



CHATHAM & CLARENDON GRAMMAR SCHOOL

Sixth Form A – Z

Student Copy



THE CHATHAM & CLARENDON SIXTH

SIXTH FORM STAFF 2023-2024

HEAD OF SIXTH FORM	...	Mr C Lewis
ASSISTANT HEAD OF SIXTH FORM	...	Miss K Jebbett (Y12) Mr S Wakefield (Y13)
SIXTH FORM MANAGER	...	Mrs C Davies
SIXTH FORM ADMINISTRATOR	...	Mrs M Phillips
SIXTH FORM RECEPTIONIST	...	Miss E Parkes
12 Knight Heath 1 (KH1)	...	Mrs A Markham
12 Knight Heath 2 (KH2)	...	Ms R McNulty/Ms H Atkinson
12 Knight Heath 3 (KH3)	...	Mr G Brooks
12 Knight Heath 4 (KH4)	...	Dr E Spencer/Mr J Laven
12 Mann Somerville 1 (MS1)	...	Ms E Cook
12 Mann Somerville 2 (MS2)	...	Mrs E Wright
12 Mann Somerville 3 (MS3)	...	Mrs A March/Mrs L Morgan
12 Mann Somerville 4 (MS4)	...	Mr T Brewin
12 Rothschild Pearce 1 (RP1)	...	Mr P Halfpenny
12 Rothschild Pearce 2 (RP2)	...	Mr M Liddicoat
12 Rothschild Pearce 3 (RP3)	...	Mr M Adelsberg/Miss J Barnes
12 Rothschild Pearce 4 (RP4)	...	Miss K Jebbett/Miss K Greig
12 Thomas Sharman 1 (TS1)	...	Mr A Smith
12 Thomas Sharman 2 (TS2)	...	Ms N Cartland/Mrs C Marsh
12 Thomas Sharman 3 (TS3)	...	Mrs C Hudson
12 Thomas Sharman 4 (TS4)	...	Ms M Cullen
13 KH(a)	...	Dr A Sutton-Jones
13 KH(b)	...	Mr D Potter
13 MS(a)	...	Mrs C Atkins
13 MS(b)	...	Mrs M Sutton-Jones/Ms S Thelliez
13 RP(a)	...	Mr L Hasler
13 RP(b)	...	Mr M Ashdown
13 TS(a)	...	Ms C Tonkin-Jukes
13 TS(b)	...	Mrs S Jeffrey/Mr S Wakefield

ABSENCE

You may be absent at times due to illness – hopefully nothing serious. Obviously, you must try to ensure you attend whenever possible. Do not take time off for minor inconveniences – this only damages your chances of success: students who fall into this habit risk leaving the sixth form in mid-course. Absences that are not authorised will be tallied for future references. Do not arrange medical or dental appointments of a non-urgent nature or driving lessons during school hours. A Parent/Guardian needs to ring the Sixth Form Office (01843 591074 option 3) or email: **ccviabsent@ccgrammarschool.co.uk** every day that you are absent. Absence notes must be brought in on the day you return and delivered to the Sixth Form Office, not sent in retrospectively.

Meetings to discuss attendance problems will be held with those whose attendance does not meet school expectations. **All timetabled lessons and study periods are compulsory.**

ASSEMBLIES

Sixth Form assembly takes place on a weekly basis in St George's Church and attendance is **compulsory**. Year 12 on Monday morning and Year 13 on Friday morning and on those days tutors will register you in the church. Important information is given out during assembly.

Sixth Form tutor groups produce presentations on the weekly theme for assemblies. The rota for the presentations is calendared and the Senior Prefect i/c Assemblies ensures the tutor groups have presentations prepared. Your Sixth Form Tutor will help you organise your presentation – try to get involved, it provides really useful public speaking or performance experience.

ASSESSMENTS – (see REPORTS)

You will receive a Monitoring Report at the end of Terms one, two and three, and a Progress Report (with written comments) at the end of Term 4. However your teachers will make assessments on your progress each term and the Sixth Form staff team will be tracking this to ensure that you are working towards your potential.

These useful documents will be seen by your parents. It is very important they are kept up to date with your progress. You have a responsibility to share information with them.

