

# Student Handbook

2019-20



Braintree  
Sixth Form





# **Student Handbook 2019/20**

Version 10 October 2019

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## **Preface**

This handbook is intended to provide useful information for students enrolling at Braintree Sixth Form in the 2019/20 academic year.

Good planning and clear communication are essential for success as a student at BSF and we hope that you will find this handbook addresses the questions that you might have.

The handbook covers topics that are loosely organised as follows:

- **Dates, timings and calendar**
- **Communications**
- **Assessment, feedback and reporting**
- **Curriculum and enrichment**
- **Progression, careers, guidance and university entrance**
- **Dress code and equipment**
- **Student support and pastoral systems**
- **Braintree Sixth Form building, facilities and security**

We aim to produce confident, independent and internationally minded young adults who will be able to flourish at university, in training, in employment and in their future lives.

# Welcome to the Braintree Sixth Form Handbook

This handbook has been designed for new and current students at Braintree Sixth Form, as well as their parents and carers, in order to give key information about life in the sixth form and our expectations.

At Braintree Sixth Form, we aim to support students in their transition from Year 11 school students to adults who are well prepared for the next stage of their lives, whether this is further study at university, an apprenticeship or employment. The wide range of educational experiences and preparation offered to you as part of your sixth form career are intended to give you the opportunities and support you need to become an independent, outward-looking and resilient learner in your adult life.

Making the most of the opportunities that Braintree Sixth Form offers you will involve the following: excellent attendance and punctuality, personal organisation, a commitment to the sixth form code of conduct, and aiming for the highest standards in your work.

There is a wide range of staff in Braintree Sixth Form who are here to support you during the two years of your studies with us. Their contact details are below:



Mrs Mel Townsend  
Assistant Headteacher  
KS5



Mr Chris Nitsche  
Head of Year 13



Mrs Alexandra Brewis-Shephard  
Head of Year 12



Mrs Lois Turner  
Sixth Form Administrative  
Support Officer



Ms Caroline Watson  
Student Support Officer



Mr Neil Bridgewater  
Destinations Manager



Mr Adam Morris  
EPQ Coordinator



Ms Kim White  
Teaching & Learning Coordinator

## Calendar Dates, Times and Evening Events

### Timing of the Sixth Form Day

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
08.40 – 08.55	Tutorial	Tutorial	Tutorial	Tutorial	Tutorial
09.00 – 10.00	Lesson 1	Personal Development Session	Lesson 1	Lesson 1	Lesson 1
10.05 – 11.05	Lesson 2	Lesson 2	Lesson 2	Lesson 2	Lesson 2
11.05 – 11.25	Break	Break	Break	Break	Break
11.25 – 12.25	Lesson 3	Lesson 3	Lesson 3	Lesson 3	Lesson 3
12.30 – 13.30	Lesson 4	Lesson 4	Lesson 4	Lesson 4	Lesson 4
13.30 – 14.15	Lunch	Lunch	Lunch	Lunch	Lunch
14.15 – 15.15	Lesson 5 & Lesson 6	Lesson 5	Enrichment 14.15-15.15	Lesson 5	Lesson 5
15.15 – 16.15			Optional session 15.15-16.15		

### Extended Days

On Monday there is an additional lesson which runs from 3.15pm - 4.15pm. There may additionally be an occasional need to run lessons at this time on other days depending on the demands of the timetable.

## Sixth Form – Proposed Key Dates and Evening Events 2019/20

Mon 2 Sept	Staff training day INSET – no sixth form lessons
Tue 3 Sept	Autumn term starts for Year 12
Wed 4 Sept	Autumn term starts for Year 13
Weds 6 Nov	BSF Open Evening, 6 - 8pm
Wed 19 Nov	Year 12 IMPACT Day (Roadster), all Year 12 take part
Tues 19 Nov	Year 13 Parents'/Carers' Consultation Evening
Wed 27 Nov	Staff training day INSET – no sixth form lessons
Thurs 5 Dec	Year 12 Parents'/Carers' Consultation Evening 5 - 8pm
Fri 6 Dec	Staff training day INSET – no sixth form lessons
Fri 31 Jan	Staff training day INSET – no sixth form lessons
Mon 3 Feb – Fri 14 Feb	Assessment Week – exams in all Year 13 subjects – Year 12 as normal
Mon 11 May – Fri 22 May	Assessment Week(s) (length TBC) – exams in all Year 12 subjects – Year 13 as normal
Tues 16 June	UCAS Parents'/Carers' Information Evening 5 - 8pm
Wed 17 June	Year 12 trip to ARU
Thurs 18 June	Year 12 trip to HE Fair (University of Essex)
Tues 23 June	Staff training day INSET – no sixth form lessons
Thurs 13 Aug	AS/A level Results Day 9am
Thurs 20 Aug	GCSE Results Day/ BSF New Year 12 Enrolment 9am
Mon 20 July	Staff training day INSET – no sixth form lessons

The sixth form operates on a two-week cycle, with the weeks identified as A and B. It is important that students are aware of when each timetable week is operating. On INSET/Staff Training days no sixth form teaching takes place.



# Term and Holiday Dates

## Notley High School & Braintree Sixth Form School Term and Holiday Dates Academic Year 2019-2020

September 2019							October 2019							November 2019							December 2019						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
						1		1	2	3	4	5	6					1	2	3							1
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
30																					30	31					
January 2020							February 2020							March 2020							April 2020						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
		1	2	3	4	5						1	2							1			1	2	3	4	5
6	7	8	9	10	11	12	3	4	5	6	7	8	9	2	3	4	5	6	7	8	6	7	8	9	10	11	12
13	14	15	16	17	18	19	10	11	12	13	14	15	16	9	10	11	12	13	14	15	13	14	15	16	17	18	19
20	21	22	23	24	25	26	17	18	19	20	21	22	23	16	17	18	19	20	21	22	20	21	22	23	24	25	26
27	28	29	30	31			24	25	26	27	28	29		23	24	25	26	27	28	29	27	28	29	30			
														30	31												
May 2020							June 2020							July 2020							August 2020						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5						1	2
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30
																					31						

= Schooldays / Weekends    = School holidays    = Bank holidays    = Staff Training Day

In addition, schools allocate five non-pupil days out of the school days indicated, or the equivalent in disaggregated twilight sessions

<b>Autumn Term:</b>	Monday 2 September 2019 – Friday 20 December 2019 <i>Half Term 28 October – 1 November</i>	75 days
<b>Spring Term:</b>	Monday 6 January 2020 – Friday 3 April 2020 <i>Half Term 17 February - 21 February</i>	60 days
<b>Summer Term:</b>	Monday 20 April 2020 – Monday 20 July 2020 <i>Half Term 25 May – 29 May, and May Bank Holiday, 8 May</i>	60 days
		<u>195 days</u>

Please note that Year 7, Year 11 and Year 12 students only will return to school on Tuesday 3 September 2019. The Autumn term begins for all students on Wednesday 4 September 2019

**Staff Training Days:**  
Monday 2 September 2019  
Wednesday 27 November 2019  
Friday 6 December 2019  
Friday 31 January 2020  
Tuesday 23 June 2020  
Monday 20 July 2020

## Communications

### Sixth Form Communications with Students

- 1) Our main method of communicating with students is by email via the Braintree Sixth Form email address which all students are given. Staff will expect to be contacted by students via email and their email address is in the format of [firstname.surname@braintreesixthform.com](mailto:firstname.surname@braintreesixthform.com)
- 2) Briefings containing reminders of key dates, updates on events and other relevant information are sent out to all students and parents/carers for whom we have email addresses. Student briefings are sent out weekly and parent/carer briefings are sent out fortnightly. All students should read the student briefing which is issued by email on Friday of each week.
- 3) Another key means of communication is the website which we update regularly, [www.braintreesixthform.com](http://www.braintreesixthform.com)
- 4) Assemblies are held weekly and these are used to ensure that students have information and reminders about upcoming events.
- 5) The Braintree Sixth Form Facebook and Twitter pages are used in part to update students on current sixth form events and to share images and information.

