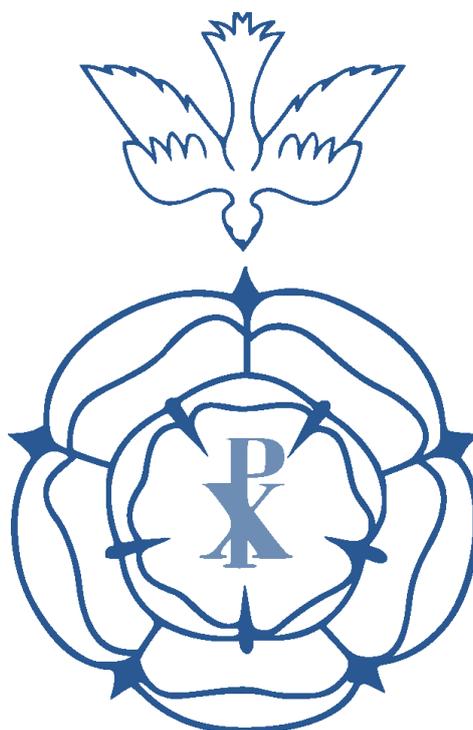


# The McAuley Catholic High School and Sixth Form



## 'Sixth Sense'

### A practical guide for Year 12 Sixth Form students and parents 2018/19

#### Important dates (provisional):

Term 1.1	Tue 4 Sept – Fri 26 Oct	Term 1.2	Mon 5 Nov – Fri 21 Dec
Term 2.1	Mon 7 Jan – Fri 15 Feb 2019	Term 2.2	Mon 25 Feb – Fri 12 Apr
Term 3.1	Mon 29 Apr – Fri 24 May	Term 3.2	Mon 3 Jun – Fri 19 July

**INSET days:** Mon 3 Sept, Fri 26 Oct, Mon 3 Dec, Fri 21 Dec, Mon 6 May

**Parents Evenings:** Thu 7 February 2019      **Bank Holidays:** Mon 22 July

**Examination Contingency Day\*:** Wed 26<sup>th</sup> June 2019

**SARs\*:** SAR1 w/c 15 Oct, SAR2 w/c 28 Jan, SAR3 w/c 1 Apr, SAR4 w/c 1 July

\*This is in case any sustained national or local disruption arises during the June 2019 examination season. Students should be available until this date for any rescheduled exams.

\*\*Student Assessment Reports

*"I have come that they may have life, life in all its fullness" – John 10:10*

## **'Sixth Sense' - A guide for Sixth Form students and parents 2018/19**

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### **Welcome**

Welcome to the McAuley Sixth Form.

The purpose of this guide is to introduce you to life as a Sixth Form Student at McAuley and outline the practicalities of sixth form life. It contains important information so please keep it for future reference. The procedures outlined in this guide may change during the course of the year. The latest version of 'Sixth Sense' can be viewed via the 'Sixth Form' tab of the school website, [www.mcauley.org.uk](http://www.mcauley.org.uk)

Our aim is that you should find your experience in the Sixth Form stimulating, challenging and interesting. It is our aim that you flourish as an individual; emerging as a young adult with a set of academic results as well as a portfolio of experience and expertise across a range of areas of interest that will set you apart when the time comes to make your applications to university or school leaver programmes. This handbook will introduce you to life as a Sixth Form student at McAuley.

We hope that it will help you make the most of your Sixth Form experience over the next two years

### **Our Mission Statement**

The McAuley Catholic High School offers a distinctive Catholic education in partnership with parents and the local Churches. We believe in the unique dignity of each individual within our community and therefore treat each other with deep respect. Each individual is challenged to be the best that they can be in a Christian atmosphere of peace, justice and reconciliation. We commit ourselves to equality of opportunity and access to lifelong learning. We actively promote and encourage the development of your students in all aspects of their lives.

