

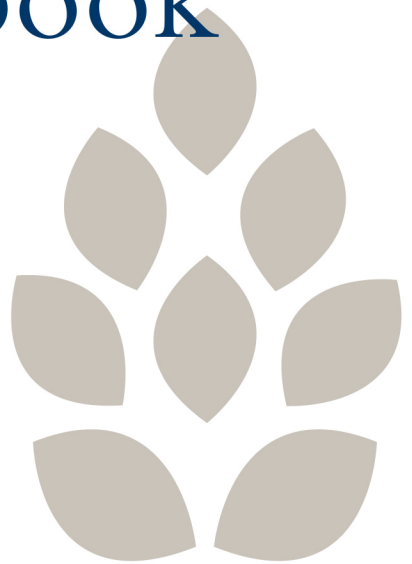


**POCKLINGTON  
SIXTH FORM**

Ages 16 to 18

# Sixth Form handbook

Information for  
Sixth Form students



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## Induction

Sixth Form study requires a more advanced set of skills than those required at GCSE level. These come easily to some students whereas others need more individual help. In addition, there are a wider variety of opportunities and responsibilities for students at this level, both academically and in extra-curricular pursuits. We have an Induction Day at the start of the Lower Sixth, which provides an introduction to Sixth Form library and study skills, and the facilities available at Pocklington. It also gives students an insight into the wealth of opportunities for getting involved during their time in the Sixth Form.

The remainder of the students' induction into the Sixth Form is a gradual process. Lower Sixth subject teachers and house staff keep a close eye on our students to ensure any problems are picked up quickly, and while still relatively minor and easy to sort out.

Between four and six tutor periods per term are devoted to LEAP (Lower Sixth Enrichment for after Pocklington); these sessions are designed to prepare students for life beyond school (for example dealing with anxiety, building resilience, dealing with prejudice, and financial planning). There are a mix of internal and external speakers, talks and workshops that will allow students to LEAP forward with confidence.

Sixth Form assemblies are varied with external speakers, presentations by students/staff and a regular guest appearance from our school chaplain. Recent topics have included current affairs and global issues, personal/health issues as well as GAP years, finance and University applications.

## **Exams and Assessment**

INTERNAL: Subject departments carry out internal assessments throughout the course of the academic year. Continuous assessment is reflected in interim and end of term reports.

EXTERNAL (L6): Lower Sixth students sit external examinations in May/June and then return to school to continue on their A level courses in the second half of the summer term. Most will sit a rigorous internal exam to gauge their progress throughout the year. This will take place in the week before summer half term alongside 1<sup>st</sup> – 4<sup>th</sup> year internal exams.

EXTERNAL (U6): Some Upper Sixth students will sit AS resit examinations in May/June. All Upper Sixth students sit external A level examinations in May/June.

## **Reports**

Reports combine two aspects:

- i. Academic report. This has information on academic achievement and application with comments and advice in each subject area. It also includes summary comments from the house tutor.
- ii. Co-curricular report. Regular extra-curricular commitments are highlighted and commented on as appropriate (e.g. games, CCF, swing band, careers assistant).

The Housemaster also writes a comment.

Sixth Form students receive full reports or interim grades at regular points throughout the academic year. In the summer term, Upper Sixth students receive a letter from their tutor reflecting on their time in Sixth Form.

## **Parents' Evenings**

Upper Sixth and Lower Sixth Parents' evenings will take place on Wednesday 19<sup>th</sup> September 2018 and Thursday 28<sup>th</sup> March 2019 respectively. Further details will be published nearer the time.

## Responsibilities and opportunities

Obviously, all Sixth Form students are responsible for setting a good example to our younger students. In addition, the Sixth Form provides an opportunity for all students to find a niche in which they can excel and take on a specific responsibility. We encourage all students to make a commitment where they can.

Specific areas of responsibility include:

School Prefect	Subject Assistant	Assistant Sports Coach
House Prefect	Team Captain	Lower School Assistant
Boarding Prefect	Prep Room Assistant	Pocklington Prep School After School club Assistant
Charity Committee	Careers Assistant	Lifeguard
Library Assistant	Student Council Rep.	Common Room Committee
Young Enterprise	TST Front of House	

## Taking on too much?

Sometimes students find it difficult to say 'No' and take on too many commitments. If the strain starts to show, house staff will step in to ensure that an appropriate balance is set between academic work and extra-curricular involvement. We are always appreciative if parents let us know of any concerns that they may have.

