



# Sixth Form Induction Day

Tuesday 23rd June  
2015

Information Booklet



Welcome to Prince Henry's High School Induction Day. We hope that you will have a useful day which will enable you to find out more about the subjects that you will be taking in Sixth Form and the different routines and procedures which make up Sixth Form life.

The day will be organised as follows:

- Introduction      Dr Evans      Head teacher
- Welcome      Mrs Webb      Head of Sixth Form
- Mr Martin      Head of Year 12
- 5 sessions with teachers to experience and discuss AS courses
- 'Meet the students' informal presentation by the Senior Prefects
- Informal refreshment breaks

Break in the Sixth Form Common room squash and biscuits provided

Lunch – available to buy in Sixth Form snack bar

- Final session: 2.40pm (ACE)
- Information about exam results and consultation days

## **THE SIXTH FORM TEAM**

The Sixth Form Team works to ensure that you are given all the advice, pastoral care, information and support that you need to successfully navigate your way through Sixth Form and to prepare you for the next step in your life.

The Sixth Form Team is made up of:



Mrs C Webb  
Head of Sixth Form



Mr J Martin  
Deputy Head of Sixth Form  
(Year 12)



Mrs J Tozer  
Deputy Head of Sixth Form  
(Year 13)



Mrs N Tranter  
Sixth Form Administrator



Mrs R Johnson  
Sixth Form Attendance Officer



Mr C Patterson  
Private Study Supervisor

## **COURSES AVAILABLE AT PRINCE HENRY'S HIGH SCHOOL**

### **TWO YEAR COURSES**

#### **Advanced Subsidiary Levels (AS)**

These will be the first half of an A level course and will be studied over one year, it is usual to study 4 subjects at AS level.

#### **A2**

These form the second part of an A level course and will be studied in Year 13, students usually choose to continue just 3 of their subjects at A2

#### **Applied GCE's (BTEC)**

These are the same as AS and A2 levels.

#### **New Style A levels**

In some subjects, you will be studying the new style A levels which are designed predominantly as linear two year courses. However so that you can make decisions about which subjects to continue to A2 and to make them compatible with the existing 'legacy' AS and A2 levels you will take the AS exam in these subjects at the end of Year 12. If you continue with these subjects, you will be re-examined on the same material at the end of Year 13.

### **YEAR 12 OPTION BLOCKS 2015 – 2016**

| <b>Block A</b>                                                                                                                                                                                      | <b>Block B</b>                                                                                                                                                             | <b>Block C</b>                                                                                                                                                          | <b>Block D</b>                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Biology<br>Business Studies<br>Chemistry<br>German<br>English Language<br>French<br>Maths Mechanics<br>Physics<br>Politics<br>Psychology<br>Religious Studies<br>Applied Biology<br>Theatre Studies | Chemistry<br>Economics<br>English Literature<br>Film Studies<br>Geography<br>Graphics<br>History<br>Health & Social Care<br>Music<br>PE<br>Psychology<br>Religious Studies | Art<br>Biology<br>Business Studies<br>English Literature<br>Further Maths<br>Geography<br>IT<br>Maths Statistics<br>Physics<br>Psychology<br>Spanish<br>Food Technology | Biology<br>Chemistry<br>Computer Science<br>Economics<br>English Language<br>Graphics<br>History<br>Media<br>Maths Statistics<br>Psychology<br>Resistant Materials<br>Art Textiles |

## **YOUR WORKING WEEK**

As in the lower school, you will follow a two week timetable with a total of fifty teaching periods over the fortnight. The way that you will spend this time is shown in the table below.

| <b>Activity</b>             | <b>Periods per fortnight</b> |
|-----------------------------|------------------------------|
| Option A                    | 9                            |
| Option B                    | 9                            |
| Option C                    | 9                            |
| Option D                    | 9                            |
| The Enrichment Programme    | 3                            |
| Sport / Volunteering - Weds | 4                            |
| Private Study - Supervised  | 6                            |
| Free                        | 1                            |
| <b>TOTAL</b>                | <b>50</b>                    |

### **Registration**

Registration takes place between 9.05am and 9.25am every morning in your tutor room, other than on Friday (assembly). Registration is an integral part of the sixth form programme. You are required to turn up for the whole of the registration period every day.

This is an essential part of the school day, as well as formally registering and receiving messages about the school day you will be required to take part in the tutor programme. This programme will include study skills and activities designed to contribute to your personal development. You will be encouraged to take part in discussions and presentations as part of your induction into independent thinking and learning. Your progress will be monitored every half-term and your tutor will have regular discussions with you to review your progress.

