

Sixth Form

Student Handbook

2024/25

Welcome to the

Sixth Form

Vision

We aim to provide high quality teaching and individual support for all students. With a balanced curriculum and a range of enrichment opportunities we plan for every individual to develop as a confident, resourceful and independent learner equipped with the skills, personal qualities and experiences needed to achieve and thrive in higher education, employment and in all aspects of life.

Transition from GCSE to A Level/BTEC L3

The challenges facing Sixth Form students can be both academic and around personal wellbeing.

Academically to succeed you will need a strong work ethic, determination and a growth mind set. We have found that successful Sixth Form students often have the following characteristics:

- Develops strong working **relationships** with all teachers and Tutors.
- Is the **leader** of their own learning and aware of their own weaknesses.
- Shows **initiative** and **communicates** regularly with teachers outside of lessons.
- Has a **growth mind set (resilient)** and sees setbacks as part of the learning process.
- Works in **collaboration** with other students.
- Has **organised** folders for each subject/teacher which are well managed.
- Effectively manages **private study time** with breaks, nutrition and water.
- Uses synergy for homework and **meets deadlines**.
- Listens to and regularly acts on **assessment feedback**.
- Is **Aspirational and proactive** in setting themselves wider reading and research (managing the journey to full **independence**).

Personal Wellbeing

You can thrive academically but also have a good work/life balance. There will be a real focus in the personal development curriculum on wellbeing, with the aim of promoting resilience and good emotional health. There are sessions on different ways of coping with stress, from yoga to cooking and discussion groups. The sessions run throughout the year as part of our planned personal development curriculum. We want students to appreciate that it is a challenging time in their life but with guidance they can overcome difficulties and thrive in the Sixth Form.

Our post 16 students aspire to new experiences whilst in the Sixth Form which we are very proud of. There is a range of opportunities for students: the opportunity to be a Sixth Form ambassador, behaviour mentoring or supporting younger students with reading and Literacy. Sixth Form students gain in resilience and independence from these activities as well as giving back to the Academy and the wider community.

Attendance

You are required to attend all lessons, including Tutor time. Absence leads to missed learning time and will almost certainly impact on your grades. If you are not present at the start of a lesson you will get an unauthorised absence mark (unless we have prior information regarding your absence). This will then change to a late mark if you arrive later to the lesson. If you miss Tutor time, this will go down as unauthorised absence unless you have contacted your Tutor and Mrs Spencer with an acceptable reason.

AM registration - a register is taken for every period during the school day.

PM registration is managed through P4 lesson. Please do not be late to your lessons.

A student is late when he/she arrives at 8.25am or after the start time of their subject lessons.

Year	Arrival time	Late at	Gate	Exit Time
12	08:25	8:30	Community	3:15
13	08:25	8:30	Community	3:15

Absence recording procedure:

You or your parents must phone or email the school in the morning with a reason for your absence. You should contact Mrs Spencer and your Tutor and contact your teachers to catch up on work missed.

Year 12 students remain in school during the day, but you may sign out at the start of period 5 if you have no timetabled lessons and parents' consent in advance.

Year 13 students with earned autonomy are allowed to leave the site to work from home. This is agreed in advance between the Head of Year and student/parents for Safeguarding purposes.

Any Sixth Form Student leaving the site for any reason should go to the Sixth Form office and sign out with Mrs Spencer. Please use your ID Badge to operate the turnstile which allows you entry and exit access to the school site. The turnstile system will record your attendance to school on a database system in case of a fire alarm and registers needed to be taken.

Unacceptable reasons for absence:

- Driving lessons.
- Routine (non-emergency) medical appointments.
- Truancy/lateness.
- Minding the house, caring for younger siblings or shopping.
- To do homework/coursework.
- Holidays in term time.
- Headaches, coughs and colds.
- Birthdays.
- Friendship problems, family/friends visiting.

If a pattern of poor attendance is noticed, you will be placed on attendance report by your Head of Year. If no improvement is shown, you will be placed on attendance report to the Head of Sixth Form and a parent/student meeting will be arranged.

If attendance concerns continue, you may be asked to leave the Sixth Form.

Key things to know:

- A register will be taken within the first 20 minutes of every lesson.
- Unauthorised absences will be followed up with an e mail or a text message to parents.
- Three or more absences will result in parental communication by the Sixth Form Pastoral Team.
- An attendance report for the previous week is monitored by the Head of Year who will speak to you if your attendance is a cause for concern.
- If you don't have a lesson P4 this will NOT affect your attendance.
- Attendance and punctuality figures can be used in your UCAS reference and other application references. It is therefore important to be in school and on time.
- If you have any queries, please contact your Tutor or the Sixth Form Administrator

Standards/Safeguarding/Conduct

Sixth Form students are expected to demonstrate high standards of behaviour in lessons and around the Academy. Your behaviour should be exemplary, and you should be positive role models for younger students, who should aspire to a place in the Sixth Form.

