



LEWESTON
SHERBORNE

SITXH FORM HANDBOOK
2021

INTRODUCTION FROM THE HEAD OF SIXTH FORM

Welcome to the Leweston Sixth Form! I hope you will find this handbook a useful introduction to our wonderful Sixth Form community, providing you with lots of information you will need to become a successful and integral member of the Sixth Form. Please read the following pages carefully with your parent(s) or guardian(s) to acquaint yourself with our systems, expectations, routines and other important information to help you navigate the next exciting part of your Leweston journey with us.

Moving on to Sixth Form studies presents you with new opportunities and challenges, whether you are progressing from Year 11 at Leweston or joining us from another school in the United Kingdom or overseas. Whatever your background, you will be aiming to build on your achievements to date, to explore the many opportunities open to you and plan for your future.

We aim to support and encourage you as much as we can to help you to achieve your goals and realise your potential.

There is a strong work ethic in our Sixth Form and we are very proud of the achievements of all our students. For you, the next two years mark the transition between school and going on to college, university, taking a GAP year or entering employment. We hope that you will develop the independence in your learning and the study skills that will help you to succeed.

The Sixth Form at Leweston offers you a broad and enriching curriculum. As well as exploring new areas of knowledge, perhaps in new subjects, you will find opportunities for wider interaction with others, for leadership and involvement in the community as well as different experiences in sport, art, design, drama and music. We attach great importance to the skills and personal qualities that you gain not only through your work but also through other activities both in and out of School. There are opportunities to work in teams, to help others and to take on roles of responsibility. You may be able to take part in visits both as a year group and through academic departments; you will have access to facilities that include art studios, design and technology workshops, laboratories, drama, music, sport and ICT. Taking advantage of these opportunities will help you to achieve high standards in all you do and to make the most of the Sixth Form.

The Sixth Form Centre is a place where you can relax comfortably and socialise with each other when it is time to take a break from study. There is a small kitchen area in which to make hot drinks and snacks. Importantly, as well as having access to the Pensabene Library for study periods, Sixth Form students also have their own, exclusive study area within the Centre and you may also make use of the Eleanor Library or your own study room if you are a boarder. You can also visit Cedars Café during your time off from lessons and can enjoy unsupervised access to the gym (for more details see Mrs Guy) and the Belvedere. The Sixth Form community aims to be inclusive and supportive of everyone. Life-long friendships are often made here and sustained in years to come.

As you progress through the Sixth Form, you will be fully supported by your tutor, your teachers and by me. We hope that your experience of the Sixth Form at Leweston is an enjoyable, successful and rewarding one. In the words of the school motto:

GAUDERE ET BENE FACERE

Rejoice and do well!

Mr Matthew Ryan-East
Head of Sixth Form

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SIXTH FORM CURRICULUM

The Core Curriculum

While some students will choose to start in Year 12 with four A levels and/or BTEC options, the majority will drop to three subjects by the end of the first half term. However, in the first three weeks of the autumn term, no subject changes will be permitted to allow students to make a more well-informed choice about which three subjects to carry forward. Typically, a fourth A Level is added/maintained only when studying Maths and Further Maths as we strongly believe that quality and not quantity is key.

You will have approximately 10 hours of teaching per subject per fortnight. You are expected to do further work independently in your study time (see below).

Transition

The jump from GCSE to the Sixth Form courses is a significant one and expectations will be high from the very beginning. The teaching staff and your tutor will be there to support you fully with this transition. If you are experiencing any difficulties, you should seek out the help, advice and guidance of your subject teachers, tutor and/or Head of Sixth Form.

Your new subject teachers will have made available A level/BTEC preparation materials for you to work through over the summer before you begin as Lower Sixth students. You will find these on Microsoft Teams where you will have been added to a new Team labelled 'Summer Preparation for A Level/BTEC'. It is likely that you were able to begin perusing these materials during the Year 11 Sixth Form Taster Days. However, don't worry if you were unable to do this; there is plenty of time to do so over the holidays. If you have any problems or questions, please do contact the relevant Head of Department and/or Head of Sixth Form.

