



BOURNEMOUTH SCHOOL FOR GIRLS

Year 12 Information

September 2018

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Section A
General Information

ACTION CHECK-LIST

July/August 2018	Use your Subject Preparation Sheets for a programme of preparatory study. (Not all subjects have preparation sheets).
Thursday 23 August	GCSE Results. If you were a Year 11 student at BSG, you can collect your results, in person, from the school between 8.30 and 12.00.
BY TUESDAY 28 AUGUST	CONFIRMATION OF PLACE PLEASE RETURN THE FOLLOWING TO BSG BY 12 NOON: <ul style="list-style-type: none"><input type="checkbox"/> BSG Registration Form<input type="checkbox"/> a cheque for £25 (payable to Bournemouth School for Girls) which is to cover:<ul style="list-style-type: none">- Sixth Form registration fee- running costs and resources for the Sixth Form Common Room- a Sixth Form Planner/Diary each year<input type="checkbox"/> ICT Form<input type="checkbox"/> the Sixth Form Permission Slip (signed by your parents)<input type="checkbox"/> PHOTOCOPIES OF <u>ALL</u> GCSE STATEMENTS OF RESULTS (if new to BSG). Remember to include GCSE results statements if you sat them in Year 10 or before<input type="checkbox"/> Admission Form (if new to BSG)
Thursday 30 August	Come to BSG, if you hope to change A level choices:- 09.00 – 10.00 for students in forms 12.1 – 12.3 10.00 – 11.00 for students in forms 12.4 – 12.5 11.00 – 12.00 for students in forms 12.6 – 12.7
Monday 3 September	INSET for staff only.
Tuesday 4 September	Arrive at school by 13.00 if new to BSG, or 13.30 if transferring from Year 11 at BSG. Please bring with you: <ul style="list-style-type: none">a) Your Sixth Form Information Book (this one!)b) Writing materials

SCHOOL ETHOS

Our school is committed to achieving the highest academic standards through a broad and balanced education within a stimulating environment.

We also believe academic excellence goes hand in hand with the moral, spiritual and cultural development of the whole person.

We want to nurture the individual talents of all our students so that they are able to make a difference in the wider world.

We want our students to be:

- happy
- enquiring
- highly motivated
- determined
- able to reach their full potential
- mindful of the needs of others
- polite, tolerant and helpful
- proud of their school.

IS BSG THE RIGHT PLACE FOR ME?

This may seem a strange question to ask but it is one which you should consider carefully.

Bournemouth School for Girls has over 800 students in Years 7 to 11. The Sixth Form, of over 300 students, is an extremely important part of the school. Bournemouth School for Girls is a very busy and exciting environment providing Sixth Form students with plenty of opportunities to develop leadership skills and to get involved with younger members of the school community. This can be extremely rewarding but at the same time places a responsibility on you to become an appropriate 'role model' to the many young girls who will look up to you.

As a Sixth Form student, you are of course continuing your studies out of choice but as a member of a school community, rather than a college, there are restrictions and expectations placed upon you; for example, attendance at registration and lessons, no smoking and the way that you dress.

We know that we offer an excellent Sixth Form education and we will actively encourage you to work closely with us to make it even better. If you choose to join us and accept what we offer, we expect you to take the whole 'Sixth Form package', including the restrictions of a school environment. **We want our Sixth Form students to be proud to be part of a successful school, willing to uphold its high standards and to promote the good reputation of the school.**

Please take some time to look at the next few pages which explain our commitment to you and our expectations of students at Bournemouth School for Girls, summarised in the Sixth Form Learning Hours Agreement and Sixth Form Contract.

We really hope that you will want to be a part of Bournemouth School for Girls' Sixth Form so that we can work together to ensure that your Sixth Form experience is enjoyable and successful.

COMMITMENT AND EXPECTATIONS OF SCHOOL

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 students can learn effectively
- support the spiritual, moral and cultural development of our students
- provide opportunities for personal development outside the normal lessons by giving access to a wide variety of extra-curricular activities
- provide regular feedback to students and parents on progress
- encourage students 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.

We believe that EVERY LESSON COUNTS.

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 Code of Conduct and the Sixth Form Dress Code.

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.

COMMITMENT AND EXPECTATIONS OF STUDENTS

Our expectations of Sixth Form students are included in the Learning Hours Agreement and Sixth Form Contract, which should be read very carefully. Students should understand that signing the agreement is a definite commitment to **ALL** that it includes.

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 wear their BSG lanyards at all times.

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 piercings must either 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
- Tattoos

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.

LEARNING HOURS AGREEMENT

All Sixth Form students will be asked to sign a Learning Hours Agreement which summarises our expectations. Agreements will be issued by Tutors in the first few days of Year 12. A sample is shown below for information. You will also be issued with a breakdown of your qualification and non-qualification hours.

