

Year 12 Information Booklet



I came to give life - life in all its fullness

High expectations - no excuses



Contents

Welcome Letter	4
Welcome to our 6 th Form.....	5
Our Ethos	5
Action Checklist.....	6
Term Dates.....	7
6 th Form Pastoral Staff	8
What we expect from our 6 th Formers:	9
Attendance.....	10
Absences known in advance	10
Punctuality	10
Trips/Visits	10
Signing out	11
Health and Safety Procedures.....	11
Safeguarding	11
6 th Form Dress Code.....	12
6 th Form Non Uniform Policy Sanctions	12
Security of Electronic Devices	13
ICT Expectations.....	13
Student Printing	13
6 th Form Locker Hire.....	13
6 th Form Area	14
6 th Form Study Suite.....	14
6 th Form ICT Suites	14
6 th Form Common Room.....	14
Private study time	14
Financial Support	15
Choosing courses	15
Examination Entries	15
GCSE Maths/English Re-sits	15
Rewards and Sanctions	16
Cause for Concern.....	17
Subject Concerns.....	17
Students with SEN.....	17
Tracking of Progress.....	18



Reports and Assessments	18
Year 12 into Year 13.....	18
Extensive Enrichment Opportunities	19
Tutorial.....	20
6 th Form Student Leadership Group	20
The 6 th Form Website and Intranet.....	20
Higher Education and Careers Advice.....	20
UCAS Tariff/Point System	21
Forms for completion and return	22
6 th Form Registration Form	25
6 th Form Student Learning Contract.....	25
Parental Permission Form.....	27
Photo Consent Form.....	29
Locker Reservation Form.....	31



Welcome Letter

Dear Student,

We very much look forward to you joining our 6th Form in September.

This booklet contains information about the 6th Form for you and your parents. Please take the time to read through it carefully and ask your parents to do the same.

Face-to-face Enrolment for 6th Form will take place on **Thursday 24th August**, following the release of GCSE results from **8.30am – 3pm**. If you are new to TBOWA (**external applicant**), enrolment will take place from **12.30pm – 3pm**. Please bring all GCSE statements of results.

The link to our **online 6th Form Enrolment Form** for internal and external applicants **unable to attend in person** will be available via our website www.tbowa.org/6th-form.

If you are new to TBOWA (**external applicant**), in addition to the online Enrolment Form, you must send a copy of your full **GCSE results** (scan, email or photograph) to 6thform@tbowa.org **by 3pm**.

You will be sent an email confirming your place with us after your GCSE results have been checked against entry requirements.

If you will not be coming to our 6th Form, please email 6thform@tbowa.org to let us know as soon as possible so we can remove your name from our lists.

Provided that the entry requirements have been met, we shall expect you to arrive at **9.25am** on **Tuesday 5th September** for Tutor Time (where timetables will be issued). It is important for you to complete the Registration documents at the back of this booklet and return them along with the **£15 Enrolment & Resources Fee** on this day.

In the meantime, we wish you a good summer and look forward to sharing in your success when your GCSE results are published.

Yours sincerely,

Paul McKeown
Principal

Sarah Moore
Head of 6th Form



Welcome to our 6th Form

We are very proud of our 6th Form provision and will look to continue to build on our current success as an Academy. This handbook has been produced to clearly set out our student expectations and to explain what help and support we will offer everyone who enrolls here as a 6th Form student.

Students are offered many opportunities whilst studying within the 6th Form, including extra-curricular activities, residential trips, university visits and much more.

As an Academy, we expect high standards from all of our students. Our 6th Formers are key role models to our younger students and we expect them to commit to this responsibility. We are confident that with student commitment and our support, expectations can be met and all students will achieve their full potential.

Our Ethos

At TBOWA 6th Form, our students become fully grounded individuals, developing their talents, and preparing to take their roles as the citizens and leaders of tomorrow. We aim for all students to live out our mission statement *Sapere Aude* - have the courage to be wise. Our ethos ensures that students have the highest expectations of themselves. It is our mission to ensure that all young people do have the courage of their own well-founded convictions to make wise decisions that will allow them to celebrate their talents, fulfil their God-given potential, and live life to the full (John 10:10).

We want our students to be:

- Happy
- Enquiring
- Motivated
- Determined
- Enterprising
- Able to reach their full potential
- Polite, tolerant and helpful

Action Checklist

DATE

Thursday 24.08.23

ACTION

GCSE results and **6th Form Enrolment Day**. Face-to-face enrolment will take place following the release of GCSE results from **8.30am – 3pm**. If you are new to TBOWA (**external applicant**), enrolment will take place from **12.30pm – 3pm**. Please bring all GCSE statements of results.

