

Warwick Academy



Sixth Form Student Handbook 2023-2024

SO MUCH MORE THAN A PLACE TO LEARN



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Behavioural Expectations

During Year 12 at Warwick Academy, students begin the two-year Sixth Form programme. Successful students will go on to Year 13 to continue their studies in the IB Diploma, IB Individual Subjects or IB Career-related (BTEC) Programme courses. All students will be expected to conduct themselves in an appropriate manner. The following points are for clarification purposes and do not represent an exhaustive list.

Student behaviour:

- All Sixth Form students are expected to behave as responsible adults and follow the same standards adhered to in a typical business environment.
- Students will display courtesy and common sense in their dealings with each other, faculty, and members of the public, both in and out of school.
- Inappropriate language will not be tolerated. This includes playing music that contains inappropriate lyrics out loud.
- All students should be aware that the privilege of being able to choose where they spend their study periods will be withdrawn if not used effectively.
- A record of student transgressions will be sent to and monitored by the Head of Sixth Form and the Assistant Head of Sixth Form. Continued failure to work within the guidelines of the school may lead to Academic and/or Behavioural Probation.

Punctuality:

- All students are expected to attend all classes punctually and to arrive in school in time for the start of their first lesson of the day. Students will be registered when they sign in at the start of the day.

Cell phones & electronic devices:

- If any electronic devices are brought to school, they must be used in a manner that does not inconvenience or annoy others. The school will not be responsible for the loss of any of these items.
- When in a study period electronic devices should be on silent mode.
- Electronic devices will be confiscated (and demerits / detention issued) if used in areas of the school other than Barber Hall. This includes headphones if they are visible.
- **Private phone calls or text messages are not permitted during homeroom and lesson times, meetings or assemblies.**

Lunch & Recess Arrangements:

- Year 12 & Year 13 are to eat their lunch in Barber Hall or on the benches outside. Students are expected to keep the area tidy.
- Students can go to Lindos at recess; they may also go to Four Star etc. at lunch. All other locations require the permission of the Head of Sixth Form or Assistant Head of Sixth Form.

Barber Hall:

- Visitors to Barber Hall are strongly discouraged and must be approved by the Head of Sixth Form in advance.
- All students are responsible for the return of textbooks and school property in good condition. Students will be billed for any resources lost or damaged.
- Lockers are the responsibility of the students.

Bikes:

- Students will exercise due care and caution while entering and leaving the school grounds on bikes and park only at Barber Hall (unless otherwise arranged with the Head of Sixth Form or the Assistant Head of Sixth Form). **Students riding in a dangerous manner will lose the privilege of riding a bike to school for a minimum of 3 days but possibly longer at the discretion of the Head of Sixth Form. They will also receive demerits.** (See demerits).
- Students may not tow each other to or from school; helmets must be secured properly.
- Students leaving the school grounds at the end of day on bikes may not do so until 3:40pm.
- Students wearing skirts on bikes need to wear cycle shorts (or similar) under their skirt.
- All students wishing to bring vehicles to school must sign the vehicle code of conduct form.
- Any student wishing to park a car at school must submit the vehicle code of conduct form and must park by the pool.

Signing in/out:

- No student is to leave the school premises during lesson times without signing in or out, or after seeking permission from the Head or Assistant Head of Sixth Form.
- Some Sixth Form students will receive privileges. Privileges mean a student can arrive to school after 8:30am (in time for their first lesson of the day) or leave before their last lesson of the day. Privileges do not excuse students from year assemblies / Uprep sessions etc.
- Privileges are given to students who demonstrate a good work ethic in study periods; achieve good effort grades for their subjects; submit assignments and homework on time; and are on track to meet their point totals/grades in subjects.

Responsibility:

- The school expects students to take responsibility for their own learning with support from teachers, (and especially from Homeroom Tutors, the Guidance Counsellor, the Director of Sixth Form Studies, the Assistant Head of Sixth Form and the Head of Sixth Form).
- Responsible behaviour includes:
 - o preparing for all classes
 - o being punctual
 - o perseverance with academic studies
 - o observing attendance regulations
 - o meeting all deadlines
 - o respect for the physical environment
 - o loyalty to the school's values and policies.
- **Students missing lessons due to illness or permitted absence, are required to consult with staff regarding "making up" the work. This is to be completed in the student's own time. Students are expected to be pro-active about the collection of work via teachers or fellow students.**

Tolerance and helpfulness:

- Students are expected to exhibit tolerance towards all others, regardless of gender, nationality, ethnicity or religion.
- The school also expects students to be helpful to each other, both in connection with academic work and in personal matters.
- Bullying of any description is strictly forbidden and may (at the discretion of the Principal) result in expulsion from Warwick Academy with a loss of all fees paid to date.

