



HEDINGHAM SCHOOL AND SIXTH FORM

ACHIEVEMENT & EXCELLENCE



SIXTH FORM PARENT INFORMATION 2018-2019



Headteacher:	Mr J Panayi
Deputy Headteacher:	Mr A Harvison
Leader of Sixth Form:	Mr R Hyde
Mrs S Miley:	Sixth Form Assistant

Telephone Number

Hedingham School:	01787 460470
Sixth Form Office:	Extension 230

Email

HED.Enquiries@hedingham.essex.sch.uk
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The School Day

School Day:

0840	Registration/Mentoring
0900	Lesson 1
10.00	Lesson 2
1100	Break
1120	Lesson 3
1220	Lesson 4
1320	Lunch
1410	Lesson 5

You are asked to remain on site at all times unless you choose to go out at lunchtime and break. Please remember that we are surrounded by private residences—be considerate.

Attendance, Tutorials & Briefing

Excellent attendance underpins all success of Post 16. We expect all students to have more than 95% attendance if they are to achieve success in their studies in the Sixth Form. It is important you are here on time each day. Your attendance will be monitored throughout the year.

All students must be in at 8.40 am to register with their tutor. Students will have regular mentoring sessions with their tutors between 8.40 – 9.00 am. Students are responsible for attending those meetings which are part of their overall attendance.

To maximise your potential as a Sixth Form student you are also encouraged to stay in school all day to make the best use of your personal study time. Teachers may ask to meet with you during this time. Both Year 12 and 13 students may go home after their last lesson of the day. If you are leaving the school site during the school day it is compulsory to sign out at the Sixth Form office. This allows us to have correct information for fire drill procedures.

Student Absence

You must inform the school of any absence by 9.00 am on the day you are absent by contacting the Sixth Form office on **01787 460470** (extension 230/208). You must do this on each day you are absent. For Year 12 students a parent/guardian must call.

Holiday requests during term time will not normally be granted except under exceptional circumstances.

Careful consideration needs to be given when booking summer holidays with friends or family.

For Year 12 students, the second year course material will start to be delivered as soon as the AS exams are completed or coursework deadline dates reached. The academic year finishes at the end of the summer term on the 20 July 2017. For the Year 13 students, you are required to stay until the end of your exam dates and you may be required to stay longer if your coursework is unfinished.

If students have a planned absence (eg for a hospital appointment or university visit) they must complete a blue form from the Sixth Form office **before** the absence.

Employment

We understand that many Year 12 and 13 students have paid employment for a number of hours each week. It is important that this is always out of school time and we recommend that **8 hours** should be the maximum length of time spent in paid employment per week. Additional hours will have a detrimental effect on a student's ability to study effectively. Students are not allowed to undertake paid work during the school day and it is recommended that they think carefully about evening work as post-16 courses are very demanding.

Independent Study

Students should use the Sixth Form Study Rooms or the Learning Centre during their independent study time. Sometimes arrangements can be made to work in curriculum areas with the agreement of your teachers. Students may also be asked to attend after school intervention in study areas. The Sixth Form study facilities are open on a Wednesday evening between 3.15 – 4.30 pm for study support also.

You should expect to dedicate at least four hours for each subject studied to complete as independent study per week. You should undertake reading, note-taking and research on the topics you are studying as well as homework, essays or assessments.

It is important to make use of your organiser to record homework set by staff as well as to keep a track of all on-going assignments and appointments.

The way you use your study periods will be crucial to achieving success in Year 12. Your study periods will be identified and negotiated with your Form Tutor.

Study Skills

Post 16 study, especially at Advanced Level, requires a wide range of study skills. The ability to write in a range of extended writing styles (essays, reporting); effective note taking and independent research involving a variety of resource materials are but a few. Some of these skills will be taught in subject lessons and tutorials but it is essential that students look to acquiring and refining these themselves. Students must pay particular attention to the quality of spelling, punctuation and grammar. A concise fluent writing style should be developed as a priority.

Personal Organisation

We expect you to have folders and note paper for **each subject** and for you to keep these organised throughout your course. You will find it useful to purchase:

- 4 ring binders
- Lined note paper pads
- Coloured dividers
- Plastic pockets for storing loose sheets
- plenty of pens and pencils

Your teachers may demand to see your folders at any time. You must have your Sixth Form planner with you at all times.

