

Sixth Form Guidance 2023



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THE SIXTH FORM TEAM



Mr Nick Evans
Head of Sixth Form



Mrs Sara Del Gaudio
Senior Leadership Link



Mr James Manuel
Academic Mentor

Form Tutors:-



Mr Mike Allen



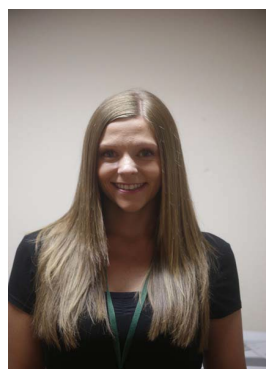
Mr Dan Budd



Mr Tom Ward



Mrs Katie Anderson



Miss Susan May



Mrs Gemma Watson



Ms Rhiana Coles

CONTACT DETAILS:

i.e.

Sixth Form Office: Mr Evans 01752 843715 Ext: 280

INDUCTION: Friday 23rd June

Welcome to our Sixth Form Induction Programme; we hope that you enjoy it and find the answers to all those questions you have regarding Sixth Form life at **Saltash Community School**.

By now you should have completed a Sixth Form Application Form and received an offer of a place in the Sixth Form (conditional upon GCSE results).



If you think you have missed out on any of these steps, you must make an appointment to see Mr Evans.

The purpose of this day is to give you a greater understanding of Sixth Form life, and the opportunity to find out more about the courses you will be following in September by attending the various taster and information sessions that will be put on by each subject area.

By the end of these sessions you will hopefully be able to answer the following questions:

1. Which courses will I follow next year if my exam results are as expected?
2. Which courses will I follow if my results are worse than expected?
3. Which courses will I follow if my results are better than expected?

If you have made the most of the Induction, carrying out careful research, you should feel confident that each of your plans is sensible.

All you have to do then is wait for your results.

IF YOU WANT TO CHANGE YOUR OPTIONS

Although we will always try to accommodate requests to change your original course choices, there are a number of points to bear in mind:

- The option blocks, which show which subject takes place when, were created to meet as many students' first choices as possible and cannot now be altered, so if two subjects only take place at the same time then you cannot do both of them.
- Switching courses will depend on places being available on the newly chosen course, and this will only be confirmed in September.
- Entrance on any course is also dependent on meeting any specific entry requirements for that course (as detailed in this booklet)

INDUCTION DAY SCHEDULE

08.40 a.m. Everyone meeting in the Study Room with Mr Evans

Period One (Block A)	Subject	Staff	Room
9.00 – 10.00	Forensic & Criminal Investigation	Mr D Trafford	14
	Geography	Miss A Crowe-Wright	75
	Physics	Mrs N Bovey	16
	Psychology	Miss S May	12
	Sport	Mr R Hawkins	38

Period Two (Block B)	Subject	Staff	Room
10.00 – 11.00	Biology	Mr H Golding	46
	Business Studies	Miss C Pownall	78
	Chemistry	Mrs N Bovey	13
	English Language	Mrs S Oates	28
	History	Mrs K Anderson	71
	Maths	Mr G Jones	07
	Sport	Mr R Hawkins	38

Breaktime in the Study Room with refreshments

Period Three (Block C)	Subject	Staff	Room
11.20 – 12.20	English Literature	Mrs G Watson	40
	Maths	Mr A Hawthorne	05
	Politics	Mrs E Metters	72
	Psychology	Miss S May	12
	Sociology	Ms R Coles	11

Period Four (Block D)	Subject	Staff	Room
12.20 – 1.20	Art	Mr J Romain	41
	Biology	Mr H Golding	46
	Forensic & Criminal Investigation	Mr D Trafford	14
	Geography	Miss A Crowe-Wright	75
	Health and Social Care	Miss E Edwards	53

Lunch

2.00 p.m. – 3.00 p.m. Meeting in the Study Room with Mr Evans, and your new tutor group.

AFTER INDUCTION: SUMMER WORK AND ENTRY REQUIREMENTS.



To be ready to begin A Level study in September you should **take some time to prepare** over the summer for each of the subjects you intend to take. This should include:

- Completing summer work which can be accessed through a OneDrive folder that Mr Evans will share with students from the start of July.
- Researching any websites or following relevant Twitter accounts given to you.
- Wider reading around the subject: finding your own relevant websites/books/articles/twitter etc. to look at.

