

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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Sixth Form Responsibilities and Expectations

An adult learner in The Thomas Aveling Sixth Form has a recognised role incorporating certain responsibilities and expectations.

- To show commitment to the courses undertaken.
- To meet all deadlines and all coursework requirements.
- To dress suitably for an office placement , following the Sixth Form Dress Code
- To extend personal understanding through individual research, wider reading or other work appropriate to the course being studied.
- To achieve the highest personal success.
- To be part of the adult community within the school.
- To attend Work Experience week.
- Actively engage in the Mentoring Scheme.

Sixth Form Privileges

A Sixth Former is recognised as an adult learner, in the school. For this reason students enjoy certain privileges which are not available to the rest of the school.

These include:

- Space and facilities of the Sixth Form Study Centres where Students may study in pleasant and comfortable surroundings.
- Access to the Administration corridor and main entrance.
- The sixth form dress code allows students to wear clothes suitable for an office environment.
- Access to the Sixth Form Study Centre before school starts and after school, for homework and study.
- No restriction on movement at break and lunchtime.
- Opportunities to become a School Officer.

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.

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.

Supporting Behaviour Management

Students who fail to meet the expectations of the Sixth Form will be dealt with in line with the whole school behavior policy.

Monitoring Sixth Form Studies

Internal monitoring is conducted throughout the year.
Alps target grades are made available at the beginning of September
PPE, CWG and ATL will also be reported on throughout the year.

Procedures for Sixth Form Students

Normal school rules apply for sixth-formers, apart from the exceptions mentioned below:

Timing

School is open to sixth-formers for private study from 8.00 am until 6.00 pm.
Registration is at 8.35 am. for all students. If Sixth Form students arrive late to registration, they will receive a break time detention held in the Sixth Form Study Centre.

Afternoon registration will take place in lessons. If students have a study period they should register with Mrs. Humphrey in The Sixth Form Study Centre.

Exam Entries

The school will pay for exam entries unless a student fails to attend an exam or wishes to resit an exam.

Absence

If you need to leave school because of a dental, doctor's appointment, university interview, etc. you should inform staff in advance and sign out with Mrs. Humphrey. On return to school you should register with Mrs Humphrey.
In the event of illness during the day you should see Mrs. Woods or Mrs. Humphrey.

If you are absent, you or a parent should telephone the school on each day of absence. On return to school you are required to complete a Return to School Form, with your Form Tutor and return the completed form to Mrs Humphrey

Private Study

Private study lessons should be spent working in the Sixth Form Study Centres or the Learning Resources Centre. The register for Supported Study will be taken by Mrs Humphrey or the member of staff timetabled.

Within the Study Centre there is the provision of a Silent Study Room.

Assessment Lessons

All Sixth Form 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.

You will then need to complete your Subject Tracker Sheet and file your assessment in your Assessment Folder.

Students whose work does not meet expectations will need to re-sit and the Sixth Form team will monitor progress closely.

Assessment Folders

Students will be provided with an Assessment Folder for each of their subjects.

Assessment Folders will contain all the work from your timetabled Assessment Lessons alongside any other formal assessments you complete.

You will have a Subject Tracker Sheet, which you must complete after each assessment.

Assessment Folders are your responsibility and must be brought to **every lesson**.

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, students are allowed to attend these but a written letter of explanation is needed and the form tutor and subject staff should be notified in advance

Break and Lunch Times

Students may use the facilities in the canteen at these times. Students may also leave the school site provided they return in time for lessons.

Hot food purchased other than from the canteen should **not** be brought onto the school site.

Careers and British Values in the Sixth Form

Interviews/Guidance

Advisors from Medway Youth Trust are available on request.

Careers information is available in the library and University prospectuses are held in the Sixth Form Centre.

PSHE Curriculum

Modules in the programme will address areas such as 'applications', 'employability' and career planning.

British Values

British values are addressed in a variety of ways in the Sixth Form and are seen as an important aspect of students' personal development as they prepare for life after school.

Contributions made through many areas e.g.

- PSHE
- Election of Head Boy and Head Girl
- Election of School Officers
- Election of House Officers
- Head Boy and Girl chair Sixth Form Student Council
- Officers chair whole school council

Through these processes, it is hoped that each Sixth Form student feels that they have a voice in the running of the Sixth Form and that they can contribute to the organization of their curricular, pastoral and social needs.

The Sixth Form Dress Code

Boys

✓	X
Tailored smart trousers	Combat trousers/Cargo pants
Shirts with collars	Shorts
Polo shirts	Denim wear or jeans
Smart leather shoes (lace-up or slip on)	T-Shirts
	Collarless tops
	Sleeveless tops
	Large printed logos or slogans
	Sportswear/ hoodies/tracksuits
	Trainers
	Plimsolls or canvas shoes

Girls

✓	X
Tailored smart trousers	Combat trousers/Cargo pants
Smart skirts of a reasonable length	Shorts
Smart blouses/tops – with collars	Jeggings or leggings
Smart tailored dress of a reasonable length	Denim wear or jeans
Sensible shoes WITH backs	No lycra or “body con” style material
	Vest tops
	Large printed logos or slogans
	Plunging necklines
	Bare midriffs
	Sportswear/hoodies / tracksuits
	Trainers (no, not even black)
	Plimsolls or canvas shoes
	Flipflops or backless shoes

If any student is in violation of this dress code they will be immediately sent to EWO or DHU

Copy of Sixth Form Contract as agreed by yourself and parents

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 on a daily basis between the hours of 8.40 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.
- I will abide by the codes of conduct for the 6th Form dress and behaviour.
- 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
- I will arrange holidays, medical and other private appointments, e.g. driving lessons, after school hours, or during the school holidays
- I accept that I am a role model within an 11-19 school and must therefore set the highest standards in behaviour and academic example.

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 lessons, assemblies and registration periods
- 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 personal 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 08.40 and 18.00 each day
- Termly updates on my progress and attendance sent to parents/carers and discussed with my personal tutor
- Advice and guidance on the routes I wish to follow beyond school, including applications to Higher or Further Education

I have read and 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.

Signed: Student

Name:

Date:

Signed: Parent

Name:

Date:

UCAS Tariff

GCE AS	GCE A Level Single Award	BTEC Certificate	BTEC Subsidiary Diploma	BTEC 90 credit Diploma	BTEC Diploma	Points
					D*D*	112
					D*D	104
					DD	96
				D*D*		84
					DM	80
				D*D		78
				DD		72
					MM	64
				DM		60
	A*		D*			56
	A		D	MM	MP	48
	B					40
				MP		36
	C		M		PP	32
		D*				28
	D	D		PP		24
A						20
B	E	M	P			16
C						12
D						10
		P				8
E						6

