

The Sixth Form Team

Position	Name	Email Address	Office
Headteacher	Ms S Munday	office@lpsb.org.uk	65
Director of Sixth Form	Mr S Edwards	sedwards@lpsb.org.uk	525
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Sixth Form Admissions & UCAS Officer	TBC		517
Sixth Form Attendance Officer	Ms A Dell	adell@lpsb.org.uk	SFSC*
Examinations Officer	Ms P Curtis	exams@lpsb.org.uk	126
School Counsellor	Ms S Bullen	sbullen@lpsb.org.uk	621

* Sixth Form Study Centre

School Contact Details

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Sixth Form Office Direct Number:	020 8639 4712
Email:	office@lpsb.org.uk
Website:	www.lpsb.org.uk

Absence Reporting

If you are going to be absent from School it is your responsibility to make sure that the School is contacted on the day of absence. Please inform the School of student absence by 9.00 am.

Contact Ms Dell on 020 8639 4705 or by email to: adell@lpsb.org.uk

Welcome to Langley Park School for Boys Sixth Form

I would like to wish you a very warm welcome to Langley Park School for Boys Co-Educational Sixth Form. I hope that you will very much enjoy your next two years with us, whether you are continuing your education from our Year 11 or joining us for the first time.

You are joining a large Sixth Form, a busy Sixth Form and, above all I believe, a happy Sixth Form. I urge you to embrace the opportunities which will come your way over the next two years. As one of our students you will be encouraged to achieve the highest possible academic standards and to participate in the life of the School in as many ways as possible. You will encounter wonderful opportunities in every sphere of the School, whether in academic studies, sport, drama, music or outdoor education.

We expect you to abide by our school-wide code of the three Cs: courtesy, co-operation and common sense and to set an example for our younger pupils to follow. As a prefect you will have the opportunity to assist in the day-to-day running of your school.

This handbook is designed to help you understand what is expected of you, but also to answer most of the questions that you might have. Please read it carefully, even if you feel that you already know the School well.

You are about to embark on a journey that will go a long way towards deciding what path your future will take. You can do that with the confidence that the staff at LPSB will do all we can to support you in every way.

Mr S Edwards - Director of Sixth Form

I am delighted to welcome so many bright and talented young people into Year 12.

The Sixth Form is a vibrant and dynamic place to be. It is also a place of high academic standards. I am sure that you will enjoy your time here, make many new friends and seize the opportunities available to you.

I hope that you join us with high aspirations for your future and with a determination to work hard to achieve your goals.

I look forward to working with you all.

Mr T Butterworth - Head of Year 12

Sixth Form Responsibilities

In the Sixth Form we have an atmosphere in which mature, responsible young people thrive. We have high standards and expectations in order to help students achieve their academic potential. We also hope that students will enjoy their time with us. Students will have many privileges but are expected to use them sensibly.



Students are expected to adhere to the **Declaration of Acceptance of Rules and Procedures**:

1. Achieve at least 95% attendance per term.
2. Bring a letter of explanation for any absence within 48 hours of return to school.
3. Be punctual for all registrations and lessons.
4. Achieve at least 95% attendance for each subject and tutor lesson.
5. Never miss a lesson or tutor period in school without the teacher's permission.
6. Attend all assemblies and enrichment activities, such as presentations by outside speakers and the Wednesday afternoon enrichment activities programme.
7. Meet deadlines for homework and coursework.
8. Spend a minimum of 30 hours per week on academic work (this includes lesson time). School work will take priority over all out-of-school activities, such as paid employment.
9. Ensure that commitments, such as paid employment and driving lessons, are arranged outside the school day. This includes between 3.00 pm and 3.20 pm when students may be required to meet with a member of staff.
10. Comply with the Sixth Form dress code at all times.

All privileges depend on compliance with the above.

Any student not conforming to **any of the above** will be interviewed by the Head of Year.

If there is no improvement, the Head of Year will discuss the concerns with the Director of Sixth Form and a decision will be made regarding the student's place in the Sixth Form.