### Medical Information

When students first enrol in the sixth form we ask you and your parents/carers to provide information about any medical or dietary needs and a contact number in case of emergency. **Please inform us if your needs change or if your emergency contact details change.**

### SEND (Special Educational Needs and Disabilities)

The school SENCO is responsible for co-ordinating SEN support for sixth form students. The sixth form is strongly committed to both inclusion and equal opportunities and will always look at what reasonable adjustments can be made in order to facilitate access for students with special needs. Special exam arrangements can be put in place as necessary. Students should flag up any potential Special Educational Needs or exam access arrangements to the sixth form as early as possible so that there is time to plan appropriate strategies and make any necessary arrangements.

Further information about SEN support is available from the school SENCO Mrs Cathryn Kipling [cathryn.kipling@notleyhigh.com](mailto:cathryn.kipling@notleyhigh.com)

# Assessment, Feedback and Reporting

## Internal and External Exams

All students have at least a week of curriculum time devoted to formal internal assessment via exams at a relevant point in the year. These are built into the calendar to allow students to practise and rehearse what they have learned under the formal conditions of an exam. External exams take place in May/June of Year 13 as well as at Scheduled points across the year for vocational courses. Please be aware of these timings as external exams cannot be moved or changed.

When external results are announced it is possible to ask for:

- a) a recount of marks awarded to the various parts of the exam paper;
  - b) a remark of the actual exam paper;
  - c) a re-sit, i.e. accepting the result and re-sitting the paper later to gain a new result.
- All examinations take place in May/June.

Braintree Sixth Form policy with regard to payment for remarking or re-sitting is that the sixth form will only do this where it considers the results to be anomalous and where there is a serious reason to think that doing so will lead to an improved result for the student. Students may request remarks or re-sits in other situations but only if they agree to meet the costs of doing so. Braintree Sixth Form will only re-enter students for exams at the sixth form where there is a reasonable expectation of the student improving the original results.

## A Level Reforms

The specifications for all A Level courses have undergone a process of review by the government to ensure that they prepare students adequately for university and employment. All A Level courses are now linear, examined at the end of the two-year course. The AS exam is available as a standalone qualification but the marks from this will not contribute to the overall A Level qualification.

Students who are able to progress to Year 13 will continue with some, or all, of their Year 12 subjects, completing the full qualification by the end of their second year of sixth form studies. If it is decided that a student should discontinue an A Level subject at the end of Year 12, they will be offered the opportunity to take an AS exam in that subject **alongside their full A Levels at the end of Year 13.**

## Progression from Year 12 to Year 13

Progression from Year 12 to Year 13 is subject to students demonstrating the capacity to benefit from the Year 13 course. The second year is more demanding academically, so students who are struggling in Year 12 are unlikely to continue into Year 13. Students whose performance in assessment and exams is a cause for concern, will be asked to undertake revision and resits to improve their performance.

## Internal Assessment and Feedback

The key principles of assessment in the sixth form are as follows:

- Teachers should plan a range of assessment tasks each half term which enables them to assess a student's knowledge and skills and formulate a coherent and consistent view on what standard the student is currently working at and what the projected final grade would be if the student continued to work in that way;
- Subject staff use the criteria and standards given by the awarding bodies for the courses which they are teaching so that students always have an honest and realistic view of how they are doing and what they are predicted to achieve in each course;
- Marking should include an acknowledgement of successful elements in the work and a clear target or advice about what needs to be done for the student to improve their performance;
- We advise you to try to develop your understanding of the assessment criteria for each subject so that you can self-assess your work.

## Reporting

At Braintree Sixth Form, a range of information is given to students, parents and carers over the course of the year about progress and attitudes to learning in each subject. Each term, subject tutors will report to students, parents and carers about their current achievement and their attitudes to learning within lessons and in their independent work. The criteria for these grades will appear on the report. Additionally, a full written report will be provided to students, parents and carers each year. Predicted grades will be provided towards the end of Year 12 and reporting from that point onwards, in order to help students to plan their next steps as well as to reflect on their progress. There will also be a parent and carer consultation evening for each year group at one point in the academic year.

The principles of reporting at Braintree Sixth Form:

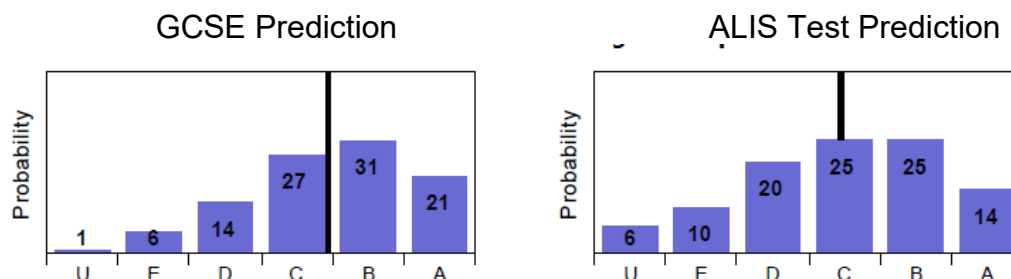
- Reporting should be regular, accurate and undertaken at appropriate times;
- Reporting should reflect students' overall performance to date in any course of study;
- Reporting should clearly and concisely update parents/carers about progress;
- Reporting should allow teachers, tutors and school leaders to track student progress, to offer support to individuals/groups of students and to evaluate the impact of teaching, learning and interventions.

## Using ALIS Data

At the start of the academic year, all new students will sit a baseline test which is used to establish minimum target grades. The system that we use is ALIS (A Level Information System) produced by the University of Durham. For further information see: [www.cemcentre.org/ALIS/introduction](http://www.cemcentre.org/ALIS/introduction)

ALIS can make predictions for A Level performance by comparing an individual student to the performances of similar ability students who have been through exams in previous years. The predictions are based on probability and are to be seen as **minimum targets**.