Changes of Course

If, once you have started your course, you feel that you want to make a change, this must be discussed first with your subject teachers, tutor and the Head of Sixth Form. The consent of your parents will be needed to make a change. We expect all course choices to be completely finalised by the end of the first half term in the autumn term. One term's notice in writing is required to discontinue any optional course, such as Leiths, which incurs a cost.

Suggested Equipment List

- **Ring binder for daily school use, with labelled dividers for different subjects and teachers**
- **One ring binder or lever-arch file per subject, to put notes into once you have completed a topic (again, with dividers as necessary)**
- **Lined, hole-punched A4 paper with a margin**
- **Plastic wallets to keep work and resources in a good condition**
- **Pens, pencils, rulers, rubbers, glue sticks, scissors, sticky notes and highlighter pens**
- **Calculator (for Mathematics, Science, Geography, Psychology, Economics and Business)**
- **Any subject-specific equipment as instructed by individual subjects (e.g. set texts for English Literature and Mathematics equipment if required)**
- **Diary or planner (students will be provided with a school diary although some students may also prefer to use their own, whether paper-based or electronic)**

LEWESTON ENRICHMENT AND DEVELOPMENT PROGRAMME (LEaD)

We are wholly committed to providing a holistic education for our Sixth Form students. To complement our comprehensive tutorial programme, the innovative Leweston Enrichment and Development (LEaD) programme is designed to develop our Sixth Formers as the senior student leaders of our community. It offers you the opportunity to engage in a range of experiences that goes beyond your timetabled studies while providing you with the tools to grow as experts in both intellectual and practical ways.

The quality of any Enrichment programme is a measure of how seriously a school takes its responsibility of building well-rounded, healthy, ambitious, intellectually curious, emotionally resilient, and ultimately happy and successful human beings. Enrichment, done well, develops the individual and helps them fulfil their broader potential, giving students the opportunity to grow as people into the adults they will be by the time they leave us.

While academic outcomes are clearly very important, at Leweston, students mean so much more to us than just a set of grades. To ensure that the whole person is 'enriched and developed' by this programme, we have divided LEaD activities into three separate strands and across each term:

The LEaD Strands:

1. Community – actively engaging in initiatives, activities and events that support the Leweston school community, the local Sherborne community and the wider community (national/international) for example through membership of a committee, house or council, younger tutor group, or by position as a prefect, subject ambassador, peer mentor or guardian.

Example activities:

- Organising a charity event
- Visiting residents of a local care home
- Supporting a Year 7 tutor group one day a week
- Taking part in the peer mentoring scheme
- Acting as a Guardian Angel for a new member of the school
- Volunteering in the nursery or prep school

2. Opportunity – taking a lead in organising, running and participating in activities and events that develop employability and transferable life skills, personal attributes, physical fitness and sports ability, health and wellbeing, social responsibility and an appreciation of culture and the arts.

Example activities:

- Attending a car maintenance workshop
- Taking part in budgeting skills activity
- Setting up a new sports club
- Competing in the house swimming competition
- Organising a music concert at the school for students
- Completing Ten Tors and/or Gold Duke of Edinburgh

3. Expertise – developing academic potential, skills and knowledge through participation in subject and non-subject-related extension/super-curricular activities, post-A level preparation sessions (e.g. UCAS), study-skills training, academic competitions and societies and the EPQ.

Example activities:

- Attending and participating in a university interview workshop
- Undertaking the Extended Project Qualification
- Participating in the Head's lecture series
- Attending university open days as part of the UCAS process and experience a taster lecture
- Entering a national essay-writing competition in chosen discipline
- Learning a new language

You will be expected to engage in all three of these LEaD strands each term (except Year 13 in their summer term), setting targets and recording your progress towards completing the programme with your tutor. As well as engaging in these activities in tutor times, occasional, off-timetable events and in your own time, you will also have a timetabled Enrichment slot each week where you can sign up to a termly option, including options such as community service, charity/fundraising, global citizenship, world cultures, public speaking, sports coaching, events management and enterprise.

All students are expected to meet the quota of LEaD activities throughout their time in the Sixth Form. However, those of you who go above and beyond, exceeding this expectation in Year 12 and 13, will be considered for a LEaD Programme Distinction award on Speech Day.

