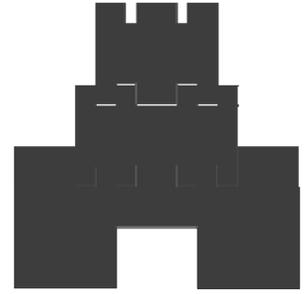


# **Launceston College Sixth Form**



## **Student Guide**

# Launceston College

## Sixth Form



## Welcome to the Sixth Form

We hope that you will enjoy being in the Sixth Form. We want to help you to achieve your academic and personal potential. This Sixth Form student guide should answer some of the questions which you may have about being a Sixth Former. Please read it, keep a copy safely and refer to it regularly.

### **Student Conduct**

As a member of the Sixth Form you have a responsibility to set a good example to other students. You have more freedom in Sixth Form but you must be careful not to disrupt the learning of others when enjoying this freedom. You must recognise your role in upholding and developing the good reputation of your Sixth Form College; this includes your behaviour in person and on social media – any activity that brings the College into disrepute will be dealt with as a disciplinary matter under the Sixth Form Behaviour for Learning Policy. Mobile phones and other personal electronic devices must not be used in lessons unless you have been given permission to do so by your teacher. Mobile phones can be used in the Sixth Form block but they must not be used in the corridors, classrooms or halls as is stated in the Smart Devices policy available on the website.

### **Sixth Form Dress Code**

There is no uniform in the Sixth Form. You will be issued with a House coloured lanyard and a personal ID badge which must be worn at all times on site in line with the College's safeguarding procedure. You come to college to work and you should dress appropriately. Your clothing should be neat, clean, modest and inoffensive to others. Extreme or ostentatious hairstyles and body piercing are not appropriate. You must remove hats inside the building. You are expected to dress appropriately for your learning environment as requested by your teachers. Any ambiguity regarding appropriate dress will be addressed directly by the Assistant Principal for Post 16.

### **Smoking/Vaping**

The College has a no smoking rule. You may not smoke or vape on the site or near the College entrance gates as this sets a very poor example to the rest of the College community.

## **Sixth Form ID Badges and Lanyards**

Sixth Form students are issued with an individual ID with their name and tutor group and a House lanyard in September.

Sixth Form students are required to wear ID badges and lanyards on site at all times. They should be worn visibly around the neck. They may be removed temporarily during practical lessons but should be replaced at the end of the lesson before leaving the classroom.

Tutors are required to check each morning during registration that students are wearing their ID badges and lanyards. If students lose their ID and lanyard they should go to the Resources Office immediately to request a replacement.

If students forget to bring their lanyard to College they must request a temporary ID and Lanyard from their tutor during registration. Tutors will be supplied with temporary ID badges and lanyards specific to their tutor group – students must sign these out during registration and return them at the end of the day or during the following registration. Tutors are responsible for ensuring temporary lanyards are returned.

Tutors will use the SID system (see Behaviour for learning policy) if students repeatedly forget or lose their lanyard;

Level 1 = KS5 teacher/tutor review if 3 temporary lanyards issued.

Level 2 = KS5 subject review = 3 further temporary lanyards issued, 6 in total.

Level 3 = KS5 further intervention required = 9 temporary lanyards issued  
= meeting with JB/HR/SR – formal warning issued if appropriate

## **Transport**

You must apply for a Sixth Form parking permit if you wish to park on site. You can apply through the Sixth Form Pastoral Office. Limited car parking is available for Sixth Formers in the Adventure Learning Centre car park. Please park within the marked parking bays and do not block access to the boat shed doors. Students are not permitted to park in the main College car park or in Dunheved House car park. There are a limited number of motorcycle spaces for students in the bike rack outside Dunheved House. Car and motorbike spaces are allocated on a strictly first come first served basis and vehicles are left entirely at your own risk.

Launceston Leisure Centre and retail store car parks close to the College ask that you do not use their car parks. Drivers must remember that they have a responsibility to use the roads around the school with great care.

