



# **THE THOMAS HARDYE SCHOOL**

## **STUDENT/PARENT GUIDE TO THE SIXTH FORM**

**September 2026**

**This guide will also be available electronically on the sixth form section of the school website**

Congratulations to all students on joining The Thomas Hardy School Sixth Form, especially if you have joined us from a different school. You have had the chance to choose your courses following on from the success of your GCSEs this summer and it's a good time to make a fresh start and make the most of the opportunities available to you over the next two years. This is such an exciting time for you all and we want you to be the very best version of yourself as you can be.

The Sixth Form is different to lower school and with some of the additional freedoms it offers also comes some additional responsibilities. This guide will give students and parents/guardians lots of information about expectations and simply how the sixth form "works". It's important that we all work together, and some simple rules are in place to make sure everything runs as smoothly as it possibly can.

I hope students take full advantage of the opportunities to learn and become members of our sixth form community. I look forward to getting to know you and your future successes.

Mrs Noble

Head of Sixth Form

## **Sixth Form Team**

The Sixth Form team has been established to lead, advise and support all sixth form students. The team believes that high standards are integral to success. In addition, we feel strongly that our students should have an active voice in developing the sixth form and we openly encourage students to engage fully in the sixth form community.

The sixth form team communicates effectively with students. Important information, notices and announcements will be made via tutor bulletins, Arbor, email or Teams messages and will also be displayed on the sixth form centre notice board. Students are expected to regularly check all forms of electronic communications. Sixth form students can share their thoughts and opinions with the sixth form team through various methods such as a conversation with their tutor, emailing or Teams messaging relevant staff and through their Student Union representative.

**Mrs Claire Noble is Head of Sixth Form/Assistant Headteacher.** She supports the work of the year teams to maintain excellent progress, attainment, attendance and conduct of the students as well as ensuring excellent standards across the sixth form. She is responsible for the recruitment of new students, including the open evening and the information and guidance given to students to support them with their applications. She also oversees the 16-19 Bursary Fund including applications, payments and appeals. She teaches geography and her office can be found in the sixth form office.

**Mr Matthew Bewley is Head of Year 13** and leads a full programme of enrichment activities across the sixth form, responsible for broadening the education opportunities for all students, supporting them in their personal, social, health and economic development and enhancing their approach and skills for independent learning. He teaches English and when not in C17 can be found in the sixth form office.

**Mrs Penny Campbell is Sixth Form Year 13 Coordinator** and a teacher of biology and science. She leads the professional pathways, preparing sixth form students for the world of work. She is responsible for developing the employability skills of all students, providing advice and guidance about apprenticeships and employment. She will also ensure our students are best placed to make high quality applications for all professional based courses at all levels in higher education or in the workplace.

**Mr Jon Bruchez is a senior academic mentor,** tutor and a teacher of chemistry and science. He works primarily with students in Y12 and runs a mentoring programme that helps students build the skills needed to make the most of the opportunities offered and be successful in the sixth form.

**Mr Christopher Hall is Head of Year 12** and is responsible for the delivery of the Extended Project Qualification (EPQ). He teaches art, specialising in relief and screen printing based in A5 and is also be found in the sixth form office.

**Mrs Gemma Allner is Sixth Form Year 12 Coordinator** and teacher of economics and business studies. She has responsibility for student learning in the sixth form and supports students to make the best progress they can with their programme of study. She also oversees the Student Union and its work. She is based on the sixth form office and social science block.

**Mr Timothy Ayre is Higher Education Coordinator and Early Applicant Coordinator** and a teacher of English and classics. He is responsible for providing high quality advice, guidance and support to all students interested in higher education after sixth form including those that wish to make an early application to Oxbridge or to study medicine, dentistry or veterinary courses at university. The sixth form team support this work and has a wealth of knowledge and experience supporting over 300 students each year to successfully access higher education.

**Miss Abbie Tinsley, mentoring lead and deputy safeguarding lead,** works alongside sixth form students who are looking for guidance, advice, and a safe space to feel heard and talk through challenging situations. Support is offered via regular mentoring appointments which provide an

opportunity for students to be reflective and make positive decisions. Students are also signposted and referred to external agencies by the mentoring team if they decide they want additional, specialist involvement and, if necessary, contact is made with external professionals to ensure support is holistic. Miss Tinsley is based in the mentoring office.