The Sixth Form Day

8.15am	Warning Bell: Students to be in their Form Room by 8.20am
8.20am – 8.45am	Registration
8.45am – 9.45am	Period 1
9.45am – 10.45am	Period 2
10.45am – 11.00am	Break time
11.00am – 11.05am	Bell and movement time
11.05am – 12.05pm	Period 3
12.05pm – 1.05pm	Period 4
1.05pm – 1.15pm	Registration
1.15pm - 2.00pm	Lunch Time
2.00pm – 3.00pm	Period 5

As we are a Sixth Form, it is a legal requirement for us to carry out registration.

You are expected to be on the School Campus and in your Form Room at **8.20am** and **1.05pm** for registration.

We attach great importance to punctuality.

Attendance

There is a direct link between attendance and achievement. As a result, students at LPSB Sixth Form are expected to have an excellent attendance record. This will be monitored at regular intervals.

Expectations

You must attend morning and afternoon registration every day. You must also attend all of your timetabled lessons. It is expected that your attendance will be at least 95%.

Registers

Electronic registers are taken every morning and afternoon registration and in every lesson.

Your Form Tutor will check your attendance each day. Your subject teachers will also monitor your attendance on a regular basis. Any concerns will be referred to your Form Tutor, Head of Year, or Director of Sixth Form.

Punctuality

You must register punctually at 8.20am every morning and at 1.05pm every afternoon. If you arrive late, you must sign in at the late desk in the Sixth Form Study Centre. Failure to do so will result in this being recorded as unauthorised absence.

If you are 20 minutes late in the morning, you will be given a Blue Card indicating a 30-minute detention after school.

Illness

If you are unwell and unable to come to school your parents must ring Ms Dell, the Sixth Form Attendance Officer, on the first day of absence.

On the first day of your return you must bring a written note from your parent or guardian explaining the absence. This must be given to your Form Tutor.

If you have a medical condition that results in an extended absence, it is vital you obtain a doctor's note for the school records.

If you are unwell whilst in School you must go to Reception where you will be given a sickness note. This must be countersigned by the Head of Year or Assistant Head of Year before you can leave the school site.

Exeats

If there is a reason that requires you to leave the premises during time-tabled lessons, you must bring in a note in advance and show it to your Form Tutor.

You will then be sent to your Head of Year or Assistant Head of Year, who will issue you with an exeat. You must sign out before you leave the school site. Failure to

do so will result in this being recorded as unauthorised absence.

Please note: You should avoid making medical or other appointments during school hours. You may not miss school due to a part-time job or a driving lesson.

Driving

Driving to and from School is a Sixth Form privilege. Permission will not normally be withheld and can be withdrawn at any time if the School is not satisfied with the conduct or safety of drivers and/or passengers. While driving to and from School drivers and passengers are expected to behave courteously, obey the Highway Code, ensure that the good reputation of the School is maintained. Sixth Formers must also ensure that they park in the designated parking areas, failure to do so could result in students receiving a **penalty notice**. Students who wish to drive to school must first of all complete a School Driving permit.

Leaving the school site and using the Gate Access Cards

If you do not have a lesson you are allowed to leave the school site. If you do not have a lesson during period 5 you may leave the school site after 2.00pm registration. These are privileges which can be withdrawn at any time.

All Year 12 students will receive a Gate Access Card which they can use to gain access to the school site during normal school hours. When leaving the school site to open the gate you must tap out using one of the card readers located at gates 2, 5 or 7. When returning to the school site you must tap back in so that we know that you have returned. If students fail to use this system in the appropriate manner this privilege may be removed.

Holidays

If family holidays are taken during the term they can put a student in academic difficulty. As a result, parents are asked to consider the serious repercussions on academic progress that a holiday during the term inevitably brings. Permission will not be given for you to have leave of absence in order to take an independent holiday during the term.

Your attendance is of paramount importance. Failure to maintain an excellent attendance record will result in a student being asked to leave the Sixth Form.

Additional Support: 16-19 Bursary Fund

This fund is open to all students in Years 12 and 13, but is specifically aimed to support the most disadvantaged students in post-16 education. It is available throughout the academic year. Further details and application forms can be

downloaded on the school website and found in the enrolment pack. The eligibility criteria are set out in the guidance notes. Students facing genuine financial difficulties may be awarded financial support to help them in their post-16 studies. They must provide evidence of their financial background and of the items they wish to purchase.

