



# Highclare School

# Sixth Form

Student Guide  
September 2024



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# Student Guide

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# Highclare School Sixth Form

Dear New Student,

Welcome to the Sixth Form! I am very pleased that you have chosen Highclare School Sixth Form to continue your education.

I hope you enjoy your time here over the next two years but you must be aware of the important changes that take place between leaving Upper Fifth (Year 11) and joining the sixth form. Firstly, you have chosen to be here. The more work and effort that you are prepared to put in, the more you will achieve. The work is, at times, without doubt, more difficult. Secondly, these next two years are extremely important, whether your aim is to find a job afterwards or move into higher education. My aim is to support you through the entire process and provide you with as much preparation as possible both academically and personally. I hope that we can work as a team and accomplish these objectives.

The Sixth Form Student Guide has been prepared to help you to settle in to your new surroundings. If there is anything that you need further guidance on, then please ask.

I hope you have a happy and rewarding experience during the next two years, and go on to fulfil your aspirations.

Yours sincerely,

Mrs M Sharman-Everton  
Head of Sixth Form

# AIMS AND OBJECTIVES OF THE SIXTH FORM

The primary concerns of the Sixth Form are to continue furthering the aims of Highclare School.

## School Aims

1. To provide high quality teaching and to encourage independent learning and individual excellence within a secure and happy environment.
2. To motivate each individual learner to achieve his / her full all round potential.
3. To develop the value of self-respect and self-discipline, alongside tolerance and respect for others and the environment.

## Sixth Form Aims

1. To give students more responsibility in the organisation of their own study.
2. To encourage responsibility by allocating duties in connection with the smooth running of the school.
3. To develop a mature attitude to time management, teamwork and self-study skills.
4. To encourage participation in extra-curricular activities and the enrichment programme.
5. To support students in their choice of career or place of higher education and progression to adult life in the community.

## How:

1. By the appointment of Head Prefect, Deputies, and other duty officers.
2. By utilising free periods and encouraging the study rooms and library for self-study.
3. By allowing the use of the dedicated kitchen area of the study centre for eating, playing music and socialising.
4. By allowing Sixth Form to have some study periods set aside for 'private use' outside school providing the student has satisfied the requirements of good work practice.
5. By allowing Sixth Form to:
  - a. Not wear school uniform (but to follow the agreed dress code)
  - b. To have the freedom to carry out investigations, research, and conducting studies using school resources for their own personal development.
6. By participating in induction training, EPQ research skills and a tailor made programme of enrichment including visiting speakers, seminars and challenging activities.

# SIXTH FORM MANAGEMENT STRUCTURE

## STAFF

<b>Head</b>	Miss F Smith
<b>Deputy Head of Senior School: Pastoral</b>	Mrs S Cassell
<b>Deputy Head of Senior School: Academic</b>	Mr M Coles
<b>Head of Sixth Form</b>	Mrs M Sharman-Everton

## FORM TUTORS

Mrs J Campbell  
Dr D Edwards

# SAFETY AND SECURITY

## FIRE PRECAUTIONS

- **A3.1 & A3.2**

Make your way down the front stairs to reception and out of the main doors. You are then required to walk past Brisco building and go through the gates to assemble on the astro turf area at the rear of the school.

Move quickly and do not stop to collect any belongings.

Do not wait for your friends and do not stop along the way.

- **Sixth Form Study Room, A1.10, A1.11 and A1.12**

Make your way down the stone stairs in the middle of the building and follow the route through the cloisters corridor and out of the building at the rear.

**Fire drills are arranged from time to time simply to test that our response is effective. However, never take it for granted that all fire drills are false alarms.**

Because you have more freedom in the Sixth Form, it is even more important to take notice of the rules that have been put in place to ensure your safety. This is why we must ask you to sign in and out of the building so regularly. Everybody must take responsibility for finding out the procedures in each room they visit throughout the week. It is not sufficient to simply know the fire escape route from the study centre. Please make sure that you acquaint yourself as soon as you start in the Sixth Form.

Once you have reached the fire assembly point, you should line up in your tutor group in alphabetical order and await further instructions.

- **Smoking (tobacco and e-cigarettes/vapes)**

**This is absolutely banned on, or in the vicinity of, school premises.**

# SECURITY

***You must sign in and out at Reception if you enter or leave the premises at times other than the usual start and end of the School day.***

The School premises have been fitted with security devices for your protection. The main front door may be used by Sixth Form members by using the security code number. A few rules must be observed.

- You should not give this number to anybody outside of school.
- Ex-Highclare pupils and friends from other schools are not allowed to enter the premises without first getting permission from the Deputy Head of Senior School: Pastoral, and must sign in as a visitor.

***What if I am entering or leaving the main doors at the same time as a visitor?***

You are not expected to take responsibility for vetting who can or cannot enter the premises. Politely establish their reason for the visit and pass them to the care of either the Receptionist or the School Office. Do not leave them unattended.

As long as you are courteous, people will understand the reasons for our precautionary measures. If you have any doubts, use the intercom yourself.

- Sixth Form members may also leave school from the Northway Building exit. The above rules apply here and you are also reminded that you must sign out at reception before leaving the building.
- You should not use the exit door in the Brisco Building.
- You are welcome to stay in school to do work or use the library etc. but please let the office or a duty teacher know that you are intending to stay late and where you will be.

# DRESS CODE

As a privilege to being in Sixth Form, students do not have to follow the normal school uniform worn by all younger pupils. However, they are expected to conform to a strict dress code and dress should at **all** times be considered suitable business attire to reflect a professional image to other pupils in school.

Please note that students are expected to arrive at the beginning of term in the appropriate clothes.

**The Sixth Form Dress Code comprises a formal black suit (trousers or skirt) which can be purchased from many high street stores, such as 'Next'.**

**NB: Skirts should be no shorter than 6cm above the knee, measured when kneeling**

**The suit should be worn with a suitable and appropriate white shirt / blouse (white shirt and tie for boys).**

*What is meant by 'suitable and appropriate'? This means:*

- No 'strappy' or high midriff tops (revealing too much flesh is considered inappropriate)
- No bold or inappropriate lettering
- No hoodies
- No 'see through' items
- No leather or denim items
- Skirts should be no shorter than 6cm above the knee, measured when kneeling
- Skirts should be tailored and lined (not 'body-con' or stretchy material)

**Note:**

- Students must wear their suit jackets when moving around the school buildings.
- Students are expected to regulate body temperature by adjusting what is worn underneath their suit jacket, i.e. thicker layers in winter and thinner layers in summer.
- Outdoor coats should **not** be worn inside school, except in extreme weather conditions.

