



Sixth Form Handbook

For Students, Parents/Carers,
Tutors and Staff

2022 – 2023



We are pleased to provide this handbook of sixth form information for all stakeholders and interested parties. It is by no means an exhaustive list, but we hope it will provide you with a useful insight into our sixth form and provide students with the key information they need as they embark on this new and exciting chapter in their educational career.

There will be times when new policies and procedures are introduced. When this happens the handbook will be updated, with the most recent version uploaded to the sixth form section of the Corby Technical School Website.

We enclose here information about:

- The ethos, culture and aims of our sixth form
- Sixth form expectations
- Sixth form dress code
- Sixth form induction
- Term dates
- Organisation of the sixth form
- Absence reporting
- Sixth form support structures
- Course choice / progression into year 13
- British values
- Student leadership
- Safeguarding
- FAQs

Should you require any additional information or have a question, please do not hesitate to contact Mr Andrew Hallas (Head of Sixth Form) at ahallas@corbytechnicalschool.org or on (01536) 213100

Our ethos and culture

At Corby Technical School Sixth Form our main ethos is to:

1. **Be a hub of technical excellence**
2. **Offer a broad and balanced curriculum**
3. **Encourage and enable every student to be the best they can be**

This fits in with our wider school mission statement of creating the most employable students in Corby.

Our culture is one of mutual respect between students, staff, and parents and carers alike. We are all working together to a common end goal – the academic and personal success of students; ready to equip them for the world beyond Corby Technical School.

Our aims

As such our aims, that are pivotal in all we do, are separated into the three groups:

1. Academic
 - a. To deliver engaging lessons that attain the highest possible standards of achievement and creative responses.
 - b. Develop students who are independent, active learners who take responsibility for their own learning and demonstrate commitment to their studies in everything they do.
 - c. To enable students to study a range of subjects, appropriate to their strengths and interests, to public examination level.
2. Social and emotional wellbeing
 - a. To aid the development of life skills as students enter the world around them; including budgeting and finance, and emotional resilience.
 - b. To provide opportunities to give back to the school community, while developing personal skills such as teamwork and leadership.
 - c. To ensure that students are aware of the importance of competencies such as commitment and perseverance.

3. Pastoral

- a. To provide the best possible environment for personal, social, emotional, and educational development.
- b. To provide a caring and supportive environment where advice of all kinds is available.
- c. To ensure that students are furnished with sufficient skills and help to make the best decisions for their future with reference to careers and higher education.

Our expectations of you

When you accept a place at Corby Technical School Sixth Form, you automatically agree to accept the routines and obligations that go with it. As a sixth form student you are the role models of the school, and you are expected to behave as such. These are laid out in the home school learning agreement and include, but are not limited to:

- Attend all lessons – we aim for 100% attendance, as excellent attendance is shown to have a positive impact on education success.
- Arrive to all lessons on time.
- Be fully prepared and equipped for all lessons, as instructed by the class teacher
- Take individual responsibility to catch up on any missed work through absence or illness.
- Complete work for the deadlines that are set by subject teachers.
- Be prepared and have work to do at all times, especially when you do not have formal, timetabled lessons.
- Make full use of independent study time.
- Correctly use computer facilities. Personal back up files should be kept for all work. Misuse of computers leads to the loss of access rights. The same rules and expectations apply for students using their own device in school.
- Look after and respect all student areas including those areas given specifically to the sixth form, working quietly and not disturbing other people in the sixth form areas.
- Abide strictly to the published sixth form dress code. The sixth form lanyard must be always worn.
- Students cannot use each other's cards and, if the card is lost, any balance can be reloaded onto a replacement card. Replacement cards will be charged at £5.
- Every student is allocated their own locker and they will need to supply a padlock for security.
- Students are expected to leave their possessions in their locker, except for the equipment they need for their immediate lessons.

- Sixth form students are only allowed to use an iPod, phone or other MP3 player when they are in an independent study lesson; students are not to walk around the school building listening to music.
- As with all staff and other students, the taking of photographs in school is prohibited unless authorised by Principal.
- All communal areas are for dual use between staff and sixth formers – a working atmosphere of mutual respect is encouraged with neither group having precedence over the areas. It is encouraged that sixth formers will work in areas of subjects that they have chosen, so they can see seek support from subject staff.
- Students and their parents are expected to sign a sixth form learning agreement and, by doing this, agree to follow the behavioural expectations contained within the document.

