



**Bedford
Modern
School.**



Sixth Form

Student and
Parent Booklet
2017 - 2018

Preparing for the future

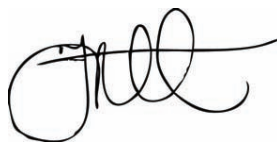
Welcome to the Sixth Form at Bedford Modern School. By choosing to join us, students have elected to enter an important phase of their education and also of their personal development. Preparing students for A Levels is our focus but we do not believe that a successful Sixth Form should stop at this.

In essence, the Sixth Form at Bedford Modern School has been designed to act as a route to university, the world of work or training. The Rutherford Building has been built with this aim in mind. We encourage the students, as Sixth Formers, to accept both the rights and responsibilities of being a young adult.

The main purpose of this booklet is to outline the expectations and day to day routines that make up the life of our Sixth Form. It also explains the ways in which students' growing independence is recognised.

Greater freedom and independence are the main differences between the Senior School and the Sixth Form. Responsibilities also change and much more is now expected of students, not only as senior members of the school community but also as adults with certain legal rights.

We hope that students have an enjoyable and rewarding time with us.

A handwritten signature in black ink, appearing to read 'John White', with a stylized, cursive script.

John White
Director of Sixth Form

Who's Who

There are lots of staff who work here, both teaching and non-teaching, and you will get to know many of them as you progress through the School. To help you get started though, here are some important faces to remember:



Director of Sixth Form
John White



Senior Tutor
Stuart Baker



Senior Tutor
Sheena Boa



Senior Tutor
David Donoghue



Senior Tutor
Richard Smith



Higher Education Officer
David Jenkins

Our philosophy

We aim to provide an environment of educational excellence in which all Sixth Formers should:

- Be able to recognise and achieve their potential in all areas
- Recognise the important role and contribution that they make as individuals to the school and wider community, by being prepared and equipped to exercise roles of responsibility
- Foster attitudes of respect, compassion and understanding and hence develop their emotional intelligence
- Make full use of the opportunities given to them to help develop the skills of independent learning
- Be encouraged to develop their intellectual curiosity in preparation for lifelong learning
- Be encouraged to develop a vision of their future and to accept the responsibility for planning and achieving their goals within a supportive and structured framework.

Our statement of student care

At all times we try to:

- Recognise and celebrate achievement
- Give students the respect appropriate to their age and standing in the school
- Listen to and appreciate students' points of view
- Provide a supportive and caring environment
- Resolve disputes in a fair and equitable manner
- Identify and support the needs of the individual
- Recognise and accommodate for the varying pace of behavioural development.

Sixth form expectations

The following expectations were created by Sixth Formers for Sixth Formers.

Rights

As Sixth Formers we are senior members of a caring community and have a right to express our feelings and views freely within reasonable boundaries. As senior members of the school community we expect to be treated and trusted appropriately according to the level of maturity, behaviour and respect that we demonstrate.

Our collective differences, race, religion, gender and sexuality should be respected; we should be treated, and treat each other, as equals. As Sixth Formers we should be allowed freedom of movement on and off site if we have completed our timetabled commitments and have proved that we are capable of managing our own time and studies effectively.

We also have the right to security and freedom from intimidation, both physical and verbal, whilst at School.

Responsibilities

To ourselves

Our prime responsibility is to look after ourselves and each other as members of a caring community. This means trying to stay safe and healthy and acting in a manner that is appropriate to our position and status in the School.

We also have a responsibility to represent Bedford Modern School on and off site.

It is our responsibility as Sixth Formers to be open and honest about our academic progress and to seek out help and support when we need it.

The Sixth Form is a voluntary stage in our education as we have all chosen to be here; it is our responsibility to work hard and make the most of the opportunities available to us.

To others

It is our responsibility to others to ensure that we do not infringe the rights of any other member of the Sixth Form. It is our responsibility to act in a fashion that does not disturb and disrupt the learning of other students in the Sixth Form; we should respect others' safety and enjoyment of the facilities on offer.

It is our joint responsibility to ensure a pleasant, tidy environment where all students can relax. As senior members of the school community we all have a responsibility to set a positive example to the younger members of the school community through behaviour and demeanour.

