

Sixth Form Code of Conduct

We believe strongly that the Sixth Form at Blue Coat School should be a special experience for you. It is a two way process whereby students are expected both to benefit from all that the School has to offer and to contribute to the ethos and values that make the Blue Coat School a unique and friendly institution. To this end the Governors support a Code of Conduct through which our senior students can contribute to ensure the School's development by a series of requirements, which highlight responsibility, role model and ambassadorial features. It is expressed in various forms as symbols of our community.

Statement of Values

The basic statement of values was agreed by the Sixth Form Council and Sixth Form Management Team. It comprises four core strands.

1. Everyone in this Sixth Form is valued equally and deserves both equal and fair treatment.
2. The School will support you, teach you, work to show you what you are capable of, and assist in your research about and selection of Higher Education or employment.
3. You can learn only if you feel safe, and that means that all forms of bullying are unacceptable, be they either sexist or racist or homophobic.
4. Everyone is expected to behave with courtesy and consideration to fellow students and all staff.

Please remember that you have chosen to come to this School and have agreed to abide by the rules of the Blue Coat School.

You are liable to face sanctions or removal of privileges if you do not co-operate; we trust you to behave

responsibly in all areas of the School, especially as you play a key part as role models for younger members of our community.

The Curriculum in the Sixth Form

The Blue Coat School's Sixth Form is regarded as a major pre-university Sixth Form on Merseyside. Very few of our students do not progress to Higher Education. Those who choose alternative career paths are supported equally and fully by the School. However, the vast majority go on to follow traditional academic and vocational courses. The curriculum concentrates exclusively on the provision of academic courses leading to GCE Advanced level qualifications.

Currently there are approximately 22 courses on offer, and we regularly review provision with a view to adding more. The available courses and detailed information about them is in "The Guide to Sixth Form Courses" booklet you received in Year 11 or before applying to join.

The GCE is currently structured in 2 equal parts, each being a one-year programme of study as follows:

- Year 12 students follow AS courses in 4 subjects and General Studies.
- Year 13 students follow A2 courses in 3 subjects and General Studies. It is not possible to study AS courses in Year 13

The AQA Baccalaureate is offered in the Sixth Form. This comprises AS/A2 subjects, AS General Studies, the Enrichment Diary in Year 12 and Extended Project Qualification in Year 13.

Academic Targets in the Sixth Form

Target grades for the end of the A level course are set individually for all students in Year 12. Targets are produced using GCSE results as a projection plus an element of challenge and you will have an input into setting your target. Progress will be reported to your parents/carer three times a year, and at Parents' Evening. Should you fall either below target, or behind in work, you will be monitored and supported closely to help you get back on track – but the greater part of the responsibility for your progress lies with **YOU**.

Examinations and Movement into Year 13

Public Examinations take place at the end of Year 12, and some subjects sit external modular examinations in January. The exact mix and number of modules is decided by the individual departments. You must acquaint yourself with the examination and assessment arrangements within each department where you study. There is a lot of information on the Exam Board websites, and the School encourages you to take as much responsibility as possible for preparing yourself for the type of questions you will be asked.

Entry into Year 13 is not automatic. You must pass 3 chosen subjects with a Grade D at AS before embarking on A2 courses. All students must follow 3 subjects at A2.

Entry into examinations is not automatic either. Students whose progress is unsatisfactory may not be entered for examinations. Unsatisfactory progress would be revealed by:

- Poor attendance either at school or lessons
- Consistent failure to produce routine work

- Work which falls consistently below what is regarded as a passing standard
- Failure to produce either coursework or any task forming part of the assessment

Re Sit Policy

In each examination session (January and June) students are permitted to re-sit up to **four** modules or six modules if two of them are Mathematics. The decision to re-sit a module should be taken in consultation with the Head of Department. Re-sit forms are available from the Examinations Officer and must be returned to the School Office with the appropriate payment.