**The sixth form also has a Wellbeing and Learning Mentor, deputy safeguarding lead,** The role is to support students throughout their journey in Sixth Form and offer a place to come and speak about anything that is on their mind. Our learning mentor can also help with revision techniques, organisation and time management helping students to navigate the jump from GCSE to A-Level. They will be based in the Mentoring Office in the sixth form centre.

**Laura Inns is Sixth Form office manager** and oversees all administrative aspects of the sixth form. She often leads or is integral in the organisation of key sixth form events and processes. Ultimately, Mrs Inns is central to the running of the sixth form and an important person to get to know. She is based within the sixth form office.

**Isabella Morgan is Sixth Form attendance officer** and is responsible for monitoring attendance and punctuality. She is integral in the organisation of key sixth form events such as the Leavers' Ball. This is in addition to other whole school responsibilities. She is based within the sixth form office.

**Sixth Form office contact telephone number: 01305 756801**

**Email:** [sixthformteam@ths.wessex.ac](mailto:sixthformteam@ths.wessex.ac)

## **Arbor**

When a new student joins the school the office creates a profile on Arbor using the details provided, there will then automatically be immediate access available to the student and parent portals using the email addresses provided on their profiles. However, it does not automatically generate any kind of invitation so please follow the information below:

For parents:

Parents need to login online in the first instance by following the below URL and clicking 'first time logging in' and, when prompted, entering the email address that they provided to us on their son/daughter's registration then setting their own password.

<https://the-thomas-hardye-school.uk.arbor.education/>

Once they have set a password online, they can, if they wish, download the Arbor parent app for a mobile device.

[https://play.google.com/store/apps/details?id=com.arboreducation.parentapp&hl=en\\_GB&pli=1](https://play.google.com/store/apps/details?id=com.arboreducation.parentapp&hl=en_GB&pli=1)  
<https://apps.apple.com/gb/app/arbor-parent-app/id1448707412>

For students:

Students need to login online in the first instance by following the below URL and clicking 'first time logging in' and, when prompted, entering their school email address (@ths.wessex.ac) and setting their own password.

They can then download the Arbor student app for a mobile device:

[https://play.google.com/store/apps/details?id=com.arbor.studentapp&hl=en\\_GB](https://play.google.com/store/apps/details?id=com.arbor.studentapp&hl=en_GB)  
<https://apps.apple.com/gb/app/arbor-student-app/id6499041617>

## **Conduct**

Students who accept a place in the Sixth Form are expected to agree to and comply with the Sixth Form Agreement. We believe that 'Learning is everything' and our students' first priority must be the successful completion of their entire programme of study. The sixth form promotes high standards of maturity, self-discipline and learning through positive encouragement. Students display an excellent attitude to learning by:

- Maintaining a positive and purposeful relationship with all staff
- Working collaboratively with peers
- Meeting all deadlines, ensuring all work is produced to the best of their ability
- Using their time productively
- Engaging in their learning, making the most of opportunities and actively seeking to make progress
- Respecting the learning environment and equipment provided
- Actively engage in the wider side of Sixth Form.

If a sixth form student displays a poor attitude to learning or is unable to conduct themselves in an appropriate manner this will be recorded, and further action taken. Failure to meet the sixth form expectations will result in the following actions (however, the stage of intervention may be altered due to the nature of the issue):

- Informal verbal warning from teacher/tutor
- Contact with parents
- Formal verbal warning and meeting with parents and targets set
- Formal written warning from Head of Year (Level 1)
- Formal final written warning from Head of Year/Deputy Head Teacher (Level 2)
- Sixth Form place withdrawn by Deputy Head Teacher (Level 3)

The Sixth Form Team will also set after school detentions for students failing to meet expectations. In particular, these sessions will be set for:

- Unauthorised absence from lessons/supported study sessions when in school.
- Persistent failure to hand in homework on time.
- Persistent poor punctuality.

