



STUDENT HANDBOOK

2018 – 2019



THE COTSWOLD SCHOOL

The pursuit of academic excellence and individual achievement within a caring community

WELCOME TO THE COTSWOLD SCHOOL SIXTH FORM

We have finally embraced the technological age! We are no longer distributing spirobound diaries/planners – only a handful of Sixth Formers said they used them! If, like me, you still like a paper diary, then pop into The Works (other discount stationery outlets are available!) and buy yourself a nice A5 diary for approx. £1. They also sell a range of pens that you could use to write in said diary.

Most of you will no doubt use a combination of the 'Show My Homework' app, Google Calendar/Office365 Calendar etc. to organise your life and work. In addition to those, you'll hopefully find the weekly Sixth Form bulletin (which is emailed to your school email each Monday morning) and this 'A-Z handbook' helpful. If you can't find the information you're looking for in these documents, please do ask one of the Sixth Form staff team. We'll try our best to help.

We've organised this handbook into A-Z format. We hope this works for you, but let us know if you have ideas about how it can be made more user-friendly. We will update and improve it as the year goes on.

Best wishes

Mr White
Head of Sixth Form

CONTENTS

- A [Aims](#)
[Apprenticeships](#)
[Assemblies](#)
[Attendance / absence](#)
- B [Behaviour](#)
[Bring your own device](#)
[Bursaries](#)
[Buses](#)
- C [Careers information, advice & guidance](#)
[Clubs & Societies](#)
[Common Room](#)
[Contact details](#)
[Course changes](#)
[Coursework](#)
- D [Dress code](#)
[Driving to school](#)
[Duke of Edinburgh](#)
[Duties](#)
- E [Effort](#)
[Enrolment](#)
[Essay competitions](#)
[Examinations](#)
[Exam leave](#)
[Extended Project Qualification](#)
[Extra-curricular](#)
- F [Fire / Fire Drills](#)
[Free periods](#)
- G [Gap Years](#)
- H [Head Girl & Head Boy](#)
[Health](#)
[Higher Education](#)
[Holidays](#)
[Home study](#)
[House system](#)
- I [ICT & school email](#)
[Independent learning](#)
[Interviews](#)
- J [Jobs \(part-time work\)](#)
- L [Leadership opportunities](#)
[Lunch](#)
- M [Mental health \(see health\)](#)
[Mobile phones](#)
[Mock examinations](#)
[MOOCs](#)
- N [Non-uniform days](#)
- O [Off-site procedures](#)
[Oxbridge applications](#)
- P [Parents Evenings](#)
[Parking \(see Driving to school\)](#)
[Post-16 PBE \(Philosophy, Belief & Ethics\)](#)
[Progress](#)
[PSHE](#)
- R [References](#)
[Registration \(afternoon registration\)](#)
[Registered Supervised Study](#)
[Revision](#)
- S [School Council](#)
[Sixth Form Council](#)
[Smoking](#)
[Social events](#)
[Sport](#)
[Study Room](#)
[Subject ambassadors](#)
- T [Target setting](#)
[Term dates](#)
[Textbooks](#)
[Timetable](#)
[Timings of the school day](#)
[Transport \(see Buses or Driving to school\)](#)
[Trips and visits](#)
[Tutor groups](#)
[Tutorial time](#)
- U [UCAS \(see Higher Education\)](#)
[Unifrog](#)
- V [Visitors](#)
[Volunteering](#)
- W [Weekly bulletin](#)
[Work shadowing / work experience](#)
- Z [Zzzzzzzzzz \(sleep\)](#)

AIMS

The aims of our Sixth Form are for *all* students to:

- make excellent progress and reach high levels of achievement in all of their chosen subjects
- develop their wider skills and qualities (e.g. teamwork, communication skills, confidence, resilience)
- be well prepared for their next step to higher education, training or employment
- enjoy their studies and extra-curricular pursuits

APPRENTICESHIPS

Apprenticeships combine practical training in a job with study. As an apprentice you'll: work alongside experienced staff; gain job-specific skills; earn a wage and get holiday pay; get time for study related to your role (usually one day a week). Apprenticeships take 1 to 5 years to complete, depending on their level.

All Sixth Formers are encouraged to consider apprenticeships as a possible post-18 pathway. You may find these government websites useful when searching apprenticeships: www.gov.uk/apply-apprenticeship or www.findapprenticeship.service.gov.uk/apprenticeshipsearch. Alternatively, use your Unifrog account to search for and compare apprenticeship opportunities. (see [Unifrog](#) section of this e-handbook for further details)

From time to time, apprenticeship providers come in to school to talk with Sixth Formers. Keep an eye on the Sixth Form weekly bulletin for details of times/venues of these talks.

If/when you apply for an apprenticeship, please inform your form tutor, who will give you further guidance and offer to provide you with a reference.

ATTENDANCE / ABSENCE

There is a strong link between attendance and achievement. All students should aim for 100% attendance. The minimum expected attendance is 95%. Holidays should not be taken during term time. Neither should school time be missed for music festivals, shopping, going to horse races etc...! Please note that lessons resume for Year 12 students after the AS exams (usually during the first week back after May half term) and full attendance is expected for the rest of the summer term.

Authorised absence may be granted in exceptional circumstances e.g. weddings, funerals, religious observance. To request such absence a letter must be sent, as far in advance as possible, to the Head of Sixth Form. To request absence for a single day (e.g. for a university Open Day or interview) please complete a 'request for absence form' at least two days in advance. These forms are available on the school website and from the Sixth Form admin office and must be returned to the Sixth Form Administrator.

You are expected to be in your tutor room by 8.50am each morning. Aim to be there a little before that time. The morning session register will be taken at the start of your tutorial time; if you are more than a couple of minutes late you will be marked as late. We understand that there may occasionally be exceptional circumstances (e.g. broken down bus) which result in you being late, but we expect all students to have excellent punctuality on 'normal' days.

Registers are also taken in all lessons and supervised study sessions and sixth formers are expected to arrive promptly.

The afternoon session registers are taken in your period 7 lesson. If you do not have a timetabled lesson during period 7 you must go to the Sixth Form Study Room at 2.05pm, where registers will be taken.

If, on any occasion, a member of staff is *not* present to take the register, please go to the Sixth Form Admin Office to register.

PLEASE NOTE: The screen in the Sixth Form reception area must *not* be used to register for morning or afternoon registration. The screen is for signing out during the day (e.g. if going to the Co-op at break or lunchtime) and for signing in again when you return. It can also be used by Year 13 students when they leave for *authorised* home study.

If you are absent from school, please ask your parent/guardian to telephone the school and leave a message - explaining why you are not in school - with our Sixth Form Administrator, Miss Moser (direct line number 01451 812946) before 9.00am on each day of absence. Miss Moser will then notify Mr White, your Year Leader (Miss Rodrigues for Year 13 or Miss Franklin for Year 12) and your form tutor. Students under 18 should bring a note from their parents to confirm the reason for their absence on their return to school. Students who are 18 should bring a note from their parents or write their own absence note. The school may require a medical note for prolonged absences. If your absence is due to a Medical Appointment/University Open Day/Driving Test or anything else other than illness, you must complete a 'Request for Absence Form' and return this to Miss Moser at least two days prior to the requested absence.

ASSEMBLIES

Assemblies bring the community together. Usually with a spiritual, moral, social or cultural theme, they are an opportunity for personal development, reflection and, often, celebration of achievement.

All students are expected to attend all assemblies, as published in the weekly Sixth Form Bulletin. There will normally be one Year Assembly per week and one Upper School or House Assembly per week. Please arrive promptly to the relevant venue.