Example: Albert Einstein and his predictions for Physics AS



Albert is most likely to achieve a C grade as this is the average across all the results (indicated by the black line). Nevertheless, students with Albert's GCSE results have achieved grades A to U (U being a fail). Albert has a 1% chance of failing according to the GCSE prediction, but also there is a 31% chance of him achieving B. Clearly, students should be aiming to work hard and attain the highest grade possible and these charts show that Albert can achieve an A grade (21% chance according to the GCSE prediction and 14% chance according to the ALIS Test prediction).

This test often provides a more accurate indicator of ability than GCSE results. This is because performance in GCSE is influenced by a wide range of factors. Most students have two predictions, one from the test and one based on GCSE performance. We will be selecting the higher of the two targets for progress checks and monitoring.

The ALIS data will be shared and discussed with students individually during tutorials early in the academic year. Students will also be able to see a breakdown of the adaptive test result into three categories:

- Vocabulary: assesses fluency of language;
- Maths: covers a wide range of numerical concepts and manipulations;
- Non-verbal: aims to assess the perceptual speed and accuracy of the student.

An analysis of these individual scores might be helpful in identifying students' strengths and areas which they may need to focus on.

If students have any questions in relation to ALIS data please contact the Assistant Headteacher – KS5 Mrs M Townsend [mel.townsend@braintreesixthform.com](mailto:mel.townsend@braintreesixthform.com)



# Bursary Funds

## Statement of intent

At Braintree Sixth Form, we are committed to closing the attainment gap between students from poorer and more affluent backgrounds, to ensuring that every student has the opportunity to fully participate in and benefit from their place in 16-19 education.

We are committed to:

- the distribution of 16-19 bursaries via a fair and equal process that is transparent, accountable and easily understood;
- ensuring that information regarding the application, award and administration of 16-19 bursaries is publicly available on request;
- widening access to, and participation in, sixth form education;
- monitoring and reviewing our policies to ensure that they effective.

## Claiming Bursary Payments

### Eligibility

To qualify, students must be a legal resident in the UK and be:

- aged over 16 and under 19 on 31 August 2019, or;
- a 19+ continuer, in other words, a student who is over 19 at 31 August 2019 and is continuing on an eligible study programme that they began aged 16 to 18, or;
- a student who is over 19 at 31 August 2019 and has an Education, Health and Care Plan (EHCP) and are attending eligible education provision.

There are three levels of bursary and you can apply for ONE only. Levels 1 and 2 are paid on a discretionary basis:

**Level 1** – Students in one of the following defined vulnerable groups can apply for a bursary of £1200 per year:

- in care;
- care leavers;
- in receipt of Income Support, or Universal Credit in place of Income Support, in their own right;
- in receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence payments in their own right.

**Level 2** – Students who received Free School Meals in Year 11 and who continue to be eligible for Free School Meals in the sixth form can apply for financial support to overcome financial barriers that might prevent them from continuing in full time education. Level 2 bursaries are usually £600 per year.

**Level 3** – Students who do not qualify under Level 1 or Level 2 can apply for one-off payments (maximum £200 per year) to assist with specific additional expenditure of an educational nature. For example, these funds could be awarded towards the cost of a trip, travel expenses, stationery and equipment etc. Application for one-off payments of this sort must be

adequately evidenced, in terms of both itemising costs and the household's inability to meet these costs without support.

The criteria for any support are that the total household income must be less than £16,190 per year and that no other income is available from another household to support the student.

### **Evidence Required**

**Level 1** – Students receiving state benefits can provide a letter from the Department for Work and Pensions setting out the benefit they are entitled to. If they are in care or a care leaver, the local authority will be able to provide a letter confirming this.

**Level 2** – Students will need to show evidence of having received Free School Meals in Year 11 and that they continue to be eligible for Free School Meals in the sixth form.

### **Useful Link**

More information about Free School Meals and an on-line application can be found through the Essex County Council website at:

[www.essex.gov.uk/Education-Schools/Schools/Pupil-Parent-Support/Pages/Healthy-Living-School-Meals.aspx](http://www.essex.gov.uk/Education-Schools/Schools/Pupil-Parent-Support/Pages/Healthy-Living-School-Meals.aspx)

**Level 3** – For students applying for a one-off payment we will require the attached Financial Declaration Form completing, which will need to be supported with documentary evidence.

### **Terms and Conditions**

- Students in receipt of bursaries must attend all timetabled lessons and pastoral activities, unless the absence is authorised;
- Attendance of at least 90% is required;
- Any student absence due to sickness will be expected to be supported by a note from a qualified medical practitioner;
- Holidays outside calendared sixth form holiday times are not permitted.

**To obtain an electronic or paper copy of the bursary fund application form please see the website or ask at the Sixth Form Office.**

# Curriculum - Teaching and Learning

## The Sixth Form Library

The sixth form library supports all subject qualifications and promotes learning through a wide range of resources in a variety of media. Students have access to book based materials, online materials and e-resources, periodicals, journals, DVD and audio materials. Photocopying and print facilities are also available as are a range of national, international and local newspapers. The library has a careers section where information is available on further and higher education, employment, occupations, gap year and voluntary work.

Every student at Braintree Sixth Form is automatically enrolled as a member of the library.

The library is staffed:

Monday – Thursday	8.30am – 4.30pm
Friday	8.30am – 4.00pm

Students are very welcome to use the library for study at any point during the opening hours of the sixth form, between **8.00am and 6.00pm daily**.

The sixth form computerised library catalogue system can be used to search for a book, journal or e-resource. It holds records of all the resources available in the sixth form library and the school library. The catalogue can be accessed from any networked computer in the sixth form and accessed remotely from home by logging on to the sixth form website. Textbooks for class groups will be issued individually to students. All textbooks have been catalogued on the library system. Staff in the library will always be happy to provide help and support with research and study skills.

## **Classroom Expectations**

Electronic registers are taken in every lesson, during the first 10 minutes of the lesson. All instances of lateness are recorded with an indication of the amount of minutes late and this will be followed up. Punctuality is expected.

There is no break in a lesson and students will not be dismissed early.

There should be no food taken into lessons. Students should take water to lessons and should not expect to leave the lesson to get water.

If a student needs to go to the toilet, the student should politely ask to leave the lesson. Staff will allow students to go to the toilet when requested, unless it is a particularly inconvenient moment in the lesson.

## **Remote Access for Students**

Students can access their school resources and use Office via the Login Button on the school website.

### **Office 365**

To facilitate collaborative working Office 365 accounts are created for all Braintree Sixth Form students. As well as access to cloud storage and the facility for sharing documents, students also have free access to a range of software including Office 2013, which includes Excel, PowerPoint, Word, Publisher and Access. There is site wide access to the CS5 Adobe suite.

### **Note Keeping & Folder Checks**

Students are expected to keep organised notes of the content of their lessons. They will provide their own folders for this purpose or may choose to store notes electronically. Staff should provide support to students in structuring their notes and regularly check their quality and accuracy. Assessment book checks will happen once a term and these will be completed by the subject teacher.