Key things to know:

- You must always wear your lanyards in school. This is an essential safeguarding priority and any student who loses their badge/ lanyard will be asked to purchase a new one for the cost of £6.00.
- Hats are not permitted to be worn in lessons.
- **Mobile phones, headphones and music players are only allowed in the Sixth Form Centre. They will be confiscated if seen around the Academy and you will have to collect at the end of the day from reception**
- Smoking is strictly prohibited on or anywhere close to the Academy site. Alcohol is banned.
- Any students in breach of these rules will face disciplinary action which may result in them being asked to leave.
- If any student is caught in possession of illegal substances, the matter will be referred to the Police.

Registration and Lanyard Identification

Access to the Sixth form Centre will be via a student's personal identification Lanyard which must always be worn, a strict safeguarding requirement. If a student has a lesson period one, then the teacher will register the class as normal. If a student has a study period for period 1 then when they arrive to the Sixth Form common room, they must present their lanyard and tap in via the wall mounted I Pad device. Tapping once will sign the student in, this then registers the student and allows us to identify who is present. Before leaving School at the end of the day students should tap once in the same way to sign out.

Our key priority is the Safety and wellbeing of all our students. We have a legal duty of care for all students in the Sixth Form and are required by law to know that students are safe between 8.20 and 3.05. All students not in lesson will be based in the Sixth Form Centre where they will need to sign in via their lanyard.

Use of the Internet

All Sixth Form students are expected to use the internet for research purposes as part of their Post 16 studies. Laptops and PCs are available for use in the Sixth Form Centre.

Key things to know:

- Students must use the internet appropriately whilst using the school network.
- Any student not doing so will be investigated further.
- We adhere to strict exam board rules on Plagiarism.
- Any student found copying or plagiarizing coursework or BTEC assignments will be fully investigated, and this could lead to disqualification by the Exam Board.
- Laptops are available but must be signed out and returned with Mrs Spencer.

Dress Code

First impressions are important, and appearance generally reflects the attitude of a student. There is no uniform in the Sixth Form, but students should remember that it is a working environment and dress in a way that does not detract from this.

Key things to know:

- Very short skirts/shorts, low-cut tops, tops which result in bare midriffs, excessive quantities of jewellery and garments with offensive slogans/messages/logos are not permitted
- Any headwear, apart from that worn for religious or cultural reasons should be removed inside the classroom
- Students who work in specialist rooms, such as the science laboratories and technology workshops, must also ensure they adhere to the additional guidelines for these areas to ensure they are safe.

Assessment

There should be consistency of approach across all subjects and with all teachers. You should have an assessment folder (or book) which is on your desk every lesson and shows all your assessed work. Wow/Now marking and boost should be evident.

Homework

You will have one piece of homework set by each subject each week. This homework will be set via Synergy. Teachers and parents as well as yourselves can monitor when homework has been set and when it has been completed by students. Please use this resource to manage your homework.

Employment

Primarily you are here to achieve the best possible grades in the A Levels you have chosen. However, we recognize the value of part time jobs; the extra money, experience and skills it brings are all useful to students. Problems only exist where students work too many hours, work unsociable hours or work during lesson time in the Academy Day. ***The official guidance is no more than 8 hours paid employment per week and these should be outside the Academy Day. It is recommended you cease all part time work from March of Year 13.***

Careers

We offer a range of advice and support to help you with your Post 18 options, whether this be applying for University, searching for a suitable Apprenticeship or wanting to take a Gap Year. Please check the Careers Noticeboard in the Sixth Form Centre upstairs for updates. If you require information on apprenticeships or want a careers interview, then look at the below websites, speak with your Tutor or contact the Careers Lead.

<https://www.ucas.com>

<https://www.notgoingtouni.co.uk>

<https://russellgroup.ac.uk>

<https://www.gov.uk/apply-apprenticeship>

Extended Project Qualification

The Extended Project Qualification (EPQ) allows students to embark on a largely self-directed and self-motivated project. Students must choose a topic, plan, research and develop their idea and decide on their finished project. The aim of this qualification is to encourage creativity and curiosity. A project may be directly linked to a student's main study programme but should look beyond the specification. A finished product may take the form of a research based written report, production* (e.g. charity event, fashion show or sports event etc.) or an artefact* (e.g. piece of art, a computer game or realised design). Students must record their project process in a Production Log. The process of recording and completing a project is as important as the finished product. Both the Production Log and Product will be assessed. * A written report must accompany these options. For further details please speak with Ms Bacon-Clarke. SBacon-Clarke@arnoldhillspencer.org.uk