Other elements that fall under the LEaD umbrella will include:

Physical Education: Sixth Formers have an afternoon of sport once a week and many continue to compete for the school throughout Years 12 and 13. Every year the school welcomes Pentathlon, Equestrian and Sports scholars into Sixth Form who participate in the relevant elite sports programme. Students can choose their own programme from a range of competitive and recreational sports as well as activities that promote health and fitness. Current options include: Hockey, Netball, Football, Badminton, Basketball, Swimming, Rugby, Zumba and Yoga. In addition to timetabled games Sixth Formers can use the gym equipment during their free time. Although after-school activities are no longer compulsory in the Sixth Form, students are still encouraged to participate and have the opportunity to lead those that are of particular interest.

PSHRE: Sessions focusing on personal, social, health and religious education will be delivered as part of the weekly tutor time programme and on half-termly, off-timetable, whole-year group events. Visiting speakers and in-house teams will lead sessions on a range of issues such as study skills, rights and responsibilities, citizenship, sexual health and wellbeing, drug and alcohol abuse, stress management, gap year opportunities and higher education. Our Careers programme (details below) will also contribute to our Sixth Form LEaD programme offer.

Religion, Ethics and Morality: In the Sixth Form, one period per week is devoted to consideration of various human rights issues.

Extended Project Qualification: The Extended Project Qualification, or EPQ, is a standalone qualification with significant UCAS value. It is highly respected by universities because it helps to develop independent learning skills. The EPQ is based on a self-selected project and is an ideal way to study something you are interested in but is not part of the curriculum of your main subjects. Candidates who choose to embark on an EPQ in addition to their timetabled Sixth Form studies will be assigned a supervisor and attend extra research-skills sessions during their Year 12 year. It is expected that the EPQ will be completed by the end of the autumn term of Year 13.

Leiths Certificate in Food and Wine: Leiths is an internationally recognised, five-term practical course designed to give you confidence in a wide variety of cooking skills. It is a professional qualification which offers you the opportunity to put your skills to work through Leiths List, an employment agency which matches students with a wide range of paid, family-level cooking jobs. This qualification could help you finance yourself at university. Leweston is currently part of a scheme which allows students taking the Leiths Certificate to work towards an extended qualification. This carries between 12 – 14 UCAS points.

Duke of Edinburgh Award: The Duke of Edinburgh Award flourishes at Leweston with a significant number of students taking part each year. The scheme focuses on personal development and achievability, developing commitment, resilience, independence and responsibility. It is regarded as an asset by both universities and employers and can support your further education application. The Gold Award is exclusive to Sixth Form and takes 12 to 18 months to achieve. As with the other levels it includes an expedition and volunteering but exclusive to Gold is the 5-day residential section when you have to undertake a shared activity away from home. If successful you may receive your award at an event at one of the Royal Palaces.

The Ten Tors Challenge: This team event starts and finishes at Okehampton Camp and is organised by the Army's Headquarters South West with support from the Royal Navy and Royal Air Force as well as civilian emergency services and volunteers. The Ten Tors Challenge is attempted in teams of six who navigate routes of over the Northern half of Dartmoor, visiting ten nominated tors / check points in under two days (the weekend after the May bank holiday). Teams must be self-sufficient, carrying all that they need to complete their route and stay out overnight safely. All those who attempt Ten Tors will undoubtedly remember it for the rest of their lives and for many it will be a life-changing experience.

Lifeguarding: Sixth Form students can opt to train as lifeguards with our Swimming Pool Manager. On completion of the course you are awarded a professional qualification which will allow you to work poolside across the country. The qualification also opens up opportunities to lifeguard at the school during the holidays and at sporting events.

Leweston Lectures: Every half term, Leweston invites a speaker into the school for an evening lecture open to students, parents and the wider community. The subject of these talks varies widely and you are encouraged to attend as many as possible.

STUDY MATTERS

Private Study

You will have a number of periods each week which are not scheduled as teacher contact time. These are not 'free periods' but time when you should pursue your own private study. You will only succeed in your academic programme if you use this time outside of the classroom to good effect. Each week, we strongly advise that the amount of private study time you allocate yourself is equivalent to the total amount of time you are in lessons for each subject. So, for example, if you have five hours of Maths timetabled each week, then you should commit to at least five hours of Maths study outside of lessons in the same week.