## University applications

This section aims to provide you with a brief overview of the university application process at Pocklington School. Specific dates have been deliberately omitted as these can change during the year depending on information published by UCAS, the school calendar and the availability of speakers.

### Lent Term, Lower Sixth

- Students start their guided research for a presentation on a University of their choice. This is a 5 week project including peer marking of all the students' presentations.
- Assembly presentation to Lower Sixth students on 'Studying Abroad' by an external speaker.
- Presentation to parents and students to introduce University decision making and the UCAS application process.

### Summer Term, Lower Sixth

- During the first half term the focus is on preparation for the forthcoming AS exams.
- Students start attending University Open Days (maximum 3 during school time per term).
- After their AS exams, students continue with their University research, start to fill in their UCAS form, begin work on their personal statement and identify gaps in their experience (which can be filled during the summer holidays).

### Michaelmas Term, Upper Sixth

- Completion of UCAS applications. This can be a lengthy process for some students, particularly for the completion of their personal statement. It is the student's **own** personal statement, although they are given lots of help and advice; they receive individual guidance from their tutor and relevant subject teachers if appropriate. It is important that students do not show their draft statement to too many people – they are likely to get conflicting advice, which can be both frustrating and confusing.
- **NB** The deadline for Veterinary/Medical/Oxbridge applications is earlier than for other courses and universities. Specialist advice is available to students making these early, competitive applications from Mr Butcher (Vet/Medical) and Miss Lamb (Oxbridge), in addition to Mrs Jones (Careers Adviser).
- Early application is also recommended for other competitive courses – but it's more important to make a high quality application than an early one.
- Students can monitor the progress of their application and check for replies from Universities using the UCAS 'Track' system.

## Lent Term, Upper Sixth

Most replies from University (but not all) will be made by the end of term. Conditional offers may be grade based or UCAS point based, and may or may not specify additional requirements or allow AS points. For info:

Grade	A level	AS level	EPQ	BTEC
A*	56	N/A	28	D*D* 112 (=2 x A*grades at A level)
A	48	20	24	D*D 104
B	40	16	20	DD 96 (= 2 x A grades at A level)
C	32	12	16	DM 90
D	24	10	12	MM 64 (= 2 x C grades at A level)
E	16	6	8	MP 48
				PP 32 (= 2 x E grades at A level)

- Students apply online to Student Finance for their student loans.
- UCAS (Extra) becomes available for students who change their mind about their course or who have been unsuccessful in all their applications and hold no offers.

## Summer Term, Upper Sixth

Students usually choose to accept offers from 2 Universities and withdraw their applications to any other institutions that have offered them a place.

1<sup>st</sup> Choice = Conditional Firm (CF)

2<sup>nd</sup> Choice = Conditional Insurance (CI)

The purpose of the CI choice is to provide a back-up in case a student fails to meet the grade requirements for their CF institution.

## August after A levels & BTECs - Results Day

Ideally, students will come into school to pick up their A level results and be congratulated. Students can check their acceptance status at their CF and CI institutions using the UCAS 'Track' system. Results are also made available through the Pocklington School intranet via the 'Pupil Portal'.

For those few students who find themselves without a University place, Mrs Jones and Miss Powell are available on the day to help and advise through the 'Clearing' process. Similarly, any students who wish to 'trade up' having gained better than anticipated grades can use the UCAS system.

Further details on these procedures are provided in the Sixth Form Leavers' Pack.

## General Points

Students are also given presentations, by external speakers, on GAP years and studying abroad. Mrs Jones can advise students about studying abroad.

Mrs Jones is available for students to book an appointment to discuss University/career decisions.

The University application process works most effectively if students apply to courses that suit them best, academically and socially. This means they will usually have more offers to choose from, will be more likely to meet the grade requirements and are more likely to enjoy their course and complete it, gaining a good degree.

## Frequently Asked Questions

### Registration and Attendance

- Tutors are present to ensure students register with their tutor group at 8.35 am every day.
- At registration, tutors pass on information and urgent messages to their tutees.
- **Students arriving late must sign in at reception** stating the reason for their lateness.

### Permission for Absence

- If a student is unable to attend school for illness or any other unexpected reason **parents should phone the school office as near to 8.35 am as possible**. Please phone the school on every day of absence. On returning to school students must bring a letter signed by their parents confirming reasons for absence.
- For foreseeable absences such as medical or dental appointments and important family occasions parents need to provide a letter requesting permission from the relevant Housemaster in advance of the event.
- Holidays should not be taken in term time. In exceptional cases permission for absence can be sought from Miss Powell, Head of Sixth Form.