The link to our online **6th Form Enrolment Form** for internal and external applicants **unable to attend** in person will be available via our website www.tbowa.org/6th-form.

If you are new to TBOWA (**external applicant**), in addition to the online Enrolment Form, you must send a copy of your full **GCSE results** (scan, email or photograph) to 6thform@tbowa.org **by 3pm**.

Thursday 24.08.23
& Friday 25.08.23

You will be sent an email confirming your place with us after your GCSE results have been checked against entry requirements.

Tuesday 05.09.23

6th Form students must arrive promptly at **9.25am** for Tutor Time (where timetables will be issued). **Please return the following to TBOWA:**

- **6th Form Enrolment & Resources Fee of £15** by sQuid, cash or a cheque payable to The Bishop of Winchester Academy (with student name on back) which includes:
 - ❖ ID Badge & Lanyard
 - ❖ Access to Unifrog
 - ❖ Surviving your Workload Guide (essential study habits for 6th formers)
 - ❖ CGP How to Revise for A-Level (Study Skills and Revision Planner)
- **Registration documents from the back of this booklet:**
 - ❖ 6th Form Registration Form (signed by student)
 - ❖ 6th Form Student Learning Contract (signed by student & parent)
 - ❖ 6th Form Parental Permission Form (signed by parent)
 - ❖ 6th Form Photo Consent Form (signed by parent)
 - ❖ Photocopies of all GCSE statements of results (if new to TBOWA)
- **External Admission Form (if new to TBOWA)**

6th Form Locker Hire

We actively encourage students to rent 6th Form lockers, as the Academy cannot be held responsible for the loss, theft or damage of personal belongings. As there is a limited number available, these will be allocated on a **first come, first served** basis. Please see **page 13** for more information.



Term Dates:

ACADEMIC YEAR 2023 – 2024

Tuesday 05.09.23

6th Form students must arrive promptly at 9.25am for Tutor Time

MICHAELMAS TERM

Michaelmas 1 (M1)

Half Term

Michaelmas 2 (M2)

Christmas Holiday

Tuesday 5th September – Friday 20th October 2023

Monday 23rd October – Friday 27th October 2023

Monday 30th October – Wednesday 20th December 2023

Thursday 21st December 2023 – Tuesday 2nd January 2024

LENT TERM

Lent 1 (L1)

Half Term

Lent 2 (L2)

Easter Holiday

Thursday 4th January – Friday 9th February 2024

Monday 12th February – Friday 16th February 2024

Monday 19th February – Thursday 28th March 2024

Friday 29th March – Friday 12th April 2024

PENTECOST TERM

Pentecost 1 (P1)

Half Term

Pentecost 2 (P2)

Summer Holiday begins

Monday 15th April – Friday 24th May 2024

Monday 27th May – Friday 31st May 2024

Monday 3rd June – Friday 19th July 2024

Monday 22nd July 2024

INSET DAYS

Friday 1st September 2023

Monday 4th September 2023

Friday 24th November 2023

Wednesday 3rd January 2024

Monday 1st July 2024

The full Academy calendar and dates for specific events will be available on the TBOWA website:

www.tbowa.org

Information about particular 6th Form events is usually sent home via students and email.

6th Form Pastoral Staff

Whilst we expect you as 6th Formers to be as independent as possible, there is always help available - from your Tutor, your subject teachers, the Academy Careers Adviser, 6th Form Lead, Head of Year and 6th Form Administrator.

Don't be afraid to ask, whatever the problem!

Head of 6 th Form	Mrs Sarah Moore
KS5 Head of Year	Mrs Beverley Whalen
6 th Form Administrator	Mrs Madeleine Woodford
Careers Lead	Mrs Kirsten Bryan-Brown

Subject Leads

Business	Miss Kimberley Coe
Computer Science	Mr Ian Pethick
Creative Arts	Miss Rachel Pelling
English	Mrs Lorraine Graves
Geography	Mr Simon Abel
History	Mr Jacob Wheeler
Maths	Mrs Louisa Peddle
Philosophy & Ethics	Mr Ryan Dunn
Science	Mr Lewis Watton
Social Sciences	Miss Dominique Cherry
Sport	Miss Emma Sandford



What we expect from our 6th Formers:

- Join 6th Form with the sole purpose of getting an excellent education and being an active participant in Academy life.
- Set a positive example to the rest of the Academy so that younger students look up to you as a role model.
- Dress appropriately at all times. Failure to do so will result in students going home to get changed or being given appropriate clothing to wear.
- Wear student ID badge at all times when on the Academy site.
- *Outstanding* behaviour is expected at all times.
- Follow all Academy rules.
- Treat all Academy property and equipment with care.
- Show courtesy and respect to all members of staff and to each other.
- Undertake responsibility for your own learning, giving maximum effort at all times.
- Use study time effectively.
- Try to achieve to the highest possible standard in all subjects.
- Complete all Home Learning and meet all deadlines set.
- Attend and be punctual to **ALL** timetabled lessons, Tutor times, assemblies, enrichment, study sessions and guest speaker talks.
- Attend all Parents Evenings and other feedback meetings with parents/carers.
- Be reliable, sensible, trustworthy and polite.
- Come to work with the correct equipment.
- Actively look for ways to contribute to the Academy and the wider community.
- Show leadership, set an example, volunteer to do things.
- Do not smoke, use e-cigarettes or chew gum on, or near, the Academy premises.
- Use mobile phones thoughtfully i.e. only in the 6th Form areas. They must be kept on silent and out of sight during lessons.
- Keep all 6th Form dedicated areas clean, tidy and free of litter.

Here at TBOWA we expect the highest standards of commitment, attendance and punctuality from our students. We believe strongly that students who are smartly dressed and behave well have a far better attitude to work and are making a positive statement about being a member of our community.

Always do your best and live life to the full!

What we offer you

- An agreed course of study with outstanding teaching and learning.
- A friendly, positive and caring community with regular personal and group tutorial sessions.
- Opportunities for sporting, recreational and personal development.
- Support of academic and personal progress through monitoring and regular feedback.
- Supportive careers advice and guidance.
- Support and encouragement from a personal Tutor who will meet with you regularly to review your progress.
- Access to a wide range of facilities to enhance your studies.



Attendance

6th Form students are expected to:

1. Swipe in on arrival at the Academy and sign out if they leave the premises at any time of the school day.
2. Attend **ALL** timetabled lessons, Tutor times, PSHE lessons, assemblies, enrichment, study sessions and guest speaker talks.

Students or parents must inform the 6th Form Office of any absences via Weduc, telephone or email by 8:00am on each day of absence (Telephone 01202 512697 or email 6thform@tbowa.org).

Where student's email directly regarding absences, the parent/carers will be copied in so all parties are aware.

Failure to do so will result in the absence being marked as "unauthorised", which is unacceptable to the Academy. Persistent absence from the Academy or from lessons will result in an attendance meeting to discuss the student's suitability for 6th Form.

Absences which are considered to be unacceptable are: holidays, birthdays or similar celebrations, babysitting, waiting for the post, plumber, decorator etc., routine medical and dental appointments, missing a lesson to complete other unfinished work, paid part-time work which does not constitute part of a student's course, driving lessons.

Appointments should not be made during lesson times except in exceptional circumstances.

Holidays must not be arranged in term time and these will not be authorised.

Absences known in advance

You must inform the 6th Form Office via Weduc, telephone, email or letter **prior** to any events such as: Hospital/Orthodontist/Doctors' appointments (a maximum of half day absence will be authorised), interviews, University Open Days, driving tests, careers appointments, Student Leadership official business etc. **Where possible, these appointments should be made outside of Academy hours.**

Punctuality

If you are late to the Academy, you will be expected to make up the time. Persistent lateness will result in a meeting to discuss your suitability for 6th Form.

Trips/Visits

In such circumstances that you are going to miss lessons due to a school trip/visit, you **must** see all the teachers of the lessons you will miss in order to get work which **must** be completed independently, by the deadlines set. It is good protocol to politely request an absence and **it is not acceptable** to assume the right to miss any timetabled lessons.

Signing out

Students must always swipe in and out when leaving or returning to the Academy site in case of the event of an emergency or a fire drill.

Students leaving the Academy site for an appointment **must** sign out with a member of staff in the 6th Form Office or main reception. **Where possible, appointments should be made outside of Academy hours.**

Students must **never** leave the Academy feeling unwell without notifying a member of staff in the 6th Form Office or main reception.

Health and Safety Procedures

- Students must sign in and out at all times to indicate their presence on the premises.
- Students may not smoke in any part of the Academy or its grounds nor in any neighbouring roads.
- Students may not visit any local bars or licensed premises during the Academy day.
- 6th Form students are not permitted to bring cars or mopeds onto the Academy premises.
- Students' clothes and footwear should be of a style that does not endanger the wearer, other people or property.

Safeguarding

TBOWA has a Safeguarding policy which applies to all staff, governors and volunteers working in the Academy. We aim to establish a safe and secure working environment in which students can learn by raising awareness of child protection issues and equipping students 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 is Mrs Amanda Hooper, Vice Principal. Mrs Hooper can be contacted via Amanda.Hooper@tbowa.org, or found in person at the Academy.



6th Form Dress Code

At TBOWA we expect high standards of commitment, attendance and punctuality, and it is important that you set a good example to the rest of the school in the way that you dress. The image presented by TBOWA 6th Form students is also important for maintaining our high reputation within the local community. The 6th Form Leadership Team will monitor the clothes worn by our students and if not meeting our dress code will be sent home to change, “high expectations, no excuses”.

