



# Sixth Form Handbook

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## General Information: The Sixth Form

Welcome to the Sixth Form Handbook, which is designed to give you all the essential information you need about being at Sir John Talbot's Sixth Form.

Below, you will find an outline of how we help with study skills, independent learning, careers guidance and university applications. You will find that we also have a wealth of extra-curricular activities and other opportunities on offer.

The pastoral and social aspects of Sixth Form life at Sir John Talbot's are an excellent preparation for life in higher education and employment where learning, cooperation and teamwork, as well as self-motivation and time, are all vitally important. The opportunity to take on wider roles in school exists for those with a passion for leadership and who show that they are able to act as role models for others.

All of the staff at Sir John Talbot's School is committed to giving the best and most appropriate advice and guidance to every student, to help each one play to their strengths whilst trying new things. The Sixth Form Tutor team is outstanding in its experience of providing both pastoral care and looking after your academic welfare. In addition to this the Head of Sixth form will get to know every Sixth Form student to ensure their well-being and development, as well as to help them prepare for the next step in their lives. For most students at Sir John Talbot's Sixth Form this will involve further education at university. Form Tutors, alongside the Head of Sixth Form, will work with students to ensure as competitive a university application as possible during the first term of Year 13. We will ensure that expert advice is available to help you move on to the next stage, whatever that may be.

We are confident that students in Sir John Talbot's Sixth Form will thrive and go on to achieve their fullest potential.

Our sixth form is going from strength to strength. I look forward to working with you all!

**Michelle Jones**

**Head of Sixth Form**

**Sixth form team:**

**Year 12: Mr R Sanders and Mrs L Morcumb.**

**Year 13: Dr S Gardner.**

**Examinations officer: Miss S Downward.**

## School Day

|                    |               |
|--------------------|---------------|
| Arrive             | 8.40          |
| Lesson 1           | 8.50 – 9.45   |
| Lesson 2           | 9.45 – 10.40  |
| AM                 | 10.40-11:05   |
| Break              | 11.05 – 11.25 |
| Lesson 3           | 11.25 – 12.20 |
| Lesson 4           | 12.20 – 13.15 |
| Lunch              | 13.15 – 13.55 |
| Accelerated Reader | 13.55 – 14.20 |
| Lesson 5           | 14.20 – 15.15 |

## Sixth Form Attendance Guidelines

**Morning registration:** All students will arrive for school at 8:40am and sign in at reception upon their arrival. Sixth formers use the main reception area to access school

**Afternoon registration:** Your attendance will be taken during afternoon reading. Attendance is monitored weekly by Head of Sixth form. It is your responsibility to ensure good attendance. Poor attendance may lead to a removal of your place at Sixth Form.

## Attendance, Illness & Holidays

Lessons (A level and Enrichment), Academic mentoring and Reading are compulsory. You are expected to attend every lesson you are timetabled for and be fully prepared for each lesson; this includes relevant books and equipment. Missing lessons will lead to contact with your parents or carers and, in serious cases, you will be asked to leave and find an alternative place to study (see Sixth Form Behaviour for Learning Policy).

Additionally, if you are not punctual to the start of your lessons this will affect your learning and the teaching in the classroom. We therefore take poor punctuality very seriously and there is a staged approach to help you improve your punctuality (see Sixth Form Behaviour for Learning Policy).

Doctors' or dentists' appointments should not be scheduled in lesson time – except in an absolute emergency; nor is it acceptable to arrange driving lessons or similar appointments to occur during lesson-time. If in doubt, see Head of Sixth form.

If a teacher is absent, it is your responsibility to collect emailed work or work set by the Head of Faculty.

If you are absent please bring a note to your tutor from your parent/carer explaining your absence with dates, on the day of your return.

It is vital that your parent/carer contact school by 08.30am on your first day of absence and explain that you are ill and when you hope to return by.

If you become ill during the day you must see Miss Downward before taking any action.

## Code of Conduct

The Student Code of Conduct sets out our general expectations of students.

