

The Astley Cooper School

Sixth Form Handbook



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Welcome Message

It gives me great pleasure to welcome you to our Sixth Form. Our aim is to provide you with the opportunities academically and personally for you to move forward successfully Post 18.

This handbook is designed to give you information on what to expect of Sixth Form life as well as how you can make the most of your time with us.

We are very proud of our Sixth Form and the individualised approach that we offer to our students. We offer a wide variety of courses within our Sixth Form to cater for all abilities and interests. All courses have specific entry requirements.

Values

Our 3 main values that we endeavour for our students to be are the driving force of our Sixth Form.

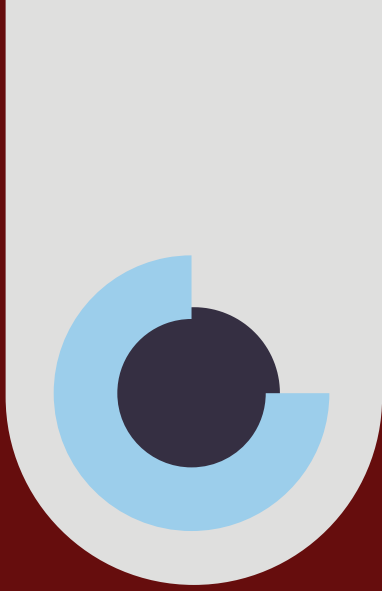
Accountability

Resilience

Role Models

Sixth Form Education provides a transition between compulsory education and higher education, training or employment. Students are encouraged to achieve academic success while also developing as individuals and preparing for their future choice of employment. We pride ourselves on our individual support of students so that they can make the best possible use of their time in the Sixth Form and use this as a springboard to ever greater success in the future.

Sixth Form study is both challenging and rewarding. Students are supported in taking more responsibility for their learning and are expected to undertake individual study outside of lessons. It is essential that students are committed to their learning to achieve greatly so they can move on to higher education or into a career. You are encouraged to make full use of the school's excellent ICT facilities and the library as well as the dedicated Sixth Form study area.



Pastoral Care

Meet the Sixth Form Team

Head of Sixth Form - Mrs Ollerenshaw-East

Head of Year 12 - Miss Hunt

Head of Year 13 - Miss Smith

Form Tutors

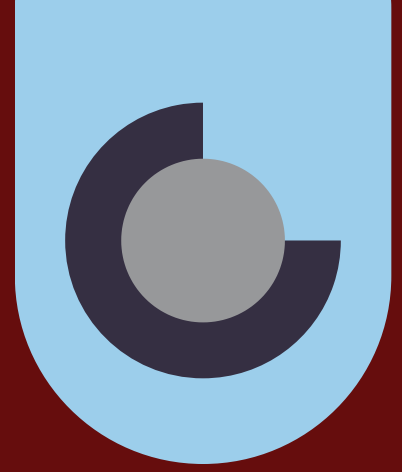
Year 12 - Mr Gatenby, Mrs Cooke

Year 13 - Miss Holmes, Ms Padam

As well as subject teachers all Sixth Form you are allocated a Form Tutor who oversees your personal development and provides individual guidance in one-to-one tutorial sessions throughout the year. We will also support you with advice and guidance on your next steps Post 18, whether this is university, an apprenticeship, a gap year or work.

We also offer students financial support through our school bursary. This can be used for buying equipment, paying for additional courses, transport fares and costs incurred while on work experience.

Commitment



The Astley Cooper School encourage students to enter the Sixth Form who have decided to commit themselves to the high expectations and academic standards of the school. The transition from GCSE to A-Level and Level 3 BTEC courses is massive and it is very important that students work in and outside of lesson time to ensure they achieve great academic success.