Absences and tardiness:

- There is a register taken when students enter and leave the school premises. A summary of this is formally recorded on each academic report. Be aware that some universities are sent academic reports.
- **Any student truant from a class, study period, afternoon activity, U-Prep, assembly or school will receive 6 demerits. In School Suspension (ISS) may be applied, at the discretion of the Head of Secondary and a copy put on the students file.**
- *Official school holidays will be observed – **prolonged holidays are not permitted.***

Alcohol, drugs, vaping and smoking:

- Students are banned from bringing to school any item that staff feel could be a danger to themselves or others. Staff have the right to conduct a search (as per the school search procedures) if they have reasonable grounds for suspecting a student may have a prohibited item in their possession.

Health & Drug Abuse Policy

Warwick Academy's Policy with respect to Tobacco, Vaping and Drugs must be seen within the wider context of the School's Health Education Programme.

- The purpose of this Health Programme is to develop the health awareness of each student and so enable students to make responsible decisions with respect to their physical, social and emotional well-being.
- Warwick Academy recognises the importance of medication for the well-being of some students. However, in school no medication is to be taken without a doctor's prescription and, when a prescription is provided, the School Office is to keep the medicine and administer it to the student according to the doctor's directions.

When students fail to make responsible decisions about tobacco, and alcohol and other drugs, the School will adopt the following procedures:

Tobacco & Vaping:

- The School will suspend any student found in the possession of, or using this substance/device on the School property.
- The parents will be contacted, and the student will be required to attend after-school classes until the Principal is satisfied that the student accepts the School's rules relating to tobacco/vaping use and understands the effects of tobacco/vaping on health and well-being. Any repetition of tobacco/vaping use may lead to expulsion from the School.

Alcohol and other drugs:

- Students suspected of abusing alcohol and other drugs (this includes the use of vaping devices) will be reported immediately to the Principal who will investigate the matter.
- If there is cause for concern, the Principal will notify the parents of the student and immediately consult with the Board of Governors.
- The prior written consent of the parents to test the student for drug use at an institution selected by the parents, or failing such selection, an institution specified by the Board will be requested.
- If the test proves negative no further action will be taken.
- Where the parent of a student fails to give consent to the conduct of a drug test or, the parent having consented, the student refuses to submit to testing, the Board may suspend the student.
- A student testing positive for drugs may be suspended from school and not allowed to return until he/she has started a suitable rehabilitation programme.
- If, on returning to school, the student is again suspected of drug use and such use is confirmed through testing, the Board may expel the student.
- Expulsion by the Board may also occur if the parents of the student fail to give their consent to this further testing or, the parents having consented, the student refuses to submit to further testing.
- Confidentiality will be maintained at all times by the Board, the Principal, the Faculty and the Guidance Counsellor in the implementation of the Drug Policy.
- The use of vaping devices is also covered by these rules.

Possession and trafficking:

- Students suspected by the Principal of possession of, or trafficking, in illegal substances will be reported immediately to the police and the parents will be notified.
- In the case where a suspicion is confirmed, the student will be expelled.
- Warwick Academy says "NO" to all forms of substance abuse.
- The School's Health Education programme promotes and encourages students at all times to adopt healthy life-styles and to be positive learners.
- The School requires and welcomes the full support of its parent body in this vital part of the school curriculum.
- *The expressions "drug", "drug abuse" and "drug abuser" have the meanings assigned to those expressions in the National Drug Commission Act 1993. "Drug" means any substance, the periodic or continuous use or administration of which (a) results or may result in a person developing a psychological or physical, or both a psychological and physical, reliance on the substance, or (b) alters or may alter a person's mood, perception, consciousness or behaviour. The expression "drug" is deemed to include "alcohol". "Drug abuse" means the use or administration of a drug to the apparent detriment of a person, or society, or both and "drug abuser" is construed accordingly.*

Warwick Academy is bound by the Children Act of 1998 to report any instances of child abuse. Any concerns should be forwarded immediately to the Head of Sixth Form, the Deputy Head for Discipline & Pastoral Care and the Guidance Counsellor.