Student's Name:

Tutor Group:

GUIDED LEARNING HOURS (TAUGHT LESSONS/STUDY LEAVE)

Qualification Level	Subject	Planned Normally 4.5 hours x 37 weeks	Completed
AS			
AS			
AS			
AS			
AS			
CSLA		30 hours	
Practice Questions (April)	2 hour per subject block	2 x 4 subjects = 8 2 x 3 subjects = 6	
		Total	

NON-QUALIFICATION HOURS ACTIVITY

<u>Year 12 Exams and Study Leave</u>	ALL	6 days x 5 hours = 30	30
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One in Autumn Term and one in Spring Term

<u>Employment</u> Work Experience or Work in the Community		10 weeks x 2 hours = 20	
<u>Enrichment</u> PE Sign Language First Aid		10 weeks x 1 hour = 10 10 weeks x 1 hour = 10 2 weeks x 2 hours = 4	
<u>Pastoral</u> Registration/Tutorial support	ALL	90 minutes per week = 55 hours	55
Tutor Period	ALL	1 hour per fortnight = 19	19
		TOTAL	

SIXTH FORM CONTRACT

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 (4 hours per subject), 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 Sixth Form 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** morning registrations, 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 (below 80%) 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: _____

WHO'S WHO IN THE SIXTH FORM

Mr A Brien	Headteacher
Mrs L Holman	Head of Sixth Form
Mrs M Cowie	Assistant Head of Sixth Form
Mrs K Watts	Sixth Form Administrator
Mrs K Jackson	Data Manager
Mrs L Mawer	Enrichment and Deputy Examinations Officer
Mrs D Morphy	Finance Officer (for cashless catering, trips, etc.)
Mrs J Pritchard	Headteacher's PA
Mrs N Ruby	Careers Advisor (Mrs V Lewis – Careers Assistant)
Mrs W Salimi	Examinations and Sixth Form Attendance Officer

TUTORS

Ms F Wright	12.1	All sixth form students will be allocated to one of the following six Houses:-
Mrs N Pardy	12.2	
Mrs S Driscoll	12.3	
Miss J Webb	12.4	
Mr R Burdett	12.5	
Mr D Parfitt	12.6	
Miss A Scriven	12.7	
Dr S Ellsmore	13.1	Austen
Miss S Stowe	13.2	Curie
Mr R McDonald	13.3	Franklin
Mr P Dehm	13.4	Parks
Mrs K Edwards/Mr S Gerry	13.5	Shelley
Mrs L Peek/Miss C Allen	13.6	Rossetti
Mr A Stent	13.7	

SENIOR TEAM

Olivia Glenny	Head Girl
Molly Graham	Deputy Head Girl
Grace Weaver	House Captain Austen (Deputy House Captain – Diyora Ilkhomova)
Jessica Hay	House Captain Curie (Deputy House Captain – Sarah Coyle)
Melissa Birtles	House Captain Franklin (Deputy House Captain – Stephanie Batchellier)
Laura Finnigan	House Captain Parks (Deputy House Captain – Maya Rees-Wilton)
Olivia Jeyatheva	House Captain Rossetti (Deputy House Captain – Sally Morgan)
Josephine Garcia	House Captain Shelley (Deputy House Captain – Annie Graham)

OTHER SENIOR STAFF AT BSG

Mrs M Braye	Deputy Headteacher
Ms A Collins	Deputy Headteacher
Mr D Sims	Deputy Headteacher
Mrs C Owen	Head of Austen House
Miss L Cooper	Head of Curie House
Mrs S Mantle	Head of Franklin House
Mrs M Vincent	Head of Parks House
Mrs S Turner	Head of Rossetti House
Mrs S Davies	Head of Shelley House
Mrs J Ford	Bursar

FIRST DAYS IN THE SIXTH FORM

WELCOME TO THE SIXTH FORM AT BOURNEMOUTH SCHOOL FOR GIRLS

TUESDAY 28 AUGUST – 12 NOON DEADLINE FOR ACCEPTING YOUR PLACE AT BSG.

Please let us know urgently if you no longer want your place in the Sixth Form, so that we may offer it to someone else on our waiting list.

You haven't joined us yet but we're looking forward to seeing you in September. The first few days can seem somewhat daunting but we aim to help you settle in quickly. The sort of programme you can expect is set out below.

DAY 1 – THURSDAY 30 AUGUST

09.00 – 12.00	If there is any doubt about which AS level courses you are taking – if you've changed your mind or weren't certain when you filled in your application form – then we need to see you between:- 09.00 – 10.00 for students in forms 12.1 – 12.3 10.00 – 11.00 for students in forms 12.4 – 12.5 11.00 – 12.00 for students in forms 12.6 – 12.7 You will be able to discuss your concerns with Mrs Holman. If there are no problems with subject choices, please make sure that you have sent us your registration forms and enjoy the last few days of your holiday!
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DAY 2 – MONDAY 3 SEPTEMBER

INSET DAY for staff. Final day of school holiday.