## Key contacts

There is a large team to support you through your sixth form journey. Form Tutors should be the first point of contact for students who experience any difficulties. Other key contacts are:

Head of Sixth Form/Assistant Headteacher -----	Mr Shenton
Head of Year/HE Adviser/Learning Mentor/UCAS coordinator ---	Mrs Hurley
Sixth Form Administrator -----	Miss Harte
School Chaplain -----	Polly Witter
Safeguarding/Child Protection (whole school) -----	Mr M Allison
Safeguarding (Sixth Form) -----	Mrs Hurley

In the Sixth Form, we provide a learning and social environment where students are encouraged to be the best they can be in all that they do. We do our best to deal with every student on an individual basis. Students know they can trust us to support, encourage and motivate them along this new and challenging learning journey. We have an open door policy and will meet with students as requested.

We aim to respond to parental enquiries within 24hrs and arrange to meet at the earliest practicable convenience if required.

## Attendance

Universities and employers, like us, place great emphasis on high attendance. There is a very strong correlation between high attendance and achievement so all students should aim for 100% attendance with any absence being unavoidable.

Unless you have notified us of a planned absence beforehand, your parents will be contacted by text on the first day of absence. Parents should contact the Attendance Officer, Mrs Smith, by phone on 01302 537396 ext 280 explaining the reason for the absence before 9:00am on the morning of any unplanned absence.

An **Absence Request Form** along with supporting evidence should be submitted to the Sixth Form Office at least 2 days before any planned absence. Absence Request Forms are available in the dispenser opposite the sixth form office and online.

We allow each student up to a maximum of 2 school days per year to attend university open days. You should attend open days on weekends/holidays when possible in order to avoid missing lessons. Students are expected to make medical appointments outside school hours, where possible, to avoid missing taught lessons. It is your responsibility to collect/catch up on any missed work due to absence.

**Students must attend all timetabled lessons.** Y12 students are allowed to leave the school site at lunchtime only. Otherwise, Y12 students are to remain in school throughout the day.

## Holidays

You are in school for less than 200 days out of 365 per year. In the Sixth Form, it is more important than ever before that you do not miss taught lessons so **please do not book holidays with friends or family during term time**. Unless there are extenuating circumstances, holidays taken in term time will be unauthorised. Poor attendance and/or unauthorised absence will be taken into consideration with regard to continuation into Year 13, participation in trips/visits, suitability for senior positions in student leadership teams and invitations to the Year 13 Leavers Prom.

**This is particularly important in June and July when all students will be continuing with their A level studies.**

## Punctuality

Be prompt to all lessons, leave the common room as soon as the bell goes and walk purposefully to lessons! Registration starts at 8:55 in form bases. Arrive early! The Sixth Form Canteen will be open for breakfast, snacks and drinks.

## Signing in late

If you arrive in school after registration then you must sign in immediately at the **Cantley Lane Site Pupil Reception** before going to your timetabled lesson. Not signing in will be recorded as an unauthorised absence. As well as being detrimental to your studies, bursary payments, attendance record, future references etc, sanctions will apply for any persistent lateness issues.

## Teacher absence

You will be informed, by email and notices on the Common Room plasma screen, of any teacher absences. Please read your emails/view the plasma screen carefully every morning so you know whether or not to go to your classroom and whether work has been set! If a teacher is absent for a Period 4 lesson then see the note below re: Period 4 STUDY' periods.

### Period 4 'STUDY' periods

If you have no timetabled lesson period 4 or If you have a timetabled lesson Period 4 and your teacher is absent then you must sign in at the start of the lesson so you get your afternoon attendance mark. Failure to do so will result in an unauthorised absence mark and sanctions will apply.

### Use of 'STUDY' Periods – *“there is no such thing as a ‘free’ period!!”*

'STUDY' periods should be used to: complete coursework or homework, discuss your school-work with friends, read around subjects, research university or employment options, continue with a MOOC (online course). You are not permitted to leave school during study periods so please find a suitable place for private study eg Sixth Form study area, Upper School Library, a free room, back of a classroom subject to negotiation with a teacher etc. 'STUDY' periods are unsupervised, in recognition that students need to take responsibility for self-directed time. This privilege will be removed and students placed on 'supervised study' if abused!

