

The background of the cover is a photograph of a student with curly hair, wearing a dark blue sweater and a purple lanyard with 'STUDENT' written on it. She is sitting at a desk and writing in a notebook with a pen. In the foreground, the back of another student's head is visible, looking towards the same desk. The setting appears to be a library or study hall with wooden bookshelves and a clock on the wall in the background.

STUDENT GUIDE

2020/21

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DATES FOR YOUR DIARY 2020/2021

TERM DATES

7 September 2020
Autumn Term starts

26 – 30 October 2020
Half term

18 December 2020
End of Autumn Term

5 January 2021
Spring Term starts

15 - 19 February 2021
Half term

26 March 2021
End of Spring Term

12 April 2021
Summer Term starts

5 May 2021
Bank Holiday

31 May - 4 June 2021
Half term

18 June 2021
End of Summer Term

OTHER USEFUL DATES

September 2020
Virtual Freshers' Fair

October 2020
Students' Union Election

October 2020
Black History Month

November 2020
Health & Wellbeing Month

22 November 2020
Virtual Executive Question Time

February 2021
LGBTQIA History Month

9 February 2021
Safer Internet Day

March 2021
Careers Month

1 – 6 March 2021
National Careers week

8 March 2021
International Women's Day

10 March 2021
No Smoking Day

21 April 2021
Student Voice Conference

April 2021
Equality & Diversity Month

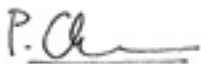
16 - 22 May 2021
Mental Health Awareness week

As the only institution in Bedford to focus solely on sixth form study, our students achieve excellent results and you'll benefit from our specialist expertise.

In 2020 our students achieved a 99.8% pass rate and many went on to the university destination of their choice, including many prestigious Russell Group institutions such as Oxford.

Building further on our previous success, in 2020 our proportion of high grades increased again to 55% achieving A*-B, enabling even more of our students to get into their first choice university. Our excellent teachers are not only subject specialists but experts in teaching 16-19 year olds, so you will benefit from their focused knowledge and experience. What's more, our beautiful period building offers you a legacy of great education combined with the latest, modern facilities, which will further develop your academic performance.

We are confident that if you join us, you will not only make new friends, enjoy your time and learn new things, but you will achieve great results. Our Open Days are the perfect opportunity to see what we can offer you.



Paul Clarkson

Headteacher

The Bedford Sixth Form



OUR COMMITMENT TO YOU

WE OFFER:

- A wide range of support services and learning resources
- Equality of opportunity, treatment and respect
- Impartial advice and guidance to make sure that you are on the right course
- Simple and efficient admissions procedures
- Advice on financial support and how to apply for it
- Support with some essential course costs (subject to conditions)
- Support and facilities for students with learning difficulties and/or disabilities
- An induction or 'settling in' period
- Expert management and teaching of your learning programme
- Regular reviews of your progress
- Careers information, advice and guidance to help you with your next step
- A Job Shop to source opportunities and help you find work
- Help with personal problems if you need it
- Opportunities for you to give us feedback about the Sixth Form
- A commitment to listen to your views

YOUR COMMITMENT TO US

IN RETURN WE EXPECT YOU TO:

- Act safely and not put yourself or others at risk
- Attend punctually and regularly, explaining to your tutor any reason for not attending
- Work hard and complete all work within specified deadlines
- Seek help from your tutor or Student Services if you need it
- Take an active part in reviewing your progress with your tutor
- Take responsibility for your own learning and make active use of the learning resources and support services provided
- Treat everyone with respect and ensure that you do not discriminate against anyone or make any other person feel uncomfortable
- Show respect for other Sixth Form users by following our basic ground rules
- Work within the Code of Conduct for students
- Your ID card must be worn and visible at all times on site premises
- Let us know if you have a complaint or a suggestion as to how we can improve our services
- Notify us immediately of any changes to your personal information

RESPECT

Here are some examples of what we mean by respect. If we follow these basic ground rules the Sixth Form will be a safe and welcoming environment for us all.

RESPECTING OTHER PEOPLE:

- Mind your language – swearing, especially in class and in public areas, can cause offence
- Language and behaviour which are discriminatory, rude, abusive, threatening or aggressive are not tolerated
- Allow people to move safely and easily around the Sixth Form – don't block doors and stairs or sit on the floors in corridors, and keep disabled access routes clear at all times
- Remember that the Sixth Form is a working environment – keep the noise down in classrooms, workshops, open access study areas (such as the Learning Resources Centre) and in all areas where other students and staff are working
- Make sure your mobile phone is switched off in class and in Learning Resources Centres
- We are a diverse community – please show consideration for those more vulnerable than you.

RESPECTING OUR ENVIRONMENT:

- We provide plenty of places for you to eat and drink. No food and drink (except water where safe) are allowed in classrooms, workshops or Learning Resources Centres – and please don't consume food in corridors.
- Only smoke in designated areas – otherwise you could be breaking the law!

- Spitting and dropping chewing gum or litter are unacceptable. Bins are provided – please use them to dispose of your litter, gum and cigarettes
- We operate CCTV for your security. Please help us maintain a safe environment by removing caps and hoods when indoors, unless there are special reasons for you to wear them.

EQUALITY & DIVERSITY

We are committed to equality and diversity and want you to feel welcome and comfortable in the Sixth Form. The Sixth Form is home to people from a range of cultures and backgrounds with a variety of beliefs, attitudes, values and abilities.