Your expectations of us

When you accept a place at Corby Technical School Sixth Form, you can expect from us:

- Engaging lessons that are well planned, well resourced, appropriate to a range of abilities and contribute to your academic progress.
- Ensure each lesson follows the Corby Technical School Teaching and Learning Strategy with an engage task, learning journey and plenary. A minimum of two marked assessments, per subject, per term.
- Personalised feedback in each subject.
- A sixth form team comprising of a Head of Sixth Form, tutors, and dedicated pastoral provision to support you academically and personally.
- A detailed and truthful reference to aid your future next steps.
- Fair treatment regardless of ethnicity, gender, or sexuality.
- The freedom to use all open areas of the school during your non-contact time, to be shared with staff, in line with the working expectations of the area.



Sixth form dress code expectations

The sixth form dress code is smart business attire. Sixth formers are expected to lead by example and serve as a positive role model for younger students at the school. The sixth form dress code is gender neutral, with regular opportunities for students to share ideas on the direction it should take.

Students in years 12 and 13 are expected to observe the following professional business wear guidance on what is considered appropriate as per the School Uniform Policy – Corby Technical School, Sept 2022:

- Smart business wear.
- Shirts should be tucked in, worn buttoned to the neck with a tie.
- Jumpers/pullovers can be worn over a shirt or blouse.
- Ties are not required with a blouse.
- Tops should be full length; necklines should be modest and shoulders should be covered.
- Dresses and skirts should be worn at knee length or below and formal style.
- Formal shoes must be worn at all times. Shoes must be closed toe, with a heel of no more than 3 inches in height. Trainers are not formal attire.

The following are not allowed:

- Large, visible logos
- Denim
- Jogging bottoms / tracksuits
- T-Shirts
- Trainers
- Belts with studs or other adornments
- Hoodies
- Oversized jumpers
- Trainers or shoes with white soles
- Hats
- Strappy, low cut or see-through tops

Mobile phones and other electronic devices:

Phones, MP3 players and headphones must not be visible while walking around the school. They are only permitted to listen to music during private study and should not be used in timetabled lessons. Phones will be confiscated and taken to the school office for collection at the end of the day if students do not follow this guidance.

What happens if my clothing is not in line with expectations

A warning will be given by the form tutor on the first occasion a mode of dress is not fit for school. You would need to rectify for the next day.

If the issue is not resolved parents will be contacted by the form tutor.

Final warning - a parental meeting will be arranged with the Head of Sixth Form.

If necessary, students will be sent home to change into suitable clothing.

If in doubt about an item of clothing, you should consult your form tutor. The final decision on suitability of dress rests with the Head of Sixth Form.

Sixth form day

You should arrive at Corby Technical School by 8:30am and be in your tutor room no later than 8:40am. If you arrive after 8:45am, you will be registered as late. The school day ends at 3:00pm. Sixth formers can work in the library and the sixth form centre between 3:00pm and 4:00pm on Tuesday, Wednesday and Thursday.

Your school day is split into five, one-hour lessons. The time of your 20-minute breakfast break and 30-minute lunch break will be confirmed in September.

Form time: 8:45 – 9:10

Lesson 1: 9:10 – 10:30 (includes a 20-minute breakfast taken in rotation by different classes)

Lesson 2: 10:30 – 11:30

Lesson 3: 11:30 – 13:00 (includes a 30-minute lunch taken in rotation by different classes)

Lesson 4: 13:00 – 14:00

Lesson 5: 14:00 – 15:00

End of school day: 15:00

Term dates

PLEASE NOTE THESE DATES ARE PROVISIONAL AND CAN BE SUBJECT TO CHANGE:

Term 1: Monday 22nd August 2022 – Friday 14th October 2022 (Year 12 start on Monday 5th September)

Term 2: Monday 31st October 2022 – Friday 23rd December 2022

Term 3: Monday 9th January 2023 – Friday 3rd March 2023

Term 4: Monday 20th March 2023 – Friday 12th May 2023 - **During the May holidays there will be GCSE examinations taking place.**

Term 5: Wednesday 31st May 2023 – Friday 21st July 2023

Bank Holidays:

- Friday 7th April 2023 – Good Friday
- Monday 10th April 2023 – Easter Monday
- Monday 1st May 2023 – Early May Bank Holiday
- Monday 29th May 2023 – Spring Bank Holiday
- Monday 28th August 2023 – Summer Bank Holiday

Staff Training Days:

To be confirmed.

Organisation of the sixth form

Students at Corby Technical School Sixth Form are organised into form groups, headed by an experienced tutor.