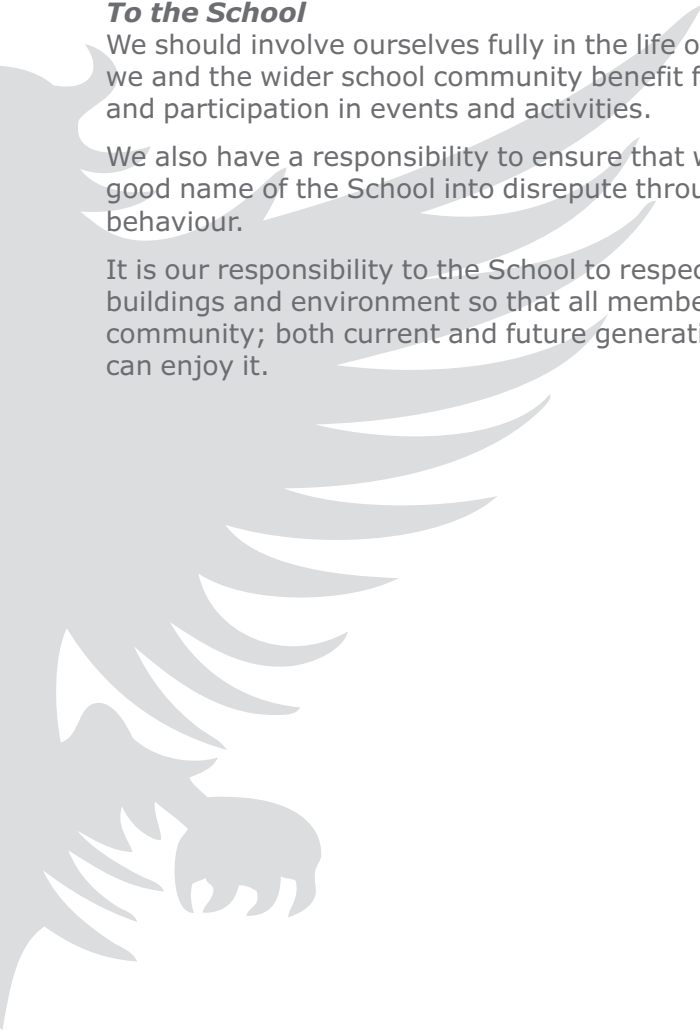
We must help and support our fellow students and peers.

To the School

We should involve ourselves fully in the life of the School so that we and the wider school community benefit from our enthusiasm and participation in events and activities.

We also have a responsibility to ensure that we do not bring the good name of the School into disrepute through our actions or behaviour.

It is our responsibility to the School to respect the property, buildings and environment so that all members of the School community; both current and future generations, can enjoy it.



Sixth Form - the basics

Timings

School (including the Rutherford Building) opens at 8.00am (breakfast club from 7:30am) and closes at 5.30pm.

Students should report to their form rooms promptly for morning registration. Electronic Registration then continues throughout the day in every lesson

| | |
|---------------------|-------------------|
| Registration | 8.40am |
| Tutor/Assembly Time | 10.35am - 10.55am |
| Break | 10.55am - 11.15am |
| Lunch | 1.05pm - 2.15pm |
| Lessons end | 4.00pm |

The Study Centre in the Wilden Room is available for Private Study, Twilight Study and Mentoring until 5.30pm, Monday - Thursday and 4.45pm on Fridays.

Business dress code

In recognition of the Sixth Former's growing maturity and independence our dress code is based upon business principles. We believe that a business dress code will promote fairness and equality for both boys and girls in the Sixth Form as well as giving them a more adult image. Additionally we believe the dress code strikes a balance between some degree of individuality whilst recognising the importance of setting an example to the younger members of the school community.

- A smart business suit in dark colours - navy, black or charcoal grey (not brown).
- A smart business shirt/blouse.
- Black/navy/charcoal grey jumper that fits under the suit may be worn during the winter months and should be a plain V neck style (not round).
- A jacket should be worn over the jumper at all times.
- Smart black/brown business shoes.
- Belts are permitted but should be plain, black and formal/business in style.

- Hair styles must be such that they can easily be kept neat, are not ostentatious and do not prevent students from participating effectively and safely in all school activities. The dyeing, high or low lighting of hair in natural colours is acceptable - other colours are not permitted.
- Facial piercings of any kind (including tongues) are not permitted.
- **Students who have visible piercings done during term time will be asked to remove them.**

Any smart business suit from the major department stores that adheres to the above criteria would normally be deemed appropriate

Boys:

- Business shirts should have a button down or stiff collar. Casual shirts are not permitted.
- Jumpers should be formal **plain** black/navy/charcoal grey V neck and must be worn under a jacket in the colder weather - **(No cardigans).**
- Boys should wear a smart tie of their choice. This may include a Monitor's tie, sporting ties etc.
- Facial Hair is not permitted. Faith/Religious considerations are accepted, but a letter of explanation must be sent to the Director of Sixth Form.