The Sixth Form experience will provide:

- A learning environment within which students can aim to reach their full potential
- A friendly, caring and supportive environment
- A tutor team that monitors progress and provides guidance and assistance in setting targets for improvement
- Guidance and support for university entrance, apprenticeship applications or employment
- Provide high quality, challenging, stimulating and well-planned lessons
- Review and implement strategies to support students
- Regular homework and independent study activities
- Marking and assessing of work providing feedback to students
- Inspire and motivate students with extra-curricular activities such as trips/talks/workshops

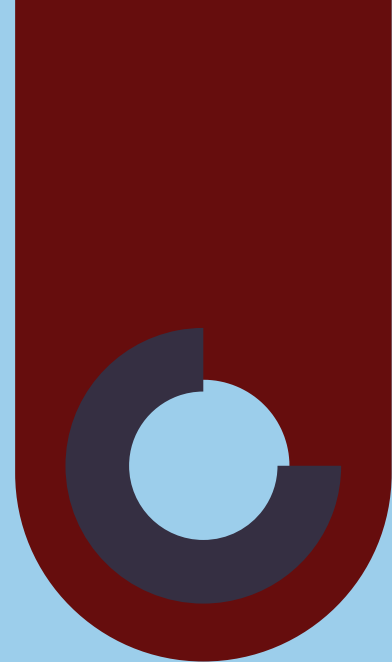
Student Commitment

- Be accountable for your learning
- Be resilient
- Become Role Models to everyone
- Challenge yourself to make the best progress possible and aspire to achieve the best outcomes
- Make effective use of focused study periods
- Complete all homework and independent work set to the highest standard
- Be on time and attend all lessons
- Meet all deadlines set
- Take an active role in the Sixth Form including lessons and in the wider school community acting as role models to the younger students

Sixth Form Daily Life

Timings of the school day

Form time	8:25-9:00
Period 1	9:00-10:00
Period 2	10:00-11:00
Break time	11:00-11:25
Period 3	11:25-12:25
Lunch time	12:25-1:15
Period 4	1:15-2:15
Period 5	2:15-3:15



Expectation

It is the expectation that all students attend registration, this starts at 8:25, students should be no later than 8:30am.

Students are provided with an individual timetable which outlines their timetabled lessons, focused study sessions and specific enrichment activities. Students are expected to attend all timetabled lessons and utilise focused study sessions effectively to support their studies. All hours of the day should be used as part of study or enrichment activities.

Students are able to leave school site at break and lunch but must ensure that they return on-time ready for the start of the next lesson.

Students are not issued homestudy in the first term. From January 2025 students who have met the criteria will be offered home study as a privilege. This can be removed if students fail to meet the criteria once this has been awarded.

Attendance

All students are required to be in school from 8:30-3:15pm every day except for when they have home study issued. Students are not allowed offsite during focused study periods.

All attendance and punctuality is recorded and monitored. This includes attendance to form, subject lessons, Enrichment lessons, Physical Activity hour and all assessment and examinations.

There is a strong link between attendance and academic success. The time you have in Sixth Form is very short and missing several hours worth of lessons will set you back in your studies. Punctuality is also a key quality that students will need not only in school but the work environment.

Where attendance is a concern students will be put on monitoring, please see the table below.

Absence Rate	Action	Consequence
95%	Nothing	Nothing
Below 95%	<ul style="list-style-type: none">• Stage 1 attendance monitoring with form tutor• Parent/carer notified	Temporary removal of off-site until improvement seen
Below 90%	<ul style="list-style-type: none">• Stage 2 attendance monitoring with HOY• Placed on an attendance contract• Meeting with parents	Removal of off-site until attendance is improved Compulsory Study Support either Tuesday or Thursday 3:15-4:15
Below 85%	<ul style="list-style-type: none">• Stage 3 attendance monitoring with Head of Sixth Form• Seek external support if needed• Meeting with Parents	Complete removal of off-site Compulsory Study Support either Tuesday or Thursday 3:15-4:15 At risk of losing Sixth Form place
Continuation of decline in attendance despite monitoring	<ul style="list-style-type: none">• Review with parents and Head of Sixth Form	Alternative provision needed and withdrawal of Sixth Form place

Absence Process

We understand that at times absence is unavoidable and that you may need time off school. As a value we encourage students to be accountable and therefore if there is an absence you and your parents must inform the school using the attendance line.

The school should be informed by your parents as soon as possible if you are not able to come into school on 01442 394141 and a reason needs to be given. As you are accountable for your own learning you will then need to email your form tutor and teachers to explain why you will not be in and will catch up on the work put on Google Classroom.

