasks. Expect to be treated as an adult in this respect and staff will expect deadlines to be met.

Some A level subjects have an element of coursework. Staff are experienced at setting and timetabling coursework in their subject. There are internal and external deadlines for staff to meet with coursework and therefore you will be expected to meet deadlines.

Many subjects will have staged deadlines with work expected in sections. Constructive feedback is often given to students who meet internal staged deadlines which will help you improve your work. It is unfair to expect staff to give constructive feedback to work that is handed in late or incomplete. Staff need time to mark, moderate and complete administration work on coursework prior to sending it to the exam board. Therefore there is a final internal deadline for students' coursework. It may not be possible to mark coursework that is handed in late. Deadlines for coursework are published each autumn.

If you feel that you are not going to be able to meet a deadline then liaise with your subject teacher before the deadline passes. Genuine reasons for work being late provided they have been discussed beforehand can often lead to a renegotiation of the deadline. Laziness or part-time employment is not a genuine reason!

It is not possible to arrange final deadlines to suit every combination of subjects that a student studies and, inevitably, some subject combinations will lead to “pinch points” in the academic year where several heavy deadlines may come close together. You should know this beforehand and plan your time carefully. In order to meet your deadlines you may need to make some short term sacrifices, but do think in the long term as well. Eventually the work will be complete and the pressure will ease off.

## General Information

### Absence

All absence should be covered by notification from parents. This should be given to the school office as early as possible on the day of absence.

The school needs to be told about any long term absence (e.g. for glandular fever) as soon as possible. It is possible to arrange work to be sent home to support your studies whilst absent. It is not acceptable to miss part or all of a lesson for example, for driving lessons or employment. This is regarded as truancy.

### Alcohol, Drugs and Smoking

As you might expect alcohol and any form of illegal substance should not be brought on to the school site. This includes alcohol that you may plan to consume later in the day. Clearly being on the school site under the influence of alcohol or drugs is also prohibited.

The disciplinary procedures involving alcohol and drugs in particular are very clear and necessarily very strict as an educational establishment (see code of conduct). Please do not bring your educational future into question by being tempted to mix alcohol or drugs with your sixth form studies!

Smoking is not allowed anywhere on the school site, either inside or outside buildings. Equally it is not seen as acceptable to smoke immediately outside the school site, outside the local garages or by their entrance. Members of the public will associate young people smoking outside a school as being part of the school and such activities then reflect badly upon the whole school community.

### Assemblies

Assemblies are held twice a week. Tuesdays KS5 assemblies normally held in the common room. Thursday there is a whole school assembly held in the main hall. Attendance is compulsory and is an essential part of your time in the Sixth Form. Assemblies vary in their content and are delivered by a range of staff and may be on a particular theme or inform you of forthcoming arrangements.

Assemblies are the main vehicle through which important information is relayed to the whole year group and many students miss out on this by not attending. It is not acceptable to miss an assembly for any reason. If it is imperative that you miss an assembly then please see a member of the Sixth Form staff before the assembly.

Assemblies start promptly at the start of registration. If you do arrive late after signing in enter the main hall via the back doors.

## Behaviour

High standards of behaviour are expected from all students in the Sixth Form at all times. As the most senior students in the school it is not acceptable to exhibit poor behaviour at any time in or out of the classroom.

Staff expect students to be attentive and polite in class and reserve the right to ask you to leave if your behaviour does not meet their high standards. Talking when you should be listening, distracting others from their work, poor or bad language and silly conduct are not acceptable.

Persistent and/or an extreme incident of poor behaviour will be reported to the Sixth Form staff and followed up as appropriate.

One phrase often said by Sixth Form students about being in the Sixth Form is about their wish to be “treated as an adult”. As a young adult in a school environment your behaviour should be as you would expect from any other adult in school such as a member of staff. The principle is quite simple, if you wish to be treated as an adult you have to act like one. This includes things such as being organised, bringing the correct equipment to lessons, meeting deadlines, not being loud, silly or rude in and around the school. If you cannot meet such a standard then expect to be challenged and/or disciplined about your behaviour.

Bishop Challoner has a strong and highly regarded reputation in the community it serves. Do not bring this into disrepute by behaving poorly off the school site, particularly at the beginning and end of the school day.

## Charity

Bishop Challoner has a strong tradition in raising money for charity. There are various charity events throughout the year where you can volunteer to take part. Several hundred pounds is raised each year.

As well as specific charity events, such the Poppy Appeal for the Royal British Legion and Macmillan cancer support we have a flexible policy towards events and so if you would like to nominate a particular charity then bring it to the attention of your Sixth Form Tutor.

## Extra-Curricular Activities

There are a huge number of extra-curricular activities at Bishop Challoner, too many to list here. Whether it sport, drama, music, the Duke of Edinburgh’s Award Scheme, or clubs, hopefully there is something for everyone. Many subject areas also run extra-curricular visits throughout the year.

