

St. Bartholomew's School



AD LUCEM

SIXTH FORM

HANDBOOK FOR PARENTS
2016 - 2018

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CONTACTING THE SCHOOL

Enquiries: School: 01635 521255 Fax: 01635 576320
 Sixth Form Office: 01635 576368
 Attendance Hotline: 01635 576372 (24 hour messaging service)
 Subject Hotline: 01635 576358 (24 hour messaging service)
 subjecthotline@stbarts.co.uk
 Sixth Form Email: sixthform@stbarts.co.uk
 Website: <http://www.stbarts.co.uk>
 Sixth Form Blog: <http://stb6th.edublogs.org>

Sixth Form Handbook for Parents

Introduction

The contents of this handbook are designed to help parents of Sixth Form students at St Bart's. We hope that you will find it useful.

We want all Sixth Formers to achieve their full potential, and we view the partnership between the students, their parents, and the teaching staff as essential in ensuring that happens. Much of the guidance which follows can also be on the school website <http://www.stbarts.co.uk> and the Sixth Form blog <http://stb6th.edublogs.org>

Parents/carers are asked to ensure that students observe these procedures and guidelines throughout their son/daughter's education in the Sixth Form. It is understood that parents/carers place their children under the full authority of the Headteacher when they accept entry to the school and they accept these procedures and guidelines. Any parent/carer not fully understanding any rule or procedure should consult with the Head of Sixth Form or Headteacher.

Students and parents/carers receive a calendar at the beginning of each term. This is also posted on the website www.stbarts.co.uk. The school newsletter, BartholoNews, is published on a weekly basis and is available on the school website and sent by email. Printed copies may be collected from reception.

Please do not hesitate to contact the Sixth Form if you have any queries.



Adam Robbins
Head of Sixth Form

The Parents' Association

All parents are automatically members of the PA. Several events are organised during the year, all of which are publicised in the calendar provided to every student. We hope that as many parents as possible can be involved in these events, many of which help to raise valuable funds for the school.

Contacting the School

Parents who have concerns about a student are encouraged to contact the school as soon as possible. In most cases the Tutor will be the first point of contact. If you are uncertain as to whom you should contact, please telephone the Sixth Form office (01635 576368) in the first instance. If you want to enquire about your child's work in a specific subject, contact the Subject Hotline (01635 576358) leaving details of your child's name, tutor group, subject, teacher name and your contact details. A teacher will contact you within the following five working days. There is also an email address which is specifically for any Sixth Form concerns sixthform@stbarts.co.uk

We would specifically ask that you contact the school if your son or daughter is absent by ringing the attendance hotline on 01635 576372. This is checked daily and means that we can be far more efficient in following up unexplained absences from registration or from lessons.

Termly Calendar

At the start of each term, students are given two calendars, one for home and one for personal use. Key dates and telephone numbers are on the front of the calendar, which may also be accessed via the website www.stbarts.co.uk

BartholoNews

To help keep you informed about school life and important developments, BartholoNews is published every Tuesday during term time. This is emailed via Schoolcomms. The newsletter can be found on the school news page of the website www.stbarts.co.uk

By providing your email address we will be able to communicate with you via Schoolcomms, which is very helpful in providing you with information / updates quickly. This includes your copy of BartholoNews.

Sixth Form Blog

Notices and key information on St Bart's Sixth Form is available online via a dedicated blog. This is updated regularly and can be accessed via at <http://stb6th.edublogs.org> via all browsers and mobile phones. The blog contains information on university, careers and job opportunities. There is a Twitter feed for the blog @stb6th

All students are themselves encouraged to share relevant notices on the blog. Messages for the blog should be shared with the Head of Sixth Form or via one of the School Officers.

Whole School Expectations

Sixth Form students are expected to take pride in themselves and their school and should appreciate that the good name of the school depends on their courteous behaviour in public places. **They should set an example to others in the school in this respect.**

High standards of behaviour and respect for people and property are required at all times. The safety and well-being of the whole school community is of paramount importance. The school has these specific rules but any action or possession, which may cause upset, injury or harm is unacceptable to the school community.