DAY 3 – TUESDAY 4 SEPTEMBER

13.00	Students new to BSG arrive. Meet at Reception.
13.30	All Year 12 students meet in D1.
14.15 – 15.35	Tutor time

DAY 4 – WEDNESDAY 5 SEPTEMBER

08.30	Form rooms for registration with your tutor at 08.35
10.10 onwards	Lessons begin
13.30 – 15.35	Year 12 with Mrs Holman, Mrs Cowie and Mrs Mawer in the Hall.

DAY 5 – THURSDAY 6 SEPTEMBER

08.30	Year 12 register with tutor. Full School Assembly in the Hall.
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- ❖ Remember to bring with you writing materials, subject preparation sheets and completed tasks.
- ❖ During the first few days and weeks, there will be introductory sessions about non-qualification hours activities including Enrichment.
- ❖ While we expect you, as Sixth Formers, to be as independent as possible, there is always help available – from your Tutor, your subject staff, Mrs N Ruby (Careers Advisor), Mrs Holman, Mrs Cowie and Mrs Watts in the Sixth Form Office.

Please don't be afraid to ask, whatever the problem.

GENERAL INFORMATION

ACADEMIC YEAR 2018 – 2019

AUTUMN TERM 2018	INSET	Monday 3 September
	Term begins	Tuesday 4 September - Years 7 & 12 only Wednesday 5 September - all other years
	INSET	Friday 21 September
	Half Term	Monday 22 to Friday 26 October
	Term ends	Thursday 20 December
SPRING TERM 2019	Term begins	Monday 7 January
	Half Term	Monday 18 to Friday 22 February
	Term ends	Friday 5 April
SUMMER TERM 2019	Term begins	Tuesday 23 April
	Bank Holiday	Monday 6 May
	Half Term	Monday 27 May to Friday 31 May
	INSET	Thursday 4 July
	Term ends	Friday 19 July

OTHER IMPORTANT DATES FOR YOUR DIARY

Wednesday 3 October 2018	Meet the Tutor Evening
Thursday 18 October 2018	Careers Convention
Thursday 6 December 2018	Year 12 Parents' Evening
Tuesday 18 December 2018	Founders' Day
Spring Term 2019	School reports issued
Wednesday 24 April	UCAS Exhibition at Bournemouth University

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

www.bsg.bournemouth.sch.uk

KEEPING IN TOUCH WITH PARENTS

We try very hard to keep parents as fully informed as possible about their daughter's progress and the life of the school. However, sending written information home can be rather 'hit and miss' with information often going missing on the way! We are also increasingly aware of the environmental impact of the amount of paper we use.

We use an email service which enables us to send letters and messages direct to parents by email. We hope the result of this will be that you will receive information from the school in a more reliable and efficient manner, and that you will not have to trawl through the contents of your daughter's school bag! The email service is intended for more general home-school communications; personal letters will be posted to you.

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

REGISTRATION AND ASSEMBLY ARRANGEMENTS

YEAR 12

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

YEAR 13

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

Note: All Sixth Form students are expected to attend Sixth Form assembly (on Monday) and their House assembly each week.

HEALTH AND SAFETY PROCEDURES

- Students must wear their BSG lanyard at all times.
- 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 onto the school premises.
- Students' clothes and footwear should be of a style that does not endanger the wearer, other people or property.

SAFEGUARDING/CHILD PROTECTION POLICY

BSG follows the procedures set out by the Area Child Protection Committee, taking account of the guidance issued by the Department of Education.

BSG has a Safeguarding/Child Protection Policy which applies to all staff, governors and volunteers working in the school.

We aim to establish a safe and secure working environment in which children can learn by raising awareness of child protection issues and equipping children with the skills needed to keep them safe. We have procedures for identifying and reporting cases, or suspected cases, of abuse. The designated senior person for safeguarding/child protection is Ms A Collins.

ATTENDANCE PROCEDURES

SIXTH FORM STUDENTS ARE EXPECTED TO:

1. WEAR YOUR BSG LANYARD AT ALL TIMES.
2. SWIPE IN ON ARRIVAL AT SCHOOL AND SWIPE OUT IF THEY LEAVE THE PREMISES AT ANY TIME BEFORE 15.35.
3. ATTEND ROLL CALL, ALL TIMETABLED LESSONS, TUTOR TIME, ASSEMBLY AND CORE STUDIES.
4. INFORM SCHOOL IN ADVANCE OF ANY ABSENCE, BY A TELEPHONE CALL (OR E-MAIL) 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 answerphone 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 the swipe card 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 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.

