



# **The Buckingham School Sixth Form Student Handbook 2020-2021**

**Success for All through achievement, challenge & enjoyment**

# Contents

Introduction .....	3
School Virtues .....	4
Tutors/Head of Sixth Form/Director of Sixth Form .....	5
Registration and Tutorials .....	6
Assemblies .....	6
Routines and Procedures .....	7
Behaviour and Rewards Policy .....	8
Dress Code .....	9
Punctuality and Attendance .....	10
Known absence requests and holidays .....	10
Hospital/Doctor/Orthodontist/Optician/University appointments .....	11
Safeguarding .....	11
Sixth Form Area .....	12
Common Room .....	12
Small Study Room .....	12
Large Study Room .....	12
ICT Guidelines .....	13
Study Periods .....	13
Home Study Periods .....	13
Changing Courses and Progress Assessments .....	14
Summer Exams .....	17
Driving lessons/tests/parking .....	17
Part Time Work.....	17
Mobiles, Laptops and other devices .....	17
Smoking, Alcohol and Drugs.....	18
Plagiarism.....	19
BTEC Expectations .....	19
Coursework Guidance .....	20
Independent Study Expectations .....	21
Life as a Sixth Form Student .....	22
Examinations .....	22
Careers Advice and Progression .....	22
Work Experience .....	22
Leadership Opportunities .....	23
Monitoring Progress .....	24
16 – 19 Bursaries .....	24
Working with Parents .....	25
Emergency arrangements in case of bad weather .....	25
Care of Valuables .....	26
School Website and Google Classroom .....	26
Summer Work .....	26
Wellbeing .....	27
Appendices .....	28

# Introduction

We are delighted that you have chosen The Buckingham School Sixth Form (Sixth Form). We hope that you will find your time in the Sixth Form academically challenging and rewarding.

Our mission: For all students to leave with the best qualifications and skills they are capable of achieving. Students leave our Sixth Form on the most appropriate career pathway, whether that be University, apprenticeship or employment with training.

You will work with others, to create a community which has a positive impact on your learning and that of others. A mantra that we like to have at the heart of The Buckingham School Sixth Form is you should leave us with '**no stone unturned**'; secure in the knowledge that you have done everything you can to achieve your potential over the 2 years you are in the Sixth Form.

# SCHOOL VIRTUES

## Success for All through Achievement, Challenge and Enjoyment

We actively promote the following School Virtues in both staff and students:

### *As members of this School, we will:*

Build **AMBITION** by:

Having long term targets and be open to new opportunities.

Explore the pathways available to help reach our goals.

Strive to act with **CONFIDENCE** by:

Seeking out and taking up new challenges.

Celebrating our successes, learn from our mistakes and believe in ourselves.

Treat all members of the community with **RESPECT** by:

Treat others as you want to be treated.

Showing you care about others' feelings and wellbeing and appreciate all aspects of the world around you.

Display **EMPATHY** by:

Being mindful of the impact of our actions and words on others.

Trying to see a situation through someone else's eyes.

Strive to develop **RESILIENCE** by:

Respond positively to difficult situations.

Overcome barriers, bounce back and never give up.

Act with **INTEGRITY** by:

Doing the right thing even when nobody is watching.

Making the choice to be a good person and keeping your word.

Encourage **CURIOSITY** by:

Having a sense of enjoyment and fascination in learning about ourselves, others and the world around us.

Recognising that the questions you ask about the world are more important than the questions you can answer.

## Tutors / Head of Sixth Form/ Director of Sixth Form

**Your Form Tutor is your first point of contact in school** and they will be able to provide you with support throughout your time in the Sixth Form and help you with a range of issues, both academic and relating to your wellbeing. Your Form Tutor will mentor you on a regular basis and check on your overall progress.

If your Form Tutor cannot resolve an issue, the Head of Sixth Form and the Director of Sixth Form are available each morning during registration. Alternatively, you can make an appointment via email.

Mrs S Pykett	Director of Sixth Form Assistant Headteacher	<a href="mailto:spykett@buckinghamsschool.org">spykett@buckinghamsschool.org</a>
Mrs C Gibson-Smith	Head of Sixth Form	<a href="mailto:cgibsonsmith@buckinghamsschool.org">cgibsonsmith@buckinghamsschool.org</a>
Mr P Cunningham	Whole School Careers Lead UCAS Coordinator Form Tutor	<a href="mailto:pcunningham@buckinghamsschool.org">pcunningham@buckinghamsschool.org</a>
Mrs A Simmons	Academic Standards Lead for mentoring	<a href="mailto:asimmons@buckinghamsschool.org">asimmons@buckinghamsschool.org</a>
Mrs A Dye	Sixth Form Study Supervisor	<a href="mailto:adye@buckinghamsschool.org">adye@buckinghamsschool.org</a>
Mrs A O'Sullivan	Form Tutor	<a href="mailto:aosullivan@buckinghamsschool.org">aosullivan@buckinghamsschool.org</a>
Mrs K Lefevre	Form Tutor	<a href="mailto:klefevre@buckinghamsschool.org">klefevre@buckinghamsschool.org</a>
Mrs C Fraser	Form Tutor	<a href="mailto:cfraser@buckinghamsschool.org">cfraser@buckinghamsschool.org</a>
Mrs H Davis-Thickbroom	Form Tutor	<a href="mailto:hthickbroom@buckinghamsschool.org">hthickbroom@buckinghamsschool.org</a>
Miss S Robinson	Form Tutor	<a href="mailto:srobinson@buckinghamsschool.org">srobinson@buckinghamsschool.org</a>

## Registration and Tutorials

All students are expected to attend registration from **08.35-09.00**. A range of enrichment and tutoring activities will take place during these sessions, including weekly assemblies. Tutor time is an important part of your time in the Sixth Form. The Sixth Form PSHE, RE, Careers programmes and mentoring are all delivered through tutor time.

