



TCS 6



TEIGNMOUTH SIXTH FORM

STUDENT HANDBOOK

For September 2020

Welcome

Welcome back to the school year 2020-21. We are here to help you build your very best future during your time with us and are available at any time. It is our hope that you will be safe, well and happy during your time in the sixth form and that you will succeed and achieve your potential.

We will do our best to help you with academic, personal and career issues.

☎ 01626 774091 – Main switchboard

Mrs Milsom

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Mrs Deeks

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Mrs Best

Administrator

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Courses

Being in the Sixth Form is a unique time enabling your transition into adulthood, independence and maturity. You will learn, grow, achieve and succeed. The sixth form team are here to offer advice and support as you come to stand increasingly on your own two feet. We hope that it is a time that is as enjoyable as it is worthwhile bringing new experiences and skills to your lives while at the same time opening the doors to your future success and wellbeing.

Probation

Probation is something that every sixth form student must pass in order to ensure that you are on the right courses. Your teachers will give you a real sense of what is involved and what is expected of you from the outset and will assess you during the week beginning 23 September. This means that you will be told how you are doing in time for changes to be made with the least possible disruption. Probation can also only be passed with a level of 95% attendance (this includes illness and authorised absences) and through displaying a good attitude to your studies.

The Learning Contract

You will sign a Learning Contract with us as you start the year and we expect you to read it carefully and take it seriously. We hope that Sixth Form is stimulating, rewarding and enjoyable, and that you lay strong foundations for success in your future life. The learning contract is devised to help you achieve this and may from time to time be updated.

When you become a post-16 learner at Teignmouth Community School you enter into an agreement with the School. The expectations of both the School and student are set out in the learning contract. Good communication is the key to success at sixth form and we work towards a strong relationship between parents and school. If you have any queries or concerns or if there is something you feel the school should know please contact us by phone on 01626 774091 or email.

Dress Code

At TCS6 our code is 'smart casual'. Students are expected to dress at all times in a manner that is fitting for a maturing young person in a professional environment. We realise that one of the attractions of being a sixth former is the privilege of wearing your own clothes rather than a uniform; we therefore do not specify what is permissible within the parameters of 'smart casual'. However, the following items are deemed not acceptable:

- Dirty or ripped clothing;
- Offensive slogans;
- Revealing tops, shorts or skirts
- Bare midriffs;
- Ostentatious jewellery;
- Hoods, caps and hats on school site, unless for medical reasons.

Attendance Policy and Reporting Absence

The target for attendance to lessons and registrations, enrichment and other commitments in Sixth Form is 95%. Students are expected to register with their tutor Monday to Thursday mornings unless attendance arrangements have been agreed by Mrs Milsom or Mrs Deeks. The correlation between low attendance and low attainment is evident and so the School is fully committed to tackling and resolving attendance issues. They will not be ignored in the hope that they improve as this invariably has a detrimental effect on the individual and the ethos of the entire Sixth Form. For this reason holiday will only be authorised in exceptional circumstances and should not be arranged during school time. When a student's absence is a concern, a letter inviting parents to meet with a sixth form leader will be arranged to discuss whether the student will be able to complete the course.

If you are not here – you will not achieve.

The procedure described here applies to all students and **must** be followed - the resulting statistics will be used in your personal references both for higher education and employment.

Your absence must be reported on your first day of absence. Your parent/guardian should report this by phoning 01626 774091 and selecting sixth form.

For any sickness over 1 week a doctor's/medical evidence note may be required. For long term sickness, your parent/guardian will be required to supply evidence to this effect.

All doctors, dentists and hospital appointments should be taken **outside of school hours**. However, if this is not possible, then in addition to providing proof, ie. a letter or appointment card, an Absence Request Form needs to be completed.

If you are taken ill at School you must sign out at the SF Centre so that your absence from lessons is recorded.

You must complete an Absence Request Form if you wish to take a holiday in term time, however, this is to be avoided at all costs and will only be an authorised absence in exceptional circumstances.