Dress Code

- Our Sixth Form students are role models for our school community.
- Their behaviour and dress should be suitable for a school learning environment, so that the confidence and respect of pupils, staff, parents, and visitors is maintained.
- We expect clothing to be smart, clean, and well maintained.
- We expect students to maintain good personal hygiene.
- Students should feel comfortable dressing in clothing that matches their gender identity.

Safeguarding

- A Sixth Form lanyard **must be worn round the neck and visible at all times.**

Students' clothing should include a combination of:

- Smart skirts or dresses (that sit just above the knee or longer)
- Tailored smart trousers
- Blouses or shirts
- Smart jumpers and cardigans
- Tailored jackets
- Business suits and ties
- Smart shoes

Clothing that is not suitable includes, but is not limited to:

- Miniskirts, mini dresses, sundresses (no shorter than your student ID card above your knee)
- Clothing that is too tight and/or rides up (bodycon)
- Shorts or skorts or playsuits
- Spaghetti strapped, strapless tops or dresses
- T-shirts, vests, polo-shirts, or dresses
- See-through, cut-out clothing, off-the-shoulder, or low-cut clothing
- Crop tops
- Clothing that exposes underwear
- Clothing with logos and slogans
- Leggings (unless under dresses)

- Denim clothing
- Sweatshirts and hoodies
- Tracksuits, sports clothing, or cycle shorts
- Trainers, Converse, Vans, Flipflops, Sliders or Uggs

Ultimately, the decision on whether clothing is suitable for a school environment rests with the Sixth Form Management Team and the Headteacher.

Sixth Form Enrichment

Sixth Form Enrichment activities are timetabled every Wednesday afternoon and give students the opportunity to undertake an extra-curricular activity.

This is a compulsory session and students must liaise with their Form Tutors to decide on an activity.

There are two main options for Sixth Form Enrichment:

1. In-school activities

The diverse range of opportunities on offer in school might include:

Rugby, Hockey, Football, Cricket, Netball, Gym, Think Tank, Yearbook Committee, Counselling, Music, and the Duke of Edinburgh Award Scheme

2. Voluntary work outside school

Some students choose to use this time to gain work experience in a field of their choice. For example, students hoping to study Medicine may wish to seek a placement at a local hospital. Volunteers are always sought in local charities and charity shops.

A good source of volunteering opportunities can also be found at: www.communitylinksbromley.org.uk

Wednesday afternoons are a great opportunity to gain valuable skills and experience so use them wisely.

The experience gained through Sixth Form Enrichment is a crucial part of a student's UCAS application and demonstrates a wide range of transferable skills.

Monitoring and Reporting Procedures

At LPSB Sixth Form we believe in providing you with the support you need to achieve.

To ensure your success, your progress will be monitored at regular intervals in the following ways:

1. Target Setting

At the beginning of the academic year you will be set target grades based on your GCSE performance.

These grades are also based on national statistics. Since we expect our students to do better than this, we regard these grades as **Minimum Target Grades**.

Your progress will be monitored against your Minimum Target Grades throughout your time in the Sixth Form.

2. Progress Sheets

Each half term your teachers will make an assessment about whether you are on track in each of your subjects.

In Year 12 these assessments are issued to parents in the form of Progress Sheets during the Autumn, Spring and Summer term.

You will also discuss the results of the Progress Sheets with your Form Tutor to ensure that you are meeting expectations.

3. Parents' Meetings

In Year 12, there is one Parents' Meeting for you and your parents/carers to discuss your progress with your subject teachers. This takes place in the Summer Term.

In Year 13, there are two Parents' Meetings, one in the Autumn Term and the other in the Spring Term.

You are expected to accompany your parents to the meetings.

Examinations

Year 12 Examinations

These will take place during the first half of the Summer term. Students will not be given Study Leave for this week.

Universities will make their offers based on your GCSE grades and predicted A Level grades. The grades you have achieved in Year 12 will help to predict meaningful A Level grades so this requires you to hit the ground running and ensure that you put yourself in a strong position from the start of the course.

