

# SHSG Sixth Form Student Handbook



2021-2022

# SHSG Sixth Form Handbook 2021-2022

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### 1. Welcome

Welcome to SHSG Sixth Form! Congratulations on your excellent GCSE success. You have made a fantastic choice to study your A levels with us. Our students consistently achieve excellent results in their A level examinations allowing them to progress onto their first choice of University, apprenticeships or employment. With your hard work and determination and our outstanding teaching and support, you will have access to a wide range of opportunities after your two years of study.

During your time with us, please take advantage of all that SHSG has to offer. We have excellent teaching and support, careers advice, and a range of extra and super curricular activities and trips

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### 2. A Level Journey

#### Year 12

	Teaching and learning	Personal development	Post 18 preparation
<b>Autumn Half term 1</b>	Bridging the gap and academic transition	A Level Mindset: Getting organised - team building - Vision Life Journey: Salaries - Campaign for Change	Early entry information evening Alumni remove visiting speakers Launch Unifrog
<b>Autumn Half term 2</b>	Teaching A level courses RAG report	A Level Mindset: Effort and systems Life Journey: Learning to Drive and Cost of Learning to Drive - Sustainable Living	Alumni remote visiting speakers Update unifrog
<b>CHRISTMAS</b>			
<b>Spring Half term 3</b>	Teaching A level courses Parents evening	A Level Mindset: Practice and attitude - resilience Life journey: LGBTQ+ - Dealing with Disability - Globalisation Award GCSE Certificates	Alumni remote visiting speakers Update unifrog
<b>Spring Half term 4</b>	Teaching A level courses Launch EPQ	A Level Mindset: Taking stock - has your vision changed Life Journey: On Line Behaviour and Its Ramifications - Crime and your behaviour - Fake News and Control of the Media	Alumni remote visiting speakers
<b>EASTER</b>			
<b>Summer Half term 5</b>	Teaching A level courses PPE Prep	A Level Mindset: Attitude Life Journey: Politics, Distribution of Wealth and Power	Insight into Post 18 Options Launch UCAS
<b>Summer Half term 6</b>	Teaching A level courses PPE assessments	A Level Mindset: Effort and practice - fulfilment Life Journey: Considering your Living Arrangements	Complete first draft of UCAS personal statement Receive preliminary UCAS predicted grades
<b>SUMMER EPQ</b>			

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### Year 13

	Teaching and learning	Personal development	Post 18 preparation
<b>Autumn Half term 7</b>	Teaching A level courses	A Level Mindset: Practice and Vision Life Journey: Salaries - Campaign for Change	Complete second draft of personal statement Finalise UCAS predicted grades Submit early entry applications Alumni remote visiting speakers
<b>Autumn Half term 8</b>	Revision for Year 2 PPE Submit EPQ RAG report	A Level Mindset: Resilience - effort - practice Life Journey: Learning to Drive and Cost of Learning to Drive - Sustainable Living	Submit university applications Alumni remote visiting speakers
<b>CHRISTMAS</b>			
<b>Spring Half term 9</b>	Teaching A level courses PPE assessments	A Level Mindset: Attitude - review systems Life journey: LGBTQ+ - Dealing with Disability	
<b>Spring Half term 10</b>	Teaching A level courses	A Level Mindset: Effort and practice - practice and attitude Life Journey - Food Budgeting- On Line Behaviour and Its Ramifications - Crime and your behaviour	Receive University offers
<b>EASTER</b>			
<b>Half term 11</b>	Completion of A level courses Revision for A level examinations	A Level Mindset: Vision and attitude - dealing with stress - fulfilment Life Journey: Travelling Safely - Life after retirement	Student to make firm and insurance university decisions
<b>Half term 12</b>	A level examinations		
<b>SUMMER</b> A Level results day			

