



The Hemel Hempstead School

Sixth Form Handbook



Relationships, Responsibility, Respect, Reflection, Resilience

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The purpose of this booklet is to provide you with detailed information about the Sixth Form. It is designed to help you familiarise yourself with life at The Hemel Hempstead School before the term begins. It also sets out our expectations of you, as students, as well as what you can expect from the school.

CONTACT DETAILS

The Hemel Hempstead School
Heath Lane
Hemel Hempstead
Herts HP1 1TX
Tel: 01442 390100

Website: www.hhs.herts.sch.uk

For routine messages regarding your children: parentmail@hemelschool.com
General inquiries, not related to your children: admin@hhs.herts.sch.uk

Sixth Form Absences: 6thformabsence@hemelschool.com
Sixth Form Absence Line: 01442 251732

Exams Hotline: 01442 400111

Twitter: [@HemelHSchool6th](https://twitter.com/HemelHSchool6th)

Instagram: [@HemelHempsteadSchool](https://www.instagram.com/HemelHempsteadSchool)
 [@HemelHSchool6th](https://www.instagram.com/HemelHSchool6th)

Options@hemelschool.com should be used to send in any GCSE results (if you are an external student), photos for security badges, and for any options change queries. This account stops being monitored on the first day of the Autumn term; any further options queries should be dealt with in person at the Sixth Form Office from this point.

Sixth Form Personnel

Head of Sixth Form – Mr P Bryson

Mr Bryson is responsible for the day to day running of the Sixth Form. He leads the team of Sixth Form tutors and is on hand to assist with any problems or queries that you may have. He works with subject staff and tutors to ensure that each student realises his or her potential.

Deputy Head of Sixth Form – Miss F Dayton

Miss Dayton leads on our UCAS process and Oxbridge applications, as well as overseeing our Senior Student Leadership opportunities.

Sixth Form Pastoral Assistant – Mrs S Cooper

Mrs Cooper primarily deals with the pastoral care of our students in the Sixth Form, offering advice and guidance. Mrs Cooper also undertakes a wide variety of tasks within the Sixth Form to ensure its smooth running, including responsibility for our bursary payments to students.

Sixth Form Administrative Assistant – Mrs M O’Nien

Mrs O’Nien deals with all administrative matters in the Sixth Form. This includes, but is not limited to, timetables, options and our Sixth Form application process.

Your Form Tutor is the person immediately responsible for overseeing your welfare and general progress over the two years. Accordingly, it is your Form Tutor to whom you should turn, in the first instance, if you wish to seek advice, or have a particular requirement or difficulty. Your Form Tutor will help you in the process of learning independently and will play a crucial part in your Higher Education plans; assisting in the completion of application forms and compiling your reference.

Year 12

A = Miss C Martin

C = Mr T Richardson

F = Mrs D Harrison

L = Mrs E Afulukwe

N = Mrs K Gibbon

P = Miss S Sepala

Year 13

A = Mrs A Ayres

C = Mr S Gregson

F = Mrs L Ogden-Bailey

L = Mr B Saunders

N = Mr A Ahmed

P = Mr D Sutton

Examinations Officer - Mrs S Brown

Where to go for Help

Academic

- If the problem is one of organisation of your work, for example, letting things pile up, missing deadlines or not making efficient use of your study periods, then your Form Tutor is available to help.
- If the problem is of a subject specific nature, lack of understanding of a particular topic or a feeling that you are being overloaded with conflicting work deadlines, then talk to your subject teachers.
- If you are considering changing courses then you should discuss your plans with your Form Tutor and then with the Head of Sixth Form. **A change of this kind must not be made lightly and you are strongly advised not to change courses beyond the first 4 weeks of term as too much ground will have to be made up.** Only if we are satisfied that you have thought through all the issues surrounding a change of subject, and discussed them with your parent(s)/carer(s), will you be allowed to make a subject change. You will need to complete a **Change of Options Form** which must be completed by your subject teachers, with comments about the proposed change. Signatures must also be obtained by parents/carers, your form tutor and the Head of Sixth Form. It is vital that you complete this form and return it to the Head of Sixth Form or you will be invoiced for exam entries in that subject.

Requests for changes of options will not be considered past the end of week six of the academic year. To change options beyond this point would present students with too much work to catch up on in their new option. This represents a somewhat lenient time frame for options changes as many schools do not allow changes beyond week four.

