Hertfordshire & Essex High School

Sixth Form Student Handbook

2019 – 2021

Name: ................................................................................................................................................................

Form: ......................
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Welcome

It gives me great pleasure to welcome you to Herts & Essex Sixth Form. Your presence here is proof that you are a very capable student and I trust that you will continue to develop your skills over the next two years. The school has a well-proven track record of helping students to succeed at A Level, but fundamental to that success is your own determination and hard work. Experience has shown that those students who do well are the ones who start Year 12 with a positive attitude to do their very best, and who then work steadily throughout Years 12 and 13. Even if your experience at GCSE was of success coming easily, you will quickly notice that hard work is essential for you to achieve your potential at A Level. That steady and consistent approach to work needs to start right at the beginning of Year 12.

Through your studies, activities and successes in various fields, it is hoped that you will develop into a confident, articulate young person. High academic standards are a given, but our focus is on enabling you to meet your personal, as well as academic, potential. The pastoral and social aspects of Sixth Form life are an excellent preparation for life in higher education and employment, with an emphasis on developing leadership and teamwork skills, as well as self-motivation, independence and time-management. I believe that success in the Sixth Form hinges on the level of personal commitment and the motivation to do well.

Your education in the Sixth Form should be a process in which you play the central part. Make the most of the many opportunities that are on offer here; in particular take advantage of the large number of people who can offer specific advice on matters such as university admissions, careers guidance and taking a Gap Year. Please feel free to discuss any issues that you may have, academic or otherwise. We are all here to help you.

We work hard to build on our excellent reputation by making every effort to ensure that each individual student achieves their personal ambitions. We thrive on a positive working relationship with each other and look forward to working with you. The information contained within this handbook should help us all to realise our shared ambitions. It contains some important procedures. Please read it thoroughly and ensure that you are familiar with all of its details.

When you finally leave Herts & Essex, you will be an adult. Much of what you do during your time in the Sixth Form will significantly affect the path that your future life will take. I hope you use your time wisely and that the time you spend with us will be enjoyable and rewarding. I wish you every success in your studies.

Mr Marlow  
Year Leader: Year 12
Our Expectations of Sixth Form Students

When studying at A Level, you must take responsibility for your learning and acquire the ability to work independently of your teachers when required. It is important for you to take the initiative in identifying what you are expected to learn and carrying out activities to achieve this, either on your own or with others.

You need to:

- Be **SELF RELIANT**. Complete set tasks without adult intervention for increasing periods of time.
- Approach work in a **QUESTIONING** manner.
- Make **DECISIONS**.
- Take **RESPONSIBILITY**. Seek advice outside of lessons.
- Set personal **GOALS**. These must be Specific, Measurable, Attainable, Realistic, Timed
- Be **SELF-MOTIVATED** e.g. wanting to learn rather than being forced to do so.
- **REFLECT** on your learning. Learn by your mistakes and strive to progress even after disappointment.
- Be **RESILIENT**. There will be times when you need to bounce back from disappointments.
- Demonstrate **PERSISTENCE** when a task appears challenging. Never give up.
- Be **ORGANISED**. Arrive at lessons prepared with pens, paper, notes etc and meet deadlines.
- Be **AWARE** of self, others and current affairs.
- **WORK EFFECTIVELY** and efficiently with others and on your own.

A copy of the Sixth Form Home School Agreement follows for your information. This is the document in the booklet of Admission Forms which you and your parents/carers signed when enrolling in the Sixth Form.
SIXTH FORM HOME SCHOOL AGREEMENT

Membership of The Hertfordshire & Essex High School Sixth Form is conditional upon acceptance of and adherence to the following regulations.

