



Hello and welcome to the Thomas Aveling Sixth Form.

The transition from Year 11 to the Sixth Form can be a difficult time for some students but the Sixth Form team are on hand to help guide you through the next two years and help you achieve both your academic and personal goals.

We have high expectations of all our students and expect you to set an example to the younger students within the school. In addition, we expect all our students to follow the Sixth Form code of conduct. We will encourage you to take more responsibility for your own learning in order to develop you as resilient and independent learners. We can also guarantee that you will receive excellent teaching, advice, guidance and pastoral care.

Sixth form students are in a different position to other students, you are young adults, and therefore you receive certain privileges that are not afforded to the younger members of the school. You are also given opportunities to participate in many activities and take on responsibilities outside of the classroom and we truly value the contribution that our Sixth Form students bring to the wider school community.

We hope you have a positive and productive time at our Sixth Form and will do all we can to help you achieve the best possible results.

Miss E Woods

Director of Sixth Form

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Mrs D Humphrey

Deputy Director of Sixth Form

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Brilliant Sixth Form students will do their best to ACHIEVE

Assessment & Feedback

During your lessons, you will complete regular assessments. This will help you track your progress towards your targets in each subject. Teachers will provide you with constructive feedback and clear guidance on how to improve. Make the most of this feedback; act upon it; improve and re-draft your work. If you are not sure about the feedback, then ask!

Challenge

Sixth Form is not easy. Many students comment on the massive jump between A Levels and GCSEs. It is up to you to rise to the challenge. Push yourself and never settle for meeting the minimum expectations.

Help

All the staff at Thomas Aveling are very supportive and help is always available if you need it – just ask! The majority of subjects offer after school catch-up sessions along with revision sessions in the school holidays. Make the most of these. If you are unsure about a piece of work, then ask your peers to help you or speak to your teacher to arrange a one-to-one session. You can also speak to the Sixth Form team or your Form Tutor about any worries or concerns you may have.

Independence

Not all learning can take place in a classroom. You need to take ownership of your own learning. Read widely around your subject; spend time creating revision cards; create and answer your own exam questions; complete super-curricular activities.

Exam Specification

Download a copy of your exam specification. Make sure you know what will be required of you in the exam. What will the questions look like? What skills do you need to demonstrate?

Variety

Revision and study can take many different shapes and forms. Do not always rely on the same technique. Make sure you have good sets of revision notes but also spend time answering exam questions. Test your peers and discuss with them how they revise. If you are stuck for revision ideas, ask your teacher or the Sixth Form team.

Exam Preparation

Practice! Practice! Practice! Exams are boring and that is never going to change. However, the more prepared you are the easier they will be. Answer as many different exam questions as ensure you do them in timed conditions.

Timings of the School Day

Registration: 8:40 – 9:00

Period 1: 9:00 – 10:00

Period 2: 10:00 – 11:00

Break: 11:00 – 11:20

Period 3: 11:20 – 12:20

Period 4: 12:20 – 13:20

Lunch: 13:20 – 13:55

Period 5: 13:55 – 14:55

All Year 12 students will be part of a vertical form group and attendance to registration session is compulsory.

Students are permitted to leave the school site at break and lunchtimes.

All Year 12 students must be in school between 8:40 and 14:55 every day. Students may earn home study privileges as the year progresses.

House System

All students are assigned to one of the four school houses: Achilles, Cavalier, Resolute or Victory.

Whilst the Sixth Form Team will be your main point of contact for pastoral support, you will also have a Director of Learning, an Assistant Director of Learning and a form tutor who you can go to for advice and support.

Achilles: Mr O Whelan (DoL), Mrs S Massey (ADoL)

Cavalier: Mrs C Wybourn (DoL), Mrs S Woods (ADoL)

Resolute: Mrs L Lock (DoL), Mr J Capon (ADoL)

Victory: Mrs N Lee (DoL), Mrs L Singleton (ADoL)

Dress Code

Thomas Aveling Sixth Form is your current workplace and as such clothing should be fit for purpose. Whilst there is no specific "uniform", students are expected to dress sensibly and in an appropriate manner, accepting their responsibilities as senior members of the school and demonstrating an ability to choose a form of dress that is "fit for purpose".

Below is a guide to help you understand what clothes are suitable for school as your current place of work.

