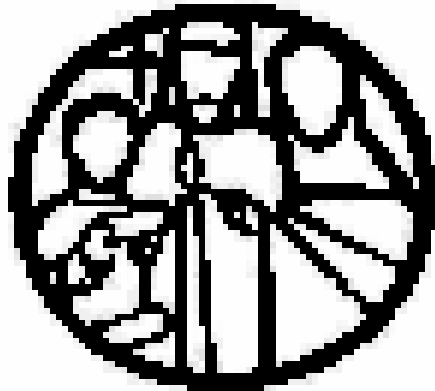


**WELCOME TO  
HOLY FAMILY SIXTH FORM**



**A-Z OF THE SIXTH FORM  
FOR  
PARENTS AND STUDENTS**

**2017-18**

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## INTRODUCTION TO THE SIXTH FORM

Dear Parents and Students

Welcome to the Holy Family Sixth Form. Whether you are one of our own students, or joining us from another school or college, we offer you something special - the opportunity to achieve academic success and the chance to develop as an individual so that you leave us happy, confident and well prepared for the next phase of your life.

The Sixth Form is different to Years 7-11. As a Sixth Form Student, you will be learning out of choice, not because you have to, and it is important that you think carefully about what is best for you, because the decisions you make now will influence the options open to you for many years to come. The Sixth Form offers you the very real opportunity to achieve your best and the confidence to succeed in whatever career path you choose.

- Success: 90% of our students go on to University, with the majority of others securing Apprenticeships, or employment with further training.
- A stimulating and diverse range of course options: you can choose from a wide range of subjects.
- The expertise of highly qualified specialist subject specialists: you will receive the very best teaching.
- Individual support and guidance: from staff who understand and care about your concerns.
- Fun: the chance to grow and develop as an individual, learn about yourself, make new friends.
- The opportunity to help others through community work, an expectation of being part of our catholic community

At Holy Family, you will find a friendly and supportive atmosphere. Sixth Form study is not easy and we expect high levels of commitment; you will find that the more you give of your skills and enthusiasm, the more you will gain.

We welcome you to the challenge of the Sixth Form.

The Sixth Form team

### Messages and communication

While the Sixth Form will communicate via a Half Termly letter and Reports which are sent home, please also ensure you regularly check the sixth form area of the school website: [www.holyfamily.waltham.sch.uk](http://www.holyfamily.waltham.sch.uk)

All sixth form students will be issued with a school based email using the following standardised format: [firstname.surname@holycatholicsschool.co.uk](mailto:firstname.surname@holycatholicsschool.co.uk)

Students should also be encouraged to follow @HF6thform on Twitter – purely for receiving daily information – we will not follow you!



## **THE SIXTH FORM TEAM**

Mr M Delf  
Assistant Head Teacher (KS5)  
[m.delf@holyfamily.waltham.sch.uk](mailto:m.delf@holyfamily.waltham.sch.uk)

Mrs F Wilbraham  
Associate Headteacher (KS5 Teaching and Learning) / Head of Year 13  
[f.wilbraham@holyfamily.waltham.sch.uk](mailto:f.wilbraham@holyfamily.waltham.sch.uk)

Miss L Hall  
Head of Year 12  
[l.hall@holyfamily.waltham.sch.uk](mailto:l.hall@holyfamily.waltham.sch.uk)

Mrs S Belgrave  
Senior Tutor Year 12  
[s.belgrave@holyfamily.waltham.sch.uk](mailto:s.belgrave@holyfamily.waltham.sch.uk)

Mrs C Warwick  
IAG Co-ordinator  
[c.warwick@holyfamily.waltham.sch.uk](mailto:c.warwick@holyfamily.waltham.sch.uk)  
(Careers guidance, university applications (UCAS), Work Experience)

Miss S Evans  
More Able co-ordinator/EPQ Lead  
[s.evans@holyfamily.waltham.sch.uk](mailto:s.evans@holyfamily.waltham.sch.uk)  
First contact for: More Able students & EPQ

Miss R Paul-Jones  
Sixth Form Administrator  
[r.pauljones@holyfamily.waltham.sch.uk](mailto:r.pauljones@holyfamily.waltham.sch.uk)  
First contact for: Attendance/Lateness, daily illness, Sixth Form applications

### **Personal Tutors and Senior Tutors**

<b>Form</b>	<b>Personal Tutor</b>
12A	Mrs Cesario-Ziten
12S	Mrs Perera
12P	Ms Litchfield
12I	Miss Evans
12R	Mrs Corlett
12E	Mr Keers

<b>Form</b>	<b>Personal Tutor</b>
13A	Mrs Cole
13S	Ms Butt
13P	Ms Orblin
13I	Miss Evans
13R	Mr Skelton
13E	Mr Wilbraham

Please feel free to contact a member of the Sixth Form team if you have any concerns, at the email addresses above. You can also contact us on the **Walthamstow site** on 0208 520 0482, **but we recommend email as the primary form of communication to ensure your message gets directly to us**

## **ASSEMBLIES**

Assemblies are compulsory and are held every Wednesday in Walthamstow Hall from 8.40-9am. Year 12 will be held during timetable Week 1, Year 13 during week 2.

Assemblies are important to ensure that messages and opportunities are communicated to the whole Sixth Form. They also allow us to celebrate achievement as a whole community and develop and support the Catholic Ethos and community of the school. Registers are taken as normal during assembly. Assemblies may also be held at other times for a variety of reasons. This will be clearly communicated to students.

## **ATTENDANCE (Please see Appendix 2&6 for the Attendance Policy)**

### **IN ORDER TO SUCCEED YOU MUST BE HERE!**

The school is required to give attendance figures for UCAS references and job/college references, the only figures we can use are those in the school registers for morning and lesson attendance. It is in your interest to ensure that you have full attendance.

Authorised absences will only be allowed, if requested in advance, for hospital appointments, orthodontist appointments, driving tests, and funerals of close friends and family members. A form (available from the school office) should be completed and handed in to the school office before the event, to be signed by the AHT or the Director of Sixth Form

**Our expectation is 100% - any student that falls beneath 90% will:**

- **Be asked to pay for their own exam entries**
- **Be placed on the Cause for Concern Procedure, including Detentions!**
- **Be asked to leave the Sixth Form**

You will be expected to attend:

- ALL LESSONS – lesson attendance is now monitored electronically. If a student misses any lessons this automatically generates a letter home, which requires parental response.
- COMPULSORY STUDY PERIODS
- PSD/ENRICHMENT DROP DOWN DAYS
- RELIGIOUS OBSERVANCE THROUGHOUT THE YEAR
- REGISTRATION/PERSONAL TUTOR MEETINGS & WEDNESDAY ASSEMBLY  
Registration/Personal Tutor meetings for Sixth Form are from 8:40 am to 9:00 am to enable students to be at their first lesson. Students arriving after 8:40 will receive a late mark. Any student who misses registration for any reason **must** sign in at the school office.
- ENRICHMENT SESSIONS WEDS P5

Both morning registration/Personal Tutor meetings and each subject lesson are registered electronically. Staff notify the Sixth Form team if a student is not present in their lessons without a valid reason.

**Attendance to all the above is closely monitored**

## **BURSARY FUND**

There is a small budget that can be allocated to students who have extreme financial difficulties due to their current life situation. If this applies to you, the LEA will be aware of this and will notify us, and we will in turn notify you of the arrangements that can be made.

For more general financial help with sixth form study please see the entry on the **Discretionary Learner Fund**

## **CALENDAR**

A full calendar of major Sixth Form events can be found on the Sixth Form area of the website and will be provided at start of the academic year via the Year 12 information evening

For main term dates please see the school website: [www.holyfamily.waltham.sch.uk](http://www.holyfamily.waltham.sch.uk)  
For updates on the Sixth Form please go to: [www.holyfamily.waltham.sch.uk/sixth-form](http://www.holyfamily.waltham.sch.uk/sixth-form)

## **CANTEEN**

Sixth Form students are welcome to use the Walthamstow Site canteen to purchase food or eat packed lunches from home. Students are welcome to leave the site to purchase food, BUT any hot food purchased off site cannot be brought into the building. Food should not be consumed in the Compulsory study area

Those students in receipt of Free School Meals should collect their meals from the canteen. We would ask that ALL students ensure that any waste food/trays etc. are cleared up. DO NOT enter and walk through the main school building consuming food

**The main school canteen operates on a Cashless system. Codes for the cashless system can be gained from Mr Kramer the school Bursar and students have the option of signing up for our Biometric system. The Parent Pay system can also be used to top up cashless accounts.**

## **CAREERS ADVICE**

Students will receive input on careers opportunities from a variety of sources including:

- Their Personal Tutors during weekly form time and enrichment drop down days and tutor meetings
- During assemblies and whole year group talks
- During the Summer term Progression activities week, which focusses on University applications and careers
- **A careers interview which can be requested via Mrs Warwick**

Any questions on Careers and or University application should be initially directed towards Mrs Warwick who is the Advice/Guidance and UCAS advisor. She can be contacted via email, which is outlined in the introduction section of this booklet.

## **CARS & BIKES**

Students are NOT permitted to park a car on the school premises, purely due to lack of space. Students are welcome to secure Bikes in the same spaces on either site as used by the main school students. Bikes left on the school premises are done so at the risk of the owner.

## **CATHOLIC ETHOS**

While Holy Family Sixth Form is an open access sixth form (meaning we welcome applicants of all faiths, or none) we are still a Catholic Sixth Form. For Sixth Formers this means that you are expected to fully support the Catholic Ethos of the school. This can be summarised (not easily) into some of the following points:

- You are still expected to attend all religious observance either via whole School/Sixth Form Mass/Liturgy, celebration in assembly or Form/Class groups.
- You are expected to fully respect these activities with your attendance and participation.
- If you are not Catholic you are still expected to attend and respect these activities even if you do not fully take part.
- You are also expected to undertake Service to your school and wider local community. There are a variety of ways you can do this, mainly through the Enrichment activities.

