



SIXTH FORM HANDBOOK



CONTENTS

- 6 The School Day
- 7 Sixth Form Privileges
- 8 The Swan Leadership Programme (SLP)
- 9 Life at The Swan
- 11 Sixth Form Facilities and Catering
- 12 Attendance and Punctuality
- 14 University, Apprenticeships and Careers Support
- 16 Recognition and Consequences
- 18 Classroom Culture
- 19 Devices
- 20 The Tutor Time Programme
- 20 Extra Curricular and Electives Programmes
- 21 Assessment and Reporting Cycles
- 22 Bursaries and Free School Meals
- 23 Frequently Asked Questions (FAQs)
- 24 Sixth Form Home-School Agreement



CONTENTS

WELCOME FROM THE HEAD OF SIXTH FORM

Thank you for choosing The Swan, and welcome to our Sixth Form in our purpose-built facilities! I am delighted to be able to shape and grow our community and culture together. I hope over the course of your two years with us you feel known and valued as an individual, both academically within our rigorous A level offer, and personally through our dedicated tutorial, electives and Swan Leadership Programme (SLP) activities.

You will be provided with not only extensive academic support in ten periods of contact time in each subject, but also a distinctive enrichment programme. The Sixth Form team and tutors will also provide individualised support and guidance for routes into university and professional careers based around your passions and interests. This includes advice on securing voluntary and work experience placements and job and university applications, to help you to reach your individual aspirations and achieve whatever you hope for in the future.

To make the most of the opportunities that are on offer, we would like you to take some time to read through this handbook and sign our Sixth Form Code of Conduct. We are always keen to hear your student view, and encourage you to take part in the genuine, meaningful leadership opportunities offered at The Swan during your time here.

I look forward to getting to know each of you and your contribution to our close-knit community.

*Ms Laura Megaw
Head of Sixth Form*

VISION AND VALUES

Our Sixth Form vision is to be “a community of **kind** and **ambitious** individuals who act with **integrity** and achieve through **dedication**”

Dedication	We recognise the importance of hard work . We work hard to achieve our ambitious goals and keep going when things are difficult .
-------------------	---

Implication for Sixth Form Students

Dedication includes **resilience, perseverance, and consistency over time**. It means continuing even when something is challenging, trying again when something fails, and committing to our activities over time.

Ambition	We strive to be the best we possibly can be and have the highest expectations of what we and others can achieve.
-----------------	--

Implication for Sixth Form Students

Ambition includes setting and working towards our own **goals**, and **self-management** toward achieving these. It means developing **skills, competencies and knowledge** which help us to problem-solve, overcome hurdles, and work toward our aims.

Kindness	We look after ourselves, others, and our community and treat others as we would like to be treated ourselves.
-----------------	--

Implication for Sixth Form Students

Kindness includes maintaining our own **well-being for both the mind and body**, **supporting and being thoughtful** of those around us, and working as a **friendly, sustainable community**. It means **asking for help** when we need it, as well as **looking out for others** when they need support.

Integrity	We do the right thing because it is the right thing to do , not because we are worried about being caught or because we are motivated by reward.
------------------	--

Implication for Sixth Form Students

Integrity includes acting with **honesty and self-awareness**, being true to ourselves and what we know is right. It means **acting in service of others**, such as in our local community, wider nation and the global picture.

THE SCHOOL DAY

Timings of the Day (Extended Days- Monday, Tuesday and Thursday)

Time	Activity	
8.15am	School opens. Breakfast club open for all students.	
8.40-9.35am	Lesson 1	
9.35-10.30am	Lesson 2	
10.30-10.50am	Break	
10.50-11.30am	Tutor Time (40 minutes)	
11.30-12.25pm	Lesson 3	
12.25-1.20pm	Lunch	Lesson 4
1.20-2.15pm	Lesson 4	Lunch
2.15-3.10pm	Lesson 5	
3.10-4.05pm	Lesson 6	

Timings of the Day (Shorter Days- Wednesday and Friday)