Deadlines

It is equally important in the Sixth Form, as when you are in a working environment, you learn to plan your work and be able to prioritise. There are two sorts of deadlines:

- **Internal deadlines** – set by subject staff. Staff need to plan their work and if you miss internal deadlines there is a knock on effect for the member of staff and perhaps the whole group. There is also a serious effect on you, as missed deadlines means that work piles up and can begin to seem unmanageable.
- **External Deadlines** – set by external bodies, such as the examination boards. These are not negotiable. Only in very exceptional cases do examination boards accept late work.

Sixth Form Learners' Code

ALL STUDENTS MUST READ AND FAMILIARISE THEMSELVES WITH ALL ASPECTS OF THE POST 16 CODE. IT IS EXPECTED THAT ALL STUDENTS WISHING TO ATTEND HEDINGHAM SCHOOL POST 16 ACCEPT AND UNDERSTAND THE CONDITIONS APPLIED TO THEIR PLACE

We shall try to work with you on an adult basis. It is hoped that any issue arising from this code will be resolved by discussion and consideration in common sense ways. Generally speaking it is asked that you set a positive example and are mindful of the good image of the Sixth Form at Hedingham School.

In order to maximise your academic potential you should:

- Attend all lessons, tutorials, study sessions, visits and activities etc.
- Arrive on time for all of the above
- Do not book routine doctors or dentists appointments or driving lessons during the school day
- Co-operate with Sixth Form staff and participate fully in all lessons
- Come to lessons well prepared and with all homework complete
- Use study time effectively by using a fortnightly schedule
- Make effective use of the Learning Resource Centre and the Sixth Form study rooms
- Check your school email daily and use it to communicate with staff
- Carry your organiser with you at all times and make sure you meet all deadlines
- Have very high expectations of yourself, with personal aims for improvement

Behaviour Requirements

Respect for the Sixth Form community

- Everybody must be treated with respect in accordance to our Equal Opportunities Policy. We do not tolerate disrespectful behaviour or remarks to any student, teacher or non-teaching member of staff – for example, racist or sexist comments.
- You must not bully or harass any other students. This includes sending disrespectful or threatening emails and text messages
- You must never refuse to give your name to a member of staff including our site care staff. **You must always wear your ID badge** – this is a requirement **for everyone** out of school uniform **anywhere** on the school site.
- You must follow the dress code and remember you are role models for younger students
- You must not disrupt the learning of other students by being loud, rude, uncooperative or violent
- Students are not allowed to carry weapons of any kind or be in possession or under the influence of drugs or alcohol
- You must not invite non-students onto the site without prior permission. Intruders can pose a threat to everyone's safety
- You must have respect for our neighbours. Do not drop litter in the street or cause a disruption or noise when you arrive or leave school.
- You must not socialise or gather in large groups outside the gates or in the streets near to the school. Socialising in groups or cars either in the Lower or Upper Bus Park or on the streets near to school is not allowed.

Respect for the Sixth Form environment

- Students using any area in the Sixth Form should help maintain a clean environment and behave appropriately. You can help to keep the Sixth Form clean and tidy by returning all plates and cutlery to the canteen, putting all rubbish in the bins and returning furniture to the place that you found it
- Students should keep the Sixth Form foyer neat and tidy, it is important that students show respect to all visitors and be polite and helpful.
- Students are not allowed to smoke on site at all – even in the lower bus park. Smoking poses extreme health risks
- Eating is not allowed in classrooms or Study Rooms. Students may drink water or tea and coffee providing they are mindful of computer equipment. Food and drink is allowed in the Common Room or Garden but all rubbish must be cleared away.
- Chewing gum is not allowed on site. It damages carpets and ruins furniture.
- You must take care not to damage the Sixth Form's furniture, fittings or equipment. Shoes are not allowed on the furniture at all.
- All ball games are to be played on the playing field only. No ball games are to be played inside, in the Sixth Form garden or near to any of the buildings.
- Students must park mopeds, bikes and cars in designated areas and ensure their car registration is given to the Sixth Form Assistant.