We believe in treating everyone fairly and celebrating our differences, and do not tolerate any form of behaviour or activity which is discriminatory or makes others feel uncomfortable. This includes the aspects of our identity, the ‘nine protected characteristics’, which are protected by law from discrimination, harassment and victimisation: age, disability, ethnic origin, gender, gender reassignment, marriage or civil partnership, pregnancy or maternity, religion or belief, and sexual orientation.

If you feel that you have been unfairly treated, or that you are a victim of bullying and harassment, please talk to your Personal Achievement Tutor or a member of the Student Services team who will work with you to resolve the problem.

OUR VALUES

At The Bedford Sixth Form we actively promote the core values of British society:

- democracy (getting involved in Sixth Form life)
- the rule of law (having clear procedures and expectations)
- individual liberty (safeguarding, and all the support and guidance you need)
- mutual respect and acceptance of different faiths and beliefs (working harmoniously with others in our diverse Sixth Form community).

Whilst at The Bedford Sixth Form you will have opportunities to explore and develop the values, knowledge, confidence and skills to prepare you for life in modern Britain and to successfully progress to employment.

SAFEGUARDING

You have a right to be safe while at The Bedford Sixth Form, and also have a responsibility not to harm others. If you are being hurt, bullied or made to do something you don't want to do, it is important to talk to someone. If you have any concerns in this regard please contact Student Services where staff are specially trained to deal with complaints or allegations of abuse and will treat your concerns sensitively. You can also email/call the Safeguarding Team to discuss any concerns you may have:

Email: safe@bedford.ac.uk

Telephone: 01234 291888

We have safeguarding and anti-bullying policies in place to ensure that everyone attending The Bedford

Sixth Form does so in a safe and secure environment. They set out the steps we take to protect young people studying with us and explain what we do if a student is, or is suspected of, being harmed or abused. You can obtain copies of our policies from Student Services or look on the Sixth Form Website

www.bedfordsixthform.ac.uk

GETTING THE MOST OUT OF THE BEDFORD SIXTH FORM

ADDITIONAL SUPPORT

We aim to provide support to help you make the most of your course. If you have a disability or learning difficulty, then we would like to help.

Please speak to your tutor or see the additional support administrator. Support may include:

- group study support outside of the classroom
- support in class (at level 1)
- specialist equipment
- specialist autism and Deaf support
- special exam arrangements

You can contact the additional support administrator on 01234 291905.

LIBRARY

The Library is the main study centre for students, with books, journals and DVDs as well as a wide variety of e-books and e-resources. All our e-books and e-resources can be accessed either at Sixth Form or at home via Moodle, our virtual learning environment.

Staff are available to give help and advice on finding all the resources you need, and there is also a range of help guides on Moodle's Learning Resources page.

Your ID card needs to be shown each time you come in to the Library, and also acts as your library card. We charge fines for overdue items and if fines reach over £2.50 your use of facilities may be restricted until the fines are paid.

There are wireless hotspots in the Library and also in Munch & Mocha. You can access these using your IT account username and password. You may plug your own laptop or tablet into power points in the Library if you wish.

We provide quiet and silent study areas and also group study facilities to cater for differing learning preferences. Computer facilities (PCs, netbooks and iMacs) are provided to assist you with your Sixth Form work, and should therefore not be used for recreational purposes. You should always save your work on your personal network drive on the system, but are welcome to use a memory stick as an extra back-up.

You can access several specialist programs, as well as the internet, Moodle, and Microsoft Office, this includes SAGE, SPSS and more.

E-resources are also available, giving access to an enormous range of e-books, databases, journals and reference sources. For most of these services, your login and password will give you full access from home as well as on campus.

The printer/copiers can be used for printing from the computers and photocopying. They support black and white and colour at A4 and A3 sizes and single or double sided printing. The default is black and white,

double sided, A4; this helps you make best use of your print credits. When you enrol you are given £1 free print credits to get you started. Print charges for black and white are 5p for A4, 10p for A3; colour copies are 25p for A4 and 50p for A3. Print credits can be purchased at the Library/LRC counter. You will need to swipe your ID card at the printer/copier to release your printing or to make photocopies. Don't forget to press the logout button on the printer/copier when you have finished. We stock a selection of basic stationery items which can be purchased at the Library counter

When you enrol you are given a Sixth Form network account and email address. It is important to check your email regularly as we will use it to communicate with you. At the start of your course you will have an IT induction where all this and much more will be explained to you. The Sixth Form operates an ICT Acceptable Use Policy, which will be explained to you during your IT induction. Any student found using the internet or any IT resource in an irresponsible manner will be subject to disciplinary action.

The Library is a quiet study area, so please respect the needs of others while working there.

OPENING HOURS:

The Bedford Sixth Form

Monday to Thursday

8.30am – 5.30pm

Friday

8.30am – 4.30pm

Closed during the holidays

IT SERVICES

IT Services operate a Help Desk which provides advice and assistance with IT queries, ranging from problems with your memory stick to network accounts and email issues. Please ensure you have your ID card with you. IT Accounts are created 24 hours after enrolment. There is wireless coverage across all the campuses.

Opening hours: Term time:

Monday to Thursday

8.30am – 5.00pm

Friday

8.30am – 4.30pm

PRINT SERVICES

Located on the ground floor of the Tower Block and providing colour copying and finishing services as well as postage stamps.

