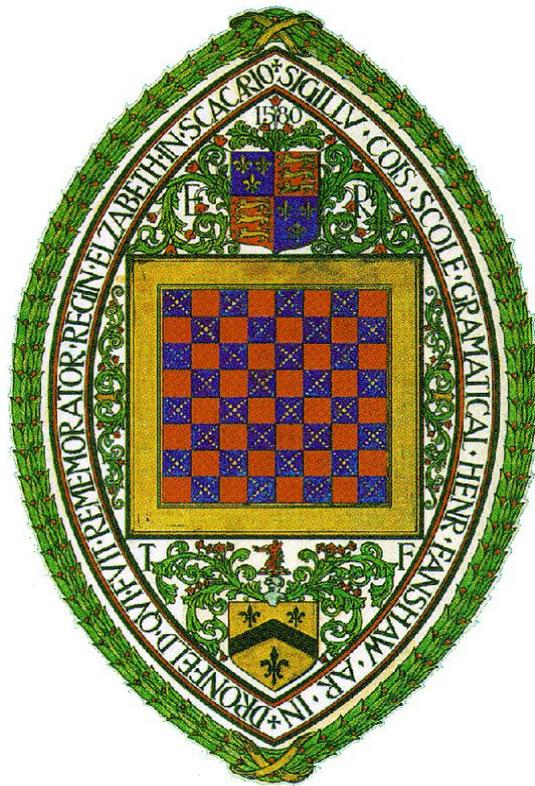


Dronfield Henry Fanshawe School

A – Z of Sixth Form

Frequently Asked Questions



**FOR THE ACADEMIC YEARS
2020-2021**

Update June 2020

The purpose of this pack is to provide a simple A-Z to A Level study at Dronfield Henry Fanshawe School. It should act as Frequently Asked Questions in the first instance.

Parent Pack: essential information for Parents and Carers

Absence/Illness

If you know in advance (e.g. medical appointments, interviews etc.) that your son/daughter is going to be absent, please ensure that they have completed a LOAF (leave of absence form), getting staff to sign and handed in to Mrs Burke in the ICT area. We expect to see supporting evidence. We will amend our records accordingly. Students should complete these forms two weeks in advance of the absence as soon as possible. Absence during school hours requires written confirmation of appointments.

If your son/daughter is ill, please contact the House Support Manager as soon as possible and we will update our records.

Baggaley	- Mrs Hardwick	- 01246 581137
Buxton	- Miss Kirk	- 01246 581138
Fanshawe	- Mrs Goodison	- 01246 581119
Gosforth	- Mrs Martins	- 01246 581120
Millican	- Mr Wileman	- 01246 581118
Spaven	- Mrs Backhouse	- 01246 581131

Assembly

We hold Sixth Form Briefings every week on a Friday at 9am. These alternate between Y12 and Y13. Attendance at these briefings and House Assemblies are compulsory as important information is given out.

Assessments

Assessments take place regularly by Faculty areas. These may be tests, classwork or homework etc. These are graded and will give an indication as to how your son/daughter is progressing in their studies.

Formal internal assessment exams – Terms 2 and 3

2nd Formal internal assessment exams - June 2021 (for subjects with no AS exams e.g. maths, further maths and English literature)

All external assessments will take place in May/June 2021 – However at the time of writing there is the chance that they will take place later in June/July 2021.

Attendance and Punctuality

Success and attendance are inextricably linked and we expect 100% attendance, with a minimum of 96%. If students are not punctual to mentor time they may have to attend 'Lates Detention' like the rest of the school. It is our expectation that students will be in school every day from 9am to 3.30pm, attending all sessions such as lessons, assemblies and mentor time. Poor attendance will result in intervention strategies and appropriate sanctions will be put in place.

Bulletins

The Sixth Form team will communicate with students and families regularly through regular bulletins via email. Please make sure that we have your email addresses.