## Assemblies

All Sixth Form students attend assemblies once a week in the main hall. **Whilst social distancing measures are in place, assemblies will take place in tutor rooms through the class projector.** There will be additional assemblies when necessary. Assemblies will also be differentiated towards Year 12 and 13 Year Groups as appropriate throughout the year.

You will be responsible, with your tutor group, for delivering at least one assembly per academic year. The assembly programme includes; lectures, presentations, videos and discussions covering a wide range of general, social, health, political and cultural topics as well as careers and higher education guidance.

## Routines and Procedures

To ensure the best possible experience for all during your time with us there are a number of policies and procedures you need to familiarise yourself with. All students and parents sign a Learning Agreement when you start your time in the Sixth Form.

### **The Sixth Form expectations come under the following headings:**

- Behaviour and Rewards Policy
- Dress Code
- Punctuality and Attendance
  - Known absence requests and holidays
  - Hospital/Doctor/Orthodontist/ optician/University appointments
- Safeguarding
- Sixth Form area
  - Common Room
  - Small Study Room
  - Large Study Room
  - ICT
- Study Periods
- Changing courses and Progress Assessments
- Driving lessons/tests/parking
- Part time work
- Mobiles, Laptops and other devices
- Smoking, alcohol and drugs
- Plagiarism
- BTEC Expectations
- Coursework Guidance

## **Behaviour and Rewards Policy (See Appendix I)**

### **Overview:**

#### **As a student, you are expected to:**

- attend school on time for registration and lessons
- attendance to be above 95% throughout the school year
- be correctly dressed and always bring essential 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
- 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 an individual and recognise your abilities and character
- help you understand the work in lessons and make sure you are challenged in your learning and 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

Every student has a right to learn and every teacher has a right to teach, in a safe and orderly environment.

The expectation throughout the Sixth Form is for students to meet our high expectations, demonstrate school values and actively contribute to the school and local community. Sanctions are applied when students make inappropriate choices about their behaviour and/or attitude to work.



## Dress Code

As role models in and out of school we would like all Sixth Form students to wear business dress. Make-up and dying of hair is accepted as long as it looks natural.

**Please be aware that dress code will be checked each week.**

Sixth Form Boys	Sixth Form Girls
<b>BUSINESS DRESS</b>	
Suit Trousers  A suit jacket is optional, however coats must be removed in lessons	Tailored suit trousers, smart skirt or dress  Skirt and dress lengths must be no more than 8cm above the knee
Buttoned shirt with collar: long or short sleeved  Top buttons must be fastened and shirt tucked into trousers  Tie, worn at an appropriate length	A smart top such as a shirt or blouse covering the shoulder with a modest neckline  Top should not reveal midriff
A smart jumper may be worn, with a small discreet logo  No oversized jumpers or hooded sweatshirts, or jumpers with large logos may be worn	A smart jumper may be worn, with a small discreet logo  No oversized jumpers or hooded sweatshirts, or jumpers with large logos may be worn
Shoes must be formal in style and smart in appearance  No trainers, plimsolls, flip-flops or other open-toed shoes are to be worn	Shoes must be formal in style, smart in appearance and either flat or low heeled in accordance with health and safety considerations  No UGG boots, trainers, plimsolls, flip-flops or other open-toed shoes are to be worn
Apart from pierced ears, no other facial jewellery is permitted	Apart from pierced ears, no other facial jewellery is permitted
<b>Student Identity Lanyard must be worn at all times</b>	

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 and Science lessons to comply with Health & Safety.

Breaches of this policy will result in a verbal warning, followed by a written warning and then on the third recurrence the student will be sent home to correct their uniform.

## Punctuality and Attendance Policy (see Appendix II)

### Overview:

- It is your responsibility to liaise with your Form Tutor and Mrs Whitbread (Attendance Officer) to ensure your attendance records are up-to-date
- **A minimum attendance of 95% is a condition for examination entrance.** Medical absence supported by your Doctor (e.g. illness) is not included in this figure. If your attendance falls below 95% you may be asked to pay for your final exams
- You may leave the school site at lunchtime, but you must be back on site by 2pm and not be late for afternoon registration. If you are late, the privilege will be withdrawn. **Whilst social distancing measures are in place, students will stay on site for the whole day**
- Sanctions apply for any student who is truanting or late. If you are late twice in one week, you will automatically receive a detention. If this is a persistent concern, then you will be called to a meeting with the Head of Sixth Form. If attendance/punctuality continues to be an ongoing concern, a meeting will be arranged with your parents
- It is an expectation that you are punctual and attend morning registrations, assemblies and all enrichment activities throughout the year

### Absences

- You must provide a parental note or parent phone call to explain any absence
- Students must complete a **Return to Sixth Form Following Absence Form** and meet with the Form Tutor to discuss any support needed on their return to Sixth Form, along with agreeing when the student will have caught up in their studies

### Known Absences and Holidays

- For any known absences a **Known Absence Request Form** must be completed by the student with relevant evidence at least **two days prior** to absence
- Please be aware that holidays during term time will **NOT** be authorised
- University interviews, auditions, music examinations, driving tests - you will be permitted to take these during term time if you cannot make these appointments outside of your school working day. Please complete a Known Absence Request Form and hand in at least 2 days prior to the absence with relevant evidence of the appointment
- University Open Days - students are permitted to take **three days** of term time to attend University Open Days in total. Students must complete a University Visit Form and have this signed by Parents/Carers prior to the visit. Any more than three visits in term time will result in an unauthorised absence affecting overall attendance. Please note that University interviews for accepted places are not included as a University Open Day, however visits after applications for accommodation, taster sessions will be

- Both Year 12 and 13 students will be in school until they have completed their last exam and/or submitted their last piece of coursework
- Year 13 students will complete a **Course Completion Form**, to be signed off by subject staff and the Director of Sixth Form confirming all courses have been completed and any resources borrowed have been returned along with their Identity lanyard
- Year 12 students will start Year 13 work on the first Monday after the last Public GCSE examinations usually around the 30 June to 3 July – we ask parents not to book holidays at this time as it is important to set the standard for Year 13, to begin the second year of the course

## **Hospital / Doctor / Dentist / Orthodontist / Optician Appointments**

- All appointments for hospital, doctors, dentist, orthodontist, optician should be made outside of school hours. Appointments typically require students to miss a large part of the school day with travel and wait times factored in and thus impacting on their education. However, it is recognised that some appointments may need to be scheduled in school hours because of their specialist nature. Please see 'Known Absences' for what to do, when this absolutely has to happen

**Known Absence Request Forms** must be handed to your Form Tutor to agree and then taken to the Sixth Form Administrator. Failure to do this may result in an unauthorised absence and affect overall attendance.

