

**WELCOME TO  
COPPICE PERFORMING  
ARTS SCHOOL  
SIXTH FORM**



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# COPPICE PERFORMING ARTS SCHOOL

## SIXTH FORM

Welcome to the Sixth Form at Coppice Performing Arts School. At Coppice we aim to offer you the best Sixth Form experience, including a broad and accessible curriculum, knowledgeable subject staff and the very best facilities which will enable you to achieve outstanding results at Level 3, supporting you in your chosen progression route.

As you are aware you are the first year group to benefit from the new school building and all of the facilities within. As Sixth Formers you will have exclusive access to the Sixth Form Study Room, with ICT provision to enable you to effectively meet your deadlines and achieve success. Sixth Formers also have access to a Common Room, which can be used at break and lunchtime to meet and socialise with other Sixth Form students. All classrooms host the latest facilities to enhance and enrich your lessons.

We hope that you will enjoy your Sixth Form experience at Coppice and that the time spent with us will enable you to become mature, self-motivated learners who will be in demand by universities and employers.

This booklet contains the information that you will need to know to ensure that your time in the Sixth Form is happy and successful. The content is shown in alphabetical order; please see the contents page for quick reference.

### **Attendance**

You are expected to attend every lesson that you are timetabled for; although you are not expected to be in school when you do not have lessons. A high level of attendance is crucial to success. If you take time off for relatively trivial reasons you will find it difficult to catch up with work. We consider that an attendance rate of 100% is excellent attendance, 98% is good and 95% is satisfactory. We will implement sanctions if your attendance becomes a cause for concern and ultimately this may lead to us asking you to leave the Sixth Form. The attendance rate is based on ALL timetabled school sessions, tutorial and main subject lessons. Outstanding attendance will be rewarded.

### **Assemblies**

Assemblies take place for Sixth Form at least once every half term, but can be more regular if important information needs to be shared. These will usually be run over two tutorial sessions in a week to allow all students an opportunity to attend. ATTENDANCE AT A SCHEDULED ASSEMBLY IS COMPULSORY. Sixth Formers must also attend any House assemblies that are called. Please listen out for messages about these from your tutor.



## Attitude & Behaviour

You are now nearly the oldest students in the school and as such you need to make sure that you show the correct attitude and behaviour at all times. You are role models for younger students and ambassadors for the school. Any student who's attitude or behaviour is not exemplary will be seen by Mrs Lane and may be dealt with in line with the school's policies and procedures. Your parents will be contacted if there are concerns about your attitude or behaviour.

## Bi-Annual Foreign Visit

A trip to a foreign country is arranged Bi-Annually to provide a fantastic opportunity to see a destination that many of you may never have the chance to see. This trip has traditionally been to New York, but the destination will be reviewed by the Sixth Form Committee. It is open to both Year 12 & 13 students. There are 30 places available and these will be allocated to students generally on a first come first served basis. Where we have a large number of students wishing to attend we will take the following into consideration:

- Attendance
- Punctuality
- Attitude
- Work rate

We will hold a reserve list in case students are unable to attend. You will be notified of the cost of the trip separately, with further details of the activities taking place. The cost of the trip will be subsidised by fundraising that we will undertake in the Autumn Term 2012.

## Bursary

In order to support your studies some students are entitled to claim a bursary of £10.00 per week. This money is paid at the end of each term and will be issued based on the following terms:

- Students in receipt of a bursary must have attendance of 98% or higher
- Punctuality for students receiving the bursary must be excellent
- Students receiving the bursary must be achieving on or above their target grades in all assessments completed.

The bursary, subject to funding is available to students in receipt of Free School Meals. If you believe that you may qualify for Free School Meals please see Mrs Lane.

## Common Room

The common room is another fantastic facility for use by the Sixth Form. You will be able to socialise in this room during break time and lunch time. You can eat food in this room. However, you must ensure that you tidy up after yourself - don't rely on others to do this for you. There will be facilities to make drinks, a fridge and a microwave. The kitchen area will always be stocked with washing up liquid, cloths and tea towels - so no excuse for not washing up! Students who wish to use the microwave must ensure that you cover food with clingfilm (provided). Any spillages **MUST** be cleaned up. The fridge must stay clean - please clean up any spillages. Please label up any food with your name. **DO NOT TAKE FOOD OR DRINK FROM THE FRIDGE THAT DOES NOT BELONG TO YOU.** The common room will be used for independent study during lesson times.



### **Connexions Personal Advisor**

Donna Holness is our Connexions advisor. Please see Donna directly if you wish to receive a Connexions appointment or see Mrs Lane who can arrange it for you.



