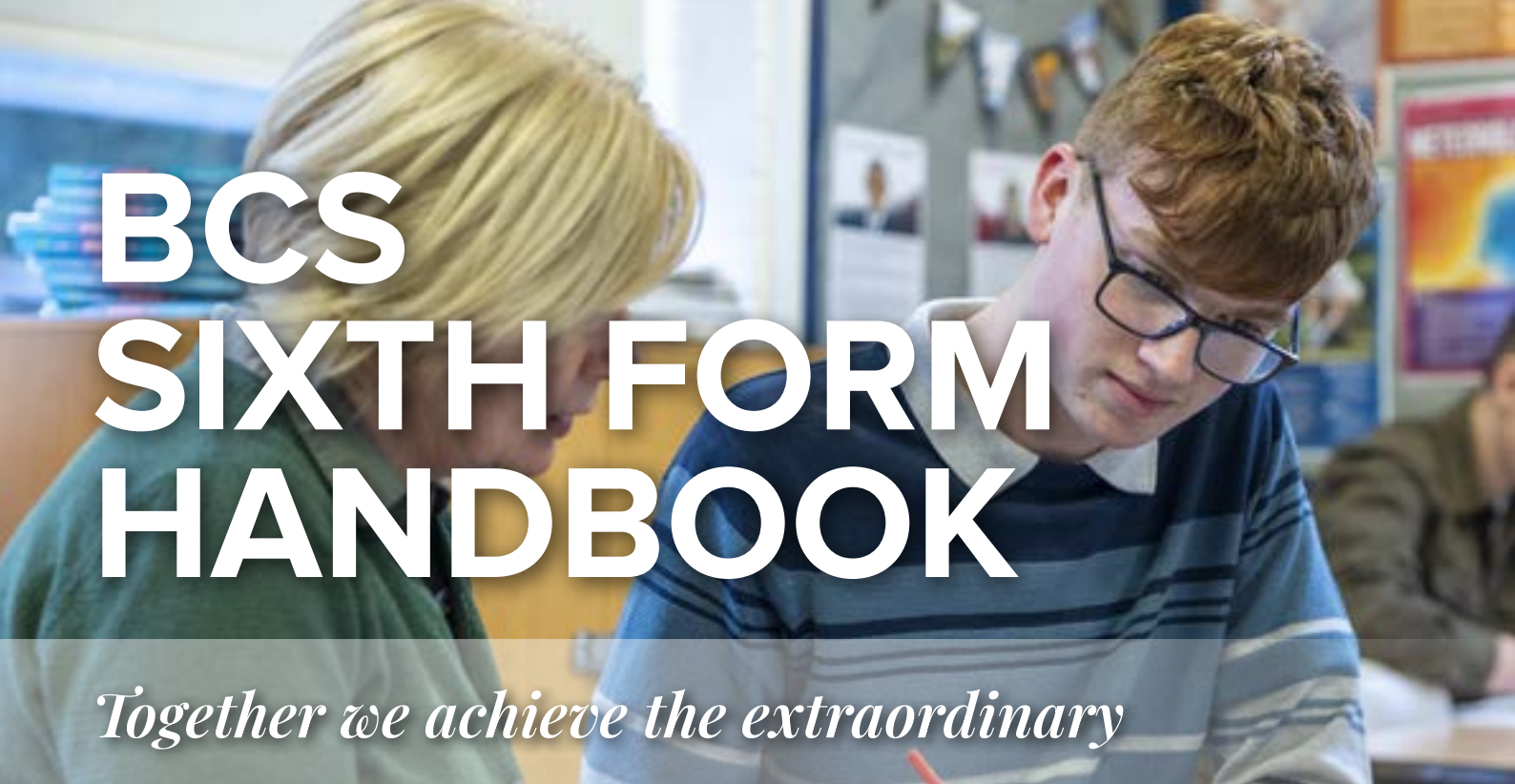




BCS SIXTH FORM HANDBOOK

Together we achieve the extraordinary

As your child joins us at BCS Sixth Form we welcome the chance to work in partnership with you to enable your child to achieve their full potential as we prepare them for their future.

This handbook is intended for you to use as a reference book during your child's time in Sixth Form. We know that supportive parents working in co-operation with school ensures that pupils are happy and purposeful; making good progress in all areas of development.