1. Except for prescribed medication, students are forbidden to bring alcohol/drugs, cigarettes, matches or lighters onto school premises, to be in possession of them, or to consume them. Breaches of this rule will lead to serious consequences. The rule also applies to any off-site activity or visit organized by the school.
2. Betting or gambling or playing any game for money on the school premises is not allowed.
3. Chewing gum is not allowed at any time on school premises.
4. Loss of, or damage to, school property, including books or the property of another person, must be immediately reported to a member of staff. Students will not be punished for accidental damage, but may be punished for failing to report it. The actual cost or a contribution towards replacement will usually be required.
5. Years 7 – 11 only - During school hours, students in Years 7 – 11 may not leave the site without permission. Items of food and drink, may only be purchased in school and eaten in designated areas.
6. Only bring equipment to school you require for your studies. Avoid bringing cash and valuables into school. No responsibility can be accepted for personal belongings, including cycles.

At the start of Year 12 students will be given a copy of the Sixth Form Agreement for signature.

The Sixth Form Agreement

OUR COMMITMENT TO YOU

The school will provide for you:

- Appropriate teaching and opportunities for learning, including advice about appropriate courses, and setting and marking of study tasks.
- Regular feedback and reporting on your abilities and objectives for the future, including advice and guidance on progression routes.
- Access to your Tutor throughout the week; individual meetings with students (and parents/carers) as requested.
- Facilities and resources for study and opportunities to acquire sound learning skills and study habits.
- A genuine concern for the health, well-being and development of all students. Staff are available for consultation and will seek the help of outside agencies when needed.

YOUR COMMITMENT

You will be expected to:

- Participate fully in school life. Arrive promptly to all lessons, tutorials, and assemblies; arrive fully prepared and equipped for each lesson, or school activity, with required work completed.
- Follow the dress code as outlined in this handbook and at <http://stb6th.edublogs.org>
- Keep records of your participation on the Student Record Cards retained by your Tutor.
- Communicate regularly: check the sixth form blog <http://stb6th.edublogs.org> or twitter feed @stb6th every day to pick up messages. Check your school email account every day to check for messages from teaching staff.
- Attend all arranged one-to-one meetings with members of staff, including the completion of Progress Trackers/ Impact Reports in line with deadlines. If placed on a Supervised Study timetable or required to register more regularly with your Tutor or Senior Tutor, you must meet these commitments. Attend Friday afternoon subject support or exam practice sessions where requested by a member of staff.
- Show respect for people, property and the school environment at all times.
- Keep up with your work. If Independent Study tasks have been completed, you are expected to use study time to follow up and consolidate work covered in class and by reading around future topics.
- In the event of teacher absence, seek out and complete work set.
- Attendance below 95% will affect your progress and will therefore require you to attend regular meetings with your Tutor.
- If you wish to drop a subject or adjust your programme of study, you must discuss this with appropriate teaching staff and your Tutor and then complete the necessary forms in order to have them formally approved by the Head of Sixth Form, Mr Robbins.
- Be on course to pass all your courses, which should number at least three. If a teacher indicates that you are below this threshold, and actions do not improve this situation, then your place in the Sixth Form will be at risk.

Please sign here to show that you have read and understood these expectations.

Student Name Tutor Group

.....

Student Signature Parent/Carer Signature

Students who do not meet these expectations will be given additional support to do so. If this support is not acted upon a student may ultimately be asked to leave the Sixth Form.

Student Expectations

Year 12

For the first half-term

- Sign in and out every day using the biometric system. You must sign out if you leave the building before the end of Period 5.
- Register with your Tutor at 8.40am every day and 12.10pm Monday to Thursday.
- Attend all timetabled lessons throughout the year.

After the first half-term

- Attend all timetabled lessons throughout the year.
- Unless otherwise requested, you will not be required to register with your Tutor at 8.40am every day. However, morning registration slots students must not make alternative arrangements outside school; they need to be available to Tutors/Senior Tutors/other staff if required. Students should check emails daily for meeting requests. Attendance is compulsory where it has been requested.
- If serious concerns emerge about your attendance, attitude or effort, you will be required to register at 8.40am every day.

Year 13

- Sign in and out every day using the biometric system. You must sign out if you leave the building before the end of Period 5.
- Register with your Tutor at 8.40am every day and 12.10pm Monday to Thursday.
- Attend all timetabled sessions throughout the year.
- Unless otherwise requested, you will not be required to register with your Tutor at 8.40am every day. However, in morning registration slots students must not make alternative arrangements outside school; they need to be available to Tutors/Senior Tutors/other staff if required. Students should check emails daily for meeting requests. Attendance is compulsory where it has been requested.
- If serious concerns emerge about your attendance, attitude or effort, you will be required to register at 8.40am every day.