### **Students in Sir John Talbot's School Sixth Form are expected to:**

- Work hard, attend lessons and tutorials, and be on time
- Behave responsibly and considerately, towards each other, towards staff and visitors, and towards our neighbours in the community
- Obey the law
- Follow policies designed to protect the school community e.g. zero tolerance on alcohol, drugs and bullying
- Have due regard to their own and other people's health and safety
- Respect the environment, including school property and resources

### **What this means in practice:**

#### **Positive Attitudes to Study**

**Make the most of your learning opportunity, know what is required and be ready for lessons:**

- Switch off your mobile phone before lessons, this should not be seen in lessons UNLESS directed by a member of staff
- Come to lessons with everything you need to learn - e.g. books, pens, notes, files, equipment
- Be attentive in lessons and work hard on tasks
- Follow instructions and take advice seriously
- Take an active part in class and group activities and answer questions when asked
- Do homework and research ready for deadlines
- Expect to remain in the classroom for the whole lesson
- Explain any absences and arrange to catch up on missed work
- Use the Library/Study Areas when not in lessons

#### **Positive Attitudes to Yourself and Others**

**Treat other people as you would like others to treat you:**

- Be considerate and polite - to other students as well as staff, visitors and neighbours
- Behave appropriately, with consideration for others
- Value each other's opinion and use language that does not cause offence

**Recognise other people have different values and concerns:**

- Respond positively to instructions from any staff
- Follow the Sixth Form dress code
- Be sensitive about how your behaviour or dress code might affect other people

### **Look after yourself:**

- Wear your lanyard visibly at all times
- Use the main reception when you arrive on site
- Follow the expectations of school policies designed to protect you
- Eat healthily - including breakfast - but not in class
- Develop a sustainable lifestyle ensuring the right balance between study, paid employment and socialising

### **Look after the environment you work and relax in:**

- Leave areas as you would expect to find them i.e. clean, tidy, no litter, graffiti or any other damage
- Avoid unnecessary waste: adopt sustainable practices - e.g. recycle litter and minimize printing and copying
- No smoking
- It is expected that you will look after the sixth form areas, tidy up after yourself and use the bins provided.

### **Our expectations of you**

**Attendance:** Students are expected to attend and be punctual to all timetabled lessons including supported study. If a student is absent a parent/carer must contact the school by 8.30am. Medical appointments must be made outside of the school day and no holidays will be authorised.

**Students in Part-Time Employment:** We encourage students to either work part-time or do voluntary work as this will broaden their life experience but we ask that they limit this to no more than 8 hours per week. Research has shown that just two or four more hours per week reduces students' achievements by a grade in each subject. Any employment must be out of school hours.

**Homework Commitment:** Each student will be given a timetable unique to them. On it there will be timetabled lessons and time for private study. For every hour spent in a lesson, students should expect one hour of homework. We encourage students to make good use of their study periods.

**Roles and responsibilities:** By October half term all year 12s will have been given a badged responsibility (in consultation with the student). It is your responsibility to be proactive in your role and to actively seek to help in the area you are attached to. Please keep a log of activities. Occasionally the Wednesday afternoon forum will be 'directed time', when you will be expected to spend time on your assigned role.

**Unifrog and Online Learning:** Sixth formers are expected to give regular time to keeping Unifrog up to date and to building CVs and personal statements. All year 12s will complete at least two online learning courses with Future Learn by the OU.

## Behaviour Management

| LEVEL               | CRITERIA   | RESPONSE   | NOTES   |
|---------------------|--|--|---|
| <b>GREEN STATUS</b> | <ul style="list-style-type: none"> <li>On target in all subjects</li> <li>All work up to date</li> <li>Attendance above 95%</li> <li>No punctuality issues</li> <li>Wearing correct dress</li> </ul>   | <ul style="list-style-type: none"> <li>Letter sent home celebrating success</li> <li>Student success celebrated in tutor base and assemblies</li> <li>All privileges in place</li> <li>First refusal on any enrichment opportunities</li> </ul>  | Sixth Form Prefect Committee will meet and discuss rewards ideas for Green Status students  |
| <b>YELLOW ALERT</b> | <ul style="list-style-type: none"> <li>Below target in one or more subjects</li> <li>Unacceptable behaviour in class</li> <li>Failure to wear an ID badge repeatedly</li> <li>Failure to return borrowed equipment on time</li> <li>Breach of the school's ICT Acceptable Use Policy</li> <li>Persistent poor, low-level behaviour</li> <li>Being in college but absent from a lesson</li> <li>Poor attendance below 95%</li> <li>Incorrect dress</li> </ul>   | <ul style="list-style-type: none"> <li>Conversation with member of staff affected</li> <li>Yellow alert logged on SIMS (Subject Leaders, Head of Faculty, Tutor and Head of Upper School notified)</li> <li>Tutor to give verbal warning and arrange restorative action</li> <li>Review of student status after 2 weeks</li> </ul>                                       | If all parties concerned are satisfied that the necessary changes/actions have taken place within a two week period, the student will return to Green Status. If not, the student will move to Orange Alert.    |
| <b>ORANGE ALERT</b> | <ul style="list-style-type: none"> <li>Failure to make necessary changes following Yellow Alert</li> <li>Poor attendance - below 90%</li> <li>Repeated lateness</li> <li>Repeated failures to look after borrowed equipment and return it in good condition</li> <li>Failure to comply with reasonable request of member of staff</li> <li>Failure to hand in work/meet coursework deadlines</li> <li>Persistent rowdiness and/or inappropriate playing of computer games within Sixth Form</li> <li>Breach of the ICT Acceptable Use Policy causing serious inconvenience to others or damage to the Sixth Form systems/services</li> </ul> | <ul style="list-style-type: none"> <li>Formal written warning from Head of Sixth Form</li> <li>Orange Alert logged on SIMS (Subject Leaders, Head of Faculty, Tutor and Head of Upper School notified)</li> <li>Orange alert letter sent home</li> <li>Student to have a formal interview with Head of Upper School - targets to be set and reviewed by tutor</li> </ul> | If all parties concerned are satisfied that the necessary changes/actions have taken place within the planned time period, the student will return to Green Status. If not, the student will move to Red Alert. |