## **COMMUNICATION**

By providing parent's email address and telephone number the Sixth Form team can communicate easily with you – **please keep us updated of any changes**. It is **VITAL** that students keep up-to-date with current information and important dates. The following places will be useful for information:

- School website
- Assemblies
- Via Personal Tutor during Registration/Tutorial meetings
- Student school-based email (please note – students should ensure that any communication with staff via this medium is conducted in a professional manner)
- Holy Family Twitter
- TV screens and Physical notice boards
- We utilise two systems – Parentmail and an Online Text service to send messages. Please do not respond to generic email/text communications. If you wish to communicate directly with use please use the email/phone numbers in the introduction to this booklet.

## **COMPULSARY STUDY SESSIONS**

Students in Year 12 whose study programme consists of 3 A Levels (or equivalent) will have 'Compulsory Study sessions' on their timetables. These sessions should be treated as lessons – they are registered and held in the **compulsory study room**, but students are expected to engage in meaningful independent work. Students are expected to use non-contact time productively.

## CONCERN PROCEDURES

Unfortunately each year there are a small number of students who do not adhere to either the Student contract and/or the Sixth Form code of ethics. (eg: Attendance, Punctuality, Uniform, Behaviour etc.). Students can be identified as an Academic Cause for Concern at any time if they are working beneath their TMG. Students that are a Cause for Concern will be given an opportunity to improve via a number of strategies, including meeting with various staff members and being placed on Report.

**The next two pages outline the cause for concern procedures both for Academic concerns and other concerns that break the terms and conditions of attending the sixth form.**

### Academic Cause for Concern Procedure

- 1) Subject teachers will phone home on the first instance of the concern. This will be recorded as a concern
- 2) If the concern persists, the CL needs to be informed and will send a formal letter home, again recording it and informing the sixth form team.
- 3) If no improvement then referral to the Sixth form team for Intervention Procedure.

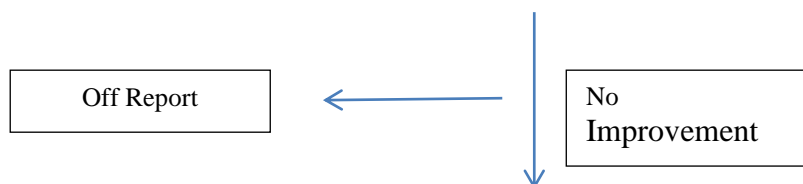
#### Stage one: GREEN

Initial meeting with Student to set and agree targets

Two weeks Green Report

**MUST** timetable study sessions

Director/Assistant/Tutor REVIEW MEETING with student and the report send home



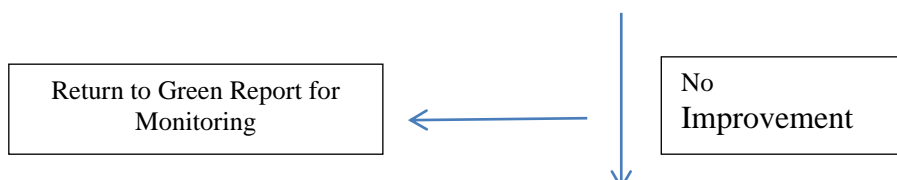
#### Stage two: YELLOW

Target reset in meeting with contract signed to understand the consequences of the next stage.

Two weeks Yellow Report

**Must** attend timetabled study sessions and have a Sixth Form Mentor

Director/Assistant Headteacher REVIEW MEETING with student and parents





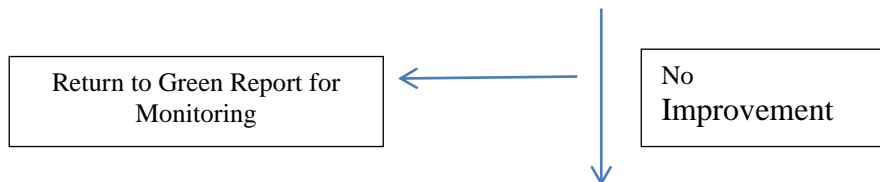
## Stage three: RED

Contract discussed and re-signed.

Two weeks Red Report

Must attend timetabled study session and continue with Mentor

Director/Assistant Headteacher REVIEW MEETING with Student and parents to discuss outcome



**Meeting with Dr Stone (Either asked to leave the Sixth Form or return to two week red report to be reviewed again by Dr Stone.)**

## General Concern Procedures

### Absence from Lessons

1. Weekly attendance report printed Thursday – absences questions by students Friday morning, absences checked on Friday.
2. Continued absence will result on student being put on the intervention procedure.
3. If a teacher believes a student is missing their lesson on purpose, they should mark them as absence. If they have phoned in with an illness, this will be put on SIMS at some point which can be checked by the teacher later in the day. If this is the first time, the sixth form team will pick up this absence on the weekly report. If this continues, and the pattern is not picked up then follow the academic concern procedure.

### Lateness

1. Students late twice or more in one week could be placed in **Friday 2hr detention**
2. Students who are consistently late may be placed on green report for punctuality and may be fined half hour school community service e.g. litter picking.
3. Lateness to lessons must be followed up by the subject teacher in the same way as academic concerns.

## **Dress Code**

1. Students NOT in the correct dress code should be sent home from either registration or lessons. This should be recorded on SIMS as a behaviour concern.
2. Continued infringements will result in placing them on report and will be fined half hour school community service e.g. litter picking.
3. Persistent infringements may result in the student losing their place in the sixth form

## **Behaviour Concerns**

1. All sixth form behaviour concerns should be logged in SIMS. This will be checked daily by the sixth form team.
2. Teachers should follow up behaviour concerns in the same way as the academic procedure but for more serious concerns please contact the sixth form team immediately.
3. Behaviour on corridors/study rooms/ICT/playgrounds should be reported to the sixth form team immediately.
4. Students may be fined half hour school community service e.g. litter picking

## **Low Level Behaviour Concerns**

1. If students go over three low level behaviour concerns in a week, they will automatically have a letter sent home and will be fined half hour school community service e.g. litter picking.

## **CONTRACTS (Please see Appendix 9)**

As a result of some of the issues mentioned in the previous entry on Concern procedures, a small number of students may be placed on specific Contracts. If a contract is broken, after a review period, students may be asked to leave the Sixth Form.

Contracts can be related to any of the following:

- Behaviour/attitude
- Attendance/Punctuality
- Adherence to Deadlines/completion of work

## **COURSE CHANGES**

If students wish to drop/change a subject after enrolment they should first have a discussion with their Personal Tutor and their parents. If they still feel they wish to make a change they must book an appointment with Mr Delf, who is the only member of staff who can sanction a course change.

- Subject changes cannot occur without written parental permission, via completion of a Course Change form.
- Course changes will only occur w/b Monday 18<sup>th</sup> September

- There can be no subject changes, except in exceptional circumstances, **beyond this time**, although students may 'drop a subject' after this time if they are on a 4 subject study programme.

## **COURSEWORK DEADLINES**

There are a large number of KS5 subjects that have a number of important deadlines relating to coursework and controlled assessments. **The sixth form calendar, available on the school website and at the Year 12 induction eveing, clearly states centre coursework deadline dates. Students that fail to meet coursework deadlines will be placed on the cause for concern list**

Details of specific subject deadlines will be available on the Sixth Form area of the website and will of course be explained to students via their subject teachers.

## **DETENTION**

While it is the ethos of the sixth form to treat students as young adults, not all students respond in this manner in terms of their attitude and commitment to their students. As a result, there will be a 2hr detention that runs from 3.30pm-5.30pm on a Friday. The sixth form reserves the right to use this detention for students who show behaviours which are not that of a young adult, such as persistently poor punctuality, attendance or lack of work/missing deadlines. Detentions may also be used in conjunction with the sixth form **report system**.

## **DISCRETIONARY FUND**

Central Government provides the school with a relatively small fund in order to help students who may suffer financial hardship. There are two ways in which this fund can be accessed.

- 1) By application to the AHT (KS5) via the **Discretionary Fund Application Form** for one-off support eg: Help with train fares to visit a University. Proof of why the financial support is needed, must be provided.
- 2) Via accessing Free School Meals. Students on FSM can apply via the AHT (KS5) for weekly payments from the Discretionary fund, which are reliant on full attendance to lessons and completion of work.

## **DRESS CODE**

You come to Sixth Form to work – your 'wages' are your grades at the end of the course – as you are coming to work we expect you to dress for work and abide by the following code; if not you will be sent home to change. Persistent offenders will be asked to leave the Sixth Form.

### **Boys in the Sixth Form must wear:**

- A dark formal suit, comprising matching jacket and trousers
- A business shirt with a formal collar (you may choose the colour of the shirt)
- A formal tie (you may choose the colour of the tie)
- A pair of smart, business-like leather shoes

- Black, navy blue or grey socks
- Security Pass

**Girls must wear the following:**

- A dark formal suit comprising matching jacket and full length trousers or knee length business skirt, ¾ length trousers may be worn in the Summer term
- A compulsory school approved collared blouse (you may choose the colour) which can be obtained from most main cloths retailers – it should look like this:



- A pair of smart business-like leather shoes
- Security Pass

**The following are strictly forbidden:**

- Denim jackets
- tracksuit bottoms
- Sweat shirts
- polo-neck jumpers
- hooded tops or zip-up cardigans
- Trainers or canvas shoes
- Hats
- Jumpers **at the expense of a Jacket**
- ‘Checkered’ shirts

**DRIVING LESSONS**

Driving lessons are NOT a valid reason for missing lessons, so please do not book them during lesson time. Students may apply for authorised leave for a Driving Test, as the time/date of tests may be outside of their control.

**ENRICHMENT**

Enrichment refers to non-academic activities which will help you gain new skills and experiences. It is vital when completing any application form for University, further training or Jobs, that you are able to demonstrate that you have appropriate skills and experiences that make you unique as a person.

