



Abbot Beyne School

For all enquiries please use: office@abbotbeyneschool.co.uk

Office hours are: Monday to Thursday 8.00 to 3.45, and Friday 8.00 to 3.15.

For Year 7 to Year 9: Evershed Building, Mill Hill Lane, Winshill, Burton on Trent, Staffordshire DE15 0BA Tel: 01283 759007 – Option 2
For Year 10 to Year 13: Linnell Building, Osborne Street, Winshill, Burton on Trent, Staffordshire DE15 0JL Tel: 01283 759007 – Option 3



Abbot Beyne Sixth Form Handbook

Everyone a Learner. Everyone Learning.

Contents

Welcome and Introduction	Page 03
Timings of the School Day	Page 04
Term Dates and Inset Days	Page 04
Our Staff	Page 05
Attendance and Punctuality	Page 06-07
Studying Your Chosen Courses	Page 08
Core Programmes and Independent Study	Page 09
Sixth Form Privileges and Responsibilities	Page 10-11
Leadership Roles	Page 12-13
Other Key Information	Page 14
iPads and Acceptable Use Policy	Page 15

Welcome and Introduction

Welcome to Abbot Beyne Sixth Form. By choosing to study here you are giving yourself access to a high quality education and support programme which will help you to grow as a person. You will receive a wide range of experiences and opportunities to help you develop as an individual and to support you with taking the next steps into higher education, training or employment.

Being a Sixth Former is a new stage of your education. It is your first step into voluntary education and your first real opportunity to thrive as a truly independent learner. At this stage of your education, you will be studying only subjects you have chosen, teaching styles will be different and group sizes will be smaller. There will be differences over lengths of deadlines and independent study, with expectations about independent study being very clear.

Remember, you are still working within a school with all the normal expectations about work, effort, behaviour and politeness. One way of seeing Sixth Form Education is a continuation of a familiar ethos whilst giving you more responsibilities and privileges in order to shape your future positively and equip you to be valued and valuable members of a global community.

You will have many opportunities, both academic and enrichment, during your time here and we fully recommend you seize all opportunities that you encounter and embrace our values which are held by all members of our school community; Respectful, Responsible and Resilient.

Your Sixth Form provision will include:

- A fully supported transition programme from Year 11 into Sixth Form
- An excellent induction programme for external students joining our Sixth Form
- A designated Sixth Form area, including access to IT facilities, individual study rooms, a kitchen and Common Rooms
- Teaching and Learning which challenges and equips you with the knowledge and skills needed for your next steps
- Provision of ipads / laptops as part of the school ipad / laptop scheme
- A broad range of course choices, including A Levels and BTEC Level 3 courses
- A dedicated member of the team to support and enhance independent study skills
- A mentoring programme designed to support you and raise aspirations
- Personalised careers information, advice and guidance
- A programme of visits and work experience, including visits to universities, workplaces and UCAS conferences
- Opportunities to gain vital employability skills through involvement in in-class support, peer mentoring and a range of enrichment activities
- The opportunity to take part in the Sixth Form Leadership Team and become a role model for students at Abbot Beyne School

Timings of the school day

Monday to Friday:

8.30am – 8.45am	Form Time
8.45am – 10.00am	Lesson 1
10.00am – 10.20am	Break 1
10.20am – 11.35am	Lesson 2
11.35am – 11.50am	Break 2
11.50am – 1.05pm	Lesson 3
1.05pm – 1.45pm	Lunch
1.45pm – 3.00pm	Lesson 4

Inset Days:

Monday 4th September 2023
 Tuesday 5th September 2023
 Friday 27th October 2023
 Monday 8th January 2024
 Monday 22nd July 2024