Employers and universities look for a “rounded” individual who has good academic abilities but also has taken part in other activities inside and outside of school. Apart from the enjoyment and reward of taking part, writing a personal statement on a university or job application is so much easier when you have more to talk about than the fact you “enjoy music and going to the cinema” or “socialising with friends”.

## Mobile Phones iPods, MP3 Players, Electronic Games and Laptops

Bishop Challoner recognises that mobile phones can be useful to pupils and parents alike under certain circumstances. However, there are certain mandatory conditions and guidelines which must be followed by pupils who bring in mobile phones. Sixth formers can use their mobile phones in the Sixth Form common room and library. However they should not be used in other areas of the school as it set the wrong example to younger pupils.

Not everyone may share your taste in music so please do not be tempted to entertain us all by using the loudspeaker function or additional speakers on your phone anywhere in the school, including the Sixth Form common room and study areas. It can also disturb others who are trying to work

**Any form of offensive text messaging or 'bullying by phone' will be treated extremely seriously by the school.**

## PTA

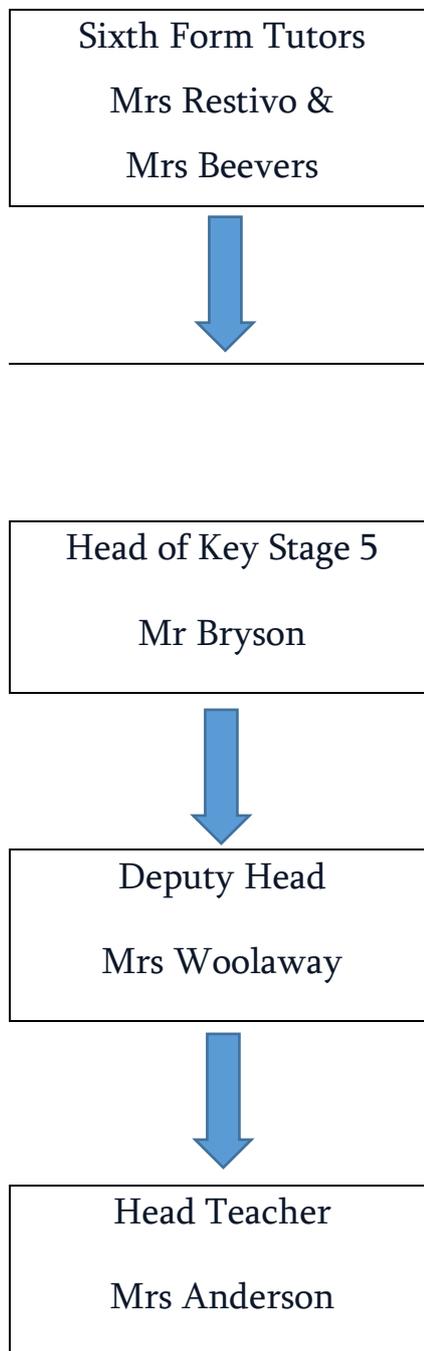
The PTA organises many social and fund-raising events and enjoys wide support from both parents and teachers. Its very existence highlights the importance we attach to the partnership between home and school.

The activities of the PTA encourage extra-curricular links between pupils, parents and teachers and help foster the sense of community which we believe is a hallmark of Bishop Challoner School. Funds raised by the PTA have helped in the purchase of a mini-bus, musical instruments, sporting equipment and computers. Such help is invaluable and greatly appreciated.

## Pastoral Care Structure

Our pastoral care is outstanding and the pupils are nurtured, cared for and supported by dedicated staff. At Bishop Challoner we believe that if students are happy they will make good progress and thrive in a happy secure environment.

Each student's personal development is watched over by a Form Tutor. In the senior school, Heads of Section (KS3, KS4 & KS5) are also there to ensure the progress and security of the students. We recognise that students are more likely to achieve their potential when they are happy in their learning, well-motivated and proud of what they have achieved.



The pastoral care of all our students is the responsibility of the whole community. The main focus for Pastoral Care for particular students will begin with their form Tutor. All instances regarding a child should be directed to their form tutor in the first instance. Form tutors will then discuss and inform important issues with the Head of Key Stage, Mr Bryson, who meets with the KS5 tutors weekly. The Head of Key Stage feeds back any concerns to the Deputy Head, Mrs Woolaway. There is a Head of Key Stage meeting weekly in which concerns are raised.

## Plagiarism

Plagiarism is the passing off by a person, in part or whole, of another person's work as their own without acknowledging the source. It is acceptable to quote other people's work in your own work or use a diagram, providing it is not expected that the work will be entirely your own and that you acknowledge the source. Copying large portions of text (particularly from the internet) into your work is clearly plagiarism.

