

COPPICE PERFORMING ARTS SCHOOL

SIXTH FORM

INFORMATION FOR PARENTS



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SIXTH FORM

At Coppice we aim to work together with parents and carers to ensure the very best outcomes for your child during their time with us in the Sixth Form. We hope to offer your son/daughter the best Sixth Form experience, including a broad and accessible curriculum, knowledgeable subject staff and the very best facilities which will enable them to achieve outstanding results at Level 3. By doing this we will be able to support them in their chosen progression route.

Your son/daughter is joining the Sixth Form at a very exciting time. We have achieved in 2013 superb A Level examination results including a 100% pass rate in Year 13; with 54% of those students achieving A*-B grades. As you are aware facilities for new Sixth Formers are of the highest quality. Sixth Formers have exclusive access to the Sixth Form Study Room, with ICT provision to enable them to effectively meet their 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 their lessons.

We hope that your son/daughter will enjoy their Sixth Form experience at Coppice and that by working together we can enable them 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 the time your child spends in the Sixth Form is happy and successful. The content is shown in alphabetical order; please see the contents page for quick reference.

Attendance

Sixth Formers are expected to attend every lesson that they are timetabled for; although they are not expected to be in school when they do not have lessons. A high level of attendance is crucial to success. If they take time off for relatively trivial reasons they 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 son/daughter's attendance becomes a cause for concern and ultimately this may lead to us asking them 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. Your son/daughter should listen out for messages about these from their tutor.



Attitude & Behaviour

Your son/daughter is now nearly one of the oldest students in the school and as such they need to make sure that they show the correct attitude and behaviour at all times. Your child is a role model for younger students and ambassadors for the school. Any student whose 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. You will be contacted if there are concerns about your son/daughter's attitude or behaviour.

Bi-Annual Foreign Visit

A trip to a foreign country is arranged Bi-Annually to provide a fantastic opportunity to visit a destination that many students may never have the chance to see. This trip has traditionally been to New York and in 2013 we visited Rome, Italy, 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 2014.

Bursary

In order to support your son/daughter's 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 your child may qualify for Free School Meals please complete an application for Free School Meals (forms available from Coppice or via the City of Wolverhampton Council website). Students who have a disability or are in the care of the Local Authority are also entitled to a bursary - please contact Mrs Lane if this applies to your child.

Common Room

The common room is another fantastic facility for use by the Sixth Form. Students will be able to socialise in this room during break time and lunch time. Your son/daughter can eat food in this room. However, they must ensure that they tidy up after themselves. 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 they cover food with clingfilm (provided). Any spillages **MUST** be cleaned up. Please encourage your son/daughter to label up any food with their name. **STUDENTS ARE NOT TO TAKE FOOD OR DRINK FROM THE FRIDGE THAT DOES NOT BELONG TO THEM.** The common room will be used for independent study during lesson times.



Connexions Personal Advisor

Pete Small is our Connexions advisor. Please ask your son/daughter to see Pete directly if they wish to receive a Connexions appointment or speak to Mrs Lane who can arrange it for them. Pete is happy to meet with parents to discuss future progression for your child. Please ring reception to book an appointment.



Contact with home

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

Informal Contact:

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

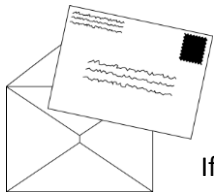


Formal Contact:

You will be updated about your son/daughter's progress regularly through;

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

You will also be informed by letter if staff have ongoing concerns about progress, attendance, punctuality, attitude or changes to your son/daughter's curriculum.



If you wish to speak to your son/daughter's teacher please ring reception on 01902 558500 and the teacher will be happy to ring you back to discuss any issues. For other concerns please contact Mrs Lane, Director of Sixth Form by ringing reception or by email on klane@coppice.wolverhampton.sch.uk

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 your son/daughter are studying will need to be discussed with Mrs Lane.

Curriculum Changes

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

- As soon as they realise they no longer want to study a subject they should discuss this with the subject teacher; explaining their reasons for not wanting to continue.
- They must go to see Mrs Lane to discuss their concerns.
- Mrs Lane will then discuss these concerns with their subject teacher.
- If it is agreed that they can 'drop' a subject they 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 your son/daughter and signed by their subject teacher stating that they agree to the curriculum change. They must return this to Mrs Lane **WITH A LETTER FROM PARENTS STATING THAT YOU AGREE TO THE CURRICULUM CHANGE**. These will be passed to Mrs Minhas (Deputy Headteacher) who makes the decision about whether the curriculum change is authorised. Any curriculum changes will be confirmed in writing.

REMEMBER THOUGH THAT IF YOUR SON/DAUGHTER 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 all of our students to aim high and would be surprised if they did not aspire to complete 4 AS levels which is the national norm.
- We urge them to challenge themselves and would be disappointed if they gave up a course simply because they found they had to spend time and effort on their studies.
- Our curriculum is flexible. They may pick up a new AS level in Year 13, as an addition to their studies, or to replace one of their 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
Hoodies
Shorts



Piercings & Hair Colour:

Whilst body piercing is not unacceptable in Sixth Form, it should not be excessive and your son/daughter needs to consider that they 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 your child has other lessons during the day they will need to bring a change of clothes. Your son/daughter will be expected to attend all of their 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

Your son/daughter should not arrange driving lessons during their timetabled lessons. Please ensure that these are organised during their 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 son/daughter's 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 son/daughter's 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 students are able to show that they are well motivated and supportive of others when they apply for university, apprenticeships or employment. Your son/daughter will be asked to state what your enrichment activity will be for the year in September.