Pastoral

- If you require help and support that is more pastoral in nature then you should initially talk to your form tutor about the issue.
- Where your form tutor is not able to help, Mrs Cooper is in place to offer pastoral support and guidance in the Sixth Form.
- If support via Mrs Cooper is not helping after a period of time, referrals can be made to the school counsellor.
- Students should also be aware of local counselling services such as CAMHS and Signpost.

16-19 Bursary Fund

All students are entitled to apply for the 16-19 bursary. The bursary is there to support students through their study here in sixth form. They are responsible with what they choose to spend the money on, but we could expect students to make sure they use it for:

Dress code

Trips

Equipment

Books and resources

Students will need to provide evidence of universal credit as it is means tested. Should there be a trip or requirement for a course which students cannot cover, we may be able to support through the bursary fund, but this is on an individual need. A letter regarding the 16-19 Bursary Fund will be sent out by Mrs Cooper at the start of the Autumn term.

Studying in the Sixth Form

Academic Approach

In Sixth Form you may find the change in approach to study unsettles you. You will certainly need to organise your work. For example, you must look ahead and not think of set periods of 'homework'. Staff will expect work to be completed on time. It should not be left until the last minute, but should be done efficiently during private study periods in school or at home. Moreover, the work set by the subject teacher is a minimum, and wide background reading is necessary in every subject. Some people do struggle to adapt to the new demands and you must ask for help if you are finding it difficult.

If you do experience difficulties, you should immediately seek advice from your subject teacher, your Form Tutor or the Head of Sixth Form. They are always ready to help. Progress is monitored on a regular basis throughout the course. You are encouraged to consider possible future career paths; researching requirements in terms of qualifications, skills and experience, and devising strategies to obtain them. We believe that success is achieved by maintaining a triangular partnership between you, your parents/carers and the school. Parents/carers are strongly encouraged to contact us if they detect any developing problems.

Study Facilities

The Sixth Form study room is located in M9. Whilst a low levels of quiet conversation is allowed in this space it is important for students to respect the right of others to work and to concentrate. There is a bank of Chromebooks available for students to use in M9. These must be signed out and signed back in after use, and cannot be removed from M9. We do encourage students to bring their own devices from home and connect to the school Wi-Fi as Chromebooks can be fully booked out at times. Bringing your own device will guarantee that you have something to work on.

The library is available as a silent working space. The library has a suite of computers located at the back which are reserved for the use of Sixth Form students. These are given out on a first-come-first-served basis. These computers may only be used to complete school work. Any student found using the computers for any other purpose will be asked to sign off.

A list of empty classrooms is published in M9. These classrooms can be used by students who want to work alone or in a small group quietly. It is important that students work sensibly and quietly in these areas as there are usually lessons going on nearby. Classrooms must be left as they were found; clean and tidy, with desks and chairs in the correct places. Where empty classrooms have been found to be misused they will be removed as available classrooms in the future.

The Sixth Form Café is available as an informal working space. Students can bring their own devices from home to use in this space, which has many power outlets available to charge devices. As well as the Café students may also use the school canteen as a working space.

In the summer term the Senior Quad is opened up during good weather to allow our Sixth Form students an outside space in which to work.

Study Skills

Our weekly study skills session in Year 12 is designed to help our students develop the skills needed to be an organised, hardworking, independent Sixth Form student. Sessions are delivered in a presentation format with hints, tips and suggestions for students to implement into their everyday working routines. Initial topics include Time Management, Organisation, Flipped Learning, Procrastination, and Making Notes, before the focus shifts to improving the five A Level Mindset constructs (Vision, Effort, Systems, Practice, Attitude).

A Level Courses and vocational courses

Year 12 is therefore a vitally important year and can't ever be seen as a settling in period. It is incredibly difficult in Year 13 to make up ground lost in Year 12. Competitive universities only tend to select candidates with top GCSE grades, and high predicted grades. This is based on work submitted in Year 12 along with your End of Year 12 Continuation exams.

A Level Courses

As of 2017 subjects are all reformed meaning 100% of the grade is from the A Level examination. Reforms to the A Level system have meant that all results lie on your performance in formal examinations at the end of a two year course.

