

# 2017/18



# Student Handbook

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# CONTENTS

Welcome to the Bedford Sixth Form	3
The Bedford Sixth Form Experience	4
Your Commitment to us	5
Respect	6
Code of Conduct	7
Equality & Diversity	10
Dress Code	11
Stationery and text books	11
Term Dates	12
Timetable	13
Attendance & Punctuality	14
Programmes of Study	15
Private Study Policy	15
Examinations & Assessments	16
Exam Board Contact Details	17
Plagiarism	18
Assessment Appeals	19
A Level Re-Sit Fees	19
Monitoring Your Performance	20
Subject Tutors	22
Personal Tutors	22
Additional Support	23
Moodle & E-Learning	23
Our Facilities	24
Wi-Fi Access	25
Enrichment	26
Trips	27
Trinity Arts & Leisure	28
Student Voice	29

Student Council	29
Student Ambassadors	30
Have Your Say	30
Student Services	31
Progression Policy	33
Life after BSF and UCAS	34
Safeguarding & Child Protection	35
Personal Safety	35
Health, Safety & Security	36
ID Cards	37
Push Bikes, Motorcycles, Cars & Pedestrian Safety	37
Smoking	38
Lockers	38
Lost Property	38
The Bedford Sixth Form Emergency Closure	39
Fire Safety	39
First Aid Procedure	39
Useful Contacts	40
Pages for notes	41

# WELCOME TO THE BEDFORD SIXTH FORM

We are delighted that you have chosen to study at The Bedford Sixth Form and have designed this handbook to give you all the information you need to make the most of your time here.

This handbook contains lots of important and useful information about the Bedford Sixth Form. Please read it carefully and keep it somewhere you can find it easily because you will need to refer to it during your time here.

We are committed to continually improving the standard of service we offer you. We will always do our best to ensure that you enjoy your time with us and are successful in reaching your goals. If you have any questions, or if you need any assistance, please feel free to ask a member of staff – they will always be happy to help you!

I wish you every success during your time at The Bedford Sixth Form.

Paul Clarkson  
Head



# THE BEDFORD SIXTH FORM EXPERIENCE

AS PART OF OUR COMMITMENT TO YOU WE OFFER:

- Clear written information and guidance about which units you will study on the course, the means of assessment for each unit and the timing of assessments
- Clear information indicating what skills are necessary to develop in order to be successful in each subject
- Lessons that start with the sharing of learning objectives and finish with a review of the stated objectives
- Target Grades for each subject which will be given in a form appropriate for the course you are studying
- Regular assessment through the setting of appropriate work, Which is then assessed against examination board standards and is returned with written feedback on strengths, weaknesses and guidance on how to improve
- Formal Assessments that allow staff to provide a grade indicating the standard of work you are currently producing and, in their professional judgment, the grade they anticipate you will gain at the end of the course, assuming you continue to work to the same standards as you have been recently
- Individual meetings with Subject Teachers, at least once per term, to discuss progress in light of the Formal Assessments, and to focus on how standards can be raised further.
- A Personal Tutor who will guide and support you with your academic progress, as well as with any personal or pastoral matters that may arise while you are a student at The Bedford Sixth Form
- Regular tutorials and regular individual one to one meetings with your Personal Tutor.
- Progression advice regarding Careers, University Applications and Finance
- Subsidised access to the sports facilities at Trinity Sport and Leisure
- A very wide range of enrichment activities that are offered during the lunch-break and when lessons stop at the end of the day.

# YOUR COMMITMENT TO US

IN RETURN WE EXPECT YOU TO:

- Attend regularly. Poor attendance with no demonstrable reason in the workplace would likely lead to disciplinary measures or dismissal and we expect full and complete attendance during your time at The Bedford Sixth Form
- Complete all work which is set punctually and to the best of your ability. This is the same expectation that employers will have of you when you start work
- Participate fully and to the best of your ability in the learning process
- Positively promote The Bedford Sixth Form, both on and off- site, and in and out of lessons.

# RESPECT

WE WOULD LIKE TO ENSURE THAT THE BEDFORD SIXTH FORM IS A PLEASANT ENVIRONMENT IN WHICH YOU CAN STUDY WELL, FEEL SAFE AND SECURE AND BE HAPPY. RESPECT FOR EACH OTHER AND INDEED OURSELVES, IS A KEY PART OF MAINTAINING THAT POSITIVE CULTURE.

## RESPECTING OTHER PEOPLE:

- We thank you for refraining from using language and engaging in behaviour which are discriminatory, rude, abusive, threatening or aggressive.
- We thank you for allowing people to move safely and easily around The Bedford Sixth Form and for not blocking doors and stairs, not putting feet on furniture, not sitting on the floors in corridors and keeping disabled access routes clear at all times.
- We thank you for remembering that The Bedford Sixth Form is a working environment and for remembering to keep the noise down in classrooms, workshops, open access study areas (such as the Library and Learning Resource Centre) and in all areas where other students and staff are working.
- We thank you for making sure your mobile devices are switched off in class, in the corridors and in open access study areas.
- We thank you for acknowledging that we are a diverse community and know you will show consideration for those more vulnerable than you.

## RESPECTING OUR ENVIRONMENT:

- We provide plenty of places for you to eat and drink and we ask that you use the bins provided to dispose of your rubbish and do not leave litter lying around. For a full list of places where we permit the consumption of food and drink, please see the section on Study and Social Spaces on page 24.
- We operate CCTV for your security. Please help us maintain a safe environment by removing caps and hoods when indoors, unless there are special reasons for you to wear them.

# CODE OF CONDUCT

THE BEDFORD SIXTH FORM HAS A CODE OF CONDUCT WHICH SETS STANDARDS OF BEHAVIOUR SO THAT ALL STUDENTS KNOW WHAT IS EXPECTED OF THEM.

