

# INFORMATION FOR SIXTH FORMERS AND PARENTS 2020/21



# The Sixth Form Team

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<b>Mrs G Joyce</b>	<b>Head of Year 13</b>
<b>Mr M Harrison</b>	<b>Head of Year 12</b>
<b>Mr M Wilson</b>	<b>Bursary Administrator</b>
<b>Mrs M Brown</b>	<b>Sixth Form Manager</b>
<b>Miss Chamberlin-Medd</b>	<b>Attendance Officer and Study Room Supervisor</b>

These notes are intended to remind students and parents of some of the procedures and expectations they need to be aware of in the Sixth Form. The Sixth Form can be an extremely rewarding and exciting time of a student's school career, but it is important to recognise that it is also very demanding and rigorous, and a few students do struggle with the transition from GCSE.

Parents can play a key role in supporting students with this transition and therefore we welcome your involvement in checking work, deadlines and students' planning and organisation. Students should attend all their timetabled lessons including supervised study, PE, Wellbeing or Social Studies and tutor time. Year 12 students should be in school from 8.40 am - 12.20 pm as they learn to make the most of their independent study time. They should not arrange driving lessons or other activities during the school day and should prioritise study. Year 13 have more freedom to come and go as long as they attend all timetabled lessons and their attendance remains above 95%. They should make full use of the study spaces available in school as well as study independently at home. Parents can access Show My Homework to check the work that is being set and contact the tutor or relevant teaching staff if they have any queries.

## **Tutor Groups**

The tutor is the key point of contact for students and parents if they need advice or support and is also the person who will write references, so it is important that students attend tutorial and build a relationship with their tutor.

## **Registration**

All Sixth Form students are formally registered in tutorial and in every lesson, including supervised study. If they leave the site during the day they must sign in and out in the Sixth Form Study Centre. All Year 12 students must remain in school until lunchtime when they may sign out if they do not have timetabled lessons in the afternoon. Tutors will arrange times to speak to students individually about study patterns, time management and social and academic issues through mentoring appointments.

## **Emergency Evacuation and Emergency Conditions**

Sixth Form tutor groups should line up in alphabetical order on the tennis courts adjacent to the buildings. There is a firmly established routine for advising parents and staff of closure in severe weather conditions or emergencies and this has been published in the newsletter and on the website. Should an emergency arise during the day, the Principal has the responsibility to decide what action to take and one outcome could be closure of the site. Guidelines are that students in Years 12 and 13 could make their own way home and be deemed responsible enough to be home alone. Arrangements would be made with normal transport to take home all students who travel in organised transport.

## **Communication**

Students should check their tutor trays every few days as they may contain important information such as exam entries and timetables, career information or library overdue notices. All generic correspondence from

St John's including letters, newsletters and information/notices regarding events will be sent electronically via email to the first named emergency contact for each student. Students will also be sent relevant information via their St John's email address, so these should be checked regularly.

### **Tutorials and Assembly**

Year 12 and 13 students are required to attend all tutorial sessions including a termly assembly. This is also an important time to discuss post 16 and 18 options. These assemblies may be held during Teams whilst the theatre is out of action due to Covid 19.

### **Absences**

Parents should always contact the Academy if students are absent and the message will be passed on to tutors and teachers (01672 517830). It is very important to have as full an attendance as possible. Absence forms can be found online or from the tutor. These must be emailed to the attendance officer, Miss Chamberlin-Medd on [vchamberlin-medd@stjohns.excalibur.org.uk](mailto:vchamberlin-medd@stjohns.excalibur.org.uk) in advance of an absence but please arrange routine appointments and driving lessons outside school hours.

### **Sixth Form Agreement**

All students are asked to sign this document and return it to their tutor who will keep it in the student's file. A copy should also be emailed back to the tutor from a parent's email account to show that it has been read and agreed at home.

### **General Behaviour**

We obviously expect the highest standards both in class and around the buildings. Students are expected to attend all their lessons, complete homework and between 4-6 hours of independent study a week per subject. They are timetabled in the Study Centre or other study spaces for Private Study and registers will be taken. Students should always come to lessons well prepared with set texts and other equipment. Good behaviour is also expected in the Sixth Form area. The Sixth Form Study Centre and Sixth Form Library are for silent work, the top corridor for other studies with the Common Room as a social area. Students can only eat in the Common Room, the Sixth Form corridor or the outside area by the Pod.

### **Dress Code**

Students are expected to wear more office work based clothes, such as shirts and smart casual trousers. Cargo trousers, smart jeans and tailored shirts are allowed but these must not be ripped or badly worn. Polo shirts and other formal T-shirts are allowed as long as they fit the office image. Graffiti is not allowed and any logos must be discreet and non-offensive. Girls may wear skirts but these must not be shorter than mid thigh; and knee length or longer skirts are recommended.

The following items are not allowed: hats worn indoors, leggings, trackies, beach shorts and beach wear, low necked tops and ripped jeans. Underwear should not be on show at any time. Casual shorts are also not allowed but suitable cropped trousers are permissible. Suitable shoes or trainers should be worn but not flip flops because of health and safety concerns. Students are not expected to have any visible body and facial piercings.

### **Smoking**

There is a no-smoking policy which means that no-one at all may smoke on the site. If students are caught smoking close to the site (eg in School Walk, outside the garages or on the hill) this will be taken seriously and may have an impact on their position in the Sixth Form. Students may be excluded for smoking in the vicinity of the Academy site.

### **Personal Technology Devices**

These may be used around the buildings, including in the Sixth Form area. They must be switched off in lessons unless directed by staff. Sixth Form students are expected to follow the school policy.

### **Changing Courses**

If Year 12 students wish to change courses, this ideally should take place during the first two weeks of term. Students must first discuss this with tutors, relevant subject teachers and parents; the change must then be agreed by Mrs Haig-Williams or Mr Harrison.

## Teaching and Learning Council

This is made up of students from a range of subjects and allows them to have an input into the curriculum. Useful feedback is also passed onto the staff.

## UCAS and Work Experience

Information and advice about applying for Higher Education courses will be given to students in Wellbeing or Social Studies and they should also discuss plans with tutors. Work experience linked to future courses or careers is encouraged in Years 12 and 13. Good quality work experience is invaluable when it comes to completing university and employment applications in Year 13. If work experience is not possible due to Covid 19, students are encouraged to investigate online alternatives such as Dare to Doctor or relevant MOOCs.

## Personal Statement

Students will need to write about themselves as part of the application process, whether to university admissions tutors or to a potential employer. Their tutor, Head of Year and Head of Sixth Form will give them help in writing this.

## Careers Guidance

In the Sixth Form there is an expectation that students will be proactive in researching and deciding future career paths. They will be encouraged to discuss key issues with their tutors and external agencies where appropriate. We also have excellent careers online information which students are encouraged to access through the Academy SharePoint site (see websites and passwords below). Tutors will also be helpful here.

## Useful websites

### Higher Education

[www.ucas.com](http://www.ucas.com) – this is a great starting point and includes sections for parents and finance.

<https://excaliburacademistrust.sharepoint.com/sites/STJ-Home/CWRL/SitePages/Welcome.aspx>

- **Higher Ideas**, a comprehensive resource for exploring HE options.

All Universities and Colleges have their own sites as well

### Apprenticeships and other alternatives to Higher Education

<https://www.notgoingtouni.co.uk/> – alternative options to higher education such as advanced apprenticeships, gap year information, school leaver programmes.

<https://www.careerpilot.org.uk/> - covers all post 18 options plus other careers related information.

<https://www.gov.uk/apply-apprenticeship> – official government site advertising current apprenticeships.

<http://www.ratemyapprenticeship.co.uk> – reviews of apprenticeships and employers.

<http://www.apprenticeshipguide.co.uk/> - comprehensive apprenticeship guide.

### Careers information

<http://www.eclips-online.co.uk> (login **stjohns**) Impartial careers and job profile information.

<https://nationalcareersservice.direct.gov.uk> - official government careers site including job profile information.

<https://excaliburacademistrust.sharepoint.com/sites/STJ-Home/CWRL/SitePages/Welcome.aspx>

- **Careers Companion** - Username: stjohnsstudent Password: SN8 4AX

A virtual careers library which gives a comprehensive guide to qualifications, jobs and careers and includes the most recent documents published in relation to these areas.

- **Fast Tomato** <https://www.fasttomato.com/> signup code **SJNM**

Online career guidance programme helping students to explore different careers opportunities and a broad spectrum of career and education options using a short psychometric questionnaire which gauges interests, attitudes and motivations. Students are offered career and education suggestions, personalised to them.

If you have any queries please ask Mrs Haig-Williams in the Sixth Form Office, Mrs Stokes in the Library or Mrs Havill in the Careers Office. Apprenticeships, open days, events and job vacancies are posted on the Sixth Form notice board. Careers meetings can be arranged with Mrs Havill in school or email

[fhavill@stjohns.excalibur.org.uk](mailto:fhavill@stjohns.excalibur.org.uk)

## **THE ENRICHMENT PROGRAMME 2020/21**

We believe that it is very important for students to have access to an enrichment programme in addition to subject courses.

There are three main components for Year 12 plus the opportunity to study an EPQ or Cyber EPQ.

- Wellbeing for Year 12 once a fortnight
- Volunteering for 2 hours per fortnight
- PE

For Year 13 they have a timetabled Social Studies slot every other week. This time will be used to focus on next steps after Sixth Form, applications, gap years and preparing for the future.

### **Wellbeing and Social Studies**

This is designed to broaden students' knowledge of areas outside the curriculum by covering such topics as human rights, globalisation, safe driving etc. However, by far the biggest component of the course focuses upon post 18 options, looking at universities, apprenticeships, travelling, voluntary work etc. The aim of this is to provide students with knowledge of their options after St John's so that they can make informed judgements. We use guest speakers where possible.

### **The Extended Project Qualification – (Year 12 only)**

This is a well recognised course, equivalent to half an A level. It encourages students to organise their own project, complete independent research and evaluate their findings. They can write a dissertation or investigation, make an artefact or organise a performance. It is popular with both universities and employers as it encourages independent learning. Students who mostly achieve grades 7+ at GCSE are encouraged to consider the EPQ during Enrichment. However, this course can also be followed by a range of students to help them with their organisation for subject based coursework. They will then complete their EPQ in Year 13 with support from a mentor.

### **GCSE Resits**

Any student who has not gained grade 4 or above in either Maths or English will be expected to attend the relevant re-sit sessions.

### **Conclusion**

We hope all students enjoy a successful and happy time in the Sixth Form. There are lots of people here who are keen to help students achieve this!

## YEAR 12 & 13 OPTION BLOCKS 2020/21

### YEAR 12

OPTION 1	OPTION 2	OPTION 3	OPTION 4
<b>BTEC Creative Digital Media &amp; EPQ</b> <b>Sport &amp; PE (Double)</b>  <b>Double Maths</b> Art Biology Business Studies BTEC Classical Civilisation English Language Food & Nutrition WJEC History Maths Psychology	<b>BTEC Creative Digital Media &amp; EPQ</b> <b>Sport &amp; PE (Double)</b> Sport & PE (Single) <b>Double Maths</b> Biology Chemistry Computer Science Geography Philosophy & Ethics Photography Psychology	Chemistry DT Product Design Economics English Language French French AS Maths Music Performing Arts BTEC Physics Philosophy & Ethics Sociology Travel & Tourism	Art Biology Business Studies BTEC English Literature Forensic Investigation Geography Government & Politics Health & Social Care History Physics Psychology Spanish Spanish AS

### YEAR 13

OPTION 1	OPTION 2	OPTION 3	OPTION 4
<b>BTEC Creative Digital Media &amp; EPQ</b> <b>Double Maths</b> Biology Business Studies DT Product Design English Language Geography History Latin Maths Music BTEC Psychology Sociology Spanish Spanish AS	<b>BTEC Creative Digital Media &amp; EPQ</b> <b>Double Maths</b> Chemistry English Literature Geography German German AS Health & Social Care Maths Maths Studies AS Performing Arts BTEC Philosophy & Ethics Photography Psychology	Art Biology Classical Civilisation Economics English Language Forensic Investigation French French AS History Physics Psychology	Sport & PE Camb Tech Art Biology Chemistry Computer Science English Literature Food & Nutrition Geography Government & Politics Maths Physics Photography