## Signing out

If you need to leave school due to a planned absence and have already submitted an Absence Request Form, then please sign out at Sixth Form Reception or Pupil Reception on the Cantley Lane Site when you leave.

If you need to leave school at short notice during the day eg due to illness or an emergency medical appointment then you are required to sign out with Miss Harte in the sixth form office. In these circumstances, permission must be granted by Mr Shenton or Mrs Hurley and we will contact your parents before allowing you to leave.

## Changing Courses

Occasionally students find that they wish to change or drop a chosen course. If you find yourself in this situation, act sooner rather than later. Course changes are big decisions so seek the advice of your teachers before committing! Before requesting a change, you should:

- consider honestly why you wish to make a change,
- speak to both your Form Tutor and the Subject Tutor(s) about any concerns,
- arrange to see Mrs Hurley who will discuss the situation thoroughly and explain potential impact on progression routes after sixth form.

If a change to your programme is in your best interests, then a 'Course Change Form' MUST be completed. On this form, all changes must be signed for by all relevant staff and your parent/carer before final approval from Mr Shenton or Mrs Hurley. Continue with your lessons until you receive your new timetable. All books must be returned promptly once you have changed or completed a course.

## Continuation to Year 13

The move to Linear A Levels (2 year study programmes with final examinations in Year 13) means there will be assessments at the end of Year 12 to determine how students are progressing. The results of these exams combined with other criteria will enable informed decisions to be made about student progression to Year 13.

### The criteria for continuation into Year 13 will include:

- **Student Assessment Report (SAR) data** – in particular 'End of Key Stage Predicted Grades' and 'Behaviour for Learning' judgements by teachers.
- **Attendance** – unless there are extenuating circumstances we require students to have good attendance (95% or above) throughout year 12 with no unauthorised absences. Poor attendance and/or unauthorised absence will also be taken into consideration with regard to participation in trips/visits, suitability for senior positions in student leadership teams and invitations to the Year 13 Leavers Prom.
- **Evidence of extenuating circumstances** that clearly impacted on performance.

## Target grades

Target grades are set to help measure your progress. You will receive an A level 'Target Grade' for each subject based on your GCSE results. These are aspirational grades and will be explained to you in further detail in your first few weeks. You will have an opportunity to discuss your target grade with your teacher in each subject.

## Progress

You will receive four **Student Assessment Report (SAR)** each year. Each SAR shows your target grades, predicted end of key stage grades, behaviour for learning (B4L), attendance etc

For most students SARs are positive and reassuring. There will be opportunities to discuss any issues through 1:1 discussions with your form tutor and/or academic mentor. You, with your parents/carers if needed, may be required to meet with one of the sixth form team if there is a cause for concern.

## Academic Mentoring

Academic Mentoring is a crucial part of the Sixth Form experience. Academic mentoring takes place once a week and is labelled as 'PSE' on your timetable. You will meet your academic mentor from time to time and you will be expected to reflect on your performance and study habits. Any action plans may be recorded and shared with your subject tutors and the Sixth Form Team.

The main aims are to:

- motivate, challenge and support you
- help you become a confident, motivated and resilient learner
- empower you to develop independent study skills for university or employment
- improve your attainment

It is important that you take an active role in Academic Mentoring by:

- being honest about your attitudes and your effort outside of lessons
- asking for ideas on what to do to improve
- reflecting on your subject grades compared with your targets
- making and sticking to any SMART targets made

This is a very positive, reassuring process and will support your transition between school and university/employment. If B4L remains unsatisfactory over a period of time then more direct intervention may be required and your parents will be informed.

