

Trinity School Sixth Form

Guidelines for Success 2020-2021

We are delighted to welcome you to Trinity Sixth Form. We believe success comes from clear expectations; this document contains a guide to what we expect in approach to studies, conduct and curriculum in Sixth Form and complements the Home School Statement which has already been issued.

Parents/Carers are encouraged to be involved as much as possible in the education of their children. We would like you to read this document carefully, and along with your parents/carers, sign and return the previously issued Home School Statement to your Form Tutor by **Friday 25 September 2020**. We aim to give you as much information and support as we can and if, at any time, you have any concerns please contact us through your Form Tutor, Sixth Form Pastoral Tutor, Pastoral Leader or Assistant Head (Sixth Form). Equally, if there is any aspect of the Home School Statement that you would like to discuss before signing, please do not hesitate to speak to a member of the Sixth Form Team.

Attendance and Punctuality

100% attendance is expected from all students. Students must attend all registrations, scheduled lessons, private study, supervised study, development days, EPQ and mentoring interviews. We do recognise, however, that this is not always possible and students who have genuine, authorised reasons for their absence will be treated in a supportive way. Students should aim to have 100% attendance and no lower than 95% overall. (Every time students miss a taught lesson it impacts on the grade they could achieve: less than 90% drop ½ grade, less than 85% drop 1 grade & less than 80% drop 2 grades).

In the case of absence, the Sixth Form Office **must be notified daily by a parent/carers on 01228 516051 ext. 263** before 9.00am. Alternatively an email from a parent/carers may be sent to 6form@trinity.cumbria.sch.uk. An absence due to illness of more than a one-week period requires a doctor's note.

Requests for leave during term time for unavoidable reasons such as medical/practical driving test/ (not driving lessons or theory test) religious observation/sporting activities/university visits etc. should be made on the 'Leave of Absence' form, available from outside the Sixth Form Office or on the Sixth Form area of the school website. It should be completed and signed at home before being returned to the Sixth Form Office as soon as possible **prior** to the first day of absence. Students must also sign the form to confirm that they have discussed their absence with staff. Medical and dental appointments should be made outside of school hours where possible. As timetables are subject to change and students should not book appointments, driving lessons etc during the school day.

Parents/Carers should not arrange family holidays during term time. Absence will only be authorised in exceptional circumstances. Please provide a supporting letter from employers where family holidays cannot be taken at any other time due to annual leave entitlements.

We place great emphasis on punctuality. Late arrival is unacceptable, and students should arrive at school by 8:30am (Y12) and 8:35am (Y13).

Approach to Learning

Success on Sixth Form courses depends on a positive approach to learning and a high level of commitment to completing work to as high a standard as possible. We expect students to meet all deadlines for handing in work.

We expect all students to be responsible learners and have agreed the following criteria in consultation with students and staff.

Responsible, independent learners:

- Find things out for themselves
- Take responsibility for making sure they understand, asking for help if it is needed
- Read around a subject and carry out extended research
- Manage time well in order to meet deadlines
- Arrive at lessons with preparatory work completed
- Work well in a group, focusing on the task
- Take action based on feedback and listen carefully to advice
- Know, with the teacher's help, what the examiners are looking for
- Organise themselves well with folders for each subject
- Find out work missed when absent and complete it promptly
(For known absences the work should be sought prior to the absence)
- Challenge themselves
- Reflect on their learning and progress

Planning your work carefully and good time management are essential skills for all courses and subject teachers will give students clear guidelines on what they are expected to do outside class time. As a general rule, for each hour spent in the classroom students are expected to spend one hour on private study. Overall, we recommend between 15-20 hours of private study a week.

School Communications

Students should check their school email account **twice daily** (preferably am and pm) to keep on top of school communication. We use the school email system to send details of appointments, careers guidance and general information. Any problems with email accounts should be discussed with the sixth form office in the first instance.

Support and Intervention

When things aren't going so well, we have a three-stage system to provide support and intervention with poor attendance, punctuality and approach to learning.

Stage 1

Students will be placed onto Stage 1 of the support and intervention process if **any** of the criteria listed below are met:

- **8 unauthorised** absences
- 8 recorded late marks
- 5 recorded behaviour logs e.g. homework not handed in on time
- 2 or more Passive Learner (PL) or 1 Reluctant Learner (RL) on an interim report
- A first breach of Sixth Form Code of Conduct
- Attendance below 95% without a note from a medical professional

At this point students will receive a Stage 1 notification. This will require them to attend a review meeting with their Sixth Form Pastoral Tutor to discuss the causes and consequences of their poor attendance, work rate or conduct. Agreements will be made about how they can remedy matters and how we can support them.

