



6th form @ Swakeleys

enjoy achieve aspire succeed

Student Guide

2023



Introduction

As a school we are delighted that you want to continue your studies in 6th Form @ Swakeleys. I am very confident that you have made the right choice!

I am very proud of the success our sixth form students achieve academically but also in the way they contribute to the school community and act as role models for students in younger year groups.

We have high expectations and standards of students in 6th Form @ Swakeleys. This is because we are very ambitious for your future and want you to share in those aspirations for yourselves.

Being a sixth form student will be different to being a student in younger years. You will discover that you will face new challenges and also enjoy new opportunities, responsibilities, and freedoms.

The purpose of this guide is to prepare you for this next step in your education. Please read it carefully so you are clear on what it means to be a student here in 6th Form @ Swakeleys and how you can get the most out of your time with us.

It is very normal to feel a little nervous when thinking about beginning in sixth form but I hope that the induction days and this guide will reassure you that you will be well supported in your time at sixth form. I also hope that you feel excited about beginning your Level 3 subjects and getting involved with all that our sixth form has to offer

If you have any questions regarding the information in this guide please do contact either the sixth form office or myself.

Mr Hayden

Assistant Head teacher – Head of Sixth Form



Sixth Form Structure

When you join the sixth form you will be placed in one of 10 forms. Forms are made up of Year 12 & Year 13 students. Each form is led by an experienced sixth form tutor and has two senior prefects who act as student voice for the form group. (*Tutors will be confirmed shortly*)

S	ROOM S1	F	ROOM S9
I	ROOM S2	O	ROOM S8
X	ROOM S3	R	ROOM S7
T	ROOM S4	M	ROOM S6
H	ROOM S5	@	ROOM S10

If you were at Swakeleys in Yr11 you will retain your previous House and can still participate in House competitions and attend your House Assembly.

Alongside your tutor the other members of the Sixth Form team are:

Mrs Quick - Sixth Form Administrative officer

Mrs Lee - Sixth Form Administrator

Mrs Quick and Mrs Lee work in the Sixth Form office and deal with day-to-day student queries.

Mrs Cherry - Sixth Form Pastoral Lead - *Ms Cherry is responsible for attendance, well-being and safeguarding in the Sixth Form.*

Mr Riches - Deputy Head of Sixth Form - *Mr Riches works closely with PP / Bursary students and co-ordinates the widening participation & ECA programme*

Mr Hayden - Head of Sixth Form - *Mr Hayden oversees the Sixth Form, especially academic progress and support for future destinations*

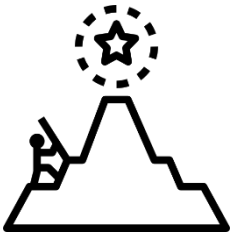
A level Mindset

We want students at sixth form to leave us having **achieved** their goals. In order for students to be **successful** we strongly believe they need to develop 5 key characteristics. In the first half term Year 12 students are taught about these in more detail, and we do regular target setting based on these characteristics.



VISION

Successful students they know what they want to achieve



EFFORT

Successful students put in many hours of proactive independent study



SYSTEMS

Successful students organise their learning resources and their time



PRACTICE

Successful students practice and develop their skills



ATTITUDE

Successful students respond constructively to feedback and setbacks

Sixth Form student timetable

One of the biggest changes to life as a sixth form student is having fewer subjects and periods which are self-directed.

The majority of Sixth Form students will begin studying 4 subjects (dependent on spaces on courses). Over the course of a fortnight, students will have 9 lessons for each subject studied. An example timetable is below:

Period	Mon	Tues	Wed	Thurs	Fri
1	HISTORY	RE	POLITICS	HISTORY	INDEPENDENT STUDY
2	POLITICS	ECO	SUPERVISED STUDY	RE	PSHCE
3	INDEPENDENT STUDY	POLITICS	HISTORY	POLITICS	ECO
4	RE	HISTORY	ECO	INDEPENDENT STUDY	POLITICS
5	ECO		RE	ECO	INDEPENDENT STUDY

Alongside lessons students will also have:

1 lesson of PSHCE per fortnight – focused on preparing students for future options and independent living

2 supervised study periods per fortnight – in the LRC, focused on completing super-curricular activities

9 independent study periods – students can study in the canteen, first floor study area or LRC.

If a student has an independent study period P4&5 or just P5, with parental permission they can leave sixth form and study from home.

