



The Aylesbury Vale Academy

Success Beyond Belief

A Church of England Academy

SIXTH FORM STUDENT HANDBOOK

2010-2011

WELCOME TO THE AYLESBURY VALE ACADEMY SIXTH FORM

We welcome you as the senior members of The Aylesbury Vale Academy. We hope your time with us will be successful and enjoyable and that your experience of the Sixth Form will be memorable.

Whilst you are a member of The Aylesbury Vale Academy Post-16 College, you will also belong to one of the three Academy Colleges. We expect you to play an active role in our vertical tutoring programme, supporting and leading younger students to success and acting as role models in terms of behaviour and presentation.

This Student Handbook has been put together to help you get to know the Sixth Form, its procedures and personnel. It is part survival guide, part reference book to turn back to on many occasions throughout the year. It includes important dates to help you plan ahead. Please keep it carefully; the more regularly you use it, the more valuable to you it will become! As you settle into the Sixth Form, there will be a great deal of information to take on board – the handbook contains most of what you need to know. Please use it to remind yourself of how things and what is expected of you.

MR JONATHAN JOHNSON
Principal

SIXTH FORM LEADERSHIP

Miss Waller, Director of Sixth Form works with all Sixth Form staff to ensure that every student is supported and challenged to achieve their full potential.

Mrs Perrin is the Post-16 Liaison Officer who among other things is responsible for co-ordinating all matters relating to attendance, EMA, reports, school and higher education visits and Young Enterprise. Her office is behind Main Reception.

SIXTH FORM TEACHERS

BTEC IT	Miss C Ashby, Mr P Williams, Mr S Webb
BTEC Sport	Miss N Hennessey, Mr A Poland
Chemistry	Miss N Bibi, Miss J Joynson
Communication and Culture	Miss L Tufnell
Critical Thinking	Mr D Burns
English	Miss L Conway, Miss K Elliot
History	Mr K Thomas
Human Biology	Miss N Bibi, Mr T Britten
Law	Miss M Waller
Maths	Mr J Johnson, Miss K McIlfatrick
Performing Arts	Mr C Hallam, Miss P Jeffries, Miss L O'Neill, Miss L Stoddart
Product Design	Miss V Benwell
Religious Studies	Mr D Burns, Miss S Rugg-gunn
Sociology	Miss J Campbell

YEAR 13 FORM TUTOR

Miss R Neil

YOUR INDUCTION

At the beginning of your first year in Post-16, you will be introduced to the College and have the opportunity to complete an Individual Learning Plan which will contain your own learning targets for the year.

Your subject teachers will induct you into their subjects and outline the requirements of the course. You will receive a subject handbook which will tell you all about your course and how it is organised.

At the beginning of Year 13, you will be inducted into the year and have an opportunity to feedback on your experience and complete an Individual Learning Plan to set new learning targets for the year.

SIXTH FORM COUNCIL

This group comprises of students promoting your views and opinions to the Sixth Form Team. As well as acting as an important mouthpiece, the council will be active in organising a number of events for you. If you would welcome a fulfilling time in the sixth form, it would be worth your while to stand for election.

YOUR ACADEMY DAY

Your tutor session within your Academy College starts promptly at 0830. Classes begin at 0900 and end at 1520. You are expected to attend **all** your timetabled classes. When you have a 1:1 group tutorial scheduled, you **must** attend. When you do not have a lesson, you are expected to work quietly in the Post-16 Common Room or in the Library.

Where longer periods of private study appear on your timetable, home study is negotiable and dependent upon a strong record of proven independent learning.

Scheduled Tutorial	0830-0900
Period 1	0900-0955
Period 2	0955-1050
Break	1050-1105
Period 3	1105-1200
Period 4	1200-1255
Lunch	1250-1330
Period 5	1330-1420
Period 6	1420-1520

LUNCH ARRANGEMENTS

Lunch is available in the Dining Room. Alternatively, students may bring their own food and eat it in the Common Room. A microwave oven, a fridge, kettle and washing up facilities are available for students. On no account should food be taken into the Library or work room. Students are expected to clean up their own litter, wash up after themselves and generally maintain standards of hygiene in the common room at lunchtime and at any other time they are in the common room.