### Leaving the School Premises during the day

- Sixth form students may sign out during the lunch break to go into town, but they must not go home or to the homes of other students.
- During the school day (8:35 am – 3:45 pm) all students (including boarders) must always sign out at reception when leaving the school site.
- Students must state the time and the purpose for leaving the school site on the ‘signing-out’ sheet.
- If a student needs to go into town at any other time during the school day, permission must be sought from their Housemaster.
- Students must sign back in immediately on returning to school.  
Sixth form students who do not have lessons in the afternoon may go home (not into town) after lunch, once they have signed out.
- On Saturdays, sixth formers can sign out from reception for home having completed their morning lessons, from break time onwards, (unless they have match/practice responsibilities).
- **N.B.** Cars must not be used at lunchtimes.
- Please also see 6<sup>th</sup> Form specific documentation available on Firefly.

### Examinations and Study Leave

- Study leave arrangements for Upper Sixth and Lower Sixth where appropriate, will be confirmed in Feb/March both for AS/A level and BETECs.
- Full school uniform must be worn for examinations and also while on the school site during study leave.

### University Open Days

- Students attending a university open day must have the ‘Authorised Absence’ form signed by each member of the teaching staff whose lessons they will miss. In addition, the form must be signed by the tutor, the Housemaster and parent/guardian.
- The ‘Authorised Absence’ form must be completed a week in advance.
- To minimise absence from lessons, students will only be allowed to attend three open days during term time.



## Timetable

	8.35-8.45	1 8.45-9.20	2 9.20-10.00	10.00-10.20	3 10.20-10.55	4 10.55-11.35	11.35-11.50	5 11.50-12.25	6 12.25-1.05	Lunch 1.05-2.25	7 2.25-3.05	8 3.05-3.45
Mon	Registration									P		
Tue				B			B					
Wed				R			R					
Thu				E			E					
Fri				A			A					
				K			K			P		

	8.35-8.45	1 8.45-9.30	2 9.30-10.15	10.15-10.35	3 10.35-11.20	4 11.20-12.05	Lunch 12.05-1.00	1.00 onwards
Sat	Reg'n			Break				Games

## Lunch

- Sixth formers may have an early lunch (12:45 pm) on Monday to Friday if they have a study period beforehand.

## Sixth Form Centre

The Sixth Form Centre is an exciting facility for the use of sixth form students and staff. There is considerable space which includes areas for study, relaxation and staff offices. Students are expected to treat the facilities with respect and have consideration for others. The SFC is at the heart of the main school building and as such students are respectfully asked to follow these rules:

- Music is permitted during twenty minute break, lunch time and after school only.
- At all times volume levels must be reasonable (there are offices and classrooms nearby!)
- Televisions and games consoles are not permitted.
- Students are responsible for clearing away any mugs, plates etc that they have used. Respect others by clearing up your own mess!
- Lockers are now provided in the SFC for all sixth form students (including boarders). Please bring a padlock at the beginning of the year to secure your belongings. Don't leave stuff lying around communal areas!

## Sixth Form Study Periods

- Students are expected to use their study time wisely.
- The Lower Sixth will have some library study periods and some unsupervised private study periods.
- Upper Sixth students have unsupervised study periods except for those students whose progress and/or behaviour are cause for concern.

## Library Study Periods

- Students must arrive promptly at the start of each library study period (as a register is taken) and stay for the whole lesson.
- Students must bring appropriate work, or background reading material.

## Unsupervised Private Study Periods

- These are times for work or relaxation.
- In addition to the SFC facilities, the Library and some classrooms are open to sixth formers as quiet areas for study.
- Whilst lessons are being taught throughout the school, students who are free must be considerate of this by not playing games on the fields etc and being sensible whilst about the school site.

## Dress Code

- All sixth formers are expected to be smartly dressed at all times. Details of sixth form uniform and standards are listed in the 'Dress Code for Sixth Formers'.
- Rules regarding hair, jewellery and make-up are stated in the 'Blue Book'.
- All students are expected to be clean shaven.
- Failure to comply with school standards in uniform and appearance can result in the student being sent home.

## Use of Cars

**Pocklington School takes the safety of its sixth form students very seriously. We feel that parents, students and teachers need to work together to promote the responsible use of cars by students. The following rules must be strictly adhered to.**

- Day students can only drive a car to/from school once the Head of Sixth Form has received written communication from parents confirming their request, with licence plate details and the names of any students being driven in the car.
- Cars must not be used at any other time e.g. lunchtime.
- Students are not permitted to drive their cars onto the school site at any time.
- Boarders may drive themselves to and from school only with permission from their Housemaster/mistress, the Head of Sixth Form and their parents.
- Boarders must not keep cars anywhere on the school site and must make alternative parking arrangements.
- Boarders must hand in their car keys to their Housemaster/mistress on arrival at school.