Positive Behaviour

Rewards

Emails home

Privileges – recess and lunch

Privileges – leaving after last class of day

Demerits

Students who fail to follow the rules of conduct will be given demerits.

These will be recorded by Friday of each week and students will be informed they have been given demerits.

0 demerits

- Missing coursework deadline Y10-13 (immediate homework detention till work is done)
- Missing homework (immediate homework detention till work is done)
- Remote work concern

1 Demerit:

- Chewing gum
- Excessive talking
- Excessive talking in class
- Late to class (unexcused)
- Littering anywhere on the school property
- 1 Misc - reason needs to be entered in to the demerit system.
- Not returning a form/report
- Poor effort in class
- Talking in assembly
- Unprepared for a lesson (books, writing, apparatus, paper).
- Unsatisfactory work

2 Demerits:

- Inappropriate use of computers
- Late to school – unexcused
- 2 Misc. – please state reason
- Missing a personal detention
- Missing rehearsal
- Off Activities.
- Uniform infraction

4 Demerits:

- Defacing property
- Disruptive/offensive behaviour
- Off activities 3rd time
- Sent out of class
- Wilful disobedience

6 Demerits:

- Dangerous behaviour in a classroom
- Dangerous driving
- Misuse of cell phone (phone confiscated for 1 week and Saturday Detention given)
- Plagiarism Y10 – Y13
- Teacher/Student disrespect – obscenities, bullying and harassment of any nature
- Truancy from class/school

10 Demerits:

- Dangerous/anti-social behaviour/drugs, alcohol/ theft/fighting (to be accompanied by an incident report/may result in student being removed from class/expulsion from school).

All students may work off demerits or remove them by voluntarily attending a Saturday detention (6 demerits removed).

Parents will be informed of the student's demerit totals as follows:

- **6 demerits** – the student will be required to serve a detention on Saturday from 9.00 – 11.00am; it is the responsibility of the student to bring appropriate study materials to the detention. **Upon completion of the detention 6 demerits will be removed from the student's total.** Students should meet the teacher on detention duty at the roundabout by the PPMH.
- **50 demerits** – a meeting will take place with student, Head of Sixth Form and Head of Secondary. Student will be placed on a contract.