Trial Exam Series (TES)

The Sixth Form TES weeks take place during October and January in Year 13. Students are provided with guidance for their exams and are advised to plan a thorough programme of revision.

A Level Examinations

At the end of Year 13, you will sit public A-Level examinations in each of your three subjects. The linear nature of reformed A-Levels means that your grade will be made up entirely of the results you achieve in the summer of Year 13. These examinations will be the culmination of two years hard work, so it is essential that you work consistently to the best of your ability throughout your two years in the Sixth Form.

Exam Queries

If you have any questions about the exams you should contact the Examinations Officer, Ms Curtis.

Extra-curricular Life

LPSB has a rich extra-curricular life and there are a wide range of extra-curricular opportunities available to students in the Sixth Form. All students are encouraged to get involved in the wider life of the School.

Music

As well as the academic courses in Music and Music Technology, the Music Department offers a wide range of extra-curricular performance opportunities in ensembles, ranging from Rock Bands to Jazz Bands, Choirs, Orchestras and much more besides. The annual Music Tour has seen students travel to Italy, Austria, Malta and Holland in recent years. We very much welcome musicians, both who study Music formally and those that simply enjoy “to sing and/or play” into all of our groups. In addition, we offer individual lessons for all instruments and voice through visiting teachers from the Bromley Youth Music Trust.

Drama and Dance

The Drama and Dance Departments offer a range of enrichment activities and opportunities, including frequent professional workshops, the Sixth Form Drama Production, Whole School Musical, and the annual Dance Show. The departments develop students’ skills in trips to the theatre and Performing Arts tours of Paris and New York.

Sport

The Rugby, Hockey and Cricket teams are a vital part of LPSB life. Recent tours have seen the teams travel to Antigua, South America and South Africa. There are also opportunities to get involved in Basketball, Tennis, Badminton, Football, Netball, Athletics and to use the school gym facilities.

Subject Ambassadors

Sixth Form students are invited to act as Subject Ambassadors for Subject Departments throughout the School. This prestigious role offers students the opportunity to contribute to the work of a department, supporting them at key school events and working with lower school pupils. In some departments, ambassadors have the chance to do outreach work at local primary schools and with other organisations, such as Arsenal Football Club.

Mentoring

Sixth Form students are encouraged to mentor pupils lower down the School, providing support and guidance for them. Students are assigned to Year 7 tutor groups and work closely with the Form Tutors and tutees to help pupils settle into their new life at secondary school. This is a very rewarding job which makes a real difference to our youngest pupils.

Reading Challenge

The Reading Challenge is a scheme which pairs a student from Year 7 with a Sixth Former. They meet once a week during afternoon registration in the Library so that the Sixth Former can hear the younger pupil read. This is a great chance for Sixth Formers to support younger pupils.

Homework Club

Sixth Form volunteers help out at the Learning Support Department's regular Homework Club, supporting younger pupils with their work. This is an excellent opportunity to make a real difference to the school community, while gaining valuable interpersonal skills.

Duke of Edinburgh

The Duke of Edinburgh's Awards Scheme aim is to provide an enjoyable, challenging and rewarding programme of personal development for young people, which is of the highest quality. Students undertake the Silver Award and attend weekly sessions to train for the three-day expedition, consisting of navigation, emergency procedures, cooking and camp craft. Students then take part in a practice and final expedition. Participants also take part in a sport, community service and skill. The Duke of Edinburgh's Award is held in high regard by potential employers, the general public as well as universities.

Counselling

We offer a weekly course for students who want to learn initial counselling skills to help others - either in a voluntary or an employed capacity. The course won't teach you to be a counsellor, but may help you decide whether or not you want to train as one in the future. This is an accredited course and students who complete it receive a certificate and gain UCAS points.

School Counsellor

We offer a confidential and friendly counselling service that is open to all students. This service provides a safe environment in which students can discuss any difficulties they are experiencing.

Senior Prefects

Senior Prefects perform a vital role in the school community.

At the end of Year 12, students are invited to apply for the role of Senior Prefect. Senior Prefects are appointed by the Headteacher on the recommendation of members of staff. This group includes the Head Boy, Head Girl and Deputies.

Senior Prefects are vital in the running of school events and are expected to fulfil their responsibilities in exemplary fashion.

Senior Prefects have the opportunity to:

- assist the staff with the day-to-day running of the School
- liaise with the public at key school events such as Open Evening
- support and guide younger pupils during a lunchtime duty
- liaise with other members of the school community
- improve their self-confidence and communication skills
- use their initiative in making decisions
- demonstrate leadership skills

Sixth Form Council

The Sixth Form Council is crucial to the running of the School and meets regularly to discuss important issues. Representatives are elected from each tutor group and ideas are shared with the Sixth Form Management Team and the School's Leadership Group. The Sixth Form Council organises social functions, societies and charity events.

Study Skills

You can be justly proud of achieving sufficiently good GCSE grades to qualify for A-Level courses in our Sixth Form.

However, it is vital for you to appreciate that the requirements of A-Level are much greater and require commitment and diligence.

You will need to work consistently hard if you are to achieve your potential.

You will also need to take responsibility for your progress and undertake independent study.

You are expected to work a **30 hour week** as a minimum:

16 hours per week – timetabled lessons and enrichment

15 hours per week – independent study

This means that you will be completing a minimum of **five hours** of independent study per subject per week.

The School provides the following areas for your study:

Library

- A place for silent study
- Open until 4.00pm every day
- ICT facilities / Laptops available
- Textbooks and reference material for Sixth Form students
- Careers Library and Higher Education reference books

Sixth Form Study Centre (SFSC)

- A place for quiet work in a more relaxed setting
- Open every day from 8.00am until 2.00pm
- Refreshments for sale

Independent Learning Areas (ILAs)

- A place for work in small groups
- A place for private study before, during and after school
- Food and drink must not be consumed in the ILAs
- Students can work in the ILAs until 5.00pm each day

You are expected to use your study periods wisely. They are a privilege and can be withdrawn.

Tips for Success in the Sixth Form

1. Spend your time wisely

Self-discipline, motivation and excellent time management skills are the key to making the most of your time in the Sixth Form. Use your study periods wisely and plan your work to include at least five hours of additional study per subject per week.

2. Get motivated

The Sixth Form is a stepping stone to your future career. You have chosen to be here. Make the most of your time here and use your energy and enthusiasm to achieve in all that you do.

3. Prioritise

Your A Level subjects must be your number one priority. Part-time jobs and socialising must be fitted in around your study schedule.

4. Get organised

Know when work is due and ensure you meet deadlines. Keep your work up-to-date and filed. Use your Planner to plan your work.

5. Get involved

There is a wealth of opportunities available here. Try a new sport, dance, language or musical instrument. Join a club or team - or start a new one. Volunteer to help those around you in the School and wider community.

6. Look to the future

Think about the next steps in your education and career. Start researching where you want to be and what you hope to do. Start gaining the skills and work experience you will need to be successful in your chosen field.

7. Talk to us

Your Form Tutor and subject teachers are always available to give you advice and support. See them if you are having problems or if you need some help. Don't wait until the problem has got worse – talk to someone early.

8. Enjoy it!

You are studying the subjects of your choice. Don't forget to enjoy it!

UCAS Day

During the Summer Term, students also spend a day attending a workshop about the UCAS process and begin their applications to university. The workshop involves a personal statement writing session and a talk from an admissions tutor. There is also an evening for parents to introduce them to the UCAS application process.

Year 12 students should not book holidays for the period after their examinations and before the end of the Summer Term as this could interfere with the programme of study for this period.

Important Term Dates 2023-2024

Autumn Term 2023 Monday 4th September – Wednesday 20th December
(Monday 11th September for Year 12)

Half Term Monday 16th October – Friday 27th October

Spring Term 2024 Thursday 4th January – Thursday 28th March

Half Term Monday 12th February – Friday 16th February

Good Friday Friday 29th March

Easter Monday Monday 1st April

Summer Term 2024 Monday 15th April – Friday 19th July

Half Term Monday 27th May – Friday 31st May

Plans after the Sixth Form

In the Sixth Form we provide extensive support and guidance to prepare students for life after Langley Park.

It is important to start considering the options available to you early in Year 12. You need to undertake research and discuss your ideas with your Form Tutor, teachers and parents.