Private Study

Students should devote a substantial amount of time both at school and at home to private study. **As a guideline the time needed for independent study to ensure success on courses is one hour per lesson in school.**

In Study Periods, students may use the school library, the Sixth Form study area, the Foyer, the canteen (periods 1, 2 and 5) or designated quiet rooms. Students following courses requiring the use of specialist equipment should negotiate the use of specialist rooms with the teaching staff concerned.

There is a definite expectation that students should do more than the set work. Where students do not have specific homework tasks they should consolidate and extend their understanding through additional reading, research and practice. Links to relevant subject based websites are available on the Sixth Form blog: <http://stb6th.edublogs.org>

Where there are concerns about a student's 'Work Outside the Classroom', the Head of Sixth Form will require the student to sign in for Supervised Study.

Attendance

Students are expected to attend all of their lessons. This is clearly essential if best progress is to be made. Details about absence from school and from lessons will be included in reports.

When a student knows that s/he is going to be absent (e.g. hospital appointment, university interview), it is a matter of courtesy to inform his/her Tutor and subject teachers in advance. Parents/carers should also inform their House office so that an appropriate code may be entered on the system. The House email addresses are:

curnock@stbarts.co.uk

davis@stbarts.co.uk

evers@stbarts.co.uk

patterson@stbarts.co.uk

In the case of unexpected absence parents are asked to contact the '**attendance hotline**' on **01635 576372** and leave a message stating the student's name and a contact telephone number.

It is inappropriate for students to miss school for family holidays, and this will not be authorised other than in exceptional circumstances.

Students who fail to meet expectations regarding attendance and punctuality will be required to complete independent work under supervised conditions in the Sixth Form Area.

Illness

Students who feel ill should be taken or sent to their House office, where appropriate action will be taken. Students who do not require medical care but who are unable to attend a lesson **must always report first to a member of staff**. Where a student wishes to go home they must also report to their House office so that arrangements can be made.

In no circumstances may a sick student discharge him/herself from school without permission.

Students Driving to School

Students who wish to drive a car, motor-cycle, scooter or moped to school must have the permission of the school to do so.

In order to obtain permission, students must obtain a form from the Sixth Form office, which should be returned, when completed, to the Head of Sixth Form. Details of the car make and model, registration and colour will be logged against the student concerned.

Where there is a need to park in the nearby roads, students should do so sensibly and show consideration for local residents, and other road users. A small amount of parking is available at the old Wormestall site, but there is no parking for students on the main school site at all.

If these rules are broken, or if students are seen driving in an irresponsible manner, parents/carers will be contacted in the first instance. The school also reserves the right to withdraw permission for the student concerned to drive to school.

Paid Employment

Many Sixth Form students seek some employment either in the evenings or at the weekends. Balancing this with studying proves difficult for some students, but the time management skills involved are important. This is especially true for those who will go on to university where similar arrangements are likely.

We recommend that students work **no more than 10 hours per week** in order to ensure that their studying is not adversely affected. This figure has been shown in national studies to be about the maximum most students can sustain whilst still achieving their academic potential.

Remember that your future employments and earnings potential are much more dependent on your academic qualifications than on your part time job. Do you want an extra £20 a week now or an extra couple of hundred pounds a week in the future?

No arrangements for paid employment should be made during lesson slots.

Security of Property

With the large number of students and many visitors using the buildings, valuables should never be left unattended. The school cannot be held liable for the loss of any personal property from the site. Parents are recommended to include personal items used at school on their Household Insurance policies.

Money or valuables should not be left in unattended bags or clothing. This is especially important during PE or Games opportunities, when all valuables including watches, should be handed to a member of staff.

The school can take no responsibility for high value items brought to school. In general, students should not bring valuable items to school, or, in the case of laptops, should keep them with them at all times. Also, large sums of money should not be brought to school.

If a student loses an item they should check with their House Head whether it has been handed in.

Sixth Form Dress Code and Appearance

Sixth Form students must be smart and businesslike in their appearance.

DRESS CODE REQUIREMENTS

*Applicable to male
and female students*

<u>Boys</u>	<u>Girls</u>
<ul style="list-style-type: none">• Black, navy or grey suit• Shirt and tie of choice• Formal footwear	<ul style="list-style-type: none">• Smart and businesslike; suits, dresses, skirts and smart trousers are appropriate.• Formal footwear

Notes.

