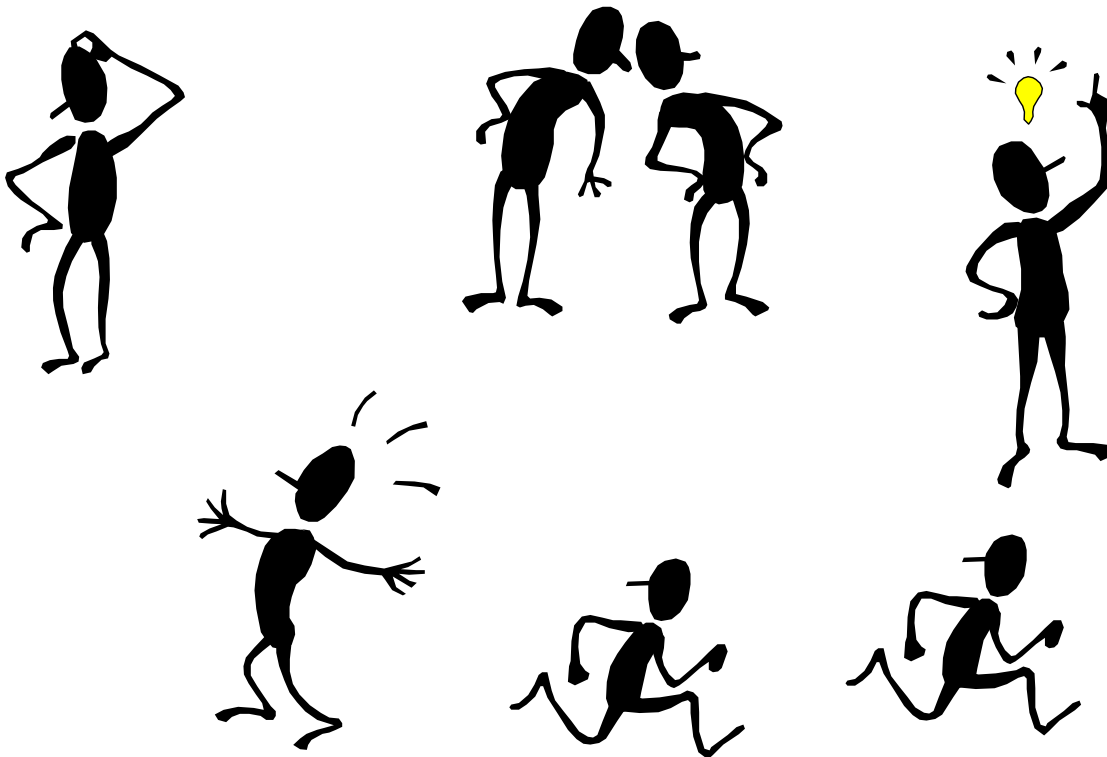




TWGSB Sixth Form

An A-Z of all you need to know



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Success in the Sixth Form

1. Achieve your full potential
2. Take responsibility for your own learning
3. Show responsibility within the whole school both in and out of the classroom
4. Develop new interests and contacts to widen your horizons.
5. Assume leadership roles as and when they arise
6. Be as fully involved in the wider role of the Sixth Form community as you can
7. Enjoy yourself – be sociable, be involved, BUT ... work hard, play hard and be successful

Independent Learning Guidelines

1. Be organised – you **must** Use your Planner or Diary.
2. Keep up to date with work – once you fall behind it becomes very difficult to catch up. Use a calendar and check deadlines.
3. Time management – plan your time effectively and use your study periods wisely – they are a great chance to catch up, research and complete work.
4. During your study periods you may work silently in the Gill Madin Resources Centre (GMRC), or for group work you may use the New Hall or the Small Hall. You will have access to computers in the Sixth Form ICT Suite where you can work collaboratively if you wish so long as you work quietly.
5. Communicate – ask for help. It's always much better to speak up if you don't understand. You may not be the only one and at the end of the course, you'll be sitting an exam and you **need** to have understood what you've been taught.
6. Use exam board resources – they are very good revision for exams. For most of your subjects you should be able to access further support from the VLE (Virtual Learning Environment).
7. Look for opportunities outside subject areas: read around and get interested, ask the librarians, take out books from the GMRC, find information on the internet, and look at the books on University reading lists in subjects which interest you.
8. Try different learning styles.
9. Regularly review what you have learnt and plan your next steps. After each assessment set you targets for each subject. This will be monitored by your form tutor.

