



Harwich and Dovercourt
Sixth Form College

'Believe, Achieve, Succeed'

STANDARDS, EXPECTATIONS & STUDENT HANDBOOK

2021 - 2022

“Our Mission is to create opportunities and experiences in an environment where you can be successful and build the foundations for the rest of your life.”

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Welcome

I would like to welcome you to Harwich and Dovercourt Sixth Form College. As Sixth Form students and young adults I hope your time with us will be valuable, enjoyable, and rewarding and that your experience of the Sixth Form will be memorable. We as a college want you to be successful and fully prepared for Higher/Further Education and the world of work. We will ensure that you receive excellent quality teaching, a range of support and guidance, and that you are provided with the equipment and facilities that will enhance your opportunities. But this alone will not be enough; you will need to work hard, be organised and very dedicated to your college studies.

I believe that the next two years here at the Sixth Form will be amongst the most important in your life. You will be studying the subjects you are passionate about, making important decisions about your future, and we hope, going from strength to strength on an academic and social level. We are committed to supporting you on this important journey.

During your time in the Sixth Form, we will offer you numerous extra-curricular opportunities that will enable you to build a wide and varied portfolio of skills and experience, which will undoubtedly benefit you when applying for university courses or jobs. I hope you will enjoy your time at college and make significant progress both as a learner and a young adult. It is our aim that students flourish and achieve their full potential.

I have high expectations of all our students, and I encourage you to be as involved as possible in all aspects of Sixth Form life. I expect you will play an active role in the Sixth Form and the community, supporting and leading younger students to success and acting as role models in terms of behaviour, attitude, and presentation. We are proud of our Sixth Form and the contribution it makes to the life of the whole school community. We hope you will be able to add to the growing strength and quality of the school.

The Harwich and Dovercourt Sixth Form College Handbook has been put together to help you understand life in the Sixth Form, its procedures, and expectations. It contains vital information and answers to the questions you might have. Please read it carefully today with your parents/guardian/carer and refer to it as often as needed throughout the year.

As you settle into the Sixth Form, there will be a great deal of information to take on board – the handbook contains most of what you need to know. If, after reading this handbook, you are still unsure or concerned about anything, please come, and talk to me or your Sixth Form Tutor.

If you wish to discuss matters regarding specific subjects, or the curriculum in general, you should contact your subject teacher or the Head of Faculty in the first instance.

Mr S Sansom
Head of Sixth Form
Shaun.sansom@hdhs.school

The College Day

Tutor	08:35 – 08:55
Period 1	08:55 – 10:10
Break	10:10 – 10:30
Period 2	10:30 – 11:45
Lesson Changeover	11:45 – 11:50
Period 3	11:50 – 13:05
Lunch	13:05 – 13:45
Period 4	13:45 – 15:00

We run a 2-week timetable, Week A and Week B. At times, you may not be in lessons for the whole day, however you will be expected to make effective use of your private study time when not in lessons. Each subject is taught on a single day each week. It is likely you will study three courses which are taught over three days. In addition to this, you will select an Enrichment Curriculum subject, attend work experience, and attend private study lessons.

Sixth Form Tutors / Tutor Rooms

12/13 RGM	Mr R Gambrell	J10
12/13 SRD	Mrs S Rodger	A15
12/13 JGA	Mrs J Gardiner-Irving	D9
12/13 ETY	Miss E Tyers	G11
12/13 APO	Miss A Potts	D1

Your tutor is an important person who not only gives you notices and information about what is going on in Sixth Form, but also provides invaluable guidance to help you succeed. Tutors will have discussions with you about topics beyond the subjects you study, develop life skills and explore your post-18 options. Some students will have additional academic mentoring with members of the Sixth Form Team, these sessions will be scheduled in advance and students will be informed.

Tutor Time Schedule (08:35 - 08:55)

Day	Tutor time activities
Monday	Meet, Greet, Register & Expectations Check. Academic & Pastoral Mentoring Including BFL Points, Attendance, Progress check, Coursework support and Work Experience checks.
Tuesday	Meet, Greet, Register & Expectations Check. PSHEE & Citizenship Focus "Your Journey of Life"
Wednesday	Meet, Greet, Register & Expectations Check. "My Future" CEIAG Focus - Xello, CV's, UCAS & Personal Statements.
Thursday	Meet, Greet, Register & Expectations Check. "What's The Debate" Current News, RSHE, The Day or Study Skills Focus.
Friday	Meet, Greet, Register & Expectations Check. Assembly - Gym

* Concerns meetings with the Head of Sixth form for late or poor attendance will be made for 8.20am on Thursdays.

*Assemblies - Students are expected to attend all assemblies; they are a way for us to give you important information, as well as praising and rewarding the hard work you have achieved and even welcoming outside guests to speak to you about university or other opportunities.

College Term Dates 2021-2022

Term	Begins	Ends
Autumn Term 2021	Friday 3rd Sept 2021	Friday 17th December 2021
Half Term	Monday 25th October 2021	Friday 29th October 2021
Spring Term 2021	Tuesday 4th January 2022	Friday 1st April 2022
Half Term	Monday 14th February 2022	Friday 18th February 2022
Summer Term 2021	Tuesday 19th April 2022	Friday 22nd July 2022
Half Term	Monday 30th May 2022	Friday 3rd June 2022

STAFF TRAINING/NON-PUPIL DAYS

- Wednesday 1st and Thursday 2nd September 2021.
- Thursday 25th and Friday 26th November 2021.
- Monday 21st February 2022.
- Monday 2nd May 2022 (Bank Holiday).
- Friday 1st July 2022.



Our Values & Vision

Harwich and Dovercourt Sixth Form staff and governors believe our learners should be career ready and that the behaviours for the workplace flow through everything we do, including what we expect of our staff and students whilst they are on-site with us, or out representing us. The College seeks to embed its workplace values and expects its staff and learners to be:

- **Respectful** - polite, tolerant, honest, friendly, and supportive.
- **Professional** - punctual, prepared, lead by example, and meet deadlines.
- **Ambitious** - aim high, be your best, exceed targets and be inquisitive.
- **Resilient** – commit, be determined, keep going however hard it gets and manage your wellbeing.

