

Guide to the Sixth Form

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Introduction

Old Swinford Hospital (OSH) is a very lively and distinctive community, and we expect students to be involved in activities both inside and outside of the classroom.

We aim to give Sixth Form students the much needed space and the opportunities to grow so that they can realise the fullness of their own potential and make the kind of impact that our community and society needs. This is what we mean by 'discover who you can be.'

Parents and students are encouraged to use this guide to assist them during Year 12 and 13. It is designed to help prepare for Sixth Form life and is a useful source of information.

Whilst students are encouraged to become resourceful and self-resilient, the school community creates a caring and supportive environment where there is always someone to turn to for help, support and encouragement.

If you cannot find the information or advice that you require within this guide, then just ask a member of the Sixth Form team. They can be contacted directly by phone on 01384 81 7735/7445 or by email: lhunt@oshsch.com and wapperley@oshsch.com and also pkilbride@oshsch.com .

Paul Kilbride

Headmaster

General Information

School type:	Voluntary Aided	
Address:	Old Swinford Hospital Heath Lane Stourbridge DY8 1QX	
Website:	oshsch.com	
Reception:	+44 (0) 1384 817300 Fax: +44 (0)1384 441686 reception@oshsch.com	
Reception opening times:	Monday to Thursday Friday	08:00 to 17:00 08:00 to 16:30
The Registry: (Admissions enquiries):	+44 (0) 1384 817325 admissions@oshsch.com	
Staff Office:	+44 (0) 1384 817321 jtrevor@oshsch.com	
Headmaster's PA	+44 (0) 1384 817331 headmaster@oshsch.com	
School Office/Examinations:	+44 (0) 1384 817326 hweston@oshsch.com	
Sixth Form Centre	+44 01384 81 7735 or 01384 81 7445 lhunt@oshsch.com or wapperley@oshsch.com	
Financial enquiries:	+44 (0) 1384 817315	sashman@oshsch.com (account balances and fee payments)
	+44 (0) 1384 817781	cporter@oshsch.com (fee queries and all other enquiries)
Correspondence:	When addressing letters and parcels to a student, please include the name of the House in the School address.	
Emergency contact:	In the event of an emergency please contact the school in the following ways:- 1. During the teaching day, when school reception is staffed, you will be put through to the appropriate member of staff. 2. When school reception is not staffed please contact your Housemaster.	

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Academic Tutors

Sixth Form students will be allocated to one of seven senior houses and will be assigned a Sixth Form tutor who will support them through the tutorial programme during the year. This tutor is an excellent point of contact if there are any worries, concerns or questions as the year progresses.

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Attainment and Progress

Attainment and progress are the cornerstones of OSH. We want all of our students to achieve their potential. We regularly track students' progress throughout the year (see Grade Period).

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Attendance

Attendance is important. We anticipate that students will strive for 100% attendance, although we know this is sometimes not possible. Where absences do occur we ask you to do the following:

For a known absence (e.g. a pre-booked doctor's appointment / music examination)

- the student is to present a note or evidence of the appointment to their Head of Year with a completed exeat form. We ask for at least 24 hours' notice. Approval of this request will be at the Head of Year's discretion.

For an unanticipated absence (e.g. illness)

- we ask the student to provide a note confirming their whereabouts for the time they were absent OR for a confirmation email / phone call from parents. You can call reception or email: bjones@oshsch.com directly regarding absence.

PLEASE NOTE:

Students whose attendance falls below the government's floor standard of 96% will discuss with their tutors ways to improve their attendance. Where no improvement is made within a fortnight, parents will be invited to come to school and discuss ways of improving attendance with the appropriate Head of Year. If attendance does not improve during the subsequent fortnight then a further meeting will be held with the acting director of Sixth Form. At this meeting feedback from teachers will be available in order to judge whether the student is on track to be entered for exams. Thereafter, attendance will be monitored weekly.

If lesson attendance falls below 96%, the School may withdraw the student from exams.