### **Contact with home**

At Coppice we like to keep your parents updated about your progress and achievement. We will do this in two ways:

#### *Informal Contact:*

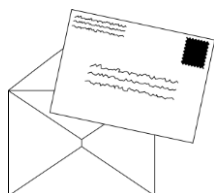
Staff will contact home from time to time to inform your parents about any concerns they have about your progress, attendance, punctuality, attitude or other factors. They will also contact home when you are doing really well to pass on their praise and congratulations.



#### *Formal Contact:*

Your parents will be updated about your progress regularly through;

- A partnership meeting
- Reports (2 data reports and one full written report annually)
- Examination results



Your parents will also be informed by letter if staff have ongoing concerns about progress, attendance, punctuality, attitude or changes to your curriculum.

### **Curriculum**

In partnership with Wednesfield High School we are able to offer a broad and balanced curriculum which suits the needs of the vast majority of our learners. Where we are not able to offer a particular subject as part of our partnership with Wednesfield High we are committed to sourcing this provision from another consortium in the City or at the local college. Unfortunately we are not able to fund courses completed at college which form part of a student's enrichment.

Most sixth form students follow 3-4 AS courses in Year 12. It is anticipated that the vast majority of students will continue to study all of their chosen subjects at A2. A reduction in the number of courses you are studying will need to be discussed with Mrs Lane.

## **Curriculum Changes**

You have already chosen the options that you wish to study at Level 3 and will have given that choice a huge amount of consideration. We hope that you will be happy with the options choices that you have made. However, if you realise you no longer want to study that subject you must do the following:

- As soon as you realise you no longer want to study a subject you discuss this with the subject teacher; explaining your reasons for not wanting to continue.
- You must go to see Mrs Lane to discuss your concerns.
- Mrs Lane will then discuss these concerns with your subject teacher.
- If it is agreed that you can 'drop' a subject you need to complete a 'Student Request for a change of course – Post 16 form. These are available from Mrs Lane. This needs to be completed by you and signed by your subject teacher stating that they agree to the curriculum change. You must return this to Mrs Lane WITH A LETTER FROM YOUR PARENTS STATING THEY AGREE TO THE CURRICULUM CHANGE. These will be passed to Mrs Cooper (Deputy Headteacher Curriculum) who makes the decision about whether the curriculum change is authorised. Any curriculum changes will be confirmed in writing.

### **REMEMBER THOUGH THAT IF YOU DROP A SUBJECT THERE ARE SERIOUS IMPLICATIONS:**

- Applying to university or for a job can be highly competitive. Students with only 3 AS levels will immediately put themselves at a disadvantage.
- We encourage you to aim high and would be surprised if you did not aspire to complete 4 AS levels which is the national norm.
- We urge you to challenge yourself and would be disappointed if you gave up a course simply because you found you had to spend time and effort on your studies.
- Our curriculum is flexible. You may pick up a new AS level in Year 13, as an addition to your studies, or to replace one of your original A2 level choices.

## **Dress Code**

The following dress code applies in Sixth Form at Coppice Performing Arts School:

### **Male:**

Shirt & Tie

Tailored Trousers

Jumper, cardigan or Tailored Jacket

Smart leather or leather effect shoes

### **Female:**

Smart top or blouse (these should not show too much cleavage or midriff)

Tailored skirt or trousers (skirt length should be acceptable in the work environment)

Jumper, cardigan or Tailored Jacket

Smart leather or leather effect shoes

### **Unacceptable items of clothing:**

Denim (including jeans, skirts, shirts and jackets)  
Baseball caps or other hats cannot be worn inside the school building  
Trainers  
Fabric boots  
Pumps  
Leggings  
Shorts



### **Piercings & Hair Colour:**

Whilst body piercing is not unacceptable in Sixth Form, it should not be excessive and you need to consider that you are in a work environment. Hair colour and style should also reflect the work environment of the Sixth Form.

### **Students completing practical subjects:**

There are certain subjects that require students to wear alternative clothing e.g. Dance, Drama etc. If you have other lessons during the day you will need to bring a change of clothes. You will be expected to attend all of your other lessons in smart work wear as outlined above.

**ANY STUDENT WHO ARRIVES FOR SCHOOL INAPPROPRIATELY DRESSED WILL BE SENT HOME TO CHANGE. ANY TIME MISSED FROM LESSONS WILL BE MADE UP IN OWN TIME.**

### **Driving Lessons**

You should not arrange driving lessons during your timetabled lessons. Please ensure that these are organised during your non-contact time. Time off for driving tests should be agreed with Mrs Lane in advance.