## **Safeguarding**

- It is a safeguarding requirement for all Sixth Form students to visibly wear their Student Identity lanyard. This is essential as Sixth Form students follow a professional dress code and need to be recognisable to main school students and staff
- You must use your lanyard to swipe in or out of school if you are off site at **any** time including break and lunch time. The lanyard tracks students electronically so we know who is and who is not on site at any time. Failure to comply poses a serious safeguarding and health and safety risk to students, staff and others (i.e. fire department)
- If students do not have their lanyards they will not be allowed off site during the day. If students fail to swipe in and out of school, they will have the privilege to leave the premises during the school day removed for a fixed period of one week
- All students will be issued with their own Student Identity lanyard and will be responsible for its safe keeping. Replacement lanyards will incur a charge of £10.00. For safeguarding and security reasons, students must not bring external visitors onto the school site. The Safeguarding and Child Protection Policy is available on the school website. Any visitors to the school will need to sign in through the main school Reception

The named Designated Safeguarding Leads (DSLs) are: Mr A McGinnes, Mr M Wardle, Mrs J Goodger, Miss S Barnes, Miss P Matthews and Mrs A Wallace.

**Whilst social distancing measures are in place, students will stay on site for the whole day and will need to bring their lunch with them to school.**

## **Sixth Form Area**

This is your area and it is the responsibility of all students to maintain it to a high standard. Please respect your environment. Please note that the area is reserved for Sixth Form students only. Please report any breaches of this rule to a member of Sixth Form staff

Chewing gum is not permitted in any area of the Sixth Form or wider school. Any student with chewing gum will have the rest of the packet confiscated and not returned

### **- Common Room**

Students are only permitted to eat in the common room area within the Sixth Form at break and lunchtime. The purchase of fast food from establishments off-site is not permitted. If students decide to buy food from other establishments, it should only be eaten in the common room. There is a hot drinks machine and this will be available at a cost of 50p a cup. These drinks must only be consumed in the common room.

**Whilst social distancing measures are in place, students will also be able to eat/drink in the study rooms at break/lunch only. All areas must be cleaned after use by the students, ready for the following lesson.**

The Food Zone offers a wide variety of food made and served in-house. Sixth Form students can visit the canteen at breaks and lunchtimes. Sixth Form 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 should follow the healthy school's guidelines.

**Whilst social distancing measures are in place, students will need to bring all food and drinks with them to school and eat them in the Sixth Form common room/study rooms.**

### **- Small Study Room**

You are able to use the small study room for group work and study/revision at designated times. It does, however, remain a quiet working area, not a social space. At times the small study room will be opened up to extend the large study room to accommodate all learners needing a silent study area.

The Sixth Form facilities are monitored regularly and we expect all students to treat the facilities provided with respect.

### **- Large Study Room**

This is your silent study room; all students should remain on task and silent whilst using this room. Students are permitted to use headphones to listen to music, however, mobile phones should remain out of sight. Playing games is strictly prohibited.

You will have four timetabled silent study periods on your timetable each week in the large study room. You are required to register with the Sixth Form Administrator and complete your work in the large silent study room. Photography students will be allocated 3 study room lessons a week in the large study room. The fourth lesson will be timetabled to work in the specialist photography rooms.

The Sixth Form facilities are monitored regularly and we expect all students to treat the facilities provided with respect. Strictly no eating or drinking by the computers.

## ICT Guidelines

The computers in the Sixth Form are provided and maintained for the benefit of all Sixth Form students, who are encouraged to use and enjoy these resources and ensure they remain available to all. Students are responsible for respectable behaviour on the internet just as they are in a classroom or a school corridor. Students will sign an **Acceptable IT User Agreement** which sets out expectations of all students when using the IT platforms provided to students.

## Study Periods

We support students to achieve their potential in the Sixth Form through prioritising independent study. Study periods will be used to facilitate the development of independent learning, time management skills and completion of coursework.

Students need to undertake an hour of independent study for every one hour of timetabled learning. This equates to four hours of private study per subject each week. Students may use the Sixth Form Study Centre beyond 3.10pm, but no later than 5.30pm Monday - Thursday and 5.00pm on Fridays. A member of staff will need to be present in the Sixth Form.

### **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 the universities prefer
- Remember that private study sessions are not free periods. Using your time wisely really reduces your workload at home
- Choose subjects you enjoy, but subjects that will get you where you want to be in the future
- Get involved! You will gain experience, it will be fun, rewarding and great to write on your personal statement/application forms
- Ensure that you've spoken to teachers about your subject choices as the jump from KS4 to KS5 is a big leap
- Get involved with Student Leadership from the beginning of the year; it will provide you with valuable experience to write on your personal statement and a really good way to mix with different people across the school and local community

## Home Study Agreements

In January of Year 12, a detailed review of student progress will take place. Looking at how students have settled into Sixth Form and how they are progressing in their studies. If students are making the expected progress at this time a Home Study Agreement will be offered to the student. This will enable the student to study at home at certain times on their timetable. The Home Study Agreement will be reviewed each half term. Should the student fall behind in their studies or need to work in school for longer periods of time at any point, the Home Study Agreement will be reviewed and suspended until the student is caught up and making the expected progress again.

