



BOURNEMOUTH SCHOOL FOR GIRLS

YEAR 12 ⇒ YEAR 13

INFORMATION BOOKLET

2016 - 2017

IMPORTANT DATES

Thursday 18 th August	AS/A2 examination results, available for collection from school between 10.00 a.m. and 11.00 a.m.
Monday 5 th September	YEAR 13 RETURN TO SCHOOL. Please arrive at 8.30, swipe in then go straight to the hall.
Tuesday 13 th September at 5.30 p.m.	Post-results meeting for parents of Year 13 (and students) to discuss Year 13

ACADEMIC YEAR 2016 – 2017

AUTUMN TERM 2016	INSET Term begins Half Term INSET Term ends	Thursday 1 st September 2016 Friday 2 nd September Monday 5 th September Monday 24 th to Friday 28 th October Monday 31 st October Friday 16 th December
SPRING TERM 2017	Term begins Half Term INSET Term ends	Tuesday 3 rd January 2017 Monday 13 th to Friday 17 th February Wednesday 15 th March Friday 7 th April
SUMMER TERM 2017	Term begins Bank Holiday Half Term INSET Term ends	Monday 24 th April 2017 Monday 1 st May Monday 29 th May to Friday 2 nd June Friday 7 th July Friday 21 st July

OTHER IMPORTANT DATES FOR YOUR DIARY

Tuesday 13 th September	Year 13 Post-Results Evening for Parents
Thursday 20 th October	Careers Convention at BSG
Thursday 24 th November	Year 13 Parents' Evening
Tuesday 13 th December	Founders' Day

The school calendar and dates for specific events will be available on the school website:

www.bsg.bournemouth.sch.uk

Information about particular events is usually sent home via students. Copies of all letters are also available on the school website. Parents can also receive letters via email by registering with our ParentMail® service. If you would like to do so please complete a form available from reception.

AS RESULTS

Students receive AS results on **Thursday, August 18th 2016**. If you are happy for your results to be collected by a relative or friend, you must supply a letter giving your permission for a named person to collect your results. These may be collected, in person, between 10.00 a.m. and 11.00 a.m.

MODULAR SUBJECTS – KEY TO RESULTS

Some A level subjects being studied are made up of **4 UNITS** (2 AS and 2 A2) units while others are made up of **6 UNITS** (3 AS and 3 A2). Units may vary in their weighting in individual subjects which means that the maximum mark possible for units may differ. It is possible to convert numerical unit results to grades but remember that it is the **TOTAL UNIT MARKS** which are important when calculating an AS or A level grade.

UNIT GRADE BOUNDARIES

	<u>A (80%)</u>	<u>B (70%)</u>	<u>C (60%)</u>	<u>D (50%)</u>	<u>E (40%)</u>
Uniform Maximum Scale (UMS) of 60	48	42	36	30	24
Uniform Maximum Scale (UMS) of 70	56	49	42	35	40
Uniform Maximum Scale (UMS) of 80	64	56	48	40	32
Uniform Maximum Scale (UMS) of 90	72	63	54	45	36
Uniform Maximum Scale (UMS) of 100	80	70	60	50	40
Uniform Maximum Scale (UMS) of 120	96	84	72	60	48
Uniform Maximum Scale (UMS) of 150	120	105	90	75	60

4 UNIT AS/A LEVEL GRADE BOUNDARIES

	<u>A* (90%)</u>	<u>A (80%)</u>	<u>B (70%)</u>	<u>C (60%)</u>	<u>D (50%)</u>	<u>E (40%)</u>
Uniform Maximum Scale for AS level = 200	n/a	160	140	120	100	80
Uniform Maximum Scale for A level = 400	360	320	280	240	200	160

Lists of subjects with 4 units	Exam Board	AS		A2	
		Unit 1	Unit 2	Unit 3	Unit 4
D&T : Product Design (3D)	AQA	100	100	100	100
D&T : Product Design (Textiles)	AQA	100	100	100	100
Drama & Theatre Studies	AQA	120	80	120	80
French	Edexcel	60	140	70	130
Geography	Edexcel	120	80	120	80
German	Edexcel	60	140	70	130
ICT	AQA	100	100	120	80
Media Studies	OCR	100	100	100	100
Physical Education	Edexcel	100	100	100	100
Politics	OCR	100	100	100	100
Religious Studies	AQA	100	100	100	100
Spanish	Edexcel	60	140	70	130

