



Devonport High School for Boys

Guidance – Sixth Form

Welcome to TLP Students

THE SIXTH FORM TEAM

Management and Administration

Miss Kerswell	Sixth Form Administrator	lisa.kerswell@dhsb.org
Mrs Waitt	Sixth Form Administrator	sue.waitt@dhsb.org

Pastoral Support and Welfare

Mr N Burt	Deputy Head of Sixth	nick.burt@dhsb.org
Miss J Wilkinson	Deputy Head of Sixth	julie.wilkinson@dhsb.org

Pastoral and Curriculum Support

Ms Davidson	Assistant Head-Post 16	sixthform@dhsb.org
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We are an experienced Sixth form team with your interests at heart and shall look forward to working with each one of you to ensure that you have an enjoyable, productive and happy experience throughout your remaining time at school. Should you have concerns regarding your timetable, please see Miss Kerswell in the first instance and she will direct you to the staff who can assist (this may be Ms Davidson and/or Mr Adams). Should you wish to seek advice on matters of a more personal nature, please come and share your concerns with one of us in the pastoral team. We are here to help, advise and mediate on your behalf.

The relaxed and happy atmosphere of the Leavers assembly and the prom marking the end of school for Year13, have always been a credit to our Sixth Form community. We will miss our leavers; in so many ways they contributed so much to the wider school community. We aim to make our new Year12 feel very welcome and wish to foster supportive house groups in our vertical tutor groups in the Sixth Form. This is the start of something new for all of us. Make the most and the very best of all the opportunities afforded throughout the next 20 months. Our KS5 students are deservedly valued by staff and pupils throughout the school, as well as employers in and beyond the city. Let's ensure that our aspirations are high enough and that each one of you sparkles!

Welcome to all
Ms Davidson

COMMUNICATION

As you prepare for independence, we will generally direct all communications to our students and expect you to act responsibly in sharing information with your parents. From time to time, however, we will ask you to take letters home addressed to your parents and we may need return of consent forms. Copies of all such letters will be available at www.dhsb.org.

DHSB main reception:	01752 208787
Sixth Form Office (SFO):	01752 206173
Email:	sixthform@dhsb.org
School website	www.dhsb.org

GENERAL ADMINISTRATION

<http://www.dhsb.org/>

Please check the school website regularly for:

- Term Dates
- School Calendar
- Latest School News.

THE LINK PARTNERSHIP

We are founder-members of The Link Partnership (TLP), working with Devonport High School for Girls, Eggbuckland Community College, Notre Dame School and St Boniface's College to provide an extended curriculum, sharing our good facilities and benefiting from the expertise of our diverse and successful partner schools. We aim to place all of our students in subjects at our home school but where there are difficulties in timetabling some options, we work with our partner schools to allow such students the breadth of subjects that they require. Whilst most students may attend all their lessons at this school, a small number of students may attend lessons at another school, depending on their choice of subjects. Such places are negotiated in September through a clearing meeting of the Heads of Sixth Form.

In each school there is a Head of Key Stage 5 who will ensure that you are made familiar with the school upon your arrival in September. They will also be your main point of contact at the school, should you have any concerns. The names of the Heads of Key Stage 5 are listed below. Details of the courses offered in other Link Partnership schools will be available on each school's website.

School:	DHSB	DHSG	ECC	SBC	Notre Dame
Reg / Tutorial	8.55-9.10	8.50-9.00	8.40-9.00	8.50-9.10	8.50-9.15
P 1	9.10-10.10	9.05-10.05	9.00-9.55	9.10-10.10	9.15-10.15
P 2	10.10-11.10	10.10-11.10	9.55-10.50	10.10-11.10	10.15-11.15
Break	11.10-11.35	11.10-11.30	10.50-11.25	11.10-11.30	11.15-11.40
P 3	11.35-12.35	11.30-12.30	11.25-12.20	11.35-12.35	11.40-12.40
P 4	12.35-13.35	12.35-13.35	12.20-13.15	12.35-13.35	12.40-13.40
Break/Lunch	13.35-14.20	13.35-14.35	13.15-13.50	13.35-14.15	13.40-14.25
P 5	14.20-15.20	14.35-15.35	13.50-14.45	14.20-15.20	14.25-15.25
			DIRT 14.45-15.05		
			P6 15.05-16.00		
End of day	15.20	15.35	16.00	15.20	15.25

