



WESTONBIRT SCHOOL



Sixth Form House
Handbook
2011 - 2012



Welcome to the Sixth Form!

The next two years hold much in store for you; they will undoubtedly be busy, not only academically, but I also hope that you will take advantage of the extra-curricular activities **Westonbirt** has to offer you. In this way I hope the **Sixth Form** will help prepare you for your move onto University or College.

Make the most of the next two years – from my own experience I know that they will fly by all too quickly! I urge you, whilst (of course) keeping your studies as your main focus, to do as much as possible, to try new activities, be it singing in the choir or a new sport. It is so important that you maintain a healthy work-life balance in the coming years. I promise you that this will ease the stress of exams!

I would like to see each and every one of you reaching your potential both academically, and as a young adult.

This handbook is intended for guidance and the details of how the House works are contained on the following pages. It should give you some insight as to what is what and where the guidelines lie.

It is great to have you in the Sixth Form and I look forward to meeting you in September and to enjoy a happy, healthy and successful year with you all.

With Best Wishes

Mrs. Freya Hudson

Sixth Form Housemistress

Boarders & Day Girls

The **Sixth Form House** welcomes boarders and day girls. Boarders will have their own study bedrooms and the day girls will also be allocated their own place to study, where they may store textbooks, kit and their personal belongings.

Due to the popularity of the Sixth Form, day girls will not have their own bedrooms but they are still welcome to stay overnight. To help the House Staff with the complex task of bed allocation, day girls are asked to book their overnight stays as far in advance as possible with the House Staff. When day girls stay the night, they must follow the same House rules as the boarders.

Cars

Once you have passed your driving test, we are pleased to allow you to bring your car to school on completion of the appropriate permission slip from your parents, which specifies their instructions about how you may use it, e.g. whether you may carry other girls as passengers. Failure to abide by these safety rules will result in the immediate withdrawal of this privilege by the Headmistress.

When you have your car in school you must hand your car keys to House Staff for safe keeping. When at school, cars may only be used at times authorised by House Staff.

Girls' cars must be parked in Piccadilly on the games pitch side at all times.



Dress Code

It is a **Sixth Form privilege** to wear their own clothes, rather than school uniform, but you still need to adhere to certain standards and you will be expected to set an example of good dress sense to younger girls. Your clothes should always be clean, neat and decent and your hair should be brushed and tidy. If you are dressed inappropriately you will be asked to change.

During the school day you must wear a jacket at all times. The dress code is otherwise fairly flexible and you may wear a dress, skirt or smart tailored trousers during the school day. Should you choose to wear trousers they must be purchased online from www.schoolblazer.com in either black or navy.

You may not wear hoodies, any denim, trainers, canvas shoes or UGG boots during the school day, though of course you may during your free time!

For formal occasions you will need a smart tailored skirt suit.

Please do not hesitate to ask House Staff if you need advice.

Duties in House

The Sixth Form House is an area in which you can relax but you should also feel proud of it.

Your study bedroom is your space that you may decorate with your own pictures and posters and add those few touches that make it a little more personal. **Please check with House Staff** before you put anything on the walls, as there are certain areas in your study bedroom that have been specifically prepared for blu-tack and pins.

The Barn, Kitchen and Common Rooms are communal areas and therefore, similar to a home situation, there are a number of tasks that have to be done on a daily basis to keep the House clean and tidy.

Firstly, you are **personally responsible** for keeping your own room tidy and emptying your bin (before it overflows!) into the large black bin in the corridor.

Secondly, there is a rota for the emptying of the large black bins in the corridor and kitchen. **Please check the rota.** If you are not sure what has to be done in these respective areas please check the list below.