6 UNIT AS/A LEVEL GRADE BOUNDARIES

	<u>A* (90%)</u>	<u>A (80%)</u>	<u>B (70%)</u>	<u>C (60%)</u>	<u>D (50%)</u>	<u>E (40%)</u>
Uniform Maximum Scale for AS level = 300	n/a	240	210	180	150	120
Uniform Maximum Scale for A level = 600	540	480	420	360	300	240

Lists of subjects with 6 units	Exam Board	Maximum Mark					
		Unit 1	Unit 2	Unit 3	Unit 4	Unit 5	Unit 6
Mathematics	OCR	100	100	100	100	100	100
Further Mathematics	OCR	100	100	100	100	100	100
Music	Edexcel	90	90	120	90	90	120

A* GRADE - A level qualifications awarded from August 2010 will be graded on a six-point scale: A* A B C D E. To be awarded A*, candidates will need to achieve a grade A (80%) on the aggregate/combined score of all the AS and A2 units and an A* (90%) on the aggregate/combined score of the A2 units.

AS/A2 RESULTS INFORMATION SHEET

LINEAR SUBJECTS - KEY TO RESULTS

AS level results are awarded on the two units taken at the end of Year 12. The full A level grade is awarded wholly on the exams taken in the summer of Year 13.

Lists of subjects with 4 units	Exam Board	AS		A Level			
		Unit 1	Unit 2	Unit 1	Unit 2	Unit 3	Unit 4
Art & Design	OCR	-	80	120	80	-	-
Computer Science	AQA	75	75	150	150	75	-
Economics	AQA	70	70	80	80	80	-
Economics B	Edexcel	80	80	100	100	100	-
English Language	Eduqas	100	100	120	120	80	80
English Literature	OCR	60	60	60	60	40	-
History	OCR	50	50	50	30	80	40
Psychology	AQA	72	72	96	96	96	-
Sociology	AQA	60	60	80	80	80	-

	Exam Board	Maximum Mark				
		AS		A2		
		Paper 1	Paper 2	Paper 1	Paper 2	Paper 3
Biology	AQA	75	75	91	91	78
Chemistry	OCR	70	70	100	100	70
Physics	OCR	70	70	100	100	70

MOVING FROM YEAR 12 (AS) TO YEAR 13 (A2)

Q1. Can I continue with all four or five AS subjects into A2?

A. Some students continue to study four subjects at A2 level but this does require good organization and a real commitment to hard work. If you are not sure about giving up a subject, then it is possible to begin A2 study and make any decisions during September/October.

Q2. Can I automatically move from Year 12 to Year 13?

A. Students will normally need to achieve **at least** pass grades in three AS subjects to progress into Year 13. Students are expected to take at least three subjects in Year 13. A student who achieves poor grades in all subjects will be invited (with their parents) to discuss whether progression into Year 13 is appropriate for them.

Q3. Can I automatically move from AS to A2 in my subjects?

A. Students who do not achieve at least a pass grade in their AS qualification (worth 40% and based on the easier part of the syllabus) must discuss with the Head of Department whether they should continue with the subject. Students will need to demonstrate how they intend to change their approach during the more demanding second year of the A level qualification.

Q4. What should I do if I do not pass my AS levels?

A. Students who do not achieve the minimum standard may need to seek careers advice. Staff will be available for consultation on Friday 19th and Monday 22nd August. Please telephone school (01202 526289) for an appointment.

Mrs Ruby will be in school on Thursday 18th and Friday 19th August.

After this time, you can e-mail Mrs Ruby (on Monday 22nd and Tuesday 23rd August) at nruby@bsg.bournemouth.sch.uk with your name and contact details and a brief message.

At other times, if you need help, contact the main office by e-mail or telephone and leave a message. They will try to find someone who can help you.

AUTUMN TERM 2016 – NEXT STEPS

MONDAY 5TH SEPTEMBER 8.35 A.M.

All students attend an important talk in the Hall on examination results. Sixth Form staff will guide students through the range of possibilities. Students will then go to their subject groups for further discussion of results. ALL books for subjects being given up after AS should be brought in.