Harwich and Dovercourt Sixth Form is a college which supports a journey of self-discovery and prepares you for the next stage of your life. Our students achieve excellent results on our A Level and Applied courses, and students' progress to their first-choice universities, apprenticeships, or employers with ease.

The vision is to create opportunities within and beyond the curriculum to enable you to become a well-rounded, confident, responsible, and successful person and to achieve your full potential both academically and personally. The information and expectations outlined in this handbook will help make this possible.

College life is going to be very different from your school experiences so far. You will be required to be much more organised and independent with your studies. You will have periods on your timetable for additional study when not in lessons. Each subject you are learning requires extra work on your behalf. You need to re-do notes, go over what you have learnt in class and investigate further in your own time.

There is an expectation of you to work hard and get involved in activities within the Sixth Form, to ensure that you fulfil your potential and leave Harwich and Dovercourt Sixth Form College with a sense of achievement. Staff will help advise and support you, but at the end of the day it is your hard work, commitment and enthusiasm that will make you a success.

Whatever path you choose after college, staff are here to ensure that you get the best possible opportunities to help you succeed.

The pastoral care in our Sixth Form is second-to-none and whether you want a job, apprenticeship, or a place at university, our experienced staff can help you get there and achieve your goals.

Student Leadership

At Harwich and Dovercourt Sixth Form College, we value the opinion and the input of our students in bringing about change and driving improvement. The Sixth Form Student Leadership Team, led by the students is at the heart of this process.

Students will have the opportunity both formally and informally to express their ideas and opinions through meetings and from conversations with the Sixth Forms Student Leadership Team members. There will be an opportunity for all students to apply for a position on the Student Leadership Team.

The Head of Sixth Form will meet regularly with newly elected Head Students to discuss life in the sixth form and to listen to any concerns or queries from the student body. If you have anything you would like them to raise in the meetings- feel free to speak to them and let them know!

As well as head students, we will also need students to represent their tutor groups on the Student Committee to contribute to improving college life, arranging events, raising money for charities etc. Each tutor group is attached to a community.

This will look excellent on your CV or personal statement for universities, apprenticeships, or employment as it will show you possess fantastic leadership skills, communication, organisation and teamwork skills.

Your form tutor will inform you when you can apply to be a Head Student or part of the Student Committee and we look forward to welcoming you to the team and creating a successful, engaging, and vibrant college life for you and your fellow students.



We strive to offer an exceptional educational experience for both our students and staff at The Harwich and Dovercourt Sixth Form. Our aim is to create an environment where every student is able to maximise their potential and to prepare themselves for the next stage of their lives be it at University, College or into the world of work.

All students attending The Harwich and Dovercourt Sixth Form are required to show acceptance of our expectations and demonstrate an excellent attitude to learning at all times. **No student may study with us without committing themselves to the required standards expected.**

Student Expectations:

- I will participate fully in Sixth Form life and take part in all activities that are arranged for me. I will take responsibility to develop my skills as a learner during tutor time activities and be fully committed to the Enrichment Programme.
- I will attend all lessons and if I am unwell and cannot attend, I will notify the Head of Sixth Form and my teachers, to notify them and ensure I catch up with missed work.
- I will meet all coursework, assignment and homework deadlines and ensure that my work is of the highest standard.
- I will attend and be punctual to all timetabled lessons, directed study periods, tutor time, assemblies, exams / mock examinations, and mentoring meetings unless I have prior written permission.
- I will arrive at my lessons fully prepared and will attend additional lessons as requested if my grades are at an unacceptable level.
- I understand that I am not allowed to eat food, use my mobile phone, or wear headphones during tutor time, in lessons or when walking around the college site.
- I may only use my phone or any other electrical devices i.e. an iPad, in the Sixth Form common room. I must not walk around college on my phone in front of staff or students without permission.
- I will ensure that any absence from college is communicated by a phone call and by completing the google form "Absence Reporting" for each absence by 08:30am. If I am absent for longer periods, then I will provide official documentation such as a formal Doctor's note and complete all 'return to sixth form' documentation.
- I will abide by the Harwich and Dovercourt Sixth Form College dress code and visibly wear my ID card at all times with the lanyard provided, worn around the neck.
- I understand that the Sixth Form College operates a no smoking policy on its grounds and the areas within the immediate vicinity. Students must not smoke on Hall Lane.
- I understand that the possession and/or consumption of alcohol or illicit substances will not be tolerated and any instances of bringing a drug culture into the Harwich and Dovercourt Sixth Form College will result in my permanent exclusion. This includes during college trips and visits.
- The maximum amount of part time work for a Sixth Form student is 10 hour per week, spaced out across shifts.
- I will not engage in any paid work during timetabled hours (08:35 – 15:00 Monday-Friday) and recognise that working for more than 8 hours per week may have an impact on the time you can devote to your academic studies.
- I understand that I am responsible for my own behaviour and am accountable for my actions. I will treat all staff and fellow students with respect and courtesy at all times.
- I accept that any type of bullying, abuse, or harassment, including the inappropriate use of social media, will not be tolerated and may result in my permanent exclusion.
- I will respect the Sixth Form College environment at all times. I will take responsibility for leaving the common room, study room (J10), classrooms and college site tidy especially after breaks and lunchtimes. This includes putting all rubbish in the bins provided.
- I understand that the only places I can eat are in the canteen, outside or the common room.
- I will drive with care and consideration and park only in the designated areas.
- I will behave in a mature and responsible manner, recognising that you are a role model for students in Years 7 to 11.
- I will maintain a positive attitude towards college life, making constructive contributions and becoming actively involved whenever possible.
- I understand that persistent infringements of the Code of Conduct will result in further sanctions that could ultimately jeopardise my place at The Sixth Form.



We will ask parents/guardians/carers to:

- ✓ Support their son or daughter through one / two / three demanding years of education, attending meetings about their progress and welfare whenever possible.
- ✓ Support the Sixth Form in matters concerning attendance, performance, and pastoral needs.
- ✓ Notify the Sixth Form of any absences by telephone or in writing (letter or e-mail) and to communicate any concerns or issues they might have as soon as possible.

