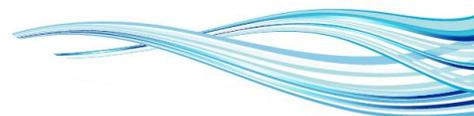


Sixth Form

Welcome Booklet

2019-2020



WELCOME

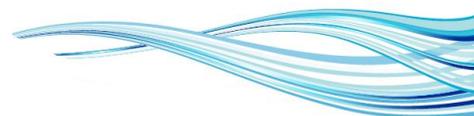
Welcome to Sir William Ramsay School Sixth Form; we are delighted that you have chosen us for your post-16 education. This booklet is designed to give you some basic information about the day to day organisation of this very successful aspect of the school.

Wednesday 4th September 2019 will be the first day for Year 12 students. Students should arrive at 10:00am and register in the performing Arts block. From Thursday 5th September normal registration will take place in tutor rooms at 8.35am.

If you have any questions or would like to find out more, please talk to one of the Sixth Form staff.

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Introduction

Life in the Sixth Form is very different from life lower down the school. Whether you are new to the school or a current Ramsay student, you will find our Sixth Form a friendly and supportive place where you are treated like young adults with more responsibility and independence; our aim is for all students to leave us as well-rounded individuals with the appropriate qualifications to match their ability.

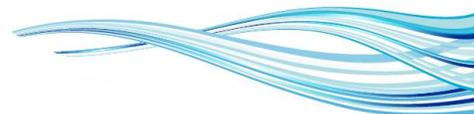
Whichever course or combination of courses you have chosen to study, the teaching staff will do everything they can to make sure you are successful; you will also be assigned a personal tutor who will monitor your progress and offer advice and support as needed. However, your success will ultimately depend upon you and your attitude towards your studies. It is therefore vitally important, from the outset, that you adopt a regular pattern of study and a high level of maturity and determination to bring you the success you deserve in the future.



Structure of the School Day

08.35 - 08.55	Tutorial
08.55 - 09.55	Period 1
09.55 - 10.55	Period 2
10.55 - 11.15	Break
11.15 - 12.15	Period 3
12.15 - 13.15	Period 4
13.15 - 13.45	Lunch
13.50 - 14.50	Period 5

For Holmer Green Collaboration information see letter attached to the back of this booklet.



Sixth Form Staff

The Sixth Form is led by Miss Sanmartin, the Acting Head of Sixth Form and is assisted by Mrs Carro, Sixth Form Student Welfare Manager. They both work directly with all Sixth Form teaching staff and Heads of Departments to ensure that you are fully supported in all your studies. You will also be given a personal tutor who will work closely with you to make sure you achieve your full potential in the Sixth Form.

Sixth Form Area

This area is for your use, please look after it and keep it clean and please use the bins provided for all rubbish. Failure to respect this area and its furniture will result in the rooms being closed for a duration of time. Any damage must be reported immediately.

Music can be played in the Common Room during break and lunchtime, but not at any other point during the school day.

The Sixth Form study room and the Sixth Form Common Room are exclusively for Sixth Form use. They are areas for students to study privately and quietly, the Sixth Form study room is for silent study, students are not allowed to eat in the study room. Students are required to spend a minimum of 4 study periods per week in the silent study room. Students must sign in for these study periods on the registers provided. The Sixth Form Common Room is for quiet collaborative study.

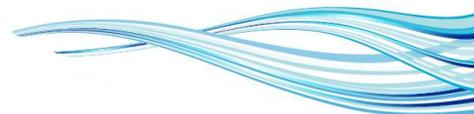
During study periods, The Sixth Form Courtyard, can be used for collaborative study. It can also be used during break and lunch.

Refreshments & Lunch



In Café Ramsay hot and cold snacks are served each day at morning break and lunchtime. Students in the Sixth Form are welcome to use the facilities in Café Ramsay during non-contact periods. If you purchase take away food from this area feel free to take it to the Sixth Form area. It is appreciated, however, that you do not eat as you pass through the reception area and corridors of the school.

Students can sign in and out at break and lunchtime if they wish to purchase food from elsewhere but must ensure they return to school for the next period.



Year 12 Attendance Procedures

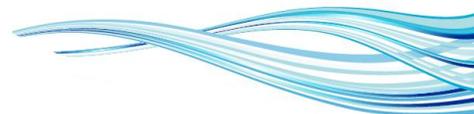
All students are expected to attend morning registration and must remain in school between 08:35am – 2:50pm signing in and out using the swipe card system at break or lunchtime **only**. If students do not have a supervised lesson during period 5 they **must** register for the afternoon in the Sixth Form Study Room at 2pm sharp.