Absolutely the most important things you need to know!

The following points are, just like it says, absolutely the most important things you need to know. Read and take note!

Attendance

This is expected to be exemplary. Students will register with their tutors, in their form room at 8.45 am each morning.

If you arrive late you **must** sign in at the **Main Office**, so that we are aware you are on site.

IF YOU ARE ABSENT YOU SHOULD TELEPHONE THE SCHOOL ON THE MORNING OF YOUR ABSENCE TO NOTIFY TEACHING STAFF. In the world of work, if you are absent you are expected to notify your employer.

When returning to school you should bring in a letter explaining the reason for your absence from your parent/carer and give it to your form tutor. If you know you are going to be away for a medical appointment, interview, driving test etc. please inform your Form Tutor and subject teachers well in advance and use the "blue slip" these can be collected from your form tutor, the main office or your Head of Year (Which is authorize by parents and the Head of Year).

We are looking for an attendance record for registration, tutorials and lessons, of greater than 95%. ATTENDANCE FIGURES ARE OFTEN ASKED FOR ON REFERENCES FOR EMPLOYMENT AND BY UNIVERSITIES. Should attendance be low, for any reason, we will write to your parents/carers to inform them, and ask for clarification.

If you have to leave school for any reason during the day you MUST sign out and back in at the GMRC.

Assessment

All students are regularly assessed/reviewed by their subject teachers in order to assist you, your parents and your tutors to monitor your progress effectively and identify any problems. Please see Sixth Form calendar for dates.

This is linked to ...

Target Setting

All students, in conjunction with their tutor, will set individual targets. These will be based on the ALIS data using your GCSE results as baseline data. Students may also set, or have set for them, other targets to suit their individual needs. These will be recorded and reviewed regularly.

EMA (Education Maintenance Allowance)

The Education Maintenance Allowance (EMA) scheme closed to new applicants on 1 January 2011. Schools, colleges and training providers have bursary funds to help you if you're studying or starting a course and face financial hardship. For advice speak to student support services or your tutor.

<http://www.direct.gov.uk/en/EducationAndLearning/14To19/MoneyToLearn/16to19bursary/index.htm>

Enrichment

All students are expected to take part in 'extra-curricular' activities. A one hour slot is dedicated to enrichment on a Wednesday afternoon but we would encourage you to do more. This is seen as an essential part of your personal development and involvement in the Sixth Form, demonstrating that you care and can take responsibility. It may be either within the school environment and/or outside in the community. Your tutor will guide and direct you as necessary. The list given is only a sample of the opportunities available and you may find your own.

Duke of Edinburgh Award Scheme, World Challenge, numerous sporting opportunities, Millennium Volunteers, CSV, Public Speaking, MUNGA, Maths Clinic, Drama Productions, Music Concerts, CSLA Award, Lunchtime Prefect Duty, Lower School Tutorial Support, Sixth Form Council, School Council Representative, House Prefect, Assisting at Open/Parents Evening, Charity Work, Italian and German.

Parents' Evenings

There will be a consultation evening for Year 12 and for Year 13. Students attend these with their parents/carers. The Consultation evening for year 13 is usually in November and for Year 12 in January. Please check the School Calendar for dates and check the sixth Form area of the website.

Parents/carers are also free to arrange appointments with staff and tutors at any time during the year.

Planning

You will need to do this well if you are to manage your workload efficiently. To help you plan your time, use a Diary or Planner. In order to assist you with your planning skills, your form tutor will spend some time during PHSE on study skills and learning styles.

Private Study

This is crucial to your time here in Sixth Form. There is a private study area for exclusive Sixth Form use (the Gill Madin Resource Centre). You are expected to use the space and resources available to you.

You need to plan your use of this time. Private Study periods should be spent either working in the GMRC or, if specialist areas are needed, such as Art rooms, computers or workshops, then in there with subject teachers' permission. A student may be asked to keep a record of each study period, to show their tutor.

Dress Code and Appearance

As a Sixth Form student you are expected to lead by example and always be neat, tidy and appropriately dressed. The Sixth Form has a different uniform from the rest of the school which you are expected to wear. The uniform / dress code is essentially along the lines of what might be expected in the business world. Students should be able to differentiate between attire for work and attire for social wear.