GCSE results are published on Thursday 24th August. A member of the Sixth Form Team will be available from 9.00 – 11.00 on this day to support with any issues or problems following these results in regards to Sixth Form entry.

On the **5th September** you are expected to attend a 'Welcome Meeting' in the Sixth Form Study Room with Mr Evans at 10.30am. This will be another chance to meet the rest of your tutor group and discuss any queries you may have with your tutors or Mr Evans. This session will conclude at midday, after which you may go home

N.B. On the 5th September students joining the Sixth Form from other schools should provide a copy of their GCSE grade statement for the Admin Officer in the Sixth Form Office to photocopy.

All students are expected in school at 8.40 a.m. on Wednesday 6th September, when you will receive full timetable details so that lessons can begin on Thursday 7th September; you will then be expected in for registration every day.

SIXTH FORM COURSE ENTRANCE REQUIREMENTS

Your GCSE results are the most important factor in determining the courses you can follow. The main GCSE requirements are as follows:

- You must obtain a minimum of 5 GCSEs at grades 4-9 to join the Sixth Form. These passes must include at least one of English Language and Mathematics (Grade 4 or above). We also accept pass grades in Btecs.
- Students not achieving a grade 4 in one of English Language or Mathematics must re-sit the GCSE in Year 12: this is a government requirement.
- If you get a grade 4 in English or Maths then you do not need to re-sit, but the government only classifies a 5 or above as a 'secure pass' so it is worth considering an optional re-sit.
- You must meet any subject specific entrance requirements as stated in the Sixth Form Prospectus.

The table below explains the situation for each possible set of results.

5 or more 4-9s / A*-Cs?	Grade in English	Grade in Maths	Situation
No	Any	Any	You are not able to enter the Sixth Form*
Yes	3 or lower	3 or lower	You are not able to enter the Sixth Form*
Yes	3 or lower	4 or higher	You can enter the Sixth Form but <u>must</u> re-sit GCSE English
Yes	4 or higher	3 or lower	You can enter the Sixth Form but <u>must</u> re-sit GCSE Maths
Yes	4	4	You can enter the Sixth Form, and <u>may</u> choose to re-sit <u>either</u> GCSE English <u>or</u> Maths (not both) if there is space
Yes	4	5 or higher	You can enter the Sixth Form, and <u>may</u> choose to re-sit GCSE English if there is space
Yes	5 or higher	4	You can enter the Sixth Form, and <u>may</u> choose to re-sit GCSE Maths if there is space
Yes	5 or higher	5 or higher	You can enter the Sixth Form, and GCSE re-sits are not relevant to you.

* There may be a small amount of flexibility in these entrance requirements, but this will only be in exceptional circumstances and every case will be considered on its own merits.

Regardless of GCSE results all students are also expected to meet the following criteria:

1. You are genuinely committed to further study.
2. You are likely to benefit from and succeed in the programme you have agreed to follow.
3. You accept the responsibilities, as well as the privileges, associated with being a Sixth Form student at Saltash Community School.

The rest of this booklet explains more about what these criteria mean in practice. By entering the Sixth Form you will be agreeing to these criteria as explained in this booklet.

In a small number of cases other entry conditions may be put in place. You will be made aware if this applies to you.

WHAT SIXTH FORM STUDY LOOKS LIKE

OPTION BLOCKS

A	B	C	D	E
<ul style="list-style-type: none"> • <i>Forensic & Criminal</i> • Physics • Psychology • <i>Single Sport</i> 	<ul style="list-style-type: none"> • Chemistry • English Language • History • Maths • <i>Double Sport</i> 	<ul style="list-style-type: none"> • English Literature • Maths • Politics • Psychology • Sociology 	<ul style="list-style-type: none"> • Art • Biology • <i>Forensic & Criminal</i> 	<ul style="list-style-type: none"> • Business Studies • Geography • Health and Social Care

Double Sport – This qualification is the equivalent of two A Levels and therefore students will attend lessons in both **Blocks A and B**.

Single Sport – Students will attend lessons in **Block A only**.

Forensic and Criminal Investigation – This qualification is the equivalent of two A Levels and therefore students will attend lessons in both **Block A and D**.