Opening hours:

Monday to Thursday

10.00am – 4.00pm

Friday

10.00am – 3.00pm

STUDENT SERVICES

Student Services have been awarded the national 'Matrix' kite mark for the quality of their advice and guidance. They offer a wide range of support, information, advice, guidance and counselling to help you make the most of your time as a student, including:

- Careers information, advice and guidance, including appointments with careers advisers
- Support with higher education applications (UCAS)
- Access to live job and apprenticeship vacancies, and information on other opportunities
- Personal counselling
- Personal Achievement tutors
- Student finance, transport, accommodation, childcare and welfare advice and information
- Access to a range of financial support packages such as bursaries, meals or travel grants
- Enhancement activities, events and clubs
- Student voice groups and student conference
- Health, wellbeing and safeguarding advice and support

More information about many of these services is given below. You can also contact Student Services if you have a complaint or grievance, concerns about safeguarding or bullying - or any other questions. If we can't help, we'll know someone who can!

Student Services are located on the mezzanine floor of the Tower Block at the Bedford site, at the Courtyard Archway in Shuttleworth campus and in the Hub at The Bedford Sixth Form. There are help desks where quick enquiries can be dealt with on the spot, and if your enquiry is of a personal nature we also have private interview rooms.

Please note that we will not pass on any information about you to a third party without your consent, unless there is a risk of harm to you or another person. The confidentiality policy is available on our website at **www.bedfordsixthform.ac.uk**.

If these times are not convenient, or if you need more specialist or in-depth advice, you can make an appointment with a Student Services Adviser, including evenings by arrangement. You can also contact our help desks on:

01234 291444 (The Bedford Sixth Form)

Or email us at:

studentservices@bedford.ac.uk

The Bedford Sixth Form

Monday to Friday

10.15am – 2.15pm



CAREERS

Our professionally qualified careers advisers provide impartial, confidential advice and guidance to help you:

- Decide what you are going to do next
- Find out more about your options in education, training and work, both at Sixth Form and beyond
- Put your plans into practice
- Get support with job searching and with your university application (UCAS)

If you are looking for information or have a quick query you can drop in to see the Careers Team where an adviser may be able to help you immediately, or you can book a longer appointment, our email address is careers@bedford.ac.uk. You can also visit the Student Services website at **www.yourspaceonline.net** to find more careers related information or live job vacancies or Ask a Careers Adviser on our website.

For more in-depth advice and guidance, careers interviews may be arranged by appointment. If you would like help to prepare for a job or university interview, an adviser can arrange for you to have a mock interview.

APPRENTICESHIPS & JOBS

The Careers Team offer support finding and applying for part-time or full-time jobs or apprenticeships, preparing CVs and tips for interviews. Whether it's preparing for assessment days, getting your application right or just wanting to know where to look for apprenticeship and job vacancies, the Careers Team can help. You can so drop in or book an appointment.

UCAS SUPPORT

The Sixth Form will give you all the help and guidance you need to make choices about higher education. You may have the opportunity to take part in visits so that you can find out more about the options available.

When it is time to apply to the universities and colleges you have chosen, the advisers in Student Services, together with your tutors, will support you every step of the way through the process, including the UCAS on-line application system, applying for student finance and offering mock interviews to achieve the place in higher education that you want.

COUNSELLING

The student counsellors offer a confidential service for any students who are experiencing problems in their day-to-day life which are getting in the way of their studies. The counsellors will not offer advice or tell you what to do. They will listen to your concerns, no matter what they are, without judgement. You may be worried about:

- Personal and emotional difficulties
- Alcohol and drug concerns, loss and bereavement
- Bullying and harassment
- Depression
- Difficulties fitting in
- Feeling unable to cope
- Eating problems
- Family and relationship problems
- Self-harm
- Stress, panic and anxiety
- Anger management

Self-help guides on many of the above topics are also available in Student Services and on the Student Services website at: www.yourspaceonline.net

You can contact the Counselling Service by:

Telephone: 01234 291911

Email: counselling@bedford.ac.uk

You can also call into Student Services or ask your Personal Achievement Tutor to book an appointment.

FINANCE ADVICE

When you apply to the The Bedford Sixth Form, the Enquires and Admissions team will advise you on bursaries that are available. Once you have enrolled, you can drop in and see the Student Finance team in Student Services – they can give you impartial information, advice and guidance about student finance, information about supporting you with the costs related to being at Sixth Form including travel, childcare, tuition fees, and a range of other issues.

If you need financial assistance with the costs of coming to The Bedford Sixth Form several options are available, including:

Bursaries, Support Funds and Loans

The Student Bursaries and Support Funds may be able to help with some essential course costs. In certain circumstances we can support you with the costs of course fees, and also have a travel bursary if you do not qualify for help from your local authority. If you are a care leaver, looked after by the local authority or in other specific circumstances we may be able to provide an additional bursary.

The funds are open to all students (subject to eligibility conditions) and allocation depends on your own, or your household's, income. If in doubt, contact the student finance team for advice.

We can also advise about advanced learner loans (for some students on specified courses at level 3 or above) and about trusts and charities which may be able to help students in financial hardship. We welcome the support of The Harpur Trust, the Connolly foundation and the Bedford branch of Soroptimist International.

Confirmation of Student Status

If you are a full-time student, you may be asked for evidence of this by your local authority for benefits and council tax purposes. Please ask at the Student Services help desk for a confirmation letter.

Medical Costs

Full-time students aged 16–18 are entitled to free prescriptions, dental treatment and sight tests. Other students may also be entitled to assistance with these costs, depending on income. Please contact Student Services and ask for an HC1 form.

Health & Wellbeing

At The Bedford Sixth Form we take your health and wellbeing very seriously. Every year we have a Health and Wellbeing month, which is packed full of activities, information and competitions to promote healthy lifestyles. Throughout the year we offer opportunities for sports, physical activity and healthy eating as well regular sexual health services such as free condoms and Chlamydia screening. We also work with a number of local health and related services to enable you to access

their support, for example if you want to stop smoking or have a concern about drugs.