When necessary, your form tutors will discuss any concerns that emerge from the assessments and they will draw up action plans with you to help you get 'back on track.'

If the assessment is a further cause for concern your progress may be monitored on a weekly basis with your tutor acting as a mentor.

ATTENDANCE

This is fundamental to success in the Sixth Form. There is a clear link between attendance and your final grades at Advanced Level: nationally it is clear that poor attendance results in poor grades.

In the Sixth Form we expect no unauthorised absences. If your attendance is persistently poor you may need to move to an alternative education programme.

Your attendance at lessons is recorded by subject staff and any unauthorised absence, in other words 'internal truancy', might result in disciplinary action.

If you have a valid reason to go off site during the school day other than to the town centre or Chatham & Clarendon buildings please see Mr Lewis, Miss Jebbett, Mr Wakefield or Mrs Davies to get permission first.

Of course, for pupils in receipt of Bursary payments unauthorised lateness or absences are likely to result in lost payments. (See Bursary contract).

ATTENDANCE POLICY

Chatham & Clarendon Grammar School takes attendance in the Sixth Form very seriously and we acknowledge that good school attendance plays an essential part in academic development for post 16 students.

All A level and Btec courses are intensive, and students cannot afford to miss valuable teaching and study time.

As well as timetabled lessons students also have non-contact periods on their timetables for private study and independent work.

If students are granted the privilege of studying at home in their non-contact periods, we would expect them to be committed to spending their time effectively, but this privilege may be withdrawn if a student is not meeting his/her work commitments. In such cases students will be scheduled to work within school.

Sixth Form students should strive to achieve consistently good attendance as poor attendance will affect academic attainment. Students should, therefore, aim for at least 96% attendance for the year. An exemplary record of attendance says a huge amount about the student as a person: that they are dedicated, well-motivated, organized and someone who takes their responsibilities seriously.

All school staff will work with students and their families to ensure each student attends school regularly and punctually.

CCVI has an effective system of incentives and rewards which acknowledges the efforts of students to improve their attendance and timekeeping and will challenge the

behaviour of those students and parents who give low priority to attendance and punctuality.

Sixth Form Attendance

Chatham & Clarendon Grammar School aims to:

- Ensure all students have an attendance record of at least 96%
- Make attendance and punctuality a priority for all those associated with the school, including:

students, parents, teachers and Governors

- Provide support, advice and guidance to parents and students
- Develop a systematic approach to gathering and analysing attendance-related data
- Implement a system of rewards and sanctions
- Recognize the needs and support of the individual student in the event of significant periods of absence

Partnership

What the School Expects of Students

- Attend regularly, on time and ready to learn
- When in school, attend all lessons and arrive to all lessons on time
- Register in lessons and tutor periods, attend all other timetabled sessions, including private study, assemblies and PSHE
- To sign in at Reception if they arrive later
- To inform a member of Sixth Form Team if there is any problem, which may prevent them from attending school
- Make every effort to make dental/medical appointments outside of school hours
- Provide a written request if they need to arrive late or leave early for an appointment or will be absent from school for a full/half day. This should be written and signed by a parent/carer and given to the Sixth Form Administrator, as soon as possible.

What the School Expects of Parents/Carers

- To fulfil their legal responsibility to ensure that their child attends school regularly, on time and prepared for the day
- To contact school by telephone on the first day their child is absent for any reason by 8.30am and then on all subsequent days by 8.30am.
- To not take holidays in term time
- To speak to a member of Sixth Form Team if they know of any problem, which may prevent their child from attending school
- To provide evidence to support absence such as an appointment card/letter, or to provide a note, signed by the parent/carer, school explaining the reason for absence
- To write formally to the Head of Sixth Form to request exceptional leave of absence.