Should you need a planned absence day then you need to complete the Planned Absence Form on Google Classroom and give 48hrs notice, this will then need to be agreed with the Head of Sixth Form.

All absences will remain as unauthorised until a valid reason is given.

You will need to fill out a Planned Absence Form for the following reasons

- Medical Appointments
- Religious Holidays - Request needs to be sent via an email to the Headteacher
- Interviews and open days for university
- Funerals

Any absences for things such as school trips within subject departments will be authorised and requested by subject staff. Students do not need to fill out a form for this.

Absences that are not authorised include the following

- Driving lessons during the school day, these must be taken outside of school hours
- Holidays
- Birthdays

It is crucial that we are informed of absences so that we are able to record these appropriately. It is our duty of care and a statutory requirement that we ask for absences to be communicated. Please be advised that if you are absent from Sixth Form and we are not informed then a truancy call will be issued home to parents. This is a safeguarding requirement.

Home Study

Home study is granted to students who meet our Sixth Form values and expectations. We want students to develop into accountable and resilient members of the Sixth Form who take pride in their academic success and personal development.

To prepare students for University study or employment, students are given home study to help develop independent and effective learning away from school.

Students can use this time to study at home, enhance their learning and cultural capital by visiting places such as museums, libraries, universities or attend workshops.

If a student meets the criteria they will be informed by the end of Autumn Term 2 of their home study times to start in January. Students may have home study revoked if they no longer meet the criteria. The criteria for home study is below:

- Attendance is above 95%
- Punctuality is above 95%
- Attainment Grades are good
- Students are up to date and have met deadlines
- Conduct around school and in lessons is good

The Sixth Form team may run trips, workshops, talks and other events during a home study slot, students will be expected to attend these. Failure to do so will result in home study being taken away from them.

Home study is an opportunity provided for students to make effective use and demonstrate their understanding of the our Sixth Form values of accountability, Resilience and Role Models.

Can I use home study to carry out part time work?

No, home study is for independent learning away from school to help with your studies.

I have focused study periods can I go home during all of them?

No, you will be allocated certain days for your home study which will be highlighted on your timetable.

Sixth Form Dress Code

In line with our values, we expect students to be Role Models and set an example to the rest of the school through their high standard of business-like dress and the way they present themselves.

Parents and students choosing to attend Astley Cooper Sixth Form do so in the full knowledge of what our dress code requires of students. Sixth Form tutors will ensure that you are appropriately dressed for Sixth Form and if they consider this not to be appropriate will send you to the Sixth Form office to speak with HOY or Head of Sixth Form to go home and get changed.

Students must wear their lanyard and badge at all times. Students need to use this when entering and leaving the school site.

Students should dress in a manner that is appropriate for Sixth Form and acts as a Role Model. For example

- Dress, skirt, tailored trousers, smart chino trousers
- Blouse or shirt with collar
- Tailored Jacket
- Smart Jumper or Cardigan
- Smart Shoes

Please note that the following items of clothing are not permitted

- No strappy vest tops, tops that show midriffs, low-cut or see through tops allowed. Floaty or beach style dresses are not allowed.
- If a skirt or dress is worn, it must be of a respectable length
- Outdoor clothing (hats, scarves, gloves, coats, hoodies) are not allowed to be worn inside the school building
- Denim, Jeans, leggings
- Sweatshirts or t-shirts
- Hoodies are not allowed to be worn once in the main building or the Sixth Form block
- No trainers, heels, sandals or flip flops

Sports Kit is necessary equipment for all core PE lessons.

It is essential that the sports kit is appropriate and is only worn for PE, BTEC Sport and Dance practical lessons.

Please speak to a member of the Sixth Form Team if you are unsure on what uniform to buy/wear.

Mobile Phones, Chromebooks, iPads

As a Sixth Form we have work online with Google Classroom and use Chromebooks frequently in lessons.

Students are able to bring in their own laptop or Chromebook or rent one from the school to keep at the end of their studies should they wish to.

Mobile Phones

We understand that mobile phones are part and parcel of everyday life, however they can be a distraction to learning.

Encouraging students to be Role Models to our younger students we have set the following expectations of our students of their use of mobile phones

- Phones and headphones can be used in the Sixth Form study rooms
- Phones are **not** to be used while walking around the main school grounds
- AirPods/Headphones should **not** be worn while walking around the school grounds
- Phones/headphones should not be used during lesson unless the teacher has given permission for them to be used

Google Classroom and Emails

To encourage students to be accountable and to prepare them for university study and future employment, we expect students to regularly check Google Classroom for notices, work set and deadlines and also use their school email.

Students should communicate with their subject teachers in person or send an email. Teacher emails will be displayed in G45 Study room.

Students should download google classroom and outlook apps on their phone and turn notifications on.

Monitoring and Intervention

Monitoring is a crucial part of making sure you are on target. Data is collected across the year and reported home, so you and your parents can see how you are performing. We also hold academic review days to allow you and your parents to discuss your grades with your subject teacher.

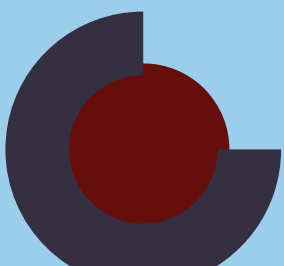
You will be given a target grade when you start in Year 12. This is taken from your GCSE grades and your progress score. You will then be assessed in your subjects throughout the year and teachers will enter data into Go4Schools which can be seen by you and your parents.

Should you be struggling in any subject, teachers and the Sixth Form team use different strategies to help and support you.

This includes Sixth Form Study Support after school, extra resources and help from teachers and the Sixth Form team.

Students who are put on monitoring for either academic progress or attendance concerns will be expected to stay for the Sixth Form Study Support on either a Tuesday and Thursday until 4:15pm. Students will be told within 24hrs in advance of their required attendance.

During this hour, students will be expected to complete work, should a student have been set a Study Support session by their teacher, the teacher will come down to support the student during this time.



Code of Conduct

This code is designed to ensure Astley Cooper Sixth Form is an environment which is clean and safe, allows students to maximise their educational opportunities and prepares them for the working world. Any breaches of this code will reflect the school discipline process and may also involve loss of various Sixth Form privileges.

OFF SITE PRIVILEGES: Students **must sign in/out at reception** when leaving the school site at break, lunch or home study times, travelling to a consortium school for lessons only or if they are going home for any medical reason. Students must attend all lessons during the school day including enrichment, focused study periods and PE. Truancy or attendance issues may lead to privileges being taken away or be asked to stay in school to attend the Study Support sessions after school.

ON SITE ILL HEALTH: Students who feel unwell in anyway during the school day should report to Medical at reception or a member of the Sixth Form Team who will assess the student and if appropriate will make arrangements for the student to go home. No student can sign themselves out as unwell until they have spoken with HOY or medical.

ATTENDANCE: The school must be informed if students are not going to be at school due to illness. Students who are going to be out of school for a valid reason must ensure they fill out a planned absence form to notify the sixth form team in advance of absence. Students must ensure they complete work that they have missed. If the school is not informed of any absence, truancy calls are issued.

FIELD: Students may use the field when open in the spring and summer terms at break and lunch only. The field should not be used as a working environment.

EQUIPPED FOR LEARNING: Students are required to have the correct work and equipment for each lesson each day, including core PE lessons once every two weeks. Students may be dismissed from that lesson in order to produce the missing work by the end of the lesson and be expected to catch up on the work they then missed. We encourage all our students to bring their own laptop to school for lessons and independent study periods.

Code of Conduct

ACADEMIC INTEGRITY: Cheating, in any form is unacceptable, including plagiarism and the use of AI/ChatGTP. Students must not copy the work of others, nor allow their work to be copied for any aspect of their study.

EXTREME WEATHER: The Sixth Form dress code may be relaxed by leadership in extreme weather conditions e.g. wearing of boots when icy or no tie when hot. Students will be informed of this change if this is the case by their form tutors or social media. The Sixth form instagram page is @acs_sixthform

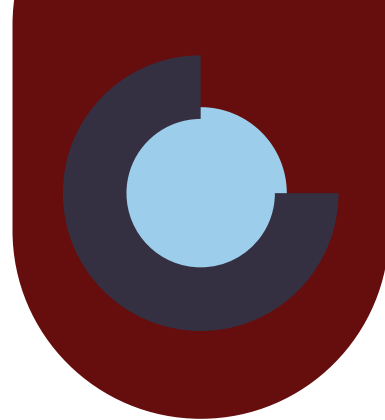
FOOD: The only areas where students can eat and drink (other than water) are the Sixth Form, the canteen and on the field. Students are not permitted to order food or bring takeaway food (e.g. McDonalds) into the school buildings. Food/plate/cutlery used from the Sixth Form kitchen must be washed up and put away.

CARE OF COMMUNITY PROPERTY: Students should immediately report any damage and explain the circumstances. The Sixth Form Centre is used by several people and may also be used for some lessons and everyone needs to take care of it: students should throw away their litter. **No games** (cards, board games, electronic or ball games) to be played during lesson time – they can be played at break and lunch time only. Students may not sit or stand on tables or put feet on seats/tables. Please do not put your bags on seats. **The silent study area is for quiet working.** Printing is covered by the school, please ask your form tutor for top ups. The library and empty computer rooms may also be used as an area of work when notice is given.

CARE OF PERSONAL PROPERTY: You can use the lockers to store things; please see HOY for one. Students must be responsible for their own belongings.

DIGITAL/ELECTRICAL EQUIPMENT: Students are encouraged to use their own laptop during study periods in the sixth form area for educational purposes. Wi-Fi is available, instructions on how to use this are on Google Classroom and in the study areas. Students may listen to music in the Sixth Form Centre as long as they are wearing headphones. Please do not wear headphones/earphones outside of the Sixth Form Centre in the school buildings. You will be asked to remove these by members of staff and may have your phone confiscated.

Code of Conduct



INTERACTION WITH OTHER STUDENTS: To act in a kind manner to others, be a role model to younger students showing consideration and respect for others. Students must be aware that if they interact through social media, they are unable to control any information that is placed in the digital world. Students should avoid leaving digital footprints. Interaction in the Sixth Form Centre should be kept quiet and must not disrupt anyone from working.

DRIVING: Students are **not permitted** to use private study lessons for driving lessons. Students are also **not allowed** to drive and park on school site. Parents can use the visitors' spaces if they are visiting a member of staff. Students that drive to school must ensure they leave enough time to find a place to park outside the site that isn't restricting the residents and public access vehicles. Student vehicles are left at their own risk.

Focused Study

Sixth Form study is hugely important and will require a lot of resilience. The jump from GCSE to A-Level as well as a lighter timetable, for some, can be quite daunting but for others they thrive.

Within the Sixth Form you will learn many skills for your academic development as well as personal development, one of these skills is independent learning. This is a crucial skill to take into your Post 18 education and future adulthood.

In order to achieve academic excellence students will need to ensure they are working independently outside of the lesson. Wider reading lists and assessment dates will be issued to students for transparency and for students to take accountability of their learning to ensure they are fully prepared for their studies.

Evidence shows that those that achieve academic success are those who take responsibility for their own progress. In the Sixth Form there is a greater expectation that student students develop independent skills and knowledge to cement their learning in class.

What makes an independent learner?

- Someone who can identify what they need to be working on and when.
- Know how to tackle each obstacle that faces them.
- Motivated
- Determined
- Manage their time effectively
- Will not be defeated and will recognise that experiencing failures is honourable and that without failure, learning is impossible.
- Ask for help when they need it, including to explore all resources at their disposal
- Can adapt to make the most of their learning in any given situation

It is an expectation that all students work independently in their focused study sessions. This can include working on the following:

- Reading
- Researching using topical websites
- Identifying what work to do
- Completing outstanding work
- Using Cornell note taking
- Creating revision resources
- Completing essays/past exam papers

Students have the use of the study rooms and the library during these periods. Students are encouraged to use their Post 16 planners to plan their study times effectively

Enrichment

Students participate in Enrichment lessons once a week which are tailored to the needs of young adults and covers topics such as study skills, time management, money, driving and living in the wider world. We also provide external speakers during the year such as drug awareness, mental health and well-being, gambling and safe driving talks.

Next Steps Programme

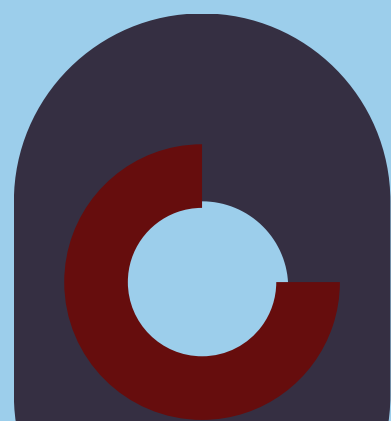
All students complete an individual learning and career plan and are supported in finding work experience tailored to their interests and future career ideas. Students also attend careers events such as The Uni and Apprenticeship Show and UCAS Fairs.

The process of applying to University is supported through enrichment lessons where students will look at writing a personal statement, choosing and applying to a university. You will be talked through the application form on UCAS and are also encouraged to attend university open days throughout the year. You will also make use of Unifrog during form time to help support you in choosing the right course and the right university.

We will also look at preparing their CV's for a job and discuss possible gap year opportunities that are available.

We work closely with The University of Hertfordshire and Bedfordshire to provide a range of opportunities for our students.

We also have lots of events throughout the year for students to get involved in that will contribute to a students personal development and cultural capital. Please see the page below for more information.



SIXTH FORM KEY EVENTS

SEPTEMBER

Y12 WELCOME TRIP - GO APE
FRIDAY 27 - MACMILAN
COFFEE MORNING



OCTOBER

TUESDAY 15 - OXBRIDGE/VET/MED
UCAS APPLICATION DEADLINE
FRIDAY 25 - Y13 ACADEMIC REVIEW
THURSDAY 17 - UNI &
APPRENTICESHIP SHOW
FRIDAY 18 - THE HOWL TRIP - MEAD
OPEN FARM
PUMPKIN CARVING COMPETITION



NOVEMBER

Y12 V Y13 BASKETBALL
COMPETITION
Y12 IN CLASS ASSESSMENT
PERIOD
FRIDAY 29 - OCASSIONAL DAY

DECEMBER

Y13 MOCK EXAM PERIOD
SATURDAY 7 - SANTA DASH
THURSDAY 12TH - CHRISTMAS
JUMPER DAY
Y12 V Y13 CHRISTMAS TREE
COMPETITION
SHOEBOX APPEAL



JANUARY

Y12 V Y13 BADMINTON
COMPETITION
WEDNESDAY 29 - Y13 - UCAS
EXTERNAL DEADLINE



FEBRUARY

PANCAKE DAY RACING
MONDAY 10TH - NATIONAL
APPRENTICESHIP WEEK



MARCH

THURSDAY 6 - Y12 ACADEMIC
REVIEW
Y13 MOCK EXAM PERIOD
SIXTH FORM TRIP
SATURDAY 8TH - INTERNATIONAL
WOMEN'S DAY
MONDAY 17 - SIGN LANGUAGE
WEEK

APRIL

Y12 V Y13 FUTSAL
COMPETITION
SIXTH FORM EASTER EGG
HUNT



MAY

13-19TH - MENTAL HEALTH
AWARENESS WEEK
FRIDAY 26 - Y13 LEAVERS
ASSEMBLY AND EVENT

JUNE

CULTURE DAY
17/18TH - UCAS FAIR -
BEDFORDSHIRE UNIVERSITY
Y12 END OF YEAR MOCKS



JULY

SPORTS DAY
Y12 END OF YEAR TRIP
MONDAY 7 TO WEDNESDAY 9
- Y12 WORK SHADOWING

AUGUST

A-LEVEL RESULTS DAY
GCSE RESULTS DAY



Personal Development

Being a Sixth Form student is more than just gaining qualifications, it is about becoming a good well-rounded individual. We offer a wide range of activities that provide students with the opportunity to develop themselves which students will be able to add to a CV and UCAS applications.

Some of the opportunities on offer include;

- Brain Banking Stamps
- Running a school club such as music, drama or sport
- Helping with lunchtime duties
- Being a mentor to younger students
- Supporting KS3/4 lessons and form groups
- Duke of Edinburgh awards
- Interact Club
- School Council
- Sixth Form Student Leadership Team

Each year we appoint a Head Student Team; these whole school appointments have a very important role in the school. Being the senior students and ambassadors in the school they are role models and are looked up to by younger students. They are given responsibilities such as; promoting the sixth form, running social events, speaking at school events and helping the school council with promoting student voice.

Rewards

Like anyone, we all are motivated by rewards, we also want to recognise and celebrate achievement and contribution of students in our Sixth Form. The following are examples of how we do this:

- House Points
- Brain Banking Stamps - earn stamps for independent study strategies
- Sixth Form reward vouchers
- Key Stage 5 Student of the Half Term
- Termly celebration assemblies
- End of Year awards
- Postcards home
- Scholarship awards - Can be nominated to receive a scholarship award of up to £50 to be used to enhance learning

Bursary Fund

The fund is made available from the government through its funding body - Young People's Learning Agency (YPLA) for 16-18 year olds - to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

Who is eligible to apply for 16-19 Bursary Funding?

Students following government (ESFA) funded full time or part-time courses, who are 16 years and over and under 19 years of age who meet one or more of the following criteria:-

- Students who are in care, are just leaving care, are in direct receipt of Income Support or are disabled and in receipt of both Employment Support Allowance and Disability Living Allowance
- Students who are economically or socially disadvantaged and at risk of not taking up or continuing in their education without some financial support e.g. Free School Meal students or those previously in receipt of Pupil Premium funding.
- Students whose family home income cannot meet the financial demands of important educational expenses

How will Astley Cooper School Sixth Form assess applications and allocate 16-19 Bursary funding?

The 16-19 Bursary Fund is a limited fund and the school will prioritise allocation. Students who are eligible for any level of funding should complete an application form and hand it to the Sixth Form Team as soon as possible.

Students who are deemed eligible should be aware that to continue to receive a bursary/funding:

- There must be no unauthorised absences during the school day
- Punctuality must be good.
- Attendance must be at 95% or above.
- They must maintain acceptable levels of behaviour and effort

Bursary Fund

Financial Support for Sixth Form Students

We will be operating two levels of funding: High Level Fund and In School Support.

High Level Fund

Some students may be entitled to a grant or bursary of up to £1200. You could get this if you are in one of the following categories:

- You are living in care, or have recently left living in care
- You, the learner, are receiving income support or universal credit because you are financially supporting yourself or someone who is dependent on you.
- You, the learner, are disabled and receiving both Employment Support Allowance and Disability Living Allowance

Payments will be made on a half-termly basis. Payments will be subject to review by the Bursary Fund Committee.

In School Support

You could receive this level of funding if:

- You are in receipt of Free School Meals (or have been in the last 6 years)
- You were eligible for Pupil Premium in Year 11
- Your household is in receipt of income based means tested benefits.
- You have an identifiable financial need and need extra support

Payments will be made on an “as needed” ad-hoc basis to pay for one off costs such as:

- The cost of transport, essential course equipment, course related trips, UCAS fee, travel to open days and interviews, course related sporting activities, uniform or other school resources
- Exam resit fees

Students would need to complete the full bursary form at the start of the academic year, then, as and when items are required (for example textbooks), complete an ad-hoc request for funds on a separate form available from the Sixth Form Team.

This enables us to evidence which items have been funded or purchased on the student’s behalf. Those in the In School Support group will be considered for funding based on the school’s allocation and subject to available funding.

Key Contacts

Mrs Ollerenshaw-East - Head of Sixth Form
c.ollerenshaw-east@astleycooper.herts.sch.uk

Miss Hunt - Head of Year 12
a.hunt@astleycooper.herts.sch.uk

Miss Smith - Head of Year 13
z.smith@astleycooper.herts.sch.uk

Admin
admin@astleycooper.herts.sch.uk



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