



DHSB Sixth Form Handbook 2021-2022

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Cover artwork supplied by GCSE and A Level DHSB Art students.

The Sixth Form Team

Pastoral and Curriculum Support

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Administration

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Sixth Form Office (absence) 01752 206173 sixthform@dhsb.org

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As you prepare for independence, we will generally direct communications to our students and expect you to act responsibly in sharing information with your parents/carers. From time to time however, we will communicate with your parents/carers and may require the return of consent forms. Copies of such correspondence will be available on www.dhsb.org in DHSB [Letters and Documents](#) - Sixth Form.

We are an experienced Sixth Form team with your interests at heart and shall look forward to working with each one of you to ensure that you have an enjoyable, productive and happy experience throughout your remaining time at school. Should you have concerns to do with your timetable, please see Miss Kerswell in the first instance and she will direct you to the staff who can assist (this may be Ms Davidson and/or Mr Adams). Should you wish to seek advice on matters of a more personal nature, please come and share your concerns with one of us in the pastoral team. We are here to help, advise and mediate on your behalf.

The relaxed and happy atmosphere of the Leavers assembly and the prom marking the end of school for Year 13 continue to be a credit to our Sixth Form community. We will miss our leavers; in so many ways they contributed so much to the wider school community. We aim to make our new Year 12 feel very welcome and also foster supportive sixth form contributions to their Houses. This is the start of something new for all of us. Make the most and the very best of all the opportunities afforded throughout the next 20 months. Our KS5 students are deservedly valued by staff and pupils throughout the school, as well as employers in and beyond the city. Let's ensure that our aspirations are high enough and that each one of you sparkles!

Welcome back everybody!
Ms Davidson

Sixth Form Study Routine

The timetabled week typically comprises **25 x 1 hour sessions** in addition to morning registrations with the following distribution of time:

- 5 x 1 hour for each A level subject
- 2 x 1 hour for Form Tutorial and Assemblies
- 1 x 1 hour for Curriculum Enrichment (E Time - Friday): (Extended Project for some)
- 2 x 1 hour for Enrichment Time (E Time - Wednesday - may include Games/Activities)
- 5 x 15 minute for Registration periods
- Independent study - we anticipate that, with the need for wider reading and practise, Sixth Formers will match every taught lesson with the equivalent hours of Independent Study. This may include homework assignments, guided self-study and any independent learning. No student can ever claim that they manage to cover their workload during school hours thereby obviating the need for study at home!

Most significant point:

A successful A level is completed through at least as much time on independent learning as contact time with the teacher. [Google classroom](#) provides a useful contact medium for such work.

Enrichment Time and Games/Activities

Some students have capacity on their timetable to sign up for onsite sporting activities such as use of the gym, participating in Football fixtures or Badminton in the Sports hall on Wednesdays. The Director of Sport may facilitate other events advertised throughout the year such as Rounders and Tennis. Many students make arrangements and sign out to attend the Climbing Barn, play Golf or visit the Life Centre on Wednesdays.

Some students use this time to participate in Young Enterprise/Volunteering or other Work Related Learning (NOT paid work) for which attendance is approved by parent/carers, please complete this [Sixth Form Activities Google Form](#). (The student MUST complete the [Work Related Learning Google Form](#)) for this absence from school to be authorised.

Wed P4- onsite supervised sporting activities
Wed Break 2 and P5- Fixtures.

Level 3 Curriculum and UCAS Tariff

The [UCAS](#) tariff is a points based system used by universities and colleges to make broad comparisons between qualifications used for higher education purposes. Points from a wide range of qualifications can be added together with certain rules, to achieve a Tariff score. Approximately one third of courses on the [UCAS](#) search tool currently refer to Tariff points. Many universities will continue to give offers based on grades. The extended project qualification has a value of up to 28 UCAS points.

	Ucas points for each A level grade (for H.E entry from 2018)					
Grade	A*	A	B	C	D	E
Points	56	48	40	32	24	16

In National League tables, DfE point scores are presented and currently have a weighting of 270 points for an A grade, going down by 30 points each time for subsequent grades.

Independent Study see [here](#) for Independent study resources and guidance

This use of the Sixth Form Centre during lesson time is intended to provide students with an area where they can focus on their studies. It is essential that students have the opportunity to benefit from this resource free from the distraction of others so that academic targets are achieved. We ask that all students are considerate of the fact that their fellow students need to concentrate and a quieter environment is most conducive to this. Please check the Independent study guide for wider reading material.. A student should seek permission to work in a departmental area and take advantage of empty classrooms, visit a resource area to work on a practical project (e.g. Art, Media St, Design, Fitness suite etc) or use the school refectory, this must be to pursue legitimate study.

- The Sixth Form Centre will be for quiet study during lesson times.
- Students are permitted to study off site for 'guided self-study/'free' periods only. See [here](#) for Independent study resources and guidance.
- We have a small lending library of chromebooks in the SFO. Students are to respect the privilege of use. In all cases computers are to be used for individual, purposeful and silent work. All students are to respect their signed agreement for the acceptable use policy for ICT.
- We may request that some students attend Supervised Study referrals in the hope that this intervention will assist their progress and emerging improved study habits.