IT IS NOT POSSIBLE OR DESIRABLE TO LAY DOWN AN EXHAUSTIVE SET OF STANDARDS, BUT DETAILED BELOW ARE GENERAL PRINCIPLES WHICH, IF BROKEN, COULD RESULT IN DISCIPLINARY ACTION BEING TAKEN.

STUDENTS AT THE BEDFORD SIXTH FORM ARE EXPECTED TO:

- Treat everyone with respect and make sure that their behaviour does not discriminate against anyone or make any other person feel uncomfortable
- Respect the rights and interests of other Bedford Sixth Form students, staff and visitors
- Attend all sessions regularly and punctually
- Explain to their Personal Tutor and Subject Teacher the reason for non- attendance.
- Take personal responsibility for their own learning and make active use of the learning resources and support services provided
- Work hard and complete all work within specified deadlines.
- Take an active part in reviewing their progress with their Subject Teacher.
- Seek help from their Personal Tutor or Student Services if they need it
- Act safely so that they do not put themselves or others at risk and observe all health and safety rules of The Bedford Sixth Form
- Carry their ID card at all times on The Bedford Sixth Form premises and show it, on request, to any member of The Bedford Sixth Form staff
- Act with consideration for the Sixth Form environment and other Sixth Form users.

# CODE OF CONDUCT

STUDENTS AT THE BEDFORD SIXTH FORM SHOULD NOT:

- Behave in a disruptive, aggressive, intimidating, bullying or unruly way
- Disrupt or interfere with the education or learning of fellow students
- Misuse The Bedford Sixth Form property and equipment, including IT equipment
- Be intoxicated while at The Bedford Sixth Form or be incapable of undertaking their course work because of excessive drinking or use of controlled substances
- Make or send annoying, obscene, malicious or indecent telephone calls, letters, SMS messages, text messages or e-mails, or place malicious or offensive materials on any electronic media
- Cause malicious damage to, or theft of, the property of other students, staff or visitors of The Bedford Sixth Form
- Use foul or abusive language
- Gain unauthorised access to, or make modifications to, The Bedford Sixth Form files or computer material
- Enter any part of The Bedford Sixth Form to which students are not entitled access
- Carry any weapon or any other object with the intention or purpose of use in a threatening way

- Falsify The Bedford Sixth Form documents
- Submit materials or work for assessment which have not been made or authorised by the individual, or which have been copied from other students or sources without acknowledging or referencing those sources (plagiarism)
- Allow others to submit materials or work for assessment which have not been made or authorised by the individual, or which have been copied from other students or sources without acknowledging or referencing those sources (plagiarism)
- Take part in any illegal activity
- Behave in any way which adversely affects the reputation of The Bedford Sixth Form.

SERIOUS OR REPEATED BREACHES OF THE CODE OF CONDUCT, INCLUDING VIOLENT OR INTIMIDATING BEHAVIOUR, SEXUAL, RACIAL OR OTHER HARASSMENT OR DELIBERATE VIOLATION OF THE BEDFORD SIXTH FORM'S RULES, ARE SEEN AS GROSS MISCONDUCT AND WOULD NORMALLY RESULT IN THE STUDENT BEING EXCLUDED FROM THE BEDFORD SIXTH FORM.

# EQUALITY & DIVERSITY

The Bedford Sixth Form is committed to the promotion and development of equality and diversity. We aim to provide a working and learning environment which values individuals equally, regardless of age, disability, ethnic origin, gender, sexual orientation or re-orientation, marital status, religion, belief or trade union membership.

The Bedford Sixth Form is home to people from a range of cultures and backgrounds with a variety of beliefs, attitudes, values and abilities. We encourage everyone to share their experiences and celebrate the diversity of The Bedford Sixth Form.

Discrimination exists in many forms. Everyone should ensure that their behaviour is not discriminatory and does not make any other person feel uncomfortable. The Bedford Sixth Form will not tolerate harassment, bullying, victimisation or discrimination, and has procedures in place to deal with, and provide support for, individuals involved in such incidents.

If you feel that you have been unfairly treated, or that you are a victim of harassment, please talk to your Personal Tutor or Student Services (located in the Hub) who will work with you to ensure that the problem is resolved.

The Bedford Sixth Form monitors the ethnicity, age, gender and disability of its students to ensure that it is representative of the local community and gives everyone the opportunity to progress towards their chosen goal.

The Bedford Sixth Form takes its commitments seriously under the relevant equality legislation. Copies of our equality and diversity and anti-bullying policies are available from Student Services and on The Bedford Sixth Form website.

## DRESS CODE

You are not required to wear a uniform however please be aware that you are representing The Bedford Sixth Form and we expect you to be dressed appropriately at all times. If you are wearing something which is deemed unsuitable by members of staff or other students then you will be asked to go home and change. Please do not wear anything which may cause offense to others in terms of logos or quotes. Inappropriate dress would not be tolerated in the work place and we would like to prepare you to meet the expectations of prospective employers by adopting this ethos at all times.

If you are a student who is representing The Bedford Sixth Form on a work placement, please be mindful that you must be suitably dressed when working with other professionals. Feedback regarding your dress and behaviour is taken into consideration by assessors and fed back to The Bedford Sixth Form.

## MOBILE DEVICES & MUSIC

Phones must be switched off and in bags unless you have been given permission to use them for learning purposes or to record your private study tasks. Students must **NOT** play music on any devices inside any buildings and re-charging of any devices should not take place on The Bedford Sixth Form site. Mobile phones must not be taken into any examinations.