All A Level courses in the Sixth Form are taught towards examination at the end of Year 13. We do not enter students for AS exams as standard. Many courses teach units which form part of the AS qualification in Years 12 and 13. This means that students will not be in a position to sit an AS exam. Some students do teach the course content in an order that would allow a student to sit an AS exam at the end of Year 12. Any student wanting to sit an AS exam must pay for the examination entry. AS exam results do not count towards the overall A Level grade at the end of Year 13; they are two separate qualifications. The expectation is that all students end Year 13 on three A Level courses. Sitting an AS exam does not allow a student to discontinue the subject at the end of Year 12.

Vocational Courses

We currently offer vocational courses in Business and Sport. These carry the same UCAS Tariff points for university entrance as our A Level courses. They offer students an alternative way of working to A Levels, with vocational courses having a much larger coursework element to them. Students work through a number of units on the course, some of which are externally examined.

Extended Project Qualification (EPQ)

The EPQ enables you to take control of your learning by demonstrating your abilities in an area of your own choice. It will develop your analytical and evaluative skills, as well as your ability to project manage your own work. As a result, it is highly valued by both universities and employers. Your choice of topic can either be an extension of any course you are taking in Sixth Form, or something completely unrelated. Recent examples have included the growth of populism in mainland Europe, an ethical exploration of whether police should carry handguns, creating an original scene for the musical Wicked, and designing and producing a range of jewellery from recycled materials. Whatever you choose, it will develop your critical thinking skills, enable you to be reflective and independent learners, extend your decision-making and problem-solving skills, demonstrate your creativity, initiative and enterprise.

In total the course takes 120 hours. You will have 30 hours of directed teaching, involving one weekly lesson where you will learn, among other things, project management and research skills.

The other 90 are directed by yourself independently. You will also have regular 1-1 meetings with a supervisor.

The EPQ cannot be taken in place of an A Level. It is a “bolt-on” course and is worth half an A Level (28 UCAS Points). The EPQ is organised and delivered by Miss Akeroyd. All students are given the opportunity to enrol on the EPQ at the start of the academic year. If you wish to explore taking the EPQ after this time please see Miss Akeroyd.

Extended Project

Grade	Tariff points
A*	28
A	24
B	20
C	16
D	12
E	8

Certificate in Financial Studies

This course has been designed to encourage individuals to be inspired to meet their lifetime aspirations. This will be achieved by teaching them to apply the appropriate solution(s) from the wide range available within the evolving financial services marketplace. The qualification will enable students to make informed and confident decisions regarding their finances. It will help students to become responsible borrowers, sensible savers and have an appreciation of the need for financial planning throughout their life.

The Certificate in Financial Studies cannot be taken in place of an A Level. It is a “bolt-on” course and is worth the same UCAS points as an AS Level qualification. All students are given the opportunity to enrol on the course at the start of the academic year.

Grade	Tariff points
A*	28
A	24
B	20
C	16
D	12
E	8

UCAS Tariff

A Levels:

A level and Advanced VCE

Official title: Advanced GCE and Advanced VCE

Grade	Tariff points
A*	56
A	48
B	40
C	32
D	24
E	16

CTEC Sport:

OCR Cambridge Technical Extended Certificate

Grade	Tariff points
D*	56
D	48
M	32
P	16

NCFE Business:

Grade	Tariff points
D*	56
D	48
M	32
P	16

Study Time

The need to organise your work means that you must strike the right balance between your academic work and your extra-curricular activities. Important though it is to cultivate wide interests and friendships, you must not allow these interests to undermine your academic progress. Part of the process of adapting to work post -16 is learning to use independent study time. The expectation is that students will undertake 1.5 hours of independent work for each hour of teacher contact time in a lesson. Assignments and set work must be submitted on time and to the required standard. If on a rare occasion there is a problem with a deadline, you should see the subject teacher concerned in advance of the deadline.

The proper use of private study periods is an essential part of your management of time. It is only too easy to let these periods drift by without anything positive being achieved. We suggest that students allocate their study periods to individual subjects to help get into a routine. Effective use of study periods within school will free up more time out of school for other activities, whilst studying in school where you have access to the appropriate staff, textbooks and facilities makes good sense. The nature of level 3 courses means that there should never be a time when you have “nothing to do”. Between wider reading, making notes, attempting past exam questions, watching tutorials on websites such as Youtube, and producing ongoing revision materials, you have plenty to be getting on with. M9 and the library must be seen as a quiet working environments! It is important that you respect the right of other students to work in a quiet and purposeful environment.