All tutor groups will lead one Year Assembly during the academic year, as shown on the Sixth Form Assembly Rota (which is displayed on a notice board in each form room.) Tutorial time in the weeks leading up to your Year Assembly can be used to prepare your assembly, so that your assembly is of a good quality, interesting and useful. It should be a team effort – every member of the tutor group should make a positive contribution, even if not everyone plays a leading role in delivering it.

All Sixth Formers are members of a House (see [House system](#) for details). There will be a House Assembly once per half term. Sixth Formers must attend their House Assembly and may, from time to time, be asked to lead aspects of an assembly. Lower school pupils really like to see Sixth Formers getting involved in whole school life and taking an interest in House competitions etc.

BEHAVIOUR

As a young adult in post-compulsory education, expected standards of behaviour from Sixth Formers are even higher than those required of key stage 3 and 4 students. You are role models in the school and local community: it's not about simply following the school rules, it's about making a really positive contribution by having great behaviour: showing your maturity, thoughtfulness, helpfulness, respect and enthusiasm.

To spell a few key things out though: Don't smoke on or near the school site; Don't bring alcohol or illegal substances on to the school site or be under the influence of these while in school; Don't bully anyone – physically, verbally or via electronic media; Don't use foul or abusive language.

Other aspects of behaviour are covered in sections such as: [mobile phones](#), [fire drills](#) and [Common Room](#)

BRING YOUR OWN DEVICE

In the Sixth Form you may wish to bring a laptop, ipad or other electronic device in to school to support your studies. If so, you will need to read the 'BYOD Policy' and complete the application form. This document can be found on the school website or paper copies are available from the Sixth Form Admin office. The form must be signed by the Head of Sixth Form and then the completed form handed in to the IT Network Manager's office (next to Room CS1.) Once authorised, you can bring your device in to school and access the student section of the school's wireless network. Remember that this must be used for schoolwork purposes only and that you must take responsibility for the safety of your device. Don't leave it lying around. Full details of the scheme and its rules can be read on the BYOD policy document.

BURSARIES

All Sixth Formers are entitled to apply for a 16-19 Bursary. You are eligible for the top tier of payment if you are: in care; a care leaver; *personally* in receipt of Income Support or Universal Credit and are financially supporting yourself or a family member living with you; a disabled student who receives Disability Living Allowance or Personal Independence Payments and Employment Support Allowance / Universal Credit. You may be eligible for other tiers of payment if your household's income is less than £25520 per annum. Full details and an application form can be found at <https://cotswold.gloucs.sch.uk/finance/> The application form must be returned to Mrs Jane Tanner by 13th September 2018. If you *become* eligible (having previously not been eligible) for the 16-19 *during* the school year, then you may submit an application form at any time.

BUSES

If you wish to travel to/from school on Gloucestershire County Council contracted routes, you should apply via <https://www.gloucestershire.gov.uk/transport/school-and-college-transport/spare-seat-scheme/> and www.gloucestershire.gov.uk/spareseat

Students wishing to travel on non-contracted routes (Service Routes), should contact Pulhams Coaches on 01451 820369 or by visiting their website.

CAREERS INFORMATION, ADVICE & GUIDANCE

A key feature of your time in the Sixth Form will be researching and planning your future. Very few Sixth Formers have a crystal clear idea of what they want to do for the rest of their life, so don't worry if you are unsure or change your mind a few times! And, of course, very few people these days have "a job for life" so it's likely you will have a varied and unique career pathway. A wide range of events, opportunities and resources are available to you at The Cotswold School to help you explore Careers and employability skills. These include:

- Careers Fair (on the evening of Wednesday 17th October 2018) where you can talk with a wide range of professionals from different industries
- Careers Talks from guest speakers – usually held at lunchtimes – these will be advertised in the weekly Sixth Form Bulletin
- Trips & Visits – these will be publicised via relevant departments or via the Sixth Form Bulletin
- PSHE Days often have a Careers or Higher Education focus, including guest speakers
- Tutorial Time – activities throughout the year include Careers information/exploration
- Assemblies – some will have a Careers/employability skills theme
- Careers resources – there are wealth of paper and electronic resources available to you – look in the Careers section on the 1st floor of the school library or click on links on the school intranet page. A good portal for exploring employability skills is www.kent.ac.uk/careers/sk/skillsmap.htm
- Careers display boards – in the Sixth Form Centre and in department areas
- Sixth Form Bulletin – many of the weekly bulletins will include useful Careers weblinks or adverts for jobs/work experience placements

The School also employs an Independent Careers Adviser. Alison Williams is in school each Wednesday. You can book a meeting with her via the Sixth Form Administrator or your form tutor. It is useful if you arrive at your appointment having done some initial exploration e.g. the Spartan Test on the website www.sacu-student.com (which gives you Career ideas) or the Buzz Quiz on the website www.icould.com (which helps you explore your personality type).

CLUBS & SOCIETIES

We encourage you to broaden your experience by getting involved in a club or society. These vary from year to year but usually include: Debating Society, History Society, Science Journal Club, Sixth Form Magazine Club, Senior Choir, School Orchestra or other musical ensembles, Drama Society, a variety of Sports Clubs. Some of these are led/facilitated by teachers, but often Sixth Form students take the leadership role. Keep an eye on the Sixth Form bulletin for details of times and venues.

You may wish to start a new club or society, for Sixth Formers and/or for Lower School pupils. If so, speak with a teacher or your tutor, who can guide you on practical details such as finding a venue or getting the necessary resources to set it up. Taking the initiative to set up and run a club will give you lots of skills which you can write about in your job/apprenticeship/university applications.

COMMON ROOM

We are fortunate to have brand new facilities. Use them and enjoy them, but please take care of the furniture and equipment and be considerate of other users of the Common Room.

At the end of break and lunch time, please put any litter in the bins and either wash up your cutlery/crockery or put it in the dishwasher. If you spill anything (including in the microwave) please wipe it up. Please report any damage/breakages to the Sixth Form Administrator.

At break/lunchtime we understand that the Common Room will usually be a hive of activity, so a certain level of noise is fine but be considerate of other users of the Common Room by refraining from shouting and loud music! On that note... we have purchased a speaker, which can be borrowed from the Sixth Form Admin office at break and lunchtime, but it must be returned at the end of break and lunchtime. Vary the playlist and keep the volume to a level which allows others to hold normal conversations. No one group of students should monopolise the music system. (Note: Students must not use the audio-visual equipment or screen at the tennis court end of the Common Room)

During lesson time, if you do not have a timetabled lesson or supervised study period, you may use the Common Room to work. While the Sixth Form Study Room should be a silent working atmosphere, we understand that the Common Room is a good place to work collaboratively. However, it should be relatively quiet during lesson times.

CONTACT DETAILS

It is important that the school always has your up-to-date contact details. If your parents/guardians change address or phone number (even temporarily) please inform the Sixth Form Administrator.

If you or your parent/guardian wishes to contact the school, you can use the direct line to the Sixth Form Admin office, which is 01451 812946 or email the Sixth Form Administrator on sixthform@thecotswoldschool.co.uk who will answer your query or pass a message on to the relevant member of staff.

If you wish to speak with Mr White, his office is on the 1st floor of the Sixth Form Centre.

If you wish to speak with Miss Rodrigues, her office is at the far side of the Sixth Form Study Room.

If you wish to speak with Miss Franklin, her office is on the ground floor of the Sixth Form Centre.

COURSE CHANGES

You and the school have given considerable time and thought to your Sixth Form options, so we hope that the majority of students embark on courses which are suitable for them. However, we do appreciate that a small number of students may wish to change or drop one of their courses. Any course changes must take place during the month of September – the earlier the better, for obvious reasons. The final decision about course changes or dropping a subject will be taken by the Head of Sixth Form. Before speaking with Mr White please talk with the Subject Leader for the relevant subject(s) and also seek advice from your form tutor.

