

WORKINGTON ACADEMY SIXTH FORM

Handbook 2017/2018

BE THE
BEST
YOU CAN
BE!



**WORKINGTON
ACADEMY**



WORKINGTON ACADEMY

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Mrs Andrea McAllister
Director of Learning Sixth Form

I would like to take this opportunity to introduce myself as the Director of Learning for the Sixth Form. Workington Academy prides itself on providing high quality education and this is reflected within the Sixth Form. We aim to offer all our students a rounded education providing them with a variety of enrichment and personal development opportunities to enable them to 'be the best they can be' in preparation for their next step into either Higher Education, apprenticeship training or employment.

This handbook offers an insight into some of the workings of the Sixth Form at Workington Academy, explaining some of the expectations we have of our students, an overview of some of our procedures and key dates for the year ahead.

Sixth Form study is very demanding and will require a lot of determination and resilience in order to succeed. To help students in their studies, the Sixth Form team will monitor progress carefully and offer any support required so all students can fulfil their potential. If, as parents, you have any concerns regarding your son or daughter's progress please do not hesitate to call the Sixth Form office to discuss.



Mrs Miriam Wilson
Student Provision Officer Year 12 and 13

I am responsible for looking after and supporting our year 12 and 13 students pastorally.

I aim to ensure any barriers to learning are removed, enabling our young people to settle quickly to Sixth Form life and enjoy their experience.

I am adept at fostering positive relationships and ensuring that our students encourage excellent attendance and behaviour, providing support if required through liaison with parents, carers and other agencies.

Working closely with Mrs McAllister, I am available if you have any issues or concerns that you or your child would like to discuss.

If you would like to contact us you can reach us on the telephone on 01900 873926 or alternatively via email:

Mrs A McAllister: amcallister@workingtonacademy.org

Mrs M Wilson: mwilson@workingtonacademy.org

This handbook aims to outline all the basic information relating to study within sixth form but is not exhaustive. If you have any further questions please do not hesitate to call to discuss these in more detail.

Attendance:

At the end of a student's time here in Sixth Form, and sometimes during it, we will be asked for references. This maybe for a part-time job, a course at university or training course.

The one thing we are always asked to comment upon is attendance. We are obviously duty bound to supply this information when asked for it. If we have not authorised a family holiday that is taken anyway we will have to declare it as unauthorised absence. Higher education establishments as well as employers will favour those students who attend regularly over those who have a poor attendance record – **it is really important that we don't disadvantage our children by condoning poor attendance. Please work with us to ensure that your child has every opportunity to succeed here at Sixth Form.**

Tutors will monitor student attendance and contact parents regularly when attendance falls below our expectation of 97%. We expect a high level of attendance due to the heavy workload within Sixth Form, gaps in knowledge from absence can be very challenging to address. If a student's attendance falls below an acceptable level students will be placed on an attendance contract; failure to adhere to this can result in students losing their place at the sixth form.

If a **planned absence** is requested please contact the Sixth Form team, in writing, explaining the reason for absence well in advance. Please remember that not all absences will be authorised. Holiday forms are available from the Main School Office, however, permission will only be granted from the Head teacher in exceptional circumstances.

In the event of **unplanned absence** please contact the Sixth Form, by telephone call, to explain the absence on each morning of absence.

Punctuality:

Registration begins at 8.40am and all students should be in their registration groups at this time. Lateness will not be tolerated to either registration or lessons; students will be subject to detentions for failure to arrive punctually.

Dress Code:

Students are reminded that they must wear the Sixth Form uniform comprising of black shoes, smart black skirt or trousers (no denim), white shirt and tie or blouse and black or grey jumper or cardigan bearing the school logo. Students set an example for younger students within the academy and with this in mind, facial piercings are not permitted and hair must be of a natural colour.



Personal Development:

Each student will be linked to a personal tutor who will help guide them through their studies. Any concerns from teaching staff will be directed to their personal tutor and intervention strategies put into place. It is the academic tutor who will complete UCAS references for year 13 students who choose to apply to university, and mentor students throughout this process.