## Footwear - Sensible shoes

*What is meant by 'sensible'? This means:*

- Heels should be no more than 6cms high with heel base not less than 2 cms
- No flip flops or toe post sandals
- No trainers

**Note:**

- For Health and Safety reasons, students must be aware of the risks caused by inadequate and inappropriate footwear. Footwear with enclosed toes and heels is recommended.
- Boots are acceptable in winter but must not be worn outside of trousers.
- 'Ugg' style boots are not acceptable in and around school.
- If outdoor footwear is necessary because of bad weather, a pair of suitable shoes should be brought to school to change into.

**NB:**

- **Hair - Hair must be clean, tidy and a natural colour.**
- **Jewellery – only small single ear rings are permitted, but no other visible piercings, for example tongue or nose piercings.**
- **If you are dressed inappropriately, you will be sent home to get changed and this will be noted on your school records.**
- **Make-up should be subtle and obvious fake tan is not permitted.**
- **Students who have been reminded of the reviewed dress code and continue to flaunt the rules will be sent home to change (this includes the removal of fake tan, heavy or obvious make-up or piercings).**



# BEING 'IN SCHOOL'

**The school day for Sixth Form is 8.30 am to 4.30 pm with six timetabled lessons per day.** It is so important to get the most from both your 'contact time' as well as 'study time' Our aim is to SUPPORT your learning and we know that towards the end of Sixth Form, you will benefit from not only having full attendance, but also making use of the environment that encourages your own self-learning strategies. We have therefore adopted some guidelines for you to follow, some of which are necessary legally, and must be followed, and some of which are to encourage you to take a mature and responsible approach to your studies.

## Registration and signing in and out of school

- Registration still has to take place in the Sixth Form, as it does in the rest of the school, so you need to be in either the Study Centre or your form room by **8.30am** for registration with your form teacher.
- Please make sure you sign out and back in carefully at Reception during lunchtime if you leave school.
- You must also sign out at Reception when you leave school at the end of the day.

## If you are late

If you have missed registration, then you need to sign in and inform the receptionist (or someone in the main school office) to let us know that you have arrived. She will cross you off the list of phone calls/texts she has to make to inform someone at home that you have not arrived at school. Apart from this being a legal requirement, we always want to make sure that you are safe on your way to and from school.

## If you are ill

You should let the school know as soon as possible (i.e. before 8.30 am) by telephone as we cannot assume that you are ill if you don't turn up for school. If you, or someone on your behalf, cannot get through straight away, then it may be possible to send a text message to a reliable friend who can let Mrs Sharman-Everton know. This, however, still needs to be followed up by an 'official' phone call to the office as soon as possible and a letter signed by your parent/guardian on your return. If you know in advance, you can send an email to the school office: [enquiries@highclareschool.co.uk](mailto:enquiries@highclareschool.co.uk).

## If you need to make appointments for during school time

For 'non-urgent' appointments such as routine doctors' appointments, dentist, etc. we would always ask you to attend out of school hours. Most practices are happy to fit you into late afternoon or even Saturday morning appointments if you let them know in plenty of time. However, should you need to see a consultant in a hospital for example, there isn't always the same flexibility and you should let your year tutor and appropriate teaching staff know of your arrangements in advance. There is a supply of blue forms for completion in the study centre. Each subject teacher should be given this notice as soon as you know that you will be missing a lesson, as well as, of course, your year tutor. We would ask you to use your discretion so that unnecessary time off is kept to the absolute minimum.

**Learning to Drive** - Driving lessons should be in your own time but sometimes your theory test or main driving test may have to be taken during school time. Please let Mrs Sharman-Everton and subject teachers know well in advance if these have been arranged during school time - and good luck with both!

# Do I need permission just to pop-out of school?

If you have to go out during the day because of an emergency, then please obtain permission from Mrs Sharman-Everton, Dr Edwards or Mrs Campbell. A blue slip will be issued and left on Reception for information purposes.

## Lunchtime

Unless you have a lesson at lunchtime, are involved in enrichment or extra-curricular activities or there is a visiting speaker, you are free to go out of school.

If you have a lunchtime lesson, then period 3 may be used for getting lunch. Please get a blue permission slip.

**Again, please don't forget the signing in/out register.**

# The Kitchen and Sixth Form Study Centre

## Kitchen

Please note where the fire extinguisher is situated.

Please check the rota – names will be allocated for weekly checks on leaving the study room clean and tidy at 1.30pm This includes someone loading and putting on the dish-washer, wiping surfaces down, and at the end of each week, making sure everywhere is hygienic. (Good practice for being at uni!)

- **Fridge/Microwave**

If you put anything in the fridge, you are responsible for taking it out **before** it contaminates other people's food. Please remember that fridges can be dangerous places if not used properly. Every half term, the fridge must be emptied and wiped out. Please make sure that you clean any spillages and always keep the door closed.

- **Kettle/Toaster/Coffee maker**

Make sure that these are treated safely at all times and leads kept out of the way. Appliances should be switched off when not in use

- **Sink Area**

It is everyone's responsibility to put their own used utensils and crockery in the dishwasher. It is not fair to leave someone to clear away after you. If you bring plates, trays or cutlery from the refectory, then please return them after you have eaten. Cleaning staff will **not** do this for you. If dirty crocks are left in the sink because you didn't allow yourself time to eat, then you will be asked not to bring food up to this area.

## Sixth Form Study Centre/Study Rooms

This area is for private/quiet study during your non-teacher contact hours and you should use the time effectively to do your academic work. The study centre may be supervised at times but rules must be adhered to regardless of whether a member of staff is present or not.

**Food and drinks (other than water) are not allowed in this area.** You should use the **dedicated kitchen area of the 6<sup>th</sup> form study room** for your early/mid-morning and lunchtime breaks.

Please ensure that books/folders and bags are stored tidily and the kitchen area is kept clean and tidy. Coat hooks are provided as coats should not be worn around school during lessons.

## Personal Items

**We cannot be held responsible for security of personal items** and we strongly advise against bringing high valued items, or money in excess of your daily requirements, into school.