All Yr 12 students will be expected to undertake **two** Enrichment activities in order to aid their personal and spiritual development. Enrichment activities take two forms –

Personal/Social and Community. Students are able to sign up for enrichment activities at Induction. Attendance to Enrichment activities is monitored in the same way as lessons and students who attend consistently and achieve well are rewarded appropriately! Some enrichment activities have a half termly charge – particularly those which require an outside trainer to be present to run sessions.

## **ENTRY REQUIREMENTS**

The Entry requirements to study A LEVEL or BTEC subjects at Level 3 are clearly laid out in the Sixth Form Course booklet. We are extremely strict on these entry requirements as experience has shown us that students need a minimum prior level of knowledge and skills to be able to achieve well at Level 3.

**There will be no dialog entered into with students who wish to take courses that they have not achieved the minimum entry requirements for.** Please note that there are a number of subject specific entry requirements as well as the general entry requirements for study in Sixth Form.

Please note: students who do not make the entry requirements for A Level subjects that they have applied for, still hold a place in the Sixth Form and may be offered a place on our Level 3 Vocational pathway, or our Level 2 Bridging course

## **EPQ**

The EPQ or Extended Project, is an opportunity to gain an AS level qualification (A Level standard) for completing an independent study project of your own choosing, similar to a university Dissertation. The EPQ is an additional Enrichment activity that requires a huge amount of time and commitment from students. Please see Ms Evans the EPQ co-ordinator for more details at the start of term

## **EXAMS**

Entry to exams in Sixth Form is NOT automatic.

To be entered for exams students must:

- Have a minimum attendance level (see below)
- Complete all work including coursework to at least a satisfactory standard

It is the student's responsibility to check their **exam entry slips** for any errors (these are normally provided 6 weeks in advance of the exams)

Students who wish to be entered for a re-sit will need to pay for the module before the exam entry deadline. The cost of one re-sit per module will be refunded if students improve their grade. A second (or further) resit for individual modules will be at the students own cost.

For A Levels the only external Exam period is in June of Year 13

Each January and July (Year 12 only) there will be a practice Exam period to allow staff to gauge student progress at the half way point of each course. Attendance to these practice

exams is compulsory and they should be treated the same as External Exams. Non-attendance to a practice Exam, without valid/authorised reason may result in the student being removed from the course.

**For full details please see the Exam Entry Policy in Appendix 2 and 6**

## **FIRE PROCEDURES**

In the event of a fire alarm going off, students follow the teachers' instructions to vacate the building. If you are in the Compulsory Study Room, Sixth Form block or any other area, please leave immediately, shutting doors behind you and proceed to the back playground in the Walthamstow Site, or the main playground in the Wiseman Site, where a register will be taken.

Please ensure that you form a line **in silence** of the class you are currently in. Please remember that you are role-models for the rest of the school and should therefore behave accordingly.

## **FREE SCHOOL MEALS**

The Free School Meal policy continues into Post 16 education, assuming students are still in full time education. If you feel that your family financial situation changes at any point in the year, please ask for an application form from either front reception. **Students who were on FSM during year 11 should NOT automatically assume this rolls on into Yr 12.** Please check with the Student Data manager if you are unsure. You may need to re-apply again to claim FSM while in Sixth Form

## **HOLIDAYS**

The main school Calendar and Sixth Form calendar (available from the School website) clearly states the school term dates. In some cases these dates may differ slightly for Sixth Form students – for example Sixth Formers often finish for the summer break about a week early.

If a family holiday is being planned **PLEASE** carefully check the term dates. Time off during school for a family holiday will not be authorised unless it is for a valid reason and applied for in advance. What constitutes a 'valid reason' is at the discretion of the Sixth Form team and/or the Headteacher.

## **HORIZONS GROUP**

The Horizons Group is an enrichment activity aimed at students who have been identified as 'More Able' in relation to their GCSE results. Other students may apply to be a member of the group, but must have shown, over the course of their time in sixth form, the appropriate high levels of attendance, punctuality and commitment to their studies.

The aim of the Horizons group will be to ensure that students are fully prepared to apply for and gain entry to the top universities in the country. This will require attending sessions

both in study periods, after school and on occasion evenings and weekends. The group will go on a number of visits/trips, receive training, listen to speakers etc. all with the focus on increasing their 'cultural capital' to prepare them for application and interview at the best universities. Have you ever visited the National Portrait gallery? Do you regularly read a broadsheet newspaper, or listen to the Today programme on Radio 4 to keep up with current events? Can you discuss these events in depth? Do you have a high level of General Knowledge? You will after joining the Horizons group...

## **ILLNESS PROCEDURE**

If a student is ill they, or a responsible adult, must either:

- 1) Call the Walthamstow site on 020 520 0482 before 8.40am on the day of illness and ask for a message to be passed Sixth Form Administrator.
- 2) Or, email the Sixth Form administrator using the email address on page 3.

Students should also email all their relevant teachers to gather work that they may miss.

This should occur daily for on-going illness. Illness periods of longer than one week may require a Doctor's note as proof of illness.

On the student's return to Sixth Form after an absence, they will be required to fill in a green **self-certification form**, stating the reason for absence. If you have three self-certification forms, you will be required to attend a meeting with the Director of Sixth Form and a parent or carer.

Please note: driving lessons, doctors / dentist appointments (unless an emergency) are treated as **unauthorised** absences.

**For students with on-going illness or medical concerns, please ensure that the Director of Sixth Form is made fully aware of the issues.**

## **L2 BRIDGING COURSE**

This one year course is designed to support students who did not qualify for Level 3 study in the sixth form. The course consists of GCSE Maths and English re-sit classes, L2 or 3 ASDAN (COPE) and L2 Media BTEC.

Successful completion of the course can lead to students accessing L3 BTEC subjects the following year. Transition to these subjects is not automatic, and relies on students gaining the standard entry requirements for L3 study as outlined in the prospectus, as well as exemplary levels of attendance, punctuality and commitment to studies.

## **LEAVING THE SITE**

Students are welcome to leave the site during lunch/breaktimes or when they do not have a lesson/compulsory study period.

We ask students to respect the local community and ensure they represent Holy Family in an appropriate manner when outside of the school buildings. Students should be fully aware of the time to ensure they are not late back for lessons or other activities. Students should access the sites via the main reception doors only, ensuring they have their security passes ready.

## **LINEAR SUBJECTS**

A Levels have now fully transferred to a linear exam system having previously operated on a modular system. This means that any exams taken at the end of Year 12 DO NOT carry forward to the final grade at the end of Year 13. Only exams taken at the end of the two years count towards the final grade.

## **LOCKERS**

There are a limited number of lockers near the Compulsory Study area. Students should supply their own lock and key on a spare locker, which will work on a first come, first served basis. The Sixth Form will not be held responsible for any private possessions that go missing as a result of an unsecure locker.

## **MOBILE PHONES**

Students may bring a mobile phone onto the school premises ensuring that it is only visible in the Sixth Form areas of the school. Mobile Phones should:

- **NOT** be turned on in lessons and should not go off – if they do it is the subject teachers decision on how to proceed, but this can include confiscation of the phone.
- Mobiles should only be visible in lessons at the discretion of the subject teacher eg: allowing students to photograph class notes, listen to music if undertaking private study etc.
- Mobiles and Headphones should **NOT** be visible and should not be used around the main school areas.
- All Mobile phones and other communication devices are strictly forbidden in exam halls (See appendix 5&6 for further information on Mobile phones and exams)

## **OXBRIDGE/MEDICINE**

If students wish to apply for Oxbridge/Medicine they need to alert Mrs Warwick at the start of the Yr 12 Summer term. Students will gain additional support for applications to these universities/courses via the Horizons group and other opportunities which will be explained when they arise (eg: Visits, talks, Mock Interviews etc.)



## **PARENT PAY**

The school has recently moved towards a system of Parent Pay, whereby all trips etc. are paid for via an online account. For those families who are yet to sign up to this service, please see the Sixth Form Administrator for details. Please note from enrolment onwards the school cannot accept Cash for payments for trip, visits and such like.

## **PERSONAL TUTORS**

Students in main school will have known these vitally important members of staff as their Form tutors. As Sixth Form is a more mature environment we refer to these staff as Personal Tutors. PTs should be the first point of call for students if they have any concerns at all.

PTs also write UCAS references for students wishing to apply for university, so students should ensure that their PTs are aware of any extracurricular activities that could support their application.

PTs also undertake regular progression meetings with students in their form to check their progress. Parents should feel free to contact their son/daughters PT as a first point of call for any concerns.

## **PREFECTS (Year 12)**

Year 12 students have the opportunity to apply to be part of the whole school Pupil Leadership team. The opportunity to apply will occur within the first month of the autumn term

## **PRIVATE STUDY AREAS**

There are a number of areas around the school that are dedicated areas for sixth formers to study in. These areas will mainly be staffed, but we trust that students will respond in a mature manner and respect the right of fellow students to have a quiet space to work.

On the Walthamstow Site the dedicated Sixth Form block (Quiet study room and computer room) and Compulsory Study room can be used at any time by students. Students may also use either site Library/LRC (please ask the staff member for permission if there is a lesson on) and the canteen area and Hall on Wiseman site during lesson time only.

Students should also feel free to ask the office staff on either site for a list of rooms that are free if they wish to study in small groups or complete isolation. Some teachers may arrange for subject rooms to be used by students at certain times, particularly for revision purposes.

## **PROBLEMS**

If students have any concerns it is far better to speak to a member of staff who will hopefully be able to help them. Appropriate members of staff, depending on the concern could be:

- A student's Subject Teacher
- The Head of Department for that subject
- A student's Personal Tutor
- A relevant member of the Sixth Form Team (as outlined in the introduction section of this booklet)

Students should be aware that for any child protection issues, staff members are not allowed by law to keep any information secret and will report such issues to the appropriate senior member of staff.

