



The Sixth Form Team

Mrs Diane Hickmore Director of RCT Sixth Form

Mr Ben Pickard Head of Year 12

Mrs Yvette Edwards Sixth Form Administrator

Mr Gulzar Ahmed	Sixth Form Tutor 6.1
Mrs Ellen Benney / Mrs Keren Seymour	Sixth Form Tutor 6.2
Mr Paul Mawditt / Mrs Kate Carpenter	Sixth Form Tutor 6.3
Dr John Robinson	Sixth Form Tutor 6.4
Mrs Joanne Livsey / Mrs Kate Karamazundo	Sixth Form Tutor 6.5
Mrs Ange Hobbs	Sixth Form Tutor 6.6
Mrs Bev Ditton / Mrs Sue Bence	Sixth Form Tutor 6.7
Mr Brendan Rooney	Sixth Form Tutor 6.8
Mr Mark Clare	Sixth Form Tutor 6.9
Miss Tracy Mills / Miss Theresa Angus	Sixth Form Tutor 6.10
Mrs Sally James	Sixth Form Tutor 6.11



Additional Key Sixth Form Staff

Mrs Tracey Williams	Examinations Officer	School House
Mr Jem Green	Director of Finance / Bursary Advisor	Finance Office - KSHS
Mr Ian Scholefield	Work Related Learning Co- ordinator	Room 25
Mrs Rosemary Brooks	Additional Educational Needs SENCO	School House
Mrs Pam Clapham	Student Support Mentor	School House
Mrs Sheree Manley	Student Support Mentor	School House
Mrs Pauline Warhurst	Student Support Mentor	School House



Sixth Form Bursary

- Who is eligible? – Level 2 bursary – In receipt of free school meals, means tested benefits, tax credit awards
- For educational purposes
- Maximum £900 year
- Information on Carre's website (SJSF area)
- Student can pick up an application form and full details from Mrs Edwards in the Sixth Form Office
- Applications to Sixth Form Office by Friday 18 September
- Expectations – if a student does not meet the Sixth Form expectations including attendance and punctuality, the bursary will be withdrawn for the remainder of the academic year
- If a student is placed on Stage 2 or higher of the Sixth Form Discipline Code, the bursary will be withdrawn for the remainder of the academic year



Attendance is a Key Factor for Success

- Morning registration with tutors at 8.45am
- Procedure if a student is unable to attend
- 95% attendance is a requirement
- Below 90% parents/carers will be asked to attend a formal meeting with Head of Year and tutor
- Attendance is expected at all lessons, official timetabled supervised study sessions, Extended Project Qualification lessons and Wednesday afternoon Enrichment sessions



Absence Procedure for Parents/Carers

- If there is a genuine reason for absence, parent/carer must inform Carre's Main School Office before 10am by telephone or email on each morning of absence.
- The office will pass this information to Mrs Edwards, Sixth Form Administrator. If we have not been given a reason for absence by 10am then Mrs Edwards will contact the parent/carer to find out if the reason for absence is genuine.
- Students cannot miss lessons for a driving lesson – this would be an unauthorised absence, but students can have absence authorised for a driving test.
- It is important to note that most references for employers/Higher Education require data about attendance and punctuality. It is, therefore, essential for students to maintain an excellent attendance record that we may refer to upon any requests for a reference on your behalf. **In view of the Covid-19 situation we will, of course, make account for this as it is essential that students do not come into school with symptoms. The register will be marked accordingly and will not count against a student's record of attendance.**
- An attendance and punctuality check will be made weekly and if this gives us cause for concern your parent/carer will be informed and it is possible that the Sixth Form Discipline Code will be used.



Time Out of School for Driving Tests, University Open Days, Work Experience and Planned Medical and Dental Appointments

If a student takes time out of school for a medical/dental appointment, university open day, interview, work experience or sport activity which has not been arranged through the school, the student must inform Mrs Edwards in the Sixth Form Office and collect, complete and return a green 'Leave Request' form which should be signed by your teachers and parent/carer.

This ensures that your subject teachers are aware, in advance, of your absence from their lesson.



Support and Guidance

The Role of the Tutor

The tutor is the first point of contact for parents/carers and students for any concerns arising through school work or any other issues.

All Year 12 and 13 students meet for registration in the morning with their tutor (unless their period 1 lesson is at SGA). Tutor groups are mixed Year 12 and Year 13 students.

The tutor is the academic and pastoral mentor and will monitor attendance and progress. They will be one of the people students can turn to if they needed advice, including career and Higher Education advice.

When termly tracking grades are published, students will meet with their tutor to discuss progress and draw up a plan of action to ensure that they achieve their full academic potential.

The tutor will be responsible for writing the reference when a student applies for university, employment, apprenticeships etc.