## STATIONERY AND TEXT BOOKS

All students are required to come to classes with basic stationery which include a subject folder, lined paper, pens, etc.

All students are expected to purchase books which are deemed necessary by their Subject Teacher. Please refer to the 2015/16 book list, details of which can be found on Moodle. Limited copies of key texts will be available for reference and to borrow from the Learning Resource Centre.

## TERM DATES ARE:

11<sup>th</sup> September 2017 – 15<sup>th</sup> December 2017

23<sup>rd</sup> October 2016 – 27<sup>th</sup> October 2017 (**HALF TERM**)

8<sup>th</sup> January 2018 – 29<sup>th</sup> March 2018

12<sup>th</sup> February 2018 – 16<sup>th</sup> February 2018 (**HALF TERM**)

16<sup>th</sup> April 2018 – 22<sup>nd</sup> June 2018

28<sup>th</sup> May 2018 – 1<sup>st</sup> June 2018 (**HALF TERM**)

***Taking holidays during term time is not acceptable.***

Please ensure, therefore, that your family is aware of The Bedford Sixth Form's term dates, as these do not always coincide with the local school holidays.

## ATTENDANCE & PUNCTUALITY

The Bedford Sixth Form is required to closely monitor the attendance of all students. It is therefore very important that you follow these guidelines.

You are required to attend regularly and be on time to all classes. The timetable on the next page shows what time each of your lessons start and finish. We expect 100% attendance but understand that due to illness or circumstances beyond your control this is not always possible. At The Bedford Sixth Form we do not have bells informing you of the time of classes, therefore you will have to be responsible for your own timekeeping and use a watch or phone to enable you to do so.

It is also your responsibility to email your Subject Teacher to inform them you are too unwell to come in and find out what the work is that you will be missing so that you do not fall too far behind.

Any student found purposely missing classes will face disciplinary action. Failure to adhere to the Sixth Form's attendance policy may result in having your place at The Bedford Sixth Form withdrawn.



# TIMETABLE 2017 - 18

		Monday	Tuesday	Wednesday	Thursday	Friday
		Staff Briefing (P1 starts 9.10)				
P1	9.00 - 10.15					
TRAVEL	10.15 - 10.20	TRAVEL	TRAVEL	TRAVEL	TRAVEL	TRAVEL
P2	10.20 - 11.35					
<b>BREAK</b>	11.35 - 11.55	<b>BREAK</b>	<b>BREAK</b>	<b>BREAK</b>	<b>BREAK</b>	<b>BREAK</b>
P3	11.55 - 1.10					
<b>LUNCH</b>	1.10 - 2.05	<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH</b>
P4	2.05 - 3.20					
TRAVEL	3.20 - 3.25	TRAVEL	TRAVEL	TRAVEL	TRAVEL	TRAVEL
P5	3.25 - 4.30			<b>ENRICHMENT</b>		

# ATTENDANCE & PUNCTUALITY

## WHAT SHOULD YOU DO IF YOU ARRIVE LATE?

It is imperative that you make every effort to arrive to your classes and tutorials on time. If you know in advance that you are likely to be late for any reason, ensure you inform your tutor before the session.

## ATTENDANCE POLICY

Please note your attendance and punctuality will be checked at the end of every day by Personal Tutors who generate daily reports on your attendance. Parents will be sent a text if you are absent for any session and this will result in a meeting with your Personal Tutor. If patterns are spotted and should there be cause for concern, this will be raised with you and should the need arise, with your parent or guardian. Action will be taken if:

- Your attendance shows a pattern of decline
- Your absences show a pattern e.g. every Monday morning
- You regularly arrive late without good reason.

## WHAT SHOULD YOU DO IF YOU ARE ILL?

If you are too unwell to come to The Bedford Sixth Form then please ring the absence hotline: 01234 291741 **before 9am** to inform us. We will need to know your name, the reason for your absence and how long you expect to be away.

If you know in advance that you have to miss a class, it is essential that you tell your Personal Tutor, Subject Teacher and inform the Visitor Reception Office. This should only apply in exceptional circumstances such as funerals, driving tests or hospital appointments which cannot be changed.

**You should NOT arrange for events like driving lessons, doctors', opticians' or dentists' appointments or part-time work at any time when you may be required to be in The Bedford Sixth Form. This includes classes, tutorials and study times.**

## Programmes of Study

In year 1, you will study a Level 3 programme which could include a combination of AS levels and/or vocational qualifications equivalent to one or two AS Levels.

**It is a National requirement that you must achieve a level 4 or above in GCSE Mathematics if you are to study at A Level/Level 3. If you do not have a level 4 or above in Maths you will be expected to continue to study it as part of your programme of study.**

**All our Mathematics' students are entered for the Foundation paper at GCSE in June.**

In Year 2 you will study a level 3 programme which could include a combination of A2 levels and/or vocational qualifications equivalent to one or two A Levels.

## YEAR TEAM MEETINGS

Whichever Programme of Study you are following, there will be a Year Team Meeting each month which you will be expected to attend. They give us an opportunity to meet up as a whole year group sharing important information, celebrating achievement as well as letting you know dates and times of events that you should be aware of.

## PRIVATE STUDY POLICY

Your Subject Teachers will be setting you private study, which should be completed in your free study periods or at home, on a regular basis. You are expected to spend at least one hour studying outside the classroom for every hour in the classroom. It is essential that you complete all private study tasks to the best of your ability as failure to do so will impact on your ability to benefit fully from the subsequent lessons delivered by your Subject Teacher. We have many facilities which you can access such as computers and other e-learning resources. Please use the study spaces in the Grand Hall and the Learning Resource Centre. (For a list of study and social spaces available on site please see page 24 and 25)

# EXAMINATIONS & ASSESSMENTS

## EXAMINATION ENTRY

You are required to attend all internal class tests and assessments (See page 20) and to sit the relevant external examinations.