## **Student Laptops, Own Devices and ICT**

All students are encouraged to use laptops or other devices in the sixth form and WiFi is available throughout the sixth form building. However, students who do choose to use laptops may at times be asked not to use their laptop as final exams are generally hand written exams. Mobile phones may routinely be used for internet research in lessons as long as this is compatible with the aims of the lesson. Students who bring their own laptops into the sixth form do so at their own risk. The laptop will need to be carried in a proper laptop case so that the risk of injury to the carrier or damage to the laptop is minimised.

Student use of ICT equipment in the sixth form building, or use of ICT resources accessed over the network (or Internet) is subject to the ICT Acceptable Use agreement which all students must sign before they will be allowed to log on to the sixth form network or use any sixth form ICT resources. A copy of this agreement is included on pages 20 and 21 of this handbook.

# **Data Protection, Biometrics & Photographs**

## **Data Protection**

The sixth form is committed to ensuring that personal data and student information is held securely and follows the E-safety and Data Security Policy adopted by Notley High School & Braintree Sixth Form. A full copy of the policy is available on the school website at <https://www.braintreesixthform.com/policies>. Any information that the school records is accessible only by those people that need to access it and this is regularly monitored and evaluated in line with the GDPR. A Privacy Notice is also available at the above page so you can see how we deal with the data that we collect.

## **Biometrics**

- 1) Our biometric system scans five points which it then converts into a number;
- 2) This number is then stored in the system against that individual;
- 3) No registration of the scan is kept;
- 4) It is impossible to recreate a fingerprint from the numeric reference;
- 5) It is stored on a central server, access to which is restricted to necessary administrators only.

## **Photographs**

As you are aware, the North Essex Multi Academy Trust is fully committed to celebrating the successes and achievements of all our students. One of the ways in which we are able to publicise student successes and experiences is through OnCampus. The Trust like to use photographs of students so that they can be identified within the community. Our students gain a sense of achievement when they feature in our magazine and are proud to have their photographs taken. We also use photographs celebrating students' achievements on the school website. Such photos might be used in our magazine, marketing leaflets, prospectus and/or displayed around the school and on our website. These photographs may also continue to be used after a student has left the Trust.

Parents/grandparents/carers are allowed to take appropriate images of their children at school events for personal use only. This means that parents/carers are responsible for the correct and legal use of any images taken at school events. Photographers may be present at offsite venues for trips/events arranged by the school. The capture and use of photographs taken at such events are beyond the control of the school. Photographs may also be shared by us with local newspapers and on occasion, a newspaper may send a photographer for special events where they will then put them in their papers.

# ICT Acceptable Use Agreement

## Acceptable use of ICT

Acceptable use (internet, network, stand alone ICT, email, etc) at Braintree Sixth Form means, at its simplest, that a user should always avoid any use that could cause offence to others. This means avoiding the downloading, uploading or forwarding of text or images which include violence, obscenity, or indecency (e.g. pornography, extremist, racist, sexist, ageist or homophobic material). Acceptable use also includes avoiding any incitement to criminal behaviour, involvement with groups holding extreme political views, any commercial activity or political lobbying. Generally the use of ICT must not be detrimental to the reputation of the sixth form, the personal wellbeing of anyone else or encourage involvement in radical organisations.

## Password and Log-In

A password and log-in is confidential to the person it has been given to. It must not be shared, and users must not log on to equipment using another person's password. When finishing work, users must log out properly. If a user needs to leave a machine unattended, **the machine must either be logged off or screen locked by using Ctrl+Alt+Del.**

A user is responsible for what takes place under their login name and/or password. Any suspicion that anyone else knows the details must be reported immediately to the network manager so that a new password can be arranged. Users are responsible for the security of data and information on the system.

## Email

All communications, where possible, should be by email rather than paper. All staff and students have an email account at the Sixth Form and partnership schools, and emails should only be sent between these professional accounts (i.e. not to or from personal or internet accounts). Email is a written form of communication and should be always viewed as a formal medium. Any email could end up being forwarded to anywhere in the world and users should write nothing in an email which they would not be prepared to defend publicly.

## Laptops

When accessing the Sixth Form network via a private machine, it is the responsibility of the user to ensure that the machine has up to date virus protection and a firewall installed. Users should observe the same principles and practices outlined in this document whether they are accessing resources from home, from school, from school equipment or from their own. Users who carry their own equipment or use it to access school resources do so at their own risk and the Sixth Form takes no responsibility for hardware or software problems arising from doing so.

The Sixth Form reserves the right to bar students from using ICT equipment and/or bringing their own equipment into the Sixth Form if doing so has led to or can reasonably be construed as likely to lead to, damage or disrupt Sixth Form services. Should concerns be raised the senior leadership may authorise the suspension of access to ICT and internet services for an initial period of investigation or for a longer period.

## Monitoring

All use of ICT resources is monitored to ensure compliance with relevant legislation and good practice. This means that emails, websites visited, and documents downloaded or forwarded can be traced back to individuals. Where users are found to not comply with the requirements and recommendations of this document, they will be subject to sanctions which will range from temporarily being barred from the use of ICT to more serious consequences.

## ICT Acceptable Use Agreement

- I will only use ICT systems in school, including the internet, e-mail, digital video, mobile technologies, etc. for school purposes.
- I will not download or install software on school technologies.
- I will only log on to the school network/learning platform with my own user name and password.
- I will follow the school's ICT security system and not reveal my passwords to anyone and change them regularly.
- I will only use my school e-mail address.
- I will make sure that all ICT communications with students, teachers or others is responsible and sensible.
- I will be responsible for my behavior when using the internet. This includes resources I access and the language I use.
- 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 not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher.
- Images of students will only be taken, stored and used for school purposes in line with school policy and will not be distributed outside the school network if parents/carers opt out of this by informing the school in writing.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, students or others distress or bring into disrepute.
- I will respect the privacy and ownership of others' work on-line at all times.
- I will not attempt to bypass the internet filtering system.
- I understand that all my use of the internet and other related technologies can be monitored and logged and can be made available to my teachers.
- 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/carer may be contacted.

Student name: \_\_\_\_\_

Signed: \_\_\_\_\_

## Home Learning and Independent Study

Each student should have 2 - 2.5 hours of home learning per week per subject in Years 12 and 13. Even when home learning is published in advance, staff would normally still formally “set” home learning each week. The setting of home learning consists of reminding the student of the task and ensuring that the student has a written/digital record of:

- What task or activity needs to be done;
- What outcome needs to be handed in or presented;
- The deadline for when the task/outcome must be completed.

## Completion and Non-Completion of Home Learning

It is the responsibility of the students to ensure that home learning is fully recorded and completed according to the deadline set by the member of staff. Where home learning is not completed, or not completed to a satisfactory standard, this will be followed up.

## Educational Visits

There will be opportunities for most students to take part in a range of day, part day and residential visits where their classroom activities can be extended and enriched. Departments will include trips where appropriate as an integral part of their programmes of study. There will also be more general opportunities for students to participate in theatre, music and sports trips.

