



Oaks Park Sixth
Form
Guide for
Parents

2017-18

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
- **Independent Learning supervisor** - Mrs Clough
- **I/C Super Curriculum and Students Voice** - Ms Davda
- **I/C Higher Education and Aspire Higher** - Mr Mc Donnell
- **Head of Year 12**, Mr Fuller is in overall charge of students in year 12.
- **Head of Year 13**, Mrs Richardson is in overall charge of students in year 13.
- **Assistant Headteacher i/c KS5**, Miss Caluda has overall responsibility for the Sixth Form.

Sixth Form Tutors

Sixth Form	Tutor	
Year 12		
12N	Ms S Fraser	D9
12E	Ms P Bailey/Ms O Mirza	F17
12W	Ms H Anderson	C15
12B	Mrs A Khatum/Ms I Lancaster	D10
12U	Mr S Barnes/Mr K Laing	F18
12R	Mr F Ahmed/Mr P Assegai	D7
12Y	Ms L Willson	F24
12P	Miss S Gabriel	B7

Year 13		
13N	Ms G Dhesi/Dr U Alli	F21
13E	Ms A Wild/Mr N Pattison	D13
13W	Ms J Gjoni/Ms M Roffey	E6

13B	Ms L Smith/Ms F Brown	E11
13U	Ms R Sangha/Mr L McDonnell	D2
13R	Ms K Fenn/Ms H Hanlon	F14
13Y	Ms L Davda/Ms L Bundy	F19
13P	Mr A Bissett	A31

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 either at a specified lunchtime or 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. Students must remain at school from 8.30am to the end of the day at 3.10pm. 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 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 Aspirational Grade (AG) for each subject and **this is the grade that they should aim to achieve**. Your son/daughter's progress towards attaining their AG will be tracked through 5 reporting windows throughout the school year. This means you will receive a report indicating their Working At Grade (WAG) and their Predicted Grade (PG) for each subject. **The PG gives the most accurate indication of the final A level/BTEC 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 AG. The report will also include targets or interventions for your child to help them to meet their AG.

Transition into Year 13

The majority of the Sixth Form Programme of Study is two-year, level three courses. However, your child must attain a standard of work that is high enough to warrant them continuing to the more difficult year 13 sections of the courses. ***Therefore, students must pass at a D Grade OR above/BTEC Pass or above) three courses in their third PPEs in order to progress to year 13 and continue their courses.*** Any student who has not reached this standard will progress to year 13 only 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.

Pre Public Exams & Exam Leave

The Pre Public Exams that students complete in the Sixth Form are an important indicator as to how well your son/daughter might achieve in their public exams at the end of Year 13. Please encourage them to prepare thoroughly for these exams and aim to achieve their AG in each subject. The first PPE week 1 (no study leave) will take place between 16th to 20th of October. Your son/daughter will be taking one hour exams in class. Results will be published to students and will be included in the reporting window 2 report, which will be sent home.

Students will then sit a second PPE (with exam leave) between 23rd and 29th March. This will be in full exam conditions in F8 and students will be granted this week as exam leave to help them prepare for these exams. Results will be published to students and will be included in the

reporting window 4 report, which will be sent home.

Students will have their third and final PPE (with exam leave) for Year 12 between 4th June and 8th June. These PPEs are exceptionally important as the results students achieve for these exams will form the basis of their UCAS predictions next year. These have been organised to reflect as much as possible the public exams in the summer of Year 13. Again, these exams will be in full exam conditions in F8 and students will be granted this week as exam leave to help them prepare for these exams. Students who **DO NOT MEET THEIR TG AT THIS STAGE WILL BE REQUIRED TO RESIT.** The resit exams will take place during 25th to 29th June after school. Results will be published in the reporting window 5 report.

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 Year 12/BTEC 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 (95%+).

Stage 1	Your child's Form tutor will speak to your child about their absence. Their Head of Year will inform you by letter and group call.
Stage 2	Your child's Form Tutor will call you about your child's absence.
Stage 3	Mrs Preston will call you about your child's absence. She will explain that if they get to stage 5 they may be asked to leave OPHS. Your child will have daily detention for 2 weeks (from 1:30-2pm) in the Independent Learning room (IL) with the IL supervisor. They will have all free lessons changed to IL.
Stage 4	Your child's Head of Year will meet with you and your child. Your child will have to stay in school until 4:10 each day with HOY. Your child will have daily detention for the entirety of the month (from 1:30-2pm) in the Independent Learning room (IL) with the IL supervisor.
Stage 5	Students 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 out at the Sixth Form Office and sign in at the main school office.***

Sixth Form Dress Code

All students are expected to adhere to the dress code and look professional and smart. If they are unsure of what may be considered appropriate, they can consult a member of the Sixth Form staff.

