



CLEEVE SCHOOL  
SIXTH FORM



# Induction Handbook



## Welcome to Cleeve Sixth Form



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# The Sixth Form Vision

## Aspirations

Students strive for excellence and make good academic progress.

Students have a thirst for knowledge and a love of learning.

Students have high aspirations whilst at Sixth Form and for their futures beyond the Sixth Form. They are supported in achieving/exceeding these.

## Achievement

Students are motivated, positive and self reflective. Independent learning is the norm. Students use non-contact time effectively throughout the school.

The Sixth Form Leadership Team present clarity of standards and the students understand these. There is a clear system of support and intervention.

The Sixth Form has a caring, vibrant atmosphere where achievement is recognised and celebrated.

Support and encouragement is found from the Sixth Form team, tutors and teachers and from the students from themselves to one another.

Students have opportunities to develop as learners and address areas for development.

## Partnerships

Students embrace a sense of community. This means local, national and international.

Students become active participators in the world they inhabit. They have numerous opportunities to build a varied CV.

Leadership teams and the students work together to drive Sixth Form development.

Cleeve prides itself on a personalised curriculum meeting the needs of all students.



## The School Day

On a normal school day the timetable runs in a **3 lessons, 2 lessons, 1 lesson** format.... like this:






Registration	8.35-8.45
<b>Period 1</b>	8.45-9.35
<b>Period 2</b>	9.35-10.25
<b>Period 3</b>	10.25-11.15
Break	11.15-11.35
<b>Period 4</b>	11.35-12.25
<b>Period 5</b>	12.25-1.15
Lunch	1.15-1.55
Registration	1.55-2.15
<b>Period 6</b>	2.15-3.15

However... During **exam time** (in January and then again in the summer), in order to allow exams to start on time, we move to a **2-2-2** timetable...like this:

Registration	8.35-8.45
<b>Period 1</b>	8.45-9.35
<b>Period 2</b>	9.35-10.25
Break	10.25-10.45
<b>Period 3</b>	10.45-11.35
<b>Period 4</b>	11.35-12.25
Lunch	12.25-1.10
Registration	1.10-1.25
<b>Period 5</b>	1.25-2.15
<b>Period 6</b>	2.15-3.15

## Who's Who in the Sixth Form?

Within the Sixth Form Leadership Team there are a number of members of staff who will be able to help you with a variety of queries. Listed below is a brief description of the team and their broad areas of responsibility. To help you identify them we have even included a picture!

<b>Member of SFLT</b>		<b>Role</b>
Ms. Swift		Assistant Head Teacher- Head of Sixth Form
Mr Peterken		Assistant Head of Sixth Form
Miss Ashford		Assistant Head of Sixth Form
Mr Slatter		Assistant Head of Sixth Form
Miss Smith		Sixth Form Co-ordinator

On two days a week we are also joined by Mrs Rawlinson who logs your attendance

# Academic Commitments

## Attendance at lessons

Each student must attend all timetabled lessons, arriving on time with all relevant equipment. Evidence shows that poor attendance almost always leads to poor results, so your teachers will monitor your attendance and punctuality and will report back to your tutor or the Sixth Form Leadership Team if your attendance becomes a concern.

If you know you are going to miss a lesson, it is your responsibility to inform your teacher and arrange to get the work to catch up on. Failure to meet the attendance requirements may result in you being asked to leave the sixth form, or being asked not to continue into Year 13.

## Familiarising yourself with your courses

It is vital that for each subject you are studying you familiarise yourself from the beginning, not only with the exam board specifications, but also the way it is assessed. Some subjects contain an element of course work so you need to ensure you know exactly what work is required of you and when.

## Study time in school

Whatever combinations of subjects you are doing, you will have some non-teaching periods on your timetable. These are not 'free periods'!! Some will be subject specific study periods which will be timetabled. Your subject teachers will set you specific work to complete during these periods. You will also have more general non-contact time for you to engage in additional reading and consolidation work. It is crucial that you use your study time wisely. During this time you will be expected work in one of the allocated work areas, such as the departmental Sixth Form study areas the Sixth Form centre or the library.



## Other Commitments

### Registration

Every day you must register, both morning and afternoon, with your tutor and **remain on site during the day**, with the exception of lunchtime. Registration is crucial so that staff can monitor who is present throughout the day. This is particularly important if there is a fire drill or especially in the event of an actual fire. In year 13 once you have completed your UCAS form or CV if not applying to UCAS you may be allowed to study at home when you are not in a timetabled lesson. In order to qualify for this you must bring in a letter from your parents explaining why you would benefit from studying at home.