The Role of the Tutor:

Your tutor is the staff member that you go to if you have any worries or concerns while at Corby Technical School. You will see your tutor at the start of every day for registration. During this time, your tutor will take the register, share key information, and deliver a schedule of carefully planned activities. Your tutor's role is to encourage, monitor, support and influence your progress, performance, and positive behaviour. You can seek help and guidance from your tutor, and parents are encouraged to maintain regular contact with them. Tutors within the sixth form will play a key role in guiding students through UCAS or supporting the application process for higher and degree level apprenticeships.

A parental consultation evening is arranged for each year group when parents can visit the school to speak to staff. If your parent/carer needs to speak to your tutor at any other time, they can leave a message at reception and your tutor will contact them as soon as possible. Tutors can also be contacted by email.

The tutors are supported by the Head of Sixth Form, Mr Hallas, who in turn is supported by a Student Care, Wellbeing and Welfare Officer, Mrs Toye, and a Vice Principal in charge of Student Care, Miss James.

Each form group will meet for 25 minutes a day, with one of these being used for a weekly sixth form assembly. During this time, students will follow a flexible but pre-planned programme of activities to include PSHE education, careers education, UCAS and post-18 preparation, and study skills.

Student leadership

For September 2022, a new and exciting student leadership system will be introduced in sixth form – details below. In addition to their day-to-day duties and areas of responsibility, the newly elected student leaders will be responsible for creating our first student constitution. This is a working document and will be updated on an annual basis to reflect the growth and development of the sixth form.

What is the purpose of sixth form leadership at CTS?

- To champion student voice
- Implement new policies and ideas that result in positive change
- Support the development of the sixth form
- Collate ideas and present them in a diplomatic and supportive manner
- Ensure all students are represented equally
- Provide exciting opportunities to develop leadership qualities

What roles are available (2022-23)

- a) Head Student (two roles – only available to year 13)
- b) Head of Events (one role – available to year 12 and year 13)
- c) Head of Communication and Marketing (one role – available to year 12 and year 13)

What do the roles involve?

For the 2022-23 academic year, the post holder for each role will be responsible for updating and finalising the main areas of responsibility. The four successful students will meet with the Head of Sixth Form on a fortnightly basis to share and discuss any issues or ideas that have been raised.

Head Student (two roles – only available to year 13)

- Manage and chair the sixth form student council
- Attend and support with the day-to-day running of the lower school student council
- Assist with meeting visitors and guest speaker, including tours of the school
- Attend all sixth form open evenings
- Support the Head of Events with the promotion of planned activities to the student body
- Deliver at least two sixth form assemblies
- Support with the planning and delivery of lower school events including, but not limited to, year 7 transition and open days

Head of Events (one role – available to year 12 and year 13)

- Plan and organise two sixth form socials over the course of the academic year, with a focus on sixth form cohesion and wellbeing
- Support the Head of Sixth Form in planning the sixth form ball and/or leaving event
- Ensure sixth formers are always involved in whole school fundraising events
- Plan and organise one sixth form fundraising event
- Deliver at least two sixth form assemblies linked to a world event
- Support with the planning and delivery of lower school events including, but not limited to, year 7 transition and open days

Head of Communication and Marketing (one role – available to year 12 and year 13)

- Write a termly sixth form newsletter
- In conjunction with the Head of Sixth Form, write one Twitter, Snapshot or Facebook post per week
- Update sixth form notice board
- Attend and take the minutes for student council
- Deliver at least two sixth form assemblies
- Act as the photographer for sixth form events
- Support the annual update of the sixth form prospectus and website
- Support with the planning and delivery of lower school events including, but not limited to, year 7 transition and open days

The selection process will be shared at the start of the new academic year.

Enrichment and Personal Development Programme (EPD)

At Corby Technical School it is our aim to create the most employable students in Corby. Alongside their academic qualifications, the EPD Programme helps students to meet the demands of employers by developing their employability skills such as leadership, organisation, and management

In year 12 all students are timetabled for two EPD lessons a week to focus on those opportunities that support their personal development and long-term plans. We place an emphasis on students developing key transferable skills so that they are ready for a fast-changing global market. Activities on our EPD enrichment programme include:

- Professional Placements
- Primary School Placements
- Lower School Mentoring
- Community and Volunteering Work
- Duke of Edinburgh's Award Scheme
- Charity Fundraising Team
- Busuu language courses
- Library Internship
- Self-study courses such as Future Learn
- Student voice/leadership
- Guest speaker programme
- Extended Project Qualification

Activities offered are subject to student and teacher commitment and may be subject to change.

Absence reporting

In the event of illness your parent(s)/carer(s) should contact reception on 01536 213100 before 8.30am giving a brief description of your illness and expected return date. The correct absence code will then be added to SIMS. If no reason is given the absence will be coded as unauthorised.