Year12 Students may sign out for break and lunchtime using the swipe card system in the Sixth Form Common Room; however, they must ensure they are back in time for the start of classes and attend all timetabled lessons. It is expected that students will spend their non-contact lessons in private study *this is not an option* and they must remain in school for all study sessions. It is very important that students swipe in and out as failure to do so would be a safety issue in the event of a fire alarm.

Students in the Sixth Form are expected to maintain 100% attendance to lessons and both registration sessions. Attendance will be reviewed weekly. Parents of students failing to maintain this minimum will be issued with an attendance concern letter.

- At this stage it is expected that students will improve their attendance or provide medical evidence to support their absence.
- If attendance does not improve following this letter, parents will be requested to attend a meeting to discuss their son/daughter's attendance and how this can be improved.
- If the situation continues to show inadequate improvement following this meeting the behaviour policy will be enforced.

When there are unsupervised lessons taking place (Study Lessons), in addition to Departments availability, the Learning Resources Centre and the rooms in the Sixth Form area are available for students to work in. This area will be supervised by Mrs Carro, Sixth Form Student Welfare Manager.



Absence

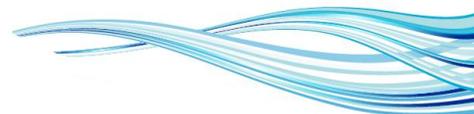
If you are going to be absent from school, please make sure your parent/guardian phones the school and leaves a message for the Attendance Officer (01494 815211). If an absence is likely to be lengthy, it is important that Miss Sanmartin, Mrs Carro or your tutor is advised at the earliest possible stage. On return a written note must be submitted to your tutor to enable us to authorise your absence.

Behaviour

We are proud of the high standards achieved in the Sixth Form. As you are the senior students at Sir William Ramsay we expect, and indeed are accustomed to, exemplary behaviour.

Please note:

Sir William Ramsay School is a non-smoking site. We do ask you, as we ask all adults, not to smoke in or near to the school. If you bring alcohol or drugs on to the site, you will be asked to leave the Sixth Form and the school may contact the police.



Sixth Form Dress Code 2019-2020

Sixth Form students are expected to dress appropriately and professionally for their studies. This standard would be similar to clothes worn in a business environment or when attending an interview.

Anything unacceptable or not in the dress code will result in students being sent home to change.

Female students:

- Formal tailored suit
- Smart blouse or fitted shirt
- If a jumper or cardigan is worn it must be plain and fine knit (chunky/loose knit is not acceptable). The blouse/shirt must be visible; not hidden beneath a jumper.
- If a skirt or dress is worn, it must be of respectable length, no shorter than 4cm above the knee.
- Shoes must be smart, not have exaggerated soles or heels (max heel height of 8cm) and must be formal in style.

Male students:

- Formal tailored suit
- Ties/bow ties must be worn with a collared shirt and properly tied.
 - If a jumper or cardigan is worn with a jacket, it must be plain, fine knit and V-neck so that the tie is visible. Jumpers may not be worn without a jacket.
 - Shoes must be smart and formal in style

Beauty Academy:

- Purple salon uniform (tunic & trousers)
- Black smart shoes
- Hair up/back
- Light day make up

PE:

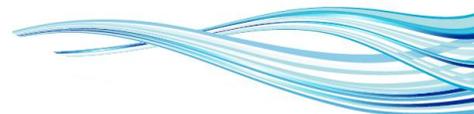
- Navy tracksuit trousers
- Navy shorts
- Light blue polo shirt
- Hair up/back
- No jewellery

Beauty students must wear either the beauty Academy uniform or female/male students uniform (no blazer is necessary)

Drama students may dress appropriately for their practical lessons but must be in smart dress at all other times.

Science department have lab coats for students to wear during experiments.

Art subjects will suggest overshirts where appropriate.



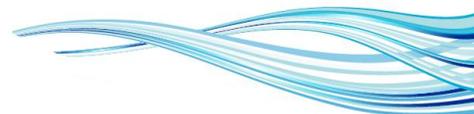
We expect students to understand what acceptable dress is; however, for further clarification the following is inappropriate:

Jeans
Any denim or denim look items
Trainers
Football shirts and shorts
Ugg boots or similar
Hats/caps
T-shirts (collarless shirts)
Facial piercings
Leggings/ skin tight trousers
Mid-thigh skirts or shorter
nose
Plimsoles
Any nose piercing other than small single stud

Flip-flops
Hooded tops
Cargo/combat trousers
Surf/skate/cut-off shorts
Crop tops
Revealing clothing
Tailored shorts
Chinos
Artificial hair colours
Ear tapers, flesh tunnels and flesh or
visible piercings other than ear or nose

Please Note:

The Head reserves the right to take action where the appearance of a student is considered to have fallen below the school's standard in respect, for example, of inappropriate hair colour or facial piercing.