Pastoral Support

You are a part of a community in the Sixth Form: like any community the Sixth Form will enrich your lives and strengthen your friendships while also enabling you to meet new friends.

The Sixth Form team are passionate about creating opportunities for you to grow and learn, to succeed and achieve. We offer the best advice and support we are capable of and will work hard to build a relationship of trust and confidence with you.

We may have to point out from time to time if you are getting things wrong; we hope you will do the same for us. The relationship that will allow us to work well together must be built over time and will come from showing up every day. Your tutor will play an important part in this.

Employment Outside School

Many of our students need to undertake paid work in addition to being a full time student; we know that you have more need for money of your own than ever before. Getting a job can not only bring you extra money it can also be a way to make friends, challenge yourself, improve your skills and it can look great on your CV and in your UCAS Personal Statement to show that you are a committed employee.

Like everything in life it is important to have balance. If you are a full-time student you can only be a part-time employee outside School and it is recommended that you work for no more than 10 hours per week.

Tracking and Monitoring your Achievement

You will have chosen to study at TCS6 for many reasons but with one very specific outcome in mind; to gain academic qualifications. You will learn and become a more rounded and experienced individual and you will grow in confidence. But if you don't achieve the expected qualification at the end of the course you will have every reason to wonder if it was worth it.

There are three basic ingredients to success if you are on the right course:

- Attendance
- Hard work
- Honesty

Attendance is fundamental. If you aren't here you won't learn as well as if you are here – this should be obvious.

The hard work will come as a surprise even to those of you who are expecting it – remember that if these qualifications were easy they wouldn't be worth anything.

Honesty is the single most important addition to the first two in accepting that there are problems and overcoming them. This means being honest with yourself and being honest with your teachers and tutor. If you don't know what you are doing right, how can you continue to do it? Similarly if you don't know what you are getting wrong then how can you fix it?

You will receive termly progress information

Student Cars

If you intend to bring your car onto school property you must register your car with Mrs Best. Students are only able to park on site at the sports centre car park (remember the gates are locked during the day) or in the lower parking area below the sixth form centre, on the other side of the gates. You will not be able to use your car for school trips and visits.

Mobile Phones

Mobile phones are permitted in the sixth form but should not be used in lessons unless permission is given by the teacher. Under no circumstances should mobile phones be used in areas of the school where there are KS3 and/or KS4 students.

Careers Advice

Making the right choices for when you leave the Sixth Form can be incredibly difficult. If you don't think higher education is right for you then it is essential that you know what your options are. There are many, many routes other than university or college.

Of course you can seek advice from the Sixth Form team, or your tutor but you can also arrange to see a Careers Southwest Advisor.

UCAS is the University and College Admissions service which manage university applications. Full details are available by visiting www.ucas.com. If you need to apply you will be helped through the application process. Mrs Deeks is the UCAS Co-ordinator and students should meet with her for advice and guidance regarding the process.

Times of the School Day

8:50	Registration or assembly	12:30	Period 4
9:10	Period 1	13:30	Lunch
10:10	Period 2	14:15	Period 5
11:10	Break	15:15	End of School Day
11:30	Period 3		

TEIGNMOUTH

EXETER ROAD ONLY

COMMUNITY SCHOOL TERM DATES 2020-21

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
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7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31				
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JANUARY							FEBRUARY							MARCH							APRIL							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
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18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
25	26	27	28	29	30	31							29	30	31					26	27	28	29	30				

MAY							JUNE							JULY							
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24	25	26	27	28	29	30	28	29	30				26	27	28	29	30	31			
31																					

Holidays
 Non-pupil days (INSET)
 Bank Holidays in term time

16-19 Bursary Fund: Guidance Notes Summary 2020-21

The Teignmouth Community School 16-19 Bursary Fund is designed to help and support any student who faces financial barriers to participation in education and training, such as costs of transport, food or equipment. The Policy will be managed by the Bursary Fund Panel and may be amended during the year. Please collect more information and an application form from the Sixth Form Office should you require any extra support. A copy is also available on the web site.

