



Wilmslow High School
Sixth Form Handbook
2018-19
(Students)



Welcome to Wilmslow High School Sixth Form

This guide is intended to help you make a smooth transition into the sixth form at Wilmslow High School and to help you to understand our expectations of you. Please read your handbook carefully and keep it as a point of reference throughout the final two years of your school education. Quite often there may be questions that you have that are answered within this booklet.

We are proud of our sixth form and the contribution it makes to the life of the whole school and wider communities. We hope you will enjoy your time at Wilmslow High and make significant progress both as a learner and a young adult. It is our aim that all students flourish and achieve their best both in terms of their academic potential and in experiencing a wider curriculum that goes beyond the classroom.

As a sixth form, we have the ethos that all students should have the highest aspirations and that their actions determine their own future pathways.

Best wishes for a successful academic year.

Mr H Williams
Director of Sixth Form

Welcome to the Sixth Form Team:



Mr Williams is the Director of Sixth Form for 2018-19. His role includes the pastoral welfare, progress and conduct of all sixth form students at Wilmslow High School. He is responsible for the strategic direction of the sixth form and works closely with all curriculum teams to ensure that the Key Stage 5 curriculum offers a high degree of quality and challenge to all sixth form students. In addition, he is responsible for the admissions process to sixth form and ensures the application procedure for students wishing to join Wilmslow High School is carried out in a clear and transparent way.

Having graduated from Leeds Beckett University with a degree in Human Movement Studies, Mr Williams completed his PGCE in PE and English at Loughborough University in 1996. He began his teaching career later that year, working as a teacher of physical education at a large comprehensive school in Sheffield. He moved to Aberaeron, on the west coast of Wales, two years later where he took a departmental lead on A-level PE and was later appointed Head of Year 8. Following a four year stint teaching overseas, first in Boston, USA, and then in Santiago, Chile, he returned to the UK and was appointed as a teacher of Physical Education at Wilmslow High School in 2009. In 2012 he took on the Director of Sport role and has worked as part of the Extended Leadership Group, in charge of the Wider Curriculum, for the past two years. A fan of all sports, Mr Williams also enjoys reading, record collecting, live music and spending time with his family.



Mrs Cook manages the UCAS process for sixth form students in addition to supporting students choosing other post-18 pathways including employment and apprenticeships. She provides additional guidance for students aspiring to study at Oxford or Cambridge or follow courses in Dentistry, Medicine or Veterinary Science. She is also involved in the sixth form admissions process for Year 11 students and the development of personalised learning pathways through Years 12 and 13. Mrs Cook teaches English at Key Stages 4 and 5.

Mrs Cook has a B.A. in English and American Literature from the University of Manchester and an M.A. in Children's Literature from the University of Reading. Having taught at the school for eighteen years, Mrs Cook formerly held responsibility as Team Leader of English. She is dedicated to Wilmslow and its students both as a teacher of English and member of the Sixth Form Team. A keen tennis player, Mrs Cook also enjoys spending time with her sons and walking her dog.



Mr Lightfoot is the sixth form lead on all vocational qualifications. He works closely with Mr Williams on the curriculum offer for sixth form students and on monitoring the academic performance of students taking BTEC courses.

Mr Lightfoot has a BSc (Hons) degree in Sports Business Management from Leeds Metropolitan (now Beckett) University. He has taught at Wilmslow High School since 2005 and has acted as the Coordinator of Vocational Learning and also as a Team Leader in the Physical education department in that time. He has taught and led courses in two other post-16 centres at a 6th Form College in Widnes and an FE College in Bury. Mr Lightfoot is passionate about sport and particularly enjoys coaching and playing football and cricket.



Miss Blake assists in providing advice, guidance and support to Year 12 students after their transition from Year 11. She monitors their academic progress, attendance and well-being on their journey through Sixth Form.

Awarded an Entrance Scholarship by the Conservatoire, Royal Welsh College of Music and Drama, Cardiff. Miss Blake obtained a BMus (Hons) Degree in Music Theatre, Classical and Opera. She is also a qualified dance teacher and vocal coach, and runs a business teaching private singing tuition. This experience of teaching students and working with them to achieve their potential, combined with supporting the lower school Student Services and more recently as a Sixth Form Student Manager brings valuable experience to the Team. Her interests are: Music, Travel, Art and Design.



Mrs Finemore-Lunn is the Year 13 student manager. She monitors academic progress, attendance and well-being. She assists students with their Post-18 choices, be that through the UCAS application process for University or routes into Apprenticeships/Employment.

With a degree in Law with French and a PGCE in Modern Languages, Mrs Finemore-Lunn has taught English for the British Council in Quebec and for the Dodwell Trust in Madagascar. She has undertaken a study programme in Spain and worked in the travel industry in France and Corsica. She has extensive student support experience across the Secondary, FE and HE sectors with both UK and international students. Her main interests include: travel, cookery, reading, films and music.