We will:

- ✓ Provide you with well planned, interesting, and challenging lessons.
- ✓ Set work regularly, mark and return it promptly providing guidance on how you can improve.
- ✓ Ensure that appropriate work is set in the event of a known teacher absence.
- ✓ Ensure that you and your parents/carers receive regular information on the progress you are making.
- ✓ Devise strategies to support students who are not making satisfactory progress.
- ✓ Provide you with advice and guidance which will enable you to successfully apply for Higher/Further Education Training or Employment.
- ✓ Provide you with the opportunity to participate in a wide range of extracurricular and enrichment activities.

Our commitment to you is very important, and you should have high expectations of the provision offered to you at Harwich and Dovercourt Sixth Form College. Equally, we have high expectations of our students, and we require a high level of commitment to attendance, studies, and conduct. When you join us, you will be required to sign a partnership agreement, which details precisely what you can expect as a student and what we expect from you. This agreement is explicit and concise so make sure you are familiar with this before you sign.



Behaviour

At Harwich and Dovercourt Sixth Form, we expect all our students to be role models at all times, and as such to be mature, polite, helpful, hard-working, honest, and respectful of our college and its members, including fellow students and all members of staff. As young adults, we should not need to remind you how to behave. We expect you to be role models to the younger students at the school and to represent yourselves and the college positively.

However, if your behaviour is deemed unacceptable, or you persistently miss deadlines, fail to complete coursework, or have significant unauthorized absences / attendance concerns, there will be consequences.

The College operates on a simple system- **Three Strikes and you're out.**

- You will first be given a **Verbal Warning**.
- If this persists or there is another incident, you will be given a formal **Written Warning**.
- And finally, if the first two warnings do not help to correct your behaviour, then you will be given a **FINAL WARNING** and put on to a contract. If you fail to adhere to the contract, then you will be asked to leave the college. We really hope that it will not come to this for any student and that you will want to do your best and succeed at the Sixth Form College.

We must also point out that your parents/guardians/carers will be informed if you receive any of the above warnings in writing. The Sixth Form Team will support your development, both emotionally and personally, and monitor attendance and behaviour; operating an 'open door' policy throughout the day. The care and support provided by staff is recognised as a real strength.

Common Room

Hopefully you can see that a lot of time, effort and money has been invested into your time at the Sixth Form College and we have a lot of facilities on offer to you. The College has been fitted with an academic study area (J10) and a common room. These facilities are for sixth form use only and no other student from lower school will be allowed access to these rooms.

As the common room is YOUR space, we hope that we do not need to remind you to respect it and look after it. This area is the only area in the whole school/ college where you are allowed your mobile phones out and in use.

The academic study area is meant for quiet or group study. Please respect other students who are trying to work. Some tutors might wish to mentor their tutees in this area, or some teachers might be working and supporting students, so it is meant to be a working environment. If you want to socialize or eat- that is what the canteen and common room are for.

Sixth Form students must therefore ensure that they look after the Sixth Form areas and that the building is always kept tidy and litter free. You will be able to use the microwave, kettle and crockery available in the kitchen area in the common room. In return, we expect you to be sensible when using kitchenware, to clean up after yourselves and to ensure that the area is kept neat, tidy and litter free. A smart TV, table tennis and various games are also available for you to use in the common room. You are again reminded to look after the area and ensure all equipment is used sensibly and appropriately.

Respect the space and enjoy it!

Fire Alarm

In the event of a fire alarm, sixth formers are expected to evacuate the school immediately, even if they are not in a timetabled lesson, and meet on the school field with their tutors. We would like to remind you that you are role models for younger students so ask that you treat all fire alarms with the seriousness and calmness that they require.

Security

All students and members of staff are issued with an ID card which they are expected to wear at all times. If students note anything suspicious, including people who are not staff or visitors, please report it immediately to reception or to a member of staff. The responsibility of personal belongings and valuables lies with the students. We encourage students to keep valuables safe and not to bring in any unnecessary valuables into the Sixth Form. Harwich and Dovercourt Sixth Form College is not responsible for any items that go missing or are damaged. Lockers are available in the common room to use; you will need to bring your own padlock to use these.



The **Harwich and Dovercourt Sixth Form** is based within a school with a uniform for younger students and a formal dress code for the adults who work in the building.

The dress code for Sixth Form Students is designed to complement this, whilst allowing you to have some control over what to wear each day. Smart casual wear should be worn unless students are involved in practical lessons whereby the teacher will identify appropriate clothing. Sixth formers need to be aware of how important it is for the college to have a positive image in the community, and to appreciate that outward appearances go a long way towards creating that image. Sixth Form Students should wear clothing which is comfortable for working throughout the day and appropriate for an educational environment.

It is important to remember that all students are role-models and, as such, are expected to lead by example and show respect and consideration for all members of the community. Students should not wear any clothing that may be deemed offensive, provocative, or inappropriate. You are required to wear smart casual clothing as would be acceptable in an office environment. Students in **Sport, Public Services** and **Hairdressing** are expected to wear uniform that meet the Health and Safety requirements of the course (Trainers/Tunics/short nails etc).

Students must wear their ID badge and lanyard at **all times** unless your subject teacher has given permission for you to remove it for a specific lesson due to Health & Safety concerns. Once this lesson has finished it must be worn. ID (swipe cards) must be worn at all times for use in the restaurant and for gaining entry to the buildings. This is to ensure all students are safeguarded and are recognised as members of the Sixth Form College.

'Students are expected to wear smart casual trousers (not jogging bottoms) or shorts/skirt/dress of reasonable length (Knee Length) with a shirt, blouse, polo or t-shirt, a jumper or cardigan if required and appropriate footwear'. Smart jeans and smart dark coloured trainers are acceptable. Hoodies are permitted on site, but hoods must not be up.