You are also expected to study after school. Boarders have evening study periods which are monitored by the house staff. All boarders are expected to do a minimum of two hours private study in their study bedrooms, the Sixth Form Centre, libraries or the ICT suite to progress their work. Day students are expected to be equally disciplined about evening study. You will also need to use some weekend time for private study, whether using the school facilities or at home. If you have a part-time job, you should ensure that you can still manage your academic work and that you do not become overtired.

When managing your study time, it is best to plan ahead. Plan to complete specific tasks for a specific subject in particular study periods. For example, you could be:

- **Completing work set by your teacher or additional practice pieces**
- **Writing up notes from class to consolidate your classwork**
- **Reading the texts and supplementary sheets that relate to your topic - 'reading around'**
- **Researching topics and conducting wider reading on the internet and from other resources**

- **Preparing drafts and final copies of assignments and coursework**
- **Going through examples and practice pieces with a fellow student**
- **Reviewing and revising your topic material for tests or examinations**

Twilight Teaching and Lunchtime Lessons

At different times, such as the period leading up to the public examinations, or throughout the whole year, staff may arrange extra revision classes or offer subject drop-in clinics at lunch times or after school. These are optional however some students may be strongly advised to attend in order to support their studies. Having the flexibility to use these times is one of the advantages of being a boarding school and enables us to benefit boarders, flexi-boarders and day-students alike with additional contact time.

Study Facilities

For private study most boarders choose to use their study bedrooms. These rooms are equipped with computer points and internet access so that students can use their own computers/laptops. Day students, along with boarders, can use the Sixth Form Centre Study Room and the Eleanor Library exclusively for private study, as well as the Pensabene Library which also has a suite of computers for use by students. There is also dedicated Sixth Form studio space in the Art Centre and in the Music School.

Independent Study and Work

Some courses will require an element of independent research and project work which teachers are not permitted to teach. In other words, there will be an expectation that some of the work is student-led so that teachers can sign off that this requirement has been met. It is important to trust that your teachers know how much help and guidance they are able to give you.

Deadlines and Study Guidance

Whilst not all A Level courses involve coursework, some subjects and BTECs require personal assignments. Make sure you know the deadlines for your subject coursework and ensure that you meet them.

You will find that it is not always easy to satisfy the competing demands of all your subjects. This will mean managing your time and planning your work to make sure you keep up to date. It is hard to catch up once you fall behind. So:

- **Prioritise your work each week and each day**
- **Set your own deadlines for completing work in stages. This will help you to manage your workload effectively**
- **Use a diary to record your deadlines and plan your work**
- **Remember to take account of other commitments you may have and the timing of module examinations or tests.**
- **Don't put off the tasks you find least attractive but set aside enough time to do these along with the tasks for which you feel more enthusiasm**

Monitoring

As a Sixth Form student, you are encouraged to take responsibility for your own learning and you will be working towards targets agreed with your tutors and teachers in all your subjects. Your work will be regularly monitored and reviewed by your subject teachers, your tutors and the Head of Sixth Form, using a variety of methods including interim progress reports, formal reports and parent-teacher consultations. Informal discussions and ad-hoc reviews are also important aspects of monitoring. If you have concerns about your work, you should not hesitate to raise these with your subject teacher, tutor or Head of Sixth Form.

We aim to help you develop the self-discipline and good time management necessary to achieve success. These skills are, of course, not just of value in the Sixth Form but will prove essential when you move on to university, employment and a more independent lifestyle. You should not hesitate to seek advice whenever you feel you need this. We are here to help you!

Target Grades

At different times, such as the period leading up to the public examinations, or throughout the whole year, staff may arrange extra revision classes or offer subject drop-in clinics at lunch times or after school. These are optional however some students may be strongly advised to attend in order to support their studies. Having the flexibility to use these times is one of the advantages of being a boarding school and enables us to benefit boarders, flexi-boarders and day-students alike with additional contact time.

THE TUTORIAL SYSTEM

The pastoral team, led by the Head of Sixth Form, consists of experienced and qualified staff who are dedicated to supporting you during your time in the Sixth Form.