## Changing Courses and Progress Assessments

Students fully commit to studying their subject choices for two years. On occasion, a student may want/need to change one of their subject courses. Students will only be permitted to withdraw from a subject following consultation with the Head of Sixth Form, Academic Standards Lead, Director of Sixth Form and the Headteacher if they have a legitimate reason e.g. long term illness, supported by medical information.

**All students are expected to study 3 courses in Year 12 and 3 in Year 13 as well as one enrichment programme.**

Having opted for a particular programme of study, you cannot alter your timetable without full agreement from the Director of Sixth Form. **Any changes to timetables and subject choices are unlikely to be permitted after Progress Assessments in September.** If there are extenuating circumstances to be considered on an individual basis, then you must follow procedure below:

1. Inform the Director of Sixth Form, in writing, your wish to change subjects including the subject you wish to drop and the subject/s you wish to consider changing to, as well as reasons for wanting to change. **In all circumstances you will continue to attend your lessons and complete work in the subject you are thinking of switching out of until you have the Change of Course paperwork signed by ALL parties.**
2. The Director of Sixth Form will consider whether this is an appropriate change. If the reasons are considered to be rational and a timetable change can be accommodated (i.e. the new subject doesn't cause a clash with remaining subjects) contact with the subject teachers involved will be made to discuss if a switch is possible.
3. If a switch is deemed possible (i.e. missed lessons and work can be feasibly caught up on) a meeting will then be held with you and the Director of Sixth Form to discuss changes and explain the paperwork that needs to be completed.
4. You must get the Change of Course Form signed by your Parent/Carer.
5. You must then get the Change of Course Form signed by the subject teacher you are switching from and the Curriculum Leader of the subject you are switching to. At this point the teacher of your new subject will inform you of the catch up work that needs to be completed and the deadlines for this.
6. You will sign the form, agreeing to meet deadlines to catch up on all missed work.
7. This form will then go to the Headteacher for final agreement. At this stage, the Headteacher may not agree to the change in course.
8. Once the form has been returned, if the change of subject has been agreed, it is the student's responsibility to get parties in steps 4, 5 and 6 to sign the Change of Course Form and hand in the signed form to the Head of Sixth Form.

## Progress Assessments

To help ensure that you are on the right course, Progress Assessments are conducted within the first three weeks for each subject of study.

Each subject will have its own pass mark and it is the students' responsibility to find out what this is and understand what they will be required to do. If you feel you need support before the Progress Assessments, you should see your subject teacher.

In all instances, after the Progress Assessments, there will be a 'Meet the Tutor' evening for all Year 12 students and Parents/Carers to discuss how students are settling into Sixth Form life.

The purpose of Progress Assessments is:

- to help you decide whether you have chosen the right course/s of study
- to recognise and celebrate your achievements so far
- to highlight where additional support might be required
- as a requirement to continue with the course if you did not meet the minimum entry requirements and have been accepted on the proviso you pass the progress assessment

If you do not pass the Progress Assessment:

- in the first instance you should discuss your progress with your subject teacher and decide the best course of action for you:
  - if you wish to continue with the course, then you will be given a second opportunity to pass the Progress Assessment and you should seek further guidance from the subject teacher
  - if you fail a second time, a meeting will be held with the Director of Sixth Form and Academic Standards Lead to discuss a more appropriate pathway for you in Sixth Form
- if you wish to change courses, you should discuss this with the Director of Sixth Form and/or Academic Standards Lead within a week of receiving your results and the appropriate steps and paperwork will be completed (see below)

If you pass the Progress Assessment but decide you are not on the right course, then you should discuss with the Director of Sixth Form and/or Academic Standards Lead within a week of receiving your results and the appropriate steps and paperwork will be completed (see below).

To change a course after the Progress Assessment:

- Inform, in writing, to the Director of Sixth Form, your wish to change subjects including the subject you wish to drop and the subject/s you wish to consider changing to, as well as reasons for wanting to change. **In all circumstances you will continue to attend your lessons and complete work in the subject you are thinking of switching out of until you have the paperwork signed by ALL parties**



- A Change of Course Form should be completed and steps 4,5, 6 and 7 of the change of course procedure above should be completed. The exception is that the Headteacher will not need to sign this off in this instance
- Once the form has been returned with sign off from all parties, your timetable will be amended and you can stop going to the original subject lessons and start your new course of study
- It is your responsibility to get parties in steps 4, 5 and 6 to sign the Change of Course Form and hand in the signed form to the Head of Sixth Form
- This must be completed within one week of receiving the Change of Course Form and in all circumstances by the autumn half term

## Summer Exams

- Students will complete summer exams at the end of Year 12. These will be based on A Level/BTEC papers in each subject on all content covered in Year 12
- Those studying BTEC and Applied courses may have an external exam, which will replace any summer exam requirement. Should an external exam not be in place, coursework assessments may be used in place of summer examinations
- The grades from these exams will form the main basis of any UCAS predictions. They also will inform any intervention needs required for the student going into Year 13
- Students who have not made sufficient progress at the end of Year 12 will be set summer catch up work in the subject(s) identified. Students will have a Summer Exam re-sit on their return in Year 13
- Following the Summer Exam re-sit, Parents/Carers will be invited in to review the progress of Year 12 and share next steps and discuss the increased expectations for the step up to Year 13

## Driving

- Absence from school for theory and practical driving tests is permitted provided prior written notice is given to form tutors. You will need to complete a Known Absence Form
- 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 or take them home
- Any student driving a car to school must register the vehicle with their Form Tutor; this includes vehicles that are parked on nearby streets. The form to complete is a Sixth Form Driver Form
- If students are driving other students to and from school, they will be required to have parental permission from all parties to do so. Please collect a form from the Sixth Form Administrator to complete for each passenger



## 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, as to not adversely affect your academic performance or wellbeing.