If you travel to College by bus you must have a valid bus pass. Information regarding buses for Sixth Form travel was provided as part of your enrolment pack. Please ask in the Sixth Form Pastoral Office if you have any questions.

## **The 6 lesson day and the after school bus**

Sixth Form lessons and breaks follow the same timings as the rest of the College. In addition there is a period 6 lesson 3.15 - 4.15pm on some days in some Sixth Form subjects. If you have a timetabled period 6 lesson and you use a bus to get to College then you can use the 'after school bus' to get you back home. You need to sign up to use the after school bus in reception by 2.15pm every day you wish to use it. The bus leaves promptly at 4.35pm from the railings at the front of College.

If you sign up for the bus and do not turn up you will receive a warning – repeated offenders may lose their right to use the after school bus.

## **Tutor Time, IAG (Information, advice and guidance) and Houses**

Tutor time and IAG is a vital and compulsory part of your Sixth Form learning. You must attend your tutor for the full 20 minutes of tutor time. Study leave during tutor time will be granted at the discretion of the Sixth Form team. You must also attend an IAG lesson every week. It is essential that you attend IAG lessons and Sixth Form assemblies as this is when you receive vital careers and study guidance. Sixth Form students are part of the Launceston College House structure. You will attend your House assemblies and will be encouraged to act as student ambassadors to the Year 7 to 11 students in your House.

Repeated absence from tutor will be recorded as a SID/attendance.

Level 1 = KS5 teacher review if 3 absences from tutor but in lessons rest of day

Level 2 = KS5 subject review if 2 further absences from tutor but in lessons rest of day - tutor to contact parents/carers and express concern.

Level 3 = KS5 further intervention required = 1 further absence following contact with parents - meeting with JB/HR/SR – formal warning issued if appropriate.

## **Independent study time**

You will notice that there are some times on your timetable which are not occupied by taught lessons. This is to help you to become a more independent learner. You should be using this time constructively and we will advise you on this. If you are not working on assignments you should expect to be spending this time reading and researching around your subject. You should never make a commitment to a part time job during these hours as it will sometimes be necessary for you to attend extra classes or educational visits outside normal class time.

You should expect to spend approximately the same number of hours in independent study as in class for each subject. In Year 12, during certain lessons on your timetable, your teachers will specifically aim to help you develop the independent learning skills required for the subjects you have chosen to study. You have one hour of study support on your timetable with Mrs Cullen in Room 16. You can request additional study support lessons to help you develop your independent learning skills.

## Study Support in the Sixth Form

In the Sixth Form we understand how daunting the jump from GCSE to A Level can initially be for students. We endeavour to support our new Year 12's to make this transition as smooth and as positive as possible. Becoming an independent learner is key to success and all Sixth Form students have a minimum of an hour of supervised, independent study, in our dedicated study room, on their timetables.

In addition, all new Sixth Form students take part in our in-house Study Skills Programme, run by our study support tutor, which is delivered over the first six weeks of term. This covers the essential study skills students will need; the skills and qualities of a sixth former and the importance of having a goal to motivate our students to work towards university, employment or an apprenticeship. This is a general introduction to the Sixth Form, outlining what our expectations of students are and what they can expect from us. The programme covers organisational skills, revision strategies, essay writing and plagiarism as well as dealing with exam stress.

We have many intervention strategies in place, beginning with a review of students' progress a month into the Sixth Form where, for these students who may be struggling a little, their progress is tracked and they will have extra study hours added to their timetable with help and advice from our study support tutor, who liaises with subject teachers to work on any areas of concern.

We have a variety of up-to-date resources and textbooks available in our study support room, as well as a host of other resources available on the VLE, and our study support tutor, based in the Sixth Form study room, is available to advise and support students every day.

We suggest that students follow the Study Support Twitter account where helpful links to help with revision, across the curriculum, are regularly posted as well as UCAS and apprenticeship advice and general Sixth Form news and information:

Mrs Cullen@stud\_ease

### Plagiarism

Plagiarism is defined by as *the unacknowledged use of the work of others as if this were your own original work.*

A student may be found guilty of an act of plagiarism **irrespective of intent to deceive.**

Plagiarism will not be tolerated; if detected, the penalty may be severe and may lead to failure to complete your course.