<u>Boys</u>		<u>Girls</u>	
Suit Jacket	Black (Must be worn at all times, except in class)	Suit Jacket	Black (Must be worn at all times, except in class)
Trousers	Black, tailored	Skirt or Trousers	Black, tailored. Skirts must be knee length.
Shirt	Plain, any colour	Top	Smart, plain, any colour, no vest tops, no cold-shoulder tops, no crop tops or off-the-shoulder tops.
Tie	Must be worn at all times	Suit dress	Tailored, knee length, no chiffon.
Jumper	Optional. If worn, must be plain black.	Jumper	Optional. If worn, must be plain black.
Shoes	Plain black leather or leather-look shoes (not suede or canvas, no Converse shoes allowed, even if they are leather)	Shoes	Plain black leather or leather-look shoes (not suede or canvas, no Converse shoes allowed, even if they are leather)
		Abaya	Plain black
		Head scarf	Plain black
Lanyards must be worn by all students at all times whilst in the school site			

Trainers, jeans, hooded sweatshirts, culottes, leggings/jeggings, body warmers, headphones or shorts are not permitted.

If your child is wearing items of clothing or footwear that do not adhere to the Sixth Form dress code or they do not have their lanyard with them when they arrive at school, they will have a

lunchtime detention that same day and every other day until they are back in the correct uniform.

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 Learning 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 the programme 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. At the start of year 12, tutorial will focus on bridging the gap from year 11 and sixth form. The session is also used for independent learning skills, monitoring attendance, punctuality and progress. Students will also be given one-to-one mentoring as they progress through your A Level programme during this period.

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. It is available via the Oaks Park high School website.

Higher Education

At Oaks Park we believe that it is of vital importance to support all of our students in them making realistic yet aspirational decisions about their futures. Our highly inclusive and personalised Higher Education programme ensures that all students are fully prepared for selecting the right university options for them. Throughout Year 12, students at Oaks Park are taught about Higher Education programmes in their PSHE lessons and comprehend how the university application process works. Students also have access to a range of websites that will support their applications, including Unifrog whereby they can create shortlists of universities appropriate to their interests and Oaks Park's very own Aspire Higher website which is regularly updated with opportunities that can provide students with greater experiences and knowledge of their chosen field. Throughout the year, regular talks from experts in their fields and trips to Higher Education establishments are also offered to the students. Recent events have included trips to the UCAS exhibitions and talks from tutors at Oxford University. Such experiences enable our students to gain a detailed understanding of how different courses, disciplines and institutions work.

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. Your child should download this from the app store in the first week of the school term.

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 Assistant 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 **4 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 five progress checks throughout the school year in Year 12 (and four during year 13), 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 AGs 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 IL 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 your child is absent from Sixth Form you should telephone the Sixth Form Office on the first day they are away **and every day thereafter**, before 9am, to report the reason for their absence. Please phone the Sixth Form Office on **0208 590 2245 or 0208 590 3782**.

If your child is late to school they must sign in at the main school office before going to their lesson.

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 (a maximum of two days is allowed in any one school year for university visits).

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 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 on the School website. You will also receive 5 reports throughout year 12 and 4 throughout year 13. Parents will be sent a groupcall when reports have been sent and reports will be sent via parentmail to parents.

5. GENERAL BEHAVIOUR AND DRESS

All students will be expected to behave in a responsible manner, recognising that Sixth Form students are role models 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. If a student is wearing items of clothing or footwear that do not adhere to the Sixth Form dress code or they do not have their lanyard with them when they arrive at school, they will have a lunchtime detention that same day and every other day until they are back in the correct uniform.

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 3.10 from the main school office. Headphones must not be on show when walking around the school also. 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/other trips 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 TGs.

Please note that where timetabled, the Sixth Form day lasts until 3.10pm, and so when securing part-time employment please ensure that your child's 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.

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 Assistant 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.

Oaks Park uses the IMPERO safeguarding facility, which monitors what the students are entering onto a school PC, via their keyboard. Any inappropriate words will automatically be picked up by the IMPERO system, and if found to be using inappropriate wording, you child will be spoken to by the Head of year in the first instance, and if a second instance occurs, you will be contacted via a letter, with a copy of the screenshot enclosed. Any subsequent misuse of the school's PCs could result in exclusion.

11. EQUAL OPPORTUNITIES

Oaks Park High School is committed to providing equal opportunities regardless of gender, 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.