# The Thomas Hardy School

## Sixth Form Agreement

### What you can expect from us:

A wide range of interesting, exciting courses designed to suit your needs

Effective teaching from subject specialist staff

Staff willing to help outside of dedicated lesson times whenever possible

Personalised support of a tutor, senior staff and other professionals as required

Continual tracking, assessment and review of academic progress

A wide range of extra-curricular and enrichment opportunities

Separate Sixth Form only study areas and facilities

Advice relating to Post-18 opportunities – higher education and careers

Comprehensive induction into the Sixth Form

To have your voice heard and your views taken on board about all aspects of sixth form life

### What we expect of our students:

To demonstrate a full commitment to learning

Full attendance from 8.50 am to 3.30 pm  
Monday to Friday

Completion of all work set by the stated deadlines in line with teacher expectations

Act as role models and set high standards to be aspired to by all other students

Commit to a position of responsibility, contributing positively to the school or wider community through mentoring, volunteering, leadership, or service.

Work alongside staff to make the most of every opportunity

Play an active part in the Student Union

To agree to; and follow, the dress code for Sixth Form students

Accept and respect the authority of all Thomas Hardy staff

Appreciate and respect the school environment and equipment

Guidance on becoming a more independent learner

Preparation for life after sixth form

To return all Thomas Hardy books and equipment on course completion

Always use time productively

Discuss all intentions for the future and any changes in circumstances with their tutor

Student Signature:

Date:

Parent/Guardian Signature:

Date:

Tutor Signature:

Date:

## **Attendance**

Students are expected to attend the sixth form from 8.50 am – 3.30 pm Monday-Friday. This includes both AM and PM registrations, lessons and study periods. Overall student attendance should remain above 95%. Appointments during the school day should be avoided or authorised in advance by submitting a Leave of Absence request form available from the sixth form office. Unexpected absences should be reported to the sixth form student absence line by parents: 01305 266064 option 2, or by using the link on the school homepage. Students arriving after registration has closed are expected to sign in at the sixth form office.

There is an obvious link between attendance and performance and as such it is crucial that you meet these high expectations. Attendance is constantly monitored and meetings with tutors/year teams and parents will be held to set targets. Unexplained absences will result in students having to make up the time with the year team after school on a Wednesday.

### **Type of Absence**

#### **Planned Absence – For known absences – i.e. university visits, planned medical/dental appointments etc**

- Complete and submit a Leave of Absence request form in advance
- If the absence is for only part of the school day students must sign in/out at the sixth form office
- Students must not book driving lessons for when they have sixth form classes; however, absence will be approved for theory and practical tests.

#### **Unplanned Absence – i.e. illness, last minute medical/dental appointments, unavoidable absences**

- Parent/guardian to call/email by 9.00 am to report absence (01305 266064 option 2 or [6thattendance@ths.wessex.ac](mailto:6thattendance@ths.wessex.ac)), or by using the link on the school homepage.
- Provide written evidence of the appointment or reason for absence
- Parents/guardians will be notified by text on the day of any unexplained absence and follow up letters will be sent home to ascertain the reason for unaccounted periods of absence.

#### **Feeling unwell during the school day and needing to go home – Students must go to the sixth form office**

- Students to report to the sixth form office and speak with a member of staff who will contact home on their behalf to ensure a parent/guardian is aware of illness and agree plans for the student to make their way home
- Once a parent/guardian is aware students will be allowed to leave site

#### **Morning Registration – Attendance is mandatory**

- Students missing AM registration but arriving in school (for any reason) must remember to sign in at the sixth form office so that they are registered on site. If they are late due to an unplanned appointment, they should either provide written evidence of the appointment or a parent/guardian should have called to report the absence.

#### **Afternoon Registration – Attendance is mandatory**

- Students missing PM registration should register at the sixth form office to explain why registration was missed

## **Period 4/5 – For students who do not have timetabled lessons**

- Anyone who does not have a timetabled lesson during Period 4 is expected to remain in school for independent study. They are then permitted to sign out for lesson 5, using the honesty online form.

## **Failure to comply with the above could result in absence being recorded as unauthorised**

### **Study Expectations**

Success in the sixth form comes from a lot of independent work. We will work with students to teach them these skills. In year 12 there will be a programme of compulsory sessions targeted at these skills.

All student in year 12, will begin with some "Supervised Study" periods on their timetable. This requires students to work in the Quiet Study Room and will be registered by a member of staff. The aim is to help structure some of your non-contact time as the shift from having a full timetable in year 11 to a sixth form timetable is quite stark.