- *No denim, no leggings, no jeans, no shorts, no leather, no hoodies, no trainers.*
- *No extremes of hairstyle.*
- *Jewellery is limited to modest earrings, necklaces and bracelets; in particular no facial piercing is allowed.*

This dress code is designed to keep St Bart's Sixth Formers smart and businesslike in their approach to school.

Students who do not meet dress code requirements will be warned, and at a second offence risk being sent home to change before returning to school

Personal Development Programme

At St Bart's we are looking to provide not only an academic education, in the form of a wide range of qualifications, but also to enrich your studies with our re-energised Personal Development Programme. We hope to provide relevant information along with introducing wider topics to encourage debate and make connections between students' studies and the outside world. We also hope to have some fun along the way.

Our new look Personal Development Programme has been split into four different programmes and will include a wide range of activities, guest speakers and most importantly advice on how to progress in a number of areas whether it is developing study skills or choosing your future career. Here are the four programmes and some of the topics that will be covered.

Life Coaching

Dealing with stress and anxiety, mental health awareness, success and achievement, self-esteem and resilience, informative and motivational talks, sex and relationships, budgeting skills, basic cooking skills, paying rent and bills, mortgages and pensions, coping with university, living away from home, social media.

Careers and Professional Advancement

Careers advice, speakers from industry and business, study skills such as note taking and time management, presentational skills, interview technique, CV and cover letter writing, customer service skills, research skills and projects, independent learning, exam and revision techniques, dealing with the work place, developing essay and report writing skills, alternatives to university, business mentors, employability, work experience.

Our Society

British values, volunteering and charity work, national and local social issues, speakers from local charities, austerity cuts, homelessness, housing, sustainability and recycling, cultural diversity, governments and councils.

The Wider World

Global economics, climate change, global population, alternative energy sources, global conflicts, human rights issues, outside speakers, links to chosen subjects and possible careers.

Careers Guidance

Careers education forms part of the tutorial programme and there are strong links with the local Adviza careers service. Programs such as 'Fast Tomato' and Unifrog are available to help students to make decisions about what careers may be appropriate for them.

At any time students can request a careers interview via their tutor with Adviza.

Students who decide not to apply to university, or who are uncertain whether they will take up a university place, are given both group and individual guidance during the autumn term of Year 13. Again help is given with compiling a CV, and Adviza guidance is set up for each student who would benefit from it.

Employability Skills

In the sixth form, we place great emphasis on encouraging Year 12 students to expand their skills outside of the classroom in order to broaden their experience to help them to become work-ready.

Students have the opportunity to get involved in a variety of volunteering opportunities on Wednesday afternoons, including many supporting St Bart's staff in classrooms within the school. Students arrange their own placements based on their specific needs, but the emphasis should be on opportunities not normally found in paid work.

Support, training and guidance is given to students before, during and after their placements to ensure they make the most of their time.

How you can support students – you can help them to find the right placement and encourage them to reflect on their experiences and what skills they are developing.

School Exams

Year 12	December and June
Year 13	January

School Policies

The school policies can be found on the website at www.stbarts.co.uk. Should you require further information about school policies, please contact Mrs Sutherland, the Clerk to the Governors, on 01635-521255 or at hsutherland@stbarts.co.uk.

Reporting Arrangements and Feedback on Progress

Sixth Form students are encouraged to have on-going dialogues with their teachers about their progress. Mature relationships with teaching staff in which areas for improvement can be aired and shared is a feature of successful students, and staff will always respond positively to students who take the initiative in seeking to improve their work.

More formal reporting to you and your parents occurs as follows:

Year 12:

- Reports in October, January, March and July
- **Subject Parents' Evening** Wednesday 16 November 2016

Year 13:

- Reports in October, February and May
- **Subject Parents' Evening** on Tuesday 6 December 2016

These opportunities are set up to provide both you and your parents with regular formal feedback and should, we hope, be extremely useful to all involved. Students are expected to engage in an active discussion with staff about their progress as a result of each report.

Reports are monitored rigorously by Tutors, Senior Tutors, House Heads and the Head of Sixth Form. Poor performance in one or more of these areas will have consequences for students.