Personal Support

Full-time FE students are assigned a professionally trained Personal Achievement Tutor when they start their study programme. Your Personal Achievement Tutor will give you continual, one-to-one support throughout your time with us – from regular tutorials that give you the opportunity to discuss your work face-to-face, to help with personal development including producing an individual learning plan, tailored to your future aspirations. You will meet your Personal Achievement Tutor, together with the other students in your tutor group, every week so that you can be kept informed of everything going on at the Sixth Form or to work on group issues such as career planning skills.

SUCCESSFUL STUDYING

TUTOR SUPPORT

All full-time students have a Personal Achievement Tutor. Your tutor will support you with personal development, progress on your course and career planning. As a full-time student you are entitled to at least three individual tutorials per year, plus regular group tutorials. Within the first six weeks of your course your Personal Achievement Tutor will meet with you for your first initial one-to-one tutorial to make sure you are settling in and on the right course.

In your individual tutorials you will:

- discuss how you are doing on your course and set stretching targets to help you improve
- develop a career plan

- agree long- and short-term goals.

In your group tutorials you will:

- Focus on issues relevant to the whole group, such as study skills to help you learn more effectively

Tutorials are an important part of your course and attendance is mandatory.

Making the Most of Your Tutorials

To ensure your success as a student, as well as in life after The Bedford Sixth Form, it is important that you get as much as you can from your tutorials. Below are some tips to help you prepare for your meetings with your tutor.

Before your first tutorial (during the first half term of your study programme):

- Make sure you know when your tutorials are – make a note of them in your diary
- Write down any questions you would like to ask
- Think about anything you have found you need help with, be it your course or any other aspects of Sixth Form life
- Think about your progress as a student before you came to The Bedford Sixth Form – what are you especially proud of? What would you have done differently?
- Think about your learning now – what are your goals? What help might you need to achieve them?

Your tutor will work with you to set specific targets and help you succeed on your study programme. You may already have some ideas about these, but others may come out of your discussions – at the end of your tutorial you will make a note of your targets on an

action plan – but don't forget to write any deadlines in your diary! All targets are saved on Promonitor, make sure you check this on a regular basis as it will also provide you with information on how you are progressing on your course including your attendance.

Before your second and subsequent tutorials:

- Look back at the targets you set last time and be prepared to discuss your progress. Feel good about those you have achieved
- If there have been any barriers which have got in the way of completing your targets, think about what they were. Were the targets realistic? What could you have done differently? What might help you to achieve them now?
- What new targets do you need to set?

Don't forget, your targets need to be SMART!

Specific

stating exactly what it is you need to achieve

Measurable

so you know when you have achieved them

Achievable

challenging but not too difficult to succeed

Realistic

the opportunities and resources you need must be available

Time-bound

you should be clear when your deadlines are

STUDY SKILLS

TIME MANAGEMENT

This is about prioritising and managing your life – effective time management helps to reduce your stress levels! We all have our own peaks – times of the day when we work best, our concentration levels are high and we have most energy. Learn to recognise the best time for you, and remember that using your time well doesn't mean you always have to be busy. Here are some tips:

- Find the right environment where you can get peace and quiet, and get rid of clutter
- Do the hardest things first then you have the easier things to look forward to
- Make a to-do list
- Tackle big projects in bite-size chunks, but start straight away and don't put them off
- Deal with interruptions – switch your mobile off
- Don't be afraid to say no to friends who disrupt your study time
- Work out which jobs are really important, then which will be beneficial but aren't essential, and finally those that can definitely wait until you have more time. Do the important things first
- Being organised doesn't mean you are boring. You'll end up less stressed and more fun to be with!
- Be realistic with your goals – don't set yourself up to fail.

REVISION

Revision is essential for exam success, and the key is planning. Draw up a revision timetable in plenty of time. Here are some things you need to consider:

- When is the best time of day to revise? Everyone's 'peaks' are different
- What subjects need most work?
- How long should I revise for? 45 minute blocks followed by 15 minute breaks work for many people
- Where is the best place to study?
- What resources do I need? (e.g. notes, text books, internet, library, past papers)
- What are my objectives for the session?

Make sure there are no distractions. Set yourself targets and build in some 'rewards' for achieving them!

Finally, look after yourself – get plenty of sleep, don't skip meals and drink plenty of water.

EXAMS

Entry to Exams:

- Your Tutor will arrange for you to be entered for your examinations
- They, and/or the Examinations Office will advise you of the date, time and venue of the exams you are entered for.

On the day:

- Get up in plenty of time and make sure you eat breakfast
- Look over any key points in your notes
- Allow plenty of time to get to The Bedford Sixth Form
- Make sure you have any equipment you may need – pens, pencils etc – as well as your ID card.

In the exam:

- Switch off your mobile phone and any smart watches and leave in your bag at the front of the exam room
- Listen carefully to the invigilators instructions
- Read through the whole paper at least twice
- Make a plan and set a time limit for each answer
- Make sure you answer the question – don't stray off the point
- Write legibly
- Check your work
- Always reference quotes and statements

REFERENCING

As part of your course you may have to complete written assignments which involve you undertaking some research - from books, journals, websites for example. It is essential that you identify all the sources you have used. This is called 'referencing'.

There are many ways of referencing work, but one of the most common is called the Harvard system – your tutors will tell you which system to use. You can download a guide from the Learning Resources Service pages of Moodle - it will explain clearly how to reference. In the meantime here are a few examples using some common types of source material:

Published Books

The 'copyright' and title page should always be used to find referencing information; this should be set out as follows:

- Author(s) (surname, initial)
- Year of publication (in round brackets)
- *Book title* (in italics)

- Edition of book (abbreviate to 'edn'), but not required if it is the 1st edition
- Place of publication (if there is more than one name, use the first one)
- Publisher

In text:

A teacher's early explanation of expectations and 'goals' will be of great value to the student (Curzon, 2003, p. 235).