Basic Premises:

- Hair should be well kept, tidy and clean, avoiding extremes of fashion
- Clothes and shoes should be clean and presentable

Male Students:

- **Suit:** dark grey, navy or black, subtle pin-stripes, no checks
- **Blazer/trousers:** black or grey trousers, black blazer
- **Shirts:** white
- **Tie:** Sixth Form tie
- **Shoes:** black, no boots or trainers
- **Jumper:** black or grey, V neck
- **Hair:** no more than shoulder length
- **Jewellery:** one plain stud per ear, worn in the earlobe: no other visible piercings. Other jewellery must be unobtrusive

Female Students:

- **Suit:** dark grey, navy or black knee length skirt or trousers, subtle pin-stripes, no checks
- **Blazer/skirt or trousers:** black or grey trousers/skirt knee length, black blazer
- **Shirt/blouse:** white
- **Shoes:** black, no boots, trainers or stilettos
- **Jumper:** black or grey, V neck
- **Hair:** unusual hairstyles or colourings are not acceptable
- **Jewellery:** one plain stud per ear, worn in the earlobe: no other visible piercings. Other jewellery must be unobtrusive
- **Make-up:** discreet

Failure to be suitably dressed may lead to action by your tutor and/or Head of Year.

A

And all the rest....

Again, just like it says, the following points cover all the rest...

AS to A2

We do not allow any student to drop an AS subject before the September of Year 13. We begin teaching A2 material immediately after AS examinations but experience has shown that it is not until AS results arrive in August that students can be sure which subject they wish to take to AS level only. Decisions about your A2 programme

of study will be made when you return to school in September and you have your first Year 13 tutorial meeting with your Form Tutor on the first day of term.

Assemblies

As a Sixth Form we will meet a couple of times a term in the Main Hall. Students are also required to attend their appropriate House Assembly when these are arranged.

B

Behaviour

As a member of the Sixth Form you are expected to lead by example. Your behaviour should always be of the highest standard. Failure to conform to the expectations as a Sixth Form student will result in sanctions. See *Student Agreement*.

Blue Slip

Authorization for any planned absences should be requested via the “blue slip”

C

Careers and Higher Education

Options need to be discussed with your tutor throughout the Sixth Form. A formal programme of Higher Education and Careers guidance will be delivered as part of your PHSE programme. During the two years of the Sixth Form students will gain practical advice in such areas as personal statement writing, designing curriculum vitae, writing letters of application and interview techniques. For those students who do not plan to go into Higher Education, a personal advisor from Connexions Kent and Medway can be accessed in different ways: personally through the drop-in sessions on Mondays during registration time and lunchtime, by booking an appointment with Mrs Hollins, or via a “request box” situated on the librarian’s desk in the GMRC. Careers Information is also made available in the Connexions Resources Area (Careers Library) in the GMRC.

In the Summer Term of Year 12 all students are involved in the possibility of applying for Higher Education. You will be encouraged to investigate differing courses and universities, to visit higher education fairs and to attend open days at local universities. Students who decide to apply for higher education are advised in the Summer Term of Year 12 how to do so via the UCAS system. In August, when the AS and A Level results are published, members of the school staff as well as the Connexions Personal Advisor will be in School to assist with any problems that arise.

Collaborative Schools

As part of our collaboration with the Skinners’ School and with the Tunbridge Wells Grammar School for girls, some of our students will have lessons at the above schools and some of their students will attend lessons here.

Please make visiting students welcome in our school and assist them in any way possible. Students from this school should be mindful of the host school's expectations of them and do their utmost to fulfil them.

Although lessons may take place at Skinners or TWGGS, TWGSB students will be entered for public examinations and sit their examinations at this school.

Communication

Effective communication between all involved in the school can help it to run smoothly. You will find that making an effort to communicate openly with your tutor, subject staff and peers will encourage good working relationships.

Students should **check** the boards in the Sixth Form Common Room and the Gill Madin Resource Centre for messages and notices each day.

It is important that students communicate to their parents/carers all relevant information. We rely on you to deliver all letters, reports and assessments to parents. To be forced to post such information reflects a breakdown in confidence and trust in you.

Computers

You should be able to use the computers allocated to students anywhere around the school. If you are unable to "access" the school system you will need to see the ICT support team. Also ensure you know your VLE login and password. The computers should only be used for school purposes, not personal use. Abuse of the system will lead to suspension of user's rights to the system.

D

Database

Please inform your tutor in writing of any change in personal circumstances, e.g. change of address or telephone number.

Detentions

Sixth Form detentions are managed by the Sixth Form Heads of Year at their convenience. Three detentions will trigger communication with parents and a formal interview with Sixth Form Staff and loss of privileges. Detentions are not issued lightly and as 24 hours notice is given, then it takes precedence over paid employment and social engagements.