The Sixth Form Centre

The Sixth Form Centre is an exclusive space for the Sixth Form, with areas for group work, private study and relaxation.

All students are expected to take care of the Sixth Form Centre. Following a kind donation, from an 'old boy' of the school, we have been able to improve some of the facilities and enrich the use of this space. We have been guided by feedback from students in the Learning Commons. Please remember that this is a shared space, that it is your space and that we would like to benefit from its availability at all times.

It is the responsibility of each individual to respect the Sixth Form Centre and to;

- ensure that litter is placed in the bins provided
- assist in moving furniture to its original position (if moved) at the end of the day.

The display areas are for you to add to the atmosphere of the Centre; perhaps you may like someone's Art/DT work displayed? Please contact the Sixth Form Office for this to be arranged.

Our Sixth Form Centre is standing proud and lasting well!!! For the long-term benefit and enjoyment of all, let's work together to maintain 'Our Space'!

General Administration

Please check the school website regularly for:

- [Term Dates / School Calendar](#)
- [Latest School News and letters.](#)
- Link to our Sixth Form Google site: <https://sites.google.com/a/dhsb.org/sixth-form-dhsb/-dhsb/>

www.dhsb.org

<https://www.dhsb.org/parents>

Google and Bromcom

Students will be given an email address to access Google Workspace and the [Bromcom Student Portal](#).

We recommend that you download the student portal and all Google services to your mobile phones and/or personal device so that you can keep up to date easily with communications from your teachers. Google classroom is used across the school and you should ensure you are familiar with this platform. Students should check their school inbox daily and learn to manage this in a way that is effective. Tutors and digital leaders can offer support on this.

Please refer to this handy tutorial: <https://sites.google.com/dhsb.org/dhsb-tech-guide-students>

Code of Conduct

These rights and responsibilities apply to every member of the school community and our visitors
These responsibilities and rights apply to every member of the school community and our visitors:

Your Responsibilities

All members of this school Community have the responsibility to:

- treat everyone else as individuals and to show sensitivity to their needs
- take action swiftly if they witness or are made aware of unreasonable behaviour
- work to their full potential
- admit when they are wrong and apologise if appropriate
- be punctual and prepared
- be tidy and maintain a litter-free environment
- respect personal and public property
- dress smartly and take care of their appearance.

Your Rights

All members of this school Community have a right to:

- enjoy being a part of the school community
- have their feelings and interests respected
- be treated courteously
- expect recognition of good work
- have fair access to school facilities
- be listened to
- be treated with respect
- speak out if the victim of bullying, vindictiveness, verbal or physical aggression.

Although Sixth Form students are above the age of consent in several respects, the school would like to state explicitly that activities involving alcohol or sexual conduct are not permitted in school or during any school trip.

Uniform and Appearance

- Black blazer – with school badge (to be worn at all times outside the Sixth Form Centre)
- Sixth Form tie
- Black trousers (not jeans or similar). Black belt if worn
- Black skirt - of appropriate length and style (skirts that are more than 6cm above the knee will only be permitted when worn with opaque black tights)
- Plain black or grey V-neck pullover
- Plain black or dark grey socks (ankle or below knee) or black tights
- Plain flat black shoes (not trainers or similar sports shoes e.g Nike Air max or Air Force 1s)
- White shirt / blouse.

School uniform is to be worn when travelling to and from school and whilst off the premises during the school day. It may be required at some official school functions.

- Anoraks and similar outerwear must not be worn on the premises during the school day.
- Extremes of hairstyle/colour are unacceptable (incl. a shaved head! – grade 2 is acceptable but **no** shorter)
- Jewellery should be minimal and in line with a professional appearance.
- Ultimate decisions as to the appropriateness of any aspect of KS5 uniform will be determined by the Head of Sixth Form.

The Link Partnership (TLP)

We are founder-members of The Link Partnership, working with Devonport High School for Girls, Eggbuckland Community College, Notre Dame School and St Boniface's College to provide an extended curriculum, sharing our good facilities and benefitting from the expertise of our diverse and successful partner schools. We aim to place all of our students in subjects at our home-school but where there are difficulties in timetabling some options, we work with our partner schools to allow such students the breadth of subjects that they require.

TLP places are negotiated in September through a clearing meeting of the Heads of Sixth Form.

In each school there is a Head of Key Stage 5 who will ensure that you are made familiar with the school upon your arrival in September. They will also be your main point of contact at the school, should you have any concerns. The names of the Heads of Key Stage 5 are listed below. (Details of the courses offered in other Link Partnership schools will be available on each school's website).