In reference list:

Curzon, L. B. (2003) *Teaching in Further Education*. 6th ed. London: Continuum.

Journals

- Author(s) (surname, initial)
- Year of publication (in round brackets)
- 'Title of article' (in single quotation marks)
- *Title of journal* (in italics, in Title Case)
- Volume number (issue number), page numbers

In text:

As Kumar (2011) pointed out in a recent article, the design of a blood pressure monitor can be simplified by using SoC.

In reference list:

Kumar, S. (2011) 'System on Chip in Portable MEDICAL Electronics', *Electronics World*, 116 (1895), pp. 28-30.

PLAGIARISM

Plagiarism is the unacknowledged use of other people's work or ideas, and it occurs when you submit an assignment that is all or in part the work of someone else. Whilst group work is often encouraged, under no circumstances must students copy (plagiarise) work from other students or sources.

Unless directly instructed to combine work, students must keep their work their own. If any student is found to have copied work, both that student and the person who allowed their work to be copied will normally fail that piece of work. Copying work from books or the internet without referencing the source is also regarded as plagiarism and is equally serious. The Sith Form takes plagiarism very seriously. It is a breach of the Code of Conduct and students who intentionally or unintentionally plagiarise may face disciplinary procedures.

Examples of plagiarism are:

- Creating a piece of work by cutting and pasting various sections of text and/or images found on the internet into your document without referencing the original author or making it clear that the section is not your own work
- Copying and submitting the work of a fellow student or allowing your work to be copied
- Copying the text from books or journals without referencing the original author
- Buying and submitting an assignment from the internet.

Remember!

- Plagiarism committed by accident is still plagiarism. For example, unknowingly using someone else's ideas or not referencing your work properly is still considered to be plagiarism
- Plagiarism can be present in any form of work that is submitted for marking. This can include presentations, computer programming, art work or performances, as well as written work
- Plagiarism is not just the use of someone else's work or ideas without their permission. Work or ideas that are submitted without proper referencing details will still

be regarded as plagiarism, even if you have permission from the original author

To avoid plagiarism occurring, make it clear when the ideas or words of someone else have been used in your work. You can do this by properly referencing your work. Always remember to check with your tutor/ lecturer and follow their referencing guidelines.

A TO Z OF USEFUL INFORMATION

ATTENDANCE, PUNCTUALITY & PERFORMANCE

You are expected to attend all of your classes and tutorials and to arrive on time. If you are unable to attend Sixth form for any reason you must inform your Personal Achievement Tutor before 8.30am. If they are not available, leave a message.

Action will be taken if:

- You are absent for unacceptable reasons or without a satisfactory explanation
- Your attendance shows a pattern of decline
- Your absences show a pattern e.g. every Monday morning
- You regularly arrive late

If your attendance and punctuality give cause for concern, you will be required to follow one of these courses of action:

1. You will have a tutorial with your personal tutor where you will set goals and create an action plan to help you attend more regularly and punctually
2. If you still fail to attend properly and be punctual then

the Sixth Form may take disciplinary action through the academic performance procedure.

Unexplained absence for four or more weeks may lead to your withdrawal from your course. If you have long-term health or personal problems it is important to keep your tutor informed.

CODE OF CONDUCT FOR STUDENTS

The Bedford Sixth Form has a Code of Conduct which sets standards of behaviour so that all students know what is expected of them.

It is not possible or desirable to lay down an exhaustive set of standards, but detailed below are general principles which, if broken, could result in disciplinary action being taken. Ask at the Student Services help desk if you would like to see a copy of the Sixth Form's disciplinary procedure, or look on the Student Services website at www.yourspaceonline.net

Students at The Bedford Sixth Form are required to:

- Treat everyone with respect, and make sure that their behaviour does not discriminate against anyone or make any other person feel uncomfortable
- Respect the rights and interests of other students, staff and visitors
- Attend all required activities regularly and punctually and explain to their tutor or lecturer any reason for non-attendance
- Take personal responsibility for their own learning and make active use of the learning resources and support services
- Work hard and complete all work within specified deadlines

- Take an active part in reviewing their progress with their Personal Achievement Tutor
- Act safely so that they do not put themselves or others at risk and observe all health and safety rules, including those for Covid-19 and Social Distancing
- Wear their ID card at all times whilst on premises and show it, on request, to any member of staff
- Act with consideration for the Sixth Form environment and other users, e.g. by not spitting or dropping chewing gum and litter
- Pay all fees and other costs for which they are liable, or seek advice from us if in financial difficulty
- Abide by Awarding Body regulations when attending examinations and assessments
- Abide by the Netiquette Guidelines for Students when learning online
- Abide by all policies and procedures.