Fit for purpose	NOT fit for purpose
Smart black jeans or smart trousers	Ripped / frayed jeans or trousers, blue denim Tracksuit bottoms or exercise clothing
Skirts or dresses – length appropriate for workplace	Short skirts or dresses that are deemed not appropriate for a place of work.
Plain tights with no patterns	Exercise style leggings, patterned tights, ripped tights, over the knee socks
Tailored / fitted style shorts – length appropriate for workplace	Any other shorts i.e. cycling shorts / jogger material
Shirts, blouses, plain t-shirts, polo shirts	No tops with large printed logos or slogans. No spaghetti straps. No crop tops.
Jumpers, sweatshirts, hoodies – all should be a fitted style and plain in design	No tops with large printed logos or slogans. No oversized or baggy tops.
Shoes, smart black trainers, boots, closed back sandals	Flipflops or sliders, white or coloured trainers, converse style shoes

If you are dressed inappropriately you will be sent home to change.

Repeated failure to adhere to the dress code will result in a Leadership Detention.

Attendance

Attendance is proven to have a direct link with achievement. Therefore, we expect all Thomas Aveling Sixth Form students to attend all lessons, on time, every day. We aim for the Sixth Form to have an overall attendance of 98% or above and expect students and parents / carers to support us in achieving this.

Student attendance at the Sixth Form will be monitored closely and any concerns will be reported to parents / carers.

Absence Procedure

If a student is going to be absent from school, then parents / carers must inform the School Office and / or the Sixth Form Team by 8:30am on the first and each subsequent day of absence.

Planned Absence

Sixth Form Team must be informed in advance and will authorise the following absences:

- Medical Appointments – evidence may be requested
- Funerals
- Driving Tests (Practical and Theory) – *please note that driving lessons will not be authorised*
- University and Employer Open Days

The following circumstances may be deemed as an authorised absence at the discretion of the Director of Sixth Form and must be requested in advance:

- Extra-Curricular Activities
- Work Experience
- Job Interviews

Punctuality

- All students are expected to be in school by 8:40am.
- They need to register with their Form Tutor.
- If they arrive after 8:40am but before 9am they still need to register with their Form Tutor and will receive a late mark.
- If they arrive in school after 9am then they must register in the Sixth Form Office. If there is nobody available, they must register with their House Team.

- All students who are late will be expected to attend a break time detention in the Sixth Form centre.
- If a student is late more than twice in one week, they will be set an afterschool Leadership Detention.
- If a student is repeatedly late then parents will be invited in for a meeting with the Director or Deputy Director of Sixth Form and more serious sanctions may be put in place.

Study Periods

Year 12

In Terms 1 and 2, All Year 12 students are expected to be in school from 8:40am to 2:55pm every day. During their study periods they should be working in the Sixth Form Centre or another suitable place in the school (e.g. Art Block). Students who have a Period 5 Study Lesson must register with the Deputy Director of Sixth Form at the start of the lesson before working elsewhere.

In Term 3, students may be given the privilege to work off site during Period 5 study lessons. They must sign out in the book provided in the Sixth Form Centre.

This privilege may be revoked at any time.

Year 13

Year 13s must attend Form Time on their allocated mornings and all timetabled lessons (including PSHE and Assessment Lessons). They have the privilege to work off site during their study periods. They must sign out in the book provided in the Sixth Form Centre.

This privilege may be revoked at any time and will automatically be stopped if students miss timetabled lessons or Form Time for unauthorised reasons.

Year 13 performance will be reviewed after each data drop. Students who are underperforming will not be allowed off site during their study lessons and will have supervised study added to their timetable.

Sixth Form Attendance Flowchart

Stage 1 – Form Tutor Intervention

Attendance highlighted as a cause for concern by Sixth Form Team

- Form Tutor to meet with student weekly to discuss attendance.
- Form Tutor and student create an Action Plan to improve attendance.
- Parents notified by email.
- Attendance will be monitored for 6 weeks.



Stage 2 – Director of Sixth Form Intervention

Continued poor attendance

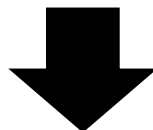
- Director of Sixth Form will meet with student and parents / carers to discuss attendance.
- An Attendance Agreement issued and action points put into place.
- Deputy Director of Sixth Form to meet weekly with student to ensure Attendance Agreement is being adhered to.