Girls:

- Suit must be a matching two piece trouser or skirt suit **not** a mix and match. Skirts to accompany the suit should be pencil, 'A' line and straight, no pleats, no 'ra-ra' or 'floaty' skirts and should **cover the knee** with a slit no bigger than 15cm. Trousers should be full length. Leggings/jeans are **not** permitted.
- Dresses may be worn but **must** be of smart business style not 'floaty' and must incorporate shoulders. Sleeveless and strappy dresses are **not permitted**. They should have a matching jacket and be in keeping with the Business Dress Code.
- Scarves or pashminas may be worn to and from school but must **not** be worn around the site.
- Fitted business blouse with **collar** and sleeves; no see through or fashion blouses.
- Jumpers should be formal, plain black/navy/grey V neck - **NO cardigans**.
- Fine or opaque (navy/black/flesh coloured) tights may be worn - no fishnets or patterns.
- Jewellery and make up should be minimal and discreet - hoops are not allowed.
- Shoes should be formal.
- Due to the nature of our site for Health and Safety reasons **high heels and stilettos are not permitted**. A small wedge is fine, **no higher than 20mm** with toes covered.

The School retains the right to act as the final authority in the interpretation of the dress code. The Director of Sixth Form may ask students to return home to change if they are inappropriately attired. We do not wish parents or students to spend money on items which they will be told they cannot wear. If unsure, parents and students are advised to contact the Director of Sixth Form for clarification before purchasing an item.

Sixth Form Sport

Students have no Physical Education lessons in the Sixth Form, instead they participate in a weekly games afternoon which is compulsory for Year 12 students and optional for Year 13.

In recent years the School has offered the following sports dependent on the term and numbers

Rugby

Football

Cricket

Aerobics

Rowing

Badminton Water polo

Weights and fitness

Table Tennis

Tennis

Swimming

Rounders

Dance

Athletics

Fencing

Hockey

Netball

Cycling

For further details on sport at Bedford Modern School, please visit the school website: **www.bedmod.co.uk**.

Sixth Form Girls and Boys Sports Kit

Games Options: For non-team Games options, appropriate attire must be worn e.g. for swimming a black one-piece costume. Current students from Year 11 should continue to wear BMS sports kit. Boys, please see Mr Orton and girls, please see Miss Woodgate if you are unsure or have any questions.

Girls

Kit requirement

| Autumn term team players | No Limits only | Compulsory | Activities for Kit attire |
|---|----------------|------------|---------------------------|
| Black Games skort with school crest | ✓ | ✓ | Hockey |
| Match socks (red, white and black) | | ✓ | Hockey |
| Canterbury Hockey shirt with school crest | ✓ | ✓ | Hockey |
| Shin Pads and Mouthguard | | ✓ | Hockey |
| Red hoodie with school crest | ✓ | ✓ | Team players only |
| Water Polo costume with school crest | ✓ | ✓ | Team players only |
| Rowing kit with school crest | | ✓ | School crews only |
| Black headband with school crest | ✓ | ✓ | |
| Plain black tracksuit trousers | | | All |
| Spring term team players | | | |
| Black Netball dress with school crest | ✓ | ✓ | team players |
| White Sports Socks | | ✓ | Netball |
| Trainers | | ✓ | Netball |

Boys

Kit requirement

| Autumn term team players | No Limitz only | Compulsory | Activities for Kit attire |
|-------------------------------------|-------------------|------------|---|
| Senior Rugby kit with school crest | ✓ | ✓ | 1st and 2nd Team 3rd Team to wear BMS games shirt |
| Mouthguard | | ✓ | Rugby only |
| Water Polo trunks with school crest | ✓ | ✓ | Team players only |
| Rowing Kit | | ✓ | School crews only |
| Plain black tracksuit trousers | | ✓ | All |