## Mobiles, Laptops and other Devices

You are only allowed to use these in the Sixth Form area. **You will be asked to sign and adhere to the school IT policy**; please keep a copy of this in your admissions pack.

Please remember you are a role model to younger students in our community who should be seen respecting the expanded Sixth Form rules. 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 laptops, tablets, i-pods, MP3, MP4 players 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.** Staff will confiscate any device seen outside the Sixth Form area and students will need to collect them at the end of the day from the Student Office.
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 and devices do not contain violent, degrading or pornographic images. Phones/devices are not to 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. Teachers may allow the use of phones for the explicit use to support teaching/learning in lessons. This will be at the teacher's discretion.
5. Cyber-bullying is unacceptable. Students found to be responsible for this will have their phone/device 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 Sixth Form.
6. 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.
7. Students are permitted to listen to music on their phone whilst in the study rooms, but the phone must be out of sight. Students using phones to play games, messaging or on social media during lesson time will have their phone confiscated until the end of the day and parents will be informed. Students are permitted to use their phones in the Sixth Form area during break and lunchtimes.

Note: All points in the policy apply to phones, laptops, tablets, 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 Sixth Form 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 smoking on site or in view of local residents 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 Sixth Form.

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.

The Drugs and Alcohol Policy can be found on the school website under About Us/Policies.

## Plagiarism

Plagiarism is copying other people's work and passing it off as your own. This includes downloading and submitting work taken from the Internet. Other common forms of plagiarism would be using quotations without attributing their source or passing off the ideas of others as if they are your own. Plagiarism does not have to be word for word theft of material but a "close imitation" of another's work. Plagiarism within externally assessed coursework, controlled tasks, portfolios or exams may result in automatic disqualification.

## BTEC Expectations

The examination board specifies the learning outcomes for each unit studied in BTEC qualifications. Students will be able to communicate academic theory and demonstrate application of theory through coursework units, practical assessments and external exam assessed work.

There are specific guidelines that the examination boards require schools to follow. To ensure that we comply, the following set of guidelines and support will be put in place for BTEC courses:

- For each first submission of coursework assessed work, this must be your absolute final work and must be handed in to the deadline set by your teacher
- There may be extensions for mitigating circumstances but these need to be agreed with your teacher **before** the date of submission

- If a deadline is missed due to mitigating circumstances not communicated prior to the deadline, a letter will be sent home informing Parents/Carers that the deadline was missed and you will not be eligible for resubmission. Students will then be off timetable the following Wednesday periods 3, 4 and 5 to complete work to the standard expected of that student. Students will not be allowed off site during this day. If students have sporting fixtures/work experience/appointments/enrichment/other, they will be required to cancel these events and teachers will be informed that they will be off timetable for that period of time. Any work missed as a result must be caught up with in the student's own time
- Only **one submission** is allowed for each assignment
- The assessor must formally record the assessment result and confirm the achievement of specific assessment criteria. Assessment criteria in each unit are assessed once only
- Every assignment contributes towards the final qualification grade; the new rules framework allows for **one resubmission** of evidence for each assignment
- A resubmission serves two purposes; firstly, to allow a student to achieve a pass criterion that they had not already achieved and secondly, the opportunity to improve their grades if it is judged that they can do so without further guidance
- The Lead Internal Verifier can only authorise a resubmission if all of the following conditions are met:
  - the student has **met initial deadlines** set in the assignment, or has met an agreed deadline extension
  - The tutor judges that the **student will be able to provide improved evidence without further guidance**
  - The **assessor has authenticated the evidence** submitted for assessment and the evidence is **accompanied by a signed-and-dated declaration of authenticity** by the student
- For any resubmission, once a student has received the results of their assessment, they will have 10 working days to resubmit. The 10 working days must be within term time, in the same academic year as the original submission
- If the resubmission does not meet all pass criteria, a re-sit is allowed but this has to be undertaken through a new assignment and only a pass can be achieved
- Interim deadlines are in place to help you manage your time effectively and give teachers the opportunity to mark work and give you feedback, enabling you to make improvements. You will be very wise to observe these interim deadlines in order to avoid mounting pressure and to maximise your chances of success
- All departments monitor coursework very closely for evidence of cheating and plagiarism – it must be your work that you submit. If you hand in work that shows evidence of cheating or plagiarism, the matter will be referred to the Examination Board and could result in you being withdrawn from that subject
- Students must authenticate all work to say it is their own work by signing the declaration included in the assignment brief
- As a learner, you have the right to enquire about, question or appeal an assessment decision. For full details on the appeals procedure see the school website

## Coursework Guidance

Coursework is extremely important and in most cases, an excellent way to improve your final grade.

However, it is important to be clear about some of the potential issues surrounding coursework.

- Final deadlines are **FINAL**. If you do not hand your work in by the deadline, there is the possibility that the teacher will give you no credit, which means a mark of zero. Final deadlines are set to allow teachers sufficient time to mark the work
- Interim deadlines are in place to help you manage your time effectively and give teachers the opportunity to mark work and give you feedback, enabling you to make improvements. You will be very wise to observe these interim deadlines in order to avoid mounting pressure and to maximise your chances of success
- All departments monitor coursework very closely for evidence of cheating and plagiarism – it must be your work that you submit. If you hand in work that shows evidence of cheating or plagiarism, the matter will be referred to the Examination Board and could result in you being withdrawn from that subject
- At times when you have a number of upcoming deadlines in different subjects and you are struggling with the pressure. Talk to your teachers in advance and make them aware of your circumstances – they will be able to help
- Other work – Please remember that other work should not be neglected. Even though coursework is important, it is necessary to manage your time to ensure all work is completed to the best of your ability
- Your teacher will publish a letter at the beginning of the coursework to outline what the coursework is about, when sub-sections of coursework will be due, with the final submission date included

## Independent Study Expectations

Your teachers will advise you on how best to study independently in their subject. You will have exclusive access to the study rooms and will be timetabled 4 lessons a week in the study room as a minimum.