For each AS subject, you must decide if you want to continue to study all 4 or 5 of your subjects or if you want to reduce to 3 or 4 subjects. This decision can be made over the next few weeks but it is advisable to make the decision by mid-October.

CERTIFICATION OF AS UNITS

All AS certificates will be requested for August 2016 and the certificates will arrive in school during the Autumn term. These AS grades must be declared on official forms which ask for all academic qualifications. It might also be helpful to include unit results.

RESITTING UNIT EXAMINATIONS (Modular A Levels Only)

Resitting Modular AS level unit exams can only take place in May/June 2017. It is important not to arrange too many resits which may detract from revision for A2 units or full Linear A levels.

CONTINUING TO A LEVEL

If the Modular AS level unit mark for the resit is higher than the original unit mark, this might result in the total unit marks being sufficient to raise the AS grade. If you are continuing the subject to A2, it is not necessary to request a new AS grade but you can if you wish. There is no need to resit a Linear AS level as the full A level will be wholly awarded on the units you sit in May/June 2017.

LINEAR AND MODULAR COURSES 2015 - 2017

Linear Courses

Art & Design
Biology
Chemistry
Computer Science
Economics
Economics B
English Language
English Literature
History
Physics
Psychology
Sociology

Modular Courses

D&T – Product Design (3D)
D&T – Product Design Textiles Technology
Drama & Theatre Studies
French
Geography
German
Mathematics
Further Mathematics
Media Studies
Music & BTEC Music
Physical Education
Politics
Religion, Philosophy & Ethics
Spanish

A WORD OF CAUTION

Since 2007 all unit examination results have been available to universities from the Examination Boards and UCAS. This means that universities are able to see the results of any resits and the number of times a unit examination has been attempted. Some universities dislike resits and this may affect your application. Check on the university UCAS pages.

FURTHER POINTS TO NOTE

PAYMENT FOR EXAMINATION ENTRIES

The cost of resitting **ONE** Modular AS unit will be £30.00 for A level courses with 4 units and £20.00 for A level courses with 6 units.

PREPARATION FOR RESITS

Please note that there will be no timetabled lessons to prepare for resits. It is the responsibility of each student to consult with subject staff about the additional independent study necessary and they must also check that the exam board requirements have not changed.

If a resit unit involves any coursework or practical, it is very important that you speak to subject staff as soon as possible.

NUMBER OF RESITS

Students are **strongly** advised that they should not resit more than two units in total as working for AS units can detract from A2 work.

LINEAR AS LEVELS

There is no need to resit a Linear AS level as the full A level will be wholly awarded on the units you sit in May/June 2017.

EXAMINATIONS IN SUBJECTS NOT STUDIED AT BSG

In some subjects, it is possible for students to sit additional AS or A level examinations at BSG but there is a private charge for this. The cost of each unit will be advised at the time of entry but it will include the additional cost of invigilators and any external examiners or moderators, if required.

UCAS APPLICATIONS

1. UCAS application forms ask you to include unit examination results. If you intend to resit a modular unit exam, this will need to be clarified in the Personal Statement section of the UCAS form and the details entered in the 'Results Pending' section.
2. Admissions tutors require a description of the school and its Sixth Form curriculum as part of the standard opening paragraph of the school reference. This will state that all Year 12 students are entered for AS examinations in May/June of Year 12. This means that **ALL** AS results (including ungraded) must be declared.
3. Only full AS and A level qualifications attract UCAS points; individual unit exams do not but you can write in terms of equivalent grades, according to the total marks gained.

A LEVEL AND AS QUALIFICATIONS

AS LEVEL		A LEVEL	
Grade	Tariff Points	Grade	Tariff Points
A	20	A*	56
B	16	A	48
C	12	B	40
D	10	C	32
E	6	D	24
		E	16

EXTENDED PROJECT QUALIFICATION

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

BTEC

BTEC SUBSIDIARY DIPLOMA		BTEC CERTIFICATE	
Grade	Tariff Points	Grade	Tariff Points
D*	56	D*	28
D	48	D	24
M	32	M	16
P	16	P	8

4. Any circumstances, such as illness or lack of continuity in teaching, which may have affected the AS grades, will be described in the school reference.