COURSEWORK

Some Sixth Form courses include coursework that counts towards your qualification. It is therefore very important that you (a) know exactly what is required and (b) meet interim and final deadlines that are set. Your subject teachers and form tutor will give you guidance on efficient time management. If you find you are struggling, don't bury your head in the sand, talk to your teachers. If there are exceptional circumstances (e.g. ill health) you may wish to ask the relevant Subject Leader or Mr White, as Head of Sixth Form, for an extension to a coursework deadline. Please ask with as much advanced notice as possible. Asking for an extension on the day of a deadline may not go down well!

DRESS CODE

The Sixth Form is a stage of transition between compulsory education and the world of work or Higher Education. Therefore, Sixth Form students at The Cotswold School are expected to **dress smartly**, while also having the freedom to express some individuality. There is no uniform in the Sixth Form, but all students who enrol in our community sign an agreement which includes adhering to our dress code.

As part of the Sixth Form student body, you represent the school when in and around the community and when meeting with prospective parents and other guests to the school. You are role models to pupils in Years 7 to 11. Therefore it is important that you act and dress accordingly.

Outdoor Jackets & Coats	Outdoor jackets or coats of any description must be taken off when in the school building. A blazer or suit-style jacket may be worn.
Skirts & Dresses	Skirts and dresses should be smart, and of a modest length.
Trousers	Smart trousers should be worn. No blue denim. No ripped, faded, stonewashed or frayed jeans of any colour.
Shorts	Smart tailored shorts may be worn.
Shirts & Tops	Collared shirts/blouses or plain t-shirts should be worn Shirts, blouses and t-shirts must not be revealing (strapless/spaghetti straps; showing midriff), low cut or carry large logos, images or slogans.
Shoes	Smart leather shoes or boots, or smart ballet-style pumps should be worn. No trainers or canvas-style shoes.
Tights	Tights should be of a plain and subtle colour
Hats	No hats can be worn of any kind
Other items	<ul style="list-style-type: none">• No sportswear of any description may be worn <i>except</i> during PE activities• Extremes of: hair colour and style, makeup, piercings and visible tattoos are not acceptable.

On particular occasions the dress code may be altered. Prior notice as to expectations for these occasions will be given to students. For example: Open Day – more formal dress e.g. tailored trousers/skirts with collared shirts / blouses will be expected from all students.

PSHE Days – occasionally PSHE sessions can involve different activities, which require more suitable clothing for these more practical events.

Non-Uniform Days: non-uniform days are calendared and run throughout the school year. Sixth Form students are able to wear clothes that would not normally adhere to the dress code on these occasions but would be expected to contribute £1 towards the supported charity on each of these dates. If you choose not to support that charity on that occasion then normal dress code would be expected as per any other school day.

The Sixth Form Leadership team maintain the right to determine whether or not dress is deemed appropriate.

DRIVING TO SCHOOL

Sixth Formers who have passed their driving test may wish to drive to school. Permission must be sought and granted and various documents shown to the Sixth Form Administrator before you are allowed to park on the school site. Full details of the Sixth Form Parking Policy and an application form can be found on the Sixth Form section of the school website. It is a privilege to be able to park on site and it is vital that safety procedures are followed: sticking to speed limits, not taking unauthorised passengers, and not taking your car out during the school day (e.g to go to the Co-op!). Please note that Sixth Form students are not allowed to park in the Leisure Centre car park (even if you are a member of the leisure centre).

DUKE OF EDINBURGH

Each year a good number of Sixth Formers choose to take part in the Duke of Edinburgh Award scheme, which is led at The Cotswold School by Mr Musty. You can work towards the bronze, silver or gold award. Not only is DofE enjoyable and good for your physical and mental health, it can really help develop your skills which will make you all the more attractive to employers, Higher Education and Apprenticeship providers. Participants are required to complete an activity in each of four sections: Skill, Service, Physical Recreation and Expedition. We encourage students to become self-reliant whilst working co-operatively with a group. Keep an eye on the Sixth Form bulletin and notice boards to find out more about how to get involved.

DUTIES

All Sixth Formers are expected to support the smooth-running of the school at lunchtimes by undertaking duties on a rota basis. Published at the start of each term, the rota will show times and locations. Guidance will be given on how to carry out your duty effectively. Please arrive promptly and be active while on duty. Do not have your mobile phones out while on duty. Thank you in anticipation of your support.

EFFORT

We hope that your years in the Sixth Form will be productive and successful, both in your core subjects and in your wider pursuits. AIM HIGH. You will be supported in reaching your aspirations, but your own hard work and self discipline will be vital ingredients for your success. *Consistent* good effort in and out of lessons throughout your time in the Sixth Form will be important – don't leave good effort until the last couple of months before exams. We recommend that you spend 4-5 hours per subject per week on your homework and wider independent learning/reading; some of this will be in free (study!) periods but some will be required at home. Use this time wisely and productively – avoid distractions, otherwise an hour spent “working” might actually only be 10-20 minutes of learning!

ENROLMENT

Enrolment into Year 12 takes place on or after GCSE Results Day in late August. Your enrolment form states the core subjects which you and the School have agreed upon; these subject options will be directed by your interests, aspirations and prior achievements.

When you enrol in our Sixth Form, both you and a senior teacher sign our Sixth Form Agreement which sets out the expectations on you and on the School. It is important that we all follow this agreement, so that all students have the best chance of enjoying a successful two years. In the Sixth Form you will be treated as an adult, which entitles you to a greater degree of freedom but also requires greater responsibility and self-discipline than in the past.

Enrolment into Year 13 will be assumed as automatic for all Year 12 students achieving a minimum of three Ds in their AS levels or Level 3 vocational qualifications. Any students achieving lower than three Ds will have a conversation with a member of the Sixth Form leadership team to discuss options and support available to them. Likewise, any Year 12 students who *have* achieved the three Ds progression requirement but who are thinking of leaving the School to embark on an apprenticeship or education elsewhere, should make an appointment with a Sixth Form leader.

ESSAY COMPETITIONS

Quite a few universities and other organisations run essay competitions or poetry competitions. These usually carry a financial reward for winners, but your main motivations should be the extra challenge they bring and the opportunity to explore a specific topic of interest. Taking part (and especially winning!) an essay competition can provide a real boost to your university application. Most competitions have deadlines in February or March. You will be informed about competitions via the weekly Sixth Form bulletin.

EXAMINATIONS

The Cotswold School has the policy to enter all Year 12 students for AS Level examinations in all of their chosen subjects. AS Level examinations usually take place in the two weeks before and one week after May half-term. Most subjects set tests regularly throughout the year, but all subjects will set a mock examination to Year 12 students in the calendared mock exam period: Thursday 7th and Friday 8th March 2019. These will take place in the Sports Hall, as this is where most of your real AS exams will also take place.

A Level examinations take place in the one week before and four weeks after May half term. There are two mock exam periods in Year 13: Thurs 17th - Fri 18th January 2019 (in the Sports Hall) and the first week back after the Easter holiday, 23rd – 26th April 2019 (these exams will take place in classrooms during lessons)

EXAM LEAVE

You and your parents will be informed via letter and via the weekly Sixth Form Bulletin of the arrangements for exam leave in Summer 2019. It is likely that exam leave for Year 12 students will be from Mon 13th May to Mon 3rd June inclusive, and that exam leave for Year 13 students will begin on Wednesday 15th May. (Note that A Level exams begin on Monday 20th May 2019 – this is earlier than A Level exams have ever started before!)