Community activities

As Sixth Form students you are a role model for the younger students in the school. We therefore expect all members of the Sixth Form to take an active part in both our school community and the local community. For many students this can vary from supporting younger students at Ramsay to doing voluntary work out of school. Each year the Senior Council, are selected to represent the Sixth Form and the school. The Sixth Form also run some very successful community events, including a Christmas party for local Senior Citizens.

Senior Council

In the Sixth Form we have a Senior Council who are given additional responsibilities and support various events and activities which take place in school. These are teams of students who are responsible for areas such as events, fundraising, sports, lower school liaison and communication.

This is a fantastic opportunity to enhance your leadership skills as well as setting you apart from other students when applying for University, jobs and apprenticeships

Car Parking

Due to the limitations of car parking facilities in the school there are no designated spaces for Sixth Form students. If you do feel the need to bring a car to the school, then you must park off site with care and consideration given to local residents and access for other vehicles.

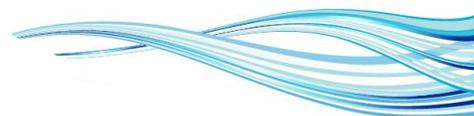


Students must not park in the community centre car park or visitor's spaces at the front of school.

Private Study

There are designated study areas around the school site, which must be used for private study; this includes the Sixth Form Study room and allocated study rooms. These rooms are available solely for use by Year 12 and 13 students. If these areas are fully occupied the Learning Resources Centre may be also available for Sixth Form study, when there are no planned classes.

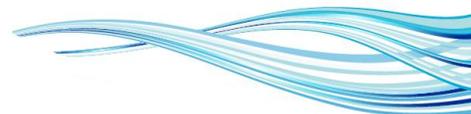
Furthermore, study lessons might be timetabled for students in Years 12 and 13 when they will have access to a private study room that will be supervised by a member of staff. In order to be successful in your chosen courses you will need to spend at least one extra hour of study for each hour taught throughout the week.



What to do if you need help

We have an excellent reputation for offering you support and guidance in your selected course. If you do need help or support the following people are available:

- Subject teachers will offer you guidance regarding your course and feedback on your work.
- Heads of Department and Course Leaders can be approached if your subject teacher is unavailable to talk to.
- Your personal tutor will monitor your progress and offer support and guidance as necessary. This is the first person you should approach if you have a problem or a concern of a general nature.
- Miss Sanmartin and Mrs Carro have responsibility for the day to day running of the Sixth Form and will deal with any matters which remain unresolved by departments or tutors. Please feel free to approach them if you have any concerns.



TERM DATES 2019 / 2020

Sixth Form Enrolment 2019: Thursday 22nd August (10am - 1pm) and Wednesday 4th September 2019 (08:30am – 10am)

Autumn Term

03/09/19	Inset Day for Staff
04/09/19	Year 7 & Year 12 students return to school (Year 12 at 10am)
25/09/19	School Closes at 1:30pm for Year 6 Open Evening
11/10/19	Inset Day for Staff
25/10/19	School closes 3pm
04/11/19	Students return to school
19/12/19	School closes 12.30pm

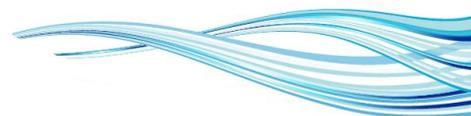
Spring Term

06/01/20	Inset Day for Staff
07/01/20	Students return to school
14/02/20	School closes 3pm
24/02/20	Students return to school
03/04/20	School closes 3pm

Summer Term

20/04/20	Inset Day for Staff
21/04/20	Students return to school
08/05/20	Bank Holiday
22/05/20	School closes 3pm
01/06/20	Students return to school
21/07/20	School closes for Summer holidays 12.30pm.





Staff and Contact Information

Headteacher	Mrs C McLintock
Acting Deputy Head & SLT Link For Sixth Form	Mrs E Holding
Acting Head of Sixth Form Email:	Miss S Sanmartin ssanmartin@swr.school
Sixth Form Student Welfare Manager Email:	Mrs S Carro scarro@swr.school
Personal Tutor	Name to be advised
Matron Email:	Miss L Richie-Hill lrichiehill@swr.school
School Receptionists	Mrs S Lee
Student Receptionist/ Admissions Officer Email:	Mrs L Forde lforde@swr.school
Attendance Officer Email:	Mrs V Aldred valdred@swr.school
School Telephone:	01494 815211
School Fax:	01494 816734
School e-mail:	office@swr.school

We look forward to seeing you on Enrolment Day and then for the start of term at 10am on 4th September 2019.



Sir William Ramsay School

EMPOWERING EVERYONE TO ACHIEVE