Bursary Fund

The Bursary Fund is a cash-limited fund to support learners from low income backgrounds (below £21,000 total household income) with essential course costs. Application forms are available from the website in the Sixth Form section. In addition there is a Bursary Grant for students who are looked after by the local authority, care leavers, students who claim Income Support in their own right, disabled students who are in receipt of Disability Living Allowance and Employment Support Allowance. Payment of Bursary will depend on attendance, progress against targets and discipline.

Contact Details – in the first instance parents/guardians/students should contact the Sixth Form Team

Mr M Howell
Director of Sixth Form
Telephone Number 01246 412372
E-mail: mhowell@dronfield.derbyshire.sch.uk

Mr L Stuart
Assistant Director of Sixth Form
Telephone Number 01246 412372
E-mail: lstuart@dronfield.derbyshire.sch.uk

Mr L Lomas
Assistant Director of Sixth Form
Telephone Number 01246 412372
E-mail: llomas@dronfield.derbyshire.sch.uk

Mrs L Burke
Sixth Form Study Supervisor
Telephone Number 01246 412372
E-mail: lburke@dronfield.derbyshire.sch.uk

Baggaley Progress Leader
Mr D Sanderson
Telephone Number 01246 412372
E-mail: dsanderson@dronfield.derbyshire.sch.uk

Buxton Progress Leader
Mr E Jeffcock
Telephone Number 01246 412372
E-mail: ejeffcock@dronfield.derbyshire.sch.uk

Fanshawe Progress Leader
Mr B Swales
Telephone Number 01246 412372

E-mail: bswales@dronfield.derbyshire.sch.uk

Gosforth Progress Leader

Miss L Watkin

Telephone Number 01246 412372

E-mail: lwatkins@dronfield.derbyshire.sch.uk

Millican Progress Leader

Mr P Varley

Telephone Number 01246 412372

E-mail: pvarley@dronfield.derbyshire.sch.uk

Spaven Progress Leader

Mr A Hibbert

Telephone Number 01246 412372

E-mail: ajacklin@dronfield.derbyshire.sch.uk

Diary Dates

The school term dates are:

Autumn

Term 1: Monday 7 September 2020 to Thursday 22 October 2020

Term 2: Monday 2 November 2020 to Friday 18 December 2020

Spring

Term 3: Tuesday 5 January 2021 to Friday 12 February 2021

Term 4: Monday 22 February 2021 to Thursday 1 April 2021

Summer

Term 5: Monday 19 April 2021 to Friday 28 May 2021

Term 6: Monday 7 June 2021 to Friday 23 July 2021

Y12 Welcome Evening for parents – Thursday 10 September 2020 -virtual

Y13 Parent Consultation Meeting - Thursday 4th February 2021

Y12 Parent Consultation Meeting - Thursday 11th March 2021

Booking for parents evening appointments is done online – logins will be sent out later in the year.

Email and Internet

Your son/daughter will be given a username and password to gain access to the school system. The internet is accessible only after a User Agreement has been signed. Once this is done, email is available and work can be sent to and from home; this is how most of the communication is made in the Sixth Form. Students will be expected to check these on a daily basis. Key information about the Sixth Form, universities, apprenticeships etc. will be sent by email, students must also remember to empty their e-mail boxes on a regular basis.

Enrichment

Core Maths or EPQ are an integral part of the Sixth Form curriculum that students should undertake. As well as providing an additional qualification for Sixth Form students, they will help them to develop the higher order thinking skills required for A-level study. Core Maths will help students develop further mathematical skills to deal with subjects like science, computer science and psychology. EPQ will help students develop independent research skills. In Year 13, alternative courses are available, such as support for STEP papers.

Some students may be required to undertake additional work, for example the Extended Project Qualification, if their number of 'study hours' (the number of lessons they attend in a week) is too low.

Exams and Resits

There is now only one main external exam period during the academic year. Please avoid absence of your son/daughter during this time.

During internal examinations, there will be no study leave during this period. Normal attendance is required. The provisional plans for internal exams to take place are **for Y13 from 24th November 2020 – 4th December 2020 and Y12 from 28th January 2021 – 5th February 2021.**

The external exam summer season will be likely around this time: **Monday 17th May 2021 – Friday 25th June 2021**, however exact dates are released by the exam boards. Please note that it is likely that Y12 students will return to school on **Monday 7th June 2021.**

During the external exams for Y12 and Y13, there will be study leave during this period, if your son/daughter has an afternoon exam, we do allow them to stay at home and revise in the morning. However, lessons will continue right up to the last exam in many subjects, it is a great opportunity to get extra help from subject staff.

