



St. George's Catholic School

Sixth Form Centre

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SIXTH FORM HANDBOOK (2016-2017)

NAME: _____

TUTOR GROUP: _____

TERM: _____

ST GEORGE'S RC SCHOOL

“The Sixth Form is very new because until September 2014 sixth formers were on the roll of St Thomas More Catholic School. Many aspects of the provision at St George’s, including leadership, guidance and teaching are very strong. Students are making very good progress on their courses”. OFSTED, November 2014.

I am delighted to welcome you to our Catholic Sixth Form. Congratulations on making the decision to join us; I am confident that you will find your time here valuable, enjoyable and rewarding. We want you to be successful and well prepared for your next step – whether that is Employment or University. The aim is that you will receive high quality teaching, lots of support from your tutor and the Sixth Form team, but this alone will not be enough; you will need to work hard and keep a firm eye on your long term goals – be they university or career related. The OFSTED report from November 2014 highlights the strength of the teaching in our Sixth Form. “Teaching is never less than consistently good and frequently outstanding.....Students are highly motivated and want to do well...” We hope too that you will grow in your faith and gain a better understanding of yourself and your neighbour.

We have high expectations of you in terms of both behaviour and your work ethic. St George’s School has a reputation for success; this is a reputation that you as senior members of our community are expected to uphold. Your approach to work, the grades you achieve, the standards of behaviour that you display, will all be examples for the rest of the school community to follow. Much rests upon your shoulders but if you can meet this challenge then you will be successful in your own right and continue the tradition of excellence at St George’s.

You are here voluntarily; you have made the choice to be part of the Sixth Form. By the same token, there is no obligation on our part to have to accept you! You have earned your place but, it is important that you understand and accept the ‘terms and conditions’ that exist. All students are required to sign the home school agreement as part of the enrolment process.

During your time in the Sixth Form we want to get to know you as individuals, treat you with respect and make sure that you are given all the necessary support and guidance that you need. Indeed, the recent OFSTED report (November 2014) says that “students receive very high quality care, guidance and support”. Along the way you will be offered many opportunities, such as

signing up for the Access Project and Gold Duke of Edinburgh award, which you are strongly encouraged to grasp. You will be given every opportunity to develop a wide range of skills and experience which will be of great advantage and benefit when moving on in one or two years' time. Keep an eye on the notice board in the Sixth Form Common room and listen out in assemblies and tutor time for notices.

Think about:

Being part of the Sixth Form Committee;

Getting involved in the Duke of Edinburgh Award Scheme – Gold Award (Ms Greensmith);

Taking advantage of The Access project (Mr Thapar/Mr Morgan);

Assuming additional responsibility in the school community - becoming a peer mentor, volunteering to support lessons lower down the School;

Putting your name down for a University visit (Mr Morgan/Ms Sozzi/ Mr Thapar/Mr Gregory);

Organising a regular publication for the Sixth Form;

Writing an article for The Dragon/taking responsibility for inputting relevant information on the website;

Organising a Sixth Form event;

Fundraising for Charity (CAFOD is our chosen Sixth Form charity)/ completing voluntary work in your local area (Mr Dadswell/RE Department);

KEY SIXTH FORM STAFF

Mr C Gregory – Head of Sixth Form

Mr F Morgan – Senior Tutor (Year 13)

Ms H King – Senior Tutor (Year 12)

Year 12 Tutors

12 Andrew – Mr Stephens

12 Clare - Ms H Barnes/ Mr Wright

12 Patrick - Ms D Dawkins/ Mr R Drago

12 Francis – Ms M Vadgama/ Mr Conroy

Year 13 Tutors

13 Andrew – Ms Arribas/Ms C Murden

13 Clare – Ms L Morrell/ Ms M Mohan

13 Patrick – Ms S Redondo/ Mr D Lewis

13 Francis – Mr M Henry

THE ROLE OF THE SIXTH FORM TUTOR/ SENIOR TUTOR:

Your tutor should be a central figure in your education. They are the first point of contact for any concern or problem, they monitor your progress, act as a communication link, write your UCAS reference and generally guide you through the Sixth Form. Some students need lots of help, others very little but all students need to go to tutor time in the morning and participate enthusiastically.

In Year 13, Mr Morgan will be designated as a Senior Tutor with particular responsibility for ensuring that the UCAS applications have been completed and submitted appropriately. Mr Morgan will also organise contact from various universities as appropriate.

FIRE BELL

Most students are well-used to the procedure when the fire bell rings: leave the building immediately in silence, take your bag with you and, assemble on playground area in your tutor group and wait in silence for a register to be taken before being dismissed. The Sixth Form are expected to set a positive example by lining up in the designated area.

This is a potentially serious matter and senior students are expected to co-operate in a responsible manner.

