



Centre of Further Education
Dream Big Dreams

Student Handbook

2017/2018



Our Mission Statement: "To be Outstanding on every step of our journey"

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Introduction

We are delighted that you have decided to become a member of the Centre of Further Education (CFE) at The Buckingham School. We hope that you will find your time in the CFE rewarding and academically challenging.

You will have every opportunity to become involved in a wide variety of exciting activities in the CFE and within the wider school community. Your aim should be to make the most of your time here and that you will work with others to create a CFE community which has a positive impact on your learning and that of others.

School Ethos – Success for All through Achievement, Challenge and Enjoyment.

We seek to promote and encourage the following qualities in both staff and students.

- Self-respect, self-confidence and self-discipline
- Respect and tolerance for different ways of life, beliefs and opinions
- A concern for equal opportunities and the challenges of stereotypes
- Consideration for others
- Courtesy of speech
- An emphasis on quality and excellence
- Smart appearance – we are all ambassadors for the school
- Flexibility and adaptability to change
- A sense of responsibility – both personal and collective

The 3 Pillars of the CFE

Pillar 1: Skills

- Critical Thinking
- Organisation
- Independence
- Time management
- Confidence
- Note making

Pillar 2: Values

- Democracy
- Accountability
- Equality
- Inclusion
- Morally sound
- Excellence

Pillar 3: Behaviours

- Sincerity
- Passion
- Integrity
- Respect
- Initiative
- Toughness

We believe that learning and demonstrating these skills, values and behaviours are crucial to the success of each student within the CFE. We will guide you towards embedding them into your attitude and performance throughout your journey through the CFE.

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CFE Staff

Advisers / Head of CFE/ Director of CFE

Your Adviser (Form Tutor) is your first point of contact in school and they will be able to help you with a range of issues, both academic and relating to your wellbeing. Your Adviser will mentor you on a regular basis and check on your overall progress.

If your Adviser cannot resolve an issue, the Director of CFE and the Head of CFE are available each morning during registration. Please feel free to knock on the door. Alternatively, you can make an appointment. You can also email your Adviser, the Director of CFE and the Head of CFE:

Year 12

Mrs C Gibson Smith	Head of CFE	cgibsonsmith@buckinghamsschool.org
Mr Churchward	Adviser	lchurchward@buckinghamsschool.org
Mrs C Stamp	Adviser	cstamp@buckinghamsschool.org
Mr R Tyler	Adviser	rtyler@buckinghamsschool.org

Year 13

Mr J Ryan	Director of CFE	jryan@buckinghamsschool.org
Mr P Cunningham	Adviser and UCAS Co-ordinator	pcunningham@buckinghamsschool.org
Mrs A O'Sullivan	Adviser	aosullivan@buckinghamsschool.org
Mrs A Simmons	Adviser	asimmons@buckinghamsschool.org

If you still feel your concerns have not been met then you can speak to the Director of CFE, Mr Ryan.

Student Representation

The main roles are Head Boy and Head Girl and the team of SSLT (Senior Students Leadership Team). The SSLT team represent the bridge between the student body and SLT in terms of areas students feel they can and should be improved and any suggestions students may have to improve the school community. The SSLT also chair different student committees and projects, for example chairing the student council meetings and supporting the anti-bullying team.

The process of voting, at the beginning of each academic year, the role of the Head Boy and Head Girl is advertised and is open to all students. As part of this process candidates require to complete an application form and state not only the reasons for why they want the role but also their plans on how to improve the school community. Once Candidates have been shortlisted they present their candidacy and plans to the student body and are interviewed by a panel that includes a member of SLT and two other teaching staff. Thereafter the student body votes for their preferred candidate and through a democratic process the candidates that received the most votes are appointed Head Boy and Head Girl. Their first task 'in office' is to then assemble their team that will support their efforts in improving the school community for students.