If a student is studying the equivalent of 3 A level subjects, extra supervised study periods will be included on their timetable.

Expectations of a Sixth Form student - Attendance

We know through experience that there is a strong link between attendance and academic progress. We therefore have very high expectations in regards to student attendance & punctuality to ensure all students have the best possible chance of fulfilling their potential.

The Sixth Form attendance expectation is that it should remain above 95%



If you are unwell or require to miss a day of school then a parent or carer contacts the sixth form office as soon as possible. **Students cannot report their own absence.** We expect that if medical appointments are required then wherever possible these are scheduled for outside of school hours. Students are expected to catch up on any work missed in a lesson.

If attendance drops down below 95% without a known good reason action will be taken as follow:

- 1 – Letter home
- 2 – Form Tutor monitoring report
- 3 – Pastoral lead monitoring report
- 4 – Head of 6th Form monitoring report

If attendance is below 95% without good reason at the end of the academic year, and has not improved through the actions listed above, Mr Hayden will arrange a meeting with student and parents to discuss continuing into Year 13.

We also prioritise punctuality as a key study and life skill. Students who are late receive a ZTD and 4 lates in a term will result in being put on punctuality report for 2 weeks, which requires a student to attend school by 8.30am.

Truancy calls are also made if a student is not present in a lesson without a known reason and detentions will be issued for any truancy.

Expectations of a Sixth Form student – Dress Code

Members of our sixth form are role models for younger students and play an important part in representing the school in the wider community. We aspire to prepare students for progression into their chosen career and to create a climate where all can achieve their full potential. To support this ethos, all sixth form students are expected to dress as if they were working in a formal office environment and meet the criteria outlined below.

Permitted items of Clothing include:

- Shirt with collar and tie (not a polo shirt or T shirt)
- Tailored trousers or chinos
- A smart skirt and top
- Smart trousers and a top
- A dress
- A suit
- Jumper or cardigan
- Smart black leather or leather effect shoes

Items not permitted

- Extreme hair styles or colours
- Jeans and denim jackets
- Combat trousers
- Trainers/ canvas shoes
- Logos
- Sportswear
- Sweatshirts
- Hoodies
- T shirts/ Polo shirts
- Leggings
- Excessively short skirts
- Shorts
- Flip flops or backless shoes of any type
- Excessively high heels
- Halter neck tops/dresses
- Thin strapped, strapless or vest tops
- Clothes which reveal cleavage, bare midriff or back
- Visible tattoos
- Prominent piercings
- Hats

Final decisions about whether choice of dress is appropriate will be made by the Head of Sixth Form and Head teacher.

Bridging the Gap – Summer Transition work

One of the most common experiences of new year 12's is finding the first few weeks challenging, as the level of study and expectations are more demanding at sixth form compared to GCSE. You will be learning more challenging content and will have more personal responsibility for studying independently. In order to **achieve** your very best you need to be prepared.

Subject work

To support this transition, each subject will provide transition work to be done over the summer holidays. This will help you prepare for what Level 3 studies will require of you and begin to get you into good independent study habits. By completing the transition work you will ensure you begin Year 12 in the best possible way.

Transition work is not optional and will be assessed for completion and effort by your teachers when you start. Remember it is important to give a good first impression of yourself as you begin your courses.

To support the transition further, we would also really encourage you to look at the super-curriculum resources for your chosen subject areas.

Transition from YR11 to Year 12 course

Alongside the subject transition work we expect all students to complete a free online skills booster course by tutor2u on the transition to Sixth Form. It covers how to make notes, research, manage your time and make the most of your time in Sixth Form.

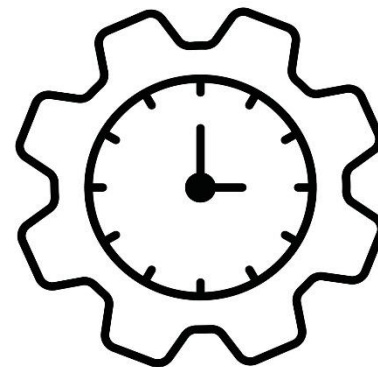
All resources above will be available on the Sixth Form section of the school website



Bridging the Gap – Managing your time

Alongside getting to grips with more challenging subjects and different ways of studying, you will also have more responsibility to manage your time.