Mrs Flannery is the Sixth Form Senior Secretary, responsible for providing administrative support to the Sixth Form Team. She is the first point of contact if you are absent, late or have a general query about something.

With a catalogue of experience in customer services, Mrs Flannery has worked in the hospitality and airline industry for many years. She is well-travelled, with a real passion for visiting the USA. She first joined the school in 2005 and has been an integral member of the Sixth Form community ever since. Her main interests include: walking with her dog, visiting the cinema and eating out with friends and family.

Professional Standards

In Wilmslow High School's Sixth Form we maintain professional standards in order to:

- Act as professional role models to younger students
- Support younger students in following the school rules
- Maintain the professional reputation of our Sixth Form

Consequently we maintain the following standards:

1. Professional Standards: Attendance and Punctuality

In line with DfE expectations, we expect students' attendance to be 96% or above; attendance below 90% is categorised as 'persistent absenteeism' requiring Sixth Form Team monitoring.

Students are expected to attend all activities in their timetable including formal and wider curriculum study, and study sessions. Failure to attend any of these sessions without permission will be sanctioned as truancy.

Students are expected to be punctual to form time in the morning and afternoon and to all lessons and activities in their timetable. Lateness will be sanctioned.

There is no such thing as a 'free' in Wilmslow High School Sixth Form. Students personalise their timetables in September and time not allocated to formal curriculum study is divided between:

- Wider Curriculum Study
- Independent Study

Each student is allowed to plan their own timetable in the way that supports their learning most effectively, and personalised timetables will be reviewed during the year. The Wider Curriculum study opportunities available for students will be shared at the Opportunities Fair on Wednesday 12th September.

Further guidance on standards is outlined in Appendix 1.

2. Professional Standards: Dress Code and Identify Badges

The dress code is designed to ensure that Sixth Form students are role models to younger students and maintain the professional reputation of the Sixth Form. For this reason, all students are expected to wear professional business attire.

In addition to this, as part of our safeguarding procedures, students are expected to wear their Identity Badge at all times on the school site

The dress code is outlined in Appendix 2.1, along with further guidance on how this will be implemented.

Further guidance on our school security procedures is outlined in Appendix 2.2

3. Professional Standards: Behaviour

Within the Sixth Form we expect professional standards of behaviour that provide a role model to younger students and allow the strong relationships between students and staff that facilitate the most effective teaching and learning.

For this reason the following behaviours are not acceptable in the Sixth Form:

- Repeated unprofessional behaviour
- Refusal to follow a reasonable request
- Repeated failure to follow Sixth Form expectations
- Repeated truancy or lateness

Standards of behaviour will be monitored by the Sixth Form Team, and behaviour that does not meet the standards expected in the Sixth Form will be sanctioned through lower school behaviour systems to reinforce

the point that in the Sixth Form professional standards of behaviour are expected at all times and from all students. (Further guidance on standards is outlined in Appendix 3.)

Effective learning and high performance

At Wilmslow High School we want all our students to learn effectively and perform highly. For this reason we focus on the following areas to support learning and performance:

4. Effective Learning: Use of form time to support learning

Form time is an important element of students' guided learning hours and we use it to provide activities that support students' learning.

Each week there are five activities that are undertaken in a morning form period.

Year 12	Personalised Timetable and/or weekly planning	Study Skills programme	Progress & Organisation Checks	Reading and current affairs	Assembly
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Year 13	Personalised Timetable and/or weekly planning	Destinations and UCAS	Progress & Organisation Checks	Reading and current affairs	Assembly
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Reading

A recurring piece of feedback from our A Level teachers is that our students could undertake wider independent reading to enhance their examination and university application performance. For this reason, we are building reading into our form time programme for 2018-19.

5. Effective Learning: Preparation for Learning

Independent Study

It is the standard expectation that, in the sixth form, students undertake a further 5 hours of independent study in addition to their classroom learning for each A Level or BTEC qualification studied. This study should be undertaken at home and in study sessions at school. In some cases students may have to study more than this.

Where a student is underachieving we may track their independent study or put in place supervised study periods.

This independent study may include the following types of learning:

Flipped Learning

The new linear A Levels are more challenging than the previous A Levels, with both a greater amount of content for students to learn, and more challenging content. For this reason it is vital that teachers are able to spend as much time as possible in lessons explaining and analysing more challenging content. For this reason, in September 2018 there will be a greater expectation that students undertake what is described as 'flipped' learning, preparing content *before* their lessons. This is vital to ensuring that teachers can cover all the necessary content, and further advice for students on 'flipped' learning will be provided in the Year 12 and 13 induction programmes.