Driving

We recognise that driving is very important to most students. Driving lessons **MUST** be arranged so they do not interfere with any timetabled lessons. Students in Year 12 should never arrange driving lessons during periods 1-4. However, absence for driving tests may be authorized: you can request such leave of absence via the "Blue slip".

Any students wishing to drive to school MUST give written notice of the car's make, model, colour and registration number to the main school office. There is NO student parking at the school and we ask any student driving to school to park considerably off-site, in the roads off St John's Road. Students should not use the St John's Sports Centre car park. There is also available parking in the 3G Pitch Car Park but you must obtain a ticket from the School Office to park here.

E

Exams

The examination officer is Mr G Collins. Students will automatically be entered for the subjects they are studying unless otherwise informed so by individual subject staff. Each student will receive their own Statement of Entry and it is their responsibility to check it is correct and to notify Mr Collins of any errors. If you have any concerns about entries, or if your exam performance is affected by illness, bereavement, transport problems etc. you should inform Mr Collins. He operates from room 25 or his Form Base, room 32.

F

Female students' cloakroom facilities

These are located off the balcony area under the main staircase opposite the steps leading out of the Main Hall. Legally staff and students may not share cloakroom facilities. There is also a Female only toilet in the Sixth Form Block (downstairs on your right as you enter the building).

Financial Support

This may be available, through the Local authority, to students who may be experiencing financial difficulties. Applications are assessed on an individual basis and are subject to available funds. Forms are available from the LA.

Form Tutors

Your Form Tutor will help you start off your Sixth Form course and will then monitor your progress through tutorials in group and individual mentoring sessions. They will be responsible for guiding you, making applications and writing any references required. The Form Tutor is the first person to contact if parents have a query about your schooling and tutors will contact your parents if they have concerns to discuss.

G

General Studies

All students will follow a General Subjects programme that will lead to an AS and/or A Level in the subject. The subject is valued as an independent subject in its own right and also as another way of introducing breadth into the Sixth Form Curriculum. It encourages students to take a different perspective of their other subjects and as such enhances their study of them. It is also viewed as a major vehicle for incorporating key skills into the curriculum.

H

Head Student, Deputy Head Student and Senior Prefects

During the Spring term of Year 12, we invite Prefects to apply to become a member of the Senior Prefect Team. Application is by a formal written letter and is considered by the Leadership Team in consultation with the staff of the school. After a period of the Senior Prefect Team working together, we again invite the Senior Prefects to apply for the post of Head Student and Deputy Head Students. All candidates receive a formal interview with members of the Sixth Form Senior Staff or Leadership Team, who then make their recommendations to the Headteacher and the full Leadership Team.

Homework

You will be expected to spend at least an hour working for each hour lesson you have. There will, of course, be times when extra is needed.

Holidays

You should not take these in School time as you risk disruption to your studies. Any holidays taken in school time will not be authorised.

K

Key Skills

Key skills essential for success in the sixth form are:

- Good organization and ability to stick to deadlines
- Independent learning
- Learning styles
- Time management

- Revision techniques
- Note taking and reading skills

These will be addressed through the PSHE programme

L

Library

See *Study Areas*

Lockers

Sixth Form lockers are available subject to a student agreeing to abide by the terms and conditions of their use and on receipt of a cheque in the sum of £20.00 which represents a £10.00 hire charge and a deposit of £10.00, which will be refundable if the locker is vacated in good order by the 30th June of the student's leaving year and the key is returned to Senior Sixth Form staff.

Students who hire a locker agree to report immediately to the Senior Sixth Form staff or the SFC any damage caused or loss of a key (whose replacement will be charged at £5.00).

Lunchtime Duties

Sixth Form prefects are on duty every lunchtime to help with supervision. The rota is organized by Mr Kern. Your assistance is greatly valued by the staff as it is an important contribution to the smooth running of a large and active school.

M

Medical Appointments

Please make such appointments, for example to the doctor or dentist, as far as possible outside School hours. If a visit in School hours is unavoidable ensure that you sign in and out. Do not use teacher contact periods for appointments. You must seek permission for such appointments via the "blue slip".

Mobile Phones

These should never be switched on during lessons.

MP3 players/iPods

These can be used in the Study Areas but NOT around the rest of the school. They should never be used during lessons.

Please note that mobile phones/MP3 players are the responsibility of the student. The school accepts no responsibility for personal items brought into school by students.