Reading and Learning Mentors

One of the most enjoyable and rewarding uses of knowledge is sharing it. We welcome Sixth Form students to give up some of their time on a regular basis to help younger students in their own learning. This may be in a curriculum area or as a reading mentor.

A Reading Mentor may use the Accelerated Reading Programme to help a much younger student overcome some of their barriers. You will be part of a change that will enable someone to go from being under-confident and under-achieving to being a happier and more confident student.

If you would like to be a Reading or Learning Mentor or would like to know more about what's involved, pop into the Library or the Sixth Form office and ask.

Going to University or Other Higher Education

Don't go to university simply because it will give you some of the **best years** of your life. Don't go because you will probably make some of the **best friends** you will make in your life.

Don't go because it is the most **fantastic opportunity** to try things out and find out who you are and what you want to do with your life. Don't go because you can get a **world class education**.

Don't go because your **future earning potential** will go through the roof with a degree compared to not having one. Don't go to university to choose from among **50,000** academic and work related courses.

Don't go to university because it will help you make your **dream job** a reality, whether that is as a doctor, criminologist, singer, astronaut or whatever else you want to be.

Go for all these reasons and discover more for yourself

As more and more students each year are going to university or further education, so the value of going increases. After all, you will sooner or later be competing not only with ex-students from TCS but also with ex-students from the entire country and elsewhere in the world.

You will be guided through the UCAS application procedure and you will be amazed at how many doors there are out there waiting for you to go through.

Make yourself stand out.

Give yourself a chance to excel.

UCAS - What is UCAS?

UCAS is the University and College Admissions Service, the organisation which manages your applications to university or college: www.ucas.com/students

How will I apply if I do decide to try?

You will be helped through the application process and will be with you every step of the way.

Talk to your teachers, your parents, Mrs Deeks, friends, whoever will help you to decide what you should study and where you might like to go. Prospectuses from most universities are kept in the Sixth Form Centre.

UCAS Tariff Table

Tariff Points	AS Level	A Level	BTEC
56		A*	D*
48		A	D
40		B	
32		C	M
24		D	
20	A		
16	B	E	P
12	C		
10	D		
8	E		

Study Skills

Save Time – Work Smarter

Your courses are meant to be challenging. If they were easy there would be no value in them.

You must expect, therefore, to work hard during your lessons, in your study periods and at home. I would expect you to spend at least seven hours per week for each A Level or equivalent. Have a think about each of the following as they will help you work smarter. In the next few pages we will explore each of the following:

- **Motivation**
- **Organising Materials and Resources**
- **Time Management**
- **Getting Down to Studying**
- **Concentration**
- **Tackling Coursework and Assignments**
- **Organising your Workspace**

Motivation

You came to Sixth Form for a reason, perhaps several reasons. Sometimes we can forget the end goal and get bogged down by the day to day stuff. Try not to let this happen. Think big. It can make all the difference to remind yourself often what you are studying for.

Here are some tips:

- **Have high expectations for yourself**
Don't accept anything less than *your* best.
- **Be positive about what you can achieve**
Don't run yourself down or tell yourself off.
- **Remind yourself why you are here**
Think about what you want to achieve and where you want your courses to take you in the long term.

- **Set yourself goals and targets**

Write down a list of what you want to achieve. These should not only be grades but should be positive and exciting.

- **Get regular feedback from your teachers**

Find out what you do well and how to improve.

Also don't be scared to ask for help – if you don't know how to do better, ask!

- **Celebrate your successes**

Tell your parents, your friends, your tutor: tell everyone when you have done something you are proud of. Also arrange to do something a bit special when you have completed a major piece of work or exam. Rewards are important.