Term Dates 2023–24

Autumn Term starts:	Wednesday 6th September
Term ends:	Friday 27th October
October Half Term:	Monday 30th October – Friday 3rd November
Term starts:	Monday 6th November
Term ends:	Friday 22nd December
Christmas Holiday:	Monday 25th December – Friday 5th January
Spring Term starts:	Tuesday 9th January
Term ends:	Friday 9th February
February Half Term:	Monday 12th February – Friday 16th February
Term starts:	Monday 19th February
Term ends:	Friday 22nd March
Easter Holiday:	Monday 25th March – Friday 29th March
Summer Term starts:	Monday 8th April
Bank Holiday:	Monday 6th May
Term ends:	Friday 24th May
May Holiday:	Monday 27th May – Friday 31st May
Term starts:	Monday 3rd June
Term ends:	Monday 22nd July
Summer Holiday:	Tuesday 23rd July – Friday 31st August

Our Staff

Senior Leadership Team

Jamie Tickle
 Headteacher

James Church
 Deputy Headteacher /
 Head of Sixth Form

Fiona Airey
 Assistant Headteacher/SENCO/DSL

Gavin Holden
 Assistant Headteacher

Directors Of Learning

Hannah Bithell
 Communications Faculty

Catherine Winfield
 Performance Faculty

Jason Stafford
 Social Studies Faculty

Celina Lowe
 Innovation Faculty

Nicola Sutcliffe
 Enterprise Faculty

Deputy/Assistant Directors Of Learning

Mark Young
 Communications Faculty

Linda Graine
 Communications Faculty

Shaun Randall
 Performance Faculty

Karen Green
 Social Studies Faculty

Liam Wagg
 Innovation Faculty

Julia Teague
 Enterprise Faculty

Sixth Form Team

Beth Gwinnett
 Assistant Head of Sixth Form

Beth Marsh
 Assistant Head of Sixth Form

Alex Smith
 Assistant Head of Sixth Form

Attendance and Punctuality

As a full time student, we expect you to be in school all day, every day. When you do not have a timetabled lesson, you will be expected to undertake independent study in designated areas in the school. We expect you to be here on time each day, ready to learn for an 8.30am start. If you are aware that you are not going to be able to attend school, email Mrs Gwinnett with the reason for your absence or contact the Absence Line at Linnell Office. Absences and missed lessons are tracked and parents are informed.

Attendance and punctuality will be analysed on a weekly basis. Early intervention is essential to ensure lessons are not missed and possible attendance problems are recognised early and we will take a systematic, staged approach to deal with unexplained absence and poor punctuality:

- First instance of unexplained or unacceptable absence – formal verbal warning, recorded on Bromcom
- Second instance – formal written warning in a letter to parents / carers
- Any further instances of unexplained absence will require you and your parent/carer to attend a review meeting to support you in improving your attendance at Sixth Form

Our staged response to dealing with punctuality issues in Sixth Form also operates over a term:

- Two or more late arrivals to a timetabled lesson or Form Period within one week – verbal warning, recorded on Bromcom
- Further punctuality problems – formal written warning home

Continued problems around attendance and punctuality may result in students paying for their own examination entries and could ultimately result in you being asked to leave the Sixth Form.



Planned Absence

If you know you are going to be absent (e.g. visiting a university), speak to your Form Tutor beforehand. You should also see the teachers of the lessons you will miss to ensure you do not fall behind with your work.

Illness

If you find in the morning you are ill and cannot come into school, your parent /carer must phone the school explaining your absence and when you hope to return. School will contact home when no message has been left. If you become ill during the day, you must see a member of the Sixth Form team before taking any action.

Emergencies

If you need to miss a lesson during the day for a legitimate reason it is important you inform Mrs Gwinnett as soon as possible.

Medical and Miscellaneous Appointments

Doctors' or dentists' appointments should not be scheduled at the same time as a lesson – except in an absolute emergency; nor is it acceptable to arrange driving lessons or similar appointments to occur during lesson time.

Signing In/Out

If you need, and have been permitted, to leave the site during non-directed time, ensure you sign out at the Main Office so that the school knows you are not on site in the event of an emergency.

Holidays

No holidays are authorised for Sixth Form students. It is not appropriate to book recreational breaks during term time.

Form Time

Form Time takes place every day. It is an important time for messages, registration and subject intervention; it is also a valuable time for other activities such as UCAS applications and enrichment opportunities. You are expected to be present for every Form Time.