We hope that the contents of this handbook will be of use to you in understanding life in Sixth Form. If you need to contact me please do so by email on: lucy.beng@bcschool.co.uk

Lucy Beng
Head of Sixth Form



Lucy Beng
Head of Sixth Form
lucy.beng@bcschool.co.uk



Alice Yeats
Sixth Form Administration and Careers
alice.yeats@bcschool.co.uk

2026-2027 TERM DATES

AUTUMN TERM

Tuesday 1st September	Staff INSET
Tuesday 1st September	Boarders return from 4pm
Wednesday 2nd September	Staff INSET
Wednesday 2nd September	New pupil induction day
Thursday 3rd September	Term begins at 8.40am
Wednesday 21st October	Term ends at 4.40pm, boarding closes at 6.00pm
Thursday 22nd October -	
Sunday 1st November	Half term
Sunday 1st November	Boarding opens at 4.00pm
Monday 2nd November	Term resumes at 8.40am
Friday 11th December	Term ends at 12 noon, boarding closes at 4.00pm
Saturday 12th December -	
Sunday 3rd January	Winter Holidays

SPRING TERM

Monday 4th January	Staff INSET
Tuesday 5th January	Staff INSET
Tuesday 5th January	Boarders return from 4.00pm
Wednesday 6th January	Term begins at 8.40am
Friday 12th February	Term ends at 3.40pm, boarding closes at 6.00pm
Saturday 13th February -	
Sunday 21st February	Half Term
Sunday 21st February	Boarding opens at 4.00pm
Monday 22nd February	Term resumes at 8.40am
Wednesday 24th March	Term ends at 12 noon, boarding closes at 4.00pm
Thursday 25th March -	
Sunday 11th April	Spring Holidays

SUMMER TERM

Monday 12th April	Staff INSET
Monday 12th April	Boarders return from 4.00pm
Tuesday 13th April	Term begins at 8.40am
Monday 3th May	Bank Holiday
Friday 28th May	Term ends at 3.40pm, boarding closes at 6.00pm
Saturday 29th May -	
Sunday 6th June	Half Term
Sunday 6th June	Boarding opens at 4.00pm
Monday 7th June	Term resumes at 8.40am
Thursday 1st July	Term ends at 3.40pm, boarding closes at 6.00pm

TIMES OF THE SCHOOL DAY

8.40am:	Registration
9.10am:	Lesson 1
10.10am:	Break
10.30am:	Lesson 2
11.30am:	Lesson 3
12.30pm:	Lunch
1.30pm:	Lesson 4
2.35pm:	Lesson 5
3.45pm:	Co-curricular
(Mondays – Thursdays only)	
4.40pm:	School finishes
4.50pm:	Buses depart

Fridays only:	
8.40am:	Registration/ PSHE
9.35am:	Lesson 1
10.30am:	Break
10.50am:	Lesson 2
11.45am:	Lesson 3
12.40pm:	Lunch
1.40pm:	Lesson 4
2.40pm:	Lesson 5
3.35pm:	School finishes
3.50pm:	Buses depart

MEDICAL AND ABSENCE

On the first day and any subsequent day of your child's absence from school, please leave a message on the absence line as early as possible in the morning on 01202 436550 or preferably enter details via ISAMs Portal. If your child has been poorly due to a sickness/diarrhoea bug, please wait until they have been symptom free for 48 hours before sending your child back to school so that germs are not spread. If you have any attendance queries please use the following email attendance@bcschool.co.uk.

Any medicines that a pupil needs on return to school must be taken to Medical with the 'request to administer medication' form with clear instructions on dosage and frequency which is available on the ISAMs Parent Portal. If your child is feeling unwell and requires medication, the school will only administer medication for 48 hours without a diagnosis, providing that a request form has been completed.

If your child needs to attend a medical appointment or needs to be collected early/arrive late into school, please contact the school office to advise. Pupils will not be allowed to sign out if we have not been notified of the appointment.

HOMEWORK/PREP

Regular prep will be set by individual subjects teachers. Set homework will be communicated via Microsoft Teams assignments. If a pupil is absent from school it is their responsibility to catch up on

any work missed. Pupils should aim to complete a **minimum of 5 hours additional independent study per subject, per week** and ensure all prep is handed in on time. Pupils are also expected to carry out independent preparation and revision for their assessments/mocks and final exams.

CO-CURRICULAR

The ethos of Co-curricular is embedded into BCS and works to support the whole school directive of the 4Cs (Curiosity, Commitment, Creativity and Community). The aim is to provide opportunities for pupils to access activities, programmes and learning experiences that complement their learning in school.

