



# **Uxbridge High School Sixth Form**



# Parent Information Booklet

## Post 16 Learning Agreement between the school and students at Uxbridge High School Sixth Form

### The school will provide for the student:

- Initial and continuing guidance about their chosen course
- Appropriate teaching and the setting and marking of homework
- Reports and assessment of progress, which will take into account their abilities and their objectives for the future
- Facilities and resources to aid their studies (the Sixth Form area is open, and they are welcome to study in it quietly, from 8.00am until 4.00pm)
- A willingness to talk with them and their parents, both at parents' evening and whenever they request an appointment
- A genuine concern for the welfare and development of all students

### What we ask of the student in order to ensure their development and success:

- Respect for others and their property at all times
- **100%** attendance to all lessons unless there is a valid reason that has been agreed by the Sixth Form Guidance Leader. This includes attendance to citizenship, enrichment, resit lessons and work experience. No one will be granted time off for a holiday during term time.
- To always maintain a good standard of work and to meet homework and coursework deadlines and requirements
- To use study periods responsibly and to follow up work covered in class. You cannot get by with the bare minimum. Sixth Form studies require you to work in your own time and do more than just be in class
- Respect for the working environment in the Sixth Form study area and keep noise levels low
- Food is consumed within the Panini Bar area only. Food from takeaway shops is not permitted on site (including ice creams). No eating and drinking within the computer areas
- One person per computer
- Games should not be played during private study or lesson free periods
- Keep all areas tidy, using bins provided, so that a positive learning environment is created
- Carry out a **minimum** of 5 hours self-study per subject per week (for BTEC this should be a minimum of 15 hours). Self-study can be carried out during private study or lesson free periods in the Sixth Form, Orsino Study Room, breakout areas or the library and should consist of: note taking; further reading; homework; additional exam papers; feedforward marked work; peer assessment; seeking further support/feedback; reading model answers; completing questions in timed conditions; creating exam questions and studying mark schemes and examiner reports
- Maintain the agreed number of courses. Students cannot drop subjects without the agreement of the Head of Sixth Form.
- Be an ambassador for the school and a role model/leader in the school community (such as voluntary/school service, peer mentoring, paired reading, prefects).

### Other expectations

- Smoking/vaping, use of alcohol and/or illegal substances is not permitted in or around the school grounds. If you are found to be in possession of any illegal substances during the school day or at any school activity you will be immediately excluded.
- Have due regard and shared responsibility for the public image of the school. This includes your behaviour in public places. Broadcasting and publishing information about the school or members of the school community, in print, electronically or via mass media should only be conducted with the express approval of the Principal (see Responsible use of the Internet).

## **Mobile Phones and Headphones See it – Lose it policy**

Students are allowed to have a mobile phone and headphones in school, but it must not be seen outside of the Sixth Form Area.

If a mobile phone is seen, it will be confiscated and can only be collected from the Sixth Form Team at the end of the day.

If there are persistent infringements then the privilege of using mobile phones within the Sixth Form Area will be removed.

## **ID Badges**

It is important for all students to feel safe whilst on site and that everyone is identifiable. Therefore, ID badges must be worn at all times. If students fail to bring in their ID card, then they will either be required to pay £2 for a new card or be sent home to collect their card.

ID badges must not be shared amongst friends. Access to the school is via the use of the ID badge and students are not permitted to allow access to the school to anyone else (this includes friends, lower year students or non-Uxbridge High School students). Anyone who misuses their ID cards will have privileges revoked.

## **Bursary Information**

The 16 to 19 bursary fund is a UHS scheme to help those who may struggle with the costs of full-time education or training. The bursary can be used for course related costs such as books, meals, equipment or transport. The scheme starts in September and all applications should be made by the end of the month.

The bursary is paid on a monthly basis and is paid in accordance to attendance. Students must achieve an attendance of 90% or above, for both registration and lessons; in order to receive payment. The amount of bursary paid is based on the individual circumstances of each student and also dependent on the amount of students accepted onto the scheme. The school receives a bursary fund from the government, which is then distributed to students throughout the academic year.

If you have any queries, please email Miss Previdi on [office@uhs.org.uk](mailto:office@uhs.org.uk) who will be happy to help.

Note: Other financial assistance may be available. Please contact the school in the first instance.

## **Work Experience – Year 12**

It is compulsory for all Year 12 students to take part in a minimum of 5 days' work experience. This will provide students with an insight that will help them make the right decision about their career. The only way to truly know if a job is right for you is to experience it hands-on.

Uxbridge High will be working with an external company, Education Development Trust, to place students in the most appropriate placements. Students are welcome to find their own placement, but these have to be authorised by the Sixth Form Team and be appropriate to their courses and career prospects. Further information will be provided in due course.

