



TEIGNMOUTH SIXTH FORM

STUDENT HANDBOOK FOR 2024-25



Welcome

Welcome back to the school year 2024-25. 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

Head of Sixth Form

Assistant Headteacher

laura.milsom@teignmouthschool.co.uk

Mrs Gibbs

Deputy Head of Sixth Form

Sixth Form Safeguarding Lead and UCAS Coordinator

becky.gibbs@teignmouthschool.co.uk

Mrs Best

Sixth Form Administrator

Attendance and Study Supervisor

tammie.best@teignmouthschool.co.uk

Sixth Form Tutors

Year 12

12 SF1 harriet.taylor@teignmouthschool.co.uk/katybrookfield@teignmouthschool.co.uk

12 SF2 michael.feeney@teignmouthschool.co.uk

12 SF3 dan.hussey@teignmouthschool.co.uk

12 SF4 Sarah.alecock@teignmouthschool.co.uk

Year 13

13 SF1 richard.johns@teignmouthschool.co.uk

13 SF2 lewis.davison@teignmouthschool.co.uk

13 SF3 abby.bartlett@teignmouthschool.co.uk

Courses

Being in the Sixth Form is a unique time enabling your transition into adulthood, independence and maturity. Within the Sixth Form we continue to hold our school values with high regard and students continue to work hard and join in with all aspects of their courses and Sixth Form life. 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 prior to half term. 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 96% 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 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;

Attendance Policy and Reporting Absence

The target for attendance to lessons and registrations, enrichment and other commitments in Sixth Form is 96%. Sixth Form students are expected to register with their tutor Monday to Thursday mornings unless attendance arrangements have been agreed by Mrs Milsom or Mrs Gibbs. 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. The behaviour process printed on the next page outlines our procedures in the event of a student attendance issue.

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 for higher education, apprenticeships 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 option 2 for sixth form.

Attendance

Level 1

Missed registration,
lesson or study period

- ◆ A conversation between student and teacher/tutor.
- ◆ Staff to record absence on Arbor.
- ◆ Teachers to send missing student alert to SF team.

Level 2

Attendance continues
to decline

- ◆ Cause for concern letters will be sent home to parents/carers when attendance is at 90-94%.
- ◆ A formal meeting will take place between student and tutor. Barriers to attendance will be discussed and targets set and monitored by tutor.
- ◆ Tutor to make parents aware of the meeting and outcomes.

Level 3

Attendance declines
to below 90%

- ◆ Parents/ carers and student will be asked to attend an attendance meeting with a Deputy Head of Sixth Form.
- ◆ Attendance agreement to be signed by student and tracking to be put in place for up to 6 weeks.
- ◆ Red Warning 1 given to student .

Level 4

Attendance agree-
ment not adhered to

- ◆ Formal meeting with Head of Sixth Form.
- ◆ Red warning 2 given to student.
- ◆ All study periods are required to take place in the Study Centre.

Level 5

Sixth Form Sanction
Process

- ◆ Appropriate disciplinary proceedings will be decided by the Headteacher.
- ◆ Possible request to leave Sixth Form if student is persistently absent from school and refuses to engage in intervention procedures.
- ◆ The parents/carers of the student will be involved in the process.

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.

Attendance is fundamental. If you aren't here you won't learn— 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.

You will receive termly progress information showing your progress data throughout the year. There will also be a subject Sixth Form parents evening in December, with a written report sent home following PPE exams in January. Level 2 students will have the opportunity to resit English and/or Maths in November and June. Level 2 students have a separate parent evening in January following resit results.

Student Vehicles

If you intend to bring your vehicle (car/motorbike) 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.

Sixth Form Facilities

Throughout the day the Sixth Form Centre will be open from 8am to 5pm. You are welcome to study here before and after school. We recommend you take full advantage of this, and plan your study time throughout the week. Stationery in the SFC is free for our students and printing is available.

Café 6 is open during break 1 and 2, this is a designated Sixth Form area. You may also use the canteen if you wish to purchase a greater range of hot food. There is a kitchen area located at the SFC, you are welcome to use this throughout the day. Vending machines are also located here.

Times of the School Day

8.45-9.45	Period 1
9.45-10.45	Period 2
10.45-10.50	Transition to tutor base
10.50- 11.15	Registration or Assembly
11.15-11.45	Break 1
11.45-12.45	Period 3
12.45-13.45	Period 4
13.45-14.15	Break 2
14.15-15.15	Period 5
15.15	Period 6 (sixth form only)