Respect for our learning community

- You must try to make the most of your study time, by studying and completing work, not socialising and you may be asked to leave the common room during lesson times.
- You must only use the computer facilities to enhance learning and not for your own personal entertainment
- You must not make loud noise or listen to loud music in the Sixth Form Study Rooms or the Learning Resource Centre.
- Mobile phones cause disruption to learning. They must be switched off and not visible. Phones can only be used outside the building or in the Common Room. They must not be used in any Study Room or classroom.
- Personal stereos are not to be used in lessons or in the Learning Resource Centre.

These are the expectations of all students enrolling for Post 16 studies of Hedingham School. We expect the utmost courtesy and good manners at all times from all students.

Dress Code

Students are expected to wear clothes suitable for a learning environment and remember that they are role models for younger students.

T-shirts with any wording that may be considered offensive are not appropriate. Students should also not wear clothing in the summer that exposes large areas of flesh. Skirts and shorts, if worn, should be no shorter than just above the knee. Flip flops should not be worn to school due to health and safety issues. Students should be aware that only natural hair colours and minimal piercings are acceptable.

Sixth Form students are also not allowed to wear hoods or hats anywhere on the school site. Students must also wear their photo ID badge at all times on school site.

Sixth Form Curriculum

All students negotiate a balanced and realistic study programme during an individual interview with a member of staff at the beginning of Year 12 and 13. We offer a wide range of both academic and vocational courses so it is possible to tailor make a curriculum depending on student ability and interests. They are expected to complete the agreed courses and may not make any changes to them without consulting the Sixth Form team and completing a course change form which must also be signed by parents. Any changes to programmes must take place within the first six weeks of study.

Teacher Absence

Where possible Sixth Form lessons are covered when their teachers are absent by cover supervisors. Students should therefore go to all timetabled lessons even if they think their teacher is absent and they will be registered and provided with work set by their teachers.

Monitoring of Academic Progress

At the beginning of Year 12, average GCSE results are used to give every student a Target Grade for each subject they are studying.

Progress towards these targets will be assessed in subject areas. Progress reports will be sent home during Autumn and Spring Terms. Students should also keep a record of target grades and their progress towards them in their organisers.

Students will have regular one to one mentoring interviews with their tutors or a member of the Sixth Form Team to discuss their progress towards their targets. These will usually occur in registration time.

Personal Tutor and Sixth Form Support

Post 16 students have access to guidance and support with their allocated personal tutor – who is an experienced member of teaching staff. In addition, students can access support from the Sixth Form Assistant, Mrs Miley.

Future Choices

Help and advice is offered to Year 12 and 13 students throughout the year. It is important that students attend all briefings and tutorial sessions as they may miss vital opportunities. Advice and support is offered primarily through Sixth Form tutors who regularly mentor students. College, apprenticeships and careers advice by Mrs Miley, Individual help and support about university is offered by Mr Hyde and Miss Salmon.

Examination Entries

The school will pay for all examination fees. The exceptions to this are:

- Where a student has clearly not shown enough commitment to his/her studies ie attendance/effort
- Any resit examinations or re-submissions of coursework

Post 16 Student Leadership

Year 12 and 13 students will be invited to apply for posts on the Sixth Form Council. This is a thorough application process, within which applicants will be interviewed by the Head of Sixth Form and the Headteacher every academic year. There are six key positions filled by Year 13 students along with six deputies from Year 12. It is a fantastic opportunity to take on responsibility across the school and the successful applicants will be heavily involved in the student voice of the Sixth Form. It would act as a great addition to any UCAS application or CV.

One of the benefits of being in an 11-18 school is that there are lots of opportunities for Sixth Form students to take on positions of responsibility with younger students. It is important that Year 12 and 13 students appreciate this and try to involve themselves fully in the school community. Activities undertaken such as paired reading and peer mentoring or assisting in lower school events that demonstrate a commitment on the part of students are extremely useful when applying for higher educational courses and employment.

Bursary

Students may be eligible for financial support from the Post 16 bursary scheme. Support varies depending on individual circumstances and will be considered on a case by case basis in line with the school policy. Students who may benefit from financial support should obtain a copy of the policy and application form from the Sixth Form office or contact the School Bursar for advice.