We also respect the fact that it is equally important for students to dress comfortably and with a degree of individuality. At TBOWA, it is seen as a privilege not to have a formal uniform, however having a smart appearance is an opportunity to develop expectations required in the world of work, so take pride in your appearance and dress for a professional environment. Please remember that you are a role model to other students at all times, showing maturity in the way that you dress.

We expect students at TBOWA 6th Form to:

- Dress appropriately with a smart appearance at all times setting an example to the rest of the Academy, not causing offence or embarrassment to others.
- Jewellery and make up is permitted but worn inline of maintaining a smart appearance. All facial piercings must be discrete and not cause offence to others.
- Avoid causing offence or embarrassment to others with bare midriffs, low neck-lines, skinny strapped tops, cutaway tops, offensive logos, inappropriate or extreme clothing.
- Maintain a natural hair colour with no extreme hairstyles.
- Wear student ID badge at all times when on the Academy site.

We see 6th Formers as senior members of the Academy. First impressions are therefore very important in all interactions, whether it be staff, visitors, parents or other students. 6th Formers should set an example to all other students.

The following items are not acceptable:

Caps, hats, bandanas, visible underwear, beach wear, short shorts and skirts, playsuits, onesies, visible tattoos, clothing which is torn (accidental or in the design), stiletto heels, flat backless shoes such as flip flops and slip on sandals.

The 6th Form Leadership Team will make the final decision on any student failing to meet the required standards expected.

6th Form Non Uniform Policy Sanctions

If students are not dressed appropriately, they will be sent home to change. If students continue to wear incorrect clothing then the following will apply:

1. Sent home to change
2. Supervised breaks in 6th Form area
3. Letter home to parents
4. Meeting with parents



Security of Electronic Devices

The use of mobile phones, i-pods and any other such like equipment is strictly prohibited during learning time unless directed differently by staff and must be used responsibly at other times of the day. Teaching staff and support staff have the authority to confiscate such items if used irresponsibly.

Students are responsible for their own electronic devices and items on the Academy site. It is highly recommended that students hire a 6th Form locker to keep their equipment secure. Unfortunately, the Academy cannot take any responsibility for loss or damage to any electronic items.

ICT Expectations

Students must use the Bishop of Winchester Academy ICT systems in a responsible way to ensure there is no risk to their safety or to the safety and security of the ICT systems and users. Access is a privilege and not a right, and inappropriate use will result in the privilege being withdrawn.

Student Printing

All students will require credit to print their work, assignments and coursework, particularly if studying BTEC/Vocational courses.

Printing credit can be purchased via sQuid or with cash at Student Desk.

6th Form Locker Hire

We actively encourage students to rent 6th Form lockers, as the Academy cannot be held responsible for the loss, theft or damage of personal belongings. Students bring valuables in at their own risk.

6th Form lockers are located near the 6th Form Study Area. As there are a limited number of lockers available, these will be allocated on a **first come, first served** basis.

The cost of hiring a locker is **£10**. This comprises of £5 refundable deposit and £5 non-fundable rental fee to cover the period in 6th Form. £5 will be refunded **ONLY** on return of the locker key to the 6th Form Office. Please note there is an additional charge of £5 to replace any keys that are lost or damaged.

Please complete the form on **page 31** to reserve a locker.



6th Form Area

All of our 6th Form facilities are designed to offer our 6th Form students outstanding support for their studies. The study areas and teaching spaces are formal working environments where expectations of behaviour and respect are high. The social areas are less formal and provided for use in social times. However, it is the responsibility of every 6th Form student to maintain standards of all areas and keep them tidy and well maintained. Academy site staff are not expected to clear up these areas if they are left untidy.

6th Form Study Suite

This area includes teaching spaces and private study areas which therefore requires students to respect the noise level so others can work effectively. No food or drink is allowed in these areas and all use of equipment must be respectful to maintain standards. The private study areas are quiet working areas so please be mindful of this when working here.

6th Form ICT Suites

The Academy has excellent ICT facilities that are maintained to a high standard. There are 6th Form only ICT suites that can be fully used by all 6th Form students. Students can also bring in their own laptops and devices but must follow the ICT policy at all times.

6th Form Canteen Area

This social area is provided by the Academy for sole use by 6th Form students. Students can socialise during breaks and outside of lesson time. This area must be maintained and respected by students in order for it to be fully available to all. Bins are provided to be fully used.

