



**OAKS PARK SIXTH FORM**  
Learning Together, Achieving Together



“To strive, to seek, to find, and not to yield”

# Sixth Form Guide

## 2019 Entry



## Welcome to Oaks Park Sixth Form

Welcome to Oaks Park Sixth Form. This booklet is designed to give you a flavour of life in the Sixth Form here and guide you through the high expectations and standards we hold.

Oaks Park Sixth Form is a vibrant, friendly, high achieving and diverse learning community that fosters academic excellence alongside confidence and resilience. It is our aim to create inspirational learners who have the courage to take risks and the wisdom to learn from their mistakes. We want our students to develop as independent, caring and creative young adults with a strong sense of social responsibility and conscience. Above all else, we believe that everyone should have the opportunity to be extraordinary.

With a large Sixth Form of around four hundred students we are able to offer a wide range of subjects and we encourage intellectual curiosity within a highly supportive environment. Above all else we value all of our students as individuals and their welfare is a key priority. We pride ourselves on the caring and nurturing environment we provide for them. Students at Oaks Park are friendly and supportive of one another, keen to make the most of the wide variety of opportunities that are available to them and to lead or contribute to the wider life of the school as well as acting as role models to the younger years.

Making the transition into the Sixth Form is both exciting and challenging time in your education. You can now study your subjects of choice in more depth and will have greater flexibility to manage your time in preparation for your next step to university or employment.



**Mr McDonnell**  
**Head of Year 13**



**Mrs Hassan**  
**Assistant Headteacher**  
**i/c Sixth Form**



**Mr Fuller**  
**Head of Year 12**

# Our Sixth Form Vision

It is our mission at Oaks Park to help your daughter/son become inspirational learners who have the courage to take risks and the wisdom to learn from their mistakes. We want them to become responsible citizens with a social conscience, able to lead others and act as change agents for a better society. We want them to begin adult life with experiences, skills and qualifications that will make a real difference.

## Aspirations

- Students strive for excellence and make good academic progress.
- Students have a thirst for knowledge and a love of learning.
- Students have high aspirations whilst in Sixth Form and for their futures beyond the Sixth Form. They are supported in achieving/exceeding these.

## Achievement

- Students are motivated, positive and self-reflective. Independent learning is the norm. Students use non-contact time effectively throughout the school.
- The Sixth Form Leadership Team present clarity of standards and the students understand these. There is a clear system of support and intervention.
- The Sixth Form has a caring, vibrant atmosphere where achievement is recognised and celebrated.
- Support and encouragement is found from the Sixth Form team, tutors and teachers and from the students from themselves to one another.
- Students have opportunities to develop as learners and address areas for development.

## Partnerships

- Students embrace a sense of community, becoming role models for the rest of the school. This means local, national and international.
- Students become active participants in the world they inhabit. They have numerous opportunities to build a varied CV.
- Leadership teams and the students work together to drive Sixth Form development.

# Oaks Park Sixth Form

Our aim is to develop all of our students as independent and lifelong learners. Teachers will always look to promote knowledge and understanding that takes students beyond the confines of the examination specification. We carefully manage the transition from the highly structured nature of Year 11 in preparation for Higher Education and beyond, and students will have Independent Learning periods alongside taught lessons. As a means of supporting students' self-directed study, the School used G-Suite to allow students to access personalised learning resources.

## Rights and Responsibilities

### Rights

#### **The School will provide:**

- A healthy, safe and supportive environment to work in
- Teaching of academic subjects to high standards, access to facilities and resources for study and the encouragement to acquire sound study skills
- Regular monitoring and guidance of progress
- Efficient setting, marking and returning of work that has met any deadline set
- Pastoral support, advice and guidance at all times
- Opportunities to take roles of responsibility within the Sixth Form and the school as a whole
- Notification of work to be completed in the case of staff absence
- A comprehensive programme for university application and careers education