|                             |   |   |  |
|-----------------------------|---|---|--|
| <p><b>RED ALERT</b></p>     | <ul style="list-style-type: none"> <li>• Failure to make necessary changes following Orange Alert</li> <li>• Repeated minor misconduct</li> <li>• Persistent breach of Code of Conduct</li> <li>• Failure to disclose identity when reasonably requested for it or giving incorrect information</li> <li>• Swearing or verbal abuse directed at students or staff</li> <li>• Failure to comply with Health and Safety regulations including smoking regulations</li> <li>• Failure to comply with the driving to school policy</li> <li>• Viewing inappropriate material on the computer, including pornography</li> </ul>  | <ul style="list-style-type: none"> <li>• Possible fixed term exclusion</li> <li>• Letter home informing parents/carers of red alert</li> <li>• Appointment for formal meeting of students and their parent/carer with senior staff</li> <li>• Learner Agreement put in place with time scale for change</li> <li>• Learner, parents/carers &amp; school given clear targets and responsibilities</li> <li>• Review date agreed</li> </ul> |  |
| <p><b>FINAL WARNING</b></p> | <ul style="list-style-type: none"> <li>• Failure to make necessary changes following Red Alert Learner Agreement</li> <li>• Physical abuse or threat of physical abuse</li> <li>• Harassment or discriminatory behaviour</li> <li>• Victimisation and criminal activity including drugs, alcohol, theft and violence</li> <li>• Deliberate damage to School property</li> <li>• Serious violation of the school's rules and procedures concerning Health and Safety</li> <li>• Serious violation of the ICT Acceptable Use Policy</li> <li>• Damaging the reputation of the School</li> <li>• Repeated failure to comply with School Sixth Form rules, policies, warnings or code of conduct</li> </ul> | <ul style="list-style-type: none"> <li>• Investigation by Head of Upper School</li> <li>• Referral to Head teacher</li> <li>• Offer student opportunity to leave voluntarily</li> <li>• Consider permanent exclusion</li> </ul>   |  |

### Permanent Exclusion

When a student fails to meet the terms of a final warning, the Head of Sixth Form will offer the student the opportunity to leave Sixth Form voluntarily, or will recommend permanent exclusion to the Head teacher.

## Monitoring, Tracking, Assessment and Mentoring

Academic progress is monitored rigorously by the Head of Sixth Form, Form Tutors, Subject Leaders and Heads of Faculty. At the beginning of term, all students will be given individual target grades, against which all work will be assessed. Subject Leaders closely supervise the academic progress of students using target grades and the Sixth Form tracking system. Students who are underachieving are identified by the Sixth Form tracking data and by Subject Leaders and Heads of Faculty. Targeted students are then monitored closely by the Head of Upper School and Form Tutors. Parents/Carers will be informed accordingly and invited to discuss their child's progress with members of the Sixth Form Team.

All students who are struggling to cope with the academic demands of A Level, will be allocated a mentor to meet their specific, individual needs.

## Supported Study and Homework

Homework will be set in most lessons and will need to be completed appropriately by the deadline. Illness should not be seen as an excuse to not complete homework; you should find out what was set and complete the work as soon as you can after your return to school.