### **Enrichment**

All Sixth Form students need to complete one full day each week of enrichment activities. This may be split over two half-days depending on your option choices. At Coppice we offer enrichment courses leading to Nationally Validated Qualifications which include COPE (Level 3) and Arts Award Gold. Students interested in these courses can get further information from Mrs Lane. Enrichment is exactly what it states; something that is designed to enrich your life! This can be in the form of a work-placement, voluntary work, supporting a particular subject area in school or working towards a personal goal e.g. Duke of Edinburgh Award. It is very important that you are able to show that you are well motivated and supportive of others when you apply for university, apprenticeships or employment. You will be asked to state what your enrichment activity will be for the year in September.



## Guidance and Support

We hope that you will have an enjoyable and trouble free time in Sixth Form. However, if you have a problem it is often best to discuss concerns early on so that they can be resolved. If you do not understand the content of your lesson make sure you go back to the class teacher who will be happy to explain the content again to enhance your understanding. If you have other concerns the following people will be able to help you:

- Academic Tutor
- Miss McKenna - Head of Bantock
- Mrs Rhodes - Head of Chillington
- Mr R Wheeler - Key Stage Manager
- Mrs K Lane - Assistant Headteacher; Director of Sixth Form
- Mr Dodd - Head of Moseley
- Mr Dowson - Head of Wightwick

## Head Boy & Head Girl

The position of Head Boy and Head Girl, plus Deputy Head Boy and Deputy Head Girl is an important and vital role in the Sixth Form. These posts are traditionally held by Year 13 students, with elections taking place in the Summer Term each year. The Head Boy & Girl, plus Deputy Head Boy & Girl represent the school at numerous occasions throughout the year and are key ambassadors for the Sixth Form.

## Holidays

We ask that you avoid taking holidays during term time as this will be detrimental to your progress. If it is absolutely unavoidable please complete a Holiday Form (available from reception) and return it to your Academic Tutor at least 2 weeks before you travel. **HOLIDAYS SHOULD NOT BE TAKEN DURING JANUARY AND BETWEEN THE MIDDLE OF MAY TO THE END OF JUNE AS THIS IS THE MAIN EXAMINATION TIME.**

## Independent study

You should expect to do at least 5 hours of independent study (i.e. homework) per subject, per week. We consider that the time spent in formal lessons (c.20 hours a week) plus the time you spend on independent study should equate to a full-time job of 40 hours a week.

If you are only doing 3 subjects, you should do **at least** 6 hours per subject, per week.

Independent study in the Sixth Form may be written work, but you are also expected to do a considerable amount of extra reading, ensuring that you read around the subject to enhance your knowledge.

Independent study can be completed at home or in the Study Room (or Common Room during lesson time).

Use your Sixth Form planner to keep track of all homework you have been set and remember to prioritise work so you don't end up leaving it all to the last minute.





### **Lockers**

Lockers are available for any Sixth Form Student who wishes to use one. There is an annual charge of £5.00 for the hire of the locker. If you lose the key to your locker you will be liable for the cost of a replacement. Should you require a locker please see Miss Postones in resources.

### **Medical Appointments**

If possible avoid booking medical appointments during your timetabled lessons. If it is unavoidable please inform your Academic Tutor in advance.

### **Minibus**

We provide a minibus service to transport students between Coppice and Wednesfield High School at lesson change over (12.00p.m). If you do not intend to use the minibus service please let Mrs Lane know. Students who are timetabled lessons at Wednesfield High School for Periods 1,2 & 3 are expected to make their own way there. If your day finishes at Wednesfield High School you are expected to make your own way home. The minibus service will only run between the two sites at 12.00p.m. each day.

### **Part Time Jobs**

Many Sixth Formers take part time jobs whilst completing their studies, which can be an enriching and rewarding experience. Therefore, we do not object to students having part time jobs. However, you should not anticipate working over 10 hours per week as this could have a detrimental impact on your studies. You cannot have time off from lessons to work. This will be counted as unauthorised absence.

### **Pigeon Holes**

All Sixth Form Pigeon Holes are located in the Study Room. The Pigeon Holes are used to pass on all important information to you, plus staff will put work I them for you. Please check your pigeon holes at least twice a week.

### **Prospectuses**

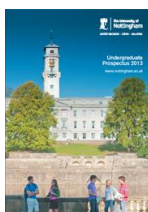
A range of university prospectuses are available in the Sixth Form Study Room. Please feel free to browse them; but please do not remove them from the Study Room and ensure that you return them to the book shelf once you have finished with them.