## **PROGRESSION ROUTES (See Appendix 11&13 for the full progression policy)**

### **Progression from Yr 12 to Yr 13 subjects**

Progression from Yr 12 to yr 13 is not automatic. Students must ensure that they:

- Meet the minimum attendance targets throughout Yr 12
- Show an appropriate attitude towards their studies and their Peers/Teachers
- Gain a minimum of D grades in their Year 12 exams or Merit Grades in their BTEC subjects
- A 're-sit' of Yr 12 is not an automatic right and is fully at the discretion of the Sixth Form team. Priority of subject choice goes to new Yr 12 students in this case.
- If students complete Yr 12 with 4 A Level subjects, they will be likely to 'drop' one of these subjects to focus on 3 full A Levels.

### **Progression from Yr 13**

The main route of progression after Yr 13 is into University. Students will begin preparation for University application in the Summer term of Yr 12, with UCAS application forms required to be completed by November of Yr 13.

If a student does not wish to apply for university they should make this clear to a member of the Sixth Form team so we can provide additional support and guidance for further training or the world of work, apprenticeships or further training. There are plenty of opportunities for students who do not wish to attend University, but they must ensure that they take them!

## **PSD/ENRICHMENT DROP DOWN DAYS**

A number of days across the year, as outlined in the sixth form and main school calendars, are designated PSD or enrichment days. On these occasions the normal lesson timetable is suspended and students will engage in a variety of activities aimed at supporting their progression or focused on the Holy Family way, such as: Academic review days, retreat days, Interfaith day, University trips and visits. These days are compulsory unless otherwise stated, and non-attendance will count as an unauthorised absence.

## **PUNCTUALITY**

We expect all students to be punctual to registration and lessons. You have a maximum of ten minutes to change sites between lessons one and two, and between lessons three and four.

If you are late for a lesson – do not walk in! As this may disturb the lesson, knock on the door and wait for the teacher, who may refuse entry at their discretion. Teachers will not allow students to enter a lesson if they are late, subject to a valid reason.

**There is absolutely no excuse for lateness to Registration/Assembly and lessons during period one, three or five.**

## **REFERENCES**

At some point in a student's sixth form career they will need a reference written for them, by the Sixth Form team. This is likely to be for university (via the UCAS application form) or for further training or a job.

Students should consider that staff are not allowed to lie on a reference, so they will be likely to reflect the truth about the student's attitude and commitment to their studies, including Attendance and Punctuality.

**It is the policy of the Sixth Form NOT to write open references for Jobs.** If your intended place of work requires a personal reference, please pass on the contact name and email of a member of the sixth form team (after notifying them!) and allow the company to contact us directly for a reference.

Please also bear in mind that some institutions require the referee to have known the student for at least two years. This may mean that a Subject teacher from GCSE or your previous Head of Year may be in a better position to write a reference.

## **REGISTRATION / PERSONAL TUTOR MEETINGS**

Morning registration is compulsory and lasts from 8.40am to 9am every morning Mon-Thurs (with the exception of assemblies on Wednesdays, but registration still takes place during this time) and 8.40am to 9.10am on Fridays.

Students are expected to attend Registration for the following reasons:

- The collection of attendance data for Health and Safety purposes eg: Fire
- To allow daily messages to be passed on and acted upon
- To allow Form Group projects to be worked on

If a student is late after registration has closed they **MUST** sign in at the Walthamstow office. Failure to attend registration counts against the minimum attendance target of 90%. See the entry on Attendance for more information. Depending on student punctuality and attendance to registration, we will move to a Personal Tutoring system after October Half Term. From then on, students will only be required to be in school at 8.40am four times every fortnight – once for their fortnightly assembly and once to meet with their Personal

Tutor to discuss progress and twice to attend Friday extended registration. See the separate entry on **Tutorials** for more information

Students who fail to attend registration, or show poor attendance to registration in the first half term, will not be allowed to benefit from this process and will still be required to attend every morning.

## **RELATIONSHIPS WITH OTHER STUDENTS**

Students should be aware of the following potential issues with other students:

- **Bullying** is completely unacceptable in any form. If any students feels they are being bullied or witnesses any incident of bullying they should report it to an appropriate member of staff, as discussed above under 'Problems'
- **Romantic relationships** between Sixth Formers and pupils in the main school are strictly forbidden. Students should be acutely aware of the legalities of age difference once young people are aged 16.
- **Romantic relationships** between members of the Sixth Form should be discrete. Any inappropriate behaviour related to these types of relationships may result in students being asked to leave the Sixth Form.
- **Relationships beyond that of a friendly 'hello'** with younger students are not allowed. Sixth Form students should not be socialising with younger students on either site, unless in a formal sense such as mentoring or subject ambassadors.
- **Sixth Formers should consider at all times how they speak to and treat their peers.** Students should aim to deal with any disagreements in an appropriately mature manner, alerting a member of staff if required.
- **Any behaviour that is deemed inappropriate with regards to any of the above issues could result in expulsion from the Sixth Form**

## **REPORTING**

There will be a number of reports across the school year. For full details see the Sixth Form Calendar on the school website.

**Student Consultation Days** – There will be at least one day throughout the school year where students will have a timetabled meeting with their Form Tutor to discuss their progress. Parents are welcome to attend these meetings as well. **The dates of these sessions are on the Sixth Form calendar.**

## **REWARDS (Please see Appendix 12)**

The sixth form deems it vitally important to reward students for high achievement in a variety of areas such as: Academic achievement, academic effort, attendance/punctuality and community enrichment. Every year we also offer the coveted student of the year award.

## **SECURITY**

Doors on both sites are locked during lesson time and **entry is only via the main doors by buzzer system**. Students should wear their **Security Pass** at all times to gain admission. These will be distributed on the first morning of lessons. If you have misplaced your pass, please see the Sixth Form Administrator for a replacement – a small charge may be made for this. Access to each site will not be permitted without a pass, so if you have lost it please ask a member of the Sixth Form team to sign your planner until you have gained a replacement later in the day.

## **SHOW MY HOMEWORK**

We believe it is vital that parents are made aware of the type and amount of independent study that students are expected to undertake. As a result, and in line with the main school, teachers of sixth form subjects will be utilising the 'Show My Homework' website, which allows staff, students and carers to clearly see Homework/coursework deadlines.

Show My Homework can be accessed either via the link on the homepage of the main school website or at: [www.showmyhomework.co.uk](http://www.showmyhomework.co.uk)

If you have any questions regarding the use of Show My Homework please do not hesitate to contact a member of the sixth form team

## **SENIOR PREFECTS**

At the start of the summer term of Year 12, students are invited to apply for a variety of positions in the Senior Prefect Team, including Head Boy/Girl and their Deputies and Senior Prefects/Prefects. Full details of this procedure will be explained nearer the time.

Head Girl/Boy 2017-18: Niamh Feculak Norman & Thet Tun Oo

### **Senior Prefect Team Subcommittees**

#### **School & Community Events**

- Attendance at/help/catering at all school events that require sixth form input or help. Including, but not restricted to:
  - Sixth Form internal recruitment events (open evening, taster day, fair, interviews enrolment, induction etc.)
  - Sixth Form external recruitment events
  - Parents evenings
  - Main school open evenings
  - Advertising the Sixth Form & communication
  - Encourage/Monitor use of Social Media

#### **Duties & Sixth Form areas**

- Oversight and organisation of duties on both sites:
  - Lunch duties
  - Morning registration and late duties
  - Corridor duties
  - Playground duties

- Library Duties
- Covering for absent students for above
- Litter and general maintenance of sixth form areas

### **‘The Holy Family Way’**

- Help in organising Mass/Liturgies
- Input to Sixth Form assemblies
- Input to main school assemblies
- General supporting of Catholic Ethos in the school – communication with RE dept and Chaplin

### **Charities**

- Helping run/organise charities weeks
- Charity events across the year
- Communication with lower year groups

## **SENIOR TUTORS**

Working alongside each Head of Year (12 and 13) we have a number of Senior Tutors who oversee a cluster of form groups. They work with the Heads of year and Personal tutors to track student progress and chase up absence concerns. Senior Tutors will also track concern report progress of students in their cluster

## **SIXTH FORM AREAS**

There are very clearly defined areas in the school which are for Sixth Form. Sixth Formers, while they may need to pass through areas of the school that are not dedicated to sixth form, should not socialise in these areas.

Sixth Form only areas:

- Sixth Form Block (The Aquinas Centre), consisting of:
  - Sixth Form computer room
  - Sixth Form Study area
- Compulsory Study room
- BTEC Study room
- Wiseman Canteen/Hall area during lesson times only

Students are also welcome to use the extended dining area on Walthamstow site. If students require additional areas for study, please see the entry under ‘Private Study Areas’ for more details. Where Sixth Formers are specifically **NOT** allowed to be:

- Main school Playgrounds on either site
- Main school toilets on Walthamstow site
- Wiseman canteen/hall area during lunch/breaktime

## **SMOKING / ILLEGAL SUBSTANCES**

Smoking is absolutely NOT permitted anywhere on the school site, or within close proximity to the school site.

It cannot be made clearer that any student found in possession, or who can be proved to have possessed, alcohol or an illegal substance on or around the school premises, will be dealt with in the most severe manner possible.

Any student suspected to be under the influence of alcohol or an illegal substance while on or around the school premises will immediately be sent home and an investigation will be instigated.

## **STUDENT PLANNER**

These have been produced to help students ensure they are organised independent learners. The Planner should be used to recording deadlines, homework's, important dates etc. It also includes space for students to note down the results of meetings with their PTs, as well as a wealth of other important information.

## **STUDY PERIODS**

See the entry below on **Study Programmes**

## **STUDY PROGRAMMES**

**This title simply refers to the whole course of study that each student will follow for the year, not just including student's taught subjects. An example study programme would be:**

- 3 A Level subjects OR the equivalent of 3 BTEC subjects (eg: 1 Single award + one double award)
- Daily Registration/PT Meetings and Assembly time
- X number of Compulsory Study Periods (depending on how many subjects are taken)
- Enrichment (both Personal/Social and Community based) – minimum 2hrs per fortnight.
- Work Experience (Summer Term or Summer Holidays)

Please note: **There are also non-contact periods** on student timetables which are 'blank' (ie: not allocated to a lesson or other activity). Students should be using this time for independent study.

