



**SIXTH FORM HANDBOOK**



## WELCOME FROM THE HEAD OF SIXTH FORM

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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, 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 apprenticeship 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*

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## 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**”

<b>Dedication</b>	We recognise the importance of <b>hard work</b> . We work hard to achieve our ambitious goals and <b>keep going when things are difficult</b> .
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### *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.

<b>Ambition</b>	We strive to be the best <b>we possibly can be</b> and have the <b>highest expectations</b> of what we and others can achieve.
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### *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.

<b>Kindness</b>	We <b>look after ourselves, others, and our community</b> and treat others as we would like to be treated ourselves.
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### *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.

<b>Integrity</b>	We <b>do the right thing</b> because it is the <b>right thing to do</b> , not because we are worried about being caught or because we are motivated by reward.
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### *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 networks, wider nation and the global community.

# THE SCHOOL DAY

Timings of the Day: Shorter Days- Monday, Wednesday, Thursday and Friday

Time	Activity
8.05 am	School opens. Free breakfast is available to all students.
8.28 am	Students must have signed themselves in.
8.30-9.25 am	Lesson 1
9.25-10.20 am	Lesson 2
10.20-10.40 am	Break
10.40-11.20 am	Tutor Time (40 minutes)
11.20-12.15 pm	Lesson 3
12.15-1.10 pm	Lesson 4 (or Lunch)
1.10-2.05 pm	Lesson 5 (or Lunch)
2.05-3.00 pm	Lesson 6

Timings of the Day: Extended Day- Tuesday

Time	Activity
8.05am	School opens. Free breakfast is available to all students.
8.28 am	Students must have signed themselves in.
8.30-9.25 am	Lesson 1
9.25-10.20 am	Lesson 2
10.20-10.40 am	Break
10.40-11.20 am	Tutor Time (40 minutes)
11.20-12.15 pm	Lesson 3
12.15-1.10 pm	Lesson 4 (or Lunch)
1.10-2.05 pm	Lesson 5 (or Lunch)
2.05-3.00 pm	Lesson 6
3.00-3.55 pm	Lesson 7

# 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
<b>Physical</b>	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
<b>Leadership</b>	Peer Listening Scheme	Kindness
	Event/assembly arrangement	Ambition
	Mentoring programme participation (non-academic)	Integrity
	Leadership role participation- head student/ house captain	Dedication
<b>Academic</b>	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
<b>Community</b>	Volunteering (outside of compulsory electives)	Kindness
	School magazine	Ambition
	Supported reading programme participation	Integrity
	In-school community support e.g. library assistance, peer listening	Dedication
<b>Extra-curricular</b>	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

# SIXTH FORM PRIVILEGES

## DRESS CODE

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The Swan Sixth Form Dress Code is designed to enable individuals to show their identity in comfortable workwear (akin to our staff body). We trust in our Sixth Form students to ensure that their dress is appropriate for a school context, and to role model “smart-casual” workwear to our younger students. This includes not wearing tracksuits/sportswear or revealing clothing. 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

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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 6 and 7 if they have study periods may do so with permission from parents/carers.
- 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

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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 use laptops and phones in this area, including headphones. We kindly request that no food or drink is consumed in this area.
2. **The Research Library:** This smaller independent study space includes individual desks for students who wish to work silently and free from distraction. Students are permitted to use the reference books within this area, adjoining the main library. The area is for silent study only, therefore



phones or other private electronic devices 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 food or drink, including the family dining main meal or food brought from home, should be consumed within the Sixth Form Cafe. This space is also available for independent learning during study periods.
4. **Classroom and department office spaces** will be made available to students for quiet individual or group work (a list of available spaces will be posted in the Study Centre). Please note that mobile phone use is not permitted, and we kindly request that no food or drink is consumed in these areas.
5. Weather permitting, students may work quietly in the Piazza on the benches outside the library.

## LIFE AT THE SWAN

### PASTORAL CARE, 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, the same 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 experience any problems. If you have any concerns about the safety or wellbeing of one of our students or staff, please contact the Designated Safeguarding Lead. Parents/carers 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, collecting house points/rewards postcards from their subject teachers, or through extracurricular pursuits, we encourage Sixth Form students to contribute to their assigned houses. In addition, Sixth Form may apply to be a House Captain, who is an integral part of the student community in acting as role models to the younger pupils.