## Mobile phones

Sixth Formers are allowed to use mobile devices in the **Sixth Form Block Only** during the school day. This is a special dispensation for sixth formers only. Elsewhere, sixth formers must observe the whole school mobile phones policy as published on the school website eg mobile phones must be turned off, put away and not used on or between the Cantley and Acacia sites at all times during the school day.

## Sixth Form Uniform

*"If you look the part then you'll feel the part and play the part"* – Michael Vaughan.

We believe that uniform creates an identity for our school and is a cost effective, practical way of ensuring that students wear appropriate clothing. Uniform is compulsory for all Sixth Formers. As senior students, Sixth Formers should observe the highest standards of personal hygiene and presentation.

Please be mindful of the guidance below when buying clothes for school. Retailers may sell clothing described as 'school wear' that does not conform to the Sixth Form Uniform code so keep your receipts! Sixth Form ties are available for purchase via the sixth form office.

<b>General</b> (Please see overleaf for gender specific details)		
<b>BOYS &amp; GIRLS</b>	<b>Sweaters</b>	<b>Black plain V necked sweater or cardigan</b> (no sports logos/designer badges) Items with the school logo on are available for order from the school (limited stock)
	<b>Shoes</b>	Plain black only. Shoes should be suitable for all school terrain. No stilettos, canvas, converse, trainers, boots or ballet pumps. No obvious studs or logos. No open-toed/backless footwear.
	<b>Ties</b>	Clip on, plain, red with school crest. Must be worn correctly at all times.
	<b>Trousers</b>	<b>Plain black classic style.</b> No jeans, jeggins, bootleg or combat style. <b>No stretch/skin tight</b> fabric or linen. No accessories or extremes of length or width.
	<b>Socks</b>	Plain black only
	<b>Earrings</b>	Discreet, one pair and in lobes of <u>both</u> ears. No stretchers or bars. No extreme sizes e.g. loops
	<b>Piercings</b>	No facial or other visible piercing allowed under any circumstances. You will be required to remove these if worn in school.
	<b>Belts</b>	Plain black. No large buckles, accessories or logos.
	<b>Badges</b>	School badges only permitted.
	<b>Headgear</b>	Practical headgear to protect against the weather to be worn outside only. Otherwise no head garments to be worn (except those used for medical or religious reasons) or indiscreet accessories.
	<b>Outdoor gear</b>	Practical coats/jackets that protect against the weather only. No hooded fleeces, tracksuit tops, corduroy, leather or denim jackets.
	<b>Hairstyle</b>	No extremes of style or colour. Hair dyed with obvious unnatural colouring, whether fully or partial, is not allowed. No low grades of shaven heads
	<b>Bags</b>	Must be practical for school use e.g. able to take A4 folders and text books

<b>Gender specific</b>		
<b>GIRLS</b>	<b>Skirts</b>	<b>Smart plain black, 'business-like', <u>knee length</u>.</b> No accessories such as full length zips or fashioned belts. <b>No skin tight or stretch fabric</b> , miniskirts, peplum, 'puffers' or 'tulips'. No extremes of length or style.
	<b>Blouses</b>	Plain white, buttoned to the collar and tucked in at all times. Pleated, sports or casual blouses are not allowed. No slogans, messages or emblems.
	<b>Tights</b>	Plain black, grey or natural (no patterns). No footless tights.
	<b>Make - up</b>	Discreet, if worn i.e. no bright or vivid colours. Sensible nail lengths
<b>BOYS</b>	<b>Shirts</b>	Plain white, buttoned to the collar and tucked in at all times. Pleated, sports or casual shirts are not allowed. No slogans, messages or emblems.

The Sixth Form and School Leadership Teams have the final say on the suitability of any item of clothing, jewellery, make-up or hairstyle etc. Students will be expected to accept any judgement made and rectify any issues ASAP. Eg borrow/buy a replacement, remove inappropriate items etc.

## **Communication**

Occasionally, we need to communicate important school/Sixth Form information to parents/carers. The school uses SchoolComms to send emails, letters or texts. Please ensure that you update us with any changes to your contact details.

