

Year 12 Information Evening

20th September 2018



Format of the Evening

- Form Tutors
 - The role of the tutor
 - How the Sixth Form works
- The Head of Sixth Form, KS5 Manager, KS5 Raising Standards Leader
 - Reporting and Academic Monitoring
 - Opportunities for Year 12 Students
 - UCAS



Sixth Form Staff and Responsibilities

Head of Sixth Form – Mrs Z Armitage
KS5 Manager – Mrs Luckman
KS5 Raising Standards – Mr D Hassett

Tutor Team

12BS	Mr B Stokes
12VS	Mrs V Spencer
12LE	Mrs L Evans
12AX	Miss A Willcox
12NW	Mr N Wright
12CH	Mrs Hamer
12RY	Mr R Mayers
12LJ/FP	Mrs F Parsons/Mr J Garcia (maternity cover for Miss Jesson from half term)



The Role of the Sixth Form Tutor

- First point of contact for parents
- Academic and pastoral mentoring
- Contributing to, collating and writing references, both for employment and University
- Students register with their tutor at **8.50am** and **then either at the start of their lesson period 4 or in the Study Centre**



The School Day

- Year 12 students are required to be in school from **8.50am** to **3.30pm**
- **THERE IS NO HOME STUDY FOR YEAR 12 STUDENTS UNTIL AFTER PC1**
- Morning registration begins at 8.50am – students should not be late!
- Year 12 students may go out of school at lunchtime, but must be back in school for the start of lesson 4.
- 6th form students learning to drive are allowed to have driving lessons during their afternoon independent study periods **but these must not be booked during lesson or form times**



Safeguarding

- All students have been issued with an ID badge and lanyard – these must be worn at all times. **This is a legal requirement.**
- Year 12 are allowed out at lunch only
- Students must sign in and out at reception. **Again this is a legal requirement.**
- If students have to leave or return to the school site at any other time (medical/dental appointments etc) they must sign out.
- If a student suddenly feels ill during the day, they **MUST** see Mrs Luckman before leaving the school site.



Independent Study Lessons

For each taught hour, students should plan to spend at least **another hour** working independently

- Year 12 students have at least 10 independent study lessons per week
- Sensible use of these lessons is the key to success as an 6th form student
 - Group work in the KS4 area
 - Supervised silent study in the Study Centre
 - Quiet study in the library
- The best use of independent study lessons is to allocate each one to a subject and plan to complete homework in these. This leaves time in the evenings to do extended work and more in depth research
- Some students will have supervised study sessions in a teaching room



6th form dress code

'Smart business dress'

Gentlemen

- Ties and top buttons should be seen to be done up, so no roll neck jumpers
- Shirts tucked in
- Chinos are allowed (with a jacket), but must be smart

Ladies

- Skirts should be of a reasonable length (shorter than mid thigh is not reasonable) and skirts 'riding up' is not an acceptable excuse for having a short skirt length
- No bras should be seen (from any angle)
- No belly on show

Both

- DM shoes are fine, boots are not (especially with skirts)
- Thick jumpers in colder weather are ok, as long as they fit under their jackets. No sweatshirts or hoodies.
- Nose studs should be small and barely seen
- Jackets should be worn at all times around school unless in lessons or the study centre
- If they are not sure whether it is appropriate, don't wear it. It's probably not!
- Absolutely NO jeans or legging/jegging type trousers

Remember

- Student are all ambassadors for the school and younger years look to them for guidance
- These are part of 6th form expectations and not meeting them means students are breaking the 6th form agreement



Planners

- We have not issued planners, students should use electronic planners or purchase a diary
- They should record their H/W and due dates
- Homework will also be posted on SMHW and parents are encouraged to monitor this



Absences and Illness

- Levels of attendance have a direct impact on achievement
- Dental and medical appointments should, whenever possible, **avoid lesson and form times**. Students should fill in a **pink slip** to request leave.
- All absences due to illness must be accompanied by a note on return, and a phone call or email to the attendance officer on the first morning of the absence.
- A doctor's certificate is required after 5 days
- Students are required to attend all timetabled lessons – we will ring home about student persistently missing lessons. However, **SIXTH FORM STUDENTS NEED TO TAKE RESPONSIBILITY FOR THEIR OWN LEARNING**



Cars

- Please actively discourage students from driving to school
- Students are not allowed to park on site
- Parking around the school is severely limited
- All students who insist on driving to school must register their car number plate with Mrs Luckman



Finally...

Part-time Employment

- Up to a maximum of 12 hours per week please!

Smoking

- Sixth formers are role models for the rest of the school and as such should not be smoking anywhere close to the school site. Any sixth formers found to be smoking in the vicinity of the school site will be issued with a senior detention for after school on a Friday