Staff are very skilled at spotting work which is not a student's own, and it is often relatively straight forward to prove it. Plagiarism is taken very seriously by the exam boards and the penalties can be severe.

## Planners

Every student will be given a planner at the start of term, to record homework and deadlines. An electronic planner is a good alternative – it can be synced to your phone's calendar and provide alerts for appointments and impending deadlines.

The correct use of a planner is fundamental to being well organised and being able to manage your time effectively. Therefore it is important to get into the habit of using the planner to record your homework and coursework deadlines.

## House System

The aim of the House System is to enhance group and team spirit, whilst encouraging a sense of loyalty, duty and friendly competition.

All pupils are in one of the four Houses which are part of the pastoral system running throughout the school from nursery to Sixth Form. Sixth Form students are selected as head of each house and are supported by staff member who are all allocated a house. The House Captains and Vice Captains are normally selected from year 12 students who then help organise house activities.

Every student is allocated to a House based on the traditional Houses of our School – St Denis, St Michael, St Edmund or St Patrick.

St Denis	(blue)
St Michael	(red)
St Edmund	(yellow)
St Patrick	(green)

When a pupil is recognised for achievement a House point is awarded and all house points accumulate as part of the whole school house system. The house system is based on competition, charity fundraising and sports days. There are various cups and shields which are awarded throughout the year for events such as Sports Days. At the end of the academic year, the House with the most points is awarded the House Cup.

## SPIRITUAL LIFE IN THE SIXTH FORM

As a Catholic school, we aim to encourage the spiritual growth and development of all our students, alongside their academic progress, and to instil in them the Christian values which will help them to deal with the various situations which they will encounter throughout their lives.

You will be expected to participate in regular assemblies. In addition to this, there will be many opportunities to get involved in different spiritual activities, from taking part in retreats to organising and leading liturgy for your own peer group and/or lower years.

## General RE

In addition to their A level studies, all students in the Sixth Form are required to follow a general RE course. This offers you the opportunity to broaden your perception and awareness of a variety of important issues and to discuss some of the questions and problems raised in modern day society. This sort of skill is highly valued by universities and employers, providing useful skills to use in interviews, developing as it does the ability to debate and to present an argument, supported with evidence.

## EXTRA-CURRICULAR OPPORTUNITIES

In Sixth Form, you will be presented with a wealth of opportunities to broaden your experience. This is not only great for your own personal development, but also to develop your CV and give you a competitive edge over other candidates for university places or jobs.

In fact, experiences outside the classroom are vital for all career choices, especially for such professions as law, medicine or teaching. Medicine and teaching courses, for example, will not even interview you unless you have had some experience in a school.

Here are just some of the areas where you could get involved this year:

- Sixth Form Leadership Team
- Becoming a “Subject Ambassador” for your favourite subject
- Maths mentor
- Supporting tutor groups in Years 7, 8 and 9
- Duke of Edinburgh Scheme
- School productions
- Sixth Form sporting activities
- Get involved in organising your own club

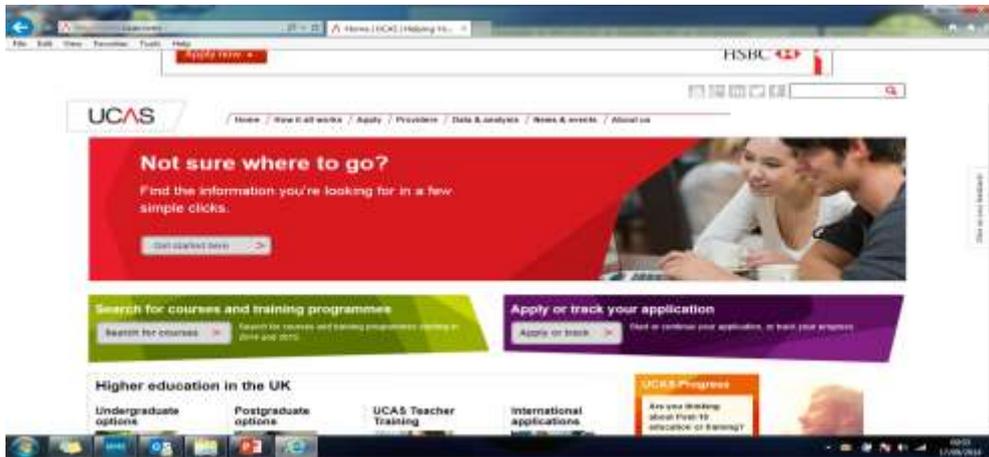
As you can see, the opportunities are there! It depends on you as to which ones you take. Universities and employers these days are looking for well-rounded individuals, not just exam results.

It would be a good idea to keep a log of the things you do, so that you can use them in a CV or Personal Statement. Do not forget to tell your tutor so that they can mention them in any reference they do for you, if relevant.