Organisation of Work

Most of the new A levels rely on significant retention of knowledge; therefore students' organisation is vital so that they are able to familiarise themselves with the content of their courses and memorise this in a coherent way. For this reason, in September 2018 there will be an expectation that students will bring with them to

lessons organised files of work, and there will be regular folder checks to ensure that students' organisation and storage of work is helping them to learn effectively.

Monitoring and Target Setting

All students in the Sixth Form are given an ALPS target. ALPS stands for 'A level performance systems' and is a monitoring and target setting system which is used by schools and colleges across the country.

Students' performance will be monitored regularly through the year and intervention will be put in place to support any student who is underperforming. Monitoring processes include:

- Subject monitoring
- Form tutor monitoring
- Sixth Form team monitoring
- Director of Sixth Form monitoring
- Deputy Head teacher monitoring

Private Tutors

The majority of our students are understandably keen to maximise their performance and some choose to do this by being tutored privately. Whilst the school cannot recommend private tutors we are aware that there are many excellent private tutors offering their services in the area; we are sometimes concerned however at the mismatch in feedback between private tutors and school teachers, and when private tutoring is provided as an excuse by underperforming students for not engaging with school interventions. We would therefore strongly advise that parents work with the school to ensure that private tutoring occurs to complement rather than undermine the actions being taken by the school and we are happy to work with parents to design effective joint school/ tutor plans.

6. Effective learning: Examination Procedures

All A Level and BTEC courses have external examinations and many have elements of internal coursework assessment. You will be automatically entered for exams if you are sitting them for the first time. You will need to complete the relevant entry form and provide payment if a particular exam or coursework module is being re-taken. This is done via Mrs Cotton and Mrs Jenkins in the exams office located in the main school office. Late entries for exams will incur a cost for administration from the examination boards. You will be reminded of this as we approach the deadline for exam entries.

Please see Appendix 6 for further guidance on examination procedures and what may constitute malpractice.

Transition into Year 13

In order to continue into Year 13, you must have made significant progress in Year 12; progression into the Year 13 is not guaranteed.

The results of all students will be reviewed so that we can ensure that every individual is on an appropriate pathway and will progress successfully in Year 13. Attendance, punctuality and commitment to work will be considered when recommending whether an individual student progresses into Year 13 or is advised to consider other options.

BTEC Extended Diploma students must have completed and passed all six units in Year 12 to be allowed to continue on the course into Year 13.

Please note that students will not be allowed to re-take a year at Wilmslow High School unless there are 'exceptional circumstances' that have impacted upon that particular individual during the academic year.

7. Effective Learning: Use of ICT to support learning

You may use the school's computers and network for any work related to your school studies. **You may not use them for any other activity including the following:**

- Accessing chat rooms.
- Accessing or downloading obscene or illegal material (e.g. photographs, movie files and music.)
- Access to any areas within the computer network not related to your course
- Access to or modifying any files that belong to others
- Playing games
- Installing, downloading or copying any software
- Writing viruses or any other malicious software
- Sending broadcast messages to other users on the network
- Printing documents unrelated to your school work
- Sending SMS messages
- Commercial use

Whenever you wish to use the school computers you will be required to enter your username and password. This information will be provided to you when you start at the school.

- Your password will be set for you, and for security reasons you will need to change it. You will be asked to change it when you first login.
- You can also change your password whenever you wish. You can do this once you have logged on by pressing CTRL+ALT+DEL and then select the Change Password... option.
- Your password must be 6 or more characters.
- **You must keep your password private.** No-one but you should know your password once you have changed it.

If you forget your password, or if you have any other problems using a school computer, please see the ISS Support Team in Room 127.

8. Effective learning: Information Advice and Guidance

Dr. Rowe is the IAG Personal Advisor. Dr. Rowe supports the careers education and guidance programme in the sixth form. She will conduct one-to-one interviews that explore options at 18 and support choices and decision making. Appointments with Dr. Rowe can be arranged by your student manager or by contacting your form tutor. Appointment times are limited.

To qualify for full time funding, you must study the equivalent of a three A Level programme. Depending upon your performance at GCSE, we will ensure that you have a programme of study that is tailored to you. In most cases, this is a 3 A Level programme. Some of our students do study the BTEC National Diploma in Sport which is the equivalent of a 3 A Level programme.

You will receive your timetable on the first day of term in September and any alterations after this can only be made after seeing a member of the sixth form team. An official pro-forma needs to be completed (see appendix 4). Students cannot just 'drop' or change a subject without discussing the implications with the relevant subject teacher(s), form tutor, and Mr Williams.

It is not possible to change your timetable because you have a preference for another teacher or because you have friends in another class. Please discuss any specific problems or concerns that you have with your form tutor or student manager.

All course programmes become fixed from the start of October and changes to subjects will only be permitted in exceptional circumstances.