ATTENDANCE PROCEDURES

SIXTH FORM STUDENTS ARE EXPECTED TO:

1. SWIPE IN ON ARRIVAL AT SCHOOL AND SWIPE OUT IF THEY LEAVE THE PREMISES AT ANY TIME BEFORE 15.35.
2. ATTEND ALL TIMETABLED LESSONS, TUTOR TIME, ASSEMBLY AND CORE STUDIES.
3. INFORM SCHOOL IN ADVANCE OF ANY ABSENCE, BY A TELEPHONE CALL BEFORE 8.30 A.M. ON THE DAY OF ABSENCE OR BY 'A LEAVE OF ABSENCE' FORM.

- Students or parents should telephone or email school before 8.30 a.m. on the day of absence. An answer phone message can be left at any time between 4.30 p.m. and 8.00 a.m. Please give details of name and form.
- If absence is longer than three days, students should provide an explanatory letter or medical certificate on the day of their return to school. These should be handed into the sixth form office for attendance records to be updated. These will then be passed to tutors.
- The swipe in/out system uses swipe cards and is to indicate presence on the premises. This is for personal safety and to comply with Health and Safety regulations.
- Students who forget their swipe card should report to Reception on arrival.
- Students who lose their swipe cards must go to the Library for a replacement. A small charge will be made.
- Students should be in their form rooms, to meet with tutors, no later than 08.35 every morning.
- Sixth Form subject staff will record attendance at the start of each lesson.
- Students arriving late to school should sign in the late book at Reception.
- Students should note that:
 - attendance information will be used in references for universities and employers;
 - attendance information will be used to sanction or withhold Bursary payments;
 - all holidays taken during term time will be recorded as unauthorised absence;
- **For pre-arranged absence** such as hospital appointments, religious holidays, interviews and Open Day visits, students should complete a **Sixth Form Leave of Absence** form, at least one week prior to the date(s) of absence. These forms are available from Tutors, the Sixth Form Office, Reception and the Careers Room.
- Students must take full responsibility for catching up on any missed work and may be required to make up lost time.
- **ROUTINE MEDICAL AND DENTAL APPOINTMENTS AND DRIVING LESSONS SHOULD NOT BE ARRANGED IN SCHOOL TIME.**

IF A STUDENT BECOMES UNWELL DURING THE DAY, THEY MUST CONSULT EITHER, MRS HOLMAN, MRS LOOKER, MRS COWIE OR THEIR TUTOR (OR ASK AT RECEPTION FOR A SENIOR MEMBER OF STAFF) AND COMPLETE AN EARLY DEPARTURE FORM AT RECEPTION, AS WELL AS SWIPING OUT, BEFORE THEY LEAVE THE PREMISES.

STUDENTS LEAVING ALONE WILL BE ASKED TO CONTACT SCHOOL TO CONFIRM THEIR SAFE ARRIVAL HOME.

RECEPTION WILL CONTACT PARENTS, IF POSSIBLE, TO INFORM THEM OF YOUR ILLNESS.

BURSARY PAYMENTS

Students can apply for a bursary from the school in the case of financial hardship. Applications are treated in the strictest confidence. The 16-19 Bursary Fund has two parts:-

1. A Guaranteed payment of £1200 to a small group of the most vulnerable students.
2. A discretionary fund aimed at students whose families have a gross annual income of below £20,000.

Application forms are available from the Sixth Form Office and can be downloaded from the school website. Eligibility is also linked to maintaining satisfactory behaviour and attendance.

Students who have been in receipt of a Bursary in Year 12 should submit a new application along with any new supporting evidence.

REGISTRATION AND ASSEMBLY ARRANGEMENTS

Students **MUST** swipe in every day and attend Registration with their tutor Tuesday to Friday.

YEAR 12

Monday	Swipe in and go directly to the hall for Sixth Form assembly.
Tuesday	Swipe in. Registration and Tutor time between 8:35 – 9.00 a.m.
Wednesday	Swipe in. Registration and Tutor time between 8:35 – 9.00 a.m. – House Assembly.
Thursday	Swipe in. Registration and Tutor time between 8.35 – 9.00 a.m.
Friday	Swipe in. Registration and Tutor time between 8:35 – 9.00 a.m. – House Assembly.