EXTENDED PROJECT QUALIFICATION

You may wish to undertake an EPQ to develop your skills and to give you another qualification. It enables you to explore a specific topic/question which interests you and it will enhance your research skills and project management skills. University prospectuses often comment on how important these skills are. Some universities may lower the grades they require if you do an EPQ. At The Cotswold School Miss Rodrigues leads and manages the EPQ programme. Year 12 students will be informed about the EPQ when they return after the AS Level exams. The normal cycle from planning to completion of the EPQ is June of Year 12 to December of Year 13. As well as producing an extended essay or artefact you will keep a log/diary where you will reflect on the processes involved in EPQ and you will give an oral presentation in front of a small audience. Students who complete an EPQ say that it is a challenging but highly beneficial thing to have done.

EXTRA-CURRICULAR

Sixth Form students are strongly encouraged to take advantage of the wide range of trips and visits (e.g New York; Berlin; MFL work experience/exchanges), clubs and societies (e.g. Sixth Form Debating Society), competitions and lectures on offer. These vary slightly from year to year and are too numerous to list! Also see [Clubs & Societies](#) section.

FIRE / FIRE DRILLS

The fire bell is a continuous alarm. When it sounds, it is either a fire drill (the School organises these regularly through the year), or the alarm has been activated accidentally, or it is a real fire. In all cases, immediately evacuate the building and make your way to the school field (between the Maths block and the Primary School) in silence. Notices showing detailed instructions and routes can be found in all classrooms. Do not take a detour to get your belongings. Never re-enter the building once you have left it. If you are the last person to leave the classroom, shut the door. When you arrive at the fire assembly point, students must line up in tutor groups in register order and wait in silence to be registered. Remain in silence until you are dismissed. This is very important, as urgent instructions may need to be given.

FOR FIRE SAFETY PURPOSES THE SCHOOL *MUST* KNOW WHO IS ON SITE. As a Sixth Former, do not put yourself in a situation where you are off-site and have not signed out. It is *your* responsibility to make sure that you sign out when leaving the school site (e.g. at break or lunchtime or when going on home study) and sign in again when you return. Please note that the Leisure Centre is regarded as off-site, as our fire alarm does not sound in there. i.e. if you are going to the Leisure Centre you must sign out!

If you are the first to discover a fire, do not attempt to tackle the fire yourself. Instead, if you are with a member of staff, alert them immediately so that they can activate the nearest alarm. If there is no member of staff with you, then activate the nearest alarm yourself and proceed to the fire assembly point with the rest of the school community.

FREE PERIODS

“Free” periods are quite a novelty for students when they begin their Sixth Form life! However, you have plenty of work to do in the Sixth Form, so it’s important to use free periods to get on with your homework or independent study. In free periods you can choose to work in the Common Room (where you can talk with others) or the Study Room (silent working environment) or some people prefer to work in subject areas around the school (like the Art room) – but check with your teachers first. There are alternative ways to use free/study periods: for example, some students help in lower school lessons, particularly with the PE and English departments.

It is important to understand the difference between free periods and registered supervised study periods. The latter are timetabled and you are expected to work silently in the Sixth Form Study Room throughout these periods. A register will be taken at the start and end of the double period.

GAP YEARS

When thinking about your next step after Sixth Form, you're encouraged to consider taking a gap year. A gap year can be used to travel, earn money in a job, do voluntary work or a combination of these things. There are pros and cons of taking a gap year, which you should carefully consider. The most important point is: if you are taking a gap year, plan it well and use it productively.

Each year we organise a talk from a gap year organisation, often as part of the Higher Education & Careers Days in June of Year 12. Ex-students also come back in to school to share their gap year experiences.

There are plenty of gap year resources and websites available to you – keep an eye on the weekly Sixth Form bulletin for details. Also talk to your form tutor or one of the Sixth Form leadership team about your ideas.

HEAD GIRL & HEAD BOY

The Head Boy, Head Girl and their deputies are role models within the School community. They play a leading role in the School Council and Sixth Form Council; they represent the student body at Speech Day, Open Days, Remembrance Day and other important school occasions. Although these roles are particularly prestigious, there are numerous other ways of making a positive contribution to the School and taking on leadership roles. All leadership responsibilities will help to develop your skill set and will be valuable additions to university/job/apprenticeship applications.

In March of Year 12 you will be given the opportunity to apply to be Head Girl/Boy. There will be an assembly about what the roles involve and what qualities/skills are needed. Application forms will be available from the Sixth Form Admin office and will also be emailed to all students with the Sixth Form bulletin. Any Year 12 student may apply. The Sixth Form Leadership team (Mr White, Miss Rodrigues and Miss Franklin) will read the applications and select a shortlist of 5-10 girls and 5-10 boys. This will be based upon the quality of their written applications and their record of progress, effort and attitude during Year 12. Shortlisted candidates will each give a short speech in an assembly in April, which will be followed by a vote. Results of the election will be published as soon as possible and a Head Girl, Head Boy, Deputy Head Girl and Deputy Head Boy will be appointed. Their roles will run from June (when Year 12 students return from AS exams) to May of Year 13.

HEALTH

Your physical and mental health are important. They will affect your well-being, progress and achievement. The school will provide relevant information and advice throughout the school year about how to stay safe and healthy, particularly through tutorial times, assemblies and PSHE sessions. We encourage you to ask questions, as we appreciate there may be new and different issues facing you as 16-19 year olds and as you move towards life beyond school.

The school can provide first aid for physical and mental health issues, but your main source of information, advice and guidance should be health care professionals. You can book an appointment with your GP (you can go with or without your parents/guardians) who will give you advice or refer you to the appropriate specialist.

We have a School Nurse who comes in to school one day per week for drop-in appointments or is usually able to come in at short notice in emergencies. She can support with many different issues and will refer you to other professionals if necessary.

We also employ a School Counsellor and a School Mentor, both of whom are trained and experienced in helping with a wide range of issues. If you wish to see one of them, please speak with Miss Franklin, Miss Rodrigues or Mr White, who can ask for appointments to be booked.

For general advice on issues like anxiety and stress, talk with your form tutor or any teacher.

HIGHER EDUCATION

Higher Education is one of the options you should research and consider for your next step after Sixth Form. Higher Education includes universities and other higher education colleges (e.g. Art Colleges); there are many different types of qualifications and thousands of different courses. Usually around 75% of Cotswold School students go on to Higher Education, but other routes (apprenticeships, traineeships and employment) are equally valued. Individual support and guidance is available for everybody.

Our Higher Education and Careers programme is a key part of your Sixth Form education. As well as information and discussion during tutorial time, assemblies and PSHE sessions, we organise events to help you with your H.E. research and applications. In particular these include:

- UCAS Evening (for Year 12 students and parents) on Tuesday 26th February 2019
- HE & Careers Days (off timetable; programme of speakers and activities) on Tuesday 18th and Thursday 20th June 2019

A wide range of resources are available for you to use, including:

- University prospectuses can be found on the bookshelves outside the Common Room (near the double doors to the Geography department)
- Pure Potential HE Guide (one copy in each Sixth Form tutor room)
- Display boards in the Sixth Form Centre
- The school subscribes to Unifrog, an online resource where you can research university courses and apprenticeships and write your Personal Statement (see [Unifrog](#) section for more details)
- Weblinks on the weekly Sixth Form bulletin
- Ex-students, teachers and outside speakers who talk to you about their H.E. courses

HOLIDAYS

Students must not take holidays during term time, except in exceptional circumstances. Any requests for holiday absence must be authorised *before* any expenses are incurred (i.e. holidays/flights booked). Year 12 students must not miss school days for music festivals (Year 13 students have finished their exams before most of the music festivals happen!)

