



TCS 6



TEIGNMOUTH SIXTH FORM

STUDENT HANDBOOK

2016 - 2017

Welcome

Welcome back to the school year 2016-17. We are here to help you build your very best future during your time with us and are available at any time. It is our hope that you will be safe, well and happy during your time in the sixth form and that you will succeed and achieve your potential.

We will do our best to help you with academic, personal and career issues.

☎ 01626 774091 – Main switchboard

Gill Endacott

Vice Principal, Director of Sixth Form

Melanie Deeks

Deputy Director of Sixth Form

Tammie Best

Administrator

Luke Kenshole

Attendance

Probation

Probation is something that every sixth form student must pass in order to ensure that you are on the right courses. Your teachers will give you a real sense of what is involved and what is expected of you from the outset and will assess you during the week beginning 26 September. This means that you will be told how you are doing in time for changes to be made with the least possible disruption. Probation can also only be passed with a level of 95% attendance (this includes illness and authorised absences) and through displaying a good attitude to your studies.

The Learning Contract

You will sign a Learning Contract with us as you start the year and we expect you to read it carefully and take it seriously. We hope that Sixth Form is stimulating, rewarding and enjoyable, and that you lay strong foundations for success in your future life. The learning contract is devised to help you achieve this and may from time to time be updated.

When you become a post-16 learner at Teignmouth Community School you enter into an agreement with the School. The expectations of both the School and student are set out in the learning contract. Good communication is the key to success at sixth form and we work towards a strong relationship between parents and school. If you have any queries or concerns or if there is something you feel the school should know please contact us by phone on 01626 774091 or email.

Dress Code

We expect a mature approach to all issues surrounding school life, and this includes dress. Our dress code is 'smart casual'. Students are expected to dress at all times in a manner that is fitting for a maturing, young person in a professional situation. We realise that one of the attractions of being a sixth former is the privilege of wearing your own choice of clothes rather than a uniform and so would not wish to specify what is permissible within the parameters of 'smart casual'.

However, the following are deemed not acceptable:

- Dirty or ripped clothing
- Offensive slogans
- Revealing tops or skirts
- No bare midriffs
- Only shorts that are tailored 'city' style shorts are allowed.
- No hoods, caps or hats worn inside school, unless for medical reasons
- Ostentatious jewellery

Sixth form students must wear their security badge, which is issued from the school, at all times when on school premises. This is to support the safeguarding of all students.

In all of this, the emphasis is on self-respect, maturity and setting a good example.

Attendance Policy and Reporting Absence

The target for attendance to lessons and registrations, citizenship and other commitments in Sixth Form is 95%. Students are expected to register with their tutor every morning unless attendance arrangements have been agreed by Mrs Deeks or Mrs Endacott. The correlation between low attendance and low attainment is evident and so the School is fully committed to tackling and resolving attendance issues. They will not be ignored in the hope that they improve as this invariably has a detrimental effect on the individual and the ethos of the entire Sixth Form. For this reason holiday will only be authorised in exceptional circumstances and should not be arranged during school time. When a student's absence is a concern, a letter inviting parents to meet with the Director of Sixth Form will be arranged to discuss whether the student will be able to complete the course.

If you are not here – you will not achieve.

The procedure described here applies to all students and must be followed - the resulting statistics will be used in your personal references both for higher education and employment.

Your absence must be reported on your first day of absence. Your parent/guardian should report this by phoning 01626 774091 and asking for sixth form attendance. .

For any sickness over 1 week a doctor's/medical evidence note may be required. For long term sickness, your parent/guardian will be required to supply evidence to this effect.

All doctors, dentists and hospital appointments should be taken outside of school hours. However, if this is not possible, then in addition to providing proof, ie. a letter or appointment card, an Absence Request Form needs to be completed.

If you are taken ill at School you must sign out with Mrs Deeks so that your absence from lessons is recorded.

You must complete an Absence Request Form if you wish to take a holiday in term time, however, this is to be avoided at all costs and will only be an authorised absence in exceptional circumstances.

Pastoral Support

You are a part of a community in the Sixth Form: like any community the Sixth Form will enrich your lives and strengthen your friendships while also bringing you new friends.