GCSE re-sits (English and Mathematics) do not clash with any of these option blocks.

Maths and Psychology are in two blocks, so you can do it in EITHER one.



As these blocks reflect the timetable, it is not possible to study two subjects in the same option block.

In addition, you will be timetabled to attend compulsory PSHE sessions.



A Levels

MAIN ACADEMIC COURSES (THREE IN MOST CASES)

The A Levels are two-year courses, and you will not receive a qualification unless you complete the full two years.

Some A Levels are entirely exam based, whilst others will have a coursework element.

BTECs, CTECs and Diplomas

These are A Level equivalent courses. Like A Levels, you have to complete the whole course over the two years in order to get a qualification.

Academic Enrichment - Extended Project Qualification (EPQ)

This is a compulsory programme that requires you to:

- Attend compulsory taught skills lessons – on research, referencing, time management, surveys, analysing data etc.
- Undertake an independent project producing either an extended formal essay or an artefact and minimum 1000-word commentary.



Mr Evans coordinates EPQ and will teach the skills part of the course; your tutor will act as your supervisor and will help guide you through the EPQ but the responsibility for completing the project will be yours.

ADDITIONAL ACADEMIC COURSES

GCSE Re-sit

The re-sit will be compulsory if you do not achieve a grade 4 in the subject. It is optional (in Maths or English, not both), subject to class space, if you achieved a grade 4 but want a 5. You will attend regular lessons (less than for your A Levels/other courses) during the Autumn Term, and will re-sit the exam in November, continuing the lessons until you get the result in January. If you then achieve your grade you will be able to drop the re-sit.

COMPULSORY NON-EXAMINED LESSONS



PSHE (personal, social, health, and economic education)

As part of a new statutory curriculum, you will have timetabled sessions for PSHE where you will cover a range of topics related to personal issues, careers, the community and the wider world, with a focus on British Values.

As part of this programme, we use the Careers programme 'Unifrog', host relevant speakers and arrange an optional Careers trip to the UCAS Exhibition and a university. You will also attain a First Aid qualification through this course.

Active Lives

Every Wednesday, both Years 12 and 13 will join together to participate in 'Active Lives' sessions. These will be run by the PE department and offer you the chance to experience a variety of ways to stay fit, as well as building vital skills for life. These sessions will also offer opportunities to train for participation in school sports teams.



COMPULSORY ACTIVITIES OUTSIDE OF NORMAL LESSONS

Registrations

Registration will run every day and is a vital part of your Sixth Form experience. Below is a sample weekly timetable:

Monday:	Admin
Tuesday:	EPQ
Wednesday:	EPQ
Thursday:	EPQ
Friday:	Assembly

Work Experience (July 2024)

In the Summer Term all Year 12 students will do a week of Work Experience. You will be expected to arrange this according to your needs and interests. There will be more information in assemblies, but the most attractive placements are often filled months in advance so an **early approach** to employers is **essential**, and it is never too early to start. Weekly Work Experience during school time may also be arranged after discussion with Mrs Gue.

World Challenge

Mr Budd and Mr Evans will be co-running an expedition to Iceland in the Summer of 2025 (when you are in Year 13).

Other requirements

Students are expected to be available during the whole school day if required, for meetings with teachers and any other in-school commitments.

OPTIONAL ACTIVITIES

Sports Leadership Awards Level 3

This is nationally recognised qualification which is valuable for all those wishing to organise sporting activities in the future, including those who may wish to enter the leisure industry or teaching. Students may choose to join the course which involve both theory and practical sessions: it is particularly recommended for students studying Sport, but open to all others including those who have not previously done Sports Leadership.



External Voluntary Work



Each year many of our Sixth Form students give up some of their own time on a regular basis to do voluntary work. This is of huge benefit to both the volunteer and to the people they volunteer with. It is one of the most important things you can mention in a university or job application and can demonstrate how you have developed interpersonal and other skills. It can also help you stand out from other applicants who might otherwise be as well qualified as you are, and you can get a certificate to show as evidence for the amount of volunteering you have done. Voluntary Service can take place in local primary schools, youth organisations, hospitals, senior citizens' homes, charity shops, etc., or within school as a tutor group mentor, reading mentor, learning mentor or subject assistant. More details on volunteering opportunities will be given in September and throughout the year. However, if you already have an idea of the type of Voluntary Service you would like to carry out then you may wish to arrange this now to begin in September.