### Responsibilities

#### **School expectations of Sixth Form students:**

- To take responsibility for personal studies by meeting all work deadlines, preparing thoroughly for assessments and managing and using study time effectively
- To attend all lessons, registrations, supervised study periods and enrichment activities
- To obtain prior permission from staff before any foreseen absence
- To be punctual at all times (if students are late then they are expected to follow the correct school procedures for registering)
- To be polite and respectful to members of staff at all times
- To show appropriate self-discipline and consideration for others and to set a good example for others to follow as Senior Members of the school
- To act as good ambassadors for the school at all times and to represent the school when required
- To comply with the Sixth Form Dress Code
- To be onsite at all times during the school day unless at lunchtime
- To regularly check communication from school. This includes your school email account and google classroom.
- To take responsibility for the common rooms and other areas used exclusively by Sixth Formers
- To undertake no more than 10 hours per week paid employment during term time
- To be responsible for any correspondence between school and parents
- To comply with the School Rules

# Commitments

## Attendance at lessons

Each student must attend all timetabled lessons, arriving on time with all relevant equipment. Evidence shows that poor attendance almost always leads to poor results. If students are going to miss a lesson, it is their responsibility to inform their teacher and arrange to get the work to catch up on. Failure to meet the attendance requirements may result in you being asked to leave the Sixth Form.

## Independent Learning periods in school

Students will be allocated Independent Learning periods on their timetable where they are expected to work under supervision in F8.

## Registration

Every day students must register with their tutor at 12.55pm and remain on site during the day, with the exception of lunchtime, where they are allowed to leave the school site for lunch, unless this privilege has been temporarily revoked.

## Valuables

Oaks Park School/Sixth Form cannot accept responsibility for the loss or damage of valuable items. It is therefore recommended that any valuable item is left at home and not brought into school.

## The School Day

**Students are expected to attend for the entire school day.**

The Sixth Form school day is as follows:

8.30am    Period 1  
9.30am    Period 2  
10.30am    **Break**  
10.55am    Period 3  
11.55am    Period 4  
12.55pm    Period 5 **Assembly or Tutor Time**  
1.20pm    **Lunch**  
2.10pm    Period 6  
3.10pm    **End of day**

## Sixth Form staff

Within the Sixth Form Leadership Team there are a number of members of staff who will be able to help you with a variety of queries. Listed below is a brief description of the team and their broad areas of responsibility.

Sixth Form Team	Role/Contact Information	
Mrs Hassan	<b>Assistant Headteacher i/c KS5</b>  <b>shassan@oakspark.redbridge.sch.uk</b>	
Mr McDonnell	<b>Head of Year 13</b>  <b>lmcdonnell@oakspark.redbridge.sch.uk</b>	
Mr Fuller	<b>Head of Year 12</b>  <b>sfuller@oakspark.redbridge.sch.uk</b>	
Ms Willson	<b>Deputy Pastoral Leader Year 12 &amp; 13 and Destinations Coordinator</b>  <b>lwillson@oakspark.redbridge.sch.uk</b>	
Ms Wilson	<b>Sixth Form Office Manager</b>  <b>rwilson@oakspark.redbridge.sch.uk</b>	

Mrs Preston	<b>Sixth Form Attendance &amp; Wellbeing Administrator</b>  <b>wpreston@oakspark.redbridge.sch.uk</b>	
Mrs Clough	<b>Sixth Form Student Support Officer</b>  <b>kclough@oakspark.redbridge.sch.uk</b>	
Ms Farmer	<b>Sixth Form Student Support Officer</b>  <b>sfarmer@oakspark.redbridge.sch.uk</b>	

## Sixth Form Form tutors:

The tutor is your first point of reference as a parent or carer. They have oversight of each tutee's daily attendance at lessons, all aspects of their timetable, including enrichment activities and monitor each tutee's progress and wellbeing very carefully, through communication with subject staff, parents/carers and the students themselves.