Student Support Mentors

We have three Student Support Mentors who are here to support Sixth Form students. They offer personal counselling, advice and help with study skills.

Sometimes we encourage students who have encountered problems to seek help from the Student Support Mentors. Sometimes students choose to ask for help themselves.

The mentors are always there for students.



The Independent Learner

- National and internal research has indicated that for success in the Sixth Form a student should be doing a **minimum** of 20 hours independent work each week outside the taught lessons in class.
- In the Sixth Form it is essential that students move away from the idea that '*homework*', set by the teacher, is the only work to be done out of lessons.
- '*Independent learning*' means so much more than simply doing your homework.
- Reviewing work on a regular basis is essential.
- We recommend that a student will spend a minimum of 5 hours on each subject outside the classroom. In order to address this issue each department has produced a subject specific independent study guide to ensure that all students understand the additional things that they should be doing outside of the classroom. The independent study guides are available on the school website, within the Sixth Form area, for you to view. <http://www.carres.lincs.sch.uk/site/section/sixthform/default.asp>



Supervised Study

- Formal, registered supervised study in the conservatory for a minimum of 2 sessions per week.
- If a student is behind with work this will be increased as part of the support plan.
- For non-formal sessions students can work in the conservatory (but will not be formally registered), other available rooms including Art rooms or Tech rooms or PE rooms or at SGA or KSHS if they have prior agreement with teachers and inform Mrs Edwards. They will need to sign out.



VESPA – growth mindset

Skills for life, including independent study skills, time management, career guidance and planning for the future will be covered in tutor time and during CORE sessions on Friday period 1 Week 2.

It is essential that students attend these CORE sessions throughout the year.

The sessions place particular emphasis on **Vision Effort Systems Practice Attitude**. It follows a countywide initiative for Sixth Form students called VESPA (Growth mindset)

For more information follow the link

<https://www.vespamindset.com/>



Study Skills – Examples of Best Practice

- ‘Keep folders organised. A small thing that makes a real difference’
- ‘Do not just make notes, make sure that you understand them and try to learn the work as you go along’
- ‘Do as many past papers as possible and compare your responses with the mark schemes/model answers’
- ‘Make clear notes throughout the course so that they are ready to be used for revision’
- ‘Work in small groups to learn from others and to teach others’



Tracking Grades, Reports, Parent Evenings

Tracking grade information will include:

- ALPS Target – based on overall GCSE results
- Effort Grades
- Concern Codes

Dates of issue of Tracking Grades and Reports:

- Tracking 1 Friday 6 November
- Tracking 2 Thursday 17 December
- Parent Evening Wednesday 6 January (tbc)
- Tracking 3 Friday 19 March
- Tracking 4 (and examination results) Friday 28 May
- Year 12 Report Friday 9 July



Year 12 Internal Assessments and Examinations

- Monday 9 November – Friday 20 November Formal Assessments in class
- Monday 26 April – Friday 30 April Internal Examinations
- Re-sits Monday 28 June and Tuesday 29 June



Continuation of a Subject into Year 13

- Students will, wherever possible, continue all subjects/courses through to Year 13.
- This means that it is vital that students have selected the most appropriate subjects for their ability, future career requirements and enjoyment.
- It is essential students work consistently hard throughout Year 12 to build a firm foundation for Year 13.
- Formal Assessments and examinations in Year 12 are part of the formal tracking system.
- BTEC and CTEC courses – students must complete all the required Year 12 units to be able to progress to Year 13 on these courses.



Planning for the Future – Advice from Sixth Form Students

- Have a good idea early in Year 12 about what you want to do after Sixth Form. Plan and research. It helps to keep you motivated and you have something real to work towards.
- Use the Unifrog online careers destination platform throughout Year 12. It is the place where students can compare every university course, apprenticeship and FE course in the UK. It also has very helpful information about writing personal statements and CVs.
- Don't turn down any opportunity to take part in extra-curricular events, because you will regret it when the time comes to write your personal statement.



Enrichment and EPQ



Extended Project Qualification

How soon can we expect to see pilotless commercial flights?

Does the Copenhagen interpretation of quantum mechanics best fit the evidence?





