



INFORMATION FOR SIXTH FORMERS 2016/17

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 J Gibson	Director of Intervention for Years 12 and 13
Mrs M Brown	Sixth Form Manager

These notes are intended to remind you of some of the procedures and expectations you need to be aware of as students in the Sixth Form.

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 you do wish to change groups you must see Mrs McArdle, Mrs Cope or Mr Harrison to find out if it is possible. Your tutor is the person you should turn to first if you need advice or support and is also the person who will write your reference so it is important that you feel able to communicate easily with him or her.

Registration

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

Communication

Check your tutor trays every day as they may contain important information such as exam entries and timetables, letters to parents 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 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

You should always contact the Academy if you are absent for a few days as a matter of courtesy; the message will be passed on to your tutor and teachers (01672 515081). It is very important to have as full an attendance as possible. Some Year 13 students may not have lessons on a Thursday and this would be a good time to arrange driving lessons and routine appointments. Blue absence forms can be collected from the Sixth Form Office in advance of the absence.

Sixth Form Agreement

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

General Behaviour

We obviously expect the highest standards both in class and around the buildings. You are expected to attend all your lessons, complete homework and between four-six hours of independent study a week per subject. You should always come prepared to lessons 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. You can also use the Atrium during lesson time. Four periods a week are timetabled in the Study Centre for Year 12 students and three periods for Year 13. Students can only eat in the Common Room, in the Atrium or outside.

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 body and facial piercings.

Smoking

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

Personal Technology Devices

These are not to be used around the buildings but may be used 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 you wish to change course at the beginning of the year, you must first discuss this with your tutor, relevant subject teachers and parents; the change must then be agreed by Mrs McArdle before the end of September. There is a change of course form which must be completed, signed and handed in to ensure our records are accurate.

Printing Credits

Printing credits for all students will again be adopted this year. They encourage students to manage their printing responsibly and help to reduce unnecessary printing within the school, thus saving resources and funds. The credit levels have been set to take into account the coursework requirements in Years 12 and 13 and these students will start the year with a credit bank of 500. Additional credits are then available to purchase via the ICT Technicians at a rate of £1/100.

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 you in Social Studies and you should also discuss your plans with your tutor. Work experience linked to your future course or career is encouraged in the holidays for Years 12 and 13. Good quality work experience is invaluable when it comes to completing your university and employment applications in Year 13.

Personal Statement

You will need to write about yourself as part of the application process, whether to university admissions tutors or to a potential employer. Your tutor, Head of Year and Head of Sixth Form will give you 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. Many books and videos can also be borrowed from the Sixth Form Office. Students are guided through all of this in Social Studies lessons.

Useful websites

www.ucas.com – this is a great starting point and includes sections for parents and finance. Students can also complete the Stamford Test which helps them with careers guidance.

<https://saber.stjohns.wilts.sch.uk/careers/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://saber.stjohns.wilts.sch.uk/careers/default.aspx> - **Careers Companion** - - Username: stjohsstudent

Password: SN8 4AX

An online careers library which includes independent and impartial links to career related information on the internet including information on further and higher education and apprenticeships.

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 2016/17

We believe that it is very important for our students to have access to an enrichment programme as well as their 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, music, community projects/global issues and a range of sports options.

Social Studies – Monday Wk1 Period 4a (Years 13) and Thursday Wk2 Period 3 (for Year 12)

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, 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 for the students. This is designed to encourage them to participate in a range of options with the benefit of widening their experiences beyond their AS courses. Any student who has not gained grade C 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, music and community projects/global issues. 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 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. Students 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 A and B at GCSE are encouraged to consider the Extended Project Qualification during Period 5. This course can also be followed by a range of students to help them with their organisation for subject based coursework. Students following the BTEC Creative Media & BTEC Art courses will also have the opportunity to complete an EPQ.

Conclusion

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

YEAR 12 & 13 OPTION BLOCKS 2016-17

YEAR 12 – AS LEVELS

OPTION 1	OPTION 2	OPTION 3	OPTION 4	OPTION 5
BTEC Creative Digital Media & EPQ Double Maths DT Food Technology DT Graphics DT Product Design English Literature French Maths Sociology	BTEC Creative Digital Media & EPQ Double Maths Business Studies Biology Chemistry Drama English Language Geography Government & Politics Physics Psychology	Biology Chemistry Classical Civilisation Computer Science Economics English Literature Environmental St History Photography Psychology	BTEC Art & EPQ Art A Level Geography History Maths Maths Studies AS Music Physics Psychology	BTEC Art & EPQ IT Cambridge Technical (single) English Language German Philosophy & Ethics Physical Education

YEAR 13 – A2 LEVELS

OPTION 1	OPTION 2	OPTION 3	OPTION 4	OPTION 5
IT Cambridge Tech Double Maths Classical Civilisation DT Food Technology DT Graphics Geography Maths Music Philosophy & Ethics Physical Education Psychology	Double Maths Chemistry English Language English Literature Environmental St History Physics Psychology	Art Biology Chemistry Drama DT Product Design Geography Government & Politics Media Studies Psychology	Art Biology Business Studies French Philosophy & Ethics Photography Physics Sociology Spanish	Biology Computing DT Textiles Economics English Literature Health & Social Care History Maths Physical Education