

# 6th form @ Swakeleys

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## Parent/Guardian Guide and Agreement 2024

Student success in 6th Form is dependent on the supportive partnership of the school and the student's parents/guardians. As parents/guardians your role will remain an important one in ensuring your child meets the expectations of the Sixth Form, and can achieve their goals.

### Student expectations

#### The school day

All students are expected to attend 6th Form each day by 8.30am so they can be prompt to form at 8.40am.

Students' timetables will be a combination of:

- Timetabled lessons (9 hours per subject per fortnight)
- Supervised study (compulsory periods of silent study in the 6th Form LRC - between 2 and 8 hours per fortnight - depending on whether a student is studying 4 or 3 AS level subjects)
- Independent study (periods of study where the student can choose where and how to study - between 8-12 hours per fortnight)
- PSHCE (This is timetabled once a fortnight)

Students are expected to complete 5 hours of independent study per subject per week.

Students will be permitted to leave the 6th Form site at lunch time. If they do not have a lesson during Period 4 or Period 5 they do not need to remain in 6th Form but have the option of studying from home. If a student is leaving 6th Form before the end of the school day they must always sign out with the 6th Form office.

Students should not be completing paid employment during the school hours and ideally any paid part time employment should be limited as far as possible so students can focus on their academic studies. We do offer a bursary scheme to support students from low income households with the cost of their education.

Please note, if your son or daughter is new to Swakeleys, the end of the school day is 3.20pm apart from Tuesday when we finish at 2.15pm

## 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 a student is unwell or required to miss a day of school then a parent or guardian must contact the sixth form office as soon as possible. **Students cannot report their own absence.** Parents / Guardians are required to phone the 6th form for each day that their son or daughter is absent. If we are not informed of an absence this triggers an automated phone call to all contact numbers provided alerting parents to an unexplained 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 a student has an ongoing medical condition that is likely to impact attendance then please inform Mrs Cherry either by email or phone.

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 6<sup>th</sup> 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, the Head of 6th Form (Mr Hayden) will arrange a meeting with students and parents/guardians to discuss suitability of continuing into Year 13.

If a student truants a lesson they will receive a 6th Form After School detention which lasts for 60 mins on Tuesdays 2.20-3.20pm.

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

## Dress Code

All 6<sup>th</sup> form students are expected to dress as if they were working in a formal office environment. This is to encourage professionalism and to help students to have the right mindset whilst in 6th Form. Students should not wear:

Hoodies	Excessively short skirts / shorts	Prominent piercings / Visible tattoos
Denim Jeans	Flip flops	Extreme hair styles or colours
Sports trainers	High heeled shoes	Hats
Sportswear	Clothes which reveal cleavage, midriff, or back	Leggings

Students who wear these items to school without permission will receive a Zero Tolerance Detention, which is held at lunchtimes. In extreme circumstances we may choose to send a student home to change. If this is necessary we will inform you first.

## Behaviour and attitude

We expect students to have high standards of themselves in regards to their conduct. We want to encourage them to take a mature and responsible approach to the studies and interactions in the 6th Form. This means we expect students to demonstrate excellent effort levels in all lessons, participate actively, and complete class and homework set in a timely way to the best of their ability.

We also would expect that in students' relationships with each other and school staff they demonstrate high levels of respect in both their actions and words. This also includes their behaviour online and in their use of social media. If a student falls below this standard parents will be informed and appropriate sanctions will be considered in line with the main behaviour policy of the school.

## Engagement with extra and super curricular activities

We also expect students to be involved in activities outside of the classroom to help them develop wider skills and support future applications.

All Year 12 students should be involved in at least:

- 1 extra curricular activity on a regular basis (such as a school club)
- 1 hour of super curricular activities per week (such as reading a book, listening to a podcast, completing an online course)
- 10 hours of voluntary work during the academic year.

Understandably Year 13 students are keen to focus on completing their studies and preparing for applications to University and apprenticeships so these activities become optional but still encouraged.

All Year 12 students are also expected to complete a week of work experience in the summer term. Students need to source this placement themselves, with the support of parents/carers. Students should aim to have secured a work experience placement by the end of February.

## Student support

### 6th Form staff and contact details

Along with having high expectations of students we also offer high levels of support. In the 6th Form we have a number of key staff to support students.