Academic Progress against MEG (Minimum Estimated Grade)

Work Outside Classroom

Engagement in Learning

Attendance

MTE (Meeting Tutor Expectations)

Poor reports may put a student's place in the Sixth Form in jeopardy. Contact will be made with parents and the following steps may also be taken:

- withdrawal of 'free' time on Wednesday and Friday afternoons
- enforced attendance at after school Homework club
- withdrawal of 'Activity Time'
- enforced signing in at Supervised Study Sessions.

Students who are under-achieving can expect to be asked to discuss their progress with their Tutor, Senior Tutor, Head of House or with the Head of Sixth Form, with their parents present if necessary.

A Level Structures

There are now two different Structures for A Levels.

1. Modular Courses

(Classical Civilisation, Product Design, Food Technology, Film Studies, Mathematics, Further Mathematics, Politics, Media Studies, Music Technology)

Unless their practice exam performance raises questions about their viability on the course, students on courses that still employ the old modular structure will be enrolled for an AS Level in May/June. This will be a qualification in its own right and, having received their AS results, students may choose to drop the subject before the start of Year 13. If students decide to continue with the subject in Year 13, their AS mark will constitute half their full A Level. **There is no requirement for students to complete a form for AS entry in these subjects.**

2. Linear Courses

(All other A Level Subjects not listed under Modular Courses)

For the new linear courses, the situation is quite different. Our students will not routinely be taking AS exams in the new linear courses. AS Levels in linear courses do not constitute half an A Level. The exams therefore have no ultimate value in terms of A Level qualifications and our view is that where a student is on course to secure an A Level at the end of Year 13, the new AS Level at the end of Year 12 can distract students and take momentum away from their pursuit of a full A Level. Students will only be entered for an AS exam in the following circumstances:

1. After practice exams, where students/parents request that they are entered for an exam on the grounds that:
They intend to drop the subject at the end of Year 12 and want to secure a recognised qualification.
2. After practice exams, where the teacher judges that an AS exam is appropriate because:
There is a very real possibility of a student failing to complete successfully a full A Level. An AS exam will help to judge whether a 'borderline' student has the potential to complete a full A Level. If the student secures at least a D in the AS Level, they will be able to proceed with the subject at A Level. If the student secures an E, the possibility of proceeding to A Level will be the subject of further discussion.

For both 1 and 2 (above), the cost of the AS exam entry will be covered by the school.

Where students are making good progress and are committed to seeing a subject through to the end of Year 13, they are not advised to enter for AS exams in linear subjects. Students will, however, have the opportunity to do this. Entries will need to be confirmed by 22 January and in this scenario (as opposed to those outlined in 1. and 2.) the cost of exam entries is covered by the student.

Please be aware that there will be formal, rigorous in-house end of year exams for the new linear courses in late June/early July. These will be marked in line with exam board mark schemes and will enable students to both measure their progress and provide information that we can share with universities as part of a student's university application.

The University Application Process

St Bart's is justly proud of its record of students achieving their desired places at university, including at Oxford and Cambridge. There is a strong and supportive process to help students make the right decisions and then submit an effective application:

April to June (Year 12):

- Students encouraged to start making decisions about courses; focus on this in tutorial programme.

June and July (Year 12):

- Intensive programme of guidance in tutorial sessions, including the first drafting of personal statements for UCAS forms and introduction to the Unifrog software and the UC AS online application system. Alternatives such as gap years and employment also discussed.

June/July (Year 12):

- Higher Education Briefing Evening for students and parents, "Options at 18".

September and October (Year 13):

- UCAS forms completed, with guidance from tutors, senior tutors, and Heads of House and Mr Robbins as required. All forms rigorously checked before sending. All students are encouraged to apply by October half term, and most do.

Applicants for Oxford, Cambridge, medicine, veterinary science or dentistry must apply by 15 October.

The final UCAS deadline for other applicants is **15 January**. Internal deadlines are in advance of these to allow time for the school to check and process each form before sending. Students are also more likely to receive offers if forms are despatched promptly.

October/November (Year 13):

- Applicants for Oxford and Cambridge given mock interviews and advice about reading around their subject in preparation for college interviews. Some students for top universities will also be prepared for and sit entry exams such as BMAT, HAT and LNAT tests.