We regard the registration period as an essential part of the school day and sanctions will be implemented if students are persistently late for registration.

### **Private Study and Homework**

You will be expected to do as many hours of work outside of lessons as you do during lessons. This equates to four or five hours per subject per week. It is your responsibility to organise your time carefully. Making good use of your Private Study periods at school will reduce the amount of work you need to do at home. Working with other people can also have a beneficial effect and during your supervised private study you will have opportunities to work on group projects.

As Sixth Form Students we expect you to be able to manage your time effectively, obtaining the correct balance between study, paid work and social activities. Discussions about time management and study skills are a part of our sixth form programme of study as a means of preparing you for further academic study at university or for the world of work.

## **SIXTH FORM EXPECTATIONS**

The school day is from 9.05 am to 3.35 pm – **please be punctual.**

You must attend all lessons: copied up notes are always more difficult to understand than those you have made yourself. If you miss a lesson due to illness you must take responsibility for catching up the work you have missed and for completing any homework or essays that were set when you were absent.

### **Absence**

**Sixth form absence procedure:** in all cases of absence due to illness parents should phone Mrs Johnson on 01386 765588 and choose the Sixth Form option or email [rjohnson@princehenrys.worcs.sch.uk](mailto:rjohnson@princehenrys.worcs.sch.uk) This needs to happen on the first day of absence between 8.00am and 1.00pm, and on any subsequent days. A further letter may also be required.

**Requests for leave of absence:** absence from lessons causes loss of continuity which can lead to problems and should therefore be kept to an absolute minimum. Wherever possible, medical appointments should not be made in school time. Where unavoidable, school must be informed in advance (details as above for all 6th form absences) or by presenting a copy of the appointment slip to Mrs Johnson. Subject teachers must be informed, and you should attend for part of the lesson if timings allow. It is the student's responsibility to keep up with any work missed and if an absence is known about in advance they should see their teachers to collect work. Students must ensure that they sign out / back in at the Sixth Form office.

Family holidays should not be taken in term time and requests for such holidays will not be authorised. Requests for other absences such as for sporting competitions or music exams should be made in advance via Mrs Johnson in the Sixth Form office, if necessary such requests can be discussed with the relevant Head of Year.

### **Illness at school**

If you become ill during the day at school or need to go home for any other reason, you should go to the Sixth Form office and speak to a member of the Sixth Form team. They will help to decide what is best for you. If you do go home ill, then you must make sure that Mrs Johnson or Mrs Tranter has marked you out on the register. You will need to bring a note in when you return to school.

### **Lunchtime**

You are allowed to leave the school grounds during lunchtime but must **sign out** in either the book that is kept in the kitchen area of the Common Room or on Reception. Please do not 'hang around' in town – we expect you to maintain the highest standards of behaviour in the local community. **Once you return you must sign back in.**

## **The Enrichment Programme**

Over the two week timetable cycle you will have three periods allocated for the Enrichment Programme. One session will be allocated to the Electives Programme. Another will be for the delivery of the Enrichment Programme. This includes outside speakers such as the Driving Standards Agency and the Police Force. In addition the General Studies lectures will be delivered; these will help to prepare you for some of the topics for the examination in the Summer.

## **Holidays**

You are not permitted to take holidays during term time and we strongly advise that you do not plan holidays over Christmas or in May half term as you will be doing mock examinations at the beginning of January and your AS examinations will be in May and June. When you have completed your AS examinations you will return to school, usually in the second week in June to begin your A2 courses.

## **Signing 'in' and 'out'**

You are expected to use your time sensibly. When you don't have lessons you will either be engaged in **SUPERVISED PRIVATE STUDY** or working independently around the school. If you have to leave school for any reason (such as a doctor's appointment) **you must sign out** in the folder that is kept in the kitchen area of the Common Room or the one kept on the main School Reception. **Once you return you must sign back in.** This is very important as we are a full-time Sixth Form and need to know your whereabouts in the event of a fire alarm or emergency.

## **Exams**

AS examinations take place in May and June and cannot be missed; the dates are set by the exam boards NOT by the school and cannot be changed. Mock examinations in all subjects will be in early January. In addition there will be a succession of final coursework deadlines in April and early May

## **Wednesday Afternoons**

There are no lessons on Wednesday afternoons. Everyone is expected to take part in a sporting or community service activity such as volunteering for part of Wednesday afternoon. The PE department organise a variety of activities both recreational and competitive, any student who is not doing regular volunteering is expected to bring sports kit and participate.