What Parents/Carers and Students can expect from school

- A Sixth Form education that is dependent upon regular attendance at school
- Promotion of good attendance and punctuality at school, and regular encouragement and rewards
- Accurate recording and monitoring of absence
- Prompt action when a problem has been identified
- Regular communication with students and parents/carers Absences

Acceptable reasons for being absent from school, set by the Department for Education:

- The student is too ill to leave the house
- The student has a hospital appointment
- The student has toothache and has an emergency appointment
- A day of religious observance by the religious body to which the pupil's parent/carer belongs
- The student is prevented from attending by an unavoidable cause
- There is a close family bereavement
- Interviews for courses/employment that will begin after the end of their time in Sixth Form. (Students should not miss lessons to attend interviews, shifts and inductions for part-time work)

■ University and Employer Open Days – students may attend no more than three of these events in an academic year unless agreed personally by a member of sixth-form team in a meeting with parents.

■ Work experience – requests for term-time leave for essential work experience (e.g. medicine, law) will be dealt with on a case-by-case basis. These requests should be submitted at least a month in advance. Parents/carers may wish to note that there is a scheduled slot for work experience on Wednesday afternoons in lieu of sporting activities or voluntary work. Please contact the school if you require further details.

Reasons for keeping a child away from school that will not normally be authorised:

- To mind the house
- To look after siblings
- To go shopping
- To celebrate a birthday
- To pick up or drop off at the airport
- Sleeping in
- One child is ill, so all are kept off school
- Minor ailments such as a tummy ache or headache
- Because it is the end of the week or term
- Driving lessons (tests may be authorised at present if agreed by Head or Assistant Head of Sixth Form)
- Adverse weather conditions

If a student is absent from school longer than a period of 5 days due to illness, parents/carers will be asked to provide medical evidence to support the student's absence.

Parents/carers will also be asked to provide medical evidence if a student is absent frequently.

Leave of absence will not be given to enable a pupil to undertake employment during school hours.

Signing In and Out

It is a legal requirement that we know who is in the school building at all times. Students must make sure that they register every day and sign in each time they are

late to school. They must also sign out each time they leave the building throughout the day and sign in on their return.

In-School Procedures

We are keen to identify attendance concerns at the earliest opportunity to give parents/carers, students and the school the ability to intervene early and prevent further decline. We will do this by following the procedures outlined below.

Unexplained Absence Process

If a student is absent from school or from a lesson and we have received no communication from either the student or a parent/carer, a text message will be sent to the named contact on the morning of students' absence requesting a reason.

A reply is required stating the reason for the students' absence to enable attendance records to be updated; if no reply is received, this will be recorded as an unauthorised absence. If notification has not been received by the third day of absence, a home visit may be carried out by a member of the team to ensure that a student is safe. If contact cannot be made during the visit, and there is a safeguarding concern, the school will make a 101 (Police) welfare call.

Attendance Monitoring

Attendance and lesson attendance are monitored each day and daily contact will be made with home where there are immediate concerns. This might include phone calls or text messages. Attendance data will be captured every half term, and this will inform the interventions and support that is put in place.

Lesson Attendance Concerns

Students are expected to achieve an attendance record of 96% or above for all lessons. Where there are concerns around lesson attendance, the student will be placed on a monitoring report sheet so as to offer daily support. The Head of Year will inform home, will monitor the report and will maintain close contact with home via phone calls, email or via details added to the tracking sheet which is signed by the parent daily.

Where there are persistent concerns, parents/carers will be invited into school for a meeting.

STAGE 1 Attendance data will be captured every half term, and this will inform the interventions and support that is put in place.

Attendance or Attendance to Lessons Below 90%

■ Should attendance or attendance to lessons decline to 90% or below, a Stage 1 letter will be sent to parents/carers.

STAGE 2

Continued Poor Attendance or Poor Lesson Attendance

- Should attendance or attendance to lessons continue to be 90% or below, a Stage 2 letter will be sent to parents/carers.
- An Attendance Contract will be issued by the Sixth Form Team and will be signed by the student and a parent/carer.

STAGE 3

Failure to Meet the Targets set on the Attendance Contract

- Parents/carers of the student will be invited to a meeting.
- The student will be asked to meet with the Assistant Head of Sixth Form with parents/carers.
- A written warning will be issued if appropriate and the attendance contract will be re-issued.

STAGE 4

Continued Failure to Meet Targets of Attendance Contract

- Meeting with Head of Sixth Form to discuss reasons for persistent absence from school or lessons and refusal to engage in intervention procedures.
- CEIAG (careers, courses etc) interview will be offered to the student.
- The parents/carers of the student will be involved in the process.