Although we don't want to be too directive about how you use your school holidays, the following advice might be useful:

- Find some time in your holidays to properly rest, relax and enjoy yourself! You need to recharge your batteries for the term ahead. Don't be tempted to spend entire holidays doing paid work (or school work)!
- Your two week Easter holiday is an important time to get some revision done – we generally recommend you spend 5 hours per day on about half of the days revising. Some subjects run revision days in school during the Easter holiday, which you may wish to attend.
- Your May half term may well have to be mainly used for revision (depending on when your exams are scheduled, as some Year 12 students may have finished *all* their AS exams before the May half term!)
- It is a good idea to use some of the six week summer holiday between Year 12 and Year 13 to do things like: Expeditions; NCS (National Citizens Service); University Summer Schools; EPQ research; further work experience or volunteering.
- Try to be available to collect your exam results from School on Exam Results Day (which, in 2019, is Thursday 15th August)

HOME STUDY

Year 13 students will be allowed the privilege of doing private study at home for up to 6 single periods per week, provided they are making good academic progress and have a good attendance, punctuality and behaviour record. Eligible Year 13 students can apply for home study to Miss Rodrigues, as Head of Year 13. Home study requests will only be considered for after period 4 (11.40am); all students are expected to be present in school from 8.50am-11.40am, even if they have no timetabled lessons in periods 1-4. Participation in daily tutorial time activities is compulsory for all Sixth Formers.

HOUSE SYSTEM

All Sixth Form students are placed in one of four Houses – Apollo, Artemis, Poseidon or Zeus. Your positive participation in House activities and assemblies really helps the school community: lower school pupils love to see Sixth Formers getting involved and helping out.

House Assemblies normally take place once every half term. Attendance at your House Assembly is compulsory. Times and venues are published in the weekly Sixth Form bulletin.

The House noticeboards can be found in the Quad, on the outside wall of the Year 12 Art Room (near the table tennis table).

ICT & SCHOOL EMAIL

To use the School's ICT facilities students must sign, at the beginning of each school year, the School's ICT User Agreement. This must be taken to the ICT technician's office (between CS1 and CS2) in order for your network account and email to be activated. Please adhere to the ICT User Agreement and the School's ICT Policy, in order to stay safe and keep the equipment and network in good condition. Please report any damage, problems or concerns to the ICT Network Manager, Mr Adam Thomas.

Get into the habit of checking your school email account at least once each day, as staff may communicate with you using email. If you wish to send an email to a member of staff, use your school email account. Remember that all electronic communication is permanent.

INDEPENDENT LEARNING

In Key Stages 3 and 4 you will have started to develop independent learning skills. i.e. not simply following teachers' instructions but taking your own initiative for what and how you learn. The Sixth Form takes this on a significant step further and helps you prepare for employment or higher education, where it is likely that the vast majority of what you do will be driven by yourself.

Your teachers and tutor will give you guidance as to how to develop your independent learning skills. Some of this might be specific to the subjects you are studying. However, here's some good generic advice:

- In lessons, don't wait until the teacher directs you to write things down. If you think something would be useful to write down, then do so.
- Organise your note taking – Year 12 students will be taught some methods for doing this on the trip to the University of Gloucestershire in September. Your teachers can also help you.
- Review the work after each lesson: either during a free period or at home the same evening, spend 5-10 minutes looking back over the work you did. If there are any bits you didn't fully understand or finish, then read the relevant pages of the textbook, do some internet research or ask another person who can help you.
- Complete the set homework. Read the instructions and resources given to you by your teacher on 'Show My Homework'. Organise your time so that you don't leave it until the last minute.
- Read ahead or read around your subject. Your teachers may give you some suggestions for books, journals and websites. Fuel your passion for your chosen subjects by researching interesting things (these could be related to or beyond your A Level specifications.)
- Revise and learn your work on an ongoing basis. This will make things so much easier when exams approach. You can make revision cards/mindmaps, do practice questions, read markschemes and scrutinise examiners' reports at any time of year!

INTERVIEWS

Most jobs and apprenticeships require you to have an interview. Some university courses require you to have an interview e.g. Oxbridge applicants and those applying for Medicine, Dentistry, Veterinary Medicine, Nursing, Teaching, Social Work, some Engineering courses, to name some.

All Sixth Form students will be given advice and guidance on interview skills, together with opportunities to practise those skills.

If/when you find out that you have been invited for an interview, please inform one of the Sixth Form staff team, who can organise one or more mock interviews for you. You will be given friendly and constructive feedback.

JOBS (PART-TIME WORK)

Many Sixth Formers want to have a part-time job for some/all of their time in the Sixth Form. This can be valuable in helping you to develop a range of skills (such as time-management skills and interpersonal skills) and to earn money! We don't discourage you from having a part-time job, as long as you are able to stay up to date and make good progress with your school work. Remember though: You are a full time student! National research suggests that Sixth Formers with part-time jobs of up to 9 hours per week do not see significant negative impacts on their school achievements, but that employment over and above 10 hours per week usually has an increasingly adverse impact on Sixth Formers' progress and final grades.

Talk with your tutor about how you balance your time between school work, paid/voluntary work, extra-curricular interests and rest. We appreciate it's not always easy. We are here to help.

LEADERSHIP OPPORTUNITIES

There are many opportunities for you to take leadership roles and responsibilities in the Sixth Form. See these sections for further details: [Head Girl & Head Boy](#); [Subject Ambassadors](#); [Clubs & Societies](#).

If you want to lead something new, talk to Mr White, Miss Rodrigues, Miss Franklin, your form tutor or a relevant teacher.

LUNCH

Sixth Form students may use the school canteen. You will need a thumb-print activated account. You can top up your account online or with cash via the machine in the canteen.

Alternatively, bring your own packed lunch. The Sixth Form Common Room kitchen also has toasters, microwaves and water dispensers (boiling and cold water) that you can use. Make sure you clear up after yourself.

You can also go off site at break or lunchtime to buy some food (e.g. from Co-op or other shops in Bourton). Make sure you sign out when you leave and sign back in again when you return, using the screen or book in the Sixth Form reception.

MOBILE PHONES

Mobile phones may be used in the Sixth Form Common Room or in outdoor areas adjacent to the Sixth Form Centre, but should not be visible or used around other areas of the school. If you wish to use your mobile phone in a classroom (e.g. for calculator function or to listen to music while doing artwork) please ask permission from the teacher.

MOCK EXAMINATIONS

See [Examinations](#) and [Revision](#) sections

MOOCs

MOOCs are 'Massive Online Open Courses'. They are short courses (usually 2-6 weeks in duration) run online by various different universities and organisations. Some MOOCs have a small cost, but most are free of charge. They cover a very wide range of topics. I've just done a quick search and the first two I saw were 'Food as Medicine' and 'An introduction to Norwegian'.

Doing a MOOC can be a good way of increasing your knowledge and enthusiasm for a subject and can also strengthen your university/apprenticeship application.

To search for available MOOCs use the MOOCs tool on your Unifrog account. This is a comprehensive portal which shows all the different MOOCs from various providers. It gives you links to more information and sign-up forms. Another link you may wish to use is www.futurelearn.com

NON-UNIFORM DAYS

To raise money for charity the School occasionally runs non-uniform days. For Sixth Formers this means the dress code does not apply on non-uniform days for those students who wish to participate and donate.