## University Applications

- Many Sixth Form students will choose to go on to University after Year 13, either directly or after taking a gap year. This process can seem very complicated and daunting, but there is a lot of assistance and advice given in school, both by the subject teachers and the Sixth Form team.
- University applications are made through an organisation called UCAS (Universities and Colleges Admission Service), and are now made completely 'on-line'. Once registered through the school, students can fill in their applications on any computer with access to the internet. At Bishop Challoner, given that much of the work done for UCAS is relevant for any job application, we start all Sixth Form students on the process in Year 12. A student may change their mind at a later stage, and it is undoubtedly easier to fill in the information while it is fresh in their mind. The information will still be there, even after a gap year.
- The process starts in the Easter term of Year 12. In addition to sessions in school talking about topics such as why go to university and how to select courses, we will issue students with an easy to follow booklet, summarising the procedure. About the same time we take all students to the UCAS Higher Education Fair at University of Sussex. Most British universities are represented here, and students will have the opportunity to collect information and speak to representatives of the universities themselves. Students can also use the University library in the Sixth Form Centre in school, where we have copies of helpful booklets from UCAS, together with copies of prospectuses from all universities.
- Students will have the chance to register on the UCAS system in school during a Citizenship lesson or a Deep Learning Day, so that their tutors are there to help if there are any problems.
- One of the most important parts of the UCAS application is the Personal Statement, written by each student about themselves. Now that very few universities interview candidates before making offers, this is sometimes the only way to 'sell themselves'. The Personal Statement will be produced in conjunction with a student's tutor, and tutors will do their best, and use their experience, to get the best possible statement, and therefore the highest possible chance of obtaining a favourable offer. Each student does of course, have the final say over their own statement, but would be well advised to listen to their tutor's advice.
- We ask for a first draft of the Personal Statement to be submitted by the end of the Summer Term of Year 12 to enable tutors to use the information contained in it to start writing their references on the students over the summer.



- The school's deadline for completing the UCAS application is the 30<sup>th</sup> November (in Year 13), even though the actual final deadline is not until January. This is because candidates for Oxbridge and Medical schools have to complete their applications by then, and, if unsuccessful, will be passed on to other institutions. We want our students to be in competition for the first places, and not to 'miss the boat' and find that courses are full up when they apply.
- When a student feels that their form is complete, they will need to forward it to their tutor who will then check it, add their reference, and then send it to UCAS. UCAS then send it to the relevant universities.
- There is a cost for using UCAS, which currently stands at £24. This will need to be paid before the application form is sent. A reminder of this will be given during the UCAS process.
- The institutions will then send out 'offers'. These are usually conditional and therefore require the applicant to achieve agreed A Level grades or UCAS points.

A2 grade	UCAS Points
A*	140
A	120
B	100
C	80
D	60
	50
E	40
	30
	20

- Offers are usually fairly straightforward however, if a student has any problems interpreting them, the Sixth Form team are always ready to help. If by some chance, a student does not get any offers from the institutions to which they have applied, there is a system, known as 'UCAS Extra', by which a second application can be made to institutions known to still have places. Information about this system will be available in school.
- Once a student has received replies from all the institutions to which they have applied, they will be asked by UCAS to decide on a First Choice, and an Insurance Choice. Again, advice will

be available from the tutors, but as a general rule, the Reserve offer should be lower than the First Choice, providing a 'fall back' position.

- On the August results day, if a student does not quite make the grades they need, all might not be lost. Sometimes, if contact is made with the institution in question directly, a student may find them to be flexible, and still ready to accept them. The Sixth Form tutor team will be on hand to help and advise, and accompany students to make the phone call.

## IMPORTANT DATES SEE WEBSITE

## USEFUL PHONE NUMBERS AND WEBSITES

Bishop Challoner School

Telephone:

Email:

Website:

Head of Sixth Form

Mr J Bryson

Email: [jbryson@bcsweb.co.uk](mailto:jbryson@bcsweb.co.uk)

Mrs M Restivo

Email: [mrestivo@bcsweb.co.uk](mailto:mrestivo@bcsweb.co.uk)

(University admissions service) Website:

[www.ucas.com](http://www.ucas.com)

Exam board websites where GCE specifications, guidance and timetables may be consulted are as follows:

[www.aqa.org.uk](http://www.aqa.org.uk)

[www.edexcel.org.uk](http://www.edexcel.org.uk)

[www.ocr.org.uk](http://www.ocr.org.uk)

[www.wjec.org.uk](http://www.wjec.org.uk)

Some other websites which may be useful:

[www.gov.uk/studentfinance](http://www.gov.uk/studentfinance)

Information on student loans and grants

[www.moneysavingexpert.com/family](http://www.moneysavingexpert.com/family)

A very useful 'independent' summary of student finance

[www.hotcourses.com](http://www.hotcourses.com)