Any news article published on the website is automatically distributed on Twitter. You can follow us @McAuleySch

With regards to addressing concerns, you are now in non-compulsory education; it is your choice to enrol into sixth form and your responsibility to observe the conditions of your enrolment. We recognise that you are approaching adulthood so we encourage you to take more responsibility for your behaviour and learning. If there are any causes for concern, then you will be the first person that we will speak with and you will be given opportunities to resolve issues before we require additional support/conversations with your parents. The student – parent – school relationship is crucial to your success so we encourage you to discuss your learning experiences with your parents as well as school staff.

## **Announcements**

We do our best to ensure that students are informed of day to day Sixth Form announcements, reflections and progression opportunities related to university, 'notgoingtouni' and employment. These are mainly communicated via your school email address, common room plasma screen and announcements in registration. **Please check/read emails as part of your daily morning routine.**

## Sixth Form Council

We are always interested in your views and any suggestions on how your sixth form experience can be improved. Any issues and ideas raised via your Form Representative are discussed in **Sixth Form Student Council** meetings. These are led by the Head Boy, Head Girl Team with a member of the Sixth Form Team and Form Reps in attendance. There are many opportunities to develop leadership skills through the sixth form council so we encourage you to raise issues with your form rep and get involved!

## Sanctions

The vast majority of sixth form students observe the highest standards of general and learning behaviour. However, in the event that a condition of enrolment has been breached then we may apply the following:

- **After School Detention** (Parents are not normally informed of these) This mainly applies for isolated incidents. Failure to attend will result in the sanction being doubled and possible referral to the Social Inclusion Unit.
- **Sent home** (Your parents will be informed/message left if you are sent home). This may apply in response to a more major incident. If sent home, you would also be set after school detentions for a time equal to that missed in school.
- **Inclusion/Exclusion** – Y12 students are subject to the behaviour policy of the school. Referral to the Social Inclusion Unit and/or exclusion will apply in more serious incidents.

The school reserves the right to review your suitability for a place in the Sixth Form and/or take you off roll in response to significant major incidents or persistent problems.

## Smoking (including e-cigs)

The school and its grounds are 'no smoking' areas at all times, including parents evenings and other events out of school time. Students are not allowed to smoke when wearing school uniform or representing the school eg when at the local shops or on trips/visits.

## Extra-curricular activities

We offer many opportunities to support your personal development. Activities include: Sports Teams, Music Groups, Retreats, Young Enterprise, Reading Partners Literacy Support, Springboard 7 Numeracy Support, Public Speaking competitions, Faith & Light Party, Mature Citizens Party, Residential trips, Student Council, Talent Shows, charitable events, school productions, Canoe Club, First Aid, Sixth Form Magazine, World Challenge and Sign Language Course. We're always keen to hear your ideas and will support you if you want to start one up!

## **Part time work**

Part-time work is very valuable. However, research suggests that anything over nine hours part-time per week will have a detrimental effect on your academic performance. You are expected to complete 10-16 hours of homework per week. Students are not permitted to complete any external paid work during the Sixth Form day; Monday to Friday 8:55am.to 3:40pm. **Don't be short sighted and over commit yourself to part time work** - the short term financial/social benefits will be detrimental to your longer term academic success and chances of progression to your chosen university course or employment.

## **Work experience**

Work experience is extremely valuable and essential in fields such as teaching, medicine, care professions etc. You are allowed to participate in voluntary unpaid work experience in school time during 'STUDY' periods and we may introduce a Work Experience Week towards the end of Year 12 from this year (to be confirmed). It is your responsibility to organise your own work experience. Once a placement has been found, please collect a work experience pack from the sixth form office. You are required to keep a log of your work experience. Minimum hours of work experience are an additional entry requirement for some courses/vocations; ensure that you research the need for this and make arrangements as early as possible so you have at least the required number of hours before you apply. You cannot be paid for voluntary work experience undertaken during school time.