Enrichment

Enrichment appears on the Timetable as a once bi-weekly lesson for Year 12 students. All Year 12 students are timetabled for this lesson, and are expected to attend and complete their 'On- Line Diaries' which have been designed within the confines of the AQA Baccalaureate Enrichment Scheme, and include 'Letters of Verification' to validate the hours completed in Personal Development, Community Participation and Work Related Learning Areas.

Personal Development Activities

are participated in at both School level and within the wider community. Students participate at a voluntary level and activities recorded have included: -

- Driving lessons
- Debating Society
- Duke of Edinburgh's Award
- First Aid
- Swimming (both for Health and Fitness and at a competitive level)
- Sports Teams at School, County and National Level
- Badminton Club
- Medical Ethics
- Law Society
- Cafe Scientifique

Dance Club
 Trips Abroad
 Orchestra – School Orchestra,
 Liverpool Youth orchestra, and
 Merseyside Youth Orchestra
 Choir/Jazz Group/Brass Band
 Carol Singing
 School Concerts
 Music lessons
 Cadets
 St John’s Ambulance
 Nuffield Bursaries

Work Related Learning

Many of our students have part time paid employment, which the school does not discourage as long as it is in moderation. Those students who wish to follow vocational university course are also encouraged to carry out voluntary work in local hospitals and care homes. This enables them to be a rounded student and have an extra element to their UCAS application. The Blue Coat School is committed to this element and provides a week during June, when Year 12 students are encouraged to organize their own work experience.

Community Participation

The Blue Coat School encourages Community Participation through the teaching of the Plan, Do and Review Scheme. This takes place in the timetabled lessons, and small groups of students use the skills learnt to complete a Community Project. Team work has led to a variety of Projects, including:-

- Organizing a Talent Show
- Running School Societies (Cafe
 Scientifique/Law society/Debating
 society/Medical Ethics)
- Organizing the Technical/
 props/lighting areas of the School
 Show
- Raising money for charity through:-
 Cake Sales
 Santa Dash
 Sponsored Walk
 Raffles

Form Tutors

All students will be allocated to a Form Group and a Form Tutor for their Sixth Form career. Form Tutors are responsible for guiding and supporting you in the Sixth Form and you should seek to develop a strong working relationship with him/her. Your Form Tutor will be your first point of contact for any problems you may encounter. You will have a weekly form period and a twice-daily meeting at registration.

The work of the Form Tutor will include:

- Attendance
- Target setting and monitoring
- Support in helping to achieve your target grades
- Regular individual meetings
- UCAS preparation
- Other information, advice and guidance about your Sixth Form studies and post-Sixth Form choices

Responsibility and Involvement

Sixth Form Students are the senior students in the school. As such they are expected to act as role models for younger pupils and to be helpful and supportive. There are several formal ways of doing this:

- Helping individual departments as Subject Assistants
- Taking part in the “buddy” system for new students in Year12
- Supporting school activities
- Being a Prefect
- Sixth Form Council. (*Membership is chosen by election by each Form group. It deals with issues concerning Sixth Form and can put forward views and ideas.*)

Prefects

Members of the Sixth Form are invited to become prefects. Choice is based on staff recommendation and interview.

Appointments take place in the Autumn, Spring and Summer terms of Year 12 and, on occasion, in the Autumn term of Year 13. Becoming a Prefect is an important aspect of the service ethos of the school. It provides younger students with role models. For the Sixth Form it gives opportunity to develop and exercise skills of leadership, teamwork, resourcefulness, organisation and time management.

Duties include:

- Supervision of younger school members
- Supporting staff
- Involvement in public events, assemblies
- Tour guides

The position is demanding but it is enjoyed and found rewarding. It requires a high level of commitment.

Sixth Form Accommodation and Entrances

A Common Room and Study Area is available for all the Sixth Form as well as a Y12 Study Area and a Y13 Study Area. It is important that you treat these facilities with care and consideration.