COMMUNICATION

1. Between School and Student

- Details of Sixth Form activities are published in weekly bulletins, available in tutor rooms, the Sixth Form Common Room and on the Sixth Form notice board.
- Personal and tutor group messages are placed in pigeon holes in the Sixth Form corridor. 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 E-MAIL ACCOUNT, THEIR PIGEON HOLE AND THE BULLETIN, EVERY DAY.**
- Students should ensure that school is informed of any absence – see absence from school on page 11.

2. Between School and Parents

- Parents are encouraged to contact school if they have any concerns about any aspect of their daughter's education. Contact should be made, in the first instance, with the Head of Sixth Form (Mrs Holman) or the Assistant Head of Sixth Form (Mrs Cowie).
- Letters are sent home throughout the year with information about specific events, including invitations to Academic Review Days and Subject Consultation Evenings.
- A school newsletter is produced each half term. This can be accessed on the school website.
- A formal report is sent home at the end of the Spring Term.

STUDENT IDENTIFICATION

All students attending BSG will be issued with a lanyard and Sixth Form ID card, which should be worn at all times. The ID card will be required to use the Library, IT facilities and the Dining Room.

DATA PROTECTION

Parents, guardians and students should be aware that the information held on record (name, address, telephone number, parents' names, siblings, emergency contact numbers and relevant medical conditions) will be kept in the School Office, the Sixth Form Office and the database of the school.

We are changing systems in September which will involve a new way of communicating with parents and collecting personal information. More details will follow in September.

STUDENT WELFARE

The Head of Sixth Form will be responsible for the welfare of all sixth form students. There is also emotional wellbeing support available in school.

FREE SCHOOL MEALS

Applications for Free School Meals can be made via Bournemouth Borough Council.

BURSARY SCHEME

Students can apply for a bursary from the school in the case of financial hardship. 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 Reception and can be downloaded from the school website.

Eligibility is also linked to maintaining satisfactory behaviour and attendance.

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. To get the most from these meetings, students are advised to prepare by reviewing their strengths and areas for improvement identified by subject teachers.

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 behaviour. This may lead to the initiation of the Support Process for Sixth Form students – see page 17.

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 of Year 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. Subject specific study skills will be focused on during week beginning 1 October 2018.

PROGRESS CHECKS AND REPORTS

Progress checks and reports 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 AND ASSESSMENT

In order to achieve success, students should:-

- be clear about their target grades, which will be set in September using national data analysed by ALPS to produce targets
- be clear about what they should do to improve/progress
- take responsibility for their own learning
- take responsibility for maintaining attendance at over 95%
- take responsibility for catching up with any work missed through absence
- review

MONITORING SCHEDULE

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 by LH for anyone below target
	5	February/March	Attainment/Commitment/Attendance/Progress Checks
	6	March	Reports
	7	June	Internal examinations. Results reported home.
YEAR 13	8	August/September	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
		February	Mock exams. Follow up by LH for anyone below target
	12	March	Mock results reported home
	13	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.

NATIONAL MINIMUM TARGET GRADE AT AS LEVEL FOR STUDENTS

The table below shows data from the national benchmark, used by ALPS to produce the minimum grades students should be aiming for at AS and A level relative to their incoming GCSE scores. These may be adjusted as a result of discussions with you.

Approx. GCSE grades	GCSE score band	Minimum target grades per subject (AS level)	Minimum target grades per subject (A level)
Mainly A and A*	7.5 – 8.0	A	A*/A
Mainly As	7.0- < 7.5	B	A
Mainly As few Bs	6.7- < 7.0	B	B
Mainly As & Bs	6.4- < 6.7	B/C	B
Mainly Bs few As	6.1 < 6.4	C	B/C
Just over all Bs	5.8- < 6.1	C/D	B/C
Mainly Bs few Cs	5.5- < 5.8	C/D	C
Mainly Cs few Bs	5.2- < 5.5	D	C
Mainly Cs	4.7- < 5.2	D	C/D

Linear A Levels

A Levels are now organised for linear assessment so assessment of a student's knowledge and understanding of the **WHOLE** course takes place at the end of two years. The assessment of two-year courses that start in September 2018 will be in June 2020. In most subjects, students may take a certificated AS qualification in May 2019 if they are considering dropping that subject at the end of Year 12.

Other Qualifications

Students may have chosen to take the Extended Project Qualification in Year 13 which is worth 50% of an A Level.

All qualifications carry UCAS points.