- Students must attend all timetabled lessons, arriving punctually and with all necessary equipment and materials.
- Students must behave appropriately in all lessons ensuring the most conducive environment for learning.
- Punctual attendance at daily morning and afternoon registration/assembly is compulsory and students are expected to participate actively in tutor group activities and responsibilities.
- Students are expected to actively partake in co-curricular activities as well as involve themselves fully within the wider school community such as leading tours and assisting with events.
- Students are expected to check and, where appropriate, respond to their Firefly and school email accounts every day.
- Students must strive to do their best in class work, homework, wider research and private study. At least six hours of private study per subject per week is expected.
- To progress into Year 13, students must continue with a minimum of three A Levels having made sustained progress throughout Year 12. Monitoring throughout the year of academic progress, attitude to learning, attendance and behaviour will be followed up carefully, and a student’s place may be withdrawn if the student is, by reason of her/his conduct, behaviour or progress, unwilling or unable to engage appropriately with the educational opportunities offered at Herts & Essex. All students are expected to be tracking at a minimum of three D grades by the end of Year 12.
- Students may only leave the premises at lunchtime unless prior authorisation has been given by a member of the Sixth Form team. They must stay on site at all other times.
- Any student leaving the school site for any reason must sign out, and sign in on their return. This is a legal obligation.
- As part of the school uniform all students must wear their lanyards at all times when on site.
- Leave of absence may be granted for students going to interviews, up to three open days etc. However, they must first print a ‘Request for Absence during School Time’ form from Firefly, and collect signatures in agreement from each teacher whose lesson will be missed. An accompanying letter from home will also be needed for the attention of Mrs Palmer, Sixth Form Attendance Officer. In the case of absence due to sickness, daily contact by parent/carer will need to be made with the school.
- A cash deposit of £25 is required against the increasing cost of textbooks and other equipment, including lanyards. Following Year 13 examinations, Book Return Day will be held and the deposit returned subject to all textbooks/library books/equipment/lanyard etc. being returned.
- All students must adhere to the Sixth Form Dress Code at all times.
- All students must abide by the conditions of the ICT Code of Conduct.
- Should a student request any alteration to the exam/exam component after the entries have been made, the school reserves the right to require the parents/carers to pay the requisite exam fees.
- Students are encouraged to participate actively in the wider life of the Sixth Form and the school, to be a positive role model, and to uphold the school’s ethos at all times. Students must always behave in a courteous and adult manner.

I hereby confirm that I have read and understood the Sixth Form Home School Agreement, and that I accept its conditions. If I do not fulfill the expectations indicated, I may expect one or more of the following sanctions to be applied: a verbal warning; a letter to my parents/carers, which may include a request to attend a formal meeting; being placed ‘on report’; withdrawal of privileges; withdrawal from a course; withdrawal of entry for my examinations; exclusion from the Sixth Form for a specified period; permanent exclusion from the Sixth Form.

SIGNED (Student): .................................................................
Print Name: .................................................................

SIGNED (Parent/Carer): .................................................................
Print Name: ..........................................................................

Director of Sixth Form, Mrs P Robinson  Date: September 2019

EXAMPLE ONLY
1 Making the Transition

Sixth Form is different from GCSE; you will be studying fewer subjects, but in much greater depth. There is much greater emphasis on research in the Sixth Form. You will be required to read longer, more detailed and more complex material than at GCSE, so it is important to develop your active reading skills. Reading is the basis for discussion, completing written assignments and examination preparation.

You do not have a full timetable of taught lessons, allowing you the opportunity to study independently. Although hard work is most often the key to academic success, everyone needs breaks from work, so you need to plan your study time carefully.

Most students find that if they organise their time well and utilise their study periods efficiently, they can keep on top of their work. As the year progresses, the effective student will aim to do a minimum of six hours of study per subject per week. It is suggested that students allocate their study periods equally between the subjects they are studying.

Essential Skills that will assist you when studying at A Level

**ORGANISATION** – Meet deadlines. Allow equal time for study of all subjects. Never leave work to the last minute. Do not take on too much paid work that will interfere with your studies.

**NOTE TAKING** – Write notes that are reusable and logical. Use the Cornell method of note taking.

**READING SKILLS** – Preview or skim materials before reading them in detail and take notes or highlight where necessary. Use the SQ3R reading process.

**WRITING SKILLS** – Structure work as required by the subject. Always proof read your work before handing it in. Make sure you understand the question/title given.

**SOURCING INFORMATION** – Search effectively for relevant information from a variety of reliable sources. This may involve: using ‘Advanced Search’ facilities on the internet; using the library; reading books, journals and newspapers or listening to podcasts.

**CRITICAL THINKING** – Evaluate and analyse work and ideas. Identify strengths and weaknesses and be able to criticise and question ideas. You should use these skills not only when reading others’ ideas but also when reflecting on your own work.

**EFFECTIVE QUESTIONING** – Ask the right type of question. Ask for help when needed. You should be willing and able to ask questions in class and where necessary outside of lessons. Expect your teachers to question you.