## ASSIGNMENT SUBMISSIONS (ALL COURSES)

It is **vital** that you meet the deadlines set by your tutors. Internal deadlines are as important as external ones and will ensure that you receive the necessary feedback on assignments in order to improve. Failure to meet deadlines could result in you not receiving feedback on time for you to improve a piece of coursework or it could have a detrimental impact on your overall grade.

## ASSIGNMENT SUBMISSIONS (CAM TECH AND BTEC)

The Cambridge Technicals and BTEC qualifications are assessed through the submission and marking of student coursework. Marks are awarded for coursework according to criteria provided in an assignment brief which is provided to all students prior to the beginning of an assignment.

If you have any questions about assignment marking and submission, your subject tutors who will be able to help you.

## SPECIAL EXAM ARRANGEMENTS

Should you require special exam arrangements, an assessment will be undertaken to assess the provision you require. Please speak to your personal tutor for further information as soon as possible,

## RESULTS/CERTIFICATES

Your results will be available for collection from The Bedford Sixth Form in August. Certificates will be sent home as soon as they become available.

## EXAM BOARD CONTACT DETAILS

### AQA

Main switchboard on 0161 9531180, Monday to

Friday 08.00–17.00

e-mail: [mailbox@aqa.org.uk](mailto:mailbox@aqa.org.uk)

### EDEXCEL

Please have a look on their website as they have specific numbers and email addresses for specific subjects.

[www.edexcel.com](http://www.edexcel.com)

### OCR

e-mail: [general.qualifications@ocr.org.uk](mailto:general.qualifications@ocr.org.uk)

Telephone: 01223 553998

### WJEC:

Email: [info@wjec.co.uk](mailto:info@wjec.co.uk)

Telephone: 0292 026500

# For All Coursework

## PLAGIARISM

### WHAT IS PLAGIARISM?

Plagiarism occurs when you submit work that is all or in part the work of someone else. There are three areas to consider:

1. Plagiarism which has been committed by accident is still plagiarism. For example unknowingly using someone else's ideas or not referencing your work properly is still considered plagiarism.
2. Plagiarism can be present in any form of work that is submitted for marks. This can include presentations, computer programming, art work or performances.
3. Plagiarism is not just the use of someone else's work or ideas without their permission. Either with or without the original author's consent, the use of the work or ideas that are not properly referenced will still be considered as plagiarism.

**To avoid plagiarism occurring, make it clear when the ideas, concepts or words of someone else have been used in or influenced your work. You can do this by properly referencing your work**

### EXAMPLES OF PLAGIARISM ARE:

1. Copying and submitting the work of a fellow student.
2. Copying the text from books or journals without referencing the original author.
3. Buying and submitting an assignment from the Internet
4. Creating a piece of work by cutting and pasting various sections of text and/or images found on the Internet into a document without referencing the original author or making it clear that the section is not their own work.
5. Allowing another student to copy or submit some or all of your own work.

The Bedford Sixth Form takes plagiarism very seriously. Plagiarism is a breach of The Bedford Sixth Form Code of Conduct and students, who intentionally or unintentionally plagiarise, may face disciplinary procedures. The out-come is decided on a case-by-case basis, however, it may result in the student being given a formal warning and/or the assignment being unmarked. This could result in the failure of a module or entire course.

## **ASSESSMENT APPEALS**

Our courses are designed to make coursework assessment decisions very straightforward. Your Subject Teacher will explain how your work will be assessed at the beginning of the course. A copy of the Appeals Procedure can be obtained from either Student Services or the Examinations Office.

## **A LEVEL RE-SITS**

You will be well supported in preparing for your May/June exams and these fees will be covered by The Bedford Sixth Form. If you need to re-sit an exam there will be a fee. You will need to complete a re-sit form and pay the necessary fee, details of which will be provided to you should you need it. This should be returned by 26<sup>th</sup> January 2018 at 2.00pm

You can find out when your exams take place by looking at the exam timetables on each individual exam board website. You are advised to look at the website at the beginning of your course to find out exactly when your exams take place in the summer. An exam timetable will also be placed on the exam noticeboard before the exam season commences.

# MONITORING YOUR PERFORMANCE

The Bedford Sixth Form is committed to communicating your progress with both yourselves and your parents/guardians.

You will have regular formal assessments through the setting of appropriate work, which is then assessed against examination board standards, and is returned with written feedback on strengths, weaknesses and guidance on how to improve. The assessments can take place up to a fortnight before the dates shown in the table below. The assessments in mock week allow you to experience what it is like to sit exams at BSF.

YEAR 1	Year 1 AS/Level 3 Diploma +GCSE Maths
Assessment 1	18/09/17
Assessment 2	02/10/17
Assessment 3 – Mock week	08/01/18
Assessment 4	26/02/18

YEAR 2	Year 2 A2/L3 Diploma +GCSE Maths
Assessment 1	16/10/17
Assessment 2 – Mock week	15/01/18
Assessment 3	16/04/18

You will have individual meetings with Subject Teachers, at least once per term, to discuss progress in light of the formal assessments, and to focus on how standards can be further raised.

Your parents/guardian will receive regular reports and be invited in for a parents evening where they will be able to discuss your progress with your Subject Teachers. This is both an opportunity to celebrate success and also identify any causes for concerns which may have the potential to affect your attainment.