Stage 3 – Written Warning

Failure to meet terms of Attendance Agreement

- Director of Sixth Form will issue a formal written warning to parents / carers and student.



Stage 4 – Headteacher Intervention

Failure to meet terms of Attendance Agreement after formal written warning

- Student will be asked to leave Thomas Aveling Sixth Form

Sixth Form Behaviour Policy

At the Thomas Aveling Sixth Form we expect our students to display a positive attitude towards their learning and demonstrate high standards of behaviour at all times. If students fall short of these expectations, then the following policy will be applied:

Serious Behaviour Incident

If a student is involved in a serious Level 3 incident, they will be brought to the Sixth Form Centre and EWO or DHU will decide on a sanction.

This usually involves the students being sent home for a period of time or being sent to the Inclusion Zone.

For the most serious of incidents, parents will be called in for a meeting.

If a student has a repeated record of Level 3 Incidents, then they may be asked to leave the Sixth Form.

Subject Behaviour Incidents

1 log - Discussion

Class teacher discusses issues with student.

2 logs- Contact home

Class teacher makes telephone / email contact with parents/carers. Conversation logged.

3 logs- Subject Leader contact home

Parents informed by Subject Leaders of continued subject issues. SLs may wish to place the student on Subject Review.

4 logs- Subject Leader and class teacher meeting with parents

Parents invited in for meeting, and support, interventions, and behaviour repercussions discussed. Meeting logged.

5 logs- Head of Sixth Form Intervention

Parents and student will be invited to a meeting with EWO who may issue a final warning.

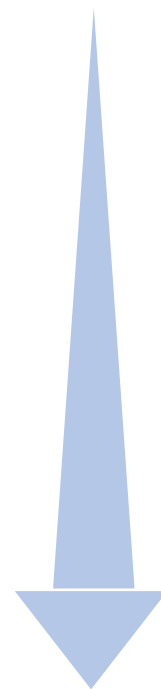
Students who receive several Level 2 logs from different subjects will be put on Sixth Form Report to EWO / DHU.

Students may also be put on an ATL Intervention.

Missed Subject Detentions

If a student misses a subject detention, then they will be issued a Leadership Detention that will take place after school in the Sixth Form Centre.

If students continue to miss subject detentions, then EWO may decide on a different sanction such as the Zone.



Assessments and Academic Tracking

Assessment Lessons

From March of Year 12, students will have an Assessment Lesson once a fortnight for each subject.

Assessments will be set by your subject teacher and must be completed in exam conditions.

All assessment work will be marked and given back to you within 2 weeks of completion.

Students whose work does not meet expectations will need to re-sit in an after-school session.

Failure to attend an assessment lesson will result in an after-school detention.

Tracking and Mentoring

Students will receive three data drops per year. Teachers will report on Current Working Grade (CWG) and Attitude to Learning (ATL).

For the final assessment point, teachers will also report an Estimated Grade.

Throughout the year students will receive mentoring from the Sixth Form team, form tutors and subject teachers with regards to their academic progress.

Students who are at risk of underperforming will be put on an Intervention Plan.

Students must be on a minimum estimated grade of an E / Pass to progress to Year 13.

Students' academic progress will be continually monitored throughout Year 13 and appropriate interventions and Action Plans will be put in place.

If a student is at risk of not achieving, they will be placed on a Subject Contract.

If a Year 13 student fails to adhere to the terms of the contract, they may be withdrawn from the course and all associated exams.

Sixth Form Interventions

Students can be placed on an intervention for: Academic Progress, Attitude to Learning or Attendance.

Academic Progress:

- Students for this intervention will be selected by EWO after each Grade Drop.
- This will include **all students** working on Fail / U / E3.
- It *may* also include students working significantly below target level *if* EWO thinks intervention is needed.

Attitude to Learning:

- Students for this intervention can be requested by subject teacher or the Sixth Form Team.
- This intervention can be implemented for several reasons such as: failure to hit deadlines, sub-standard work, missing Assessment Lessons, insufficient evidence of work being completed outside of work, lack of equipment – *or any other reason that is agreed by subject teacher and EWO.*

Attendance

- Students for this intervention will be selected by EWO.
- When choosing students for attendance intervention, the Sixth Form Team will consider the reasons for the absence.
- This intervention is primarily targeted at students with low attendance and no valid medical reason.