Mr Hayden	Assistant Head teacher / Head of 6th Form	rhayden3@swakeleys.org.uk
Mrs Cherry	6th Form Pastoral Lead (Attendance, behaviour, wellbeing)	jnewcombe4@swakeleys.org.uk
Mrs Tooker	6th Form Academic Lead (Future pathways / student academic progress)	ctooker@swakeleys.org.uk
Mrs Quick	6th Form Administrator	equick3@swakeleys.org.uk
Mrs Lee	6th Form Administrative Assistant	clee133@swakeleys.org.uk

**The direct 6th Form phone number is 01895 257364**

**The general 6th Form email address is 6thform@swakeleys.org.uk**

Each student will also be assigned a tutor who they will see each day and have periodic 1-1 tutorials with

S	Mrs Kumar
I	Mr Hull / Ms Bason
X	Mr Ogielda
T	Mrs Popat
H	Ms Merchant
F	Miss Parker
O	Mr Try
R	Mr Taylor / Miss Wahid
M	Mrs Edoon-Nanuck
@	Mr Kreker / Mr Doolabh

We also work closely with our in school counselling service to support students' wellbeing and students are able to self-refer to this service. Mrs Cherry is a trained mental health first aider and is able to signpost students to appropriate services. We also have 20 Year 13 prefects who are trained as mental health ambassadors. There are two prefects assigned to each form group.

The 6th form also has an in school careers advisor, who is available for 1-1 meetings to discuss future pathways and support applications, especially for apprenticeship or workplace positions.

## Bursary Scheme

The 6th Form offers a bursary scheme to support students from low income families with the cost of their education. There are two levels of bursary:

**Tier 1** - Vulnerable students - This includes students in care (or have previously been in care), and students who receive certain benefits in their own right (Income support, Universal Credit, DLA). Eligible students can receive up to £1200 per year

**Tier 2** -Discretionary Bursary - This is available for students who meet the criteria to receive free school meals set out by Hillingdon borough council. Payments will be made to students based on their needs and can pay for school travel, textbooks, subject equipment, school trips, and suitable clothing for 6th Form.

You can support your son or daughter with the application as evidence of eligibility will be required. However all bursary payments have to be made to the student and they will therefore require their own bank account.

For more details about the bursary scheme please go to:

<https://swakeleys.hillingdon.sch.uk/post16/16-19-bursary>

## Communication

If no reason has been given for a student absence this will trigger an automated call to all contact numbers given for the student, alerting you to the unauthorised absence. This is part of our safeguarding processes as a 6th Form.

All parents and guardians will receive a half termly 6th Form update via email, with important guidance and information to help support your son or daughter at home. It will also signpost important dates in the future.

You will also receive Progress Checks via email 4 times in the year, which will provide you with information on the current academic progress of your son/daughter, their attitude to learning and overall attendance.

Once a year you will also be invited to an online parent/guardian consultation evening, where you will be able to discuss academic progress with your son or daughter's subject teachers.

