

# **Bishop Wordsworth's School**

## **Sixth Form Handbook 2022-23**



# Bishop Wordsworth's School

## Sixth Form Handbook 2021-22

### Welcome to the Sixth Form!

We are delighted that you have chosen to join the Sixth Form at Bishop Wordsworth's School. This handbook is designed to help guide you through Sixth Form life and all that goes with it – the short time you are with us will pass quickly, and this is a guide to getting started, and where to seek support, help and guidance when needed.

The basics...

#### 1. Every student is provided with a mentor.

This will be a member of the academic staff who acts as your personal adviser throughout your time in Sixth Form. You should meet with them roughly every 3 weeks, at a mutually convenient time. Please note appointments and be punctual with attendance.

#### 2. House System

You will be assigned to one of five BWS houses - Jewell, Martival, Osmund, Poore and Ward (named after former Bishops at Salisbury Cathedral). The House system is an important part of the wider school community and involves, meetings, competitions etc. More information can be found via your House Captains, who are part of the senior prefect team.

#### 3. The Prefect System and volunteering

BWS has a thriving prefect system (which you can apply to join in the spring term of Year 12). The most senior prefects are the Head Boy and Head Girl, with the deputy Head Boy and Girl, and the Cathedral prefect. There are just over 20 senior prefects (who wear a silver tie) and a very wide range of other prefect roles. Prefects, or teachers, may approach you about volunteering to help out. BWS is very much an interactive school community and we rely on our students to take an active role in school life, such as giving tours to prospective students, helping younger years, setting up or running clubs etc. If you are interested in any aspect of this, please speak to a member of the Sixth Form Team or the Prefect Team.

#### 4. The Sixth Form Team

The SF team can usually be found in the Sixth Form Office (SFO) and consist of Head of Sixth Form (Ms Lambard), Head of Year 12 (Mrs Mesnard), Head of Year 13 (Mrs Tonkin), Pastoral Support Officer (Mrs Stoneham), office management and attendance (Mrs Mawdsley and Mrs Weiner) and Careers Adviser (Mrs Armstrong). Any of the team can be found in the office, or reached by email or Teams message (usual business hours apply unless very urgent). Dr Wood, our Chaplain, isn't directly part of the SF team but is also available for care and support as needed.

#### 5. Other BWS Staff

Far too many to mention but you will also be supported by your teachers, our IT Manager, Dr Smallwood (Head Master), the school deputy heads, reception, the Dining Hall team and loads more! Make the most of this thriving community!

We wish you every success on the next stage of your academic career and look forward to celebrating your achievements attained through shared commitment and perseverance.

**Ms Lambard**  
Head of Sixth Form

**Mrs Mesnard**  
Head of Y12

**Mrs Tonkin**  
Head of Y13

## Section 1: General School Life at BWS

Sixth Form students have a degree of flexibility built into their school day. This is a privilege, not a right, and therefore can be withdrawn if appropriate.

Full details of the school day can be found here: [The School Day](#)

A map of the school can be found here: [School Site Map](#)

### The school day and attendance

- The school day starts at 8.55am and finishes at 3.50pm. Students are required to attend all lessons, supervised studies, games or volunteering, enrichment lessons, Cathedral services and Headmasters lectures, relevant assemblies and meetings.
- Sixth Form study areas and the common room are open for use before school, at lunchtimes and until 5pm on a school day. The library open to Sixth Formers during lesson times and after school.
- If you are not required to be in school (see list above), you are free to study elsewhere. This means you can come in late or go home early to study at these times.
- During the hours of 8.55am and 3.50pm students must not undertake paid work, and if you book driving lessons etc. you will have to move them if you are required to attend school for any reason.
- We take attendance very seriously as missing lessons can have a big impact on your results. Students are expected to achieve a 90% or higher attendance rate. If you cannot attend school for any reason, please complete this form as soon as possible: <https://forms.office.com/r/prnQqFwN77>. If you need any help with attendance issues, please email [sixthformattendance@bishopwordsworths.org.uk](mailto:sixthformattendance@bishopwordsworths.org.uk). All unexplained non-attendance will be followed up, and evidence may be required for medical appointments etc. (please try and book these outside of lesson time where possible).
- For any university visits, or other educational trips, please seek permission from your teachers and complete the attendance form to request permission from the Sixth Form Office: <https://forms.office.com/r/prnQqFwN77>
- Please note that, in line with Department of Education guidelines, we cannot grant holiday requests in term-time except in exceptional circumstances. Urgent requests should be sent to Ms Lambard (Head of Sixth Form) or Dr Smallwood (Head Master).