Missed Homework

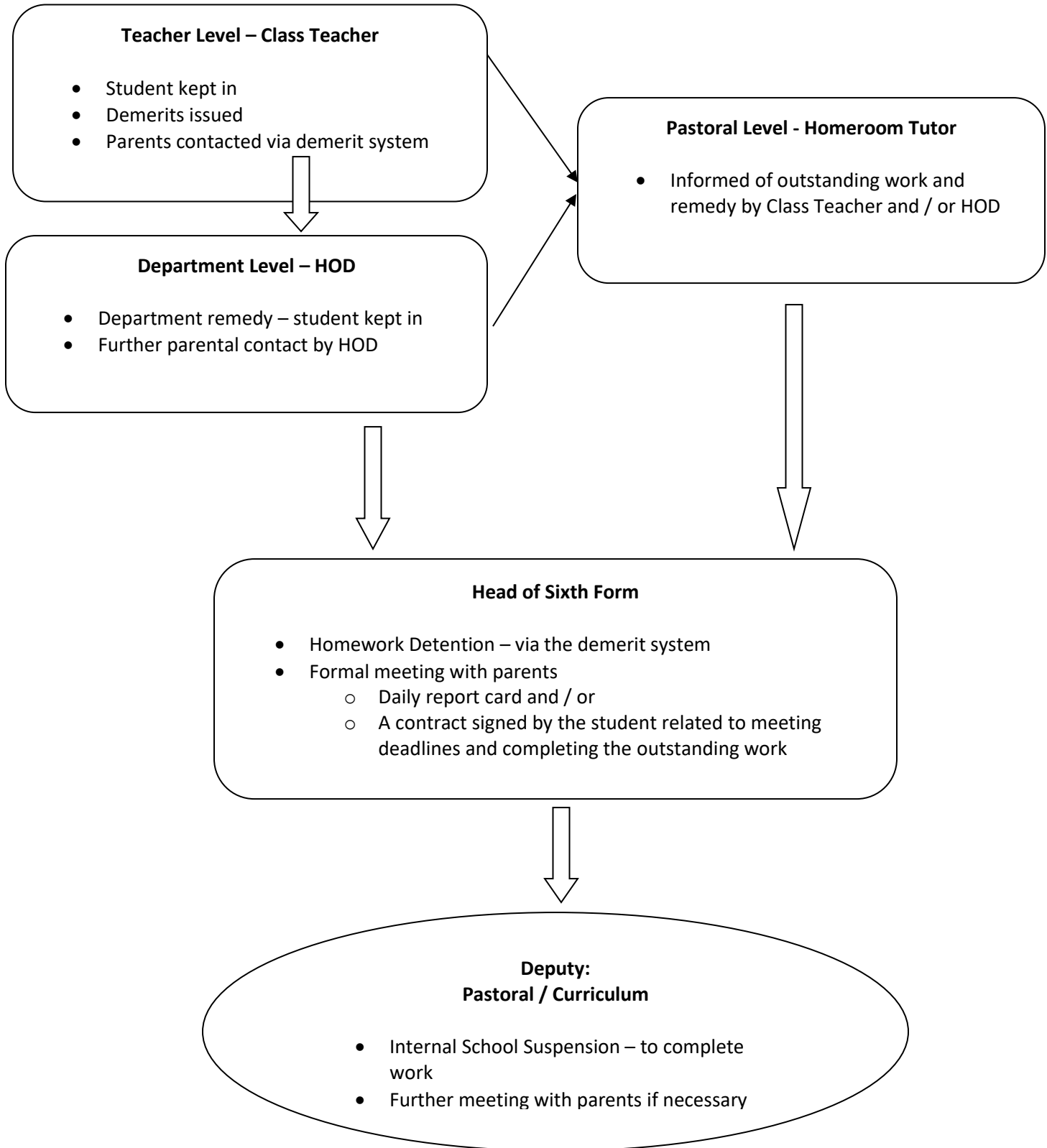
Sixth Form students who receive a missed homework email (also sent to parents) will automatically lose their privileges until the work is submitted to the subject teacher concerned. All students with missed homework will attend Homework Detention from the end of the last class until 5.00pm in Barber Hall (Homework Detention runs Monday thru Thursday, not on Friday). Missed homework will be recorded as a **2C but no demerits** will be given therefore no demerits are removed when the Homework Detention has been completed.

Sixth Form students who miss a coursework deadline will automatically be placed in Homework Detention until the work is submitted to the subject teacher concerned. Missed coursework will be recorded as a **3C but no demerits** will be given therefore no demerits are removed when the Homework Detention has been completed.

In the unlikely event that students fail to adhere to the above guidelines, fall behind with their work or are persistently absent, the following will occur:

- Head of Sixth Form will issue a formal warning to the student and a letter will be sent to parents, with a copy placed in the student's file.
- If inappropriate actions continue the student and his/her parents will meet with the Head of Sixth Form and enter a period of two-week probation.
- Any further inappropriate actions may result in the student being asked to leave Warwick Academy Sixth Form with a loss of all fees paid to date.

Process for students not meeting deadlines



Sixth Form Dress Code

The ethos of the programme is a business environment. There will be formal days when all students will be expected to come to school in formal business attire. The good reputation of Warwick Academy is well deserved and students in our Sixth Form need to project a professional appearance.