<u>Sixth Form</u>	<u>Form tutor</u>	<u>Room</u>
<u>12N</u>	Ms M O'Connor	D13
<u>12E</u>	Ms T Miah	C12
<u>12W</u>	Miss M Green	D4
<u>12B</u>	Mr M Hussain	C14
<u>12U</u>	Ms L Willson	F24
<u>12R</u>	Ms G Sharma	F14
<u>12Y</u>	Ms H McDonald	D9
<u>12P</u>	Ms S Pillai	C1
<u>13N</u>	Mr R Chokshi	F18
<u>13E</u>	Ms L Smith	E11
<u>13W</u>	Ms M Roffey	E6
<u>13B</u>	Ms M Shamsuddin	F16
<u>13U</u>	Ms R Sangha / Mrs L Richardson	F13
<u>13R</u>	Ms J Saleh-Jahromi	F20
<u>13Y</u>	Ms L Davda / Mr D Martin	A26
<u>13P</u>	Mr B Degwa	C15

## Dress Code

You are expected to adhere to the dress code and look professional and smart. If you are unsure of what may be considered appropriate consult a member of the Sixth Form staff.

At Oaks Park we wear school uniform because it:

- prepares our students for the world of work.
- reinforces a sense of belonging to our school community;
- is practical and smart;
- identifies the students with the school;
- makes our students feel equal to their peers in terms of appearance;
- **saves time** and reduces stress by taking away that difficult morning decision about what to wear. It means any extra time can be spent on other activities: Eating breakfast, catching up on homework, or sleep, for that matter.
- **saves important time in the long run.** By concentrating on the task at hand and not on what other classmates are wearing, work is more likely to get done, faster.
- helps to improve grades, thanks to increased concentration. Similarly, it instills discipline and pride, again helping to **boost grades** by creating a more formal, academic atmosphere.

<u>Boys</u>		<u>Girls</u>	
<b>Lanyards must be worn by all students at all times whilst on the school site.</b>			
<b>Suit Jacket</b>	Black (Must be worn at all times, unless given permission)	<b>Suit Jacket</b>	Black (Must be worn at all times, unless given permission)
<b>Trousers</b>	Black, tailored	<b>Skirt or Trousers</b>	Black, tailored/loose fitting. Skirts must be loose fitting, not tight, and knee length.
<b>Shirt</b>	Plain, any colour	<b>Top</b>	Smart, any colour/pattern, no vest tops, no cold-shoulder tops, no crop tops or off-the-shoulder tops.
<b>Tie</b>	Must be worn at all times	<b>Suit dress</b>	Tailored, knee length, no chiffon or shirt dresses.
<b>Jumper</b>	Optional. If worn, must be plain black. This cannot take the place of a blazer.	<b>Jumper</b>	Optional. If worn, must be plain black. This cannot take the place of a blazer.
<b>Shoes</b>	Plain black leather or leather-look shoes (not suede or canvas, no Converse or Vans shoes allowed, even if leather)	<b>Shoes</b>	Plain black leather or leather-look shoes (not suede or canvas, no Converse or Vans shoes allowed, even if they are leather)
		<b>Abaya</b>	Plain black. Student must still wear a black blazer with their Abaya.
		<b>Head scarf</b>	With regard to religious observance, if head scarves are worn they must be black. White scarves are allowed in the summer term

**The following items are not permitted:**

Trainers, no visible logos on any uniform item, ribbed jumpers, sweatshirts, short skirts or trousers which are tight and 'figure hugging', shorts, jeans, denim corduroy jeans or jeans-style trousers, hoodies/hooded sweatshirts, culottes, leggings/jeggings, body warmers, headphones, baseball caps, boots, bandana's or flares.

**Outdoor Clothing**

Coats are not to be worn inside the building. There should no large visible logos.

Winter scarves if worn should be plain and black. They are not to be worn inside the building.

**Medical Exceptions**

Adjustments to uniform will be considered by the Headteacher only upon receipt of appropriate medical certification.