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Student Mentoring/Tutoring

TUTORIALS

Advisors Role – clear unauthorised absences, support students with pastoral needs, deliver tutorial programme which will be focused on:

Time Management, Literacy/Numeracy, Critical Thinking, Note taking, Organisational Skills, Motivation, Your Future, Cyber Bullying, Current Affairs, Prevent/Extremism, Drugs, Sexual Health, Safe Drive Stay Alive, Financial Management, Politics, Communication Skills (Interviews, telephone manner, interview), Employment Laws, Driving Theory Test Instruction, Life Skills.

MAP MENTORING – Navigating to Success

From Tuesday to Friday tutorial time will be dedicated to mentoring. Mentors will meet all members of their group on a 1-2-1 basis every three weeks.

The Mentors will become experts in a particular field and students will be allocated owing to their primary need:

Motivation

Achievement

Pastoral

Mentoring Allocation

Motivation – This will focus on improving work ethic and desire to succeed

Achievement – This will aim to improve skills needed to succeed

Pastoral – This will focus on attendance and/or personal support to help you succeed.

When staffing is known specific staff will be allocated to groups of students that suit their skills and expertise.

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Registration/Attendance/Punctuality/Driving

The school day is from 8:35am to 3:10pm. During this time the school is **legally responsible** for CFE students.

We cannot stress enough the importance of **regular attendance** throughout the Sixth Form courses and we expect a minimum of **96% attendance**. Much of the course content is complex and explanation by the Subject Teacher is essential and cannot be replaced by an amount of copying up of notes from lessons missed.

Late In

Students who arrive during registration time must see their form tutor who will enter them as “Late” on the register. After registration has closed students should report to Student Office where they will need to sign in (time and reason for lateness) so it can be entered on the register. Failure to do so will breach the Health & Safety Regulations and we will officially be unaware you are on site in the event of a fire. **It is imperative you sign in/out correctly at any given time.**

You will need to explain to your form tutor why you are late and you must remain in your form room for the **full duration** of the registration time.

CFE (School) Day

Period	Time
Registration and Tutor Time	8:35 - 9:00
1	9:00 - 10:00
2	10:00 - 11:00
Break	11:00 - 11:20
3	11:20 - 12:20
4	12:20 - 1:20
Lunch	1:20 - 2:05
5	2:05 - 3.10

Driving

Important Information:

- Absence from school for theory and practical driving tests is permitted provided you give prior warning to your form tutor.
- Absence for driving lessons is not allowed either during the school working day or at lunchtimes. Driving instructors should be asked to meet students off site for Health and Safety reasons.
- There are NO facilities to park your car on the school site. Please remember to park your car legally and respectfully in and around the neighbouring area.
- For reasons of safety we request that students do NOT drive onto the school site to drop students off in the mornings.
- Any students driving a car to school must register their vehicle with the CFE Administrator.

Dress Code

Please be aware that our dress code will be checked each week – it is as follows:-

A formal suit (a jacket with matching dress/skirt/trousers which are the same colour and made of the same material). Jackets must be worn to school and any coats removed in lessons: A shirt and tie (boys) or a smart top such as a shirt or blouse covering the shoulders with a modest neckline (girls); skirt and dress lengths must be no more than 8cm above the knee; shoes must be formal in style, smart in appearance and either flat or low-heeled consistent with health and safety considerations; jewellery should be kept to a minimum, consistent with good taste and safety. Apart from pierced ears, no other facial jewellery is permitted. Students may be asked to return home to get changed and/or receive sanctions in line with the school's Behaviour Policy if they fail to uphold our high standards. Religious headscarves are permitted (these should be tied back for PE/Science/Tech etc. to comply with Health & Safety).

Breaches of this policy will result in a verbal warning, written warning and then on the third recurrence the student will be sent home.

CFE Communal Areas

The CFE communal areas are the Study Room, CFE4 and the Common Room.