A LEVEL AND AS QUALIFICATIONS

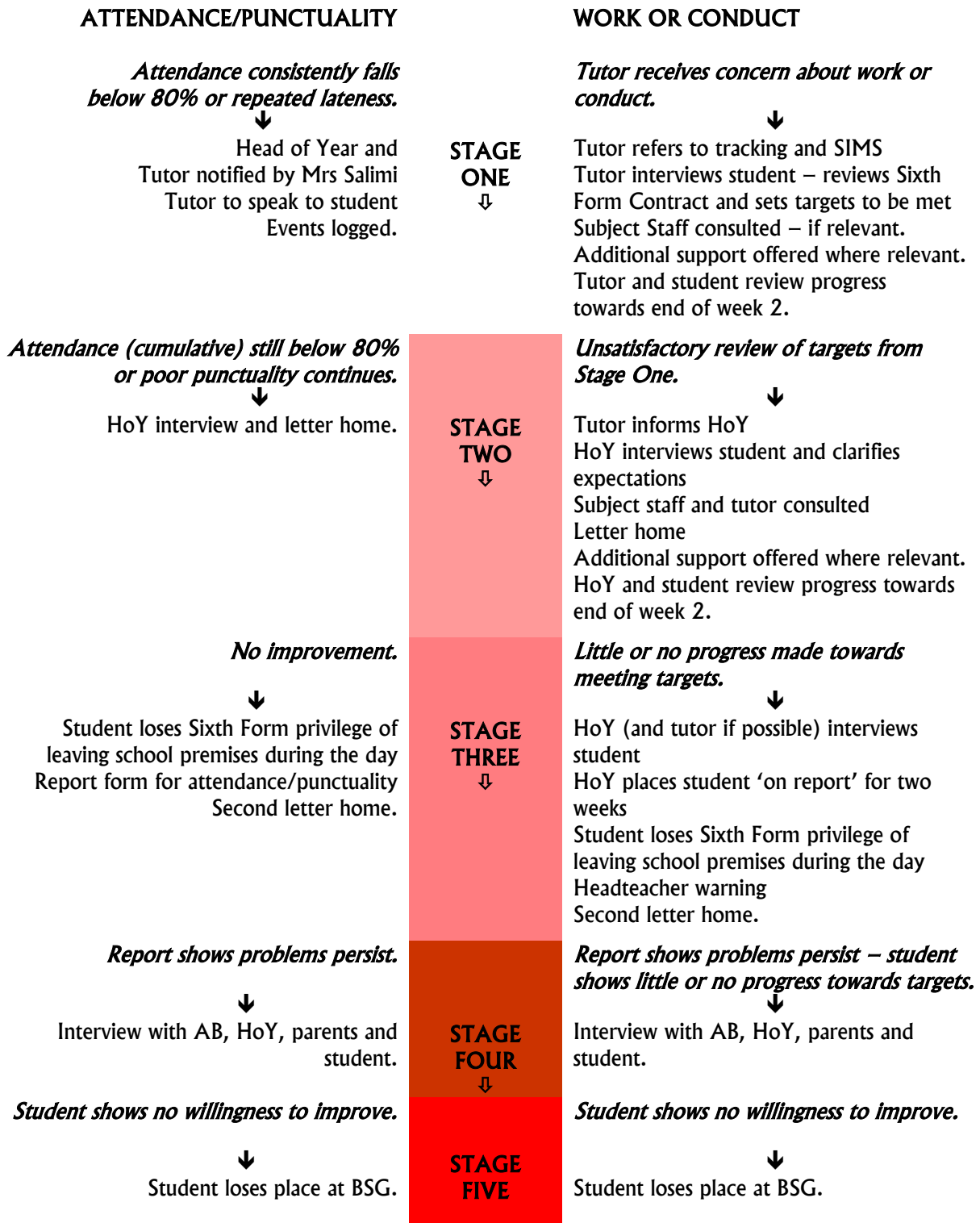
AS LEVEL		A LEVEL	
Grade	Tariff Points	Grade	Tariff Points
A	20	A*	56
B	16	A	48
C	12	B	40
D	10	C	32
E	6	D	24
		E	16

EXTENDED PROJECT QUALIFICATION

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

SIXTH FORM STUDENT SUPPORT PROCESS

This is aimed at any student causing concern. A concern is when a student's attendance, punctuality, work or conduct is not as we would expect from a sixth form student e.g. failure to complete assignments disrupting others' learning, lack of punctuality to registration or lessons, less than 80% attendance or persistent poor attendance.



REFERENCES

Subject teachers are requested to provide a subject reference for each sixth form student taught at the start of Year 13. 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.

EXTERNAL EXAMINATIONS

Students may choose to sit an AS qualification in most Linear A level subjects that they are considering dropping at the end of Year 12. In Art and English Literature this option is NOT available and in other subjects (Drama and Theatre Studies, Product Design and Fashion and Textiles), students must decide very early in their course if this is what they wish to do. All students will be entered for A level examinations in May/June 2020.