The Sixth Form team are passionate about creating opportunities for you to grow and learn, to succeed and achieve. We offer the best advice and support we are capable of and will work hard to build a relationship of trust and confidence with you.

We may have to point out from time to time if you are getting things wrong; we hope you will do the same for us. The relationship that will allow us to work well together must be built over time and will come from showing up every day. Your tutor will play an important part in this.

Employment Outside School

Many of our students need to undertake paid work in addition to being a full time student; we know that you have more need for money of your own than ever before. Getting a job can not only bring you extra money it can also be a way to make friends, challenge yourself, improve your skills and it

can look great on your CV and in your UCAS Personal Statement to show that you are a committed employee.

Like everything in life it is important to have balance. If you are a full-time student you can only be a part-time employee outside School and it is recommended that you work for no more than 10 hours per week.

Tracking and Monitoring your Achievement

You will have chosen to study at TCS6 for many reasons but with one very specific outcome in mind; to gain academic qualifications. You will learn and become a more rounded and experienced individual and you will grow in confidence. But if you don't achieve the expected qualification at the end of the course you will have every reason to wonder if it was worth it.

There are three basic ingredients to success if you are on the right course:

- Attendance
- Hard work
- Honesty

Attendance is fundamental. If you aren't here you won't learn as well as if you are here – this should be obvious.

The hard work will come as a surprise even to those of you who are expecting it – remember that if these qualifications were easy they wouldn't be worth anything.

Honesty is the single most important addition to the first two in accepting that there are problems and overcoming them. This means being honest with yourself and being honest with your teachers and tutor. If you don't know what you are doing right, how can you continue to do it? Similarly if you don't know what you are getting wrong then how can you fix it?

To make sure you know where you are getting it right you will receive:

Termly Monitoring Reports

You will continue to use PLCs and you and your parents will be invited to talk them over with your tutor once a term at Review Day. Your tutor will be given a report showing your attendance to lessons: you should expect to be challenged if you are missing them!

Careers Advice

Making the right choices for when you leave the Sixth Form can be incredibly difficult. If you don't think higher education is right for you then it is essential that you know what your options are. There are many, many routes other than university or college.

Of course you can seek advice from the Sixth Form team, or your tutor but you can also arrange to see Miss Hellier, the School's Careers Officer who is based in Winterbourne.

Located above U30, the Careers South West office is staffed by dedicated staff who have access to a wealth of information about jobs, apprenticeships, and all kinds of training options. It is worth arranging an appointment if you would like some help working out what kind of career may be suited to you.

Times of the School Day

8:50	Registration or assembly	12:50	Lunch
9:10	Lesson 1	1:35	Lesson 5
10:00	Lesson 2	2:25	Lesson 6
10:50	Break	3:15	End of School day
11:10	Lesson 3	3.15	Lesson 7 (SF only)
12:00	Lesson 4		

Term Dates 2016/17

Term dates	First day	Last day (inclusive)
Autumn – 1	5 September 2016	21 October 2016
Autumn – 2	31 October 2016	16 December 2016
Spring – 1	4 January 2017	10 February 2017
Spring – 2	20 February 2017	31 March 2017
Summer – 1	19 April 2017	26 May 2017
Summer – 2	5 June 2017	21 July 2017

Holiday dates	First day	Last day (inclusive)
Autumn half term	24 October 2016	28 October 2016
Christmas	18 December 2016	2 January 2017
Spring half term	13 February 2017	17 February 2017
Easter	3 April 2017	17 April 2017
Summer half term	29 May 2017	2 June 2017

Non-pupil days

Autumn	1 September 2016
	2 September 2016
Spring	3 January 2017
Summer	18 April 2017
	30 June 2017

Review Days

Autumn	16 December 2016
Spring	31 March 2017
Summer	30 June 2017

Important Dates

26-30 September	Probation examinations/assessment week
10 October	Probation results day
16-20 January	Y12 Formal assessments and Y13 PPE Examinations
6 February	Y13 PPE Results
27 Feb-3 March	PPE Resits
8-12 May	Y12 Formal assessments