Other Opportunities

Other opportunities arise at various times and are advertised through tutor time, PSHE, assemblies or email. These usually include:



- Pre university courses
- Sixth Form Coffee Shop
- Charity fundraising
- Summer schools
- Duke of Edinburgh
- Ski trip
- Drama productions

We are always open to new clubs and ideas so please approach a member of the Sixth Form team should you wish to start something, and we can support you.

FACILITIES

There are lots of Sixth Form facilities to help you with your independent study.



Study periods in school can be spent in the Study Room for quiet and group study or the Silent Study Room for independent and silent study during timetabled study periods overseen by our Academic Mentor. The school library will often also be available. A bank of laptops and textbooks are available to access in the Silent Sixth Form Study area.

Café le Café is a student-run cafe that operates both before registration and during break 1. It is positioned in the Study Room, in the wellbeing area and is entirely donations-based so you pay as much or as little as you can for your drinks. All proceeds go straight back into the cafe.



The Sixth Form office is where you will find Mr Evans. He operates an open-door policy so that you can pop in whenever you need to - he is always available to help. Similarly, if you would like to arrange an extended meeting or need to discuss a personal issue, this can be arranged too. Appointments can be made by emailing Mr Evans (nevans@saltashcloud.net).

HEAD STUDENT AND AMBASSADORS



This body, elected by the students, has an important role to play in Sixth Form life, and in putting across student views. In addition to the Head and Deputy Head students, it includes Form Representatives who may take on specific responsibilities for organising and developing different areas of Sixth Form and whole school life. Working effectively, it may affect school and Sixth Form policy and will have a large part to play in organising events such as the End of Year Celebration, fund raising and social activities. Year 12 students are elected onto the Sixth Form Council during the first half-term, and Head and Deputy Head Students are elected in the Summer term.

ASSESSMENT AND PROGRESS

The Sixth Form is a two-year commitment, and our expectation is that most students will stay to complete their courses.

As is the case in lower school, you will receive three Attainment Profiles in Year 12 to track your progress across your subjects, enabling self-directed or central intervention where needed.



In the Summer term of Year 12, you will sit end-of-year exams in each of your subjects. These may include a practical element depending on the subject. If you do not pass in a subject, then you will be required to meet with the Sixth Form team to discuss options for moving into Year 13 which might include resitting Year 12.

In subjects that have external exams in Year 12, this replaces the end-of-year test.

End-of-year exams will also be used to inform predicted grades given to universities and employers, although other information (in class performance, unit tests, homework, Attainment Profile etc) will also be considered.

IF YOU NEED SUPPORT

FINANCIAL

The 16-19 Bursary Fund is set up by the Government to help schools give financial support to students, and has two elements:

- a. Young people in care, care leavers, young people in receipt of Income Support and disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance and/or Personal Independence Payment will be eligible to receive a bursary of £1,200 a year. *(Correct at the time of producing this booklet)*
- b. The school also makes Discretionary Awards to students who are in financial difficulty. If you feel that you are in such a situation (and eligibility for free school meals is a good indication) you will need to complete a Bursary Application Form which is available from the Sixth Form office, however, please note that **no bursary award will be confirmed until after the Friday 29th September 2023**. You will need to provide evidence of your **total** household income – £30,000 and under (this will be photocopied and the originals returned to you), further information may be necessary.



ACADEMIC



Your first point of contact for any difficulty with your courses should be your subject teacher. Staff will encourage you to be independent and responsible for your own learning, but it is vital that you should inform members of staff if you are experiencing difficulties. ***Be open, honest and do not delay discussion with teachers when it becomes necessary.*** This will be to everyone's benefit.

If you are still struggling, or if the struggles are across more than one subject, then please speak to your Form Tutor who may be able to offer support and advice to assist you.

There is also some academic mentoring support available, which will be allocated through the Sixth Form office. Students can also request this support.

PASTORAL



We are passionate about supporting students who are struggling with issues outside of lessons as well as inside. Your Form Tutor should be your main contact for accessing support but, of course, you can speak to any member of the Sixth Form team, or you can go to any teacher. As well as a sympathetic ear, we can also give you details of lots of outside organisations who may be able to help. There is also some in school support available, including counselling, which we may be able to refer you to.