The Co-curricular programme runs before school, at lunch and after formal lessons between 3.45pm and 4.40pm. In addition, there are a number of evening and weekend opportunities. Each year group will be offered a different timetable of activities each term which they sign up to. These will be a mix of academic extensions, leadership and cultural opportunities. Pupils will also be able to use some of this time for prep. Information is sent home with a booking form to complete.

ISAMS PORTAL

The ISAMs Portal is an online system designed to streamline communications between the School and home by bringing all information and services together. Parents and pupils have instant and easy access to information including; such as school timetables, school emails, attendance, calendars, activity bookings, reports/grade cards, sports fixtures and results to name a few.

We encourage all parents to activate their ISAMs Portal accounts at the earliest opportunity. Absence requests must be submitted on the ISAMs portal at least 10 working days in advance as it will need to be reviewed before authorisation.

SPORT AND KIT

Sixth Form pupils have 2 hours of Physical Education per week as part of their timetabled curriculum. Pupils also have the opportunity to participate in co-curricular sporting activities, sports academies and sports fixtures. At BCS we aim to provide a range of physical activities for all ability levels and ensure that all pupils have the opportunity to participate in an activity they enjoy whether at recreational or competitive levels. There is a Sixth Form sports kit that all Year 12/13 are expected to purchase and wear on their PE days. This is available from Stevensons, some items are also able to be purchased in the nearly new sale in August. The Sixth Form hoodie, t-shirt and bottoms must be purchased. If a pupil is unable to participate in physical activity for medical reasons parents are required to put this in writing.

PERIPATETIC MUSIC LESSONS

BCS pupils are encouraged to play a musical instrument in order to nurture their musicality, co-ordination and well-being, as well as to boost their confidence. Music lessons take place during the school day and teachers rotate the pupils' lessons across the timetable avoiding academic lessons where possible. Microsoft Teams will be used for communication between teacher and pupils, and this is where timetables will be posted each week. It is the pupil's responsibility to inform

the teacher promptly if a change to the appointment is required. If you would like any further information regarding music lessons please contact the school.

COMMUNICATION METHODS

BCS aims to have clear communication with parents via the ISAMs Parent Portal, however we understand that sometimes parents will have a specific query relating to their child. At the start of the academic year each child is assigned a tutor group and therefore a Form Tutor. If you should have any pastoral or academic questions or queries regarding your child's welfare please contact their Form Tutor in the first instance. If the Form Tutor is unable to answer your query, they will liaise with either the Head of Year or subject teacher on your behalf.

Every Friday the Senior School sends out 'The Week Ahead'. This communication provides information around what has been taking place in school that week as well as information regarding upcoming events, key dates and policy changes.

EQUIPMENT

Pupils in Sixth Form are expected to bring either a fully charged laptop or iPad to lessons in order to engage fully with the online material within lessons. Pupils are also expected to regularly check their year group Teams for important messages throughout the school week. Pupils will also need a stylus or Apple pencil. If pupils choose A Level Mathematics or Further Mathematics it is recommended that the following calculator is purchased: Texas Instruments TI-Nspire CX II-T

LOST PROPERTY

All items of lost property will be taken to the reception except PE kit which will be taken to the PE Office. All uniform must be labelled to aid return to your child. Any unnamed or uncollected kit will be passed onto the second hand uniform shop at the end of each half term. It is the responsibility of each pupil who has lost an item to enquire with the team.

LOCKERS

Each pupil will have a locker issued to them and a padlock will be provided by the Sixth Form Office.

RESPONSIBILITIES

There are a number of ways Year 12 and 13 pupils can take on responsibilities in Sixth Form. At the end of Year 12 students can apply to become a Sixth Form prefect. Being a prefect is a key role within our school community and comes with a high level of responsibility. The prefect team have a variety of roles and responsibilities, these include; upholding a positive image within the school community, daily break and lunch duties, being supportive to all pupils and staff, working closely with other year groups and working in a team with a specific school based focus. As well as these duties, the prefect team take pride in organising school events, participating in charity work and providing a link between pupils and teachers. All Sixth Form pupils are also strongly encouraged to become involved with supporting pupils lower down the school by mentoring and paired reading. There is also the opportunity to become an anti-bullying ambassador, which involves gaining feedback from peers and discussing this at regular

scheduled meetings and looking to implement strategies that benefit the whole school.