All Sixth Form students will have both supervised and unsupervised study periods on their timetable. Supervised study periods will take place in the sixth form LRC, where a register will be taken and students must work in silence.



Unsupervised study can be done in school or at home (if P4 or 5). It is important that you make the most of your study periods, and this will require you managing your time well. We therefore encourage all students to make weekly plans.

At the start of each week make a short list of priorities for the week ahead. You can look at your timetable, at the work you have set, and other deadlines. This will help you feel calmer and more in control of your time

1. Write down a list of the key tasks you have to do out of lessons
2. Prioritise them - High (need to be done in next two days), Medium (this week), Low (when I can)
3. Think about your week - Plan in when you are going to do these tasks using study periods and time after school

It would be advisable to buy a week to date diary (as you will no longer be provided with a link book) or use an app to help with this.

Your subject teachers may also expect you to organise your notes in folders, with dividers – rather than providing exercise books. Check and try to organise this before your start.

Super Curricular

Alongside your specific subject studies all students in 6th Form @ Swakeleys are expected to spend at least 1 hour per week engaged in Super-Curricular activities.

What is it?

Super-curricular is different to extra-curricular. Extra-curricular activities are those outside of a student's chosen topic, and unrelated to their studies, whereas super-curricular activities take the subjects they study further, beyond what they have learnt at school or college.

Why is it important?

Highly selective universities explain that Super-curricular activities can help a student make a competitive application, and prepare them for a challenging academic environment. Super-curricular participation can enhance a personal statement, and give a student a greater confidence in their subject choice. They can demonstrate that a student is serious about their area of study, and give them a wealth of ideas to draw upon in discussions if they are invited to interview.

Beyond that it's likely that students will develop new ideas and opinions, critical thinking and analytical skills, and an ability to understand new information from different sources – this is all great preparation for future **success**



UNIVERSITY OF
CAMBRIDGE

What is a super curricular activity?

- Books
- Articles and Journals (e.g. Hodder review series)
- Websites
- Videos /Lectures
- Podcasts
- Online Courses (Future learn / Open Learn / Coursera)
- People to follow on Social Media

You will be able to find links to super-curricular resources on the Sixth Form Google classroom as well as links in the Sixth Form section of the website

Students are expected to write a short reflection on what they learnt from each activity they complete on unifrog, which can be checked by their tutor

Extra-Curricular

In order for students to **enjoy** their time here and feel a part of our community we expect everyone to play a role in the life of the wider school. This could be through attending a lunchtime club, volunteering at a school event or planning and running your own project for example. There are a huge number of opportunities for Sixth Form students to choose from. In the past year these have included:

- Literacy and Numeracy mentoring
- First Aid Club
- Duke of Edinburgh
- Mark Evison Award (student led projects, funded by external charity)
- Fund raising Halloween dress up day & staff vs students Benchball
- Sixth Form Sports Lunch Club
- Winter Bazar / Open evenings
- Sixth form Christmas Movie afternoon
- Sports Day & Sixth Form sports afternoon
- Gender & Sexuality Alliance
- Science Astronomy Club
- Islamic Society
- Subject Ambassadors
- Debates Club
- Music clubs (drumming / guitar/vocal)
- Mindfulness club
- Big Sister (supporting students in younger year groups)
- Music Evening and School Show
- Law society

We are very supportive of sixth form students running their own clubs (with adult support). We also encourage students to get involved in organising and leading assemblies.

We aim to organise one sixth form social activity each half term for all students to participate in. Each week in form we also have a form news quiz with a termly winning form

Sixth Form Community Champion award

As part of encouraging your extra-curricular involvement in the school we want to recognise and celebrate students who are involved in voluntary activities in the school that make a positive difference to others.

We all benefit from the help and support of others and so it is important that we also look to give back as well.



There are three levels of awards:

Bronze award – a student has complete 10 hours of volunteering in the school

Silver award – a student has completed 20 hours of volunteering in the school

Gold award – a student has completed 35 hours of volunteering in the school

We would hope that all Year 12 students will be able to achieve **at least a bronze award** before they finish the academic year.

Students will need to complete a volunteer log, outlining the activities they have done. They will also have to complete a reflection sheet to explain what impact they had and what they learned from the experience.

Students who achieve a community champion award will receive a certificate and other prizes (dependent on the level of award). Forms will also compete against each other to record the most amount of voluntary hours over the year.