Attendance or Attendance to Lessons below 85% Any student whose attendance or attendance to lessons drops below 85% may be invited to an immediate meeting with the Head of Sixth Form. The parent/carer will also be expected to attend the meeting. Should there be no genuine reason or circumstances to explain this level of absence, the school reserves the right to withdraw the Sixth Form place permanently.

Holidays

Holidays will not be authorised in school time. Parents/carers wishing to apply for exceptional circumstances need to complete a Request for Exceptional Term Time Leave form at least 20 school days prior to the absence and submit this to the Headteacher or Head of Sixth Form. Upon receipt of a Request for Exceptional Term Time Leave, a decision will be made (the Headteacher's decision is final), and parents/carers will be notified of the decision, course of action and how the absence will be recorded on our system.

Funding regulations dictate that a student **MUST** be withdrawn from their course of study if they are absent for 20 consecutive school days. The Education and Skills Funding Agency does not distinguish between authorized and unauthorized absence for this purpose.

CAREERS

The Careers Manager is Mrs Clements. You should see her for advice and also if you wish to book an interview. Please also discuss careers with Mr Lowis, Miss Jebbett, Mr Wakefield or Mrs Davies. For higher education, the sixth form team will make sure that you get the right advice.

Decision-making, higher education choices and careers issues form an integral part of the Sixth Form tutorial programme.

CCVI

CCVI is our abbreviation for Chatham and Clarendon Sixth (VI) Form.

CHANGING SUBJECTS

If you have problems in a subject, talk to your subject teacher and tutor first. It may be that any difficulties can be resolved at an early stage. However, if after seeking this advice you wish to consider a possible change of subjects you must see Mr Lowis or Miss Jebbett about the problem. Often, numbers in sets make such changes difficult and in any case no alteration can be made after the first four weeks of term. (Too much work has already been covered and starting a new subject adversely affects the other courses being studied).

All parties concerned need to be consulted systematically before a subject can be dropped. We must ensure that by dropping a subject you do not damage your career or higher education opportunities. Usually, early problems are more a result of the need to adjust to the demands of A Level (Level 3) studies and can be overcome once students settle to a structured pattern of work. It is also very important that parents are a part of the decision-making process when steps are being considered. All students must study sufficient subjects to be deemed full-time students in our school.

COMMON ROOM (JCR)

The Sixth Form Centre Common Room is for your use at lunch or break or when you have a free period.

Food and drink is available for purchase in the Common Room.

Please treat the Common Room with respect by returning cutlery, cups and plates to the servery and using the many rubbish bins provided.

Over the last few years the Common Room environment has been considerably improved by the sixth formers. Please ensure it continues to be used properly and that you are not banned from using it. CCTV is in operation.

CONTACT INFORMATION

Sixth Form Centre
Cavendish Street
Ramsgate
Kent
CT11 9AL

Tel: 01843 591075 (option 3)

email:

clowis@ccgrammarschool.co.uk
kjebbett@ccgrammarschool.co.uk
swakefield@ccgrammarschool.co.uk
cdavies@ccgrammarschool.co.uk
mphillips@ccgrammarschool.co.uk
eparkes@ccgrammarschool.co.uk

COUNSELLOR

The school can make appointments for you to see a counsellor. If you feel this would be of use please see Mrs Davies. However, there is often a waiting list for appointments to become available.

Please remember that your form tutors and also Mr Lewis, Miss Jebbett, Mr Wakefield or Mrs Davies are always willing to listen if you have any problems and give support wherever possible.

COURSEWORK

Ensure you are clear about deadlines for coursework and keep to them. Make sure you do not leave coursework to the last minute or allow non-course work subjects to suffer as you near the deadlines.

You must not take time off school to complete coursework. In the Sixth Form, you are expected to be responsible to manage your workload. See the Sixth Form team if you need help in this.

DAILY TRACKING SHEETS

See REPORTS

DEADLINES

You will be faced with many deadlines in the Sixth Form. Key dates are found on the VLE. In addition there is a detailed School Calendar on the website to help you plan ahead. Use your study planner to make a note of subject assignment details.