One of many websites about finding university & college courses

[www.opendays.com](http://www.opendays.com)

Dates of open days for all universities

[www.ucas.co.uk/students/beforeyouapply/admissions](http://www.ucas.co.uk/students/beforeyouapply/admissions) Information on the extra tests some universities/courses ask for

[www.progressionaccord.org.uk](http://www.progressionaccord.org.uk) Information about the Sussex Progression Accord with the universities of Brighton, Chichester and Sussex

[www.scholarship-search.org.uk](http://www.scholarship-search.org.uk) Information on scholarships & sponsorships

[www.gapyear.com](http://www.gapyear.com) Information about how to spend a gap year

[www.yini.org.uk](http://www.yini.org.uk) Spend a year in industry before university

[www.apprenticeships.org.uk](http://www.apprenticeships.org.uk) National Apprenticeship Service



## CODE OF CONDUCT FOR PUPILS AT BISHOP CHALLONER SCHOOL

At Bishop Challoner we aim to ensure that everyone contributes towards making the School a pleasant place in which to teach, learn and thrive.

### 1. General Behaviour

Pupils are expected to behave in a considerate and courteous manner at all times, as members of the School, and of the local community. They are expected to show respect to all members of staff, visitors to the School and to each other. All school rules apply to pupils on school premises or off site on a trip or visit.

The School has an Equal Opportunities Policy and expects the highest standards in language and behaviour, and mutual respect between all members of the community. Verbal abuse of any kind, including bad language or shouting is unacceptable in the School. Bullying in any form is unacceptable at the School. Bullying is the intent to hurt or dominate another person (by physical or verbal intimidation, and also by exclusion or threatening gestures and name calling). Allegations of bullying will always be taken seriously.

Good social behaviour is encouraged by the pupils moving round the buildings quietly, keeping to the left in the corridors and on the stairs, and being thoughtful towards others by holding open doors, and standing aside to let people pass when waiting to enter a room.

### 2. Attendance:

Pupils are not allowed to be absent, without permission of the Headteacher, for any reason except illness or emergency; parents should write to the Headteacher well in advance if leave of absence is required for a special reason. Permission is unlikely to be given for family holidays during term time.

Parents should endeavour to make routine appointments with dentists etc during school holidays or out of school hours. Those leaving for appointments must sign out at the school office.

No-one may leave the school premises during the school day without the permission of a member of the Senior Leadership Team.

Parents should notify the school by phone or email on the first morning of absence and should continue to communicate with the school, daily, during a period of absence. Any pupil not present in registration, and not authorised by parents, will have his/her absence followed up by a phone call, text message or email home. A note explaining the reason for absence should be brought in on return to school. There is a form available in the student planner to record reason for absence. After five continuous days of absence you will be contacted by your son/daughter's form tutor or Head of Section to see how we can help.

### 3. Dress Code

Correct uniform is to be worn at all times, including the journey to and from school, as we believe that the way pupils look affects their behaviour and their relationship with the local community. In the sixth form, pupils wear a suit and should accessorise as they would for business attire.

Below year 12, no jewellery, other than a watch, may be worn unless it is of specific religious significance and then it must be unobtrusive. In this way, no pupil may discriminate against another or be discriminated against on grounds of religion.

Girls with pierced ears are allowed to wear one plain stud, in each ear lobe, which should be removed or taped for safety reasons during every PE activity. Other jewellery will be confiscated. Long hair must be tied back in the junior department. Hair must be tied back in accordance with health and safety regulations in laboratories and for all practical lessons. Hair colouring and extreme styles are not allowed. Nail varnish and false nails are not permitted. The school reserves the right to decide whether a pupil's appearance is suitable for school.

#### **4. Personal property**

Everyone should respect his/her own and each other's property at all times; borrowing is not encouraged.

Everything brought into school should be clearly named.

Money is to be carried on the person at all times or locked securely in a locker: amounts greater than £10 should be deposited in the office.

**The school does not accept responsibility for pupils' personal property which is lost, stolen or damaged on school premises, unless negligence by the school can be proved. Unmarked, unclaimed lost property is disposed of at the end of each term.**

Equipment belonging to pupils, which is brought into school, is not covered by our School Insurance. Separate insurance is required and should be organised by parents. This is particularly important in connection with musical instruments.

#### **5. Prohibited Items**

Any pupil who is found to be in possession of, or involved in the supply, cultivation, use or subsequent distribution of illegal drugs and "legal highs" to another person may be permanently excluded. The introduction of weapons, alcohol, drugs or other illegal substances into Bishop Challoner, or the supply or use during a school trip or exchange visit or on school premises, is regarded as very serious misconduct and will, in most cases, lead to permanent exclusion, even if a police prosecution does not follow. Any pupil or pupils concerned should automatically be suspended and the police notified.