Private study time

The non-teaching lessons on your timetable are to be used as Private Study time and the proper use of this time is an important feature of 6th Form courses. All students entering Year 12 will find that, at certain times during the week, they have some private study lessons. Initially it is often challenging for them to use this time productively but each student must plan properly so that written/practical work or reading can be undertaken during private study periods. These are **NOT** free periods and should **NOT** be regarded as social occasions. Tutors and subject teachers are happy to advise on how to use this time.

Please use your study time effectively!

Financial Support

16-19 Bursary Fund

This fund has been introduced by the government for students from low income families. Payments are made direct from the Academy. There are strict criteria for students to qualify for the Bursary payments. Guidelines and Application Forms are available from the 6th Form Office and website. Application forms must be returned to the 6th Form Office. Students must have their own bank account to process any payments made. Eligibility is also linked to maintaining satisfactory attendance and behaviour.

Choosing courses

Course choice is vitally important and students should never select subjects without careful consideration as it is very difficult to switch subjects once term has started. The 6th Form Lead, Tutors, Teachers and the Careers Advisor, do their best to give impartial advice but ultimately students must be responsible for checking the suitability of their A Level and BTEC combinations, especially if Higher Education is being considered. Difficulties and disappointments may occur later on if career options are not fully taken into account when courses are selected.

Examination Entries

An assessment timetable will be issued to students in advance of any exams and an examination timetable will be issued for all public exams. We expect students to arrive to all lessons and exams fully equipped and prepared. If you are entitled to any exam access arrangements then please speak with your Tutor who can liaise with the school SENCO to ensure all provisions are correct. It is the responsibility of the students to check all exam dates and entries throughout the year and inform the Exam Officer immediately if there are any errors.

The Academy will pay for exam entries for students who are under the age of 19 with the exception of re-sit AS or A2 modular examinations. These must be paid for, by the student, in advance of entry. It is the responsibility of the student to punctually attend all exams and failure to do so will result in the repayment of these fees. If the student has unacceptable attendance, then they may be withdrawn from the exam or asked to support with their own exam costs.

Most KS5 courses are two year courses with all examinations at the end of the two years, with the exception of vocational subjects and EPQ.

GCSE Maths/English Re-sits

Any student who fails to obtain a level 4 or above in English Language and/or Maths will have their application assessed. They will be required to study for these subjects (both at the Academy and independently) until they achieve a pass.

Rewards and Sanctions

Rewards

The Academy believes strongly that positive reinforcement of *outstanding* behaviour, work, academic progress, attendance and community contributions, both on and off the Academy site, should be suitably acknowledged. It is important to regularly acknowledge the progress of our students and to celebrate their success. Rewards may include:

- Verbal praise
- Positive phone calls home
- Positive comments in exercise books and planners
- Celebration assemblies
- 6th Form Commendations
- Positions of responsibility
- Reward trips

Please let us know if your son or daughter has done anything outside of the Academy that you think we ought to know about so that we can celebrate their success too.

Sanctions

It will be rare for us to use sanctions with 6th Form students. We expect students to behave co-operatively and to take responsibility for managing their own learning as they mature into young adults. We expect parents and students to sign a 6th Form Student Learning Contract to highlight these expectations. However, if necessary we will:

- Place a student on a monitoring/report card
- Remove off-site private study time and other 6th Form privileges
- Contact students' parents
- Administer additional supervised study sessions in the 6th Form area with the 6th Form Team.

All sanctions will be logged onto SIMS and a copy kept in the student's file and may be referred to when a reference is requested.

Cause for Concern

All issues will be dealt with appropriately, focusing on timing, necessary action and impact. If we identify attendance and truancy issues, students will be placed on a 6th Form report. A letter will be sent home to parents explaining the procedure. Students, Tutors and teachers will be notified when a student is placed on report. Students will be placed on report for two weeks in the first instance, and this will then be reviewed. All report cards will be checked weekly by the Tutor, parents and Head of Year. Any students considered to be a serious cause for concern will be on report each day to the 6th Form Lead.

Subject Concerns

Tutors and the 6th Form Team will support these interventions and check on the progress made. Departments have their own intervention procedures and various initiatives will be implemented to assist with the improvement of student performance.

Students with SEN

Students with known Special Educational Needs (SEN) are identified to the 6th Form Lead and specific requirements and recommendations are made. The special educational needs of any individual student are passed onto the Vice Principal for Inclusion. Any other students who give us cause for concern will be supported appropriately both within the Academy and by outside agencies.

Students who are new to TBOWA with SEN are identified on admission and by means of reference from their previous school. Where appropriate, they will seek the advice of the SENCO, Vice Principal for Inclusion or a Curriculum Assistant Vice Principal. Such students must make sure that their needs are made clear on the application form and during their admissions interview.



Tracking of Progress

Student progress is tracked regularly and, from the start, students need to have an organised folder of work for every subject as there will be folder checks at different times of the year. Students will be given a subject handbook which are also available on the intranet.