Any pre-planned absence should be notified to the Head of Sixth Form in writing or by email as soon as it is known about. Please note the following instances will not be given as authorised absence and will affect your attendance record, including any future reference we give for you. These include, but are not limited to:

- Holidays
- Part- time employment
- Leisure activities
- Birthdays or similar celebrations
- Driving lessons (unless taken during independent study and approved by the Head of Sixth Form)
- More than two university open days

Sixth form attendance policy

Stages

Description

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| <p>1 – Form Tutor Intervention</p> | <p>Initial poor attendance figures between 96% and 90%</p> <p>Low attendance can be raised as a concern by the subject teacher, the form tutor or the sixth form team. If the concern is raised at a subject level, the form tutor needs to be notified by email.</p> <p>The form tutor will address the issue of low attendance by meeting with the student. If the tutor is not happy with the reason provided, or there has been no communication regarding the absence, the tutor will contact home. This will be logged as an initiative on SIMS.</p> <p>Students are expected to catch up on all missed work. If the concern has been raised over punctuality, a similar process is followed.</p> |
| <p>2 - Head of Sixth Form Intervention</p> <p>Verbal Warning</p> | <p>Continued poor attendance (below 90%)</p> <p>If an unacceptable level of attendance continues a verbal warning will be issued and the student will be asked to sign an attendance agreement.</p> |

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| | <p>A letter will be sent to the parent/carer of the student informing them of the attendance agreement.</p> <p>Attendance will be monitored by the sixth form team for six weeks. An attendance report may be issued.</p> <p>After six weeks of acceptable attendance the student will be removed from the attendance agreement.</p> |
| <p>3 - Head of Sixth Form Intervention</p> <p>Written Warning</p> | <p>Failure to meet the requirements set by the attendance agreement</p> <p>The student will be asked to meet with the Head of Sixth Form.</p> <p>A written warning will be issued and held on their file.</p> <p>A letter will be sent to the parent/carer of the student informing them of the attendance agreement.</p> <p>An attendance report will be issued. If deemed appropriate, the student will lose their independent study periods and they will be placed on supervised study.</p> |
| <p>4 - Senior Management Intervention</p> | <p>Continued failure to meet attendance requirements</p> <p>Appropriate disciplinary proceedings will be decided by the Head of Sixth Form and Senior Leadership Team.</p> <p>The parents/carers of the student will be involved in the process.</p> |

Our support structures

Our support structure for sixth formers can be split into three main areas – academic and progress, social and emotional, and pastoral. The initial port of call should always be the tutor. In the event that tutors are unable to help the issue will be escalated to the next stage; normally the Head of Sixth Form.

There is significant overlap between the staff involved in the support of sixth formers to achieve the very best outcome for students.

Regular assessments will take place throughout the course to ensure students are aware of their current attainment level and progress towards their target grade. Time will be set aside to reflect

on progress and attainment in each subject, with appropriate strategies and intervention applied as necessary.

Where students need financial assistance to continue or advance their sixth form studies, support is available in the form of the Sixth Form Vulnerable Student Bursary and the Discretionary Student Bursary – details of which are available on the sixth form section of the Corby Technical School website.

Course choice and progression into year 13

All year 11 students who apply to CTS Sixth Form will be scheduled a meeting with the Head of Sixth Form to discuss their subject options. Applicants will also be invited into school for a sixth form orientation day as soon as the GCSE exams have finished. A series of masterclasses will also be offered towards the end of Term 5 to support the decision-making process. Summer transition packs are available for each subject and can be accessed via the sixth form page on the school website. All students are expected to complete the transition tasks over the summer holiday to support their passage into sixth form.

The majority of students will study three Level 3 courses, which will be confirmed following guidance from teaching staff on GCSE results day. Students are also encouraged to study either core maths or the extended project qualification (both worth half an A Level) in year 12.

Sixth form students will be given a four week period from the course start date if they wish to change a subject. Students must first discuss this with their subject teacher and tutor, before submitting a course change request form to the Head of Sixth Form.

All students will sit internal, end of year exams in Term 5 of year 12. A parent/carer meeting will be arranged with the Head of Sixth Form for any student whose performance is deemed to be a cause for concern.

British Values

The sixth form curriculum at Corby Technical School actively promotes fundamental 'British' values. This includes the values of democracy, the rule of the law, individual liberty, and mutual respect/ tolerance for others. These are seen as an important aspect of students' personal development as they prepare for life after sixth form.

At Corby Technical School each of these values are reinforced daily in the following ways:

Democracy - Sixth form students have a say in sixth form and school life through the student leadership committee

Liberty - Students are actively encouraged to make choices, knowing that they are in a safe environment. Students understand that they are accountable for those choices.