EXAMINATIONS – IF NEW TO BSG

Please let us know if you are entitled to extra time in your exams so we can make the appropriate arrangements. We will need a copy of any paperwork relating to extra time you have from your previous school.

EXAMINATIONS IN SUBJECTS NOT STUDIED AT BSG

In some subjects, it is possible for students to sit additional 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.

SIXTH FORM RESPONSIBILITIES

OPPORTUNITIES FOR RESPONSIBILITY IN THE SIXTH FORM

As a senior member of the school, you are encouraged to take an active role in the life of the school. There are many opportunities to get involved and to develop your leadership and team working skills including:

- Clubs and Societies
- Student Voice
- School Prefect
- House Prefect
- Senior Team
- Form Prefect
- PA to your Form Tutor
- Orchestra and/or Choir
- Library
- Subject Ambassador
- Amnesty International
- National Competitions e.g. debating
- Drama Productions

Applications to become a School Prefect and selection for the Senior Team of Prefects take place in the Spring Term of Year 12. The new Senior Team and Prefects take office in the Spring Term of Year 12.

EXTRA CURRICULAR ACTIVITIES

There are over 50 different clubs and societies in school; many of which are run by Sixth Form students.

There is something for everyone, such as music, sport, Christian Union, debating, science, Model U.N., book club, young engineers, Amnesty International, Astronomy to name a few.

ACTIVITIES FOR THE MOST ABLE

We promote a range of extension activities for students who show a particular aptitude in their academic studies. These include residential courses at Villiers Park, online 'MOOC' courses, Nuffield Science Bursary and Eton and Sutton Trust Summer Schools. Many universities also run residential summer schools to which all are encouraged to apply.

Students who are eligible to apply to Oxford or Cambridge or who wish to study medicine, dentistry or veterinary science will be guided and supported through the process.

STUDENT LEARNING SUPPORT

TEXTBOOKS

Students in the Sixth Form purchase their own textbooks. Full details of the textbooks required are included with the subject preparation material issued on Induction morning.

Textbooks may be sourced:

- i. From the school – some Departments have pre-used books at a heavily discounted cost (see subject preparation material for details).
- ii. Via Amazon or EBay – please ensure that you purchase the latest (Linear A level) edition.
- iii. Second hand from BSG students. A noticeboard in the Common Room gives details of second hand textbooks that are for sale.

Textbooks for reference only (not to be removed from the Library) are held in the School Library.

A Bursary Scheme and Hardship Fund ensures that no student is disadvantaged by this expectation.

THE SCHOOL LIBRARY

Students may use the facilities in the Library for private study (students will be required to log their independent study time).

1. The Library is open from 08.00 until 16.00 (15.30 on a Friday). Sixth Formers may use it at any time during this period.
2. A maximum of 12 resources may be borrowed at one time. The loan period is three weeks, though items may be renewed if not required by other users. Please look after the items you borrow and report any damage. Resources can be renewed for the holidays. Keep your Library card with you at all times. Resources will not be issued to you without it.
3. Some resources are kept on overnight or weekly loan. These are titles which are needed for a particular essay etc. and are much in demand. Late overnight loans will be charged at a rate of 10p per day. Overdue weekly loans are charged at 5p per day.
4. Mobiles must be on silent and should not be used to make telephone calls in the Library. Food and drink should not be brought into the Library. Ipods may be used in the Library and in A13.
5. About 30 magazines are available in the Library. These include New Scientist, Good Food, Psychology and Sociology Review. Back issues of magazines are kept in grey boxes above the relevant subject section. We take the 'I' newspaper daily.
6. The Library is arranged by subject, using the Dewey Decimal System. There is also an extensive fiction area and a comprehensive collection of reference books.
7. DVDs and CDs may also be borrowed. CD players (one with an MP3 facility) and headphones are available for use in A13.
8. The Library houses the BSG archives. Please speak to the Librarian if you wish to view them.
9. All computers in the Library and A13 are connected to the Network.

10. A photocopier is in the Library. There is no facility for colour copying in the Library.
11. Please work quietly at all times.
12. There is an electronic security system in operation. Please make sure that any resources taken from the Library are issued correctly.
13. The Librarian on duty will always be pleased to give you advice or guidance on the resources.