	Year 1 AS/L3 Diploma GCSE Maths	Year 2 A2/ L3 Diploma
Parents Evenings	Welcome Evenings 13/09/17 or 14/09/17 31/01/18 (subject based)	07/02/18

YOU WILL HAVE A MEETING WITH YOUR PERSONAL TUTOR IF YOU:

- Fail to submit work
- Submit work late for assessment
- Fail to produce work which is your own (see note on plagiarism) or which is of an inappropriate standard
- Are regularly late or absent

If you fail to show an acceptable level of improvement then disciplinary action will be taken. A copy of our Student Disciplinary Procedure can be found on our website. **[www.bedfordsixthform.ac.uk](http://www.bedfordsixthform.ac.uk)**

Please remember that, if there is anything which is making it difficult for you to attend classes (for example family problems, travel difficulties, concerns about your course etc.), you should discuss it, in confidence, with your Personal Tutor as soon as possible.

***“The student environment, while a more adult, independent environment than school, will focus on individual support and lots of personal contact with teaching staff so that students feel fully supported to achieve their goals. Each student will be allocated a Personal Tutor who will provide support, monitor academic progress and set long and short term targets that are sufficiently stretching and challenging to enable students to maximise their potential. The Personal Tutor will also check attendance, ensure punctuality and monitor student behaviour.”***

## **SUBJECT TEACHERS**

Subject Teachers are based in their staff rooms. Should you wish to speak to a member of staff outside lessons, please arrange a suitable time by speaking to them before or after the lesson or by e-mailing them. It is not always possible to speak to a member of staff unless you arrange to meet them beforehand as they may be teaching or in a meeting. Scheduling a suitable time beforehand will ensure you both have time to address any issues and deal with your concerns.

## **PERSONAL TUTORS**

Your Personal Tutor is there to support with your personal development and progress on your course. You will have regular tutorials and one to one tutorials where you will:

- Discuss how you are doing in your subjects and what you will need to do to succeed.
- Set and monitor long and short-term goals

## ADDITIONAL SUPPORT

At The Bedford Sixth Form, the Additional Support team ensure that all of your learning needs are met, offer help to develop the skills you need to improve your assignments, providing specialist equipment you may need to complete work, making special arrangements for taking exams which in some cases could include one to one support, as well as providing support in accessing facilities. We understand that learning difficulties such as dyslexia for example, brings their own particular demands when you are taking an exam based or assignment based course.

***“IT will be used to support the learning experience. There will be a high ratio of equipment to student, modern IT resources for teaching and self-study...”***

## MOODLE & E-LEARNING

Moodle is our virtual learning environment. You will be given a log-in as part of your induction. It is a very important resource which you must familiarise yourself with as your subject teacher will be expecting you to access work on there on a regular basis. If you are absent, your subject teacher may direct you to Moodle to access work you have missed. You will also use Moodle during your tutorials as it is a place where you will be able to review your personal learning plan (PLP) and check your progress.

# OUR FACILITIES

## CLASSROOMS AND IT ROOMS

Classrooms should not be used outside of lessons unless you have been given permission to do so by your Subject Teacher. Eating and drinking is **NOT** permitted in classrooms or computer rooms. Students can drink water only to remain hydrated but must provide their own water bottles.

## STUDY & SOCIAL SPACES

*“There are a number of high quality, light and spacious social learning environments, where students can gather in large or small groups to study, eat and relax.”*

### **The Learning Resource Centre**

We welcome you to the Learning Resource Centre where you will have a range of facilities to help with your private study. The Learning Resource Centre offers access to a range of books, journals and DVDs as well as a variety of e-books and e-resources. All our e-books and most of our e-resources can be accessed at the Sixth Form or at home via Moodle, our Virtual Learning Environment. You will also have access to a photocopier which you will be able to use with your Student ID Card. Your ID card comes with £1 credit so it is ready to use. When you have used all the credits on your ID card, you can top-up your credits at the Learning Resource Centre. We ask that you respect the facilities provided here by refraining from eating or drinking in the Learning Resource Centre.

### **The Grand Hall**

The Grand Hall is located in the middle of the main building. Here you can work individually or in groups but we ask that you keep the noise levels to a minimum to respect others who may also be using that space to study. You are welcome to drink soft drinks, tea and coffee in this space but kindly ask that you dispose of your litter in the bins provided.

### **The Hub**

This space is located near Student Services and the Learning Resource Centre. You are welcome to consume food and drink here but ask that you respect the space and dispose of your litter in the bins provided.

### **Quiet Room**

We also have a Quiet Room for individual prayer or quiet contemplation By all people of faith or belief as well as those without. This room is located on the ground floor of the main building opposite GO8. Please ask at the Visitor Reception Office for keys to this room

### **Notice boards**

Separate notice boards for year 1 and year 2 will be used to display reminders of dates and times of whole Year Team meetings and other events happening throughout the term that you will be expected to attend.

## **WI-FI ACCESS ON SITE**

WI-FI access is available across the entire site which includes the Hub, the Grand Hall and all classrooms. IT services will provide you with the necessary passwords at induction

## ENRICHMENT

***“There will be a lively and stimulating programme of extra-curricular activities to support students’ learning as well as their personal/social development and employability”***

Sixth Form is not just about studying – you also have the chance to get involved in lots of enrichment activities, events and clubs. The programme changes each year. It can include activities such as sports and outdoor pursuits, as well as book club, debating society and student magazine, and gives you the opportunity to meet students from other areas of the Sixth Form. Last year there were different sports clubs occurring each lunch-time, led by external coaches. They included Dodgeball, Football, Badminton, Rounders and Table Tennis.

We also offered a Law club and a Business club to name but a few.

You could get involved in the Student Council or environmental projects – all of which look great on your CV.

For more information call into Student Services in the Hub, ask your Personal Tutor, look on the Student Services website or check the Enrichment notice boards near the Hub. We try to provide the activities you want, so let Student Services know if you have any good ideas.