Please also note that the new funding regulations introduced for school-based sixth forms in 2013, state that students cannot be classed as fulltime students unless they are studying at least 3 A Level subjects (or equivalent). As we are a full time centre we are therefore unable to offer part-time study programmes to students.

## **TARGET MINIMUM GRADES**

At the start of each year, all students will receive a set of individual ALPS **Target Minimum Grades (TMGs)**. These are calculated based on student's GCSE scores and indicate the typical AS/A Level grades achieved by other students who gained similar GCSE results over the past three years, across the whole country.

As a result, these Targets should be viewed as 'Target **Minimum**' grades – they are not the maximum that we expect students to achieve – they are simply used as a bench mark in reports and essays as the minimum students should be achieving. In reality we would hope and expect that students aim and achieve higher than their TMGs. This is a simple way for staff, students and parents to tell if students are making good progress or not.

The Target grade setting system we use is called ALPs (A Level Performance System). This will be fully explained to students on induction and Parents on the Induction Evening, but if you require any further information please do not hesitate to contact a member of the sixth form team or visit the ALPs website at [www.alps-va.co.uk](http://www.alps-va.co.uk)

## **TEACHER ABSENCE**

Yr 12 lessons may be covered in the case of teacher absence through illness. Whether the lesson is covered or not will depend on how many main school lessons need cover at the same time. Students should **NOT** assume that a lesson is cancelled until they have been to the classroom to check.

There is **no such thing** as the '10 minute rule' which all students claim to know – if a teacher is not at a lesson at the normal time students should sensibly ensure they check with the main office on either site to see if the teacher is in. It could simply be that the teacher has been temporarily held up or is delayed if they are moving between sites.

## **TEXT BOOKS / FOLDERS**

Many A Level/BTEC subjects require students to purchase a course textbook for use throughout the year. It is worth students checking websites such as Amazon who run second hand sales programmes for academic textbooks. If students are struggling to fund their own textbooks they should speak to a member of the Sixth Form team.

Very few Sixth Form subjects give out exercise books. It is the assumption in Sixth Form that students will purchase their own Folders and pads of A4 paper to use to take notes. Students should ensure they are fully aware of the reserves they need in each subject, especially subjects such as Science and Art which may require specialist purchases.



## **TIMETABLES**

All students should receive their Timetables during the induction week. If a student has a concern over a subject or thinks there are glaring errors on their timetable they should speak to a member of the Sixth Form team.

Due to the complicated nature of timetabling, some lessons may need to be added onto student timetables at agreed times with the class teacher. This will occur during induction. If students are unsure about rooming or times on their timetable they should act in a mature manner and ensure they ask an appropriate member of staff. Lateness to lessons due to misreading or not understanding a timetable is not an excuse.

## **TOILETS**

Sixth Form toilets in the Walthamstow Site are:

- The toilets marked 'Staff and Sixth form only' on the first floor outside the Bethany Room.
- The toilets in the Sixth Form study block

On the Wiseman Site, please use the normal student toilets. Please ensure the toilets are respected and treated accordingly or they will be shut.

## **TUTORIALS**

An important way in which we differentiate between main school and sixth form, is to treat students as maturing young adults and trusting them to attend **fortnightly tutorials** instead of a regular morning registration.

This system will be phased in during the first term for both Year 12 and 13. From these points, the standard 8.40am registration will be replaced with a fortnightly meeting for 20 minutes in the same time slot. Students will meet their Personal Tutor in small groups to discuss their progress. Meetings will be structured and targets recorded.

Students who miss a tutorial for a valid reason, must contact their tutor to re-arrange the meeting. Students who fail to attend tutorials will be placed in a separate tutor group who will need to attend every morning at 8.40am, until they show they can accept the responsibility of the tutorial system.

## **UCAS**

The process of applying for University starts in the summer term of Yr 12 and continues until Yr 13 results day! As a result the Sixth Form team will be providing a lot of input for students to aid them in this process including:

- Input during progression time
- Speakers in assemblies and parents information evenings
- A dedicated Progression week at the end of Yr 12 summer term, including university visits and input from University staff on how to write personal statements and complete the application form.

Further information on issues such as student finance, Bursaries, accommodation, course choices etc. will follow. **Mrs Warwick** is our IAG and UCAS co-ordinator, so as such is the first point of call for any concerns in this area.

### **UNIVERSITY OPEN DAYS**

Most Universities offer Open Days during holidays and weekends, which you should try to attend. If you have to attend an Open Day during school time, you must obtain permission by completing the relevant form, available from the sixth form administrator, to be signed by a member of the Sixth Form team **in advance**. Failure to do so will be treated as an unauthorised absence. It is at the discretion of the Sixth Form team to allow you to attend more than two Open Days which occur during week days.

### **WEATHER**

In the case of extreme weather conditions, students and parents should check the school website and should hopefully receive a Parentmail message indicating whether the school will be open or not. If the school is open, students will be expected to attend as normal and an absence during this time will be unauthorised unless a valid reason is given in writing. The Sixth Form team ask that Sixth Form students take particular care in adverse weather conditions and ensure they act as role models to the main school students, particularly in the case of Snow and Ice.

### **WORK (PAID)**

It is likely that many Sixth Form students will undertake paid part-time work. This is encouraged by the Sixth Form, upto a weekly total of around 10-12 hours. Research suggests that there is a huge negative impact on student grades if paid work raises beyond this amount. If students are attempting to undertake a large amount of paid work it is likely that they will be asked to choose between the paid work and continuing with their studies.

### **WORK EXPERIENCE**

We attempt to offer as many professional work placements during sixth form as there is demand from students. More information will be provided about how to apply for a work placement as yr 12 progresses. This summer we have sent over 70 students out on professional work placements which are greatly enhancing student applications for universities and jobs.

# APPENDIX 1

## THE HOLY FAMILY SIXTH FORM SELF-CERTIFICATION FORM SIXTH FORM

Upon your return to College this form should be completed in the presence of your Tutor. It should account for:

- (a) Any absence without prior authorization  
(If a Tutor's certificate must be provided for any absence over 3 days.

Surname \_\_\_\_\_ Forename \_\_\_\_\_

Tutor Group \_\_\_\_\_

I certify that I was unable to attend college due to sickness on (please state day and dates)

Please say briefly why you were unable to attend for college or describe the symptoms (words like 'illness' or 'unwell' are not enough)

a) During my period of absence I visited / consulted by my doctor on

b) During my period of absence I attended hospital on

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Countersigned:  
(Tutor) \_\_\_\_\_ Date \_\_\_\_\_

This form when completed should be forwarded, without delay, to The School Office

# UNIVERSITY OPEN DAY PERMISSION SLIP

Name \_\_\_\_\_ Tutor Group \_\_\_\_\_

University \_\_\_\_\_

Course interested in \_\_\_\_\_

Date of Visit \_\_\_\_\_ Time \_\_\_\_\_

Do you receive E-mail \_\_\_\_\_ yes/no

I would like my son/daughter to attend the above Open Day

Signed..... me.....

-----  
Signed .....

**Permission Granted/Declined**

Permission will only be granted on condition all work is made up, and all subject teachers informed.

**APPLICATION FOR SPECIAL LEAVE  
FOR COMPLETION BY APPLICANT**

Name: .....

Tutor Group .....

Inclusive dates of leave applied for:

On, from ..... To .....

Reason (full information please)

.....  
.....

Signature of Applicant ..... Date .....

Have you informed your Tutor/teacher

YES

NO

**FOR COMPLETION BY MEMBERS OF THE SIXTH FORM**

..... days leave granted

Leave not granted for the following reason: -

.....  
.....

Signed ..... Date .....

AHT/Director of Sixth Form

**This form must now be sent immediately to The School Office**

## APPENDIX 2

### KS5 EXAM ENTRY POLICY

- a) Students must have a minimum attendance (subject specific) of 90% otherwise they can either: Be withdrawn from entry / Be asked to pay for their own EXAMS
- b) Students that miss an exam will be charged the standard Exam board fee for that unit
- c) Any student re-sitting GCSE Maths/English will gain one free re-sit per year, but will need to pay for further entries with a refund on a grade improvement. (Free re-sit for GCSEs is also dependant on 90% minimum attendance)

#### **Withdrawals from exams**

- d) Withdrawals of students from any module in any subject at KS5 can only be sanctioned via a conversation with DEM.

#### **Student queries**

- e) If any student has a query over exam entries they should see DEM first who can then liaise with the Exams Office. This includes:
  - Hardship issues for re-sit costings
  - Special requirements
  - Withdrawals/dropping of subjects as above

#### **Exam entry slips**

- f) Subject teachers and Form Tutors should encourage students to CAREFULLY check their exam entry slips and report any issues immediately to DEM who will liaise with the Exams Office.

#### **Exam entry deadlines**

Exam entries for June to Exams Office by end of January each academic year.

#### **Decisions on re-sitting exams**

All teachers of Sixth Form need to engage in a dialogue with students with regards to re-sitting exams. This should include:

- Ensuring students are clear about their ALPs TMGs for subjects

**All Curriculum leaders should ensure these deadlines are met. DEM may need to liaise with CLs in order to clarify any exam entry**

# APPENDIX 3 – EXAM INFORMATION

## Information for candidates

### For written examinations - effective from 1 September 2010

This document has been written to help you. Read it carefully and follow the instructions.  
If there is anything you do not understand, especially which calculator you may use, ask your teacher.