## Passengers

- Students are not permitted to carry passengers unless the Head of Sixth Form has received written permission from parents of **both** the driver and the passenger.

## Thursday Afternoon Activities

- Every Thursday afternoon the academic timetable is suspended to allow students to opt into various enrichment activities. These include: CCF, Community Action Programme, and Work Experience.
- Students opting to continue in the CCF will take on leadership responsibility as NCOs, teaching younger cadets aspects of the syllabus
- Students opting to join the Community Action Programme will choose from activities including: primary school visits, special school visits, visits to residential care homes, working with adults with learning difficulties, a conservation team.
- Students opting to take work experience opportunities will arrange their own placements. Recent examples include visits to veterinary surgeries and dental practices.
- Mr Martin Kettlewell co-ordinates the Community Action Programme.
- Once students have opted to be involved in one of the enrichment activities, attendance is compulsory. Students with valid reasons for absence must seek permission well in advance.

## **Games and Matches**

- Wednesday afternoon games are compulsory for all sixth formers.
- All students are expected to wear the prescribed school kit for games as appropriate for their chosen activity.
- Those students selected to represent the school must attend all practices and fixtures.

## **Symposium**

- After school talks occur throughout the year in order to broaden students' knowledge and thinking beyond the curriculum. These are a mix of internal and external speakers and will usually take place after school on a Thursday afternoon. Students are expected to attend a least two symposia per term in the Michaelmas and Lent terms.

## **Rewards and Sanctions**

- Students can be awarded merits, distinction cards and commendations for excellent academic work and for contributions to school life in general. Students should show their tutor all merits and distinctions they receive.
- Sixth form students are expected to comply with the guidelines set out in this document. As role models for the rest of the school high standards of behaviour are expected at all times. There are a number of sanctions that will be applied if students fail to meet these expectations.

## **Sixth Form Contact Information**

### **Head of Sixth Form**

**Miss Laura Powell**

[powelll@pocklingtonschool.com](mailto:powelll@pocklingtonschool.com)

### **Day Housemasters/mistresses**

<b>Dolman</b>	<b>Mr Gareth Shephard</b>	<a href="mailto:shephardg@pocklingtonschool.com"><u>shephardg@pocklingtonschool.com</u></a>
<b>Gruggen</b>	<b>Mrs H T Alexander</b>	<a href="mailto:alexanderh@pocklingtonschool.com"><u>alexanderh@pocklingtonschool.com</u></a>
<b>Hutton</b>	<b>Mrs Rebecca Brennan</b>	<a href="mailto:brennanr@pocklingtonschool.com"><u>brennanr@pocklingtonschool.com</u></a>
<b>Wilberforce</b>	<b>Mr Richard Bond</b>	<a href="mailto:bondr@pocklingtonschool.com"><u>bondr@pocklingtonschool.com</u></a>

### **Faircote Boarding Housemistress**

**Miss C Thackray:** [thackrayc@pocklingtonschool.com](mailto:thackrayc@pocklingtonschool.com)

### **Fenwick-Smith Boarding Housemaster**

**Mr Patrick Dare:** [darep@pocklingtonschool.com](mailto:darep@pocklingtonschool.com)

### **Careers and H E Information**

<b>Mrs Gillian Jones – UCAS/Careers Adviser</b>	<a href="mailto:jonesg@pocklingtonschool.com"><u>jonesg@pocklingtonschool.com</u></a>
<b>Miss Louise Lamb – Oxbridge Adviser</b>	<a href="mailto:lamb1@pocklingtonschool.com"><u>lamb1@pocklingtonschool.com</u></a>
<b>Mr Martin Butcher – Medical &amp; Veterinary Courses Adviser</b>	<a href="mailto:butcher1@pocklingtonschool.com"><u>butcher1@pocklingtonschool.com</u></a>