Appendix 1: Attendance Procedures

Absence

Monitoring procedures are put in place for any student whose attendance falls below 93% and attendance below 90% is regarded as persistent absence. This is because of the direct link between high attendance and successful performance in examinations.

The school should be notified by a parent or carer on the first morning by 8.45am of any absence – including for part of a day. Students cannot certify absence themselves. Absence should be reported to Mrs K Flannery either by phone 01625 441070 or by email kflannery@wilmslowhigh.cheshire.sch.uk

The absence must be confirmed by a signed letter from a parent/ guardian **within three days** of the student's return to school. The note should be handed to the relevant form tutor on the day of return. This will allow an M code to be given for a medical appointment and an 'I' code to be given for an illness. **(It is for the school to make the decision on whether an absence can be authorised or not.)** Where a tutor is unsure, advice should be sought from Mrs Flannery or Mr Williams.

Absence for more than 5 consecutive days requires a medical certificate from the student's doctor.

Because of the importance of attendance:

- Only urgent medical appointments should be made during school hours, and only where this is unavoidable
- Unless there are exceptional circumstances, permission will not normally be given for students to attend family holidays
- Permission will not be granted for students to attend festivals or other similar events

Requests for absence during term time for events such as university open days must be submitted on the appropriate forms available from Mrs Flannery and submitted to Mr Williams for approval. Requests must be made at least two days before the visit takes place. These will only be considered if a student's attendance is above 95%.

If you are ill during the school day, you must contact your student manager or a member of the sixth form team who will authorise leaving school if necessary. You must then sign out at Pavilion Reception before you go home. Your parents will be contacted at this point to inform them that you are on the way home.

Attendance to Registration

All students are expected to attend registration in the morning and afternoon, and attendance to registration will be used to indicate students' overall attendance to school. Therefore it will impact on students' reported attendance percentage, authorised attendance record and any comments related to attendance made in references or UCAS statements if they miss registration. Students must be present in the form room by 8.45am in order to receive a present mark.

Students who arrive during form time but after 8.45am should receive a late mark (L code) and be given a late behaviour point.

Students who sign in at Sixth Form reception too late to attend form will receive a U code (late after registration) and be given two late behaviour points.

Where a student misses form time in the morning or afternoon without an authorised reason an unauthorised absence (O code) will be given along with unauthorised absence behaviour points.

Attendance to Study Sessions

At Wilmslow High School, students have personalised timetables that are made up of a mixture of:

- Formal curriculum study
- Wider curriculum study
- Independent study
- Supported study (where appropriate)

All formal and wider curriculum study sessions will be registered. Where students miss a session without permission this will be recorded as truancy and truancy behaviour points will be given.

Where students miss wider curriculum sessions without permission this will be recorded. These activities may therefore be withdrawn. This will also be reflected in the references and UCAS statements provided by the school.

Driving lessons must not be arranged during formal or wider curriculum study time and absence for this purpose will be counted as truancy. If a driving test is scheduled during the school day, permission should be applied for from the Director of Sixth Form.

Open Day Visits

You are encouraged to attend university open days. All universities offer weekend open days which we ask you to attend rather than taking time off school. If you do need to visit a university during school time then you must complete an absence request form available from Mrs. Flannery and have it approved by subject teachers, parents and submitted to Mr. Williams for authorisation at **least two days** before the visit takes place. Students with attendance below 95% are unlikely to have authorisation granted.

You are not permitted to attend more than three open days in a half term. If an alternative open day is available at the weekend, permission to miss a day off lessons will not be given.

Please note that universities will invite you to a post-application open day if you select them as one of your choices on the UCAS application. These days are often quieter and give better opportunities to see departments and meet university tutors.

Truancy

We define truancy as absence from lessons or registration when you are in school and able to attend. Sanctions will be used where students have deliberately failed to attend lessons.

Work Experience

Due to the amount of teaching time required to deliver the new linear A Level specifications, we no longer offer work experience during term time. However, we would urge all students to complete work experience during school holidays and support in finding suitable placements is available from the Sixth Form Team. In exceptional circumstances, we may be able to agree to work experience during term time and will deal with requests upon an individual basis. Please contact Mr Williams directly with any term-time requests.

Appendix 2.1: Dress Code procedures

Boys:

- Suit (optional)
- Tailored trousers
- Shirt with a stiff collar (any single colour, striped or checked)
- A tie is optional, although encouraged
- Smart shoes
- A smart, sweater / jumper; cardigan; a jacket is permissible if tailored
- Discreet logos on shirts and tops should be no more than 3 centimetres long
- Hair colour must be a natural shade and no 'extreme' haircuts will be permitted

Girls:

- Tailored skirt of a reasonable length or a smart dress
- Tailored full-length trousers
- Smart shoes or boots
- Shirt or blouse which covers the shoulders
- A smart, sweater / jumper; cardigan; a jacket is permissible if tailored
- Discreet logos on shirts and tops must be no more than 3 centimetres long
- Suit (optional)
- Hair colour must be a natural shade and no 'extreme' haircuts will be permitted

Discreet earrings are allowed, but nose, eyebrow and other visible body piercing are not acceptable at school. Tattoos should not be visible. Coats must be removed during tutorial time and in lessons.