OFF-SITE PROCEDURES

Sixth Formers are allowed to be off site at break (11.40am to 12.10pm) and lunchtime (1.20pm-2.05pm). Excellent behaviour is expected when off site: no smoking/vaping, no littering, no foul language. Remember you are still a member of the School community and you make an impression on local residents, businesses and visitors.

When leaving the school site, you must sign out using the screen in Sixth Form Reception. If this is not working, please use the signing-out book. When you return to school you must sign back in again. These are basic safety procedures required by all workplaces; we need to know who is on site in the case of a fire or other emergency. Please note that the Leisure Centre is off-site (our fire alarm does not ring in there) so if you are going there you need to sign out!

Students are not permitted to go off site at other times of the school day, unless you have been given permission to do so by Mr White, Miss Rodrigues, Miss Franklin or our Sixth Form Administrator, Rosie Moser.

The privilege of going off site can be removed from students who do not behave appropriately or who do not use the signing out/in system.

OXBRIDGE APPLICATIONS

Year 12 students are invited to attend our 'Interested in Oxbridge' group, which meets approx. once per fortnight at lunchtimes during Year 12. Dates and venues of these meetings will be advertised via the weekly Sixth Form bulletin. There will be a range of speakers, points for discussion and opportunities to ask questions. There is no restriction on who may attend these meetings, but they may be of particular interest to students who gained a good number of grades 8 and 9 (or A*s) at GCSE.

Students who have high AS Level results and who wish to make an application to Oxford or Cambridge University will be given excellent support with their applications. You must complete your application by the end of September of Year 13, giving the school time to check your application and complete your reference in time for the 15th October deadline. Mock interviews will be organised for November of Year 13 to help you prepare for Oxbridge interviews (which are usually held in early-mid December)

If you have any questions about Oxbridge and the support available at Cotswold, please ask Mr White or Miss Rodrigues.

PARENTS' EVENINGS

In 2018-19, Year 12 Parents' Evening is on Thursday 6th December 2018 and Year 13 Parents' Evening is on Wednesday 13th February 2019. Your parents/guardians will receive a letter in advance of these dates explaining how to book appointments via the 'Parents' Evening Booking System'.

There will also be an additional "invitation-only" Parents' Evening on Wednesday 3rd April 2019 for Year 12 students who teachers feel would particularly benefit from a meeting at this time.

If at any stage during your Sixth Form career you or your parents/guardians are concerned about your progress, then you are always welcome to discuss your concerns with your teachers, tutor or a member of the sixth form leadership team. Likewise, your teachers may contact you or your parents/guardians at times *other than* the published Parents' Evenings or Grade Cards.

PARKING

See [Driving to School](#). Please note that Sixth Form students may not park in the Leisure Centre car park, and you must be given permission *before* parking in the Sixth Form car park.

POST-16 PBE (Philosophy, Belief and Ethics)

The Department for Education requires schools to provide some Religious Education for its Sixth Form students. This is supported and shaped by Gloucestershire's SACRE (Standing Advisory Council on Religious Education). This year, we will have four themed weeks, where assemblies and tutorial times will focus on four PBE themes which we have chosen:

- Week beginning Monday 24th September: Big questions
- Week beginning Monday 26th November: Culture/Media/Arts
- Week beginning Monday 4th February: Ethical issues
- Week beginning Monday 24th June: Understanding Islam

PROGRESS

Near the start of Year 12 we will inform you of your “top 25% progress grades” for each of your subjects. These are based on your GCSE average points score. Achieving these grades at the end of Year 13 would mean that you are in the top 25% nationally for the progress you have made since GCSE. They are not a ceiling to your achievement! You are encouraged to discuss your own personal targets with your tutor and teachers, and revisit these regularly during your Sixth Form career. Teachers will monitor your progress carefully to help ensure that you can be successful on your chosen courses. We will give extra support and advice when you need it.

Your teachers will keep you informed of your progress via their feedback on selected pieces of work and via test results. Progress will be formally reported home at the following times:

- Year 12: week beginning 19th November 2018 and week beginning 4th February 2019
- Year 13: week beginning 26th November 2018 and week beginning 1st April 2019
- Mock examination results will also be sent home, as an indicator of progress

PSHE

Miss Rodrigues and Miss Franklin organise and lead the Sixth Form PSHE programme. This has been carefully refined over recent years, in response to student feedback, so that it includes topics, guest speakers and activities which are particularly relevant and important to your stage of life. Details of days/times, venues and activities will be published on the Sixth Form bulletin. The PSHE programme is compulsory for all Sixth Formers.

REFERENCES

A reference will be written for all Year 13 students. These can be used on your UCAS, job or apprenticeship applications.

The process of compiling your reference is:

- Your Year 12 subject teachers each write a Subject Reference, commenting on your strengths, abilities and interests.
- Your form tutor adds an introductory and concluding paragraph, focusing on your qualities as a student, contribution to school life, work experience, and extra-curricular accomplishments. They will also edit the subject references to make the whole reference flow and to ensure the overall reference is of the correct length.
- Mr White, Miss Rodrigues or Miss Franklin will check the overall reference, making additions and amendments if necessary.

You will always be given the opportunity to read your reference before it is sent to universities or employers. If something is factually inaccurate, we will correct it. You are welcome to make other suggestions for amendments, but the final wording of your reference is down to the Sixth Form leadership team. Please note that we always try to ensure that your reference reflects you in the best possible light. Most students are delighted with the outcome!

REGISTRATION (AFTERNOON REGISTRATION)

The afternoon session registers are taken in your period 7 lesson. If you do not have a timetabled lesson during period 7 you must go to the Sixth Form Study Room at 2.05pm, where registers will be taken.

If, on any occasion, a member of staff is not present to take the register, please go to the Sixth Form Admin office to register.

REGISTERED SUPERVISED STUDY

The maximum number of double free periods on a Sixth Form student's timetable is three. All other periods where you do not have timetabled lessons will be Registered Supervised Study. During these periods you should work in silence in the Sixth Form Study Room. A register will be taken at the start and end of the double lesson.

If you wish to change when your Supervised Study lessons are on your timetable, please see Mr White.

REVISION

We recommend that you revise on an ongoing basis, as this will make you more confident with your knowledge and understanding of the subject and it will make things less stressful when exams approach. As a minimum, start a detailed revision programme at least one month before mock or real examinations.

Most people find revision timetables and topic checklists useful. You should also refer to the exam specifications. When you revise, use active revision techniques, such as making revision flashcards or mind maps and doing practice questions under timing conditions. Also scrutinise markschemes and examiners' reports. Your tutor and teachers will give you plenty of other advice.

When revising avoid distractions (mobile phones, social media, TV) and take regular breaks: a five minute break every half hour is recommended.

SCHOOL COUNCIL

The Head Student team (Head Boy, Head Girl, Deputy Head Boy, Deputy Head Girl) provides two representatives on the School Council. If other Sixth Formers wish to play a part in the School Council, please see Mr J Ellis.

SIXTH FORM COUNCIL

The Sixth Form Council is led by Miss Franklin and two members of the Head Student team. At least one student from each tutor group should attend Sixth Form Council. The Council will discuss a variety of matters of interest and concern to Sixth Formers, with the aim of taking actions which will further improve the School. Dates/times/venue will be published on the weekly Sixth Form bulletin.

SMOKING

Sixth Formers are not permitted to smoke or vape on or near the school site. If a student does not follow this rule, parents/guardians will be informed and the privilege of permission to go off site at break and lunchtime will be withdrawn for a period of time. Repeat offenders will face further sanctions, which could include exclusion.

The School's PSHE programme promotes healthy lifestyles. The School Nurse can also help people to stop smoking.

SOCIAL EVENTS

The main social events in the Sixth Form are the Winter Ball (open to all Sixth Form students) and the Leavers' Ball (Year 13 only). Details of dates/venues/cost/menu will be communicated by letter during the year.