We expect Y12 to begin lessons again during June, after the last AS level exam. When they return, they will begin the A Level programme but only if they have completed all the requirements of their AS programme. **The school recommends that students should obtain a minimum of 2 D grades to progress to A Level in September of Year 13 and a D grade in the subject. This will give them a basic understanding of the subject in preparation for the more demanding A Level study. In the case of E and U grades students will be given the opportunity to restart their A Levels on the same or different courses.**

Fees for the sitting of each unit are paid for by the school for the first attempt. Any additional 'resits' are to be paid for by the student.

Holidays

The Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher will determine the number of school days a child can be away from school if the leave is granted. Any request for

leave of absence must be put in writing using a leave of absence form addressed to the Headteacher.

Interventions

Should it be required, interventions will be put in place to support your son/daughter. It may be at faculty level, such as reports or contracts, meetings with parents or that students have to remain after school on a Thursday with the Sixth Form team to catch up on work. If a student is off-track or their Attitude to Learning (AtL) is lower than 2.01, we might decide that they require supervision during their study periods. We might also encourage students to attend holiday sessions if they are not working to their target grade.

Learning Contract

All students, whether Y12 or Y13, are required to sign a learning contract/home school agreement which outlines their responsibilities as a student and our responsibilities as a school. Your son/daughter will sign this and return it when they enrol in September.

Some students will be placed on a special contract at the start of Y12 if we have had some concerns from Y11. Individual Faculty areas may also issue contracts.

Sixth Form students are expected to wear a lanyard/ID at all times whilst in school.

LRC

The Library is open from 8am to 4pm to students. Books are available on loan, magazines and newspapers to read and ICT facilities are also available to use. We encourage students to use and get involved in the LRC.

Meals

The Sixth Form 'Hub' is available for students to buy hot and cold food from. It is open at 8.30am for breakfast and at break and lunch times. A packed lunch can also be brought in to school and eaten in the social areas or in the Hub, although hot food bought from outside school must not be eaten on school premises. Students can also use the school dining areas. The Sixth Form area will be open until 6pm for students to study independently.

Mentors

Your son/daughter will be placed in a mentor group and they will register with their mentors every day at 9.00am. Absence notes should be addressed and given to your son/daughter's mentor. The mentor will also oversee your son/daughter's progress and will undertake periodic reviews with them. If a student has any issues, especially personal issues they should initially discuss these with their mentor.

Part-Time Work

Lots of Sixth Form students want to work part-time. We understand the reasons why and the experience on the whole is a positive one. We would urge your son/daughter not to exceed 10-12 hours per week as this then begins to have an impact upon their academic progress and ultimately their results.

Progression from Y12 to Y13

The school recommends that students should complete their Y12 programme and pass at grade D or above in at least two of their subjects. **Any student who achieves a 'U' or 'E' grade at AS/Y12 will meet with the Sixth Form team and discuss potential pathways including the option to restart courses.**

Registration

Your son/daughter must register with us every day at 9.00am. This is an essential requirement. Afternoon registration takes place at the start of lesson four by the subject teacher. If students have a study period during lesson four, they must sign in at the Sixth Form Study Supervisor's desk in the ICT room.

Reports

You will receive reports on four occasions during the academic year plus a report from your child's mentor. These will give you assessment results and motivation levels and begin to build up a picture of your son/daughter's performance at AS/A Level.

School Day – Sixth Form

Warning bell at 8.50am

Registration 9.00 - 9.15

Lesson 1 9.15 – 10.15

Break 10.15 – 10.30

Warning Bell 10.25am

Lesson 2 10.30 – 11.30

Lesson 3 11.30 – 12.30

Lunch 12.30 – 1.30

Warning Bell 1.25pm

Lesson 4 1.30 – 2.30

Lesson 5 2.30 – 3.30

Study Time

As a Sixth Form student, your son/daughter will have some additional study time during the week. This can be used for study, completion of work, voluntary activities or work experience. The Sixth Form 'Hub', a study area, the Library (LRC) and the various learning environments around the school are all available for Sixth Form students to use. All students must sign in with the Sixth Form Study Supervisor in their study periods.