We encourage all Langley Park Sixth Formers to make an application to university and provide the following support with the process:

- A visit to a Higher Education Conference in Central London
- A UCAS Day in the Summer Term of Year 12
- A UCAS Parents' Evening providing details of the application process and financial issues
- A Personal Statement writing workshop
- An extensive collection of university prospectuses in the School Library
- Form Tutor interviews and advice throughout Year 12
- Work Experience
- Mock interviews

The following websites provide more information about applying to university:

www.ucas.com - for information about the application process and to search for courses

<http://yourfuture.direct.gov.uk> - For extensive information about university study and financial support

www.nasma.org.uk – National Association of Student Money Advisers

You will have completed your Personal Statement and chosen your intended courses **by the end of Year 12.**

Your application will then be sent off from **September of Year 13.**

Financial Support

Key facts:

- Recent statistics show that university leavers can expect to earn £100k more in their lifetime than people that leave education with only their A-Levels
- Most universities offer living cost grants and scholarships for students from less privileged backgrounds
- For full-time students there are loans to help with living costs
- Repayments only begin in the April after students have finished their study
- Full-time students starting a three-year course in September 2024 will commence repayments in April 2028 at the earliest
- Students should visit www.gov.uk/student-finance

Careers Guidance

Students not intending to go to university may consider the following options:

- Full time employment
- A gap year
- A Foundation Degree programme
- An apprenticeship
- Distance learning courses
- A trainee management programme
- Entrepreneurship

Tutors are available to provide advice about these options.

Students are also advised to consult the website www.notgoingtouni.co.uk for further information.



What our Sixth Form students say . . .

Having been a Langley pupil since Year 7, there was no doubt that its Sixth Form was where I wished to continue my studies. The relationships I had gained with both students and staff alike over the years were enough to assure me that my time in the Sixth Form would be an enjoyable one. The step up from GCSE to A-Level had been a major focal point at the start of the year, but the support of all the teachers helped me approach this with confidence and I look forward to the remainder of my time in the Sixth Form.

After visiting Langley Park at the Open Evening, I instantly knew that this was the Sixth Form I wanted to study at. I attended a girls' school for five years and was excited by the change. Not only does Langley Park have great facilities and offers a wide variety of courses, but the social environment is great too. I have been very welcomed and supported here so far, and hope to enjoy my second year of A-Levels here too.

Langley Park Sixth Form offered me the best opportunities for my academic progression from GCSEs to A-Levels. The School has a lively, unique environment, with knowledgeable teachers who challenge me to improve and aim higher. In addition, the diverse range of extra-curricular activities available creates a balance between working and socialising, which is vital for academic success.

I came to Langley Park Sixth Form from a girls' school. As well as looking forward to a change in scenery, I also came to the School because of the rich variety of subject choices and wider, exciting selection of extra-curricular activities. The School also has very reputable A Level results and I felt this would help me achieve my best. I settled in really easily, both socially and within my subjects, and I feel the School has really supported me with the change from GCSEs to A-Levels.

Words of wisdom for your Sixth Form journey . . .

Excellence is an art won by training and habituation. We are what we repeatedly do. Excellence, then, is not an act but a habit.

- Aristotle

We must be the change we wish to see in the world!

- Gandhi

Some people dream of success . . . while others wake up and work hard at it.

- Author Unknown

Believe in yourself, never give up and go about your business with passion, drive and enthusiasm.

- Peter Jones, UK Dragon & Entrepreneur

Opportunity is missed by most people because it is dressed in overalls and looks like work.

- Thomas Edison

When I was young, I observed that nine out of ten things I did were failures. So I did ten times more work.

- George Bernard Shaw

We must have perseverance and above all confidence in ourselves. We must believe we are gifted for something and that this thing must be attained.

- Marie Curie

Man stands for long time with mouth open before roast duck flies in.

- Chinese Saying

Do what you can, with what you have, where you are.

- Theodore Roosevelt

I'm a great believer in luck and I find the harder I work, the more I have of it.

- Thomas Jefferson, Third President of the United States

Ambition, like a torrent, never looks back.

- Ben Jonson