- 3 A Level classes (or equivalent). 9 lessons x 3 subjects = 27 lessons over 2 weeks
- The expectation is that you spend at least an equivalent amount of time studying independently as you do time in lessons. This is a minimum.
- So, at least 30 hours per week of lessons, study periods and independent work is a good amount to aim for.
- These are guidelines only, but note that this will significantly increase in the run up to examinations

Do not fall into the trap of thinking that non-contact time is "free" time and an expectation. Once you have completed your set homework, you then need to consider the independent study you should be completing to become the best academic version of yourself.

### **Tutor time – registration**

The tutor session is an integral part of the sixth form programme of study and all students are expected to attend and be on time every day. The tutors will work with students on a range of activities to support their wellbeing, academic studies, careers educations (Futures), social awareness, general community spirit and the occasional "fun" activity which can include the quiz or the "grow a tenner" charity challenge.

The registration period is also a vital time for students and their tutors to catch up on progress made and build the relationship between the student, school and home.

## **The Sixth Form Centre**

The Sixth Form Centre is for students to study during the day. At break and lunchtime, the group study room and quiet study room may be used for recreation. If students are being disruptive or spending too much lesson time on recreational activities, then they will be asked to change their behaviour and possibly asked to leave the centre.

### **Group Study Room**

- Small group collaboration and conversations
- Respect the needs of others
- Do not let your mobile phone disturb others – switch to silent
- Any audio equipment should not be audible to other users
- Clear your study space when you leave and put all rubbish in the bin

### **Quiet Study Room**

- No food or drink allowed in the quiet study room (apart from water)
- Talking at a whisper (only if absolutely necessary and must be brief)
- Do not let your mobile phone disturb others – switch to silent
- Any audio equipment should not be audible to other users
- Remain seated and on task for the study period
- Clear your study space when you leave and put all rubbish in bins
- This room is supervised by staff during lessons for the benefit of all students. Whilst year 12 students must register for supervised study periods with this teacher, there is no limit to the amount of times a student can work in the study room.

## **Lower School Canteen**

The lower school canteen (near science) can be used for sixth form study during lessons. It helps to provide more space for students to work, especially during some of the busier study periods. Please clear away any litter and leave promptly at the start of break and lunchtime.

## **The Thomas Hardy School Library**

Monday – Thursday 8.30 – 4.30

Friday 8.30 – 4.00

The Library is purpose-built to provide the school with an outstanding range of resources, as well as accommodating over 100 students for silent study with extensive computer and WiFi facilities.

Resources: 12,000 non-fiction books, including sixth form revision guides and recommended wider reading.

4,000 fiction books covering all genres for young adults and adults

Digital subscriptions: Access to a wide range of databases to support your studies

JSTOR, Babel Language Magazine; Massolit (English Lang, English Lit, Politics, History, Classics); Hodder Education Magazines (Biological Sciences, Business, Chemistry, Economics, Geography, Law, Physics, Psychology, Religious Studies, Sociology); National Theatre Collection; EMC Magazine and Media Magazine; History Today and newspaper archives.

Laptops and multi-media equipment are also available for loan.

The Library WebApp is available via your THS log-on and the main school website where you can search and locate resources plus links to digital dashboards for individual subjects.

Sixth Form students can borrow 8 items.

To keep the Library a nice space for everyone we have a few requests...

The Library Code of Conduct
By entering the Library you agree to the following: <ul style="list-style-type: none"><li>• SILENT STUDY – respect other’s right to study. Group work and socialising need to be done elsewhere.</li><li>• BAGS – should be left in the bag store to help keep access clear.</li><li>• PHONES – to be used for research only. Please do not take calls.</li><li>• FOOD/DRINK – only water (no other hot drinks) or food to be consumed.</li></ul>



For any help – please speak to a member of staff.

## **ICT Acceptable use Policy**

We have excellent ICT facilities within the sixth form centre and throughout the rest of the school for sixth form students to utilise. In addition, students can take advantage of our 'Bring Your Own Device' facilities. Considering this, we expect students to adhere to school policy that requires them to:

- Only log on as themselves and keep their password secure
- Refrain from using bad language, inappropriate communications, trying to access inappropriate material online and attempting to bypass school web filters
- Keep all iPads, mobile telephones and/or other mobile devices switched off and out of sight during lessons and whilst outside the sixth form centre unless permission has been given by a teacher to use them
- Not record, video or photograph anything during lessons or around the school site unless a member of staff has given permission
- Not wear earphones when walking around the site at any time
- Not give out their personal details online and never arrange to meet a stranger
- Respect copyright and to not plagiarise work

Students should be aware that the school can and does monitor student computer files and websites visited at any time. Any breach of school policy will result in appropriate action being taken.