School Heads of Sixth:

Devonport High School for Boys: Ms Sharon Davidson, Assistant Head - Post 16
Devonport High School for Girls: Mr Edward Lamb, Assistant Head - Head of Sixth
Eggbuckland Community College: Mr Stuart Pearce, Assistant Principal & Director of Sixth Form
Notre Dame RC School & St Boniface's College: Mrs Carole Slade, Assistant Head - KS5

Transport for TLP Students

Transport between this school and your TLP school will be provided and paid for. However, if your first morning lesson is at your TLP school, you make your own way directly there, and if your last lesson is at your TLP school you make your own way home. All TLP timetables should be confirmed by the second week of term in September. You must then confirm your taxi requirements with the Sixth Form Office in order that taxis can be pre-booked. You may be sharing taxis with other DHSB students and so it is important that you inform us of any changes or cancellations as soon as possible to avoid unnecessary charges and disruption to other students' bookings.

School:	DHSB	DHSG	ECC	SBC	Notre Dame
Reg / Tutorial	8.55-9.10	8.50-9.00		8.50-9.10	8.50-9.15
P 1	9.10-10.10	9.05-10.05	8.40-9.35	9.10-10.10	9.15-10.15
P 2	10.10-11.10	10.10-11.10	9.35-10.30	10.10-11.10	10.15-11.15
Break	11.10-11.35	11.10-11.30	10.30-10.55 Tutor 10.55-11.30 Break	11.10-11.30	11.15-11.40
P 3	11.35-12.35	11.30-12.30	11.30-12.25	11.35-12.35	11.40-12.40
P 4	12.35-13.35	12.35-13.35	12.25-13.20	12.35-13.35	12.40-13.40
Break/Lunch	13.35-14.20	13.35-14.35	13.20-13.55	13.35-14.15	13.40-14.20
P 5	14.20-15.20	14.35-15.35	13.55-15.05	14.20-15.20	14.20-15.20
P 6			15.05-1600		
End of day	15.20	15.35	16.00	15.20	15.20

Use of Vehicles by Students

There is NO VEHICLE parking on site for students. There are limited marked bays for motorcycles outside the main school gates (be advised that owners park at their own risk).

Cars and motorcycles are not to be used by students to travel to organised school activities. These include sports fixtures and sessions at other educational establishments. In most cases the school will provide transport. Driving tests taken during timetabled hours – students MUST complete a [LoA form](#).

Problems and Help

Devonport High School for Boys is a big place but aims to be a friendly one. If you have a problem, ask someone for help - talk to your Form Tutor, Deputy Heads of Sixth, Miss Kerswell, Mrs Waitt, Ms Davidson or Ms Taylor (Parent Support Advisor).

Remember.... "A problem shared is a problem halved".

The School Counsellor is also available to help you, jo.weaver@dhsb.org. **It is essential that any Sixth Former who feels unwell reports to the Sixth Form Office before leaving the site.**

Attendance

Please see our [Sixth Form Attendance Code of Conduct](#) for full information.

- 100% attendance is compulsory for ALL timetabled lessons, Tutorials, E-Time and morning registrations (excluding those morning registrations immediately before offsite guided self-study periods). Offsite guided self-study is permitted for students who have demonstrated effective time management. This is a privilege and not permitted for all students.
- Registration will be taken in tutor bases for assembly / tutorial sessions.
- We now have a system in place for reporting attendance concerns to parents/carers and students, when weekly attendance falls below 80%. Parents and students will receive an email alert which can also be viewed on MCAS.
- We strongly advise that parents/carers regularly check their child's attendance via My Child At School ([MCAS](#)).
- <https://www.mychildatschool.com/MCAS/MCSParentLogin> (School ID: 12277).

We hope that students will work with us to resolve any unexplained absences and have positive conversations resulting in improved attendance.

School MUST be informed of all absences before 10am on each day of absence. Parents can contact the Sixth Form Office on 01752 206173 or email sixthform@dhsb.org. TLP students should contact their host school or ask that the information is communicated to their TLP school. Courtesy demands prior notification to all staff involved whenever possible.

During the school day - in order to comply with fire & safety regulations and for the correct administration of attendance records, the following procedures apply:

- **Lateness** - Students **must** sign-in to record their arrival time and the reason for their lateness.
- **Leaving the premises** - Students **must** sign out in either the 'signing-out' folder or the 'lunchtime signing-out' folder.
- **Ill health** - Students **must** report to the Sixth Form Office in order that a parent/carer may be informed prior to you leaving the premises.
- **Staff training days at DHSB** - If the timetable is collapsed at your home school, for staff training reasons for example, you should attend lessons at your host consortium school as normal.
- **Teacher absence** - If your teacher is absent and you have private study, it is your responsibility to register your presence with the Sixth Form office via the signing in folder. This way attendance records are accurate and bursary payments if applicable, will not be withheld.

In the event of teacher absence - Sixth Form lessons are not covered, but work is set via [google classroom](#). *Signing in & out sheets are located in the Sixth Form Centre.*

Absence (from timetabled periods)

Students are expected to follow up any missed work, this can be done by checking [google classroom](#), or by contacting the teacher directly. Please do not rely solely on your peers for this information!

For planned absences: Leave of Absence (LoA) forms are available from the Sixth Form reception area (also in [downloads online](#)) and must be completed and returned to the Sixth Form Office in order to be authorised.

Routine dental or medical appointments can only be authorised, upon return of a stamped Medical form (these can be obtained from the reception area of the Sixth Form Centre) or an official appointment card or letter.