Oaks Park maintain high expectations with regard to student uniform. The final decision on uniform will be taken by the Headteacher or a member of the Senior Leadership Team.

**If you are wearing items of clothing or footwear that does not adhere to the Sixth Form dress code or you do not have your lanyard with you when you arrive at school, you will have a lunchtime detention that same day and every other day until you are back in the correct uniform. If a student's uniform is considered by their Head of Year to be unacceptably inappropriate, the student can be asked to go home and change into the correct uniform; in these cases, parents will be contacted to let them know.**

**No headphones/earphones to be worn inside the school building, except with the explicit permission of a member of staff, in exceptional circumstances.**

# Attendance Policy

## Sixth Form Attendance

- Our expectation is **100% attendance**
- Students are expected not to take holidays in term time
- Attendance is monitored by the Sixth Form team
- Our expectation is for students to remain on site for all lessons and study periods until the end of the school day
- Students who maintain 100% attendance each half term will be rewarded

All absence/lateness must be explained to the Sixth Form Administrator **on the first day of absence/lateness** by one of the following:

- a letter signed by the parent/carer
- a 'phone call from the parent/carer
- an e-mail from the parent/carer (sent from the same e-mail address currently notified to us on our administrative systems)

**Please note the Sixth Form absence line number is 02085903782**

**For appointments that are known in advance or any known absences, students must complete a leave of absence form (see appendix A) and provide evidence for their absence in the form of an appointment card provided from a recognised practice e.g. medical/dental. This form must be signed in advance by all subject teachers.**

On students return to school, they will have a return to school meeting with Ms Preston to discuss the reason for the absence and put in place any intervention or support to help where possible.

**If attendance (either on a lesson-by-lesson basis or on a daily basis) falls below 95% without a known and agreed reason, the student will have a meeting with the Attendance and Wellbeing Officer and a letter will be sent home expressing concern of falling attendance.**

Tutors will check students' attendance weekly during tutorial sessions, and they will have regular meetings with their tutors regarding their attendance.

<b>Stage 1</b> attendance for any combination of reasons (either on a lesson-by-lesson basis or on a daily basis) falling below 95%.	The Attendance and Wellbeing Officer will call parents and discuss attendance concerns. Students will also have an attendance commitment interview with the Attendance and Wellbeing Officer.
<b>Stage 2</b> attendance for any combination of reasons (either on a lesson-by-lesson basis or on a daily basis) falling below 90% or continued poor attendance.	Parent meeting held by the Attendance and Wellbeing officer.  Students on this stage will be transferred to a special form group for one session, taken by Mrs Preston. These students will be required to complete a workbook, which will be a reflective exercise designed to identify and remove any barriers to a student's attendance.
<b>Stage 3</b> attendance for any combination of reasons (either on a lesson-by-lesson basis or on a daily basis) falling below 85% or continued poor attendance.	Parent meeting held by the Attendance and Wellbeing Officer and Whole School Attendance Officer.  Student is put on attendance report to the Attendance and Wellbeing officer.
<b>Stage 4</b> attendance for any combination of reasons (either on a lesson-by-lesson basis or on a daily basis) falling below 80% or continued poor attendance.	Head of Year will meet with the student and parents.  Student is put on attendance report to Head of Year.
<b>Stage 5</b> Continued poor attendance.	<b>Student can be asked to leave.</b>

# Punctuality

We regard punctuality as extremely important and we track all students in terms of their minutes late to classes, form time and Independent Learning lessons.

Students who are late will receive late detentions as detailed below:

- An initial **verbal warning** from their Form Tutor. Form tutor will add a red flag to sims to indicate that they have issued this verbal warning. Students will then be collected by a member of the Sixth Form team near the end of registration period to complete '**payback**' time (15 mins) at lunchtime with the Attendance and Wellbeing Officer – each day of lateness.
- If there is no immediate improvement (within one week) the Attendance and Wellbeing Officer will issue a **formal written warning** to the student with a copy to parents/carers as well as receiving an **8am detention for 30 minutes**. Student will have their lunch pass taken away for a week.
- If there is a regular pattern of continued poor punctuality a **formal meeting** will be called between the Head of Year, the student and their parent/carer. A one hour 'late detention' after school will be issued and held by the Head of Year.
- If there is still no improvement a **final written warning** will be issued as well as an internal exclusion in our focus room.