**REFERENCING AND PLAGIARISM** – Identify sources used by referencing correctly and using a bibliography. This will prevent the work of others being passed as your own.

**WIDER EXPERIENCES** - Work beyond what is required for your subject. Read books, journals, periodicals, newspapers, listen to podcasts and watch video footage independently, visit museums, galleries, events or theatres, carry out relevant work experience to develop your knowledge and understanding of your subjects. Get involved in charity events or work. **Remember to always keep a record of your experiences, particularly through the use of START PROFILE.**
2 The School Day

The school operates a fortnightly timetable as follows:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>8.50 – 9.45</td>
<td>Period 1 and registration</td>
</tr>
<tr>
<td>9.45 – 9.50</td>
<td>Lesson change</td>
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<tr>
<td>9.50 – 10.15</td>
<td>Assembly/tutorial slot</td>
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<tr>
<td>10.15 – 10.20</td>
<td>Lesson change</td>
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<tr>
<td>10.20 – 11.15</td>
<td>Period 2</td>
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<tr>
<td>11.15 – 11.40</td>
<td>Break</td>
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<tr>
<td>11.40 – 12.35</td>
<td>Period 3</td>
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<tr>
<td>12.35 – 12.40</td>
<td>Lesson change</td>
</tr>
<tr>
<td>12.40 – 1.35</td>
<td>Period 4</td>
</tr>
<tr>
<td>1.35 – 2.15</td>
<td>Lunch</td>
</tr>
<tr>
<td>2.15 – 3.10</td>
<td>Period 5 and registration (except on Friday)</td>
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<tr>
<td>3.10 – 3.15</td>
<td>Lesson change (except on Friday)</td>
</tr>
<tr>
<td>3.15 – 3.40</td>
<td>Prep/boosters (except on Friday)</td>
</tr>
<tr>
<td>3.40</td>
<td>End of school (except on Friday)</td>
</tr>
</tbody>
</table>

Students must not be in school before 8.00 am. If Sixth Form students arrive before 8.30 am they may go to the Library, the Sixth Form Centre or to the canteen; after 8.30 am Form Rooms are available. Please note that each student is entitled to free porridge provided in the school canteen, available between 8.00 and 8.45 am. Students must leave school by 5.00 pm, unless being directly supervised by a member of staff.

The school day ends early before the Christmas, Easter and summer holidays, the two Open Evenings and Awards Evening; check the school calendar for details. Before half-term holidays, school finishes at the usual time of 3.40 pm.

3 Attendance

It makes sense that if you are here, you are in lessons and learning; if you miss lessons, you are missing learning and storing up extra work for yourself in the form of catching up. It should be noted that ‘catching up’ as such, is frequently impossible at A Level, as much of the content of lessons is discussion based. Poor attendance leads to poor results; absences which are not accounted for with a parental/carer note are deemed “unauthorised” - formerly known as truancy. It is your responsibility to make sure all absences are explained.

However, if the absence is at all dubious, further action will be taken by the Subject or Faculty Leader of the appropriate Faculty. Any repetition of such absence on your part, will be likely to lead to a meeting between Mr Marlow, yourself and your parents/carers, in order to explore your lack of commitment to your studies, and review your position in the Sixth Form.

Future employers will ask the school for a reference for up to ten years after you have left. Employers always ask about punctuality and attendance, whether for casual, full, or part-time employment; it is quite usual to be asked to provide actual figures, rather than a general statement. Needless to say, we will always tell the truth!
4  **Punctuality**

Punctuality is as important as attendance. Lateness to registration or lessons is noted and investigated by Mrs Palmer, Sixth Form Attendance Officer. Staff will not attempt to ‘cover up’ a poor record. The school is asked to provide references for students during the Sixth Form and for many years beyond. If you are late to registration three times in a week, you will be placed in a detention.

5  **Absence**

If you are too ill to attend school, your parent/carer is required to inform school by telephone followed up with a note/email to your Form Tutor when you return.

If you would like to request an absence for something like a university open day (a maximum of three can be authorised) or driving test (not a driving lesson – these are not to be scheduled in school time), a brief note of explanation from your parents should be brought in to your Form Tutor at least a week in advance. If you will also be missing any lessons, you will then follow a procedure where you download (from Firefly) a Request for Absence form and are required to consult with all of the staff who would have taught you on that day. An example of the form may be found at the back of this Handbook.