You must never feel that any problem is too big or too small. We will help.

HOW WE WILL CONTACT YOU

Information will be sent out via school emails, including extra-curricular opportunities, notices, reminders etc., so you must check your account regularly: at least three times a week. We recommend setting up Outlook on your phone so that you do not miss anything.



We use SIMS InTouch to contact parents and so it is vital that we have the correct active email account set up.

ATTAINMENT PROFILES

Along with all other students in the school, you will receive regular Attainment Profiles. A Pastoral Report will be written towards the end of the year and regular progress reviews will take place in individual meetings with your tutor.

SUPERVISED STUDY

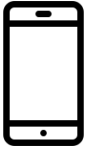
Students in a small number of subjects with low student numbers will have teacher led lessons for eight or nine of the ten timetabled periods per fortnight. For the remaining lessons they will need to sign in to study in the Silent Study Room with Mr Manuel, completing tasks set by their teachers.



EXPECTATIONS

Sixth Form study is demanding. We are here to help and will intervene if we feel that you are struggling to match the expectations of your studies; this may include letters home, monitoring cards, meetings with parents or restriction of study periods. In the worst cases, you may need to re-sit or leave the Sixth Form.

PERSONAL CONDUCT



There should be no behavioural issues with Sixth Forms, and your conduct must always set a good example. Smoking on site is against the law for staff, students and visitors alike and can lead to a large fine. You must also not smoke within sight of the school. Mobile phones and headphones must not be out in lessons without permission and cannot not be taken into exams.

DEADLINES

It is your responsibility to ensure that all homework is recorded and completed on time, and to organise this in a way that works for you. Repeated failure to meet deadlines or to submit homework assignments suggests that a student is not fully committed to Sixth Form study and will lead to sanctions. If you need help with organisation then it is your responsibility to ask for it.

ATTENDANCE

Good attendance is a fundamental expectation of all students in the Sixth Form.

By joining the Sixth Form you are committing to attending all subject lessons, EPQ and re-sits, assemblies, PSHE sessions and registrations. Attendance should be above 95%, and if it drops below this over a sustained period measures will be taken, including sanctions.

UNPLANNED ABSENCE



Absences must be reported/telephoned into the school first thing in the morning (Tel: 01752 843715). Any absence notes should be given to your Form Tutor on the day that you return to school and reminders may be sent home if notes are long overdue. Unauthorised absences will mean that any financial support will be withdrawn.

PLANNED ABSENCE



lessons.

If you know that you will be absent please complete a green 'Planned Absence' form two days in advance (found in the Sixth Form Study Room) and email your teachers and the Sixth Form office in advance . This avoids confusion, ill-feeling and inconvenience. Such absences should be minimised: appointments should be made for times after school, or, less preferably, during study periods, not during scheduled

CATCHING UP

If you miss a lesson, it is your responsibility to catch up on missed work/assignments. For planned absence it is sensible to ask your teachers for work in advance and to give them enough notice to arrange this.

HOLIDAYS DURING TERM TIME

Do not make plans to take a holiday during term time - you cannot afford to miss lessons or exams. Due to Government instructions, holidays are no longer authorised, apart from in exceptional circumstances.

PUNCTUALITY



Registration starts at 8.40 and so you should arrive **everyday** in good time.. You should always arrive on time to lessons and other school commitments. Lateness to school will be sanctioned in line with the rest of the school – same-day detentions. Punctuality is something reflected in university and job references.

Below is a copy of our most recent attendance strategy:

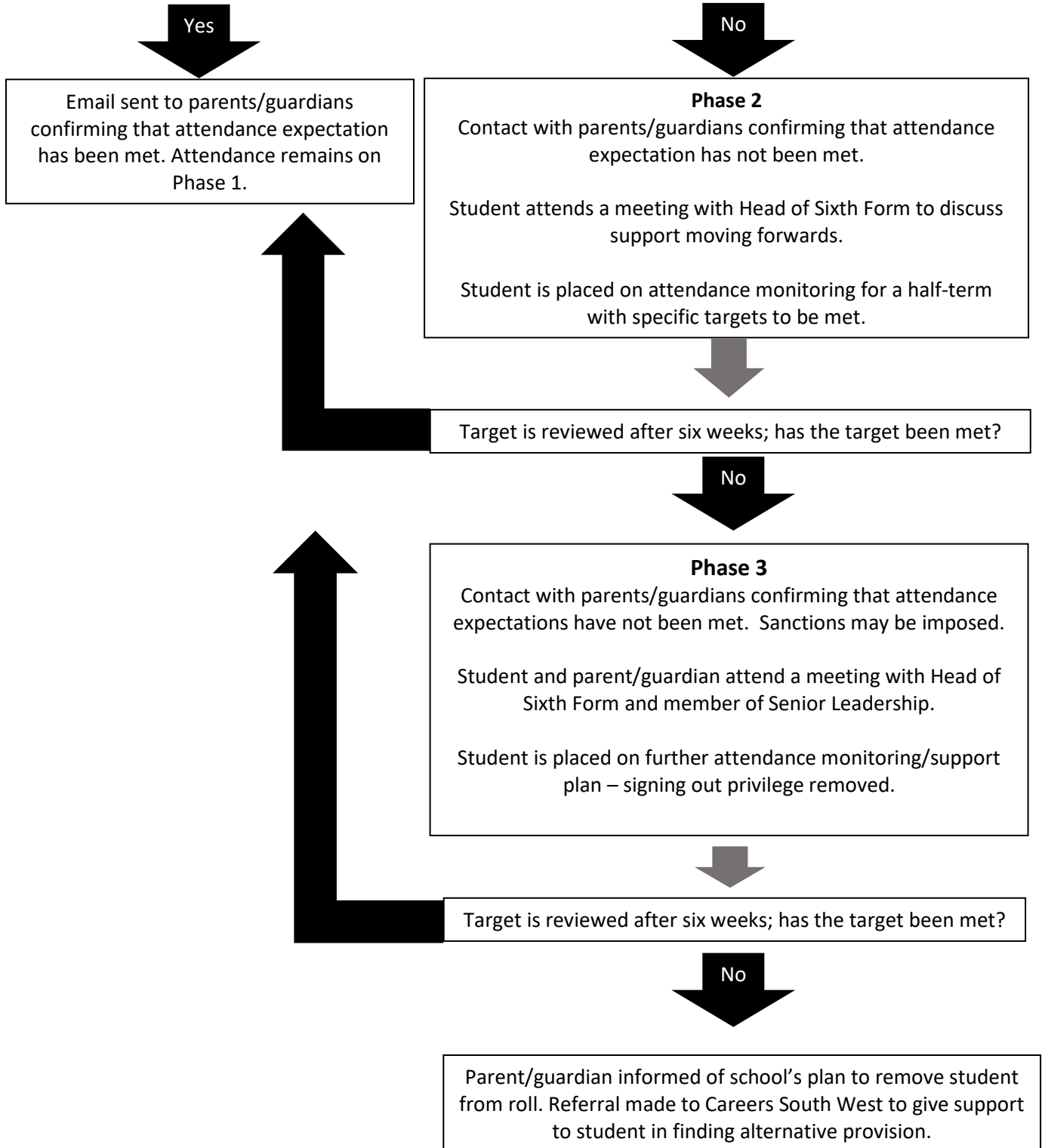
Phase 1

Every day: Sixth Form team check absences and contact home for unexplained absences.

Every Week: Tutors carry out weekly checks.

Central attendance check is carried out at the end of a half term by Sixth Form team.

Is student's attendance above 85%?



DRESS CODE

As Sixth Formers, all students are expected to adhere to a dress code in order to set a good example to students in the lower years, as well as to prepare them for life beyond school. The dress code's details have been discussed and will be decided with the student leadership body.

The Sixth Form is an integral part of Saltash Community School and, as such, its dress code will match closely the expectations on staff and younger students as regards formality and uniformity.

Students will be expected to dress appropriately for a professional environment. Jeans, Chinos and smart trousers could be teamed with a t shirt and sweater/cardigan. Shorts and skirts are acceptable – we ask that students wear either garment at a length that is closer to the knee than the hip.

As a young adult you are rightly given a certain amount of freedom to dress appropriately for a working environment. If you have any questions, or are unsure what this means, do not hesitate to contact a member of the Sixth Form team.