- The main Study Room reverts to a Common Room only at break and lunchtime.
- Ensure this area is kept tidy, free of litter and replace any moved furniture.
- Eat and drink only in the designated common room areas, not around the school or near the computers.
- The study rooms are for quiet independent study.
- If you require a room for silent study, please see the CFE administrator who will be able to give you access to one of the small rooms in the CFE.
- The CFE common room has a sink, microwave, kettle, coffee machine and fridge which can be used by all CFE students. We actively discourage the purchase of fast food from other establishments off-site. Hot drinks cost 50p a cup.

Study Room Expectations and Log

The main Study Room is monitored by the CFE Administrator. If noise rises to above a satisfactory level and you are told on more than three occasions to be quiet and you are not, your name will be added to the Study Room log and all incidents will be dealt with by Mr Ryan or Mrs Gibson-Smith. You are not permitted to play games/music (even on your own laptop, unless specifically told to by your Sixth Form teacher). This is a quiet/silent area of study, please respect it and others that work in it. You may wish to purchase earphone to minimise any disruption to other students.

Study Periods

We expect our students to achieve to the maximum of their ability and to this end commitment towards active and independent study is essential. These periods should be used to facilitate the development of independent learning, time management skills and completion of coursework.

Help, advice, support.... We're here to help!

- Have a goal or a career plan – if you have a goal you will be focussed
- If you have a specific university course or career in mind, try to match the subjects you do with those they prefer
- Remember that they're private study sessions, not free periods. Using these wisely really reduces your workload at home
- Choose subjects you enjoy, but subject that will get you where you want to be in the future.
- Get involved! It will give you experience, it will be fun, rewarding and great to write on my personal statement.
- Ensure that you've spoken to teachers about your A-Level choices as the jump between GCSE and A-Level is a big leap.
- Get involved with Student Leadership from the beginning of the year as it's a fantastic thing to write on your personal statement and a really good way to mix with different people.

So you've got 'nothing to do'?

'A' Level students often say they have nothing to do because they have done all of the work set. There is always something to do when you are studying for 'A' Levels! Extra reading and research can really make the difference between grades so do some extra work. The list of tasks below is just a starting point.

Remember these are your qualifications – only you will sit the exams and complete the course work and you will open the results in August – you must make sure you take responsibility for your own learning to ensure you do the very best you can.

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- Ensure you have a copy of the specification at the front of your folder so you can check off what you have learned, what's been covered in lessons, where you are going next and whether there are any gaps in your understanding
- Use your textbook and ensure you read the chapters relevant to what is being covered in class
- Read the chapters before and after the topic being covered or anything cross-referenced in the text. This is known as reading 'around' the subject and will improve your understanding of the issues as well as putting your understanding into context
- Use the library to find other textbooks and read alternative points of view or different authors' perspectives on the same topic
- Read the newspapers and find articles and current affairs issues relating to the topics covered on the courses
- Use the internet to find extra detail or up to date research and information. Use this with caution – remember you cannot always be sure of your sources. Never copy and paste and consider the job done.

Student Learning

The People around you

- Make sure that others understand that you need to concentrate and need to work undisturbed.
- Make sure they know when you are working/what your study plans are
- Make it clear when you are really under pressure, to get an essay written or revising for exams, for example
- On the other hand, be understanding of their needs.

Study Skills: Time Management - Why is it important?

- Two problems: finding enough time and using it effectively
- Work more efficiently
- Maximise academic performance
- Avoid under-working or over-working
- Minimise stress

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- Balanced life: academic work, part-time work, leisure
- Conserve your energy
- Make the most of your time.

To help you with any revision or study, there is a booklet available called the CFE Revision guide. Just ask for a copy.

Behaviour Policy

As a student, you are expected to:

- attend school regularly and be on time for registration and lessons
- be correctly dressed and always bring the necessary equipment
- show respect for all the people at school and for the school environment and property
- listen carefully and follow quickly and efficiently any instructions given by staff and prefects
- work hard in lessons and finish your classwork and homework to meet deadlines
- ask your teachers for help if you think you need it
- be honest and take responsibility for your own learning and actions
- show good manners in your speech and behaviour
- speak out against bullying, vandalism and any other anti-social behaviour – remember there are no innocent bystanders.

