



INFORMATION FOR SIXTH FORMERS AND PARENTS 2018/19

The Sixth Form Team

Mrs K McArdle	Director of Sixth Form
Mrs L Cope	Head of Year 13
Mr M Harrison	Head of Year 12
Mr M Wilson	Director of Intervention for Years 12 and 13
Mrs M Brown	Sixth Form Manager

These notes are intended to remind students and parents of some of the procedures and expectations they need to be aware of in the Sixth Form. The Sixth Form can be an extremely rewarding and exciting time of a student's school career, but it is important to recognise that it is also very demanding and rigorous and a few students do struggle with the transition from GCSE.

Parents can play a key role in supporting students with this transition and therefore we welcome your involvement in checking work, deadlines and students' planning and organisation. Students should remain in school throughout the day and not be encouraged to go home during any free time or private study periods. Students should also be in school from 8.30 am every morning for tutor time. Parents can access Show My Homework to check the work that is being set and contact the tutor or relevant teaching staff if they have any queries.

Tutor Groups

Tutor groups are made up of both Year 12 and Year 13. We aim to place students with a tutor relevant to their subject choices, though this is not always possible. If students wish to change groups, they must see Mrs McArdle, Mrs Cope or Mr Harrison to find out if it is possible. The tutor is the key point of contact for students and parents if they need advice or support and is also the person who will write references, so it is important that students attend tutorial and build a relationship with their tutor.

Registration

All Sixth Form students are formally registered in tutorial and in every lesson, including the enrichment lessons. If they leave the site during the day they must sign in and out with the Sixth Form Office. Tutors will arrange times to speak to students individually about study patterns, time management and social and academic issues through mentoring appointments. This is a time for the tutor to get to know students and also an opportunity for students to raise and discuss issues with their tutor.

Emergency Evacuation and Emergency Conditions

Sixth Form tutor groups should line up in alphabetical order on the tennis courts adjacent to the buildings. There is a firmly established routine for advising parents and staff of closure in severe weather conditions or emergencies and this has been published in the newsletter and on the website. Should an emergency arise during the day, the Principal has the responsibility to decide what action to take and one outcome could be closure of the site. Guidelines are that students in Years 12 and 13 could make their own way home and be deemed responsible enough to be home alone. Arrangements would be made with normal transport to take home all students who travel in organised transport.

Communication

Students should check their tutor trays every few days as they may contain important information such as exam entries and timetables, career information or library overdue notices. All generic correspondence from St John's including letters, newsletters, information/notices regarding events will be sent electronically via email to the first named emergency contact for each student. Students may also be sent relevant information via their St John's email address, so these should be checked regularly.

Tutorials and Assembly

Year 12 and 13 students are required to attend at least 4 tutorials a week, including the Friday assembly. This is also an important time to discuss post 16 and 18 options. Assembly will take place every other Friday at 8.30 am in the Theatre. Attendance is compulsory.

Absences

Parents should always contact the Academy if students are absent and the message will be passed on to tutors and teachers (01672 515081). It is very important to have as full an attendance as possible. Blue absence

forms can be collected from the Sixth Form Office in advance of an absence but please arrange routine appointments and driving lessons outside school hours.

Sixth Form Agreement

All students are asked to sign this document and return it to their tutor who will keep it in the student's file.

General Behaviour

We obviously expect the highest standards both in class and around the buildings. Students are expected to attend all their lessons, complete homework and between 4-6 hours of independent study a week per subject. 4.5 periods a week are timetabled in the Study Centre for Year 12 students. Students should always come to lessons well prepared with set texts and other equipment. Good behaviour is also expected in the Sixth Form area. The Sixth Form Study Centre and Sixth Form Library are for silent work, the top corridor for other studies with the Common Room as a social area. Students can also use the Atrium during lesson time. Students can only eat in the Common Room or in the Atrium.

Dress Code

Students are expected to wear more office work based clothes, such as shirts and smart casual trousers. Cargo trousers, smart jeans and tailored shirts are allowed but these must not be ripped or badly worn. Polo shirts and other formal T-shirts are allowed as long as they fit the office image. Graffiti is not allowed and any logos must be discreet and non-offensive. Girls may wear skirts but these must not be shorter than mid thigh; and knee length or longer skirts are recommended.