Failure to comply with this community spirited expectation will lead to the common room being locked.

YOUR TERM DATES

School Term and Holiday Dates 2010-2011

	Open morning of	Close at end of afternoon on
Autumn Term 2010	Friday, 03 September Monday, 01 November	Thursday, 21 October Friday, 17 December
Spring Term 2011	Tuesday, 04 January Monday, 28 February	Friday, 18 February Friday, 08 April
Summer Term 2011	Wednesday, 27 April Monday, 06 June	Friday, 27 May Friday, 22 July

The Academy will be closed on:
 Wednesday, 01 September 2010
 Thursday, 02 September 2010
 Tuesday, 26 April 2011

These dates are subject to change and notification will be given in good time.

Easter 2011	22-25 April 2011
Early May Bank Holiday	02 May 2011
Spring Bank Holiday	30 May 2011

A TYPICAL WEEK

The taught part of the time in Year 12 is made up of 55-minute periods each week. The number of teaching periods will depend on the number of options you have taken. Each option has 5-periods per week. In addition to the taught part, you will also be expected to participate in sporting, community service or other types of activity after school ie Young Enterprise. These extra-curricular activities can be some of the most enjoyable parts of your time in the sixth form.

The remaining periods on the timetable will be allocated following consultation with your Tutor so that some are devoted to in-Academy private study. Your presence in the Learning and Study Centre or Post-16 Work/Common room will be monitored. This will provide an excellent opportunity for you to complete part of the expected minimum hours of private study each week that is necessary to ensure a confident grasp of each week's learning. You will benefit from internet access, research opportunities and quiet study areas.

PROCEDURES

REGISTRATION

Full and punctual attendance is required of all students and failure to observe requirements in this respect is regarded very seriously. Students register with their Form Tutor at the start of every Academy day. Lateness and absence are recorded carefully and form an important part of our assessment of a student's progress. Every request for a reference that we receive, whether for part-time jobs or full-time careers, asks us to comment on your record in these regards. Potential employers and Higher Education Institutions take a very dim view of poor attendance.

Please note that if you do arrive late, you must sign in at Student Reception and then immediately go to your timetable lesson even if it has already started. In the case of an emergency, or even a fire drill, we must know exactly who is on site.

PUNCTUALITY

The tutor will identify and highlight students who have two or more lates in a weekly period. The following protocol will be followed:

- The Tutor is asked to speak to the student in the first instance with the Post-16 Liaison Officer.
- If the same or worse pattern is repeated in the next fortnight period, the student will be seen by the Tutor and Post-16 Liaison Officer and required to improve their record within an agreed period of time. The Tutor will send a letter home to parents/carers alerting them to our concerns.
- A further infringement results in a meeting being held with the student, Tutor, Post-16 Liaison Officer and Director of Sixth Form. A letter will be sent home to parents/carers expressing our concerns and further implications.
- Any further infringement will result in the student being placed on an Punctuality Report. Parents/Carers will be expected to meet with Director of Sixth Form, Tutor, Post-16 Liaison Officer and student to discuss the way forward.

ATTENDANCE

For those students whose attendance is between 90% and 95% the Tutor will be asked to address the issue ie speak to the student and request a letter of explanation from parent/carer. The student will be asked to improve the situation.

If a student's figures fall below 90%, the following protocol will be followed:

- If there are no extenuating circumstances to explain the absence, the student will be seen by the Tutor and Post-16 Liaison Officer and required to improve within an agreed period of time. The Tutor will send a letter of concern home to parents/carers alerting them of our concerns.
- If no improvement is seen, Parents will be informed expressing concern and further implications.