Spring term team players

| | | | |
|---|---|---|----------------------------|
| Senior Football kit with school crest | | ✓ | Team players only |
| Shin Pads | | ✓ | All hockey and football |
| Senior Hockey shirt with school crest | ✓ | ✓ | 1st XI players only |
| Red and black sports shorts with school crest | ✓ | ✓ | Hockey |
| Red and Black sport socks | ✓ | ✓ | Hockey |

Summer term team players

| | | | |
|--|---|---|------------------------|
| 1st XI Cricket kit with school crest | ✓ | ✓ | 1st XI players only |
| 2nd XI BMS Cricket shirt with school crest | ✓ | ✓ | 2nd XI players only |
| Cricket Trousers | | ✓ | |
| Cricket Jumper | | | |

Sportswear

All sportswear is available to purchase from the No Limitz store which is situated at 25 Shuttleworth Road, Elms Farm Industrial Estate, just off Goldington Road, Bedford MK41 0HS (opposite Waitrose).

No Limitz provides a stream-lined and convenient service which includes the facility to try on and purchase the same day; click and collect from the store during opening hours or from school on two set days per week as well as home delivery. There will also be a fitting service in place for new students.

No Limitz are a leading sports equipment retailer offering a huge range of footwear, equipment and clothing for all major sports, and cater for all levels of ability from beginner to aspiring professional. As a BMS parent you are also entitled to a 10% discount on all non-uniform purchases so please be sure to claim this when in store.

New Parent and Back to School Appointments

If you are new to the school or require a significant amount of new sports kit please make an appointment. This enables you to come into No Limitz at a day and time convenient to you and purchase all the sports kit you require with a designated member of staff to assist you.

Please note that whilst the full range of sportswear is available to purchase online, we do not recommend taking advantage of this service until you are familiar with the wide range of sizing options.

To book an appointment please visit:

www.bedmodshop.co.uk

and follow the 'book appointment' link on the home page

For prices of individual items and to visit the school shop online please visit: www.bedmodshop.co.uk telephone 01234 350720 or email schoolwear@nolimitz.co.uk.

The store's opening hours are 10am until 6pm during the week and 9am until 5.30pm on Saturdays with ample free parking available.

Specific School Rules

Students are expected to maintain a high standard of conduct and of consideration for others both in and out of School.

Students are required to wear business attire, and, in outlook and personal appearance to bring credit to the School at all times. Teams and parties representing the School both at home and away, on weekdays and on Saturday will wear business attire.

No student may interfere with the property belonging to others. Borrowing without permission is regarded as stealing, which is never acceptable and is liable to the severest punishments; this may include exclusion. The sale or barter of articles on school premises is only allowed with the specific permission of the relevant Head of Year.

The School will not accept responsibility for the valuables and personal property of the students - this includes mobile phones (which should be switched off during teaching hours) and audio equipment.

iPods or other personal music equipment can only be used before school, at break, lunchtime and after school NOT between (or during) lessons, and NOT in the Refectory. When not in use, all equipment must be put away (i.e. no wires or ear pieces around necks). Misuse may result in the equipment being confiscated.

Sixth Form students may leave the school grounds at lunchtime without obtaining leave from his/her Senior Tutor on each occasion. **However, they must sign out - either by text or in person and sign/text in when they return.**

Possession or use of illegal drugs is considered a very serious offence and renders the possessor liable to exclusion.

www.bedmod.co.uk/wp-content/uploads/2016/06/Drugs-Policy-2016.pdf

It is an offence to smoke on school premises or in public during school hours, when in school uniform or when engaged in any school activity.

Eating in classrooms or corridors is forbidden. Food can only be consumed in areas designated for this purpose (e.g. School Refectory and Sixth Form Café). **No food or drink may be consumed in the Oakley Room.**

Plain water may be drunk by students, with the permission of the member of staff, during lessons provided that there are no Health and Safety implications (e.g. in the proximity of electrical supplies). No drinks are permitted in the Wilden Room.

All breakage or damage must be reported at once to the Bursary. Damage due to misbehaviour or negligence will have to be paid for at the student's expense.

All students have a right of appeal to the Headmaster and should feel free to consult him if they have any special problems.

Sixth Form leave of absence

In the Sixth Form, Leave of Absence should be obtained from the Senior Tutor in advance where possible. Sixth Formers are expected to organise appointments outside of the School day, as far as possible. The School actively encourages Year 12 and Year 13 students to make visits to universities, but these are restricted to a maximum of three in the Summer Term of Year 12 and three in the Autumn Term of Year 13. Again, Leave of Absence for these should be obtained from a Senior Tutor. Parents should write formally to the Headmaster if more than one day's leave is requested.

