

Brighouse High Sixth Form College



Student & Parent/Carer Handbook September 2022



'Pupils, including students in the sixth form, are proud to attend the school. They feel safe and cared for. Positive relationships are a cornerstone of the school'
Ofsted February 2022

Communication with College

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Sixth Form Reception: 01484 406390

Absence Text: 07860054137

Twitter: @bhs_6TH_Form

Email for general queries and absence:

bhs6th@brighthouse.calderdale.sch.uk

Mrs Lee Head of Sixth Form:

c.lee@brighthouse.calderdale.sch.uk

Mrs Anderton Head of Year 12

r.anderton@brighthouse.calderdale.sch.uk

Mr Bell Head of Year 13

d.bell@brighthouse.calderdale.sch.uk

Gill Lister Pastoral & Admin Manager

g.lister@brighthouse.calderdale.sch.uk

Gill Lister can support students & parents with queries regarding attendance, bursary, mental health & counselling support and all other pastoral and admin matters.

All communications such as letters, tracking & announcements are made through the my 'child at school app'



The College Day

The College Day

The timings of lessons on the MCAS App are for lessons at the main school. Please do not follow those, the Sixth form timings are highlighted below. Year 12 'bridging course' students may have differing timings to lessons.

The College Day: Monday, Tuesday, Thursday, Friday

Sixth Form

Year	Periods 1 & 2 8.45 - 11.20			Period 3 11.25 - 12.20	Lunch 12.20 - 1.10	Period 4 & 5 1.10 - 3.10	Twilight 3.15 - 4.15
Year 12	Lesson 1 & 2 8.45-10.15	Break 10.15-10.10	Lesson 1 & 2 10.30-11.20	Lesson 3	Lunch	Lesson 4 & 5	Twilight
Year 13	Lesson 1&2 8.45-10.00	Break 10.00-10.15	Lesson 1&2 10.15-11.20	Lesson 3	Lunch	Lesson 4 & 5	Twilight

The College Day: Wednesday

Sixth Form

Year	Period 1 8.45-9.45	Periods 1 & 2 10.00-12.20			Period 3 11.25 - 12.20	Lunch 12.20 - 1.10	Period 4 & 5 1.10 - 3.10	Twilight 3.15 - 4.15
Year 12	Lesson 1	Lesson 1 & 2 10.00-11.15	Break 11.15-11.30	Lesson 1 & 2 11.30-12.20	Lesson 3	Lunch	Lesson 4 & 5	Twilight
Year 13	Lesson 1	Lesson 1&2 10.00-11.00	Break 11.00-11.15	Lesson 1&2 11.15-12.20	Lesson 3	Lunch	Lesson 4 & 5	Twilight

Students are able to go off site at lunchtime, if you are in the local community/Brighthouse we have high expectations of your behaviour as you are representing Brighthouse Sixth Form.

In the unlikely situation of the high standards not being met we will take away the privilege of going off site. We prefer students not to go off-site during break time.

The Mulberry Café (Mulbs) is open every morning before college, break time & lunchtime.

The café is cashless catering, students can pay either using the fingerprint Scopay system or by using contactless bank payment.



C6 Subject Arrangements

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We work in collaboration with other Sixth Form Colleges to offer a more varied curriculum offer. If you study the following subjects the lessons are held:

Tuesday morning lesson 1 & 2 and Thursday afternoon lesson 4 & 5

Your transport to the schools and back will be provided.

Your key contact for C6 travel arrangements is Gill Lister
g.lister@brighthouse.calderdale.sch.uk

You need to meet in the Sixth Form car park and you will be given a time specific to meet for each school.

To ensure you access the correct mini bus/taxi you will be supported by Dave Thorpe.

Brooksbank

Sport

Crossley Heath

Economics

Ryburn Valley

Product Design

Performing Arts-Drama



Calderdale 6 Group



Attendance & Punctuality

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What to do if you are going to be absent from college:

Any absences/lateness must be reported by parents/carers on each day of absence either by telephone, text or email.

If you are absent when registers are taken a text will be sent to parents to inform them of your absence.

An absence should only be for when you are ill or an emergency, it will be difficult to catch up if you miss lessons, the pace of learning is fast.