Students must not:

- Behave in a disruptive, aggressive, intimidating, bullying, indecent or unruly manner which adversely affects the reputation of the Sixth Form
- Disrupt or interfere with the education or learning of fellow students
- Display or circulate any material which is designed to cause offence or distress to others
- Misuse property and equipment, including IT or health and safety equipment
- Be intoxicated while on the premises or be incapable of undertaking their course work because of excessive drinking or use of controlled substances

- Smoke anywhere other than in designated smoking areas, in accordance with the smoke-free policy
- Make or send annoying, obscene, malicious or indecent telephone calls, letters, SMS messages, text messages or emails, or place malicious, offensive or extremist materials on any electronic or social media
- Cause malicious damage to, or theft of, the property of other students, staff or visitors of the Sixth Form
- Use foul or abusive language
- Gain unauthorised access to, or make modifications to, files or computer material
- Enter any part of The Bedford Sixth Form which the student is not entitled to access
- Carry any weapon or any other object with the intention or purpose of use in a threatening way
- Falsify documents
- Submit materials or work for assessment which have not been made or authorised by the individual, or which have been copied from other students or sources without acknowledging or referencing those sources (plagiarism),
- Take part in any illegal activity

Serious or repeated breaches of the Code of Conduct, including violent or intimidating behaviour, sexual, racial or other harassment or deliberate violation of the Sixth Form's rules are seen as gross misconduct and would normally result in the student being excluded from The Bedford Sixth Form.

COMPLAINTS, COMMENTS & COMPLIMENTS

We welcome your views on any aspect of the Sixth Form and will regularly seek your feedback. However

hard we try we know that things can sometimes go wrong, so we have a scheme in place to help you get something done quickly if you have a complaint.

You can:

- talk to your Personal Achievement Tutor or teacher, or to the relevant head of department, to resolve the matter
- go to the 'Have your Say' section of Moodle and complete the comments box. (You can also use 'Have your Say' to make suggestions or pay a compliment!) This will be dealt with by our Quality department
- contact Student Services who will help you take the concern further
- if you have a serious grievance, including bullying or harassment, go straight to Student Services.

EMERGENCY SIXTH FORM CLOSURE

In exceptional circumstances, such as extreme weather conditions, we may occasionally have to close the Sixth Form. Check our website **www.bedfordsixthform.ac.uk**, the local radio station, Heart Bedfordshire, or their website at **www.heartbedford.co.uk**. We will also endeavour to put notices on the Sixth Form's official social media platforms.

EXAMINATIONS & ASSESSMENTS

Examination entry/Examinations

You are required to attend all internal class tests and assessments and to sit the relevant external examinations. Decisions on whether you should enter an examination will be on the recommendation of your teachers/lecturers, taking into account your previous work and attendance records. Please be aware, if you have outstanding fees you may not be entered for your examination.

Your tutor will explain to you exactly how you will be assessed and the deadline dates for submission of work. Any examinations will be notified by your tutor and/or exams team. It is your responsibility to make sure that you are aware of the time and location. If you have any clashes (two exams at the same time) then you should inform the course manager concerned so that they can pass this information on to the exam timetable staff.

In the event of illness/known absence you must notify your course manager/Personal Achievement Tutor/exams team. For exams that have Awarding Body set dates you would have to wait to sit the exam in the next series.

You may be required to pay individual exam fees in full if your attendance falls below 85% and/or your work record does not meet the entry criteria. If you fail an examination, fail to turn up for an examination or re-sit an examination to improve a grade, you may be required to pay an applicable re-sit fee.

At the time you enrolled you will have been asked to tell us about any learning difficulty or disability that you wish the The Bedford Sixth Form to be aware of. You will see a record of this at the top of your learning agreement.

If you did not declare anything at enrolment, but would subsequently like us to update your information, please contact the Additional Support Department as soon as possible. You may be required to attend an assessment. If examination access arrangements are required we will then request approval from the relevant awarding bodies. We cannot guarantee arrangements will be in place if the assessment is carried out less than 3 weeks before your examination

Results/Certificates

The Examinations team will send you the results of externally assessed examinations as soon as they have been received from the examining bodies; alternatively, you may collect them from The Bedford Sixth Form on production of your ID card. We are unable to give results over the telephone, Certificates will be sent to your home address unless you are otherwise advised.

Please notify us immediately if you change address to ensure you receive your results and certificates. Failure to notify a change of address will mean you are liable to pay for a replacement certificate.

Assessment Appeals

Subjects are designed to make coursework assessment decisions very straightforward; however, some procedures can be difficult to understand at first. During your induction your tutor will explain how your work will be assessed.

It is possible that you may not always be happy with assessment decisions; initially, always ask your assessor (teacher/lecturer) to reconsider their decision. The assessment appeals policies (one will relate to your

course) may give you the right to further formal reconsideration if initial requests have not provided a satisfactory outcome. Your teacher/lecturer or the Quality Manager can advise you what to do.

FEES AND REFUNDS

Students' fees are normally due in full on enrolment.

Where a student's fees are to be paid by a third party (e.g. an employer), written evidence of their commitment to pay these fees is normally required at enrolment. An invoice will be raised and is payable under the The Bedford Sixth Form's standard payment terms. If satisfactory evidence of a sponsor's commitment is not presented to The Bedford Sixth Form, the student must sign a declaration of personal responsibility in case the sponsor, for whatever reason, does not pay.

Where a student's fees are to be paid by the student loans company written confirmation of an approved loan is normally required at enrolment. If satisfactory evidence of an approved student loan is not presented to The Bedford Sixth Form at enrolment, a student must pay a deposit (which is refundable once confirmation of an approved student loan is received) and agree to set up an instalment plan in case the student loans company, for whatever reason, does not pay by an agreed date.

If you choose to withdraw from your course once enrolled you will be personally liable for any fees which are due.

In certain circumstances fees may be refunded, waived

or paid by instalments in accordance with the fees policy agreed by the Sixth Form Board.

A refund is the repayment of fees already received by the Sixth Form and a waiver is the discharge by the Sixth Form of a student's, or sponsors, obligation to pay any or all outstanding fees due.

LOST PROPERTY

If you lose personal property in Sixth form, contact the main reception where staff will check whether it has been handed in. If you find any item of lost property please take it to the main reception.