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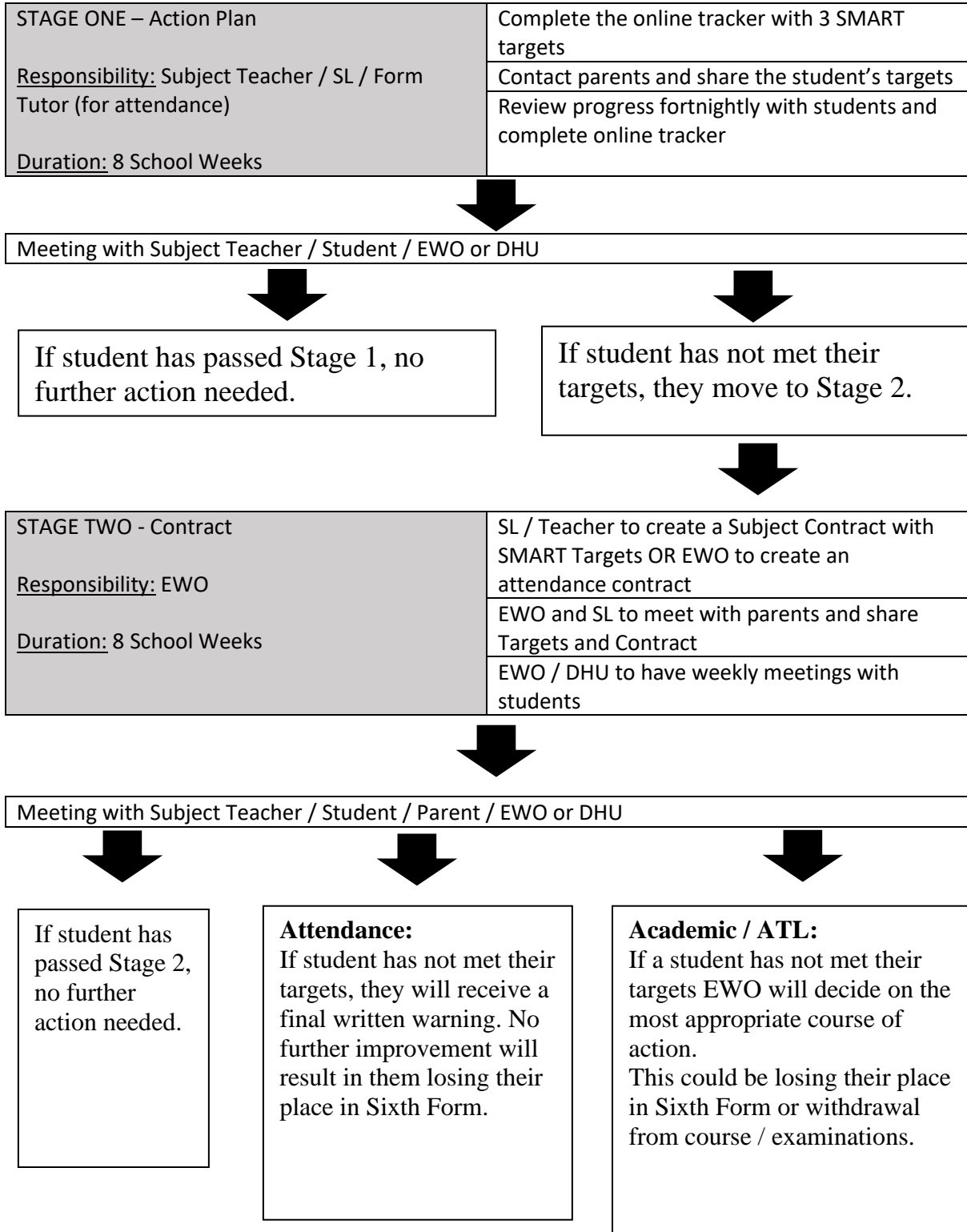
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Sixth Form Intervention Flowchart



Other Information

16 – 19 Bursary

Details about the bursary can be found on the school website. Mrs Humphrey will talk all students through the eligibility criteria and can answer any questions you may have regarding the application process.

Prefecting Duties

It is an expectation that ALL Year 12 students undertake Prefecting Duties as and when required.