Students will have one personal development lesson per week where they will explore finances, ethical issues and study skills with their personal tutor.

Academic Concerns:

Any member of the teaching staff who feels that a student is not fulfilling their potential will contact the personal tutor outlining any issues. Through the personal tutor intervention strategies will be actioned to enable the student to fulfil their potential.

If parents feel any concern about academic progress, we request that they contact the personal tutor or the Sixth Form office and speak to the Director of Learning Sixth Form or Student Provision Officer directly in the first instance.

Work Commitment:

Students are expected to attend full time and in addition taught lessons students are expected to complete a minimum of 22 hours of independent study each week. Students will have some private study time during the day that must be used productively, we require students to work either in the study room, café 6 or library and that they do so quietly allowing all our students the opportunity to succeed.

Target Setting:

Using GCSE data, information from teaching staff and discussion with individual students, targets will be set, both for the end of year 12 and year 13.

In order to progress into year 13 students must have made adequate progress during their year 12 studies and maintained a high level of attendance. This highlights the importance of year 12 and the requirement for continued effort throughout Sixth Form.

The Director of Learning Sixth Form and Student Provision Officer will monitor progress regularly and alongside the personal tutor will initiate any required intervention strategies.



Reporting and Assessment:

Students will be regularly assessed by teaching staff to track progress towards target grades, this will be through the use of formal assessments at five strategic points in the year. Parents will be informed of the outcome of formal assessments and if students are found to be underachieving will be subject to outcomes as outlined at the back of the booklet. Parents are encouraged to contact the Sixth Form team about any queries and are also invited to discuss their child's progress with teaching staff at progress evenings, dates of which can be found on the calendar on the back page of this booklet.

The support system outlined at the rear of the booklet is designed to support students, offering additional input from teaching staff and Sixth Form pastoral staff in order to ensure that they succeed.

Exams occur during both year 12 and 13. Details of the exam season can be found on the calendar in this booklet and further details will be released as soon as it is made available by the examination boards.

Some courses require students to complete coursework and this provides part of the work they must complete at home. Staff will help students review these projects regularly and offer advice on improvements that can be made.

Suitability for Courses:

Each Year 12 student will be assessed by the teaching staff at the end of the first three teaching weeks. This will help students to ensure that they are studying a course suitable to their abilities and needs. If a student is found not to be suitable for the course/s studied they will no longer be able to continue with that line of study. Please see the flow chart at the end of the handbook which will outline our procedures. If attendance levels are below expectation during this time students may be asked to leave the Sixth Form.

Achievement:

We strongly believe that everyone deserves praise when they achieve, and this includes our Sixth Form students. One way we celebrate the continued effort and achievement of our students is the Year 13 Ball, offering students the chance to be praised at the end of their studies.

Throughout the year teaching staff are encouraged to pass on praise to personal tutors, Student Provision Officer and Director of Learning Sixth Form to allow these achievements to be recorded and used in student references.



Student Council and Student Leaders:

Here in the Sixth Form we value the views of our students and we are constantly striving to improve facilities and opportunities for our young people. As part of this we hold regular council meetings where elected students gather to give staff their views on important issues. Students who are interested in becoming a council member should make that clear to their personal tutor.

Year 13 students are encouraged to apply for positions as Head girl, Head boy and deputies. These roles offer students opportunity to develop their leadership skills and take key roles representing the Academy at key events.

Higher Education and Careers:

Within Sixth Form we have a wealth of experience in writing references and assisting our students with applications. After completing their studies our students choose a variety of paths, many choose university but many also choose to embark upon their career then. The Sixth Form team will offer students advice on the path that they have chosen and assist them to be able to follow that route. Students have opportunities on a weekly basis to speak with their personal tutor who will be able to offer them such guidance.

UCAS:

Personal tutors will take a lead role in completing UCAS references. Enrichment and tutorial time will offer students the information about how and when to apply for university. Information regarding university open days will be made available during registration time and we encourage students to attend these events before making an application.