<b>A Regulations – Make sure you understand the rules</b>	
1	Be on time for all your examinations. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the examination.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	Only take into the examination room the materials and equipment which are allowed.
5	Do not take into the examination room any unauthorised materials or equipment which might give you an unfair advantage. This includes notes, calculator cases/instruction leaflets, bags, personal TVs/stereos, digital equipment, reading pens, electronic communication/storage devices, <b>including mobile telephones</b> , iPods, MP3/4 players or any other products with text/digital facilities. Any pencil cases taken into the examination room must be see-through. <b>Remember:</b> possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
6	Do not use correcting pens, fluid or tape, <b>erasable pens</b> , highlighters or <b>gel pens</b> in your answers.
7	Do not talk to or try to communicate with, or disturb other candidates once the examination has started.
8	If you leave the examination room unaccompanied by an invigilator before the examination has finished, you will not be allowed to return.
9	Do not borrow anything from another candidate during the examination.
<b>B Information – Make sure you attend your exams and bring what you need</b>	
1	Know the dates and times of all your examinations.
2	Arrive at least ten minutes before the start of each examination.
3	If you arrive late for an examination, report to the invigilator running the examination.
4	If you arrive more than one hour after the published starting time for the examination, you may not be allowed to take it.
5	Only take into the examination room the pens, pencils, erasers and any other equipment which you need for the examination.
6	You must write in black ink. Coloured pencils or inks may be used only for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.
<b>C Calculators, Dictionaries and Computer Spell-checkers</b>	
1	You may use a calculator unless you are told otherwise.
2	If you use a calculator <ul style="list-style-type: none"> <li>• make sure it works properly; check that the batteries are working properly;</li> <li>• clear anything stored in it;</li> <li>• remove any parts such as cases, lids or covers which have printed instructions or formulas;</li> <li>• do not bring into the examination room any operating instructions or prepared programs.</li> </ul>
3	Do not use a dictionary or computer spell checker unless you are told otherwise.
<b>D Instructions during the examination</b>	
1	Listen to the invigilator and follow their instructions at all times.
2	Tell the invigilator at once: <ul style="list-style-type: none"> <li>• if you think you have not been given the right question paper or all of the materials listed on the front of the paper;</li> <li>• if the question paper is incomplete or badly printed.</li> </ul>
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Fill in all the details required on the front of the question paper and/or the answer booklet before you start the examination. <b>Make sure you fill these details in on any additional answer sheets that you use.</b>
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper examination stationery. Cross it through and hand it in with your answers. <b>Make sure you add your candidate details to any additional answer sheets that you use.</b>
<b>E Advice and assistance</b>	
1	If on the day of the examination you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the examination if: <ul style="list-style-type: none"> <li>• you have a problem and are in doubt about what you should do;</li> <li>• you do not feel well;</li> <li>• you need more paper.</li> </ul>
3	You must not ask for, and will not be given, any explanation of the questions.
<b>F At the end of the examination</b>	
1	If you have used more than one answer booklet and/or any loose sheets of paper, place them in the correct order. Remember to fasten them together with a treasury tag before you leave. <b>Make sure you add your candidate details to any additional answer sheets that you use.</b>
2	Do not leave the examination room until told to do so by the invigilator.
3	Do not take from the examination room any examination stationery, (i.e. the question paper, answer booklets used or unused), rough work or any other materials provided for the examination.
<b>This information must be made available to all candidates in advance of their examination(s). It may be provided electronically to candidates or in hard copy format.</b>	



**NO MOBILE PHONES, IPODS,  
MP3/4 PLAYERS.  
NO PRODUCTS WITH AN  
ELECTRONIC  
COMMUNICATION/STORAGE  
DEVICE OR DIGITAL FACILITY**

Possession of unauthorised items is an infringement of the regulations and could result in

**DISQUALIFICATION**

from the current examination and the overall qualification. Candidates are advised that mobile phones in particular **must not** be in their possession whether switched on or not.



# APPENDIX 4

## ALPs Target Setting

ALPs TMGs (Target Minimum Grades) are generated from students GCSE average results. Students GCSE average is calculated using the following:

A\* = 8.5 A = 7 B = 5.5 C = 4 D = 3 E = 2 F = 1.5 G = 1

For subjects that have transferred to numerical 'grades', the number is simply used in the GCSE average calculation.

- They are compared to thousands of other student's results across the country over the last 3 years
- The Target Grades are what students of a similar ability have achieved in the past
- This means that students should see them as a **MINIMUM** to aim for eg: if a student has a TMG of a D they should really be aiming for a C grade or higher.
- Likewise, students on BTEC courses with a TMG of a 'Merit' Grade., should really be aiming for a Distinction.
- TMGs will appear on student's reports, so we can easily check student progress.
- Students will not be expected to be Working At their TMG in the first Half Term of Year 12, but should aim to at least meet it by the end of Year 12
- TMGs will be shared with individual students on Induction and will be discussed in lessons.

# APPENDIX 5

## UCAS Tariff 2017 onwards

Points	GCE/VCE Qualifications		BTEC Nationals				
	A LEVELS	AS LEVELS	Extended Diploma	Diploma	90-credit Diploma	Subsidiary diploma	Certificate
168			D*D*D*				
160			D*D*D				
152			D*DD				
144			DDD				
128			DDM				
112			DMM	D*D*			
104				D*D			
96			MMM	DD			
84					D*D*		
80			MMP	DM			
78					D*D		
72					DD		
64			MPP	MM			
60					DM		
56	A*					D*	
48	A		PPP	MP	MM	D	
40	B						
36					MP		
32	C			PP		M	
28							D*
24	D				PP		D
20		A					
16	E	B				P	M
12		C					
10		D					
8							P
6		E					

# APPENDIX 6

## ATTENDANCE POLICY FOR SIXTH FORM

### TARGET = 90%

- This target includes lessons, registrations, tutorials, assemblies, PSD drop down days, Enrichment days and activities week.
- All students have signed a learning agreement to agree to this target for the sixth form.
- Students can apply for authorised absences for sickness, urgent medical appointments, University masterclasses etc. these should not however exceed 10% of the year's attendance total.
- Any illness that is not reported will account for an unauthorised mark.

#### YEAR 12

1. Attendance figures will be sent home every term as well as appearing on all reports.
2. If you are **BELOW 90%** on the last day of term in year 12 you will be charged **50%** of your exam fees.
3. This charge will be added to your **enrolment fee for year 13**.
4. If you have dropped a subject, you will still be charged if your attendance is below 90%.

#### YEAR 13

1. Attendance figures will start again in year 13. (i.e. if you were below 90% in year 12, you will have a fresh start in year 13)
2. If your attendance falls **below 90%** by Easter, you will be charged 50% for your exams fees.
3. If you were below in year 12, this means you will be paying 100% of exams fees.
4. If you become an external student, you would be paying for all your exam fees anyway.
5. If you drop from an A level to an AS level and are below 90%, you will be charged for the **AS amount**.

### ALL FEES TO BE PAID BEFORE THE PUBLIC EXAMS START

#### Example 1:

- Bob is doing A Level Biology, chemistry and Maths.
- Bob finishes Year 12 on 80%.
- Bob will be charged 50% of his exam fees at year 13 enrolment.
- = **£132.10**
- Bob improves his attendance and has a figure of 94% by Easter in Year 13.
- No additional charges will be made.

#### Example 2:

- Jane is doing A Level English, Economics and History.
- Jane finishes Year 12 on 72%.
- Jane will be charged 50% of her exam fees at year 13 enrolment.
- = **£132.10**
- Jane does not improve in year 13 and has a figure of 75% at Easter in Year 13.
- The other 50% will be charged.
- = **£132.10**

#### Example 2:

- Gary is doing BTEC H&SC and BTEC Science.
- Gary finishes Year 12 on 70%.
- Gary will be charged 50% of her exam/certification fees at year 13 enrolment.
- = **£137.05**
- Gary does improve in year 13 and has a figure of 92% at Easter in Year 13.
- No Additional charges will be made

## APPENDIX 7

# Holy Family Sixth Form Student Learning Agreement

	Condition	Tick
1	To attend all timetabled subject lessons	
2	To attend all Progression Time sessions (Friday P1)	
3	To attend all registration/Personal tutorial sessions	
4	To attend all assemblies (Wednesday 8.40am)	
5	To attend all enrichment activities (Wednesday P5)	
6	To attend all whole school and sixth form events such as Mass, trips, enrichment drop down days and all organised events in the Year 12 summer activities week	
7	To be punctual to all the above	
8	To gain an attendance figure of 90% minimum (excluding authorised absences)	
9	To notify the school in advance (either via phone call or email) of an absence – <b><u>please call the Walthamstow site</u></b>	
10	To email all teachers when missing lessons through valid absence, to ensure missed work is explained AND to ensure all missed work is caught up on.	
11	To self-certificate a valid absence on the day of return from said absence	
12	To complete all work set to advertised deadlines, including homework reading/prep, preparations for assessments and coursework deadlines	
13	To respect all areas of the school including common room and study/computer areas and to only enter the areas of the school that are dedicated for sixth form students.	
14	To respect ALL school staff (including teachers and support staff) and other members of the school community	
15	To act as role models school and abide fully with the Sixth Form Code of Conduct	
16	To abide, unconditionally by the Sixth Form Dress code	
17	To take an active role in researching your own career progression such as attending university trips, visits, after school talks, logging onto Unifrog regularly.	
18	To use the school email regularly to check for messages from teachers and the sixth form team.	
19	To use Show My Homework regularly to check on deadlines set	
20	To adhere to the security arrangements of the sixth form, such as wearing security pass, entering and exiting the building correctly and not allowing non-members of the school community into the building	

**I am fully aware that breaking any of the above conditions will result in formal procedures against me which may result in the removal of my place in Holy Family Sixth Form.**

## APPENDIX 8

# Holy Family Sixth Form Terms and Conditions of Attendance

### **Attendance/Punctuality to Registration**

- a) Attendance to registration/tutorials from 8.40-9am daily, is mandatory in the sixth form. Exceptions to regular attendance to registration can only be made via sanction from a member of the sixth form team.
- b) Students who attend registration/tutorials after 8.40am but before close of registration at 9am will count as late.
- c) Students who fail to attend registration must sign in and inform Ms Paul Jones, otherwise will count as absent (no reason given)
- d) Regular attendance/punctuality records will be published for individual students with each report check.
- e) If students fall beneath 90% attendance to registration they will be placed on the three stage report cycle. If students fail to improve their attendance/punctuality to registration by the end of the three stage report cycle their place in sixth form will be removed.
- f) Students who have a valid reason for missing registration should ensure they **self-certificate** or bring in valid proof of their absence (eg: Parental letter, Doctors appointment letter) to the Sixth Form administrator.
- g) In the case of a planned valid absence, students should ensure they complete the Request for absence form in advance of the day off, or their absence will be counted as unauthorised.