## Hygiene

### Waste Bin

Both sections of the 6<sup>th</sup> form study room have their own waste bins. Everyone is responsible for disposing of their own waste. Cartons, plates or bottles left on the floor will not be tolerated. It is not fair on your colleagues and it is also a health risk in attracting vermin. Cleaners are asked to 'clean'. This does not include moving plates, cups, etc. Nor will they put rubbish/litter in bins. That is your responsibility and everyone must work as a team.

### Waste Paper

A bin is provided for re-cycling all paper material. **Please use it.**

## Notice Boards

The Main notice boards are situated as you enter the study centre. All notices that relate to both Lower and Upper Sixth will be put here. Other notices will be in each respective area. Please check for new notices regularly.

## University Literature

Current editions of each University Prospectus are on the book shelf in the resource centre, in alphabetical order. If you use one, please make sure it is returned to its place as soon as possible so that other members of the Sixth Form have access to it. Periodically, institutions send through brochures about specific courses and these will be placed on a separate rack.

# Academic Responsibilities & Associated Privileges

## What are my academic responsibilities?

If you are to achieve your potential, we must work together. You must be in no doubt of your responsibilities towards the staff and to other students. You are not merely a recipient; you are a major contributor to the quality of your educational provision.

You are expected to take responsibility for the amount of work necessary to study for 'A' levels as well as take an active part in the smooth running of the Sixth Form and the School.

- You are expected to attend all scheduled activities arranged for your benefit, such as lessons, sessions with your tutor, trips or courses. You are also expected to attend any meetings that have been arranged involving the Sixth Form for your own personal development. This may include a variety of events, for example such things as where guest speakers have been invited into School, taking part in House Festivals and Enterprise Activities.
- You are expected to meet agreed deadlines for assigned work. If you are unable to meet deadlines because of illness, you should inform the staff concerned as soon as practicable.
- You are expected to observe common courtesies to teaching and ancillary staff. (i.e. catering staff, cleaning staff, administration and maintenance) and visitors.
- You are expected to be a responsible member of the Sixth Form at all times, setting a good example to all other pupils in the school and observing the rules of the school in relation to your health and safety and the health and safety of your colleagues.
- You are expected to manage your time so that you arrive at lessons promptly and respect the daily schedules set to help the school run efficiently.

Providing the Head of Sixth Form, your personal tutor and your subject teachers are in agreement that you are complying with these expectations; you will be able to enjoy the privileges that Sixth Form members are entitled to that other pupils are not.

## Can I go home if I have no lessons?

The policy allowing you freedom to time off school has been designed to link the promotion of good work patterns with gradually encouraging an independent learning attitude during the sixth form.

### Year 1

- Full attendance in school except at lunchtime, when not involved in extra-curricular activities or prefect duties is required. During study periods you should work independently in one of the study rooms in the sixth form centre. You may go home at 3.30 pm on days when you have no period 6 lessons.

### Year 2

- You may leave at 2.30 pm when you have no period 5 or 6 lessons. You should use this time productively, carrying out research, visiting the library, etc. or involving yourself in community activities. This privilege, for members of the sixth form only, may be withdrawn if necessary. For example, you may need extra support or guidance in school to get back on track if work is not up to date or complete.

All of the above depends on a mature approach and how well you are working. Everyone is different and some students can handle freedom much better than others. It is not a failing if you need a little help. If it is considered at any time that you require more support in reaching your potential grades, then it may be appropriate to spend more time in school where you can get back on track.

# COMMUNICATION

Good communication helps you to feel confident and iron-out any queries before they become problems. We need to communicate with each other regularly and there are obviously times of the day when this can be done quite easily.

## From the Staff to You:

### Registration\Form Time and Assembly

This is a time when all the staff and pupils are together, and it is often used to advise you of important notices. This is a good reason for you to always make sure that you are in school on time. Assembly is also used to announce any wider issues to the larger group. Sixth Form briefing is scheduled for half an hour each week. Please make sure you are present at this time but if you are away, ask one of your colleagues to take notes for you.

### Telephones

There are telephones in each classroom, and if a teacher is present, then they will answer the telephone. You may answer it if there is no teacher present. You should answer the telephone in the study room **but not make calls to other departments** unless you are asked by a member of staff to do so. (You may be interrupting their lesson and they will not appreciate calls from Sixth Form members or indeed staff unless it is vitally important). You cannot make outside calls on these phones. Ask Mrs Sharman-Everton, Dr Edwards or Mrs Campbell if you need to make a call.

### Emails

You are supplied with an email address which you should access at least once a day. You can check your emails outside school by logging into <https://exchange.highclareschool.co.uk>. If you need to contact a member of staff urgently, then emailing is perfectly acceptable. However, do not expect teachers to discuss progress by this method or indeed embark on lengthy subject related dialogue. All emails are recorded by ICT staff and if you are using emails inappropriately, your account may be suspended. Please refer to the ICT policy.

### iPads

There is a separate policy to be agreed and signed on receipt of iPad (please see this at the end of this booklet).

## Who can I ask?

First of all, you should consider what kind of query you have and who needs to deal with it. Is your query one that affects just you or a larger number of people? Some suggestions below may help you to get a quicker response.

### Head Prefect

Daily issues that arise regarding such things as changing school rules, dress code, social events, school dinners, etc. are all better channelled through the School's Council. Taking your question directly to Head or Head of Sixth Form will definitely not guarantee you a quicker response. Ask the Head Prefect about what procedure should be taken to draw attention to your concern.

### Year Tutor

Your Year tutor is there to support you and will see you at set times throughout the year to discuss your progress. They will talk to you about how you are managing your time, attendance, work ethic, etc. They will also be available to talk through individual matters with you as and when they arise and you need to ask them when the best time is to see them. We hope that the relationship that you build up with your personal tutor is one of friend and mentor.

### Your Subject Teacher

If they don't have a permanent classroom where you can contact them, they have pigeon holes. Wait outside the staff room and ask a member of staff to put a message into their pigeon holes.

### Mrs Sharman-Everton or Form Tutor

If you need to speak to one of us privately, say so! If something is important to you, then we need to know. (Remember though, that we also have a timetable, so if it is two minutes before a bell, then you may not get our full attention if we have to go off and teach.) We may suggest a more suitable time and this is because we want to deal with your concern seriously and allow sufficient time to deal with it properly.

### Head, Miss F Smith

### Informal meetings

The Head may see all Sixth Form students informally throughout each term. This is an opportunity to talk openly and the Head encourages you to air your views on a range of topics, both personally and collectively.