**Absence procedure – if your daughter/son is unable to attend school for any reason, please call the attendance line before 8.45am on (020) 8590 3782 to report their absence.**

## Signing In and Out

If you need to leave school, such as for a medical appointment, ***you will need to provide a letter or appointment card. You must sign out and in at the main reception.***

## Lunch Passes

Being able to spend their lunchtime off the school site is a privilege given to 6th form students, enabling them greater freedom and in recognition of their greater status within the school.

Lunch passes must be worn in lanyards at all times, the right way round (with the students' photo and name showing). Lunch passes must NOT be lent to anyone else.

Students who do not have their lunch pass for whatever reason (forgotten their lanyard at home, lost their card, had it removed by a member of the 6th form team, etc) will have to remain on the school premises throughout the lunch time.

Students who fail to follow the school rules may have this privilege taken away from them.

# 6th Form Ready Induction Report

As part of our transition programme for the start of Year 12, we have designed this report to monitor our new students and encourage them to make the best possible start to Year 12.

The focus will be on the following '6' categories, which help ensure that students are successful at advanced level study. For each category the students will be given a score out of 5, 5 being excellent and 1 being unsatisfactory. An average points score will be given for each reporting window from the 6 categories.

<u>Score</u>	
5	Excellent
4	Very good
3	Good
2	Requires improvement
1	Unsatisfactory

Category	Our Expectations
Attendance	Every effort is made to maintain 100% attendance. A score of 5 will be given to students who are able to maintain 100% attendance. A score of 3 will be given to students who are able to maintain 95% or above.
Behaviour and uniform	No behaviour incidents and perfect uniform as set out in our dress code policy, this includes lanyards.
Effort	For every subject, students are completing their homework on time and they are contributing to the lessons and making the most of their learning time.
Organisation	For students to come to school everyday fully equipped and make use of having folders for every subject that is clearly labelled and in a logical order. Submit homework and coursework on the submission date.
Punctuality	To be on time for school and for lessons within the school day. A score of 5 will be given for no lates to all periods.
Use of IL	For students to make the most of their independent learning sessions everyday, this means that they attend their IL sessions prepared with work and uses this time productively to stay on top of their workload and extend their learning.

There will be two opportunities to review the students progress within the 1st half term:

- **1st '6th Form Ready' ends: Friday 27th September**
- **2nd '6th Form Ready' ends: Friday 18th October**

Students who achieve over a 4 point average, will be rewarded with a home study period, as they have demonstrated that they have adapted to Advanced Level Study and are able to work independently successfully.

Students who achieve below a 3 point average on the 1st report will be subject to pastoral intervention and a parental meeting to discuss our concerns and how parents can support with the transition at home as well. These students will then have another opportunity to prove themselves with the 2nd report at the end of half-term 1. If students are not able to demonstrate progress towards meeting the demands of Advanced Level Study by this point, this may lead to students changing courses (see appendix B) to help them to succeed.

Parents will receive a copy of the report after each report ends.