Sixth Form students are required to stay on the school site during their study periods; however, they can leave the site at break and lunchtime. If they leave the school site at any other time, they should sign out (and back in again as necessary) at Student Services so that we know who is and who is not on the school site during an emergency for instance. If a student wishes to leave early due to feeling unwell, they must complete a sickness form from the Sixth Form Study Supervisor and this must be authorised by one of the Sixth Form team.

Target Grades

The KS5 targets will be set mechanistically (using L3VA and ALPS) by the Director of Sixth Form. These targets will be monitored by subject staff to ensure they are sufficiently challenging. Subject staff should then communicate with the Director of Sixth Form who will make a decision as to whether the final target should be increased and will inform the data manager. Targets will be loaded into e portal, SISRA, MATRIX/MABL so as all staff have access to and can check progress of their students against the correct target.

This is based on their GCSE results. The target grade gives an indication of what should be achievable and combined with your son/daughter's assessment results, gives you an indication of whether they are performing below, at or above expectations. Above expectation is to be encouraged!

Travel Pass

If your son/daughter needs a discounted travel pass, please send them to reception as we have the necessary forms. They must be signed by one of the Sixth Form team, Mr Howell, Director of Sixth Form, Mr Lomas or Mr Stuart, Assistant Director of Sixth Form. There are passes for Derbyshire and Sheffield, such as the B-Line card.

Uniform/Appearance

Sixth Form students should be smart at all times as they set the standard for the whole of the school. We do not allow extremes of hair styles. If a student has a facial piercing, they should be discreet, ideally a clear stud to be worn at school or remove the piercing completely. Any jewellery should be discreet and must be removed in some subjects (e.g. PE) for health and safety reasons.

Please ensure that your son/daughter complies with our uniform at all times. Non-compliance may mean that we send your son/daughter home to change.

Students should not wear:

- Ripped or badly worn jeans
- Tracksuit bottom/loungewear

- Sports or bright shorts (All shorts should be around knee length, smart in appearance and tailored)
- Skirts and dresses shorter than knee length
- Football/Rugby Shirts or sports tops
- T-shirts/tops which are too revealing, including midriff
- Flip-flops or beach type footwear
- Extremes of hairstyle/jewellery

The final decision on what is acceptable will be made by the Headteacher and students will be expected to change. Alterations to the expected dress of sixth form students can be made throughout the year and will be communicated to students via Sixth Form briefings and email.

VESPA

Oakes & Griffin “The A Level Mindset” 2016

We have adopted the VESPA model in supporting students through their A Levels, VESPA stands for:

- **VISION**– students know what they want to achieve, why they are doing A levels, who they want to be and their career plans
- **EFFORT** – students put in many hours of proactive independent study (20Hrs+ per week)
- **SYSTEMS** – students organise their learning resources and their time and that have good folder management. Their planning is exemplary.
- **PRACTICE** – students practise and develop their skills, including a variety of revision strategies including content, skills and feedback. A particular focus on timed past papers.
- **ATTITUDE** – students respond constructively to setbacks and criticism. They understand that mistakes are part of the process and help them improve.

Evidence suggests that students that score poorly in any of these areas generally underperform in their A Levels/Level 3 Vocational Qualifications. We will send activities to support these areas to students and parents throughout the year.

Voluntary Work

We encourage students to undertake a limited amount of voluntary work, during free time or the holidays. This experience is particularly important if your son/daughter is considering a degree course in medical/education/caring/social fields.

Work Experience

Students are expected to undertake a week of work experience in June/July of Year 12. The exact dates will be released later in the year. Research from the University of Manchester suggests that high-value work experience is a key factor for success on UCAS (Universities and Colleges Admission Service) personal statements, particularly with competitive applications.