The following rules must be adhered to:

- No clothing with inappropriate, offensive, suggestive, or controversial slogans / designs / text or images.
- Tops should not be low cut or vest style and clothing should not be see-through.
- No spaghetti straps, low-cut tops, or crop tops.
- Skirts, dresses, or shorts must be of an appropriate length (mid-thigh or longer).
- Trousers or jeans should not be low-cut or have excessive holes/cuts in the fabric.
- Do not wear sportswear or leggings (an exception will obviously be made for Sports/Dance lessons).
- No stilettos, backless shoes or flipflops. Trainers are permitted.
- Hats are not permitted on site and hoods should not be up if wearing a hoody. Students may wear headscarves for religious reasons.
- Hair should be of a natural colour. However, hair can be coloured and styled in an individual way.
- Jewellery should be kept to a minimum. Earrings may be worn but flesh tunnels and multiple piercings are not permitted.
- Tattoos must be covered. Students should consider this seriously before getting a tattoo as this may cause them inconvenience, particularly in the summer months.
- On certain occasions, we may insist upon a formal dress code. Students will be informed in advance. Formal dress means a suit and tie for male students and formal office attire for female students.
- Laboratories and workshops may have further specific requirements (for health and safety reasons) and these must be adhered to.

Sixth Formers are seen as role models to younger students and the wider community and must dress appropriately.

We hope that given such broad guidelines we can depend on the common sense and responsibility of all Sixth Formers to make sure this code is not abused. Any student who arrives at college wearing inappropriate clothing or fails to comply with the above guidance will be sent home to get changed into acceptable clothing.

If in doubt- don't wear it!

Remember the following principles:

Clean, Covered and Comfortable

Any final guidance on the Sixth Forms dress code is at the discretion of the Head of Sixth Form.

Harwich and Dovercourt Sixth Form College - Attendance Standards, Responsibilities and Expectations



Attendance is one of the most deciding factors of your academic success and will therefore be closely tracked and monitored. It is a requirement that all students must attend all timetabled commitments including lessons, assemblies, and tutorials.

Poor attendance will have a negative effect on your progress, your grades, and your life in the Sixth Form in general. It will also affect the reference that we must write about you at the end of the Sixth Form which you will need to apply to university or for employment.

Students must therefore aim for 100% attendance; below 93% will be considered 'poor attendance'.

As a result, you must always remember to:

- ✓ Ensure that you are registered for every lesson and other timetabled sessions.
- ✓ Be punctual for lessons.
- ✓ Manage your time well. It is your responsibility to hand work in, meet deadlines and to provide a valid reason for your absence.
- ✓ Always sign out if you leave the premises and sign in again on your return.
- ✓ If you are absent due to illness, your parents/guardians/carers must telephone the Sixth Form College before 08:30am and complete the Absence reporting google form.
- ✓ Upon return, you must ensure that you go and see your teachers to catch up on the work you missed.

All students are expected to arrive at college by 8:30am for an 8:35am start. Students must ensure that they sign in and out at all times other than the start and end of day via A Block Careers and Aspirations area. At break and lunchtime, you must sign in and out and scan your card. Punctuality is very important, if you come in late, for whatever reason you must use our electronic sign in system and report to the main office.

Students are expected to attend tutor time activities every day unless they are boarding their transport to the Tendring Sigma Sixth campus which leaves at 08:00am. Students must sign in at reception before leaving.

All students attending their Work Experience placement, or the Salon will attend at the agreed time each week. This attendance will also be monitored with employers and Salon staff in line with the attendance policy and expectations.

- Each unauthorised lesson absence will be treated as truancy and jeopardises your academic progress. This will be reviewed at your probation meetings.
- All Study periods should be attended similar to a timetabled lesson. Attendance will be monitored, and students are expected to go to the designated study zones, or designated classroom.
- All students will be on 6-week and 12-week probation, which will review attendance, behaviour, and effort in all lessons. Some students will be extended to 16-weeks if concerns have been raised. If there is a serious case of gross misconduct before a probation review, the college may decide to bring your probation period forward and it may jeopardise your place in the college.
- All students must attend all briefings and/or assemblies, mentoring and tutoring activities.

Sixth form probation review dates:	
6-week review	11th October 2021
12-week review	29th November 2021

Absence Procedures :

- Absences must be phoned in **and** the google form "Absence Reporting" completed by 08:30am.
- You must phone in and complete the google form for each day you are absent.
- Students are **not** permitted to take holidays during term time and will be recorded as an unauthorised absence.
- All students with an attendance rate of less than 95% will be at risk of failing their probation period.
- If a student is absent, it will be their responsibility to catch up with any work missed. If you are able to work from home, you should email your subject teachers for work to complete.



- Applications for any amount or type of leave require a 'Request for Absence' form to be completed. This form is available from the Data and attendance office (next to main Reception) and must be authorised by the Head of Sixth Form.
- Students must not make medical or dental appointments during college time, unless absolutely unavoidable (e.g. hospital appointments where there is no choice).
- Driving lessons must not be arranged during lesson time or directed private study time. If you are however preparing for your test, you can gain permission from the Head of Sixth form.

We cannot stress enough how important attendance is. There are studies that prove that students that have a lower attendance rate, perform lower. In fact- Students with over 95% attendance perform 1 grade higher per subject than those below 85%. That grade could be the difference between a university acceptance or job offer!

Students are expected to attend all timetabled lessons and no holidays should be booked during term time. 1 week holiday per year = 3% drop in attendance. That's a huge drop!

If you know you have a pre-arranged absence, such as a medical appointment, then proof of that appointment needs to be given to the Head of Sixth Form, otherwise it will be marked as an unauthorized absence.

What is considered an acceptable reason for absence?

- Genuine illness which means you are unable to leave the house.
- Emergency dental/medical appointments (routine appointments should be made after school or during the holidays where possible).
- Specific days of religious observance.
- Family bereavement.
- Exceptional circumstances that have been put in writing and agreed by the school.

What are considered as unacceptable reasons for absence that will result in an unauthorised absence mark?

- Days out.
- Going to bed late.
- Visiting relatives.
- Shopping.
- Birthdays.
- Looking after brothers or sisters.
- Holidays.

You should aim for 100% attendance each week; your name will then be entered into the half termly and termly prize draws! If you miss half a day's school each week, you will miss four weeks over a year – this WILL affect your exam results.

Illness, Accidents and Signing Out

Firstly, if you are really unwell you should not attend college. However, if you are in school and start to feel unwell or have an accident you should tell your teacher immediately. Please remember the school is not allowed to give you any tablets or medicine. Finally, under no circumstances should you leave the school or go home without permission.

Signing Out - When you leave the site, you must sign out at Reception and if you return later on the same day, you must sign in again at Reception.