## CHALLENGE AND EXTENSION

There is a Challenge and Extension Programme available to support the most able students to achieve their full potential and apply for places at the top Universities.

# TRIPS



These can be split into three categories:

- Essential

If you do not do these you will not be able to pass your course

e.g. work placements, Vaudeville Theatre, London for Drama, Tate Britain-Tate modern for Art students, Practical moderation day at Sandy Upper School for A2 P.E. students

- Necessary

They form an integral part of your course and develop practical skills in a realistic environment

e.g. Biology fieldtrip, Stibbington, visit to V and A for a screening of Jerusalem for English, safeguarding/child protection and active kids for Sport, British Film Institute study day for film studies

- Super Enrichment

They are enrichment opportunities but are optional

e.g. Barcelona trip, Prague trip, Rugby 7's tournament, Sports Festival at Shuttleworth

When you enrol at The Bedford Sixth Form you are opting into all the trips on offer so if you **do not** return your reply slip it means you **are** going on the trip.

You will be asked for the cost of the ticket and travel for each of these trips, as and when they occur, throughout the year.

## TRINITY ARTS & LEISURE

As a student at The Bedford Sixth Form, you will have access to the Trinity Arts and Leisure facilities which are located on site. For a subsidised fee you will be able to use the 25 metre six-lane swimming pool and gym as well as take part in the many and varied classes that are offered. A great way to unwind after a hard day of studying! You will need to pre-book a gym induction should you wish to take advantage of the equipment there. If you are interested in setting up a team for example badminton or another team sport, the staff will be happy to discuss this with you. Please see the Trinity Arts and Leisure website for more information on [www.trinityleisure.co.uk](http://www.trinityleisure.co.uk) or call on 01234 291777. Details can also be found on our Moodle page.



## **STUDENT VOICE**

***“There will be a strong focus on the student voice, with students inputting into sixth form life and staff shaping the Sixth Form based on student feedback. Students will feel that they belong to a community and will play an active part in the running of the Sixth Form through the Student Council and Student Ambassador scheme.”***

You will be asked to complete surveys during your course. There will also be regular half-termly meetings of student focus groups where student opinions are sought about various aspects of the Sixth Form and you will be given the opportunity to work with us on a wide range of matters, sharing your views and helping us to develop The Bedford Sixth Form.

## **STUDENT COUNCIL**

The Student Council is run for students, by students, and is supported by Student Services.

Each tutor group elects a student rep who is then invited to the student council

THE STUDENT COUNCIL AIMS TO:

- Improve student life at The Bedford Sixth Form
- Give students a voice in the running of The Bedford Sixth Form
- Organise fun and fund-raising activities
- Represent your interests on The Bedford Sixth Form committees such as the Safety Committee or Board of Governors
- Produce a student newsletter.

IF YOU BECOME A MEMBER OF THE STUDENT COUNCIL YOU WILL GET:

- A chance to work with others to make a positive difference to Sixth Form life
- Useful experience of team work, organisation and personal challenges
- A Certificate of Achievement if you attend and contribute to meetings.

All we need from you is a few hours of your time, and lots of enthusiasm. We welcome all students, and if you have particular skills or interests, such as writing newsletters or organising events, please do contact us but if you do not and would like to get involved all the same, then please come and speak to us in Student Services.

## **STUDENT AMBASSADORS**

Student Ambassadors are recruited in the summer term of year 1 and they support The Bedford Sixth Form in a wide range of activities including student recruitment, Welcome Day and to champion the BSF experience. They will also have the opportunity to share their views and ideas in shaping The Bedford Sixth Form.

Students have to apply and be recommended by their Personal Tutor. If you are interested in becoming a Student Ambassador then please find details on the Student Ambassador board in the Hub.

## **HAVE YOUR SAY**

We welcome your views on any aspect of the Bedford Sixth Form and will regularly seek student feedback.

However hard we try we know that things can sometimes go wrong, so we have a scheme in place to help you get something done quickly if you have a complaint.

**YOU CAN:**

- Talk to your Personal Tutor, Subject Teacher or Course Manager
- Go to the 'Have your Say' section of Moodle and complete the comments box. (You can also use 'Have your Say' to make suggestions or pay a compliment!)
- If you have a serious grievance, including bullying, go straight to your Personal Tutor or speak to Student Services.

We will deal with your complaint and let you know what is happening. For more information pick up a 'Have your Say' leaflet from Student Services.

Copies of the Student Grievance and Bullying/Harassment procedures are available on The Bedford Sixth Form website.

## STUDENT SERVICES

Student Services offer a comprehensive range of support, information, advice and guidance services to help you make the most of your time as a student. Our team of qualified and experienced staff provide careers guidance, advice on higher education applications and funding, personal counselling, financial support, advice on your health and wellbeing and much more.

The Careers and Job shop (part of student services) can help you to find work. Whether you want a part time job whilst you are at the Sixth form or a full time career at the end of your course, the Career and Job shop staff are here to help. We can support you with finding vacancies, completing CV and application forms as well as helping prepare you for interview. Our Jobs Bulletin is a useful resource bringing together jobs, apprenticeships, volunteering opportunities amongst other possibilities from many sources into one place. See [www.yourspaceonline.net/find-a-job/job-vacancies](http://www.yourspaceonline.net/find-a-job/job-vacancies) for more details.

If you have financial worries which are affecting your studies, they can advise you about the availability of financial support, including bursaries and support funds, support with travel costs, free meals, childcare grants, fee concessions or benefits.

You can also visit Student Services if you have a complaint or

grievance, concerns about safeguarding or bullying - or any other questions. If they can't help, they'll know someone who can! If your enquiry is of a personal nature, we also have a private interview room.