6  **Lunchtime/Signing In and Out**

You are free to leave the premises at lunchtime only, but you must make sure that you sign out and sign back in again in your Form’s folder at Reception. If you need to leave the premises during the day, ask permission from Mr Marlow, Mrs Lewis or Mrs Curtis, then sign out, writing the initials of the member of staff who has given you permission to leave, next to your name. If you are ill during the day and wish to go home you must see Mr Marlow, Mrs Curtis, Mrs Lewis or First Aid staff. It is important you observe the rules of signing in/out in case of fire or other emergency. There is a detailed explanation of how to sign in and out in the “SIGNING IN/OUT” file. For references we are frequently asked about conformity with “company” procedures – this is one of our fundamental “company” procedures.

7  **Staying on School Premises at Lunch time**

Sixth Formers have priority in the lunch queues in the canteen. The café in the Sixth Form Centre will be open throughout the morning and at lunch time and will be for the exclusive use of Sixth Formers and staff. Lunch should not be eaten in Form Rooms, but in the canteen/cafè or outside.
8 Use of the Sixth Form Centre

We are very proud of our Sixth Form Centre which opened in January 2019. The upstairs area is for silent study only. Headphones may be used, but no phone calls should be made upstairs. Students wishing to study collaboratively should use the space downstairs.

You may bring in your own laptop/iPad/similar to work on, but you are responsible for your equipment. You should not “reserve” computers.

On a personal level please make sure you do the following:

- Put all your books and materials in your locker/bag
- Make sure the area you use is tidy when you have finished
- Do not leave anything on the floor
- Put all rubbish in the bins provided
- Under no circumstances should ball games be played in the room.

Any folders, clothing, books or equipment left out may be removed and disposed of.

9 Where to study

There are plenty of places to work in and around the school during study periods or at lunchtime and after school. The Sixth Form Centre provides a quiet atmosphere for working, whilst the Library is open all day and can be used for silent study most of the time. There will also be a daily list of free classrooms which you may use (but no phones or headphones here). The New Dining Area may also be used for study if there is no class there. Some subjects encourage Sixth Form students to use their specialist rooms during the day; staff will advise you on this.

10 Tracking Progress

The school feels it is very important that both parents and students are aware of the progress being made in particular subject areas. For this reason, every half-term, your work will be reviewed by your teachers. Your subject teachers examine the effort you have been putting in and the achievements you have made.

Tracking is designed to make you aware of the progress you are making, not to criticise your weaker points. Because this process is repeated so regularly, it is quite easy to identify achievements and problems should they occur. In the case of significant problems related to either effort or achievement, you will be seen by the Faculty Leader, Mr Marlow, the Faculty’s Senior Leadership Team link and/or Mrs Lewis to discuss those problems and decide upon an appropriate course of action. As part of the Tracking process, your subject teachers and Form Tutor will have individual discussions with you. After the Year 12 examinations, students who achieve results below a D will be required to resit their exam and other interventions may be put in place.
12 Changing subjects in the first few weeks

Talk to your parents and your subject teachers and then Mrs Robinson. You need to consider how the change will affect your prospects in Higher Education and employment. A “Changing Subject in the Sixth Form” document (from Miss Bass) will need to be completed before the change is agreed.

*A word of advice:* if you are considering changing subjects, do not linger too long: the deadline for changing a subject is **13 September**.

13 Smoking

Smoking is banned in or near school and in the grounds for both staff and students. You **MUST NOT** smoke in the vicinity of the school. If you are discovered doing so, you will be excluded immediately. This includes the use of vapes and vaping.

14 Dress Code

The Sixth Form Dress Code, below, has been well publicised and is available to view at any time on our website (Sixth Form/Sixth Form Dress Code) or in school. You should always be mindful of the fact that you are an ambassador for the school at all times, including being a role-model for younger students.

In the event of there being a noticeable discrepancy of views, the Sixth Form team will make the final decision on what is suitable or unsuitable. If your dress is deemed unsuitable, you may be sent home to change clothes.

Students are not permitted to wear coats, scarves and other outdoor wear around school during the day. These should be stored in lockers or carried in a bag.