You can expect your teachers to:

- get to know you as individuals and recognise your abilities and character
- help you understand the work in lessons and make sure you know what is expected of you
- listen and try to understand your problems or difficulties, and do their best to help you improve
- make it clear when your work or behaviour is unacceptable, and take appropriate action
- treat all students fairly
- recognise and praise both your good work and good effort
- give regular feedback to help you to improve.

Working with Parents

Parents are encouraged to support good attendance, student attainment and progress, and good behaviour through the Positive Behaviour Contract, the regular Newsletter; and to provide feedback in planners and attend Parents' Consultation meetings.

Generally, staff involve parents early in problems so they can discuss future action together. Where possible, future action will be agreed by School staff, parents and the student, with a written copy making clear to everyone what is expected.

Every effort is made to use sanctions consistently, and in a context of positive reinforcement of good behaviour, but account will be taken of the student's age, personal circumstances, previous behaviour, and the impact on the health, safety and welfare of other students. Sanctions include: reprimand, which should be constructive and as private as possible to the individual student; the general rule is "Public praise, private criticism" unless the issue is with the whole class.

Assemblies

All CFE students are required to attend Assembly every Monday at 9.20 am. This will last for twenty minutes.

Illness/Appointments/Permission to Leave Site

Permission to be absent for any foreseen reason (medical, interviews etc.,) should be sought initially using the known/absence form, your tutor needs to complete and sign with any accompanying evidence such as text or letter. This will go to the CFE Administrator who will pass to Student Office so the register can be adjusted.

Absence as a result of illness should be kept to a minimum. If you are going to be absent a phone call to student office should be left before 8.30am (01280 812206 Option 1) or you can email your tutor or directly to inform them filling in a known absence form.

If you do not produce evidence of your absence this will be noted as unauthorised, if we have evidence it will be authorised.

Doctors or dentist appointments should be made outside of school hours wherever possible. You will need to obtain a Permission to Leave card before Student Office will allow you to leave. You may obtain a written note from Mr Ryan or Mrs Gibson-Smith.

You need to be aware it is your responsibility to:

- provide parental notes or phone calls to explain absences or letters will be sent home.
- You are punctual and attend morning registration, assemblies and lessons.
- If leaving the school site at lunchtime that signing in/out sheets are completed properly and you are back onsite by 1.15pm or the privilege **will be withdrawn**.
- Be aware that persistent lateness/truancy will result in parental meetings being held.

16-19 Student Bursary Funding

The Government introduced a Bursary Scheme for 16-19-year-old students. It was introduced to provide financial assistance to students whose ability to participate in and to complete their education may be affected by financial constraints. For further information, see the school website and drop down menu CFE.

Changing/Terminating Courses, Leaving and Connexions

Upon joining the CFE you are only able to change courses within the first three weeks and this is upon agreement of the Director of the CFE, Head of CFE and the Headteacher if they have a legitimate reason for doing so.

Having opted for a particular programme of study, you cannot alter your timetable without full agreement from the appropriate staff. Suitability testing is carried out during the early weeks in September, if results show that a student may not be able to continue with the course, appropriate discussions will take place.

If you are thinking of leaving the CFE you must have discussions with your form tutor and complete the necessary forms which can be obtained.

If you are unsure of your chosen pathway, interviews can be set up with Connexions who can offer advice on a range of issues including university applications and job interviews. You can make an appointment through Mr Cunningham.