Monitoring academic progress

When students arrive with us in the Sixth Form they are taking a very different step into a new academic challenge. GCSEs will have given them some foundations in the subjects they are about to study but the step up is still very significant from GCSE to A level. To help us to monitor a student's progress, staff in the Sixth Form Team use a variety of tools in partnership with the CEM Centre at Durham University.

Since the 1980s, Durham University's A Level Information System (ALIS) has been collating data on the relationship between GCSE performance and A level outcomes. The CEM Centre at Durham is responsible for organising the ALIS project and now has more than 2000 Schools involved. In total they process more than a million examination entries which is a statistically significant pool from which to draw conclusions.

The CEM Centre provides us with all of our 'value added' data which we then use to help teachers and Heads of Subject to set each student an individual minimum target in each subject. Throughout the remainder of the academic year we then monitor progress against this minimum target grade providing additional support as and when necessary.

Monitoring Academic Progress FAQs

Why use targets?

Targets help us to identify the progress students are making compared to where a student with a similar academic profile would normally be.

How do you set targets?

Each department uses three pieces of information to help set a subject target. Firstly the CEM Centre gives us predicted A Level grades based upon the overall GCSE score. Secondly, they provide us with information from the Computer Adaptive Test (CAT) that students sit on their induction day; this helps us to identify under and overachievement at GCSE. Finally the teacher and Head of Subject discuss the data, current progress during the first half of term and any other prior knowledge from past reports or progress in the subject.

What if I fall below my target?

From time to time everyone might slip back below their target; this could be because the work is getting harder or because students need to pay more attention to a certain aspect of the work they are studying. For some students, home life and social factors may also cause problems. We will then aim to help students by putting a package of support in place (see next page).

It is important to remember that targets can be beaten and we will encourage students to do so. The target really represents the most likely outcome based upon the information we have. Each year many students will do significantly better than the target they are set; usually these are the most committed and well organised students. Sadly, each year a small number are disappointed and don't reach the target for a variety of reasons.

I got an A at GCSE so why is my target grade a C?

There is no statistical correlation between GCSE performance in a single subject and A Level. All of the correlations are between overall GCSE performance; the more As or Bs a student has, for example, the more likely the target grade will go up.

When we monitor and how we help

During the course of a student's time in the Sixth Form their academic progress is monitored in the classroom by teachers in the normal ways. During the course of the academic year each teacher submits current attainment and effort data on a regular basis so that we can monitor performance against agreed individual targets.

We see communication with parents, whether at a consultation evening or via regular academic updates as crucial to the success of our students.

Senior Tutors and Tutors are responsible for monitoring overall academic performance and will discuss worries and concerns with students at regular points. Academic reporting via Interim Reports and Parents' Evenings underpin our half termly updates to parents, thus enabling us to identify concerns early so that we can put a programme of support in place to help students.

It is our expectation that all students will sit end of year exams in all of their subjects at the end of Year 12.

These are some of the many ways in which we help students to deal with the problems they are facing:

Twilight Study Our study centre is staffed and open until 5.30pm Monday to Thursday and until 4.45pm on Fridays when students may simply require a quiet place to work.

Learning Advisors We have two Learning Advisors whose job is to help support students in the transition from GCSE to A Level. They run our study centre and are a critical component of the Sixth Form Team. Seeking advice on time management, getting a tailored revision plan, or simply spending some time receiving help with organisation may be all that is needed. They offer individual and group seminars on study skills and provide support in the UCAS application process, with a particular emphasis on personal statements.

Departments All academic departments offer ad hoc support during lunchtime and/ or after school on an individual basis.

Individual Learning Plans

What happens if all of this doesn't work and I still have problems? Firstly don't panic! All students in the transition from GCSE to A Level come unstuck at one point or another. If students are really finding it difficult to improve their performance be it from a D to a B or a C to an A then being referred on to an Individual Learning Plan may be the right step.

What is an Individual Learning Plan?