### Behaviour and Appearance

As a member of Sixth Form, you are a role model to the rest of the school. We expect very high standards of behaviour at all times when representing the school, either in school or as a recognisable member of BWS in the community. Please read the school rules carefully here:

The dress code is smart and aims to promote a businesslike atmosphere. Full details can be found here:

We require boys (and girls if they wish) to wear a BWS Sixth Form tie, and if girls choose not to wear a tie, a school badge. Games kit may be worn all day on Wednesday but at no other time unless actively participating in organised sport. Students can use the changing rooms to change before training activities or using the gym.

### Financial support

We offer the 16-19 bursary to support students financially, as well as other possible bursaries or

scholarships. If you feel that you may struggle financially with the costs associated with full-time study for example books, uniform, travel expenses, you may be eligible for a bursary. Please feel free to come and talk confidentially to a member of the Sixth Form team or further information can be found here: [Financial Assistance](#)

## **Getting to school - Parking and Road Safety**

Unfortunately there are no parking facilities for students at BWS. We encourage the use of public transport or bicycles, but if you do drive, please park off site, safely, and do not park at Britford Lane, The Friary and adjoining roads.

There are bike shelters on site, and you can leave your bike overnight if you wish. You will need to provide your own padlock and remove your bike from site at the end of term. Please do not cycle on the school site.

## **Section 2: Studying at BWS**

### **Study periods:**

Two types of study period appear on your timetable – supervised studies (which are timetabled with a teacher and a room) and free study periods (no timetabled room or teacher).

- Supervised studies have been shown to improve independent study skills, enhance organisation and enable you to get ready for university. You must attend your supervised studies at the correct time and in the correct room (as timetabled). Unauthorised absences will be considered truanting. Exceptions to this (such as careers appointments or peripatetic music lessons) should have permission from a member of the Sixth Form Team.
- You can bring your own devices to use in supervised study, and may use headphones (as long as they are not audible to others). Sixth Formers do not have lockers, so if you need to put your device somewhere secure whilst in school e.g. when taking part in Games, please bring it to the Sixth Form Office.
- You may use the computer rooms, library, art and music rooms during your free study periods, but not during supervised study periods. You are also free to study anywhere else, including off-site in free study periods.

Year 12 students are expected to undertake about 3-4 hours of independent study per subject, per week. Year 13s may well want to spend more time, especially as exams approach. Please ensure all deadlines set by your teachers are met – late work may not be marked, meaning you miss out on valuable feedback, and late coursework will not be submitted to the exam board.

## **Academic monitoring**

You and your parents will receive two school reports a year – a grade report and a full written report. Your targets will be set in agreement with your teachers.

There is one parents evening a year, and an additional “By Invitation” evening which is offered to help support students of concern. Dates for all of these are in the school calendar which can be found on the BWS website.

Additional meetings with your mentor, subject teacher and / or Sixth Form staff may be set up to offer support where appropriate.

## **Other useful information**

- If you are entitled to access arrangements for your exams (e.g. extra time) or feel you may be entitled to this, please speak to your Head of Year as soon as possible. If you had these arrangements in Year 11, we need to reassess you in order for the arrangements to continue.
- If you want to change an A-Level course, please speak to your Head of Year. We offer changes of subject in the first and third week of September only, with all changes to be complete by 30th September.
- If you are in any doubt about your choice of courses and need further advice, please make an appointment with Mrs Armstrong, our Careers Adviser.

## **Section 3: Extracurricular at BWS**

Enrichment – Periods 7 and 8 on Thursday afternoons are timetabled for Year 12 Enrichment. You will need to study two modules at some point in the year – the first is a Personal Development (PSHE) module covering important issues affecting your personal, social and mental health, and the second will run towards the end of the year and is focused on your future destination, including an introduction to UCAS, writing personal statements and more. You can select from a number of different options for your other two modules, including a Sports Leaders course. More details about Enrichment opportunities will be provided in assemblies and on the Sixth Form Teams channel. Enrichment is compulsory for all Year 12s.