## THE LIBRARY

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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 ([uk.accessit.online/th04/](http://uk.accessit.online/th04/)) 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

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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

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The Swan aims to build strong links between home and school, enabling parents and carers to be part of our school community. There are lots of ways for parents/carers 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/carers are encouraged to sign up to the Parent Portal My Child At School (MCAS), where they can find information about timetables, conduct and reporting including assessment information and so we recommend setting this up as soon as possible.

## SUSTAINABLE TRAVEL

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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/carers are not permitted to drop their children off by car directly to the school site, so we ask them to make suitable arrangements to drop off students locally and walk/cycle/use public transport for the remainder of their journey.

# THE SCHOOL WEBSITE

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The school website ([www.theswanschool.org.uk](http://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

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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

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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/carers 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

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

### PLANNERS

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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

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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

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Students can bring their own food into school to store inside the fridge in the Sixth Form Cafe, 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. You do not need to pre-order your meal, and payment is taken via the tills in the canteen. If your parents/carers consent, 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. You may also pay by card, but please note that there is no cash payment option. All food should be eaten in the Sixth Form Cafe only.

Please note that we are a **strictly nut-free** school and chewing gum is not allowed anywhere on school grounds.

## ATTENDANCE AND PUNCTUALITY

Attendance refers to the frequency that students attend school. Our expectation is that students achieve an attendance percentage of at least 97%. Punctuality refers to students arriving at school on time. If the school has concerns with a student's attendance or punctuality, parents/carers will be contacted by a member of the Sixth Form team.

## AM/PM REGISTRATION

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

## STUDENTS ARRIVING LATE TO SCHOOL

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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**

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Should a student be unwell and unable to attend Sixth Form on any day, the student's parent/carer should complete the form on the **Report Child Absence section on our main school website** before 9.30am. Please do not email staff directly.

## **STUDENTS BECOMING UNWELL DURING THE SCHOOL DAY**

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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 or, if not available, to the student reception desk in the main office. 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**

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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 **Report Child Absence section on our main school website**. 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**

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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**

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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. If the student is more than 10 minutes late, they may also refer the student to the Pastoral Support Champion 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/carers community 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/carers support sessions will be provided where relevant
8. Online support is also available, such as listed below

## SUGGESTED LINKS:

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

[www.ucas.co.uk](http://www.ucas.co.uk): information on courses, applying to university, entry requirements

[www.whatuni.com](http://www.whatuni.com): register to save your searches and comparisons between universities and courses

[www.theuniguide.co.uk](http://www.theuniguide.co.uk): support and advice for students and parents/carers with deciding on a university

[www.thecompleteuniversityguide.co.uk](http://www.thecompleteuniversityguide.co.uk): independent advice on universities and careers searching by region, course or university

[www.direct.gov.uk](http://www.direct.gov.uk): information on student finance

[www.apprenticeships.gov.uk](http://www.apprenticeships.gov.uk): government application process for apprenticeships in the UK

# TIMEFRAMES FOR UNIVERSITY APPLICATIONS IN THE UK

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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

## PERSONAL STATEMENTS

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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 students 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

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Sixth Form students will be recognised for their actions via:

1. **House Points** - students are recognised for contributions to our school values
2. **Positive Postcards** - when students go above and beyond, teachers can write electronic postcards which are automatically sent home.
3. **Student Spotlight** - recognition when a student displays exemplary use of the school values. This is shared via "The Week" bulletin to parents/carers and students each Friday..
4. **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

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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 at school on time, not bringing equipment, not adhering to our dress code, or not completing independent work. Sixth Form detentions are held after school. Students and their parents/carers will be notified in advance and details of the sanction can be found in the behaviour section of the My Child At School app.
- **Community Service** - students may be requested to carry out a supporting role within our community to illustrate our school values.



- **Internal Reflection** - students who have been removed from learning or are involved in a more serious incident will receive a fixed time reflection.
- **Fixed Term Exclusions** - if a student's behaviour is deemed more serious than an internal reflection, we may decide to exclude them 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.

## 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 teachers (such as for note taking and use of the Google platform).

Students who use a laptop as part of their examinations are encouraged to do so for any in-class or formal assessments. Students are strongly encouraged to complete assessment and class work by hand if a device is not used during their final examinations.

Chromebooks are on loan in the study centre and need to be returned to the Pastoral Support Champion or the School Office by the end of the school day.

Mobile phone usage is permitted in the Study Centre only. Students' personal devices are not permitted to log into the school Wifi network, so students need to use their own network plan to gain access to the internet.