Students may be set targets if the issue is related to performance in lessons. Students may be required to attend an after-school session for up to one hour for a period of time. This will be discussed at the Stage 1 review meeting. A letter will be sent home to keep parents/carers updated.

Stage 2

Students will be moved up to Stage 2 of the support and intervention process if **any** of the criteria listed below are met:

- 8 further **unauthorised** absences
- 8 further recorded late marks
- 5 further recorded behaviour logs
- Failure to meet targets set at a Stage 1 review meeting
- A second breach of Sixth Form Code of Conduct
- 2 or more Passive Learner (PL) or 1 Reluctant Learner (RL) on an interim report
- Attendance below 90%

At this point a review meeting will be arranged with their Sixth Form Pastoral Tutor, Mrs Medley or Mr Winter and parents/carers. Here, we will consider why no progress has been made and what more may be done to support their progress in Trinity Sixth Form. **Students may be set further targets if the issue is still related to performance in lessons.** Students may be required to attend an after-school session for up to one hour for a period of time. This will be discussed at the Stage 2 review meeting. A formal letter will be sent home in confirmation of what is discussed and agreed at this meeting.

If improvements are not made or there are still concerns about attendance/academic progress the student will be placed on a higher level of support and non-contact periods will be frozen. They will be expected to attend school from 8:25-3:05 every day.

Stage 3

Students will be moved up to Stage 3 of the support and intervention process if **any** of the criteria listed below are met:

- 8 further **unauthorised** absences
- 8 further recorded late marks
- 5 further recorded behaviour logs
- Failure to meet targets set at a Stage 2 review meeting
- A third breach of Sixth Form Code of Conduct or serious breach of the Code of Conduct
- 2 or more Passive Learner (PL) or 1 Reluctant Learner (RL) on an interim report
- Attendance below 85%

A Stage 3 formal meeting with the Assistant Head (Sixth Form) will be held if no progress is made to consider whether remaining in Trinity Sixth Form is in the student's best interest. Students may be required to attend an after-school session for up to one hour for a period of time. This will be discussed at the Stage 3 review meeting. A formal letter will be sent home in confirmation of what is discussed and agreed at this meeting.

Copies of all letters will be kept on file and may be used when writing references.

Monitored Start

Students may be placed on a Monitored Start for a trial period if we have concerns they may find the transition to Sixth Form difficult. This means they will be given support and guidance from the outset to ensure they are successful in their studies.

Compulsory Study

In Year 12 we require students to follow a full course of study comprising three subjects plus enrichment options. This may also include a re-sit core GCSE subject, English or Maths. Students will also be timetabled private study to provide an opportunity for them to complete independent work from their chosen subjects.

In Year 13, students will continue with all three subjects plus an enrichment option.

Work Experience

Work Experience is scheduled to take place during the summer term of Year 12 after the exams and students will be required to organise their own placements usually by the beginning of February each year. This is a valuable opportunity for students to experience the world of work and helps them to make informed decisions about future career options. We have found that the references received from employers help to give the students an edge when applying for university or apprenticeships/employment.

Mentoring

Every student is allocated a Form Tutor Group which is made up of a mixture of Year 12 and Year 13 students. The Form Tutor mentors each student in their group and is responsible for tracking progress and monitoring attendance, behaviour and rewards. Each student will have at least one meeting with their Form Tutor every half term.

Registration

All students will be required to attend registration with their Form Tutor from 2:30pm each day.

Examinations

- a) The final entry decision is made by the Heads of Department.
- b) Once entered, students have a commitment to complete all coursework by the required deadlines and to attend examinations.
- c) In subjects where units can be retaken, agreement must be given by the head of department.
- d) It is the students' personal responsibility to manage their own re-sit entries if applicable. All re-sit fees must be paid in advance, by the student.
- e) Students are responsible for paying university entrance exams where appropriate.

FAQ: What happens if I miss an examination?

You will have to wait for the next examination period before you can re-sit it. If you fail to turn up for an examination, you will be charged for the entry fee unless there are extenuating circumstances.

FAQ: How do I pay for the re-sit fees?

The preferred method of payment is on-line using ParentPay. Alternatively, payment can be made by cash or cheque (made payable to Trinity School) to the Main Reception desk in the 11-16 school.