You will have mentoring support in Tutor time each week and follow a study skills programme to help you develop your independent study skills as you progress through your courses. You can use the study rooms after school each day.

# Life as a Sixth Form Student

## Examinations

All students will be issued with guidance regarding examination procedures and an individual timetable will be provided to each student. The school pays all examination entry fees, with the exception of re-sits.

If attendance falls below 95% students may be asked to pay for their final examinations.

## Careers Advice and Progression

A formal careers progression programme will take place in Year 12 and Year 13.

At certain points during the year, the normal Year 12 timetable is suspended to allow students to follow a series of enrichment activities aimed at the transition from Sixth Form to University and the world of work. All students in Year 12 will take part in a county wide sales challenge designed to enhance their soft skills in preparation for progression to University or the world of work. You will be expected to get involved with career opportunities and also to explore new opportunities for yourself.

In May of Year 12, students will register with UCAS and begin the online application form. Students will be advised about entering subject details and, specifically, about drafting their Personal Statements. In June, all Year 12 students are invited to attend the UCAS Fair at Buckingham University which has over 220 higher education providers exhibiting alongside talks on specific subjects.

Careers information will be available for all students whether they intend to go to University or not. This is complemented by mock interviews and careers advice delivered by representatives from several local and national firms. In addition, there are talks from University Admissions personnel and visits to a number of universities.

There are further support activities throughout the year, such as alternatives to Higher Education, and student finance information. All students are invited to attend the annual Careers Fair in November where there are representatives from leading local and national employers.

All students are given access to online portals for accessing invaluable information regarding University, careers, apprenticeships, employment. We support students in planning and preparation for University Open Days alongside any potential interviews.

## Work Experience

In addition, we expect all students to undertake a week of work experience during the Summer Term in Year 12. This provides valuable experience for those planning employment after Sixth Form. We also know that Universities are seeking increased employer engagement from applicants, as well as enhancing employability skills students can draw on this valuable experience when applying to University.

You will be supported and encouraged in organising your own placement in order for this to be most beneficial for your chosen career pathway. It is recommended that students organise their own placement as any student who has not organised their own placement will have one organised for them, which may not fully suit their progression needs.

## **Leadership Opportunities**

Applications to become Head Boy and Head Girl, Senior Student Leadership posts and Peer Mentors will be invited during the Autumn term and students are strongly encouraged to apply for these posts.

The Senior Student Leadership Team will be appointed at the same time as Head Boy and Head Girl. Selection is made on the basis of a letter of application and an interview, staff survey, a forum with the student body and an interview with the Headteacher, Director of Sixth Form and Student Voice Lead.

The Senior Student Leadership Team with the Sixth Form Leadership Team, form an executive body and regular meetings will be held throughout the academic year.

## Monitoring Progress

We encourage every student to work to the best of their ability and aim high. We also emphasise the importance of building key skills to support progression to Higher Education, training or a chosen career. Close liaison between subject departments, the Sixth Form Team, student and home can trigger tailored support.

Intervention managed by the Sixth Form Team will be communicated to home and regular contact is encouraged in the form of meetings, phone calls and email. Please contact the Head of Sixth Form or Academic Standards Lead with any queries straight away, however small, so that we can prevent small issues becoming bigger problems.

Student progress will be monitored very carefully in the Sixth Form to ensure all students achieve their very best. Monitoring will be ongoing with students, subject teachers, tutors and the Sixth Form Team all fully involved and informed.

Students will discuss their progress with teachers and Form Tutor on a regular basis. We expect students to take responsibility for reflecting on their own performance, evaluation and setting targets for improvement. In addition to this, there are three student reports in Year 12 and in Year 13, including Progress and Attitude to Learning Grades published to Parents/Carers throughout the academic year where overall performance will be assessed.

If a student is having difficulty in any of their studies, or problems with time management, they are advised to discuss this at the earliest opportunity with a member of staff. This may be a subject teacher, their Form Tutor or another member of the Sixth Form Team.

If a student's attitude to learning or progress is unsatisfactory in any subject, contact will be made with home and a support strategy will be put in place. Maintaining high levels of academic productivity throughout the two years in Sixth Form is essential to maintaining progress and ensuring the best possible outcomes for students.

## 16 – 19 Bursaries

If at any time during the Sixth Form you are suffering financial hardship, please speak to Mrs Gibson-Smith to discuss the possibility of applying for Bursary funding support.

**Bursary information is available on request; please obtain a form from Mrs Gibson-Smith or the Sixth Form Administrator. Information can also be found on the Sixth Form area of the website.**

If you qualify for a bursary, attendance must be maintained at 95% or above. Failure to do this may result in your bursary being withdrawn.

## Working with Parents

Parents are encouraged to support good attendance, student attainment and progress, and good behaviour through the Learning Agreement and attending Parents' Consultation meetings.

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 record making clear to everyone what plan of action has been agreed.

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 detentions and 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 a group of students.

## Emergency arrangements in case of bad weather

### 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. 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 light of changing conditions.

Our guidelines are as follows:

- Students should make every reasonable effort to attend school. They should be dressed warmly, wear appropriate footwear and carry a mobile phone to telephone home or 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 9.00am 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
- Work will be set on the Google Classroom so they do not miss out on learning time

### 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 on the website. In badly deteriorating weather conditions, we may need to close School during the working day so as to allow safe homeward travel before roads become impassable. In these conditions students may arrive home earlier than expected. Sixth Form students are asked to sign out and notify parents that they are returning home.

Work will be set on the Google Classroom so they do not miss out on learning time.



## 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.
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-in all cash and valuables with the P.E. teacher in charge. 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.

## School website and Google Classroom

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 Sixth Form life. Letters and information can also be found on the school website.