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### 3. Academic Success

#### School day

<b>Time</b>	<b>Activity</b>
8.30am	School day starts Students must be on the school site by 8.30am
8.30-8.35am	Movement time to registration
8.35 – 8.55am	Registration. Students arriving to their form room later than 8.35am will be recorded as late.
8.55-9am	Movement to lessons
9-10am	Period 1
10-10.05am	Movement to lessons
10.05 – 11.05am	Period 2
11.05 – 11.25am	Break
11.25am – 12.25pm	Period 3
12.25 – 1.25pm	Lunch
1.00-1.25pm	All Sixth Form students who are remaining in school for any part of the afternoon must complete a pm registration using the InVentry terminal during this time.
1.25 – 2.25pm	Period 4
2.25 – 2.30pm	Movement to lessons
2.30pm-3.30pm	Period 5

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## Successful study at A Level

### Study periods

For every hour of subject lessons you have in school, we expect you complete **at least** one hour of independent study. Each subject has nine hours of lessons every two weeks, so the expectation is you will complete a total of 18 hours of study per subject.

Students studying four subjects are expected to complete a **minimum** of 72 hours every two weeks.

To support your transition to A Level study, you will see on your timetable you have 8 *supervised studies*. During these sessions you will be expected to work in silence on tasks set by your teachers. You will be supervised during these sessions and will be registered. You also have 6 *free* periods. During these session you can spend time working on super curricular tasks and discussing ideas with your peers. If free periods fall period 5 or period 4 and period 5 on the same day you can go home to study.

What can you do in your study periods during school and at home?

- Complete set homework tasks.
- Organise and file your notes.
- Complete follow-up reading.
- Add additional information to your notes from your follow-up reading.
- Use your teachers' feedback to complete corrections or redrafts.
- Cross-reference the subject specification against the work you have covered.
- Prepare for the next lesson by reading ahead.
- Follow debates in your subject through newspapers, television, social media and academic websites.
- Watch documentaries that are relevant to your subjects.
- Learn key facts, definitions, formulae, quotes and spellings.
- Create a glossary of key terms.
- Start creating revision resources when a topic has been completed.
- Complete past paper questions.
- Use mark schemes and examiners' reports to develop examination technique.
- Organise group tutorials with your peers to do any of the above – be strict, don't allow yourselves to become distracted!
- Check and respond to your school email account.



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### Study areas

There are a number of areas you can go to study during non-contact lessons. When not in lessons or supervised study, you will be able to choose where to spend your study periods. However, if we feel you need support in managing your time, you will be directed to further supervised study.

The areas available for study are:

- Quite study rooms and outside areas
  - The quite study rooms and outside areas are a space for silent study during lesson time.
- Library
  - Sixth Form students are able to use the library most of the time. As well as the usual books and newspapers, there are also computer and tablet facilities available.
  - The library staff, headed up by Ms Wakeman, are excellent, having a good overview of the courses you study and the relevant text books you will need. They will do everything they can to assist you.
- Scholars
  - Scholars is our new Sixth Form café. It is a space for you to take a more relaxed approach to your study, where you can have discussions with your peers. You will be able to purchase food and drink to enjoy whilst you study.

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### 4. Personal development

At SHSG we are not only facilitating your academic progression, we also want you to develop and enhance a range of skills that will ensure you are ready for life after SHSG.

#### Extra and super curricular activities

Your teachers, form tutor and Head of Year will point you in the direction of extra and super curricular activities that are available.

#### Senior Prefect Team

In the October of year 12, all students have the opportunity to apply to be part of the Sixth Form Prefect team. This is a fantastic opportunity to develop a variety of skills and play a key role in shaping life at SHSG.

The responsibilities of Sixth Form prefects are extensive and often require attendance at events out of school hours. Please see the Sixth Form Prefect Handbook that will be emailed to all year 12 students for further details regarding the roles, responsibilities and application process.

#### Head Student and Deputies

Elected Sixth Form prefects have the opportunity to apply to be Head Student or part of the Head Student Team. The team is responsible for leading and managing the Senior Prefect Team as well as a number of other responsibilities.

Details of the application process and roles and responsibilities of the Head Student and Senior Prefect Team can be found in the Sixth Form Prefect Handbook that will be emailed to all year 12 students for further details regarding the roles and responsibilities.

#### Captainships

All departments offer captainships that you can apply for. Captainships are ideal for you to develop the same skills as you can through being part of the Senior Prefect Team, but also allow you to support the subject that you are passionate about. Captainship applications will be launched within departments after the Senior Prefect team elections.