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 LoA or medical form
- Any unauthorised study leave, university visits, trips etc.

Parents/Carers can check attendance on [MCAS \(My child at school\)](#).

Holidays (during term time)

Term dates are published well in advance, on the school website, to assist you when planning holidays. The 2006 Pupil Registration Regulations state it is the school that authorises the leave of absence to the parent/carer who has Parental Responsibility and with whom the child normally lives. This permission must be sought in advance and, as each case is considered individually, the school is not obliged to give approval. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 state leave of absence will only be considered in exceptional circumstances.

In any instance during term time please complete a [Leave of Absence](#) (LoA) form and hand it in to the Sixth Form Office.

It is your responsibility as a Learner of DHSB Sixth Form to comply with these guidelines. Failure to do so may result in a meeting being arranged between yourself, your parent's/carer's and the Sixth Form leadership team. At this meeting wellbeing, attendance and progress will be explored to seek resolutions for improvement from you. Enrolment for the second year of Sixth Form will be conditional on decisions made during this meeting.

A Level Timetable changes

It is possible that some Sixth Formers may wish to change or surrender subjects. Before any decisions are made and approved, it is essential that issues are discussed with staff and Ms Davidson is informed. No changes to individual timetables can be made until a 'Dropping/Changing Subject' form has been completed (which requires a parent/carer signature). These can be collected from the Sixth Form Office and must be returned (completed) within 5 days. Students **must attend all lessons** until the form has been completed, returned to the office, processed and a new timetable produced.

Year 13 students who decide to surrender subjects must ensure that HE Institutions, who have made conditional offers through UCAS, are prepared to accept the change. The completed UCAS form, once submitted, does constitute a contract. It could be argued that a change of circumstances invalidates the offers made!

Year 12 students are reminded that all students have joined DHSB Sixth Form to study a minimum of 3 chosen A levels during the course of the year. Only under the most exceptional circumstances (e.g. ill health) will a student be permitted to surrender a subject and transfer to a new 'learning aim', so subject choice in September should have been very well considered and explored through communicating difficulties with your teachers, form tutor or Head of Year. Please act swiftly to prevent mole-hills turning into mountains!

Please be advised that you should enter into frequent dialogue with subject tutors to gain feedback on your progress and aptitude for the subject. After about 5 weeks of study it should be possible to assess your performance and make changes to your timetable if necessary. Please make this your priority; frequent 'smart' targets will enable you to pursue your interests and continue your studies in the Sixth Form. The onus is on you to take the initiative and prompt staff to give you this feedback. Please discuss any concerns you may have with your form tutor or Deputy Heads of Sixth.

It is now a statutory requirement that ALL students sign an 'ILR Learning Agreement' to confirm their individual learning aims (this form will be handed out during a tutorial in the first few weeks).

Examination Fees

Entry fees for Sixth Formers sitting GCE external examinations for the first time are funded by the school.

The school will require payment for entry in the following circumstances:

- A resit – even if recommended by the school
- A Sixth Former decides to surrender a subject or leave school when an entry has already been made on his behalf and there has been insufficient written warning for his withdrawal without penalty
- A Sixth Former automatically disqualifies him/herself through failure to meet coursework deadlines
- A Sixth Former fails to present him/herself for an examination
- Irregular attendance at school or neglect of work
- A Sixth Formers work is of such poor quality that a subject department predicts failure. (At A level pass grades are at grade A-E).

Target Setting and use of FFT

Targets give students something to aim for, should be realistic and challenging, yet attainable. The problem with basing predicted A level grades on GCSE results is twofold; where students have under-achieved at GCSE, it may be that lower grades are set thus reducing motivation. It may be that a student's performance plateaus at GCSE and unrealistically high A level grades are set as targets. A significant number of students are external applicants and so little is known about them apart from their GCSE results. An objective method of setting targets is thus required. At DHSB we base our target grades on FFT targets.

FFT is linked to the Fischer family trust. It provides data and analyses to all schools in England and Wales. The estimates we receive are used by teachers to inform the setting of ambitious and aspirational targets for students.

FFT does not make predictions. It shows that a student has a certain level of ability and that, in previous years x % of students with similar level of ability got this grade. Given this information, it is not unreasonable to expect this individual student to get this grade and this may be used as a target setting tool. FFT does not produce targets. Estimates simply say 'if what happened in tests and exams last year was mirrored this year, these are the most likely outcomes. Every student is unique so individual targets are based on a whole range of information - including a student's personal circumstances, their teacher's knowledge of them, their performance in school tests, their own aspirations and the support they've received at home. FFT estimates are only one element of this. Target grades (alongside end of year exam performance) form the basis for reporting UCAS predicted grades.

Coursework Submission

Certain subjects require coursework to be signed in to the Sixth Form Office, where a receipt will be given as evidence of submission.

Please remember that all internal deadlines should be carefully monitored. These are set to allow the school sufficient time to provide ongoing feedback and also to process the coursework. **It is your responsibility to meet the school deadlines.** The consequences of missed deadlines are clearly outlined in the coursework policy (available on the school website in the Parents section- Letters and Documents-examination documents).