DRESS CODE

The dress code is given to you in your information pack at the start of term. It is distinct from the uniform of the rest of the school and it is broadly similar to that adopted by office professionals.

Remember to set an example to the rest of the school by being neatly and tidily dressed. Students deliberately flouting the dress code will be sent home to change into more acceptable attire.

E:MAIL

Much information about such things as university taster courses, examination arrangements and coursework details are sent to students via their school e:mail. It is important to look at this daily and empty your in-box periodically. Don't risk missing important messages.

EPQ

All students are expected to work on the Extended Project Qualification (EPQ). Everyone will have timetabled hours set aside, and have a supervisor allotted from the school teaching staff.

Miss Jebbett (Assistant Head of Sixth Form) is responsible for the co-ordination of the programme.

FORM TUTORS

Your Sixth Form Tutor is there to support and guide you. He or she will be registering you. They will discuss progress, set targets and action plans with you and sometimes act as special mentors if there are particular difficulties.

They also write reports and pastoral profiles which are used in the construction of references for universities and employers. It is, therefore, important to inform them of any achievements in or out of school.

HEAD STUDENT(S) & SENIOR PREFECTS

2023/2024: Freya Graham and Shray Modi are our Head Students. The Head Students are selected by a thorough process run by the Assistant Head of Sixth Form,

Mr Wakefield. All staff and sixth formers are systematically consulted and a short list of students is drawn up and then interviewed for Senior Prefect posts by senior members of staff.

HOLIDAYS

You must not take any holidays during term time. The effect of missing school time is obviously damaging to progress. Any holiday taken in Term time will be an Unauthorised Absence and also means the loss of Bursary payment.

HOME SCHOOL AGREEMENT

6th Form Home School Agreement

As a student:

1. I will endeavour to come to school every day and be on time.
2. I understand it is my responsibility to bring the appropriate equipment for my lessons every day. I accept there are consequences for failing to bring the proper equipment.
3. I will follow staff instructions and accept their authority.
4. I will respect the school buildings, furniture and equipment.
5. I will follow the school guidelines for the presentation of work, use my planner and make sure homework is always written in to it.
6. I will complete my classwork and homework to the best of my ability and meet all deadlines.
7. I will take responsibility for my behaviour both in lessons, around the school site and on my way to and from school. I understand that there will be consequences if I fail to follow the school's Code of Conduct or damage the reputation of the school.
8. I will ask for help when I need it.
9. I will let my teachers and parents know about my successes and achievements and any worries I may have.
10. I will attend parents' evenings and relevant information evenings whenever possible.
11. I will respect all members of the school community equally and treat them as I would expect to be treated.
12. I will support and encourage other students.

13. I will make the best possible use of my opportunities at school.
14. I will accept responsibility, co-operate and encourage others to do the same.
15. I will wear my school uniform properly, following dress code guidelines.
16. I will celebrate my success and the success of others.
17. I will complete the necessary leaving forms when I leave the Sixth Form.
18. I will inform the school of my destination when I leave.

Signed Date

Name (print) Form

As a school we agree to:

1. Provide a high standard of education that meets the needs of all students.
2. Create a safe, friendly, supportive and lively learning environment which also offers opportunities for enrichment through extra-curricular activities.
3. Maintain and develop an atmosphere of good relationships and hard work.
4. Treat students firmly, fairly and equally in all circumstances.
5. Set and encourage high expectations for academic success, lifelong learning and continued progression to ensure students can reach their potential.
6. Inform parents on a regular basis of student's progress, successes and achievements.
7. Set manageable yet challenging and relevant homework and provide further explanation where necessary. Encourage students to record all homework in their planner.
8. Mark and assess work regularly, offering detailed written and verbal feedback.
9. Listen to student and parent concerns and respond appropriately and within 5 school days.
10. Encourage students to attend regularly.
11. Monitor attendance and keep contact with home where there are concerns or unexplained absences.
12. Check that uniform and equipment are correct and work with students and parents if there are concerns.
13. Encourage self-discipline, team work and respect for others while fostering independence and a sense of responsibility for self, home, school and community.
14. Foster a sense of pride in the school, which is reflected in behaviour, and the wearing of smart and correct uniform.