Personalisation

During Year 12, the expectations stated above are implemented for ALL students. After the final Year 12 Assessment window, when we can ensure that you are working and on track in your subjects, we will be happy to discuss an approach to personalised, individual learning. If you feel your timetable would support non-attendance during a full morning or full afternoon session this may be negotiated. Attendance, punctuality, Attitude to Learning and assessment data will all be taken into account and permission will be granted on an individual basis.

Studying Your Chosen Courses

Lessons

All lessons are compulsory. You are expected to attend every lesson you are timetabled for and be fully prepared and ready to learn for each lesson; this includes having the relevant books and equipment. Expect to be set work to complete outside of lessons to support the learning you have done and / or to prepare for your next lesson.

Homework

Homework will be set for all lessons and will need to be completed appropriately by the deadline. Illness should not be seen as an excuse to not complete homework; you should find out what was set and complete the work as soon as you can after your return to school.

Internal Assessment

It is important to work effectively throughout all of your time in Sixth Form. To enable this, your teachers will assess your progress at different points in the academic year and communicate that assessment to you and your parents /carers. The Sixth Form Learning Mentor will meet with you throughout the school year as part of the Supervised Study or Study Skills sessions. This is to offer you support with your subjects and address any issues that may arise. As you will learn, the amount of work expected of you is greater than you have previously been used to. The Study Skills sessions are a way to ensure you are meeting the demands and will help you achieve your potential.

Examinations

Examinations take place during the months of May and June (and at other points in the year for BTEC courses). Before this time you will be given a printout stating which examinations you have been entered for. It is your responsibility to check that you have been entered for the correct examinations.

Staff Absence

If a teacher is absent you have the responsibility to go to the classroom and collect information about the work that has been set. Teachers who know they are going to be absent will leave clear instructions for the completion of the work for the lesson either in person or via email. Unless otherwise stated, you should remain in the classroom where you are timetabled for that lesson, to complete the work set, sometimes with a Cover Supervisor.

Changes to your Course

You may discover that you have chosen the wrong course; your previous examination results may have been different than expected or you may have simply changed your mind. As long as you meet the entry requirements and it is within the first half term of Year 12, we will happily facilitate a request to change courses, where possible.

Core Programmes and Independent Study

The Sixth Form Curriculum comprises of the following elements which build to make a personalised programme of study for each student:

A Levels: students can choose three A Level subjects dependent on prior attainment from a range of different subjects.

Vocational Level 3 Courses: students can choose one, two or three subjects. We offer a range across different subject areas.

GCSE Maths and English: all students who have not reached a Grade 4 prior to joining us will be expected to re-sit these qualifications. If you have not achieved a Grade 5 and wish to continue studying these GCSEs, you are able to do this.

Level 3 Core Maths: students who do not wish to take A Level Maths have the opportunity to take this subject alongside their main three subject choices.

Extended Project Qualification (EPQ): students can choose to undertake the EPQ in Year 13 as an additional qualification. This allows them to show a depth of study in one particular area of their studies which enhances their UCAS and job applications.

Enrichment Programme: all students have the opportunity to participate in enrichment activities which comprise of many sporting and cultural activities. Students also undertake a period of work experience in Year 12. The Form Tutor programme supports the UCAS and careers programme to ensure students have clear progression strategies in place following their results in the August of Year 13.

The Assistant Heads of Sixth Form each have a role in supporting your subject work and enrichment opportunities. The support offered includes guidance and advice on your next steps and university applications, work experience, leadership and volunteering opportunities and an increased range of study and enrichments opportunities throughout the year.

One major difference between Year 11 and Sixth Form is that you have time in school when you are not timetabled to be in a lesson. We expect you to use this time to study by reading around your subject, making notes, completing homework, researching, revising for tests, assessments and exams including creating revision materials, planning or drafting work. How you choose to use these times can have a significant impact on your ability to work independently and your success in your subjects. We have dedicated spaces where students should work during your Independent Study periods in order to allow you to study successfully.

These include:

- W3 - a dedicated IT area at the top of Woodlands;
- Classrooms on the second floor of Woodlands - including access to IT in W12
- Sixth Form Study Rooms on the ground floor of Woodlands.