Our Learning Advisors run a number of sessions to help those students who have underachieved at GCSE. For those candidates who are in this category (they are usually on a support contract) returning into the Sixth Form is on the understanding that they agree to attend a programme of additional support and that they agree to attend Twilight Study sessions run after school between 4pm and 5pm. The support contract usually includes a weekly meeting with a Learning Advisor to ensure that a student is keeping abreast of the workload and meeting academic commitments as well as offering ideas and strategies for successful study. Voluntary Learning Support and Assisted Learning Support are programmes which encourage students to be honest about the problems they are experiencing with their work or learning process. These programmes provide action plans to overcome identified problem areas. Action plans are drawn up by our Learning Advisors in liaison with the appropriate Senior Tutor. Meetings can be discontinued once students are coping with their workload.

VLS (Voluntary Learning Support)

This programme is suitable for those students who are aware of the fact that they need help and are motivated enough to adhere to such support as may be required to address any problems they may have with the learning process. Attendance is voluntary and they may withdraw from the programme at any time, although the tutor will be informed if they do withdraw. In such cases tutors may either accept the withdrawal or transfer them to an ALS. Appointments with the Learning Advisor would be at regular intervals but not all students would require weekly meetings.

ALS (Assisted Learning Support)

This programme is designed for those students who do not take naturally to the idea of additional support and who require work to be closely supervised. Meetings with Learning Advisors would be compulsory and sanctions by tutors (e.g. Twilight sessions) may be required for non-attendance. In addition to weekly meetings with the student, the Learning Advisor will keep an eye on the student's work during their private study periods and help the student meet deadlines for work. The Learning Advisor will work in conjunction with tutors and Senior Tutors.

Sixth Form Organisation

Director of Sixth Form

The Sixth Form Management Team is led by the Director of Sixth Form who is responsible for strategic planning, personnel management, marketing and development of the Sixth Form. The Director of Sixth Form is also responsible for serious pastoral, academic or disciplinary matters.

The Senior Tutor

There are four Senior Tutors each responsible for six tutors who are charged with the day to day operational running of the Sixth Form. The Senior Tutor reports to the Director of Sixth Form and is accountable for all those for whom she/he is responsible, both students and tutors. Each Senior Tutor is responsible for the effective management and monitoring of the academic and pastoral welfare of his/her cluster including:

- Management and leadership of the students and tutors in their cluster to ensure students' academic aspirations and personal development are fully realised.
- Acting as a mentor to tutors when assisting with more serious pastoral concerns.
- Acting as a mentor and guide to those students within their cluster who are causing significant concern and are struggling either academically, personally or socially.

The Tutor

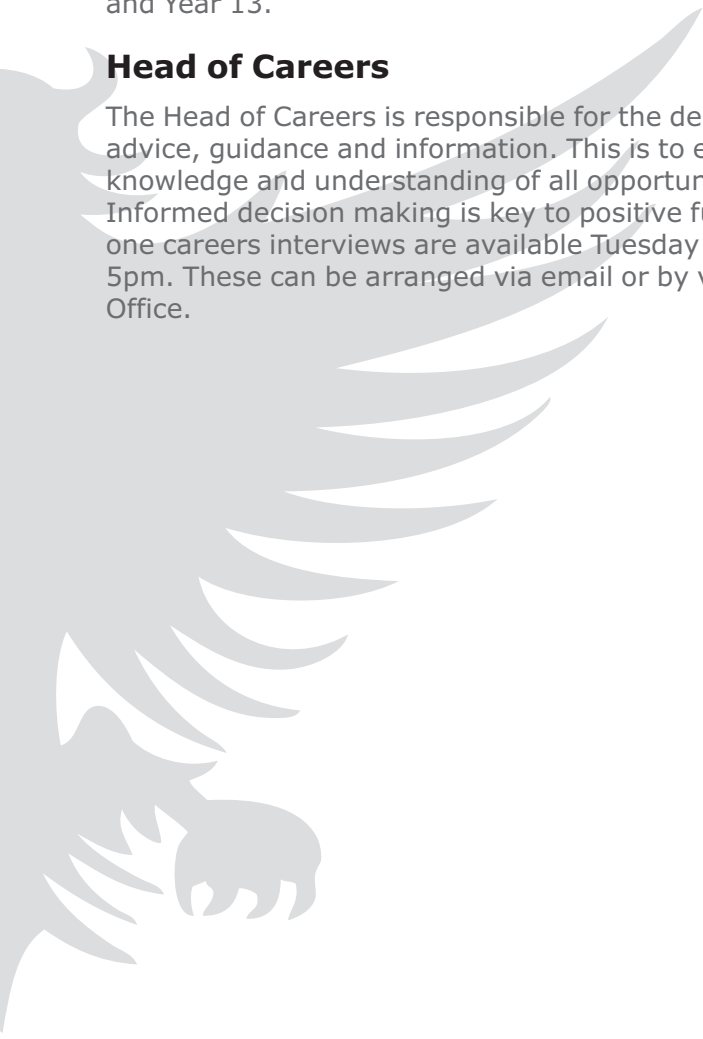
We have a team of 24 Sixth Form Tutors who work with students on a daily basis. The traditional model of tutoring from the Senior School remains at the heart of the Sixth Form with tutors monitoring pastoral and academic issues.