In order to achieve success, students should:

- Be clear about their target grades, which will be set in September, using national data analysed to produce targets.
- Be clear about what they should do to improve/progress.
- Take responsibility for their own learning.
- Take responsibility for catching up with any work missed through absences.
- Tutors will continually monitor and review progress and set action plans if appropriate.

Reports will be issued on a termly cycle as per the Academy reporting structure.

Attainment grades = A* - U

Attitude to Learning = 1	Outstanding
2	Good
3	Requires Improvement

Reports and Assessments

All courses involve assessment; most assessments are a combination of a public examination(s) and coursework. Student performance is tracked regularly by teaching staff and the 6th Form Team, and feedback is given regularly to both the students and parents through letters home, Parents' Evenings and through the Academy Reporting Process. Targets are set and reviewed regularly to support success.

Year 12 into Year 13

All students are given a guidance interview at the end of Year 12 to support with future aspirations and to review Learning Aims. This will include discussion of attendance, mock exam performance and work experience.

Extensive Enrichment Opportunities

To complement their studies, 6th Formers will also engage in a range of exciting and fun enrichment opportunities to develop other skills and interests to broaden their experiences.

With freedom comes responsibility and 6th Formers will be invited to take an active Leadership role and keen interest in the wider life of the Academy, leading others and making decisions which will influence Academy life.

Whether the plan is to go on to University or enter the world of work, these experiences will equip students with the 21st century skills of teamwork, communication, creative thinking, innovation and entrepreneurship much needed in our rapidly changing and competitive world of employment.

An integral part of all our courses are the many opportunities for visits in the UK to theatres, universities and museums, as well as adventure and cultural trips abroad. Our extensive Business links provide opportunities for students to network and create their own links for future employment. All students will be expected to volunteer and make a difference to the Academy. Mentoring and supporting others will be offered in a variety of ways.

There will be a wide range of Enrichment opportunities available to 6th Formers, enabling students to develop leadership skills, support projects in the local community, partake in fundraising and develop talents. Enrichment opportunities will include:

Duke of Edinburgh

Opportunities to gain the Duke of Edinburgh Silver and Gold Awards are available to all 6th Form students, giving them the chance to develop their personal skills in areas such as navigation, participation, organisation and communication.

Extended Project Qualification (EPQ)

EPQ is a Level 3 qualification which aims to develop enthusiasm, independence, research skills, evaluation skills and management skills such as project planning, decision making, record keeping and presenting. Students must choose a topic, plan, research and develop their idea and decide on their finished product (written report, production or artefact). It provides an opportunity for students to extend their abilities beyond the A-level syllabus, stand out and prepare for University or their future career. It can also be used to earn extra UCAS points.

Work Experience

Students will be encouraged to partake in voluntary work experience to support their future career aspirations. In addition, there is a compulsory 1 week work experience window at the end of the year. All work experience and community service should be recorded in the student planner and will be monitored by your Tutor.

Tutorial

Your Tutor will be a key person for advice, guidance and support to ensure you make the most of your time in the 6th Form.

6th Form Student Leadership Group

There is a 6th Form Student Leadership Group, which represents the views of the 6th Form students. Their brief is to organise social events, to support national charity events such as Children in Need, YMCA 'Sleep Easy' and to generally raise the profile of 6th Form in the Academy and the wider community.

SLG aims:

- To be a voice and an ear for all 6th Form students
- To involve 6th Form students in extra-curricular activities
- To encourage 6th Form students to fund raise for local and overseas causes by being a fundamental part of the organisation of our 6th Form Charity Events
- To lead on fundraising activities for other charities throughout the school year as chosen by the 6th Form Executive Leadership Group in collaboration with all students
- To have a high profile within the Academy and within the local community
- To have a high profile presence at Academy events such as Open Evening, Options Evening etc.

The 6th Form Website and Intranet

Students have the opportunity to access Show My Homework and other learning resources from the 6th Form intranet, and details of the Academy calendar and events can also be seen here. To log on to the intranet remotely, first go to the TBOWA website: www.tbowa.org

The website contains the TBOWA 6th Form prospectus and other useful information about the Academy, whilst the intranet contains lots of resources to help students learn independently and improve their own learning and performance.

Higher Education and Careers Advice

Careers advice and guidance is on-going throughout the 6th Form. Our comprehensive individual programme of careers advice and guidance will ensure they are best prepared for life beyond the Academy. Appointments for individual careers interviews can be made with the Careers Advisor.

All students are issued with a login for Unifrog to access Apprenticeship, University and further courses to support aspirations.