Time	Activity	
8.15am	School opens. Breakfast club open for all students.	
8.40-9.35am	Lesson 1	
9.35-10.30am	Lesson 2	
10.30-10.50am	Break	
10:50-11.10am	Tutor Time (20 minutes)	
11.10-12.05pm	Lesson 3	
12.05-1pm	Lunch	Lesson 4
1-1.55pm	Lesson 4	Lunch
1.55-2.50pm	Lesson 5	

SIXTH FORM PRIVILEGES

DRESS CODE

The Swan Sixth Form Dress Code is designed to enable individuals to show their identity in comfortable work-wear (akin to our staff body). We trust in our Sixth Form students to ensure that their dress is not inappropriate or revealing for a school context, and to role model “smart-casual” work-wear to our younger students. This includes not wearing tracksuits/sportswear. We want our students to be networking-ready in their dress, as they meet potential employers and further educational staff, and work with teachers and younger students in their daily activities.

Should students not meet our dress code expectations, the Sixth Form tutor will speak to individual students and assign sanctions if necessary. The school and Student Council reserves the right to establish a more formal dress code if required. There is no stipulated dress code for students in sporting electives.

STUDY PERIODS

Sixth Form students will have a number of Study Periods built into their timetable. We ask that students use these study periods as part of their working day, to complete independent work, utilise library resources, and work with peers as needed. We have established dedicated work spaces for students to use during these times.

- Year 12 students who wish to work from home during period 5 and 6 if they have study periods may do so with permission from parents.
- Year 13 students may work from home or off-site in any study period during the school day.

We recommend 2-5 hours of independent study per subject per week, outside of the classroom.

STUDY SPACES

Sixth Form students have been provided a number of dedicated study areas including:

1. **The Sixth Form Centre:** This large space is available for students to use as a study area for either independent work or quiet pair/group projects. Students are permitted to utilise laptops and phones in this area, including headphones.
2. **The Research Library:** This smaller independent study space includes individual desks for students who wish to work quietly and free from distraction. Students are permitted to utilise the reference books within this area, adjoining the main library. The area is for silent study only, therefore phone devices and headphones may not be used. We kindly request that no food or drink is consumed in this area.

3. **The Sixth Form Café:** This area is available during break and lunchtimes to purchase food, drink and refreshments. Any hot food or drink, including the family dining main meal, should be consumed within the Sixth Form Cafe. This space is also available for independent learning during study periods.
4. **The Pitstop Room:** This area is a designated social area during break and lunchtimes. This area can also be used for eating/drinking, as long as litter is disposed of, and includes access to a fridge for students wishing to bring food from home.

THE SWAN LEADERSHIP PROGRAMME (SLP)

As well as the core academic offering of three academic A-Levels, all Year 12 students at the Swan will complete the SLP in their first year, in order to build cultural capital and broaden their horizons. The SLP allows us to recognise the contribution students make both in and outside of the school environment to community, extra-curricular, academic, physical and leadership roles and events. This can include activities which students already engage with, and can promote and encourage engagement with other opportunities provided throughout Year 12. Graduating from this programme will equip students with rich skills and experiences, and will be a fantastic launchpad for university progression.

Sixth Form students should select at least one option from each of the five categories.

	Options	Value
Physical	Electives support in sporting activity	Kindness
	Sports day/event arrangement (1 full day/2 half days)	Ambition
	Sport participation in/outside school (min 1 hour per week)	Integrity
	Duke of Edinburgh participation (Certificated)	Dedication
Leadership	Peer Listening Scheme	Kindness
	Event/assembly arrangement	Ambition
	Mentoring programme participation (non-academic)	Integrity
	Leadership role participation- head student/ house leader	Dedication
Academic	Subject mentoring for younger students	Kindness
	Extended Essay on a topic of interest	Ambition
	Attendance to external lectures (min 2 lectures)	Integrity
	Extended Project Qualification (EPQ)	Dedication

Community	Volunteering (outside of compulsory electives)	Kindness
	School magazine	Ambition
	Guided reading programme participation	Integrity
	In-school community support e.g. library assistance	Dedication
Extra-curricular	Electives support in non-sporting activities	Kindness
	Work experience (outside of compulsory work experience week)	Ambition
	Participation in a summer school	Integrity
	Establishing/running a new Elective or Society	Dedication

LIFE AT THE SWAN

PASTORAL CARE AND, SAFEGUARDING AND SEND

Pastoral care is a vital part of what we do and every student has daily timetabled sessions with a tutor as well as access to a Pastoral Support Champion.