There is a No Smoking policy at Bishop Challoner School applicable to all pupils, staff and visitors.

Chewing gum is not allowed anywhere in the School.

#### **6. Homework**

Serious attention is paid to homework which is to be completed regularly in accordance with the homework timetable. Parents are asked to ensure that the appropriate time is spent on this in suitable conditions and to check and sign planners. In case of absence all work has to be made up.

#### **7. Assembly**

All pupils are to attend the school assemblies unless excused by the Headteacher after a written request from parents.

#### **8. Environment**

Pupils are expected to care for the general environment, both inside and outside, and keep the school free of litter. Form rooms should be kept clean and tidy and notice boards should have well-planned displays. 'Pop' posters are not allowed.

#### **9. Rewards and Sanctions**

Our system is proactive, with rewards for good work and behaviour, and provides incentives for pupils to work hard and achieve.

If rules are broken or in case of other misdemeanour warranting detention, this will be set after school. In the interests of good discipline, other punishments may be set as deemed appropriate by the Senior Leadership Team.

A pupil may be excluded for serious contravention of the school rules. In the case of suspension, parents will be invited to school to discuss the situation with the Headteacher or member of the Senior Leadership Team. Suspension could in some cases lead to expulsion if an offence is repeated.

#### **10. Safety**

Everyone must check the fire regulations and learn the procedures for evacuating the building.

Safety regulations for all practical lessons, including the wearing of protective clothing and goggles, must be observed. Pupils are not allowed in laboratories or the workshop without staff supervision.

Pupils should not run in corridors or play on staircases. Anything potentially dangerous must be reported immediately to the Bursar.

ALL ACCIDENTS MUST BE REPORTED TO THE SCHOOL OFFICE.

Fire and First Aid procedures are clearly outlined throughout the building.

Pupils feeling unwell must report to the office. Any medicines that have to be taken during the school day must be clearly named and handed to the office. All pedestrians must use the pedestrian gates.

## **11. Mobile Phones, Tablet Devices, MP3 Players, Electronic Games and Laptops**

Bishop Challoner recognises that mobile phones can be useful to pupils and parents alike under certain circumstances. However, there are certain mandatory conditions and guidelines which must be followed by pupils who bring in mobile phones. Mobile phones should not be used for social calls, game playing, taking pictures of other people on site, or recording them using mobile phones. Mobile phones in the senior school must be kept securely in a locker and are not to be seen or heard at any time during the school day. In the junior department, any mobile phone should be brought to the school office, signed in and signed out again for security when entering and leaving the school. **Any form of offensive text messaging or 'bullying by phone' (or any form of social media) relating to a pupil or pupils in the school will be treated extremely seriously.**

**Pupils are not allowed to access social networking sites whilst at school.**

MP3 Players, Tablet devices and Electronic Games are not to be played in school. They should be switched off during the school day and kept securely in a locker. Use of such items during the school day may lead to confiscation.

Laptop computers are only permitted in school with the Headteacher's permission. They remain the responsibility of pupils.

## **Code of Conduct in the Classroom**

Everyone takes pride in working in an attractive, pleasant environment.

- We should therefore, respect classrooms and the furniture and property within them. Classrooms should be kept neat and tidy.
- Classes should be allowed to leave a form room before the next group enters.
- We should be aware of saving energy by switching off lights or shutting windows when necessary, especially at the end of the day.
- Cupboards and form boards are a form's responsibility and should be kept tidy.
- To keep rooms fresh and pleasant, PE kit should be stored in lockers and books etc in school lockers.
- Bags, or any other items, should not be left in gangways at any time, in the interests of health and safety.
- Repairs should be noted immediately to Michael Hickman.
- No eating or drinking (except water) at any time in the classrooms.
- The pupil ICT Agreement must be adhered to.

I confirm that I have read and understood this Pupil Code of Conduct and that this signed document will be placed in my personal file. I am aware that any significant and deliberate breach of this Code might lead to disciplinary action being taken.

Pupil Name..... Date.....

I confirm that I have read and understood this Pupil Code of Conduct and that this signed document will be placed in my son/daughter's personal file. I am aware that any significant and deliberate breach of this Code might lead to disciplinary action being taken.

Parent signature .....Print Name (BLOCK CAPITALS).....

Date.....

P. Anderson May 2016

Updated July 2016

Reviewed and updated: April 2017

Next Review April 2018

Reviewed on 10<sup>th</sup> March 2018

Next Review April 2019

## Senior Pupil Acceptable Use of ICT Agreement / eSafety Rules

Your agreement to abide by the following guidelines ensures your safety and the efficient functioning of the school's ICT facilities:

### Definition

The ICT Facilities at Bishop Challoner School are defined as computers, the software, monitors, keyboards, mice, printers, scanners, cameras, camcorders and any other electronic device or item. The ICT facilities at Bishop Challoner School also include: Telephones, mobile phones, fax machines, televisions and DVD players and any other electrical device. Internet and e-mail are also included as ICT facilities.