Students must not wear:

- Denim or leather
- Polo shirts or 'T' shirts
- 'Bodycon' skirts
- Casual shoes: trainers
- Casual boots: 'biker boots'
- Cropped trousers, shorts, skin tight trousers or leggings
- Hooded tops or 'sloppy' style jumpers
- Tops that show a bare midriff / low cut or see through
- Trainers, canvas shoes or flip flops
- Dr Martens or UGG boots (or similar)
- Caps or hats

BTEC and PE Students:

Students taking AS/A2 PE or BTEC National Diploma in Sport should dress according to the dress code above and change into their PE kits for practical lessons. Please note no jewellery should be worn with the PE kit.

The PE kit consists of Wilmslow High School logo:

- Polo shirt
- Black shorts
- Track suit
- Fleece
- White socks
- Rain jackets
- Sports trainers

The following guidelines are intended to help Sixth Form students to make appropriate choices about what constitutes professional business attire.

Sixth Form students are expected to give consideration to the following:

- Length; for example skirts should be no higher than a couple of inches above the knee
- Cut; clothing should provide coverage appropriate to professional business attire
- Transparency; this should be appropriate to professional business attire
- Fit; clothing should not be fitted too tightly, or in some cases, like jumpers, too loosely
- Material; this should be appropriate to professional business attire
- Pattern; this should be appropriate to professional business attire

Students are expected to take responsibility for making appropriate choices within this guidance.

It is the role of the form tutor to ensure that all members of his or her form are following the Sixth Form dress code. Form tutors will provide guidance to members of their form on professional business attire where needed, and report any concerns to the Sixth Form Team/ award Behaviour Points where this is necessary.

It is the role of staff to ensure that Sixth Form students are maintaining the standards of dress set in form time through the day.

It is the role of the Sixth Form Team to provide additional guidance where required to Sixth Form tutors and students, and to make judgements where necessary on whether clothing meets the standards outlined above.

Appendix 2.2: School Security Procedures

Prevent: This is the government's policy in relation to preventing terrorism and radicalisation. Throughout school, we have a policy of promoting tolerance and fundamental British values in order to help our students build resilience to extremist views. All staff receive training and guidance in relation to radicalisation and students are made aware of how to safeguard themselves and others through assemblies, tutorial discussions and as part of our wider curriculum.

Any student who is concerned that they or someone they know may be subject to extremism or radicalisation should contact a member of staff immediately. Further details of the government's Prevent Strategy can be found at <https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty>

Leaving the school site:

Years 12 and 13 students are allowed off site during the day during break time, lunchtime and study (non-contact) periods. Prior to leaving the site, you must sign out using either of the folders provided in the pavilion or main school reception areas. These folders are checked regularly and are used during fire evacuations to check whether any students are still in the building. Failing to sign out is a serious offence and may put others at risk.

When you are off site we ask that you be considerate towards our neighbours in the local community, especially in relation to litter and noise. If you purchase food other than in High Options, you are asked to eat it elsewhere other than in the High Options Café. You must sign in when you return to school.

Appendix 3: Behaviour Procedures

Sixth Form students are expected to set an example to younger students by following the school rules, including those on:

Behaviour points will be monitored weekly by the Sixth Form Team, and serious infringements of the Sixth Form standards will be logged. These will include:

- Repeated unprofessional behaviour
- Refusal to follow a reasonable request including requests related to our observance of rules relating to mobile phones
- Repeated failure to follow Sixth Form expectations
- Repeated truancy or lateness

Lower school sanctions will be used to sanction poor behaviour and this will be reflected in any employment or UCAS references made.

Standards in the Sixth Form Learning Area

The following standards of behaviour are expected in the Sixth Form Learning Area.

The Learning Area is an area that you may use for **silent, independent** study. It is important that you do not use this area for socialising. No food or drink is permitted in this area during lesson times. However, you are allowed to eat lunch in this area each day as long as you ensure that all rubbish is disposed of appropriately. The learning area is supervised at times during the school day but this is subject to staff availability.

Mobile phone, tablet and laptop use is permitted in this area for school work purposes only. Student wi-fi access is available in this area and the password for this will be provided at the start of each new term.

The sixth form team reserve the right to ban temporarily or permanently any student who fails to adhere to the code of conduct for the learning area or disrupts the learning of others.