You can only apply to hold one captainship and you cannot be on the Head Student Team and be a subject captain.

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### Clubs and Societies

We have a number of clubs and societies running in the Sixth Form and in lower school, such as Duke Of Edinburgh, Debating Society, Medicine Society and Robot Club. As part of captainships, you may be expected to take a lead on running a club or society for lower school students. There are some clubs and societies that are solely for Sixth Form students. If the society you want isn't already running, you can put together a proposal to start one up. The proposal should be given to the Director of Sixth Form who will consult with other colleagues to see if it is feasible.

### EPQ

EPQ (the Extended Project Qualification) is a course that gives you an insight into the academic world beyond A levels. You choose a topic that interests you and then complete guided research on that subject. It can be ANY subject as long as it does not overlap with any material you are studying at A level. It can (as the name implies) EXTEND your subject knowledge. For example, a Science student may study how pharmaceuticals can be used to treat a disease, a Geographer might investigate the causes of wildfires, an English Literature student might research the portrayal of bears in children's literature...the possibilities are endless.

To assist you in your work you will be assigned a supervisor. Your supervisor will not need to be a subject specialist as the role is to guide your research, not to teach you. You become the expert in the subject – your supervisor is already expert in how to conduct and present research. You also have taught sessions to learn the necessary skills for success.

The EPQ is assessed on three areas: the research process (which is recorded in a log book throughout), the report (which is a formal written report not exceeding 5000 words) and a presentation to an audience (usually the other EPQ students and your supervisor). Your supervisor will mark your work prior to moderation. Many students have found the EPQ useful in interview situations – particularly for Russell Group and Oxbridge.

The EPQ will be launched around February of year 12.

### Student Voice

At Southend High School for Girls, Student Voice is highly valued and an integral part of our school community, teaching and learning. We work with Southend Youth Council and the Parents Association and there are a number of key changes and events that have been informed by Student Voice. The impact Student Voice can have ranges from your teacher asking you for ideas about how to teach a topic, to the PA asking about year 7 disco ideas, to you telling us your ideas for a lunchtime club or how to make the school more

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environmentally friendly. It also includes Student Council Representative meetings every half a term. Student Council Representatives feedback to the school's Senior Leadership Team at SLT meetings on a regular basis and right across the school Student Voice opportunities are provided and welcomed.

More details will follow.

### Careers Advice – Ms Sewell

Our school Careers Advisor is there to support you as you make decisions about your progression and future career plans. As well as offering you the opportunity for one-to-one careers guidance, Ms Sewell works alongside your tutors to support you as you complete your UCAS applications. She is also able to point you in the right direction for apprenticeship and employment opportunities post A Level. The Careers Office holds information that you can come and browse through and is on the top floor of the Sixth Form block.

You can arrange an appointment with Ms Sewell by signing up to an appointment time in the folder that is located outside her office. When you meet with Ms Sewell, you must record the details of your discussion and any action points on Unifrog.

### Part time employment

Having a part-time job is good experience, and is a valuable personal development opportunity. Please remember, however, that this is an addition to your studies, and your school work must come first.

We suggest that students do not undertake more than five hours of paid employment per week so as not to interfere with their studies.

### Bursary funding

Most students have part time jobs in order to have some 'spending money'. If you find that you are working to support yourself with your education (to pay for travel, buy textbooks, etc.) you may well qualify for financial assistance through the bursary fund. Please speak **in confidence** to Mrs Hopkins for more information about the school bursary.

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### 5. Attendance and Punctuality

It should come as no surprise that, students who are present in lessons achieve better grades. Universities and employers will ask for details on student attendance when asking for references. We expect you to maintain exceptional attendance during your time in Sixth Form.

Wherever possible, absences must be avoided. We understand there may be some instances where absence is unavoidable and details of the procedures for absences are detailed below.

#### *InVentry system*

We use a system called InVentry for Sixth Form students.

This is for pm registration as well as leaving and returning to the school at permitted times throughout the school day.

#### *Afternoon registration*

Afternoon registration for Sixth Form students is completed on the InVentry system. There are terminals located outside MH2, in the Creative and Performing Arts block and reception.