One difference between Year 11 and Year 12 is that you will find you have time in school when you do not have a timetabled lesson. We expect you to use this time to study. At these times you use the facilities at your disposal to study on your own; by reading round your subject, making notes, researching, planning or drafting work etc. Ultimately, how you use these times can have a significant impact on your ability to work independently and on your progress.

## Applying to University – UCAS

Almost all students at Sir John Talbot's Sixth Form are expected to go on to higher education. Advice on all matters relating to higher education is available from the Head of Upper School as well as from the careers advisor and in the Library.

A full range of university prospectuses will be available in the Library and all information is also readily available through university websites and the UCAS website. In the spring, Year 12 students and parents are invited to a "Pre-UCAS" evening for initial information on this process, whilst potential Oxbridge and Medical applicants are also identified. During the summer term of Year 12, careful thought needs to be given and preliminary research carried out into possible courses and university entrance requirements. Some universities require candidates to sit entrance papers specific to the course in addition to A levels. Many universities expect potential Law and Medical undergraduates to do so whilst other subjects may well be added to this list. Students need to think about these tests well ahead and seek advice where necessary.

We do not want finance to be a barrier to continuing your education, there will be a Student Finance information evening for students and parents during year 12, as well as a presentation for students.

## Dress Code

### Sixth Form Dress Code

| Appropriate For School  | Not appropriate For School  |
|---|---|
| <p><b>For Boys</b></p> <ul style="list-style-type: none"><li>- Collared Shirt</li><li>- Smart subdued coloured trousers</li><li>- Jumper, cardigan, jacket</li><li>- Smart shoes suitable for work (no canvas shoes or trainers)</li><li>- Tailored shorts</li></ul> <p><b>For Girls</b></p> <ul style="list-style-type: none"><li>- Smart tops which maintain modesty (shoulders covered, no visible underwear)</li><li>- Smart, plain coloured trousers, skirt or dress of a modest length (no more than 3cm above the Knee)</li><li>- Tailored shorts</li><li>- Jumper, jacket, cardigan</li><li>- Smart shoes suitable for work (no canvas shoes or trainers)</li></ul> | <p><b>For All Students</b></p> <ul style="list-style-type: none"><li>- Casual round neck t-shirts / polo shirts</li><li>- Leggings of any sort</li><li>- Denim Jackets</li><li>- Obvious logos on any item of clothing</li><li>- Jeans of any description (i.e. trousers made of denim or with studs)</li><li>- Hoodies</li><li>- Shorts (sports style or un-tailored)</li><li>- Hats or Caps</li><li>- Visible underwear</li><li>- Flip flops</li><li>- Jeggings</li><li>- Short and or stretchy, elasticated skirts or dresses</li><li>- Extreme hair styles/full head colours</li><li>- Ostentatious jewellery</li></ul> |

Below are some examples of suitable dress





## Child Protection

It is a legal responsibility of any institution that caters for young people to ensure they are safeguarded against harm. As such every adult or student who is not identifiable by a uniform must wear a lanyard with their picture on.

### Movement around School

Please set an example of what we expect as you move around school, so younger students see sensible role models.

The school does not allow eating or drinking in corridors or classrooms and we ask for your co-operation with this also.



## Cyber Safety

New technologies have now become integral to the lives of all young people in today's society, both within schools and in their lives outside schools. It opens up new opportunities and is now an essential part of everyday life whether using it for homework, to talk or to share material with friends. Students should have an entitlement to safe internet access at all times and it is important that students know how to keep safe when using new technology.

Students need to be aware that Social Networking Sites (such as Twitter and Facebook) are regularly viewed for any mention of Sir John Talbot's School, Sixth Form and Staff. If inappropriate content is found, which is derogatory to the institution, this will be followed up with students and their families, in line with the Behaviour For Learning Policy.

You can learn more about internet safety by visiting the following sites:

[www.ceop.gov.uk](http://www.ceop.gov.uk)

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

[www.getnetwise.org](http://www.getnetwise.org)

[www.childnet.com](http://www.childnet.com)

## Driving

### Parking Permits

If you wish to drive to school you will need to apply for a parking permit. Parking permits are awarded on an individual basis by the Head of Upper School. There is a clear policy on Driving to school. You must read this



carefully. Application forms for parking permits can be found at reception, or email Head of Sixth form.