### **Punctuality**

Tutorial begins promptly at 8.50a.m and you are expected to attend tutorial if you are timetabled lessons during the morning session (Pd's 1 - 3). Period 4 (Start of afternoon session) starts promptly at 12.00p.m. When returning from lunch you need to be in lessons for 1.30p.m.

You cannot afford to miss any valuable lesson time - so make sure you've got a good alarm clock or watch!

If your punctuality is poor sanctions will be put into place, which ultimately may result in you being asked to leave the Sixth Form.



### **Reporting Absence**

If you are unable to attend school you or your parents MUST contact the school by phoning 01902 558500 on the first day of absence. If you are going to be off school for a prolonged period (over 3 days) you must contact Mrs Lane, who can arrange for work to be sent home. If you do not report absence it will be counted as Unauthorised and may be referred to in any future reference.

### **Rewards**



We are always encouraging you to work hard and achieve well. If you perform exceptionally well you will be rewarded by staff issuing you with a positive postcard. These can be given for producing work to an exceptional level, contribution to Sixth Form or any other reason for which staff wish to reward you. If you receive a positive postcard please give it directly to Mrs Lane. Each positive postcard is worth £5.00. Rewards assemblies are held at the end of each term where you will receive your money. Letters are sent home to inform your parents of your achievement.

### **Sixth Form Activities**

It is planned that we will have a celebration or activity, such as a trip to Alton Towers at the end of each term. This will be a reward for all of you that have displayed excellent levels of attendance, punctuality and are up-to-date with all of your work. The activities will be selected by the Sixth Form Committee.

### **Sixth Form Committee**

Are you interested in making a difference to how the Sixth Form at Coppice operates? If you want to make a difference and make decisions which affect the Sixth Form, join the Sixth Form Committee. We meet regularly (about every 4 weeks) after school for about 40 minutes to discuss a range of issues. If you are interested in joining the Committee please see Mrs Lane.

### **Sixth Form Role in Vertical Tutoring**

All Sixth Formers are expected to attend tutorial when you have lessons in the morning. Your contribution to your tutor group is invaluable. You can support your tutor in the following ways:

- Support younger students with organisation (particularly new Year 7 students)
- Check student planners to see they are recording homework accurately
- Support students in your tutor group with homework, tutor activities or important decisions e.g. options.
- Help your tutor to check the communication folder to give out messages etc.

***Make sure that you are proactive and don't wait to be asked to help out.***

### **Students Timetabled Lessons At Wednesfield High School**

The times of the day are slightly different at Wednesfield High School to Coppice. Sessions start as follows:

Morning session: 9.05a.m. – 11.35a.m.

Afternoon session: 12.25p.m. – 2.55p.m.

**You MUST sign in at reception on arrival at Wednesfield High School. If you do not sign in your attendance will not be registered and this will impact on your overall attendance figure.**

### **Study Room**

The Study Room is a fantastic new facility that is for the exclusive use of the Sixth Form at Coppice and guest students from Wednesfield High School. There will be brand new computers in September as well as printing facilities. There are also a number of study tables for students who do not wish to use the PCs. This room is for quiet study and you should be mindful of others working in there. No food or drink is allowed in the Study Room.



### **Work rate**

As already mentioned you will have lots of work to complete as part of your studies. You need to make sure that you keep up with the fast pace of work. If you know that you are falling behind, don't ignore it; go and discuss it with your subject teacher. They will be able to give you guidance and support to help you meet your deadlines and keep up-to-date. We will also work closely with your parents to ensure that we can all work together to make sure that you are successful.

### **Vehicle Use**

Students who wish to bring vehicles onto the school site must agree to the following terms:

- A contract has to be signed stating that you will drive sensibly at all times on the school premises, being fully aware of the number of pedestrians that are on the school site.
- You will use all safety equipment such as helmets or seatbelts.
- Motorbikes and scooters cannot carry passengers.
- You must bring in your driving licence, which will be photocopied for our records.
- You must bring in your insurance documents, which will be photocopied for our records.
- Please note that any vehicle brought onto the school site is done so entirely at your own risk.

If you wish to bring a vehicle onto school site please see Mrs Postones (Business Manager).

Any student who does not abide by these rules will not be able to bring their vehicle onto the school premises.



**WE HOPE THAT YOU FIND THIS INFORMATION USEFUL. PLEASE KEEP IT TO REFER TO THROUGHOUT THE YEAR. IF YOU HAVE ANY QUESTIONS ABOUT ANY OF THIS INFORMATION PLEASE SEE MRS LANE.**

**Coppice Sixth Form**  
**Achieving Success Together**