The safety of our students is our number one priority. Sixth Form students are issued with a lanyard at the start of the year and must wear this at all times whilst on the school site, as well as all staff and visitors to the school. We have a 'safeguarding culture' at The Swan - this means that all staff are trained to look out for possible signs of child abuse and to know what to do if they suspect a child is at risk. We also make it clear to students who they should talk to and what to do if they are having any problems. If you have any concerns about the safety or well-being of one of our students or staff, please contact the Designated Safeguarding Lead. Parents and students can use the green button on the website to report any safeguarding concerns, or speak to any member of staff.

THE HOUSE SYSTEM

At The Swan School, a sense of community is a key part of our mission. Our students' identities are developed through their houses which are named Bannister, Yousafzai, Berners-Lee and Hawking. Whether competing at Sports Day, participating in our House Events, or through the mentoring schemes both run by our students and in support of them, we encourage Sixth Form students to contribute to their assigned houses. In addition, Sixth Form may apply to be a House Captain, who are an integral part of the student community in acting as role models to the younger pupils.

THE LIBRARY

At the Swan we want you to love books, and to be ambitious about your intellectual interests. In the main library there is a Sixth Form collection for your reading for pleasure and your wider literary interests - this consists of contemporary fiction, classics, translated fiction and ancient classics. The Library website is available both on site and from home to search our collection and is tabbed on your Swan School Portal. Please only borrow books when a duty Librarian is there to check it out for you on the system and please never take a book that you have not checked out.

Our Librarian is available to support you with your subject coursework and Extended Project Qualifications, providing small-group tutorials on how to access the best scholarly material (from JSTOR and other online sources) to support your research. You will also have the opportunity to volunteer as a Senior Student Librarian and as part of the Paired Reading program, which are fantastic ways to serve the whole school community and to gain important new skills.

SPECIAL EDUCATIONAL NEEDS

We fundamentally believe that all our students can achieve great things, and our experienced teachers believe that teaching to support students with special educational needs means great teaching for all others in the class. If you have a special educational need or had exam concessions at your previous school, please contact the Sixth Form Pastoral Support Champion or school SENCO to ensure we can support you as required.

PARENTAL ENGAGEMENT

The Swan aims to build strong links between home and school, enabling parents to be part of our school community. There are lots of ways for parents to be involved which are outlined on the Parents section of our website, including the opportunity to be a SwanComm parent representative for the Sixth Form.

Parents are encouraged to sign up to the Parent Portal My Child At School (MCAS), where they can find out information about timetables, conduct and reporting including assessment information and so we recommend setting this up as soon as possible.

SUSTAINABLE TRAVEL

As a school, we are committed to sustainable travel as a way to minimise our impact on the environment and our community. As such, students are strongly encouraged to cycle to school and there are ample cycle storage facilities on site. Parents are not permitted to drop their children off by car directly to the school site, so we ask parents to make suitable arrangements to drop off

students locally and walk/cycle/use public transport for the remainder of their journey.

THE SCHOOL WEBSITE

The school website (www.theswanschool.org.uk) is full of information, including:

- news and events
- term dates
- bursary information
- a list of staff
- parent request forms, including attendance and absences
- subject guides
- contact details
- access to The Green Button reporting tool

SIXTH FORM FACILITIES AND CATERING

EQUIPMENT

Our expectation is that students arrive at school with all the equipment they will need to fully access our learning curriculum. This includes the required stationery, paper, folders, textbooks and any additional materials indicated by each subject area. Equipment expectations are indicated on posters in every classroom.

LOCKERS

Lockers are available for Sixth Form students upon request from the School Office. The Office will not issue you with a padlock unless your parents have completed a Locker Consent Form. There are also bookshelves available in the Sixth Form Study Area to leave non-valuables during the school day.

LANYARDS

At the beginning of the year, you will be issued with a school lanyard displaying your name, year group and photograph. Please wear this lanyard at all times when on school premises.