Lanyards

You will be issued with a lanyard in order to identify you as being one of our students and thus having permission to be on our site. You must wear it at all times from the moment you arrive at school to the moment that you leave. If you are seen without it, you will be given a uniform infringement mark. If it breaks or you lose all or part of it, you will need to go to Reprographics to arrange a replacement within 24 hours. You will be charged for a replacement – price list below.

If you forget your lanyard, please go immediately to the Sixth Form Office where you will be issued with a temporary one. You must return this at the end of the school day or you risk being billed for it.

**Price List**

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
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</thead>
<tbody>
<tr>
<td>Whole unit (lanyard and plastic holder)</td>
<td>£5</td>
</tr>
<tr>
<td>Plastic holder</td>
<td>£1.50</td>
</tr>
<tr>
<td>Lanyard (strap)</td>
<td>£2.50</td>
</tr>
<tr>
<td>Paper ID insert</td>
<td>£1.00</td>
</tr>
</tbody>
</table>
Herts & Essex Sixth Form – Dress Code

The school is noted for the smart appearance of its students and those in the Sixth Form play a leading role in this.

A matching suit or combination of:

Tailored jacket with:
- Tailored trousers (not leggings/jeggings)
- A tailored skirt of at least knee length and not of stretch fabric
- Smart tailored dress, of at least knee length

These should be in plain business colours (for example black, navy blue or grey) and must be worn with:

For boys: a shirt and tie, and smart dark-coloured shoes or boots.

For girls: a smart shirt, blouse or top. This must have a sleeve or full shoulder (spaghetti straps or vest tops are not permitted). Smart dark-coloured, closed-toe shoes or boots (with a low heel for health and safety reasons) which can be polished.

In all respects, formal styles and lengths are required.

In addition:

No facial or body piercings other than earrings are allowed, however if a student has a nose piercing, they must wear a clear stud whilst they are at school. (Earrings should be small for Health & Safety reasons.)

Tattoos (It is illegal for anyone under the age of 18 to have a tattoo, even with parental consent.)

Hair styles and colour should be appropriate for a working environment.

All clothing should be clean and in good repair.

STUDENTS NOT ADHERING TO THE DRESS CODE WILL BE GIVEN A UNIFORM INFRINGEMENT MARK AND MAY BE SENT HOME TO CHANGE.

In cases where there is uncertainty, decisions will be at the discretion of either the Year Leader: Year 12 or the Sixth Form Learning Manager.

15 Use of Aerosols

Under no circumstances should ANY aerosol ever be brought into school, for any reason. When students wish to freshen-up, they should use a roll-on or similar. This decision was made following an extremely distressing and dangerous incident involving an asthmatic student, who suffered a serious attack simply by being in proximity of aerosol spray. Any aerosol found in school will be confiscated immediately.
16 Duties and Responsibilities

There are plenty of opportunities to assume responsibility in the Sixth Form. You will have the chance to stand for a Prefect, Senior Prefect post, and for the post of Head of School or Deputy.

These posts require commitment, the capacity for hard work and a willingness to take on tasks which may be time-consuming and decidedly unglamorous. A job well done, however, is very rewarding and enables you to have a key role in the functioning of the school.

There are various clubs and societies run by, or specifically for, Sixth Form students; Sixth Formers help to run many clubs for the junior students in school.

They are also an invaluable asset to younger students, helping them with reading, Mathematics and a number of other subjects. Subject Leaders would be glad of your assistance; please approach them if you would like to help.

Prefects make a valuable contribution to the wider school community at Herts and Essex, taking on important leadership roles, assisting and supporting both staff and students, liaising with parents and students and other visitors and acting as excellent role models for their peers and younger students.

Senior Prefects

The role of Senior Prefect is an important one and, if chosen, a student will be accepting a position of considerable responsibility. It is also a very exciting role and will give a student the opportunities to develop their leadership skills.

Senior Prefects are students in the Sixth Form who have been appointed through a formal selection process, which begins in the early part of the Spring Term. Senior Prefect duties last from the beginning of the Summer Term in Year 12 to the end of the Spring Term in Year 13.

The selection process will be based on a formal letter of application to the Head of Sixth Form. Current behaviour and attendance records will be taken into consideration along with the applicant’s conduct and contribution to school life.

Candidates will then be shortlisted by a panel consisting of members of the Sixth Form management team.

Those shortlisted for the Head of School and deputies’ posts will also be interviewed by a School Leadership Team panel.