Please do not ask the school office for permission to leave the site - **permission can only be given by Mr Sansom (Head of Sixth Form) or Mr Herron (Asst. Head).**

What if your teacher is absent?

Check your emails at the start of the lesson to see if work has been sent. You should register and collect cover work from Mr Sansom or Mr Herron at break time or lunch time. Sometimes teachers may already have provided you with cover work - you will **still need to register**.

It is always **your** responsibility to ensure you collect work and register when teachers are absent.



This agreement is binding between students and The Harwich and Dovercourt Sixth Form College and is a prerequisite of the enrolment process.

The Harwich and Dovercourt Sixth Form College has the highest expectations of Sixth Form students and expects that, on a weekly basis, Year 12 students work independently out of the classroom for 5 hours minimum per subject. Year 13 students are expected to work similarly for 8 hours per subject. The rationale behind this is that attending Sixth Form is Sixth Formers' new full-time job and in the vast majority of cases, it is preparing them for professional life. Study periods on timetables will enable students to meet this requirement and focussed study activities will be made available for students to access and follow. This work will not be marked but verbal feedback will be given by staff to support progress.

The vast majority of students will study three subjects. Independent study is crucial to ensure good progress. There is no such thing as a "Free Period". A period where a student has no lesson is a private study period and there is never an excuse for saying that there is no work to do. There is always work to do. Some students make a big mistake believing that they can succeed by just attending lessons. Every hour in lesson should be matched by a further hour of independent study.

You need to be pro-active in your studies and look to learn as much and as often as possible. We suggest that for every hour spent in the classroom, you must spend at least another hour of independent study completing homework, coursework, wider reading, research, writing up of class work or revision (which must be done all year round and not just before exams). External reading around topics is often the difference in gaining the best grades.

You must make sure that you manage your time appropriately so that you can meet all deadlines for homework, coursework, and other assignments and that you do not feel "overloaded". Universities and employers will ask information on your ability to meet deadlines and we make specific reference to this on all reference documentation.

The grades achieved at the end of the year will be in large part down to the work undertaken outside the classroom, as well as the work undertaken in it, therefore The Harwich and Dovercourt Sixth Form College expects students to make good use of all directed study periods.

Harwich and Dovercourt Sixth Form College expects the highest levels of student respect for each other, teachers, school staff, the school, and the wider local community. It is by having this mutual respect that students continue to develop both socially and morally. Students must think highly of themselves in order to achieve their potential.

To monitor and support our students' progress, behaviour and academic achievement, there will be a 6-week and 12-week probationary period. The college's expectations must be met in order for students to continue studying here.

Course Changes

Some students may wish to change courses once they start in September. Students wishing to change subjects will need to meet with Mr Sansom to discuss the changes and any effects the change may cause. Changes can only be allowed by Mr Sansom. Changes will also be dependent on class sizes, GCSE results in particular subjects and how the subjects are blocked on the timetable.

Bursary

The 16-19 Bursary Scheme is designed to assist students from families with low incomes. Applications are made in September and are assessed on the joint parental household income. Payments are made according to the attendance and performance of students during the year.

Work Experience

Our work experience programme provides the ideal link between Sixth Form and the independence of University or employment. In order to provide opportunities and boost ambition, Year 12 students are expected to complete the equivalent of 50 hours of work experience. Students on the Princes Trust pathway will have weekly work experience for the entirety of their course.

You are expected to conduct one day of work experience per week to fit around your timetabled days. Students who are studying 4 subjects will need to make alternative arrangements with the Head of Sixth Form. The Sixth Form team can support you to find your own high quality work experience placement.



Monitoring, Target Setting and Tracking

In order to assess students' progress, monitoring of attainment and effort will take place at regular intervals throughout the academic year.

At the start of Year 12 students will be given a target grade for each of their subjects. It will be based on data and knowledge about prior performance (GCSE grades) and will be discussed between students and subject teacher and should represent a realistic yet challenging target. Our targets are based on the performance of similar students nationally and are designed to inspire our students to reach at minimum the top 25%.

Progress throughout the year will be monitored against this target.

Each term there will be an assessment which will allow teachers to provide predicted end of course grades. Additional information will include information about whether students are on target, have shown exceptional performance, or if teachers have any concerns.

Tutors will discuss individual students' performance with them regularly and we will also have target-setting days when parents and students can meet with tutors to discuss progress.

If students are underperforming in subjects, they will be asked to see Mr Sansom so that appropriate intervention can be taken. This may be additional support from subject teachers or tutors, additional supervised mentoring study sessions or a review of the subjects being taken. Parents will be involved where a problem persists, and report cards issued.

Throughout the year, if parents have a concern, they are very welcome to book a meeting with teachers or tutors and should contact the Head of Sixth Form in the first instance to arrange this.

UCAS and Employment

UCAS (Universities and Colleges Admissions Service) is the body that will organise all the applications to Universities and other Further Education institutions including Art Schools.



Universities will be looking for students who have the intellectual ability to cope with the course, have the right attitude and necessary motivation and who will contribute to the life of the university.

Entry profiles on university websites often give a clear statement of the grades and other requirements universities are looking for. In some subjects such as medicine, non-academic qualities such as leadership and team-working skills and the ability to cope with a demanding lifestyle as well as relevant work experience are particularly important.

Just because your predicted grades are in line with the standard offer, it does not automatically mean you will receive an offer. Many universities have far more candidates applying than they have places. Often, high grades are an indication of the popularity of the course, not necessarily the quality. You may be asked for particular grades or a point's total. The decisions about who will be made offers are made by the admissions tutors at the individual institutions.

The route into Higher Education can be daunting and seem like a very long way off. However it comes around faster than you think but there is a lot of help at hand. Tutors and teachers will be a constant source of advice. There will be visitors from the universities giving presentations and you will be encouraged to visit as many universities as possible.

There is also a special UCAS application workshop for you to attend with Mr Sansom.

All students will be asked to write a personal statement whether they wish to apply to university or not. This will help with job and apprenticeship applications as well as university applications.

Within the Sixth Form, a wide range of careers information, advice and guidance is available and is delivered throughout the academic year.

We offer a number of Events in which outside agencies, employers and training providers will introduce you to the numerous options available to you for your post-18 career plan.