ACADEMIC TRACKING

Reports and assessment results will be tracked. If pupils are on track they will be rewarded with the 'Off Site Privilege', to be able to leave school site during study periods.

MENTORING

Pupils will receive 1-1 mentoring in tutor times and tutors will support pupils in both academic progress and pastoral wellbeing.

BCS SIXTH FORM CODE OF CONDUCT;

- Mobile phones are not permitted around the school. Sixth Form pupils are permitted to use mobile phones in the Sixth Form area only. Airpods/headphones are also only permitted in the Sixth Form area. Pupils should not wear these around school.
- Music can also intrude on others and must be used sensitively and maturely so as not to disrupt. Music can be played through headphones in the Sixth Form area only and the volume must be kept low as not to disturb others.
- Food and drink should only be consumed in the dining room, common room or outside and all pupils are responsible for clearing up after themselves. Take away food is not permitted on the School site. Food is not permitted in the study room.
- Take away food is not permitted on the school site during school hours.
- Study periods should be used productively and failure to do so will result in supervised study.
- Use the study areas considerately – work quietly so that others are not disturbed.
- Pupils must sign in and out at reception if leaving the school premises.
- **No pupils are permitted to chew gum anywhere on the BCS site.**
- BCS is a no smoking/vaping site including the four surrounding roads.
- Pupils must attend all lessons and assemblies punctually. If a pupil is absent from school, the school must be informed. Please log all absences through the Parent Portal.
- Bullying and stealing are not tolerated at all.
- Foul or abusive language should be avoided at all times no matter what the provocation.
- Pupils should always dress appropriately – refer to the dress code.
- Study leave is at the discretion of the Head of Sixth Form and on application. This will be withdrawn if there is poor attendance, punctuality of standards.
- Pupils should respect the furnishings, fittings and equipment in the Sixth Form areas and be responsible for maintaining tidiness.
- Inappropriate public displays of affection between pupils, which draws attention to the individuals concerned and cause embarrassment to others, should be avoided.
- Pupils should be sensitive to others and have respect for all members of the school community and extended community.
- Sixth Form pupils are reminded that the school rules continue to apply, even once they turn 18 years of age and legally become adults.

DRESS CODE

BCS Sixth Form has a 'Business Casual' dress code. We pride ourselves on being inclusive; our dress code is gender neutral and enables all our pupils to look smart, presentable and have ownership and creativity over their individuality. We are aware that the younger years all wear smart uniform and Sixth Formers, being the pinnacle of the school, must be aspirant role models.



- Business casual dress code
- Tie (optional)
- Skirt
- No denim
- No trainers, flip flops or stilettos
- No sportswear, including hoodies, jogging or tracksuit bottoms
- No leggings
- Turtlenecks and polo shirts are allowed
- Chinos are allowed
- No branding



TOP TEN REVISION TIPS FOR PUPILS

1. Short bursts of revision (30-40 minutes) are most effective. Your concentration lapses after about an hour and you need to take a short break (5-10 minutes).
2. Find a quiet place to revise - your bedroom, school, the library - and refuse to be interrupted or distracted by your mobile phone.
3. Make sure you don't just revise the subjects and topics you like. Work on your weaker ones first. Revision should be tough!
4. Make your own revision notes because you will remember what you have written down more easily. Stick key notes to cupboards or doors so you see them everyday. Repetition is key.

5. Rewrite the key points of your revision notes; read them out loud to yourself. We remember more than twice as much of what we say aloud than of what we merely read.

6. Use different techniques. Make your own learning maps, use post-it notes to write key words on, create flash cards. Ask friends and family to test you.

7. Practise past exam papers or revision tests. Initially do one section at a time and progress to doing an entire paper against the clock. Use the mark scheme to learn the ideal answer.

8. You will need help at some stage. Make sure you attend all extra revision sessions put on by your teachers e.g. Co-curricular academic clinic.

9. Don't get stressed out! Eat properly and get lots of sleep!

10. Believe in yourself and be positive. If you think you can succeed you will; if you convince yourself that you will fail, you will fail.

IMPROVING MEMORY

We often blame our memory for poor academic performance ("I'm no good at remembering names / dates / rules etc") when really we should be addressing our revision techniques. There is a big difference between short-term and long-term memory. If you study a topic one night and can recall most of it the next morning, don't be fooled into thinking that you will be able to remember it accurately in two months time.