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Mobile Phones

You are only allowed to use these in the CFE area. Please remember you are a role model to younger students in our community who should not be seen with these items of equipment. The school will not take any responsibility for the theft, damage or loss to such items. If students choose to bring mobile phones and other electronic devices such as i-pods, MP3, MP4 players etc., to school they must adhere to the following:

1. The Buckingham School is a workplace; phones are the responsibility of the student and must be switched off and kept safely by the student during and between lessons. No electronic devices (or headphones) should be seen or be in use whilst students are walking around the school.
2. If there is an emergency which requires communication with home, students must go to the Student Office. In an emergency parents / carers should phone Reception and a message will be taken to the student.
3. Students must ensure that files stored on their phones do not contain violent, degrading or pornographic images. Phones may not be used to take photographs or videos at school unless permission is specifically given by the teacher. The transmission of some information is a criminal offence. Students found to be responsible for this will have their phone confiscated; it will be returned to their parent / carer, or passed to the Police.
4. Cyber-bullying is completely unacceptable, students found to be responsible for this will have their phone confiscated; it will be returned to their parent / carer, or passed to the Police. This is whether the accounts are private or public. Students found to be engaging in cyber bullying will be asked to leave the CFE
5. Mobile phones cannot under any circumstances be taken into examination rooms. Breach of this rule will lead to invalidation of that examination and potentially other examinations.

Note: All points in the policy apply to phones, i-pods, MP3, MP4 players and any similar devices. If electronic devices are used at incorrect times students will be challenged, the item will be confiscated, and will be returned at the end of the day. If students dispute this, or offend persistently, parents will be asked to collect the phone from reception. In all cases the Director of CFE will be the arbitrator.

Smoking/Alcohol/Drugs

The Buckingham School is a non-smoking site. Students are forbidden to smoke on the school site or in view of Local residents. Students seen smoking are deemed to be 'bringing the school into disrepute.' This means they will receive a sanction in line with the school's Behaviour Policy.

Students should be aware that the school's drug and alcohol policy applies to all Sixth Form students as part of the Behaviour Policy: breaching this will result in you being asked to leave the CFE.

It is the aim of The Buckingham School to educate its students to make informed personal choices and decisions in order to avoid putting themselves, or others, in danger. It is recognised that drugs are widely available and that there is a national problem particularly among young people. The purpose of this policy is to actively discourage, and hopefully prevent, students from misusing drugs at any time; it should act as a deterrent. Any cases of misuse of drugs by students (or staff) will be treated as serious misconduct. Counselling, guidance and professional help will be preferred options to disciplinary measures where involvement with drugs is suspected. However, where a case is proven, sanctions will be applied because students will be deemed to have made inappropriate choices about their behaviour, in full knowledge of the standards expected by the School, and in order to demonstrate the seriousness with which the School regards the possession, supply, intent to supply or use of drugs.

To see a full version of The Buckingham School Policy on the misuse of drugs and other substances visit the 'Policies' section on the school website.

ParentMail, Food Zone

The school is a cash-free environment, using a secure online system called Parent Pay for all its *financial transactions*.

Making secure payments online using your credit or debit card

ParentMail offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week – safe in the knowledge that the technology used is of the highest internet security available.

You will have a secure online account, activated using a unique username and password; you will be prompted to change these, and to keep them safe and secure.

Making a payment is straightforward and ParentMail holds a payment history for you to view at a later date; no card details are stored in any part of the system. Once you have activated your account you can make online payments straight away. For further information on ParentMail visit www.parentmail.co.uk

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The school also uses ParentMail for sending letters/emails to all parents. We also use this system to organise Parents evenings, allowing parents to book appointments with the teachers they want to see. All parents should register for ParentMail, please go to <https://pmx.parentmail.co.uk/#core/login> to register.

Food Zone

The Food Zone offers a wide variety of food made and served in house. CFE students are permitted to visit the canteen at breaks and Lunchtimes. However, there will be no hot food in the CFE. Hot food can only be consumed in the Food Zone. CFE students are expected to line up with other year groups at break and lunchtime. Students may sign out and purchase lunch off site, but food purchased off site and brought on to the site must follow the healthy school's guidelines.

