



INTERNATIONAL BRITISH SCHOOL  
of BUCHAREST

# Sixth Form Handbook



## INTERNATIONAL BRITISH SCHOOL OF BUCHAREST SIXTH FORM HANDBOOK

### Welcome

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

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

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

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

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

Yours sincerely,

Head of School



## What is so different about Sixth Form?

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

## Your Choices

You are now in the position of having made some choices about your future courses of study and for most of you, there is a good chance you may have already decided to aim for Higher or Further Education when you leave school, in which case, your choice of subjects will reflect this.

Perhaps you have no clue about the future beyond the next two years or so- this doesn't matter at all! The point is that you have been given the chance to show what you can do, what sort of person you are, so go for it and impress us with your talents!

## Your Benefits!

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



## Continuation Policy

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

Students wishing to continue study beyond KS4 and into Year 12 must also have satisfied the general school requirement of having obtained at least 3 IGCSE's grades [A\* - C] including 2 Core: English, Mathematics, Sciences and ICT. The transition of any student to study for an AS/A level qualification [in any subject] is conditioned by the obtaining of a C grade in the IGCSE extended exam in that particular subject. If a student fails to achieve the minimum required grade in that particular IGCSE subject, he/she will not be allowed to continue with the AS qualification in the same subject.

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

## Subject Choice

<http://www.ibsb.ro/Academics/Departments/>

**All students are expected to do a minimum of four AS subjects in Year 12 and a minimum of three subjects at A2 Level. For students only passing 2 Core and 1 additional IGCSE subject, 3 AS levels will be sufficient with permission from the Head of School.**

If you already know which University and course you want to apply to, **check exactly** what courses at AS and A2 they require you to obtain. You may have to pick an additional AS or A2 course depending on if you are entering Year 12 or 13 to meet their entrance requirements. Please be aware that the list of courses offered may vary from year to year.

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



## Graduation Policy

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

### Dress Code- tidy casual [Years 12 & 13 only!]

#### Boys dress code:

**Top:** Long or short sleeved collared shirt or polo with collar [white, blue, or pastel colours]

No pattern print designs or writing or pictures allowed.

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

**Shoes:** Black

Not allowed:

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

#### Girls dress code

**Top:** Blouse or shirt with a collar [white, blue, or pastel colours]

No pattern print designs or writing or pictures allowed.

**Trousers:** smart, casual

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

**Shoes:** Black

Not allowed:

- Strappy tops and bare midriff
- Overly revealing tops
- Low-cut blouses or low cut T-shirts
- Denim/Jeans – of any kind, blue or black, for any article of clothing



- Trainers or “beach” shoes [flip – flops]
- Scruffy trousers or shorts [including “combat” style]
- Excessive jewellery [single set of stud earrings and a single necklace and pendant only: no bracelets or rings allowed]
- Any clothing which reveals underwear
- Hair dyed in an extreme colour
- No leggings

Year 12 and Year 13 students should be dressed in clothing suitable for a professional environment. All students should respect the cultural standards and expectations of the school. Clothes need to look clean, ironed and presentable. Normal school sanctions will apply to Year 12 and Year 13 students that are inappropriately dressed.

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

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

### **Attendance Policy**

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

**However the vast majority of the students who achieve high grades, B/A/A\* normally make good use of their holiday to revise and do extra study.**

**Please be aware that your attendance should not fall below 90%.**

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

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



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

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

## **Homework**

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

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

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

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

## **The Student Planner**

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



## Studying

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

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

The variety of resources you will need to use will also increase. For example, homework may involve library research, using the Internet or spending extra time in the Art room or Science laboratories.

**A student who does not venture beyond the set textbook is unlikely to obtain a good grade in the examinations.**

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

## Study Room

There is a separate study room for which you will be timetabled to use for private study. Anyone behaving disrespectfully or selfishly will have their right to the study room revisited. Everyone is expected to share the responsibility of keeping the room in good order!

## Studying in Vacant Classrooms

A timetable will be issued showing locations of designated study rooms.

These are study rooms and not an alternative common room for you to socialise in with your friends.



## Work Experience

<http://www.ibsb.ro/Focus/Work-Experience-Programme/>

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

## Universities and Higher Education

<http://www.ibsb.ro/Focus/UCAS/>

### UCAS Timelines

- **September-** Applications for 2014 entry begin
- **15th October-** Deadline for Oxford, Cambridge, Dentistry, Medicine and Vet Science
- **15th January-** Closing date for next academic year applications
- **End March-** Majority of decisions made and students informed
- **Early May-** Deadline for applicants to make replies to offer

## Other School Policies

<http://www.ibsb.ro/About-IBSB/School-policies/>

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

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



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[WWW.IBSB.RO](http://WWW.IBSB.RO)  
[OFFICE@IBSB.RO](mailto:OFFICE@IBSB.RO)