### Copyright

- I will not plagiarise or misuse copyright material (any file that is not solely and entirely your original work).

Misuse of material from the internet in coursework/controlled assessment can lead to disqualification from all public examinations

### Storage Areas and Care of Equipment

- I will be responsible for the 'housekeeping' of my network storage area, which is for saving school work.
- I will make sure my USB is not damaged and will take care to avoid viruses.
- I will use the ICT facilities with care.
- I will avoid interfering with cables and software settings.
- I understand that eating and drinking is strictly forbidden.

The school has the right to review files and electronic communications to ensure that you are using the system responsibly.

### Printing

- I will get permission from the teacher before using the colour printer.
- I will only make printouts with permission and take care to avoid wasting paper.

### Time wasting

- I understand that the ICT facilities at school, must be used solely for school related work. The playing of on-line games is not permitted, and is blocked by the web filtering system.

### Mobile Phones

- I understand that Mobile phones should not be seen, heard or used in lessons during the day for personal use.
- If I need to use my mobile phone during the day in the case of an emergency I must obtain permission from a teacher.

### Online behaviour

- I will only use ICT systems in school, including the internet, email, digital video, mobile technologies, etc, for school purposes. I will keep to the school rules when using my own devices.
- I will not download or install software/program school ICT equipment without permission.
- I will only log on to the school network/ learning platform with my own user name and password.
- I will follow the schools ICT security system and not reveal my passwords to anyone.
- I will only use my school email address when using school devices (if this becomes available).
- I will only send emails that are approved by a member of staff.
- I will make sure that all ICT communications with pupils, teachers or others is responsible and sensible. I will never post aggressive or offensive material on the system or the web at any time.
- I will respect the privacy and ownership of others' work on-line at all times.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.

- I will never download a program from the internet without permission from a teacher.
- I will not attempt to bypass the internet filtering system.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress or bring the school into disrepute. For example, Social Networking Websites.
- **I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent / guardian may be contacted.**

**Online Safety At All Times**

- I will be very careful about giving out personal information such as name, phone number or address online. I will not post my information in a social network profile so that anyone can see it.
- I will not arrange to meet someone I only know online unless my parent / guardian / teacher has clearly approved of this.
- I understand that online contacts may lie about their identity. I know that information on the web can be unreliable. I will be very cautious about who and what I believe.
- Images of pupils and / or staff will only be taken, stored and used for school purposes in line with school policy. I will not distribute images outside the school network without permission.
- I will support the school approach to online safety and not deliberately upload or send any text, images, video, or sounds that could upset or offend any member of the school community.
- I understand that all my use of school systems is monitored and logged and can be made available to my teachers.
- **If anything makes me uncomfortable or worried, I know that I can share this with a teacher or parent without being blamed.**

*This list is not exhaustive and behaviour that is deemed inappropriate will be dealt with on a case by case basis.*

**Senior Pupil Acceptable Use of ICT Agreement / eSafety Rules**

I confirm that I have read and understood this Code of Conduct and that this signed document will be placed in my personal file. I am aware that any significant and deliberate breach of this Code might lead to disciplinary action being taken, and/or prosecution.

Pupil Signature.....

Name..... (BLOCK CAPITALS)

Date.....

As the parent or legal guardian of the student signing the above, I give permission for him/her to use the Internet and e-mail. I understand my son/daughter will be held accountable for his/her actions. I accept responsibility for setting standards for him/her to follow when selecting, sharing and exploring information and media.

Name..... (BLOCK CAPITALS)

Parent Signature..... Date.....