Student A			Form: 12B		Year: 12		
Attendance: 98.5%			Unauthorised absences: 2				
Authorised Absences: 3			Sessions late: 4/366				
6 <sup>th</sup> Form Ready Report	Attendance	Behaviour/Uniform	Effort	Organisation	Punctuality	Use of IL	Average Point Score
Report 1 – 3rd September to 27th September	5	5	5	4	5	4	5
Report 2 – 29 <sup>th</sup> September to 18 <sup>th</sup> October	3	4	2	4	5	5	4

**Key:**

Colour	Effort
5	Excellent
4	Very good
3	Good
2	Requires improvement
1	Unsatisfactory

## Key Dates

Tuesday 3rd September	Year 12 Induction Day/Start of the school year
Wednesday 4th September	Year 13 Start of the school year
Thursday 12th September	Year 12 Information Evening
Wednesday 2nd October	Year 12 Safe Drive Stay Alive trip
Friday 4th October	Year 12 Change of course deadline for Year 12 students
Monday 21st October to Friday 25th October	October Half-Term holidays
Thursday 31st October	Year 13 PPE exam series 1 start
Friday 8th November	Year 13 PPE exam series 1 end
Monday 25th November	Year 12 PPE exams series 1 start
Friday 29th November	Year 12 PPE exams series 1 end
Thursday 5th December	Year 13 Parents' Evening
Monday 23rd December to Friday 3rd January	End of Autumn Term holidays
Monday 13th January	Year 12 PPE exams series 2 start
Friday 17th January	Year 12 PPE exams series 2 end
Thursday 13th February	Year 12 Parents' Evening
Monday 17th to Friday 21st February	February Half-Term holidays
Monday 24th February	Year 13 PPE exams series 2 start
Tuesday 3rd March	Year 13 PPE exams series 2 end
Thursday 26th March	Year 13 PPE Results evening
Monday 6th to Friday 17th April	End of Spring Term holidays
Wednesday 22nd April	Year 13 PPE exams series 2 resits start
Tuesday 28th April	Year 13 PPE exams series 2 resits end
Monday 4th May	Bank Holiday
Friday 22nd May	Year 12 Work Experience Self Placement Form hand in deadline
Monday 25th to Friday 29th May	May Half-Term holidays
Thursday 11th June	Year 12 Progression and Destinations Evening
Monday 15th June	Year 12 PPE exams series 3 start
Tuesday 23rd June	Year 12 PPE exams series 3 end
Monday 13th July	Year 12 Careers/Work experience week start
Friday 17th July	Year 12 Careers/Work experience week end
Friday 17th July	End of the school year

## What do I do if.....?

These are some of the questions students often ask the Sixth Form team:

What do I do if.....?	Answers
<b>Students need to miss a lesson for an authorised reason?</b>	See their teacher, it is the expectation you copy up all the work you have missed
<b>Students really need to talk to someone?</b>	Speak to your tutor or a member of the Sixth Form Team.
<b>Students are struggling with the demands of A levels?</b>	Talk to their tutor, their subject teacher(s) and /or member of the Sixth Form Team. They will help you with a Study Plan.
<b>Students are getting behind on their work?</b>	Talk to your tutor, your subject teacher(s) and /or member of the Sixth Form Team. They will help you with a Study Plan.
<b>Students are feeling ill?</b>	Go to the sixth form office to discuss. Students will then be sent to welfare. If sent home, students must sign out at the main reception and the school will call parents/carers.
<b>Students have an Independent Learning period after lunch?</b>	Students should use the Independent Learning period to consolidate work or complete homework. Students are not permitted to leave the Sixth Form until the end of the school day at 3.10pm.
<b>Students need to get food at lunchtime?</b>	At lunchtime students are permitted to leave the school grounds to purchase food etc if they have a lunch pass. They must show this to the member of staff on the gate. However, you must be back in time for pm registration. No lunch pass means they need to stay in school for lunch.
<b>Students feel they are being bullied or someone they know is?</b>	Speak to your tutor or subject teacher in the first instance and it will be referred to the Sixth Form Team. Students can also make a SHARP referral via the school's website, this can be done anonymously. Bullying of any sort is not tolerated within the Sixth Form.
<b>Students are having issues in a particular subject?</b>	Discuss this with their subject teacher and if it is not resolved talk to tutor or sixth form team.
<b>Students have no homework and have an Independent Learning period?</b>	There is a lot students can do; read over notes, read the next chapter, use the library for research, consolidate their class work, read ahead on future topics.
<b>Students don't have time for homework and paid work?</b>	Whilst we realise in some cases it is a necessity to support your education with paid work, students must remember that their school work is their priority and they may need to reduce their working hours. Also, see Miss Preston about the Bursary, as you could be eligible to be paid to attend school.