## The scope of plagiarism

a) Plagiarism may be due to:

- **copying** (using another person's language and/or ideas as if they are your own);
- **collusion** (unauthorized collaboration).

b) Methods include:

- **quoting directly** another person's language, data or illustrations without clear indication that the authorship is not your own and due acknowledgement of the source;
- **paraphrasing** the critical work of others without due acknowledgement – even if you change some words or the order of the words, this is still plagiarism if you are using someone else's original ideas and are not properly acknowledging it;
- **using ideas** taken from someone else without reference to the originator;
- **cutting and pasting** from the Internet without acknowledging the source;
- **colluding** with another student or person (other than as might be permitted for joint project work);
- **submitting** as part of your own report or dissertation someone else's work without identifying clearly who did the work (for example, where research has been contributed by others to a joint project).

c) Plagiarism can occur in respect to **all types of sources and all media**:

- not just text, but also illustrations, musical quotations, computer code etc;
- not just text published in books and journals, but also downloaded from websites or drawn from other media;
- not just published material but also unpublished works, including lecture handouts and the work of other students.

(Adapted from a publication by the History Department at the University of Cambridge).

## Going off site

**You must ALWAYS sign out if you leave the site.** The signing out book is in the Sixth Form. If you do not follow this important rule you will put people's lives at risk if there is a fire and the privilege of leaving the site will be withdrawn. Off site privileges will be withdrawn if you fail to attend all of your lessons or fail to hand in work on time. Students are encouraged to use non-contact lessons to study in Room 16 rather than going off site; your ability to motivate and discipline yourself to do this is an important skill to develop to help you achieve your best as a Sixth Form student.

## **The Sixth Form Centre**

In the Sixth Form Centre you have access to computers, careers and higher education literature and working space. Since this is a working environment it is important that the area is conducive to study. No food or drink may be consumed in the Room 16 and the area should be very quiet, especially during lesson times. The Common Room area may be used to socialise before and after College and during break and lunch times but during lesson times the room should be quiet enough not to disturb those who wish to work. You may also study in the library and by arrangement in several subject areas. Sixth Form facilities must be treated with care and respect. Any misuse of the facilities will be addressed under the severe clause of the disciplinary code and any damage will be charged to the student responsible.

To cover certain running costs, provide new equipment and to have a fund for social activities the Sixth Form Student Association levies a £20 fee, which is administered under the guidance of the Sixth Form team. If you are unable to pay this fee please mention this at enrolment and other arrangements will be made.

## **The Sixth Form Student Leadership Team**

The Sixth Form Student Leadership Team is selected by Sixth Form staff from Year 13 students. Meetings which are arranged by Sixth Form staff or sixth form student leaders as required. Every year one ex House Captain will be selected from the new Year 12 to join the College's local governing body for two years. The Year 12 governor will be an associate member of the Sixth Form Student Leadership Team.

The Sixth Form Student Leadership Team helps the Sixth Form to run smoothly. It supports Sixth Form events and is a way of representing student views to the Sixth Form team.

## **Supporting your academic progress**

Your target grade band is calculated using your GCSE results and indicates the grades that you should be aiming for at the end of your course. Feedback on how to improve is given to you regularly as part of the learning process in each subject you are studying. Your termly predicted grades are a prediction of what could be achieved at the end of the academic year based on your current performance. This prediction takes into account your actual progress and your potential for further improvement.

In addition there are several opportunities throughout the academic year for parents/carers and students to receive direct feedback on learning progress. There are Sixth Form Parent Teacher meetings in late November and mid March and you will be invited to book appointments with teachers using the online booking system. A Plus appointments with tutors for students and parents/carers are held in early February for Year 12 and Year 13 students. You will be invited to select your own appointment time using the online booking system. Sixth Form students are

expected to attend A Plus appointments on their own if their parents/carers are unable to attend with them.