**Please return to the school office**

## Senior School Staff

<b>Senior Leadership Team</b>		
<b>Initials</b>	<b>Name</b>	<b>Department</b>
PA	Paula Anderson	Headteacher
SW	Suzy Woolaway	Deputy Headteacher/ Designated Safeguarding Lead
AB	Alison Barker	Head of KS1 & KS2
DR	David Rolls	Bursar
<b>Section Heads</b>		
JB	Jon Bryson	Head of Sixth Form
RS	Rachael Shields	Head of Key Stage 4
JRa	Jamie Raveney	Head of Key Stage 3
<b>Senior Department</b>		
<b>Initials</b>	<b>Name</b>	<b>Job Description</b>
PA	Paula Anderson	Headteacher
SW	Suzy Woolaway	Deputy Head/Mathematics/Safeguarding Lead
VB	Vicky Bastin	Mathematics/Learning Support Coordinator
CB	Cheryl Beevers	English
IB	Ivor Bovell	Chemistry
LB	Louisa Brown	DT
JB	Jon Bryson	Geography
CC	Cliff Coultart	Art
SF	Stephen Flanagan	Music
EGS	Elise Gauthier-Shalom	English/Drama
NG	Natalie Gibbs	Dance
RH	Rachael Holley	History and G & T Coordinator
RHow	Ritchie Howells	English - Autumn Term 2018
YL	Yvonne Lau	Science
JL	John Lubi	Mathematics
RM	Rama Marpadi	Biology
TM	Terry McArthur	DT Technician
FM	Fatma Miotti	English
JN	Jessica Napier	French
AN	Allison Newbould	Latin
SA	Sarah Oladele	Drama
SO	Susannah Otley	English – from Spring 2019
RP	Rachel Patience	Religious Education
VP	Vincent Piccio	Physics
PP	Patricia Prieto	Spanish
JRa	Jamie Raveney	Physical Education
JRo	Jill Robins	French
ARog	Alison Rogers	LAMDA
AR	Alessia Ropkins	Psychology
ER	Esther Ruston	Laboratory Technician
SS	Sujatha Saul	Computing
RS	Rachael Shields	Religious Education
DS	Daniel Snadden	Physical Education
MR	Manola Restivo	PE/Geography
JSA	Jeffrey Samuel	Mathematics EPQ Coordinator
BW	Bruce Wates	Examinations Officer

# Important Prayers

## **The Lord's Prayer (Our Father)**

Our Father who art in Heaven Hallowed be thy name  
Thy Kingdom come, thy will be done On earth as it is in Heaven  
Give us this day our daily bread  
And forgive us our trespasses  
As we forgive those who trespass against us  
And lead us not into temptation  
But deliver us from evil

## **Hail Mary**

Hail Mary, full of grace The Lord is with you  
Blessed art thou among women  
And blessed is the fruit of thy womb, Jesus.  
Holy Mary, Mother of God,  
Pray for us sinners now  
And at the hour of our death

## **Glory Be**

Glory be to the Father and to the Son and to the Holy Spirit  
As it was in the beginning is now and ever shall be world without end,  
Amen

## **Prayers for those who have died**

Eternal rest give unto them, Oh Lord  
And let perpetual light shine upon them  
May they rest in peace, Amen  
May the souls of the faithful departed  
Through the mercy of God Rest in peace,  
Amen.

# House System

The aim of the House System is to enhance group and team spirit, whilst encouraging a sense of loyalty, duty and friendly competition.

All pupils are in one of the four Houses which are part of the pastoral system running throughout the school from nursery to sixth form. Sixth form students are selected as head of each house and are supported by staff member who are all allocated a house. The House Captains and Vice Captains are normally selected from year 12 students who then help organise house activities.

Every student is allocated to a House based on the traditional Houses of our School – St. Denis, St. Michael, St. Edmund or St. Patrick.

St Denis (blue)

St Michael (red)

St Edmund (yellow)

St Patrick (green)

When a pupil is recognised for achievement a House point is awarded and all house points accumulate as part of the whole school house system. The house system is based on competition, charity fundraising and sports days.

Throughout the year a number of house competitions run across a variety of subjects including Easter egg design, Christmas card design, Creative writing challenges, Inter house sporting events, debating competitions and many more. There are regular house assemblies led by the Head of house. There are various cups and shields which are awarded throughout the year for events such as Sports Days.

At the end of the academic year, the House with the most points is awarded the House Cup.

# Policies

In line with the Guidance and Regulations from the DCSF our Safeguarding/Child Protection Policy is published on our school website and we have included other key policies which ensure the safety and well-being of your son or daughter.

All new parents to the school receive an Information pack where several of our relevant policies appear in hard copy.

Here is a list of all the policies available from the school office for parents of pupils and parents of prospective pupils. These policies are updated regularly to ensure compliance with the independent School Standards Regulations. The **Safeguarding Policy, Anti-bullying Policy, E. Safety Policy, Health and Safety and Complaints Procedure** are available for download from our website.

## **Policies available;**

Able, Gifted and Talented

Acceptable Use of ICT for Pupils

Administering medicines EYFS

Admissions

Assembly

Assessment and Reporting

Attendance and Punctuality

Behaviour Management including EYFS

Bursaries

Camera and recording device use

Careers Education and Guidance

Code of Conduct for Pupils

Controlled Assessment policy

Curriculum including EYFS

Cyberbullying

Data Protection

Disability

Drugs

Eating Disorders

Educational visits

Emergency procedures- Fire Evacuation

Equal Opportunities

Exclusions

Extreme Weather

Fire Risk

First Aid

Homework

Learning and Teaching

Literacy

Marking

Minibus

Missing pupils/Suspect a child is running away from home

Parent Code of Conduct

PSHEE

Scholarships

School Council

Sex Education

Special Educational Needs and EAL

Self-Harm

Spiritual, moral, social and cultural development and British Values

Supervision

Teaching and Learning