## **ICT Acceptable use Policy**

I have read and understood and agree to comply with the Student ICT Acceptable Use Policy (available on the school website)

Student Name: .....

Tutor Group: .....

Student Signature: .....

Parent Name: .....

Parent Signature: .....

## **Mobile Phones**

**The school is now a phone free site for lower school students, however sixth form students** are allowed to bring devices such as mobile phones, tablets and laptop computers to school. They must take responsibility for their security. Students must not use these devices around the school site unless given specific permission in a lesson; they are only permitted in the sixth form centre, library and canteen.

In particular, students must not walk around the site using their phone. Any mobile phones seen out, without permission, will be confiscated until the end of the day. There could be further consequences if the rule is broken persistently.

## **Smoking/Vaping and illicit substances**

The school is a non-smoking site; this includes e-cigarettes and other smoking related products. Students must also not partake in these activities in the surrounding residential areas, around the sports centre and rugby club or sat in private vehicles directly outside the school. Groups of students must not congregate in the surrounding residential area at any time.

In line with the school Drugs Policy students must not bring any prohibited substances onto the school site this includes drug related paraphernalia. Please note that the term 'drugs' refers to all drugs including alcohol, legal highs and tobacco. Failure to adhere to the Drugs Policy will result in disciplinary action.

## **Driving to school**

We encourage all students to walk, cycle, share lifts or use public transport, where possible, but we know that as students pass their tests that they will want to drive to school. Parking is limited and we also want them to consider the environment, so we ask students to not drive to school if they live in Dorchester. There is also no designated student parking and students should not use the Queens Avenue or 1610 Leisure Centre car parks. Please park responsibly and do not block residential driveways or bus bays.

In year 12 students will attend a Safe Drive, Stay Alive presentation and we trust that all drivers do so in a safe and sensible manner. However, reports of dangerous/erratic driving and poor parking are followed up and may result in school disciplinary procedures being implemented. Driving is a huge responsibility and evening more so in the residential roads around our school, DMS, and 1610.

## **Dress Code**

The way students dress for school should reflect their intention to work as young adults in a learning environment. Sixth Formers are given the freedom to wear their own clothes but need to remember that they are role models and leaders to students in the lower school community and should dress appropriately.

The dress code allows for individual choice of clothing in keeping with the above principles. When selecting clothing for sixth form, we suggest students ask themselves the following question:

"Is what I am wearing appropriate for a school working day or should I leave it for the weekend?"

To dress appropriately for a school environment, we do ask that students not wear the following:

- Clothing with logos that may be considered offensive or inappropriate
- Very short shorts or skirts
- Inappropriate fashion such as halter neck tops (backless), Bardot tops, tube tops, cropped tops (where a student's mid-section is exposed), sheer/see through
- Beach style flip-flops or excessively high shoes/boots
- Fishnet tights/suspenders

- Low slung jeans
- Onesies/pyjamas or other bedwear

If **any** member of staff considers that what a student is wearing is inappropriate, they will speak with them away from other students and may request that they alter their clothing. The sixth form team can request individuals to leave the site due to inappropriate dress. If this should happen their parent/guardian will be called. Continued inappropriate dress will lead to a verbal/Level 1 warning.

Once issued, students must always visibly wear their school ID lanyard. This is part of the school's safeguarding policy and is used to identify all students and adults who are not in a uniform.

## **Academic Honesty Policy**

Academic honesty means ensuring that work which is submitted is a student's own work, including their own ideas expressed in their own words. Failing to do this is academic dishonesty and it amounts to gaining an unfair advantage. There are many forms of academic dishonesty including:

**Plagiarism** – This means taking work, words, ideas, pictures, information or anything that this has been produced by someone else and submitting it as if it was a student's own work. Copying and pasting from websites without acknowledging the source, failing to use quotation marks on a direct quotation, paraphrasing work and not referencing the original sources are all examples of plagiarism. Plagiarism can occur when a student is unaware of how or when to acknowledge their sources, rather than as a deliberate attempt to present someone's ideas as their own. If students follow sixth form guidance documents, it is unlikely that they will be accused of plagiarism.