Enrichment:

Students are offered a variety of enrichment activities, these vary from sports activities to involvement in the community. Within an increasingly competitive work place and university arena it is vital that students consider how they can stand out from the crowd. In order to help our students do so, we encourage all to participate in work experience projects, for example working with younger students within school or work place shadowing, to help develop skills and experiences and enhance CVs.

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Mobile Phones:

We ask that students have mobile phones switched off during lessons and kept out of sight within the main building. Within the common room and study room students may use mobile phones with headphones for music while they are working, but they are not to be used for communication during study time.



Private Study

Sixth Form students will have some time allocated through the school week for private study. This opportunity to complete work outside of the classroom must be used productively. Students have the option to work in the common room, café 6 or library area after registering in the common room. During private study time students are expected to conduct themselves in a quiet and orderly manner and take advantage of the resources available within the school.

Food and Drink:

Students are privileged in having café 6 available to them providing a range of refreshments and snacks from 10am until 1pm. Students are also able to purchase food from the main dining room and bistro areas.

Lunchtime:

At lunch time students are encouraged to use the school canteen and consume food from the canteen in the Sixth Form Social areas. No food purchased off the premises is allowed to be consumed on site. Students may leave site at lunchtime only but must ensure that they sign in and out to adhere to fire safety rules and must be back onsite for the beginning of lesson 4. We politely remind students that they should act responsibly within the community and conduct themselves appropriately.

Cars:

Students are allowed to park their cars at the Academy but must inform us of the Registration Number. Students are asked to take particular care when the parking areas are very busy and ensure that they are considerate when parking to allow staff, visitors and parents access to their vehicles.

Paid Employment:

We realise that many students want to take up some part time employment but this must be very carefully managed. Research has shown that on average students who work for more than 8 hours a week score a grade lower in each A-level subject studied and two grades lower for those working more than 10 hours per week. A-level study is, in itself, a full time pursuit, in addition to the time in school students should be completing further study at home each evening/during the weekend.