The following items are not allowed: hats worn indoors, leggings, trackies, beach shorts and beach wear, low necked tops and ripped jeans. Underwear should not be on show at any time. Shorts are also not allowed but suitable cropped trousers are permissible. Suitable shoes or trainers should be worn but not flip flops because of health and safety concerns. Students are not expected to have any visible body and facial piercings.

Smoking

There is a no-smoking policy which means that no-one at all may smoke on the site. If students are caught smoking close to the site (eg in School Walk, outside the garages or on the hill) this will be taken seriously and may have an impact on their position in the Sixth Form. Students may be excluded for smoking in the vicinity of the Academy site.

Personal Technology Devices

These may be used around the buildings, including in the Sixth Form area. They must be switched off in lessons unless directed by staff. Sixth Form students are expected to follow the school policy.

Changing Courses

If Year 12 students wish to change courses, this ideally should take place before the end of September, however a suitable change before October half-term may be permitted. Students must first discuss this with tutors, relevant subject teachers and parents; the change must then be agreed by Mrs McArdle. There is a change of course form which must be completed, signed and handed in to ensure our records are accurate.

Teaching and Learning Council

This is made up of students from a range of subjects and allows them to have an input into the curriculum. Useful feedback is also passed onto the staff.

UCAS and Work Experience

Information and advice about applying for Higher Education courses will be given to students in Social Studies and they should also discuss plans with tutors. Work experience linked to future courses or careers is encouraged in the holidays for Years 12 and 13. Good quality work experience is invaluable when it comes to completing university and employment applications in Year 13.

Personal Statement

Students will need to write about themselves as part of the application process, whether to university admissions tutors or to a potential employer. Their tutor, Head of Year and Head of Sixth Form will give them help in writing this.

Careers Guidance

In the Sixth Form there is an expectation that students will be proactive in researching and deciding future career paths. They will be encouraged to discuss key issues with their tutors and external agencies where appropriate. We also have excellent careers online information which students are encouraged to access through the Academy Saber site (see websites and passwords below). Tutors will also be helpful here.

Sixth Form Library and Corridor

The Sixth Form Library and Study Centre house a vast amount of careers literature which students are encouraged to look at. This includes university prospectuses, a range of books including 'The Good University Guide', Clips leaflets on employment, training, taking a year out etc. Information is available from the Sixth Form Office and students will be guided through all of this in Social Studies lessons.

Useful websites

Higher Education

www.ucas.com – this is a great starting point and includes sections for parents and finance.

<https://stjohnsvle/CWRL/pages/default.aspx> - **Higher Ideas**, a comprehensive resource for exploring HE options.

All Universities and Colleges have their own sites as well.

Apprenticeships and other alternatives to Higher Education

www.notgointouni.co.uk – alternative options to higher education such as advanced apprenticeships, gap year information, school leaver programmes.

www.apprenticeships.org.uk – official government site advertising apprenticeships.

<http://www.ratemyapprenticeship.co.uk> – reviews of apprenticeships and industries.

<http://www.allaboutcareers.com/jobs/school-leavers> - variety of school leaver opportunities.

Careers information

<http://www.eclips-online.co.uk/> (login SN8 4AX) Impartial careers and job profile information.

<https://nationalcareersservice.direct.gov.uk> - official government careers site including job profile information.

<https://stjohnsvle/CWRL/pages/default.aspx> - **Careers Companion** - - Username: stjohsstudent Password: SN8 4AX

A virtual careers library which gives a comprehensive guide to qualifications, jobs and careers and includes the most recent documents published in relation to these areas.

If you have any queries please ask Mrs McArdle in the Sixth Form Office, Mrs Stokes in the Library or Mrs Havill in the Careers Office. As well as local apprenticeships and open days, job vacancies are posted on the Sixth Form notice board for those seeking employment.

THE ENRICHMENT PROGRAMME 2018/19

We believe that it is very important for students to have access to an enrichment programme in addition to subject courses. There are two main components. Both are compulsory and account for two periods a week for Year 12 and one period for Year 13.

The two main components are:

- Social Studies
- Enrichment options: the Level 3 Extended Project Qualification, Re-sit GCSE Maths and English, IT programming and a cyber-security EPQ, creative/arts projects and a range of sports options.