Examinations

Students will be given a huge amount of support in preparation for any formal or informal examinations they will take. However, **students who fail to achieve a pass grade (E or above) at AS level will not be allowed to continue studying that subject at A2.** Any changes to their curriculum will be discussed with your son/daughter following the examination results in August.

Guidance and Support

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

- Academic Tutor
- Miss McKenna - Head of Bantock
- Mrs Rhodes - Head of Chillington
- 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

From September 2013 the Government have changed the regulations regarding students taking holidays during term time. This is a national decision and out of our hands. In the past, we have been allowed to authorise up to 10 days holidays in a school year. We are no longer allowed to do this. We can now only give permission for time off for **exceptional circumstances** and this does not include family holidays.

Independent study

Your son/daughter 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 they spend on independent study should equate to a full-time job of 40 hours a week. If they are only doing 3 subjects, they should do **at least** 6 hours per subject, per week.

Independent study in the Sixth Form may be written work, but they are also expected to do a considerable amount of extra reading, ensuring that they read around the subject to enhance their knowledge. Independent study can be completed at home or in the Study Room (or Common Room during lesson time).



Sixth Form planners are issued in September for students to keep track of all homework they have been set. Encourage them to prioritise work so they don't end up leaving it all to the last minute. Even though your son/daughter is in the Sixth Form you may still need to nag them to do their homework!

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 your son/daughter loses the key to their locker they will be liable for the cost of a replacement. Should your son/daughter require a locker please ask them to see Miss Postones in student services.

Medical Appointments

If possible avoid booking medical appointments during your son/daughter's timetabled lessons. If it is unavoidable please inform their Academic Tutor in advance.

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, your son/daughter should not anticipate working over 10 hours per week as this could have a detrimental impact on their studies. **They 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 your son/daughter, plus staff will put work in them for your child. Please encourage your son/daughter to check their pigeon holes at least twice a week.

Prospectuses

A range of university prospectuses are available in the Sixth Form Study Room. Students are free to browse them but not to remove them from the Study Room.

Punctuality

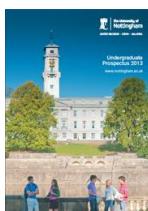
Tutorial begins promptly at 8.50a.m and your son/daughter is expected to attend tutorial if they are timetabled lessons during the morning session (Pd's 1 - 3). Period 4 (Start of afternoon session) starts promptly at 12.00p.m. When returning from lunch they need to be in lessons for 1.30p.m.

Your son/daughter cannot afford to miss any valuable lesson time - so make sure you've got them a good alarm clock or watch!

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

Reporting Absence

If your son/daughter is unable to attend school you **MUST** contact the school by phoning 01902 558500 on the first day of absence. If they are going to be off school for a prolonged period (over 3 days) you must contact Mrs Lane, who can arrange for work for them 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 students to work hard and achieve well. If your son/daughter performs exceptionally well they will be rewarded by staff issuing them 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 them. If they receive a positive postcard they should give it directly to Mrs Lane. Each positive postcard is worth £5.00. Rewards assemblies are held at the end of each term where they will receive their money. Letters are sent home to inform you of your child's achievement.

Sanctions

Whilst we hope that your child's attitude, behaviour and work rate will be outstanding in Sixth Form, there are a range of sanctions that will be used if your son/daughter fails to meet our high expectations, including contacting home, being placed on report and ultimately, if no improvements are seen, they may lose their place in Sixth Form.

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 students that have displayed excellent levels of attendance, punctuality and are up-to-date with all of their work. The activities will be selected by the Sixth Form Committee.

Sixth Form Committee

Students who are interested in making a difference to how the Sixth Form at Coppice operates can join the Sixth Form Committee. We meet regularly (about every 4 weeks) after school for about 40 minutes to discuss a range of issues that affect the Sixth Form. If your son/daughter is interested in joining the Committee please ask them to see Mrs Lane.

Sixth Form Role in Vertical Tutoring

All Sixth Formers are expected to attend tutorial when they have lessons in the morning. Their contribution to their tutor group is invaluable. Your son/daughter can support their 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 their tutor group with homework, tutor activities or important decisions e.g. options.
- Help their tutor to check the communication folder to give out messages etc.

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.

Your son/daughter MUST sign in at reception on arrival at Wednesfield High School. If they do not sign in their attendance will not be registered and this will impact on their overall attendance figure.

Study Room

The Study Room is a fantastic facility that is for the exclusive use of the Sixth Form at Coppice and guest students. There are a range of computers and a laptop trolley exclusively for Sixth Form use. 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 your son/daughter should be mindful of others working in there. No food or drink is allowed in the Study Room.



Work rate

As already mentioned your child will have lots of work to complete as part of their studies. They need to make sure that they keep up with the fast pace of work. If you or your son/daughter are concerned that they are falling behind, don't ignore it; please discuss it with their subject teacher. They will be able to give you guidance and support to help your child meet their deadlines and keep up-to-date.

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 they will drive sensibly at all times on the school premises, being fully aware of the number of pedestrians that are on the school site.
- They will use all safety equipment such as helmets or seatbelts.
- Motorbikes and scooters cannot carry passengers.
- They must bring in their driving licence, which will be photocopied for our records.
- They must bring in their insurance documents, which will be photocopied for our records.
- Please note that any vehicle brought onto the school site is done so entirely at their own risk.
- You must display a parking permit (available from Mrs Lane) in your car.

If you wish your son/daughter to bring a vehicle onto school site please contact Mrs Lane

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 CONTACT MRS LANE.

Coppice Sixth Form
Achieving Success Together