YEAR 13

Monday	Swipe in and go directly to the hall for Sixth Form assembly.
Tuesday	Swipe in. Registration and Tutor time between 8:35 – 9.00 am. Senior Team should help with full school assembly.
Wednesday	Swipe in. Registration and Tutor time between 8:35 – 9.00 a.m. – House Assembly. Form Prefects visit junior forms.
Thursday	Swipe in. Registration and Tutor time between 8.35 – 9.00 a.m.
Friday	Swipe in. Registration and Tutor time between 8:35 – 9.00 a.m. – House Assembly. Form Prefects visit junior forms.

Note: The pattern for House assemblies may change in September but all sixth form students are expected to attend Sixth Form assembly (on Monday) and their House assembly each week.

LESSON TIMES

Registration & Assembly	08.35 – 09.00
Lesson 1	09.05 – 10.05
Lesson 2	10.10 – 11.10
INTERVAL/BREAK	11.10 – 11.25
Lesson 3	11.30 – 12.30
LUNCH	12.30 – 13.25
Lesson 4	13.30 – 14.30
Lesson 5	14.35 – 15.35

HEALTH AND SAFETY

- Students must swipe in and out at all times to indicate their presence on the premises – see Attendance Procedures.
- Students should never leave school feeling unwell without seeing a member of staff first – see Attendance Procedures.
- Students may not smoke in any part of the school or its grounds nor in any neighbouring roads.
- Students may not visit any local bars or licensed premises during the school day.
- Sixth Form students are not permitted to bring cars, motorbikes or mopeds onto the school premises without written permission.
- Students' clothes and footwear should be of a style that does not endanger the wearer, other people or property – see the Sixth Form Dress Code.

COMMUNICATION

- Personal and tutor group messages are placed in pigeon holes in the Sixth Form area. These should be checked regularly.
- Urgent messages may be sent via the school e-mail system or be programmed in to the daily swipe in/out system. These will appear on the monitor above the bar code reader.
- **STUDENTS MUST CHECK THEIR EMAIL ACCOUNTS, SWIPE IN MESSAGES, PIGEON HOLES AND THE BULLETIN, EVERY DAY.**

MONITORING AND ASSESSMENT

TUTORIALS

Students will meet with their tutors regularly to discuss progress and to identify any difficulties so that appropriate support mechanisms can be put in place.

COMMENDATIONS

These are awarded by departments to recognise excellent standards, effort and improvement and by all staff for students' contributions to the life of the school.

CAUSE FOR CONCERN

Tutors will be alerted to any student in their form who is causing concern due, in particular, to standards of work, commitment, attendance or conduct. This may lead to the initiation of the Support Process for Sixth Form students.

Parents will be contacted, if necessary to discuss their daughter's progress and should feel free to approach school about any concerns they may have. Contact should be made with the Head/Assistant Head of Sixth Form or the Form Tutor.

STUDY SKILLS

Any student experiencing specific study difficulties should approach their subject staff in the first instance. A wide range of resources can be made available and individual support can be arranged through the 'Academic Mentoring' system.

PROGRESS CHECKS

Progress checks will be completed by subject staff throughout the year.

PARENT PORTAL – EVENTS

The school website www.bsg.bournemouth.sch.uk has the latest news about the school as well as information useful to parents. Parents can also access (via the website) the Parent Portal which enables them to find out up-to-date information about how you are progressing at school (under Events).

MONITORING PROGRAMME

YEAR 12	1	September	ALPS AS Targets set and issued
	2	October	Early Warning to indicate progress - ✓/x/?
	3	November/December	Attainment/Commitment/Attendance/Progress Checks
	4	December	Parents' Consultation Evening
		January	Follow up for anyone below target
	5	February/March	Attainment/Commitment/Attendance
	6	March	Reports
	7	June	Internal Examinations
YEAR 13	8	August/September	Summary of AS results and ALPS A level Targets set and issued
	9	October	Tutor and subject references with predicted grades
	10	November/December	Attainment/Commitment/Attendance/Progress Checks
	11	November	Parents' Consultation Evening
		January	Follow up for anyone below target
	12	February	Progress Check
	13	April	Progress Check
	14	August/September	A level results and analysis

COMMITMENT TO LEARNING CRITERIA (C2L)