## Academic Honesty Policy

### What is Academic Honesty?

Academic honesty means ensuring that work which is submitted is a student's own work, including their own ideas expressed in their own words. Failing to do this is academic dishonesty and it amounts to gaining an unfair advantage. There are many forms of academic dishonesty, including:

- Plagiarism - this means taking work, words, ideas, pictures, information or anything that has been produced by someone else and submitting it as if it was a student's own work. Copying and pasting from websites without acknowledging the source, failing to use quotations marks on a direct quotation, paraphrasing work and not referencing the original source are all examples of plagiarism. Plagiarism can occur when a student is unaware of how or when to acknowledge their sources, rather than as a deliberate attempt to present someone's ideas as their own.
- Copying - taking the work of another student, with or without his or her knowledge and submitting it as one's own is academic dishonesty
- Exam cheating - consists of communicating with another candidate in an exam, bringing unauthorised material into an exam room, or consulting during an exam in order to gain an unfair advantage
- Duplication - submitting or presenting a piece of work for a different assessment in a different course. Students can use the same research material for both essays if they are similar in title but students cannot use an essay twice



- Falsifying data - making up facts or statistics, altering data to suit a student's investigations or collecting data in an inappropriate way
- Collusion - helping another student to be academically dishonest. This includes a student allowing another student to copy some or all of their work and submitting it as their own

## How to Avoid Academic Dishonesty

- Assignments must be written in a student's own words and must include a student's own thoughts and expressions.
- All the sources, quotes and paraphrased material must be properly referenced according to the style recommended in the guidance to students.
- At the end of each assignment there must be a bibliography, which is an alphabetical list of the sources - books, magazines, newspapers, CD-ROMs, internet, interviews, etc. that have been used to prepare and produce a piece of work. The purpose of a bibliography is to provide an honest acknowledgement of sources so that a reader can identify and consult the sources.
- When working in a group on a project it is important that students write up any reports, investigations, performance description etc. independently. Even if data or preparation is shared, anything submitted by an individual student must be their own work. Students must not submit anything that is identical in part or whole to another student as that would be colluding and could look like direct plagiarism.
- During exams, students must ensure that they adhere to the rules given by the Examinations Officer. Causing disruption in the exam room, communicating with another student or with someone outside the exam room, or copying another student's work is a very serious offence.
- If students are unsure about any issues relating to academic honesty then it is the student's responsibility to speak to their subject teachers or tutor about the matter.

## The Consequences of Plagiarism

Depending on the nature of the incident, Braintree Sixth Form may have to report a suspected incident of plagiarism to an awarding body and this could lead to a student being barred from sitting exams, or examination results **in all subjects** being withdrawn and cancelled.

Braintree Sixth Form must treat academic honesty very seriously and students who are guilty of academic dishonesty will be subject to a range of penalties, which, depending upon the seriousness of the incident could include:

- Loss of non-contact time – see **Student Support Strategy**;
- Disqualification of assessed pieces of work;
- Non entry by the sixth form for a subject or subjects;
- Fixed Term Exclusion.

# Enrichment

All students take part in enrichment which is a compulsory part of their timetable. A supervised programme of activities takes place on Wednesday afternoons. Enrichment features activities such as languages, music, sports, voluntary work and work as teaching assistants in local primary and secondary schools. These activities bring Year 12 and Year 13 students together to develop a wider range of personal and leadership skills. A full list of what is on offer will be provided each term. It is expected that students will take part in a number of different activities or projects during their time in the sixth form which either develop a student's skills or provide the opportunity for a further qualification. The enrichment programme also includes a series of visiting speakers and lecturers who will be invited to talk to students about aspects of university life, employment and personal development.

## Part-Time Work

It is generally good and positive for sixth form students to gain experience of the world of work, as long as it does not impact negatively on their sixth form studies. We advise students to limit work outside of their studies to a **maximum of about 10 hours a week**, avoiding late nights during the week. Work should be arranged so that it does not impact on attendance during the timetabled hours of the sixth form or on home learning. Driving lessons and tests should also be arranged where possible outside of timetabled hours.

# **Student Leadership Roles**

## **Student Council**

All students have the opportunity to become part of the Sixth Form Student Council, providing a platform for student views and involving them in the sixth form decision making process. The council has both an academic and social remit liaising closely with sixth form staff and taking a lead on the organisation of social events and charity fundraising. Any queries regarding the Student Council should be directed to Mr C Nitsche  
[chris.nitsche@braintreesixthform.com](mailto:chris.nitsche@braintreesixthform.com)

## **Student Governors**

Representing the students across the whole of Years 7-13 of Notley High School & Braintree Sixth Form, on aspects of teaching and learning, two Student Governors are elected annually to undertake this role. Student Governors attend relevant committee meetings of the governing body for Notley High School & Braintree Sixth Form.

## **Student Ambassadors**

There are opportunities for students to become student ambassadors in the sixth form. Students have the opportunity to assist with a range of workshop sessions, open evenings and masterclasses provided by the sixth form for students across the partnership schools throughout the year. If you are interested in a role as Student Ambassador please contact Mrs Brewis-Shephard [alexandra.brewis-shephard@braintreesixthform.com](mailto:alexandra.brewis-shephard@braintreesixthform.com)

# **Progression, Careers and University Entrance**

## **Preparation for Higher Education (UCAS) and Work**

A detailed career progression and UCAS programme is provided for all students, ensuring that they are prepared for the world beyond the sixth form.

All students are expected to participate in a Destinations Launch Week in the Summer term of Year 12. On the first day we hold an information evening for parents/carers on applying to UK universities, apprenticeships and workplaces. This is followed by two days when normal lessons are suspended for two key visits. On the first day students visit Anglia Ruskin University and take part in a series of workshops covering the application process, student finance, student life and advice on writing a personal statement. On the second day students attend the Higher Education Fair at University of Essex to look at a huge range of course providers and collect information on their options.

Students work with their personal tutor on their UCAS application, apprenticeship or job applications, benefitting from individual support and guidance. Support is offered to students interested in specific areas such as applying to overseas universities and Oxbridge. Any students interested in applications to international universities will need to flag up their interest early as certain universities have very specific subject requirements. Applicants for American universities will need to register early and prepare for the Scholastic Aptitude Test.

Additional insight into matters of finance, relationships and the skills required for post 16 studies is provided through the tutorial programme and enrichment throughout the year, as well as talks and sessions with external providers.

### **Directions Careers Service**

A careers advisor from the Directions advisory service attends the sixth form on a weekly basis to provide independent information and support for individual students as they plan ahead for the next steps. To arrange an appointment contact the Student Support Officer – KS5 via the Sixth Form Office.

### **Work Experience**

Work experience can be very valuable for students but time is so tight on A Level courses that students are requested to arrange work experience, wherever possible, in school holidays. Some future career plans and university courses particularly benefit from, or require, work experience placements (e.g. midwifery, nursing, medicine) so it is important for students to discuss career plans with their tutor and, as appropriate, agree work experience placements that could be particularly useful to their career plans.