- Any further infringement will result in the student being placed on Attendance Report. Parents/carers will be expected to meet with the Director of Sixth Form, Tutor, Post-16 Liaison Officer to discuss the way forward.

ABSENCE

All absence must be explained by a note from home, addressed to your Tutor and brought in on the day of return. If you are ill, home must contact your Form Tutor in the first instance to explain the situation. If they are unavailable, you must contact the Post-16 Liaison Officer. In some instances, it may be appropriate for us to send work home where absence may be prolonged. For us to be able to do this, we need to be kept well informed by the student and home throughout a prolonged illness.

FAMILY HOLIDAYS

Your time in the Post-16 College is very short compared to all you have to do. We cannot state too strongly our view that time taken out for family holidays at any stage of the year, has a detrimental effect on student progress and we do not view requests of this sort lightly. Where it is absolutely unavoidable for a family to take a holiday in term time, absence may be on an unauthorised basis and will be recorded for use in future references.

YOUR PROBATIONARY PERIOD

When you start your Post-16 College career within The Aylesbury Vale Academy, you will have a six week probationary period which confirms your suitability according to our learning contract and especially in terms of:

- Attendance
- Punctuality
- Behaviour
- Academic Performance

However, if you do not show your suitability to the course, or Sixth Form life, you and your parents/carers will be invited to an interview with the Director of Sixth Form to discuss an alternative pathway.

EMA GUIDELINES

1. The only way you can be 100% sure certain of payment every week is if you register for each of your lessons within the prescribed time or in Registration time. If you are late for the start of a lesson, even once in the week, then you will not receive EMA payment.
2. You are responsible for ensuring that you are registered each time.
3. Any absence during the week must be authorised. This means you will need to bring in a detailed note from home, written by a parent/carer, saying where you were and why. Authorised absences will never include driving lessons or routine dental or doctor's appointments that should always be arranged out of school hours.

4. Notes will only be considered if they are received on the day of your return from absence.
5. A note is required for each absence. A single note that explains multiple absences will not be considered.
6. The maximum number of consecutive days absent due to illness that still allows for EMA payment is 4. Absence of 5 consecutive days, even if there is a weekend between, will cause payment to be cancelled.
7. All holidays will be considered as unauthorised absences, even for a single day. Education is voluntary Post-16, so there is no legal entitlement to any time out of school for family holidays.
8. If you know in advance that you will be away for good reason, please complete a 'holiday request form' available from Student Reception. By completing this before you are aware, you ensure there will be no delays or cancellation of your payments. Payment will be cancelled if students inform us, after

CARS AND MOTORISED BIKES

As you progress through the Sixth Form, many of you will pass your driving tests and be able to drive here. **Students are not allowed to park any motorised vehicle on site.** We also are able to offer discounted driving lessons. Please see the Post-16 Liaison Officer for further details.

COURSEWORK AND CLASSWORK

Coursework and classwork are essential parts of your course. For most courses, coursework makes a significant contribution to the final grade you receive. Classwork and home learning are just as important as coursework. To succeed on your courses, you must complete all work that is set according to the deadlines given. Plan ahead. Get used to organising your time from the start. Deal with difficulties as they arise – discuss them with your teacher as soon as you can – do not leave them until after a piece of work is expected to be completed. A key to meeting deadlines is to keep on top of the work as it progresses by setting yourself lots of short-term targets. Successful students invariably keep a diary to help them plan their time which is a good strategy and one well worth developing to suit you.

REPORTS

All students will receive a report. Year 13s in December and Year 12s in January.

PAID WORK

Some students take on a part-time (evenings or Saturdays) during their time in the Sixth Form. Whilst this brings financial rewards and a valuable insight into the world of work, it does come with a warning! Courses Post-16 are demanding and requires consistent effort and application. If you are applying for part-time employment, you must avoid excessive or late hours. Your priority must be your academic work.