1 OUTSTANDING Commitment to Learning	2 GOOD Commitment to Learning	3 INCONSISTENT Commitment to Learning	4 INADEQUATE Commitment to Learning
<p>All of 2 (Good C2L) and some of the following:-</p> <ul style="list-style-type: none"> • Genuine passion for the subject • Fully focused on all tasks in lessons • Prepares thoroughly for all lessons • Organised and always meets deadlines • Asks and answers probing questions • Always perseveres when challenged. 	<p>Most of the following:-</p> <ul style="list-style-type: none"> • Interested in the subject • Focused in lessons • Prepares for lessons • Meets deadlines • Resourceful learner • Perseveres when challenged. 	<p>Most of the following:-</p> <ul style="list-style-type: none"> • Interest varies depending on topic • Mostly focused in lessons • Occasionally unprepared for lessons • Occasionally misses deadlines • Requires guidance at times • Needs encouragement when challenged. 	<p>Most of the following:-</p> <ul style="list-style-type: none"> • Limited interest in the subject • Lacks focus in lessons • No preparation done for lessons • Frequently fails to meet deadlines • Continually needs guidance • Gives up readily if challenged.

REFERENCES

Subject teachers are requested to provide a subject reference for each sixth form student taught. The final reference is written by the Head/Assistant Head of Sixth Form or form tutor. References are used for UCAS applications and employment.

PARENT CONSULTATION

At BSG tutors and students meet regularly to discuss progress and set targets for improvement. It is hoped that sixth form students will discuss their progress with parents too. Parents are encouraged to attend the Parent Consultation evenings with subject staff where specific questions can be asked and matters related to progress in each subject can be discussed further.

If there are any concerns about matters related to the sixth form, parents are welcome to contact the sixth form office at any time.

CAREERS ADVICE

Careers advice is ongoing throughout the Sixth Form. Appointments for individual careers interviews can be made at any time with the Careers Advisor, Mrs Ruby.

EXTERNAL EXAMINATIONS

Students will be entered for AS/A2 and A Level external examinations which take place mainly in May/June.

COMMITMENT AND EXPECTATIONS

Bournemouth School for Girls is committed to helping every student achieve her potential.

We will

- do our utmost to support and encourage every student
- maintain the highest quality of teaching and learning
- provide a stimulating, disciplined environment in which all pupils can learn effectively
- support the spiritual, moral and cultural development of our pupils
- provide opportunities for personal development outside the normal lessons by giving access to a wide variety of extra-curricular activities
- provide regular feedback to pupils and parents on progress
- encourage pupils to take responsibility, rise to challenges and become independent thinkers
- provide students with appropriate support and guidance to help them in their career progression beyond Bournemouth School for Girls.

Sixth Form students are an important and integral part of Bournemouth School for Girls. As senior members of the school, they are expected to set an example to all other students.

Sixth Form students are expected to respect and follow the School Code of Conduct and the Sixth Form Dress Code and to honour the contract signed on entry into the Sixth Form.

Serious discipline problems are dealt with by the Head of Sixth Form and/or the Headteacher and parents will be informed and invited to come into school to discuss the matter. The use of illegal substances (drugs) is not permitted in school. Any girl found selling drugs or involving other pupils in drug-taking will automatically be permanently excluded from school.

SIXTH FORM DRESS CODE

Sixth Form students do not have a set uniform but we do ask that they respect and follow the Sixth Form Dress Code.

Sixth Form students are an integral part of Bournemouth School for Girls and as senior members of the school, should set an example to all other students.

All clothing and footwear **MUST** be:

- Smart
- Tidy
- Clean
- Modest
- Safe for the wearer and for others

Students **MUST NOT** wear:

- Tops which show cleavage, bare backs or bare shoulders (no spaghetti straps or transparent fabrics)
- Clothing which exposes bare midriffs, especially when moving about
- Clothing made of blue denim material (i.e. no jeans, denim skirts or denim jackets)
- Clothing which is torn or cut (accidental or in the design)
- Short skirts or dresses without thick plain leggings underneath (jeggings, patterned leggings or thin tights are no substitute for plain leggings)
- Shorts (ones which show off knees!), playsuits or skorts
- Very baggy trousers, trousers or any garments which drag on the floor
- Stiletto heels
- Flat, backless shoes (such as flip-flops and slip on sandals)
- Clothing displaying offensive logos or pictorial material
- Outdoor coats and hats in lessons
- Visible piercings other than earrings (**nose studs must be covered or removed whilst in school**)
- Sportswear, including tracksuits and trainers, except in practical PE and Drama and Theatre Studies lessons.
- Extreme hairstyles or hair colours

N.B. Students are expected to change into suitable clothing and footwear for PE activities.