UCAS Tariff/Point System

UCAS is an independent charity providing information, advice, and admissions services to inspire and facilitate educational progression. The service supports young people making choices after their GCSEs, as well as those applying for undergraduate and postgraduate courses.

www.ucas.com

A Levels		Other	Tariff Points	BTEC			
<i>A Level</i>	<i>AS Level</i>	<i>Extended Project</i>		<i>Subsidiary Diploma</i>	<i>Foundation Diploma</i>	<i>Diploma</i>	<i>Extended Diploma</i>
			168				D*D*D*
			160				D*D*D
			152				D*DD
			144				DDD
			128				DDM
			112			D*D*	DMM
			104			D*D	
			96			DD	MMM
			84		D*		
			80			DM	MMP
			72		D		
			64			MM	MPP
A*			56	D*			
A			48	D	M	MP	PPP
B			40				
C			32	M		PP	
		A*	28				
D		A	24		P		
	A	B	20				
E	B	C	16	P			
	C	D	12				
	D		10				
		E	8				
	E		6				



Registration documents for completion and return on Tuesday 5th September

(Electronic copies can be scanned or emailed to
6thform@tbowa.org)



Registration Form 2023

To: Year 12 Admissions
The Bishop of Winchester Academy
Mallard Road
Bournemouth BH8 9PW

Student Name: _____

I wish to join TBOWA 6th Form ☐

I confirm that I have lived in the UK for the last 3 years ☐

I enclose £15 Enrolment & Resources Fee ☐

(cash or cheque) or have paid via sQuid which includes:

- ❖ ID Badge & Lanyard
- ❖ Access to Unifrog
- ❖ Surviving your Workload Guide (essential study habits for 6th formers)
- ❖ CGP How to Revise for A-Level (Study Skills and Revision Planner)

(Please make cheques payable to The Bishop of Winchester Academy and write your name on the back)

Are you in receipt of Free School Meals? Yes / No

Signed (Student) _____ **Date: September 2023**



**Please sign and return on
Tuesday 5th September**

**(Electronic copies can be scanned or emailed to
6thform@tbowa.org)**

The Student Learning Contract is intended to give students a clear understanding of what they can expect from the TBOWA 6th Form and what will be expected from them in return.

What TBOWA 6th Form offers you:

- An agreed programme of study that is delivered by outstanding members of staff using appropriate facilities and resources.
- A friendly, positive and caring community with regular personal and group tutorial sessions.
- A 6th Form Team who monitor your progress, provide guidance and assistance in setting academic and personal targets for improvement.
- Structured guidance for the use of private study time, including the regular setting and marking of formal work to be tracked during private study time.
- Support in developing good study skills and managing stress.
- Support for any special educational needs as appropriate.
- Opportunities for sporting, recreational and personal development including a wide range of organised activities.
- Support with careers advice and guidance, with appropriate materials and resources.
- The challenge of working with people through a Work Experience or Work Shadowing programme.
- Support and encouragement from a personal Tutor who will meet with you regularly to review your progress.
- Opportunities each year for parents/carers to visit the 6th Form to discuss progress.
- Access to a wide range of facilities to enhance your studies.

TBOWA 6th Form students will:

- Accept responsibility for their own learning with the support of subject teachers, personal Tutors and the 6th Form Team.
- Be punctual to lessons and arrive with the correct equipment.
- Set a positive example to the rest of the Academy so that younger students look up to you as a role model.
- Adhere to the 6th Form Dress Code at all times.
- Wear student I.D badge at all times when on the Academy site.
- Adhere to the Attendance policy.
- Attend **ALL** timetabled lessons, Tutor times, assemblies, enrichment, study sessions and guest speaker talks; arriving promptly and remaining in these for their full duration.
- Complete all work to the required standard by the deadline provided.
- Check the 6th Form email account daily and manage account appropriately to enable daily updates to be received.
- Demonstrate *Outstanding* behaviour at all times.
- Follow Academy rules; treat Academy property and equipment with care. Keep the 6th Form areas clean, tidy and free of litter.



- Use study time effectively devoting at least 8 hours to private study per week in addition to timetabled lessons, to study, which will include consolidation of work done in class and wider reading or research, as well as the punctual completion of written work.
- Attend all Parents Evenings and other feedback meetings with parents/carers.
- Check school email account daily for messages and information.
- Actively look for ways to contribute to the school and the wider community.
- Respect the individual rights of all members of the Academy and behave according to the whole Academy Code of Conduct; including not smoking or chewing gum on, or near, the Academy premises.
- Use mobile phones appropriately and thoughtfully.
- Do no more than 8 hours per week paid employment during term time.