Sixth form Student Leadership Team

Each year we encourage applications to become a Senior Prefect or a Head Prefect as part of the Sixth Form Student Leadership Programme. The Student Leadership Programme runs from May-April. Successful students will receive leadership training and have leadership opportunities that will enable them to apply for a recognised award.

Head / Senior Prefects are responsible for representing the views of sixth form students, supporting school events, completing weekly lunch time duties, and working on projects to improve the school community. Feel free to speak to them about any issues / ideas you may have regarding sixth form.

This year the Student leadership team are split into three focus groups.

Social events and ECA's	Form	Student wellbeing	Form	Supporting lower school students	Form
Sarah Doggrell – Head Girl	I	Noor Fatima – Head Girl	M	Aleena Kazmi – Deputy Head Girl	F
Selina Oudina	O	Lucy Tome-Cecil	@	Priya Saund – Deputy Head Girl	M
Amira Mohammad	O	Megan Kaur	H	Diana Formully	X
Jekasini Jayaharan	H	Priyanka Priyanka	F	Noor Rashid	T
Sarableen Joney	R	Bari Khan	H	Thasnarvi Mathanaraj	F
Emily Underwood	@	Manveer Bilku	T	Zara Ashraf	S
Kiran Haq	X	Ria Chadda	I	Sharan Bassi	S



Planning for the Future

Believe it or not but your time in sixth form will go very quickly and it is important that even before you begin you are considering what you might do after you leave us. Students who have a clear vision of why they are at sixth form and what they want to **achieve** will be more motivated and committed towards their studies.

Every year we are so proud of the wide range of different destinations our students go and we want to encourage you to **aspire** to be like them & be very ambitious for your future.

There are three main pathways after you complete your 2 years at sixth form:

1. University
2. Apprenticeships (including Degree apprenticeships)
3. Work place

In January 2024 we will begin our programme of support for students in choosing and preparing for future options. In sixth form, students will continue to use unifrog as the primary online resource for support. Students are advised to begin using the tools on unifrog even before they begin their studies to explore what opportunities will be available to them.



Students interested particularly in apprenticeships and work place options will be able to make appointments with our in school careers advisor Mr Williams.

In the sixth form we also have a regularly updated online opportunities notice board which includes university open / taster days, work experience opportunities, company insight days etc. Students are encouraged to check this weekly.

All Sixth Form students are entitled to three days of authorised leave each year to attend such opportunities.

We also will be planning for all Year 12 students to organise work experience in the summer term 2024 – more details will be given regarding this when you join us in September.