# **Dress and Equipment**

## **Library**

All textbooks are issued through the library. Students pay an administration fee on enrolment which covers use of the library. All textbooks are catalogued on the library system and will be issued individually to students. When loaned, the books become a student's responsibility and they must be looked after with care. Students will only be issued with new books for new modules, or new courses, upon the return of the books already issued in an appropriate condition. In some cases, teachers may also suggest additional books for purchase.

A full guide to the sixth form library services is available from the Library and Resources Manager. Please refer any questions about the library to Mrs Osborn at [katrina.osborn@braintreesixthform.com](mailto:katrina.osborn@braintreesixthform.com)

All textbooks should be returned by Year 13 students to the library after their final examination.

## **General Equipment Requirements**

Students should come to sixth form each day with appropriate stationery, pens and pencils. They will also need paper and a folder for each lesson, unless they plan to record notes directly onto a laptop. Students are expected to purchase a bag which is large enough to carry books and equipment and which is discreet and in keeping with the business dress ethos of the sixth form. Students will also have an assessment book or equivalent for each subject.

Students are encouraged to develop the use of electronic diaries and software alternatives such as Outlook. Tutors will talk to each student about the system which they have chosen to use and will expect to see evidence that it is being used.

## **Printing Facilities**

Students are able to print via photocopiers using their ID badges to access their printing accounts. Each student has a daily allowance for printing and/or copying. Students will be allocated printing accounts during the first week of the academic year.

## Braintree Sixth Form Administration Fee

Over the course of your two years at Braintree Sixth Form you will have access to a range of resources and facilities. These include the following:

- All course and textbooks provided on loan from the sixth form library;
- Printing and photocopying rights and a daily printing allowance;
- A number of school-funded events such as the 'Roadster' day and external visits, such as the UCAS Higher Education Conference.

As students will have access to these resources, we will be requesting a £60 administration Fee on the first day of the academic year, £20 of which will be refundable at the end of the year upon return of ALL books. We are a cashless site, however on this occasion cash or cheques will be acceptable. Any cheques will need to be made payable to Notley High School & Braintree Sixth Form.

## Student Dress Code

Sixth form students are expected to dress in business dress appropriate to a professional environment. Any questions about the dress code should be directed to the Assistant Headteacher – KS5, as should any queries about **reasonable adjustment on medical or religious grounds**.

### Hats, jackets and bags

- Hats should not be worn inside;
- Hoodies and sweatshirts should not be worn;
- Jackets if worn inside must be smart. Informal wear such as hooded jackets, body warmers, leather jackets or parkas are not acceptable.
- Bags displaying pictures, words or logos should not contain anything that could cause offence.

### Tops

- Shirts should cover the back, midriff, shoulder and chest, showing no cleavage;
- Shirts worn by male students should be buttoned and have a collar; male students must wear a tie.
- Shirts worn by female students may be button-less and without a collar but otherwise of professional appearance. Printed t-shirt tops and casual jumpers are not acceptable;
- Pullovers and cardigans may be worn but must not be excessively loose or obscure the tie.

## **Trousers and Skirts**

- Trousers should be smart and professional in appearance. Jeans or jeans style trousers are not acceptable;
- Dresses and skirts, if worn by women instead of trousers, should not be excessively short or tight;
- Either trousers, skirts or dresses must be worn

## **Feet**

- Tights and socks should be discreet in colour and pattern;
- Shoes should be smart and provide appropriate protection for the feet;
- Trainers and other similar sporting or casual footwear are not acceptable;
- Boots may be worn if they are smart and hardwearing. Ugg boots or any other material boots, Timberlands or coloured boots are not acceptable.

## **Accessories**

- Belts, buckles and braces or similar, if worn, should be discreet;
- Any jewellery should be simple and discreet.

## **General appearance**

- Piercings should not be visible, other than in the ears, and to a maximum of one per ear lobe;
- Tattoos or body art should not be visible;
- Make up and artificial tan should be discreet;
- Clothing should be worn in such a way that underwear is never visible;
- Denim should not be worn;
- Clothes should always be clean, smart, ironed and in a good state of repair;
- ID cards should be carried at all times or worn around the neck, or on the chest. ID cards should not be swapped or damaged and should be reported if lost;
- Extreme hairstyles and hair dyed in colours which do not occur naturally are not acceptable

## **Procedures for Dress Code Infringements**

1st infringement SIMS Dress code infringement – verbal warning	Spoken to verbally (recorded on SIMS – Dress issue in notes write “verbal warning”)
2 <sup>nd</sup> infringement SIMS Dress code infringement – professionalism issue	Comment on SIMS – Dress issue – 2 <sup>nd</sup> warning and comment on professionalism.
3 <sup>rd</sup> infringement SIMS Dress code infringement – e-mail sent	E-mail sent home copying in parents/carers and all other staff, tutors, Student Support Officer – KS5 and Head of Year.
4 <sup>th</sup> Infringement or serious infringement SIMS Dress code infringement – leave site	Asked to leave premises to change – letter or email to be sent stating the reasons why.

# **Tutorial and Pastoral Programme**

Pastoral care is at the heart of our work at Braintree Sixth Form. We aim to combine the personalised guidance and support expected from a secondary school with the demands of post-16 study. Our aim is to foster independence, intellectual curiosity and the highest academic success among our students and we realise that this will not always grow naturally but may well need intervention of various kinds.

The Head of Year, Student Support Officer and the tutor are vital to the work of the sixth form. Tutors will be fully aware of the performance of their tutees across their subjects as well as being aware of their achievements outside the classroom. SIMS comments provided by teaching staff and data produced through reporting enable performance against ALIS targets to be measured as well as commitment to studies and students' attitudes to learning.

## **Individual Tutorials**

Every student will meet every 2-3 weeks on an individual basis with their tutor to discuss their progress. In meeting with students, the tutor will discuss students' progress and attitudes to learning with them and will provide individual guidance on a range of issues as they arise at key points during Years 12 and 13. Attendance at these arranged tutorials is compulsory. They will take place between 8.40am and 9am each week.

## **Assemblies**

Throughout the year, students meet as a year group on a weekly basis to hear a variety of presentations relevant to their academic, pastoral and enrichment programmes. Assemblies are also held to ensure that students are kept fully informed about events and opportunities within the sixth form. These are held in Braintree Arts Theatre and attendance is compulsory.



## Personal Development (PD) Session (Tuesday Period 1)

Students are supported in developing competencies and study skills through the structured programme of activities facilitated by the tutor team during PD. The programme links with the assembly schedule and the programme of items delivered through the individual tutorials. Visiting speakers, whole year group presentations, impact days and off site visits are used to support delivery of the programme.

### Year 12

- Term 1      **Study Skills** - Students will focus on the best ways to study, revise and utilise their academic time and independent study most effectively.  
**Enterprise** – Students will form a small business. They will design, market and sell their product at the Years 7 and 8 Christmas fair.
- Term 2      **Study Skills** – as above  
**Model United Nations** – This is an academic simulation of the United Nations. Students play the role of delegates from different countries and attempt to solve real world issues with the policies and perspectives of their assigned country.
- Term 3      **Revision and Study Skills** – as above  
**Introduction to Extended Project Qualification EPQ** – An explanation of what the EPQ is and thought-provoking sessions designed to encourage students to complete the project  
**UCAS** – An introduction to the UCAS sign up process and information on how to start writing a personal statement.