PLANNERS

The school will provide you with a diary/planner at the start of the academic year. We encourage students to record independent work to ensure they are managing their time effectively, meeting deadlines and ensuring they utilise study periods effectively.

SWAN EMAIL ACCOUNTS

Once you are enrolled you will be given your Swan email address and a generic password which you will be asked to change when you first log in to your account.

Staff email addresses usually take the form of: `firstname.surname@theswanschool.org.uk`

CATERING

Students can bring their own food into school or they have the option to purchase break time snacks and lunches from the Canteen.

In-school lunches include the vegetarian hot meal or a variety of Sixth Form specific options. If eating the hot meal, students are part of our family dining process in the Sixth Form Cafe area.

Payment for lunches is taken via the tills in the canteen. Your biometrics will be taken at the start of the year so you can pay by fingerprint, provided there is money in your ParentMail account, accessed via MCAS. Cold snacks/lunches can be eaten in the Pitstop and hot food should be eaten in the Sixth Form Cafe only.

ATTENDANCE AND PUNCTUALITY

Attendance refers to the frequency that students attend school. The minimum expectation is that students achieve an attendance percentage of at least 97%. Punctuality refers to students arriving at school on time.

AM/PM REGISTRATION

Students who do not have a subject lesson Period 1 are registered by the Pastoral Support Champion in the Sixth Form Study Centre each day.

STUDENTS ARRIVING LATE TO SCHOOL

Students who arrive late to school should sign in at reception detailing their reason for lateness. Any unauthorised lateness will result in the relevant sanction.

REPORTING MEDICAL ABSENCES

Should a student be unwell and unable to attend Sixth Form on any day, the student's parent/carer should complete the Report an Absence section on our main school website. Please do not email staff directly.

STUDENTS BECOMING UNWELL DURING THE SCHOOL DAY

Should a student become unwell during the school day they should notify their subject teacher and go to the Pastoral Support Champion for medical support/first aid. If a student needs to go home, we will notify parents/carers using the information held on our system, and so request that these contact details are kept up to date for medical and emergency purposes.

PERMISSION TO LEAVE BEFORE THE END OF THE SCHOOL DAY/ONE DAY ABSENCES

Should a student have an urgent or pre-booked medical appointment, interview or related request for absence, the student's parent/carer should complete the form on the Parent Request section of our website at <https://theswanschool.org.uk/parental-requests/>. A response to the request will be provided from the Attendance Officer within 48 hours of the request. Please do not email staff directly for requested absences.

REQUESTS FOR ABSENCES OF TWO DAYS OR MORE

Should a student wish to gain permission for a significant absence of more than two days, the student's parent/carer should log the request on our website at least 48 hours before the date of the requested absence. If an absence has been authorised, students are expected to let subject staff know and ensure that they catch up with any class or independent work missed. Requests for holiday leave during term time are strongly discouraged. Students are encouraged to attend university open days during school holidays or weekends. Driving lessons must not take place during lessons.

LATE TO LESSONS AND TUTOR TIME

Teachers will register students at the start of every lesson. If a student is late by more than 4 minutes without a valid reason, the teacher will issue a behavioural sanction and notify the student that they will receive an expectation detention. If the student is more than 10 minutes late, the teacher will issue a behavioural sanction/detention, and they may also refer the student to the Sixth Form Office to complete the lesson work independently.

UNIVERSITY, APPRENTICESHIPS AND CAREERS SUPPORT

This will be provided via:

1. Our tutorial programme, with a dedicated tutor period each week
2. The Unifrog research tool - supporting applications to apprenticeships, jobs, and universities inside and outside of the UK
3. A series of speakers throughout the year, from our staff body, local links, outreach partners, parent body and Swan alumni
4. Support with applying for work experience and volunteering placements and dedicated time in the timetable to complete these opportunities
5. Development of workplace skills and attributes in line with the Swan School values and through our Electives and Swan Leadership Programme
6. All students will be provided with a meeting with the Head of Sixth Form and a reference from the school to support their onward applications
7. Parent support sessions will be provided where relevant
8. Online support is also available, such as listed below