## KEY DATES 24/25

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AUTUMN TERM 1	Thu 5 <sup>th</sup> Sep	ALL - School starts for students – 8.35am
	Wed 18 <sup>th</sup> Sep	Year 13 Predicted Grades released
	Thurs 19 <sup>th</sup> Sept	ALL – Parent engagement evening – 6pm-7pm
	Fri 27 <sup>th</sup> Sep	Year 13 Oxbridge/medicine application deadline
	Thu 3 <sup>rd</sup> Oct	Year 12 - 6 <sup>th</sup> Form Photographs
	Wed 9 <sup>th</sup> Oct	INSET DAY
	Fri 18 <sup>th</sup> Oct	Form tutor 1-2-1 day - come in for appointments only
	Wed 23 <sup>rd</sup> Oct	Yr12 & Yr13 – Progress Check 1 emailed home
<b>HALF TERM: THURSDAY 24<sup>TH</sup> OCTOBER – FRIDAY 1<sup>ST</sup> NOVEMBER 2024</b>		
<b>THURSDAY 24<sup>TH</sup> OCTOBER – IN SCHOOL INTERVENTION FOR SUBJECTS TO BOOK 9AM-2.30PM</b>		
AUTUMN TERM 2	Mon 4 <sup>th</sup> Nov	ALL - Return back after half term
	Wed 13 <sup>th</sup> Nov	SIXTH FORM OPEN EVENING 4.30-6.30pm (for current Yr11's)
	Thu 21 <sup>st</sup> - Fri 22 <sup>nd</sup> Nov	INSET DAYS – Students should use these days to complete Uni applications and revise for PPE exams
	Fri 22 <sup>nd</sup> Nov	YR 13 - Swakeleys UCAS application deadline – forms should be sent by this date for checking and approving
<b>CHRISTMAS HOLIDAYS: MONDAY 23<sup>RD</sup> DECEMBER 2024 – FRIDAY 3<sup>RD</sup> JANUARY 2025</b>		
SPRING TERM 1	Mon 6 <sup>th</sup> Jan – Wed 15 <sup>th</sup> Jan	YR12 & YR13 - Pre Public Exams – 6 <sup>th</sup> Form students will be on study leave
	Wed 15 <sup>th</sup> Jan	Careers Fair – 6 <sup>th</sup> Form students are encouraged to attend if they do not have an exam.
	Thu 28 <sup>th</sup> Jan	School closes at 12.25pm for Celebration Afternoon
	Wed 5 <sup>th</sup> Feb	Yr12 & Yr13 – Progress Check 2 emailed home
	Sat 8 <sup>th</sup> Feb	<a href="#">In school intervention for subjects to book</a>
<b>HALF TERM: MONDAY 17<sup>TH</sup> – FRIDAY 21<sup>ST</sup> FEBRUARY 2025</b>		
<b>MONDAY 17<sup>TH</sup> FEB – IN SCHOOL INTERVENTION FOR SUBJECTS TO BOOK 9AM-2.30PM</b>		
SPRING TERM 2	Thurs 27 <sup>th</sup> Feb	ALL – 6 <sup>th</sup> Form Parent/ Guardian Consultation Evening
	Sat 8 <sup>th</sup> Mar	<a href="#">In school intervention for subjects to book</a>
	Wed 26 <sup>th</sup> March	Yr12 & 13 Progress check 3 emailed home
	Mon 31 <sup>st</sup> March	Deadline for securing a work experience placement
<b>EASTER HOLIDAYS: FRIDAY 4<sup>TH</sup> APRIL – TUESDAY 22<sup>ND</sup> APRIL 2025</b>		
<b>EASTER SCHOOL – MONDAY 7<sup>TH</sup> TO THURSDAY 10<sup>TH</sup> APRIL: IN SCHOOL 9AM-2.30PM</b>		
SUMMER TERM 1	Tues 22 <sup>nd</sup> Apr	INSET
	Wed 23 <sup>rd</sup> Apr	Return back after Easter break
	Sat 26 <sup>th</sup> Apr	<a href="#">In school intervention for subjects to book</a>
	Mon 5 <sup>th</sup> May	BANK HOLIDAY
	Fri 9 <sup>th</sup> May	YR13 – Last Day and leavers Assembly
	Mon 12 <sup>th</sup> May – Fri 23 <sup>rd</sup> May	AS & A Level Exams – All Year 12 & 13 Students will be on study leave
<b>HALF TERM: MONDAY 26<sup>TH</sup> – FRIDAY 30<sup>TH</sup> MAY 2025</b>		
SUMMER TERM 2	Mon 2 <sup>nd</sup> June	Yr12 – return from study leave
	Mon 2 <sup>nd</sup> June – Fri 20 <sup>th</sup> June	Yr13 A level exams continue – students on study leave
	Fri 13 <sup>th</sup> June	
	Wed 18 <sup>th</sup> June- Thurs 19 <sup>th</sup> June	Sports Day – Yr12 Independent study day – students should be completing super curricular activities
	Mon 23 <sup>rd</sup> June	YR12 – 'MY Future' Days
	Wed 25 <sup>th</sup> June	6 <sup>th</sup> Form Induction day – YR12 Independent study day – students should use this day to make progress on their personal statement.
	Mon 30 <sup>th</sup> June – Fri 4 <sup>th</sup> July	Exam board Contingency day
	Wed 2 <sup>nd</sup> July	Yr12 Work experience week
	Thurs 3 <sup>rd</sup> July	Yr12 Progress Check 4 emailed home
	Tues 15 <sup>th</sup> July	Year 13 Prom
		Yr12 Last Day of term

## 6th Form @ Swakeleys Parent/Guardian Agreement 2024

**Please could you sign below to confirm that you are aware of and in agreement with the following responsibilities.**

- Ensure, as far as possible, that your son or daughter's attendance to 6th Form remains above 95%.
- Notify the 6th Form Office of any absences as soon as possible via emailing [6thform@swakeleys.org.uk](mailto:6thform@swakeleys.org.uk) or by ringing 01895 257364
- As far as possible book medical appointments at times which avoid missing lessons. (Please be guided by a student's timetable and when they have independent study periods)
- Provide confirmation of any appointments that require a student to sign out of 6th Form early, prior to the day of the appointment.
- Attend meetings requested by 6th Form leads or Head of 6th form regarding any academic or attendance concerns.
- Attend Parent Consultations and Sixth Form information evenings/webinars
- Discuss with your son or daughter their academic progress, especially after Termly Progress checks (academic reports) are sent.
- Support my son/daughter in dressing in accordance with the dress code.
- Support my son or daughter in accessing work experience and university open days.
- Notify my son or daughter's Tutor or Academic lead or pastoral lead of any concerns I have about my son or daughter's wellbeing
- Notify the 6th Form office of any changes to contact details.

Student Name \_\_\_\_\_

Parent/Guardian name \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_

Date \_\_\_\_\_