Sixth Form Trips and Social Activities

As part of the wider Sixth Form curriculum, various activities, trips and visits are organised for students by departments such as a visit to Auschwitz for History and New York for Media and Photography. In addition to these, students can participate in various social occasions organised through the Sixth Form such as the annual Summer Ball.

All students are encouraged to actively support these events and activities.

Enrichment

- ◆ EPQ
- ◆ Sports Leader
- ◆ Further Maths
- ◆ Duke of York Award

PROVISIONAL IMPORTANT DATES

2018—2019

- Year 12 UCAS/Student Finance/Parents' Information Evening—Sept 2018
- Sixth Form Enrolment—4 September 2018 from 1.00 pm
- Year 12 Parents' Information Evening—12 September 2018
- Year 12 Road Safety Awareness Day—04 Oct 2018
- Year 13 Parents' Evening—18 October 2018
- Year 12 Parents' Evening—04 April 2019
- Sixth Form Open Evening—November 2018
- Year 12 Progress Checks—Autumn 2018 and Spring 2019
- Year 13 Progress Checks—Autumn 2018 and Spring 2019
- Deadline for Year 13/14 UCAS Applications—10 December 2018
- Certificate Evening—18 December 2018
- Sixth Form Photos—TBA
- Last Teaching Day for A2 Courses and Assembly P.5—TBA
- Year 12 UCAS Higher Education Fair—19 or 20 June 2019
- UCAS Application Day—21 June 2019
- Year 12 Essex University Day—TBA
- Year 12/13 Summer Ball—TBA
- Enterprise Challenge—16-19 July 2019

All the above dates will be confirmed either by letter, email or via our website at:
www.hedingham.essex.sch.uk

SIXTH FORM ACADEMY

TERM AND HOLIDAY DATES 2018/19

SEPTEMBER 2018							OCTOBER 2018							NOVEMBER 2018							DECEMBER 2018							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
																	1	2	3	4						1	2	
3	4	5	6	7	8	9	1	2	3	4	5	6	7	5	6	7	8	9	10	11	3	4	5	6	7	8	9	
10	11	12	13	14	15	16	8	9	10	11	12	13	14	12	13	14	15	16	17	18	10	11	12	13	14	15	16	
17	18	19	20	21	22	23	15	16	17	18	19	20	21	19	20	21	22	23	24	25	17	18	19	20	21	22	23	
24	25	26	27	28	29	30	22	23	24	25	26	27	28	26	27	28	29	30			24	25	26	27	28	29	30	
							29	30	31												31							
JANUARY 2019							FEBRUARY 2019							MARCH 2019							APRIL 2019							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
	1	2	3	4	5	6					1	2	3					1	2	3	1	2	3	4	5	6	7	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31	29	30						
MAY 2019							JUNE 2019							JULY 2019							AUGUST 2019							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
		1	2	3	4	5						1	2	1	2	3	4	5	6	7					1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31		



Schooldays / Weekends



School Holidays



Bank Holidays



Non Pupil Day

- Tuesday 4 September 2018—Enrolment Afternoon
- Thursday 6 September 2018—Start of Term

Qualifications & UCAS Points Guide

It is important you understand the type of course you are studying and the qualification you receive at the end of it. You will also need to know how many UCAS points you would receive for your qualification if you were to apply to university.

Subject		Target Grade	UCAS Tariff (based on Target)	Predicted Grades/UCAS Tariff					
				Autumn Term		Spring Term		Summer Term	
				1	2	1	2	1	2
1									
2									
3									
4									
5									
Total UCAS Score:									

Targets are set using national data which compares your actual GCSE results with the average outcome at A Level for students with similar GCSE results. If you work above your target grade you may have your target raised. If you are working below your target grades you will be monitored by the Sixth Form team and may be asked to give up your non-contact time and stay after school.

UCAS Tariff Table (below)

This table can be used to calculate UCAS points which are used by universities to set entry requirements. Some universities will specify actual grades required for individual 'A' levels.

UCAS Points Score		
	GCE	GCE
Grade	AS	A Level
A*	-	56
A	20	48
B	E	40
C	-	32
D	-	24
E	-	16

BTEC Level 3		
Award	Points	
D*D*	112	
D*D	104	
DD	96	
DM	80	
MM	64	
MP	48	
PP	32	