SUGGESTED LINKS:

www.unifrog.org: a platform (to which we subscribe) which supports students with all applications - students and parents will be provided an access code during their time at Sixth Form

www.ucas.co.uk: information on courses, applying to university, entry requirements

www.whatuni.com: register to save your searches and comparisons between universities and courses

www.theuniguide.co.uk: support and advice for students and parents with deciding on a university

www.thecompleteuniversityguide.co.uk: independent advice on universities and careers searching by region, course or university

www.careersbox.co.uk and www.icould.com: information on careers and employers including videos on specific jobs and companies

<https://sacu-student.com>: an independent source of careers information for students and parents

www.direct.gov.uk/en/educationandlearning/universityandhighereducation/studentfinance/index.htm: information on student finance

www.apprenticeships.gov.uk: government application process for apprenticeships in the UK

TIMEFRAMES FOR UNIVERSITY APPLICATIONS IN THE UK

Step	Process requirements	Suggested time frames
1	Research courses/universities on Unifrog	September to April of Year 12
2	University course choices decided	April/May of Year 12
3	Selection of five universities	May/June of Year 12
4	First draft personal statement	June/July of Year 12
5	University visits/summer schools	Summer Holiday of Year 12
6	Second draft personal statement based on feedback	September/October of Year 13
7	Completion of online UCAS form basic sections	September/October of Year 13
8	Early Applicants completion (Oxbridge/Medicine)	Usually 15th October of Year 13
9	Preparation for interview processes (if applicable)	October/November of Year 13
10	All UCAS applications complete (all students)	November/December of Year 13
	All UCAS applications sent with references	By the Christmas holiday of Year 13

PERSONAL STATEMENTS

UCAS suggest that all points should take the following approaches:

- **The ABC model:** if you are discussing something you have DONE then state the Activity (state: e.g. captained football team), Benefit (explain: e.g. leadership capabilities) and Course (relate: e.g. to event management), whereas if you are discussing a SKILL then state the Ability (state: e.g. good communicator), Basis (explain: e.g. published articles in school magazine), and Context (relate: e.g. will be used in lab work whilst at university)
- They also believe a degree offer is made up of a key formula called QUEST = Qualifications (Exams) + Experience (Placements) + Skills (From school and extra-curricular) + Testimony (Evidence to support)

RECOGNITION AND CONSEQUENCES

Our vision for The Swan is a school where we have an impeccable climate and atmosphere, both inside and outside the classroom, so all students can thrive. Every student at The Swan has the right to learn in an environment free from disruption, therefore we seek from our students impeccable behaviour in all aspects of school life. We believe that every pupil can reach their potential when they meet our high standards of courtesy, respect for authority and self-disciplined study. We achieve this by combining 'Visible Consistency' (what the students are getting every day in our school) with 'Visible Kindness' (why it feels different!).

We ask that all Sixth Form student do their best to behave professionally and with consideration for others both in and outside school. This includes working positively with all adults and other students, accepting responsibility for their actions and following the school rules and procedures.

RECOGNITION

Sixth Form students will be recognised for their actions via:

1. **Positive Postcards** - when students go above and beyond, teachers can write electronic postcards which are automatically sent home.
2. **Student Spotlight** - recognition when a student displays exemplary use of the school values. This is shared via "The Week" bulletin to parents and students each Friday..
3. **Other awards** - there will also be other awards throughout the year for special recognitions and achievements, such as rewards assemblies for showing SLP characteristics and school values.

CONSEQUENCES

Should Sixth Form students not meet our expected standards or values, the consequences are:

- **Expectation Detentions** - students receive automatic 20 minute detentions for not meeting our basic expectations, such as not arriving to school on time, not bringing equipment, not completing independent work or poor corridor behaviour.
- **Community Service** - students may be requested to carry out a supporting role within our community to illustrate our school values.
- **Internal Isolation/Reflection** - students who have been removed from learning or are involved in a more serious incident, will receive a fixed time isolation in an SLT office.

- **Fixed Term Exclusions** - if a student's behaviour is deemed more serious than an internal isolation then we may decide to exclude a student from school for a fixed period.