All Sixth Form students who are remaining in school for any part of the afternoon must register on the terminal between 1pm and 1.25pm. If a student registers after 1.25pm, they will receive a late mark.

#### *Lunch*

Sixth Form students who are free P3 can leave the school site by the main entrance from 12.15pm for lunch and must have returned to the school site and have signed in by 1.25pm if they have a lesson period 4 or period 5. Students leaving the school site for lunch will need to use the terminal in reception to sign out and in. They also need to select the lunch option when signing out. If a student returns from lunch before 1pm they must sign back in when they return **AND ALSO** register on the console between 1pm – 1.25pm. If a student returns from lunch between 1pm – 1.25pm, then they only have to sign in from lunch and the system will automatically register them at the same time.

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### *Studying at home*

Sixth Form students can select that they are studying at home when signing out if they have Free Periods in the afternoon. They can choose this option from 12.25pm.

### **Absence**

Wherever possible, absences must be avoided. We understand there may be some instances where absence is unavoidable and details of the procedures for absences are detailed below.

If you are not present in school, then you are absent. All absences must be explained in writing.

For known absences, you must follow the procedures detailed below. If you fail to do this by the deadlines stated below, the absence will be recorded as unauthorised.

You are also responsible for catching up with the work you have missed prior to the next lesson. If you have a planned absence, you must see your teacher in advance of your absence to collect the work you will be missing. Often, the work you will miss will be notes from discussions that take place in the lesson. If this is the case, you should copy up these notes from other students in the class and complete any set work. You should also find out from other students what homework was set and the deadline for it to be completed. If, having caught up with the work you find you need support, you should arrange a time with your teacher to review the difficulties you are having. This might be in a lesson or during a study period.

### **Illness**

If you are unable to attend school due to illness, your **parent or guardian** must phone the school before 9am every day you are unable to attend. The Sixth Form absence telephone number is 01702 583080. This must be followed up with a letter or email from your parent/guardian explaining your absence on your return.

Absence through illness for 1 or 2 (consecutive) days can be covered by a parental note to be given to Mrs Hopkins. Illness for more than 2 consecutive days or a recurrent pattern of the same illness must be covered by medical evidence. This can be a doctor's letter, prescription receipt or evidence of ongoing medical appointments for that illness/injury.

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If you are diagnosed with a long-term illness, for example glandular fever, please ask your parent / guardian to notify Mrs Hopkins as soon as possible. We will do what we can to support you.

If you feel unwell whilst at school, you must see a member of the Sixth Form team – Mrs Hopkins, Miss Riebold, Ms Marcel or Mrs Neill. If it is decided you need to go home we will contact your parent / guardian to request they come to collect you or to notify them you are making your own way home. You **must not** go home without notifying one of the Sixth Form team.

It is not acceptable to be in school feeling unwell and not attend a lesson. If you are in school, you are in your lessons.

### Medical appointments

Absences for medical or dental appointments will be authorised. Parents must notify Mrs Hopkins via email or in writing 3 school days in advance of the appointment. The school encourages parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

This information enables the Sixth Form team and your teachers to support you more effectively in school.

### University open days, apprenticeship or careers events and interviews – diary

It is important that you are able to visit Universities, attend careers events or interviews for apprenticeships or jobs, often these events occur on school days. You may take part in up to five days for the following visits or trips during the school day, providing Mrs Hopkins has been notified **three school days in advance** of the visit or trip. The types of post 18 events you can take part in are detailed below.

- University open day
- University interview
- Apprenticeship interview
- Job interview
- Other careers related event organised by the school

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### Work shadowing/ work experience / extra-curricular educational trips / summer schools

We encourage students to arrange opportunities to experience what the work place will be like through work placements, and through attending extra-curricular educational trips and summer schools, for example Oxford's UNIQ or the Global Young Leaders Conference in America. Ideally, these activities will take place during Enrichment on a Monday afternoon or outside of the school day. We are aware there are some instances where this is not possible, for example hospital placements. You must collect a Work Shadowing form from the Sixth Form Administrator. To complete this form, you must first seek permission from the Director of Sixth Form to be absent from school for the period of time needed for the placement. If granted, you will then seek permission from your parent / guardian, teachers and form tutor. Once all permissions have been obtained, you will need to return to the Director of Sixth Form for final authorisation to be given. This form must be completed and returned to the Sixth Form Administrator **one school week in advance** of the commencement date. We recommend you start the process for completing this form **at least two school weeks** before the commencement date so you have time to gain all the permissions necessary.