Homework

There is no specific homework timetable in the Sixth Form and the volume of homework and nature of deadlines will vary from subject to subject. Given the variety of approaches to setting homework between subjects, you will need to be well organised and plan your time carefully to ensure deadlines are met. You should expect the volume of homework to increase in comparison to KS4.

A homework diary is a must – you are expected to record all homework in a diary/planner.

As a general rule you can expect as much as 5 – 6 hours of homework per A Level / vocational subject per week; this may also be in the form of revision.

Target Setting and Monitoring

At the beginning of the Autumn Term students are set an ALPs minimum target grade (based on GCSE performance). These are recorded and your progress is tracked against this target. These target grades **ARE NOT** the same as grades for UCAS applications, which are based on your performance in Year 12. Your estimated grades will be discussed in the September of Year 13. Subject teachers will review your progress regularly. If you are underachieving, a referral will be made to the Head of Sixth Form and you will be interviewed. Interim reports are sent home at the beginning of the Autumn, Spring and Summer term of each year. In Year 12 your first report will go home at the beginning of the Spring term.

Extra-Curricular

It is expected that you will play an important part in school life. There are many extra-curricular opportunities available to our Sixth Formers. These include leadership roles, such as House Captains, Junior Prefects and Senior Prefects, as well as sports teams, drama productions and music groups. Involvement in the extra-curricular life of the school looks very good on applications for post-Sixth Form, however students must be careful not to over-commit and should consider the potential impact of too many extra-curricular activities on their academic progress.

Community Enrichment

It is a mistake to think of Sixth Form education in only academic terms. Your social, personal, moral and spiritual development is also an important part of the education process. You should take every opportunity to develop your powers of initiative and responsible leadership. The Sixth Form has a vital role to play in the life of the school community and each sixth form student is expected to participate. This involves doing something for someone else within the school or wider community e.g. as a buddy / a prefect, using skills and talents in other areas of the school or giving time to assist others less fortunate than yourselves. Your support will help the school and also benefit you.

All of our Year 12 students undertake 22 hours of community enrichment across the first two terms of the academic year. This is to be completed at a rate of one hour per week. Students have a free choice as to the activity which they undertake and when they do it. Many students help in school, such as taking a sports team, running a music group, or assisting KS3 students as a teaching assistant in their lessons. Other students choose to do the community enrichment outside of school hours, such as volunteering at a charity shop or coaching at a sports team. Students collate evidence of their community enrichment completion which is checked by tutors once per week during morning registration. Any voluntary work completed as part of community enrichment can also count towards D of E volunteering hours.

Other Important Information

The School Day

Times of the day and bells:

Time	Session	Bells
0730 - 0830	Breakfast club in the canteen	
0830 - 0840	All students to be on site	A 2 minutes warning bell at 0838
0840 - 0850	DEAR (in period one lesson)	
0850 - 0948	Period One	
0950 - 1048	Period Two	
1050 - 1110	Break for Years 7, 8 & 12	A 2 minutes warning bell at 1108
	Form time for Years 9, 10, 11 & 13	
1110 - 1130	Break for Years 9, 10, 11 and 13	A 2 minutes warning bell at 1128
	Form time for Years 7, 8, & 12	
1130 to 1228	Period Three	
1230 to 1328	Period Four	
1330 to 1428	Lunch for all	A 2 minute warning bell at 1428
1430 to 1530	Period Five	
1530 to 1630	P6 intervention (by invitation)	
1530 to 1700	Homework club or private study in the library, plus many clubs and societies and House events.	

Punctuality

School starts at 8.40 am and your Form Tutor will register you at that time. This time is essential as a point of contact for the Form Tutor and it aids the development of effective organisation and time keeping. If you arrive after 8.40 am you will be marked late. Any student who accumulates a significant amount of lateness will initially be set a 'lates target'. Failure to meet this target will see the student revert to the normal school sanction of two lates in a week leading to a C3 detention. This arrangement will remain in place for the remainder of the academic year.

Your subject teachers will also monitor your attendance and punctuality. You are expected to be punctual at all times; lateness for no good reason is bad manners. Consistent lateness is grounds for dismissal in the world of work and so you must get into the habit of being on time. Consistently poor punctuality will form part of an assessment of your continued membership of the Sixth Form.

Attendance

Good attendance to school is vital for academic success. Students in the Sixth Form should aim for a minimum of 95% attendance; this is no different to lower school. Teacher contact time in lessons is very important. If you miss a single day of school this could mean missing a double or a triple lesson in your subjects.