### **Student Email, E-contact book and thumb prints.**

Important information is communicated to students using the College email system and the econtact book. Please make sure you check your emails and the econtact book daily for homework and for other important information you will need to know. There are plenty of computers available for students to use in the sixth form block. Please let a member of the Sixth Form team know if you do not have access to IT facilities outside of College. Thumbprint technology is used for College print hubs and College catering facilities use thumbprint technology to operate a cashless system.

### **Year 12 into Year 13 transition**

Transition from one year to the next is not automatic. During the summer term Year 12 students will be invited to attend a transition interview with a member of the Sixth Form team to discuss their transition and progression plans. Attendance, behaviour for learning and exam results will all be taken in to consideration when discussing your transition.

There is no study leave for Year 12 or Year 13 students; students are expected to continue to attend lessons in each subject until they have completed their exams in that subject (e.g. they should continue to attend Art lessons until they have completed their Art exams, Biology lessons until they have taken their Biology exam...etc.) Students in non exam subjects should continue to attend lessons as normal.

Year 12 students following 2 year A level courses will be entered for external AS examinations which they will take in May and June of Year 12. Following AS exams students will continue to attend lessons in all of their 2 year A level subjects. This allows a 3 week introduction to the Year 13 course in each of their subjects before Active Learning Week (usually the first week of July) followed by another 2 weeks on the new timetable at the end of term. These 5 weeks of introduction to Year 13 will help many Year 12 level 3 students to confirm their decisions about which subjects they plan to continue in Year 13. Students are encouraged to continue with all of their Year 12 courses during this period to maximise their options at the start of Year 13. Year 13 timetables will be confirmed at the start of Year 13 following Year 12 AS results.

## **Examinations**

There is no study leave during the exam period for students. Failure to follow exam board rules for examinations is likely to be viewed as malpractice by the exam boards and will result in disqualification. Exam board rules will be made available to students at the start of each exam session.

The examinations office will notify you of all exam entries, timetables and any additional costs (eg. for University entry tests). All initial entry and examination fees are paid for by the College and this includes the fees for retaking GCSE English or mathematics. However, the College does reserve the right to seek reimbursement of these fees should a student choose not to sit an exam or meet the necessary coursework requirements. Therefore, if for any reason you are unable to complete an exam that you have been entered for you must inform the examinations office immediately. They will advise you what to do depending on the individual circumstance. The examinations office can arrange to post results to you on request if you provide the cost of a stamp. Please contact the examinations office directly if you would like more information about examinations.

## **Enrichment activities and additional qualifications**

As part of your wider Sixth Form experience every student is encouraged to participate in enrichment activities. A wide range of enrichment activities will be made available to you; examples can be found on the website. You will also be encouraged to complete an Extended Project Qualification (EPQ) on a topic of your choice as part of your Year 13 programme of study.

## **Library**

The Library has a quiet study area and you may receive a Library induction session as part of one of your courses during the first half term of Year 12. Please call into the Library, opposite the main College reception to find out about the facilities it offers.

## **Moving On References**

We are keen to help you to realise your goals and ambitions as you move on from Launceston College. You should make use of the careers information available in the Sixth Form Centre and staff experience and knowledge. The IAG and tutor programme will be used to provide you with the opportunity to access a wide range of progression information and options. You will be carefully supported to help you plan your next steps after the Sixth Form. If you decide to submit an application to UCAS or require a reference for a prospective employer please allow ten working days for your reference to be processed.

## **Work Experience**

You will have the opportunity to undertake work experience in the Sixth Form either as part of your weekly programme of study or in a block placement. Work experience block placements should be arranged where ever possible to take place in the spring term during Progression Week, or in the summer term during Active Learning Week.

A good work experience placement has a huge number of benefits and is strongly encouraged for all Sixth Form students. Placements can be for one day or longer and can take the form of work shadowing, a simple experience of the work place, or actual work experience. Importantly, students are encouraged to seek placements that are relevant and that help individuals with their decision making as they embark on their chosen career paths.