You will be assigned to the care of a tutor in a group of about fifteen students. Where possible, this tutor group stays together for the two years of your Sixth Form experience. We have a horizontal tutor system which means that tutors and their tutor groups will benefit from being able to focus entirely on the priorities attributed to and associated with each of the two Sixth Form years. In Year 12, for example, student induction and transition from GCSE to Sixth Form studies, and in Year 13, the UCAS application process and preparation for final exams, will become respective concerns for students and their tutors. However, Enrichment sessions, assemblies and various other Sixth Form activities throughout the year will still remain vertical, involving the entire cohort of Lower and Upper Sixth. Year 12 and Year 13 will also have the opportunity to mix together in the Sixth Form Centre and at any other events organised by the Social Prefects.

Your tutor plays an important part in your life in the Sixth Form. He or she will monitor your progress, advise, counsel, encourage, praise and, if necessary, admonish you, tracking your achievements through the Sixth Form and guiding you towards the next stage of your education or training.

Tutors will also monitor any rewards or sanctions as issued by staff and logged on ISAMs, as well as oversee the timely implementation of interventions to support you and help rectify any areas for improvement. Tutors will register your attendance, accompany your group to school meetings and meet with you to set targets and discuss progress in all areas of Sixth Form life.

They will maintain contact with your parents or guardians and similarly your parents or guardians should contact them if the need arises. It is your responsibility to keep your tutor informed of planned or unplanned absences.

Here are some of the ways that your tutors and the Head of Sixth Form can help you:

- **Advise you on the right subject mix**
- **Encourage you to participate and take on new challenges**
- **Help you to balance the demands of work and extra-curricular activities**
- **Suggest study skills to help you work more effectively**
- **Suggest time-management ideas especially around coursework deadlines and exams**
- **Support you at study reviews and disciplinary meetings**
- **Help you to set realistic goals**
- **Contribute to and collate your school reports**
- **Be available at Parents/Staff consultation meetings**
- **Help with CVs, personal statements, references and planning your next steps**
- **Write your references for university or job applications made during your time at Leweston**
- **Encourage you to develop and contribute your ideas and opinions**
- **Offer a sympathetic ear**

Our 2021 Sixth Form team comprises:
Head of Sixth Form, Mr Matthew Ryan-East

Sixth Form Tutors:
Mrs Anna Dencher (Year 12 Tutor)
Mr Neil Stephens (Year 12 Tutor)
Mr Rob Dillow (Year 13 Tutor)
Mrs Lucy Newnham (Year 13 Tutor)

Support Tutors:
Mrs Rachel Dawson (Year 12)
Mrs Rachel Day (Year 13)

Careers and Education Guidance

Students will be given ongoing advice and support with the process of UCAS applications or any other further study applications they wish to make.

You will have 1-1 interviews with our Careers Advisor, Mrs Sue Hutton, during the course of the year and you will also be encouraged to organise a work placement relevant to your career or higher education ideas, as needed.

Visiting speakers from a range of industries and disciplines, informative events such as careers fayres, and whole-Sixth Form careers workshops will be offered to you during your time in the Sixth Form to help you make an informed choice about your future. What's more, at the end of Year 12, the Sixth Form team will run a Future Directions Day which focuses on university choices, UCAS registration and other post-Sixth Form options. Your tutor will also provide personalised assistance for the applications you make.

OPPORTUNITIES FOR LEADERSHIP AND FURTHER ENRICHMENT

Year 12 Leadership Retreat (Autumn) and Leadership Day (Summer)

All Year 12 students are invited to attend an off-site, residential leadership retreat. Set at the foot of the Quantock Hills, the idyllic site gives students an opportunity to bond with each other and to explore the different qualities and attributes that make good leaders and effective teams. The students are accompanied by the Head of Sixth Form and some of the tutor team, whilst activities – which range from physical to more cerebral challenges – are run by a team of outdoor leadership specialists.

At the end of Year 12, many of the skills learnt on this course, and subsequently developed throughout the year, are then put to the test on our Year 12 Leadership Day. This fulfilling, inspiring and enjoyable event requires the year group to work collectively to complete a series of challenges and tasks before culminating in the presentation of outcomes to the Senior Leadership Team at the end of the day.