## **Paid Employment**

Keep a sensible balance between academic work, social life and paid employment (if any). Any paid employment in excess of 10-15 hours per week has a direct effect on your grades at AS and A level. If you are doing paid hours of 20 hours or more a week, you are no longer counted as a full time student. Long term, good A level results will enhance your employment prospects.

## **Private Study**

In Year 12 most students will have approximately 7 periods of non-teaching time over the 2-week timetable. These are not free periods but private study periods. During supervised private study you will work under the supervision of a teacher in the Private Study Room (the PRH). You are expected to bring work to do. A number of laptops are available to use and students doing practical subjects can arrange to work in departments. Even if you feel that you have no specific tasks to do there is always background reading to do or past papers to complete.

AS levels require a lot of hard work and energy, many of you will face work that for the first time in your lives you do not immediately understand; success will come to those who battle to understand and who seek help when required.

The remaining period(s) are unsupervised. You may leave the school site but must sign out and in.

## **Conduct**

We expect our Sixth Formers to uphold the highest standards of behaviour at all times. Remember that you are role models for pupils in the lower school and should behave sensibly and responsibly.

Sixth Formers are allowed to use mobile phones BUT this must be confined to the Sixth Form area only. You are not allowed to walk around the main school using your phone. If you do, we will confiscate it for the day.

There are more details of our expectations about conduct in your student learning agreement and the Sixth Form handbook. Please read these documents really carefully.

In return teachers will do their utmost, both in and out of lessons, to help you to maximise your potential, **BUT** remember ultimately your success depends upon how hard you work and is **YOUR RESPONSIBILITY**.

## **UNIFORM**

A full list can be found in the school prospectus but please remember the following:

- Nose studs, other piercings or more than one pair of earrings are not allowed.
- Girls must wear a navy skirt purchased from the School Shop with the school logo embroidered on it.
- **Boys must have a blazer.** Alternative jackets are not acceptable.
- Denim or leather jackets are **unsuitable** for school.
- The only jumpers or cardigans allowed are the navy Sixth Form jumpers stocked at the School Shop.
- Extremes of hair style or dramatic colour changes are not allowed, specifically hair should not be dyed 'unnatural' colours.
- No colourful scarves.
- Boys must be clean shaven, beards and other facial hair are not allowed.
- Trainers are not acceptable.
- High heels are dangerous in a school environment and should be avoided. Shoes should be black and flat.
- Boys must wear formal black trousers, jean-style trousers are not acceptable.

## **SIXTH FORM COMMON ROOM AND FACILITIES**

The Sixth Form Centre offers excellent facilities and a very pleasant environment. We want you to make the most of them but this also requires accountability and responsibility on your behalf. Therefore:-

- The Common Room must be kept tidy, use the bins for rubbish.
- Any damage to furniture or fixtures will have to be paid for.
- No eating or drinking will be allowed in the Study Room (S5) or IT Suite.
- The Study Room is for working so an atmosphere conducive to learning needs to be maintained.
- Remember when entering and leaving the Sixth Form area to be aware of noise. There will be lessons going on in A-Block.
- The Sixth Form coffee bar, 'Little Henry's', in the common room is open between 10.30am and 2.00pm for students to purchase, hot drinks, snacks and lunch food.

## **ENTRY REQUIREMENTS**

In order to come to Prince Henry's Sixth Form you must meet our entry requirements. The general entry requirement is 3 C grades and 2 B grades (and these must include English Language and Maths at least to C grade); however most subjects have their own entry requirements. If you don't meet these criteria you will not be allowed to take the subject.

## **EXAM RESULTS AND CONSULTATION DAYS**

- Results Day is on Thursday 20<sup>th</sup> August. Results can be collected from 9.00 am onwards. (If you are going to be away on holiday leave a stamped addressed envelope in the school office).
- With your results you will find a slip informing you how to complete your A level option choices. This should be done as soon as possible and certainly NO LATER THAN WEDNESDAY 26th AUGUST at 9.00am. If further advice is needed, please attend one of the consultation periods. (See below).

N.B. If you do not return this form you will not have a timetable on your first day.

- Senior Staff will be available for consultation between 9.00am – 1.00pm on the following dates:

Thursday 20<sup>th</sup> August      9.00am – 1.00pm

Friday 21<sup>st</sup> August      9.00am – 2.00pm

- All students who are not presently in Year 11 at PHHS must attend a consultation day and bring a copy of their exam results on Friday 21<sup>st</sup> August.

Please come to these sessions for advice if you do not get the grades you were expecting or are unsure about your option choices.



# SIXTH FORM