



# BLACKFEN SIXTH FORM

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## **Blackfen School Term Dates 2023 – 24**

**Year 12 start Tuesday 5<sup>th</sup> September 2023 (Induction Day)**

**Start: 9.00am Performance Space**

**(Wednesday 6<sup>th</sup> September: Complete bridging work at home)**

**Lessons start: Thursday 7<sup>th</sup> September 8.30am**

### **Autumn Term**

**Friday 1 September 2023 to Thursday 21 December 2023**

**Students return to school on Tuesday 5 September 2023**

**Half term**

**1 week from Monday 23 October 2023 to Friday 27 October 2023**

### **Spring Term**

**Monday 8 January 2024 to Thursday 28 March 2024**

**Students return to school on Monday 8 January 2024**

**Half term**

**1 week from Monday 12 February 2024 to Friday 16 February 2024**

**Bank holidays - Friday 29 March 2024 & Monday 1 April 2024**

### **Summer Term**

**Monday 15 April 2024 to Tuesday 23 July 2024**

**Last day of term for students Friday 19 July 2024**

**Bank holiday - Monday 6 May 2024**

**Half term**

**1 week from Monday 27 May 2024 to Friday 31 May 2024**

**Bank holiday - Monday 27 May 2024**

**INSET Days (students not in school)**

**Monday 27 November 2023**

**Monday 22 July 2024**

**Tuesday 23 July 2024**



## SIXTH FORM INFORMATION

Welcome to Blackfen Sixth Form!

Your decision to study at Blackfen Sixth Form means you have decided to focus on academic achievement and fulfilling your potential both academically and personally

You will be treated as a young adult; however, you will be expected to follow our rules and procedures as set out in the contract you have signed.

Please ensure you read through the following information carefully prior to starting your courses in September.

### Expectations

By joining Blackfen Sixth Form you are continuing in full time education therefore you will need to attend school everyday.

### Student expectation:

- Wear (at all times) the ID lanyard and swipe cards
- Respect others and their property at all times.
- Maintain a high level of attendance at all times. In any case of absence, it is the student's responsibility to ensure they catch up on any work they miss. All post-16 courses are intensive and students can't afford to miss valuable teaching and study time. Students should aim for at least 97% attendance for the year. An exemplary record of attendance shows that a student is well-motivated, dedicated, organised and takes their responsibilities seriously. We provide information about attendance and punctuality when asked to provide references for UCAS and other applications. In Accordance with the EFSA funding guidance, students will lose their right to free examination entry if their attendance is unacceptable, or if it means they have not completed necessary work.
- Arrive on time to school (8.20am).
- Arrive promptly to each lesson, Study sessions and CT.
- Make up all 'lates' time on a Monday at the end of student's day.
- Demonstrate a growth mind set to maintain good standards of work and meet course requirements.
- Complete all homework, coursework and assignments to set deadlines.
- Attend all lessons and study periods.
- Use study time effectively.
- Be available to staff who need to see you at time when you have no timetabled lessons (This may need to be before school, during breaks or after school.) Students should not take on paid work, make routine appointments or have driving lessons during the school day (8.30–3.00). Part of the reason for this is that our curriculum includes days where students may have changes to their usual timetabled lessons and 'free periods; including assessments, enrichment days, educational visits, Challenge Days and PSHRE sessions.
- Not take holidays during term time.
- Students cannot have or consume energy drinks on the school site.
- Students cannot use or be seen with a mobile phone or headphones (other than in the Sixth Form designated area). If seen they will be confiscated and returned after school.
- Act as a positive role model for younger students.
- Contribute to the life of Blackfen including whole school activities, enrichment, year meetings and challenge days.
- Adhere to the Sixth Form dress code (including during exams). Please note: Students can be sent home for violation of dress code.
- Not smoke/vape on or near to the school site (this will result in internal exclusion).
- Bring in correct equipment, ID swipe lanyard every day.

### **Academic progress and guidance**

All students will be given target grades for their subjects. These grades will be based on your GCSE achievement. These are the minimum grades you should achieve in your subjects. All work completed in class and for homework/coursework should at least meet this standard. Students who do not achieve their target grade for a piece of work will be expected to re-do the work. Students who underachieve or who do not put in the required effort will be placed on our support programme. This includes additional supported study sessions and mentoring. Parents/Carers will be informed.

Progress updates are issued each term, these report on the actual progress a student is making at that time compared with their target grade. This report system will be explained and discussed with all students during form time. All students will be formally assessed at least twice per half term in every subject. Grades should be discussed with tutors and parents to monitor your progress. Students who give cause for concern in their attitude to learning (growth mindset), punctuality or attendance will be placed on monitoring.

### **ID Cards**

You will be given a lanyard and a photograph ID card. This must be worn at all times, for security and safeguarding purposes.

### **Tutor time (CT)**

This takes place daily at 10.30am. Attendance is compulsory. Students will be involved in a programme of activities. There is a weekly quiz and a weekly silent reading session (students should bring their own book). All students will attend a weekly year meeting in the learning zone.

### **Enrichment**

Students are given the opportunity to take part in a range of activities throughout the year for example: Sports teams, First Aid course, Deaf awareness course, Student leadership, Bake-off, Challenge days, trips & visits, on-line courses, sports coaching qualifications, student mentoring, link students. Students record all enrichment activities in Unifrog for evidence towards university application or CV.

### **Daily Notes**

Students must check Year 12 Microsoft Teams for daily information and should have this app on their phones. Students must also check their school email regularly. All letters are emailed home for parents/carers signed up to SIMS InTouch. Copies are also placed on the school website under Sixth Form.

### **Work experience**

All year 12 students will be expected to complete a one-week placement in March. Students will need to find this placement themselves, however the school does have some links with business/organisations that may be able to help. The placement cannot be a student's usual place of work, it must be unpaid and a log book completed and submitted. The placement should be relevant to the courses being studied or a proposed career path, it should be challenging and unpaid.



## **YEAR 12 & 13 DRESS CODE**

Students in the Sixth Form are expected to be smartly presented at all times reflecting a business like and purposeful environment. Lower school see the Sixth Form as role models and therefore a weight of serious responsibility rests on all students of Sixth Form.

- Tailored suit
- Skirt and dresses to be knee length and worn with a suit jacket
- Trousers must be full length and tailored and of a suit material and worn with a suit jacket
- Formal shirt, blouse or tailored top in any colour
- DARK plain (black/brown/navy) leather look shoes – NO TRAINERS/CANVAS SANDALS/FLIP-FLOPS, DM Boots or similar, Wellington Boots or UGG Boots (or similar)

The following are NOT appropriate for a formal working environment and consequently are not allowed:

- Jeans or chino style trousers
- Corduroy or denim (including jackets)
- Shorts or cropped trousers
- Leggings
- Stretchy/jersey material
- See through tops
- Dungaree style dressers or trousers
- Wooley style jumpers
- Jean style or skin-tight trousers
- 'Hoodies' of any description
- Strappy tops or vests
- Body con material
- Leather (including jackets)
- Cut out shoulder (off the shoulder tops)
- T-shirt or Jumper dresses
- Lounge wear

Hair colour: this must be of natural colour with no bizarre colours or styles

### **JACKETS MUST BE WORN BY ALL STUDENTS**

### **STUDENTS MUST WEAR THEIR SIXTH FORM LANYARD & ID CARD AT ALL TIMES**

Students who violate the dress code will have their parents/carers informed via email, for subsequent offences they may be sent home to change.