CHANGE OF COURSE

You may only change course with written permission of Mr Gregory, the Head of Sixth Form who will issue you with a form. Please remember that many courses fill up quickly and it may not be possible to permit your change of course. Any course changes must be completed by 28th September.

USE OF THE CANTEEN/LUNCHTIME/FREE SCHOOL MEALS

Sixth Form are encouraged to use the canteen at break and lunchtime and are expected to be good role models for younger pupils. As a privilege, Sixth Form are allowed to jump the lining up queue at break and lunchtime. If not attending a lesson/personal study, Sixth Form pupils are free to go for lunch from 13.00. A reminder that students are not allowed to leave the premises during the day except for appropriately designated times.

We ask all eligible Sixth Form students to ensure their parents continue to register for free school meals, Parent pay can continue to be used as before.

Year 12 and Year 13 pupils are also permitted to leave the school at lunchtime, although this may be re-considered if they are not back to school at the appropriate time.

SIXTH FORM COMMON ROOM

This is your social area; is a pleasant environment and should be treated as such. There has been significant investment recently to have the area re-decorated and refurbished. Please look after it and it will remain in good condition.

There is a supervisor (Ms Wendy Kamal) in the Sixth Form Common room, who keeps study records and generally helps out with administration tasks. Please treat her with utmost respect and co-operate with her to ensure the Common room remains a pleasant and tidy space for students to use.

A few requests from to keep it nice:

- All litter goes in the bin
- Only eat in the main area not by the computers
- Feet stay on the floor, not on tables or chairs
- No inappropriate behaviour
- No inappropriate language
- Chewing gum is not permitted
- Act responsibly if you make a mess and clean up after yourself
- Make sure the microwave and kettle are used responsibly

Any breaches of the above may result in a ban from the Common Room.

INTERNET AND COMPUTER USE POLICY

Students are reminded not to use the Internet to access inappropriate sites. Any student caught downloading inappropriate material or sending malicious messages etc will be subject to the disciplinary code of the school. As a general rule always take several backup copies of assignments. Obviously plagiarising work is strictly forbidden.

PRESENTATION OF WORK

Keep your notes and files neatly. The Sixth Form policy is that AS and A level homework essays are written in pen on A4 lined paper and not word processed, thereby limiting plagiarism and encouraging synthesis of material.

GENERAL (CORE) RE

In selecting St George's as your Sixth Form of choice, you are agreeing to attend Core RE lessons which are compulsory and take place for one period a week. Completion of this programme will gain you a NOCN award, which can assist when applying for universities.

COMPULSORY STUDY

It is important to get into good habits of work and study to ensure a successful transition to A level and BTEC study. The latest and best research demonstrates quite clearly that in order for a student to achieve their potential and exceed target minimum grades, 16-21 hours extra study is required per week. Accordingly private study lessons will be timetabled for you and these must be attended. Please ensure that you have enough work to do with you each day – and remember that this work must not be computer dependent. Any student missing a private study session will be deemed to have truanted and be subject to the disciplinary code.

LIBRARY

The Library is open before school from 8.00 am to 8.45 am and then in the evenings from 3.10 pm to 5 pm each evening. We are building a stock of loan and reference books pertinent to A level study. Please ask Ms Belous for help if you can't find what you want. Please remember that the Library is a quiet area for independent study.

ATTENDANCE

This is the most important factor in deciding your success. We cannot teach you or help you if you are not here. Your courses are designed to last all year and do not have built in 'catch up time' at the end for anything you have missed. If you are not here then you miss all kinds of information and support, everything from UCAS dates to Learner Support grants and discretionary bursaries. The first sign of a student who is failing or at risk is a falling percentage attendance.

By signing up to the Sixth Form you agree to be here full -time. **This includes tutor time, assembly, General RE sessions, PSHE and enrichment sessions, Special Study days, compulsory study periods as well as all lessons.**

If sessions like these are missed then you will be subject to the Sixth Form disciplinary code. You are also placing yourself at risk of not being entered for examinations.

IMPORTANT ATTENDANCE PROTOCOLS

Register with your Form Tutor each morning, ARRIVING NO LATER THAN 8.45 am to School. Be punctual for lessons – you are adults (near enough) and this is expected of you. If a teacher is absent, then lessons will be covered. Ensure your attendance at covered lessons.

Year 12 personal study sessions take place in a specific room or the Library. You must sign in for your study periods and then remain for the whole hour. If you leave before the end of a period then expect to be marked as absent.

If you miss a lesson through illness or an appointment it is your responsibility to catch up; your responsibility to hand work in or meet a deadline early; and your responsibility to provide a valid reason for your absence.

If you are aware that you will be absent for a particular reason eg Hospital/Dental appointment etc. You need to fill in and return in good time, a Sixth Form Leave of Absence Form, available from Wendy.