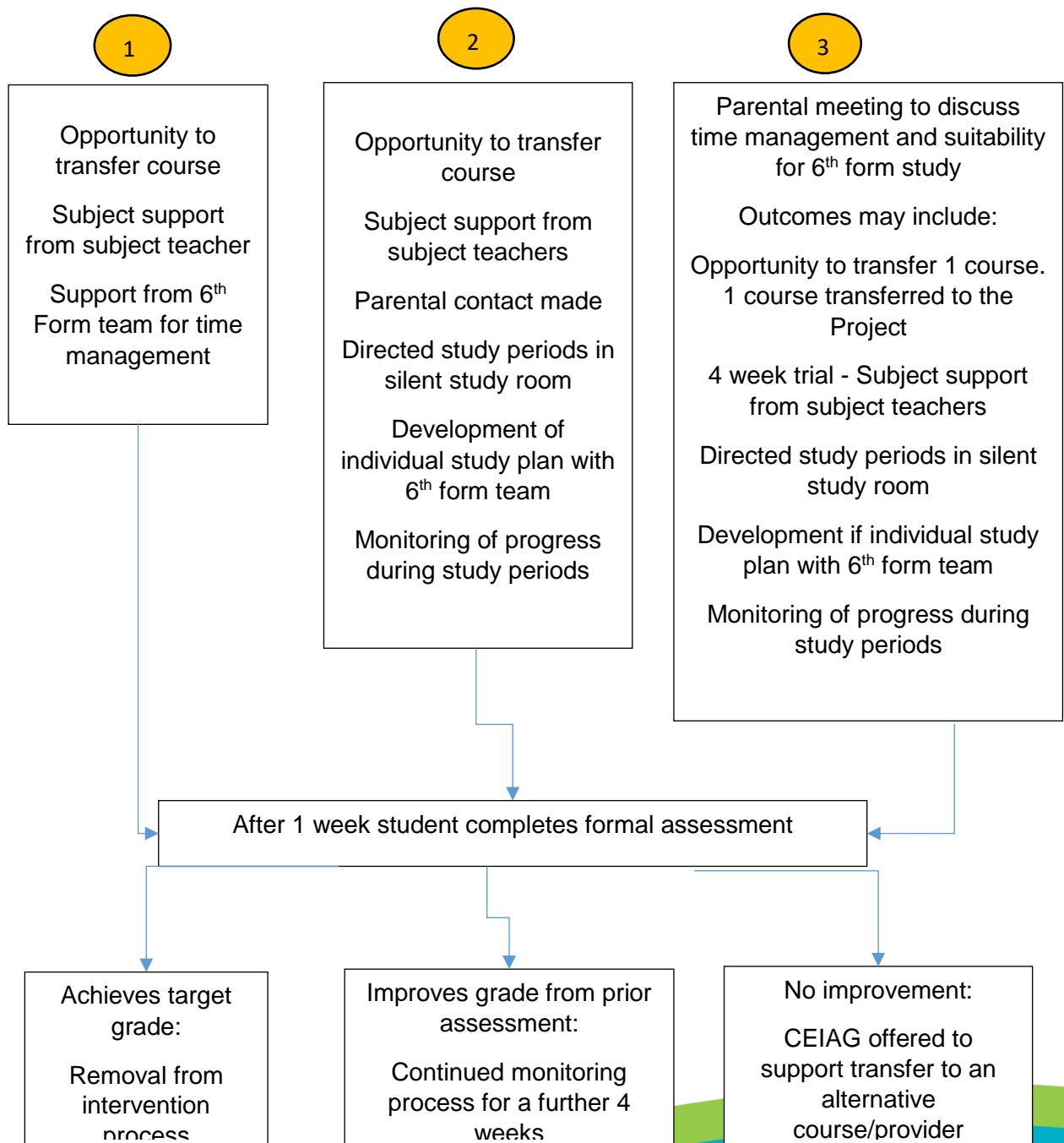


3 week Suitability for Course Review

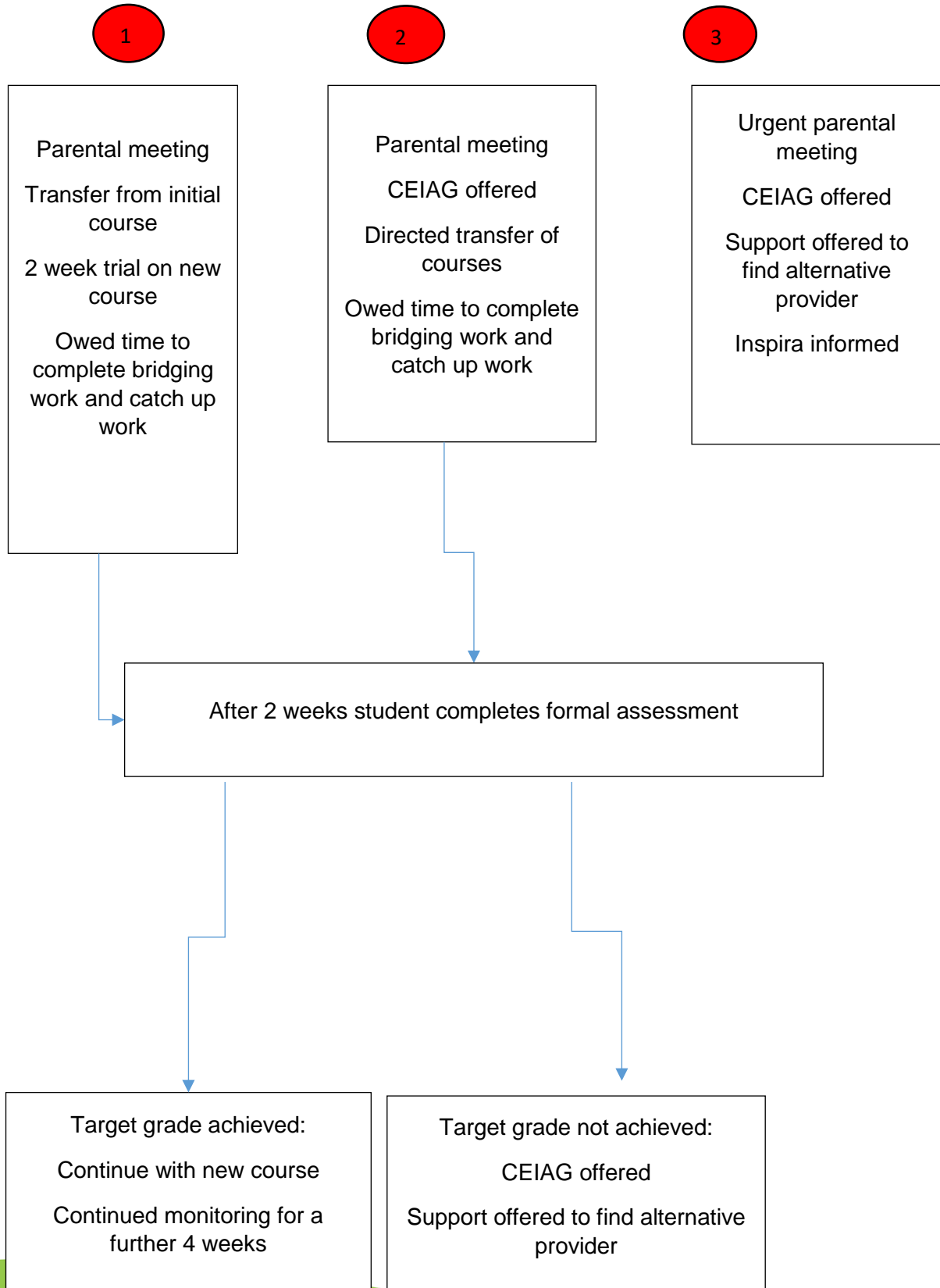
After 3 weeks of study year 12 students will be assessed to see if they are suitable for the courses they are studying. Green grades identify a student who will make good progress on the course. Amber grades are given when a member of staff feels there are significant concerns, red grades are given when a member of staff feels that a student is not on the correct course and will be unable to achieve a grade.

All students receiving any amber or red grades will have an initial discussion with sixth form team regarding courses and their suitability