Students who fail to comply fully with the Sixth Form Dress Code will be offered alternative clothing or will be sent home to change.

SIXTH FORM CONTRACT

At the beginning of the Sixth Form course, all students are asked to sign a contract which summarises our expectations. A sample is included for information. Please read it carefully to remind yourself of what you signed and therefore agreed to do. You will also be required to complete a Learning Hours Agreement in September and to log your independent study whilst in school.

BOURNEMOUTH SCHOOL FOR GIRLS SIXTH FORM CONTRACT

A reminder.

In order to benefit from your time in the Sixth Form, you need to:

- work hard and aim high;
- devote at least 16 hours per week, in addition to timetabled lessons, to study, which will include consolidation of work done in class and wider reading or research, as well as the punctual completion of written work;
- develop organised patterns of study;
- discuss progress with your tutor and subject staff;
- do no more than 8 hours per week paid employment during term time;
- perform all agreed duties conscientiously and competently;
- behave in an appropriate manner as a senior member of the school; treating people with respect, courtesy and consideration.
- dress smartly, tidily and modestly as laid down in the Sixth Form Dress Code;
- use facilities provided, such as the Sixth Form Common Room, the Study Room, the Library, Careers Room and other resources with respect and consideration for others.
- understand the Sixth Form Support Process which will operate should any aspect of my work, progress, attendance or behaviour cause concern.
- take advantage of the wide range of opportunities available.

I understand that I am expected:

- to attend **ALL** timetabled lessons, assemblies and tutor sessions regularly and punctually;
- to meet the expectations for non-qualification hours activities and to log my independent study whilst in school;
- to meet all deadlines and catch up on any missed work before the next lesson, including homework;
- to telephone the school before 08.30 if I am unwell and unable to attend;
- to give prior notice of any unavoidable absence;
- not to take holidays in term time.

I understand that:

- every lesson counts;
- my attendance at school should be over 95%;
- persistent poor attendance will lead to discussion about whether I will be entered for examinations;
- failure to fulfil these expectations may result in me being asked to leave the Sixth Form;
- entry to Year 13 will depend upon me maintaining a responsible attitude and an acceptable standard of work and attendance throughout Year 12.

Signed: (1) _____
(Student)

Date: _____

(2) _____
(Parent/Guardian – for information)

Date: _____

CORE STUDIES

All students in the Sixth Form follow a programme of Core Studies and non-qualification hours also known as 'Enrichment'. This is a vital part of the Sixth Form experience, enabling students to develop additional skills and knowledge which should give them that extra "edge", so much valued by employers and universities' admissions tutors.

STRUCTURE

1. Tutor Period – 1 hour per two week cycle for all students

This allows opportunities for study guidance, monitoring of progress in A level courses, Careers, visiting speakers and other group and individual activities.

2. Core Studies

1 hour per two week cycle for all students. This session allows the opportunity for more careers information to cater for the needs of all students whatever their future choices may be e.g. University, Foundation Art, apprenticeship, gap year or employment.

There will be plenty of information about CVs, interviews and life after BSG.

3. Enrichment Activities – 4 hours per two week cycle for most students

Every student in Year 13 will have at least one afternoon each week with no lessons. This time is made available on the Sixth Form timetable and students are expected to arrange one of the following activities:-

- A. Experience in a work placement
- B. Physical and Recreational Activities*
- C. Work in the Community
- D. A range of short courses.*
- E. Extended Project Qualification (EPQ)

*Please note there may be a charge for some of these activities and courses.

The Autumn Term of Year 13 is the last opportunity to use school time for these Enrichment Activities.

A. Work Placement/Preparation for the 'World of Work'

The aim of this programme is to provide relevant experience of the world of work while also participating more fully in the life of the community. Such experience has become increasingly important for students applying to courses of higher education where proof of genuine interest and commitment is essential. In particular, students hoping to pursue careers in teaching, medicine, veterinary science, law and media work will improve their chances of success with a full work placement record.

A pack, with guidelines to help in the arrangement of a placement, is available from the Sixth Form Office and by the Reception 'swipe in' scanner.