Term Dates 2024-25

TCS (ER) Term Dates: 2024-25 Academic Year															
	Sep-2024					Oct-2024					Nov-2024				
Monday	2	9	16	23	30		7	14	21	28		4	11	18	25
Tuesday	3	10	17	24		1	8	15	22	29		5	12	19	26
Wednesday	4	11	18	25		2	9	16	23	30		6	13	20	27
Thursday	5	12	19	26		3	10	17	24	31		7	14	21	28
Friday	6	13	20	27		4	11	18	25		1	8	15	22	29
Saturday	7	14	21	28		5	12	19	26		2	9	16	23	30
Sunday	8	15	22	29		6	13	20	27		3	10	17	24	
	Dec-2024					Jan-2025					Feb-2025				
Monday	2	9	16	23	30		6	13	20	27		3	10	17	24
Tuesday	3	10	17	24	31		7	14	21	28		4	11	18	25
Wednesday	4	11	18	25		1	8	15	22	29		5	12	19	26
Thursday	5	12	19	26		2	9	16	23	30		6	13	20	27
Friday	6	13	20	27		3	10	17	24	31		7	14	21	28
Saturday	7	14	21	28		4	11	18	25		1	8	15	22	1
Sunday	8	15	22	29		5	12	19	26		2	9	16	23	2
	Mar-2025					Apr-2025					May-2025				
Monday	3	10	17	24	31		7	14	21	28		5	12	19	26
Tuesday	4	11	18	25		1	8	15	22	29		6	13	20	27
Wednesday	5	12	19	26		2	9	16	23	30		7	14	21	28
Thursday	6	13	20	27		3	10	17	24		1	8	15	22	29
Friday	7	14	21	28		4	11	18	25		2	9	16	23	30
Saturday	8	15	22	29		5	12	19	26		3	10	17	24	31
Sunday	9	16	23	30		6	13	20	27		4	11	18	25	
	Jun-2025					Jul-2025					Aug-2025				
Monday	2	9	16	23	30		7	14	21	28		4	11	18	25
Tuesday	3	10	17	24		1	8	15	22	29		5	12	19	26
Wednesday	4	11	18	25		2	9	16	23	30		6	13	20	27
Thursday	5	12	19	26		3	10	17	24	31		7	14	21	28
Friday	6	13	20	27		4	11	18	25		1	8	15	22	29
Saturday	7	14	21	28		5	12	19	26		2	9	16	23	30
Sunday	8	15	22	29		6	13	20	27		3	10	17	24	
key:	Term dates: Pupils attend					Non-term dates					Bank Holidays				
	INSET dates: Staff attend					School closed to students = twilight									

16-19 Bursary Fund: Guidance Notes Summary 2024-25

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 website under the student life section.

Safeguarding and Welfare

The specialist Sixth Form team is here to support you to stay safe and well. Mrs Gibbs is the Sixth Form Deputy Safeguarding Lead and Mrs Minty-Dyke Designated Safeguard Lead and Mrs Harte and Mrs Wickham are also Deputy Safeguarding Officers who you can meet within school.

There will always be a member of staff located within the Sixth Form Centre should an issue arise throughout the day. Your tutor is also a key person to communicate with throughout your time in sixth form.

Sixth form staff and Safeguarding Officers can offer you guidance and support on a variety of matters or can signpost you to a more specialist service if needed. Your wellbeing is important and the team will discuss any concerns which you may have about your personal circumstances.

TEIGNMOUTH
Community School

At TCS we take our duty to safeguard and promote the welfare of children and young people extremely seriously

It is important to us that you feel safe. If you are worried or concerned about yourself or someone you know, please talk to a member of the Safeguarding and Child Protection Team.

Sarah Minty-Dyke
DSL

Rachel Harte
DDSL

Becky Gibbs
DDSL TCS6

Rachel Wickham
Head Teacher

kooth
Kooth is a free and confidential online service offering emotional and mental health support for children and young people
www.kooth.com

Intercom Trust
0800 612 3010

YOUNG MINDS

NSPCC CHILD PROTECTION HELPLINE
0800 800 5000

mind | Devon
Not a doctor. Not a counsellor.
01752 512 280

ChildLine
0800 1111

Designated Safeguarding Lead

Sarah Minty-Dyke

sarah.minty-dyke@teignmouthschool.co.uk

Deputy Designated Safeguarding Lead

Rachel Harte

rachel.harte@teignmouthschool.co.uk

Deputy Designated Safeguarding Lead (Sixth Form)

Becky Gibbs

becky.gibbs@teignmouthschool.co.uk

Deputy Designated Safeguarding Lead

Rachel Wickham

Rachel.wickham@teignmouthschool.co.uk

Safeguarding Governor

Louise Dowler

Louise.dowler@teignmouthschool.co.uk

Please scan to QR to report a safeguarding concern if cannot speak to the Safeguarding Team



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 Development Consultant, who we regularly have on site.

UCAS - What is UCAS?

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 Gibbs is the UCAS Co-ordinator and students should meet with her for advice and guidance regarding the process.

How will I apply if I do decide to try?

You will be helped through the application process every step of the way. Talk to your teachers, your tutor, your parents, Mrs Gibbs, 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	BTEC Diploma
112				D*D*
104				D*D
96				DD
80				DM
64				MM
56		A*	D*	
48		A	D	MP
40		B		
32		C	M	PP
24		D		
20	A			
16	B	E	P	
12	C			
10	D			
8				
6	E			



Our Values



Work Hard



Be Kind



Join In

Our expectations

Respond to instructions

Equipped to learn

Smartly presented

Punctual

Effort – 100%

Considerate to others

Talking only when permitted



Entry Routine

Our Teaching Sequence



Retrieval Phase



Instructional Phase



Deliberate Practice Phase



Consolidation Phase

Exit Routine