2016-17 Sixth Form Key Dates

5 September	Start of Autumn term. Year 12 assemble 8.50am in the Sixth Form Centre.
12 September	UCAS Conference – Launch of UCAS Process.
22 September	Year 12 Parents Information Evening in Auditorium at 6.00pm.
26-30 September	Probation examinations/assessment for all SF Students.
10-14 October	If necessary, probation follow up meetings with students and parents.
13 October	Year 13 Parents Success & Next Steps evening including UCAS/Apprenticeship.
8 November	Subject Parents' Evening for Years 12 and 13 at 6.00pm.
22 November	Sixth Form Open Evening for 2017 Entry.
16 December	Review Day.
16-20 January	Year 12 Formal Assessments and Year 13 PPEs.
6 February	Year 13 PPE Results Day.
6-10 February	If necessary, assessments/PPE follow up with students and parents.
27 February–3 March	Year 13 PPE resits.
13-15 March	PPE follow up with students and parents.
31 March	Review Day.
8 May-12 May	Year 12 Formal Assessment.
28 June	Review Day – Year 12 only.
5-6 July	Induction Days for 2017 Entry to Sixth Form.
10-14 July	Year 12(13) Work Experience week.

16-19 Bursary Fund: Guidance Notes Summary 2016-17

The Teignmouth Community School 16-19 Bursary Fund is designed to help and support any student who faces financial barriers to participation in education and training, such as costs of transport, food or equipment. The Policy will be managed by the Bursary Fund Panel and may be amended during the year. Please collect more information and an application form from the Sixth Form Office should you require any extra support. A copy is also available on the web site.

Reading and Learning Mentors

One of the most enjoyable and rewarding uses of knowledge is sharing it. We are looking for Sixth Form students to give up some of their time on a regular basis to help younger students in their own learning.

This may be in the classroom or it may be on a one to one basis. Not only will this look excellent on any UCAS or job application, but you will find it an incredibly satisfying and fun thing to do.

You will train to be a Learning or Reading Mentor and you may use the Accelerated Reading Programme to help a much younger student overcome some of their barriers. You will be part of a change that will enable someone to go from being under-confident and under-achieving to being a happier and more confident student.

If you would like to be a Reading or Learning Mentor or would like to know more about what's involved, pop into the Library or the Sixth Form office and ask.

Volunteer Role:

- To provide one to one assistance, guidance and encouragement to children who struggle with reading.
- To assist a teacher to help the class.

Skills Required:

- A good listener.
- An enthusiastic and constructive personality.
- Creative in overcoming problems.
- To be able to make a regular commitment of time.

Potential Skills/Experience Gained:

- Communication skills.
- Teaching/Classroom experience.
- Confidence, Leadership, Teamwork and problem solving skills.

Going to University or Other Higher Education

Don't go to university simply because it will give you some of the **best years** of your life. Don't go because you will probably make some of the **best friends** you will make in your life.

Don't go because it is the most **fantastic opportunity** to try things out and find out who you are and what you want to do with your life. Don't go because you can get a **world class education**.

Don't go because your **future earning potential** will go through the roof with a degree compared to not having one. Don't go to university to choose from among **50,000** academic and work related courses.

Don't go to university because it will help you make your **dream job** a reality, whether that is as a doctor, criminologist, singer, astronaut or whatever else you want to be.

Go for all these reasons and discover more for yourself.

As more and more students each year are going to university or further education, so the value of going increases. After all, you will sooner or later be competing not only with ex-students from TCS but also with ex-students from the entire country and elsewhere in the world.

You will be guided through the UCAS application procedure and you will be amazed at how many doors there are out there waiting for you to go through.

Make yourself stand out.

Give yourself a chance to excel.

UCAS - What is UCAS?

UCAS is the University and College Admissions Service, the organisation which manages your applications to university or college: www.ucas.com/students

How will I apply if I do decide to try?

You will be helped through the application process and will be with you every step of the way. Talk to your teachers, your parents, Mrs Deeks, friends, whoever will help you to decide what you should study and where you might like to go. Prospectuses from most universities are kept in the Sixth Form Centre. You can also visit the Connexions office next to the dining hall and ask the staff there or Miss Hellier, the Careers Officer, for advice. The more research you do, the better your decision will be.