October to April (Year 13):

- Students receive offers from universities and clear advice is given on making final decisions about which offers to accept. We also counsel the few students who change their minds or who are not happy with the offers they receive.
- Students apply online to claim funding whilst at university. **Applications open around Christmas, and early application is strongly advised.**

August (Year 13):

- A Level results are issued. Most students are delighted to have made their offers. Staff will be on hand to advise the few who miss out – some find places through the 'clearing' system, others decide to apply again the following year.

Wider Opportunities

We believe that St Bart's offers an unrivalled choice of activities to broaden students' opportunities beyond the classroom. Some of these are focused around the strong House system and result in friendly rivalry between students in the four Houses.

Some of the options include:

- **Games**
Timetabled for Wednesday Period 5 each week and Thursday Period 3 every other week. Options usually include rugby, lacrosse, football, hockey, netball, cricket, tennis, athletics, badminton, and cross-country.
- **CCF**
The Combined Cadet Force meet on Friday afternoons and also follow a programme of off-site activities and trips.
- **Leadership**
School Officers and Subject Reps are selected to lead the Sixth Form and coordinate activities.
- **House and School Drama**
Opportunities to star in and direct House plays and whole school plays, plus sound, lighting and backstage activities.
- **House and School Music**
Senior Choir, House Music Competition, Christmas Carol Concert (St. Nicolas' Church), Big Band, Concert Band, Jazz Combo, other concerts and recitals.
- **House and School Dance**
Opportunities to be involved in and to lead the House Dance competition, and other dance based events during the year.
- **Mentoring**
Supporting students from lower years by helping with literacy, numeracy and other key skills in many subjects. Sixth Formers are also involved in running homework support sessions.
- **Young Enterprise**
The Companies programme enables students to set up and run a company for a year, with guidance from Business Advisers.
The Primary Programme provides the opportunity for students to teach at a primary school, delivering enterprise-based lessons in groups after receiving appropriate training.
- **World Challenge, Debating, Equestrian Team ...**
... and an ever-changing array of further activities, some initiated by sixth form students themselves.

Taking Responsibility

All students will have the opportunity to undertake additional roles and to become involved in the rich and varied nature of the school community.

School Officers

The team of School Officers provides leadership within the Sixth Form and the school in general. To be part of the team of School Officers is a well-earned privilege, and applications and appointments are made soon after Easter in Year 12. All who show initiative and enthusiasm are encouraged to apply.

The posts are:

Head Girl, Head Boy
Deputy Head Girl, Deputy Head Boy
House Captains

Further details of each role are advertised at the time of application, although anyone wanting to know more at any other time of year can see the Head of Sixth Form.

Subject Reps

Year 13 students are invited to apply to represent one of their subjects as a Subject Rep. Year 12 students are encouraged to seek subject specific advice and support from these Subject Reps.

Extra-Curricular Opportunities

St Bart's provides a huge range of extra-curricular opportunities in the Sixth Form. One of the main features is that Sixth Form students are encouraged to help lead and run clubs and societies, both within the Sixth Form and for students in the lower school. New initiatives of this kind are always valued.

Sport, music, drama, debating, the equestrian team, World Challenge, Duke of Edinburgh's Award, CCF and Young Enterprise are just some of the opportunities on offer. Sixth Form sports teams play regular fixtures against other local schools, and the highlights of House Music, House Drama and House Dance are also eagerly anticipated each year. Again Sixth Form students play a key role in leading these House events.

Opportunities to work with younger students as mentors in literacy, numeracy and anti-bullying will be publicised.

Further details of extra-curricular opportunities are detailed in the 'Sixth Sense' booklet available from the Sixth Form office and on the blog: <http://stb6th.edublogs.org>

Supporting Excellence

Support provided by the school

- Every student is supported by the school's strong House system via their tutor, senior tutor, Head of House, and Head of Sixth Form.
- Regular formal feedback to students and parents via reports, Study Focus Sessions and parents' evenings.
- Excellent support from teaching staff in subject areas, and a personal development programme designed to reflect the needs and interests of sixth form students.
- Strong links with the Adviza careers service and other local agencies who can help students with particular needs.
- Clear publicity via the blog, in the Common Room, and around the school site of opportunities for university taster courses, careers experience, local events, appropriate employment etc.

We would also view the other aspects detailed in this handbook as supporting students with their education in the widest sense.

Support that parents can provide

The best support usually takes the form of ongoing communication and encouragement about how studies are going, what students are learning, and what other opportunities they are taking.