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 with a secure lock are available for students and the Swan School is not responsible for any loss or damage to a student's device.

Any mobile devices that are seen during the school day, other than during permitted use in the Study Centre, are confiscated until the end of the half term and locked away in a secure location. 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. On request, the SIM card will be returned to the student so that families can arrange for an alternative device during the confiscation period.

Students are expected to access the internet and its different forms safely and for educational purposes only, and to report any online incidents to a member of staff or their parents/carers.

# CLASSROOM CULTURE

<b>Respectful address</b>	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
<b>Handshake meet and greet</b>	Teachers outside their classrooms at the start of lessons monitoring students conduct between lessons  As pupils arrive teachers greet students  Students enter and take their seats and start the ‘individual’ retrieval practice
<b>START and END</b>	Every lesson starts with individual retrieval practice and each student should be ‘Ready to Learn’ with their equipment and work ethic each lesson
<b>Warning Script</b>	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:  <b>I noticed that.....</b> you were talking across to another table  <b>This is not showing.....</b> (Ambition, Dedication, Kindness, Integrity)  <b>This is now your warning.</b>  <b>But now I need you...</b> to work individually
<b>Seating plans</b>	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> .
<b>Working Conditions</b>	Every task should be set with a clear working condition to get the best from each activity:  <b>Individual</b>  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.  <b>Pair</b>  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.  <b>Group</b>  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.

<b>Eyes, Ears and Track (hand signal)</b>	To ensure consistency, all staff get students quiet using the language eyes, ears and track. This avoids teachers having to shout to be heard.
<b>Best Conduct First Attention</b>	At The Swan School, we believe in making the majority famous in our school for doing the right thing.

# THE TUTOR TIME PROGRAMME

Tutor time is daily with Form Tutors for either 20 or 40 minutes depending on the day. Your tutor will outline the tutor program to you and a weekly schedule will be provided in The Week email.

Our tutorial programme is based on student feedback to develop and enrich academic subjects with the skills and understanding needed for life beyond our Sixth Form. Our tutor programme includes:

- Year Group assemblies: An assembly led by the Deputy Head of Sixth Form on topics particular to the year group, such as advice for future pathways.
- Whole school assemblies: Students participate in House Assemblies with the whole school community focused on our school values.
- Careers Speakers: Sixth Form students will join together as a community to hear from a variety of guest speakers from our community from different industries and career paths.
- Personal Development: Tutors engage in personal development topics with their tutor which are relevant to the age and stage of the Sixth Form community.
- Supported Reading: Students engage in fiction and non fiction texts to support their love of reading and super curricular development.
- Pathways Development: Students gain support on applications to careers, apprenticeships and universities including key skills like CV writing.

# 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/carers by the Extracurricular team.

## ELECTIVES

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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/carers 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 interests.

## 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.

<b>Term 1 Autumn</b>	<b>Term 2 Spring</b>	<b>Term 3 Summer</b>
<b>Cycle 1 - 12 weeks</b>	<b>Cycle 2 - 12 weeks</b>	<b>Cycle 3 - 12 weeks</b>
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 or 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 (1 being the best score)		
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. 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
- Two types of bursaries are available:

The **16-19 Bursary for students in vulnerable groups** is a government-run scheme and available to qualifying students so that they can access resources that they may not otherwise be able to.

A **discretionary bursary** is available for those who need financial help, but do not qualify for the "16-19 Bursary for students in vulnerable groups".

To apply for either bursary, please fill in the "Sixth Form Bursary Application form" available in the Sixth Form section of our school website.

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

Please don't hesitate to reach out to the Pastoral Support Champion with any questions regarding bursaries, financial hardship and support.

## **FREQUENTLY ASKED QUESTIONS (FAQS)**

### **DO WE DO LINE-UPS AND SILENT TRANSITIONS?**

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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?**

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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?**

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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?**

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Suggestions are encouraged in order to improve our school and Sixth Form. We have a suggestion 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)?**

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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?**

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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?**

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There are a number of leadership opportunities available to Sixth Form students, including the role of Head Student, House Captains, student mentors, paired reading partners, library assistants 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:**

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- 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/carers.
- 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/carers to discuss their student's progress with teachers and other professionals.

## **PARENTS/CARERS WILL ENSURE THAT:**

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- 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:**

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- 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](http://WWW.THESWANSCHOOL.ORG.UK)**