New study accommodation for students in Year 13 must also be treated with the same care and consideration – not least because it should enhance the availability of quiet study facilities in school for decades to come.

Entrance to the School via the Clock Tower is a Sixth Form privilege. The Clock tower entrance is open between 8 – 8.45am, 12.35 – 1.40pm and from 3.50pm. Entrance is by a pin code, which will be told to you. It is very important that you use treat this entrance with respect as members of the public also use it to gain access to the Foundation areas.

Absence

If you are absent you will be expected to fill in and return an 'Application for authorisation of Absence' form, copies of which are available from the School Office. You may, alternatively, use the tear off slips in the planner but these must be given to a member of the Senior Sixth Form Administration team in the Admin Office off the Common Room. You may hand these in at break time only. The receipt section of the slip will be signed by the Administrator. Absence may also be authorised by email from a parent/carer to :-
ks5@bluecoatschool.org.uk

Illness and Medical Appointments

If you feel ill during the school day and wish to go home, you must speak to your Year Group Manager or Ms Holland or Mrs. MacKenzie. They will give you permission and arrange for your parents/carer to be contacted by the School Office . You will need to sign out at the School Office.

If you feel unwell and need First Aid, you should go to the School Office to seek help.

If you have a medical appointment during the School day you must also sign out and in at the School Office. Unless you have a note explaining your absence the School Office will contact your parents/carer so that they know you have left the School premises.

Signing in and out

After 11.15 am Prefects may sign out and leave the premises because they do lunchtime duties.

After 12.35 pm any Sixth Form student can leave the building without signing out.

All students must register at 1.40pm.

After pm registration any Year 13 student can go home to study but only if they have no timetabled lessons, and only having signed out first.

The only time Sixth Formers should leave by the front doors is if they are signing out.

These rules are in place for Fire Regulations so please respect them.

Lunch Time Arrangements

At lunchtime, Sixth Form students have the privilege of going off site to purchase food. If this is the case it is imperative that litter is dealt with in a responsible fashion, and that food brought into school is covered until it reaches the Common Room. You are our ambassadors and must behave as such in the neighbourhood/community.

The Dining Room also serves a wide variety of hot and cold food. Food may be taken to the Common Room to be eaten. Please do not eat food on the corridors.

Cars

There is no permission to bring students' cars onto the School premises. Students using vehicles must park in the adjacent roads. As a matter of safety, and to facilitate any police enquiries that may ensue, students must leave a record of their vehicle's details in the School Office. Students must park and drive with due consideration for our neighbours and local community.

In particular do not park in the road opposite in a way that blocks access to either the house's disabled access ramp, or the driveway of any house – it leads to complaints and you will then be required to apologise because, at Sixth Form, we pride ourselves on being considerate neighbours.

Park at least 10 metres from a junction in line with the Highway Code recommendations for accident reduction.

Lockers

Lockers are available for the vast majority of students. Lockers are allocated by the Sixth Form Administrators who are available at the School Office.

Assemblies

There are regular assemblies for all students, including the Sixth Form. This is so that we can fulfil the legal requirements of a 'daily act of worship' (Education Act 1944). More importantly assembly is a vital method of supporting the corporate and inclusive ethos of the School. In practical terms it provides a method of communication and opportunity for brief meetings. It is very important that you are in on time for this purpose.

Friday Prayers

Permission is given for all those who attend Friday prayers at the local Mosque to be a little late for afternoon registration/lesson 4.

Please ensure that you sign in at the School Office, and that you record the reason for lateness as 'Friday Prayers'. You will then be recorded as present if you are in school before 2pm.

Please see Mrs Mackenzie or Ms Holland if there is anything you wish to discuss about this.

Guaranteed and Discretionary 16-19 Bursaries

Further information about eligibility and payments can be obtained from Mrs L Hayburn at the School Office. The Blue Coat School awards bursaries in line with the criteria agreed.