Desks and limited computer access are available in these rooms but there is Wi-Fi access for students to work on their own laptops, tablets etc.

Sixth Form Privileges and Responsibilities

The Common Rooms

This area has casual furniture, areas for informal study and is an area for Sixth Form students only. We ask you to respect this room – graffiti or vandalism is not acceptable and because it is your Common Room, we expect you to monitor it at all times. Please ensure that others treat the Common Rooms appropriately. You can eat in the Common Rooms but please ensure that any rubbish goes in the bin. There is a kitchen area for you to use. **Do not let anyone from outside of our school or the Sixth Form into the Common Rooms.**



As a student in the Abbot Beyne Sixth Form, you must agree to meet the following objectives:

- To complete work to the best of your ability at all times and meet deadlines set
- To take responsibility for your own learning by completing independent research into your areas of study and completing all homework set as requested
- To contribute to the life of the school as a whole
- To arrive punctually to lessons, form time and enrichment activities
- To sign in or out at the appropriate office when arriving or leaving the premises after normal registration time
- To check emails daily
- To take responsibility for informing school of the reason for any absence, in advance wherever possible
- To behave in a way which provides a positive role model for younger students
- To ensure that you do not partake of or bring onto the site any alcohol, tobacco or illegal substances
- To adhere to the dress code for Sixth Form
- To keep part-time work to out of school hours and to a maximum of 10 hours per week
- To have respect for other students' needs
- To be able to work quietly in Woodlands and keep noise to a minimum
- To have respect for the privileges enjoyed by Sixth Form students and ensure that mobile phones are used only in and around the Woodlands building

Sixth Form Dress Code

The overall standard is "smart casual". Students are expected to dress in an appropriate manner at all times. No offensive slogans, low cut or short tops, short shorts or short skirts. No tattoos, midriffs or excessive flesh on show. Please consider that you are attending a place of learning and hence you should be appropriately dressed for a school or place of work. Regarding any dress considered inappropriate, the final decision will lay with Mr Church or Mrs Gwinnett.

Digital Devices

The school's Ready to Learn policy does not allow phones to be used in lessons or on corridors. Please comply with this. You may choose to use devices in the Common Rooms and Study Areas (for work) but do not use them around main school. Please set an example of what we expect as you move around school so younger students see sensible role models complying with basic school policies.

We encourage you to use your own devices such as laptops and tablets for work in study areas and lessons where this is appropriate. As you become more independent learners, you may find it easier to transfer work if you use your own devices. We expect you to use Wi-Fi appropriately.



Leadership Roles

As a member of Abbot Beyne Sixth Form, you are the oldest students in the school and as such, we expect you to act as role models for other members of the school community, being positive and friendly and supporting students who might need your help. We expect all Sixth Form students to support staff and the school in a wide variety of roles, from the day to day work of ensuring safe movement around the building to supporting school events such as Open Evenings and Consultation Evenings, sporting and musical events.

For those of you who are keen to be even more actively involved in leadership roles and responsibilities, we offer a range of roles and opportunities to all members of our Sixth Form. Detailed information about these roles will be given to students in September and we hope that many of you will apply and get involved. Leadership roles for Sixth Form students include Head Students, House Captains and Sports Captains.

Students with leadership roles will also be part of a range of student groups in the wider school.

Abbot Beyne School Anti-Bullying Policy

Abbot Beyne School initially received the Staffordshire Anti-Bullying Pledge in July 2011 and has renewed this award several times since. Our school became a Stonewall Champion in May 2016 and part of the Diana Award Anti Bullying ambassador programme in September 2018. As a school we are committed to achieving a bullying free environment so we can learn in a relaxed and secure atmosphere.

Bullying or harassment of any kind is unacceptable at our school. If bullying does occur, all students should report it in the knowledge that incidents will be dealt with promptly and effectively. We are, therefore, a TELLING school. This means that anyone who knows that bullying is happening to themselves or anyone else is expected to tell someone.