If you would like any help or you would like more information on the service please drop into their office in the Hub, call 01234 291444, or email [studentservices@bedfordsixthform.ac.uk](mailto:studentservices@bedfordsixthform.ac.uk). Why not visit the student services website ([www.yourspaceonline.net](http://www.yourspaceonline.net)) which has useful information and advice available online? This includes details of support available in areas such as health and wellbeing, financial support, academics and jobs and careers.

# PROGRESSION POLICY

Bedford Sixth Form is committed to ensuring everyone in our community can develop their education and skills to the highest level.

If a student successfully completes a full-time programme of study at one level they will be guaranteed a place provided that:

- They have completed and achieved the main qualification element
- They have attended all exams required for their programme of study
- They have submitted all their coursework on time
- They have met the Sixth Form's standards in relation to performance, attendance and behaviour.

*“Students will be supported to apply for higher education courses which reflect their potential and ambitions, or to pursue other high quality career opportunities if that is their chosen path.”*

## **LIFE AFTER BSF**

This takes place towards the end of the first year. It covers a variety of aspects of Life after BSF including an introduction to the A2 Level programme of study with the opportunity to attend some lessons in each of your chosen subjects. It also includes a Careers Fayre, University visits and an introduction to UCAS.

## **UCAS**

Many of you will be thinking of going to university and we are here to prepare you for this next step. An integral part of this preparation is the UCAS application process: We are here to support you throughout the process with help from the careers team.

The Careers Team can offer one to one support with choosing universities, colleges and courses (or non-university alternatives) as well as completing the UCAS application and personal statement. The careers team offer interview practice, group sessions and a lunchtime (personal statement) UCAS Drop in session which runs from the start of the academic year through to the UCAS deadline. To arrange an appointment please speak to your personal tutor or drop into the Student Service office in the Hub. You can attend the drop in without an appointment.

What the Personal Tutors ask of you, however, is that you are organised in terms of completing the application and personal statement by our internal deadline so that they can be checked, any corrections and improvements made and sent off by the UCAS deadline. Late submissions cause many complications and we would like to avoid jeopardising your future place at university due to lack of organisation.

### **IMPORTANT DATES**

15<sup>th</sup> October 2017: Deadline for applications to Oxford, Cambridge, medicine, veterinary science and dentistry.

20<sup>th</sup> October 2017: Internal deadline for application to be sent to personal tutor for checking and academic reference to be added.

15<sup>th</sup> January 2018: Final deadline for completed applications to reach UCAS. After this date, universities are not obliged to consider the application.

**You should check any other deadlines that apply to you, particularly our internal deadlines and your own personal 'reply to offers' dates.**

# SAFEGUARDING & CHILD PROTECTION

You have a right to be safe while at The Bedford Sixth Form, and also have a responsibility not to harm others. If you are being hurt, bullied or made to do something you don't want to do, it is important to talk to someone. If you have any concerns in this regard please contact Student Services where there are designated staff trained to deal with complaints or allegations of abuse.

We have safeguarding and anti-bullying policies in place to ensure that both young people and vulnerable adults attending The Bedford Sixth Form do so in a safe and secure environment. It sets out the steps we take to protect young people studying with us and explains what we do if a student is, or is suspected of, being harmed or abused. You can obtain copies of our policies from Student Services or look on The Bedford Sixth Form website.

## PERSONAL SAFETY

We take your personal safety extremely seriously, and our Safe Team ensures a safe and welcoming environment for students, staff and visitors. They are on hand to give help and assistance at any time, but will also intervene if they find students breaking the Code of Conduct. They will regularly check ID cards at the entrances to the main buildings so that individuals who should not be on site are unable to gain entrance. This service has been introduced for your protection – your co-operation is appreciated, particularly by ensuring that you always carry your ID card. If you see anyone on site who you suspect should not be here, please report this to either a member of staff or a member of the site team. It is our collective responsibility to create a safe learning environment.

# HEALTH, SAFETY & SECURITY

We want all students to enjoy their time at The Bedford Sixth Form. We therefore strive to make all environments and activities which you may experience as safe and free from risks as possible.

It is important to remember that what you do and don't do will have an effect on your own experiences and those of other students. It is therefore essential that you observe the following general safety rules:

1. Take note and follow all safety instructions, rules, restrictions and notices.
2. Observe all fire safety rules and notices.
3. Co-operate in all cases of emergency such as fire.
4. Do not tamper with or interfere with fire extinguishers, Evacuation chairs or anything else provided for health and safety reasons.
5. Keep environments clean and tidy.
6. Wear protective clothing and equipment as directed by your Subject Teachers if required.
7. Only use equipment you have been authorised and trained to use.
8. Report concerns you may have or anything you think is dangerous to you or others.
9. Report accidents or incidents if they happen to you.
10. Keep yourself fit and healthy so that you can learn to the best of your ability, and make sure you eat regularly and drink plenty of water.

## **ID CARDS**

All Bedford Sixth Form students are issued with an ID card which must be carried at all times whilst on The Bedford Sixth Form premises. It is essential that you carry your ID card at all times – any member of staff may request it at any time. This is for your personal safety, to help us ensure that only authorised people are on campus and you will also require your ID to access some teaching areas.

ID cards will be issued as part of enrolment when you have your photograph taken. If you lose your ID card you will need to ask for a replacement at the office. There is a replacement charge of £5 for the card. If you forget your ID card you will be required to pay a £1 for a day replacement card.

As well as giving you discount in some local stores and leisure facilities (contact Student Services for a list of participating organisations), your ID is required to use many Bedford Sixth Form facilities. In particular, it allows you access via the main student entrance. It acts as a library card, enables you to use the photocopier (subject to sufficient credit) and must also be taken into examinations as proof of identity.

