

Sixth Form Handbook



INTERNATIONAL BRITISH SCHOOL
of BUCHAREST

INTERNATIONAL BRITISH SCHOOL OF BUCHAREST SIXTH FORM HANDBOOK

Welcome

Welcome to the Sixth Form at IBSB, and congratulations on achieving a fine set of IGCSE results! We hope that you find your time in the Sixth Form stimulating, rewarding and enjoyable, and that, over the course of the next two years, you lay strong foundations for success in your future life, both at university and beyond.

Life in the Sixth Form at IBSB has its own distinct flavour, and being a Sixth Former brings with it special privileges, opportunities and responsibilities. We hope that this booklet provides you with a useful overview of what to expect.

Two of the best things about being a Sixth Former at IBSB are the greater level of responsibility placed upon students and the different dynamic in the classroom. Pivotal to your Sixth Form career will be establishing a successful partnership with your tutor and your teachers. They will want to do all they can to help you, so if you do encounter problems, talk to someone.

The success you have already achieved at IGCSE means that you are well prepared for the challenges which lie ahead. We believe that you have much to gain from, and give to, life in the Sixth Form. We look forward to following your progress and supporting you in this exciting and crucial stage in your education.

We hope you will find the Sixth Form to have a friendly and 'adult' environment in which you are encouraged to develop a sense of independence and to take responsibility for your studies.

Yours sincerely,



Ciprian TIPLEA
Head of School



Bogdan LAZAR
Head of Secondary School and Director of Studies

What is so different about Sixth Form?

- Classes are smaller
- As a result, staff-student relationships are different – they are more adult and friendly
- Academic work is more challenging - you do fewer subjects but the standard of work is much more advanced
- You can have a greater involvement in your year group's school and social activities. Sixth Formers are expected to take on responsibilities for suggesting and organising many activities
- You are expected to be able to organise some of your own time in a number of private study periods; you have longer deadlines to work towards, which demands a more mature approach
- The Sixth Form offers more privileges but makes more demands - there is no school uniform but there is a dress code
- However, as senior members of the school, you have to set good examples to the rest of the students, take on extra responsibilities, show visitors around the school and give up time to support school activities

Your Choices

You are now in the position of having made some choices about your future courses of study and for most of you, there is a good chance you may have already decided to aim for Higher or Further education when you leave school in which case, your choice of subjects will reflect this. Perhaps you have no clue about the future beyond the next two years or so - this doesn't matter at all! The point is that you have been given the chance to show what you can do, what sort of person you are, so go for it and impress us with your talents!

Your Benefits!

There are certain privileges attached to being a member of the Sixth form at IBSB and we hope you will appreciate them. For example, there is a room for you to relax and study in, special dinner arrangements and a separate uniform policy. At the same time, you will have acquired certain responsibilities as far as the other students in the school are concerned. Like it or not, what you do, how you behave, even what you wear will be noticed and copied by other students lower down the school, so you are in the position of setting an example - try to make it a worthy one!

Continuation Policy

This document clarifies what constitutes satisfactory requirements for the IBSB students in order to continue study beyond IGCSE level. This policy is mandatory for all of the students and no exceptions will be made.

Students wishing to continue study beyond KS4 and into Year 12 must also satisfy the general school requirement of having obtained at least 5 IGCSE's grades [A* - C] including English, Mathematics, Sciences and ICT. The transition of any student to an AS/A qualification [in any subject] is conditioned by the obtaining of a C grade in the IGCSE extended exam in that particular subject. If a student fails to achieve the minimum required grade in that particular IGCSE subject he/she will not be allowed to continue with the AS qualification in the same subject.

This policy applies to all students following a two year IGCSE course.

Subject Choice

http://www.ibsb.ro/our_school/dos.html

All students are expected to do a minimum of four AS subjects in Year 12 and three A2 subjects in Year 13.

If you already know which University and course you want to apply to, **check exactly** what courses at AS and A2 they require you to obtain. You may have to pick an additional AS or A2 course depending on if you are entering Year 12 or 13 to meet their entrance requirements.

- ▶ **English Language [AS only]**
- ▶ **English Literature**
- ▶ **Mathematics**
- ▶ **Biology**
- ▶ **Chemistry**
- ▶ **Physics**
- ▶ **Computing**
- ▶ **History**
- ▶ **Geography**
- ▶ **Business Studies or Economics**
- ▶ **Sociology [AS only]**
- ▶ **Psychology**
- ▶ **General Paper [AS only]**
- ▶ **Art & Design**
- ▶ **French**
- ▶ **German**
- ▶ **Spanish**

Graduation Policy

All IBSB students who are successful in achieving a minimum of 5 I/GCSE certificates and 3 GCE Advanced Level certificates or 2 GCE Advanced Level and 2 GCE Advanced Subsidiary Level certificates by the end of Year 13 are eligible to graduate and to participate in a formal graduation ceremony.

Dress Code [Year 13 only!]

Boys dress code:

Top: Long or short sleeved collared shirt or polo with collar [Blue or white].