- White polo shirt (Light Blue for student leaders) with the following logo: “Warwick Academy Sixth Form”
- Navy blue Warwick Academy sweat shirts or fleeces (for colder days) – supplied through the school. These have the same logo as the polo shirts. Any other type of garment other than those mentioned here is not allowed. School fleeces and sweaters may be worn in assembly.
- Navy blue or khaki trousers, Bermuda shorts, slacks, skirts (very short skirts are not acceptable – they must be no more than 3” above the middle of the knee). Plain knee or ankle socks in navy blue, white or black. Plain navy blue or grey cardigan. Students should not wear ‘skinny jean’ style trousers or denim.
- Jewellery is to be discreet and suitable for a business environment – not excessive. Students should not have visible tattoos.
- Helmets and outer rain wear are to be left in locker room during the day.
- Shoes for both males and females should be smart leather or suede (no smart sneakers). Boots or flip-flops are not to be worn.
- Exposed piercings in the eyebrow, tongue, etc. are not part of a business environment and should not be visible. Hair should be of a natural colour and be neat and appropriate for a business environment. Hairstyles that do not honour the policy ethos of what you would find in a business environment are not acceptable.
- Uniform infractions will be sanctioned through demerits for each offense. Depending on the severity of the infraction, students may be asked to go home to change and then make up work.
- Facial hair – Any facial hair should be well maintained (this means what the Head of Secondary / Head of Sixth Form consider to be well maintained). Students are not permitted to shave lines in their hair or eyebrows.

Sixth Form uniform can be ordered through the School Shop or purchased at the Bearly New second-hand shop.

Graduation Requirements – Year 13

The following are all required to complete Year 12 and to achieve graduation from Warwick Academy in Year 13:

1. Minimum total points score of 15 comprised of IB Level 3 and above in a minimum of five subjects derived from internal continuous assessment and tests. NB: Students should make themselves aware of the relative weighting of all assignments and tests in advance of writing them.
2. Completion of all tasks and deadlines specified by the Director of Sixth Form Studies and subject teachers including, but not limited to: the Theory of Knowledge Course, the Extended Essay, the Group Four Project, Geography Fieldwork and the C.A.S. programme (around 150 hours for diploma students).
3. IBCP(BTEC) are required to achieve a minimum grade of a pass. Completion of Service learning (Minimum 50 hours) portfolio, Language Development portfolio, Reflective Project and Personal & Professional Skills (PPS).
4. Attendance and behaviour in line with the expectations of the programme.

Failure to maintain these standards throughout the year will lead to action being taken by the Head of Sixth Form and may result in Academic Probation, failure to advance to Year 13 and / or graduate at the end of Year 13. *Only the Principal is able to grant exemptions to these criteria on medical grounds in fully documented circumstances.*

Private study:

- All private study during school hours will be in the Barber Hall Common Rooms or PPMH – unless permission has been given for students to study off the school site. Students are responsible for attending punctually, bringing appropriate study material with them.
- There will be no set schedule for homework assignments, but students can expect up to two (2) assignments per subject per week. Students should use as a guide – 2 hours of private study for every hour spent in class. Commitment and dedication are key to success in the Sixth Form.

Transcripts

Transcripts may be required for university applications or scholarship applications.

- University Applications – Transcript requests for university applications should be directed to the Head of Sixth Form, Assistant Head of Sixth Form, Director of Sixth Form Studies or Guidance Counsellor (depending on which member of staff is helping you with your application). In the first instance these transcripts can usually be sent electronically (email or upload to university site). If / when the university requires a hard copy of the transcript, the member of staff helping you will request Mrs. McClure to send it by DHL (this needs a full address and phone number for where it is being sent to).
- Scholarship Applications – The vast majority of these are done via the Bermuda Scholarships website. Once the student has completed all of their sections, they should request Mrs. Fitzsimmons to upload their required documents via her own login. If the scholarship requires a hard copy of the transcript, this request should be made to Mrs. Fitzsimmons for her to send it by DHL (this needs a full address and phone number for where it is being sent to).

Progressing from Year 12 to Year 13

1. Minimum total point score of 15 points (5 subjects) 18 points for others
2. IBCP (BTEC) students need to achieve a minimum grade of a pass.
3. IB Diploma students, planning of CAS Project and 100 hours of CAS.
4. Completion of Extended Essay draft for Diploma students.
5. Group 4 project finished for Diploma students.
6. Completion of Reflective Project draft for IBCP students and meet service learning requirement.

Only the Principal is able to grant exemptions to these criteria on medical grounds in fully documented circumstances

Each term, student's grades are reviewed to ensure they are on the appropriate courses. To remain in the diploma programme, deadlines for Extended Essay and Theory of Knowledge must be met as well as progressing in CAS to an acceptable standard. The Diploma status for a student will be reviewed when there is a failing condition. When students have multiple failing conditions in the Diploma programme they will be transferred into Individual Subjects.