## Alcohol, Drugs and Smoking

Sir John Talbot's School is a public place and smoking is therefore illegal for everyone, including staff and all visitors. The School therefore forbids smoking in and around school property. If students have earned the privilege to leave site during their non-contact periods we would strongly discourage them from smoking.

No students may enter licensed premises during the school day. Alcoholic drinks must not be brought onto the School premises, nor consumed on the way to or from school.

## 16 – 19 Bursary

If you are eligible for Free School Meals then you can apply for extra funding to help with the costs incurred through learning (Forms are available from reception). Applications for extra funding have to be made by Friday 19<sup>th</sup> September 2016 and, if successful, you will only receive the funding if you attend school and perform well. If you are not in receipt of Free School Meals you are still entitled to apply for extra funding in times of hardship. Please speak to the Head of Upper School for further details.

## SMSC

### **"Not everything that counts can be counted" Albert Einstein**

At Sir John Talbot's School Sixth Form, we recognise that the personal development of our students plays a significant part in their ability to learn and achieve their full potential. As such, the spiritual, moral, social and cultural (SMSC) enrichment of our students is at the heart of the school's ethos.

We believe that our students cannot and will not learn effectively unless:

- They are happy and secure
- Their individuality is respected
- Their differences are celebrated
- Their difficulties are understood
- Their interests are extended
- Their talents are developed

For this reason, the SMSC development of our students is as important as their academic development. We aim to provide an education that provides students with opportunities to 'shine' in any way they can and enables them to explore and develop their own:

- Values and beliefs
- Spiritual awareness

- Personal behaviour
- Positive and caring attitude towards others
- Understanding of their social and cultural roots
- An appreciation of the diversity and richness of other cultures

## Library Rules for Sixth Form Students

### Computer Use

Subject to availability sixth formers may use either the desktop machines in the computer room or the laptops. Please always ask which to use before logging on. Computers can be booked for urgent work.

All computer use is to be of an educational nature. Students will be removed from unsuitable websites and made to leave the library if they do not comply.

### Library Lending Rules

You may borrow up to 4 books at a time for a period of three weeks. Books must be returned on or before their due date or fines will be charged at the rate of 10p per day. Further loans will not be issued and students may lose access to the library until fines are paid. Lost books must be paid for.

Sixth formers may also borrow from the Staff and Sixth Form fiction shelves, which contains more mature fiction titles.

### Behaviour

The Library provides sixth form students with an area for **silent** individual academic study. Group work or other work involving on-going discussion should be done in study rooms in the sixth form block. Noisy or disruptive students will be asked to leave and repeat offenders will be banned from the library for longer periods.

Sixth form students working in the library are required to sign in and describe the work they intend to do. The signing-in sheet will be used by library staff to log any inappropriate behaviour so that it can be monitored.

Eating, drinking (other than from a water bottle) and chewing gum are not allowed.

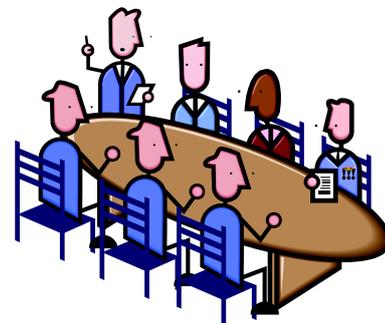
Mobile phones and music devices must not be used. Phones should be on silent so as not to disturb the working environment.

At break and lunchtime the rules are more relaxed for years 7 to 11 doing homework research, reading, and choosing books. Sixth formers in the library at this time should be working, reading or choosing books.

## Prefects and mentors.

At the beginning of the school year the Sixth Form Senior Prefects, directed by the Head girl and Boy, will form a committee with year 12 prefects. The Sixth Form Committee will ensure communication and collaboration between year 12 and year 13.

All year 12 students will have roles and responsibilities, which you will have the opportunity to express a preference for. The aim of this is not only to assist others but to help you get as much out of your time here as possible.



## Exams

Examinations take place during the months of May and June. Before this time you will be given a printout stating which examinations you have been entered for. It is your responsibility to check that you have been entered for the correct examinations; you must sign this printout and return it to Miss Downward. Your signature on this printout is confirmation that the exam entries are correct. If you do not spot a mistake but sign the form you will incur a cost. Once entries have been checked, students will receive an examination timetable which will state the dates, times and rooming for each exam.

Any questions about examinations and re-sits should be directed to Miss Downward.