Be Organised

Whether you are taking several A-level courses or a single vocational course you will very quickly accumulate hand-outs and resources on dozens of different topics. Organising on a daily or weekly basis is fundamental to avoiding stress while reducing your workload and learning faster.

If you don't organise them you are almost bound to lose things. Get a folder or a divided wallet and name each section according to the different topics.

Every time you take notes in class or are given a hand-out, file them in the right place straight away. Have a similar larger filing system at home and do the same thing there.

For most of us, organisation is not something that comes naturally – if it doesn't come naturally to you then you have to work at it. It will save you literally dozens of hours – time you can spend doing more rewarding or fun things.

Another massive advantage of filing all your notes and materials at the end of each day / week is that you will review everything you have done.

Doing More in Less Time

Learning to use your time well is not just a good skill for the Sixth Form but a skill for life. With a bit of thought and honesty you can find a way of working which means you get more done in less time – now that's got to be worth striving for, hasn't it?

Here are some tips:

- **Work consistently**

All of the courses at Sixth Form are hard work and it is not possible to do your best if you leave all the work for the end of the year. You must work consistently hard throughout both Yr12 and Yr13.

- **Be honest with yourself**

Work out when and how you work best – it may be less fun to work in the library with no music but does it work?

- **Be organised**

Use a diary. Plan your study for each course or element of the course into your week. This means planning how you will use your study periods. Then plan long term across the year including:

- Exams
- Assessment deadlines
- Field trips
- Work experience
- Performances or presentations

- **Be clear with what's involved**

Make sure you know for each course:

- What the component parts are
- How long each unit, module or essay take
- How you will be assessed

5 Top Ways to Achieve

Here are some tips:

1. **Use your study periods**

Using lesson time alone is simply not enough to succeed in Sixth Form – like it or not you have to put in more time. You will be allocated study periods which you need to use to complete work, undertake additional reading and ensure you are maximising your achievement.

2. **Get into a routine**

Find the pattern of regular work which helps you do your best and then stick to it. If you find a routine that works you will find yourself ready and prepared when major assessments come along.

3. **Try the 10 minute rule to overcome procrastination**

With the tasks that you have been putting off or really don't enjoy make a rule that you only have to do it for 10 minutes. This will either get you started or mean that you break the task down and get it out the way bit by bit.

4. **Make a list and start with something easy**

Sometimes the amount of things we need to do can paralyse us into complete inaction. If this happens make a list and then start by doing something quick and easy so you can cross it off the list. You will start to build confidence and momentum in no time at all.

5. **Just get on with it**

No one else is going to do it for you.

Concentration

Have you ever been working hard at something and found that nothing is going in, you read and reread the same pages but it's just not happening. Don't worry, we've all been there.

1. Break and rest

You don't need to leave the room to have a brief and effective break. Stretch your legs every 20-40 minutes for just 5 minutes and you will concentrate better.

2. Use your prime times well

Some of us are morning people, some night owls. Find out when you are at your most effective and set that time aside to do the most challenging work.

3. Write yourself reminders

Don't stop working when it pops into your head that you need to call a friend or when you have a great idea about something else you are doing. Pause for 30 seconds to write yourself a reminder and then get back to what you were doing.

4. Work actively

Studying can be very passive meaning that your brain is hardly engaged. When you study write lists, notes or mind maps so that your brain is actively taking in and re-shaping the information. This makes you remember.

5. Avoid marathon sessions

Your concentration will suffer if you go at it too long.

6. Listen and learn

Working with music can aid or destroy concentration. This is very much a personal thing but please be honest with yourself if it doesn't help you.

Tackling Coursework and Assignments

Coursework and major assignments have a massive impact on your final grade. It is worth tackling them differently so that you achieve your best.

1. Make sure you know what you have to do

If you don't know exactly what they are looking for, how can you deliver it? Ask questions and if you need to, have a look at the course specification or assessment criteria.

2. Break it down and set your own deadlines

The teacher's hand in date shouldn't be your deadline. Give yourself mini-deadlines for different elements of the task and finish it well before you have to hand it in.