Drugs, alcohol and smoking are strictly forbidden on site. Should any member of staff suspect that a student is under the influence of an illegal substance (displaying signs such as drowsiness, inability to concentrate, violent mood swings, rolling eyes, smell of alcohol or cannabis on their clothes/breath) the student will be referred immediately to the Senior Leadership Team member on duty.

CLASSROOM CULTURE

Respectful address	Our teachers are addressed as either “Sir” or “Ma’am” (when not called by their full name). Ma’am (not Miss) is the respectful equivalent to Sir
Handshake meet and greet	<p>Teachers outside their classrooms at the start of lessons monitoring students conduct between lessons</p> <p>As pupils arrive teachers greet students</p> <p>Students enter and take their seats and start the ‘individual’ retrieval practice</p>
START and END	Every lesson starts with individual retrieval practice and each student should be ‘Ready to Learn’ with their equipment and work ethic each lesson
Warning Script	<p>We believe in creating a common language of expectation and using scripted interventions to de-escalate behaviour. When students are given a warning staff should use the following script to deliver:</p> <p>I noticed that..... you were talking across to another table</p> <p>This is not showing..... (Ambition, Dedication, Kindness, Integrity)</p> <p>This is now your warning.</p> <p>But now I need you... to work individually</p>
Seating plans	Seating plans must be conducive to learning so we can create the best learning environment possible. Students should not be sat in <u>friendship groups or pairs</u> .
Working Conditions	<p>Every task should be set with a clear working condition to get the best from each activity:</p> <p>Individual</p> <p>Individual work means exactly this, students work alone and in silence. Staff will indicate to students when they can use other means to get unstuck and then the silence will lapse.</p> <p>Pair</p> <p>Pair work means working with one other person only, using private voices and there will be no interaction beyond the pair. All interactions will be work related.</p> <p>Group</p> <p>Group work means working within the group only, using private voices and there will be no interaction between groups. All interactions will be work related.</p>

Eyes, Ears and Track (hand signal)	To ensure consistency all staff get students quiet using the language above. This avoids teachers having to shout to be heard
Best Conduct First Attention	At The Swan School we believe in making the majority famous in our school for doing the right thing. We look out for the BEST CONDUCT and give it FIRST ATTENTION by making students publicly aware.

DEVICES

Sixth Form students will not be assigned electronic devices but are permitted to use their own laptops or equivalent devices during lessons, as determined by the class teacher. Students who utilise a laptop as part of their examinations are encouraged to do so for any in-class or formal assessments. Mobile phone usage is permitted in the Study Centre only.

Mobile devices (any device that can be used to electronically communicate with others, e.g. mobile telephones, smart watches, tablets that can connect to the internet) must be **turned off whilst in lesson**. Lockers are available for students wishing to leave these in secure locations.

Any mobile devices that are seen during the school day, other than during permitted use in the sixth Form Study Centre, are **confiscated until the end of the half term**. Any device heard during a lesson or non permitted area will be **confiscated for a two week period**. Students agree to handing over a mobile device if requested by a member of staff, and to comply with requests for bag searches if there are reasonable grounds to suspect that a mobile device is present. In the case of confiscation, phones must be **handed in to the Pastoral Support Champion**.

Sixth Form Students are welcome to **have a mobile device for their journey to and from school and have the privilege to utilise their devices in the Sixth Form Study Centre only**. During this time, students are expected to access the internet and its different forms safely and for educational purposes, and to report any online incidents to a member of staff or their parents.

Devices for educational use, such as laptops or tablets, may be used in lessons at the discretion of the class teacher (such as for note taking and use of the Google platform). **Students are strongly encouraged to complete assessment and class work by hand if a device is not used during their final examinations**.

Students will not be provided with electronic devices and therefore need to ensure they safely store their devices in a locker with a secure lock when not in use. The Swan School is not responsible for any loss or damage to a student's device.

THE TUTOR TIME PROGRAMME

Tutor time is daily with Form Tutors for either 20 or 40 minutes depending on the day. This includes activities such as Personal Development, Careers Speakers, Assemblies and support for careers, universities and apprenticeships. Your tutor will outline the tutor program to you and a weekly schedule will be provided in The Week email.