Respect and Tolerance - Mutual respect is an integral part of the culture of the sixth form at Corby Technical School. PSHE lessons teach students to respect the values and beliefs of others, which extends to the whole school philosophy.

Law - Students understand the difference between right and wrong. They recognise that there are consequences for every choice that they make and apply this to their lives inside and outside of school by respecting English civil and criminal law.

Responsibility - We expect our students to be proactive in their learning, understanding that they are equally responsible for their learning as the teacher. Assignments are set for students to work independently and develop organisational skills. There are numerous opportunities for sixth form students to contribute to the running of the wider school community through initiatives such as students leadership, lower school mentoring and school-based internships.

Safeguarding

As part of our Safeguarding policy we aim to:

1. Protect each student from any form of abuse, whether from an adult or another student.
2. Be alert to signs of abuse both in the school and from outside.
3. Deal appropriately with every suspicion or complaint of abuse.
4. Design and operate procedures which promote this policy and which, so far as possible, ensure that teachers and others who are innocent are not prejudiced by false allegations.
5. Operate clear and supportive policies on drugs, alcohol, and substance misuse.
6. Establish and maintain an ethos where students feel secure and are encouraged to talk and are listened to.
7. Ensure students know that there are adults in the school whom they can approach if they are worried or in difficulty.
8. Uphold and develop each student's self-esteem, security, confidence, assertiveness, independence, and personal safety skills.
9. Help students to acquire skills and attitudes to stand against abuse in their own lives and to prepare them for responsibilities, including parenthood, in their adult lives.
10. Establish effective communication between students, teachers, parents, and support agencies.

There are three main elements to our child protection / safeguarding children policy:

Prevention: by creating a positive, open, and trusting atmosphere.

Protection: by following agreed procedures, including during recruitment, and by ensuring staff are trained and supported to respond appropriately and sensitively to child protection concerns.

Support: by providing support to staff in dealing with child protection issues and to students who may have been abused.

Any concerns, however small they may seem, regarding safeguarding, must be reported to any member of staff who in turn will contact the Designated Senior Lead (DSL). The school has a safeguarding statement form to record any concerns. This form must be passed to the DSL at the earliest convenience and always on the same day.

FAQs

Can I book driving lessons during school time?

Driving lessons can be booked during independent study time, but only after prior approval by the Head of Sixth Form. A parent/carer email is required to confirm the time and date of each lesson.

Can I stay on after school?

All sixth formers can stay on after school between 3pm and 4pm on Tuesday, Wednesday, and Thursday. This option is not available after school on Monday due to staff meetings. All students must register with a teacher and work in the Sixth Form Centre at all times.

Can I bring my own device?

For the 2022-23 academic year, sixth formers can bring their own laptop or tablet into school. The expectations regarding acceptable use are the same as using a school device; students must be logged onto the relevant school network (login details will be provided in September) and always adhere to the 'acceptable use policy'.

Will I be allowed offsite when I do not have a timetabled lesson?

You are only allowed offsite if we have received a formal request from your parent/carer and it has been approved by the Head of Sixth Form. The Student Leadership Committee will be given the opportunity to discuss possibly changes to this policy as part of student voice.

How much homework will I get?

You will receive 2 hours of homework, per subject, per week. In addition, each subject will also set two hours of directed self-study tasks to complete during independent study. This is considered the minimum expectation, with most students investing many more hours into their schoolwork.

How many hours a week can I work in paid employment outside of school hours?

There is no clear guidance from the government on the hours of paid employment sixth formers can work outside of school hours; however, as a rule of thumb up to 12 hours per week is a realistic number. Students should also avoid working for more than 4 hours on a school night.

What should I do if I am ill?

Your parent/career must call reception and provide a brief explanation for your absence, along with your expected return date. For further information please refer to page 12 of the handbook.

Can I study four subjects?

Studying four subjects over two years is a challenge, as you will have four extra lessons each week and less independent study time. Only students with a high average point score, along with a good reason for adding further breadth to their studies, should consider this option. It might be possible to study a fourth subject at AS Level; more information will be shared on this pathway in September. Core maths and the extended project qualification are also available as an extra subject in year 12.

Can I drop a subject and/or pick up another one?

If a student is studying four subjects, they can drop a course at any time. For students studying three subjects a change is only permitted during the first four weeks of year 12; after this cut-off point there is simply too much work to catch up on.

Can I use a mobile phone in school?

Students can use their phone at breaktime and lunchtime in the sixth form centre. During independent study, a phone can only be used to listen to music. Phones must not be visible when walking around school and at no point should they be connected to the school network.