From time to time, other social events are organised. E.g. Christmas Quiz during one lunchtime in December; bowling trip (after school). Again, these will be advertised via the weekly Sixth Form bulletin. If you have any ideas or requests for social events, please communicate these via the Head Girl/Head Boy team or via the Sixth Form Council.

SPORT

All Sixth Formers participate in physical activity on a Wednesday afternoon. There is a range of options, from team sports to individual sports to fitness activities. Options will be advertised at the start of each term, when you can sign up for your preference. If there is sufficient demand, we will organise external trainers/coaches to run specific sessions, which may involve a small cost.

Sixth Formers may also apply to do their own individual physical/sporting activity off site on a Wednesday afternoon e.g. horse riding or cycling. This may only begin once the Head of PE and your parents/guardians have authorised your request. The School's insurance policy won't cover off-site activities organised by individuals, so you/your parents must take full responsibility for health and safety and insurance arrangements.

Lunchtime and after-school sports clubs and team fixtures will be advertised by the PE department.

STUDY ROOM

The Sixth Form Study Room is an excellent and spacious new facility with plenty of natural light. It has over 60 computers and more than 20 other desk spaces. You are expected to work in silence in the Study Room. If you want to talk about your work or work on a collaborative project, go to the Common Room or book the Meeting Room (opposite Mr White's office) or the Conference Room (adjacent to Miss Rodrigues' office).

There must be no food or drink consumed in the Study Room. It is not to be used as a social space before school or at break or lunchtime.

As with all the furniture, equipment and facilities in the new Sixth Form Centre, please look after it and report any faults or breakages to the Sixth Form Administrator.

SUBJECT AMBASSADORS

Being a Subject Ambassador gives you the opportunity to make a positive contribution to our school community, whilst also developing your teamwork, leadership and communication skills. It's also an enjoyable role that you can write about in your Personal Statement or letter of application for an apprenticeship or job.

Applications are welcomed from both Year 12 and Year 13 students. For each subject, we're looking to appoint about two Year 12 students and two Year 13 students as Subject Ambassadors. As we have over 20 subjects in the Sixth Form, this means a good number of students will have the chance to have a leadership position in the school. If selected, you'd work together in your team on ideas and projects of your choosing. You'll put your ideas to the Head of Department, who will support you in your endeavours. The aim is that you'll put your plans into action and see the positive outcomes. There are many things that you could do, such as: taking charge of a department display board; helping in lower school lessons; running a lunchtime club; organising department surveys; contributing to department meetings (e.g. when choosing new specifications); organising a trip or competition; writing department leaflets or articles for newsletters or your own ideas. If your project requires finance, you can submit a bid for funding to Mr White.

Subject Ambassadors will be expected to play an important role in promoting their department at the school's Open Evening and at Sixth Form Open Evening, which take place on Wed 3rd October 2018 and Thurs 15th November 2018.

The qualities we're looking for when we decide who to select as Subject Ambassadors include: enthusiasm; organisation skills; a positive approach; the ability to work well with staff and peers.

If you'd like to apply to become a Subject Ambassador please fill in an application form (available from the rack outside the Sixth Form Admin office) and return it to the Sixth Form Administrator by 3.20pm on Monday 10th September 2018.

TARGET SETTING

The Cotswold School, like over half of the Sixth Forms in England, uses ALPS – A Level Performance System – to set academic targets.

Near the start of Year 12 we will inform you of your "ALPS top 25% progress grades" for each of your subjects. These are based on your GCSE average points score. Achieving these grades at the end of Year 13 would mean that you are in the top 25% nationally for the progress you have made since GCSE. They are not a ceiling to your achievement! You are encouraged to discuss your own personal targets with your tutor and teachers, and revisit these regularly during your Sixth Form career.

TERM DATES

For 2018-2019 the term dates can be seen below. Term dates for future academic years will be posted on the school website as soon as they have been finalised.

SEPTEMBER					OCTOBER					NOVEMBER							
Mon	3	10	17	24	Mon	1	8	15	22	29	Mon	5	12	19	26		
Tues	4	11	18	25	Tues	2	9	16	23	30	Tues	6	13	20	27		
Wed	5	12	19	26	Wed	3	10	17	24	31	Wed	7	14	21	28		
Thur	6	13	20	27	Thur	4	11	18	25		Thur	1	8	15	22	29	
Fri	7	14	21	28	Fri	5	12	19	26		Fri	2	9	16	23	30	
Sat	1	8	15	22	29	Sat	6	13	20	27		Sat	3	10	17	24	
Sun	2	9	16	23	30	Sun	7	14	21	28		Sun	4	11	18	25	
DECEMBER					JANUARY					FEBRUARY							
Mon	3	10	17	24	31	Mon	7	14	21	28		Mon	4	11	18	25	
Tues	4	11	18	25		Tues	1	8	15	22	29	Tues	5	12	19	26	
Wed	5	12	19	26		Wed	2	9	16	23	30	Wed	6	13	20	27	
Thur	6	13	20	27		Thur	3	10	17	24	31	Thur	7	14	21	28	
Fri	7	14	21	28		Fri	4	11	18	25		Fri	1	8	15	22	
Sat	1	8	15	22	29	Sat	5	12	19	26		Sat	2	9	16	23	
Sun	2	9	16	23	30	Sun	6	13	20	27		Sun	3	10	17	24	
MARCH					APRIL					MAY							
Mon	4	11	18	25		Mon	1	8	15	22	29	Mon	6	13	20	27	
Tues	5	12	19	26		Tues	2	9	16	23	30	Tues	7	14	21	28	
Wed	6	13	20	27		Wed	3	10	17	24		Wed	1	8	15	22	29
Thur	7	14	21	28		Thur	4	11	18	25		Thur	2	9	16	23	30
Fri	1	8	15	22	29	Fri	5	12	19	26		Fri	3	10	17	24	31
Sat	2	9	16	23	30	Sat	6	13	20	27		Sat	4	11	18	25	
Sun	3	10	17	24	31	Sun	7	14	21	28		Sun	5	12	19	26	
JUNE					JULY					AUGUST							
Mon	3	10	17	24		Mon	1	8	15	22	29	Mon	5	12	19	26	
Tues	4	11	18	25		Tues	2	9	16	23	30	Tues	6	13	20	27	
Wed	5	12	19	26		Wed	3	10	17	24	31	Wed	7	14	21	28	
Thur	6	13	20	27		Thur	4	11	18	25		Thur	1	8	15	22	29
Fri	7	14	21	28		Fri	5	12	19	26		Fri	2	9	16	23	30
Sat	1	8	15	22	29	Sat	6	13	20	27		Sat	3	10	17	24	31
Sun	2	9	16	23	30	Sun	7	14	21	28		Sun	4	11	18	25	

Term Time		Holidays	
Bank Holidays		Inset Days	

Term 1: Mon 3 rd Sept - Fri 19 th Oct 2018	35 days
Term 2: Mon 29 th Oct - Fri 21 st Dec 2018	40 days
Term 3: Mon 7 th Jan - Fri 15 th Feb 2019	30 days
Term 4: Mon 25 th Feb - Fri 5 th April 2019	30 days
Term 5: Tues 23 rd April - Fri 24 th May 2019	23 days
Term 6: Mon 3 rd June - Tues 23 rd July 2019	37 days
Total	195 days*

Christmas Bank Holidays	25 th & 26 th December 2018
New Year Bank Holiday	1 st January 2019
Good Friday	19 th April 2019
Easter Monday	22 nd April 2019
Early May Bank Holiday	6 th May 2019
Spring Bank Holiday	27 th May 2019
Summer Bank Holiday	26 th August 2019

	3 rd October Open Day – 9.15 am – 1.00 pm School closes at 2.10 pm
	15 th November - Sixth Form Open Evening
	13 th September Speech Day – School Closes at 2.10 pm

TEXTBOOKS

The school provides a good range of resources, within department areas, in the Library and in the Sixth Form Centre, including access to online resources. However, most departments expect students to buy a copy of the core textbook for their subject. This is in line with many other sixth form schools and colleges. The benefits to you of owning your main textbooks include:

- being able to highlight areas of text or annotate in the margin with your own notes
- the guarantee of having 24/7 access to the key content of your courses

Current and past sixth formers say that buying their own textbooks was very beneficial for them; some students still make good use of the books several years later (e.g. as a source of reference during their university courses) while others sold them on after they finished with them.