Social Studies – Thursday Wk2 Period 1 (Year 12) and Friday Wk1 Period 3 (for Year 13)

This is designed to broaden students' knowledge of areas outside the curriculum by covering such topics as human rights, globalisation, safe driving etc. However, by far the biggest component of the course focuses upon post 18 options, looking at universities, apprenticeships, travelling, voluntary work etc. The aim of this is to provide students with knowledge of their options after St John's so that they can make informed judgements. We use guest speakers where possible.

Enrichment Options – Wednesday Period 5 (Year 12 only)

We offer an enrichment afternoon with some choice available. This is designed to encourage students to participate in a range of options with the benefit of widening their experiences beyond their A level courses. Any student who has not gained grade 4 or above in either Maths or English will be expected to attend the relevant re-sit sessions as a priority for this period. All other students can choose from: a Level 3 Extended Project Qualification (see details below), IT programming and a cyber-security EPQ and creative projects. In addition students can choose from a range of sports options such as multi-gym, badminton, games etc and there may be the opportunity to take different options each term. Some of these options will be run by visiting coaches and may therefore incur a small cost to students. All Year 12 students will be expected to follow a suitable enrichment programme as part of the personalised learning scheme. Attendance is compulsory.

The Extended Project Qualification – (Year 12 only)

This is a well recognised course, equivalent to half an A level. It encourages students to organise their own project, complete independent research and evaluate their findings. They can write a dissertation or investigation, make an artefact or organise a performance. It is popular with both universities and employers as it encourages independent learning. Students who mostly achieve grades 7+ at GCSE are encouraged to consider the Extended Project Qualification during Period 5. However, this course can also be followed by a range of students to help them with their organisation for subject based coursework. They will then complete their EPQ in Year 13 with support from the Sixth Form team.

Conclusion

We hope all students enjoy a successful and happy time in the Sixth Form. There are lots of people here who are keen to help students achieve this!

YEAR 12 & 13 OPTION BLOCKS 2018-19

YEAR 12

OPTION 1	OPTION 2	OPTION 3	OPTION 4
BTEC Creative Digital Media & EPQ Double Maths Biology English Language Forensic Investigation Health & Social Care History Maths Physics Sport & PE Camb Tech	BTEC Creative Digital Media & EPQ Double Maths Business Studies Chemistry English Language English Literature Geography History Maths Philosophy & Ethics Photography Psychology	Art Biology Classical Civilisation Food & Nutrition French Geography Graphic Communications Maths Maths Studies AS Performing Arts BTEC Physics Politics Psychology	Biology Chemistry Computer Science DT Product Design Economics English Literature German German AS History Latin Music Photography Psychology Sociology Spanish Spanish AS

YEAR 13

OPTION 1	OPTION 2	OPTION 3	OPTION 4
BTEC Creative Digital Media & EPQ Sport & PE Camb Tech Double Maths Chemistry Economics Geography Music Psychology Sociology Spanish	BTEC Creative Digital Media & EPQ Sport & PE Camb Tech Double Maths Biology Classical Civilisation Maths Philosophy & Ethics Psychology (Fashion) Textiles	Art Biology Business Studies English Literature Geography Government & Politics Health & Social Care Camb Tech History Maths Physics Psychology	Biology Chemistry Computer Science Drama DT Product Design English Language French Graphic Com History Maths Philosophy & Ethics Photography Physical Education Physics

Sixth Form Year 2018-19

Term 1	
September	
5	Year 12 and 13 Students - normal lessons begin
5	Year 12 introduction to enrichment programme in Theatre
7	UCAS application process introduced in Social Studies for Year 13
27	Year 12 photographs
October	
	All references are updated with predicted A level grades
1	Internal school UCAS deadline for Oxbridge/Medicine students
24	Year 13 Parents' Evening
5/10	Staff Development Day - students not in school
26/10 - 2/11	Holiday
31/10	University entrance tests
Term 2	
November	
9	Internal school deadline for UCAS applications
15	Sixth Form Open Evening for Year 11 students
27	Safe Drive Roadshow for Year 12 students at Marlborough College
December	
24/12 - 4/1	Christmas Holidays
Term 3	
January 2019	
23	Year 12 Parents' Evening
30	'Moving on Fair'
	Year 13 references are sent home
February	
18 - 22/2	Holiday
Term 4	
March	
4/3-8/3	Year 13 A level mock exams
	Prefect elections