### Individual matters

Individual issues taken directly to the Head inevitably requires a lot of time spent 'fact finding' before the Head can deal with the matter. Very often, individual problems can be dealt with efficiently by talking it through first with either your tutor, Mrs Sharman-Everton, Mrs Cassell or Mr Coles. If it is still necessary to see the Head personally, an appointment should be requested.

### Remember!

If you go through the proper channels that have been set up specifically with Sixth Form issues in mind, then a speedier and more successful outcome is usually achieved.

Suggestions for improvement can always be taken to School Council.

# SUBJECTS

You will already have read the sixth form subjects booklet and attended an introduction day where you met your new teachers. Some of your chosen subjects may be new and some may be an extension of subjects you did for GCSE. It is very important that you enjoy your subjects so that you can adjust to the new level of study and develop good learning strategies.

You will probably have started by choosing 3 subjects for A level and your personal tutor is there to ensure that you feel comfortable with your workload. There are many ways that we can help you adjust so please do not suffer in silence.

## How Many Hours Will I Be Studying For?

You have the set hours for lessons, while your free periods are to be used for private study.

A typical timetable comprises:	L6	U6
3 or 4 A-level subjects	13.5 / 18hrs	15 / 20hrs
EPQ study/research skills	1hr	1hr
PE	1hr	1hr
Private Study	<u>6 / 10.5 hrs</u>	<u>9 / 4hrs</u>
Total	26hrs	26hrs

Occasionally, you may be the only student or one of a small number studying a subject. The total hours per subject may be up to one hour less as a result of the one-to-one contact.

Study time should be used in a study room or library. It is definitely not advisable to sit around chatting. Guidance on how to use this time wisely will be included in your induction programme, and there will be timetabled study periods which could be supervised.

## THE EXTENDED PROJECT QUALIFICATION

The opportunity to complete an extended project is available to you during the Sixth Form. (It is equal to half an A level and widely supported by universities). Preparation for this begins during the Lower Sixth.

Undertaking an Extended Project gives students the opportunity to pursue a question in an area of study entirely of their own choosing and in which they are deeply interested. There is clearly some advantage if that question has a bearing on a subject the student is taking at A level or the path they think they might follow after leaving school.

The project is also a unique opportunity for students to work independently, to be entirely self-motivated and to take full responsibility for the organisation and content of their work.

There are four types of project:

1. Dissertation
2. An investigation or field study
3. A performance
4. An artefact



## What if I want to change my options?

### Lower Sixth

It is a difficult decision when you are in Upper Fifth to choose subjects for A level. However, the timetable has to be set well in advance of the September term so that we can ensure that your subjects will be available. If you change your mind, early in the term we have to look at a number of factors before you can switch to another subject. Firstly, it may impact on the numbers in a class; secondly, there may have been vital work that you have missed which would make it impractical to change. Thirdly, it is important to establish the reason for your change and fourthly, it may be impossible to change the timetable because of the impact on everyone else's timetable in senior school. You will need to speak to Mrs Sharman-Everton, Mr Coles or Mrs Cassell as soon as you can so that discussions with the relevant teachers about this change can take place.

# ASSESSMENT

Assessment is a two-way process and you should make a point of assessing your own progress regularly and comparing it with what your teachers say. Don't wait for your official report; you need to be in control of setting some personal targets. Your personal Tutor will discuss this with you.

## How often will I get written feedback?

### L6

November	(interim only)
February	(full report)
May	(interim only)
July	(internal examination results)

### U6

October	(interim only)
January	(full report)
April	(interim only)

## Students' and Parents' Evenings

In Lower Sixth, your parents are invited to discuss your progress with your teachers in February / March and again in June / July. In Upper Sixth, the parents' evening takes place in February / March. You or your parents are welcome to make a separate appointment at any time should any concerns arise.

## Teachers Concerns Form

If one of your teachers feels that you are not reaching your potential for any reason, then we need to 'take stock'. It doesn't mean that you are doing anything wrong; it simply means that they think more support may be required. The first thing that is done when Head of Sixth Form receives a request, is to ask your other teachers to see if it is a general pattern or if it is just one subject that is affected. You will also be asked to contribute your feelings along with any comments from your personal tutor. This way, we can see the whole picture and try to respond quickly. You should not take this as criticism in any way, we simply need to identify where we can help you achieve your best.

## What if I have a concern?

You need to speak to your individual teacher. Never feel that you can't ask for help. All teachers will help you as long as they know that you have tried first. Tell them where you are finding something difficult or what it is that is concerning you. It is always best to speak to them before you begin to feel less motivated in your lessons. Never worry that they will chastise you, we are here to see you achieve!

# EXAMINATIONS IN SIXTH FORM

Of course one of your main aims in Sixth Form is to leave with good examination results. Regular testing and interim assessment will probably be familiar to you by now and this continues in each subject throughout the two years. So that you can differentiate between 'mock' and the real ones, we will call them 'internal' and 'external'

Internal - those tested by your teachers and the results not forming part of the overall qualification.

External – those that are set by your examination board and may go towards your overall grade.

## When will I have examinations?

The boards set their examination periods in May/June of each year. If you are not entered for an external AS assessment in June for any of your A Level subjects then you will be set an internal end of year examination instead. You will have internal assessments in October, mock examinations in January and April, and then a combination of either external or internal end of year examinations in May / June.

**You must try to revise as you go along. Revision is an on-going process and you may under-achieve if you leave going over past work until your study leave starts.**

Progression into the Upper Sixth is dependent on passing internal school examinations at the end of the Lower Sixth. At A Level an E grade or better is regarded as a pass.

# WHERE WILL SIXTH FORM LEAD TO?

By now, you will have had some careers advice and may or may not know exactly what you want to do as a career. Many people don't decide until they are much older than you are so don't worry if you are still feeling unsure, you are not on your own! However, there are good reasons why you have chosen to study A level subjects. During Sixth Form, you may develop your likes and dislikes further and this may help you form a pattern to follow. Don't give up by saying, 'I just don't know' – continued research is necessary. Keep a list of things that are important to you. You may decide, by a process of elimination, the careers you definitely would not want to do.

## Where do I go for careers advice?

There are a number of places and things you can do to continue the process.

