

Sixth Form Guide for Parents

Your son/daughter will find school life very different in the sixth form. This guide is designed to help you support them during this critical time in their school career.

Life in the Sixth Form

Day-to-day

Sixth Form Staff

- **Subject staff** will keep you informed of any subject related information.
- **Form tutors** are the first people you should contact if you have any concerns regarding your son/daughter in school. Often it is easier for them to respond to an email than a phone call.
- **Sixth Form Secretary** - Mrs Sumray (please contact Mrs Sumray or Mrs Preston regarding absence).
- **Sixth Form Assistant** - Mrs Preston
- **Head of Year 12** - Miss Caluda is in overall charge of students in year 12.
- **Head of Year 13** - Mrs Richardson is in overall charge of students in year 13.
- **Deputy Headteacher** - Mrs Gleeson has overall responsibility for sixth form.

Sixth Form Tutors

Sixth Form	Tutor	
Year 12		
12N	Ms S Bhabra/ Mr M D'Amico	
12E	Mr N Pattison/Ms A Wild	
12W	Ms J Gjoni/ Ms M Roffey	
12B	Ms L Smith	
12U	Ms r Sangha	
12R	Ms K Fenn/Ms H Hanlon	
12Y	Ms M Choudhury/Ms S Shaikh	
12P	Mr A Bissett	
12I	Ms L Davda/Ms L Bundy	
12L	Ms G Sidhu/Ms U Alli	

Year 13		
13N	Mr H Ahmed	
13E	Mr P Assegai/Ms P Bailey	
13W	Mr J Sundhu	
13B	Ms B Borja	
13U	Mr L McDonnell	
13R	Mr F Ahmed	
13Y	Ms L Willson	
13P	Ms S Bryan/Ms J Purton	
13I	Ms Y Rockson	
13L	Mr H Islam/Ms N Cohen	

The School Day

The day starts with Period one at 8.30am. Your son/daughter will need to be in school every day at this time. Punctuality is important and they will have to make up any time missed through lateness at detention on Friday after school.

The day ends at 3.10pm. Sixth Form students may leave the site at lunchtime, but not at any other time during the school day. The only exceptions to this may be during exam leave, when your child may be allowed to revise at home.

Progress and Examinations

Your child will be have been given a Target Grade (**TG**) for each of the subjects they are studying. This is the **LOWEST** grade they should attain in that subject area. They also have an Challenge Grade (**CG**) for each subject and **this is the grade that they should aim to achieve**. Your son/daughter's progress towards attaining their CG is checked regularly. This means you will receive a report indicating their Predicted (**PG**) grade for each subject. **The PG grade gives the most accurate indication of the final A Level result your child can expect to achieve, judging by what their teachers have seen of their performance and ability.** Please check your son/daughter's progress and support them to achieve their CG. The report will also include targets or interventions for your child to help them to meet their CG.

Pre Public Exams & Exam Leave

The Pre Public Exams that students do in sixth form are an important indicator as to how well your son/daughter might achieve in their public exams in the summer. Please encourage them to prepare thoroughly for the exams and aim to achieve their AG in each subject. The first PPE week 1 (no study leave) will take place between 19th to 23rd of October. You son/daughter will be taking one hour exams in class. Results will be published on the 13th of November. Students who **DO NOT MEET THEIR TG WILL BE REQUIRED TO RESIT.** The resit exams will take place during 30th November to 4th December after school. Results will be published on the 18th December.

If students fail their resits they may be withdrawn from courses and given an alternative programme of study to follow.

PPE week 2 (with study leave) will take place between 20th February to 24th February 2017. These will be full exams and organised to reflect as much as possible the public exams in the summer. Results will be published on 18th March. If your son/daughter does not meet their TGs they will be given targets to help them meet them. **This may include attending Easter holiday classes.**

Transition into Year 13

Most of your Sixth Form Programme of Study is two-year, level three courses. However, you must attain a standard of work that is high enough to warrant you continuing to the more difficult year 13 sections of the courses. **Therefore, you must pass (Grade E/Pass) three courses in order to progress to year 13.** Any student who has not reached this standard will progress to Year 13 at the discretion of Mrs Richardson and only if there are special extenuating circumstances. Academic progress, attendance and punctuality will form part of this decision.