All subjects will have their own Google Classrooms; it is expected that all students should have access to and join, the Google Classroom for each of their subjects. This is where work and important notices will be communicated to students by their teachers.

The Sixth Form also has its own Google Classroom, which students are expected to join. Details of how to join this will be given to students by their Form Tutors. Again there will be current notices; you will find information relating to UCAS, study leave and a whole manner of different aspects of Sixth Form Life on the Google Classroom.

**Students are expected to check their emails and Google Classrooms each morning and afternoon during the week. Students should respond to any emails sent by staff by the end of lunchtime the following working day at the latest.**

## Summer Work

The purpose of summer work is to prepare students for the transition into the next year. It is important for students to complete this work to ensure they are ready for their next steps.

In Year 12, the Progress Assessments will be testing some of the skills and knowledge acquired from the summer work set. Students who will be joining in Year 12 will be asked to complete summer work for each subject at the end of Year 11, to be handed in during the first week of term in Year 12. Full details of the summer work to be completed for each subject is on the school website.

For Year 13 students, summer work may include support work for any re-sit of summer exams you may have to undertake and/or to prepare you for particular Year 13 units in your courses.

Students moving from Year 12 to Year 13 will be asked to complete work for each subject over the summer in preparation for Year 13, to be handed in during the first week of term. Full details of the summer work to be completed for each subject is on the school website and the Google Classrooms.

## Wellbeing

Student health and wellbeing is paramount. We have a team of specialists to help and support students:

- Form Tutors
- Head of Year
- Director of Sixth Form
- Mentors
- Student first team – [studentfirst@buckinghamsschool.org](mailto:studentfirst@buckinghamsschool.org)
  - Counselling
  - One to one support
  - Support with Bullying - [antibullying@buckinghamsschool.org](mailto:antibullying@buckinghamsschool.org)
- Mental Health First Aider
- Outside agencies:
  - School nursing team
  - Social services
  - Family support

# APPENDICES

## Appendix I

### The Buckingham School Sixth Form Rewards

Rewards are used as an indicator of model behaviour and success in The Buckingham School Sixth Form. We very much want our young people to be proud of being a Buckingham student and of what they achieve.

We reward students to recognise and appreciate their high standard of performance and have designed our system to allow **all** students, regardless of their talent or ability, to perform highly in the following categories:

- Attendance 100%
- Punctuality
- Progress in Learning
- Attitude to Learning
- Contribution to their House through inter-house competition/Charity events
- Tutor Group - Being a role model in demonstration of the virtues
- Tutor Group - Demonstrating leadership qualities during tutorials
- Exemplary homework
- Subject Awards
- Participation in enrichment opportunities

#### House Points Award

House Points - In School	
HP1	TEACHER - Positive Attitude (Getting it right).
HP2	TEACHER - Active learning - Asking questions/getting involved
HP3	TEACHER - Continued excellence in the lesson/Showing leadership in the lesson
HP4	TEACHER - Outstanding Contribution - Going above and beyond expectations
HP4	TEACHER - Exemplary Extended Learning
HP5	TEACHER - Attending Extracurricular and Revision Clubs

<b>Curriculum/Assistant Curriculum Leader/Staff awarding body</b>	
HP5	LEADER - Recognition of excellence in lessons by School Leader
HP10	LEADER - Representing the school - Open Evening/Parents Evening/Tour Guides/Fixtures/Trips

<b>Form Tutors Only</b>	
HP1	FORM TUTOR - Uniform
HP1	FORM TUTOR - 100% attendance
HP1	FORM TUTOR - Positive learning contribution
HP2	FORM TUTOR - Active learning - Asking questions/getting involved
HP3	FORM TUTOR - Continued excellence contribution/Leading tutorial activities
HP4	FORM TUTOR - Outstanding Contribution - All week

### **Assembly Rewards**

Reward 100% attendance through termly certificate.

Recognise pastoral achievement both individually through 'Student of the term' prizes, and as a team through House group league table prizes. Recognise service to the school with certificates and prizes.

### **Home Study Agreement**

Students to gain house points during the year and once they have successfully met the criteria, they are allowed to submit their proposal of a set agreed amount of home study during their free periods. This is a privilege that must be earned and reviewed on a half termly basis.

Year 12: Starts after Winter term in January

Year 13: Starts after October half term

To qualify for home study:

Students must demonstrate model behaviour and must have achieved 80 house points each half term as a minimum. This will be reset after each half term and the points total from the previous half term will determine if a student qualifies for home study in the current term.

Students must maintain at least a 15 House Point to 1 Sixth Form sanction point ratio, during the half term period. Students that have less than the determined ratio will not be considered.

Students will not be granted home study if they:

1. Receive a S4 at any point over two terms
2. Achieved lower than a 2 in any of their ATL scores from the most recent SDC
3. Have been late to tutorial or lessons 5 times over two half terms
4. Are 2 grades or more (TP and WAG) behind their target grade regardless of the course

The Director of Sixth Form and Head of Sixth Form will collate the relevant information and distribute it to Form Tutors. Form Tutors will meet with their tutees at the beginning of each half term to determine:

1. Preference periods of home study – maximum of 3 study periods
2. If the student still qualifies for home study based on previous half term's house points

## The Buckingham School Sixth Form Standards and Expectations

### **Mission:**

Students leave Sixth Form achieving their best qualifications possible  
 Students are expected to explore and exploit opportunities on offer to them  
 Students explore and seek out their own opportunities  
 Students leave the Sixth Form on their best career pathway

### **Punctuality to registration, lessons and events**

*Students must not leave lessons/ including study sessions early, queue early at the school gate or in the canteen*