If the goal is to improve your long-term memory, then the key to success is based on the efficiency of input (the 'mental filing system' we employ). Reducing the burden on the limited short-term memory, and channelling information into long-term storage, is based on the creation of patterns.

- 'Chunking': as the average person can only hold seven 'items' in short-term memory, grouping items together into 'chunks' can increase capacity.
- Repetition: Studies indicate that 66% of material is forgotten within seven days if it is not reviewed or recited again, and 88% is gone after six weeks. Don't make life harder for yourself - build in a brief daily and weekly review of material covered. It will save you having to re-learn material from scratch!

- Application and association: The best way to channel material to long-term memory is to organise it into meaningful vassociations. Link it to existing information and topics and create vivid personal examples which act as 'mental hooks' or 'cues' for recalling material in the future. If you learn a new formula / verb / rule, try to put it into practice immediately with a relevant example.
- Use of mnemonics: these are various word games which can act as memory aids and which allow personalisation and creativity. Think of colours of the rainbow ('Richard Of York Gave Battle In Vain') to remember red, orange, yellow, green, blue, indigo, violet. Etc. You can devise many more of these to aid your personalised recall of items in your subjects.

READING

To prepare pupils for Sixth Form, our teachers have prepared reading and tasks to be completed for each subject. Completing these tasks before the Autumn Term will ensure pupils are ready to begin their chosen A Level and BTEC courses.

Link: [BCS Summer Reading and A Level preparation work](#)

Username: BCSsixthform

Password: Summerwork2026

Additional recommended reading throughout Sixth Form: [Reading List](#)

Whilst this list is not exhaustive, it is suggested that pupils read some of these books that are relevant to their interests to supplement their studies. Some of the recommended reading texts are adult in theme and content.

ASSESSMENT DATES

YEAR 12

24th September 2026
19th October 2026
20th October 2026
8th December 2026
9th December 2026
11th – 20th January 2027
10th February 2027
10th February 2027
22nd March 2027
19th - 23rd April 2027
17th May 2027
18th May 2027
29th June 2027

ALIS Assessments
Settling in reports to parents
Data information evening- Year 12 ALIS data
Short Stay reports to parents
Grade Card to parents
Mid-year Assessments
Reports to parents
Grade Cards to parents
Short Stay reports to parents
Examinations
Grade cards to parents
Virtual parents evening
Short Stay reports to parents

YEAR 13

9th -16th November 2026
1st December 2026
8th December 2026
8th December 2026
8th December 206
24th February – 3rd March 2027
16th March 2027
17th March 2027
22nd March 2027
21st April 2027
26th - 28th April 2027
4th - 6th May 2027

Mock exams
Results day
Grade cards to parents
Reports to parents
Short stay reports to parents
Mock exams
Grade cards to parents
Virtual parents evening
Short stay reports to parents
Russian and Chinese speaking exams
Photography exam
Art & Textiles exams

TRIPS IN THE YEAR

Any currently scheduled trips may be subject to change.

Year 12

30th September 2026
30th September 2026
30th November 2026
3rd December 2026
11th May 2027
16th May 2027
11th June 2027
13th June 2027
17th June 2027

Geography trip to Studland
Music BSO trip
Economics trip to Bank of England
Art trip to London (TBC)
Biology trip to Marwell Zoo
Geography & Biology Cornwall trip (option 1)
Computer Science trip to Bletchley Park
Geography & Biology Cornwall trip (option 2)
Biology trip to Studland

Year 13

30th September 2026
30th September 2026
30th November 2026
3rd December 2026

Biology trip to Studland
Music BSO trip
Economics trip to Bank of England
Art trip to London (TBC)



INDIVIDUAL MUSIC LESSONS

At BCS pupils are encouraged to play a musical instrument in order to nurture their musicality, co-ordination and well-being, as well as to boost their confidence.

Any pupils who would like to try out an instrument before committing to regular lessons are welcome to do so – you never know until you try and our teachers are happy to give ‘taster’ lesson.

Our instrumental teachers are all professionals in their individual fields and have much expertise and enthusiasm to impart.

Tuition is available in the following:

Piano
Singing
Strings: violin, viola, cello, double bass
Woodwind: flute, recorder, oboe, clarinet,
saxophone, bassoon
Brass: trumpet, French horn, trombone, euphonium

Drum Kit
Guitar: acoustic, electric and bass

INDIVIDUAL MUSIC LESSONS

It is often a good idea to hire an instrument while your child is in the early stages of learning and some local music shops operate a hire purchase scheme. Once your child is past the beginner stage you will probably want to buy them an instrument of their own, and it is wise to ask your child’s instrumental teacher for advice about this.

