



Tudor Grange Academy Worcester
Sixth Form Student & Parent Handbook
2021-2022

Welcome,

We would like to welcome you to the Tudor Grange Academy Sixth Form. As senior students of the Academy, your time with us will be valuable, enjoyable and rewarding and your experience of the Sixth Form will be memorable. We want you to be successful and fully prepared for higher or further education and the world of work. We will ensure that you receive excellent quality teaching, lots of support and guidance and that you are provided with the equipment and facilities which will enhance your opportunities. But this alone will not be enough, you will need to work hard, be organised and be dedicated to your studies.

During your time in the Sixth Form, we will offer you numerous extra-curricular opportunities that will enable you to build a wide and varied portfolio of skills and experience, which will undoubtedly benefit you when applying for universities, apprenticeships or jobs.

We have high expectations of all our Sixth Form students and we encourage you to be as involved as possible in all aspects of the Academy life. We expect you to take an active part in Sixth Form tutor time, supporting and leading younger students to success and acting as role models in terms of behaviour, attitude and presentation.

The Sixth Form Student Handbook has been put together to help you understand life in the Sixth Form, its procedures and expectations. It contains vital information and answers to the questions you might have. Please read it carefully today with your parents/carers and refer to it as often as needed throughout the year. As you settle into the Sixth Form, there will be a great deal of information to take on board - the handbook contains most of what you need to know. If you have any queries after reading the handbook then please contact the Director of Sixth Form Mr Roach.

Contact details

Mrs Kat Farley- kfarley@worcs.tgacademy.org.uk

Associate Sixth Form Coordinator - Mrs Karen McStay - Kmcstay@worcs.tgacademy.org.uk

Tel 01905 454627

SIXTH FORM CODE OF CONDUCT AND GENERAL EXPECTATIONS

As a Sixth Former you will find your experience of the academy will change. You will be given much more control and responsibility over your own time, and freedom to choose when, where and how you study. In short, you will be treated like an adult, and the expectations the academy has of you are very similar to the expectations it has of its staff.

At The Tudor Grange Academy Sixth Form, you are expected to:

- Attend all lessons, registration periods, assemblies and study periods.
- Arrive at all lessons on time.
- Complete all work set by the given deadline.
- Work to the best of your ability.
- Respect the right of other students to learn in lessons and when using other Academy facilities.
- Behave in a mature and responsible manner, recognising that you are a role model for students in Years 7 to 11.
- Stay on the Academy site from 8.35am until 12.15pm except when participating in authorised activities.
- Sign yourself out and back in if leaving the academy site before 3.55pm.
- Do not engage in any paid work during core Academy hours (8.35am - 4.00pm) and recognise that working for more than 10 hours per week may have an impact on the time you can devote to your academic studies.
- Abide by the Sixth Form Dress Code.
- Agree to follow the rules on behaviour, attendance, and respect for the Academy environment.
- Check your school email regularly to keep yourself informed as to Sixth Form events and activities.
- Accept that failure to abide by this Code of Conduct may result in the Academy implementing the Sixth Form Disciplinary Procedure.

We will ask parents/carers to:

- Support their son or daughter through two demanding years of education, attending meetings about their progress whenever possible.
- Support the Academy in implementing the Sixth Form Code of Conduct.
- Notify the Academy of any absences by telephone or in writing (letter or e-mail) and to communicate any concerns or issues they might have as soon as possible.

As an Academy, we will:

- Provide you with well planned, interesting and challenging lessons.
- Set you challenging yet achievable targets and provide additional support if you do not meet them.
- Set work regularly, mark and return it promptly providing guidance on how you can improve.
- Ensure that appropriate work is set if a teacher is absent.
- Ensure that you and your parents/carers receive regular information on the progress you are making.
- Devise strategies to support students who are not making satisfactory progress.
- Provide you with advice and guidance which will enable you to successfully apply for higher or further Education or employment.
- Provide you with the opportunity to participate in a wide range of extra-curricular and enrichment activities.