We conduct student voice to find out the type of events you would enjoy and benefit from the most.

These events are compulsory and will occur on different days of the week, they will replace your normal lessons.



The Harwich and Dovercourt Sixth Form College will provide you with:

- **Tutorial and Guidance time from 8.35am to 8.55am** - meeting with Tutors for mentoring, study skills and preparation. This allows the opportunity to build a solid relationship with tutors, emphasises the need for punctuality and allows the sixth form to provide excellent references for UCAS, Apprenticeships, and Jobs.
- **Quality teaching, formative assessment and 'Next Steps' advice** - the teaching at Harwich and Dovercourt Sixth Form is led by a team of highly experienced Sixth form teachers who will provide regular next steps advice. They will encourage the development of independent learning skills and take responsibility for students taking responsibility for their own learning and progress.
- **Regular reporting and monitoring** - reports will be sent home on a regular basis, detailing students' Current Attainment, most likely grades, and attitude to learning in each subject. Small amounts of information, delivered on a regular basis, allows students the very best chance of steady improvement and, crucially, facilitates intervention where required. This will also be reviewed within Probation Meetings.
- **Facilities and resources** – The Sixth Form has purpose-built facilities and students can enjoy their own study time and use of the Sixth Form Common Room. We put trust in all Sixth Formers to use the study rooms in a mature fashion and as a steppingstone to the freedom of Higher Education and employment. You are also issued with your own personal chrome book to assist your studies. **You must bring this to college fully charged every day.**
- **Career guidance** – Students will receive one-to-one careers sessions and participate in an extensive range of activities in preparation for Higher Education. Running alongside academic work, preparation for life beyond college is arguably one of the most important roles of the Sixth Form as well as ensuring they are fully equipped to make appropriate choices.
- **Clear communication channels** – the Sixth Form will communicate clearly with students and, where appropriate, their parents/guardian or carer. Students will have opportunities to feedback their views through student voice opportunities. We value students' opinions and provide them with an opportunity in which to debate these ideas. **We expect students to check their emails every day.**
- **Extra-Curricular and Enrichment activities** – there are a range of activities on offer in which students can participate through enrichment. The Sixth Form experience is about becoming a well-rounded individual and we hope that students will find many activities which interest and engage them.
- **Personal Development, Information, Advice and Guidance** - Issues related to careers, healthy living, personal safety, and economic well-being will be addressed through assemblies and tutorials. A wide range of topics will be covered, aiming for your involvement as much as possible. It is important that you leave us with an understanding of basic politics, health issues such as safe driving and alcohol use, as well as learning skills to live independently.
- **Work Experience Placement Support** - We will offer students a number of work opportunities to develop organisational and interpersonal skills, which will be essential at university or in employment. The opportunities are varied, and you will be able to participate in your chosen activities when you join. Activities will be carried out in the college and will include helping younger students in lessons, the student Leadership team, supporting departments and leading charity initiatives. You will also be encouraged to develop and participate in opportunities to work outside school with local businesses, and serving the community by helping those less fortunate, less privileged, less able, or younger than yourself. Typical venues are hospitals, charity shops, old people's homes, and primary schools. You will maintain a record of the tasks you carry out and will request staff to write supporting statements for future references.

SEND, Medical Support & Inclusion

Harwich and Dovercourt Sixth Form College is strongly committed to both inclusion and equal opportunities and will look at what reasonable adjustments can be made to ensure there is appropriate access. Students should flag up any special educational needs or exam access arrangements as soon as possible so appropriate strategies and arrangements can be made.

When students first enroll, we ask you and your parents/carers to provide information about any medical needs and provide contact numbers in case of emergency. If your needs change or if emergency contact details change, please inform us.

Harwich and Dovercourt Sixth Form College we are fully committed to promoting, maintaining, and supporting equality of opportunity in all aspects of our work. We live in a multicultural society, and we learn from many different cultures and beliefs.

We aim to create an environment where all individuals, irrespective of gender, personal status, ethnic origin, religious belief, sexual orientation, disability, or age have the opportunity to achieve their full potential. The College does not tolerate inequality and discrimination and we welcome opportunities to understand and celebrate the diversity of our staff and students.

All students at Harwich and Dovercourt Sixth Form College are equally important. Remember, everyone has strengths and weaknesses. Please report any negative comments or behaviour to a member of staff. If you feel unfairly excluded from an activity or if someone criticizes you because of your appearance or ability, please let us know.



Support Strategy

Any student who is not meeting the standards and expectations required will receive the following stages of support:

Stage	Behaviour	Action
Informal warning	<ul style="list-style-type: none"> Low-level inappropriate behaviour; off-task in lessons, lateness; poor or incomplete home learning or class work; minor plagiarism; isolated unauthorised absence. 	<ul style="list-style-type: none"> The member of staff identifying the problem speaks to the student. A note of the conversation is logged, and an email sent to the student summarising the outcome of the meeting.
Stage 1	<ul style="list-style-type: none"> Regular inappropriate behaviour and inability to meet sixth form expectations despite informal warning(s); repeated unauthorised absence, with attendance below 95% or failure to meet deadlines or repeated minor plagiarism. Poor ATL. 	<ul style="list-style-type: none"> A formal meeting with appropriate staff to discuss what support can be put in place. Conversation is logged, student and parents/ carer informed. Within the meeting focus on why this BFL/ATL may be happening & create action points to be put in place if required. An official verbal warning is given.
Stage 2	<ul style="list-style-type: none"> Initial issue(s) unresolved and so failure to respond to the Stage 1 warning after review period. Attendance below 93%. Progress is a cause for concern and is affecting chances of progression. 	<ul style="list-style-type: none"> At this point the student will be required to attend supervised study during any non-contact time that they may have. Further or first meeting with parents/carers. Attendance contract and/or interventions agreed between student/parents/carers and sixth form. Student issued a written warning.
Stage 3	<ul style="list-style-type: none"> Initial issue(s) still unresolved as the student fails to meet the targets agreed with the student and set out in the Intervention Plan and/or attendance contract. 	<ul style="list-style-type: none"> Parent/carers meeting with the Head of Sixth Form College. New targets and support measures identified with a new review period. Final action points developed for continuation of course. Focus on why Stage 2 was not achieved. If after the review period there has not been sufficient progress then the student would be sanctioned with a series of actions based on the timing of their course e.g. asked to restart Year 12, removal from subject, non-entry to examination etc. Student issued a final written warning.
Stage 4	<ul style="list-style-type: none"> Serious and/or persistent failure to meet expectations despite a Stage 3 warning. Gross misconduct. 	<ul style="list-style-type: none"> Final Review: There is no positive response from the student. Sanction(s) up to and including, as appropriate, a move to another establishment or exclusion. Final decision made on continuation of course. Gross misconduct – Student is suspended pending an investigation by the Head of Sixth Form. If the student is found to have committed an act of gross misconduct, he/she will be excluded permanently.