Attendance

For students to achieve excellent results they must attend school every day. Students may only miss school if they are too ill to attend, in which case you must phone, email or write to the school to explain the nature of their illness. Where possible, this should be supported by a doctor's letter. It is your child's responsibility to see their subject staff and complete any work that has been missed. Tutors will check attendance weekly during tutorial sessions.

The following process will take place if your son/daughter does not maintain good attendance. Punctuality also factors into this process. If a student has poor punctuality and is repeatedly late, this will result in them being moved up two stages of our attendance process.

Stage 1	Your Form tutor will speak to you about your absence. Your Head of Year will inform your parents by letter and group call.
Stage 2	Mrs Sumray will call your parents about your absence. You will have to check in with Mrs Preston by 8:20am and again at 3:10pm

	at the end of each school day. If students do not check in with Mrs Preston, they move onto next stage
Stage 3	Your Head of Year will call your parents about your absence. They will be told that if you get to stage 5 you may be asked to leave OPHS. You will have daily detention for two weeks (from 1:30pm-2pm) in the Independent Learning room with the IL supervisor. You will have all your free lessons changed to IL.
Stage 4	Your Head of Year will meet with you and your parents. You will have to stay in school until 4:10pm each day with HOY. No free lessons. Daily detention for 2 weeks (as above).
Stage 5	Student can be asked to leave.

Signing In and Out

If your son/daughter needs to leave school, such as for a medical appointment, ***they will need to provide a letter or appointment card and they must sign in and out at the Sixth Form Office.***

Dress Code

Your son/daughter is expected to adhere to the dress code and look professional and smart. If they do not they will be sent home to change and you will be informed.

Programme of study

The Sixth Form Study Programme is central to Sixth Form life.

Level 3 Qualifications

These are the A Level and BTEC qualifications that your son/daughter will be completing. Depending on how well they did at GCSE, they will be doing 3 or 4 A levels/BTECs. They will be given a lot more homework or independent study to do than they will have been given at GCSE, and so it is important that they have a quiet place and time to do this work. They will be given clear deadlines about when to hand work in that they should record in their planner or phone app.

Independent Learning in Independent Study

Independent Study sessions are also included on students' timetables. Attendance at these sessions is compulsory. Students are directed by their teachers on what to do in this time. It is valuable time for students to develop and extend their understanding of what they have been doing in class.

Preparation for work/PSHE

Students have a weekly lesson which will cover a range of topics and is designed so that it is relevant, interesting, stimulating and useful.

Tutorial Programme

Students see their tutor for 25 minutes every day. This time is used by tutors to get to know your son/daughter really well and support them in all aspects of their school life. The session is also used for independent learning skills, monitoring attendance, punctuality and progress.

Super Curriculum

The Super Curriculum has been specially designed to enhance your child's chances of entry into competitive degree courses, apprenticeships and the world of work. Students need to participate in this to improve their UCAS application or CV. This is particularly important for students who want to apply to Oxbridge and Russell Group universities. Students **should keep a record of the activities that they are involved in so you can also track what they are doing and encourage their participation.**

Aspire Higher

This programme is designed to help your son/daughter to achieve their ambitions, whether this is Medical, Oxbridge/Russell Group Universities, undergraduate degrees, other higher education courses, creative and arts, apprenticeships and work. The Aspire Higher programme gives them the information, training and resources they need to optimise their chances on leaving school. As a parent, you can log onto the Aspire Higher programme with your child and see what amazing opportunities are available to them and encourage them to participate in a range of interesting and useful activities.