Library

Background

The Sixth Form Library is located in the main Library at the heart of the School and is staffed with an IB-certified Librarian. The collection consists of a large variety of print and digital titles recommended by the IBO. In addition to providing our students with a board selection of multicultural resources, our aim, at this stage, is to train them to become self-sufficient researchers and critical readers.

Print Resources

1. Books:

The print collection consists of up-to-date books, which support the IB programme as well as the sixth formers' needs in general. Fiction titles are selected from contemporary and classic world literature and provide the IB learner with a variety of perspectives. Global issues are also recurrent themes in our non-fiction collection.

2. Journals:

The Library subscribes to a number of scholarly journals and magazines in their print formats. Some of them are also available online.

Online resources

1. Library Portal:

It can be accessed from the school's Virtual Learning Environment (VLE) and is updated regularly with a wealth of information in support of the programmes offered at the Sixth Form level.

2. Library Catalogue:

Students can search our print and digital book collection via the Enquiry section of our Web-based Library system.

3. Searchable Academic Databases:

The following full-text databases are available to students via the VLE Academic Portal.

- Britannica Online
- Questia School
- Ebsco Host

Other resources

1. A/V Collection:

This is available to Sixth Form students on request.

2. Inter-Library Loans:

The Library provides interlibrary loan services (ILL) for books and articles we do not own. Your ILL requests must be submitted electronically. Please contact the Librarian for more information (fwolffe@warwick.bm).

3. Photocopying:

A Photocopy machine is available to students in the Sixth Form Centre.

Student Absence and Lateness Policy

The hours of business, like any working environment, are for the benefit of all and are there to enable everyone to be where they are supposed to be at the correct time. **Warwick Academy operates within the guidelines set by industry and students can expect their day to begin at 8.30am and finish at 5pm each and every day without exception.**

Students also benefit from extended vacation periods. Visits overseas need to occur within these extremely generous time periods. Prolonged holidays into term time are both unfair and detrimental to academic success.

The following guidelines need to be followed at all times:

1. Students who are going to be absent from school for any reason must telephone or email **the school office** before 8:25a.m. Tel: 236-1917 Fax: 236-9995
Email: jmcclure@warwick.bm
Please Note: Students absent for more than two days must present a medical certificate. A student may not be absent more than a total of eight (8) days in any school year without a medical certificate.
2. With prior consultation with the Head of Sixth Form, absence from school may be permitted for the following: examinations, court appearances, participation in a sporting or cultural event which will bring honour to the individual and the school, and vital medical visits.
3. It is the student's responsibility to catch up on any missed work, homework assignments, lesson notes and internal examinations in their own time. This work needs to be negotiated with the subject teacher upon immediate return to school.

Unless it is an emergency, lateness to school will not be tolerated, and will result in disciplinary action (see demerits: 2A).

Structure of the School Day

Monday/Tuesday/Wednesday/Friday		Thursday	
AM REG	8:20-8:45	AM REG	8:20-8:30
1	8:45-9:25	1	8:30-9:10
2	9:25-10:10	2	9:10-9:50
3	10:10-10:50	3	9:50-10:30
Recess	10:50-11:10	Recess	10:30-10:50
4	11:10-11:50	4	10:50-11:30
5	11:50-12:35	5	11:30-12:10
6	12:35-1:15	6	12:10-12:50
Lunch	1:15-2:00	Lunch	12:50-1:30
PM Reg	2:00-2:07	PM Reg	1:30-1:37
7	2:10-2:50	7	1:40-2:20
8	2:50-3:30	Activities/ Enrichment	2:20-3:30

It is the responsibility of all students to arrive promptly to each class. Lateness to any class and/or failure to attend any class will result in disciplinary action (see demerits: 2A).

Students will also be expected to attend additional support and extension classes after Period 8 and during registration throughout the academic year. Students will be notified of this commitment via the week ahead on the Year Group Team Page and on the white board in Barber Hall.

U-Prep will be timetabled and students must attend.