### Driving test

Students are not permitted to arrange driving lessons or theory tests during the school day.

Students are permitted up to three half days to take practical driving tests. You must complete a leave of absence form and return it to the Sixth Form Administrator **three school days in advance** of the test.

### Other authorised absences

The Headteacher may grant leave of absence to students during term time if they consider there to be 'exceptional circumstances'. The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Headteacher's discretion.

You must complete a leave of absence form and return it to the Sixth Form Administrator **three school days in advance** of the absence.

### Holidays during term time

In accordance with the LA guidance and the decision of the school's governors, leave for holidays and leisure activities will not be authorised unless the family's circumstances are exceptional. Any leave more than ten days in a year is illegal. If you feel your circumstances are exceptional, you must complete and return a leave of absence form from the Sixth Form Administrator.



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### Unauthorised absence

Any other absences for reasons not detailed above will be recorded as unauthorised absences. The school's consequences hierarchy will be followed for any unauthorised absences.

### Lateness

Lateness to lessons will be dealt with by the subject teacher or Lead Teacher for that subject.

The school's consequences hierarchy will be followed for lateness to morning or afternoon registrations.

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## 6. Behaviour and attitudes

As a Sixth Form student, you are an ambassador for the school and a role model to the younger students in the school. You set the standards for behavior and attitudes. Whilst in school uniform, you represent SHSG Sixth Form in our local community and to the wider public. We have high expectations of your behaviour and attitudes, and we are proud of the fantastic qualities of our Sixth Form students both in and out of school. If individuals are unable to adhere to our behavioural policy, the school's behaviour hierarchy will be used to issue the necessary consequences.

### Uniform

Our uniform policy is available on the school website. Consequences will be put in place for not adhering to the uniform code.

### Devices

Sixth Form students are able to use their devices, including mobile phones during their study time. You **may** also be able to use your personal devices during lessons at the discretion of the teacher. You must ask for permission when you need to use them.

Personal devices are not a replacement for handwriting notes and work. You will still be expected to produce written work by hand.

Devices are brought to in at your own risk and the school cannot be responsible for these devices.

### Social media

Social media is a part of day-to-day life and it is important you make use of it responsibly. It is important to remember that once text, images or videos are online they will be there forever. With employers regularly running online social media checks on individuals, you should consider very carefully what you posting publically online.

There will be consequences if any of your public online activity brings yourself, other members of the school community or the school itself into disrepute.

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### Car parking

Students who pass their driving test and drive themselves to school can park on Southchurch Boulevard where it is largely unrestricted. Students are not permitted to park in the school car park. Please ensure you park considerately, leaving space for residents to leave their driveways safely. The Highway Code states that motorists ***must not stop or park opposite or within 10metres (32 feet) of a junction, except in an authorised parking space.***

### Visitors to the school

Students are not permitted to arrange visitors to the school. This includes ex-students who have left SHSG. Anyone wishing to visit the school, must contact the member of staff they wish to visit in advance and arrange a time to visit.

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### 7. School platforms

#### Email

You will be issued with a school email account. It is expected all electronic communication to your teachers is undertaken using this account. It is expected you will check your emails once a day.

If you do need to send an email to a teacher, please ensure it is structured correctly. You should address your teacher politely, give your request or information succinctly and end with your name. Simply stating the information or request will be considered rudeness to a member of staff and treated as such. Please also consider when you send your emails to teachers and staff. You should not expect a response during evenings, weekends or holidays and should allow a reasonable time for a response.

You are able to connect to SHSG's wi-fi. Ms Brierley, Head of IT, will give the necessary passwords for this.

#### Show My Homework (SMHW)

The school uses SMHW to set homework tasks. You will be required to check this daily.

#### Microsoft Teams

Alongside SMWH, the school also uses Microsoft Teams. You may find some homework tasks are to be handed in on this platform. Should there be any remote education this academic year, online lessons will take place on Teams.