The Prefectorial Team and House Captains

Each year a team of Prefects and House Captains, led by the Head Prefect and a number of Deputies, is appointed to assist in various organisational tasks, to contribute to various aspects of school life and to act as ambassadors for the school. Taking on these extra responsibilities is an opportunity to develop leadership potential and to show loyalty to the school.

Current Prefect roles include:

- Head Prefect
- Deputy Head Prefects (Marketing, Pupil Voice and Charities)
- Academic Prefect
- Sport Prefect
- House Captains (Campion, Fisher, Mayne and More)
- Social Prefect
- Arts Prefect
- Sacristan Prefect
- Enrichment Prefect
- Boarding/International Prefect

At the start of the Prefect selection process, students formally apply in writing to the Headmaster to be considered for a Prefect role. Prefects are then elected following a hustings event, interviews with the Headmaster and Head of Sixth Form, and a round of voting by all year groups and staff. In selecting the team, consideration will be given to qualities of leadership, loyalty, sensitivity and ability to manage the responsibility of the role.

On formal occasions and when carrying out certain key duties, Prefects wear a green academic gown which they receive during the ‘Gowning Ceremony’ at our final Mass of Thanksgiving at the end of the academic year.

All members of the Prefect team are expected to work hard and to give their time freely in carrying out the duties expected of them. They should strive to be excellent role models for younger members of the school and to actively contribute individually and collectively to the life of the school. They support the Headmaster, the staff, the Head Prefect and the Deputies in their duties.

We acknowledge that the responsibilities of being a Prefect are not desired by everyone, yet we actively encourage all students in the Sixth Form to participate in the life of the school in their own way. These individual and team contributions are of great value to you personally as well as to others.

There are several fulfilling, alternative positions/roles available to Year 12 and Year 13:

- Peer Mentor (all Year 12 receive training for this)
- Tutor Prefect (some Sixth Form students may be attached to younger years' tutor groups)
- Council and/or Committee Chair/Representative (we have a variety of councils and committees at Leweston to which Sixth Form students can contribute and lead)
- Guardian (to support new students)

We are also hoping to encourage our Sixth Form students to become Subject Ambassadors within academic departments, helping to run academic clubs and societies, organise subject-based events and working with the House Captains to organise subject-based House competitions.

Competitive Houses

All Sixth Form students are valued and integral members of one of four vertical, competitive houses (Campion, Mayne, More and Fisher). If students are already a member of a House, they will retain that affiliation into the Sixth Form; new students to Leweston will be allocated to a House prior to the first day of term in Year 12.

Throughout the year, and under the direction of the House Captains, there will be opportunities for Sixth Form to take a lead in organising and running House competitions, activities and events, while encouraging other younger members of the school to take part.

Our House system is a very important aspect of Leweston life and it gives our Sixth Form a wonderful chance to interact with those younger students for whom they are role models, leaders and mentors.

The School Council

The School Council meets once a term to discuss issues concerning the life of the school and its community and to make recommendations to the Headmaster. It is chaired by the Deputy Head Prefect with responsibility for Pupil Voice. In September, each tutor group elects representatives to attend the School Council meetings. Prior to the meetings these representatives will consult with peers to contribute items for the agenda. Minutes of the meetings will be published to all Year groups.

REGISTRATION, ATTENDANCE AND ABSENCE PROCEDURES

Registration is a legal requirement and a vital part of the daily routine. It is essential to know whether you are in school or not, so various procedures are in place for your protection.

Registration takes place at 8.20 am with tutors in designated tutor bases and at 2.15pm in students' first lesson of the afternoon. All Sixth formers must register and day students should tell their tutor their estimated time of departure for that evening. Flexi-boarders should indicate if they are boarding that evening. No student may register 'by proxy'; they must be present and be prompt, moving quickly on to the next activity or lesson.

Morning registration is followed by whole school or Year Group activities which all must attend:

MONDAY

Hymn-singing practice and School notices
8:25 am - 8:45 am

TUESDAY

Headmaster's assembly/Year Group meeting
8:30 am - 8:45 am

WEDNESDAY

Mass/PSHRE (includes Period 1)
8:30 am - 9:45 am

THURSDAY

Tutor time 8.20 am – 8.45 am

FRIDAY

Tutor time 8.20 am – 8.45 am

If you **arrive after registration or have a free period immediately after lunch**, then you must go to Reception and register with Mrs Luxton before you go to the appropriate activity, your study room or lesson.