Trousers: Smart, tailored trousers [navy blue or black]

Shoes: Black, brown or white

Not allowed:

- Denim/Jeans – of any kind, blue or black, for any article of clothing
- Tracksuit & combat trousers and combat or sports shorts
- T-shirts
- Hats or hoods on at any time in school
- Any clothing which reveals underwear;
- Hair dyed in an extreme colour

Girls dress code

Top: Blouse or shirt [white or blue]

Trousers: smart, casual

Skirt: smart, casual, of an appropriate length [Black, blue navy or grey]

Shoes: Black, brown or white

Not allowed:

- Strappy tops and bare midriff
- Low-cut blouses or low cut T-shirts
- Denim/Jeans – of any kind, blue or black, for any article of clothing
- Trainers or “beach” shoes [flip – flops]
- Scruffy trousers or shorts [including “combat” style]
- Excessive jewellery [Head of School will decide]
- Any clothing which reveals underwear
- Hair dyed in an extreme colour
- Overly revealing tops

Year 13 students should be dressed in clothing suitable for a professional environment. All students should respect the cultural standards and expectations of the school. Clothes need to look clean, ironed and presentable. Normal school sanctions will apply to Year 13 students that are inappropriately dressed.

It is very important that students realise that they are role models and will be setting an example to students in lower years. The non-uniform is a privilege and may be removed if abused.

As a principle, if students are unsure about the suitability of an item of clothing, they shouldn't wear it.

Attendance Policy

Continual lateness and/or absence will have a markedly bad effect on your studies, so you are strongly advised to avoid it. The school year has approximately 15 weeks of holiday time programmed in to it. This is when you can take your vacations and thus make the most of the term time for continuing your learning.

Your attendance should not fall below 75/90%.

The sitting of any IGCSE exams is conditioned by a 75 % attendance of the candidate/student in that particular subject. The sitting of any Advanced Subsidiary or Advanced Level exams is conditioned by a 90 % attendance of the candidate/student in that particular subject.

If a certain student/candidate has a record showing an attendance below 75/90 % in a certain subject without a serious reason [health problems; which must be proven by medical certificate] then that will not be entered or allowed to sit the exam.

When you are absent or are aware you will have to miss school then a letter of explanation must be brought in signed by your parent or legal guardian. It is your responsibility to catch up with any work missed.

Unauthorised lateness and absences are recorded and may have to be written in references. It does not look good to prospective universities or employers who are filling oversubscribed courses!

Homework

You will notice there is more of it and that it will be given out in larger chunks. Secondly, the words 'I have nothing to do this evening' never apply.

Working towards AS or A2 level subjects requires a high level of commitment and your teachers will expect you to demonstrate this from the start. The nature of the work will vary according to the subject and particular topic being taught, but in all cases, you must complete the work set and respect the deadlines set. Remember that at some point in the future you will need your teachers and tutors to recommend you in a reference, so make sure that you impress them from the start.

As a guide you will need:
3 hours per week per AS subject
5 hours per week for A2 subject

This has implications on your leisure time, so you will need to be well organised and use your time in school, as well as at home, to maximum effect.

The Student Planner

All Sixth Form students will be issued with a student planner and be expected to use it.

Studying

You will discover rapidly that your approach to work in the Sixth Form has to be very different from that which you have been used to so far.

For a start, you will be expected to work much more independently. This means you will have to use your initiative to search for information in order to complete assignments successfully. Your subject teachers will expect you to show commitment to the course -you have chosen the subjects and it is therefore expected that you will show interest and enthusiasm.

The variety of resources you will need to use will also increase. For example, homework may involve library research, using the Internet or spending extra time in the Art room or Science laboratories. A student who does not venture beyond the set textbook is unlikely to obtain a good grade in the examinations.

The most valuable resource available to you is the teaching staff. They are here to help you and do everything possible to make sure you are getting the most out of your education. Remember -you also have a job to do and your teachers will be expecting you to be working as hard they are towards your success. **Don't miss the opportunity!**

Study Room

For 2009-2010 there will be a separate study room for which you will be timetabled to use for private study.

Anyone behaving disrespectfully or selfishly will rapidly find themselves 'homeless'! Everyone is expected to share the responsibility of keeping the room in good order!

Studying in Vacant Classrooms

A timetable will be issued showing locations of designated study rooms. These are study rooms and not an alternative common room for you to socialise in with your friends.

Work Experience

http://www.ibsb.ro/our_school/work_experience.htm

Work Experience is a 'placement on an employer's premises in which a student carries out a task or duty more or less as would an employee, but with an emphasis on the learning aspects of the experience' [DFES 1996]. All willingly Year 11, 12 and 13 students undertake a two week work experience at the end of 3B term. This is an integral part of the careers education guidance programme at IBSB.

Universities and Higher Education

http://www.ibsb.ro/our_school/ucas.html

UCAS Timelines

- **1st September 2010** - Applications for 2011 entry begin
- **15 October 2010** - Deadline for Oxford, Cambridge, Dentistry, Medicine and Vet Science
- **15 January 2011** - Closing date for 2011 applications
- **End March 2011** - Majority of decisions made
- **Early May 2011** - Deadline for applicants to make replies to offer

Other School Policies

http://www.ibsb.ro/our_vision/School_Policies.html

The purpose of this handbook is to provide you with detailed information about the Sixth Form. It is designed to help you familiarise yourself with life at IBSB. It also sets out our expectations of you, as students, as well as what you can expect from the school.

We encourage all Sixth Formers to seek assistance whenever they need it and your subject teachers and tutor will always be happy to provide advice and guidance. Above all you must remember that a key element in a successful Sixth Form career is openness and honesty; if you are experiencing pastoral or academic difficulties, or are behind with work deadlines, do not 'suffer in silence'; come and talk to us!



INTERNATIONAL BRITISH SCHOOL *OF* BUCHAREST

WWW.IBSB.RO