Thirdly, **'Turning Out'** must be done on the appropriate day according to the **'Turning Out' list on the notice board.** Our Sixth Form House cleaners need your co-operation in observing the rota as it does make this huge job a little easier if your room is prepared for them to go in and clean it thoroughly. **When you turn out please make sure you tidy all your possessions off the floor and please make sure that all surfaces are as clear as possible.**



House Meetings

If you are in school you must attend all House meetings, which take place before vespers on Tuesdays and Thursdays and before church on a Sunday. There are also frequent meetings scheduled during tea or lunch times. This is the only time that the entire House meets to discuss House issues. It is also a time for you to voice your opinion on issues that affect you.

Email

Although you may already have an email address of your own, you will be allocated a school email address in the format:

(surname)(initial)@westonbirt.gloucs.sch.uk

Only you will have access to your emails. We recommend using the school email system as it has excellent security features including spam detection. **It is also important that you check it frequently, as it is often used by staff to send through work, feedback or important information.**

Faxes

The School fax number is **(01666) 880364.** Any fax sent to you must have your name and house clearly marked on it.

If you wish to send a fax please place it in the **blue tray on the reception desk in Marble Hall** and it will be sent at some stage during the day. Make sure your name and the number with the correct dialling code (including country code if going overseas) are on the back. Any faxes you send will be charged to your school account.

Fire Alarm Procedure

Whenever the fire alarm sounds, please assume it is a genuine fire and leave the building quickly and quietly, pausing only to put on sensible shoes and a dressing gown or jumper if it is at night.

Between 8 a.m. and 6 p.m., you should go straight to Piccadilly.

Between 6 p.m. and 8 a.m., you should report to the courtyard in front of the Science & Art Block.

If you find a fire, do not tackle it yourself - just shut the door of the room and set off the nearest fire alarm. Leave the building immediately and tell the first member of staff you encounter where the fire is located.

Health Care and Illness

Good health and wellbeing are very important, but there are times when all of us do not feel 100%. If you feel unwell when you wake in the morning, let the House Staff know immediately and we will arrange for you to see the nurse.

If you feel unwell during the school day, i.e. **between 8.20 a.m. and 5.45 p.m., please report to the House Staff.** We will notify your tutor or teachers and explain the situation. We can also then arrange medication, a visit to the nurse and/or a quiet place to rest and recuperate.

You are not allowed to stay in your bed during the day - if you are unwell enough to need to be in bed, you must be in the San.

If you feel unwell during the night, do not hesitate to seek help from the House Staff.

Laundry

Although you do not have a uniform, you are still requested to put **nametapes** on all items of clothing, all towels, all bedding, so that if they are mislaid you will not lose them.

The **Sixth Form Laundry**, which has washing machines, tumble driers and laundry baskets, is next to the Food Technology Room. If you use the baskets to take clean laundry to your room, please return them immediately after use.

You are responsible for all your laundry **except** bed linen, which is sent to a commercial laundry every week. Please ensure there are nametapes on all your bed linen items.

If you wish to have any items dry-cleaned, please ask a member of House Staff.

Meals

If you have any special dietary requirements, your parents should supply full details in writing to Mrs. Hudson before the start of term who will alert the catering staff to plan for your needs. If, for medical reasons, you require a special type of meal once term has started, please consult the San Sister who will make necessary arrangements.

All your meals are served canteen-style in the Sixth Form Dining Room.

Breakfast is compulsory from Monday to Saturday and lunch is compulsory from Monday to Friday. All other meals are optional. A register is taken at both breakfast and lunch.

If you require a meal at the weekend, please sign the **weekend meals list in the Common Room by Wednesday** to allow the catering staff to plan their supplies.

Night Security

There is no official "lights out" policy in the Sixth Form, but you are asked to be in your room by **10 pm**. **House Staff will register all girls in their rooms between 10 pm and 10.30 pm.** The House should be quiet from 10.30 p.m. and we recommend that you are in bed by 11 p.m.

For your safety all doors to the Sixth Form House are locked and alarmed each evening at **10 pm** and **no-one is allowed to leave the building until they are unlocked at 7.30 am next morning.** If you need to enter Main School after their lock-up, please use the Clock Door only.