Punctuality to lessons is essential, so plan ahead to have the appropriate books with you so that you do not arrive late for your lessons, particularly if you have to move to another part of the campus.

If you are ill, you must report to the Health Centre and make sure that a message to that effect gets to the Head of Sixth Form or your tutor.

Absence must be reported by your parents by phone or e-mail the office, copying in your tutor. The School will 'chase-up' unexplained absences mid-morning.

If you are out of school on an approved school activity, please notify your teachers in advance and be aware that **it is your responsibility to find out what work you have missed and to 'catch up'**.

Requests for absence should be made to your tutor or Head of Sixth Form (for example essential appointments for medical and dental check-ups, driving lessons, driving test, open day visits and interviews, etc.). You should avoid missing lessons if at all possible. **It is essential that you sign out before you leave and sign in again when you return using the book at Reception. After the end of the school day, boarders should use the exeat book in the foyer.**

For visits to university open days and interviews you should give at least two days' notice and fill out one of the permission slips available on the Sixth Form Notice Board or from the Head of Sixth Form. A maximum of two visits in any one term is allowable. You should avoid missing essential teaching time whenever possible. Holiday visits are recommended.

Whilst students should not leave the school during the school day (i.e. before 4.20pm), as a special privilege, Year 13 students are allowed to sign out and leave the school after 1.05pm, provided they do not have any lessons during that time.

THE SIXTH FORM DRESS CODE

Sixth Formers at Leweston are not required to wear the standard school uniform and are responsible for choosing their own clothing. However, Sixth Formers are also expected to set an example to the rest of the school as well as enjoying the privilege of expressing themselves more independently. Students should be neat, smart, clean and tidy, wearing clothes that are inoffensive and appropriate to their position in the School, which is a place of work as well as a place of study.

The two key principles, then, that underpin the Sixth Form dress code are:

- 1. Sixth Form dress should be suitable for an every-day working environment**
- 2. Sixth Form students should, within certain parameters, be able to choose what they wear to school**

While we wish to establish and maintain academic conditions that are purposeful and productive for our Sixth Form students through the expectations implicit in the first principle, we also acknowledge that at this most senior level, Sixth Form students should be afforded the privilege to express themselves through the selection of the clothes they wear.

Suitable, everyday workplace wear and appearance includes:

- Smart trousers or skirt
- Smart shirt, blouse, top, jumper, cardigan and or jacket
- Smart dress
- Earrings limited to one pair
- Sensible jewellery, suitable for a working environment
- Smart, plain-coloured shoes

Note: Other aspects of appearance including the use of makeup and choice of hair style must also reflect Leweston Sixth Form's expectations as outlined above.

At **Mass** (normally on Wednesdays) and when **representing Leweston at public events**, Sixth Formers are expected to wear dark suits (black, grey, navy blue) and white shirt/blouse and smart black/navy shoes.

When a student is taking part in a **practical subject or sports** it may be necessary to change into something more suitable in order to comply with health and safety. Normal clothing should be worn on leaving that lesson or activity unless it is an all-day event.

Your absolute co-operation is expected in adhering to these guidelines and you are asked to comply with all reasonable requests to change aspects of your appearance if you are advised that they are unsuitable by a member of staff. If necessary, alternative clothing will be provided temporarily, and if there is a persistent failure to meet dress-code expectations, the privilege and policy will be reviewed on both an individual and a whole cohort basis.

TRANSPORT ISSUES

Learning to drive is one of the most popular extra-curricular activities at Leweston. Passing your driving test is a real milestone in personal mobility and in personal responsibility. You may take time out of School for driving lessons provided that no teaching time is lost.

Bringing a car to school: At the discretion of the Headmaster, day students and weekly boarders may bring their car to school. You should submit a copy of the driver's permission form to the Head of Sixth Form for his consideration. If permission is granted, you must park in the Sports Hall car park and observe the strict speed limits within the School grounds.

You must **not** transport another pupil in your car without special permission.

You are **not** permitted to use the car to go off campus during the School day.

If you wish to **keep a bicycle** at school, you are welcome to do so, but your parents must complete the relevant form from the Headmaster's PA.