If you need to leave the school site for any reason during the day you need to sign out in Miss Smith's office in the Sixth Form Centre. You will also need to sign in upon your return.

### Assemblies

These will be held regularly throughout the year in the main hall or in the drama studio, but it is important that you check the venue with your tutor. They will be a combination of Year group and whole Sixth Form assemblies. Important information is given out during these meetings so it is imperative that you attend.

### Borrowing Lap Tops

In order to assist you with your studies you are entitled to borrow a lap top from Explore. You are responsible for that lap top. It is essential that you thoroughly check each lap top when you pick it up, and inform the member of staff if there is any damage. If you do not do this, you will be held accountable for any damage on its return, even if it was there already.

It is also your responsibility to return the lap top to a member of staff. If you give it to a friend to return, and the lap top gets lost or stolen, you will still be held responsible. If you leave the lap top on a desk rather than returning it personally to a member of staff, you will be held responsible. You must ensure that you respect the property of the school as you would your own property.

## Valuables

Cleeve School cannot accept responsibility for the loss or damage of valuable items. It is therefore recommended that any valuable item is left at home and not brought into school.

## **Core Studies:**

### PSHE

This is a programme of study designed to enhance the educational, social and personal skills of the Sixth Form students. It will mainly take the form of 10 PSHE sessions that take place in the main hall for the whole year group or Sixth Form throughout the year. There will usually be an outside speaker in school to talk about issues such as student finance and drug and alcohol awareness. These sessions are a compulsory part of your Sixth Form education and it is your responsibility to attend.

### EPQ

You will also be expected to complete an Extended Project Qualification (EPQ). This involves working independently on an extended piece of work on a topic of your choice. You will have timetabled lessons throughout the year in order to plan and implement this project. It is your responsibility to attend these lessons and submit a finished project within the deadline.

### Active Participation

All Year 12 students complete Active Participation (AP) whilst in the Sixth Form. AP involves students signing up to a *weekly commitment* in which they serve the community either within or outside of school. The programme is designed to enable students to become active participators in society and adds depth to a CV or UCAS Personal Statement. Ideas for AP activities will be given to students in September.



## The Role of the Tutor

You will see your tutor twice a day throughout the year (during am and pm registration). They should be your first point of call with issues or queries and will play a major role in your time at Sixth Form. Their role includes:

### Pastoral Issues

You will develop a relationship with your tutor throughout your time at Sixth Form and should therefore speak to them primarily with any issues you may have or when you need assistance. Your tutor is concerned with both your academic progress and your personal well-being.

### Mentoring Process

Your tutor will meet with you frequently during the year and with your parents on 3 occasions. These sessions are designed to measure your performance and to set targets for future development. As such your tutor will have a good knowledge of your progress in each of your subject areas.

### EPQ

Your tutor will act as your supervisor for the Extended Project Qualification. Throughout this process they will lead sessions on independent study skills, meet with you regularly to review your project progress and mark your completed project.

### Registration

Your tutor is responsible for registering you twice a day. Failure to attend these sessions will have numerous negative consequences; for example missing key information, losing EMA payments, not meeting attendance guidelines and therefore jeopardising your place in Year 13.

### UCAS/Employment References

Most importantly, your tutor is the person who writes your reference for University/Employment applications. Therefore they need to know your skills, personality traits, experiences, qualifications etc. These are key areas you need to develop throughout your time at Cleeve and ensure your tutor knows about.



## How will your performance be measured, monitored and reported on?

### Measured

**Formal Assessments:** Within each of your subjects you will sit formal assessments to measure your progress throughout the year. Following these assessments you will be given feedback on successes and areas for development by your subject teachers. In November and March of Year 12, subject teachers will give you a formal grade for effort and attainment within their subject which will be included in your Mentoring Profile (see below)

**External Examinations/Coursework:** Within Year 12 you will sit a number of external examinations both in January and June (depending on your subject). BTEC and Applied A-level students will also submit formal pieces of coursework that will contribute to their overall grade. Results of these examinations are released in late August and will form the basis of predicted grades and references that your tutor will submit to Universities/employers, therefore these exams are extremely important.

**Self-Reflection:** At least every half-term you will have a meeting with your tutor in which you will be asked to reflect on your own progress within each subject. You will highlight areas of strength, areas for development, and set improvement targets.