ICT

Students are welcome to use the computer facilities in the three main computer rooms at any time when the rooms have not been booked for specific lessons. The rooms are open from approximately 08.00 – 16.25. Fast Internet access is available for school use, as is e-mail. In addition there are various other computers around the school that may be available for use. **The computer room rules must be followed in each room.** Room availability can be checked by looking at the room booking forms displayed on the door of each room. The rooms are equipped as follows:-

Room	Computers	Black and White Laser Printer	Scanner	Colour Laser Printer	Interactive Whiteboard
A9	✓ (24)	✓	✓(1)	✓	✓
A10	✓ (30)	✓	✓(2)	✓	✓
A11	✓ (30)	✓	✓(3)	✓	✓
Sixth Form Study Room	✓ (15)	✓	✓(1)	✓	---
Sixth Form Common Room	✓ (10)	✓	---	---	---
Careers & Library	✓ (14)	✓	✓(1)	---	---

SIXTH FORM STUDY AREA

In the Sixth Form area there is a quiet study room, equipped with computers which are designated for Sixth Form use only. No food or drink may be consumed in the Sixth Form Study Room. There are additional computers in the Sixth Form Common Room however. If you need any help with the equipment then please see a member of the IT department. Students may use this and the other IT rooms for study purposes after signing an Acceptable Use Policy which should be adhered to at all times.

It is also possible to use empty classrooms for private study. Rooms available will be displayed on the Sixth Form noticeboard by Reception.

VLE

Students are encouraged to use the VLE to support and extend their studies. It is not intended to replace attendance in lessons.

Bring Your Own Device and Remote Access

The school operates a Bring Your Own Device (BYOD) policy which allows you to connect your internet-enabled devices to a separate network. This service allows you to access our Wi-Fi network and connect to the internet. The rules regarding this are set out in the acceptable use policy which you are strongly encouraged to read before signing. There are designated desks in the Sixth Form Study Room if you wish to 'bring your own device' for study.

The school also offers Remote Access to the *Student Shared Area* and your *My Documents* area using the RM Portico service. For more information on this facility, please navigate to the **Teaching and Learning** area of the school website and click on the link titled **Remote Access for Students**.

FACILITIES

Dining Room

Students may purchase food/snacks from the Dining Room. Only wrapped food may be taken to the Common Room. All hot food and food on plates must be eaten in the Dining Room. Identification may be required in the Dining Room. The school offers a full healthy eating catering service, from breakfast and snacks to full lunches and the dining room is open for Sixth Form students from 8.00 am to 1.30 pm. Sixth form students may also order and pay for snacks in advance for collection at interval or lunchtime. Favourites on our menu range from bagels for breakfast to delicious curries and salads for lunch.

The school operates a CASHLESS CATERING SYSTEM for buying food. Your swipe card carries a unique barcode and doubles up as a meal payment card. This card can be 'topped up' via ParentPay.

Common Room Café

In addition there is a café service in the Common Room between 10.00 and 13.15. Purchases are made using cash only.

Tutor Rooms

At BSG, students may use sixth form tutor rooms at lunch time for subject related work. Eating and socialising should be confined to the Dining Room and the Sixth Form Common Room.

Sixth Form Common Room

Students may use the Sixth Form Common Room for socialising and relaxation but all sixth form students should be mindful of the demands of A level study.

Toilets

At BSG, there are separate toilets for Sixth Form students at the far entrance (by A6).

Car Park

Scooters, mopeds, bicycles etc. can only be parked in designated places in the bicycle compounds. There is very limited space for students to park cars on the school premises at a cost of £10 per term. Application forms are available from the Sixth Form Office.

Cycle Storage

Cycle storage facilities are available in both the main car park and the East Way car park. Please leave cycles here secured with a strong 'D' lock. Reception will provide students with the code for the entry keypad. This must not be disclosed to anyone. Scooters should also be parked here.

Visiting Students

BSG students must take full responsibility for any visitors by signing them in and keeping their visitors with them whilst on the premises.

BUS TRAVEL FOR SIXTH FORM STUDENTS

Service 736 – Penn Hill Bus

Upper Parkstone, Talbot Woods, Winton, Charminster (commercially provided route)

07:18 Park Gates (White Lodge), Ashley Cross, St Osmond's Church, Penn Hill (opposite car park), Branksome (Homebase), Bourne Valley Arches, Glenferness Avenue/East Avenue, Winton Banks/Alma Road, Charminster Road/Alma Road, Bournemouth School and BSG. Return from School at **15:40**. Contact More Bus on 01202 338420.

Service 755

Bournemouth Station, Boscombe, Southbourne

07:03 Bournemouth Rail Station, Holdenhurst Road St Marys Church, Boscombe opposite Bus Station, Southbourne Grove/Grand Avenue, Southbourne/Cross Roads, Broadway Shops, Tuckton Roundabout/Tuckton Road, Stourfield School/Beaufort Road, Fisherman's Walk, Pokesdown/St James School, Iford, Bournemouth School and BSG. Return from School at **15:40**. Contact More Bus on 01202 338420.