Supervised Study Time

During these study periods students will be required to:

Learn to plan ahead to ensure that they have meaningful study work to do in the time.

Any necessary communication needs to be done very quietly and briefly and must be about a work related topic – i.e. to clear up an issue and clarify what needs to be covered with a student in the same group.

Use the time effectively and maturely as part of the process of taking greater responsibility for their own time management.

Additional Information

Students should note the following key points about life in the Sixth Form:

- MP3 players, mobile phones etc. can be used **only** in the Sixth Form Common Room or Sixth Form Study Areas.
- Please ensure that your phone is switched off during lesson times.
- Please do not walk around School with either your MP3 player on or with earphones in, or with them hanging round your neck etc. because it sets a poor example to younger students.
- Please do not chew gum in any part of the school at any time

Support

The Management Team of the Sixth Form and your Form Tutors and subject teachers are experienced, here to help you, and good listeners. This is a challenging time for you, and you are not on your own – even when it might seem like it.

Do not let problems and worries about work or events outside school build up – come and talk to someone. You will be surprised how a problem that seems overwhelming can be put in perspective. Members of the Sixth Form Management Team are always available at morning break, lunchtimes or by appointment.

If you wish to speak to a Learning Mentor about any issues you may have – whether revision techniques, time management, worries about exams, workload or any other concerns, please ask to make an appointment at the School Office. Alternatively you can put a note in the red “letter box” near reception.

Higher Education

Higher Education is the core focus of our Sixth Form and accordingly access and making ready have a major priority. You will have opportunities over your Sixth Form career to experience and inform yourself about Higher Education.

Events include:

- Visiting speakers
- Specialist visits arranged by departments
- Higher Education Fair at a local University
- Open Days
- School meetings and information sessions on the UCAS process
- Oxbridge Dinner, and visits in the Summer Term.

You will have opportunities for work experience. It is important that you arrange work experience, especially if you are applying for a vocational course, e.g. medicine, law. The Sixth Form Management Team will assist and advise, and provide references quickly.

At the end of Year 12 you will be allocated a personal UCAS Mentor who will guide you through your application.

Sixth Form Uniform and expected appearance

Part of your responsibility in the Sixth Form is to be a role model and ambassador for the School. The School has a traditional uniform, and we require this to be worn smartly to set an appropriate example to those lower down the School.

- Navy School blazer, including badge and yellow braid and cord.
- School tie or Prefect tie, or Colours tie to be worn outside the shirt/blouse.
- Outer clothing should be predominantly dark and should not contain large motifs.
- Plain black shoes, which can be polished (for health and safety purposes heels should not exceed 3cm).
- A single stud earring in each ear is permitted.
- Obviously dyed or bleached hair is not permitted (and could result in a student being sent home).
- A grey School pullover with the school emblem (either a sleeveless or long sleeved version) or a grey School cardigan available exclusively from either Laser Schoolwear, Fitwell or John Lewis.

For Health and Safety purposes all Sixth Form students with long hair MUST wear it tied back if they are taking part in practical lessons. Floral and/or highly coloured hair clips/tie-backs are not allowed.

Boys' uniform

- Grey trousers.
- White shirt.
- Grey socks are preferred and recommended. Coloured or patterned socks are not permitted.
- The School requires Sixth Form boys to be clean-shaven, except where this is incompatible with religious practice.

Girls' uniform

- Knee length navy skirt of appropriate style.
- White shirt.
- Navy socks or navy tights.
- All head coverings worn during the School day must be navy blue.
- Make up, including nail varnish, must be discrete.

All items of clothing and personal property must be clearly marked with the name of the owner to aid return to rightful owners in the event of clothing being mislaid.

Students are expected to arrive in School in School uniform and depart in the same manner.

The Sixth Form Management Team reserves the right to send Sixth Form students home if uniform standards are not adhered to.