**AI use** – Using one or more AI tools but not appropriately acknowledging this use, and submitting work for assessment when it is not their own.

**Copying** – Taking the work of another students, with or without their knowledge and submitting it as one's own is academic dishonesty.

**Exam cheating** – Consists of communicating with another candidate in an exam, bringing unauthorised material into an exam room, or consulting during an exam in order to gain an unfair advantage.

**Duplication** – Submitting or presenting a piece of work for a different assessment in a different course. Students can use the same research material for both essays if they are similar in title but students cannot use the same essay twice.

**Falsifying data** – Making up facts or statistics, altering data to suit a student's investigations or collecting data in an inappropriate way.

**Collusion** – Helping other students to be academically dishonest. This includes a student allowing another student copy to copy some or all of their work and submitting it as their own.

## **How to Avoid Academic Dishonesty**

- Assignments must be written in student's own words and must include a student's own thoughts and expressions
- All the sources, quotes and paraphrased material must be properly referenced according to the style recommended in the subject guidance to students
- Where AI has been used, as a source of information, acknowledge this by including the name of the AI source and include the date the content was generated.

- When AI is used, retain a copy of the question (input) and the computer-generated content and response for reference and authentication purposes. This must be in a non-editable format such as a screen shot and include a brief explanation of how it has been used.
- When working in a group on a project it is important that students write up any work independently. Students must not submit anything that is identical in part or whole to another student as that would be colluding and could look like direct plagiarism
- Students must not purchase essays (e.g. from the internet) to hand in as their own work
- During exams students must ensure that they adhere to the rules given by the Examinations Officer. Causing disruption in the exam room, communicating with another student or with someone outside the exam room, or copying another student's work is a very serious offence.
- If students are unsure about any issues relating to academic honesty, then it is the student's responsibility to speak to their subject teachers or tutor about the matter.

### **The Consequences of Academic Dishonesty**

Depending on the nature of the incident, the Thomas Hardy School sixth form may have to report a suspected incident of plagiarism to an Awarding Body and this could lead to a student being barred from sitting exams, or examination results in all subjects being withdrawn and cancelled.

The Thomas Hardy sixth form must treat academic dishonesty very seriously and students who are guilty of academic dishonesty will be subject to a range of sanctions which, depending upon the seriousness of the incident, could include:

- Loss of non-contact time
- Having to complete the assignment again as a new piece of work.
- Disqualification of assessed pieces of work
- Non-entry by the sixth form for a subject or subjects
- Other disciplinary action

### **Teacher assessments**

All progress tests, end of year assessments and mocks will be individually marked and feedback provided. However, students should expect teachers to use a range of different assessment methods throughout the year for in class work and homework assignments. This could include peer assessment and rotational marking. This is where a teacher will mark a proportion of assignments from a class and then provide generalised feedback to the whole group. Students should expect teachers to mark a different proportion of students work each time this method is used and appreciate that it is not possible for a teacher to mark every essay or assignment individually.

### **Working whilst at Sixth Form**

Under no circumstances should students undertake paid part-time work during the school day. Students are also advised to limit part-time work to 10 hours per week so that it will not have a detrimental impact on their studies. We recommend that students do not work beyond 8.00 pm on school nights. Students should also consider reducing or temporarily stopping part-time work in preparation for exam periods (including mock examinations) to devote greater time and focus to revision.

### **Work Experience**

A work experience placement can be invaluable in helping you come to a decision about future career options and higher education courses. Work experience placements will not only develop your confidence

and provide you with a greater understanding of the working environment but will also be very helpful when applying to university courses and future employment.

Students are encouraged to search and find their own work experience opportunities. However, in order to arrange a placement please speak to Mr Nicholls, head of sixth form or Mrs Jones, the careers lead who is based down in the communications block. They will support you through the process and help you to make the most of the experience.

Once a placement has been agreed in principle, students must log the work experience using the "Placements tool" on Unifrog. This is to ensure that all parties can agree to the placement and that we are confident that the required health and safety measures are in place.

The timing of a placement may be dictated by a set programme that some employers have, however if employers are flexible, we recommend placements take place during the week beginning 14<sup>th</sup> June, 2027. When considering applying for a work placement, please allow enough time to process your application as it can take up to 6 weeks to arrange.