SCHOOL HEADS of SIXTH

- [Devonport High School for Boys:](#) Ms Sharon Davidson, Assistant Head - Post 16
- [Devonport High School for Girls:](#) Mr Edward Lamb, Assistant Head - Head of Sixth
- [Eggbuckland Community College:](#) Mr Stuart Pearce, Head of Post 16 Education
- [Notre Dame RC School & St Boniface's College:](#) Mrs Carole Slade, Assistant Head - KS5

THE SIXTH FORM CENTRE

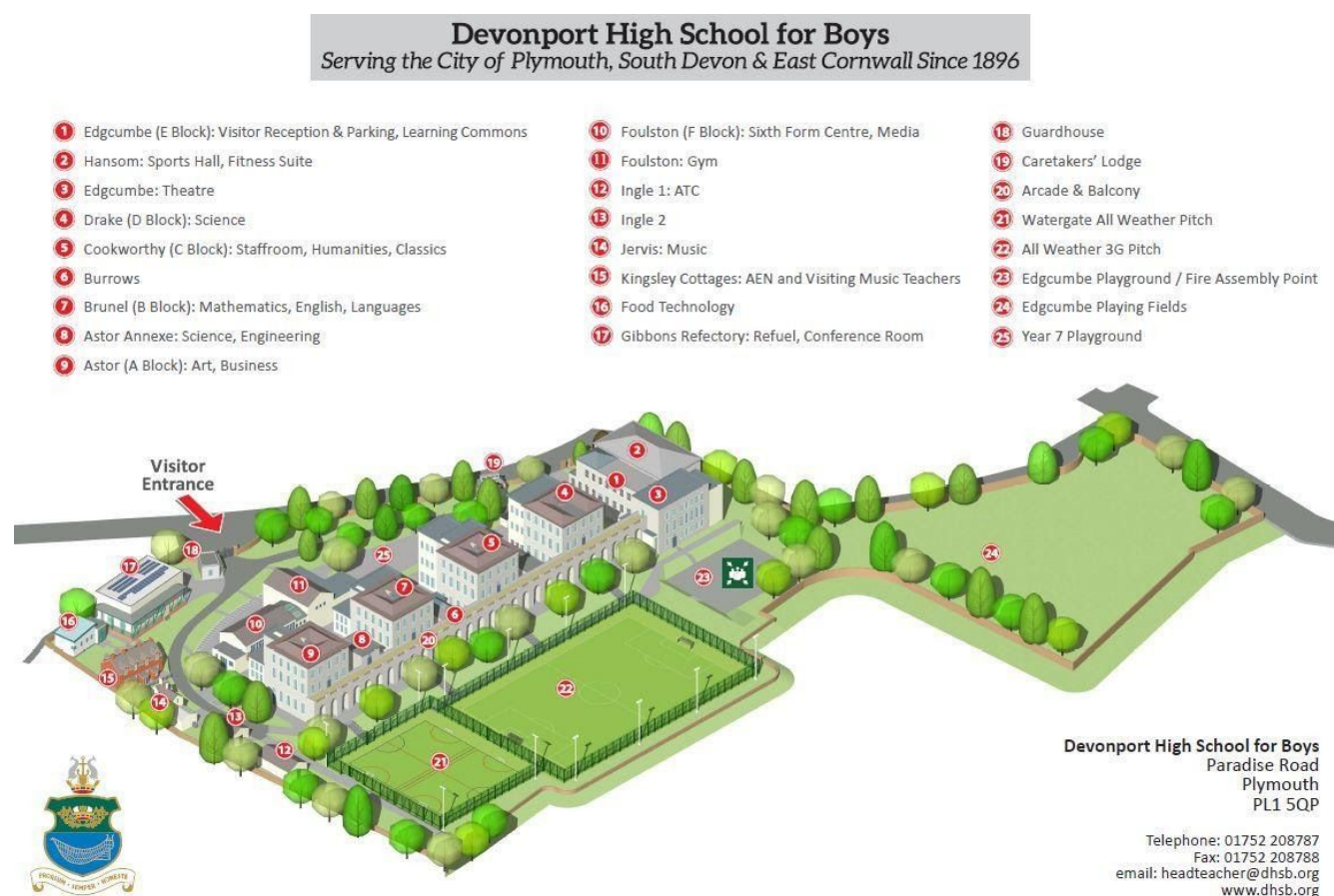
The Sixth Form Centre is an exclusive space for the sixth form, with areas for group work, private study and relaxation. No group computer game playing please, card games -only at break and lunchtimes!

- The areas on the periphery outside the 'box' are to be used for social purposes, relaxation and eating.
- At certain periods during the school day the Sixth Form Centre will be for silent study only.
- Signs will be displayed during silent study periods and we will expect students to respect the right of others to study.

Please check the whiteboards in the sixth form reception area regularly, as important notices and reminders are displayed here.

All students are expected to take care of the centre. There may be organised fund-raising throughout the year, with contributions from the school, which can be spent on resources which will enhance your use of the centre (we have acquired chairs, desks and coffee tables, plus Smite sets for outdoor use!). Please remember that this is a shared space and that we would like to benefit from its availability at all times. It is the responsibility of each individual to respect the sixth form centre and to ensure that all rubbish is placed in the provided bins and that all furniture is returned to its original position (if moved) at the end of each session.

Our Sixth Form Centre is standing proud and lasting well!!! For the long-term benefit and enjoyment of all, let's work together to maintain 'Our Space'!!



DHSB - Fire Drill:

- Follow your class out of the building.
- Assemble on Edgcombe Playground (23) in the designated Sixth Form area.
- A register will be taken.

CODE of CONDUCT

These rights and responsibilities apply to every member of the school community and our visitors

Your Rights:

All members of this school Community have a right to:	<ul style="list-style-type: none">• enjoy being a part of the school community• have their feelings and interests respected• be treated courteously• expect recognition of good work• have fair access to school facilities• be listened to• be treated with respect• speak out if the victim of bullying, vindictiveness, verbal or physical aggression.
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Your Responsibilities:

All members of this school Community have the responsibility to:	<ul style="list-style-type: none">• treat everyone else as individuals and to show sensitivity to their needs• take action swiftly if they witness or made aware of unreasonable behaviour• work to their full potential• admit when they are wrong and apologise if appropriate• be punctual and prepared• be tidy and maintain a litter-free environment• respect personal and public property• dress smartly and take care of their appearance.
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UNIFORM and APPEARANCE

TLP students wear non-school uniform and we ask that you wear clothes which would be acceptable in a general working environment and not those more suitable for the beach or a club night out.

The Sixth Form Dress Code is not meant to inhibit individuality but to ensure that students are sensibly dressed in a way which does not distract from their studies. This Sixth Form Dress Code is intended to give students guidance as to what is the appropriate manner of dress not only for school, but also for interviews and at work. You are respectfully requested not to come to school in anything too colourful, eccentric or eye-catching. Jewellery and make up, if worn, should be subtle and unobtrusive.

ACCOUNTABILITY and ABSENCE

All TLP students **must sign in and out** to comply with fire safety regulations. The TLP registers are located in the reception area of the Sixth Form Centre. We would appreciate a telephone call or email to the Sixth Form Office, if you are absent from your lessons here at DHSB, by 10.00am. Courtesy demands prior warning to all staff involved whenever possible. Sixth formers arriving late or leaving early must sign out at the Sixth Form Office. Taxis are booked at your home school, but should you need to make a phone call to your home school regarding transport please ask in the Sixth Form Office.

Contact: 01752 206173 / sixthform@dhsb.org

ILLNESS WHILST AT SCHOOL

It is essential that any sixth former who is unwell reports to the Sixth Form Office before leaving the premises.