Any student who directly refuses to follow staff instructions whilst in the Learning Area will be sanctioned accordingly.

Rewards and Sanctions

Rewards:

The vast majority of you will meet our expectations throughout your time in the sixth form. Throughout the year, we will have prize draws for those students who consistently uphold our sixth form code of conduct and act as role models to students in the lower school. This year, we are re-launching the 'achievement points' for sixth form students so we can recognise more formally the contribution to school that you make.

Achievement points will be awarded by:

- Your form tutors for consistently meeting our expectations and having no negative points awarded over a fortnightly period
- Your class teachers for outstanding pieces of work and effort*

*These will also generate a text home to your parents to let them know about the quality of your work and effort

Sanctions:

Ideally, we would not have to use sanctions with any students but it is important that we have a consistent system in place if any student does not meet our expectations.

The rewards and sanctions document is printed fully at the back of this guide but essentially there are four key areas of concern that we identify:

- Attendance and punctuality
- Failing to act as part of our school community
- Truancy
- Lack of effective learning

All of these behaviours we would not normally associate with sixth form students. However, if a student accumulated a number of points then a range of actions will be applied:

- B1 – Tutor referral (end of the day)
- B2 – Sixth form referral (evening – 30-60 minutes)
- B2 – Meeting with form tutor and formal discussion (targets set/report)
- B3 – Student manager meeting – loss of sixth form privileges/parental meeting/student manager report
- B4 – Director of sixth form meeting – formal written warning/monitoring report to head of sixth form/discussion regarding future in sixth form
- B5 – Senior Leadership Team Appointment

Behaviour in Lessons:

Again, the vast majority of sixth form students behave impeccably in lessons. However, where this is not the case, our behaviour policy allows class teachers and heads of department to issue sanctions that they deem appropriate. This may mean supported learning time after school or compulsory attendance at subject 'clinics'. We fully support departments in doing this. Our policy in relation to behaviour is simple: we expect all students to behave in an adult and mature manner.

Smoking, vaping, alcohol & drugs / illegal substances:

Wilmslow High School is a smoke-free zone: smoking or vaping is not permitted anywhere on site. Alcohol, e-cigarettes and non-prescription drugs are also prohibited. You are expected to set a good example to younger students and must not smoke or vape within the vicinity of the school site.

Anyone found in possession of drugs or illegal substances faces the possibility of a permanent exclusion. Anyone found dealing in drugs or illegal substances will be permanently excluded. Any issues relating to drug use (whether as a supplier or user) will automatically be referred to the local police.

Mobile Phone Use:

Please see appendix 8 for the school's mobile phone policy.

Vehicles and Parking:

We do not allow students to park in the staff car park at any time. This is due to insurance restrictions and very limited space. Students are permitted to park in the sixth form car park which can be accessed from the A34 entrance of the school turning first left as you leave the A34 roundabout.

To use the sixth form car park, students must apply for a car parking permit. These are issued on a termly basis. As car parking is extremely limited for sixth form students, we will determine who receives a permit based upon the distance that they need to travel into school and the availability of public transport.

Please request a parking permit form from Mrs. Flannery should you wish to apply.

Students must not park on the school site if they have not received a parking permit. They must also adhere to the laws in relation to parking on double yellow lines or other restricted areas. We also ask that all students are considerate of our neighbours and do not park on private property or across driveways.

The school has a speed limit of 5MPH on the school site that must be adhered to at all times. Please drive sensibly when approaching and exiting the school site.

Violations to the driving and parking regulations for the school site will be dealt with seriously in line with the school code of conduct.

Appendix 4: Timetable Changes Form

**WILMSLOW HIGH SCHOOL: SIXTH FORM
TIMETABLE CHANGES**

Student Name:..... Form:..... Date:.....

- Subjects I am studying:
1.
 2.
 3.
 4.

The subject I wish to change is.....

I would like to change this subject because.....
.....

The subject I wish to pick up is.....
(This only needs completing if you are changing subjects)

I have discussed my options with my form tutor and he/she knows not to refer to this subject in my UCAS reference

Signed: Form Tutor

Signed: Subject Teacher

Signed: Parent/Guardian

Signed: Examination Officer

Signed: Mr H Williams/Mrs H Cook

Appendix 5: Preparation for Learning Procedures

The Sixth Form Team will monitor form time to ensure that students are engaging in high quality form activities.

Employment and part-time jobs

Our advice is that you should not undertake more than ten hours of paid employment per week. You must not undertake paid employment during the school day under any circumstances. Make sure that you let employers know well in advance when you have exams coming up so that you can cut back your hours appropriately.

Where a student is underperforming and working in a part-time job we will provide more specific personalised advice.