- **Highclare Virtual**, our VLE – All university details will be updated and accessible through Highclare Virtual.
- **Associations** – Most professions have their own Association, Institute, Society, Council, etc. They could be very helpful.
- **UCAS** – visit [www.ucas.com](http://www.ucas.com) – not just for university applications. Try the Stamford Test, which aims to analyse your profile and match it to possible careers.
- **Subject Teachers** – Teachers will be able to direct you to the types of careers within their own field of study. Ask them to look out for you.
- **Personal Tutor** – You need to talk to your personal tutor about your aspirations. They will encourage you to consider your personal strengths and skills based on what they know about you as a person.
- **Networking** – Talk to a member of your family, their friends, neighbours. There are always people who are only too pleased to help if you are keen enough to enquire. If they don't know, they can very often point you in the right direction. (It actually makes them feel very important!)
- **Mrs Sharman-Everton** – has access to information from the most current publications and can sometimes suggest some way of arranging work-shadowing. She also holds a variety of books containing the entry requirements for certain occupations and particularly if you need to go through higher education first. All university applications will go through Mrs Sharman-Everton.

## Annual visit to UCAS Exhibition at NEC Birmingham in June

**Designated time for careers and counselling** - During the weeks in L6 leading up to summer holidays and the first weeks of the new Autumn term in U6, help and support is available and time set aside to help with writing personal statements, conducting research and signposting to further careers services.

# EMPLOYMENT, COLLEGE OR UNIVERSITY?

Obviously this will largely depend on what you have found out from the above. There are very good reasons to choose going to university, for example, higher earning capacity and better long term prospects. If you still don't know what you want to do long term, this is probably an even better reason for you to continue with your education. Pick a course that is broad enough to apply to a wide range of occupations but will confirm your motivation and academic ability to a prospective employer. Remember, though, that university is not always suitable for everyone and you should not be pressurised into doing something that you really don't consider is for you.

## When do I have to decide?

In February/March, Lower Sixth have a parents' evening and the second part of this is spent talking to you and your parents about some of these issues and particularly explaining the process of applying for university places. Nothing definite needs to be done yet so you can concentrate on getting the highest grades possible as an indicator of what entry level to consider.

Between September and January in Upper Sixth, if you have chosen the higher education route, you will need to put in your application to UCAS and wait for the university or college to offer you a place. The sooner you apply, the better, so if it can go before October half term, you may stand a better chance of getting the offer you want. (If your application is to Oxbridge, for Medicine or Veterinary College, it has to be submitted before 15 October).

Mrs Sharman-Everton and your Sixth Form tutor will help you to prepare your application.

## How will I choose a university?

The best way to choose a University is probably by visiting them on one of their open days. Obviously this may mean that you have to miss a day from school so if you are applying to five universities (which is the maximum you are allowed to apply to) you could be missing a lot of very important lesson time. We have some guidelines for you to be aware of to avoid unnecessary disruption.

1. Try wherever possible to take advantage of open days during holidays, and some are on a Saturday. Only go to those that are of genuine interest and the required entry grades are realistic.
2. Consider whether it is necessary to visit all of them before you apply or wait until they have offered you a place.
3. Is the open day specific to the subject you wish to study or the university generally? Most offers are accompanied with the subject specific dates so you may consider a second visit on your final two choices.

Discuss with your subject teachers what work you will be missing and make sure that you catch up before your next lesson. Don't forget to complete and hand in to each subject teacher a blue absence form for lessons you will miss. Remember, the more school you miss, the harder it is to get those high grades.

# OTHER THINGS WE DO IN SIXTH FORM

Sixth Form offers you many opportunities outside pure academic life. It is not always compulsory but you have the opportunity to acquire strengths and skills that can ultimately be used for your benefit. They are what will set you aside from other people when applying for jobs, writing personal statements and your over-all development of responsibility and communication.

- **Community Work**

Although this is not compulsory, it is highly recommended. It is an excellent opportunity for you to broaden your experience in the outside world as well as offer help to people where it is needed. We have contacts with local organisations that very much value the support young people can offer. For example, local schools may want you to help with an art class. Good Hope Hospital may want some help serving the teas. You may choose to use your own time or one/two of your free periods each week to offer help to a range of contacts the school has. Many students have continued their help in Upper Sixth as well as Lower Sixth because they have found the experience so rewarding. Mrs Sharman-Everton and your form tutor keep a list of contacts and you should indicate what sort of help you would be willing to offer.

It is important that you are consistent. As they rely on you turning up, they do not want you to turn up one week and not the next. (An exception would be during exams) However, it is a very rewarding and worthwhile experience.

- **Positions of Responsibility**

Sixth Form members have certain tasks allocated to them for the benefit of the school and its younger pupils. e.g. performing assemblies, Christmas Pantomime etc. **Everyone** will be expected to take part in these activities.

**Lower Sixth** are also asked to become KS3 Form Prefects and your responsibility for this will largely be at the request of the Form Teacher you are assigned to. A basic job description is included in this guide and posted on the Notice Board. You may be asked to perform different tasks according to the form teacher's individual requirements. Prefects will be asked, on a rota basis, to help supervise the Bistro at break times.

**Upper Sixth** -You may wish to be considered for a 'senior' position of responsibility during your Upper Sixth year and job descriptions of each position are available. Positions are allocated partly by recommendation so how responsible you have been as a form prefect will be taken into consideration along with your general character and reliability in other tasks. A letter of application will be required in the spring term of Lower Sixth, for consideration of particular roles. You will be required to sign a job description outlining your duties if selected.

- **External Projects/Workshops**

A number of projects are offered each year by various organisations and most are highly recommendable. They are usually related to your subject although some are more general. If events clash with your timetable, permission for leave must be obtained first. Each case will be considered individually to ensure that the reason for your leave is necessary and justifiable. Most organisations are aware of the School calendar and will avoid term time being used. Speak to your personal tutor or Mrs Sharman-Everton about this.

- **Sixth Form Assemblies**

Sometimes members of the Sixth Form will have the opportunity to prepare and lead an assembly. You will be given a theme and guidance on how to make it interesting. A rota is drawn up so that you have plenty of time to prepare. You will not have to take part on your own; it is usually done in pairs or more if preferred. It is important that this is prepared well in advance. If you need help with finding suitable material, please ask the Head Prefect for guidance.