If you anticipate being absent, you should let your Form Tutor and subject teachers know as a matter of courtesy. If you know about an absence in advance you must complete a Leave of Absence Request for prior to the first day of absence. This allows your teachers and form tutor to know of your absence, and gives you the chance to collect any work you may miss. This should be done as far ahead of the absence as possible.

This includes the following:

- Appointments with a doctor or dentist - we would appreciate it if all such appointments should be made out of school time where possible.
- Requests for absence to attend university Open Days; normally summer term - Yr 12.

Poor attendance may be used as grounds for asking you to leave the Sixth Form or not being entered for public examinations.

You are permitted to leave the school site during lunchtimes. If you do leave the school site, you must scan out in M9, and scan back in when you return. Failure to follow this simple requirement can lead to this privilege being removed.

Absence

If your absence is unexpected (eg. through illness) or anticipated (eg driving test), your parents must contact the sixth form office via the sixth form absence line or the sixth form absence email address. (see contact section of handbook).

Please make contact each day you are absent with the following information:-

Name

Tutor Group

Reason for absence

When you return you must find out what work you have missed and catch as quickly as possible. “I was away” is no excuse for not being up to date with set work and class notes.

It is very important that you attend all your timetabled lessons – you will find that there is a great deal to cover at ‘A’ level in a relatively short space of time. If you do miss a lesson without permission, then the teacher will report it to the Head of Sixth Form and action will follow. An electronic register is taken in every Sixth Form lesson and attendance is closely monitored.

If you feel unwell during the day then you MUST report to Mrs Cooper, Mr Bryson or Miss Dayton – you must not sign out without their permission.

Likely authorised absences include:

- An evidenced medical appointment which cannot be made outside school hours
- Attendance at the funeral of a close relative
- An official religious holiday, pertinent to your faith
- University open day visits or careers related appointment
- Driving Test / Theory test
- Organised School trips.

Unauthorised absences include: (this list is not intended to be exhaustive)

- Holidays in term time
- Part or full time work which is not part of the Learner’s programme of study
- Leisure activities, birthday, or similar celebrations
- Babysitting younger siblings
- Driving lessons
- Minor Illness
- Any absence from lessons and/or assembly/tutorial sessions not covered by notifying the school through an authorised Leave of Absence Request form or the Sixth Form absence line/email address.
- Any unauthorised study leave, university visits, trips etc.

School Emails

All Sixth Form students are provided with a school email account. For existing students this will be the same email account that you had lower down the school. New students will be provided with their log on details within the first couple of weeks of term. We expect Sixth Form students to check their emails **daily**. Information regarding opportunities will be emailed to you (e.g. summer schools, university taster days, work experience) and teachers may contact you if they need to see you. Please use your school email accounts sensibly.

Careers

Our Careers Coordinator, Mrs Bond, continues to support our students in the Sixth Form. A variety of guest speakers present to the Sixth Form, including guidance on Apprenticeships and producing a CV. Mrs Bond regularly informs students about university taster courses and industry insight days when we are presented with these opportunities. Students in the Sixth Form can book an appointment with Mrs Bond at any point.

Opportunities

We receive details of a wide range of opportunities for Sixth Formers; trips, courses, study days, summer schools, bursaries, GAP year activities etc. These are shared with students during assemblies and details emailed out using their school Google accounts. Details are often posted in M9 too.

Part-Time Jobs

Many students decide to take a job at some stage during the two years of the Sixth Form. Having a job brings some advantages, such as a degree of financial independence, experience of the world of work which may help shape career decisions, and a new outlook on life. However, a job during term time can create problems and may leave you with insufficient time for study, or problems in meeting school commitments such as sports fixtures. As a general rule it is always best to think long-term, and a few extra hours spent earning money stacking supermarket shelves in term time, may have adverse future consequences if you do not secure the A level grades needed for a university place. If you find yourself becoming over-committed because of a job on top of your A levels, then discuss the situation with your Form Tutor, and take advice from your peer group - some of whom may have found themselves in similar situations. We strongly recommend that students undertake no more than 8 hours of paid employment per week whilst in the Sixth Form, and do not start before 5pm to allow for any after-school activities they may be required to attend.