Enrichment Wednesday afternoon 2020 - 2021

Football
Netball
Rugby
Indoor Sport
Fitness / Gym
Volunteering / Work Experience
Arts Award
Independent Study for example time to work on EPQ
Music Appreciation
Duke of Edinburgh
Bedsit Cookery/Living on a budget
Autumn Term – Maths Support for A-levels Support for those not taking Maths A-level but who need to be able to use Maths in other subjects - Sciences plus Geography and Psychology (e.g. statistical analysis)
Spring Term – Team and Leadership Skills A variety of activities to develop teamwork and leadership skills. Excellent preparation for the Forces or any other role.
Summer Term – STEP Maths. Advanced Maths for those applying for Maths degrees or other courses like Engineering where STEP Maths is desirable.
Wellbeing
Book Club
Debating Club
Running/HIIT club
Sewing Bee



The Sixth Form Dress Code

- What do we expect? – Smart business wear (see following slides for detail).
- Sixth Form Students are very important role models for our younger students
- It is an expectation, for safeguarding, that all Sleaford Joint Sixth Form students wear the **SJSF purple lanyard** around their necks **at all times**. These lanyards are provided by the base school. If a student loses their lanyard the school will replace the first time but the student will be asked to pay for the next replacement. The cost of replacement will be £2 for a full replacement, £1 for a card reprint or lanyard ribbon replacement and 10p for a replacement card holder.



Dress Code for Girls

- Skirt/dress length should be appropriate for professional wear.
- A tailored jacket with a choice of trousers, skirt or dress. The fabric should not include tight/stretchy material, denim, corduroy or leather.
- A smart shirt or top of any colour.
- No strappy tops or those that show midriff or cleavage.
- Appropriate smart shoes (shoes with excessively high heels, trainers, canvas shoes, flip flops, beach sandals, Doc Marten boots or Ugg-style boots are not appropriate and should not be worn).
- In colder weather a smart cardigan or jumper worn under the jacket is optional.
- No hoodies, either under or over suit jackets.
- Subtle make-up and a small amount of jewellery will be permitted. No facial piercings or tattoos should be visible. Hair should show no extremes of style/fashion; if dyed, it should reflect a natural colour.



Dress Code for Boys

- A suit i.e. a tailored jacket with trousers. The fabric and colour of both items should be the same, and not include leather, denim, corduroy or tight / stretchy material.
- A smart shirt of any colour.
- Sixth Form tie – available from Carre's Main Office.
- Smart shoes (no trainers, sandals, canvas shoes, flip flops, Doc Marten boots).
- In colder weather a smart cardigan, jumper or waistcoat worn under the jacket is optional.
- No hoodies, either over or under jackets.
- Jewellery should be discreet and hair should show no extremes of styles/fashions; if dyed, it should reflect a natural colour. No facial piercings or tattoos should be visible.



Discipline Procedure

- **Stage 1.** A verbal warning will be given by Mrs Hickmore, Director of Sixth Form. A letter will be sent home to explain that a verbal warning has been issued.
- **Stage 2.** A written warning will be given by Mrs Hickmore, Director of Sixth Form. A copy of the written warning will be sent home.
- **Stage 3.** A written warning will be given by the Headteacher. A copy of the warning will be sent home.
- **Stage 4.** Headteacher's review. A review of the student's place within the Sixth Form will be conducted. Parents/carers and student will attend review meeting.



Looking Forward to Life After School

- Students should aim to have a good idea early in Year 12 about what they want to do in the future. It helps to keep motivation high and gives them something real to work towards.
- University choices will be dependent upon the predicted grades given by subject teachers.



Year 12 Career Planning

- Career planning happens throughout Year 12 via tutors, Head of Year, Director of Sixth Form and Ian Scholefield (Work Related Learning Co-ordinator) and outside agencies.
- Unifrog online Careers Platform.
- Ucas website.
- <https://www.gov.uk/apply-apprenticeship>
- At the end of the Summer term there are specific events that take place (of course this will, in 2021, be dependent upon the Covid-19 situation) including university and college trips, and all students will hopefully be able to take up a one week work experience placement.



It is never too early to start research

- The Sixth Form Planner/Diary has a list of websites and books that students should use to help them prepare for Higher Education, apprenticeships or employment.
- Regular emails from Mr Scholefield and the Sixth Form Team. It is essential that Sixth Form students regularly check Carre's emails.
- The LRC has a great variety of books on careers/university.
- Consider relevant Work Experience, which can be done throughout the Sixth Form as part of enrichment (Wednesday afternoon) or during parts of the timetable where a student has no lessons (again Covid-19 situation dependent – restrictions might apply).



Work Experience

- At the end of the Summer Term – date to be confirmed (and of course dependent on the Covid-19 situation).
- We hope that students in Year 12 are able to take up a one week work experience placement at the end of the Summer Term. It is a very good idea to start planning this as early as possible.
- Mr Scholefield has already sent emails to students regarding a variety of virtual work experience opportunities. Here are just 3 examples:

<https://www.prospects.ac.uk/jobs-and-work-experience/work-experience-and-internships/virtual-work-experience>

<https://barclayslifeskills.com/i-want-virtual-work-experience/school/virtual-work-experience/>

<https://www.thelawyerportal.com/free-guides/law-work-experience/virtual-work-experience-for-law-students/>