



Information for Parents

2018 - 2019

Introduction

Success at Sixth Form is dependent on a partnership between the student, home and the Sixth Form Centre. We will do everything in our power to ensure that all students achieve, if not exceed their potential. This booklet is designed to support the students by clarifying once again our expectations and hopefully answering any questions that you have. If you have any issues do not hesitate to contact key members of the Sixth Form Team on **0117 959 7200** or **email: admin@bristolfreeschool.org.uk**

Head of Sixth Form:

Mr Richard Walker – r.walker@bristolfreeschool.org.uk

Sixth Form Careers Adviser:

Ms Jess Huzzey – j.huzzey@bristolfreeschool.org.uk

Sixth Form Administrators:

Mrs Mandy Donoghue – m.donoghue@bristolfreeschool.org.uk

Mrs Ingrid O’Toole – i.otoole@bristolfreeschool.org.uk

Our expectations

All students have read and agreed the Learning Agreement that states they must:

- Attend all timetabled lessons including at least one Period 7 Enrichment Session each week.
- Make suitable learning progress including completion of work to stipulated deadlines.
- Behave in an appropriate manner.
- Ensure mobile devices are switched off in all lessons, during tutor time and during meetings or assemblies.
- Ensure that no alcohol or drugs are consumed at any time on the school premises.
- Ensure that no smoking occurs anywhere on or around the school site.

Attendance Matters

Our expectations regarding attendance cannot be clearer. Full time education is Monday to Friday 8:30 – 15:00. If a student misses a lesson through illness or other authorised reasons please phone **0117 950 8157** or report via Studybugs (through the website www.studybugs.com or by downloading the app) on each day of absence. The student will then need to provide the tutor and/or Mr Walker with a note on their return explaining their absence, signed by the parent/carer. If there is unexplained or unauthorised absence the student will be referred to the Sanctions Policy and will be provided with the necessary support/intervention.

Absences that are **not** acceptable include:

- Holidays
- Part-time work
- Leisure activities
- Driving lessons
- Events such as birthdays & music festivals

Planned Absences

Planned, authorised absences need to be notified in advance of the period of absence. The student will need to complete an absence form explaining the circumstances signed by the parent/carer. Authorised absences include:

- Hospital appointments
- Dentist and medical appointments
- University Open Days or interviews
- Work experience placements which are directly related to the course
- Funeral.

Remember - Please do not book holidays in term time!

Registration/Tutor time

Tutor time is an extremely important time as it ensures effective communication, provides care, support and guidance for the students. A key element of tutor time is progression to Higher Education and Careers. All students are required to register every day, Monday to Friday at 8.30am, unless advised. Mentoring sessions will help students reflect on their progress and help them with the planning required to make progress and meet future targets. Any problems can be discussed during these sessions and advice given with the aim of fostering a good relationship between students and their tutor.

Subject Matters

Homework will be set regularly via the Show My Homework platform. All students are expected to hand this in on time. A level students should expect to do an average of 5 hours independent study for each of their A levels every week. Those who fall behind or fail to meet deadlines will receive intervention support and will be provided with the necessary support to improve. This is all recorded in Show My Homework (SMHW).

In many subjects, coursework is compulsory and students need to be encouraged to take responsibility for this.

Monitoring Progress

It is important that the students know how they are doing. We give all students a Minimum Target Grade for each one of their subjects. This will be based on their ability and prior achievement at GCSE. TMGs are shared with students, parents, tutors and subject teachers and progress is regularly monitored against these. If a student falls behind with their work and does not achieve their TMG we put into place targeted support/intervention.

Reporting

You will receive one full report and one interim progress report during the year. The full report will be available in July/Term 6; the interim report will be available in February/Term 3.

Reporting takes place twice a year in the form of:

Data Drop 1 – February/Term 3

A mark sheet that reports on:

- Term 2 attainment
- A level mock results
- Behaviour for learning
- Homework.

Data Drop 2 – July/Term 6

A full report that informs and helps parents support students to prepare for exams or course completion that reports on:

- Term 5 attainment
- Behaviour for learning
- Homework.

This report is summarised with a very short statement by the Senior Leadership Team.

Code of Conduct

We expect the highest of behavior standards from our students. Students should behave in a mature and responsible manner. Students whose behavior impedes their own learning or the learning of others will be excluded from lessons until they can act in an adult manner. Where we have concerns we will refer to the Sanctions Policy and may withdraw our offer of study.

Work Matters

Part-time work can be a beneficial experience for students, helping them to develop important personal and social skills, and adding to their CVs for future job and course applications. However, it is clear both from national research and the experience of staff that some students are beginning to see their Sixth Form education as part-time and are prioritising their employment at the expense of their academic studies. Contracted hours will have to be outside the school day (8:30-15:00 Monday to Friday).

If you have any questions or concerns feel free to contact us via email or telephone.

Key Dates for Term 1

A full list of dates will be issued in September.

Monday	3	September	INSET DAY – School closed to students
Tuesday	4	September	INSET DAY – School closed to students
Wednesday	5	September	Start of Term 1 & Year 12 Induction Day
Wednesday	7	September	School Photographer
Friday	26	October	End of Term 1

INSET Days 2018-19

Monday 3 September 2018

Tuesday 4 September 2018

Monday 5 November 2018

Monday 7 January 2019

Tuesday 23 April 2019

Friday 28 June 2019

Monday 1 July 2019