Enrichment

Our unique enrichment curriculum includes opportunities for you to broaden your knowledge and develop your personal and social skills. Our enrichment courses can lead to recognised qualifications to enhance and complement your studies.

Students are required to select an enrichment course / activity alongside their timetable, selecting an option that is available on non-subject days. Enrichment days mostly run on a Wednesday and/or Friday.

We offer:

EPQ: The Extended Project Qualification is equivalent to an AS Level. Students research a topic of their choice to develop more mature writing skills demonstrating a higher level of academic ability; valued by universities.

Future Ready: Designed to give college leavers the tools needed to progress to life beyond post-16 study. The course focuses on CV writing, interview technique, communication skills and leadership.

LAMDA: A performing arts qualification. It is an opportunity for those who want to deepen and extend their skills and experiences in performance and improve confidence in public speaking and will support with interview preparation.

Dance, Sport, Cooking, Board Games, ICT Functional Skills, Duke of Edinburgh Award Skills, E-Learning accredited qualifications, Horticulture, and various school trips both local, national, and international.

Plagiarism

Plagiarism is when you are taking work, words, ideas, pictures, information, or anything that has been produced by someone else and submitting it as your own work. Copying and pasting from websites without acknowledging the source, failing to use quotation marks, paraphrasing work, and not referencing the original source are all examples of plagiarism.

Depending on the nature of the incident, Harwich and Dovercourt Sixth Form College may have to report a suspected incident of plagiarism to an awarding body which could result in examination results being withdrawn and cancelled.

Students in breach of the Sixth Form Contract could risk permanent removal from the Sixth Form and a managed move to another establishment or organisation.

Harwich and Dovercourt Sixth Form College – Acceptable Computer and Internet Use Policy



The computer systems provided by the college are made available to students to support and enhance education and research. This computer and internet use policy has been drawn up to protect all parties – the students, the staff and the Sixth Form. Remember that access to the network resources and internet is a privilege, not a right, and that access requires responsibility.

- All computer or internet use should be for study purposes, and enhance your work done in the classroom.
- Access should only be made via your authorised username and password, which should not be made available to any other person; you alone are responsible for your user area.
- Activity that damages or changes the school computer systems, or activity that attacks or corrupts other systems, is forbidden and may be an offence under the Computer Misuse Act 1990.
- No programs may be brought in on disc or downloaded onto any machine.
- Copyright of materials must be respected; copying of software is not permitted.
- Users are responsible for all emails sent and for contacts made, that may result in emails being received.
- Messages should be polite and responsible.
- Do not reveal personal information, the home address or phone numbers of yourself or other people.
- Use for personal financial gain, gambling, political purposes, or advertising is forbidden.
- Posting anonymous messages or forwarding chain letters is forbidden.
- Use of the network to access inappropriate materials such as pornographic, racist or offensive material, is forbidden.

Harwich and Dovercourt Sixth Form College reserves the right to examine or delete any files that may be held on its computer system, or to monitor any internet sites visited.

Key Points to Remember:

- All ICT activity should be appropriate and relevant to the student's education.
- The use of a computer system without permission or for a purpose not agreed by the college could constitute a criminal offence under the Computer Misuse Act 1990. The college therefore reserves the right to examine or delete any files held on its computer systems, to monitor Internet sites visited, and to deny access to offenders.
- Access should only be made via the student's own authorised account and password, never use someone else's logon name or account.
- Copyright of materials must be respected and acknowledged.

The following file types may not be introduced to any of the college computer systems without the prior authorisation of the ICT & Systems Manager:

Executable files (.exe) Batch files (.bat) Visual Basic Scripts MP3 audio files (.mpg)

The following are forbidden:

- Activity that threatens the integrity of the College ICT Systems.
- Playing computer games during lesson or private study time.
- Use for financial gain, buying or selling of goods, gambling, political purposes, or advertising.
- Posting of anonymous messages, forwarding of chain letters, or the use of social media or instant messengers.
- Accessing materials judged by the College to be pornographic, racist, or otherwise offensive.
- Saving and/or trading of software.

Access to email is only permitted through the use of the email software provided by the college. Use of web-based email systems is not permitted. The following rules apply to the use of the college email facilities:

- Emails should be written carefully and politely, particularly as messages may be forwarded or printed and be seen by unexpected readers.
- Pupils must not disclose details of themselves or others, such as addresses or telephone numbers, or arrange to meet anyone through email communication.

SENSO is installed on all student Chromebooks. This software will monitor your device files and internet usage both on and off college site. This means that website content will be filtered and logged on the college system no matter where you use your Chromebook

Any deliberate damage to ICT equipment will require you to reimburse the college for repairs or a replacement device.

Students are to check their emails on a daily basis at regular intervals throughout the day.

Consequences of not following the computer and internet policy:

- Violation of these rules will result in a temporary or permanent disabling of the internet and computer network access. Additional disciplinary action may be added in line with existing expectations of behaviour.
- When applicable, police or local authorities may be involved.
- All students have a Harwich and Dovercourt Sixth Form College email address. You will receive messages, news bulletins and other communications via email. It is your responsibility to check this regularly and on a daily basis. Please only use this email address for all communications with your subject teachers.



Frequently Asked Questions

Are Applied Level 3 courses the same as A Levels?

Applied Level 3 courses are equivalent to A Levels. Some are graded A* - E, and some Applied subjects are graded as follows according to UCAS:

Pass = E grade at A Level

Merit = C grade at A Level

Distinction = A grade at A Level

Distinction* = A* grade at A Level

Can I go to university with an Applied Level 3 course?