THE ACADEMY DAY

Lesson times at The Tudor Grange Academy Sixth Form are the same as for the rest of the Academy and although, at times, you will not be in lessons in the morning, you will be expected to be in the Academy from 8.35am until 12.15pm (except when participating in authorised activities). Some of your lessons will be timetabled in the Sixth Form Centre to enable you to complete your independent study tasks and these are called study support.

You should be aware that some of your lessons will be timetabled in period 6, so that you will occasionally be attending lessons until 3.55pm.

ATTENDANCE

Attendance is one of the most important factors in determining your success and will therefore be closely tracked and monitored. It is a requirement of The Tudor Grange Academy Sixth Form that all students must attend all their timetabled commitments which include tutor time, assemblies, lessons, and non-contact periods. In addition to these, the academy will organise occasional information, advice and guidance sessions and you must also attend these.

Poor attendance will have a negative effect on your progress, your grades and your life in the Sixth Form in general. It will also affect the reference that the Academy must write about you at the end of the Sixth Form which you will need to apply to university or for jobs.

Students must therefore aim for 100% attendance; below 90% will be a concern and action will be taken as set out in the Rewards and Sanctions section.

As a result, you must always remember to:

- Ensure that you are registered for every lesson and timetabled session.
- Be punctual for lessons.
- Wait for your teacher if they are not in the classroom as a member of staff will have been assigned to set you cover work.
- Catch up on any lesson you miss. It is your responsibility to hand work in, meet deadlines and to provide a valid reason for your absence.
- Be aware of your own attendance percentage and number of missed lessons. These will be a good indicator of your performance and likelihood of your success.
- Always sign out if you leave the Academy premises and sign in again on your return.

If you are absent due to illness, your parents/carers must telephone the Academy before 8am. Upon return to the Academy, you must ensure that you go and see your teachers to catch up on the work you missed.

If you know in advance that you are going to be absent (e.g. university visit, medical appointment) you will need to complete a Leave of Absence Form and return it to Mrs McStay in The Sixth Form Centre before your absence.

Please note that students will not be permitted to have driving lessons during the Academy day.

At Tudor Grange Academy Sixth Form following the changes to the structure of level 3 qualifications, students study at least three subjects throughout year 12 and 13 as full two year courses. This means students who only study three subjects will not be able to drop a subject between year 12 and 13. Even though all students take three subjects, timetables will look different from a student to another. In addition to your subjects, all students will be expected to take part in enrichment activities (see Enrichment Section).

In the Sixth Form, independent study is crucial to ensure good progress. There is no such thing as a “free period”. A period where a student has no lesson is a non-contact study period and all students will have at least four non-contact periods for each subject each week. There is **ALWAYS** some work to do. Some students make a big mistake believing that they can succeed by just attending lessons. In fact, using their non-contact study periods is absolutely necessary if a student is to be successful. We also recommend that they remain in the academy to during their non-contact periods where they can be supported by their teachers as well as being able to use resources and facilities available to them such as the silent study room, the sixth form centre, the café, the roof terrace and PE facilities.

The Centre is full of resources and information and your teachers will suggest further reading to enhance your studies. Post 16 courses require a breadth of study that many of you will not be used to and it is vital that you make this change as quickly as possible.

You need to be pro-active in your studies and look to learn as much and as often as possible. We suggest that for every hour spent in the classroom, you must spend at least another hour of independent study completing homework, coursework, wider reading, research, writing up of class work or revision (which must be done all year round and not just before exams). External reading around topics is often the difference between gaining and missing out on university places and apprenticeships.

You must make sure that you manage your time appropriately so that you can meet all deadlines for home learning and independent study, coursework and other assignments and that you do not feel “overloaded”. Universities and employers will ask information on your ability to meet deadlines and we make specific reference to this on all reference documentation.

EMPLOYMENT

We understand that paid employment provides money, skills and work experience which are useful to students. However we recommend that students do no more than **10 hours** paid employment per week as it will have a detrimental effect on their study time. **Paid employment should not take place during the Academy day 8.35am - 4.00pm.**

BEHAVIOUR

At The Tudor Grange Academy Sixth Form, we expect all our students to be role models at all times, and as such to be mature, polite, helpful, hard-working, honest and respectful of our Academy and its members. You should conduct yourself around the academy in the same way as members of staff.