High Achievers Programme

The purpose of the Higher Achievers' Programme is to develop intellectually curious students who are willing and able to engage in lively academic debate and discussion. The programme develops their critical and analytical thinking, presentation skills, ability to construct arguments, respect for alternative viewpoints, leadership qualities and ability to work in a team. It also encourages students to go beyond their core learning in the classroom by requiring students to engage in super curricular activities outside of lessons. The programme supports and prepares students to become life-long learners and encourages them to aspire to the most competitive and prestigious universities, careers and apprenticeships.

In Sixth Form the programme offers exclusive sessions to the highest attaining students in Year 12 to help develop their academic skills. For example, over the course of three sessions, students are required to prepare and deliver presentations on an academic subject of their choice. Each student then receives tailored feedback on their work to help them improve. One participant of the Higher Achievers' Programme programme commented that "the presentation skills session was very helpful in building my confidence while public speaking". Students on the Higher Achievers' Programme are also offered trips to elite universities – Oxford, Cambridge and other Russell Group Institutions – and directed towards exclusive summer schools and academic programmes.

All students in the Sixth Form at Abbot Beyne School, however, benefit from the Higher Achievers' Programme through form time activities and participation in super curricular activities. Super curricular activities are those which relate to the subjects that students' study but are not everyday classroom or homework activities, such as reading books, listening to podcasts and visiting museums or galleries. These activities allow students to engage with the subjects they study on a whole new level, often helping to improve attainment, and can help them make decisions about their future choices. All students in Year 12 are required to participate in two super curricular activities per half term and reflect on these activities in an activity logbook.



Other Key Information

Fire Drills

Stay calm and follow your teacher's instructions. Leave all your belongings in the room. Leave the school building as quickly and calmly as possible by the nearest fire exit. The fire exits are on display in each classroom. Make your way onto the front field and line up. Wait to be registered by a member of staff. Remain outside until you receive further instructions.

16-19 Bursary Fund

If you are eligible for Free School Meals then you can apply for extra funding to help with the costs incurred through learning. You will only receive the funding if you attend school and perform well. If you are not in receipt of Free School Meals you are still entitled to apply for extra funding in times of hardship. Details will be given to all those who may be eligible.



Food and Drink

There is not a dedicated Sixth Form café on site but you can purchase your drinks, snacks and lunch from the Lunch Box at Linnell. As there is limited seating available you should return to Woodlands to eat or drink. Students are not allowed to eat in corridors, classrooms or the LRC and we ask for your co-operation with this. You may eat in the Common Rooms and other general school social areas. There is also a vending machine available in Woodlands.

Support

Post-16 courses offer a higher challenge than you would have previously encountered. Seeking further support and guidance if you encounter difficulties is normal and expected. The Assistant Head of Sixth Form or your Form Tutor are always on hand in the first instance to help with any issues that may arise. Ultimately we want you to be successful and enjoy your time in the Sixth Form. If there are any barriers to this at any point, please make sure that you raise concerns with your mentor and your subject teachers in the first instance.

iPads and Acceptable Use Policy

Within Abbot Beyne School, the use of iPads to access the internet and school network will be monitored and filtered, in line with internet access across the school network. To encourage use as a fully immersive digital device, we will allow students to install their own music, books, films and apps. However, they must comply with the following guidelines:

Students must NOT:

- Use their iPad to access content or websites that are inappropriate or illegal
- Ignore copyright – any media placed on the iPad by students must be their own or copyright-free
- Install apps that are age inappropriate or offensive. Abbot Beyne School will remove any apps/media that it considers to be inappropriate
- Try to 'jailbreak' the iPad or change the settings that have been put on by staff
- Use the iPad to engage in any kind of criminal activity, gambling, spamming, hacking, etc.
- Use the iPad to take photographs / audio / video recordings of any other students / member of staff without their consent.
- Use their iPad for playing games during lessons

Students must also make sure that they use the iPad in lessons in accordance with the class rules of the relevant teacher – some uses and activities may only be allowed in certain subjects or at certain times. Any violations by students will be taken seriously and Abbot Beyne School will take appropriate action, including loss of school internet access, locking or removing features and wiping or repossession of the iPad. Parents and carers will also be informed where these guidelines have been breached.