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Boarding

OSH is a state boarding school. As such parents pay only for boarding and not tuition. We offer boarding for male students only and around half of the Sixth Form students board. We offer Termly and Weekly boarding options for Sixth Form students. For more information on boarding refer to our [website](#).

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Curriculum

We offer a range of A Level and BTEC subjects to our Sixth Form students. 90% of our cohort will opt to undertake 3 A Levels in Year 12. For more information about Subject Options please refer to our [website](#).

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Co-curriculum

OSH offers an extensive co-curricular programme to suit all tastes. Whether music, sport, drama or art – there's something for everyone. For more information, please refer to our [website](#).

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Detentions

Sixth Formers are expected to follow the school rules and expectations. Detentions may be used when this doesn't happen. Detentions may be given for persistent lateness, failure to register properly, failure to complete prep or other misdemeanours.

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Examinations

Examinations are an inevitable part of Sixth Form life. Whether studying BTEC or A Level, students will face examinations during their two year course. We continue to offer AS examinations at the end of Year 12 in line with A Level reforms as well as final examinations at the end of Year 13.

Students whose behaviour or attendance falls below our expectations may find that they are not entered for examinations.

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Frog

Frog is our Virtual Learning Environment (VLE) and is accessible to parents and students. It is important that parents use Frog to access reports and keep up to date with the latest news and events at the School. You can access Frog via '[School Links](#)' on our website.

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Grade Period

Grade Period is the term used to describe the half term reporting on grades which is undertaken by teachers for every student in the school.

There are 5 Grade Periods each year each reporting grades at the end of the half term. Students will receive two grades per subject – one which indicates their attainment, and one which indicates their attitude to learning.

The attitude to learning grades are: Outstanding, Good, Needs Improvement, Unsatisfactory.

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Houses

There are seven senior houses: Baxter, Dudley, Foley, Foster, Potter, Maybury and Witley. Each house has a Housemaster, Matron and a team of boarding tutors. All students will have contact with their house and will be invited to be involved in inter-house activities.

Foster House is the boarding house for all of our Year 13 boarders. It has recently been modernised to create single and twin occupancy rooms that have en-suite facilities.

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Integration

Students are invited to a Sixth Form induction morning before terms starts. This provides them with the opportunity to meet the Sixth Form team and their fellow students. There are also a wide array of opportunities for students to become involved in the School community through curricular activities, volunteering and fundraising events. There is also the option to join the [Sixth Form Social Club](#).

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Inter-house Competitions

The Foley Trophy is an annual competition undertaken by the seven houses. Students may be invited to show off their talents whether sporting, musical, theatrical (or something else) in the many inter-house competitions that take place. Some of these may take place after school. Academic performance also contributes to the Trophy.

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Lessons

Lessons are 65 minutes in length and there are five periods per day, including a morning break and lunch.

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Lunch

Students in the Sixth Form can bring packed lunches if they wish. Both Sixth Form Centres are equipped with basic kitchen equipment so students can heat up their lunches if necessary. Sixth Form students do have permission to go off site during lunchtime in order to purchase food.

Students who wish to have school lunches will need to make payments to the finance team at the start of each term. Details can be found in the Year 12 joining instructions. For these students lunch is a communal affair with all years eating in the Dining Hall. Meals vary each day and there are different hot and cold options.

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Music

Music within the School is rich and varied with plenty of opportunities for students to play and perform either to enhance their study of Music as an academic subject, or purely for pleasure. Students who play an instrument can choose to join one of many bands. For students who sing there is also a School Choir and Chamber Choir.

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News

The news [section](#) of the School website is regularly updated with pupil success stories and details of upcoming events.

The School also produces a digital newsletter at the end of each term and a year book, The Foley, both of which can be viewed in the news [section](#) of the website.

You can follow the School on twitter [@osh_sch.com](#) .