The Bedford Sixth Form does not accept liability for students' personal belongings.

MOBILE PHONES

Mobile phones must be switched off during classes, and in the Learning Resources Centre. If, however, you have been asked by your employer to be 'on call' or have another good reason for keeping your mobile phone on, you should speak to a staff member at the start of the session. Mobile phones must not be taken into any examination.

TOTUM DISCOUNT CARD

As a student at The Bedford Sixth Form, you can apply for a TOTUM discount card. Go online at **www.totum.com** to apply.

PAYING THE SIXTH FORM INVOICES

There may be times when the The Bedford Sixth Form has to send you an invoice, for example if you owe us money for tuition fees, external fees or Library fines. When an invoice is issued they must be paid immediately, failure to do so may result in a surcharge being issued for late payments, or we may take legal and/or disciplinary action if a debt remains unpaid. This may affect your ability to enrol on courses with us in the future.

To stop all this happening please telephone Finance on 01234 291872. It may be that you have been incorrectly invoiced or that you are unable to pay the full amount all at once. We can and will help - so give us a call and let us help you find a way forward!

RECREATION & LEISURE

Enhancement Activities

The Bedford Sixth Form is not just about studying - you also have the chance to get involved in lots of enhancement activities, events and clubs. We aim to give every student the opportunity to access free enhancement activities that will broaden your horizons, help you to develop new skills and contribute to your personal and social development. They can be delivered as part of your Study Programme, such as trips, specialist speakers and lecturers or by the Student Services team. You can sign up to all the opportunities at Fresher's Fair or in the Student Union base at your campus look out for the LIVE logo on all Enhancement opportunities.

Lifestyle

Looking for more information on sexual health, smoking, drugs or wider health issues, the Wellbeing Zone situated in the Students' Union bases is the place for you. You can also sign up to the C-Card scheme meet visiting health providers and professionals. Support and Interest groups are a great way to meet students with similar interests, The Q Agenda (LGBTQIA) and Transform (Trans support) meet weekly and offer students a chance to share experiences and offer peer support; While the Black culture club looks at celebrating and supporting black culture and history.

Involvement

Freshers' Fair in September starts off a year of events and involvement opportunities, from The Bedford Sixth Form Health and Wellbeing Month to Safer Internet Day, Equality and Diversity Month and many many more there are many ways to get involved. LIVE sports and wellbeing gives you a chance to try your hand at sports and activities during your breaks and down time from football to relaxation there's something for everyone.

Voice

There are lots of ways you can get your Voice heard, look at the Student Voice section on **www.yourspaceonline.net** for more information

Enhancement

We aim to give every student the opportunity to access free enhancement activities that will broaden your horizons, help you to develop new skills and contribute to your personal and social development. They can be delivered as part of your Study Programme, such as

trips, specialist speakers and lecturers or by the Student Services team. LIVE talks and demonstrations, come and join the audience for this series of live events, with subjects as diverse as mental health, money matters and business planning these talks will give you the head start you need once you leave Sixth Form.

We expect all students to develop more skills and create a record of your achievements and developments using your Pro-portal Enhancement and Skill trackers will help you out, as well as lead you to great E-learning links and tell you when the LIVE talks and demonstrations are.

ENHANCEMENT SPORTS

Student Services organise a programme of sports and activities at all campuses, including the chance to take part in sports with other Sixth Forms. Call in to Student Services or look on **www.yourspaceonline.net** for information.

We also have the following facilities on offer:

The Bedford Sixth Form

Check out our Trinity Arts & Leisure Complex at **www.trinityleisure.co.uk**

SMOKE-FREE POLICY

The Bedford Sixth form is a Smoke-Free environment including the sixth form buildings or anywhere on campus except in a limited number of designated areas. This includes use of e-cigarettes. If you smoke in a smoke-free area you will be asked to move to one of the designated areas. Persistent smoking in a smoke-free area is a breach of the code of conduct, and you may therefore be subject to disciplinary action.

If you would like to stop smoking, call in to Student Services to ask about the free help available.

STAYING SAFE

We take your personal safety extremely seriously, and our Estates Safety Team ensures a safe and welcoming environment for students, staff and visitors. They are on hand to give help and assistance at any time, but will also intervene if they find students breaking the Code of Conduct.

We want all students to enjoy their time at The Bedford Sixth Form. We therefore strive to make all environments and activities that you may experience as safe and free from risks as possible

ACCIDENTS AT SIXTH FORM

If you have an accident or injury whilst on the premises (however slight) you should report it either to your lecturer or at the main reception. The Bedford Sixth Form will provide support as necessary for any injury you may have sustained. If you encounter a situation/environment that you believe to be unsafe you can report this via Moodle – just click on the ‘accident waiting to happen’ link

ACCIDENTS WAITING TO HAPPEN - REPORTING UNSAFE SITUATIONS

If you encounter a situation/environment that you believe to be unsafe (an accident waiting to happen) you can report this via Moodle – just click on the ‘accident waiting to happen’ link.

CCTV

For your safety and security, the Sixth Form is protected by closed circuit television (CCTV).

FIRE SAFETY

Fire is a major hazard in The Bedford Sixth Form. Please refrain from bringing materials or substances into The Bedford Sixth Form which are a known fire risk. This includes candles or lighter fuels. If you are proposing to use flammable materials in a project please check with your lecturer first.