School Network and the Internet

The School has a policy for the acceptable use of ICT. You agree to this when you logon to your school email. This Policy applies to all access to the network, whether in school or from home.

Leaving School with a Profile

Throughout your career you will be expected to present a profile of yourself to prospective employers and others. This profile is generally in the form of curriculum vitae (CV) and a Personal Statement (your HE personal statement). At DHSB, students write an initial CV and Personal Statement at the start of Year 12 with the help of their Personal Tutor. These can be used for future references by the school.

Higher Education & Industry Research (CCW/HEIR)

There are two opportunities for 'Next Step' planning;
(1) Curriculum Challenge week (November) and **(2) HEIR** week (summer term).

These weeks provide opportunities for Sixth Formers to arrange University Open Day visits/pursue career interviews/organise work-related learning, or to investigate further potential career choices. Some may also work on their EPQ qualification. Students **MUST** complete a Google Form outlining their arrangements for the week. Students who do not make arrangements will be expected to work in a designated private study venue in school.

Careers Advice

[CSW](#) provides impartial advice, guidance and other support services for young people. CSW can help with career decisions and can provide labour market information to ensure the choices you make are realistic. Advice may include guidance regarding careers, education courses, higher education, training and employment. CSW also offer a charged service for psychometric assessment (www.cswgroup.co.uk).

Devonport High School for Boys receives support from CSW. We have a link advisor who is regularly in school and available for one-to-one interviews on request. Please email Ms Moreton, sue.moreton@dhsb.org, to arrange an interview.

Part-Time Work

The benefits of a sensible amount of employment on a part-time basis are undoubted and in most cases to be encouraged BUT you must not lose sight of the purpose of being in the Sixth Form, which is investing in yourself and your future. During term time the school recommends no more than 8 to 10 hours per week paid employment, hours beyond this should be notified to the Head of Sixth.

We do ask students to complete online forms to collate information relating to many aspects of work-related learning. Any part-time employment, which has an adverse effect on studies and/or attendance, is totally unacceptable to the school and is a personally damaging activity.

Please note: Paid work should only be carried out outside of school hours!

Bursaries

Please be advised that there is a 16-19years Bursary Fund available for students who meet the criteria. Application Forms and Guidance can be found on the [school website](#) in Sixth Form letters & documents, or from the Sixth Form Office. Bursary forms will also be emailed to students via their school email.

Please note: A new application must be made for each academic year.

Biometric cashless catering system

For information please use this [link](#).

If your son/daughter joins us in Year 12 they will need to provide a scanned thumbprint to use the biometric system. Please complete this [form](#).

My Child At School (MCAS)

[My Child at School \(MCAS\)](#) is a portal enabling you to view your child's academic performance and information in real-time via a web browser www.mychildatschool.com or via a mobile app which can be downloaded onto an Android or Apple mobile device.

This facility allows exclusive access to your child's attendance, timetable and classes at any time. It also provides useful information about the school such as the academic calendar and announcements. Purchases e.g. uniform, trips and resources can also be paid for via MCAS. Documents and letters will also be published via the MCAS portal.

Diary Dates

There are a number of important diary dates and deadlines relevant to you throughout the Sixth Form. Please check the school website for coursework deadlines.

Please check www.dhsb.org for exact 2021-2022 dates to be published

July–September	Yr12 & Yr13 students must make appointments to meet with identified referees to discuss UCAS applications.
October 8th	Internal UCAS Oxbridge deadline
October	Virtual Yr13 Parent Consultation evening (<i>tbc</i>)
October	Yr12 Parents' information shared (<i>tbc</i>)
October 15th	Official Oxbridge Medicine/Dentistry/Vet sci UCAS application deadline
October 21st	Internal UCAS applications deadline (<i>Tutors will not be involved after this deadline</i>)
November	Data capture Yr12 completed
November	Learn2Live event (compulsory for Yr12)
November	CCW – KS5 Work-related learning / 'next-step planning' week
December	Yr12 Interim Report home*1
January (<i>mid</i>)	Y12 & Yr13 Mock exams
February	Interim report home Yr12 & Yr13
March	Yr12 Parents Consultation Evening
March	Exeter Higher Education Fair (<i>tbc</i>)
Spring term	(TLP) Parents' info event at Plymouth University
May	Ten Tors event
May	Yr12 Internal end of year exams (<i>tbc</i>)
May	Yr13 Exam study leave begins (<i>tbc</i>)
June/July	Higher Education & Industry Research week (HEIR)*2.

**1 Parents of consortium students will receive reports from respective schools in the HOME school report cycle. Please request dates of Parent Evenings and End of Year reports from the schools concerned. These are available on their websites.*

**2 No Sixth Form Lessons at DHSB. During HEIR week, students are encouraged to make University visits and pursue Work Related Learning. Admission tutors have advised that students are advantaged by privately arranged visits to departments. Please be advised that to reduce disruption to study in curriculum areas, permission will only be granted outside of this week for attendance at University Open days if an ad hoc visit is not possible. Near this date we ask that you sign and return an outline of your activities during this week.*

UCAS and Oxbridge

Oxbridge and Medical UCAS applications must be completed and submitted **before Friday 8th October 2021**.

