

## Sixth Form Conduct and Etiquette

### Private Study Time

**Study Facilities in Place House** - There are quiet and group student work areas with ICT facilities. We have computers at Place House which are networked and have Internet access.

**College Library** – There is a large designated sixth form area within the College Library with access to Multimedia PCs. The Library is for serious, quiet, independent study only (please see Library Policy).

**Departmental Study Areas** - Several departments offer their students the chance to use specialist reference books in one of their study areas. Please make enquiries of subject teachers.

**Common Room** – We encourage students to work in here during lesson times but it is very busy at lunch and breaktime.

**Home Study Policy** - You will find that between 2 and 10 hours in your timetable are marked as private study. In order for you to be successful in your examinations you must use this time to do your College work. Students tend to use the Library for silent study or the quiet student work areas at Place House. Additionally students are welcome to use classrooms at Place House when they are available. Sometimes students request to study at home. If you and your parents think this will help you they will need to sign a Study Contract that agrees to your being out of College at this time. This must then be approved by your tutor. The privilege of home study periods may be withdrawn if a student is raising concerns and it is clear that he/she can use his/her time more productively.

**Study Support** – Occasionally students are referred to study support during their private study time. This involves registering your attendance during one or all of your private study periods with Julia Webber at her office hatch and then working semi-supervised in PH5. This measure is taken when there is evidence that students need help with using their private study time effectively. This may be an outcome of a Performance Consequence meeting or be part of a Performance Improvement Plan.

### Registration and Tutors

**Tutorials** - Tutors will arrange tutorials with you at mutually convenient times. They should be the first person you turn to with academic or pastoral problems. They will write your reference so it is to your advantage to make sure they know you well and that you have impressed them in order for them to write you the best reference possible.

### Enrichment

**Service to Others** - We actively encourage you to give some of your time each week to help other people. Many sixth form students help staff in lower school classes or take clubs for them. You may also do community work, lead charity work or assist teaching in your local primary school. All of this looks great on your reference of course, and will help you gain the important **Employability Award**

**Sixth Form Student Council** - Many students have gained a great deal by serving on this council and arranging all kinds of activities for fellow students. These have included sports competitions, Alton Towers trips, Barbecues and the Leavers' Dinner.



**Part time Work** - Most students feel the need to earn some money to contribute towards their keep, to meet personal needs or to save for university. However, it is important to remember what your priorities are. Do not take on so much that your studies suffer. Academic work must be a priority and you must learn to organise yourself so that class work is prepared and deadlines are met. A part time job should not interfere with your attendance at class. **No more than 8 hours of part time work per week is advised.**

**Sixth Form Sport and Dance** - You are welcome (but not required) to attend the 2 hours of varied Sixth-Form-only activities offered on Wednesday afternoons and there are also many before and after College clubs and teams that welcome Sixth Formers. See Sports and Dance staff or the notice board at Place House for details.

### **Facilities**

**Sixth Form Use of Main Site** – Sixth Form students are allowed on main site for the purposes of attending lessons, using the Library or canteen facilities. Students in the lower college have priority over all table tennis and basketball equipment. Sixth Formers are encouraged to enjoy their excellent and exclusive facilities at Place House.

### **Etiquette**

**Mobile phones and music players are not allowed to be used on main site** but can be used by Sixth Formers at Place House.