Be aware of your attendance percentage and number of missed lessons. These will be discussed during tutor times and when parents are seen and are an excellent indicator of performance and likelihood of success.

PUNCTUALITY

Lateness to school is never condoned. Expect to have a detention in G5 at breaktime and not to be permitted out at lunchtime as a sanction for this. Persistent lateness means that students will be subject to the disciplinary code.

UNIFORM

Sixth Form students are expected to set the example and act as role models for the rest of the school community. Blazers, ties, sensible shoes and a white shirt/blouse must always be worn. Boys are allowed a silver/gold stud earring and girls are allowed to wear one pair of discreet earrings. All students are asked to ensure that jewellery is modest. Girls are asked to ensure that skirts are knee length and not figure hugging. Tattoos must not be visible.

Please see the letter dated July 14th on the Website.

BOYS:

Charcoal Grey Suit – Trousers and Jacket

White Shirt

Red or Grey V neck jumper (optional)

Sixth Form red tie (clip on available from school)

Conventional black shoes

Single Stud Earring (Gold or Silver) may be worn

Modest amount of jewellery is permitted (no oversize rings etc).

GIRLS

Charcoal Grey Suit – with traditional Suit Jacket, trousers, skirt or dress
Black or Neutral tights – not patterned
White reverse neck blouse
Red or grey V neck jumper (optional)
Conventional black shoes
A modest amount of jewellery and makeup is permitted (no oversize rings etc).

BOYS AND GIRLS

Dark coat (no leather or denim or coats with a pattern/motif)
Sensible hairstyles, no lines, dyed or extreme hairstyles.
No hoodies, hats, caps.

TARGET SETTING

At the start of Year 12 you will be given target minimum grades to aim for. Note THESE ARE A MINIMUM EXPECTATION! You should be able to exceed these targets if you put in the sixteen-twenty one hours per week private study. The targets are worked out by looking at your average GCSE score which predicts what you are likely to get in a given AS or BTEC subject area. The targets may be 'tweaked' by your teachers if they feel you are capable of more. Make a point of knowing your targets which will be in your journal. Every half-term you will be given a printout of your progress and it will tell you if you are currently at, above or below target. Your effort and behaviour will also be graded. This data may form the basis of tutorials or meetings with parents.

ADDITIONAL OPPORTUNITIES

You will be in a position to avail of a significant number of additional opportunities to help you achieve your potential. It is highly recommended that you embrace these. The Access Project, for example, is available to support you through your A Level programme of study, and will provide you with regular specialist mentoring from a professional in your subject area. You will be encouraged to sign up for this initiative by contacting Ms Michaela Joseph, the Access Project link person, who you will meet in September.

There are also many opportunities to participate in University visits and other trips, again, which are strongly encouraged.

THE IMPORTANCE OF ENGLISH AND MATHEMATICS GCSE

Having passes at C and above in these subjects is mandatory. It is a passport to the next steps on the learning or career ladder. Those without passes must attend classes in GCSE Mathematics/English and complete all the work set. The school invests heavily in support for those students who find these subjects difficult and we are committed to working with you to ensure your success.

STUDY LEAVE

There is no designated study leave at Sixth Form. Your lessons will run right up until the final exam in that subject (and then afterwards too in Year 12 until Friday July 14th 2017), thereby giving you maximum support and preparation by staff. Do not be tempted to think that all revision can be completed a day or two before exams, you will need to start this process much earlier. All subject teachers offer timetabled revision classes in the run up to public examinations. You must attend these sessions to make the most of any support on offer. After the completion of an AS course, all students are expected to attend lessons in subjects until the end of the academic year, even if they plan to drop the course at A2.

PROGRESSING FROM YEAR 12 TO YEAR 13

Please be aware that progress from AS courses to A2 courses (or from Year 1 BTEC to Year 2) is not an automatic right. In order to progress at A level, a student has to secure at least E passes in two AS modules by the end of Year 12 and will have attended and completed work to a satisfactory standard in the year without major breaches of the disciplinary code.

For each BTEC level 3 course, students must be signed off and have complete 6 units at pass level or above in order to progress to the second year of level 3 courses.

SIXTH FORM COMMITTEE

We value the opinion and input of the students in bringing about change and driving improvement. The Sixth Form Committee led by the Head Boy and Head Girl and their deputies are at the heart of this process. You will have opportunity both formally and informally to express your ideas and opinions through Committee meetings and from conversations with Sixth Form Committee members. You should know who the council members are as they are your representatives and work for you (see the Common Room photo display). Remember, this is your Sixth Form, make sure that you have your say. There will be opportunity for all students to apply for a position on the Committee, this will be announced during assembly notices.