## Sixth Form Team

### Head of Sixth Form

Ms Barber

### Guidance Leader

Mrs Le-Gall  
alegall@uhs.org.uk

### Form Tutors

Lancaster - R Laurent – rlaurent@uhs.org.uk  
Stuart - V Pal – vpal@uhs.org.uk  
Tudor - A Kochhar – akochhar@uhs.org.uk  
Windsor - J Gingles – jgingles@uhs.org.uk  
York - J Cummings – jcummings@uhs.org.uk

## Key Dates and Information

### Monday 16<sup>th</sup> October

Study Skills Workshop – Year 12 students

### Wednesday 1<sup>st</sup> November

English Lang Paper 1 GCSE resit exam

### Thursday 2<sup>nd</sup> November

Maths paper 1 GCSE resit exam

### Friday 3<sup>rd</sup> November

English Lang Paper 2 GCSE resit exam

### Monday 6<sup>th</sup> November

Maths paper 2 GCSE resit exam

### Wednesday 8<sup>th</sup> November

Maths paper 2 GCSE resit exam

### Thursday 7<sup>th</sup> December

Year 13 Parents' Evening

### Thursday 8<sup>th</sup> February

Year 12 Parents' Evening

## Student Briefing

Each student will belong to a House. Each House will have a briefing at 8.40am on the days indicated below. **All** students must attend one briefing per week with the House they are allocated to.

| Day       | House     |
|-----------|-----------|
| Monday    | Lancaster |
| Tuesday   | Stuart    |
| Wednesday | Tudor     |
| Thursday  | Windsor   |
| Friday    | York      |

## Enrichment/Citizenship Programme

We offer several different enrichment programmes for Sixth Form students and it is compulsory for all students to take part in one of these.

Citizenship takes place: **Week A: Monday Period 1**. This is compulsory for all students to attend and consists of talks from guest speakers on gap years, volunteering, student finance, the UCAS process and so on.

### Sixth Form Assessment Weeks – 2016 / 2017

| Assessment                           | Date                            |
|--------------------------------------|---------------------------------|
| Transition work                      | 8 <sup>th</sup> September 2017  |
| Sixth Form Assessment week 1         | 18 <sup>th</sup> September 2017 |
| Sixth Form Assessment week 2         | 6 <sup>th</sup> November 2017   |
| Sixth Form Mocks (Assessment week 3) | 8 <sup>th</sup> January 2018    |
| Sixth Form Assessment week 4         | 19 <sup>th</sup> March 2018     |

## Sixth Form Dress Code

Sixth Form students are the senior students of the school and will be regarded as role models for students lower down the school.

The aim is to have a smart appearance that allows a degree of personal choice. However, your school is a workplace and your appearance should reflect that.

### Ladies

- Skirt, tailored trousers or dress. Skirts and dresses should be of a suitable length – no jeans (black or blue), combats or shorts.
- Leggings and 'Jeggings' are deemed as casual wear and are not allowed.
- Blouse, shirt or tailored top – tops that expose the abdomen are unacceptable as are strapless, backless or baggy tops with logos.
- Shoes should be of a type similar to that worn lower down the school and should be black or brown with no logos visible. Closed sandals may be worn during the summer months. No trainers or converse style canvas shoes, flip-flops and boots with trousers tucked in are also unacceptable.
- Suit or smart jacket – not denim.
- Jumper or cardigan – smart sweatshirts with no logos are acceptable but not 'hoodies'. This applies to leavers' hoodies also. Clothing that features large logos, slogans, images or badges is unacceptable – this does not extend to manufacturers' names or small logos that are displayed discreetly.

### Gentlemen

- Shirt with collar or polo shirts – t shirts are unacceptable.
- Trousers should be tailored – no jeans (black or blue), tracksuit bottoms or shorts.
- Shoes should be of a type similar to that worn lower down the school, and should be black or brown with no logos visible – no trainers or converse style canvas shoes.
- Smart jacket – not denim.
- Jumper or cardigan – smart sweatshirts with no logos are acceptable but not 'hoodies'. This applies to leavers' hoodies also.

Most jewellery is considered acceptable, however, students may be required to remove items if an excessive amount of jewellery is worn.

Due to the constant changes of fashion that take place, it has to remain the right of senior members of staff and the Head of Sixth Form to determine that a particular item of dress is not appropriate for school. Students who turn up to school inappropriately dressed will have items confiscated or may be asked to go home and change. Students should accept that if they choose to dress inappropriately they are risking being sent home, with a consequent loss of learning time.