UCAS Important Dates (Provisional)

Date	Student
01.09.16	UCAS will accept applications from this date.
15.10.16	UCAS deadline for Oxbridge/ Medicine/ Veterinary Science to be guaranteed equal academic consideration.
15.01.17	UCAS deadline to be guaranteed equal academic consideration.
25.02.17	Extra Opens: if you've used all five choices and you're not holding any offers, you might be able to add another choice.
24.03.17	Deadline for some Art and Design courses.
04.05.17	If you applied by 15 January and you're still waiting, unis/colleges will decide whether they're making an offer by today (otherwise those choices are automatically made unsuccessful).

UCAS Tariff Table

Grade			Tariff points
GCE A Level		GCE AS	
A*			56
A			48
B			40
C			32
D			24
		A	20
E		B	16
		C	12
		D	10
		E	6

For all BTEC tariff points, please refer to www.ucas.com/new-tariff-2017.

Study Skills

Save Time – Work Smarter

Your courses are meant to be challenging. If they were easy there would be no value in them.

You must expect, therefore, to work hard during your lessons, in your study periods and at home. I would expect you to spend at least seven hours per week for each A Level or equivalent. Have a think about each of the following as they will help you work smarter. In the next few pages we will explore each of the following:

- **Motivation**
- **Organising Materials and Resources**
- **Time Management**
- **Getting Down to Studying**
- **Concentration**
- **Tackling Coursework and Assignments**
- **Organising your Workspace**

Motivation

You came to Sixth Form for a reason, perhaps several reasons. Sometimes we can forget the end goal and get bogged down by the day to day stuff. Try not to let this happen. Think big. It can make all the difference to remind yourself often what you are studying for.

Here are some tips:

- **Have high expectations for yourself**
Don't accept anything less than *your* best.
- **Be positive about what you can achieve**
Don't run yourself down or tell yourself off.
- **Remind yourself why you are here**
Think about what you want to achieve and where you want your courses to take you in the long term.
- **Set yourself goals and targets**
Write down a list of what you want to achieve. These should not only be grades but should be positive and exciting.
- **Get regular feedback from your teachers**
Find out what you do well and how to improve.
Also don't be scared to ask for help – if you don't know how to do better, ask!
- **Celebrate your successes**
Tell your parents, your friends, your tutor: tell everyone when you have done something you are proud of. Also arrange to do something a bit special when you have completed a major piece of work or exam. Rewards are important.

Be Organised

Whether you are taking several A-level courses or a single vocational course you will very quickly accumulate hand-outs and resources on dozens of different topics. Organising on a daily or weekly basis is fundamental to avoiding stress while reducing your workload and learning faster.

If you don't organise them you are almost bound to lose things. Get a folder or a divided wallet and name each section according to the different topics.

Every time you take notes in class or are given a hand-out, file them in the right place straight away. Have a similar larger filing system at home and do the same thing there.

For most of us, organisation is not something that comes naturally – if it doesn't come naturally to you then you have to work at it. It will save you literally dozens of hours – time you can spend doing more rewarding or fun things.

Another massive advantage of filing all your notes and materials at the end of each day / week is that you will review everything you have done.

Doing More in Less Time

Learning to use your time well is not just a good skill for the Sixth Form but a skill for life. With a bit of thought and honesty you can find a way of working which means you get more done in less time – now that's got to be worth striving for, hasn't it?

Here are some tips:

- **Work consistently**
All of the courses at Sixth Form are hard work and it is not possible to do your best if you leave all the work for the end of the year. You must work consistently hard throughout both Yr12 and Yr13.

- **Be honest with yourself**
Work out when and how you work best – it may be less fun to work in the library with no music but does it work?
- **Be organised**
Use the diary part of the planner. Plan your study for each course or element of the course into your week. This means planning how you will use your study periods. Then plan long term across the year including:
 - Exams
 - Assessment deadlines
 - Field trips
 - Work experience
 - Performances or presentations
- **Be clear with what's involved**
Make sure you know for each course:
 - What the component parts are
 - How long each unit, module or essay take
 - How you will be assessed

5 Top Ways to Achieve

Here are some tips:

1. Use your study periods

Using lesson time alone is simply not enough to succeed in Sixth Form – like it or not you have to put in more time. You will be allocated study periods which you need to use to complete work, undertake additional reading and ensure you are maximising your achievement.

2. Get into a routine

Find the pattern of regular work which helps you do your best and then stick to it. If you find a routine that works you will find yourself ready and prepared when major assessments come along.