EXTRA CURRICULAR AND ELECTIVES PROGRAMMES

EXTRA-CURRICULAR OPPORTUNITIES

Our school has a shortened day twice a week in order for Sixth Form students to benefit from the option to take part in after school Extra Curricular opportunities offered by staff. This may include support for a lower school extracurricular activity, or may be participating in an extracurricular activity offered by staff members, for example in Sports, Music, Drama etc. There is an extensive range of extracurricular activities to choose from and these details will be provided to students and parents by the Extracurricular team.

ELECTIVES

All Sixth Form students have a timetabled “Elective” during their school week to encourage participation or support of a non-academic discipline. This may include support for a lower school elective programme, or may be participating in an elective offered by staff members. There is an extensive range of electives to choose from and these details will be provided to students and parents by the Electives team.

Year 12 students will also be offered the opportunity to take part in our volunteering programme during the summer term, working with local schools, nurseries, charity shops and nursing homes, and developing skills and experiences for life beyond the Sixth Form. All Year 12 students complete a compulsory Work Experience week during the summer term, in which students select and apply for their own preferred choice of placement based on their career aspirations and interest.

ASSESSMENT AND REPORTING CYCLES

At The Swan we split our year into 3 cycles. At the end of each cycle, in Week 10, you will sit a summative assessment - in the third cycle of Year 12 this will be a “Mock Exam”, which will help us provide you with the predictions you need for UCAS.

Term 1 Autumn	Term 2 Spring	Term 3 Summer
Cycle 1 - 12 weeks	Cycle 2 - 12 weeks	Cycle 3 - 12 weeks
9 weeks of teaching	9 weeks of teaching	9 weeks of teaching
Assessment in weeks 9 and 10	Assessment in weeks 9 and 10	Assessment in week 10 *MOCK EXAMS
Reteach and Review in weeks 11 and 12	Reteach and Review in weeks 11 and 12	Reteach and Review in weeks 11 and 12
Reports home in week 12	Reports home in week 12	Reports home in week 12

In Year 13 there will be two mock exams, in Week 7 and 8 of Cycles 1 and 2, where you will be given a grade again. During Cycle 3 you will take your actual A Level examinations.

A **Parent Day** will be held each year, where you will hold consultations about your progress with your subject teachers. No lessons will take place that day.

TYPES OF ASSESSMENT:

Informal: done in lessons and during quizzes. Designed to check you’ve learned the right knowledge and motivate you! May also be used to help fill gaps and track progress informally over time.

Formal: done once per cycle during assessment weeks. A written test in every subject, with a report home to provide results. This will include:

Term 1 Autumn	Term 2 Spring	Term 3 Summer
Term 2 Spring	Cycle 2 - 12 weeks	Cycle 3 - 12 weeks
% grade achievement		
Average % for the class		
A score 1-4 for commitment to learning		
No grade indication	A “banded” grade prediction for end of Year 13 results of either A*-A, B-C or D/E/F	A “working towards” grade predicting the likely end of Year 13 grade to be achieved

BURSARIES AND FREE SCHOOL MEALS

The Swan Sixth Form is committed to supporting students in any way we can, and this includes those who qualify for extra financial assistance. The 16-19 Bursary is available to qualifying students in order for students to access resources that they may not otherwise be able to. We will work with you to decide on the best support for you, but typically this may include:

- Textbooks, stationery and academic resources
- Travel costs: bus passes and bike equipment
- Trips, visits and university open days
- School meals and drinks

An **entitlement bursary** of £1,200 is available for students who are in care, are care leavers or receive Income Support, or for disabled young people who receive Employment Support Allowance and Disability Living Allowance.

A **discretionary bursary** is available to qualifying students whose parental combined income is lower than £16,190 per annum.

Students qualifying for **free school meals** are similarly requested to contact the main school office to arrange their entitlement of up to £2.41 per school day to be used in the Sixth Form Café. This is applicable to students who are in receipt of, or have parents who are in receipt of, one or more of the following benefits:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance (ESA)
- Support under part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit (provided they are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs (HMRC))
- Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit
- UC with net earnings not exceeding the equivalent of £7,400 pa (after tax and not including any benefits you get)

To qualify, parents/carers must apply with proof of entitlement to office@theswanschool.org.uk or by contacting our main school reception in person/by telephone.