All other electronic UCAS applications are advised to be completed and submitted **before December 2021**. UCAS deadline is **January 15th 2022** but applicants are best served by our internal deadline of Oct 21st as any applications submitted after this deadline will not be checked by Form Tutors. Please allow 3 weeks for the submission process by the school to be completed.

Learning Commons

Access for Sixth Form:

The Learning Commons is primarily a teaching space, however this year students can book out a 'pod' for study. These are to be for individual silent study and will have an iMac for you to use. The booking for the pods can be made via Google Calendar. Please see the student tech support site for further information.

The Sixth Form may use the library to take books out and enter for IT support at any break or lunch session.

School Rules – Applying at School and on all Trips

The rules can be found on page 11 of the School Behaviour for Learning policy, published on the school [website](#). These are framed for the safety of students or their possessions or for the general good order of the school.

Conduct: Although Sixth Form students are over the age of consent in several areas the school would like to state, explicitly, that activities involving alcohol or sexual conduct are not permitted in school or during any school trip.

Work Related Learning

Experiences of workplaces are now a statutory requirement as part of the 16-19 study programme. Gatsby benchmark 6 states that “by the age of 16, every pupil should have had at least one experience of a workplace, in addition to any part-time jobs they may have. By the age of 18, every pupil should have had one further such experience, additional to any part-time jobs they may have”.

A work observation can include; volunteering (incl. the volunteering element of DofE); work shadowing; a visit to a workplace; ‘take your son/daughter to work’ day; a placement over a week or a more sustained experience over a term (often the case in medical environments); but NOT paid work. Practical contact with employers offers invaluable experiences and we encourage all of our students to undertake such experiences during their time in the Sixth Form. The local community, employers/mentors and students alike can all benefit from such placements. Students may gain transferable skills which interest future employers and benefit university and apprenticeship applications, such as; motivation; organisation; time management; communication skills; working within a team; and demonstrating initiative.

All forms of Work Related Learning placements will complement UCAS / Apprenticeship / job applications.

- **How**

The student will approach their chosen work observation placement to discuss opportunities.

- **When**

Preferably to be arranged during either;

- ❖ Curriculum Challenge week (Nov)
- ❖ Curriculum Enrichment week (June/July)
- ❖ Wednesday afternoon Enrichment Time (for longer-term placements e.g. in a hospital environment and also for involvement in partnership and community based projects).

- **Procedures**

The student MUST complete;

- (1) a [Leave of Absence Form](#) (which requires a parent/carer signature)
- (2) ‘Work Related Learning’ [Google Form](#) (which students will be emailed via their school email)
- (3) a ‘WRL feedback’ Google Form after the experience (which will also be emailed to students).

Please note: *The arrangement will be a private agreement between the placement, parent/carer and the student; the school is not involved in any way. As the student will be in an observational role, under a private agreement, no Health & Safety checks will be requested by the school. However, this means that crucially there may be limited insurance in place to protect both the employer and the student. As this is a private agreement, families will need to take responsibility for checking insurance provision.*

Careerpilot

It is compulsory for ALL students to register with [CareerPilot](#) so that we can tailor our career planning guidance as fully as possible.

Sixth Form Attendance Code of Conduct

Introduction

For our students to gain the greatest benefit from their education it is vital that they attend regularly and therefore they should be at school, on time, every day the school is open unless the reason for the absence is unavoidable. We want all of our students to receive an education which maximises their opportunities to achieve their full potential.

Attendance at non-compulsory post-16 study is currently not covered by the law relating to attendance (Section 7 of the Education Act 1996) but is covered by the law relating to safeguarding (Section 175 of the Education Act 2002). Attendance figures can be included in any academic reports issued by the school and could be reported as requested in any reference written by DHSB relating to a student's progression to higher education, further education or employment. It is crucial in these highly competitive times, whether applying for work, training or university; that our students have a high level of attendance.

Please note: this applies to all Enrichment timetabled sessions such as morning tutor time, assemblies, tutor periods and enrichment sessions (currently on a Friday period 2). Enrichment incorporates a great deal of personal development, tools to aid wellbeing and career planning. It is a compulsory aspect of the level 3 curriculum here at DHSB and attendance for this is expected.

We appreciate that some authorised absences can be accommodated within the two years (due to the pursuit of activities that prepare an individual for their future), nevertheless, we have an aspirational goal of 100% for all students in the sixth form.

Punctuality

School begins at 8.50am and students should be with their tutors by 8.55am.

Students arriving late at any time must sign in stating the reason. Signing in books can be found inside the Sixth Form Centre. Any student showing a pattern of lateness for morning registration will have appropriate sanctions applied such as making up missed time in supervised study. Poor punctuality is not acceptable. If a student misses the start of the day they may not be contributing as fully to the school community and will also not be spending time with their form tutor getting useful information and news for the day. A form tutor is able to support a student with a 'rounded' reference if they know more about a student than simply their academic abilities. Students arriving late disrupt lessons and can be embarrassing for the student, often resulting in further absence.