### Year 13

- Term 1      **UCAS and Progression** – Sessions preparing students for completing their UCAS application as well as other progression routes such as apprenticeships and work.
- Term 2      Careers – Advice will be given on CV preparation, interview techniques, preparing for and applying for apprenticeships and preparing for university interviews. In depth discussions are held with students about university choices once their offers are received.
- Term 3      (Individualised Programme)
- Other sessions relating to PSHE and life skills will be run during the course of the year.

# **Code of Conduct**

## **Expectations of Sixth Form Students**

Braintree Sixth Form has high expectations of all its students. We are determined that students will be successful and fulfil their potential by achieving the best possible results they can, as well as developing into mature and thoughtful citizens able to make a valuable contribution to the sixth form, the wider community and society.

To enable the students to achieve their potential this agreement sets out what the sixth form offers to students, and what the sixth form expects of students (the Code of Conduct). Students will sign the Code of Conduct agreement when they enroll.

### **Braintree Sixth Form will offer students:**

- High quality teaching which will prepare for success in public examinations;
- Expert subject teacher guidance with appropriate setting, marking and feedback of work;
- Entrance for examinations so long as satisfactory levels of attendance and effort in the course have been reached;
- Regular fortnightly tutorial sessions which consist of academic and pastoral mentoring to help students to fulfil their potential;
- An extensively stocked library and the support of a skilled librarian;
- Access to high quality ICT resources and well trained ICT technicians and support staff;
- Outside visits that complement programmes of study;
- A comprehensive enrichment programme that includes careers and higher education advice as well as community service and extra-curricular opportunities;
- Termly progress checks or assessments of progress which take account of the students' abilities and aspirations and help to target what they need to do in order to be continuously improving performance;
- A safe, well organised working environment in which students can develop their skills as fully as possible in their chosen courses;
- A support strategy which, if a student is struggling to deal with the expectations of the sixth form, will help to motivate, encourage and support them out of their temporary difficulties.

## Braintree Sixth Form expects from students:

### (Code of Conduct)

- Students will come fully prepared with all necessary books and equipment, ready to learn;
- Students will complete all home learning, classwork and coursework to an appropriate standard and to the set deadline;
- Students will attend promptly all timetabled classes, tutorials, assemblies and personal development sessions, including any additional commitments such as field trips, enrichment activities, work experience and other programmes arranged by the sixth form;
- Students will participate constructively and positively in lessons and tutorials, working with teachers to get the most out of what the sixth form can offer;
- Year 12 students will be on site each day from 8.40am to 3.15pm, studying and participating in sixth form activities, until their progress has been reviewed. Students are allowed to leave the site during lunchtime. If a student leaves the site they will sign in and out so that we have an accurate list in case of a fire;
- Students will conform to the expectations of the ICT Acceptable Use Agreement;
- Students will be proactive in keeping up to date with news and information which is communicated in the student briefing. They will use email to contact staff and respond promptly to any emails that they receive;
- Students will support the ethos of sixth form study by working effectively in study periods and not disrupting the study of other students;
- Students will abide by the dress code and the wider professional standards and atmosphere which the sixth form expects them to promote and observe;
- Students will treat others, their property and the sixth form facilities respectfully at all times;
- Students should remember that the common room is for **all** students. They are to use it considerately, keeping it tidy and making sure that it is a welcoming place for all other students;
- Students will observe rules about the use of mobile phones, multi-media players and other similar equipment;
- Students will follow the published procedures relating to personal transport (cars, motorcycles, mopeds and bicycles);
- Students will ensure that all work produced conforms to the expectations of the Academic Honesty policy;
- If there should be cause for concern and staff need to use the support strategy, students will accept the steps of the procedure and work to respond quickly and positively so that problems can be resolved, and they can get back on track to academic success.

Student name: \_\_\_\_\_

Signed: \_\_\_\_\_

# Student Support Strategy

The transition from GCSE to A Level requires an increase in independent learning and organisation with studies. The support strategy has been developed to provide a framework of support and guidance to help students maintain their focus on learning and help them to build on their success at GCSE level.

## Student Attendance

### Year 12 Attendance – First Term:

Attendance is expected at all lessons, assemblies, personal development sessions, tutorials and other events organised by the sixth form for students. In Year 12, free lessons have to be used *within* the sixth form until progress is reviewed in the Autumn term. Core hours are 8.40am-3.15pm.

### Progress Review

Following the progress checks in October, which will evidence whether a student has made a successful transition to sixth form, decisions will be made as to whether free lessons may be used on or off site. Those students meeting their course requirements and achieving grades which meet or exceed their ALIS target grades, will be able to work off-site during free lessons. Students who do not meet the standards expected will be placed on a study support plan and those referred to supervised study must remain on site for their free lessons during lessons 1-4.

- Students should be aiming for 100% attendance, giving them the best opportunity to achieve their full potential. If attendance drops below 93%, there will be a parent/carer meeting;
- Punctuality is also an important requirement for everyday life. Students with poor punctuality will be supported to improve;
- The sixth form is unable to authorise holidays during term time and a holiday request form must be completed;
- Students with outstanding attendance at 100% will be identified on a termly basis by letter;
- It is good practice and politeness to mention a forthcoming absence which a student knows about in advance. The absence should be discussed with a tutor and subject teacher so that plans can be made for completing missed work;
- If a student is unwell, they must phone the absence line to report their illness and any further absence should be updated on a daily basis. The Year 12 absence line is 01376 556394 and the Year 13 absence line is 01376 556393;
- Research indicates that absence is very strongly correlated with failure and poor achievement in courses. The sixth form will therefore take a very robust approach to managing absence. Unauthorised absences will trigger the sixth form disciplinary processes, as specified in the student support strategy.

## Supervised Study

Students may be asked to attend supervised study during any free time that they have during lessons 1-4. A member of staff from the leadership or tutor team, will oversee the work of the student during these times and offer appropriate support as indicated by subject and pastoral staff.

## Stages of the Support Strategy

Stage	Behaviour	Action
Informal Warning	Repeated low-level inappropriate behaviour; off-task in lessons, lateness; a poor or incomplete home learning or class work; minor plagiarism; isolated unauthorised absence.	The member of staff identifying the problem speaks to the student. A note of the conversation is logged in SIMs and an email sent to the student summarising the outcome of the meeting.
Stage 1	Regular inappropriate behaviour and inability to meet sixth form expectations: especially despite informal warning(s); repeated unauthorised absence, with attendance below 93% or failure to meet deadlines or repeated minor plagiarism.	A formal meeting with appropriate staff – Head of Year and/or tutor and/or parents/carers will be arranged by the Student Support Officer – KS5 or tutor, to discuss what support can be put in place. Student may start to attend supervised study.
Stage 2	Initial issue(s) unresolved and so failure to respond to the Stage 1 warning after 1 month review. Attendance below 93%. Outcome of progress report indicates grades below C or equivalent affecting chances of progression.	At this point the student will be required to attend supervised study during any morning non-contact time that they may have. Further or first meeting with parents/carers. Attendance contract agreed between student/parents/carers and sixth form.
Stage 3	Initial issue(s) still unresolved as the student fails to meet the targets agreed with the student and set out in the Study Support Plan and/or attendance contract.	Parent/carer meeting (if appropriate) with tutor and member of the leadership team. New targets and support measures identified with a new review period.
Stage 4	Serious and/or persistent failure to meet expectations despite a Stage 3 warning. Gross misconduct.	Final Review: if there is no positive response from the student, sanction(s) up to and including, as appropriate, a move to another provider or exclusion.