## **Driving lessons**

Students with good attendance, B4L and progress are allowed to arrange driving lessons during lunchtime or enrichment/'STUDY' periods. Parental permission is required and should be submitted to the Sixth Form Office. Otherwise students must arrange driving lessons outside of school time.

## **Student drivers**

If you have a car, moped or motorbike then you must register your vehicle and sign a 'Responsible Driver Agreement' form with the sixth form office. You can only park in the Sixth Form Car Park and you are not allowed to use your vehicle to drive between sites. You are allowed to leave site in your vehicle at lunchtime but you must ensure that you and all passengers return on time for Period 4. If you need to park in the surrounding streets, please show consideration for the local residents. Do not park over driveways or too close to junctions. Be considerate with your driving style and speed on school premises.

## **Entering and exiting the Cantley Lane site**

Please note that there is just one entrance which is separate from the exit to the Cantley Lane site. We ask that parents, teachers and students use the correct access and be particularly patient at busy times when school buses cause congestion at the start and end of the school day. Visitors should not enter either site between 8:30 – 9a.m and 3:30 – 4pm.

## **Study and Exam Revision tips – how parents can help**

**Here are the top 10 tips from one group of caring parents to the next.**

**Many of these apply in general term time as well as preparation for examinations:**

1. A dedicated quiet space with good natural light or lighting is best for studying, with no distractions. If you have other children who are not studying for exams, make sure that they know the importance of revision time.
2. Ensure that your son or daughter has a sense of balance between work, rest and play!
3. Be around as a 'feeding station' – feed your child lots of healthy food and proper meals - not too many sugary snacks and junk food!
4. Get involved with their learning - read their work and test them on it, work with them to research a new topic on the internet, at the end of a day ask what was learned, what questions they asked, any over and above efforts etc. .
5. Reassure them you are more concerned about their attitudes than their results.
6. are studying and how they feel they are progressing. If you know that they are not at their best first thing in the morning, encourage them to rest then and work when they are livelier. They should choose their weakest/sleepiest time of day to be sociable and go out, or watch TV at those times.
7. If your son or daughter has a medical condition, for example diabetes or hayfever, or you feel there may be extenuating circumstances eg family crisis, divorce or bereavement that might be to the detriment of exam performance then make sure that the school knows about it ASAP. 'Special considerations' may be applied by the awarding body.
8. Every lesson should generate up to 1 hour of homework, reading around the subject etc. There is no such thing as 'no work set' so students are expected to have school work to do in the evenings/weekends. Challenge them or contact school if no work is brought home!
9. Make sure that your child is using the internet to genuinely study and not to give the appearance of study!
10. Tell them that they can only try their best and even if they don't do as well as you'd hoped, you still love them just as much.

## Post Sixth Form pathways

It is important that you make informed choices about your life after McAuley.

Throughout your time in 6th form, you can access:

Meetings with Careers Inc., an independent Careers advisory service.

Information about different university/employment opportunities via announcements, poster/display, email, visiting speakers

Opportunities to attend Open days at various universities

Talks from University Admission Tutors

Information about student finance

A tutorial programme which offers an insight into the UCAS process

Opportunities to meet with Mrs Hurley as required

Interview practise before University/Apprenticeship interviews.

Specific advice regarding Oxbridge applications

Advice for those applying for competitive courses e.g. Medicine, Dentistry, Law, Veterinary Studies, Midwifery etc

**LAMA (Life After McAuley)** activities and summer conference,

From the start of Year 12, you will be encouraged to 'have life in all its fullness' which means getting involved in all aspects of school and liturgical life.

***We hope that you find this handbook useful and that you have an enjoyable and successful experience in The McAuley Sixth Form.  
We look forward to working with you!***

*R Shenton*

Mr R Shenton  
Head of Sixth Form

*G Hurley*

Mrs G Hurley  
Assistant Head of Sixth Form

*“I have come that they may have life, life in all its fullness” – John 10:10*