15. Provide regular information through student newsletters, reports and other special communications.
16. Treat students with respect and help them to respect and encourage others.
17. Celebrate the success of all students.

As a parent I agree to:

1. Ensure regular attendance and punctuality and provide a prompt explanation for absence.
2. Take an interest in and support my child's experience of school and progress, and the school in general.
3. Provide appropriate equipment and encourage good organisation.
4. Contact the appropriate member of staff if there are any difficulties or concerns at home or at school, which may affect performance and co-operate with the school to sort out any difficulties that do arise.
5. Teach my child to accept staff authority, follow the school rules and be polite and courteous.
6. Support the school when dealing with broken rules, disruptive behaviour or other action in the school system of sanctions.
7. Attend parents' evenings, information evenings or other school events necessary to support learning.
8. Monitor, support and encourage completion of homework and keeping to deadlines and use the student planner to check all work has been completed.
9. Respond to communications from the school promptly.
10. Provide and encourage the wearing of smart and correct school uniform.
11. Encourage responsibility and co-operation.
12. Encourage my child to take responsibility for their behaviour to and from school.
13. Ensure if any part time work is undertaken, that it complies with current legislation and does not hinder progress in school.
14. Avoid taking holidays during term time because it has a negative impact on educational progress.
15. Let the school know about successes and achievements and celebrate success.

Signed Date

Parent of Name (print) Form

HOME STUDY

Where appropriate, and in line with our approach to treat our Sixth Formers as young adults who need to learn time management skills, “Home Study” is granted for a **maximum of 2 mornings** per week when you are ‘free’ Period 1 (**except when there is an assembly**) but poor performance or lack of punctuality can see this privilege rescinded. It takes time at the start of Term 1 to set up study leave and full attendance is required until this is fully operational.

LATENESS

If you arrive in school late you must sign in at the Sixth Form reception. You will then be marked in as late on the register. A record of lateness is kept and is used by reference writers. You must have a note if there is a valid reason for lateness. If you receive Bursary payments this is likely to affect your payments (see Bursary contract).

OPEN DAYS

University open days are useful for sixth formers who are selecting courses and universities. Ensure you get permission to attend from Mr Lewis and see your subject teachers one week before hand to make sure you don't fall behind with work. Obviously attending too many open days will damage your academic progress – we recommend you visit no more than three in term time. You can usually arrange university visits in holiday time and at weekends if required.

PARENT/TEACHER CONSULTATION EVENINGS

These are crucially important events – ensure you attend with your parent(s)/guardian(s). For Years 12 and 13 these take place as per the online school calendar.

PART-TIME EMPLOYMENT

A part-time job can be a very good idea, providing some useful income and work experience. **HOWEVER**, it can be extremely damaging to your sixth form education if you do too many hours. We strongly recommend you do no more than **8 hours** paid employment a week. Remember, your priority must be your long-term interests which means achieving success at A Level, the key to your future career prospects.

Sixth Form studies must come first and part time work second. The work must not be scheduled during school time, as there may be occasions when students will be required in school even in “Home Study” periods.

PREFECT SYSTEM

We have an open access prefect system which enables students to gain experience of having a position of responsibility within the school community.

Most students who wish to become a prefect can. Staff also recommend students who they believe will make effective prefects. Those who are not asked to be prefects can ask for a programme of further responsibilities to boost their personal development.

Prefects carry out duties according to the rota organised by the Head Students. They are also expected to play a part in one of the teams led by Senior Prefects and on formal school occasions, like Open Days, they have a crucially important role as ambassadors for the school.

The Assistant Head of Sixth Form, Mr Wakefield, is the teacher i/c of the Prefect System.

PROFILE

Sixth Form learner Profile is produced by teachers in the latter stages of the Summer Term. It is used by the reference writers in Year 13 and beyond and represents a summary of your achievements in the Sixth Form as well as your potential. Your subject teachers also produce an account of your progress and potential at A2. Your form tutor writes a pastoral summary of your contribution to the school, house and form over the year.

PUNCTUALITY

You must get to school and lessons on time and be ready to make a prompt start to lessons. Remember that punctuality is something universities and employers ask us to comment on in references. There are consequences in the sixth form for those repeatedly late.