Appendix 6: Examination Procedures and Malpractice

Malpractice is the official word for cheating in examinations, coursework or other assessments. These things are forms of malpractice and will be taken very seriously:

- Collusion – when the work of several people is submitted as though it were one student's work
For example if a group of students work together on a project which is then submitted as one student's coursework, or if tutor or relative helps a student to write an essay which is then submitted as the student's own work.
- Copying or plagiarism (including the use of ICT to aid copying)

Plagiarism is when students copy the work of other people and pass it off as their own. There is a particular danger of doing this through copying and pasting text into an essay and not clearly stating where the text came from and who wrote it. Always be careful to say whose work you are quoting, and don't pretend it is yours when it is not. When you use other people's words, always put them inside "quotes".

- Bringing a mobile phone, smart watch or other device, or unauthorised notes into an examination
Whether or not the phone is used for cheating, having a phone in your pocket or bag during an examination is considered malpractice and will result in serious consequences. Students must take off watches and place these upon the examination desk.
- Fabrication of results or evidence - you might think that there is no way anyone could know that you made up the results of your survey or experiment, but in fact it is often quite obvious. If you are not using genuine results that you have collected you must say so, and if you are using someone else's data you must make it clear where that data came from and who collected it.
- Impersonation by pretending to be someone else in order to produce the work for another or arranging for another person to take your place in an assessment/ examination/ test.

This is not an exhaustive list: any activity that gives you an unfair advantage over other students can be considered serious enough for us to report it to the examining body. The consequences of malpractice can range from a particular piece of work not being accepted by a teacher, to having all your qualifications cancelled by the examining body. The school is obliged to report serious incidents of malpractice and, in extreme cases, could permanently exclude students who cheat.

Appendix 7: Fire Alarm Procedures

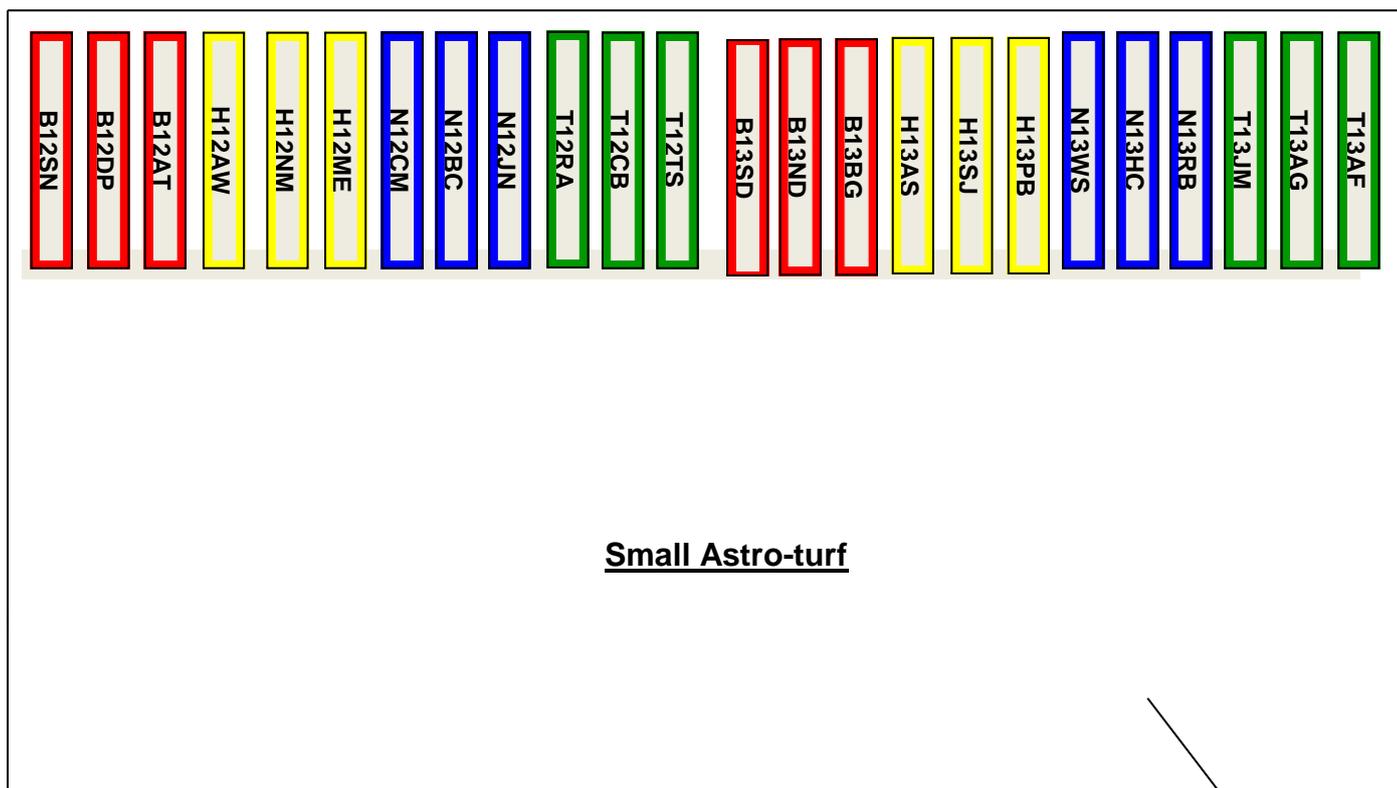
When the bell rings continuously:

- Leave the room and exit the building via the nearest exit
- Close doors behind you when the room is empty
- Use the nearest exit to the outside of the building and **go to the small astro-turf**
- Walk in silence

If you discover a fire:

- raise the alarm by breaking the nearest alarm glass
- evacuate everyone present
- contact a member of staff immediately

As a sixth former we expect you to set an example to our younger students. Assemble on the small astro-turf in the order indicated below:



Staff Responsibilities:

H Williams	i/c Co-ordination of the Fire Drill for the Sixth Form.
H Cook	i/c Registration of Staff (Sixth form team, tutors and additional staff)
L Lightfoot	i/c Student Behaviour
E Finmore-Lunn	i/c Year 13 Form Registers (Identifying missing students)
H Blake	i/c Year 12 Form Registers (Identifying missing students)
K Flannery	i/c Additional Student Registers (signing in and out)

Appendix 8: Mobile Phone Policy

1. Purpose

- Students, their parents or carers must read the policy and understand the acceptable use policy as a condition upon which permission is given to bring mobile phones to school. The home school agreement should be signed to acknowledge recognition of this policy.
- The acceptable use policy for mobile phones also applies to students during school excursions, educational visits and extra-curricular activities on the school site and on external visits.

2. Responsibility

- The decision to provide a mobile phone to their children should be made by parents or carers. It is incumbent upon parents to understand the capabilities of the phone and the potential use/misuse of those capabilities.
- Parents/Carers should be aware that if their child takes a mobile phone to school, the school cannot accept responsibility for any loss, damage or costs incurred due to its use.
- Parents/Carers are reminded that in case of emergency, student services remains the first point of contact and can ensure your child is contacted quickly and assisted in the relevant way.

3. Acceptable Uses

- The school recognises the importance of emerging technologies present in modern mobile phones. Teachers may wish to utilise these functions to aid teaching and learning and students will have the opportunity to use these at the direct instruction of the class teacher. The use of mobile phones in one lesson for specific purposes does not mean blanket usage is then acceptable.
- Mobile phones should be switched off and kept out of sight once the student enters the perimeter gates at the start of the day (all paraphernalia should be put away so that it is out of sight in the building).
- Mobile phones and associated paraphernalia e.g. Headphones, chargers etc. should not be seen whilst moving between lessons, at break time, lunchtime, during lessons or tutor time.
- Please see the table below for directed times that mobile phones can/can not be acceptably used.

	PRE SCHOOL L From 8:00am to 8:40am	On entry to school	FOR M TIME	BREAK TIME	LESSO N	MOVEMEN T	LUNCH TIME	STUDY PERIOD	END OF THE DAY 3:10pm to 4:30pm
7-11	High Options only	X	X	X	Only to support learning	X	In designated year group zones	Not applicable	Not in building But acceptable outside building
6 TH FOR M	High Options and 6 th form learning area	X	X	6 th form learning area	Only to support learning	X	High Options and 6 th form learning area	High Options and 6 th form learning area	Not in building But acceptable outside building

- Key for above; x = not acceptable to be seen at any time with phone.

4. Unacceptable Uses

- **Students should not use mobile phones to check Firefly or 'the time', this should be done with planner usage or on a watch.**
- **Using mobiles to bully and threaten is unacceptable. Cyber bullying will not be tolerated. In some cases it can constitute criminal behaviour.**
- **Unless express permission is granted, mobile phones should not be used to make calls, send messages, internet usage, take photos or any other associated application.**
- **Listening to music through headphones will not be allowed in any lesson. Music may be played by the class teacher to improve ambience for learning but will be done through the main speakers.**
- **Mobile phones are banned from all examinations.**

5. Sanctions

- **Students who infringe the rules will have their phone confiscated and sent to student services immediately. Phones will be kept in named envelopes in the student services safe.**
- **On the first infringement, the mobile phone will be confiscated. The student will be able to collect their mobile phone at the end of the school day. Behaviour points will be issued.**
- **Persistent Offenders: parents will be contacted and asked to collect the phone at their earliest convenience.**
- **Students arguing with any member of staff over a mobile phone infringement will be dealt with very seriously. Members of staff have been asked to implement the policy consistently and therefore there should be no cause for argument.**