TOBACCO, ALCOHOL AND ILLEGAL SUBSTANCES

Students are not allowed to smoke, to bring or consume any alcohol or illegal substances onto or near the premises. Use or possession of illegal substances may result in immediate exclusion from the Academy.

DRESS CODE

We are justifiably proud of the professional appearance of our Sixth Formers. The dress code for Sixth Formers has been created to reflect our Sixth Formers' role as young adults in a school environment and students must meet the same high standards as Tudor Grange staff.

Suits - A matching black or grey suit, which must include a jacket with either trousers or skirt of a reasonable length (approx. 5cm above the knee). Students may also wish to wear a dress suit. Suits are not allowed to be pinstriped.

Shirt - A plain collared shirt or blouse in a single block colour. Females may wear a collarless blouse in keeping with business dress. In summertime sleeveless formal blouses can be worn, but no bare shoulders or thin straps.

Tie - Male students must wear the Sixth Form tie, which can be purchased from Schooltogs, New Street Worcester.

Jumpers and cardigans - Students may wear a thin, v-necked jumper or cardigan in a single colour of grey, black or navy. They should be without stripes or patterns and not textured. Jumpers and cardigans are not to replace suit jackets and must be worn over an appropriate shirt/blouse.

Shoes - Shoes should be suitable for office wear. Boots, boot-style shoes, stiletto heels, sling-back shoes, canvas shoes and trainers are not permitted.

Coats, hats, scarves and gloves - All winter-wear should be professional and smart. Hooded jumpers and clothes with large slogans or logos are therefore not allowed. Coats are not to be worn in lessons and should be removed with the student being asked.

Jewellery - Students are allowed to wear discreet jewellery and must not have any extreme facial or body piercings such as eyebrow, mouth, tongue, waist or nape.

Hairstyles - Extreme hairstyles, cut and colour are not allowed on any occasion. Examples of extreme hair styles would include close shaved and decoratively shaved. Two tone colouring, extensive highlighting and decorative braiding are not allowed.

Make-up - Students may wear a discreet amount of make-up and must use natural tones.

Practical Subjects and Enrichment:

Drama, dance and PE students are permitted to wear the relevant clothing for each session specified by their teacher. Students are to wear a subject or Sixth Form hoody/t-shirt with plain black leggings, smart jogging bottoms, shorts or chinos. Those who are part of the CCF are also permitted to wear their uniform on their allocated day.

Not Complying with the Dress Code:

If you do not comply with the Dress Code for the sixth form, you receive a verbal warning and will be given time to address the issue. If you do not the issue and it remains, you will be sent home to address it unless agreed otherwise. Support is available for students who need help with following the sixth form dress code.

MOBILE PHONES, HEADPHONES AND SPEAKERS

The use of mobile phones is not allowed in the Academy, except during break time and lunchtime in the Sixth Form Café and Sixth Form Centre if used discreetly. Failure to do so will result in phones being confiscated.

Should students want to listen to music in the Sixth Form area during their non-contact periods, they will be allowed to do so provided that you use discreet headphones and that volume is kept low and does not disrupt others. Speakers are not permitted.

You will not be allowed to use any phones in any other areas than the ones mentioned above, even walking between lessons. You must also ensure that you remove your headphones when moving around the Academy. They should not be visible.

CARS/MOTORCYCLES

Parking in the Academy site is limited so we will ask Sixth Form students to refrain from parking in the staff and visitor car park. Driving carelessly or dangerously on or near the Academy premises may result in immediate exclusion from the Academy.

THE SIXTH FORM AREAS

The Sixth Form Centre, the silent study room, the café and the roof terrace are exclusively for Sixth Form use during the Academy day. The Sixth Form Café is the main social area where students can eat and drink and discuss just how much work they have to do! The café is designed both as a social space and an area where you can work collaboratively. **The Sixth Form Centre is reserved for quiet study and the silent study room is reserved for silent study.** Drinks may be consumed in these areas but not food.

Sixth Form students must therefore ensure that they look after the Sixth Form Centre and that the place is always kept tidy and litter free.