Some specific areas in which parents often provide excellent support to students and the school are:

- Time management, especially when students are balancing their studies with extra-curricular activities, their social lives, and paid employment. (Studies suggest any more than 8 to 10 hours of paid employment per week are detrimental to students' academic work).
- Helping to ensure excellent attendance.
- Being aware of key deadlines (such as school reporting, coursework deadlines, UCAS deadlines, applications for funding etc.) and supporting students as these approach. The school calendar, which you should have a copy of from your son or daughter, lists some deadlines and other information events such as the 'Options for 18' evening in June.
- Helping to decide about universities and courses, by being aware of www.ucas.com, and by helping students with open days and other visits.
- Providing students with a good work area at home, and monitoring it – for both under-use, and, in some cases, over-use.
- Contacting the school with any concerns about a student or their progress.

Show My Homework

Parents will be sent a PIN which will allow them to access a student's homework record.

St Bartholomew's Cashless Catering Service

Biometric Cashless Catering System

The catering system in place at St Bart's is a biometric cashless catering system. This technology is successfully used by many schools and it uses finger print images instead of cards to allow students to purchase food/drinks during break and lunchtimes.

The benefits of a biometric cashless catering system include:

- Reduction in queuing time during break and lunchtimes
- Reduction in administration time and costs dealing with lost or forgotten cards
- Students will not have to remember to bring a card with them to access food

Credit is topped up through **ParentPay**.

Biometric registration

All sixth form students will register via the biometric system when they enter the school site and if they leave the school site before 3.20pm.

Data protection

St Bartholomew's School will comply at all times with the Data Protection Act and with the guidance given by Becta and the Information Commissioner's Office regarding the use of biometric data.

Under the 2012 Protection of Freedoms Act every **student** has the choice as to whether or not they wish their finger print image to be taken, *regardless of parental preference*. Therefore both parent and student will need to give their consent for the finger print image to be taken. For those students who do not wish to register their finger print image an alternative is available – they may continue to use their purple cards to purchase food/drinks both at break and lunch times.

For those students who do wish to register their finger print image it is a simple process of scanning their finger. The image is scanned as a set of coordinates and is translated into a string of numbers that are then encrypted. The encryption method used by the system is a high level, industry standard method. The data held could not be used to recreate a finger print image, nor could it be used in a forensic investigation.

If both parent and student are in agreement a slip will need to be signed by both the student and parent/carer and a finger print image will be taken in the facilities office.

If you have any questions at all, please do not hesitate to contact either the Facilities Manager or the Business Director.

ICT Within School

There is an extensive ICT Network within the school, comprising over 300 PC's, which can be used by the students. Each student has their own individual user name and password, and their own e-mail address. The network is used in all curriculum areas to support and enhance learning. A copy of the 'Rules for responsible computer and internet use' has been included in the Handbook for your information.

BYOD – Bring Your Own Device

Please note that wireless access is now restricted. Students and Parents/Guardians need to sign and return a BYOD 'Responsible Use Guidelines' document to the Sixth Form Office. When this has been processed, students will have access to the wireless network.

RULES FOR RESPONSIBLE COMPUTER AND INTERNET USE

The school has installed computers with Internet access to help our learning. Like all other school equipment the computer network should be treated with respect.

- I know that school computers and Internet access has been provided to help me with my learning and that other use of technology may not be allowed. If I'm not sure if something is allowed then I will ask a member of staff
- I know that my use of school computers, Internet access and email will be monitored
- I will keep my password safe and private as my privacy, school work and safety must be protected
- I will write emails and online messages carefully and politely; as I know they could be forwarded or seen by someone I did not intend
- I know that bullying in any form (on and off line) is not tolerated and I know that technology should not be used for harassment
- I *will* not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community
- I understand that it may be a criminal offence or breach of the school policy to download or share inappropriate pictures, videos or other material online. I also understand that it is against the law to take, save or send indecent images of anyone under the age of 18
- I will protect my personal information online at all times
- I will not access or change other people files, accounts or information
- I will not bring memory sticks from outside school unless I have been given permission by a member of staff
- I will only upload appropriate pictures or videos of others online and when I have permission
- I will only use my personal device/mobile phone in school if I have permission from a teacher
- I will make sure that my internet use is safe and legal and I am aware that online actions have offline consequences
- I will only change the settings on the computer if a teacher/technician has allowed me to
- I know that use of the school's ICT system for personal financial gain, gambling, political purposes or advertising is not allowed
- I understand that the school's Internet filter is there to protect me, and I will not try to bypass it.
- I know that if the school suspect that I am behaving inappropriately with technology, then enhanced monitoring and procedures may be used, such as checking and/or confiscating personal technologies such as mobile phones and other devices
- If I am aware of anyone trying to misuse technology then I will report it to a member of staff
- I will speak to an adult I trust if something happens to either myself or another student which makes me feel worried, scared or uncomfortable
- I will be economical with printing