Staff reserve the right to have a conversation with you about your dress and support your choices about dressing appropriately for a working environment.

PERSONAL POSSESSIONS

Please note that the school accepts no liability for damage or loss of personal possessions brought into school including, but not limited to, phones, wallets and purses, keys etc. Lockers are limited, £5.00 on a first come first served basis.

OUTSIDE COMMITMENTS



Leisure activities out of school may be important aspects of your life. They should not be neglected as a work-life balance is important but try to ensure that you achieve the correct balance between studying and those other activities in which you are involved.

Part-time work is allowed, but research has shown that students with over ten hours employment per week under-performed by the equivalent of 2 A Level grades. Those working for more than 15 hours under-performed by more than 4 A Level grades!

REFERENCES

These are extremely important. A good reference will help you gain employment or a place in Higher Education. The school policy is to write honest references which will include comments about punctuality, attitude, attendance, expected grades, enthusiasm, and involvement in school life, responsibilities held and other personal attributes. Most references are largely based upon performance in Year 12 - you should remember this as ***it could affect your whole future.***

Predicted grades and end-of-year test results may also be referred to in references.

VEHICLES AND PARKING

You may bring your vehicle to school as long as you give the vehicle details to The Sixth Form Office beforehand. For insurance reasons, and due to the lack of parking space, **CARS MUST NOT BE PARKED IN THE SCHOOL'S CAR PARKS.** Also, for insurance as well as for everyone's safety, students must drive very carefully near the school, always adhering to the rules of the road.



WHAT TO DO IF YOU DECIDE TO LEAVE THE SIXTH FORM

Before doing so, we recommend that you arrange a meeting with your Form Tutor to discuss your options and so that we can offer support that may enable you to remain in the Sixth Form.

If you then decide that Sixth Form study isn't for you, please obtain a Leavers' Form from the Sixth Form office. This form will need to be signed by your teachers, the Exams Officer and the Head of Sixth Form.

It is your responsibility, and that of your parents/carers, to ensure that if you do leave you are still meeting the legal requirements of the participation age which requires you to be in education or training until your 18th birthday.



SAFEGUARDING

You must always sign in and out when off site during the school day and wear your ID badges in school. These expectations are the same as those for staff.

If you are concerned about yourself or anyone you know then you should speak to a member of staff.

TRANSPORT

As in previous years, Cornwall Council will provide subsidised transport to full-time students aged 16–19 attending their nearest establishment offering their chosen programme of learning and living more than three miles from that establishment. All young people who require transport assistance in the 2023/24 academic year should apply as early as possible, applications will be accepted from **Thursday 1 June 2023**. It is strongly advised that parents/carers apply as quickly as possible after this date.



Don't wait, apply now!

The required payment in the 2023/24 academic year is **£600**. This is payable in one lump sum or at the start of each term – see below.

- Autumn Term | £225 - Payment deadline 30th July 2023
- Spring Term | £225 - Payment deadline 10th December 2023
- Summer Term | £150 - Payment deadline 7th April 2024

Applications and payments for Post 16 transport must be made online via www.cornwall.gov.uk/post16transport Once your application has been processed, the Passenger Transport Unit will write to confirm eligibility and advise how you can make your first payment.

Cornwall Council have issued the following advice:-

‘You will need to submit your application by **Sunday 23rd July 2023**. The deadline for payment is **Sunday 30th July 2023** in order for transport to be provided from the start of the Autumn term. Please note that travel passes/arrangements will not be issued until your first term's payment contribution is received.

Applications received after Sunday 23 July 2023 will be processed as quickly as possible. However, we cannot guarantee that travel assistance will be in place for the start of the Autumn Term. If travel assistance is not in place, students will need to make their own travel arrangements to and from the education/training establishment in the meantime.’

National guidance advises that the money students receive from the **16-19 Bursary Fund**, if they are eligible, can be spent on the required payment contribution towards travel costs.

Are other schemes available?

Please take a look at the new ticket products available direct from bus companies working together under the Transport for Cornwall Partnership. In most cases, **tickets will be available at a lower cost than bus passes provided through the Council's Post 16 Transport scheme**. For full details and costs, please visit www.transportforcornwall.co.uk/#tickets

SCHOOL MAP