Use of taxis: The school's preferred taxi company is Hounslows of Sherborne but you should note that taxi fares cannot be added to the school bill. You must have the cash to pay for your taxi fare at the end of the journey. If you book a taxi, make sure that you are in the foyer at the agreed time and that you sign the exeat book in the foyer to explain your journey.

Travelling in school transport – minibuses and coaches: Your parents are asked to sign a permission form for you to use school transport. Check that there is a form on file for you. Staff who drive the school mini-buses have all taken a driving test to confirm their competence in transporting pupils around in large vehicles. Ensure that you use the seatbelts provided for your safety in these vehicles. While Covid-19 restrictions are in place, the wearing of a face mask on school transport may also be mandatory.

Car journeys to school: To minimise congestion and maximise safety on the school campus, please encourage your parents to bring you to school in good time, to observe the speed limits in the school grounds and to park only in the designated parking spaces. If you are likely to be late for any reason, a telephone call to school will be appreciated.

SIXTH FORM CODE OF CONDUCT

Whilst Sixth Form students are treated as young adults, you are still expected to observe the school's broader Code of Conduct which will be made available to you at the start of the school year. In addition to this, Sixth Formers are asked to adhere to the following points to ensure that a happy, safe and well-ordered atmosphere is maintained in the Study Rooms, Sixth Form Centre and around the school site.

1. During the day and evening study times, the Boarding House and Sixth Form Study Rooms (including the Eleanor Library) should be quiet. You may play music using headphones so as not to distract others. However, in whole-school areas such as the Pensabene Library, there should be no music played on headphones or otherwise.
2. All students are expected to help keep the Sixth Form Centre clean and tidy and to refrain from taking any food or drink into any Study Room. Furniture, equipment and appliances in the Sixth Form Centre should be used sensibly and looked after with care.
3. Computers should be used for educational purposes related to your studies. The school's acceptable use of ICT policy must be strictly adhered to at all times. Any abuse of the school facilities will incur a serious consequence.
4. Sixth Form students should act as role models, behaving in an appropriate, responsible manner, treating all members of the school community and visitors with courtesy and respect, and using appropriate language at all times.
5. When travelling around the school site, Sixth Form students must maintain the highest standards of conduct at all times.

Use of Mobile Phones

Mobile phones are valuables, which you should look after carefully both within school and when you are off campus. Whilst the school appreciates your need to keep in contact with family and friends, students in Years 12 and 13 are expected to ensure that their use of mobile devices is appropriate at all times. In particular:

- during lesson time, assemblies, Mass, Prep, Study, and in the Library, mobile devices must be switched off (not "silent"), and out of sight. The safest place for a mobile device is secured in a locker
- phones are not to be used between lessons in the corridors
- phones may not be taken into Chapel
- phones may not be used in the Dining Room

At these times and in these places it is not permitted to make or receive calls, to send messages or use a mobile device to access the internet. There may be occasions when a member of staff gives permission for Sixth Form students in a lesson to use their mobile devices as study tools (e.g. for research), and mobile phones may be permitted for use in the Sixth Form Common Room so long as they are not distracting other students trying to work. Students must also fully comply with the school's mobile phone acceptable usage policy.

Mobile phones are strictly not permitted in public examinations.

AND FINALLY . . .

It will be a privilege to welcome you all to the Leweston Sixth Form in September. We hope that you are able to get a good rest over the summer holiday break but if you have any queries or concerns, having read through this handbook, please do get in touch with me (ryan-eastm@leweston.dorset.sch.uk) and I will be happy to provide you with any further information you need.

Looking ahead to 6 September 2021, we are very excited to invite you to New Pupils' Day. To mark this special occasion, we hope that you, as our new Year 12 cohort, will be able to join us in the Trinity Chapel for a unique welcome ceremony to mark the official beginning of your Sixth Form journey. We also plan to hold a subsequent 'meet the tutor' event for your parents later in the first term when they will have a chance to get to know your tutors, the Sixth Form, and each other, in a closer capacity. Further details about these events will follow soon.

Until then, have a wonderful summer and we look forward to seeing you on New Pupils' Day in September.

Mr Matthew Ryan-East
Head of Sixth Form