GCSE Maths / English Re-sits

Any student that does not have a minimum of a Grade 4 GCSE in English and / or Maths will need to attend weekly re-sit lessons. These will be timetabled after school. These are compulsory and failure to attend will result in sanctions. Persistent failure to attend could result in you losing your place in Sixth Form.

Holidays in term time

Holidays during term time will not be authorised except in exceptional circumstances, written details of which should be given to the Headteacher.

Cars

There are no on-site parking facilities for students. If a student drives to school s/he is asked to be considerate of local residents when parking and not to cause an obstruction of any kind. The registration of any car should be logged with Mrs. Humphrey.

Driving Lessons

The timing of driving lessons **must be** organised for outside of school time.

Driving Tests

As driving tests are difficult to change so students can attend these. The Sixth Form staff should be notified in advance.

Interviews/Guidance

Careers Advisors are available on request. Please request an appointment through the Sixth Form team or your form tutor.

PSHE Curriculum

Compulsory PSHE lessons will cover a range of topics including: University and UCAS, Apprenticeships, the VESPA mindset, financial and employability skills.

Copy of Sixth Form Contract

In choosing to become a student in the Sixth Form of the Thomas Aveling School, I agree to abide by the following:

- I will attend school every day between the hours of 8.35 and 14.55 and attend those lessons timetabled after school.
- I will attend all lessons as timetabled, registration and assemblies.
- I will arrive punctually for registrations, assemblies and lessons.
- I will use periods of private study to work on assignments, for background reading/research and any way that will increase my chances of success.
- I will work with the necessary commitment in order to meet deadlines and work to a standard that reflects my minimum target grade. I will complete the courses that I enrol on.
- Throughout the duration of Year 12, I will sit regular assessments and examinations to ensure my suitability for progress into Year 13. If at any stage there are any concerns or issues, parents/carers will be invited in to discuss potential alternative pathways.
- If I am underperforming, I will be placed on Action Plans that may lead to a Subject Contract. Failure to adhere to the terms of a contract could result in my withdrawal from a subject.
- I will abide by the policies for Attendance and Behaviour.
- I will abide by the Sixth Form dress code.
- I will undertake the role of Sixth Form Prefect and support the whole school community.
- I will arrange holidays, medical and other private appointments, e.g., driving lessons, after school hours, or during the school holidays.
- I will limit any term time part-time work to 15 hours weekly and at a time that will not impact upon my studies.
- The expectation is that Sixth Form students are role models to the younger years and as such, must therefore set the highest standards in behaviour, academic example, attendance and dress.
- I am aware that all the above will be taken into consideration for transition into Year 13.

As a parent or Carer, I will

- Support and encourage my son or daughter to achieve their potential.
- Recognise that sixth form study is a full-time occupation.
- Support the school in the expectation that students attend ALL lessons, assemblies and registration periods.
- Support the school in ensuring that the Attendance / Behavioural policies and the Sixth Form dress code are adhered to.
- Agree with any disciplinary sanctions that are put in place.
- Be aware that throughout the duration of Year 12, students will sit regular assessments and examinations to ensure their suitability for progress into Year 13. If at any stage there are any concerns or issues, I will be invited in to discuss potential alternative pathways.
- Understand that my son / daughter's failure to comply with subject Action Plan or Subject Contracts pay result in their withdrawal from a subject and all associated exams.
- Maintain close communication with the school on aspects that could affect students' progress.
- Encourage my son or daughter to keep paid work to a maximum of 15 hours a week and at a time that does not impact on their attendance at school.
- Encourage my son or daughter to use private study effectively to ensure that all deadlines are met.

To support me in achieving success in the Sixth Form I am entitled to receive:

- A form tutor, who I will register with each day and who is my main point of contact for the discussion of any academic or social issues that may arise.
- A personal academic profile based on my GCSE results, which will determine my personal minimum target grades for my courses.
- Access to private study areas between 08.00 and 18.00 each day.
- Regular updates on my progress and attendance sent to parents/carers and discussed with a member of the Sixth Form team
- Advice and guidance on the routes I wish to follow beyond school, including applications to Higher / Further Education /Apprenticeships or Employment

I have read and acknowledge that by becoming a member of the Sixth Form, I agree to abide by the terms of the 6th Form Contract: I realise that failure in achieving any of the above may result in me having to leave the Thomas Aveling Sixth Form.