- **Extra hands needed for running school events**

Some events are compulsory for Sixth Form Students, these include:

- **Open events: school-in-action weeks** – these usually take place in nominated weeks during each of the three terms.
- **Prize Giving** –this takes place on a Friday afternoon in November
- **Tours for 11+ candidates and parents** – these usually take place during October and November

**Other school events** - In addition there are other events and responsibilities such as swimming galas, school concerts, showing parents round school at other times, etc.

A diary of events will be posted up on the notice board and **you are encouraged to volunteer help where you can.** It is not fair if the same willing people are always called on to carry out school duties. As well as helping the school, these are good opportunities to expand your inter-personal skills and earn those higher positions of responsibility.

- **Christmas Pantomime**

Traditionally, Sixth Form members have organised the School Pantomime for the final morning in school before breaking up for Christmas Holidays. It is a joint effort and Head Prefect and deputies will allocate roles according to talent and, hopefully, willingness. Don't worry if you don't like acting, there are plenty of behind the scenes jobs to go around.

- **Visiting Speakers/lunchtime programme**

We try to organise something of interest either monthly or during an enrichment fortnight around January / February time. Speakers are arranged, where possible, according to your request. It is normally held at lunchtime and you will be advised in advance where this will be held. You may even know someone who would be prepared to come in.

- **Work experience**

You might start thinking differently about this as you can apply at any time of the year: not just a designated point on the school calendar. Use your school holidays wisely. You may also consider applying for a few weeks paid work, in a field you are hoping to go on to as a career. This provides an excellent opportunity to see if it comes up to your expectations, as well as gaining some experience to flag up at interviews. If references are required, please ask either Mrs Sharman-Everton or your form tutor.

- **Part-Time Work**

We support some part-time work providing that your studies are given priority. The number of hours involved and when you work are very important and we would not recommend more than a maximum of 8 hours per week. Most weekday evenings, you will be required to do homework and therefore weekend work would be more suitable. Your personal tutor should be aware of these arrangements. Part-time work should **never** be arranged during school hours.

- **Enrichment Programme**

This is arranged to both give students an opportunity to participate in and to contribute in running activities aimed at enriching students' lives. Sixth Form students can and should take every opportunity to expand personal achievement and participate in a variety of lunchtime clubs. If you have a personal desire to run or help run a club not currently offered you should see Mrs Bate as soon as possible.



# SUNDRY QUESTIONS ANSWERED

## ***Can I take my mobile phone to lessons?***

Whilst mobile phones are quite acceptable in Sixth Form, they are forbidden from use during lessons, study periods and when walking around school. Taking photographs on a mobile device is also strictly forbidden, even in the 6<sup>th</sup> form study room. Whilst this seems a silly rule, it is for child protection purposes and confidentiality and, if it is any consolation, staff have to follow the same rules. You can always ask to use the school camera if there is something you wish to photograph. **Please make sure that any mobile devices are either safely stored in your bag before you leave for lessons and assembly, or they are on 'silent'. The most anyone has to wait for their message is one hour!**

## ***If I learn to drive, where can I leave my car?***

There are some car parking places designated for Sixth Form members on the car park at the **rear** of the school (accessed from St Georges Avenue). Please do not park at the front of the building. Parking is not guaranteed because we are limited for spaces. Every effort will be made to let you know if there will be limited parking due to some public events – this does not happen often and your co-operation is needed by arranging for a group of you to share lifts or otherwise use public transport for that day. The office will keep a record of the model and registration purely to restrict unauthorised parking. **Please make sure you inform them if you intend bringing your car to school.** However, you must note that all cars are left at the owner's risk so make sure that you don't leave valuables inside.

## ***Are there any social activities arranged?***

This largely depends on those members who are prepared to arrange something. It is a good idea to form a Social Committee and any thoughts on this should be directed through them. Social events take a lot of organising; but with enough enthusiasm, can result in a lot of fun! Speak to Head Prefect about it.

## ***What's in the Induction Programme?***

EPQ study skills lessons at the start of L6 will talk about:

- Identifying your own working methods
- Time management and prioritising work to meet deadlines
- How to cope with self-learning strategies
- Personal target setting
- You will also be spoken to about:
  - ICT Policy and iPad usage

## ***Will I have access to the school photocopier?***

The school photocopier is not for general student use and you definitely should not enter the photocopying room and help yourself. However, in Sixth Form, you may request something to be photocopied by asking either Mrs Sharman-Everton or your form tutor to put something into the photo-copying tray. This will then be returned to you when it has been done, usually within a day or two. Please appreciate that photocopying is expensive and should be kept to a minimum.

## ***Is there a School Council?***

Yes. We have a very active school council. Your Head Prefect will tell you more about this and when meetings are held.

## ***Printers / Printing***

All Sixth Form members are able to print work out using their local printer. Care should be taken to make sure settings are for black and white only unless permission is given by the teacher to print in colour. Printing unnecessarily is both expensive and a waste of paper. Excessive volume of printing will be monitored by the ICT department and if found to be wasteful, your access may be temporarily blocked.

## ***Can I buy a school lunch?***

Yes, although most sixth form members tend to bring their lunch from home, or buy a sandwich from the High Street. If you require a school lunch, go to the accounts office and in return for payment, you will be issued with a pink slip. If you have a study period before lunchtime, you may get your lunch five minutes early to avoid queuing. Take the pink slip to the servery and choose your lunch. You should eat your school lunch in the dining room.

## **A note about punctuality**

It is most important that you don't arrive at the classroom late. You are expected to be in the classroom and ready for your lesson as soon as the bell has gone. Try to prepare for your day's lessons in advance and leave the 6<sup>th</sup> form area in good time, especially if your next lesson is at the other side of the building. Your morning break and lunch time should provide you with ample time to visit the toilet, and plan what books you will need until your next break.