FREQUENTLY ASKED QUESTIONS (FAQS)

DO WE DO LINE UPS AND SILENT TRANSITIONS?

Sixth Form students do not line up before lessons, but are requested to make their way promptly to classrooms in time for the start of the lesson. We request that students observe silent corridors during transition periods where other year groups are asked to transition silently. During study periods, we request that students utilise corridors and shared areas quietly.

CAN I GO TO THE TOILET DURING LESSONS?

We ask that Sixth Form students utilise the break and lunch times to use the bathrooms, and do not request toilet breaks during lessons. During a double period, staff may (at their discretion) provide a brief five minute break between two periods, where students may utilise the bathrooms one at a time, or remain in the classroom.

WHY IS THE STUDY CENTRE NOT CALLED A COMMON ROOM?

We encourage Sixth Form students to utilise their study periods for work completion, and their break and lunchtimes for socialising. The Study Centre and Research library spaces are therefore provided as working spaces, in order to support students to complete their work during the extended day at school. This allows students to use their time after the school day to spend time with their friends and family and pursue their own hobbies and interests.

WHAT IF I HAVE A SUGGESTION?

Suggestions are encouraged in order to improve our school and Sixth Form. We have a suggestions box in the Study Centre for written feedback, as well as appointed Head Students who can pass on student feedback. Sixth Form students may provide feedback directly to the Deputy Head of Sixth Form and Pastoral Support Champion if preferred.

WILL I BE ABLE TO UNDERTAKE AN EXTENDED PROJECT QUALIFICATION (EPQ) OR AN EXTENDED ESSAY (EE)?

All Sixth Form students are encouraged to take part in either an EPQ or EE in a subject area and topic of their choice, in order to develop and display the key research, report writing and investigation skills which support further study and applications to university. More information on EPQ and EE, and skills sessions to support them, are provided in Year 12 by relevant staff members.

WHY ARE THE BATHROOMS SO OPEN?

The bathroom facilities at the Swan are designed to support our zero-tolerance bullying policy, hence the open format of the sink facilities. The cubicles section of the bathroom is private. Sixth Form students have a mirror to utilise in the Study Centre, as our bathrooms do not include mirrors in the main building.

WHAT ARE STUDENT LEADERS?

There are a number of leadership opportunities available to Sixth Form students, including the role of Head Student, House Captains, student mentors, and peer listeners. More information on each role and their application process is shared throughout the year by relevant staff members.

SIXTH FORM HOME-SCHOOL AGREEMENT

THE SCHOOL WILL ENSURE THAT:

- We provide a safe and supportive environment for students to enjoy learning and achieve more than they ever believed possible.
- Students have the best possible education by providing a suitable, challenging curriculum and individual support as needed.
- We provide regular information about students' progress for parents.
- We contact home to praise and reward students' success through our student postcards system and MCAS.
- We contact home if there are concerns about a student's behaviour, effort, or attendance.
- We contact home for any detentions.
- We provide opportunities for parents to discuss their student's progress with teachers and other professionals.

PARENTS WILL ENSURE THAT:

- Their student attends every day, on time, unless they are ill in which case the attendance procedures are followed.
- Their student wears the correct dress code and has the correct learning equipment needed for the day.
- They support the school's policies on behaviour including attendance to detentions allocated.
- They provide a suitable environment for the student to work at home.
- They support their student to complete their independent work on time and to the highest standard.
- They attend consultation appointments and Parent Days to discuss their student's progress and any other meetings arranged with their consent.
- Their contact details are up-to-date and they let the school office know if their details change.

STUDENTS WILL ENSURE THAT THEY:

- Work hard and expect to learn in every lesson and additional activity.
- Attend regularly, arrive on time, wearing the dress code, with the correct equipment.
- Follow the school's rules at all times.
- Show integrity by making positive choices about their behaviour, even when unsupervised.
- Complete all independent work to the highest standard and hand it in on time.
- Be polite and respectful to adults and other students at all times.
- Look out for one another and let an adult know if they or another student is in need of support.
- Respect the school's buildings and equipment and leave rooms tidy after using them.

WWW.THESWANSCHOOL.ORG.UK