EMPLOYMENT

At St George's we recognise the value of having a part time job; the extra money, the experience, ability to network, and the skills learned are all useful to students. Problems tend to start where students are working too many hours, or working unsociable hours. You are strongly advised **not** to undertake paid work if you can manage without the money – paid work may get in the way of your studies. Having said that, it is recognised that some students do have to work. The official guidance is **no more than 8 hours paid employment per week** and these should be outside the school day. Any increase on this inevitably results in poor student attainment and attendance.

CIGARETTES, ALCOHOL AND DRUGS

Alcohol is banned in the Sixth Form.

A student caught drinking alcohol on the school site faces action under the disciplinary code and possible removal from roll.

Smoking is banned on the school site.

Sixth Form students should not smoke within sight of the school or in the immediate neighbourhood

Any student using or in possession of illegal substances (drugs) will be removed from the roll.

USEFUL TIPS

This will seem obvious to most students, but your days and your studies will run much more smoothly if you have the right equipment. Please bring a bag with you each day that is capable of being closed. The following is a list of things to help you be organised and ready for any task set:

An A4 lever arch folder **per subject**, with dividers.

A pack of plastic wallets.

Pad of A4 paper

Full pencil case.

Calculator.

USB Flash Drive / Memory Stick

DISCIPLINARY CODE

The highest standard of behaviour is expected from all Year 12 and Year 13 students. The Sixth Form disciplinary code is in line with that of the rest of the school. In short if you are reprimanded for any reason eg being late to school, not handing in work on time, not meeting academic standards, poor uniform, rudeness or inappropriate behaviour, not attending compulsory study periods, less than 90% attendance, to name but a few (this list is not exhaustive), then a suitable

sanction in line with school policy will be given and parents will be required to attend the school. As with the rest of the student body, Sixth Form pupils are subject to an X sanction for misdemeanours. Infringements of the code may lead to temporary exclusions or an instruction to leave a course and or the Sixth Form.

In addition to these measures, a late detention system will operate each day, where any student who has been late will spend their break/lunch time completing additional study.

JOURNAL

All students are expected to carry their journal in their blazer ready for inspection at any point during the school day. It is to be produced at the start of lessons and homework recorded.

UCAS

It is our policy to encourage every Sixth Form student to think about Higher Education as the default route after following level 3 qualifications. Having a degree is now almost mandatory in society. It opens doors to many more careers and the opportunity to a better standard of living. The route into Higher Education can be daunting and seem like a very long way off. Do not be fooled! It comes around faster than you think but there is lots of help at hand. Your tutor will be a source of advice as will your Head of Sixth Form, there is a scheduled programme involving workshops and University visits. The summer term culminates with a series of presentations and workshops to ensure that all students are ready to submit their University application upon their return in Year 13.

Mr Morgan, Mr Gregory and your Form Tutor will also assist students with the appropriate preparation of the UCAS application.

Whatever you do, do not decide yet that you are not going to higher education or university. Complete your form as requested and then make an informed choice when the time comes.

GUIDANCE FOR THE SIXTH FORM LEARNING SUPPORT FUND (Bursary Fund)

If you are in care, a care leaver, on income support or receiving both Employment Support Allowance and Disability Living Allowance, you may be entitled to a bursary of up to £1200 per year from September 2016. If you think you may be eligible or face particular financial hardship, please see Mr C Gregory or Ms J West in the Main Office.

FREQUENTLY ASKED QUESTIONS

Who do I see if I want to change course?

You must see Mr C Gregory. All course changes must occur by 30th September 2016.

Who do I see if I have a financial problem?

You must see Mr C Gregory/ Ms J West in the Main Office.

What to do if I have an absence known in advance (AKIA), such as a medical appointment?

Fill in the appropriate form with Ms Wendy Kamal (Attendance Officer) and e-mail your Form Tutor and Mr Gregory to let them know.

Who do I see if I want advice on UCAS or careers?

Mr Thapar from The Access Project, Mr Morgan, Form Tutors.
Your Form Tutor is your first port of call.

I want to attend an Open day at University?

Organised trips will take place through the School – Mr Morgan is the point of contact for these. Any trips must be discussed well in advance with Mr Gregory and the appropriate form filled in.

How are my target minimum grades worked out?

Your TMGs are based on your GCSE scores. Each grade at GCSE has a points value and from the achievements of past students a prediction can be made about the minimum grades expected from a student at AS, A2 or BTEC Level 3. Remember these are only minimum and with hard work many students exceed them. Make sure you do too.

What do UCAS points mean?

Universities are selective. That means they require you to achieve particular grades if they are to accept you on to their courses. Many of the most prestigious Universities require you to achieve very high grades ABB – AAA usually. Each grade at A level is worth a number of points for University entrance. This is called the UCAS tariff.