3. Use a diary

Set yourself reminders on your phone, wall-planner, calendar or computer.

4. Pace yourself

Most of us do not work well at the last minute and under pressure.

5. Organise your resources

Think very carefully about what you are going to need to complete the task and write a list. Too many good pieces of work are ruined by not having the right book or piece of information. Not everything is on Wikipedia and if it is you should not trust it!

Organising your Workspace

You may be lucky enough to have a private workspace at home, if you don't you may need to be even more organised so that you can work well at School.

1. Get the environment right

Work out what makes it easiest for you. You may work best in a structured, tidy space or you may prefer to spread out onto the kitchen table and have everything around you. Make sure the lighting and temperature are right too.

2. Have a filing system

Work out what makes it easiest for you. You may work better filing things at the end of each day or at the end of the week. In either case do organise your materials or you will lose them.

3. Avoid dumping grounds

Piles of notes and books will not help you find what you need.

4. Tune in or tune out

If music helps you then by all means use it. Many people find that music with no lyrics is better for studying. It can also be worth saving the music for breaks. Make a deal with yourself that after half an hour of work you will allow yourself one favourite track - good and loud.

5. Ask your family for support

Cups of tea, space, favourite meals, reminders to work, reminders to take a break... there are millions of ways your parents can help. And they do want to help.

Do you know how to revise?

Revision involves doing three key things:

1. Going back over the information and ideas;
2. Remembering the information and ideas;
3. Using the information and ideas to answer practice exam questions.

The following steps are a general guide to revising the key ideas for many subjects. The steps should be repeated until you can remember and use the information to answer an exam question. Some subjects will require practising different skills for which your teachers will provide materials.

Step 1 Read it!

Step 2 Highlight it!

Highlight the key points.

Step 3 Record it!

Write key points in bullet points, spider diagrams, cards, post-its, tables and posters.

**Do something!
Just reading it will
not make it stick.**

Step 4 Highlight it!

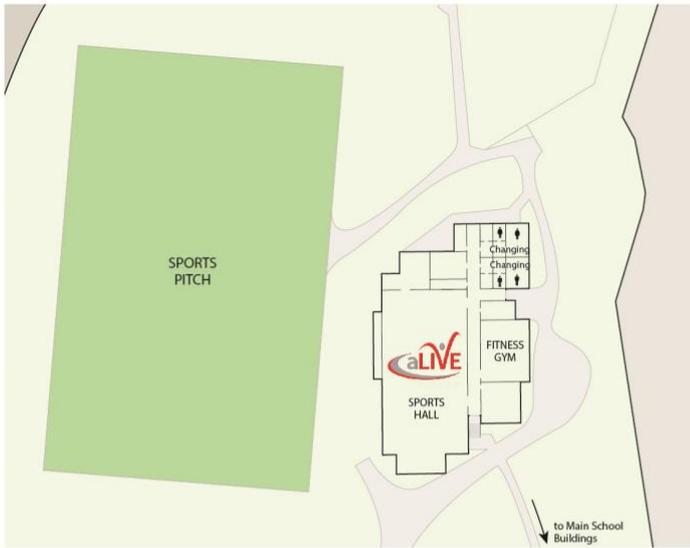
Using your key points try the following:

- write it down five times;
- write key words and explain them;
- draw pictures for each point and explain them;
- work with a partner and talk back through your points;
- write a list of questions about your points and answer them;
- ask somebody to test you.

Step 5 Using it!

Try to answer exam questions without looking at the information.
Check it. Try again.

Site Map



Staying Happy, Healthy and Well

As you become young adults you will take increasing responsibility for your own safety, health and wellbeing. It is normal to experiment and to push boundaries during the late teens but you owe it to yourself to make sensible and informed decisions.

If you know you are doing something which isn't good for you or you have a friend you are concerned about, get help. You can speak to your teachers, the sixth form team, or a Safeguarding Officer.