Work experience placements should be arranged where ever possible to take place in the spring term during Immersive Learning Week, or in the summer term during Active Learning Week. Advice, guidance and support on how to secure a work experience placement will occur during tutoring and IAG sessions during a student's time in the Sixth Form.

Once a student has identified an appropriate work experience placement they should collect a pack from the Work Experience Coordinator and return the required paperwork before the placement begins. Students should be aware that this may take a number of weeks as there are sections for parents and employers to complete and return.

In exceptional circumstances where a work experience placement cannot happen during one of the allocated weeks, each request will be reviewed on a case by case basis with the following factors to be considered:

- 1) The attendance record of the student.
- 2) The proximity to exams or coursework deadlines.
- 3) Whether the student is on target to achieve predicted grades.
- 4) Any extenuating circumstances.

In exceptional circumstances where a work experience placement is offered at short notice and a lack of time prohibits the completion of the required paperwork, requests will again be reviewed on a case by case basis with reference to the above criteria. However, in such circumstances the period of work experience will be considered as an authorised period of absence rather than work experience, and as such the reply slip from the disclaimer letter should be returned to the Sixth Form Team before the absence can be authorised.

# Attendance Policy

Attendance is probably the major factor contributing to success at this level of study. Attendance at all lessons is essential to ensure that you achieve your full potential as a Sixth Form Student and we are committed to maintaining excellent attendance rates. By signing your Learning Contract at enrolment you have agreed to follow the Sixth Form Attendance Policy.

## **Attendance and reporting absence due to illness (unplanned absence):**

**You are a full time student and therefore you are required to attend college every day and be present for every class.** If you are unwell you must contact the College before 10.30a.m. **You should contact the Sixth Form student pastoral support office by email/text or telephone so that the register can reflect your absence is due to illness.** You must contact us on every day of your absence **unless you gain a doctor's note.** Failure to attend lessons and failure to inform us for reasons for absence will be dealt with under the Sixth Form Disciplinary Code. **Parents/carers may be asked to authorise any absence due to illness after 3 separate illnesses.**

## **Dealing with planned absences from class in advance:**

If you know in advance that you will be absent for a lesson please **inform either the attendance officer or the Sixth Form by letter, email/text or verbally before the absence** so that the register can reflect this. If you are not sure whether an absence can be authorised check with the Sixth Form team. **You will also need to complete an absence request form two weeks in advance** of a planned absence to prove that your teachers are willing to authorise your absence from their lessons. Absence request forms are available from the Sixth Form Pastoral Office and should be returned there once it has been signed by your teachers.

## **Holidays**

No holidays can be authorised during term time in Sixth Form. Work experience and study visits can sometimes be authorised with sufficient notice – please speak to a member of the Sixth Form team for more information. We strongly discourage you from taking any planned absence during term time as this can have a devastating effect on your studies.

**Examples of authorised absence:** emergency dental/doctor's appointment, religious observance, driving test/theory test - authorised in advance with DVLA letter, University visits - authorised in advance

**Examples of unauthorised absence:** driving lessons, holiday during term time.

# Behaviour for Learning Policy

In the Sixth Form there are lots of new opportunities and challenges. Some students find these new responsibilities hard to manage. We want to support students who find it difficult to manage the independence of Sixth Form learning behaviour so we have a Behaviour for Learning Policy. The behaviour for learning policy includes the student disciplinary process.

## **Behaviours that cause concern:**

Failure to arrive punctually to lessons, tutor and assembly

Failure to attend lessons, tutor and assembly

Failure to meet deadlines

Failure to complete work to a suitable standard

Failure to bring the correct equipment/resources to lessons

Failure to adhere to the behaviour expectations required of a sixth form student.

If your teachers feel that you are demonstrating any poor behaviour, they will issue an electronic **STUDENT IN DIFFICULTY (SID)** form. This is not a punishment but aims to address the problems that you are having and to help you improve.

Level 1 SID = Teacher Review : teacher sets a specific target to help you improve.

