

Ysgol Penglais School



Y Chweched Dosbarth
Sixth Form

Student Handbook

Contact Details

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Sixth Form Team

Head of Sixth Form: Mrs. Janette Elgood

Sixth Form Manager: Miss Sian Thomas

Learning Coaches: Dr. Ann Minchin
Dr. Mark Lewis

Sixth Form Support Worker: Mx. Kate Gallon

The team is available to help and advise you throughout your time in the Sixth Form. We can provide references, help you to complete your UCAS application and support you in becoming a confident independent learner.

Expectations

Sixth Formers are role models for the rest of the school. We therefore expect high standards of attitude, work, behavior, and dress.

We require that students in the Sixth Form:

- Attend every timetabled lesson and study session on time
- Attend reviews
- Attend assemblies
- Complete the set work to the best possible standard and meet the deadlines set
- Abide by the School's Code of Conduct as set out in the planner.
- Wear the distinctive Sixth Form school uniform as described in the planner
- Check their pigeon hole every day
- Treat the Sixth Form Centre, staff and each other with respect
- Access and use their school email, checking it daily.
- Use non-contact periods wisely to broaden their education and understanding
- Sign in and out using the biometric system – this is a statutory requirement under health and safety legislation.

Privileges

Although you are still very much a part of Penglais School, we recognise that as Sixth Formers you deserve more freedom and responsibility.

You are therefore granted certain privileges.

- Students do not have to attend school when they have no timetabled lesson – this privilege will be withdrawn if abused.
- Students may leave school during unsupervised study periods for valid reasons and at breaktimes and lunchtimes.
- Students will be allowed to use the School Canteen during the day and will be allowed entry to the Small Hall ahead of other pupils.
- Students have exclusive use of the Sixth Form Centre facilities.
- Students in the Sixth Form will be allowed to use their own car parking area.

Attendance and Punctuality

Sixth formers are expected to attend all timetabled lessons and reviews punctually. Registers are taken electronically at the beginning of all lessons. Lesson and review attendance is monitored, and all absences must be explained by a note or email from either a parent or guardian to Mx. Gallon.

If you know you are going to be absent from a lesson or review it is expected, as a matter of common courtesy, that you inform your subject teachers or personal tutor and make arrangements to catch up on any missed work. You must also inform Mx. Gallon that you will be absent with a note or email from your parent/guardian.

Driving lessons should not be booked during timetabled school lessons. Medical and dental appointments should be booked outside of school hours whenever possible.

Failure to attend lessons regularly will seriously impact on your abilities to achieve your full potential. A poor attendance record will lead to your parents being contacted, closer monitoring of attendance and the implementation of a **support** program that will include more frequent supervised study periods and a loss of Sixth form privileges. If you still do not attend lessons, you will be excluded.

Poor attendance may also result in a department reluctant to enter you for exams.

Students who attend and participate in classes on a regular basis get higher grades than students who do not.

Study Leave

During the A/S examination period in the Summer of Year 12, you will be granted a short period of study leave. A/S exams begin in May. On your return to School in June, you will begin important work on your A2 courses. Attendance during this period is essential if you wish to be accepted onto the A2 courses in Year 13. Please do not book any holidays during this time.

Sixth Form Uniform

Sixth formers are expected to wear full school uniform while on campus; whether in lessons or in the Sixth Form Centre.

Uniform is available from our uniform suppliers:
Alison Jones, Ffigar, Custom Cymru

Years 7-13

- White shirt or blouse of a traditional design which can accommodate the wearing of a tie. The top button must be done up. Long or short sleeved – but not mid length sleeved.
- School clip on tie. School Sixth form tie is a traditional tie. Should pupils be awarded school colours these ties will be clip on for those pupils in Year 11 or below.
- Penglais School jumper with logo (grey for Years 7 – 11 and black for the Sixth Form). This is a Rowlinson "Performa 50" jumper in grey with a two-tone blue band around the neckline.
- Black school trousers of a traditional, tailored, full length design. (No jeggings, leggings, chinos or jean-type trouser). Tailored black knee length shorts may be worn in the summer term only. Neither the shorts nor the trousers should have combat-style pockets on the leg.
- Formal, knee length school skirt with logo. (One of two styles available from school uniform suppliers).
- Hoodies are not allowed in school. Cardigans are not allowed in school.
- Footwear must be suitable for school – flat and plain black with no other colour (including stitching). For safety reasons these should be flat or low heeled. Trainers, canvas shoes, heeled shoes and boots are not allowed.
- Coats and jackets are not allowed to be worn in the canteen or in classrooms. Coats should be traditional – not denim, leather or jersey jackets.
- Religious headwear should be grey or black, or white in the summer.
- Tights should be black opaque. Ankle socks should be in a black.
- Hair must be of a natural shade and no extreme hairstyles are permitted. Hair should not be dyed to a colour that is artificial.