Number of amber grades received



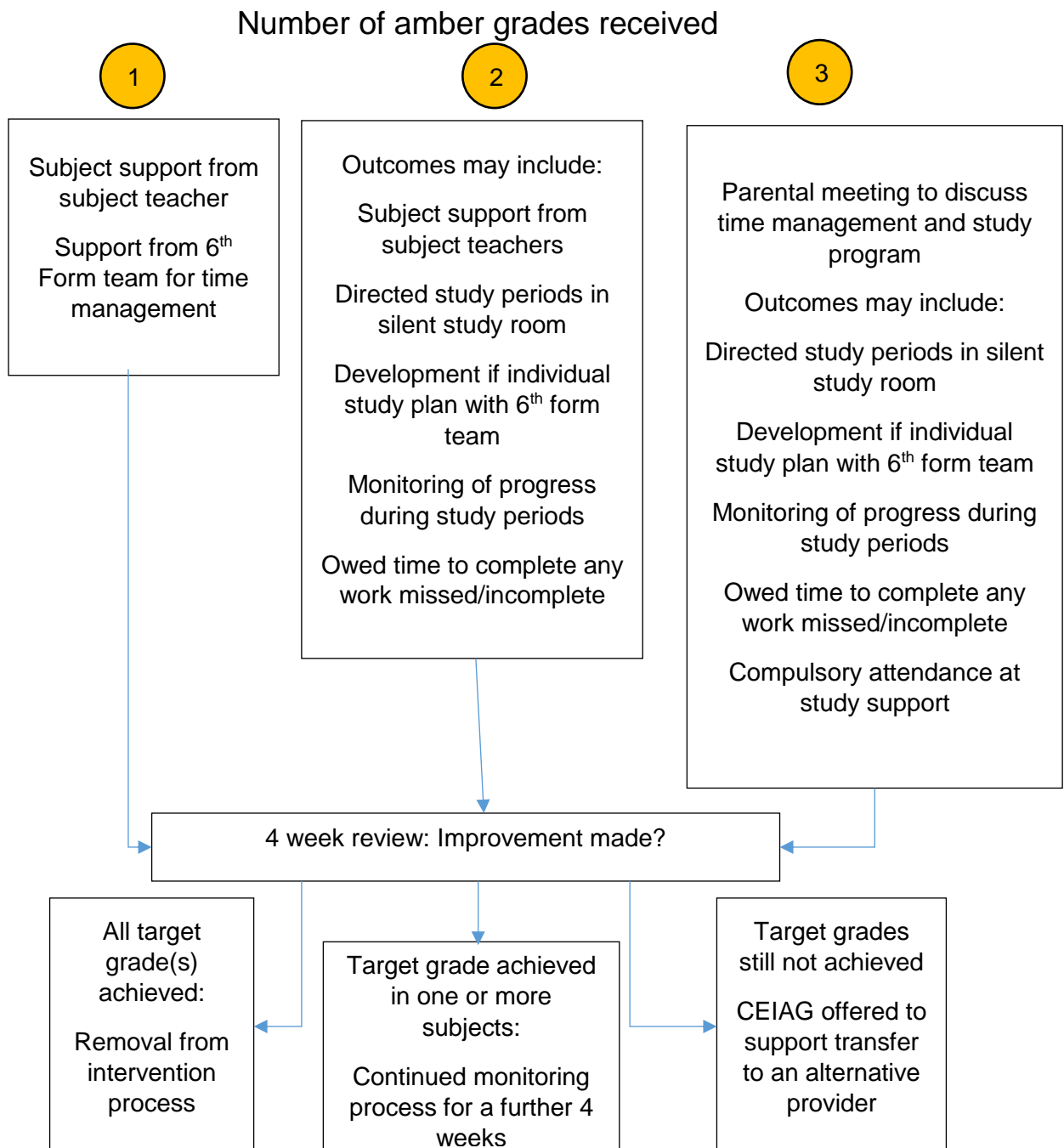
Number of red grades received



Formal Assessment Grades Actions Arising

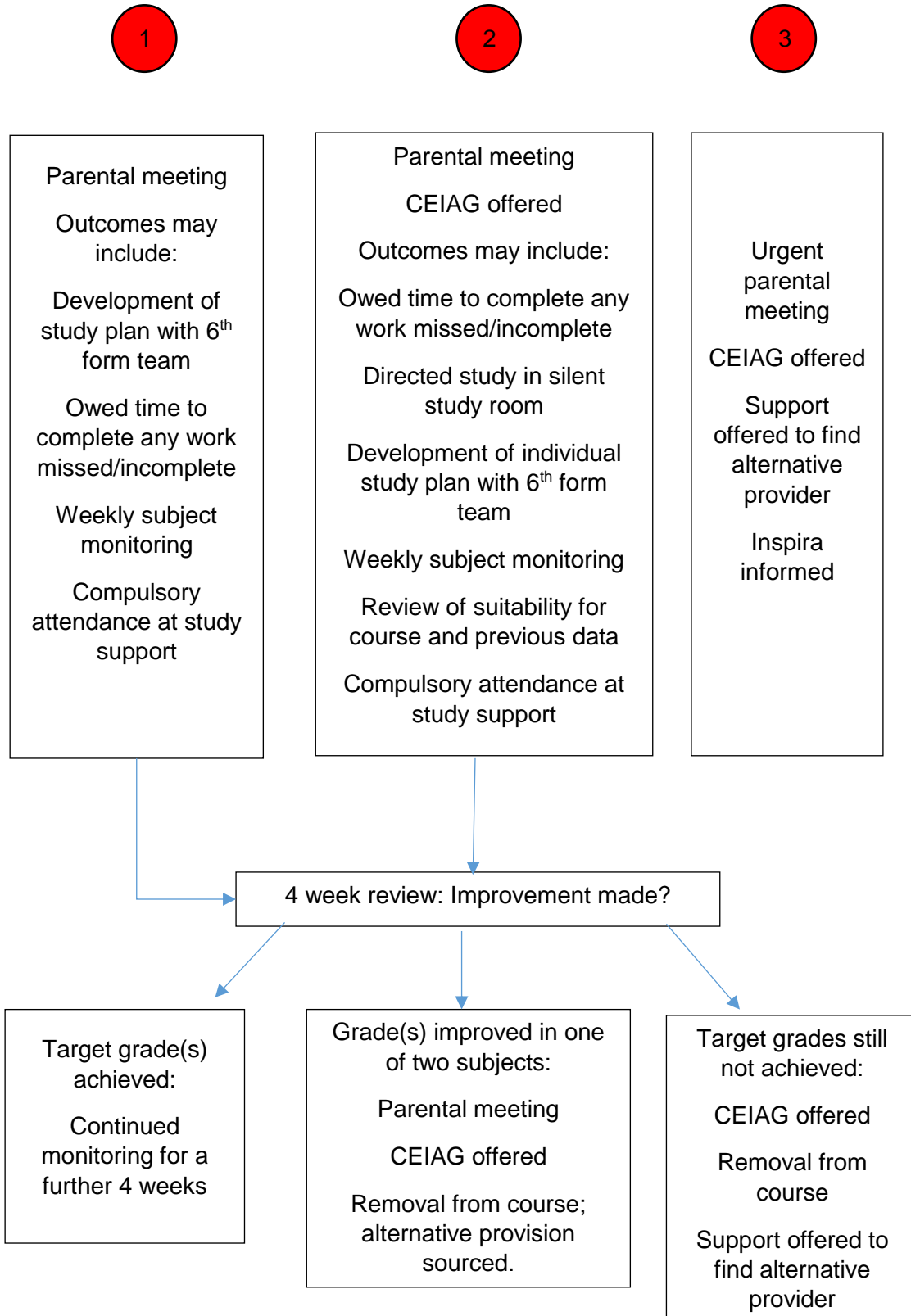
Throughout Sixth Form students will have formal assessments on a half termly basis. This will result in data which will be collected centrally. In order to support students to succeed the flow chart below outlines the actions that will be taken. Amber grades are where a student is one grade below target and red grades are more than one grade below.

All students receiving any amber or red grades will have an initial discussion with sixth form team regarding their current achievement. These discussions are supportive and an opportunity to seek and receive help.



Number of red grades received

Please be aware that these are not exhaustive or exclusive, students will be offered advice and help to ensure that they are able to follow a suitable pathway.



Key Dates for 2017-2018

Wednesday 6 September 2017	Autumn Term begins
Wednesday 28 September 2017	Year 13 Progress Evening
Thursday 13 October 2017	UCAS Deadline for Oxbridge, Medicine and Dentistry
Monday 23 October 2017	Half Term Holiday until Friday 27 October
Wednesday 20 December 2017	Last day of Autumn Term
Thursday 4 January 2018	Spring Term begins
Friday 13 January 2018	UCAS Deadline
Monday 16 January 2018	Year 12 and 13 Trial Exams begin
Monday 12 February 2018	Half Term Holiday until Friday 16 February
Monday 19 February	INSET Day (students not in school)
Wednesday 1 March 2018	Year 12 and 13 Progress Evening
Thursday 29 March 2018	Last Day of Spring Term
Monday 16 April 2018	Summer Term begins
Wednesday 28 April 2018	AS/A2 Coursework Deadline
Monday 7 May 2018	May Day Bank Holiday
Monday 28 May 2018	Half Term Holiday until Friday 1 June 2018
Friday 9 June 2018	Vocational Coursework Deadline
Friday 29 June 2018	Year 13 Leavers Ball
Friday 20 July 2018	End of Summer Term
Thursday 18 August 2018	AS/A2 Results Day
Thursday 25 August 2018	GCSE Results Day