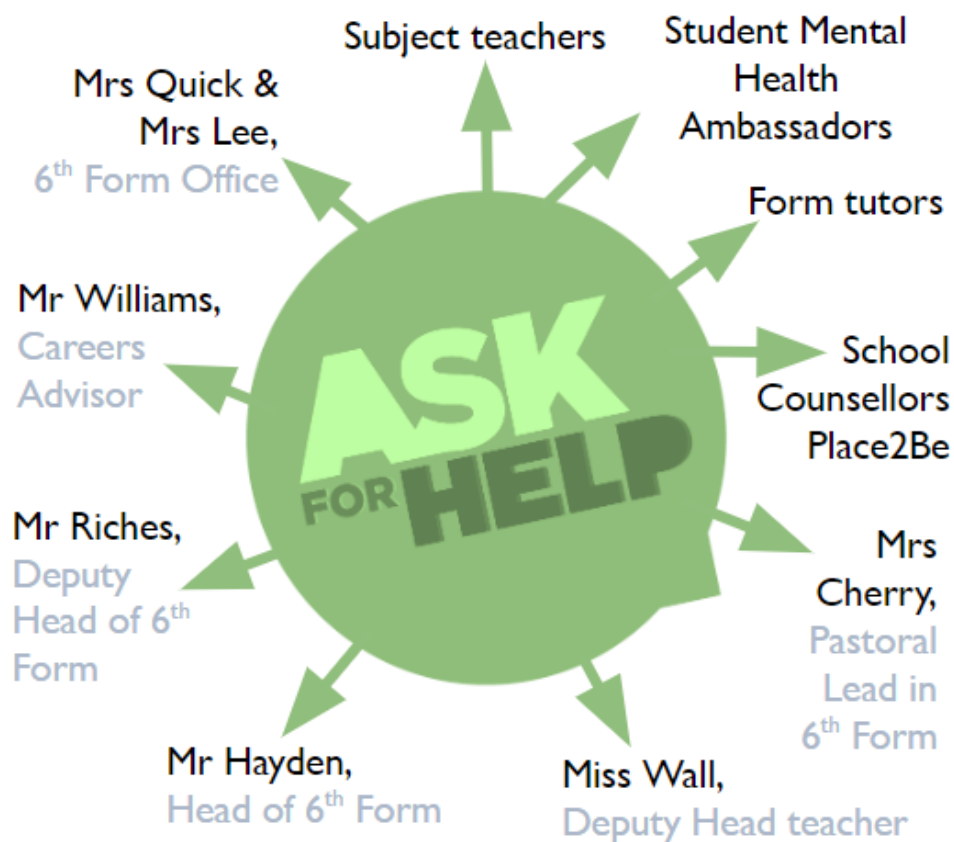
Your Wellbeing in Sixth Form

We want you to feel happy, safe and supported whilst at sixth form so you can **enjoy** your time here together.

We place a high importance on mental wellbeing and ensuring all students are equipped to cope well with issues such as managing stress and looking after yourself in examination periods.

We have a team of student mental health ambassadors who also work to ensure the right support is in place.

We encourage all students to make the most of the wide range of support on offer when times get tough during 6th form. Whether you are having difficulties with your subjects, career choices, emotions, family or friends, there is always someone you can turn to in 6th Form.



We also have a designated Sixth Form prayer room available for students at lunchtimes

Examinations and Progression into Year 13

Students in 6th Form @ Swakeleys sit external formal assessments at the end of Year 12 for most subjects.

These are either AS (Advanced Subsidiary) exams or BTEC modular exams.

In order to prepare students for what to expect sitting these exams, we have two weeks of PPE's (Pre-Public Exams) which historically have taken place at the start of January. PPE's are sat in sixth form classrooms in exam conditions and are marked by subject teachers.



The external AS and BTEC exams are similar to the GCSE system, starting in May and sat in the Hall.

For both sets of examinations sixth form students are given study leave and the normal timetable of lessons is stopped for the duration of the exams.

Students will receive their AS grades in August (at the same time as A Level grades are released). **In order for a student to be able to progress on to the A level course in Year 13 they should achieve at least a Grade D.** If a student does not achieve at least a Grade D it would indicate that they would struggle to make progress in Year 13 and an alternative pathway could be more appropriate.

Decisions regarding the progression of students who do not achieve at least 3 D grades will be made by Mr Hayden on results day and in consultation with the student.

It is anticipated that the vast majority of students who do meet the entrance criteria for Year 13 would at this point drop one of their 4 subjects (as it would not be required for applications to university or apprenticeship providers) The grades a student achieves in their AS exams will guide teachers in predicting grades in the autumn term, which will be used for university or apprenticeship applications.

Financial Support

As a Sixth Form student you will be required to purchase supporting materials such as books or subject specific equipment. Many subjects also organised trips for students to enrich and support learning. This is why in 6th Form @ Swakeleys we offer a 16 to 19 bursary fund, which is designed to support students who may struggle with the costs of full-time education or training.

The school receives a bursary fund from the government, which is then distributed to students in various ways throughout the academic year. Students who successfully apply will be provided with course related materials, such as books, in addition to support with meals, equipment or transport.

The scheme operates on a termly basis and students must apply for the relevant resources by the given deadline each term. The resources provided are based on the individual circumstances of each student and also dependent on the amount of students accepted onto the scheme.

Students who qualify for Bursary or Pupil Premium funding are also supported in accessing widening participation programmes offered by Universities and employers.

Enrolling for Sixth Form – Thurs 24th August

Your place in the sixth form and the subjects you have chosen are conditional on meeting our entry requirements. It is important therefore that wherever possible, you attend GCSE Exam results day on Thurs 24th August, in person.

If you have not achieved grades that meet with general or subject specific requirements you will need to meet with Mr Hayden to discuss alternative pathways.

All students with an offer and who have met entry requirements need to enrol with sixth form staff on GCSE results day. If you are unable to do this, you will need to speak to the Sixth form office before the end of the school term.

In 6th Form @ Swakeleys

We empower students to **achieve** outstanding academic results.

We encourage and support students to realise their **aspirations**.

We enable students to develop their wider skills for **success** and be part of our community

We care for students wellbeing so they can **enjoy** being at Sixth Form

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