Although buying up to four textbooks in one go can be a significant cost, it will be well worth it. Students who qualify for a '16-19 Bursary' can use some of their bursary to purchase textbooks.

Some departments will give you details of the book they are requesting you to buy (Title, Author, ISBN etc). Other departments have already purchased a load of books, to benefit from bulk-buy discounts, and will be selling these reduced-price books in school. Purchase these books as soon as possible, so you can gain maximum benefit from them.

TIMETABLE

You will be given a copy of your timetable on the first day of term in September. If your timetable changes during the year, please ask the Sixth Form Administrator to print a new copy for you.

Please be aware that, occasionally, lessons have to be scheduled at lunchtime or after school. We try to keep this to a minimum.

TIMINGS OF THE SCHOOL DAY

8.50 – 9.20am	Tutorial time (includes morning session register)
9.20 – 10.30am	Periods 1&2
10.30 – 11.40am	Periods 3&4
11.40 – 12.10pm	Break (a.k.a. 1 st lunch break)
12.10 – 1.20pm	Periods 5&6
1.20 – 2.05pm	Lunchtime (2 nd lunch break)
2.05 – 3.20pm	Periods 7&8 (includes afternoon session register)

TRANSPORT

See [Buses](#) and [Driving to School](#) sections

TRIPS AND VISITS

The Cotswold School offers Sixth Form students a great variety of day trips and residential trips, both locally, nationally and abroad. Many of these are directly linked to subject areas, so opportunities will usually be communicated via letters from Heads of Department. For foreign trips there are always Parent Evenings where the itinerary will be explained and any questions you may have will be answered.

For local day trips, we ask you to complete a common medical consent form at the start of the academic year, which can be used for several different trips, thus avoiding the need for you to fill out lots of forms. Parents of students going on day visits will still be informed of all the relevant details – purpose of the trip, transport arrangements, timings, dress code, food etc.

We hope that you take the opportunity to broaden your experiences at School by taking part in trips and visits.

TUTOR GROUPS

All Sixth Form students are placed in a tutor group. Your tutor will be your main point of contact for your overall pastoral care and academic progress.

We operate a vertical tutor grouping system in the Sixth Form at Cotswold – this means that there are a roughly equal number of Year 12 and Year 13 students in each tutor group. We have found that this system has many more advantages than disadvantages. In particular, Year 13 students can give the benefit of their experience to Year 12 students.

If you wish to discuss which tutor group you are in please see Miss Franklin, who is in charge of this. We only allow changes of tutor group in exceptional circumstances.

TUTORIAL TIME

Tutorial time is a compulsory and important part of your Sixth Form education. Although not as formal and pressurised as your core options (where a syllabus has to be covered and qualifications gained!) tutorial time should always be used productively.

There are many ways in which tutorial time is used. For example:

- discussion of topical issues and current affairs
- discussion of philosophical, ethical or religious issues (see [Post-16 PBE](#) section)
- learning about study skills e.g. time management; file management
- personal interest talks
- team activities e.g. quizzes, challenges
- Higher Education and Careers learning
- PSHE content
- one-to-one conversations with your tutor (e.g. about your progress, your well-being, your aspirations, your EPQ ... etc)
- revision (particularly in the lead-up to examinations)

If you have specific ideas about what you would like to cover in tutorial time, talk with your tutor.

Please make sure you arrive promptly to tutorial time. You should be in your tutor room by 8.50am each day.

UCAS

See [Higher Education](#) and [References](#) sections

UNIFROG

The School has paid for an annual subscription to Unifrog – an online platform for researching university courses, apprenticeships and MOOCs. You will be given a ‘form code’ which you must enter when you first set up a Unifrog account via www.unifrog.org

You should use the “Competencies” and “Activities” tools on Unifrog to record and reflect on your wider experiences in and out of school e.g. work experience, university taster days, part time jobs, leadership roles, your participation in music/drama/dance/sport etc. We recommend that you update your Unifrog account at least once per half term. As it is web-based you can access it from home as well as in school.

You should also use Unifrog to write your Personal Statement. Your tutors will use Unifrog to put together your Reference. More detailed instructions will be given as and when needed, but most of the features of Unifrog are fairly intuitive to use.

VISITORS

Occasionally a Sixth Form student might wish to invite a visitor in to school (e.g. a friend or ex-student). Before doing so, please speak with a member of staff, as visitors to the school must always be accompanied by a member of staff for safeguarding reasons. Any authorised visitor must sign in at reception and wear a visitor badge. They must sign out when they leave and return their badge.

VOLUNTEERING

Students are encouraged to consider undertaking voluntary work – this can be one-off help or a long-standing commitment. There are opportunities for voluntary work within school (e.g. helping with lower school clubs or school events) and outside of school (e.g. with ‘Cotswold Friends’ helping at Jubilee Lodge, or working in a charity shop).

Volunteering your time and energy to help others is a fantastic thing to do, as it not only fits with the school’s ethos of being community-spirited and generous, it also helps you gain a range of skills. It could be of great benefit in enhancing your job prospects (e.g. in health care, animal care, business, local politics etc.)

WEEKLY BULLETIN

The weekly Sixth Form bulletin is an important and very useful document. It includes a calendar of events for the week, key notices and useful information/opportunities. Make sure you read it at the start of each week.

You will be emailed the bulletin weekly, but it is also displayed on the screens and notice boards on both the ground floor and first floor of the Sixth Form Centre.

WORK SHADOWING / WORK EXPERIENCE

All Year 12 students are expected to undertake at least one week of work shadowing. Most Year 12 students will do this from 15th to 19th July 2019 as this is the calendared slot for Year 12 Work Shadowing so there will be no lessons taught that week.

We strongly advise you to organise your Work Shadowing as early as possible, so that you are more likely to get the placement you want. Try to do something which will really help you gain an insight into a potential future professional career pathway for you. Don't just take the easy option of working in a place where you currently or previously had a part-time job, as this defeats the object of Work Shadowing.

If you would like support in sourcing a Work Shadowing placement, please speak with your tutor, Year Leader or Head of Sixth Form.

During/after your Work Shadowing week, reflect on what you learn by recording your thoughts in the "Competencies" or "Activities" section of your Unifrog account.

ZZZZZZZZZZ (SLEEP)

Sixth Form life is busy and requires plenty of effort, so you will get tired. It's vital that you keep as fit and healthy as possible, so make sure you get enough sleep: We recommend about 8 hours per night. Some good advice includes:

- Don't eat large amounts or drink sugary or caffeinated drinks in the hour or two before you go to bed
- Don't use computer screens or mobile phones in the 30-40 minutes before going to bed
- Don't check your mobile phone during the night (in fact, best to switch it off or not to keep it in your bedroom)

(And, yes, I partly included this section as an A-Z needs a Z !)