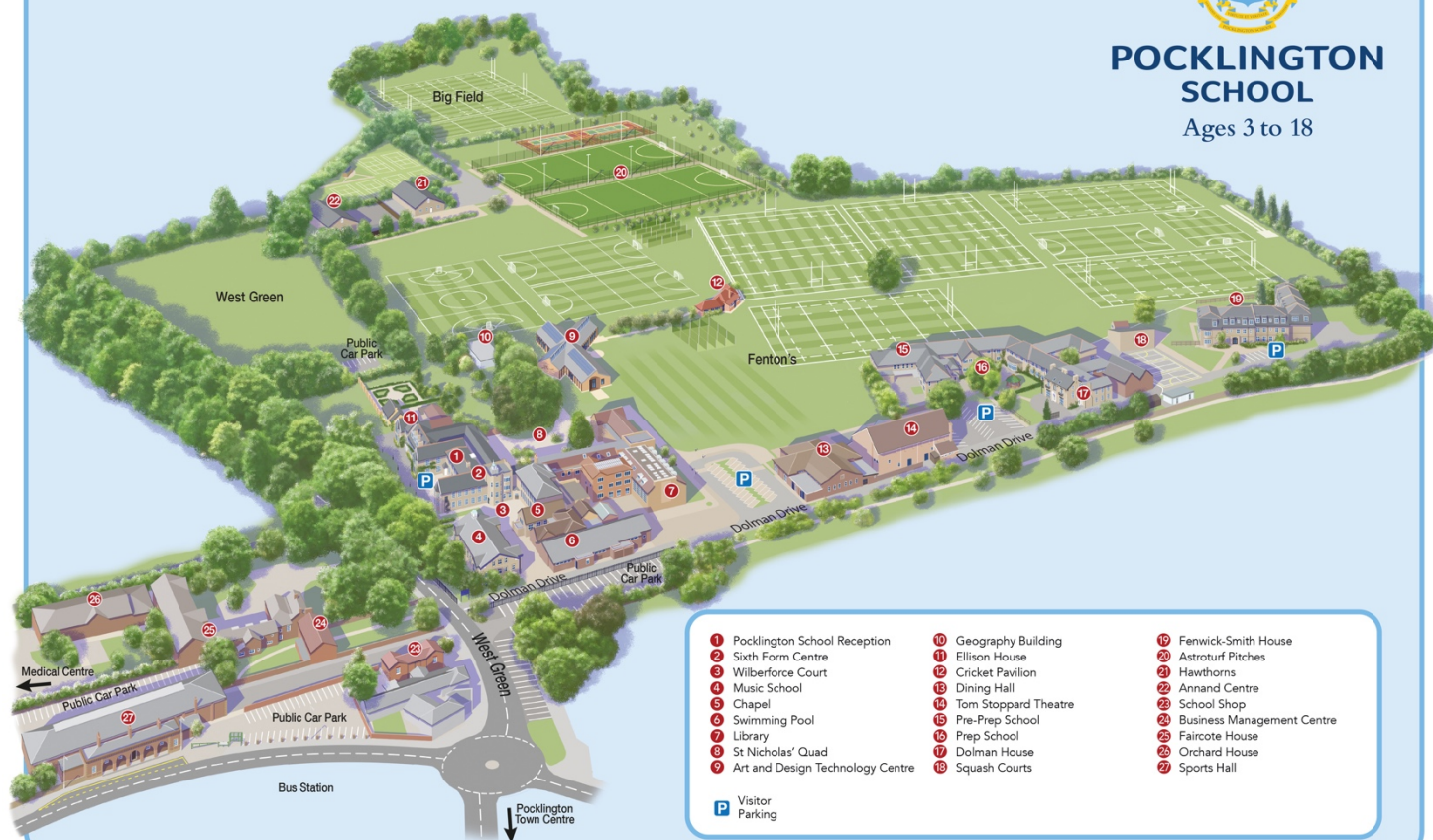
### **Contact telephone numbers:**

<b>School Reception</b>	<b>01759 321200</b>
<b>Medical Centre</b>	<b>01759 321245</b>
<b>Dolman Boarding House</b>	<b>01759 321233</b>
<b>Faircote Boarding House</b>	<b>01759 321243</b>
<b>Fenwick-Smith Boarding House</b>	<b>01759 321211</b>



# POCKLINGTON SCHOOL

Ages 3 to 18



# POCKLINGTON VALUES

## ›COURAGE›

ASPIRATION

RESILIENCE

INTEGRITY

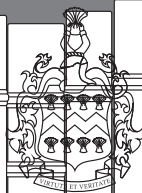


## ›TRUTH›

ENQUIRY

CREATIVITY

REFLECTION



## ›TRUST›

COLLABORATION

COMPASSION

COMMITMENT





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Providing excellent day and boarding  
education from 3 to 18 years.