House System

The Hemel Hempstead School has a strong and long-standing House System. Our seven houses compete in competitions and challenges throughout the year for the House Cup. Competitions include House Sport, House Music, House Art, House Dance, House Science, and House Drama. Our Year 12 students have the opportunity to apply to be a House Captain. There are various roles available such as House Captain and Vice Captain, and specialist positions including House Dance Specialist, House Sport Specialist, House Music Specialist amongst others. Applications and interviews for these positions happen early in Year 12. This is a very rewarding opportunity and develops a number of 'soft skills' such as teamwork, organisation, communication and planning. Students should be aware that this is a big commitment and does involve lots of rehearsals at lunchtime and after school, as well as evening events.

Year Council

Each form group nominates one student to sit on the Year Council. The job of the Year Council representative is to gather the thoughts and opinions of their form group on School Council agenda items. The Year Council meets to discuss agenda items for the next School Council meeting. Two members of Year Council attend the School Council meeting as representatives of their year group.

Driving

Many of our students will learn to drive whilst in the Sixth Form and gain their drivers licence. Students are not allowed to take driving lessons or theory tests during timetabled lesson time, including during study periods. Study periods are for the purpose of studying.

Students are granted a leave of absence for practical driving tests. You must complete a leave of absence request form and return it to the Sixth Form Office three school days in advance of the test.

Students are not allowed to park on school site. Our car parking availability is limited and we do not have space to cater for student's cars. Any student found to be parking on school site will be issued with a C3 detention.

If driving to school we would ask our students to be considerate in how and where they park their cars in the surrounding streets. If you do drive to school you must register your car details with Mrs Cooper in M9. From time to time we receive calls regarding the parking of our student's cars and may need to find you to move your car.

Social Media

Social media is a part of day-to-day life and it is important you make use of it responsibly. It is important to remember that once text, images or videos are online they will be there forever. With employers regularly running online social media checks on individuals, you should consider very carefully what you posting publically online. There will be sanctions and consequences if any of your public online activity brings yourself, other members of the school community or the school itself into disrepute.

Take Away Food

Sixth Form students have the privilege of going off site at lunchtime. If you are going off site to eat the food must be consumed off site. Students must also not order take away food to be delivered to school site.

Visitors to the School

Students are not permitted to arrange visitors to the school. This includes ex-students who have left HHS. Anyone wishing to visit the school, must contact the member of staff they wish to visit in advance and arrange a time to visit.

Sixth Form Regulations

The way you conduct yourself has considerable effect on the ethos of the whole school. Sixth Formers are expected to set an example to the other students and to abide by the regulations on behaviour and dress. You have made the choice to enrol in the Sixth Form at The Hemel Hempstead School and every member of staff is committed to giving you the best possible chance of achieving your best. If, however, you do not wish to comply with our expectations as laid out in the

appendices, you will be asked to continue your education elsewhere. This ensures that we are able to give those students who do wish to involve themselves fully, the best possible opportunities.

We try to keep rules to a minimum, and they are all designed to create an effective and positive learning environment in the Sixth Form. Many of the rules are just common sense and good manners, whilst others; pertaining to lateness and registration, are legal requirements.

Sixth Formers are reminded that the use of tobacco is forbidden whilst under school discipline. (This extends to lunchtimes, the area directly surrounding the school site, ie outside the school gates, and off-site activities). They should also be familiar with the statements in the school's Anti-Drugs Policy.

We recognise that many of you have mobile phones for security reasons. However, to avoid unnecessary disruption you must ensure that mobile phones are switched off during all lessons, assemblies and other formal occasions. Mobile phones may only be switched on or used to make/take calls in M9 or the Sixth Form Cafe. Making calls in and around school is STRICTLY FORBIDDEN. Phones and other personal entertainment equipment (ipods, mp3s, etc.) in use in any other location may be confiscated. Rules related to mobile phones also apply to ear phones of any type.

Detentions

Whilst it is rare to be given a detention in the Sixth Form, it can still happen. Detentions are issued via your school email account and are sat in the same way as lower school. Common issues leading to detentions in the Sixth Form include persistent lateness, failure to complete community enrichment, and failure to attend intervention sessions.

Sixth Form Dress Code

Aim

To specify a style of dress which is different both from the school uniform in Years 7-11 and from leisure wear. The dress code allows a degree of flexibility, in acknowledgement of the progression towards higher education or the world of employment. It should be smart and show that Sixth Formers are concerned about their appearance, the impression it creates and the example it gives to younger pupils, visitors to the school and the local community. A Sixth Form student should be able to leave the school site and immediately attend a formal interview without having to change their appearance.