April	
3	Second Year 13 Parents' Evening
8/4 - 22/4	Easter Holidays
Term 5	
May	
7	Year 12 reports sent home
16	Year 13 Leavers' Awards and Celebration Assembly
16	Year 13 block release begins
17	Year 13 Leavers' Dinner at Alexandra House, Nr Wroughton
20/5-19/6	A level exams
27/5 - 31/5	Holiday
Term 6	
June	
20/5-19/6	A level exams
	Students attend Open Days - June to October 2019
20	New Year 12 Induction Day
21/6 - 26/6	Year 12 End of Year Exams
	Year 13 to return books
July	
	Students to work on draft personal statements
	Draft Year 12 references to go home
19	Break up for the summer (22 - 24 July SDD Days)
August	
15	AS & A2 results
22	GCSE results

SIXTH FORM AGREEMENT

The purpose of this agreement is to ensure that students, parents and staff are aware of what is to be expected of St John's Sixth Form College and its students.

St John's will:

- accept the student into the Sixth Form subject to any conditions which might apply to individual students or subjects;
- provide a programme of subject teaching relevant to the courses selected;
- offer pastoral support;
- provide guidance to students about careers;
- provide a programme of extra-curricular opportunities;
- keep parents informed on all academy matters through the students;
- contact parents as appropriate if there are concerns about their child's progress and/or welfare;
- provide suitable venues for self-study;
- enter students for exams, dependent on attendance.

The student will:

- attend all academy sessions: lessons, private study, Social Studies, registration/tutorials and enrichment;
- take an active part in the learning process, carrying out all tasks on time and to the best of their ability;
- do at least four-five hours a week of study beyond normal lessons per three unit course;
- follow the Sixth Form rules and behave responsibly around buildings to set a good example;
- treat the common room and other Sixth Form facilities with respect at all times;
- follow the Sixth Form dress code.

Parents are welcome to contact St John's at any time.

Signed: (Student)

..... (Student Name and Tutor Group)


Signed: (Tutor)

I acknowledge that I have read the agreement made between St John's and the student.

..... (Parent/Guardian)

Date:



National Teaching School
designated by

National College for
Teaching & Leadership

September 2018
Mb/6thform 18/19/levy18/19



STJOHN'S
MARLBOROUGH
AN INTERNATIONAL
ACADEMY

Dear Parents

Sixth Form Levy 2018-19

Each year we ask for a donation of £30.00 per Sixth Form student for the Sixth Form Fund. This money, which is payable at the beginning of the Autumn Term, is also used to subsidise Sixth Form events and help maintain the Common Room. In the past we have spent money on refurbishing the Common Room and providing computers for the Sixth Form Study Centre and extra furniture for the Sixth Form Library.

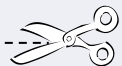
If you are a UK taxpayer, please also complete the Gift Aid form overleaf which enables us to claim an additional 25% at no cost to you.

Payment should be made online through ParentPay, you will not need to return the paper permission slip if you pay online. Payment can still be made by cheque with the completed permission slip at the end of this letter. For security purposes we request that you do not make payments in cash, the Academy cannot be held responsible for the non-receipt of cash payments from students. Payment before the **end of September** would be appreciated.

Yours faithfully



Mrs N J Edmondson
Executive Principal



SIXTH FORM LEVY

Please return slip and **cheque** payment to the Financial Mailbox located in the Atrium. Please mark the envelope 'Sixth Form Levy'. Cheques should be made payable to St John's Marlborough.

Student's Name: Tutor Group:

Contribution to Sixth Form Fund: Please tick if you require a receipt:

Receipts will only be issued by email, please supply the email address below to be used for receipt purposes;
.....

PLEASE DO NOT RETURN THIS SLIP IF PAYING ONLINE. PARENTPAY WILL AUTOMATICALLY SEND A RECEIPT TO THE EMAIL ADDRESS REGISTERED ON THE ACCOUNT.