N

Noticeboards

You should read the whiteboards in the Sixth Form block daily. Get to know the purpose of the other noticeboards, particularly the one for your allocated house.

O

October applications

Students wishing to apply to Oxford or Cambridge must remember that applications to either of these universities must be made by mid October of the year preceding entry. The same date also applies to students who wish to study Medicine or Veterinary Science at University.

Open Days

Sixth Form students have the opportunity to attend a Higher Education Convention. If you are at all interested in Higher Education, you should attend this and also organise visits of your own independently. Dates of Open Days are available in the Gill Madin Resource Centre and can be found on University websites.

P

Parents/Carers' Evenings

There will be a full consultation evening for both year 12 and year 13. Please consult the calendar for the precise date.

Part-time Employment

You are at an age where you may well desire and/or need the financial independence that such employment can provide. The job may also help you to demonstrate reliability and responsibility and give you the very important experience of dealing with members of the public. However, you have chosen to stay in school to improve your future prospects and it is important, if long term aims are to be achieved, that the time spent in employment does not limit your achievement in school.

Evidence has shown that part-time employment in excess of ten hours per week has progressively negative impact on student achievement. We believe that you should not work more than 1 day at the weekend and a few hours 1 evening a week: **any more has to be considered too much.**

Personal Health and Social Education - PHSE

All students will follow this programme which is geared to its title. Students will cover topics in such areas as sexually transmitted diseases, drugs, drink, and testicular cancer, breast cancer, responsible driving, UCAS support and assessment reflection.

The programme is delivered by a combination of outside speakers from Health Action, Citizens' Advice Bureau, speakers from local universities and the form tutor who assumes the pivotal role.

Photographs

All Year 12 students are photographed individually at the beginning of the year. A whole Sixth Form photo is taken every two years.

R

References

These are compiled by Form Tutors, using comments from subject staff when you make applications for Higher Education, training or employment. Your Form Tutor will discuss the reference. You should make your tutor aware of any activity you participate in out of school.

References for higher education are written between September and November of Year 13. This means that your work during Year 12 and your AS grades will be of great importance in framing these references.

Referral Procedures

Staff are expected to pass information about problems or requests for action to your Form Tutor. If there are serious problems or issues your parents will be informed and maybe invited into school to discuss the matter with you and your teachers. Action, as appropriate, will be taken to ensure high levels are maintained.

Reports

Full reports are issued for Year 12 and Year 13. The full report is compiled in the Summer for Year 12 and in Spring for Year 13. Examination results will be issued after the exam periods.

Re-Sits

Re-sits for AS and A2 modules will incur charges for examination fees, which are payable by the candidate. Students not fulfilling the requirements of their courses or of the Sixth Form may also be required to pay examination entry fees

Results

A and AS Level results are released on a Thursday in mid-August, with GCSEs a week later. Unit /module results for examinations sat in January are issued to students in March when they arrive in school.

S

Sixth Form Council

This is a student body, elected by Year 12 and 13 students. They meet each week to manage such things as social events, charity work and fund raising and improvements to the Sixth Form environment. The effectiveness of the committee largely depends on the commitment of its members.

Smoking

The whole school site is not a NON-SMOKING area, nor do we expect students to smoke whilst wearing school uniform or sixth form uniform.

Studentship Agreement

Having read this information ALL students are asked to sign the Sixth Form Studentship Agreement to show they have understood and accept the expectations of the Sixth Form.

Sport

Students are encouraged to take part in the extra curricular activities and matches that are available. They may not, however, use school facilities unless they are under the supervision of the PE Staff and are appropriately dressed. PE is compulsory in Year 12 and voluntary in Year 13.

The CSLA is a recognized qualification that gives you the opportunity to help out by coaching younger students.

Staff Absence

When staff are absent you should go to the normal room for your lesson. Work will be set in advance when staff know they are going to be absent. When absence is unexpected, work will either be brought to the room or displayed on the Sixth Form noticeboard. Please remain in your normal room and work.

Study Areas

The Gill Madin Resource Centre is your main study area. It has computers and houses the academic and career resources for Sixth Form students. It is a quiet private study area used solely by the Sixth Form throughout the school day and is not available for group work or class bookings. It is staffed by librarians who are willing to assist you by finding relevant resources for investigation or advice on research methods. The collection develops continually to meet a wide variety of needs, providing lending and reference material and internet access. Wide background reading and research to supplement issued textbooks should form an essential part of Sixth Form study.