POST-16 PARENTS' EVENINGS

Parents' evenings occur once per academic year for all students. We will confirm the dates at the beginning of the next Academy Year. The purpose of these evenings is to let parents/carers know how you are settling into your courses. Parents/carers are also welcome to arrange appointments at any other times should they wish to do so.

YOUR PROGRESS

We will monitor and support your progress in the following ways:

- You will be given an overall target grade calculated from your GCSE points score.
- At the end of your probationary period, you will be given a target grade in each subject.
- Your tutor will meet with you at least once per half term to review your targets set in your individual learning plan (ILP).
- Each half term, your progress will be assessed against your target.
- Each half term, your attendance, behaviour and punctuality and work (both school and home working) will be reviewed.
- If there is a cause for concern, we will schedule a meeting with you and your parent/carer to discuss how best to progress. You will be referred to a learning mentor who will schedule sessions with you to help you catch up and meet your target grade.

BEHAVIOUR

On enrolment, students agree to be bound by the Behaviour Charter which you must sign. A copy is attached to this document. We expect our students to be mature, courteous, helpful, industrious, honest and respectful of your Academy and those within and around it. Students are not allowed to smoke, bring alcohol or drugs onto or near the premises or engage in any behaviour which is deemed unacceptable by the Academy. Such behaviour will result in immediate expulsion from the Post-16 College.

DRESS CODE

Students must at all times be aware of their role as mentors to the Academy. Students will be expected to dress in business dress, to be clean and tidy at all times. Clothes which over-expose the flesh or expose underwear are not deemed an appropriate form of dress. For example, straps, low tops, low slung trousers, short skirts or dresses and cropped tops are unsuitable. Tracksuit bottoms, jeans, shorts and three quarter length trousers may not be worn. Hats may only be worn outside in inclement weather. Sportswear may only be worn by Physical Training (PT) students as appropriate during their lessons. We reserve the right to change guidance on matters such as make-up, jewellery, tattoos and piercings as necessary.

Young men are required to wear shirts, trousers (not jeans) and ties. Jackets may be taken off in the summer. Young women are required to wear smart office wear. Trainers are not acceptable.

EXAM ENTRIES

Exam entries are paid by the Academy for all subjects taken as part of a student's timetable. This does not include retakes. However, where a student's level of commitment or standard of work is below that expected by the school, they may be asked to pay for their own entry or, in extreme cases, they may be withdrawn from the subject altogether.

YOUNG ENTERPRISE

We are proud of our Young Enterprise programme and would encourage Year 12 students to participate in this. Young Enterprise companies are real business enterprises formed and run entirely by students like you.

Over the course of a year you will work as a team to raise finance, carry out market research, develop a product or service, manage your finances, market and promote your company and sell your product or service to the public.

You will be supported and guided by our two Young Enterprise Company Advisers - Caroline and Chris, your Link Teacher – Mrs Perrin, a Company Programme Kit and the Company Programme website.

Your experience can be accredited through a Young Enterprise qualification or used towards a qualification or award that you are already taking.

At the end of the year, Young Enterprise companies from across the UK compete in the HSBC Young Enterprise Innovation Awards.

WORK EXPERIENCE

We will support you to find a work placement which best meets your career expectations and helps you to develop work-related skills which both Universities and employers are clearly looking for. The Work Experience Co-ordinator for the Academy is Mrs Perrin.

PROGRESSION/UCAS

We have the highest expectations and will support your progression from your course either onto Further or Higher Education. We offer you information, advice and guidance from the Director of Sixth Form and the Post-16 Liaison Officer.

You will receive help and guidance in the completion of your UCAS application form if you decide to progress onto university.

AND FINALLY...

We are delighted you have chosen to come to the Post-16 College of the Aylesbury Vale Academy. We hope you will be happy here, enjoy yourself and achieve outstanding success while making a positive contribution to the Academy and its community.