Required Dress

	<u>Permitted</u>	<u>Not Permitted</u>
Security Badge	<ul style="list-style-type: none"> To be worn at all times on lanyard 	
Suit <i>(also see notes related to jackets, trousers, skirts, and dresses below)</i>	<ul style="list-style-type: none"> Trouser suit Skirt suit Dress suit 	<ul style="list-style-type: none"> Novelty suits Play suits Jump suits
Shirt or blouse	<ul style="list-style-type: none"> Collared shirt or blouse Plain or discreet pattern 	<ul style="list-style-type: none"> Shirts without collars Shirts with a logo T-Shirts Polo shirts Flannel/lumberjack style Strappy tops

		<ul style="list-style-type: none"> • Blouses with plunging neck lines • Open backed tops • Tops that reveal midriff • Off the shoulder tops • Lace fabric
Jacket <i>(compulsory)</i>	<ul style="list-style-type: none"> • Suit jacket • Tailored blazer 	<ul style="list-style-type: none"> • A coat as a substitute for a jacket
Jumper or Cardigan	<ul style="list-style-type: none"> • A jumper or cardigan is not a substitute for a jacket and must be worn under the jacket 	<ul style="list-style-type: none"> • Hoodies • Sweatshirts • Jumpers or tops with logos • Body warmers • Jumpers or cardigans worn without a jacket
Skirts	<ul style="list-style-type: none"> • Mid-thigh length or longer 	<ul style="list-style-type: none"> • Short skirts • Bodycon skirts • Denim skirts
Dresses	<ul style="list-style-type: none"> • Pinafore dresses • Shift dresses/tailored 	<ul style="list-style-type: none"> • T-shirt dresses • Bodycon dresses • Backless or revealing necklines • Short dresses
Trousers	<ul style="list-style-type: none"> • Smart • Tailored • Plain or discreet pattern • Full length 	<ul style="list-style-type: none"> • Jeans/denim • Trousers with bold patterns • Leggings • Shorts • Jogging bottoms
Tie	<ul style="list-style-type: none"> • Must be worn with a shirt. • Optional with a blouse. • Plain or patterned 	<ul style="list-style-type: none"> • Novelty ties
Tights/socks	<ul style="list-style-type: none"> • Plain 	<ul style="list-style-type: none"> • Patterned or knee length socks • Patterned tights • Fishnet tights
Shoes	<ul style="list-style-type: none"> • Smart, plain leather shoes or ankle boots • Dr Martens boots or similar 	<ul style="list-style-type: none"> • Trainers • High heels • Flip flops/sandals • White soled shoes • Canvas shoes • Knee length boots • Ugg Boots • Backless shoes
Coats	<ul style="list-style-type: none"> • Smart 	<ul style="list-style-type: none"> • Denim • Leather • Big logos/slogans • A coat as a substitute for a jacket.
Hair	<ul style="list-style-type: none"> • Natural colour 	<ul style="list-style-type: none"> • Extreme hairstyles • Unnatural colour
Jewellery, Make up, Piercings and Tattoos	<ul style="list-style-type: none"> • Discreet jewellery and make up. 	<ul style="list-style-type: none"> • Any other piercing than those described under 'permitted' • Visible tattoos

	<ul style="list-style-type: none"> • Jewellery of religious significance • Ear piercings (discreet stud/hoop) • Nose stud 	
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Please Note

- A jacket must be worn at all times when you are moving around school, including for assemblies and other formal occasions.
- Shirts or blouses should be worn tucked into trousers or skirts.
- Denim clothing is not permitted.
- No garments bearing a slogan or large logo.
- Students requiring alternative clothing for a practical lesson (e.g. PE, Performing Arts) must arrive to school in Sixth Form dress and change into the alternative for the planned lesson only.

Failure to comply with these requirements may result in students being sent home to rectify the issue.

It is impossible to account for all eventualities on any dress code. The final decision regarding Sixth Form dress lies with the Sixth Form Leadership Team.

Date of next review: May 2023

Summary

We hope that all of our students want to be here; this is the first step to being successful. We expect students to be prepared for learning and adhere to the following expectations:

Excellent Attendance and Punctuality

100% effort with studies

Seek knowledge and fuel their curiosity

Be polite and respectful; a role model for the school

Adhere to the dress code and study policy

Commitment to Sixth Form Activities