Service 788

Highcliffe

07:12 Highcliffe (Sea Corner) Ringwood Road, Lymington Road, Shelley Hill, Bure Lane, Mudeford Lane, Sandown Road, Somerford Road, Purewell, Stony Lane, Fountain Way, Bargates, Stour Road, Tuckton Bridge, Tuckton Road, Cranleigh Road, Beaufort Road, Beresford Road, Seabourne Road, Christchurch Road, Castle Lane East, Castle Lane West, Bournemouth School and BSG. Return from School at **15:40**. Contact More Bus on 01202 338420.

Service 789

Lymington

06:54 Lymington High Street – Post Office, Everton (Shelter), Milford on Sea (High Street), New Milton (Bradbeers), Walkford (Hotel), Christchurch (Bargates), Christchurch Hospital, Cooper Dean Roundabout, Bournemouth School and BSG. Return from School at **15:40**. Contact More Bus on 01202 338420.

Service 60 – Yellow Buses

Wallisdown, West Howe, East Howe, Ensbury Park, Moordown (commercially provided route)

07:30 Boundary Roundabout (commences at bus lay-by beside Bournemouth University), Wallisdown Roundabout, West Howe (Fernheath Road), East Howe (Palfrey Road), Ensbury Park (Cherries Drive), Westover Retail Park, Bournemouth School and BSG. Return from School at **15:40**. Contact Yellow Buses Customer Services on 01202 636110 or, for general enquiries, 01202 636066.

Routes: Poulner/Ringwood/Verwood and Three Legged Cross/West Moors/Ferndown

If you would like your daughter to travel on either of the above routes please contact Mrs Holness at the following email address bsbusmanager@gmail.com

Please provide the following information in your email:

Student's Name
Parent's Name
Address
Home telephone number
Mobile number
Email address
Bus route
Stop your daughter will get on at (if known)
Mornings, afternoons or both
Start date

Section B
Curriculum Information

A LEVELS

The Sixth Form curriculum is made up of study for A level subjects, non-qualification hours (Enrichment Activities) and some Private Study periods. Students are strongly advised to use the excellent facilities in the Library, IT and Careers Rooms to support and extend their studies.

Sixth Form study requires students to become 'independent learners' where sensible and efficient time management is important.

The Sixth Form Study Room is a 'silent work' area.

The Common Room is available for Sixth Form students to relax and socialise with friends or to work with others.

YEAR 12 OPTION BLOCKS 2018 – 2019

BLOCK A	BLOCK B	BLOCK C	BLOCK D	BLOCK E
Biology	Biology	Biology	Art and Design	Further Mathematics
Chemistry	Chemistry	English Literature	Biology	
Design Technology Fashion and Textiles	Computer Science	EPQ	Chemistry	
English Language	Design Technology Product Design	Geography	Drama and Theatre	
EPQ	Economics B	Mathematics	Economics B	
French	English Literature	Music	English Literature	
History	EPQ	Physical Education	EPQ	
Mathematics	Geography	Physics	German	
Further Mathematics (Core)	Mathematics	Psychology	Media Studies	
Psychology	Politics	Religious Studies	Psychology Group 1	
Sociology	Psychology	Spanish	Psychology Group 2	

NOTES:

- Students in Year 12 study three, four or five A level subjects and some students opt to study an AS Extended Project Qualification (EPQ).
- Students should select **ONE** subject from each of the blocks up to a maximum of five.
- Some groups are full. We cannot guarantee places for students wishing to change subjects.
- Many subjects can be sat as an AS level at the end of Year 12. There is a designated 'AS Skills Week' in the Spring term of Year 12.
- In a small number of subjects, the AS syllabus will not be taught and only the full A level qualification can be obtained after two years' study.
- It might be possible to change a subject for good reasons, after Friday 14 September 2018.
- For students studying four or more subjects, it is possible to reduce this to three but you will normally be advised to start an EPQ.
- No subject changes will be permitted after Friday 28 September 2018.

CORE STUDIES

All students in the Sixth Form follow a programme of 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.

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

Every student (unless studying 5 subjects) will have one afternoon each week with no lessons. This time is made available on the sixth form timetable and students are expected to arrange or attend one of the following activities:-

- A. Work Placement
- B. Physical and Recreational Activities*
- C. Work in the Community
- D. A range of short courses.*

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

B. Work Placement

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 addition, guidelines from the Department of Education include the expectation for students to undertake work experience whilst in the Sixth Form. In particular, students hoping to pursue careers in teaching, medicine, law and media work will improve their chances of success with a full work experience 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.

There may also be opportunities to gain a coaching award.

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. These will include British Sign Language and First Aid.

3. Independent Learning

Students have at least one period 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 are unlikely to achieve their full A level potential unless they undertake regular independent study.

4. 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 at any time to discuss future plans.

After the May/June public and internal exams in Year 12, there will be a 'Future Planning' Conference for all students. This will involve plenty of experts from a range of organisations giving information about options available to students when they leave school. It will be the start of detailed planning for the future.

Section C

Forms for completion and return