Monitoring Attendance

Form tutors and subject teachers will register students' daily attendance. The Sixth Form Office must be informed of reasons for any absences by parents/carers or by students sixthform@dhsb.org. Parents/carers are asked to regularly check their child's attendance via the MyChildAtSchool [MCAS](#) portal. It is important that unauthorised absences are kept to a minimum.

Where there are concerns that a student's weekly unauthorised absence has risen above a threshold of 20% for the previous week, the Sixth Form Office will complete a logging which parents and students will be alerted to via email. This will carry 2 negative behaviour points which alert the form tutor to have discussion with the student to explore the reasons for the absences and any strategies for improvement.

If the pattern of attendance does not improve, the Deputy Head of Sixth Form may invite parents/carers to attend a meeting to explore the challenges and further strategies to remedy the situation.

Occasionally we may become concerned about a student's attendance especially if a parent/carer has not contacted the school. The school may at this point call parents on the first day of absence to ascertain the reason for the absence(s).

Absence due to illness/medical reasons: Emerging patterns of absence due to medical reasons will require medical evidence to support the absence such as notification of GP appointments/prescriptions for medication or other such information.

Should a student require more than ten school days of absence in a continuous period due to illness, parents/carers are expected to contact the school to discuss the student's ability to continue with their study programme. Cases will be considered on an individual basis.

The minimum attendance expected is 80%. Unauthorised absence above 20% could result in the following:

- The student may be asked to pay for their exam entries
- The student may be entered for revised achievable qualifications.
- The student may not be entered for examinations
- The student may be asked to leave the Sixth Form.

As stated in the Learning Agreement (signed by students at the start of the academic year), students are expected to attend every registration and timetabled session published on their programme of study. This includes tutorial time, Wednesday afternoon recreation/work related learning, enrichment and independent study sessions unless off-site authorisation has been formally agreed. Any student missing timetabled sessions without authorisation, will be referred to the Deputy Head of Sixth Form and appropriate sanctions will be applied.

Authorised Absence

For planned absence: Request for Leave of Absence' (LoA) forms are available from the Sixth Form Centre (also in downloads online) and must be completed and returned to the Sixth Form Office in order to be authorised. Routine dental or medical appointments can only be authorised by email communication with the Sixth Form Office.

Examples of likely authorised absence include:

- University open days and University, college and job interviews
- Work related learning.
- Driving tests
- An official religious holiday, pertinent to your faith
- Driving tests (some lessons in independent study time by individual arrangement)
- Representative duties for external clubs and organisations
- Organised school trips.
- Competitions relating to enhancement of CV/portfolio
- When students gain approval (from the school and by parents) for guided home study, approval may also be given for absences to some morning registration sessions. Students will be expected to follow what is covered via the link to the Morning tutor time materials.

Students are expected to follow up any missed work. This can be done by checking on Bromcom and [google classrooms](#), or by contacting the teacher directly. (Students must not rely solely on their peers for this information!)

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

- Holidays in term time
- Shopping trips
- Part or full time paid work (which is not part of the Learner's programme of study)
- Leisure activities, birthday, or similar celebrations
- Babysitting younger siblings
- Any absence from lessons and/or assembly/tutorial sessions not covered by notifying the school through an authorised LoA or medical form.
- Any unauthorised study leave, university visits, trips etc.
- Studying at home outside any allocated study leave or approved guided home study.

Where a student's unauthorised absence rises above 20%, parents/carers will be notified by email on a weekly basis through the sanction applied on bromcom.

Unplanned Absences for minor illnesses: In the event of an absence, e.g. illness, without prior knowledge, a parent/carer should contact the school to inform of the student's absence – please phone the Sixth Form Office on 01752 206173 or email sixthform@dhsb.org

Holidays (during term time)

Term dates are published well in advance, on the school website, to assist families when planning holidays. The 2006 Pupil Registration Regulations state it is the school that authorises the leave of absence to the parent/carer

who has Parental Responsibility and with whom the child normally lives. This permission must be sought in advance and, as each case is considered individually, the school is not obliged to give approval. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 state leave of absence will only be considered in exceptional circumstances. In any instance requests for during term time, the Leave of Absence (LoA) form should be completed.

Holidays should **not be** booked during the main examination period:

5th May – 30th June 2022 inclusive

Parents/carers should also be aware that there is now a designated national exam contingency day in the last week in June so all Year 13 students must be available to return on this date even though it is during study leave.