### Monitored

**Teachers/ Heads of Department:** Your performance in formal assessments, homework, class work and study periods will be monitored both by your subject teacher and Heads of Department. Successful students may be rewarded by their departments, whilst underachieving students will be supported by departments to improve upon performance and strive to exceed Alis predictions.

**Sixth Form Team:** The Sixth Form Team (particularly Miss Ashford) are alerted by teachers of students who are under performing and many strategies are used in order to support these students. Also data from Mentoring Profiles and Examination Results are analysed to highlight students who require more academic support or structure to their studies.

### Reported on:

**Mentoring Profiles:** In November and March of Year 12 and 13 you will be issued with a Mentoring Profile. This is a document which highlights your target grades, attainment and effort within each subject as well as any positive or negative behaviour actions. Yourself, parent/guardians and tutor will then discuss your performance and set targets for development. The March Mentoring Profile will include a detailed report from each subject on your performance thus far. In the June of Year 12 the mentoring session will focus on university/employment options.

**Triangle Evening:** In November of Year 12 and 13 there is also an evening for meetings between parent/guardians, students and teachers, where subject teachers will report back on your performance within their subject specifically.

**Achievement Awards:** As well as Sixth Form Awards within Assembly, there is also the School Achievement Evening where outstanding performance in a variety of areas is celebrated.

# Leadership/Enrichment Opportunities

As part of the School's Leadership Specialism, we encourage all students to take on a leadership role within the Sixth Form (either through extra-curricular activities) or through the Active Participation Scheme. Here are some ideas of leadership/enrichment opportunities, although more will be advertised and explained to you over the next few weeks.

## Captaining Sports Teams



House Captain



Peer Mentoring



CSLA



## Senior Students



Duke of Edinburgh



Language Leaders



Dance Leaders



## YEP



Rock Challenge



Fair Traders



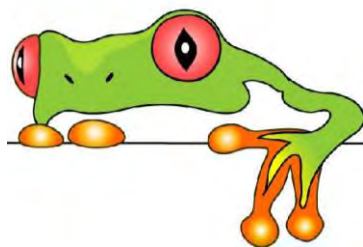
Science Leaders



## Paired Reading



## Frog Champions(ICT)



## Teaching Assistants



## Subject Reps



**As well as these leadership opportunities there are also a number of enrichment activities such as:**

Choir

Jazz Band

Samba Band

Rock Challenge

Fair Traders

YEP

Football (M/F)

Mixed Hockey

Hockey (M/F)

Rugby

Netball

Cricket

STEM

Media Design

Robotics

Graphic Novels

Debating

Rock School

Orchestra

Astronomy

Chess

Tennis

Rounders

Swimming

Circus Skills

## The Important 'Places' for Sixth Formers

There are a number of important places for Sixth Form students, particularly as we move into our new building. Here is a brief summary of what different spaces can be used for by Sixth Form students.

### Sixth Form Communal Area

This large area within the new building is ideal for students who need to work collaboratively on projects or revision for example. There are a number of electrical points and areas to use laptops as well as desks for group work and relaxation during break and lunch times.

### Sixth Form Study Areas (within Sixth Form)

There are a number of study areas within the new Sixth Form and their use will range from 'Silent' work for students who have important deadlines upcoming or prefer that working environment, to 'quiet' work rooms where dialogue between students may be a necessity.

### Sixth Form Study Areas (within Main School)

Most subjects have a Sixth Form area within their department which is designed specifically so that Sixth Form students can use department resources and expertise during Study Periods and non-contact periods. These rooms are extremely beneficial when working on subject specific tasks.

### EAT

The school canteen EAT is located on the main Quadrangle. Not only is this a place to purchase food during break and lunchtime, but also an extra study area for Sixth Form students from Period 1 to 5.

### Explore

Explore is the school's learning resource centre. It can be located within the Atrium of the new building and should be used by Sixth Formers to access key resources for homework/project tasks and is a key resource for the EPQ. Explore contains daily newspapers which may also be read by Sixth Formers in order to keep abreast of current affairs. Important Careers/University information is also stored here.

### IT Facilities

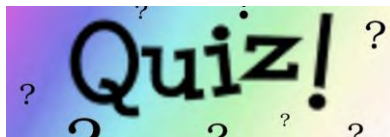
Sixth Formers are given access to a number of IT suites with dual boot PC/Mac systems throughout the school day. As well as this Sixth Formers can loan out laptops for the day/lesson from Explore. The Sixth Form centre is fully wireless so students can conduct internet research on their own/school laptops.

## Social Events

There are a number of social events throughout your time at Sixth Form that you may wish to participate in. Some of the headline events are described below, but we encourage you to organise your own events also.