# **Building, Facilities and Security**

## **ID Cards**

All students are automatically issued with a Braintree Sixth Form ID card which gives them access to facilities and is also used to access print facilities. Students are responsible for their ID card and lost cards will be charged for replacement at a sum of £5.00. Lost cards should be notified to the Sixth Form Office as soon as is practicably possible. Students should carry their identity badges at all times when in, or around, the sixth form building and ensure that they are clearly visible when in the main school building.

## **First Aid**

In the event of an accident or medical issue, students should report initially to the Sixth Form Office. First aid injuries are only dealt with by trained first aiders. However, staff are only expected to support with minor injuries or illness such as those which a parent/carer might feel able to deal with. In the event of a more serious issue, emergency services will be called. Additional assistance can be contacted via the Notley High School & Braintree Sixth Form campus reception.

First aid boxes are available in the following places:

- Campus reception;
- Science prep rooms;
- Kitchen;
- Sixth Form Office.

## **Fire Alarms and Evacuation**

In the event of a need to evacuate the sixth form building, the assembly point is the large playground area (tennis courts) at the back of the building. Fire escape plans are displayed in every room. A continuous bell will sound. Staff will accompany students via the nearest exit to the relevant year group assembly area. The registers will then be taken by the tutor.

## **Cashless Catering**

The sixth form operates a system of cashless catering. The system is based on fingerprint recognition technology and works by taking measurements of the fingerprints. The fingerprint analysis does not include a complete image. This means that the original fingerprint cannot be reconstructed from the data extracted. All students will be registered with this system during the first few days of the new academic year. We are a strictly cashless site so students must ensure that they top up ParentPay credit accounts online or if they wish to top up using cash they can use a system called 'PayPoint' at one of the local registered retail

outlets. When an account is topped up it can take up to 24 hours for the credit to appear on the system. If you have any queries or problems with regard to ParentPay please contact Mrs Revell in the Finance Office via email, [hannah.revell@notleyhigh.com](mailto:hannah.revell@notleyhigh.com)

## **Food and Drink**

Café 6 is open from 8am until 3pm serving a range of sandwiches, paninis, snacks and main meals. Students can bring packed lunches or purchase food and drink from the café. They will need to be enrolled and have accounts activated through ParentPay/PayPoint in order to purchase food from the café. Water is available at all times, free of charge, from a dispenser beside the vending machines in the café area. There is also a hot water dispenser available for student use.

## **Lockers**

Students have access to lockers in the common room and at various other points around the building. Only the combination padlocks supplied by the sixth form can be used to secure them. Lockers are emptied by cleaners at the end of each academic year so nothing should be left over the summer holidays. Lockers will be issued on a first come, first served basis.

## **Music**

Music should be played discreetly on headphones, in a student's own time, so that other students cannot hear it. Music should not be played in lessons, the library or the corridors during lesson time as it is important to respect the learning space for other students. Music is not permitted in Café 6.

## **Lunchtime and Break Time Procedures**

Sixth Form students can stay on site for lunch and break, or they can leave the site. All sixth form students are presumed to have parental consent to leave the site at any point during the day, unless parents/carers have explicitly revoked the consent. Students who leave the site need to be back on site five minutes before afternoon lessons are due to begin. They must ensure that they sign in and out of the building. Whilst off site, students represent the sixth form and are asked to behave in a responsible way that portrays the sixth form positively to the local community. Irresponsible behaviour whilst off-site, or late returning from lunch, could lead to the privilege of going off site at lunchtime being revoked.

## Smoking, Vaping and Alcohol

The sixth form site is a non-smoking area and students are asked not to smoke or vape on the site or on the roads immediately around the site.

Alcohol is not allowed on or around the sixth form site during the sixth form day.

## Cars and Motorbikes

Students who wish to attend the sixth form on **motorbikes, scooters** or any other motorised one or two wheeled vehicles will need to have written permission from the Assistant Headteacher – KS5 to bring their vehicle on site. Permission will be conditional upon satisfying the sixth form that:

- a) the student has a valid licence;
- b) the student can use the vehicle responsibly;
- c) the vehicle is roadworthy and properly insured.

A part of the planning consent for the sixth form was the assurance that we would not provide parking spaces for sixth form students who wish to drive as this would lead to increased traffic on local roads. The sixth form therefore is unable to give permission for students to park on the sixth form site. Students who park on site will be given a warning and subject to sanctions.

The sixth form strongly recommends that students with a newly achieved licence do not carry other students in a vehicle without both sets of parents/carers being aware and agreeing to the journey.



# Braintree Arts Theatre

Braintree Arts Theatre is a community theatre and lies within the heart of the sixth form building. As a fully functioning and professional theatre, students have a unique opportunity to work and perform in an active arts environment. The theatre is an educational space by day and a public performing arts venue by night. In addition to Braintree Arts Theatre's extensive performance opportunities and advantages, students are also able to gain experience within a backstage and technical environment.

Braintree Arts Theatre and the sixth form facilities are available for private hire.

Bookings for evening use (after 4pm) are made via the Box Office – contact Mr Pattie, Theatre and Technical Manager, on [phil.pattie@braintreeartstheatre.com](mailto:phil.pattie@braintreeartstheatre.com)

Students have the opportunity to organise and manage their own events, concerts and functions at the theatre for a heavily subsidised rate not available to the public.

## Theatre Programme

Braintree Arts Theatre offers a diverse programme, releasing two complete seasons annually. Professional touring companies perform regularly, giving the students an opportunity to not only take advantage of heavily discounted student rate tickets, but also learn from professionals through workshops organised by the sixth form teachers and Theatre and Technical Manager.

Students and audiences can enjoy a variety of performances throughout the year, including drama, comedy, live music, cabaret, talks and lectures and musical theatre. The programme of events for each theatre season is published in advance as a brochure, available from campus reception. The theatre programme can be viewed online at [www.braintreeartstheatre.com](http://www.braintreeartstheatre.com)

Box Office: 01376 556354  
Facebook.com/braintreeartstheatre  
twitter.com/BATheatre

## Theatre Staffing

Technical and front of house staffing for the theatre is often provided by parents/carers, staff and students. These are paid roles for which full training is given. Further information can be supplied by Mr Pattie, [phil.pattie@braintreeartstheatre.com](mailto:phil.pattie@braintreeartstheatre.com), 01376 556354.



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