Learning to play an instrument is fun, but it is important that parents support their child by ensuring that they practise regularly. A small amount each day makes such a difference to their progress. Many of our pupils take grade exams, and these can provide a motivating goal to work towards, as well as valuable UCAS points when the time comes!

Lessons cost **£22.80 inc. VAT for each 30 minute session.** KS3 lessons are delivered on a rotational basis across all subjects (except English and Maths) Year 10 - 13 lessons are organised around study periods and breaks.

Please note that notice to terminate lessons must be given in writing **one half term in advance.**

If your son or daughter would either like to organise an initial lesson or you would like to organise individual music lessons please click the link [Registration Form](#).

GUIDELINES

These guidelines are offered to parents to answer the most commonly raised queries.

- When contemplating lessons, it is essential to have an instrument available and to recognise the **importance of regular practice** (about half an hour each day, but relative to age, instrument and attainment level) the teacher will advise. Many children find the required self-discipline difficult and so your active interest, encouragement, and the provision of suitable facilities will help enormously.
- Weekly/termly timetables are **posted on Teams**; this is the main means of communication and pupils are required to activate notifications in case any revision becomes necessary.
- If our 'rotating' timetable is not something you would like, **private tuition outside school might be considered** more appropriate although this will not inhibit involvement in the musical activities we offer.
- Each pupil will need to provide a note book to act as a **Music Record Book** each September. This will constitute a record of the complete academic year and, therefore, must be taken to each lesson. It will record attendance, work set, practice done and will be a regular assessment of the pupil's achievement.
- The routine needed for developing fine motor and reading skills will be established through a **regular practice regime** which will require a certain amount of parental support. Please use this book for any short communications with the teacher.
- A course of lessons is a set of **ten half-hour sessions per term** and fees appear, in arrears, on Parent Pay. In practice, more than ten lessons may be given in longer Autumn terms and held in credit for use in shorter Spring or Summer term(s). Throughout the school year, pupils will be charged for, and receive, **30 lessons**.
- Lessons **not attended by the pupil are chargeable**, but in the case of the teacher being absent the lessons **will be made up or if this is not possible refunded** via Parent Pay. If a pupil's absence is foreseeable, it may be possible to reschedule that lesson **if notice is given in reasonable time**. This is at the teacher's discretion. Please bear in mind that most peripatetic music teachers attend BCS only once a week as they also work at other institutions.
- Suitable candidates can be entered for music examinations; we are currently able to offer **Associated Board, Trinity and Rock School examinations**. These are usually held each term with pupils attending the public examination centre in Bournemouth.
- Pupils entering music examinations or public music festivals who require the services of a **piano accompanist** will be charged the appropriate fee.

LAMDA SPEECH AND DRAMA

Advanced Level LAMDA exams now qualify for extra UCAS points!

We are delighted to offer our **LAMDA provision** at BCS, offering pupils exciting opportunities to develop confidence, communication skills and a love of performance. Alongside our established Drama and Prose pathways, pupils benefit from structured tuition that builds articulation, interpretation and presentation skills-valued both within school and beyond. LAMDA examinations provide a recognised framework for progression, helping students to grow in self-assurance while achieving accredited outcomes.

AT BCS we also offer **LAMDA Musical Theatre**, giving pupils the chance to explore singing, acting and characterisation through well-loved repertoire. This new addition enriches our performing arts offer, catering to a wide range of interests and talents, and providing a vibrant, engaging route for pupils who enjoy both drama and music. Whether beginners or experienced performers, all pupils are warmly encouraged to take part and discover their creative potential.

Why not join up now?

Complete registration via the [link here](#) to get started straight away.

CURIOSITY

COMMITMENT

CREATIVITY

COMMUNITY

USEFUL WEBSITES:

https://www.instagram.com/bcs_school/

<https://www.facebook.com/bournemouthcollegiateschool/>

<https://www.ucas.com/undergraduate/what-and-where-study/ucas-undergraduate-what-study>

<https://nationalcareersservice.direct.gov.uk/job-profiles/home>

<https://www.ucas.com/undergraduate/applying-university/how-write-ucas-undergraduate-personal-statement>

<https://www.ucas.com/alternatives/alternatives-higher-education>

SIXTH FORM HANDBOOK

BCS SENIOR

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