Phones

All Sixth Form students may have their own phone in their rooms for use outside of lesson and prep times. Please store the following useful Sixth Form House numbers in your mobile phone:

01666 881316 Mrs. Hudson, Housemistress
01666 881314 Miss Calvert, Assistant Housemistress
07919 683607 House Duty Mobile



Post

Your mailing address is:

**Your Name,
Sixth Form House,
Westonbirt School,
Tetbury,
Gloucestershire,
GL8 8QG**

Incoming mail is distributed daily and you can collect it from the Common Room.

If you wish to post a letter or send a parcel, take it to the School Office and please mark your name on the back of your post so that it can be identified.

Prep

Please respect the need for quiet during evening prep periods. No phone calls are allowed (outgoing or incoming) during this time. Prep will normally be in your room, but you may also want to use other facilities such as the Art Room, the IT rooms, the Careers Centre, the Study Centre or the Music Block. If so, please leave a note on your bedroom door stating where you are. You may only miss prep with prior permission from House Staff

School Day - Monday-Friday

7.50-8.10 am	Breakfast in Sixth Form Dining Room (already dressed for school day)
8.30 am	Church/Registration
8.55 am	Lessons as per timetable or Prep in House
11.20 am	Break in Sixth Form Dining Room
11.45 am	Lessons as per timetable or Prep in House
12.40-1.30 pm	Lunch - served in the Sixth Form Dining Room for all Sixth Formers
2.15 pm	Lessons as per timetable or Prep in House
4.05 pm	Afternoon Tea
4.35 pm	Lessons as per timetable or Prep in House
5.45 pm	School day ends
7.00-9.00 pm	Prep (Monday, Wednesday, Friday)
7.15-9.00 pm	Prep (Tuesday, Thursday)

On **Thursdays only**, **Life Skills** takes place from **8.30 until 9.15 a.m.**

This is followed by 4 x 30 minute lessons until break, when the normal timetable resumes.

School Day - Saturday

The school day ends at 12 noon, with lessons as above, but with an earlier break at 10.40 a.m..

Leaving School during the Day

If you need to leave the school grounds for any extra-curricular activities during the school day, such as driving lessons, **you must let House Staff know in advance.**

Study Centre

The Study Centre is an **exclusive privilege** for the Sixth Form who may use it during prep periods and at weekends. As it is predominantly a library, please respect others working in the area and remain quiet.

Please do not take food or drink into the room and make sure you take all your belongings with you when you leave. Please return any reference books for others to use. If you cannot find a particular book, please speak to our very helpful librarian, Mrs. Bomford.

Weekends

The weekends are your chance to enjoy some well-earned free time or to travel home. In the Sixth Form we often organise activities for your enjoyment such as shopping trips, cinema trips, bowling, ice-skating, swimming, theatre, meals out in Bath or Cheltenham, etc. **Alternatively, if you wish to make your own plans, we are happy for you to do so, provided you discuss them with House Staff.**

If you wish to take part in school events keep your eye on the notice board in Main School and in the Sixth Form. Alternatively, you may choose to go to Tetbury or Malmesbury for the afternoon. If you are going out other than on a planned school trip, **you must get permission from your housemistress.**



Leave Procedure (Occasional)

We need to know exactly where you are when you are off the School site. **N.B. ALWAYS, AND WITHOUT EXCEPTION, a member of the Sixth Form House Staff must be informed of your permission request BEFORE you leave the school grounds.**

Girls unaccompanied by a parent MUST be in pairs when leaving the school grounds. There is a **signing out book by the Courtyard Staffroom** which girls sign when leaving the premises and sign back in when arriving back.

Leave Procedure (Pre-arranged)

There may also be times that you will want to stay or go out with your friends from school or non-school people. **You must fill out a pink slip (which are widely available in the Sixth Form and a copy of which is supplied at the end of this handbook) and ensure parental permission is gained in advance. The completed pink slip and necessary permission must be given to Mrs. Hudson by 8:30 a.m. on Thursday morning for leave the following weekend.**

University Open Days

You are allowed two University Open Day visits per term. If overnight stays are involved, written parental permission is required to be handed in with the Open Day form at least seven days in advance of each Open Day. These forms are kept by the House Staff.