I understand that:

- I am expected to attend **ALL** timetabled lessons, Tutor times, assemblies, enrichment, study sessions and guest speaker talks regularly and punctually.
- I am expected to meet all deadlines and catch up on any missed work before the next lesson, including Home Learning.
- My attendance in school should be over 97%.
- Persistent poor attendance will lead to discussion about whether I will be entered for examinations.
- Failure to fulfil these expectations will result in a meeting for all parties signed below.

Here at the Bishop of Winchester Academy we expect the highest standards of commitment, attendance and punctuality from our students. On return to the Academy the student's absence must be confirmed by a note and failure to do so will result in the absence being marked as "unauthorised", which is unacceptable to the Academy.

I have read, understood and accept the agreement regarding entry into the Bishop of Winchester Academy. I would like to accept a place in the 6th Form.

Name of Student: _____

Signed:

Student

Date: September 2023

Signed:

Parent/Carer

Date: September 2023

Signed:

Head of 6th Form Date: September 2023



Parental Permission Form

Dear Parents/Guardians/Carers,

During the course of their time in the 6th Form, we frequently have occasion to require students to obtain parental permission for various activities. It therefore seemed sensible to produce a standard form for you to sign at the beginning of the course, to avoid the need for numerous requests, although some activities will still require a separate permission slip. Please sign the form and return it to the 6th Form Office at the Academy.

Name of Student: _____

I give permission for my child:

		Yes/No
1	To take part in school trips and other activities that take place off school premises.	
2	To be given first aid or urgent medical treatment during any school trip or activity.	
3	To drive to the Academy in a car (fully covered by insurance). Please note: students must not park on the Academy site.	
4	To use the car for Academy organised trips to courses, field work, universities etc. if he/she wishes and it is appropriate.	
5	To ride to the Academy on a motorcycle/scooter (fully covered by insurance). Please note: students must not park on the Academy site.	
6	To travel as a passenger in a car driven by a member of staff.	
7	To travel as a passenger in the Academy minibus driven by a member of staff.	

Signed: _____ Date: September 2023
(Parent/Guardian/Carer)

**Please sign and return on
Tuesday 5th September**

**(Electronic copies can be scanned or emailed to
6thform@tbowa.org)**



Photo Consent Form

PC

We really value using photos and video of students, to be able to showcase the excellent work that students do in school; their gifts and talents; and the ways in which they 'live life to the full'. We like to display students work and photos in and around school, in our newsletter to parents and on our website.

In order to comply with the new data protection regulations (GDPR) as of 25th May 2018, we would like your consent to take photographs or video of your child, and use them in the ways described below.

Name of student:

Year Group:

Yes / No

I am happy for photos/video of my child to be used on the school website

I am happy for photos of my child to be used in school literature

I am happy for photos of my child to be used in internal displays

I am happy for photos of my child to be used in the local news media

I am happy for photos of my child to be used in school social media

If you change your mind at any time, please let us know by emailing info@tbowa.org, completing and resubmitting this form via the website, or contacting the reception either in person or by telephone (01202 512697)

Name of parent /
guardian / carer:

Date:

September 2023

**Please sign and return on
Tuesday 5th September**

**(Electronic copies can be scanned or emailed to
6thform@tbowa.org)**



6th Form Locker Reservation Form

To reserve a locker, please complete and return this form with £10 payment.

The cost of hiring a locker is £10. This comprises of £5 refundable deposit and £5 non-fundable rental fee to cover the period in 6th Form.

£5 will be refunded **ONLY** on return of the locker key to the 6th Form Office. Please note there is an additional charge of £5 to replace any keys that are lost or damaged.

As there is a limited number of 6th Form lockers available, these will be allocated on a first come, first served basis.

Student Name: _____

I enclose £10 to cover my child's locker rental whilst at 6th Form.

I understand that £5 will be refunded **ONLY** on return of the locker key to the 6th Form Office.

I understand that I will have to pay £5 to replace a lost or damaged key.

Signed: _____ **Date:** September 2023
(Parent/Guardian/Carer)

16 - 19 Bursary



What is the 16-19 Bursary?

The Government has set aside some money for schools to allocate to young people who need financial support to stay on in further education. This is called the 16 – 19 Bursary fund.



Who can apply?

- Students with a household income below £28,000 may be eligible.
- Students who receive free school meals.
- Students in local authority care, foster care or those who have recently left local authority care (care leavers).
- Students who receive Income Support/Universal Credit in their own right.
- Students who receive ESA/Universal Credit **and** either DLA/PIP in their own right.



What help could I get?

The Academy may provide essential textbooks for courses, materials, resources and printing/photocopying/lunch credit.

Students could also get a contribution towards the cost of transport to/from school; meals; vouchers; exam retakes/UCAS fees; clothing or essential equipment for courses; educational trips and visits.

Loan of Bursary laptop.



How do I apply?

Application forms are available from the 6th Form Office or on the Academy website.