**If you have any other questions we have not answered here, please speak to Mrs Sharman-Everton**

## Lower Sixth Prefects ~Job Description

- Attend designated Monday form time
- Assist in uniform checks and follow up procedures
- Homework diaries check and refer any problems to form teacher
- Assist in collection of forms or reply slips for trips, etc
- Help to form good relationship with form and report any friendship issues that could result in bullying
- Help to maintain silence in Assembly and organise seating
- Take part in rota to support staff managing dining room at lunchtime.
- Take part in rota for lunchtime supervision
- Follow dress code and set a good example to other pupils in school
- If available, take part in the enrichment programme
- Assist in welcoming visitors when available
- Take a full and active role in the life of the school

# Term Dates

## TERMS AND HOLIDAY DATES

### 2024 / 2025

#### Autumn Term 2024

<i>Monday 2 and Tuesday 3 September</i>	<i>Staff professional learning and development days</i>
Wednesday 4 September	Autumn term commences
Monday 21 October - Friday 1 November	Half term
Wednesday 18 December at 12 / 12.30pm	Break up

#### Spring Term 2025

<i>Monday 6 January</i>	<i>Staff professional learning and development day</i>
Tuesday 7 January	Spring term commences
Monday 17 February - Friday 21 February	Half term
Friday 11 April at 12 / 12.30pm	Break up

*(Easter: Good Friday 18 April, Easter Sunday 20 April, Easter Monday 21 April)*

#### Summer Term 2025

Monday 28 April	Summer term commences
<i>May Day Bank Holiday: Monday 5 May</i>	<i>School closed</i>
Monday 26 May - Friday 30 May	Half term
Friday 4 July at 12 / 12.30pm	Break up

### 2025 / 2026

#### Autumn Term 2025

<i>Monday 1 and Tuesday 2 September</i>	<i>Staff professional learning and development days</i>
Wednesday 3 September	Autumn term commences
Monday 20 October - Friday 31 October	Half term
Wednesday 17 December at 12 / 12.30pm	Break up

**Holiday Scheme** is available for Reception to Yr6 on the last afternoon of each term (12.15 – 6.00pm).

**Pre-Prep** is open for all school holidays, **except for**:

- **Monday 2 September 2024 (for staff training)**
- Bank Holidays, and
- From 1pm on Christmas Eve until New Year's Day inclusive, re-opening on the first working day after New Year.

## **iPad Acceptable Use Policy for School**

The policies, procedures and information within this document apply to all iPads, used in school. Teachers and other school staff may also set additional requirements for use within their classroom.

When using the iPad, the terms of the School ICT acceptable use agreement must be adhered to at all times.

### **Users Responsibilities**

School iPads are provided with a rugged case, user must use this protective cover for their iPad at all times. The iPad screen is made of glass and therefore is subject to cracking and breaking if misused: Never drop or place heavy objects (books, laptops, etc.) on top of the iPad. Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad screen cover and if the iPad screen itself requires cleaning, please ask the IT dept to do this for you. Do not subject the iPad to extreme heat or cold. Do not store or leave unattended in vehicles. Users may not photograph any other person, without the explicit permission of a member of staff and then only for educational purposes. The iPad is subject to routine monitoring by any member of the school's ICT department. Devices must be surrendered immediately upon request by any member of staff. Users in breach of the Responsible Use Policy may be subject to but not limited to; disciplinary action, confiscation, removal of content or referral to external agencies in the event of illegal activity. Highclare School is not responsible for the financial or other loss of any personal files that may be deleted from an iPad.

Students in the 6<sup>th</sup> Form are provided with a School iPad for the period that they attend Highclare School. At the end of this time, the iPad must be returned to School, together with all the case, and all genuine Apple cables and chargers.

Please note that all iPad accessories, including lead, charging unit and protective case, must be kept safely and returned with the iPad (undamaged) at the end of U6, otherwise a charge will be made.

### **Additional Responsibilities for Pupils**

If an iPad is left at home or is not charged, the user remains responsible for completing all schoolwork as if they had use of their iPad. Malfunctions or technical issues are not acceptable excuses for failing to complete school work, unless there is no other means of completion. Pupils must not use their iPad in School corridors on their journeys to and from school or outside of School buildings (unless with the Teachers' permission). Pupils in breach of the Responsible Use Policy may be subject to but not limited to; disciplinary action, confiscation, removal of content or referral to external agencies in the event of illegal activity. In the event of any disciplinary action, the completion of all class work remains the responsibility of the pupil.

Any lost equipment (including cables and chargers) must be replaced by students, with genuine Apple products. Any equipment that is lost or found to be damaged upon return will be charged accordingly.

### **Safeguarding and Maintaining as an Academic Tool**

iPad batteries are required to be charged and be ready to use in school. Syncing the iPad to iTunes or iCloud will be maintained by a School administrator. Items deleted from the iPad cannot be recovered. Memory space is limited. Academic content takes precedence over personal files and apps. The whereabouts of the iPad should be known at all times. It is a user's responsibility to keep their iPad safe and secure. iPads belonging to other users are not to be tampered with in any manner. If an iPad is found unattended, it should be given to the nearest member of staff.

### **Lost, Damaged or stolen iPad**

If the iPad is lost, stolen, or damaged, the ICT Technicians/Network Manager/Head must be notified immediately. iPads that are believed to be stolen can be tracked through iCloud.

### **Prohibited Uses (not exclusive):**

Accessing Inappropriate Materials – All material on the iPad must adhere to the ICT Responsible Use Policy.

Users are not allowed to send, access, upload, download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials.

Illegal Activities – Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity. Violating Copyrights – Users are not allowed to have music and install apps on their iPad.

Cameras – Users must use good judgment when using the camera. The user agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of camera in toilets or changing rooms, regardless of intent, will be treated as a serious violation. Posting of images/movie on the Internet into a public forum is strictly forbidden, without the express permission of the Teacher or in the case of staff use; a member of the Senior Leadership team. Use of the camera and microphone is strictly prohibited unless permission is granted by a member of staff.

Misuse of Passwords, Codes or other Unauthorised Access -Users are encouraged to set a passcode on their iPad to prevent other users from misusing it. Any user caught trying to gain access to another user's accounts, files or data will be subject to disciplinary action.

Malicious Use/Vandalism – Any attempt to destroy hardware, software or data will be subject to disciplinary action.

Jailbreaking – Jailbreaking is the process of which removes any limitations placed on the iPad by Apple. Jailbreaking results in a less secure device and is strictly prohibited. Inappropriate media may not be used as a screensaver or background photo.

Presence of pornographic materials, inappropriate language, alcohol, drug or gang related symbols or pictures will result in disciplinary actions. Individual users are responsible for the setting up and use of any home internet connections and no support will be provided for this by the school. Users should be aware of and abide by the guidelines set out by the School E-Safety policy.

Highclare School reserves the right to confiscate and search an iPad to ensure compliance with this Responsible Use Policy.

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I understand and will abide by the above Acceptable Use Agreement. Violations of these rules may result in suspension of computer privileges and other appropriate disciplinary action, including suspension or dismissal from school, and / or legal action. Users are expected to report to a member of staff any information that they may have concerning the violation of these rules.