### Sixth Form Quiz

Within the first month of your time within the Sixth Form, we host a Sixth Form Quiz Evening. Although often highly competitive, the aim of the evening is to spend time with your newly found friends and to get to know other students who you may not yet have met. There is often a fancy dress theme for the evening and drinks and snacks will be served.



### Ice Breaker

There is a tradition within the Sixth Form that Year 13 students organise an Ice-Breaker Party for Year 12 students within the first half-term. This is not organised by the Sixth Form itself but has proved very popular in the past and encourages an integration of both year groups within the Sixth Form



### Inter-Tutor Rounders

In the summer term of Year 12 we plan to hold an Inter-tutor rounders tournament. The event will allow students to join together to celebrate the end of the examination period and to cement friendships that have been established over the year (as well as beat some of their opposing tutor groups!)



### Sumer Ball

The end of Year 12 and 13 is celebrated with the Annual Summer Ball. This offers a chance for students to dress up to the nines and celebrate a successful year with both their friends and teachers.



# Dress Code

Students are not required to wear uniform in the Sixth Form though there are guidelines concerning clothes and accessories. Students should arrive in clothes that are suitable for studying in. A good rule of thumb is to choose an outfit that would be appropriate in a business office on "Casual Fridays". This means that clothing should be smart and modest but comfortable.

**You are asked not to wear the following items;**

## Girls

- Short shorts with or without tights/leggings
- Very short skirts
- Cropped or strappy or strapless tops
- Short and skimpy dresses
- Lace/patterned tights and leggings
- Flip flops
- Clothing with inappropriate messages

## Boys

- Flip flops
- Low cut jeans
- Clothing with inappropriate messages
- Board Shorts

\*Hats are only to be worn outside.



# Attendance Policy

## Sixth Form Attendance

- Our expectation is 100% attendance
- Students are expected not to take holidays in term time
- Attendance is monitored by the Sixth Form attendance officer and tutor
- Our expectation is for students to remain on site for all lessons and study periods until the end of the school day

## Entrance to Year 13

- At least 85% attendance
- 3 E's at AS Level in the subjects that you are going to continue into Year 13
- EPQ target achieved

## BTEC/Nationals

If you are studying for BTEC/Nationals or a combination of these and AS levels you must have the equivalent of 3 subject passes

As there is no formal examination for BTEC at the end of Year 12 you must have satisfied **all** pass criteria by the summer term



## What do I do if.....?

These are some of the questions the Sixth Form Team are often asked by students:

What do I do if.....?

<b>I miss a lesson?</b>	See your teacher, it is the expectation you copy up all the work you have missed
<b>I want to go on holiday?</b>	You must collect a holiday request form from student reception, pass it to Miss Smith and await the outcome.
<b>I really need to talk to someone?</b>	Speak to your tutor or a member of the Sixth Form Team. Miss Smith is available most of the day in the centre.
<b>I am struggling with the demands of AS levels?</b>	Talk to your tutor, your subject teacher(s) and /or member of the Sixth Form Team. They will help you with a Study Plan.
<b>I am getting behind on my work?</b>	Talk to your tutor, your subject teacher(s) and /or member of the Sixth Form Team. They will help you with a Study Plan.
<b>I am feeling ill?</b>	You must (for legal reasons) sign out using the Sixth Form sheet. This will be monitored by Miss Smith.
<b>I have a non-contact period after-lunch?</b>	Use the non-contact period to consolidate work or complete homework. You are not permitted to leave the Sixth Form until the end of the school day.
<b>I need to get food at lunchtime?</b>	At lunchtime you are permitted to leave the school grounds to purchase food etc. However you must be back in time for pm registration.
<b>I feel I am being bullied or someone I know is?</b>	Speak to your tutor or subject teacher in the first instance and it will be referred to the Sixth Form Team. Bullying of any sort is not tolerated within the Sixth Form
<b>I am having issues in a particular subject?</b>	Discuss this with your subject teacher and if it is not resolved bring this up with your tutor during your reflection meeting.

<b>I have no homework and have a non-contact period?</b>	There is lots you can do; work on your EPQ, use Explore for research, consolidate your class work, read ahead on future topics.
<b>I don't have time for homework and paid work?</b>	Whilst we realise in some cases it is a necessity to support your education with paid work, you must remember that your school work is your priority and you may need to reduce your working hours.
<b>I have any other concerns or worries during my time at Sixth Form?</b>	Make sure you speak to your tutor or any member of the Sixth Form Leadership Team.