All personal appointments/driving lessons should always be made in non-timetabled time. Any holidays in college time will be unauthorised.

If you know you will be absent due to a medical appointment or a driving test please inform reception in advance.

If your attendance falls below 95% or there is a pattern of inconsistent attendance/broken weeks you will be placed on an attendance contract.

What to do if you are late to a lesson:

Get there as quickly as possible. **You do not have to sign in, just go to the lesson immediately.** Ensure that when you arrive you apologise and explain your reason for lateness. Your subject teacher will record you as present and record how many minutes late you were.



Additional Support in College

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Staffing/Support:

For most subjects you will have two subject teachers and you can contact them out of lessons via the email system. You will also use Google Classroom to access and submit your work.

Pastoral and curriculum support:

If you need any support with your timetable, general queries, Bursary information or somewhere quiet to sit please go and see Gill Lister at the main reception.

IT support:

The IT technicians are based on the first floor and can help you with any IT matters: printers, lost documents and the email system. You may borrow a laptop/chrome book for college use and within college from the library.

Counselling service:

The emotional well-being of students is very important and sometimes you may want to talk to a professional. We have an excellent **counselling service**. You can self-refer please speak to Mrs Lee or Gill Lister. This service is confidential.

Careers Adviser:

We have a careers adviser in college each week. You can make appointments to discuss any future plans/applications or receive general advice about your next steps. You can make an appointment at the Sixth Form reception.



Expectations & Protocols

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In all educational establishments and work places there are policies in place and there is an expectation that all these guidelines are followed by everyone.

ID badges/Safeguarding:

We expect all students to visibly wear an ID badge in college. You will be asked for this on arrival to college and in lessons. **It may be that you are sent home if you repeatedly do not wear it.**

The ID badges will operate the doors to enter the Halifax Road and Mulberry building.

Smoking/Alcohol:

We have a strict **non-smoking policy (including vaping)** in the Sixth Form building and grounds. There is one designated smoking area outside of the building. No alcohol can be brought onto the college site under any circumstances.

Computer Access/ Safeguarding:

When you first log on to the computer system each day you are asked to accept the **College Acceptable Use Policy**. Abusing the college computer services can result in disciplinary action including losing your place at college. The college email should not be used for personal messages and at all times you should use appropriate language and tone in any correspondence and any internet searches also need to be done so only in the context of college work/research.

Mobile phones:

You can use your mobile phone and college Wi-Fi in all areas of college. However we ask you to be respectful of usage in the library and study room to allow students and yourself to concentrate. In lessons we may ask students to have phones switched on silence and in bags, not on desks.

Dress code:

We have a diverse student community and we do not have a formal dress code/hair/jewellery policy. However we expect you to be sensible in what you wear to college, as it is a professional place of work and study, and to consider if it is suitable. Your clothes should not make anyone feel uncomfortable; for example inappropriate slogans on T-shirts. As the college is a professional environment we would also not expect students or staff to wear clothing which is too revealing; for example, a short crop top would be deemed unacceptable. If it is thought that you are wearing something unsuitable we will have a quiet and confidential conversation with you. If you are ever unsure you should ask for further guidance.



Social & Study Areas/Times

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You will have 'free time' on your timetable, you only need to come into college when you have timetabled lessons, however many students will choose a time to stay in college to study and complete homework and coursework.

This will help you to get into good routines and help you to manage your workload. If you were highlighted by subject teachers are failing to meet deadlines we would use your free time to put in place extra study sessions.

You are more than welcome to stay in college if you select the correct place to be according to whether you are studying or socialising.

Study areas:

The **study/computer room** on the ground floor. We do not expect this room to be silent, but it should be at a level where you and others can work. Please do not take food or drink (other than water) into this room.

The **library/ study room** on the ground floor. We expect this to be a quiet study area. Please do not take food or drink (other than water) into this room.

Social areas:

The **Mulberry cafe** is a good place to sit if you wish to chat to friends or study in small groups where you will be talking. It is open all day.

The **Common Room** on the ground floor. You can take food and drink in here, but you must ensure that you tidy up after yourselves.

The **smoking/vaping area** should not be used for large groups to congregate as it is close to residential flats/houses.