Students can expect further PSHCE input in tutor time and one off sessions throughout the year.

## **PSHCE**

Over the course of the year students attend 10 Personal Development sessions designed to equip them with the skills to meet the challenges that form both part of their contemporary lived experience and the future.

In year 12 we work initially with students on the transition from GCSE to Post 16 learning making sure that we establish a solid foundation for sixth form study. After this we move on to sessions on Drugs and Alcohol, Safe Driving, Relationships, Volunteering and an exploration of the benefits and potential pitfalls of the rise of AI technology. Running parallel with this we introduce UNIFROG, the platform used to assist students with their next steps in terms of Futures, whether that be via UCAS, apprenticeships or paid employment.

## **Financial Support**

The Thomas Hardy School is committed to doing everything possible to financially support students to overcome specific financial barriers to participation in their education. This usually means providing financial support to students from low-income households to assist them with:

- School meals
- Transport to and from school
- Books, equipment, and specialist clothing that they need for their study programme
- Trips that are a compulsory part of their study programme

In addition, we are able to loan laptop devices to students who do not have access to a suitable device at home to support their studies.

Students (or a responsible adult on their behalf) must apply for Free School Meals and the Bursary for each separate academic year. Free School Meals and the Bursary will NOT automatically continue from year 12 into year 13.

Applications for Free School Meals and the Bursary in the Sixth Form should be made directly to the school. Dorset Council can only accept applications for free school meals for students in the lower school, and NOT the Sixth Form.

In general, there are two types of the 16 – 19 bursary: one for young people in defined vulnerable groups and the discretionary bursary. There is more information and details on the sixth form website, including the link to make an application for free school meals or the 16-19 bursary.

## **Well-Being**

As part of our tutor programme, we work with students to help them get through times of pressure such as starting out in our sixth form, the exam season or just coping with work/life balance. We are visited by the charity Mind and make sure that all students are looked after and know where to turn to if they experience problems.

## **Mentoring Service**

The mentoring team works alongside sixth form students who are looking for guidance, advice and a safe space to feel heard and talk through challenging situations. There are no judgements; conversations can be varied and unfiltered.

We offer support with well-being and health, futures advice and academic mentoring as well as social and emotional coaching. Appointments provide an opportunity to be reflective and make positive decisions. We discuss perspective and different ways to work through concerns and barriers. We also help signpost and refer students to local external agencies if they decide they want additional, specialised support.

Appointments can be made by emailing Miss Tinsley or our new wellbeing and learning mentor or by sending a message on Teams.

## **Useful Websites:**

If you are concerned for yourself, a friend or as a parent, a short list of trusted platforms to visit can be found below:

- Kooth – Online mental well-being community including messaging service with trained counsellors. Free, safe and anonymous
- SHOUT – 24/7 free text service, confidential for anyone struggling to cope. Text: 85258
- Papyrus -Confidential suicide prevention helpline specifically for young people. Open 9.00 am – 12 am (midnight) every day of the year
- Young Minds – a wide range of support and advice for young people and parents. Free texts 24/7 to 85258. Parents helpline: 0808 802 5544 (Monday – Friday 9.30 am – 4.00 pm)
- Childline – Confidential calls, chat online or email about any problem big or small. Sign up for a free Childline locker (real name or email address not needed) to use their free 1:1 counsellor chat and email support service. 0800 1111. 7.30 am – 3.30 am, 365 days a year
- CEOP – offers information and guidance which is appropriate and relevant to the experiences of 11-18 year olds. The website offers advice articles and signposts clear ways young people can access help and support
- Space Youth Project – Support for young people who are or may be LGBT+
- Anna Freud National Centre for Children and Families – Aims to empower young people to make informed choices about their mental health

- The Young Gamers and Gamblers Education Trust (YGAM) – An award-winning charity with a social purpose to inform, educate, and safeguard young people against gaming and gambling harms

## **Education for Everyone**

We are aware that there can be many challenges that a student will face during their time in the sixth form. The E4E team is committed to giving students the extra support they may need to be successful and independent in their studies. If you have had learning support before, please be aware that all students may need a new referral and that arrangements you had in the past may not automatically continue in year 12. Please complete a referral form and return to the E4E office. Students must let the sixth form office know if in the past they have had alternative arrangements for examinations such as scribes or extra time.