Jewellery

One stud earring per ear is allowed

No necklaces are allowed

No bracelets are allowed

Only one ring is allowed

Jewellery worn for religious purposes will be allowed

Facial and tongue piercings are not allowed on school site

Minimal make up may be worn which is not obvious

P.E.

Blue Max Banner Orion Games Top in Navy/Sky with logo

Blue Max Banner Orion t shirt in Navy/Sky with logo

Navy base layer (without logo)

White cotton t-shirt with Penglais logo

Black shorts or leggings or tracksuit bottoms.

Navy and sky sports socks

Students who are not in full school uniform will be given a warning in the first instance and then be sent home to change. Continued failure to adhere to the uniform code will lead to a loss of sixth form privileges, including use of the Common Room. You will also be jeopardising your place in the Sixth Form.

A decision over what is regarded as acceptable uniform rest with the Sixth Form Team and their decision is final.

The Sixth Form Centre

The Sixth Form Centre is a new building, which opened in 2006. It is open from 8.00am until 5.30pm and may be used by Sixth Formers only.

Visitors will visit the centre at any time.

The Sixth Form Manager's Office, and the toilets are downstairs. Upstairs there is a large study room with IT facilities and a UCAS library, offices, a teaching classroom and the Careers Office.

Students have pigeon holes in the entrance hall, where messages can be left. **It is your responsibility to check your pigeon hole daily.** Every morning the Head of Year will pass on messages to students in the Centre.

The Downstairs Study Room

The Centre has a downstairs Study Room for group study. Use of the Study Room and its facilities is a privilege exclusive to members of Penglais Sixth Form. Students are expected to respect the facilities.

The 1st Floor Study Room

The Study Room is a designated area for Sixth Form students to carry out quiet private study. **You may not take food or drinks into it.** As the area is intended for study; please keep noise to a minimum and respect those who are working. Music may be played but it must be for personal listening only.

The Study Room houses an ICT suite for the exclusive use of Sixth Form students. You are free to use the computers at any time during the school day but you must abide by the school ICT policy and respect the equipment. No food or drink should be consumed at the computers. Network connectors / leads must not be removed from the sockets.

Levy

You will be asked to pay a £15 levy on entry to the Sixth Form and this should be paid when enrolling. The levy is used to provide facilities for the Sixth Form, e.g. printer paper and cartridges, leisure equipment, sixth form furniture and repairs to damage caused by wear and tear. The money raised is entirely spent on the Sixth Form and the decision on how to spend the bulk of the money is taken by the Sixth Formers.

It is expected that the costs of repairing deliberate damage to the building and its facilities will be met by those responsible.

Choosing your subjects

It is important that your choice of subjects meet your individual needs, interests and ambitions. Do not choose subjects just because your friends are. Think about where **you** want to be in two years time. Choose subjects that you will find interesting and that will be useful to you in achieving your goals.

Before you started in Year 12, you may have been asked to indicate which four subjects you would like to study. During enrolment you will be asked to confirm four A/S subjects that you wish to follow along with the Welsh Baccalaureate.

If you are not sure about your choices, attend the first couple of lessons in your chosen subjects to see if you really want to follow the course. (Ask some Year 13 students or the subject teachers for advice). Your personal tutors will also discuss your subject options with you.

Dropping subjects

Once subject choices have been confirmed in the middle of September, students are not permitted to drop or change subject choices without the prior consent of the Head of Year. This consent will not be granted until there is evidence that you have discussed the issue with your subject teacher, personal tutor and parents.

Assemblies

Year 12 assembly will be held on Tuesday at 10.45am in the Sixth Form Centre.

Year 13 assembly will be held on Wednesday at 10.45am in the Sixth Form Centre.

Welsh Baccalaureate Qualification (WBQ)

The WBQ is a universal course, followed by all members of Years 12 and 13. *It is not an option.* The course is timetabled and attendance to lessons is **compulsory**. It is an A Level equivalent graded A*- E. Candidates must have achieved A – C grade in English and Mathematics at GCSE to pass the WBQ.

Learning Agreement

At the start of Year 12 and Year 13, you will be asked to read and sign a Learning Agreement. This is to show that you understand what you have a right to expect from the school and what the school has a right to expect from you. It includes such issues as attendance, dress and behaviour. Failure to keep to the Learning Agreement will lead to you jeopardizing your place at Penglais.

Progression to Year 13

The general criterion for admission to Year 13 is similar to that with Year 12, i.e. that students have a reasonable chance of success. For all students, a “U” grade at AS will be taken as evidence that there is not a reasonable chance of success in that subject, and an A2 course would not be appropriate. Three A/S subjects must be passed with a minimum Grade E to progress to A’ Level.