THE ENRICHMENT PROGRAMME

As well as achieving outstanding grades, young people must acquire a range of skills and experiences in order to succeed in later life. It is for this reason; all sixth form students will participate in our enrichment programme, which is designed to prepare students for higher education and the world of work. It is also an essential part of being successful at the academy as the programme supports the completion of references for UCAS, apprenticeship applications and employment after sixth form. Likewise, the programme exposes students to opportunities that will allow them to develop important competencies that employers and higher institutions are looking for.

To ensure that all students complete a satisfactory amount of enrichment, all year 12 students are required to carry out one of the following enrichment options:

- Core Maths
- The Extended Project Qualification (EPQ)
- The Duke of Edinburgh Award
- Young Enterprise
- CCF
- The Sixth Form Cabinet
- Playing for an academy sports team
- Peer mentoring
- Subject support
- Work experience agreed with sixth form team (written confirmation of placement required and work experience cannot be paid)

CABINET

Students will also have the opportunity to apply for a role within the Sixth Form Cabinet. The cabinet always involves the roles include Head Girl, Head Boy, a Wellbeing and Diversity Officer and a Head of Cabinet. Additional roles are then added each year based on the needs of the sixth form and have included in the past Social Officer, PR Officer and Community Officer.

THE COLLEGE SYSTEM AND TUTOR TIME

All Sixth Form students will be part of Sixth Form tutor group and will receive one-to-one support and guidance from the Sixth Form team. Students will register together in The Sixth Form Centre at 08.35am on a Monday and Friday. On the other days, they will register with their tutors in their tutor bases. Your tutor group will consist of year 12 and 13 students. This means you will remain with the same tutor throughout your time at sixth form.

PERSONAL DEVELOPEMENT AND INFORMATION, ADVICE & GUIDANCE (IAG)

Issues related to careers, healthy living, personal safety and economic well-being will be addressed through a year-long life skills programme. A wide range of topics will be covered, aiming for your involvement as much as possible. It is important that you leave school with an understanding of basic politics, health issues such as safe driving and alcohol use, as well as learning skills to live independently.

Towards the end of Year 12 and throughout Year 13, we will prepare you for employment and higher education. You will have the opportunity to go to higher education conferences, university open days and business visits.

FINANCIAL HELP

Although the EMA scheme is no longer in operation, there still exists a variety of schemes to help Sixth Form students with course-related costs, such as equipment, materials and field trips. Any student who lives in household receiving income-based benefits will be able to apply for a bursary to pay for any costs associated with their education; contact Mrs McStay, Associate Sixth Form Coordinator for advice.

The Academy will help students to apply for grants which will be available to support them in their education in the Sixth Form.

SIXTH FORM DISCIPLINARY PROCEDURE

The Sixth Form Disciplinary Procedure reflects the fact that Sixth Formers are young adults and therefore we have high expectations of Sixth Formers. It is modelled on procedures used in professional workplaces.

If a student fails to abide by the Code of Conduct he/she will be spoken to by their teacher, who will provide support to enable the student to overcome their difficulty as well as issuing them a verbal warning. Students may also be issued with a supervised study period to address concerns.

Supervised study periods take place either on Thursday during p.6 (3pm to 3:55pm) or on Friday during p.0 (8am to 8:55am). They will need to spend the full time in the silent study room. If a student misses one they will get a single second chance, although the second supervised study period will last for two hours.

If the matter needs to be addressed further, Mrs Farley, the Head of Sixth Form will issue a further verbal warning. The student may be put on an individual support plan as well at this point to support them. Students may spend a day isolated from their peers, completing independent study work if necessary. Parents/carers may be asked to come to the Academy for a meeting with the Head of Sixth Form.

If all of the above procedures have been unsuccessful the Head of Sixth will issue a **written warning** following discussion with the student, parents and teachers. If there still is no improvement students will be **issued with a final written warning** following another meeting. **Finally**, in the very unusual circumstances of this action being unsuccessful, students will be **permanently excluded**.