Intervention Groups

Some students find the transition to Sixth Form difficult. If this is the case with your child, their Head of Year will ensure that they are helped, encouraged and set targets that must be met. The Intervention team will be in regular contact with you to keep you informed of your son/daughter's progress.

The Oaks Park App

This app, compatible with iPhones and iPads, is unique to Oaks Park and is free. It will allow students to input their two-week timetable, see what lessons are due each day, where they will be and at what time. It will also allow students to email their teachers directly to ask about homework etc, plus they will be able to put their homework assignments into it when given by the teachers, and set alerts to remind them it needs to be done.

Sixth Form Disciplinary Procedure

Sixth form students are treated as young adults and are expected to adhere to the agreement made on registering for the Sixth Form. We welcome your support in ensuring that this is the case. Breaches of the agreement may lead to:

- Being on Report to Head of Year and/or Deputy Headteacher
- Internal exclusion
- External exclusion
- Permanent exclusion

Copy of the agreement your son/daughter must adhere to:

THE OAKS PARK HIGH SCHOOL SIXTH FORM STUDENT AGREEMENT

The purpose of this Agreement is to clarify the expectations that the Sixth Form has of its Sixth Form students and the way in which we work with students and parents. **Enrolling as a sixth former at Oaks Park High School indicates that you agree to comply with the terms of this Agreement.** It indicates the basis upon which a student enters the Sixth Form and compliance with its terms is an essential condition for remaining as a student.

1. GENERAL EXPECTATIONS

Sixth Form students are young adult members of the School community and it is the School's aim to treat them as such. However, a mature approach by students to study and conduct is essential if this is to be possible.

It is generally the Sixth Form's aim to tackle any problems with the student first and to try to solve difficulties by discussion and agreement. However, we recognise that parents are supporting students in their education, and if we are unable to resolve any problems speedily and effectively then parents will be contacted.

It is expected that students will pass on information (e.g. letters and newsletters) to their parents and inform the Sixth Form of any domestic changes (e.g. changes in address, contact details, etc).

Sixth Form students should arrive at lessons with the necessary equipment to complete the work, and with any preparation work set for the class completed. Students should expect to complete ***four hours preparation work/homework/independent learning/revision*** per subject, per week.

2. ACADEMIC PROGRESS

Staff at Oaks Park High School will aim to provide the highest standard of teaching and learning and support for our students. The Sixth Form is dedicated to high standards of achievement. Every student will receive a progress check each half term which will indicate the Target Grade (TG) and Aspirational Grade (AG) for each subject area. Students are expected to meet their TGs in each progress check, which they must take home to parents/guardians. Students are supported to reach their TGs and Aspirational Grades by teachers. However, if a student is unable to reach the required standard after support and intervention, they may be withdrawn from the course and transferred to an alternative programme of study more suited to their abilities.

In the event that staff are absent, the Sixth Form has a clear expectation that our students will show high levels of commitment to their studies and as such learning will continue. The lesson will

be used for structured independent study as stipulated by the specific subject area. The onus is on the student to take ownership of their learning and locate and complete the cover work set during that lesson.

3. REGISTRATION AND ATTENDANCE

The School Day lasts from **8.30am – 3.10pm**.

Students will be registered electronically in each lesson, and for Tutor Period. Students are expected to attend all of the lessons and independent study sessions on their timetable, and to arrive promptly. Poor attendance and lateness will lead to students being dealt with through the School Attendance Procedures. Students are expected to maintain a **minimum average attendance of 95%**. Students who consistently demonstrate poor attendance will jeopardise their place at School and may not proceed into Year 13. **(See Attendance Procedures)**

If you are to be absent from Sixth Form your parents should telephone the Sixth Form Office on the first day you are away, before 9am, to report the reason for your absence. Please phone the Sixth Form Office on **0208 590 2245 or 0208 590 3782**

Examples of *acceptable* reasons for absence from lessons include:

- Illness (which renders you incapable of attending Sixth Form)
- Educational visits and other activities organised by the Sixth Form

Examples of *unacceptable* reasons for absence from lessons include:

- Driving lessons
- Part-time employment
- Working on homework or coursework
- Medical appointments which could be attended outside of lesson time.