Coming to school

If you live more than three miles away from Penglais, and within the catchment area, you may be entitled to free school transport. Everyone travelling on a free bus service will be given a bus pass. These will be issued by school at the beginning of September. You must show your bus pass every time you travel on the school bus.

If you travel to school by bus from town or Penparcau, you will need to buy bus tickets. Tickets are on sale at Pupil Reception during break and lunch time. You may buy a supply of tickets, as there is no time limit to using them.

If you hold a current driving license and intend driving to school, you **MUST** use the sixth form car park. Turn left **AFTER** passing the Sixth Form Centre building on Cefn Llan. Students and parents are asked **NOT** to drive on the school campus.

Property and books

We hope you will not lose anything, but if you do, and it is handed in to Lost Property, it does help us to return it if your name is on it.

You **MUST NOT** bring any sharp objects to school, including scissors and penknives.

We advise all students not to bring expensive items to school in case they are lost or damaged. School cannot accept any responsibility for loss or damage to personal possessions.

When your teachers give you, textbooks please look after them, as you will be expected to pay for any losses.

Fire Drill

The school has regular fire drills. Sixth formers must congregate, in alphabetical rows, on the upper tennis court. **YOU MUST NOT** under any circumstances interfere with materials provided for safety.

Library and Study Room

Our school library is a large, comfortable room. Sixth formers are welcome to use the library for research and quiet study. You may also work in the Study Room in the Sixth Form Centre.

Students from Penglais are also permitted to use the university's Hugh Owen Library for study purposes. On arrival at the library, you must first report to the welcome desk. Access to the university's facilities is a privilege and students are expected to behave in a mature and respectful manner.

Students may also make use of the facilities at the National Library. To use the reading rooms you must first have a valid reader's ticket. You may apply for this online at www.llgc.org.uk. Once you have a valid reader's ticket, you may also register to use the library's Athens online resources.

Biometric Signing In System

All Sixth Form pupils are expected to sign in using the biometric system when they enter school site. It is essential that for health and safety reasons the school have accurate records of which pupils in Years 12 and 13 are on site. For parents whom do not wish to have information from their child's fingertip recorded on the biometric system, the school can issue the pupil with a PIN number.

Medical facilities

The nurse visits Penglais several times a week. Staff in Reception will be able to let you know when she is available. During lesson times, she is able to see pupils by appointment only. At break and lunchtime, you are welcome to drop in if you have a health problem or something you want to talk about.

If you need a first aider, you should report to Reception.

The nurse is also available on the following number: 07966831445

A school counsellor is also available should you wish to discuss personal issues. Please see Miss Thomas or Mx Gallon to arrange an appointment.

EMA (EDUCATIONAL MAINTENANCE ALLOWANCE)

This is a means tested benefit administered by Student Finance Wales for the Welsh Government. Eligible students, i.e. those who live in a household that has an annual income of £23,077* or less (*depending on number of dependent children in household), receive a weekly allowance of £30 which is paid every two weeks. All students who think that they may be eligible for this benefit should pick up an application form from the Sixth Form Office. Applications can be made throughout the year so unforeseen changes in financial circumstances can be accommodated.

To receive your weekly allowance, you must attend all lessons and make good progress to meet the requirements set out in the Learning Agreement. Any queries regarding EMA must be made to Mx Gallon.

Student Support Scheme

We aim to ensure that every student achieves his or her full potential. Every member of the Sixth Form will be assigned to a personal tutor. The personal tutor will help you to get the most out of your time at Penglais and will offer support and guidance on your subjects, future plans, planning your study time and any concerns you may have.

Review sessions will be held with your personal tutor at least once per half term. You will receive an appointment slip in your pigeon hole telling you the time of your review. If you are unable to attend the review, you must inform Miss Thomas or Ms Gallon at once. Attendance at review sessions is compulsory and failure to attend will result in an unauthorized absence.

Canteen

The canteen operates a cashless system. All food and drink is paid for using a swipe card. You can put money onto your swipe card by either using the machine in the canteen or by paying cash or a cheque in at the canteen between 8.15 and 9.00 in the morning. Students, who are new to Penglais or have lost their previous card, can get a swipe card from the canteen.

Careers

The Careers Office is situated on A'Block and all Sixth Form students may receive an interview with the Careers Service during Year 12 and 13. Careers Wales will also operate 'drop in' sessions where you may seek additional support and guidance when necessary. A Careers noticeboard displaying available courses and job vacancies is situated outside the entrance to the Study Room. These will also be emailed to you.

Non-Contact Time / Study Periods

Non-Supervised study periods are a privilege, which should be used effectively as a time to do such activities as homework, coursework, catch up with notes, assist with an area of the curriculum, get involved in planning and organizing school events, and support community activities. You will have supervised study periods for each subject area. Attendance is compulsory.

STUDY PERIODS ARE NOT FREE LESSONS

We expect sixth formers to spend the majority of their study periods in school undertaking private study. In addition, it is envisaged that at least two hours

each weekday will be spent on schoolwork. A-level study should be equivalent to a working week i.e. 8 hours per day.

Personal tutors and subject teachers will offer guidance on the appropriate use of study periods and will help you to plan your time effectively.

Students should be aware that the rest of the school does not enjoy the privilege of study periods and that they will be withdrawn if not used effectively.

USEFUL WEBSITES

www.ucas.com

www.studentuk.com

www.purepotential.org

www.yougofurther.co.uk

Time Management

There are only so many hours in a day, a week, and a term. You cannot change the number of hours, but you can decide how to best use them. You will be responsible for organising your time and ensuring you meet necessary deadlines. All courses will have coursework and assignment deadlines and you will stand a far better chance of success if you keep up to date and meet these deadlines. This means time management skills are essential.

Plan your time in advance and do not squeeze all of your tasks or heavy workloads in last minute. Use your study time effectively and then you will be able to spread your workload allowing yourself time for breaks and time to refresh. This will only improve the standard of your work.

If you meet deadlines then your subject teachers will be able to give you constructive feedback on your work. Teachers may not provide feedback if you miss deadlines and are under no obligation to do so. They have other classes with other deadlines so please respect their submission dates.

Try to do work at times that best suit you. Some students prefer to work in the morning, some after lunch and others at home. Good time management will allow you to plan the time you use for studying that best suits you.

Be aware of and review your workload and deadlines regularly (once a week is advisable). Some students use planners or calendars, others prefer to write lists of things to do. This will allow you to plan study time more effectively and you will not miss deadlines.

Prioritize assignments. Obviously, the work that has the closest deadline needs to be done first but also try to get into the habit of doing the hardest

tasks as soon as possible. This will allow you time to get help or support if needed.

When planning your time allow and plan for things such as jobs and hobbies. These cannot be used as excuses if you miss deadlines.

Make good use of the study room, library and your personal tutor.

The main risks are:

- feeling there is more time available than there is
- not developing sufficient structure to your time to ensure you get everything done
- missing deadlines

Revision tips

Planning: The secret to good revision is good planning

1. Make a revision plan and try to stick to it.
2. Divide your time between subjects, not necessarily equally.
3. Work on an unfamiliar area and see how much you can do in the first half hour.
4. Compare this to the work that you cover in the second half hour.
5. As long as your work rate remains constant, keep going! When it dips, take a break.
6. Expect to cover recent work at about 50% faster than less familiar work.
7. Always take a short break when you get tired, however pushed for time.
8. Spread your revision out, it is better to do 2 hours a day for 5 days of the week than 5 hours a day for 2 days of the week.

Effective revision

1. Make your own revision notes. You will learn as you write and once you have them you are half way there.
2. Vary the material that you revise: from the difficult to the more familiar.
3. Concentrating on the positive points of revision helps keep you going. Start by thinking how much easier you will find the exams.
4. Study alone for some of the time, but also in a group occasionally if this suits you.

5. Make sure to take regular breaks, and be strict about returning to the revision.
6. Give yourself treats to keep you going.
7. Mark off your achievements on your revision timetable as you progress.
8. Plan answers from past exam papers to assess how well you are doing.
9. Ensure you revisit marked work to recognise and eliminate errors.
10. Vary your style of revising as you go along to keep yourself motivated.
11. Revise one subject per session.

How to be a successful student

- Go to all lessons
- Get involved in enrichment activities
- Always try your best in all subjects
- Plan your study time
- Meet deadlines
- Try to study or do class/homework at the same times each day. Studying at the same times each day establishes a routine that becomes a regular part of your life, just like sleeping and eating. When a scheduled study time comes up during the day, you will be mentally prepared to begin studying.
- Set specific goals for your study time. Goals will help you stay focused and monitor your progress.
- Simply sitting down to study has little value. You must be very clear about what you want to accomplish during your study times.
- Review their notes before beginning an assignment. Reviewing your notes can help you make sure you are doing an assignment correctly. In addition, your notes may include information that will help you complete an assignment.
- Avoid distractions when studying
- Turn OFF your mobile
- Call a friend or ask your subject teacher or personal tutor if you have difficulty with an assignment. This is a case where "two heads may be better than one."

- Take care of yourself and take rests when you are tired. Study takes longer and the brain is less effective when you are tired or stressed. Plan your time so that you get breaks. A change of scene stimulates the brain and helps creative thinking.
- Volunteer your help
- Enjoy your time in Penglais Sixth Form