Level 2 SID = Subject Review.: if you fail to meet the teacher target to improve at level 1 the teacher will record a level 2 SID at Faculty level and **contact is made with home**. You will be set another target to improve.

Level 3 SID = Sixth Form Intervention: if you fail to meet your subject review target you will have to attend a meeting with the Head/Deputy Head of Sixth Form.

NB. Please note that in exceptional circumstances it is still possible to place a student straight onto a Level 3 SID should the teacher deem the situation serious enough.

**If after investigation academic indiscipline is due to an inappropriate course of study or some genuine personal difficulty then support and assistance will be given. If there is no valid reason for the academic indiscipline you will be issued with an INFORMAL WARNING which will be put on your record. If your conduct improves this warning will be revoked after six working weeks.**

If your conduct does not improve and you receive further SID's you will be issued with a **FORMAL WARNING**; you may be issued with a revised learning contract and receive intervention to help you improve. You may receive support with constructive

use of your study time. Your conduct will be reviewed regularly and your parents will be informed of your difficulties and Second Formal Warning may be issued.

If your conduct does not improve after a second formal warning your case will be reviewed at a **DISCIPLINARY HEARING**. You may wish a parent or carer to come with you to this hearing. After investigation, if no valid reason for your academic indiscipline can be discerned, a **FINAL FORMAL WARNING** will be issued and three targets for improvement will be issued. If you fail to meet targets by the date specified in your final warning your place at college may be withdrawn.

**Some students experience difficulties with their position of trust and their status as a role model to younger students. We term these difficulties GENERAL INDISCIPLINE.** These incidents are dealt with in the same way as ACADEMIC INDISCIPLINE unless they are so severe as to fall under the SEVERE CLAUSE

**The SEVERE CLAUSE is used if a student acts in such a way as to endanger the security of other members of the College community, or to bring the College into disrepute.** This may mean infringement of the college policy on gender, race, alcohol, drugs, dangerous items or conduct involving serious misuse of the college's facilities, (including ICT facilities). In this event a DISCIPLINARY HEARING will be held with the student, the Assistant Principal Key Stage 5 or Deputy Head of Sixth Form Studies, the College Principal and if possible a parent or guardian. Depending on the circumstance, either a **FINAL FORMAL WARNING** will be issued or the student's place at college will be withdrawn.

If any student wishes to appeal against a decision they should write to the Assistant Principal Key Stage 5 as soon as possible after the hearing. The Assistant Principal Key Stage 5 will refer all of the relevant material to the College Principal for a decision to be made on the appeal.

If you feel that your appeal has not been dealt with properly or if you wish to appeal against a permanent exclusion you should do so in writing to the Chair of the Local Board of Governors within one month of the decision.

# Useful Contacts

**Mrs Jenn Burn**

[stfjb@launcestoncollege.org.uk](mailto:stfjb@launcestoncollege.org.uk)

Assistant Principal Post 16  
Head of Sixth Form

**Mr Steve Rush**

[stfsr@launcestoncollege.org.uk](mailto:stfsr@launcestoncollege.org.uk)

Deputy Head of Sixth Form

**Mrs Helen Reilly**

[stfhr@launcestoncollege.org.uk](mailto:stfhr@launcestoncollege.org.uk)

Deputy Head of Sixth Form

**Mrs Jo Gilbert/ Mrs Julie Browning**

[sixthform@launcestoncollege.org.uk](mailto:sixthform@launcestoncollege.org.uk)

Text only to: 07860 021633

Student Support  
Sixth Form Pastoral Office  
Sixth Form Attendance

**Mrs Gail Cullen**

[gail@launcestoncollege.org.uk](mailto:gail@launcestoncollege.org.uk)

Study Support  
Room 16

**Examinations office**

[exams@launcestoncollege.org.uk](mailto:exams@launcestoncollege.org.uk)

Examinations Officer

Visit our website:

<http://www.launceston-college.cornwall.sch.uk>

Contact Numbers:

01566 772468

01566 771855

College Reception

Sixth Form Pastoral Office Direct Line

Text only to: 07860 021633 to report absence.