3. Try the 10 minute rule to overcome procrastination

With the tasks that you have been putting off or really don't enjoy make a rule that you only have to do it for 10 minutes. This will either get you started or mean that you break the task down and get it out the way bit by bit.

4. Make a list and start with something easy

Sometimes the amount of things we need to do can paralyse us into complete inaction. If this happens make a list and then start by doing something quick and easy so you can cross it off the list. You will start to build confidence and momentum in no time at all.

5. Just get on with it

No one else is going to do it for you.

Concentration

Have you ever been working hard at something and found that nothing is going in, you read and reread the same pages but it's just not happening. Don't worry, we've all been there.

1. Break and rest

You don't need to leave the room to have a brief and effective break. Stretch your legs every 20-40 minutes for just 5 minutes and you will concentrate better.

2. Use your prime times well

Some of us are morning people, some night owls. Find out when you are at your most effective and set that time aside to do the most challenging work.

3. Write yourself reminders

Don't stop working when it pops into your head that you need to call a friend or when you have a great idea about something else you are doing. Pause for 30 seconds to write yourself a reminder and then get back to what you were doing.

4. Work actively

Studying can be very passive meaning that your brain is hardly engaged. When you study write lists, notes or mind maps so that your brain is actively taking in and re-shaping the information. This makes you remember.

5. Avoid marathon sessions

Your concentration will suffer if you go at it too long.

6. Listen and learn

Working with music can aid or destroy concentration. This is very much a personal thing but please be honest with yourself if it doesn't help you.

Tackling Coursework and Assignments

Coursework and major assignments have a massive impact on your final grade. It is worth tackling them differently so that you achieve your best.

1. Make sure you know what you have to do

If you don't know exactly what they are looking for, how can you deliver it? Ask questions and if you need to, have a look at the course specification or assessment criteria.

2. Break it down and set your own deadlines

The teacher's hand in date shouldn't be your deadline. Give yourself mini-deadlines for different elements of the task and finish it well before you have to hand it in.

3. Use your planner

And set yourself reminders on your phone, wall-planner, calendar or computer.

4. Pace yourself

Most of us do not work well at the last minute and under pressure.

5. Organise your resources

Think very carefully about what you are going to need to complete the task and write a list. Too many good pieces of work are ruined by not having the right book or piece of information. Not everything is on Wikipedia and if it is you should not trust it!

Organising your Workspace

You may be lucky enough to have a private workspace at home, if you don't you may need to be even more organised so that you can work well at School.

1. Get the environment right

Work out what makes it easiest for you. You may work best in a structured, tidy space or you may prefer to spread out onto the kitchen table and have everything around you. Make sure the lighting and temperature are right too.

2. Have a filing system

Work out what makes it easiest for you. You may work better filing things at the end of each day or at the end of the week. In either case do organise your materials or you will lose them.

3. Avoid dumping grounds

Piles of notes and books will not help you find what you need.

4. Tune in or tune out

If music helps you then by all means use it. Many people find that music with no lyrics is better for studying. It can also be worth saving the music for breaks. Make a deal with yourself that after half an hour of work you will allow yourself one favourite track - good and loud.

5. Ask your family for support

Cups of tea, space, favourite meals, reminders to work, reminders to take a break... there are millions of ways your parents can help. And they do want to help.

Do you know how to revise?

Revision involves doing three key things:

1. Going back over the information and ideas;
2. Remembering the information and ideas;
3. Using the information and ideas to answer practice exam questions.

The following steps are a general guide to revising the key ideas for many subjects. The steps should be repeated until you can remember and use the information to answer an exam question. Some subjects will require practising different skills for which your teachers will provide materials.

Step 1 Read it!

Step 2 Highlight it!

Highlight the key points.

Step 3 Record it!

Write key points in bullet points, spider diagrams, cards, post-its, tables and posters.

Do something!
Just reading it will not make it stick.

Step 5 Using it!

Try to answer exam questions without looking at the information.
Check it. Try again.

Step 4 Highlight it!

Using your key points try the following:

- write it down five times;
- write key words and explain them;
- draw pictures for each point and explain them;
- work with a partner and talk back through your points;
- write a list of questions about your points and answer them;
- ask somebody to test you.