Visitors

Visitors are welcome in the Sixth Form House at weekends, on Saturday, after school finishes at 12 noon, and on Sunday after Church. Visitors should leave the House by 9.30 p.m.

You are encouraged to limit visitors to weekends only; weekday visits are only by prior permission from the Housemistress.

Visitors should **ALWAYS** be introduced to a member of House Staff on arrival and should be entertained in the Common Rooms or in the grounds. Male visitor **may not** visit Study Bedrooms.



Sanctions for Smoking, Drugs & Alcohol

Smoking is forbidden at all times, throughout the school premises.

Smoking within a school building is likely to result in **permanent suspension.**

The following sanctions apply to those suspected of smoking:

1st offence £25 donation to a cancer charity, a letter home and a weekend detention

2nd offence suspension

Possession of illegal drugs is a criminal offence and will be dealt with accordingly.

Unauthorised possession or consumption of alcoholic drinks is likely to result in **immediate suspension.**

For special occasions such as a birthday, permission may be given by the Housemistress for you to bring in a bottle of wine, but spirits are never allowed. House Staff will take care of any wine prior to the occasion. Permission should be sought well in advance of the event and only specified amounts will be allowed.

A final note...

We very much focus on preparing you for University and, accordingly, treat you like an adult. This is only possible if you act like an adult! We are very flexible and open to suggestions and, if you are open and honest about your plans, we are unlikely to say no (unless it is completely unreasonable!).

Being in the Sixth Form really should be the highlight of your school career – make the most of it! You will get out of the experience what you put in, so do as much as you can – don't just shut yourself away in your study bedroom and do prep!! Nowadays top Universities and employers are not just looking for top grades – they want to see that you have been involved in other activities and that you are a well-rounded individual, so join/do as many activities as possible.



Sixth Form House Permission Slip:

For *(girl's name)*:

Please tick the relevant items below, ask your parents to sign at the foot of the page and return the form to Mrs. Hudson at the start of term.

Weekend Arrangements

- My daughter may accept invitations to go out with anybody
- My daughter may not go out unless I give written permission on each occasion.

School organised off-site activities

- My daughter may leave the school premises to take part in school activities
- My daughter may not leave the school premises to take part in school activities unless I give written permission on each occasion.

London/Theale Coach

- My daughter will always be collected from the coach by me or my representative
- My daughter will find her own way home.

Parent's signature:

Date:

Dear Parent,

To enable us to be fair and accurate in our supervision of girls with driving licenses and cars, please complete and sign the following form.

Pupil name:
Date test passed:
Car Registration number:
Make and model:

I request permission for my daughter to use the above car under the following conditions (please tick appropriate box):

	Yes	No	With my permission each time
To drive herself directly to and from home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
To drive herself to Tetbury on occasions with permission from house staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
To drive herself longer distances at weekends or for Open Days or interviews	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
To drive other pupils with their parents' permission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Parent's signature:
Date:

I request permission to have a car at school and will abide by my parents' wishes and the school rules concerning cars, namely:

- Cars must be parked in Piccadilly (games pitch side) at all times
- Keys must be handed in to house staff and may be collected when necessary
- I may only give lifts to other pupils from school with written permission from their parents

Pupil signature:
Date:

Leave Permission Form - Overnight

Name:

Dates and Time of Departure:

Date and Time of Return:

My Mobile Number:

Destination:

HOME:

HOSTESS:

Name:
Address:
Tel. No:

Travel Details (with train/coach times):

OUTWARD:

RETURN:

Please complete this form and return to house staff by THURSDAY MORNING.
You must arrange permissions/invitations by this time unless your parents are collecting you.

Permissions received: