

RAYNES

P A R K S I X T H F O R M

STUDENT HANDBOOK
2023 - 24

Respect
Resilience
Results

Welcome to Raynes Park Sixth Form

I am delighted to welcome you to Raynes Park Sixth Form. We hope that you will have a very happy and successful time here. The Sixth Form team is looking forward to working with you over the next two years as you progress towards your future goals and ambitions, however these may look for each of you individually.

At Raynes Park Sixth Form, our core purpose is to secure the best possible experience, learning and outcomes for all of our students. Our Sixth Form focuses on academic excellence and high expectations that will prepare you for post 18 studies and the world of work. The next two years are exceptionally important and by continuing to work in partnership with you, we will strive to help you realise your potential.

Raynes Park Sixth Form places great emphasis on the importance of excellent conduct and committed learning behaviour of all of its Sixth Form students. It is important to remember that you are, first and foremost, members of the whole school community and are expected to act as role models for younger students.

It is important that you adjust quickly to the demands of Sixth Form life. The information in this booklet outlines our high expectations of students and is designed to inform and support you throughout the next year. If you have any questions that are not answered by this handbook, then please come and ask a member of the Sixth Form Team. Your teachers and form tutors have a vast amount of experience in helping new Sixth Formers to adjust; you should seek out their help as they will always be able to offer you advice and guidance.

I look forward to working in partnership with you and your families over the next two years to ensure that you gain maximum benefit from your time at Raynes Park Sixth Form.

Yours faithfully,

J Wheel

Mr J Wheel
Head of Sixth Form

The Sixth Form Team

Head of Sixth Form: Mr J Wheel jwheel@raynespark.merton.sch.uk		
Sixth Form Manager: Ms J Liste sixthform@raynespark.merton.sch.uk		
Sixth Form Study Supervisor: Ms R Riddle		
Tutor Group	Tutors	Tutor Room
12MA	Mr M Ahmed mahmed@raynespark.merton.sch.uk	SF3
12DE	Mr D Ekpoffiong dekpoffiong@raynespark.merton.sch.uk	SF1
12RK	Mr M Khodabacksh mkhodabacksh@raynespark.merton.sch.uk	SF8
12DJ	Mr D Jackson djackson@raynespark.merton.sch.uk	SF7
13CT	Ms C Tuna ctuna@raynespark.merton.sch.uk	SF6
13LP	Mr L Prichard lprichard@raynespark.merton.sch.uk	SG1
13RP	Mrs R Pugh rpugh@raynespark.merton.sch.uk	SF9
13WM	Mr W Mohanaraj wmohanaraj@raynespark.merton.sch.uk	SG2

Communication

Your tutor is your first port of call for anything that you might need. You will see your tutor every day and, therefore, have plenty of opportunities to communicate in person.

Mr Wheel, Ms Liste and Mrs Riddle are based downstairs in the Sixth Form Office.

Email is your most important tool for communication. The whole world uses email and it is important that you do too. All Sixth Form students are expected to use their school email address, check this daily and respond to emails within 24 hours. Staff will not respond to emails sent from any other student email address.

Key Dates

5 th September 2023	Start of Autumn Term 1
13 th September 2023	Year 12: Young Enterprise/Extra Curricular Launch
19 th September 2023	Transition Data (Not reported home)
28 th September 2023	Main School Open Evening. Early close to students.
29 th September 2023	Academic Target Setting Day
6 th October 2023	Former Pupils' Dinner
10 th October 2023	Sixth Form Parents Information Evening
19 th October 2023	Sixth Form Open Evening
19 th October 2023	Last Day of Autumn Term 1 (Half Term Holiday Begins)
31 st October 2023	Start of Autumn Term 2
7 th December 2023	Awards Evening
14 th December 2023	Data Capture -Year 12 ID1 and Year 13 ID2 (UCAS Projected)
21 st December 2023	Last Day of Autumn Term 2 (Christmas Holiday Begins)
8 th January 2024	Start of Spring Term 1
8 th February 2024	Year 12 & 13 Parents Evening
9 th February 2024	Last Day of Spring Term 1 (Half Term Holiday Begins)
19 th February 2024	Start of Spring Term 2
21 st March 2024	Data Capture - Year 12 ID2 + Year 13 ID3
28 th March 2024	Last Day of Spring Term 2 (Easter Holiday Begins)
15 th April 2024	Start of Summer Term 1
24 th May 2024	Last Day of Summer Term 1 (Half Term Holiday Begins)
3 rd June 2024	Start of Summer Term 2
10 th June 2024	Year 12 EOY Assessments begin
11 th July 2024	Data Capture – Year 12 ID3
22 nd July 2024	Academic Review Day
24 th July 2024	End of Summer Term 2 (Summer Holiday Begins)

Please note, key dates will be updated and distributed once we are able to confirm further planned events.

The School Day

Sixth Form students must arrive through the gate on West Barnes Lane by 08:35 each day (by the Bushey Building), ready to be seated for the start of tutor time at 08:40.

It is a privilege for Sixth Form students to be allowed to leave the school site during break times. Students are expected to sign in and out and must return on time for the start of Lessons 3 and 5.

The times of the day are outlined below:

Time	Activity
08.40 – 9.00	Registration
9.00 – 10.00	Lesson 1
10.00 – 11.00	Lesson 2
11.00 – 11.30	Morning Break
11.30 – 12.30	Lesson 3
12.30 – 13.30	Lesson 4
13.30 – 14.00	Afternoon Break
14.00 – 15.00	Lesson 5
15.00 – 16.00	Lesson 6/Enrichment/Study/FFC Tutor Time

Registration

All students are expected to attend registration each day. This is a structured and organised period of time that is part of the Sixth Form personal development programme. These sessions are used to help develop transferable skills and teach students about key issues to help them become well rounded, tolerant and resilient individuals who are fully prepared for life beyond the Sixth Form.

The tutor plays a crucial role in supporting each of their tutees throughout their time at Raynes Park Sixth Form; each tutor group is small to allow for a strong relationship to be established between the tutor and tutee. The tutor will take a close interest in your academic progress and welfare, supporting you to succeed in your goals by the time you leave.

If you have any problems, your tutor will be the first point of contact to support you. They will also support you as you prepare for life beyond the Sixth Form.

Study Periods

The ability to study independently is essential in preparing for public examinations and post 18 education. In order to facilitate this, all students have timetabled study periods.

Study periods are allocated within student timetables, providing time within the school day to:

- Complete and redraft work, including coursework assignments
- Revise and consolidate learning
- Engage with additional research, reading or self-directed independent study i.e. additional academic reading.

Students are expected to organise their time with all of the necessary resources required in order to make best use of these sessions.

Students should have a plan of work they wish to complete for each study session. Having a study objective and planning ahead is essential to keeping ahead of targets and deadlines.

A Sixth Form student should always have something to do, even if they have completed all homework set by the teacher.

The Sixth Form Study

The Sixth Form Study is a quiet and calm environment where students are able to work without distraction to create a space where goals can be achieved.

Students are allocated their own space in the study, each with access to a computer. Some students may prefer to work on their own laptops.

Mobile phones are not to be used.

Study space is also available in the Sixth Form Common Room, which is set up for both group and independent study. A number of learning resources are available in this space to facilitate peer teaching and group projects.

Use of this space is directed by our Study Supervisor, Ms Riddle.

Attendance and Punctuality

Sixth Form students are members of Raynes Park High School and, as such, the whole school Attendance Policy applies to students in the Sixth Form. The Sixth Form Attendance Policy is an addendum which aims to provide details of support and interventions specific to Sixth Form students.

Raynes Park Sixth Form maintains the highest expectations for achievement and progress in all areas of school life. There is significant correlation between good attendance and high attainment and we expect students to attend all sessions, however, we do understand that there may be occasions when students cannot attend school.

Students are expected to maintain at least 96% attendance. Should attendance fall below this, Sixth Form pastoral monitoring and interventions will be initiated. Failure to improve attendance to the expected standard could result in removal of exam entries and jeopardise progression into Year 13.

Attendance Procedures

Signing In and Out

Students are issued with student ID cards and lanyards at the start of the academic year. Students are expected to sign in and out each day by tapping their ID card on the reader located inside the Sixth Form entrance. This is an important aspect of our attendance and safeguarding procedures in the Sixth Form as Year 12 and 13 students are not always in timetabled lessons and may arrive and leave at different times. Failure to sign in or out will result in a Middle Leader Detention.

Absence

Parents/carers are asked to contact the Sixth Form Absence Line ([020 8879 4807](tel:02088794807)) or contact us by email (sixthform@raynespark.merton.sch.uk) by 8.30am on the first day of absence and continue to call or email on each day of absence. Students should return to school as soon as they are well enough or able to return. Should a student's attendance become a cause for concern, we will request a copy of a prescription or a doctor's note in order for the absence to be authorised. Should parents not advise the school of the reasons for their child's absence or fail to respond to a telephone message/email or text asking parents to contact the school, we will automatically code the absence as unauthorised.

If a student is ill during the school day they should report to the Sixth Form Team, where they will be seen by a member of staff. A decision will then be taken by the Head of Sixth Form as to whether or not to contact parents. A student must not go home without permission.

Authorised Absence

Absences can be authorised by the school. They will be authorised when school has received notification from parents/carers and is satisfied that absence is justified – this might be for reasons such as sickness or medical/dental appointments.

Supervised, approved educational activities that take place outside of school are regarded as authorised absence. Many Sixth Form students are involved in enrichment activities off site on a Wednesday afternoon or train in the morning as part of the Fulham Programme; this will be counted as part of their overall attendance.

Further guidance can be found below, regarding authorised/unauthorised absence. Please note, that final decisions sit with the Head of Sixth Form or SLT.

Planned Absence

It is essential that parents (or the students themselves) communicate planned absences in advance. This avoids the Sixth Form Team following up on absence unnecessarily on the day and we will be able to authorise the absence, if appropriate, in advance. This includes days of religious observance. Whilst these will be authorised, we still need to be informed.

Truancy

Students are expected to maintain at least 96% attendance and to attend all lessons even if they are timetabled as study lessons; there is no home study unless there are special circumstances that have been agreed with students, parents/carers and the Sixth Form team.

Missed lessons or study periods will result in Compulsory Study and students will be expected to make up the time missed at the end of the school day. If persistent, this will result in Sixth Form pastoral monitoring and intervention.

Punctuality

Students are expected to arrive by 08:35 each morning and must arrive on time to all lessons. FFC students, arriving to school after training, must arrive on time for Lesson 3.

If a student is late to school, they will attend an after school detention from 3.20 pm to 3.50 pm on the same day. In the event that a student arrives significantly late to school, this will be considered as truancy and students will be expected to make up the time missed at the end of the school day.

When a student arrives significantly late to school (after 10am), this is no longer coded as 'Late' and will impact on the student's overall attendance figure.

Persistently Late Students

If a student is persistently late to school (more than twice in a week) further sanctions and interventions will apply in addition to the daily late detention. A third late will result in a 1.5-hour SLT Detention which will take place on Friday after school (3.20 – 4.50pm). If, in the rare occurrence, a student is late more than three times in a week, they will be out of circulation for that day and will sit a 60-minute HoSF detention on the same day.

Should punctuality continue to cause concern, the Head of Year will arrange a meeting with the student and the parent/carer. The meeting will identify any support required and set targets for the student. Punctuality will be monitored for two weeks and, if there is no improvement, a warning letter will be sent. Failure to improve punctuality to the expected standard could result in removal of exam entries and jeopardise progression into Year 13.

Cause for Concern

Students achieve and make expected progress when attendance to school is good, therefore, poor attendance may jeopardise a student's place in the Sixth Form. Concerns will be shared with parents and support/interventions put in place. Failure to improve attendance to the expected standard could result in

removal of exam entries and jeopardise progression into Year 13. Poor attendance during the Year 12 probationary period (first four weeks in September) may result in a student's offer being withdrawn.

Should attendance in Year 13 fall below 90%, students will no longer qualify for free examination entry and may be expected to pay the full examination entry fee. Bursary students with an attendance below 92% will no longer qualify for bursary support.



Cause for Concern – Fulham F&E Students

Students who are part of our Fulham Programme should see this as a privilege. As such, we expect Fulham students to meet our high expectations regarding attendance. Should attendance fall below 95%, points will be automatically allocated which could result in a suspension from play. Persistent absentees (below 88% attendance) will no longer be eligible to participate in training or matches.

- Students below 95% attendance will be automatically allocated 1 point per week
- Students below 92% attendance will be automatically allocated 2 points per week
- Students with an attendance below 90% will be suspended from play until attendance improves
- Students with an attendance below 88% will be suspended from training and matches until attendance improves. Students will be expected to use this time to catch up on work missed due to absence
- Truancing a lesson when in school will result in an automatic suspension from play
- Absence on a match day if not selected to play or absence following a match, without medical evidence, will result in an automatic suspension from play

Sixth Form Behaviour and Expectations

Sixth Form students are members of Raynes Park High School and, as such, the whole school Behaviour Policy applies to students in the Sixth Form. The Sixth Form Behaviour Policy is an addendum which aims to provide details of support and interventions specific to Sixth Form students.

Raynes Park Sixth Form places great emphasis on the importance of excellent conduct and committed learning behaviour of all of its Sixth Form students.

Successful study at Post-16 requires an interest in the subjects chosen and full commitment on the part of the learner. Furthermore, Sixth Form students are required to act as role models for the rest of the school. They should expect to be treated with respect and treat staff and fellow students in the same manner. In this way, it is hoped that all Sixth Form students can fulfil their academic potential with the support and collaboration of staff in the school.

Sixth Form Expectations

Sixth Form expectations are outlined in the Sixth Form Learning Agreement which is signed by students, parents and the school. In summary, the expectations of Sixth Form students are outlined below:

- 96% attendance
- 100% attendance to lessons when in school
- Dress according to the Sixth Form Dress Code*
- Punctuality to registration and lessons
- Responsible behaviour in and around the school
- Respect for all within the school community and the school buildings
- All deadlines set by class teachers are met
- Work is completed to a high standard (set by the teacher)
- Mobile phones/headphones not to be used in lessons or outside of the Sixth Form building

*Students who are not dressed according to the dress code on arrival to school will be out of circulation for the day or may be given the option to go home to change. An automatic Head of Sixth Form detention will be set for those who do not comply with the dress code.

Sixth Form Dress Code 2023/24

Sixth Form students should take pride in their appearance, dressing smartly and appropriately for a day in a professional environment whilst also setting an example to younger students.

All students are expected to follow the dress code on the way to and from school, as well as at school and school functions.

Any student who does not dress accordingly will be given the opportunity to go home to change. Where a student refuses this, they will be out of circulation for the day.

It is beyond the scope of the policy to outline every eventuality. Judgements on what is suitable rest with the Head of Year and Senior Leadership Team.

Sixth Form Students at Raynes Park High School must therefore observe the following dress code guidelines:

- Tailored trousers/chinos or a business skirt or dress no shorter than just above the knee
- A collared shirt or blouse. These must have sleeves and male students must accompany this with a full length tie
- A suit jacket or blazer may be worn but is not essential unless students are representing the school on a formal occasion i.e. Open Evening/Parent and Carer Evenings
- A smart V neck jumper or cardigan may be worn in addition to a shirt or blouse
- Formal leather or suede shoes
- Hair should be in keeping with the environment with no extremes of colour, lines or shapes cut into the hair or eyebrows
- Piercings are restricted to the ears and/or one small nose stud
- A coat may be worn to school but must not be worn inside the building

Student ID and lanyard must be worn at all times.

Students must not wear: Denim; leather; faux leather; PVC; sportswear; polo shirts or T-shirts; vests or tops with straps; tops made from stretchy fabrics; mesh; cold shoulder or sleeveless tops; crop tops; sweatshirts; oversized shirts; flannel shirts; shackets; casual style or bodycon dresses; trainers and boots.

Sport Students: Students may attend in kit **only** on practical lesson days as directed by the PE staff. The following kit must be worn:

- A black or navy blue tracksuit
- A black, white or navy blue T-Shirt
- No hooded tops, bright colours or vests to be worn

Members of the Fulham Football Club partnership: Student attire must be in keeping with the dress code outlined above. On scheduled match days, students selected to play will wear:

- Black FFC trousers with grey FFC polo shirt or Navy T-Shirt
- Black FFC jumper (a black FFC raincoat may be worn to school but must not be worn inside)

Sixth Form Interventions

Failure to meet the expectations of Sixth Form students could trigger a number of interventions being put in place. These will include:

- Support interview with a member of staff
- Practical support to improve learning behaviour (*specific targets set and report issued*)
- Resubmission of work/retaking of internal assessments
- Compulsory study time and after school catch up
- Withdrawal of privileges
- Withdrawal of FFC training and representation at matches
- Contact with parents
- Warning letter (*if no improvement/targets are not met*)
- Personal Support Plan
- FFC mentoring
- Withdrawal from subjects where there is no improvement in commitment or performance
- Time spent out of circulation
- Use of IC (*in cases of persistent failure to meet expectations or where there has been a serious breach of the school's behaviour policy*)
- Support interview with Careers Advisor

Detention Procedure

In line with the whole school behaviour policy, detentions will usually be issued by the class teacher. A Middle Leader detention may be issued for up to 45 minutes on the day of the incident without prior notification to the parent/carer. In addition to detentions given by a class teacher or form tutor, there are also:

- Late detention: 30 minutes (daily)
- Late to lesson detention: 30 minutes (daily)
- Head of Sixth Form detentions: 60 minutes (weekly)
- Senior Leadership Team detention: 90 minutes (weekly)

Whilst further guidance and the detention flow chart can be found in the whole school behaviour policy, it is only for a minority of Sixth Form students that this will apply.

FFC Points System

Students who train and play as part of the Fulham Programme are, first and foremost, all members of Raynes Park Sixth Form and should see their place on the programme as a privilege. We expect all members of the Fulham Programme to meet our high expectations in all areas.

All interventions (as outlined above) apply to FFC students. Students who do not meet expectations will be withdrawn from representing Fulham at matches and could also be withdrawn from training.

FFC students will not be eligible to play in matches if they have received three points in the week prior to the game.

Points will be given as outlined below:

Criteria	Measure
Attendance	<ul style="list-style-type: none"> Students below 96% attendance will be automatically allocated 1 point per week until attendance has met expectations Students below 92% attendance will be automatically allocated 2 points per week until attendance has improved Students with an attendance below 90% will be suspended from play until attendance improves Students with an attendance below 88% will be suspended from training and matches until attendance improves. Students will be expected to use this time to catch up on work missed due to absence Missing a lesson when in school will result in an automatic suspension from play Absence on a match day if not selected to play or absence following a match, without medical evidence, will result in an automatic suspension from play
Commitment to Learning	<p>Teachers will add Behaviour Points to SIMs if students fail to meet expectations. Behaviour Points can be given for any of the following:</p> <ul style="list-style-type: none"> Late to lesson Homework not complete Classwork not complete Deadline missed Work not completed to expected standard Poor attitude to learning Poor/disrespectful behaviour <p>Please note, this list should be viewed as a guide and not an exhaustive list. Instances of poor/disrespectful behaviour will be reviewed by the HoSF and could result in an automatic suspension from play.</p> <p>Students on Intervention Stages 2 and 3 will automatically be suspended from play until sustained improvement has been shown and they have been removed from the staged intervention process</p>

Progression – Year 12 into Year 13

Progression to Year 13 is not automatic and students will need to have demonstrated their commitment to a further year of study. The main criterion for progression within a subject area will be predicted achievement based on the evidence available (such as coursework grades and attainment in internal assessments) and completion of work to expected standard. Progression from Year 12 to Year 13 is also subject to students demonstrating the capacity to benefit from the Post-16 course. Year 13 is more demanding academically, therefore, students who are not achieving above an E grade are unlikely to be enrolled onto that course in Year 13.

If there is a cause for concern regarding progression, each case will be treated individually by the Sixth Form.

A student wishing to progress to Year 13 will be able to do so if he/she achieves the progression requirements as outlined below:

Criteria	Measure
Achievement	<ul style="list-style-type: none">A Level Students will progress to Year 13 where they have achieved a D grade or above in the mock examsVocational students will progress to Year 13 if their average grades meet their end of course targets
Attendance	<ul style="list-style-type: none">A student's attendance is a strong indicator of their commitment to a subjectAn attendance of 95% should be expected of any student wishing to progress to Year 13Punctuality to school and lessons will also be taken into account
Completion of Work	<ul style="list-style-type: none">Students must have demonstrated the ability to meet deadlines and be up to date with all Year 12 workVocational students must have completed all Year 12 modules to target grade

Prepared for Learning

Being A-Level ready means more than just achieving the GCSE grades necessary to be enrolled onto courses. As a Sixth Form student you will be required to learn more subject material, in greater depth, apply new techniques and have a greater understanding of course-related developments. The expectations to manage this workload, organise your resources and make good use of free time is something you must learn – quickly!

Equipment

This list includes the basic equipment that every student must bring to Sixth Form lessons and study every day.

- **A Laptop** – we recommend that all students have their own laptop. This can be ordered for bursary students on confirmation of applications
- Lever Arch File x2
- File Dividers
- A4 Plastic Pockets
- A4 Refill Pad (hole punched)
- Academic Journal (should your preference be to keep a physical record of key dates and assignments)

Pencil Case, including:

- | | |
|-----------------------|------------------------------|
| ▪ Pens (black ink) | ▪ Highlighters |
| ▪ Pens x2 (green ink) | ▪ Glue Stick |
| ▪ Ruler | ▪ Flat Hole Punch |
| ▪ Pencils | ▪ Post Its and Mini Post Its |
| ▪ Eraser | |

Students studying Maths and Further Maths also require an Advanced Scientific Calculator:

- Casio FX-991EX

Your Folder

In order to help you with this you should maintain an organised filing system for each of your subjects. Individual subject teachers will outline their expectations and some will prefer that you use an exercise book.

At the front of each folder/exercise book you should have:

- Exam specification (summary) with Assessment Objectives
- Personal Learning Checklists
- Curriculum Map
- Target grade and updated ID data
- Past papers and mark schemes
- Independent work and wider reading

It is essential that folders are neat and well organised with all documents filed, according to subject and separated with file dividers. Form tutors will meet with you on a regular basis to monitor your folders. They will also be monitored by Sixth Form staff and during 'book looks'.

Text Books

As A-Level students, you are expected to have your own copies of the Text Books needed for your subjects. This is so that you have the resources that you need at home and at school. Please do not expect teachers to lend you these.

Bursary students should keep receipts for all text books purchased so that we can reimburse you for the cost of these or these will be available to order through the school once bursary allocation has been confirmed.

Applied Science	Pearson BTEC Level 3: Applied Science - Student Book 1	978-12921 34093
Biology	AQA Biology AS/Year 1 Student Book	978-01983 51764
Biology (Revision)	A Level Biology: AQA Year 1&2 Complete Revision & Practice	978-1789080261
Biology (Revision)	A Level Biology: AQA Year 1&2 Exam Practice Workbook	978-1782949107
Biology (Optional)	A-Level Biology AQA Revision Question Cards	9781789085921
Business Studies	Cambridge Technicals Level 3 Business	9781471874796
Chemistry	AQA Chemistry: A Level Year 1 and AS	978-0198351818
Chemistry (Revision)	A Level Chemistry: AQA Year 1&2 Complete Revision & Practice	978-1789080292
Chemistry (Revision)	A Level Chemistry: AQA Year 1&2 Exam Practice Workbook	978-1782949138
Chemistry (Optional)	A Level Chemistry AQA Revision Question Cards	9781789085938
Core Maths	Edexcel Maths in Context Project Book	978 - 1292149288
Criminology	WJEC: Level 3 Applied Certificate and Diploma Criminology: Revised Edition	978-1912820986
Criminology	WJEC Level 3 Applied Certificate and Diploma Criminology – Study and Revision Guide	978-1911208969
Design	Revise BTEC National Art and Design Revision Workbook	978-1292150079
Drama	Revise BTEC National Performing Arts Revision Workbook	978-1292150390
Drama	Revise BTEC National Performing Arts Revision Guide	978-1292150406
English Literature	A Streetcar Named Desire: Tennessee Williams	978-0141190273
English Literature	The Handmaid's Tale: Margaret Atwood	978-1784873189
English Literature	Frankenstein: Mary Shelley	978-1853260230
Health and Social Care	Cambridge Technicals: Level 3 Health and Social Care	978-1471874765

Health and Social Care (Revision)	My Revision Notes: Cambridge Technicals Level 3 Health and Social Care	978-1510442306
Geography	Pearson Edexcel A Level Geography Book 1, Fourth Edition <u>Or</u> Pearson Edexcel A Level Geography Book 1, Third Edition	978-1398312296 978-1471856549
Geography	Geography for Edexcel A Level Year 1 and AS Student Book (Oxford)	978-0198366454
Geography (Revision)	My Revision Notes: Edexcel AS/A Level Geography	978-1471886744
History	Edexcel A Level History: Paper 1&2: Democracies in Change	978-14479 85297
History	Edexcel A Level History, Paper 3: The British Experience of Warfare c1790-1918 Student Book + ActiveBook	978-1447985440
History (Revision)	My Revision Notes: Edexcel AS/A Level History: Britain Transformed 1918-97	978-1471876431
History (Revision)	My Revision Notes: Edexcel AS/A-level History: In search of the American Dream: the USA, c1917–96	978-1510418097
History (Revision)	My Revision Notes: Edexcel As/A Level History: The British Experience of Warfare, c1790-1918	978-1510418134
Maths	Edexcel Pure Mathematics Year 1/AS	978-1292183398
Maths	Edexcel Statistics/Mechanics Year 1	978-1292232539
Maths (Revision)	A Level Maths for Edexcel: Year 1 & 2 Complete Revision and Practice	978-1782948087
Music Tech	Music Technology from Scratch	978-1906178864
Physics	AQA Physics: A Level Year 1 and AS	978-0198351863
Physics (Revision)	AQA A Level Physics Revision and Exam Practice	978-1382008600
Physics (Optional)	A-Level Physics AQA Revision Question Cards	9781789085945
Psychology	AQA Psychology For A Level Yr 1 & AS Student Book: 2 nd Edition	978-1912820429
Psychology (Revision)	AQA Psychology for A Level Year 1 & AS Revision Guide, second edition	978-1912820436
Sociology	AQA A Level Sociology Book 1 Including AS Level	978-09540 07911
Sociology	Succeed at A Level Sociology Book One	978-0954007997
Spanish	Spanish A Level Grammar Workbook 1	978-1510416741

Homework and Independent Study

Completion of homework and additional independent study is essential to student success in Key Stage 5.

Effective homework helps students to develop the essential skills necessary for university study and the world of work:

- Self-discipline
- Organisation
- Time management
- Independent working
- Responsibility for own learning
- Self-motivation
- Ability to create study plans
- Ability to use resource material

Students should expect to receive a total of approximately 15 hours of homework per week which will be set on Satchel.

Students will be expected to complete homework at home, in their own time, in addition to their timetabled study time.

Independent Study

The ability to study independently is essential in preparing for public examinations and for university. Students should undertake one piece of additional academic reading per subject as a minimum. This will be set by the subject teacher.

The most successful students are those who read widely, beyond that which is directed by their teacher.

The Sixth Form has invested in a number of resources to give students access to academic literature (JSTOR, Academic Review Magazine, Massolit). These can be accessed from school and from home. Students should take their own notes and keep these in their subject folders to refer back to.

Sixth Form Bursary

As of September 2011, the government has replaced the Educational Maintenance Allowance (EMA) with the 16-19 Bursary Scheme to help support students from vulnerable groups and lower income families with the costs of post 16 education. The government has given the school a limited amount of money for this purpose.

The government has defined 'vulnerable students' as: Young people who are looked after (in care); care leavers; young people in receipt of Income Support or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner and young people receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right. Students in this group can apply for a bursary up to £1,200 per year as specified by the government.

Students who are eligible for Free School Meals, or whose household receives Universal Credit or Working Tax Credit, can also apply for a discretionary bursary from the remaining fund to help with any costs towards their education, for example, to buy books or subject specific equipment. Until we know how many students are in these categories, we are unable to calculate how much financial support each student will receive. The school will ensure that funding reaches those students who are most in need of financial support. The household income will be used in conjunction with other factors, such as distance to travel from the school and the number of dependent children in the household, as well as the actual participation needs the student has.

Completed application forms should be returned in a sealed envelope to Mrs Liste in the Sixth Form Office by Friday 8th September. Please be reassured that all applications will be treated sensitively and confidentially. There will be 2 further opportunities this year to apply for funding – deadlines are the last day of the autumn and spring terms.

Once we are aware of the number of students who qualify, I will write to those concerned to explain how much money will be available to each student and the process for claiming.

Payments

The Bursary is to be used to support a student's education and students can be reimbursed for: transport costs, equipment, books, residential costs, resit fees, Open Day visits etc. This list is not exhaustive and, if you are unsure, you should discuss with one of the Sixth Form Team before spending your own money.

Students must keep receipts as they will be asked to submit these to demonstrate that their bursary has been spent on their education. Payments will not be processed without a receipt or proof of purchase.

Payments will be made by BACS transfer directly to the student's bank account. The bank account must be in the student's name except in exceptional circumstances when the student is unable to administer their own account. Payments may be made to a joint account where the student is one of the account holders.

Receipt of bursary payments are dependent on attendance and ATL therefore, should either of these fall below Sixth Form expectations, students will no longer be eligible for bursary payments. This will be closely monitored.

Year 13

Please note that students will need to apply to the Bursary Fund at the beginning of Year 12 and again at the beginning of Year 13. We cannot guarantee that students will be eligible for the same amount each year.

Pathways in the Sixth Form

Students in Raynes Park Sixth Form study a wide range of subjects at different levels. The blocks are built around students' stated preferences.

The more common pathways are:

Pathway	Year 12	Year 13
Level 3	3 A Levels and/or Level 3 vocational qualifications	3 A Levels and/or Level 3 Vocational Qualifications with optional EPQ
Level 3 Foundation	1 or 2 A Levels and/or vocational qualifications with GCSE Maths	1 or 2 A Levels and/or Vocational Qualifications with optional EPQ/possible additional vocational qualification
Level 2	GCSE Maths and/or English with additional Level 2 Qualifications	Level 3 Vocational Qualifications

UCAS statistics indicate that over 60% of learners entering university have a combination of qualifications. It is therefore important to check the particular course entry requirements before applying for universities.

The Option Blocks – Year 12

Course changes are possible during the first two weeks of September but we recommend that these are done as early as possible. If you think you may have chosen the wrong courses, please speak to your tutor and they will guide you through the required process.

When making your initial selections, we asked you to look carefully at the entry requirements for each subject which have been determined based on our professional judgement and experience of what is required in order to be successful—that is, to gain a Grade A* to D or a D* to a Pass in Vocational courses. If you decide that a course change is your best solution, please refer to the table below when considering what change to make.

Year 12 Option Blocks 2023					
	Block A	Block B	Block C	Block D	Block E
	Non FFC Students All Blocks				
			FFC Girls C - E		
	FFC Boys A - C				
Academic	Chemistry	Biology	Psychology	Biology	English Literature
	Geography	Physics	Maths	Sociology	Criminology
	Spanish	History	Media	Core Maths	
				Art/Photography	
Vocational	Sport (S)	Business Studies	Design	Business Studies	Sport (S)
	IT	Travel and Tourism	Sport (D)	Health and Social Care (S)	Health and Social Care (D)
		Performing Arts	Applied Science		Music
Level 2 and GCSE Retakes for Students with a grade 1-3					
Level 2	English GCSE	Level 2 Health and Fitness	Maths GCSE	Level 2 Science (Applied)	

*The above is an example of our option blocks and are subject to change year on year.

KS5 Reporting

Target Setting

These are primarily based upon student KS4 results since these are the measure the government use.

- **TARGET GRADE:** These are based upon student's KS4 performance making expected progress from KS4 based on national data. All subjects are based on an average of a student's KS4 best 8 subject average.

The target setting methodology we use is based on the nationally used ALPs model. Below is a summary. The grades are adjusted for subjects using ALPs coefficients.

GCSE Average Grade	A Level Target	Vocational Target
8 - 9	A*	D*
6.6 - 7.9	A	D*
5.5 - 6.5	B	D*
4.3 - 5.4	C	D
3.51 – 4.2	D	M
3.5 and below	E	P

Assessing Progress Against Targets

Teachers submit Interim Data (ID Drop) after every formal assessment. The ID collects both academic information and performance indicators that highlight the underlying behaviours that might affect the academic performance. There are two academic performance indicators collected:

- **Current Grade:** Teachers will input a grade based upon a specific task or assessment. It will be based on a formal internal assessment or as part of a Pre Public Exam or Coursework.
- **Projected Grade:** Teachers will input a grade that represents the most likely grade a student will get at the end of the year / course. The grade will be based on the student's attitude to learning, engagement with homework, recent evidence – coursework and professional experience.

Attitude to Learning

- **Attendance and Punctuality:** This is automatically populated based on the class registers and will inform the student/parent the % of lessons a student has been present.

L	Exceptional	<p>Learner is highly self-motivated</p> <p>Excellent co-operation and awareness of others</p> <p>Respectful of others and voluntarily assists them when it is required</p> <p>Work is completed to a standard far exceeding expected ability</p> <p>Always on time</p> <p>Meets all deadlines</p>
E	Exceeding	<p>Expected effort always exceeded</p> <p>Always co-operative with staff</p> <p>Always respectful</p> <p>Work is completed to a standard exceeding expected ability</p> <p>Always on time</p> <p>Meets all deadlines</p>
A	As Expected	<p>Allows teaching to take place uninterrupted</p> <p>Makes expected effort</p> <p>Co-operates quickly</p> <p>Respectful of others</p> <p>Completes work to a standard in line with expected ability</p> <p>Completes work on time</p>
R	Below Expectations	<p>Due to one or more of the following;</p> <p>Occasional low level disruption</p> <p>Effort can be inconsistent</p> <p>Variable engagement in learning activities</p> <p>Slow to co-operate</p> <p>Can be late to lessons</p> <p>Working at a standard below ability</p> <p>Sometimes fails to meet deadlines</p>
N	Needs to Improve	<p>Frequent disruption to lessons</p> <p>Minimum effort made</p> <p>Disengaged from learning</p> <p>Lacks co-operation</p> <p>Often disrespectful</p> <p>Frequently late to lessons</p> <p>Working at a standard far below expected ability</p> <p>Fails to meet deadlines</p>

Exam Guidance

- Examinations will start promptly. Students should be at the location 15 minutes before the start time
- When taking exams, bags and coats should be put at the front of the exam hall or room as instructed by the invigilator
- **Mobile Phones – are not allowed to be in your possession during an exam. Please make sure that the phone is switched off with the battery removed and placed in your bag at the front of the hall/room as instructed by the invigilator**
- You should not have notes, pagers, MP3 players, dictionaries, spell check pens, iPod's etc in your possession or any writing on your hands. **This WILL be considered as malpractice**
- **AS / A Level Exams:** Calculators are allowed in some examinations, unless otherwise stated at the beginning of the exam or by your subject teacher. No calculator covers are allowed on your exam desk. Please ensure these are removed and placed on the floor under your exam desk
- You should bring black pens, a pencil, rubber and any other writing equipment needed to the exam. Only clear pencil cases are allowed on your desk. **Do not use GEL PENS**
- **BLACK INK – the regulations have changed and students must only work in black ink (unless the paper asks for the use of pencil or otherwise instructed on the paper)**
- No corrector pens, fluid or tape to be used on any exam paper. If you make a mistake, simply cross through the wrong answer and write it again
- There is absolutely no talking or communication between students once you enter the exam hall. If you have any questions, you should raise your hand, remain seated and an invigilator will come to you. ANY attempts to communicate with another student will be considered as malpractice and you may **BOTH** be disqualified from the exam. These exam conditions apply for the duration of the exam including collecting bags and coats and exiting the exam room. There is no talking until students are outside the sports hall or the room in which the exam took place
- Sixth Form dress code must be worn for all exams
- No food is allowed in the exam hall
- Water bottles are allowed in the exam hall if necessary. These should be clear bottles with a spill-proof cap. **There should be no label on the bottle;** please ensure that any labels are removed before you enter the exam room / hall

Please read through all the above details thoroughly. **In particular, ensure that you know your seat number before entering the examination room.**

Study Techniques

Remind yourself over and over - If you revise something tonight, by this time tomorrow you'll have forgotten at least some of it, so take another quick look at it tomorrow to "top up" your memory. Take another quick look next week, and keep "topping up" until the night before the exam. This doesn't take long to do, and is usually quite comforting - you feel good because you find that the stuff looks familiar each time you look at it; because it's quick you can easily fit it in with all your other revision.

"Look, Cover, Write, Check" - This is probably the way that you learnt spellings in Primary School. 1) read it, 2) hide it away, 3) write it, 4) check to see if you got it right. This technique is good for spellings, diagrams, equations, lists of facts and a whole lot more.

Remembering labelled diagrams - Draw a copy of the diagram but without the labels. Then try to fill in the labels from memory.

Highlighting - Go through your books highlighting key words / key ideas. Not only does this make it easier to revise later, but the act of scanning through your books looking for the key stuff helps you to remember it (might be an idea to ask your teachers first, before you do this to your books, but if you explain why they'll almost certainly be delighted that you're getting on with your revision).

Make summaries of the information - For example, try to get the whole topic onto one side of A4 paper. It's the act of making the sheet which fixes the information in your mind. You might like to use **"web diagrams"** (also known as **"spider diagrams"**) - they really help to show what's in a topic.

Make your own "Flash Cards" - These can help you to remember facts and equations. The idea is to carry them with you and look at them when you have a spare moment (lunch queues, break times, on the bus...), you could put headings on one side and details on the other.

Work out "what could they ask me about this?" - For example, in a question about acids and alkalis, it's a safe bet that you'll be expected to know about the numbers on the pH scale, the colours that Universal Indicator goes, and what "neutralisation" means. In questions about the planets, expect to be asked about their names, the order that they're in etc.

Practice on real exam questions - The more you can try, the better. You wouldn't expect to do any other performance without a realistic rehearsal, and this is no different.

Be clear about what you're expected to know - Otherwise how do you know if you've revised it all? Check with your teachers if you're not sure. Be sure what is required in the exam

Identify your strong and weak areas - Then you'll know where to concentrate your efforts. Go through your books and put green blobs beside stuff that you're happy about, and red blobs beside the bits you find more difficult. Then you know what to ask your teachers about at revision sessions.

Work with somebody else - There's an old saying: "the best way to learn is to teach". Try it! If you can explain stuff to somebody else, then you know that you understand it yourself.

Key Words - Create and update topic and subject glossaries using class notes, text books, Internet and other texts.

Review subject specific journals - Create a list of topic and subject specific journals and review articles by viewing online, purchasing the journals with other students, asking the Sixth Form Team to purchase the journals or reading them at the shop!

Newspaper reviews - For each topic/subject collect articles from Newspapers - complete text reviews outlining lines of argument, types of knowledge and relevance to topics being studied.

Make review resources - For each topic/subject make review resources like mind maps, flash cards, information

posters, leaflets, question sheets, exam questions and crosswords - swap with students completing the same subjects.

World of work - Create fact files using a pro forma on careers which their current topics or subject would allow them to follow.

Trips - Sign up to museums, theatres or universities that are providing suitable exhibitions, performances or lectures on topics or subjects that are being studied. Organise a group of students to attend.

Tutor others - Set up a subject study club that meets once a week during study periods or after school - set an agenda and advertise what will be discussed.

In class support - Work with lower year group students to support their learning -ask a teacher if you can take part of a lesson or run a revision programme after school - this will significantly develop your learning skills as you work at preparing to and finally teaching others.

Create working models - For a topic being studied create working models or three dimensional artefacts that could be used in class to foster discussion.

Take a lesson - Ask the teacher if you can prepare and deliver part or a whole lesson on a topic that is coming up. Do this with 2-3 other students.

Create an exam - Construct an exam that is similar to the real thing with a marking scheme asking students to complete the exam. Mark their exams and give verbal and written feedback as well as a final mark.

Review lessons - Create a series of slide presentations and engaging activities on a major topic to be examined - ask for this to be placed on Frog for others to access.

An A – Z Guide to Raynes Park Sixth Form

Absence: If you are absent through illness or an unavoidable family emergency, your parent/carer must notify the school on the first morning of absence (**020 8879 4807** or sixthform@raynespark.merton.sch.uk) If you are absent for more than four days through illness a doctor's certificate will be required. If you know you will miss someone's lesson you must tell your teacher and tutor IN ADVANCE so that they can set you the relevant work. If a lesson is missed due to unforeseen circumstances, you must see your teacher (not other students) on your first day back in school in order to get the work you have missed. If you miss a lesson without explanation a cause for concern will be logged by the member of staff.

Attendance: You must attend all lessons, registration, Sixth Form assemblies and timetabled study sessions. If attendance falls below 96%, Sixth Form Pastoral monitoring and interventions will be initiated.

Cars and parking: Students are encouraged to walk, cycle or use public transport in order to be environmentally friendly. If you do drive, we urge you to be as careful and considerate as possible. **There is no parking available in the grounds of the school.**

Cause for Concern: If a teacher is concerned about your attendance, performance or attitude, they will share this information with the Head of Sixth Form. They will then follow the staged intervention process to support students and give the opportunity to improve. If improvements are not made, you could be removed from courses and you may not progress into Year 13.

Communication: You will be expected to communicate with all staff that teach you. We cannot offer you appropriate support if you do not communicate with us the problems that you are having. You must communicate with staff if you miss a lesson for any reason – and this should be done BEFORE the next lesson. It is essential that you regularly check your emails. **Students are expected to respond to emails within 24 hours.**

Complaints: in the first instance, please talk to the most appropriate person, whether that be a fellow student, teacher or tutor. Complaints about the Sixth Form rules and procedures can be made to a member of the Sixth form student council who will pursue the complaint on your behalf. Alternatively, you can make your complaint in person or in writing directly to the Head of Sixth Form or AHT Sixth Form.

Computer Facilities: Sixth formers are able to access computers in the study before and after school. Study sessions are also timetabled and you will be expected to register in the study and stay (unless other arrangements have been made). Students are encouraged to bring in laptops for their own use if possible but these are a student's own responsibility. Your activities must be in line with the school ICT policy.

Corridors: As Sixth Form students, you are role models for all other students at Raynes Park. You must be silent in the corridors during lesson time. You must not eat in the corridors or reception areas. You must not walk around the corridors with your mobile phone or earphones on. You must remove your coat inside any building. You must follow the school's system at lesson change over.

Counsellor: A counselling service is available to all students in the Sixth Form. If something is worrying you, no matter how small, and it is upsetting the balance in your life, take advantage of this service. You can see the Counsellor by making an appointment through the Head of Sixth Form, the safeguarding team or Ms Liste.

Coursework: Students in examination subjects should note that failure to hand in coursework may result in them not being entered for that examination. Failure to meet coursework deadlines will result in Compulsory Study sessions after school or instead of training if you are part of FFC.

Dress: Students must dress according to the Sixth Form Dress Code.

Enrichment: A number of Enrichment Activities will take place throughout the school year. It is important that you make the most of any opportunities offered to you as these will be essential as you begin the UCAS process. You need to stand out from all other applicants and your grades will not be enough for the best universities.

Having difficulties with a subject? The starting point must be to discuss the problems with your subject teacher and your tutor. They will help you understand where the problem lies and help you to overcome it. Do not simply stop attending lessons. See your Tutor, Head of Sixth Form, Ms Liste or AHT Sixth Form if there are problems that you feel you cannot discuss with your teachers.

Head Boy/Girl: A Head Boy and Head Girl are appointed to represent the school and the Sixth Form and to meet with the Sixth Form Leadership Team regularly to feedback your views. They work closely with the Deputy Head Boy and Deputy Head Girl. They also oversee the work of the Prefects.

Head Phones: Can only be used in the Sixth Form Study but Mobile Phones must not be used. Any misuse will result in a ban on headphone use for individual students.

Homework: **Student success in Key Stage 5 is dependent upon a commitment to independent learning. Students will need to complete one hour of independent study for every hour of designated learning time in lessons.** Work can be set at any time. A reasonable amount of time will be given for its completion. Students must complete all work set, but cannot expect late work to be marked; students need to be aware that if no homework is set they are expected to read around their subject and keep up to date with current affairs.

Illness: if you are taken ill during the school day, you must see Ms Liste. You must see the teachers of those lessons that you are going to miss so that they can give you the work. An exit pass will need to be signed by those teachers before you will be allowed to leave.

Internet: Your use of this is monitored – something that is definitely worth remembering when you are emailing your friends. Anyone found attempting to override filters or looking at inappropriate sites will have their access removed as will anyone who allows someone who is not permitted access to use their login.

Lanyards: For security reasons, it is vital that all students are clearly and easily identifiable as being a member of the Sixth Form. Each student will therefore be issued with a lanyard at the start of Year 12 which will house their photo/swipe card. Students are required to wear their lanyards at all times when on the school site and will be challenged if they do not do so. A charge of £4.00 will be levied for a lost lanyard. You must sign in each morning by tapping your lanyard on the signing in point by the main entrance.

Lateness: If you are late to school you must sign in with Ms Liste. If you are late to your lessons, it will be at the teacher's discretion as to whether you will be allowed into the lesson. Late detentions run every day after school in the Study. Persistent lateness will result in Head of Year interventions.

Leaving the site: Sixth formers may leave the building during morning break, but you must sign out and in using your lanyard. Students who are late for lessons because they are off site will be warned on the first occasion and on the second will have that right removed for a period of time. However, you can be requested to be on site for the whole school day if that is deemed necessary by a member of staff.

Lockers: Valuable items must be locked in these! The school cannot take responsibility for any items left around the school. There is a charge of £10.00 payable for lockers; this must be paid online through SCOPay and then Mrs Liste will give you a key.

Missed lessons: You must attend every lesson if you are in school. If you know that you are going to miss a lesson for legitimate reasons, then you must inform your subject teacher, tutor and Head of Sixth Form. Missed lessons will result in Compulsory Study and, if persistent, will result in HoSF monitoring and intervention.

Mobile phones & MP3 Players:

Around the site: Mobile phones should not be seen or heard around the school site. This includes corridors, classrooms, The Study and playgrounds.

Acceptable use: Sixth formers may use their phones at the following times:

- In the Sixth Form Common Room at Break and Lunch Time

Misuse: If a member of staff sees a student using their phone, or sees headphones in an area that they are not allowed to be using them, then the member of staff must ask them to put their device away and inform the Head of Sixth Form. If a student continually misuses their phone or headphones, their device will be confiscated by a member of the Sixth Form team. Students will be required to hand in their phones each morning if they continue to disobey the rules.

Prefects: The staff and students elect Year 13 students as 'Prefects'. They form the Prefects' Committees which have responsibility for co-ordinating and organising various aspects of Sixth Form. Prefects are there to represent your views and to organise various activities for the Sixth Form.

Private Study: Private study is a vital part of your exam success and for every hour of lessons you should carry out an hour of private study as a minimum. You should use The Study for these study periods and you should allocate your private study to your non-contact times on your timetables.

PSHE/Character Education/Careers: PSHE will take place during Tutor Time for the Sixth Form. Occasionally we may be fortunate to get visiting speakers to come in and address you – attendance at these sessions is compulsory. These sessions also give us time to help you with those crucial UCAS and employment decisions.

Registration: You must attend every morning registration with your tutor. These sessions will be used for information giving, 1:1 progress interviews, assemblies and other administrative matters. Anyone falling below 95% attendance at registration will have a letter sent home. Parents will be invited in to discuss the attendance of those students who fail to meet our expectations.

Reporting: You will receive regular Progress Reports throughout the year. These will provide information about your attainment, target grades and effort grades.

Sampling Students' work: Students books and assessment folders will be monitored as part of the whole school sampling through the academic year.

Sanctions: We do not like to deal with you in a way that requires sanctions. We will do everything we can to support and encourage you, and hopefully to sort out problems before they become serious. However, in certain circumstances, if you do not respond, the privileges of the Sixth Form can be withdrawn and Head of interventions will be put in place. It is hoped that we will not have to use these measures, but failure to comply with our attempts to get your studies back in line may result in you not completing your Sixth form studies at Raynes Park. Your parents/carers will always be informed about any of these measures.

Signing out: For all sorts of reasons, not least safety in the event of a fire, you MUST sign out if you leave the premises at any time, and sign back in when you return using your swipe cards.

Silent Study Areas: Silent study areas are available for you to use throughout the school day. The Study, The Common Room and some free classrooms may be allocated as Study Spaces.

Sixth Form Assemblies: These will happen regularly (once per week). All students and Sixth Form tutors will attend them. They have a number of functions:

- To ensure the smooth running of Sixth Form and school life
- To promote the ethos of the Sixth Form
- To clarify and reinforce the expectations made of Sixth Formers
- To highlight key points in the educational calendar e.g. Exams, Higher Education choices
- To promote an understanding of the key ethical, moral and political ideas in our world today
- To give students the opportunity to make presentations on issues of their choice

Assemblies will be organised around the whole school theme of the week. Attending assembly is compulsory.

Sixth Form Council: The Council will be composed of Year 12 and Year 13 students. The chairs are the Head Boy and Girl. It meets every half term to represent your views to the Sixth Form staff. There will be two representatives from each tutor group on the Council.

Sixth Form Study: This is a key resource for Sixth Formers to use for research and silent study. All instructions and requests made by Ms Riddle must be complied with. The computers must not be used inappropriately.

Smoking/Vaping: Is not allowed on the site or in the vicinity of the school (i.e. along the length of, and immediate roads off, the underpass). Please do not smoke/vape at the bus stops or in public in front of younger students. Remove the school lanyard when leaving the school grounds.

Student Leadership: The team is made up of prefects elected by the students at the end of Year 12. Positions on this committee are: Head Boy and Head Girl, Deputy Head Boy and Deputy Head Girl and Senior Prefects.

Supervised Study: All students are expected to attend sessions of Timetabled Study. Attendance to these sessions is monitored closely by the Sixth Form Leadership Team.

Tutor: Your tutor is one of the most important people in your life. They help you into the Sixth Form, give you advice on how to succeed here, monitor your progress, help you through applications for jobs or university, support your exam revision, time management and preparation for after school. If you have a crisis they are the first people to see. Treat them well (they help write your reference!!)

University applications: The School and Careers Service will give you full guidance through the UCAS application process, which begins in the last term of Year 12.

Valuables: Students are responsible for their own valuable items. We cannot accept responsibility for valuable items which are brought into school and subsequently go missing.