Parents are encouraged to make contact with tutors if they have any issues concerning their sons/daughters. This is best done by email and addresses can be found on the BMS intranet.

The Sixth Form is supported by a Higher Education Officer and dedicated administration support. There are also two part-time Learning Advisors who manage the Sixth Form Learning Centre and provide additional mentoring support for students in both Year 12 and Year 13.

Head of Careers

The Head of Careers is responsible for the delivery of impartial advice, guidance and information. This is to ensure students gain a knowledge and understanding of all opportunities open to them. Informed decision making is key to positive future choices. One to one careers interviews are available Tuesday - Thursday 8am until 5pm. These can be arranged via email or by visiting the Careers Office.



Growing Independence

Freedom of movement

As recognition of students' growing maturity and independence in the Sixth Form they are allowed to come and go off site as they please subject to the following restrictions:

- All students must attend morning registration at 8.40am
- All students must attend all of their timetabled commitments including tutorial/assemblies and the Sixth Form Enrichment / Activities programme
- All students must either sign out in the Sixth Form Office when they leave the site or they can 'text out' (07467 373090)
- Students must also sign in when they return or 'text in'
- Students who absent themselves from lessons will be dealt with severely and will be expected to make the time up on the first available evening.

Bedford Modern School accepts no responsibility whatsoever for students' welfare and safety once they choose to leave the site of their own free will. Parents who do not want their son/daughter to leave the site during the day must write to the Director of Sixth Form.

Students may access some of the school's facilities during the course of the school day. In particular students may use the sports facilities with the exception of the school pool. However, students must:

- Abide by the Sports Department's policies as interpreted by the Director of Sport
- Have completed an induction session before they may use the weights and fitness rooms
- Use the facilities in pairs - students are not permitted to use any of the facilities by themselves for health and safety reasons
- Report to the designated member of the Sports Department to confirm that they are present and using the facilities

Sixth Formers are not supervised during the times when they are using the facilities or equipment. Parents who do not want their son/daughter to have access to the sports facilities must write to inform the Director of Sixth Form.

University Applications and Advice

Rights and Responsibilities

As members of the Sixth Form, students are entitled to receive advice and guidance from the Sixth Form team about university applications. However, the choice and final decisions are a student's responsibility, not the School's.

At Bedford Modern School we have a very experienced team helping students to complete their applications. We work together with both parents and students to guide you through the process so that the student can make the right choice. We would also recommend that parents visit the UCAS website's guide for parents which is at:

www.ucas.com/ucas/undergraduate/getting-started/parents-and-guardians

We also recommend that you see the Parents' Guide for more in depth information. This is updated every year and when your son or daughter starts to think about UCAS in a year from now we will give you the up to date version. However, if you want to upload a copy you can find it at:

www.ucas.com/file/101806/download?token=2DHK4PXV

There are three good places to start researching course choices. The first is at **www.UCAS.com**. On that page are a number of tiles and the top left one allows you to search for courses. Secondly, the government runs a site called Unistats which is at **www.unistats.com**. This is the official site for comparing UK higher education course data. You can find information on topics from graduate prospects and pay to how good departments are at providing feedback.

The School Library and Senior Tutors have copies of a book called ***Brian Heap's University Degree Course Offer***. You may wish to purchase your own copy but more likely will want to use Heap Online (**www.heaponline.co.uk**). This resource is intended as a starting point for research into university degree courses available to you, depending on your predicted (or actual) UCAS tariff points.

Trotman, who publish this, do not claim to offer information about every course available at every institution, but hope that the wealth of information provided here will give you some ideas about the subjects and courses you could study at university and will help you to narrow down your options before you contact the universities themselves for further information.

The access code for additional users to register with the site is: LWXBPGYD Please follow the instructions sign up where it asks if your school has given an access code.