## **PUSH BIKES, MOTOR CYCLES & PEDESTRIAN SAFETY**

If you come to The Bedford Sixth Form by push bike, we ask you to be considerate of pedestrians, especially around the site, as members of the public use the Trinity Arts and Leisure facilities.

Please lock your push bike securely in the designated bike racks. Please note that push bikes kept on The Bedford Sixth Form premises are secured there at the owner's risk.

PLEASE NOTE THAT STUDENTS ARE NOT PERMITTED TO PARK THEIR CARS OR MOTOR CYCLES ON SITE AS THERE ARE A VERY LIMITED NUMBER OF CAR PARKING SPACES RESERVED FOR STAFF AND VISITORS. CARS ARE ONLY PERMITTED TO BE PARKED FOR THOSE WHO ARE MOBILITY IMPAIRED.

## SMOKING

The Bedford Sixth Form takes its duties under the 2006 Health Act seriously and is committed to operating a smoke-free environment. You may only smoke in the designated smoking area which is the courtyard and can be accessed via the Art and IT block. There is a separate area in the courtyard for electronic cigarettes

**Student Services offer a smoking cessation programme should you wish to stop smoking.**

## LOCKERS

There are a limited number of lockers available for you to use should you require a place to keep your belongings. Further details on how to acquire a locker will be available on Moodle.

## LOST PROPERTY

If you lose personal property in The Bedford Sixth Form please contact the main office where staff will check whether it has been handed in. If you find any item of lost property please take it to the main office. The Bedford Sixth Form does not accept liability for students' personal belongings and you are expected to look after your property on site.

# BEDFORD SIXTH FORM EMERGENCY CLOSURE

Please do not assume that in the event of snow that The Bedford Sixth Form will automatically be closed. Please check the local radio station for information about closures should we decide that the site is unsafe for students.

Further information can be found on our website **[www.bedfordsixthform.ac.uk](http://www.bedfordsixthform.ac.uk)** and via the local radio station, Heart Bedfordshire – you can find it at 96.9 FM or check out their website at **[www.heartbedford.co.uk](http://www.heartbedford.co.uk)**. We will also put notices on The Bedford Sixth Form's official Facebook and twitter pages at **[www.twitter.com/bedfordsixthform](http://www.twitter.com/bedfordsixthform)** and **[www.facebook.com](http://www.facebook.com)**. If you have given us your current mobile number we will endeavour to text you the latest information. A copy of our Emergency Closure Procedure can be found on The Bedford Sixth Form website.

## FIRE SAFETY

In order to minimise the risk of a fire, please refrain from bringing materials or substances to The Bedford Sixth Form which are a known fire risk. This includes candles or lighter fuels.

### FIRE PROCEDURES

#### ON DISCOVERING A FIRE:

- Close all doors between you and the fire but do not put yourself at risk
- Warn others! Tell a member of staff or, if there are none available, sound the nearest alarm.
- Leave the building in an orderly manner.
- Go directly to the designated areas at the front of the building and follow the directions of the fire marshals who will be wearing red vests.
- Do not attempt to return to the building unless you have been told it is safe to do so by the person in charge.

## **MOBILITY IMPAIRED STUDENTS**

If you have difficulty using the stairs just go to the nearest refuge point and wait there for assistance. A member of staff will stay with you and the Fire Marshal will report your presence to the person in charge. The Bedford Sixth Form has a number of special evacuation chairs and trained staff will be sent to retrieve you from this area within a short period of time.

## **FIRST AID PROCEDURE**

All first aid accidents/incidents whatever the nature must be reported to the Office on the same day of the incident/accident however minor.

All accidents/incidents will be logged and where appropriate, a parent /guardian informed.

Students should be taken to the main office by a member of staff where a registered First Aider will be called.

If a student is unconscious or unable to move, the Subject Teacher must report the incident to the Visitor Reception Office where a member of staff will call 999.

If a Subject Teacher requires First Aid, please report to the Visitors Reception Office, where a first aider will be called.

If you have an accident or injury whilst on The Bedford Sixth Form premises (however slight) you should report it either to your Personal Tutor or at the office, where the details of your injury will be recorded on an accident report form. The Bedford Sixth Form will provide support as necessary for any injury you may have sustained.

## **ACCIDENTS WAITING TO HAPPEN – REPORTING UNSAFE SITUATIONS**

If you encounter a situation/environment that you believe to be unsafe (an accident waiting to happen) you can report this via Moodle – just click on the ‘accident waiting to happen’ link.

# USEFUL CONTACTS

## THE BEDFORD SIXTH FORM (MAIN SWITCHBOARD)

- 01234 291291
- Website: [www.bedfordsixthform.ac.uk](http://www.bedfordsixthform.ac.uk)
- Email: [info@bedfordsixthform.ac.uk](mailto:info@bedfordsixthform.ac.uk)

## STUDENT SERVICES

- 01234 291444
- email: [studentservices@bedfordsixthform.ac.uk](mailto:studentservices@bedfordsixthform.ac.uk)

## ABSENCE HOTLINE

- 01234 291741

## CAREERS ADVISERS

- 01234 291423
- 01234 291933
- 01234 291446
- 

## COUNSELLORS

- 01234 291911
- email: [counselling@bedfordsixthform.ac.uk](mailto:counselling@bedfordsixthform.ac.uk)
- text: TALK to 07950 080723

## LEARNING RESOURCES CENTRE

- 01234 291230
- email: [learningresources@bedfordsixthform.ac.uk](mailto:learningresources@bedfordsixthform.ac.uk)

## STUDENT FINANCE ADVISERS

- 01234 291470 or 01234 291943 or 01234 291674

# NOTES

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