Yes, most universities accept this, although some of the Russell Group Universities such as Oxford and Cambridge, prefer A Levels to Applied level subjects. However, some Russell Group universities such as Exeter have accepted 2 traditional A Levels with 1 Applied Level 3 course. Each university is different on entry requirements, so it is important to check. Please ask the Sixth Form team for advice on this.

What do I do when I am not in lesson?

You will be expected to select an enrichment subject as well as completing work experience and private study. Private study will be used for the completion of homework and wider research/reading.

Do I get transport to the tendering campus?

Yes, the minibus will pick you up from Harwich and Dovercourt Sixth Form College at 08:00am. You must report to main reception and sign in before leaving. This travel is free of charge.

Can I smoke on site?

Students are strongly advised not to smoke as it is harmful to health. In the interest of hygiene, the law and the health of all, smoking and vaping is not permitted within the College building or any part of the site including the public area surrounding the building.

Students who wish to smoke or vape, must do so out of the view of staff and passing members of public and then dispose of any rubbish in bins provided.

Can I use my mobile phone at Sigma Sixth?

All mobile phones must be switched off and stored out of sight during lessons, unless you have been instructed to use them by your teacher.

Mobile phones are not permitted in any examination room. Examination boards regard mobile phones as unauthorised material and as such a student can be disqualified from some or all of their examinations if they are found to be carrying a phone.

Staff use a messaging system to communicate with you, it is your responsibility to keep us informed of any changes to your contact details.

What food provision is available on site?

The College provides a wide range of hot and cold food options starting service at 8:15am. Payment is by student card only. You are not able to pay with cash within the canteen. You should use ParentPay to top up your school ID card.

Water is available at all times, free of charge from the dispensers located around the site. Students are required to bring their own bottles.

What happens if I have a medical need during the day?

In the event of an accident or medical issue, you should report to Main Reception. First Aid is managed by a trained First Aider, but in more serious cases, emergency services will be called.

Where do I go if the fire alarm sounds?

The Sixth form fire assembly point is on the main field, spaces are sectioned out according to the year group you are in. Registers will be taken by your form tutor.



Expectations of students:

As a Harwich and Dovercourt Sixth Former, you will ensure the following:

Attendance:

100% attendance and 100% punctuality at all lessons and sessions

Tutor time will form a very important part of Sixth Form life and will be used to deliver a structured programme to equip students with the correct study skills to support them becoming more 'Independent Learners'.

There is a significant correlation between attendance and achievement. Tutor periods and attendance for Directed Study Periods are compulsory for all Sixth Form students. Dedication and motivation in Directed Study Periods are essential to success. Attendance will be monitored as part of your probation periods.

Work: A huge barrier to academic success is students working too many hours on part time jobs. It is a legal requirement that you are in full time education until you reach the age of 18. Your timetable will reflect full time education expectations. Unless reasons specifically stated, it is recommended that the maximum for a student is 8-10 hour per week, spaced out across shifts.

Effort: Your behaviour and attitude to learning will be reviewed by all of your teachers and staff during your probationary period. You will be reviewed at 6 and 12 weeks to ensure you are meeting the colleges' standards and expectations. Failure to do so will result in you losing your place at the college.

Sixth formers are also expected to follow the college **dress code**. They are seen as role models to younger students and the wider community and must dress appropriately.

As a Sixth Former, you will ensure that you:

- Check your school email regularly, at least once per day as this is the preferred method of communication from many teachers and departments.
- You will bring relevant equipment such as textbooks, folders, a pencil case and Chromebook to **all lessons** and commit to keep a record of your work.

As part of the provision at Harwich and Dovercourt Sixth Form, we offer you:

- High-quality teaching.
- Regular monitoring which informs students and parents/guardians about progress and attainment.
- Opportunities to achieve the best possible exam results.
- Have work regularly assessed in detail and speedily returned.
- The opportunity to express your concerns with the Sixth Form Team.
- Appropriate and quiet study areas to work in.
- A social area to meet in, outside of study periods and lesson times.
- Opportunities to participate in enrichment activities.
- Support from staff in preparing for exams.
- Work experience opportunities.
- Recognition and celebration of your achievements.
- Access to Pathways advice and guidance for post-18 routes.

By accepting a place at Harwich and Dovercourt Sixth Form, students must adhere to and abide by the standards listed below. Students agree to:

- Attend all timetabled lessons, assemblies, and additional commitments such as enrichment activities.
- Be punctual and ensure they are registered.
- Work hard and to the best of their ability and develop independent learning.
- Use study periods productively.
- Meet deadlines.
- Fully partake in work experience.



- Behave in a way that is appropriate to an education establishment and professional work environment.
- Keep mobile phones switched off and out of sight during lesson time.
- Follow the Dress Code.
- Adhere to the Acceptable Computer and Internet Use Policy.
- Behave appropriately and respectfully on the way to and from college.
- Take appropriate steps to ensure no work is plagiarised.
- Observe Sixth Form guidelines, which state that Sixth Formers must not smoke or consume alcohol or illegal substances on or off the premises during the day, including on the journey to and from college.
- As a Sixth Form student, you are expected to take responsibility for what you do or fail to do. If you do not fulfil the expectations indicated in this Partnership Agreement, you must expect and accept that one or more of the following sanctions will happen in line with the Support Strategy:
 - Extra study time added to your timetable
 - A formal verbal warning
 - Parent meeting
 - Target setting and intervention which may include an attendance contract.
 - Permanent removal from the Sixth Form and a managed move to another establishment or organisation.

Student Declaration:

I have read and understood the standards and expectations handbook and agree to **all** terms and conditions as a student at The Harwich and Dovercourt Sixth Form College. I agree to adhere to and support the policies explained within this document and the Student Handbook.

Student Name: _____

Date: _____

Student Signature: _____

Please sign and return to *Mrs Lear* our Sixth Form Administrative Support (based in Reception) or complete the Google Form to electronically sign that you have read, understood, and agree to the above standards and expectations contained within this handbook.

Students who find themselves unable to meet these minimum expectations may be asked to reconsider their future in Harwich and Dovercourt Sixth Form College.