REGISTRATION

You must attend morning registration punctually at 8.40. Afternoon registration is automatically copied from your attendance at pm lessons at 14.15.

REPORTS

Each term, students will be given a report. Details will include ATL (attitude to learning), where 1 is excellent, and 5 highlights deep problems.

Target grades (those generated nationally, by calculating typical grades based on previous GCSE performance), and Projected grades (the grade that a teacher considers is most likely at the end of A-level, based on the work seen in that term); will also feature.

For those students whose performance may appear to be falling short of hoped-for levels, a system of daily tracking is put in place for at least two weeks in order to help support improvement through one-to-one contact with their head of year to help coach them in such areas as organisation, or to offer help in improving motivation.

SICKNESS

If you are in school and feeling unwell you must not absent yourself from lessons without seeing Mrs Davies, Mrs Phillips or Miss Parkes who will contact home.

SIXTH FORM STAFF TEAM

Mr Lewis (Head of Sixth Form) is responsible for the running of the Sixth Form and he is assisted by Miss Jebbett (Assistant Head of Sixth Form, Year 12) and Mr Wakefield (Assistant Head of Sixth Form, Year 13). Mrs Davies (Sixth Form Manager) is available for any pastoral or practical issues. Mrs Phillips is the Sixth Form Admissions/UCAS Administrator and Miss Parkes is Receptionist. We all have an open door policy so you are welcome to discuss issues with us (as much as is practical!). Your Sixth Form tutor and subject teachers should be your first ports of call if you need help.

SPORTS

Many students will be a part of a team, or be a member of a gym, and Wednesday afternoons will be a time for them to partake in activities. This will be recorded on the Sixth Form register.

STAFF ABSENCES

Work will be set for you if a member of staff knows he or she will be absent from a lesson. If for any reason a member of staff is unexpectedly absent the Head of Department should ensure you have work but if this is not possible you must use the period to revise or continue independent study. Never treat staff absences as 'free periods'. Emails will be sent to students on many occasions, and the notice board at the CCVI centre should have up to date information.

STUDY SKILLS

Your study skills are developed within your EPQ and A Level courses, and the tutorial programme. Further support will be given to those who seek help.

STUDY PLANNER

It is strongly recommended that you use a planner to organise your workload and to plan ahead to meet deadlines. Your form tutor will ask to look at this, or if you use an electronic means of organising (such as the Satchel 1 school system), to see this instead. You must plot your progress throughout the year.

SUPPORTED STUDY

There will be at least one designated, supervised, study period per week at which attendance will be registered. This is a requirement of all Sixth Forms and becomes part of your overall study programme.

At other times if you do not have lessons in the middle of the day this is independent study time. You can do your independent study in one of several places: the Libraries (school and public), the Sixth Form Study Areas, the Common Room or in any classroom available at a given time. Sixth Formers are trusted to treat all such areas with respect.

UCAS / UNIVERSITY APPLICATIONS

The UCAS forms are completed in the Autumn Term of Year 13 but your preparation begins at the start of the Summer Term of Year 12. You will receive guidance on the whole process from tutors, Mr Lewis and Mr Wakefield.

VOLUNTARY SERVICE

Wednesday afternoons

If not undertaking sporting activities, students may well do volunteering, doing work experience or other personal development programmes.

The school will track how students use these sessions. Students are expected to inform Mrs Davies of their activities.

WORK EXPERIENCE

You can do work experience on a weekly basis (Wednesday afternoons) or in blocks (preferably in the holidays). You should see Mr Lewis to discuss this.

Work experience is practically obligatory if you are hoping to study vocational degrees at university (eg: law, medicine, veterinary science, teaching) see Mr Lewis for details.

WORRIES AND CONCERNS

We are pleased that newcomers to the Sixth Form generally settle in quickly. The Sixth Form Centre provides a distinct base and the office is manned throughout the day.

Remember if you have any problems or queries don't keep them to yourself. We want our students to be happy in their school life and Mr Lewis, Miss Jebbett, Mr Wakefield and Mrs Davies are easily accessible to all students. We assure you we are very good at listening!