School Website/Email

Remember to log onto the school website on a regular basis. In addition to current notices you will find information relating to UCAS, study leave and a whole manner of different aspects of CFE Life. Letters and information can also be found on the school website.

Care of Valuables

1. Students must take responsibility for their own valuables in school. Report immediately the loss or damage of any of their belongings. They should inform the member of staff who has responsibility for the area of the site or the subject lesson in which the loss occurred. Personal Laptops will not be covered by school insurance.
2. Clothing and specialist equipment should be named. This includes sportswear and equipment. However, any pupils using the changing rooms for any sports activity should check into the P.E. teacher in charge, all cash and valuables. These will be safely stored by the staff during the lesson and returned when the activity is over. Please provide a named purse or wallet for the storage of cash/valuables.

Any loss should also be reported to the Student Office.

Holidays/Casual Work/Part-Time jobs

Holidays

Please be aware that holidays during term time will not be authorised. You must complete a leave of absence form and hand it to your Head of Year. You will be expected to catch up with missed work.

University interviews, auditions, music examinations, driving tests - you will be permitted to take these during term time. Please provide a letter in advance to cover the absence. University open days - students are permitted to take three days of term time to attend university open days. Students must supply a parental letter before visiting a university.

Both Year 12 and 13 students will be in school until they have completed their last exam or handed in their last piece of coursework. The Year 13 will then be signed off by subject staff, Head of CFE and Director of CFE. Year 12 will start Year 13 work on the first Monday after the last GCSE examination usually around the 30th June to the 3rd July – we ask parents not to book holidays at this time as it is important to set the scene for Year 13 and start coursework.

Casual work / part time jobs

The school understands the benefits of undertaking paid employment. However, you must prioritise this with your academic work. You should not be working more than 9 hours in any week in paid or voluntary employment so that this does not adversely affect your academic performance. These jobs should not exceed 20 hours.

Bad weather emergency arrangements

Before School

If heavy snowfalls or other severe weather conditions make it likely that this School will be unable to open normally, we will post information on the school website. We also have arrangements with local radio stations to have announcements made over the air. Please tune in to either Heart Radio, Chiltern Radio, or Fox FM. Announcements will only be about closures and the School will probably be open if no announcement is made. A decision to close will be made if the school bus services are not able to operate. Students who live within walking distance should also listen for announcements in adverse weather conditions as we cannot guarantee that there will always be staff present to care for pupils who arrive here. The website will be updated in the light of changing conditions.

Our guidelines are as follows:

Students should make every reasonable effort to attend school. They should be warmly clad, wear appropriate footwear, and carry a mobile phone to telephone home or to a neighbour in an emergency.

Please make sure you have a note of the necessary telephone numbers. Buses often run late when weather is bad, so you should allow for this before returning home from the bus-stop. Please make sure that if your parents work you can look after yourself if you have to return home during the day.

IMPORTANT: Please do not telephone School before 9.00 a.m., in severe weather. Our switchboard staff will have the same difficulties in getting to work as students and we have to keep them, and our phone lines, free for essential communications.

During The School Day

If severe weather develops during the school day, we keep in regular touch with the bus companies, and we keep students informed about delays etc., on the website. In badly deteriorating weather conditions we may need to close School during the working day so as to allow homeward travel before roads become impassable. In these conditions students may arrive home earlier than expected. CFE students are asked to sign out and notify parents that they are returning home.

ICT Guidelines/Important Information

The computers in the CFE are provided and maintained for the benefit of all KS5 students, who are encouraged to use and enjoy these resources, and ensure they remain available to all. Students are responsible for good behaviour on the internet just as they are in a classroom or a school corridor. Remember that access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn.

Computer monitoring software will be installed in the near future. If you are caught viewing or doing anything you shouldn't it will be added to the Study room log and dealt with by Mr Ryan/Mrs Gibson-Smith.