### **Attendance/Punctuality to lessons**

- a) Attendance to all lessons is mandatory in the sixth form.
- b) Students who are late to a lesson will be allowed entry at the discretion of the subject teacher. Subject teachers are asked to apply a '10 minute' rule in this instance. Students who are late to a lesson will be marked late via electronic registration
- c) Regular attendance/punctuality records to lessons will be published for individual students with each report check.
- d) If students fall beneath 90% attendance to any lesson they will be placed on the three stage report cycle. If students fail to improve their attendance/punctuality by the end of the three stage report cycle their place in that subject, and possibly the sixth form, will be removed. (See attendance policy.)
- e) Students who have a valid reason for missing a lesson should ensure they self-certificate or bring in valid proof of their absence (eg: Parental letter, Doctors appointment letter) to the subject teacher.
- f) In the case of a planned valid absence, students should ensure they complete the Request for absence form in advance of the day off, and ask their subject teacher(s) to sign it, or their absence will be counted as unauthorised.

## **Dress Code**

- a) Students should ensure that they abide by the Sixth Form Dress Code as outlined in the A-Z of Sixth Form document, available from the school website and in hardcopy at Enrolment.
- b) If students do not adhere to the Dress Code they may be asked to leave the site to go home to change (which will affect their attendance). Persistent non-adherence to the dress code will result in the student being placed on the three-stage report cycle.

## **Raising Achievement Plans**

- a) Students who are performing beneath their target grade in any subjects as measured by their performance in the end of half term assessments, will be placed on a Raising Achievement Plan. This will involve
  - Receiving a booklet from a member of the sixth form team and discussing possible reasons for underachievement.
  - Brining this booklet to your subject teacher to discuss and agree with them two SMART targets. (If two teachers then one each.)
  - Attending compulsory study periods which will be used to complete their targets within two weeks. Each session needs to be signed off by Ms Paul –Jones in the booklet and a register will be taken.
  - You will show BOTH your tutor and your subject teacher EVIDENCE of the target being completed before it can be signed off.
  - After two weeks (and providing the targets are completed) you will discuss and agree new targets with your subject teacher and continue for another two weeks.
- b) Non-attendance to the compulsory study sessions will result in the student being placed on the three stage report cycle. If students fail to improve their attendance by the end of the three stage report cycle their place in sixth form will be removed.

## **Entry to exams**

- a) Entrance to exams/coursework modules is dependent on students adhering to a number of criteria. Entrance to exams is not automatic and students should be aware that if they fail to meet the set criteria they
- b) Students must have a minimum attendance to all subject lessons of 90% otherwise they will
  - Be asked to pay for their own examination entries in that subject
  - Withdrawn from the exam(s) in that subject
  - Have their place in sixth form withdrawn
- c) Students that miss an exam, without a provable valid reason will be charged the standard Exam board fee for that module.
- d) Any student re-sitting GCSE Maths/English will be allowed one 'free' attempt at the exam in sixth form. Further exam entries in GCSE Maths/English will be at the full cost of the student.
- e) Students will be provided with an Examination Entry slip in advance of any public exams, which clearly states the time and date of each exam.

## **Withdrawals from exams**

- a) A student requested withdrawal from any module in any subject can only be sanctioned via a conversation with the AHT (KS5)

- b) The Sixth Form retains the right to withdraw a student from an exam module as outlined below.

### **Dropping of Subjects/Changing subjects**

- a) A student requested dropping of a subject can only be sanctioned via a conversation with the AHT (KS5). Students will also need to provide a completed Subject Change form, signed by parent/carer and subject teachers. In the case of a subject change, the form should also be completed by the class teachers of the new subject
- b) **Subject changes will not be allowed during the first full week of the autumn term, or past the end of the fourth full week of term.**
- c) The Sixth Form retains the right to withdraw a student from a subject should they:
- Fail to attain the minimum attendance as outlined above
  - Fail to gain a Year 12 Transition Pass Grade (D or above) in their Mock exams
  - Fail to gain a Year 12 Transition Pass Grade (D or above) in any further assessed work

### **Progression to Year 13**

- a) Progression to Yr 13 study is not an automatic right. Progression relies on the following criteria being met:
- A minimum of 90% Attendance/Punctuality to registration
  - A minimum of 90% attendance to lessons
  - Completion of all coursework to at least a Pass level
  - The achievement of a Year 12 transition pass grade (AS grade of D or above) at the end of Year 12
  - No behaviour/attitude concerns raised

See 'Year 12 Progression Routes' for further clarification.

### **Further conditions:**

Students should ensure that they adhere to the conditions of the following criteria, all of which are outlined in the A-Z of Sixth Form document, available from the school website and in hardcopy at Enrolment.

- a) **Behaviour**
- b) **Use of school resources/buildings**
- c) **ICT policy**
- d) **Security and Passes**
- e) **Enrichment**

### **Re-sitting the Year (Yr 12 or 13)**

- a) A re-sit year is not an automatic right. Re-sitting the year will depend on the intake of the following year group and may also be dependent on subject numbers.
- b) A re-sit year will depend entirely on students having adhered to all the above conditions.

# APPENDIX 9

**SUBJECT CONTRACT –**

**Date -**

**Reasons for being placed on Subtract:**

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Conditions	Tick
Attend all lessons on time	
Complete all outstanding work by	
Meet all assignments/homework deadlines.	
Attend all compulsory study periods	

To help you meet these conditions, the following interventions will be put into action:

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I hereby agree to all of the above conditions. If I do not adhere to these conditions, the following may occur:

- Change of exam entry from A-level to AS
- Withdrawal of exam entry from this subject.
- Asked to resit the year.
- Asked to leave the Sixth Form.

This contract will be reviewed on:

	Print Name:	Signature	Date
<b>Student</b>			
<b>Parent/Carer</b>			
<b>Subject teacher</b>			
<b>Sixth form team</b>			



## APPENDIX 10

### UCAS prediction policy

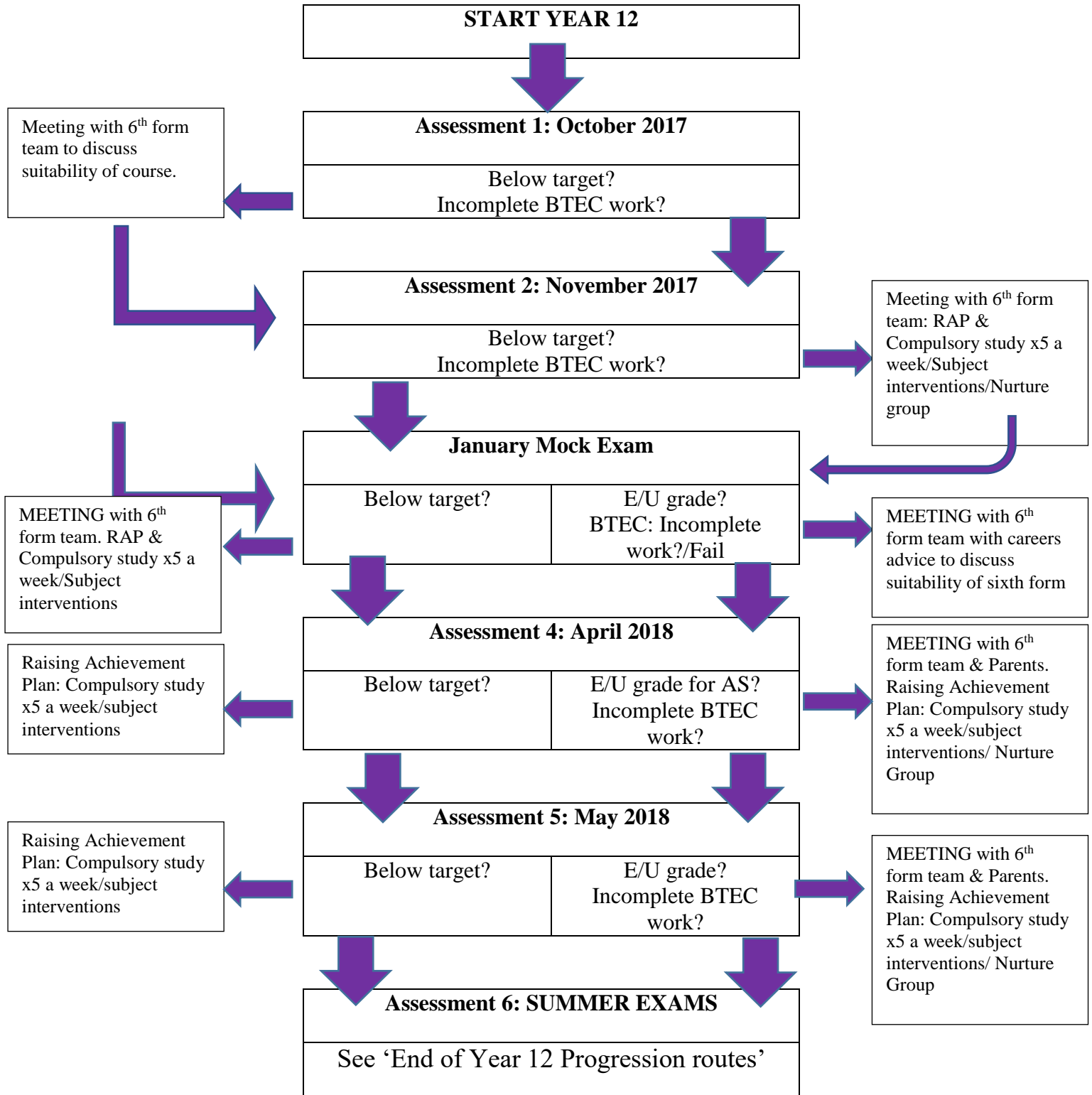
- Teachers will input 'fine grade' predication on the final report of the year.
- This will form the basis of the UCAS prediction **not** the end of year exam.
- If the teacher predicts a secure grade e.g. B1, they can predict one grade higher based on their professional opinion. Do not put this on the report however, please communicate this prediction to WAC or WIF separately.
- If the teachers predicts an insecure/very insecure grade e.g. B2 or B3, they will not be able to predict any higher than that grade and we will use the prediction from the report.
- In special circumstances, UCAS predicted grades may be changed after the October assessment but this must be approved by WAC/DEM/WIF