Progression from Year 12 to Year 13

Progression from Year 12 to Year 13 is dependent on students fulfilling the Guidelines for Success criteria (attendance, approach to learning and behaviour) and qualification-based entry requirements.

- Students must continue with all three subjects into Year 13. Where problems arise, students should seek advice from subject staff and the Sixth Form pastoral team.
- Students who have not achieved Grade 4 in Maths or English GCSE will be required to attend lessons until they have completed the course to the required standard.
- Students will be required to continue with a timetabled enrichment option into Year 13.

Safeguarding

It is imperative that all students wear their ID cards visibly at all times when on the school premises. This is for safeguarding reasons and to enable staff and other students to easily identify Sixth Form students. If

parents/carers have any concerns about the safety of a student please contact Mr Winter, Assistant Head (Sixth Form).

Conduct in the Sixth Form

We are proud of the conduct of our Sixth Form and have very high standards. There are some aspects of behaviour which, should they occur, we will treat very seriously and will apply the same sanctions as in the 11-16 school. Please see the school website for more detailed information in relation to policies on behaviour, attendance, exclusions etc.

Dress Code

Members of the Sixth Form may wear non-uniform clothes but they must adhere to our **smart casual** Dress Code as set out below. The Sixth Form Dress Code is not meant to inhibit individuality but to ensure that students are sensibly dressed in a way which does not distract from their studies and provides a positive role model for younger students. This Sixth Form Dress Code is intended to give students guidance as to what is the appropriate manner of dress.

The table below gives some examples of what is and is not acceptable. This list is not exhaustive and is meant as a guide. Please consult your Sixth Form Pastoral Tutor if you are unsure.

Acceptable	Not acceptable
Smart well-maintained jeans Trousers Skirts of an appropriate length * T-shirts/shirts Jumpers/cardigans/sweaters Smart footwear (trainers and canvas shoes are acceptable but must be clean) In extremely hot conditions (e.g. 25°C or above) smart, tailored shorts of appropriate length *	Ripped jeans/jogging bottoms/sportswear Leggings, including sports leggings Short/clingy skirts/dresses Vest tops/tops with thin straps/low cut tops/cropped tops showing midriff/transparent tops Flip flops Extremely styled/unnaturally or vibrantly coloured hair (from time to time fashions among students emerge which are not compatible with the dress code, including unorthodox styles. Students are not permitted to dye their hair with any unnatural hair colour e.g. green, yellow or pink. Parents/Carers who permit their children to do so will be asked to ensure that the dye is reversed back to the original natural colour) Visible slogans Uncovered facial piercings (excluding earrings/one discreet nose stud) Hats worn indoors
<ul style="list-style-type: none"> *Appropriate length is where the tip of your middle finger touches your thigh if your arm is held down by the side of your body – anything shorter is inappropriate Students should seek advice from a member of the Sixth Form Team if they are unclear about what is/isn't acceptable, and in particular before making any changes to hair colour/visible piercings Any students who do not abide by this code may be required to go home and change into something more acceptable 	

Sixth Form Bistro

Sixth Form students have exclusive access to the Bistro where a selection of hot and cold food and drinks can be purchased using our cashless catering system.

- During private study, students must sit one to a table in the Bistro.
- The Bistro is not available for private study during the lunch period 12-1:30pm.

Covid-19 and government restrictions

In order to limit the spread of Covid-19, students are not allowed to leave the site whilst government restrictions remain in place.

Sixth Form Library

Access to the Library is available Monday – Friday from 8:20am until 3.30pm. The library is a place of work and noise should be kept to a minimum. The 'silent' end of the library is for silent study only.

FAQ: How do I borrow books and laptops?

During the library induction, the process of borrowing books and laptops will be made clear to you. To make sure everyone has a fair chance of using laptops, we ask that they be returned promptly at the end of the maximum one-hour loan period.

Employment

We advise no more than 8 -10 hours of paid employment per week, and less in the run up to examinations. More than that seriously interferes with your ability to perform well in your studies. As a full time student, your first 37 hours must be committed to your studies.

Under no circumstances should paid employment take place during the school day.

Parking

There is no car parking provision for students on the school site. A permit to park a scooter must be issued prior to the vehicle being left on school property. Enquiries for this provision should be made via the Sixth Form Office in the first instance. If students intend to cycle to school, we will need to know to arrange capacity and distancing when leaving and collecting bikes in the school bike sheds. Students will be given a particular space to use according to year group bubbles. Bicycles will be secured in the covered shelter behind the Leisure Centre.