Mentoring for KS3 Students

Sixth Form students have an amazing opportunity to be a mentor to younger students in the school. Your Head of Year will let you know when this opportunity starts in September, and you will need to apply for this role. In school we need two different types of Sixth Form Mentor. We will be looking for **Reading Mentors** - where successful applicants will be paired up with a Year 7 and Year 8 student and support progress with reading ability and enhance their love of reading. This takes place in the Library with Mrs Corton. The second opportunity is **Behaviour Mentors**, here you will be assigned a Year 7 or 8 student who needs support in making positive choices in school. Here you can be a real role model and make a difference to the minds of students who are struggling to settle in school. This mentoring takes place in the Sixth Form Centre once a week.

Sixth Form Leadership Opportunities

There is an opportunity for Sixth Students to be ambassadors, develop leadership skills and be a positive role model for younger students. Sixth Form students can help shape the Sixth students of tomorrow, help improve the academy ethos of respect and build a strong sense of community. As a Sixth Form Subject Ambassador you may volunteer to support in lessons or help with the marketing and promotion of courses to younger students. It could be a great way to add value to your CV or UCAS application by demonstrating that you have strong leadership, teamwork and interpersonal skills. Full training for this role will be provided.

Future Learn Courses

Future Learn offers you a powerful new way to learn online. Working with a range of institutions including the University of Bath, Kings College London, UNSW Sydney and the University of Warwick to name a few. Every course has been designed to allow you to experience learning through storytelling, discussion, visible learning and using community support to celebrate success. Courses are free and range from a length of 2 to 8 weeks. www.futurelearn.com

Frequently Asked Questions

1. Do I need to attend all lessons?

Yes, every lesson on your timetable is compulsory. There is a very strong link between good attendance and achievement.

2. What happens when I do not have a lesson?

In the Sixth Form you have Study periods. These are when you should be learning outside of your lessons. Typically, you should be using set texts to consolidate classwork, completing your home learning, doing coursework, planning or writing essays, wider reading, or research on the internet. There is no such thing as a free period. High achieving students do not waste their time.

3. What happens during Tutor time?

Tutor time is important. Your Tutor will support you with organisation, deadlines and bridging the gap between GCSE and A level. Your Tutor will help you with achieving your personal goals and target grades. There is a structured tutor programme each half term with different units mapped against the KS5 Personal Development curriculum. You will look at a range of topics including Health and wellbeing, Diversity, relationships, Safeguarding, Relationships, current affairs, keeping informed, Careers, employment rights and the UCAS and applications process.

4. Who will help me with applying to university or applying for employment? What about Careers Guidance?

You can approach your Tutor for information, advice and guidance and they will write your UCAS or Employment/Apprenticeship reference in Year 13. If you need specific career guidance, then speak to your Head of Year or the Careers Adviser.

5. What about Homework?

All homework will be set on Synergy so make sure you keep on track. If you are up to date, get ahead. All subjects issue reading lists and websites. Use the Laptops and computers in the Sixth Form Centre.

6. Do I always have to be working?

No. Breaks and lunchtime are for resting and socialising. You need to have a good work/life balance, make friends and be happy in the Sixth Form. Look after yourself, exercise and stay healthy.

Sixth Form Personalised Learning Checklist (PLC)

	Autumn Half Term (v)	Spring Half Term (v)	Summer Half Term (v)
I have a folder for each of my subjects which is <u>organised</u> with dividers for each topic			
I am happy to ask for regular <u>help</u> from my teachers when required			
I show <u>initiative</u> and read 'around' my subject to show interest			
I work in <u>collaboration</u> with other students to help me study			
I <u>manage</u> my study periods well with breaks, nutrition and water			
I switch off my mobile phone whilst working at home/school			
I am employed for no more than 8 hours per week			
I am <u>organised</u> and am clear about my deadlines and forthcoming assessments			
I have <u>growth mind-set</u> (resilience) and see setbacks as part of the learning process			
I attend tutor time and have useful dialogues with my Tutor			

The Sixth Form Team

Mr Callaway - Head of Sixth Form		
Mrs Bacon-Clarke - Head of Y12		
12.1	Ms Stevens	A218
12.2	Ms Bawa	A203
12.3	Mr Miles	A008
12.4	Ms Smith	A222
12.5	Ms Adams	A214
12.6	Ms Dar	A105
Mr McEwan - Head of Y13		
13.1	Ms Derbyshire	B112
13.2	Ms Bolivar/Ms Robinson	A123
13.3	Ms Atalor	B009
13.4	Ms Harrington/Mr McEwan	A119