



Sixth Form Handbook





Contents

Catholic Ethos

Times of the Day

Attendance and Punctuality

Sixth Form Dress Code

Sixth Form Work Ethos

Sixth Form Book Look

Sixth Form Bursary

Public Exam Protocol

GCSE English and Mathematics

Intervention

Careers Education, Information, Advice and Guidance

Student Leadership and Student Voice

Extra-Curricular Activities

Communication

EPQ

CATHOLIC ETHOS

Our Mission Statement:

To provide an inspiring and personalised education for each student enabling them to realise their full potential within a dynamic environment that follows the teachings of Christ and his Church.

All students have the opportunity to attend Mass every Friday from 9.00am – 9.35am. Students are encouraged to participate in the preparation for mass by leading tutor groups in KS3 and KS4 who are involved in Mass that week.

Students are required to study one lesson of General RE a week. Within this subject, students have the opportunity to support local charities, to gain work experience in our feeder schools and to develop both a passion for music and increase their involvement in school activities.

TIMES OF THE DAY

Monday, Tuesday & Thursday Week A & B		Wednesday & Friday Week A & B
Registration	09.00 – 09.20	09.00 – 09.35
Lesson 1	09.20 – 10.10	09.35 – 10.25
Lesson 2	10.10 – 11.00	10.25 – 11.15
Break 1	11.00 – 11.30	11.15 – 11.45
Lesson 3	11.30 – 12.20	11.45 – 12.35
Lesson 4	12.20 – 13.10	12.35 – 13.20
Break 2	13.10 – 13.40	13.20 – 13.50
Lesson 5	13.40 – 14.30	13.50 – 14.35
Lesson 6	14.30 – 15.20	14.35 – 15.20
Lesson 7 *	15.20 – 16.10	15.20 – 16.10

Students are allowed to leave the building at break times, providing they are back in time for the start of P3/5. When leaving/entering the school building during these times, all students must sign in and out at student services. If this is not adhered to a sanction will be issued.

**Students may have a twilight lesson, depending on their subject choices. It is compulsory that students attend this lesson as it is part of their curriculum offer.*



ATTENDANCE AND PUNCTUALITY

As we are preparing students for the world of work, we have high expectations of attendance and punctuality. Students are expected to attend all lessons and tutor time punctually. Failure to do so, will result in a 6th form sanction.

Student Attendance Procedure:

At St Wilfrid's Catholic School, all 6th form lessons are compulsory, as well as tutor time and two weekly assemblies. If lessons are missed, then an absence note/email/phone call must be handed in to Mrs Mackey-Fitzsimons, 6th Form Office Manager. Failure to do this will mean the absence will be marked as 'unauthorised' and will result in a 6th form sanction.

The only people who can authorise an absence are parents/guardians/carers. They can inform the 6th form in advance of absence in the following ways:

1. Email: m.mackey-fitzsimons@stwilfrids.com
2. Phone number: 01293 421421
3. A written letter/note is also accepted after the student has returned to the 6th form.

We will not authorise absence based on a student's email or phone call.

If a student has been authorised to take a leave of absence during the school day, he/she must sign out at student services.

SIXTH FORM DRESS CODE

We appreciate that being comfortable is conducive to good learning. However, students must remember that they are role models and should consequently refrain from wearing or displaying inappropriate attire.

Examples of appropriate attire:

- Smart trousers/skirts/jeans/shorts
- Smart t-shirts/tops/jumpers/cardigans
- Shirts/blouses

Examples of inappropriate attire:

- Cropped, revealing clothing
- Extreme haircuts
- Facial piercings
- Visible tattoos

SIXTH FORM WORK ETHOS POLICY

At St Wilfrid's Catholic School 6th form, we have the highest expectations of our students. We expect the best for all; the best from all. Equally, we provide them with an enriching environment where each student can excel and achieve. Our community is one of support and guidance, where students are encouraged to work to the best of their abilities and reach their full potential.

Good work ethos is defined as:

- Student chooses to complete all classwork and homework to their best of their ability
- Student chooses to meet all deadlines
- Student chooses to work to the best of their ability in all lessons
- Student chooses to catch up on any missed work due to absence
- Student chooses to be punctual to all lessons
- Student chooses to check their school email account at least twice a day.

Poor work ethos is defined as:

- Student chooses to not complete a homework
- Student chooses to not meet a deadline
- Student chooses to not work to the best of their ability in a lesson
- Student chooses to not catch up on work missed due to absence
- Student chooses to be late to a lesson
- Student chooses to not check their email account every day

SIXTH FORM BOOK LOOK

Students are expected to keep notes, drafts, essays and all work organised and accessible. The 6th form team will select students' work to check on a fortnightly basis. If the work is not of a good enough standard, they will be given 48 hours to rectify the situation. Subjects will monitor folders on a half termly basis.

SIXTH FORM BURSARY

6th form students can apply for a discretionary bursary from funds allocated to the school.

Discretionary Bursary:

Students may apply for a discretionary Bursary if:

- The family is in receipt of one or more of the following (evidence of benefits received must be sent with the application):
 - Income Support
 - Job Seeker's Allowance (Income Based)
 - Employment & Support Allowance (Income Related)
 - Child Tax Credit with annual Inland Revenue assessed income:
 - Priority 1 - below £16,190 (similar to threshold for FSM)
 - Priority 2 - between £16,190 and 21,000
 - Priority 3 – between £21,000 and £25,000
 - Guaranteed element of State Pension Credit

If a student is eligible for a discretionary bursary, they can then request assistance with the costs associated with their course of study. However, it should be noted that the school has a limited 'pot' of money for such requests, so no guarantee can be made as to the precise assistance available.



Payments will be made in arrears every half term, based on full weekly attendance and compliance with the 6th form contract signed by students and parents at the start of the academic year.

If you believe you qualify for a discretionary bursary, application forms will be available from September. Closing date for applications is Friday 29th September 2017

PUBLIC EXAM PROTOCOL

Examination times:

Morning examinations: 9.00am

Afternoon examinations: 1.15pm

Please arrive 15 minutes before the examination is due to begin.

Timetables:

You will be given a copy of your personalised examination table in the lead up to your exams. The exam timetable will also be displayed in the sixth form common room and on the school website.

Candidates are responsible for checking the accuracy of their examination timetable. Any errors to the timetable must be reported as soon as possible to the exams officer, so that appropriate amendments can be made at the earliest opportunity.

During the examination, you must follow the instructions of the exam officer

GCSE ENGLISH AND MATHEMATICS

For further education and employability, it is extremely important to gain a minimum of a grade 4 in GCSE in English and Maths. If you have not received both of these qualifications, we will give you the opportunity to do so through additional classes. These subjects will be your Core Learning Aim and as so will be your first priority. You must be present at all timetabled lessons and may be asked to attend intensive courses outside of lessons.

INTERVENTION

All students of St Wilfrid's 6th form are given an abundance of support and guidance, which enables them to succeed. There will inevitably be times when students require further support, whether as a result of falling behind with work, a need for a quiet work space or more intensive teacher guidance. We monitor students' progress on a regular basis and have a thorough understanding of how to identify students in need of intervention. We will always strive to provide personalised support but also implement a variety of strategies when necessary. Such strategies include:

- **Supervised Study** (where students are supervised in the library during their study periods)
- **Post School Study** (where students are supervised in the 6th form common room after school)

- **Breakfast Club** (where students are supervised in the 6th form common room before school)
- **Mentorship/Positive Reports** (where students are given a mentor and placed on a positive report card, to monitor their progress and identify and rectify any specific issues)

All strategies are designed to support and develop students' learning and emotional wellbeing. We recognise that as young adults, students are keen to take control of their own learning and we encourage them to discuss specific needs with us, so that that we are able support them effectively.

CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG)

The Programme of Study for CEIAG is delivered through the followings areas:

a) UCAS/University guidance and support:

All students will be shown how to register with UCAS and will be supported through the entire process. We recognise that some students will choose a different path, such as apprenticeships or employment, but we feel it is important to offer all students the option of attending university. Throughout the UCAS process, students will be shown how to write personal statements, will visit university open days, will be involved in in-house university workshops, talks and discussions and will be provided with impartial advice.

b) Apprenticeship guidance and support:

Just as all students are offered advice on how to attend universities, we feel that it is important to provide students with alternative options. Students have the opportunity to attend apprenticeship days and to receive advice from external speakers. Students will also be offered guidance on how to write a good CV and how to prepare themselves for interviews.

c) Weekly SES sessions:

The SES curriculum includes activities that are specific to CEIAG. Included in this are opportunities to explore independent websites that give unbiased information about courses and careers.

d) Immersion days:

Students will participate in Immersion Day activities that are designed to support their careers and skills development. These are timed specifically to help students make decisions about their options for post-16 and further education and the world of work as relevant to their stage of education

e) Offering independent careers guidance:

- i. We have built and continue to Build strong links with local employers such as Price Waterhouse Coopers, Barclays Bank and Thales and national organisations such as National Apprenticeship Service, Believe in Young People and the National Careers Service and Villiers park. These organisations ensure that specialist services are provided to our students including skills days, mock interviews and finance advice

- ii. Pathfinder software and plotr.co.uk are used by students in a variety of ways. This includes generating career ideas suited the strengths and personality of the individual and in the development of CVs
- iii. Independent mentoring for students that have been identified as needing additional careers related support including disadvantaged students, those with SEND or students of whom we are in receipt of Pupil Premium funding
- iv. Several universities work closely with 6th form students, including University of Sussex, University of Brighton, University of Southampton and University of Chichester, to deliver specific programmes such as lectures at university, personal statement workshops, EPQ guidance and student finance talks

f) Work shadowing for all students in Year 12:

All Year 12 students will participate in work shadowing relevant to their intended destination. This will be for approximately 5 days and will take place in the summer term. If it is the correct pathway for the individual, some students may be in full time employment or volunteering (20 hours or more) combined with part time accredited study.

g) Higher Education Preparation Programme:

Students are supported to make an informed choice about whether or not to aim for university, including the very best universities and courses, or an apprenticeship as an equally high calibre and demanding route into employment and higher education. Students are expected to complete a portfolio including research of courses and career options, extra-curricular activities, volunteering and work experience

STUDENT LEADERSHIP AND STUDENT VOICE

At St Wilfrid's 6th form, we take student voice seriously and are keen to encourage potential leaders. We offer a variety of ways to develop students' leadership skills and to voice ideas, initiatives and proposals.

Expectation of school leaders:

- To engage fully in their learning and to enable others to reach their full potential
- To contribute to sixth form discussion and decisions within and beyond their tutor group, improving verbal communication and discussion skills and developing their ability to negotiate, compromise and operate as an effective team member
- To take responsibility for their environment, academic progress and behavior

Students have the opportunity to participate in:

- The student council
- The peer mentoring programme
- General RE programmes
- The house system

- Leadership projects that involve KS3 and 4
- To become a member of the 6th form leadership team
- To act as teaching assistants in their chosen subjects

EXTRA CURRICULAR ACTIVITIES

St Wilfrid's sixth formers enjoy a wide range of extra-curricular activities. They recognise that, in order to experience a truly holistic and well-rounded education, they must continue their learning outside of the classroom. Students have the opportunity to:

- Be involved in school productions
- Be involved in musical performances
- Be involved in charitable events
- Organise and be involved in sporting events, within the school or community
- Participate in academic activities
- Form and join societies

COMMUNICATION

At every stage in a student's education, it is important that there is clear communication between school and home. That does not stop when students reach 6th form. We value communication from students and parents and endeavour to reply within 24 hours.

The majority of communication parents will receive is via email. Please ensure you inform Mrs Mackey-Fitzsimons if your email address changes. We are constantly striving to provide the best quality education and care for all of our students. We welcome feedback and may send links to online questionnaires. We would be grateful if they could be completed as soon as possible. Students are also emailed information from teachers and tutors on a regular basis and so should check their school email account at least once a day.

EPQ

The Extended Project Qualification, EPQ, allows students to embark on a largely self-directed project. The qualification is designed to help students mature into critical, reflective, creative and independent learners. The EPQ helps to prepare students for Higher Education as it gives them experience of a greater breadth of study than is possible at A Level and an opportunity to explore a specialised topic, for example medical research, politics or astronomy, that is closer to their preferred university courses. More information will be given to students who wish to study this qualification. If you are interested in the EPQ, please see Mrs Lesova.