Academic Honesty Policy

Philosophy and Expectations

Warwick Academy expects students to be honest in all realms of their academic school life. This policy defines our expectation regarding the morals and ethics of plagiarism and student ownership of work, particularly as they approach research at the Key Stage 5 level. We seek to educate students in the correct and ethical practice of acknowledging and using the work of others, the concept of intellectual property and the critical factor of recording the ideas of others in various formats. We do this in two ways: we teach the ethics and the workings of documentation and ensure students adhere to their responsibilities regarding accountability for correct citation practice in all formats including AI generated work.

Therefore, teachers, as they teach work requiring citation, will provide the instruction and outline the suggested recommended practice in order for students to be able to ethically research, with confidence, academic integrity and honesty when submitting work based on research. Teachers will also encourage students to be academically honest when using information from quotation, summary or paraphrase and in any format e.g. visual, written or oral. We acknowledge that plagiarism is unethical and will not be accepted.

With all work, students are expected to follow the rules and regulations of the Warwick Academy Academic Honesty Policy including the rules and regulations set by external examination bodies such as the IBO, BTEC, IGCSE Cambridge and I/GCSE Edexcel. Refer to these examination bodies for their policies on specific practice, including student conduct in examinations.

Definition: Plagiarism is taking credit for someone else's work and/or ideas.

For example:

- Copying directly from another's work and claiming it as your own
- Omitting citation within the body of the work
- Lack of consistency between citations within the body of the work and the Works Cited
- Paraphrasing and summarizing another's work without acknowledgement
- Copying or permitting another student to use your work, including an electronic file in order to submit it as their own
- Collaborating on assignments with shared information and claiming it as your own.

Plagiarism can be avoided by:

- Hand in your own work
- Follow Modern Language Association guidelines and recommendations for citation, for both quotation and works cited (WA uses MLA).
- Do not wait to last minute for correct citation and accurate and completed works cited list.

Response Structure to Suspected Plagiarism

Years 12 & 13

Warwick Academy fully supports IBO Rules and Regulations. Students and parents agree to abide by both the Warwick Academy Academic Honesty Policy in conjunction with the IBO Rules and Regulations.

- Teacher meets with student to gather information and HOD and SMT where relevant.
- If needed, teacher will review this policy document with student and redirect to citation guide. In addition, consult the IBO Rules and Regulations.
- Student resubmits work
- Head of Sixth Form & HOD notified
- Deputy Principal: Curriculum notified
- Teacher awards plagiarism demerits if appropriate or work infraction.
- Parent notified through demerit system via email.

In the event of additional cases, ISS, OSS, failure of a section of a course may be considered. Any infraction will be considered in an annual context.

Sixth Form Student Questionnaire

Ask yourself the following questions throughout the following year and answer them honestly:

1. Are you prepared to do at least three hours of private study work per day?
2. If you “finish” the set work early are you likely to use the extra time to do extension reading / research?
3. Is the amount of time you spend on each subject over the week approximately the same or is one subject taking up the bulk of your time and is this by choice or necessity? Are you shying away from areas you find difficult or are you finding an area of real aptitude you may wish to continue at university?
4. Are you reading around the subject, not just text or set books, but also specialist magazines etc.?
5. Do you prepare for lessons – not just when asked? Do you contribute to lessons?
6. Are you pigeonholing knowledge or cross-referencing between subjects?
7. Are you reading a selection of quality newspapers / watching TV documentaries etc to maintain a GENERAL knowledge?
8. Are you cultivating hobbies and interests that you will be able to talk about on interview?
9. Are you maintaining an interest in other subjects e.g. scientists are you reading quality literature?
10. Are you going to museums, art galleries, exhibitions, concerts, and theatre –not just in Bermuda but any time you are abroad?
11. Are you alert to courses/jobs/universities etc; are you talking to the staff about their interview experiences, are you prepared to visit college campuses with the school trip, are

you using the Internet and email to build up a folio of information about the opportunities for further education?

12. If you have a career in mind, what are you doing about holiday work experience?
Remember that if you still have not yet decided on a career any work experience helps to fill out your personal profile.
13. If you have a career in mind do you know the qualifications it demands?
14. Have you worked out a revision programme that suits you? Do you keep to it?
15. Are you using the school and community facilities to the full?
16. Do you know where to find books/magazines relating to your subjects in the Resource Centre / Internet, etc.
17. Have you developed the necessary skills to take your own notes and organise them when being presented with a lecture by your teacher?

Do Not Panic! These questions are to guide you along the right lines.