	Times	Sanction
S1	<p><b>Late - 1<sup>st</sup> occasion in a week</b></p> <p><b>Failure to wear ID lanyard/wear business dress on first and second occasion</b></p> <p><b>Failure to meet deadlines and use study time effectively</b></p> <p><b>Low level disruption</b></p>	<ul style="list-style-type: none"> <li>• Tutor/teacher to discuss with the student.</li> <li>• Late recorded on G4S</li> <li>• Lateness is unacceptable and is sanctioned by a lunchtime detention the same day</li>   <li>• Tutor to discuss and remind of Sixth Form dress code</li> <li>• Logged on G4S/tutor log</li> <li>• <b>Verbal warning given</b></li>   <li>• Logged on G4S</li> <li>• Teacher to discuss with student</li> <li>• CL to organise 30-minute subject lunchtime detention</li>   <li>• Teacher gives verbal warning, records on G4S. Tutor to discuss with student</li> <li>• If verbal warning ignored, the student will be asked to leave the lesson and report to the Head of Sixth Form</li> <li>• CL to org a 30-minute after school detention.</li> <li>• Parent/Carer contacted</li> <li>• Head of Sixth Form to follow up if a repeated incident occurs</li> </ul>
S2	<p><b>Late- 2<sup>nd</sup> occasion in a week</b></p> <p><b>Failure to wear lanyard ID/ wear business dress on third occasion</b></p>	<ul style="list-style-type: none"> <li>• Tutor/ teacher to issue <b>40-minute</b> after school detention. Student to attend the detention on the designated detention day. Parent/ guardian notified via telephone call or email</li>   <li>• Tutor to send email/ call home. Logged in G4S/ tutor log</li> <li>• <b>Written warning given</b></li> </ul>



S4 continued	<p><b>Failure to wear ID lanyard/wear business dress on fifth occasion</b></p> <p><b>Failure to meet deadlines with quality work being submitted</b></p>	<ul style="list-style-type: none"> <li>• Meeting with parents, Head of Year, Director of Sixth Form to discuss suitability to Sixth Form</li> <li>• Intervention day in the Sixth Form study room</li> <li>• Mentoring support for time management and study skills provided through the Form Tutor for 6-weeks, until the student is caught up in all of their studies and is making good progress in line with their MEG's (Minimum Expected Grade)</li> </ul>
S5	<p><b>Continued lateness despite all sanctions previously used</b></p> <p><b>Lost ID</b></p> <p><b>Truancy to lesson(s) Failure to sign in and out when leaving and returning school site</b></p>	<ul style="list-style-type: none"> <li>• Refer to Director of Sixth Form to discuss suitability to Sixth Form</li> <li>• Intervention day in the Sixth Form study room</li> <li>• <b>Student to report missing lanyard and purchase a new one within 24 hours</b></li> <li>• 1-day internal intervention day in the Sixth Form study room and a formal written warning</li> <li>• Parent/Carer notified through the Head of Sixth Form</li> <li>• 8.00- 3.10pm in the silent study room – phone and headphones removed until 4.00pm. Lunchtime with Director of Sixth Form, 3.10-4.00pm in SSU</li> <li>• All private study sessions to be taken in the study room for 2 weeks.</li> </ul>
S6	<p><b>Truanted more than 2 occasions</b></p>	<ul style="list-style-type: none"> <li>• Director of Sixth Form to discuss suitability to the Sixth Form with Head of Sixth Form, student and Parent/Carer</li> <li>• Fixed term internal exclusion</li> </ul>

- **Truancy** from lesson or silent study sessions as per time table/ failure to sign in and out when leaving the site during the day
- **Sixth Form Dress Code:** Sixth Form students are expected to wear business dress. See Sixth Form Handbook (P9) for detailed explanation of dress code

Notes:

Sanctions for missed deadlines/poor behaviour may include; detentions, catch-up work set by departments, put on a student progress report, withdrawal of privileges within Sixth Form. Students are expected to attend detentions on the designated day. Failure to attend detentions will lead to an escalation in the sanction and may result in a Parent/Carer meeting to resolve ongoing issues.

If a student accumulates more than 7 Sixth Form Sanction points in one day they will receive a 1-day internal intervention day in the Sixth Form study room. If behaviour continues to be a concern, the student is at risk of permanent exclusion and may be asked to leave Sixth Form.



# Buckingham School Sixth Form

## Return to School Discussion: Record Form (Appendix II)

(To be retained on file in Sixth Form and in main file)

<b>1.Name Student</b>			
<b>Tutor Group:</b>		Name:	
<b>Date of Return to School Discussion</b>			
<b>Dates of this Absence</b>		From:	To: Total number of School days on this occasion:
<b>Cumulative total to date for year</b>			
<b>2. Reason For this Absence</b>			
Viral Infection		School-related stress	liver/kidney issues
Ear, Nose, mouth or throat		Migraine Headache	Stomach (including diarrhoea vomiting)
Stress		Cold/Flu, including coughs/and infections	Critical illness – organ transplant/cancer/stroke
Depression		Chest/ respiratory	Critical illness – organ transplant
ME		Heart/blood pressure, circulation	Back issues
Anxiety		Neurological illness	Other muscular/skeletal issues – neck/feet etc
<b>3. Was the absence related to school i.e. accident or illness</b>		<b>Yes</b>	
		<b>No</b>	
<b>If Yes was it reported?</b>		Yes	Date:
		No	
<b>4. Is the student fit to return to school? Yes / No</b>		<b>4a. Is the absence related to a disability? Yes / No</b>	
<b>5. Are there any adjustments to school/ hours / lessons to be made that could facilitate return to work or eliminate absence?</b>			
<b>6. Details of Support offered</b>			

<b>7. Is this an ongoing issue</b>	Details of previous absence Future appointments to attend
<b>8. Details of follow up action</b>	<b>Details</b>
No follow up	
For further informal review	
Targets Agreed	
Refer to HOY for formal interview	
Refer to SPY for formal interview	
<b>9. Tutor/ HoY Name &amp; Signature</b>	
<b>Student Name and Tutor Group</b>	
<b>Signature</b>	
<b>Date</b>	