Significant absence/unsatisfactory attendance

The school will implement the following sanctions in cases where the school **does not** consider that a student's attendance levels are reasonable or where levels of **unauthorised** absence rises above 20% weekly period without an adequate reason:

Stage	Action
1.Absences noticed by form tutor/subject teacher (who may post an attendance logging on the school system).	Student alerted by form tutor/Deputy Head of Sixth (DHoS) about concern. Discussions centre around giving explanations for absences. Exploring impact of missing work/insight and understanding of enrichment/community engagement. The student is expected to improve their attendance record.
2.Weekly 80% attendance report alerts DHoS and form tutors to students with emerging absence pattern/concern	Sixth Form Office runs a weekly report to identify students with more than 20% unauthorised absence for the previous week. This list is scrutinised by the DHoS and where there is no medical reason for unauthorised absences, the office will make a behaviour logging to alert parents and form tutors to the problem. Parents are asked to explore the reasons for the absences with their child/ encourage explanation/communication with the office/explore behaviour and rewards that support the school's realistic expectation of >80% attendance. Form tutors will also do this where they can. (This is compromised if a student is failing to attend the enrichment periods). The Head of Sixth Form will be alerted by form tutors in the weekly tutor meeting to students who have an emerging pattern of poor attendance in a half term. In this case, the DHoS will have an informal chat with a student to clear up any oversights/ errors in records (e.g. has the student forgotten to inform the office of any trips/ visits/ interviews/failed to complete the off-site Wednesday activities form?).
3.The DHoS will call parents or invite parents to a formal meeting with the student to support and discuss a realistic timeline for improvement.	In this meeting, the DHoS will explore matters relating to time management skills and the consequences of non - attendance along with any outcomes relating to requirements for a personalised curriculum or referral for wellbeing support. If serious concerns remain the DHoS will liaise with the Head of Sixth and may refer on for another formal meeting.
4.Meeting with HoS and parents.	Alternative educational options explored in case these meet the student's needs better. Final guidance: career/educational objectives discussed and the student informed of possible outcomes of further absence. These are: <ul style="list-style-type: none"> • The student may be asked to pay for their own exam entries. • A new modified curriculum arranged and revisions made to the student's learning agreement. • The student may be entered for alternative qualifications that improve their life/further study/career chances if these are available. • The student may not be entered for examinations. The student may be asked to leave the Sixth Form.

Administration and Forms 2021-2022

To reduce our paper consumption some forms may be sent to students, parents/carers as online forms for completion.

(1) DHSB Sixth Form Activities Form (Wednesday E Time)

Please complete this [Google Form](#)

(2) Learning Code of Conduct

When you become a post-16 learner at Devonport High School for Boys you agree to abide by this code of conduct. The rights and responsibilities of both sides (school & student) involved are set out below. Please read carefully. Any breach of this code of conduct may lead to sanctions being taken against you as set out in the school disciplinary code.

You are entitled to expect Devonport High School for Boys to help you;

- by offering advice and guidance in choosing your programme of study
- by providing pastoral and academic care whilst you are in the school sixth form or at college
- by offering guidance to you in your selection of progression routes on leaving school.

To provide you with an education which;

- offers you opportunities to achieve your potential
- builds your confidence
- develops the skills you will need to progress.

In return I will;

- be honest and cooperative with staff and fellow students
- be punctual for all school commitments
- complete homework and coursework by the required deadlines
- maintain a 100% attendance to include any authorised absences
- abide by the policies and procedures on dress and conduct as set out in [DHSB Student Guidelines](#)
- adhere to my home school's Data Protection Policy
- attend TLP lessons at my host school during periods of closure at my home school (i.e. Inset days).

For students in receipt of a bursary award:

I understand that the school will arrange for my Learning Progress to be assessed in order to determine my eligibility for any bursary (monthly) payments.

The Link Partnership (TLP)

Should I opt to become part of the TLP programme, I hereby give my full consent for all relevant personal information, as well as my school records, to be shared across the Consortium as necessary.

I understand that the TLP offers link transport between schools/colleges in accordance with each home school's individual TLP guidelines. The DHSB TLP handbook states that students should not use their own transport to make their way between school/college. If students wish to ignore this policy they do so at their own risk, the TLP does not accept any liability. The TLP recommends that pupils do not accept lifts from fellow students.



[Devonport High School for Boys](#)



[Devonport High school for Girls](#)



[Eggbuckland Community College](#)



[Notre Dame Roman Catholic School](#)



[St Boniface Catholic College](#)

School Map

Devonport High School for Boys

Serving the City of Plymouth, South Devon & East Cornwall Since 1896

- 1 Edgcombe (E Block): Visitor Reception & Parking, Learning Commons
- 2 Hansom: Sports Hall, Fitness Suite
- 3 Edgcombe: Theatre
- 4 Drake (D Block): Science
- 5 Cookworthy (C Block): Staffroom, Humanities, Classics
- 6 Burrows
- 7 Brunel (B Block): Mathematics, English, Languages
- 8 Astor Annexe: Science, Engineering
- 9 Astor (A Block): Art, Business

- 10 Foulston (F Block): Sixth Form Centre, Media
- 11 Foulston: Gym
- 12 Ingle 1: ATC
- 13 Ingle 2
- 14 Jervis: Music
- 15 Kingsley Cottages: AEN and Visiting Music Teachers
- 16 Food Technology
- 17 Gibbons Refectory: Refuel, Conference Room

- 18 Guardhouse
- 19 Caretakers' Lodge
- 20 Arcade & Balcony
- 21 Watergate All Weather Pitch
- 22 All Weather 3G Pitch
- 23 Edgcombe Playground / Fire Assembly Point
- 24 Edgcombe Playing Fields
- 25 Year 7 Playground



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