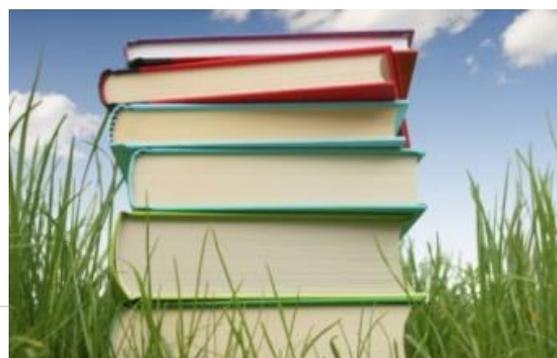
Students should check the Examination Noticeboard (outside the Library) regularly for any messages or important information relevant to them.

When you have an examination you must be in the Social Dining Area at least 20 minutes before the start. Whilst in the Social Dining Area, use the time to relax, go to the toilet and mentally prepare. Your teacher may want to speak to you during this time. You will be collected by Miss Downward when the exam invigilators are ready to start.



## Purchasing Core Texts

It is not a requirement that all students must buy the core texts for A-Level in order to complete the course. However, core texts offer tremendous support in helping students to study more effectively on their own. A levels require a huge commitment to extended study at home and the purchase of core texts will allow for greater



independent learning. Core texts may also be useful items for students to own after they leave Sixth Form as preparation for university life or for later study. Therefore, the school strongly advises students to purchase the core texts which accompany their A Level Courses. The Library will have reference copies of all core texts, but students will not be given a textbook by their teacher and there will not be class sets of textbooks for use in lessons. It is expected that students will be properly prepared for lesson and organised.

## Useful Websites

|                                |  |
|--------------------------------|--|
| <b>Higher Education</b>        |  |
| Information on HE Courses      | <a href="http://www.ucas.com">www.ucas.com</a>   |
| All about qualifications       | <a href="http://www.qca.org.uk">www.qca.org.uk</a>   |
| League Tables                  | <a href="http://www.educationguardian.co.uk">www.educationguardian.co.uk</a><br><a href="http://www.thetimes.co.uk">www.thetimes.co.uk</a>   |
| Open Days                      | <a href="http://www.opendays.com">www.opendays.com</a>   |
| Finding the right university   | <a href="http://www.push.co.uk">www.push.co.uk</a>   |
| Student Opinions               | <a href="http://www.unistats.co.uk">www.unistats.co.uk</a>   |
|                                |  |
| <b>Finance/Student Life</b>    |  |
| National Union of Students     | <a href="http://www.nusonline.co.uk">www.nusonline.co.uk</a>   |
| Student Life                   | <a href="http://www.studentszone.org.uk">www.studentszone.org.uk</a><br><a href="http://www.studentunion.co.uk">www.studentunion.co.uk</a>   |
| Financial Support              | <a href="http://www.dfes.gov.uk/studentssupport">www.dfes.gov.uk/studentssupport</a>   |
| Student Loan Company           | <a href="http://www.slc.co.uk">www.slc.co.uk</a>   |
| Student Accommodation          | <a href="http://www.bu7nk.com">www.bu7nk.com</a>   |
| EMA (students living in Wales) | <a href="http://www.studentfinancewales.co.uk/ema">www.studentfinancewales.co.uk/ema</a>   |
|                                |  |
| <b>Employment/Careers</b>      |  |
| Vacancies                      | <a href="http://www.monster.co.uk">www.monster.co.uk</a><br><a href="http://www.targetjobs.co.uk">www.targetjobs.co.uk</a>                   |
| Graduate Careers               | <a href="http://www.prospects.ac.uk">www.prospects.ac.uk</a>   |
| Modern Apprenticeships         | <a href="http://www.realworkrealpay.info">www.realworkrealpay.info</a>   |
|                                |  |
| <b>Gap Year</b>                |  |
| Gap Year with BUNAC (USA)      | <a href="http://www.bunac.org.uk">www.bunac.org.uk</a>   |
| Year in Industry               | <a href="http://www.yini.org.uk">www.yini.org.uk</a>   |
| Volunteering Opportunities     | <a href="http://www.csv.org.uk">www.csv.org.uk</a><br><a href="http://www.worldwidevolunteering.org.uk">www.worldwidevolunteering.org.uk</a> |
| Year Out Ideas                 | <a href="http://www.gapyear.com">www.gapyear.com</a>   |
| Planning a Gap Year            | <a href="http://www.gap.org.uk">www.gap.org.uk</a>   |



**Sir John Talbot's** school

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