Students should be aware that some providers now ask for proof of DBS checks. These can take some time and can be costly so it is advisable to ask the provider.

B. Physical and Recreational Activities

This is an opportunity in trying out a range of activities which have not previously been available.

It is intended to be an enjoyable, worthwhile, sociable activity whilst giving you the opportunity to raise your heart rate and forget coursework for a short time! An exciting programme of activities is offered including Zumba, Yoga and Legs, Bums and Tums.

C. Work in the Community

The aim of this programme is to provide the opportunities for students to give something back to the community and to develop team building, leadership and organisational skills. These placements which will either be in school or off site are designed to be of benefit to others.

We organise the placements for you to select – DO NOT APPROACH PEOPLE DIRECTLY.

D. Short Courses

There will be a range of short courses offered during the year.

E. EPQ

An additional qualification equivalent to half an A level requiring 90 hours of independent work.

4. Independent Learning

Students have at least one period in each subject per two week cycle for independent study to support the work done with their subject teachers. This time should be spent in the library, Sixth Form study room, common room or dining room. Students will be expected to log the hours spent on independent study in school.

5. Careers Information and Guidance

Students will be provided with information about post-18 opportunities and preparation for life after school at appropriate times throughout the Sixth Form. The delivery of this information may be through whole year group sessions, tutor period or small group talks. Speakers are invited into school and students are actively encouraged to use the extensive resources in the Careers Room. Individual appointments can be made with the Careers Advisor, Mrs Ruby, at any time to discuss future plans.

PLANNING FOR THE FUTURE

During the Autumn Term students will be very busy continuing their preparation for leaving school. By September students should have a good idea of where they want to go after BSG.

EMPLOYMENT

- Go to the careers room and book a careers interview
- Finish the personal statement/letter started in June and use it to prepare a CV and a letter of application

GAP YEAR

There are different options:

- Apply to University in 2016-2017 for 2018 entry (this is called deferred entry)
- Leave BSG in summer 2017 and apply 2017-2018 for 2018 entry

Whatever they choose, students need to have a plan for their GAP year

- Work to save money to go to University
- Work a bit then travel
- Take part in an organised GAP activity

UCAS APPLICATION (see deadlines on next page)

- The application process starts in June/July of Year 12
- Students should continue their research.
- Students may attend up to three Open Days per term. Parents may also attend.
- Students will start receiving information based on the data they put in when they applied for their ucascard.
- Students may submit an application for up to five courses and will eventually have to select two - a firm choice and an insurance choice.
- Details of courses and universities and information about the application process are available from www.ucas.co.uk

TESTS e.g. BMAT, LNAT, UKCAT, OXFORD AND CAMBRIDGE UNIVERSITY APPLICATION TESTS

Many university courses require additional tests to be taken. Students need to register for these. Full details are to be found on each university's website. If in doubt, please ask.

Note:- Some registration deadlines are very soon after AS level results are published.

CUKAS APPLICATIONS

- Applications for the music conservatoires.
- Students should speak to Mrs Holman in July as there is a different application form and the deadlines are different.

ART FOUNDATION APPLICATIONS

Most BSG students apply to Arts University Bournemouth when they have completed sufficient work for their portfolio. Application forms are available directly from the Arts University Bournemouth. It is advisable to seek guidance from your Art teacher(s) on the contents of your portfolio.

SCHOOL DEADLINES

Necessary for us to meet the UCAS deadlines.

Medicine, Dentistry, Veterinary and Oxbridge:

Draft by Wednesday 14th September

Final by Monday 26th September

All other UCAS applications:

Draft by Friday 21st October

Final by Friday 18th November

USEFUL CONTACT NUMBERS AND WEBSITES:-

UCAS

www.ucas.com

www.ucas.com/apply

www.dfes.gov.uk/studentssupport

www.nhsstudentgrants.co.uk

www.gapyear.com

www.aimhigher.ac.uk

www.tqi.ac.uk

www.qaa.ac.uk

www.studentzone.org.uk

Student Support

Student Finance England

www.direct.gov.uk/studentfinance

Tel. 0300 100 0607

Information about courses and careers' opportunities can also be found in the Student Shared Area ⇨ Sixth Form or via the Careers Section of the VLE.