**Student's Signature:** ..... **Date:** .....

**Students' Name** (please print) ..... **Form:** .....

## ICT - Acceptable Use Agreement – U3 to U6

1. All students are issued with a school email account which can be used for any school business and must not be used for personal business.
2. Personal email accounts i.e. hotmail, gmail must not be used in school and as such the access to such accounts is blocked. This action is taken to limit opportunity for any viruses to be introduced onto the school network.
3. Students shall accept responsibility for all material stored under their user accounts.
4. Students may not let anyone else use their school account or password, or try to use that of others. Any attempts at masquerading, or pretending to be someone else, is forbidden. This includes sending out email in someone else's name.
5. Software may not be copied from or to the Highclare Network or hard drives of the school computers. Students may only use software available on the school menus unless given specific permission from a computer teacher to do so.
6. Students may only access their own network data files or data files specifically designated by a teacher for student use.
7. Only computer games approved by a teacher can be played in the computer room or on any school computer.
8. Students may not alter, remove or damage any school or student owned hardware.
9. The deliberate introduction of computer viruses on the Highclare Network, school computers or student / teacher owned computers is strictly forbidden.
10. Logging onto any social networking site is not allowed.
11. The Internet is to be used for scholarly research and as a means of obtaining helpful information. Highclare School denies any responsibility for the accuracy and quality of information obtained through its Internet account activity
12. Students should not give out their home address or phone number, or the address or phone number of any other students or school on the Internet, via email or any other service
13. The School reserves the right to review and monitor all information on the Highclare School network, including all material in students' personal folders.
14. The Internet and / or email may not be used for any purpose which may constitute a criminal offence. This includes copyright violations such as using others' words or ideas as your own, libel laws which may involve publicly defaming people, and hacking which includes all efforts to bypass security systems and gain access to information that they do not have authorisation to view.
15. Students will not attempt to by-pass the school's security / monitoring system in any way thus accessing inappropriate material. 'Appropriate' material would be any material accessed for use in homework, coursework or in a student's private area of interest which might or might not be directly related to a school subject. An example of such an interest might be a legitimate hobby or sport, or an area of extra-curricular study such as ballet or music.
16. Students may not use the Internet and / or email servers for private business, including commercial advertising.
17. Use of the school computer system, including your email account and storage areas provided for your use, may be subject to monitoring by the school to ensure compliance with this acceptable use agreement and applicable laws. This may include remote monitoring of an interactive logon session. In particular, the school does keep a complete record of sites visited on the Internet by both pupils and staff. However, usernames and passwords used on those sites are NOT monitored or recorded.
18. Use of the school computer system indicates your consents to the above described monitoring taking place.

## ICT - Acceptable Use Agreement for Senior School Students.

Please fill in both sections below and return to school.

**Student:** I understand and will abide by the above Acceptable Use Agreement. I also understand that any violation of this agreement may constitute a criminal offence. Violations of these rules may result in suspension of computer privileges and other appropriate disciplinary action, including suspension or dismissal from school, and / or legal action. Users are expected to report to a member of staff any information that they may have concerning the violation of these rules.

**Student's Signature:** ..... **Date:** .....

**Students' Name** (please print) ..... **Form:** .....

**Parent or Guardian:** As the parent or guardian of this student, I understand that computer access is designed for educational purposes in keeping with the educational goals of Highclare School. Highclare School students who have signed Technology Policy agreements have access to the Internet. While a substantial monitoring system is in place to prevent students from accessing inappropriate material, I realise that it is impossible for Highclare School to restrict access to all controversial matter. Therefore, I will not hold the school responsible for materials acquired on the network. I acknowledge that violation of the above rules constitutes a violation of school rules. I hereby give permission for my child to use computer facilities at Highclare School.

**Parent / Guardian's Signature:** ..... **Date:** .....

**Parent's Name** (please print) .....



## TAKE CHARGE

<b>T</b>	Think before you act	Think before you act: <ul style="list-style-type: none"> <li>• spend time listening and attempting to understand</li> <li>• decide your best course of action</li> <li>• deliberate</li> </ul>
<b>A</b>	Aim High	Aim High: <ul style="list-style-type: none"> <li>• strive for accuracy and precision</li> <li>• check your work before submission</li> </ul>
<b>K</b>	Keep trying	Keep trying: <ul style="list-style-type: none"> <li>• persist, be determined</li> <li>• try different things</li> <li>• always do your best</li> <li>• never give up.</li> </ul>
<b>E</b>	Engage with your work	Engage with your work: <ul style="list-style-type: none"> <li>• ask questions to fill in the gaps between what you know and what you don't know</li> <li>• set yourself problems</li> <li>• conceive different solutions</li> <li>• think flexibly</li> <li>• think about causes and effects</li> </ul>

<b>C</b>	Challenge yourself every day	Challenge yourself every day: <ul style="list-style-type: none"> <li>• take responsible risks</li> <li>• be brave enough to be different</li> <li>• try something new</li> </ul>
<b>H</b>	Have faith in yourself	Have faith in yourself: <ul style="list-style-type: none"> <li>• believe in your ability</li> <li>• use your knowledge of different strategies for learning and pick an approach that best suits at a time</li> <li>• get into a routine (if it helps)</li> </ul>
<b>A</b>	Achieve more together	Achieve more together: <ul style="list-style-type: none"> <li>• communicate with clarity and precision</li> <li>• recognise the value of interdependence</li> <li>• work well as part of a team</li> <li>• together = more learning power</li> <li>• be ready to exchange good practice.</li> </ul>
<b>R</b>	Reflect on your learning	Reflect on your learning: <ul style="list-style-type: none"> <li>• apply past knowledge to new situations</li> <li>• listen carefully to feedback and respond to it</li> <li>• embrace failure – learn from this experience.</li> </ul>
<b>G</b>	Get organised!	Get organised!: <ul style="list-style-type: none"> <li>• have all the right things with you</li> <li>• be mentally ready</li> <li>• look ahead and plan what should happen.</li> </ul>
<b>E</b>	Enjoy your learning journey	Enjoy your learning journey: <ul style="list-style-type: none"> <li>• find humour</li> <li>• have a passion for what you do</li> <li>• take pride in your work</li> <li>• remain open to continuous learning.</li> </ul>