Students will also receive training on how to complete the application form. The Data Protection Act means that the application is 'your application'.

The School can view the application but cannot alter, amend or pay for it.

Applications are completed online at www.ucas.com/apply. UCAS.com is also an excellent portal for various sites related to higher education. We aim to send all applications off by Autumn Half Term of Y13 in order to maximise the chances of success.

Student Finance, Loans and Maintenance Awards are the sole responsibility of students and their parents. Forms and information on Higher Education Finance can be found at Student Finance England or on the internet at www.direct.gov.uk.

Open Days - students are entitled to go on open days and taster courses to help them make their decisions:

Year 12 Autumn Term - Vetsix and Medlink courses only in November/December. Year 12 Summer Term - 3 x open days in the second half of the Summer Term. Students are not allowed on open days or taster courses in the first half of the Summer Term.

Year 13 Autumn Term - A maximum of three open days.

Year 13 Spring Term - Only interviews and visits to a candidate's firm or insurance offer are allowed.

All students must complete the open day/taster day application form which can be obtained from the Sixth Form Office. Students must get permission from all staff whose lessons they will miss.

It is the student's responsibility to meet the deadlines which are set by UCAS and the School. Final decisions on course and institutions remain the student's, not the School's.

Important Dates

Autumn Term 2017

Wednesday 06 September - Friday 15 December

Half Term - Monday 16 October - Friday 27 October (two weeks)

Spring Term 2018

Tuesday 09 January - Friday 23 March

Half Term - Monday 12 February - Friday 16 February (one week)

Summer Term 2018

Tuesday 17 April - Friday 13 July

Half Term - Monday 28 May - Friday 01 June (one week)

Absence for Holidays in Term Time

Please make a careful note of these dates and refer to them when planning holidays and family trips. BMS discourages the taking of holiday during term time. It is always difficult to assess the long-term effects of time off school. The implications of not being present in lessons and having to catch up on missed work whilst new work is being introduced are both possible future problems that parents must consider.

Move-Up Days

Year 12 students will have Move-Up days on Monday 26 June 2017, from 8.45am to 4.00pm and on Tuesday 27 June 2017, from 8.45am until 1.00pm. The day includes all of our current Year 11 students and external candidates. The days will provide the opportunity for all students to mix and take part in lessons in their chosen Subjects. They will meet key members of staff and have time in the Sixth Form Centre.

Induction Days and Start of Autumn Term 2017

All new students entering Year 12 (including BMS pupils currently in Year 11) will be required to attend an induction day on Tuesday, 05 September 2017 from 8.30am until 1.00pm. Full details will be provided nearer to the date.

The term begins for all members of the School at 8.40am on Wednesday 06 September 2017.

There will also be New Parent/Tutor Evenings on Monday 18 September 2017 for all parents to meet their children's tutor.

Parents' Evenings

All Parents' Evenings are held in the Rutherford Building unless you are otherwise notified. In the Sixth Form, students make appointments with their subject teachers on an individual basis. Evenings normally start at 5.00pm but, where mutually convenient, students may make appointments prior to this. Last appointments should finish by 8.00pm.

Contact Us

Director of Sixth Form

John White jwhite@bedmod.co.uk

PA to the Sixth Form

Lynne McBride lmcbride@bedmod.co.uk

Senior Tutors

Stuart Baker sbaker@bedmod.co.uk

Sheena Boa sboa@bedmod.co.uk

David Donoghue ddonoghue@bedmod.co.uk

Richard Smith rsmith@bedmod.co.uk

Higher Education Officer

David Jenkins djenkins@bedmod.co.uk

UCAS Assistant

Dawn Costello dcostello@bedmod.co.uk

Head of Careers

Sharon Burns sburns@bedmod.co.uk

Learning Advisors

Katherine Davies (am) kdavies@bedmod.co.uk

Lauramay Williams (pm) lmwilliams@bedmod.co.uk

Useful Phone Numbers

To report an absence or late arrival in the Sixth Form, please contact the PA to the Sixth Form, Lynne McBride, as below:

Tel: 01234 332209 **Email:** lmcbride@bedmod.co.uk

Bedford Modern School
Manton Lane
Bedford
MK41 7NT

T: 01234 332209
E: info@bedmod.co.uk
W: bedmod.co.uk
 [BedfordModernSchool](https://www.facebook.com/BedfordModernSchool)
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 [bedfordmodern](https://www.instagram.com/bedfordmodern)