EXAMPLES OF ISSUES RESULTING IN STUDENTS BEING PLACED ON THE SIXTH FORM DISCIPLINARY PROCEDURE

- Late to lesson or tutor time
- Miss one deadline
- Poor motivation in lesson
- Use of mobile phone in lessons
- Lack of adherence to Dress Code
- Poor behaviour around the Academy

- Very poor punctuality
- Attendance below 90%
- Inappropriate use of Academy computer network
- Plagiarism of work
- Failure to attend supervised study periods
- Rudeness to a member of staff
- Graffiti
- Bullying or verbal abuse of other students/staff
- Fighting
- A very serious incident e.g. involving violence or illegal activities

PROGRESS MONITORING, TARGET SETTING, TRACKING

In order to assess students' progress, monitoring of attainment and effort will take place at regular intervals throughout the Sixth Form.

At the start of Year 12 students will be given target grades for each of their subjects. They will be based on data and knowledge about prior performance (GCSE grades) and will be discussed between students and their tutors. Students who fail to reach this target will be given a great deal of additional support.

There will be two key assessments throughout the academic year and parents/ carers will receive two progress reports with the grades from these assessments. In addition to this students will have progress meetings with their tutors throughout the year to monitor their progress.

If students are underperforming in several subjects, they will need to accept additional support. This may be additional support from subject teachers or mentors, additional study support sessions or a review of the subjects being taken. Parents will be involved where a problem persists.

Parents' Evening will be a chance for students and their parents/carers to meet the individual subject teachers to discuss specific strengths and areas for improvement in each subject.

UCAS AND EMPLOYEMENT

UCAS (Universities and Colleges Admissions Service) is the body that will organise all the applications to universities and other Further Education institutions including Art Schools.

Universities will be looking for students who have the intellectual ability to cope with the course, have the right attitude and necessary motivation and who will contribute to the life of the university.

Entry profiles on university websites often give a clear statement of the grades and other requirements universities are looking for. In some subjects such as medicine, non-academic qualities such as leadership and team-working skills and the ability to cope with a demanding lifestyle as well as relevant work experience are particularly important.

Just because your predicted grades are in line with the standard offer, it does not automatically mean you will receive an offer. Many universities have far more good candidates applying than they have places. Often, high grades are an indication of the popularity of the course, not necessarily the quality. You may be asked for particular grades or a points total. The decisions about who will be made offers are made by the admissions tutors at the individual institutions.

A levels and BTECs carry the following points:

<u>Grade</u>	<u>Points</u>
A*/ Distinction*	56
A/ Distinction	48
B	40
C/ Merit	32
D	24
E/ Pass	16

The route into Higher Education can be daunting and seem like a very long way off. However it comes around faster than you think but there is a lot of help at hand, which will start during Year 12.

ALL Sixth Form students will be asked to write a personal statement and at the end of Year 12 whether they wish to apply to university or not. This will help with job and apprenticeship applications as well as university applications.

USEFUL WEBSITES

Higher Education

- Unifrog: www.unifrog.org
- UCAS: www.ucas.co.uk
- Open Days: www.opendays.com
- Finding the right university: www.push.co.uk
- All Higher Education colleges on a map: www.scit.wlv.ac.uk/ukinfo
- Student Loan Company: www.slc.co.uk
- Information on Student Finance: www.direct.gov.uk/studentfinance
- Choosing a University: www.thecompleteuniversityguide.co.uk
- University statistics and facts: www.unistats.co.uk

Revision: www.getrevising.co.uk, www.s-cool.co.uk/a-level

Careers & Employment

- National Careers Service:
<https://nationalcareersservice.direct.gov.uk/Pages/Home.aspx>
- Kudos (Finding the right career): www.cascaid.co.uk
- Careers Advice: <http://icould.com>, www.careersbox.co.uk
- Volunteering: www.csv.org.uk , www.volunteering.org.uk
- Apprenticeship: www.gov.uk/apply-apprenticeship
- Unifrog: www.unifrog.org

General

- All things concerning young people: www.connexions.gov.uk
- National Union of Students: www.nus.org.uk
- Information about student life: www.thestudentzone.com
- Student forum and offers: www.yougofurther.co.uk
- Not going to Uni?: www.notgoingtouni.co.uk
- Online Safety: www.thinkyouknow.co.uk
- Gap Year : www.gapyear.com
- 'At risk': www.menigitusnow.org/how-we-help/Campaigns/uni/supporting-students