Games – Games lessons take place every Wednesday afternoon and you can choose from a wide range of options, played at a range of different levels. Full details will be given to you on joining BWS Sixth Form and further information can be requested from the PE Department. Some students choose to volunteer in the community on Wednesday afternoons instead.

Volunteering – There are a number of different opportunities for volunteering at BWS, either within or outside of school. More information will be made available on the teams channel, but this includes hospital volunteering, working with primary school children, volunteering at the vaccine clinic, reading to the visually impaired, mentoring younger BWS students, volunteering at the Cathedral and more.

Sports, music and drama – there are a wide range of extracurricular activities in these areas. Please speak to the departments concerned, the subject prefects or keep an eye on the SF teams channel for opportunities. We also offer the Duke of Edinburgh Award and Ten Tors.

Debating & public speaking – our debating and public speaking teams are very active, and practice and competition debates are organised by the relevant societies under the supervision of Mrs Goldsack and Mrs White.

Other Societies and clubs – We have such a wide range of societies and clubs available at BWS, that we have two Senior Prefects to organise them all. More information will be given out at the start of term, and if we don't have a club you want to join, please feel free to set it up!

### **The School Council**

There is an active whole school council, a forum for debate and action, that is lead by the Sixth Form council. If you want to get involved in changing the school for the better, this is the place to do it!

## Section 4: Support and Guidance

Your mentors have been mentioned above, and are a key area of support for you, but we have a number of other ways of getting any help or support you need, or finding someone to talk to.

### Pastoral care:

If you need someone to talk to, there are lots of different people available within school.

Mrs Stoneham – Pastoral Officer for Sixth Form. You can visit her in the sixth form office, or book an appointment via teams. She is a qualified counsellor and ELSA.

Dr Revd Wood – Our chaplain. She has a comfy chair and usually biscuits in her office near the Year 13 study room, well worth a visit.

Mr Higson – Senior Tutor and very good listener, available in Bishopsgate

School Nurse – please see Teams notices for availability

And of course, any of the Sixth Form Team or the Senior Prefects are happy to help where they can.

### Exams access arrangements and other information:

Mrs Glasson is the school exams officer and is situated in the Chapel Block. Mrs Paden is the school SENCo and oversees access arrangements. Please talk to your mentor or your

**Subject, university and careers guidance** - Mrs Armstrong provides impartial advice and guidance for students throughout Y12 and 13. This includes lessons and other timetabled activities so that students can make informed decisions about all options; individual appointments on request to discuss plans and explore opportunities; a dedicated teams channel and other resources – further information can be found here: [Careers](#)

## Section 5: Rewards and Sanctions

**Celebrating success** - We really appreciate the brilliance of our students at BWS and try to show this in a number of ways. You may receive commendations from your teachers, be awarded a Silver Cross Tie for community service, School colours for sporting achievement, apply to become a prefect or a senior prefect, or even win a prize at Prize Giving. For more information about any of these opportunities, please speak to our current Prefect Team.

**Sanctions:** It is fortunately rare that we have to implement sanctions in the Sixth Form, but if you choose to break the rules, for example by truanting, not wearing the correct uniform or behaving inappropriately, we will put in place a suitable sanction (to be determined by Head of Year or Head of Sixth Form). This may include reporting in to the SFO on a regular basis; chores; a detention (in or out of school time); loss of privileges such as free study periods; or even temporary or permanent exclusion. Full details of our behaviour policy can be found here:

Your subject teachers can also set sanctions as appropriate for late or missing work, or misbehaviour in class.

## Section 6: This may be last but.... Hints and tips and VERY IMPORTANT INFORMATION

- Please check the Sixth Form Announcements channel on Teams every day.
- If you email or message your teachers, please do so politely, formally and don't expect a response at 9pm on a Sunday! (working hours unless absolutely urgent please).
- Please read and sign the School-student learning agreement. This can be found on the Y12 New Starters Teams Channel. You can confirm you have read and agreed it by completing this short form: <https://forms.office.com/r/Hi1NAaACdL>