USE of VEHICLES by STUDENTS

There is NO student car parking on site.

There are limited parking bays outside the schools gates however, owners park at their own risk.

Cars and motorcycles are not to be used by students to travel to organised school activities. These include sports fixtures and sessions at other education establishments. In most cases the school will provide transport which must be used. Under no circumstances does the school give permission for sixth formers to travel as passengers in vehicles driven by other students.

EXAMINATION FEES

Entry fees for Sixth Formers sitting GCE external examinations for the first time are funded by the school. The school will require payment for entry in the following circumstances:

- A resit – even if recommended by the school.
- A sixth former decides to surrender a subject or leave school when an entry has already been made on his behalf and there has been insufficient written warning for his withdrawal without penalty.
- A sixth former automatically disqualifies him/herself through failure to meet coursework deadlines.
- A sixth former fails to present him/herself for an examination.
- Irregular attendance at school or neglect of work.
- A sixth formers work is of such poor quality that a subject department predicts failure. (At A level pass grades are at grade A-E).

COURSEWORK SUBMISSION

Certain subjects will require coursework to be signed in to the Sixth Form Office, where a receipt will be given as evidence of submission. Please remember that all internal deadlines should be carefully monitored. These are set to allow the school sufficient time to provide ongoing feedback and also to process the coursework. It is your responsibility to meet the school deadlines. The consequences of missed deadlines are clearly outlined in the coursework policy (available on the school website).

SCHOOL NETWORK and INTERNET

The School has a policy for the acceptable use of ICT, you agree to this when you logon to the school website. This Policy applies to all access to the network, whether in school or from home.

Communication via email is crucial to the way we work in the Sixth Form. Please ensure that you have taken steps to link your DHSB issued email address to your hand-held devices and home computers. Staff will not communicate via any personal email addresses.

HIGHER EDUCATION and INDUSTRY RESEARCH Week

In June our students are offered time to spend researching their post 18 options through the Higher Education and Industry Research week. This is a week off timetable.

The last week in November is also a collapsed timetable for students to pursue work-related learning and career planning.

DIARY DATES

There are a number of important diary dates and deadlines relevant to you throughout the sixth form. The following is a list of such dates for your information. A separate set of pages (paper copies, on the website) detail coursework deadlines.

Please check <http://www.dhsb.org/calendar/> for exact dates to be published.

July–September	Yr12 & Yr13 students must make appointments to meet with identified referees to discuss <u>UCAS</u> applications
September 25 th	Internal <u>UCAS</u> Oxbridge deadline
October 8 th <i>tbc</i>	Virtual Yr13 Parent Consultation evening
October 14 th	Virtual Yr12 Parents' information available
October 15 th	Official Oxbridge <u>UCAS</u> application deadline
November	Effort audit Yr12 completed
November 23 rd -27 th	CCW – KS5 Work-related learning / 'next-step planning' week
December 11 th	Yr12 Interim Report home*1
January (<i>mid</i>)	Y12 & Yr13 Mock exams
February 26 th	Interim report home Yr12 & Yr13
March 3 rd <i>tbc</i>	Yr12 Parents Consultation Evening
March	Exeter Higher Education Fair, Westpoint.
March / April	(TLP) Parents' info event at Plymouth University
March / April	Oxbridge Information Day
May	Ten Tors event
May 4 th – 7 th <i>tbc</i>	Yr12 Internal end of year exams
May	Yr13 Exam study leave begins
June 28 th – 2 nd July	Higher Education & Industry Research week (HEIR)*2

*1 Parents of consortium students will receive reports from respective schools in the HOME school report cycle. Please request dates of Parent Evenings and End of Year reports from the schools concerned. These are available on their websites.

*2 No Sixth Form Lessons at DHSB. During the Industry and Higher Education Research Week, students are encouraged to make University visits and pursue work experience. Admission tutors have advised that students are advantaged by privately arranged visits to departments. Please be advised that to reduce disruption to study in curriculum areas, permission will only be granted outside of this week for attendance at University Open days if an ad hoc visit is not possible.