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Parents Evenings

We hold a Parents' Evening for Year 12 and it is an excellent opportunity for parents to meet teachers and find out about their child's progress. Dates for parents evening can be found on Frog or the School [website](#).

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Prefects

Prefects are held in high regard at OSH; they represent the school and support a variety of activities such as Open Days. Prefects are selected by members of staff each year. We will also elect Deputies and Head of School.

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Prep

Prep is the name we use for homework. Students in the Sixth Form should expect to have upwards of 15 hours of prep per week. However, students should be aware that whilst their work may not take this long, teachers expect them to undertake other work during this period such as wider reading.

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Punctuality

Punctuality is very important. Students must be on time for registration and lessons. Morning registration takes place at 08.25 and afternoon registration at 13:20. Students are also registered in their lessons.

Issues surrounding attendance, punctuality and registration will be dealt with by the Head of Year and / or form tutor before being referred to the Senior Leadership Team.

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Sixth Form Social Club

Students are invited to become a members of the Club which runs social events, usually one each half term. Events take place on site usually from 20:00 and refreshments are included. The membership fee covers the full two years' your son/daughter is a member of OSH Sixth Form.

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Sport

Wednesday afternoon is given over to Sport (or community projects) with all students expected to take part. Sports include rugby, football, hockey, basketball, netball and cross country along with other sports such as golf.

There are also opportunities for gym workouts, dance, aerobics, badminton, table tennis squash, cricket, athletics, tennis and rounders.

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Study Periods

Students can expect to have a number of Study Periods built into their timetable which provide invaluable opportunities for consolidating what has been taught in lessons, organising study notes and conducting further independent research and learning. There are excellent facilities within School for your child to access e.g. Library, Mathematics Hub, ICT and subject departments

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Subject Changes

Students may only change their subjects with the permission of Mr Kilbride, acting Director of Sixth Form. A Subject change forms can be collected from the Sixth Form Centre and must be completed and returned to Mr Kilbride by 28 September. Remember that many courses fill up quickly and so it may not always be possible to make the change.

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Trips and Visits

Departments may run trips which specifically support subject study e.g. Geography Field Trips. An array of trips are also available during Adventure Week which is the last week of school before the summer holidays. Details can be found on Frog.

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Tutorials

Students will belong to a house-based tutor group and have up to three group meetings each week with one or more tutors. In Year 12 there are usually around 20 students with two tutors. Each student will have at least one individual meeting with their tutor each half term. Through the tutorial programme students are supported through the transition from study at GCSE to the higher demands of study expectations at A Level. During tutorials students cover a range of helpful topics including Study Skills; Post 18 Options; Tackling UCAS and Work Experience.

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UCAS

Both the Sixth Form and Tutor teams support and guide students through the UCAS and other Higher Education process. This begins in Year 12 with research into the thousands of courses available. Advice and guidance continues through Year 13 with completion of the UCAS application and how to construct the Personal Statement. For up-to-date information, visit at www.ucas.com .

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Uniform

The dress code for Sixth Form students is detailed in the [School Behaviour Policy](#) which can be found on the website. All our Sixth Formers are expected to wear appropriate, smart business wear and guidance is clearly set out as to colour, and style. Shoes must be black.

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Work Experience

Work Experience is highly recommended for all students in Year 12. During the final week of the School year (Adventure Week) Year 12 students will be able to undertake a week of work experience in an industry of their choosing. For more information, contact rferguson@oshsch.com .

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Year 14

In some cases students spend three years to complete their programme of post-16 study. This course of action is only permissible if you have demonstrated a good work ethic and excellent attendance and punctuality to lessons.

For some students, Year 14 is less appropriate than a foundation year at university and so we will occasionally advise that this course of action be undertaken. It is, for example, easier to secure a good place on a science course by spending two years at OSH and then a foundation year at university than through getting a place with lower order grades after 2/3 years of study at OSH. The Sixth Form and tutor team are available to discuss your Higher Education options with you.

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