Students **MUST** sign in and out at the Sixth Form Office if leaving school for an ***acceptable*** reason. This is to ensure all students can be safely located in the event of an emergency.

4. REPORTS AND PARENTS EVENINGS

Students and parents are expected to attend Parents' Evenings to discuss and support progress. Parents' evenings are held during the year and the dates of these are published in The Oaks Park High News and on the School website.

5. GENERAL BEHAVIOUR AND DRESS

All students will be expected to behave in a responsible manner, recognising that Sixth Form students provide a role model for younger students. Respect and courtesy should be shown at all times by students both to each other and to staff and visitors. Students must read the **Dress Code** in the Student Guide for detailed guidance on what is and is not acceptable dress.

Year 12 and 13 students are allowed to use their mobile phones in the Green Zones. If students use their phones in the Red Zones they can expect to be asked to put them away by staff or they may be confiscated. In this case they can be collected at 3.10pm from the main school office. Please note that mobile phones are the responsibility of the student. The School cannot take any responsibility for mobile phones.

6. HOLIDAYS DURING TERM TIME

Family holidays should be taken **outside of term time**. Requests for holiday during term time will not be granted.

7. PART-TIME JOBS

Whilst we accept that students have part-time jobs, a careful balance needs to be made between paid work and Sixth Form work. A part-time job should not affect the completion of work or deadlines set by teaching staff or the attainment of MEGs.

Please note that where timetabled, the Sixth Form day lasts until 3.10pm, and so when securing part-time employment please ensure that your employer will not expect you to work before this time.

8. SMOKING

The whole School site (both inside and outside the building) is a non-smoking site. Students who do wish to smoke off-site must ensure they do so out of the sight of the School building.

9. DISCIPLINARY PROCEDURE

Breaches of Agreement

Academic

Breaches of the academic expectations of the Sixth Form will be dealt with in the first instance by subject teachers and subject team leaders. More serious breaches will be followed up by the Head of Year and parents/guardians will be informed. Students whose academic record (progress reports and Pre Public Examination results) indicates that they are unable or unwilling to cope with the academic demands of the Sixth Form, may be withdrawn from courses and given an alternative programme of study to follow.

Non Academic

Any minor incidents of misbehaviour should be dealt with in the first instance by tutors. More serious incidents of poor behaviour that may bring the Sixth Form into disrepute or harm or injure another member of the school community will be dealt with by the Head of Year who will inform parents/guardians at each stage. Depending on the severity of the breach of this Agreement, this may lead to:

- Being on Report to Head of Year and/or Deputy Headteacher
- Internal exclusion

- External exclusion
- Permanent exclusion

10. COMPUTER SYSTEMS AND SECURITY

Each individual student is responsible for their use of the computer facilities and for the security of their user area. Any student who is unable to achieve this (for example by keeping their password secure) may be refused access to these facilities.

Students are reminded that they are held responsible for any information sent from their ICT user account. Internet use should be confined to study related use only. We have the facility to monitor student access to internet material. Any student who misuses internet access will have this privilege withdrawn.

11. EQUAL OPPORTUNITIES

The Oaks Park High School is committed to providing equal opportunities regardless of gender, sexual orientation, disability or ethnic background. Students are expected to treat everyone in a way which is consistent with this approach at all times.

12. VISITORS TO THE SITE

Students should not invite visitors to the site without permission. All visitors must sign in and out at Reception and must wear a pass, issued by the Receptionist

13. MEDICAL INFORMATION

Students are asked to notify us of any specific medical needs and/or requirements. This information will be treated as confidential and recorded on their student file to ensure staff can provide safe and relevant support if they become ill whilst at School. Please ensure that we are made aware of any medication which is being taken by the student during the school day.