The majority of items are available for a 28 day loan period, however DVDs are issued for 7 days and some reference material may be borrowed overnight. All items should be checked out at the desk by a member of the library staff, or in their absence taken to the Main Library for issue. It is important that all borrowers return library books within the issue period and do not retain them to the disadvantage of other users.

Personal stereos are permitted as long as they do not disturb other people. In general please behave quietly and sensibly and do not make it difficult for other people to concentrate on their work. Food, drink and chewing gum are all banned and mobile phones must be switched off.

The Sixth Form Computer Suite is open for supervised study during Periods 1-4 and offers eighteen computers and tables for group work. This facility is available for booking for Sixth Form groups during Period 5. Students may discuss work quietly in this area, but should be considerate of others in the room and the classes being taught in the adjacent Seminar Room.

Personal stereos are permitted as long as they do not disturb other people. Food, drink and chewing gum are all banned and mobile phones must be switched off.

Study Leave

Students and parents will be informed of this when it is due to occur. It is usual for students to be granted study leave for external examinations in the Summer. For other exams or re-sits only a half day session prior to an exam will be granted as study leave.

T

Timetable

The timetable of students in the Sixth Form is radically different from that of students in the Lower School and adjusting to this change is crucial to their success. A typical Year 12 student on AS courses will take four subjects, covering some 36 hours per 10-day period. There will be 2 hours General Studies, 1 hour PHSE and 2 hours Games/Enrichment activities. This amounts to 42 hours out of a possible 50, leaving a student with an average of 8 hours per 10-day timetable. In Year 13 a student will have considerably more non-contact time.

No changes of subject are allowed after the completion of Term 1 (mid-October).

U

UCAS

The online application system for Higher Education places. You should research Higher education options while you are in Year 12 as the UCAS system opens in the September of Year 13 for admissions to Higher Education institutions in the October following A levels.

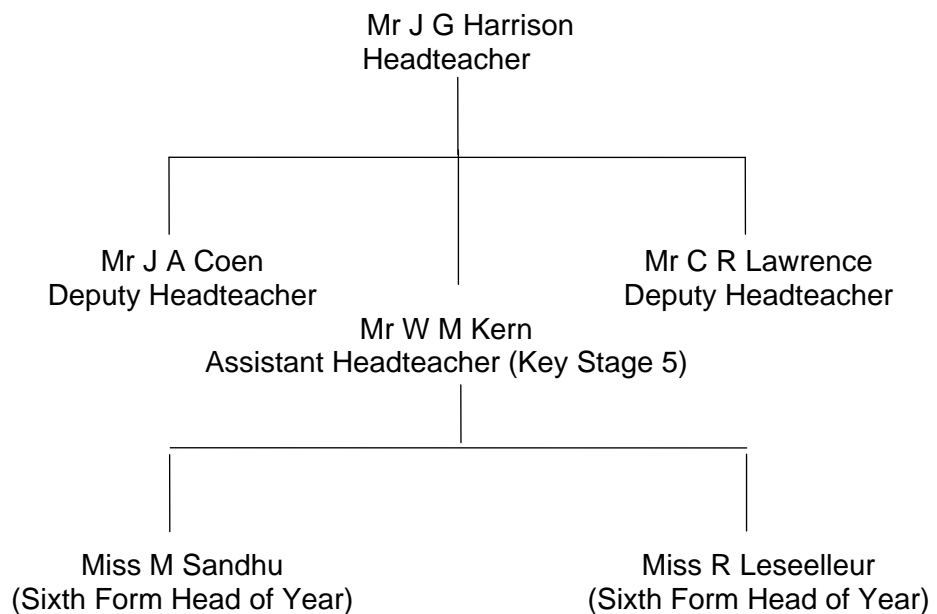
V

Volunteering

This is valued and will be mentioned in any reference. Your help will always be sought and appreciated at open and information evenings, a variety of public events and with a number of different organisations and charities. There will be opportunities to help younger pupils in lessons, sporting activities and tutorials. These opportunities are important, both for those you help and your own personal development demonstrating that you care and can take responsibility.

W

Who's Who



You will keep the same Head of Year for your two years of Sixth Form Study

Work experience

All students may choose to arrange a period of work shadowing. This should be either in the holidays or during the last week of the summer term. Some Higher Education courses, particularly vocational, require this and it is a very worthwhile experience for career choices.

Finally...

Participate fully, respond to the challenges, work hard and you will gain both success and enjoyment from your experience.