17 Wider School Community

There are a number of opportunities available to you:

Peer Mentoring: Volunteer to become a Peer Mentor, providing support to younger students and helping them with the transition to secondary school. A regular commitment is needed from students to listen to and encourage their mentees.

LSA Support Scheme: Year 12 students support younger years in lessons. Students must have a good understanding of Maths, English and Science and maintain a commitment of one of their free study periods each week.
Paired Reading Scheme: Year 12 students offer literacy support intervention to students in Year 7-9. A weekly commitment is required of participants, who should be encouraging, calm and supportive.

To take part in any of the above activities, please speak to Mrs Webb who is based in The Lodge.

18 Driving

Many students take their driving test and have the use of a car during their time in the Sixth Form.

**Lessons:** driving lessons may be arranged within the lunch hour only and **NOT** during other study periods when you are required to remain on the school premises.

**Tests:** you may take time off school for your driving test, but must follow the Request for Absence procedure (see section 5).

**Parking:** We are expecting that parking will be available for Sixth Form students in the Sports Centre. You will be able to apply for a permit which will be issued at the discretion of the Sixth Form team. Between the hours of 8.00 – 10.00 am, you are not permitted to park on Warwick Road. Please be mindful and considerate of the residents and wider community of Bishop’s Stortford when driving and parking your cars.

19 Use of Mobile Telephones/Headphones

Sixth Form students are permitted to use these in the Sixth Form Centre **only**.

Phones must **not** be used nor visible anywhere else in the school, and they must not be active during lessons. If you ignore these rules, you run the risk of having your ‘phone confiscated.

20 Enrichment

The enrichment programme includes timetabled as well as extra-curricular activities. These range from sport, music, drama, photography and debating to Interact, Enterprise, the Extended Project, The Duke of Edinburgh’s Award and Manor Fields.

**Sport**

Herts & Essex offers a range of sporting and extra-curricular activities for Sixth Formers. The school has excellent facilities: a heated swimming pool, a gymnasium, an athletics track, netball and tennis courts, hockey and rounders pitches, indoor rowing machines, exercise cycles and several trampolines. Our new Sports Centre offers an even wider range of options such as hockey pitches, dojo, and multi purpose gymnasium.
In sports such as netball, hockey, rounders, football and rugby, there are school teams as well as the opportunity to go along and play for enjoyment. Fixtures are frequently organised with nearby schools and colleges. There is also a trampolining club which Sixth Formers are welcome to attend.

Sport is optional but whether you exercise for relaxation, pleasure or to train, there are plenty of options open to Sixth Formers. If you are interested in starting a particular club, see Mrs Jones (Director of Sport) or Mrs Curtis.

**Music**

For musicians, there are a number of choirs and bands to join. The school has an excellent music block situated in Firlands, across the road from the main school, and this is where the choirs, bands and the orchestra rehearse. See Mr Clayton, Subject Leader, if you are interested in performing or taking groups of younger students.

**Drama**

The school puts on dramatic productions in which Sixth Formers can take part. The Sixth Form not only acts in these productions but provides the lighting, paints the sets, helps make costumes, co-produces and stage-manages. Further information is available from Mrs Hayward, Subject Leader.

**Public Speaking/Debating**

The school has a strong tradition of success in public speaking and debating. There are various in-house and inter-school competitions throughout the year.

**Visits**

There are many school visits open to Sixth Formers: lectures on careers, conferences and so on.

Whatever your interest there are things available to suit all sorts. If there are not, then you could use your initiative and discuss the setting up of a club or society associated with your interest with Mrs Lewis, Mr Marlow or Mrs Curtis.

**Speakers**

There will be various presentations throughout the year for Year 12, on such topics as Taking a Gap Year, Looking Ahead to University, Driving and so on.

If you have a particular interest that you are keen to pursue, by way of club or other, please feel free to speak to a member of the Sixth Form team who will assist in any way they can.

**21 Progression to Year 13**

We hope that all our Year 12 students will make sustained progress throughout the year so that they can progress to Year 13 and their final examinations.

Monitoring throughout the year of academic progress, attitude to learning, attendance and behaviour will be followed up carefully, and a student’s place may
be withdrawn if the student is, by reason of her/his conduct, behaviour or progress, unwilling or unable to engage appropriately with the educational opportunities offered at Herts & Essex.

We would expect all students to be tracking at a minimum of three D grades by the end of Year 12.