People who violate these rules risk disciplinary action

Payment for School Trips and Lunch

1. ParentPay:

You will be able to use the on line ParentPay system via www.parentpay.com. A user name and password will be sent to you through the post. Monies loaded in this way provide for immediate spending. When you log into your account, select items to be added to the basket. Then use the secure online checkout process to finalise your purchase.

2. Pay Point card:

This can be supplied via the Finance department. Information will be sent with the username and password. Monies take up to seven days to be available for spending.

3. Cheque:

Made payable to St Bartholomew's School. If this method is used to provide monies for lunch, cheques must be paid in between 8:15am and 8:40am, and / or at break time on Monday. The monies are available for immediate use.

4. Cash:

Please note that this will only be accepted on Mondays and that no coins will be accepted or change given.

Administration of Medicine in School

The First Aiders nominated by the Headteacher are the **only** members of staff who may administer medicines. This should only occur following discussion with the parents, school agreement and the receipt of written parental permission.

Guidelines:

Medicines should be administered in accordance with the following guidance:

A written note or consent form should be given to the House office, preferably delivered by the parent to reception, to the effect that it is necessary for the child to take medicine during school hours. The note should give clear instructions concerning the required dosage and storage requirements.

Long-term illnesses, such as epilepsy or asthma, should be recorded on the child's record, together with appropriate instructions.

The medicine, in the smallest practicable amount, should be brought to school by the parent, not the child, and delivered personally to reception. The designated First Aider in each House will confirm with the Headteacher that it is appropriate to administer the medicine.

Medicines must be clearly labeled with contents, the owner's name and dosage and must be locked away or kept in the refrigerator.

The medicine should be self-administered, if possible, under adult supervision and a written record kept of the dates and time of the administration.

Circumstances requiring caution:

There are certain circumstances in which the Headteacher will exercise special caution before accepting responsibility for administering medicine when the parents/carers are unable to come to the school themselves. These are:

where the medicines or tablets are dangerous.

where the timing and nature of the administration are of vital importance and where serious consequences could result if a dose is not taken.

where some technical or medical knowledge or expertise is required.

where intimate contact is necessary.

Privacy Notice - Data Protection Act 1998

We, St Bartholomew's School, are the Data Controller for the purposes of the Data Protection Act. We collect information from you and may receive information about students from their previous school and the Learning Records Service. We hold this personal data and use it to:

Support your teaching and learning;
Monitor and report on your progress;
Provide appropriate pastoral care, and
Assess how well the school is doing.

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, special educational needs and any relevant medical information. *If you are enrolling for post 14 qualifications we will be provided with your unique learner number by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.*

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some of your information to the Local Authority and the Department for Education (DfE)

If you want to see a copy of the information we hold and share about you then please contact Mrs Webster, Admissions officer.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

http://www.westberks.gov.uk/privacy_notices and
<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/>
<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/thirdpartyorgs/>

If you are unable to access these websites, please contact the LA or DfE as follows:

Claire Robins, Performance Information Manager Systems Research & Information Team Children & Young People West Street House West Street Newbury RG14 1BZ	website: www.westberks.gov.uk email: crobins@westberks.gov.uk Tel: 01635 519061
Public Communications Unit Department for Education Sanctuary Buildings Great Smith Street London SW1P 3BT	Website: www.education.gov.uk email: info@education.gsi.gov.uk Tel: 0870 000 2288

Adviza Service

The Adviza Service (formerly Connexions) - Once a student is aged 12 years or over we are asked to pass on certain information to the Adviza Service. This is the support service for all young people aged 12 to 20. We must provide both the child and their parent/carer(s)' name and address and any further information relevant to the Adviza service. However, parents/carers, and/or the student if aged over 16 years, can ask that no information beyond name and address be passed to Adviza. Please inform Mrs Sims, Deputy Headteacher, if you wish to opt-out of this arrangement. For more information about Adviza, please go to the Adviza website.