### UCAS References

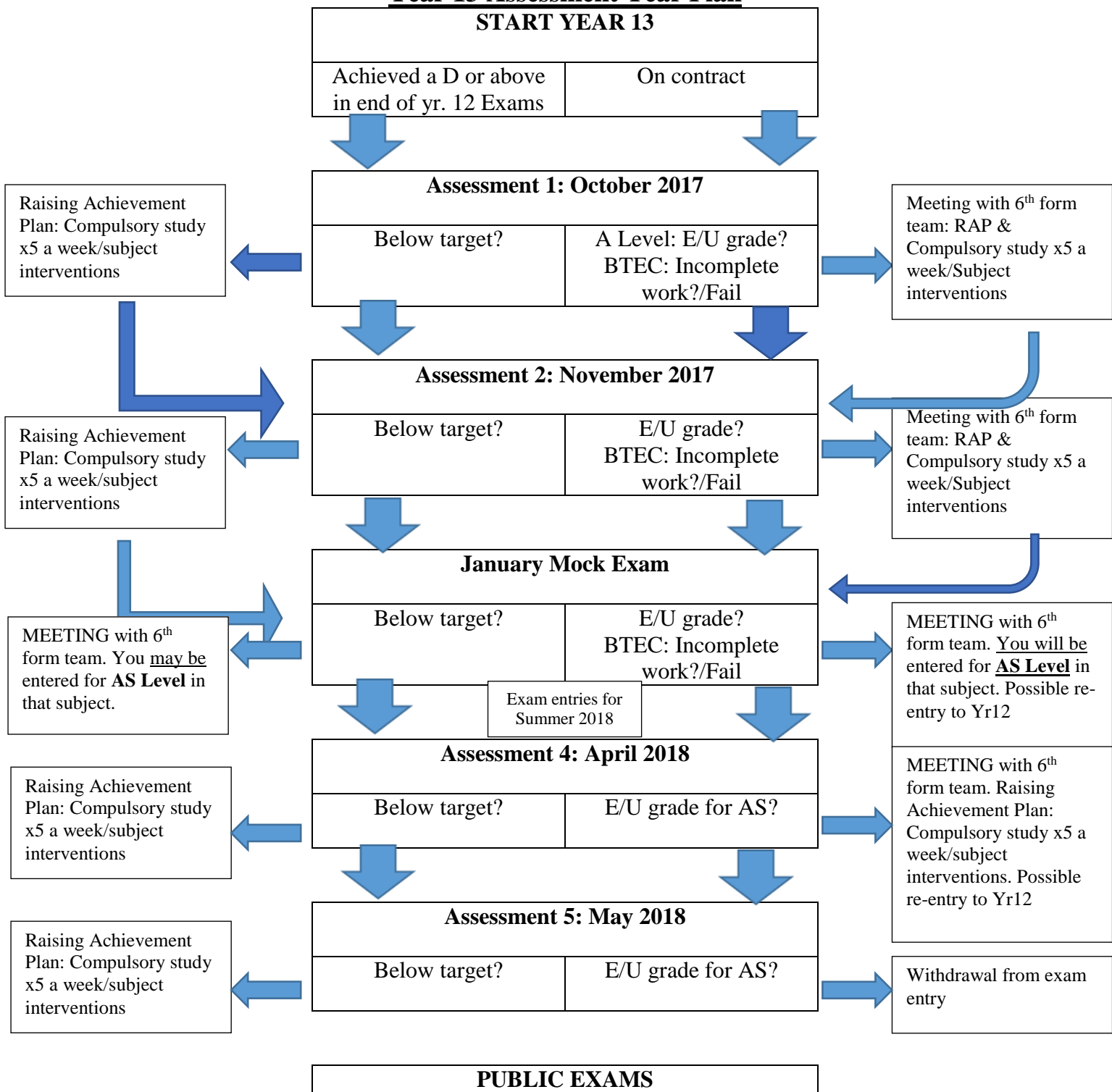
- **Year 13 tutors** are responsible for the whole reference. A student can request another member of staff to write their reference but this must be discussed with WAC.
- **Subject teachers** are responsible for writing a subject reference about their individual student for the reference. (Normally a paragraph)
- The tutor will request this paragraph by email when they are ready to write the reference.
- Teachers must return this paragraph to the tutor (and cc WAC) within 48 hours.
- Please write a paragraph in continuous prose for the student about their ability in your subject.
- Please refer to the following points, where applicable:
  - Independence
  - Ability to show initiative
  - Contributions to class discussion
  - Commitment and motivation
  - Other positive personality traits
  - Knowledge and Understanding
  - Analysis and Evaluation (and other Higher thinking skills)
  - Specific subject skills eg: Practical work
  - Their potential for studying your subject to degree level (if applicable).

# APPENDIX 11

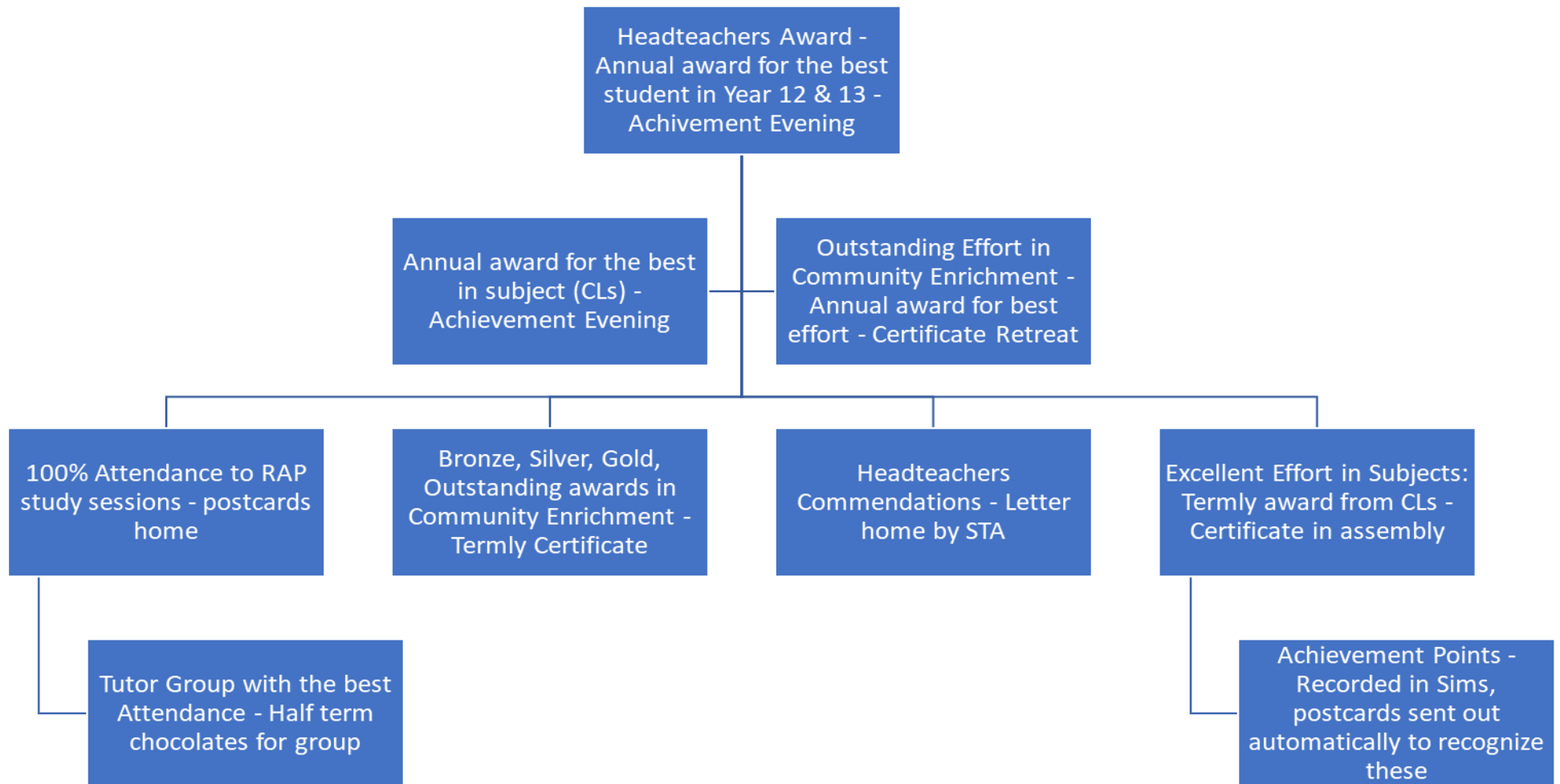
## Year 12 Assessment Year Plan



## Year 13 Assessment Year Plan







## APPENDIX 12 Rewards

## APPENDIX 13 Progression from Year 12 to 13