22 The Last Word

You have chosen this Sixth Form and the subjects you want to study. Now is the time to adopt strategies that will help you become orderly and analytical in your thinking and work habits:

- Get organised – make lists, prioritise, arrange things in order.
- Break things down into manageable pieces.
- Try out a variety of techniques to enhance the quality of your learning.
- Force yourself to finish what you begin.
- Work on the personal qualities you need to succeed.
- Motivation – have a will to succeed.
- Self-control – learn the ability to control your behaviour and emotions under stressful conditions
- Self esteem – think well of yourself.
- Co-operativeness – make the effort to get along with others.
- Empathy – show consideration, sympathy, sensitivity to family and peers.
- Independence – the ability to work alone is an important skill.
- Hone time management skills.
- Take responsibility for decisions made.
Top Tips from Students in Previous Years

- The Sixth Form at Herts & Essex is full of opportunities and I would advise you to take up as many of these as possible. Opportunities for me included making new friends, visiting three new countries, taking part in Sports Day and helping out with younger students.

- To make the most of your time at Herts & Essex, participate in as much as possible and you will find the two years really rewarding.

- Try to adopt a pattern of work and study habits early on in the Autumn term.

- *I know you’ve heard it before, but do try to keep on top of the work load. There are some weeks when you don’t seem to have much work but other weeks are totally frantic. Prepare yourself well for these.*

- Put your A Levels first and social life second – but it is still important to relax.

- Make good use of your study periods; resist the temptation to chat.

- Organise your folders.

- Know your limits but always strive to do your best.

- **Do not fall behind.**

- Never be afraid to ask questions.

- Seek support when you need it.

- Be yourself.

- Two years go very quickly so make the most of it.

*Live your life so that you never need to look back with regret…*
Support Services

**Kaleidoscope** is open for all students – we meet every Wednesday lunchtime in C4. Bring your lunch along; we’ll give you tea and coffee and biscuits!

**Young Pride in Herts**
Offers support, information and advice to young LGBT+ community and to those who may be struggling with their sexuality or gender, in Hertfordshire.  
www.youngprideinherts.org/info-advice.html

**Stonewall**
A charity dedicated to supporting all LGBT+ people.  
www.stonewall.org.uk

**B-eat**
Help beating eating disorders  
www.b-eat.co.uk

**Suicide Prevention**
Stay Alive App free to download on apple and android

**Young Carers**
Support for young carers in Herts  
www.ych.org

**Emotional Health and Wellbeing**
YCT  
www.yctsupport.com

**Health for Teens**
Feelings, growing up, health, relationships and much more  
www.healthforteens.co.uk

**Child Law Advice**
Impartial legal advice on child, family and education law.  
www.childlawadvice.org.uk

There is also information available on Firefly. Go to Resources – Enrichment – Extra-curricular – Kaleidoscope.
SIXTH FORM REQUEST FOR ABSENCE
To be submitted minimum 5 school days prior to date of absence

NAME: ........................................................................................................... FORM: ............

I request permission to be absent from school on: Mon / Tue / Wed / Thu / Fri of Week A / B
(please circle as appropriate)

Date: ........................................ All day (☑) □ or From: ....... am/pm to: ........ am/pm

1. Please provide the reason and additional information as appropriate:

- University/college visit ..........................................................................................

- Attend a post-Sixth Form job interview ............................................................... 

- Driving test. Time (including prior lesson if applicable) ..................................
  theory / practical (please circle as appropriate)

- Medical appointment ...........................................................................................

- Other (please give brief details) ...........................................................................

2. I have the permission of all of the teachers whose lessons I would miss, as below:

<table>
<thead>
<tr>
<th>Lesson</th>
<th>Subject</th>
<th>Signature of subject teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lesson One</td>
<td>.........................................................</td>
<td>................................</td>
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<tr>
<td>Lesson Two</td>
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<tr>
<td>Lesson Five</td>
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<td>................................</td>
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</tbody>
</table>

3. Letter from parent/carer attached □ or parent's/carer's e-mail sent to
   nicola.palmer@hertsandessex.herts.sch.uk □

4. Please return this form to Mrs Palmer.

   Attendance % ...........

   Number of days already taken for this type of absence ............................

5. Authorised Yes/No by TMR/TCU/CLE/PRO

6. Please return to Mrs Palmer

   Student and parent/carer contacted Yes/No