On discovering a fire:

- Close all doors between you and the fire but do not put yourself at risk
- Warn others – tell a member of staff or, if there are none available, sound the nearest alarm
- Leave the building immediately and in an orderly manner – follow any instructions given to you by staff
- Go directly to the designated assembly point and wait there
- Do not attempt to return to the building unless you have been told it is safe to do so by the person in charge

If you have difficulty using the stairs go to the nearest refuge point and wait there for assistance. These are specific areas which offer protection against fire and smoke. A member of staff will stay with you and the fire marshal will report your presence to the person in charge. Trained staff will be sent to retrieve you from this area within a short period of time.

FIRST AID

If you require first aid on site, inform a member of staff or go to reception where a first aider will be contacted. In an emergency go to the main reception at The Bedford Sixth Form, and a first aider will be sent to you.

ID CARDS

All students are issued with an ID card, which must be worn and visible at all times whilst on premises. Any member of staff may ask to see it at any time, and we have spot checks at entrances. This is for your personal safety, to help us ensure that only authorised people are on campus. ID cards are issued at enrolment when you will have your photograph taken. If you forget your ID card you will be required to purchase a one day temporary card for £1.

Your temporary ID card is valid for one day only. At the end of the day, please either return it to the reception or hand it in to your tutor at the end of your last session.

If you do not return your card you will be charged £5 for a replacement.

If your ID card has been lost you will need to purchase a new ID card - there is a charge of £5 and your lost card will be deactivated.

As well as giving you discount in some local stores and leisure facilities (contact Student Services for a list of participating organisations), your ID card must be taken into examinations as proof of identity and is required to access many Sixth Form facilities. In particular it acts as a library card and must be shown whenever you enter the Library.

SAFEGUARDING

We do not tolerate abuse or bullying of any sort, and have safeguarding, anti-bullying and peer on peer abuse policies to ensure our Sixth Form is a comfortable, safe and secure environment. If you feel you are being hurt,

bullied or made to do something you don't want to do, whether at Sixth Form or outside, it is important to talk to someone. We also have responsibilities under the Government's Prevent agenda to support you and help stop you becoming involved in extremist/terrorist activities.

If you have any concerns about your own or another student's wellbeing please contact Student Services where staff have been specially trained to help you. You can also use the 'Stay Safe' button on Moodle or email/ call the Safeguarding Team on safe@bedford.ac.uk / 01234 291888

STUDENT VOICE

The Bedford Sixth Form isn't just about studying and there are lots of ways to get involved and have your say. Here are just some of them:

- working as a student ambassador at internal and external events, such as our open days or careers fairs in local schools
- joining the student voice network
- becoming a student rep for your course
- becoming a student governor or student union member
- giving us feedback through surveys, opinion polls and focus groups
- and lots more besides. There are even some opportunities to get rewarded for working for us.

Alternatively, just come and talk to us!

The Bedford College Group Students' Union at The Bedford Sixth Form is run by students for students enhancing your student journey. The Students' Union

works in partnership with the sixth form, driving for outstanding teaching and learning, services and facilities. It is run by an elected team of students who work closely with The Bedford Sixth Form Student Services team. The Students' Union work with the Sixth Form to make sure your voice is heard, your views understood and changes are made. The Students' Union also puts on events, both educational and social, keeps you up to speed on national issues of concern to all students and supports a number of student chosen charities over the year.

For more info drop into the Students' Union bases at each campus.

Alongside the Students' Union you will have opportunity to be a Study Programme rep, go to the Exec Question Time event, and attend the yearly Student Voice Conference and more!

Study Programme Reps are selected in each class or group to:

- consult your fellow students on course matters and feed back to the course manager
- attend course team meetings to represent the views of the your group and raise any relevant issues
- attend Student Voice Network meetings with reps from other areas of the Bedford Sixth Form
- attend focus groups e.g. with your Executive Director, Head of Department or Student Services
- attend Student Rep meetings with the Principal.

USEFUL TELEPHONE NUMBERS

BEDFORD SIXTH FORM

The Bedford Sixth Form Reception

01234 291291

Website: www.bedfordsixthform.ac.uk

Email: info@bedfordsixthform.ac.uk

	Ext.	Direct
Facilities & Estates	5781	291781
Learning Resources Centre	5230	291230
Safeguarding Team	5888	291888
Student Services	5444	291444

EXTERNAL NUMBERS

Bedford Borough Council (Main switchboard)

01234 267422

Borough Hall, Cauldwell Street, Bedford MK42 9AP

Central Bedfordshire Council

0300 300 8000

Priory House, Monks Walk, Chicksands, Shefford SG17 5TQ

Central Bedfordshire Council Transport Entitlement Team

0300 300 8339

school.transport@centralbedfordshire.gov.uk

Watling House, High Street North, Dunstable LU6 1LF

The Jobs Hub

01234 223510

15 Greyfriars, Bedford MK40 1HJ

Citizens' Advice Bureau

0344 2451290

www.adviceguide.org.uk

7a St Paul's Square, Bedford MK40 1SQ

www.bedfordcab.org.uk

JobCentrePlus

0845 604 3719

53-57 Bromham Road, Bedford MK40 2EH

Luton Borough Council

01582 546000

Town Hall, George Street, Luton LU1 2BQ

Student Finance England

0300 100 0607

www.gov.uk/student-finance

University of Bedfordshire (Bedford)

01234 400400

Polhill Avenue, Bedford MK41 9EA

University of Bedfordshire (Luton)

University Square, Luton LU1 3JU

www.beds.ac.uk

University of Northampton

0300 303 2772

Avenue Campus, St George's Avenue,
Northampton NN2 6JD

University of Northampton

Park Campus, Boughton Green Road,
Northampton NN2 7AL

www.northampton.ac.uk

NATIONAL & LOCAL HELPLINES

For details of national and local helplines please go to:
www.yourspaceonline.net/health-and-wellbeing/helplines



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