

Contact Details

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Student Handbook 2016-2017

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Confirmation of Agreement

I have read and fully understood this document and agree to everything outlined within,
signed:

Print Name:

Date:

Consequences

If we feel you are not meeting our expectations we may need to use one of the sanctions below to help you stay on track. This could be to do with behaviour or academic issues.

C9s

C9 is a record of students not meeting our academic expectations, for example if a student does not hand in a piece of work on time. Failure to hand in work once given a C9 will result in a C10.

C10s

C10 is a sanction usually given for not completing work set. If you are given a C10 you will be asked to remain behind after school on Friday for 50 minutes to ensure the work you have missed is completed.

C11

C11 is a record of students not meeting our pastoral expectations, for example if a student is late to school or not wearing the correct uniform. On some occasions three C11's will result in a C10.

Contracts

There may be circumstances where we ask you to sign a school or subject contract. A contract is signed by the Director/Deputy Director of Sixth Form and will have a review date. If the agreement made is not adhered to or no improvement is made, we may ask you to leave a particular course or the Sixth Form at Southmoor.

Work Load

A-levels are the most demanding academic qualifications you can pick. You need to be **consistently working in your own time**. On the occasions when no homework is set, you need to be going back over your notes from the day, reading to prepare you for next lesson, or practising the skills you've learned.

You have twenty hours of lessons every week, five hours per subject. For each subject, you should be as a minimum doing **four hours of work**, either set or independent, on top of your lesson time. **You should always be working more than the recommended minimum.**



Signed: _____

Surface Agreement

This AGREEMENT is entered into by and between Southmoor Academy Sixth Form (SASF) and NAME: _____.

The ("Owner") for the use of an Surface RT and Keyboard cover ("EQUIPMENT") serial number; _____ for the duration of the USER's studies at SASF.

Both parties agree as follows:

CONDITIONS:

1. The EQUIPMENT shall at all times be and remain, the sole and exclusive property of the USER.
2. The USER, at its own cost and expense, shall keep the EQUIPMENT in good repair, condition and working order throughout the duration of this agreement.
3. The USER must inform SASF immediately upon any loss, theft, damage or destruction of the EQUIPMENT occurring during the USER's studies at SASF. Where the EQUIPMENT is subject to any loss, theft, damage or destruction pursuant to this condition, SASF will neither repair nor replace the EQUIPMENT, under any circumstances whatsoever.
4. The EQUIPMENT shall remain in the possession of the USER for the duration of the USER's studies at SASF. The equipment will also remain the property of the USER after completion of his/her studies on the proviso that the courses and final examinations are completed.

If said USER leaves SASF under any circumstances before completion of courses, Surface RT and Key board must be returned in the same state as it was received.

Digital Protocol

Saved Work

As a Sixth Form we are not liable for work lost – this is entirely the responsibility of the student. Throughout your studies you must to save your work on a USB drive and on a desktop or network area, and online through Outlook or another cloud storage server. Lost work is not retrievable by Sixth form staff and is not an excuse for a missed deadline.

VLE

We will use VLE systems in varying levels across your subjects, you may find that some teachers use the VLE quite heavily whilst others use it in a very limited capacity. We expect that you use the VLE in a responsible manner, it is to be for subject content and discussion only. Should we find that you are using the VLE in an unacceptable manner you will be removed.

Email Communication

Your Outlook account is specifically for school communication, students can set it up on phones as well as on tablet PCs **and emails should be checked every day**. Homework and cover may be set via email. To say you have not checked it is no excuse.

If you are absent you must contact your teacher directly via email or VLE to pick up work.

Dress code

Dress Code	
Top	<ul style="list-style-type: none"> White collared shirt or blouse
Bottom	<ul style="list-style-type: none"> Black work trousers or a black work appropriate length skirt
Dress	<ul style="list-style-type: none"> Smart black dress
Shoes	<ul style="list-style-type: none"> Smart work shoes
Jumpers or cardigans are optional	Students can choose their own colour and style of cardigan or jumper. However please do bear in mind that these should be suitable for a work environment
Wednesdays	<ul style="list-style-type: none"> Uniform is more relaxed, on a Wednesday you may wear your 6th form branded hoodies and polo shirts with smart trousers/skirts and footwear.

Structure of the Academic Day

Students must be in school before 8.30am. Please note that some support classes and interventions may well take place in the morning before this time.

8.40 to 8.55	Registration
8.55 to 9.45	Period 1
9.45 to 10.35	Period 2
10.35 to 10.50	Break
10.50 to 11.40	Period 3
11.40 to 12.30	Period 4
12.30 to 13.25	Lunch
13.25 to 14.15	Period 5
14.15 to 15.05	Period 6
15.05 to 16.00	Independent study

We expect that in all interactions with all students, the Sixth Form and school environment you will show respect for others and behave accordingly. Clearly, these same expectations apply outside school.

Code of Conduct

The code of conduct contains more specific details of how we expect students to behave, although not every possible circumstance is covered and we reserve the right to sanction anything we feel doesn't fit with our basic tenets of respect.

Equality and Diversity

The Sixth Form is a fully inclusive environment, in which everyone is welcomed and respected equally, regardless of gender, ethnicity, religion, age, disability or sexual orientation. There is a zero tolerance policy within the sixth form in relation to any discrimination, inequality, bullying, intolerance or hatred. The Sixth Form expects all staff and students to abide by the Equality Act 2010.

Attendance policy

The Sixth Form day runs from 8.30 am until 4.00pm. Students are required to be in school between these times and attend all timetabled lessons, including tutorial time, independent study and any events that curriculum staff deem necessary. If year 13 students may earn the privilege to work at home from 3.05pm. At lunchtime, students can earn the privilege to go out of school provided they sign out and in again in the sixth form. If they are out of school for any other reason, they must sign in and out at reception. Students can leave at 3.05pm on Wednesday and Friday provided they have not been issued with a sanction. Attendance will be monitored at all times by staff and any absences or illness must be reported to The Sixth Form by 9.00am with the reason for absence. If any work is missed during absence this must be done in the student's own time. Any extended absence must be reported as soon as possible and again, any work missed must be done in the student's free time.

Health and Safety

Students and staff will at all times adhere to health and safety policies, and behave in an appropriate manner.

Dress

Students must be dressed appropriately at all times when they are on site or when representing the sixth form off site. Students are expected to wear smart clothing at all times as outlined. When students are offsite they are representing the sixth form at all times, and must dress and behave accordingly. When students are on work placements or trips they are still expected to dress smartly and appropriately for their environment.



Plagiarism

The reproduction or copying of someone else's work will not be tolerated. All assignments submitted must be the students' own work. This will be checked rigorously, and any work submitted that is found to be plagiarised will result in withdrawal from the relevant exams.

Compliance with the law

Anything that goes against the law, ranging from misuse of substances to theft, will be handed over to the jurisdiction of the police.

E-Safety

Students should at all times guard their own privacy online and ensure that their actions do not damage the reputation of the sixth form.

Books and equipment

All study materials borrowed from the centre or used by students must be returned to the sixth form in a reasonable condition.