# Transition into Year 13

The majority 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. ***Consistent underperformance may result in compulsory course changes and withdrawal from A level exams; in some cases, students will be entered for AS level exams instead.*** Students who are entered for AS exams have to secure an E grade to continue that subject into Year 13, failure to do so can see the student removed from the subject entirely.

## Progress and Examinations

- You will be given a Target Grade (TG) for each of the subjects you are studying. This is the **LOWEST** grade you should attain in that subject area. You will also have an Aspirational Grade (AG) for each subject and **this is the grade that they should aim to achieve.** Your progress towards attaining their AG will be tracked through 3 reporting windows throughout the school year. This means your parents will receive a report indicating your 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 you can expect to achieve, judging by what their teachers have seen of their performance and ability.** The report will also include targets or interventions to help you meet your AG.

## **Level 3 resits or private candidates**

Oaks Park High School will not be offering Level 3 re-sits to past students or private candidates.

Re-sit enquiries can be made and arranged at other centres. Should the course you wish to resit have controlled assessment, Non Examined Assessments (NEA) or practical endorsements as part of the final accreditation, centres can arrange for this to be carried forward with any re-sit papers you complete.

## Pre Public Exams & Exam Leave

The Pre Public Exams that you will complete in the Sixth Form are an important indicator as to what you might achieve in their public exams at the end of Year 13. Please ensure that you prepare thoroughly for these exams and aim to achieve your AG in each subject. The first PPE week 1 (no study leave) will take place from Monday 25th November to Friday 29th November. You will be taking one hour exams in class. Results will be published to you and will be included in the reporting window 1 report, which will be sent home to your parents.

You will then sit a second PPE (with exam leave - dependent on progress and attendance) between 13th January and 17th January. This will be in full exam conditions in the main school hall and students will be granted this week as exam leave to help them prepare for these exams. Results will be published to you and will be included in the reporting window 2 report, which will be sent home to your parents.

You will have your third and final PPE (with exam leave - dependent on progress and attendance) for Year 12 between 15th June - 23th 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. Results will be published in the reporting window 3 report. If you **DO NOT MEET YOUR TARGET GRADE AT THIS STAGE YOU WILL BE REQUIRED TO RESIT.** The resit exams will take place at the start of year 13, dates for this will be released in the summer term.

## **Exam protocol:**

Pre-public exams are treated as seriously as the actual public exams, and to that end, mobile phones or smart watches are not allowed in the exam. Any student found with a mobile or smart watch (even if the mobile is switched off), will be disqualified from the exam and will receive a U grade. Any student caught cheating will also receive a U grade. This is what happens in a real exam, and students need to be prepared for this.

## Sixth Form Expectations and Behaviour

Your Sixth Form experience is designed to support you to achieve your potential and your aims and ambitions. Staff will treat you as a young adult and will expect mature and professional attitudes from you. However, there are occasions when the high standards of work and behaviour expected at Oaks Park are not met. You must adhere to the agreement made on registering for the Sixth Form and be aware of the following consequences if you do not:

### **Behaviour for Learning**

In their lessons students are expected to be supportive of each other. Their mature, thoughtful behaviour should be an outstanding factor in their successful learning. Their behaviour should make a strong contribution to good learning in lessons and they are expected to show responsibility in responding to expectations, set consistent standards for themselves and need rare guidance from staff on how to conduct themselves. At all times students should show respect and encourage others to conduct themselves equally well.

### **Rewards and Sanctions**

Good behaviour is achieved through encouraging respect and the combined use of Rewards and Sanctions.

### **Rewarding Students**

Praise is important in raising a student's self-esteem and achieving the desired goal of good discipline, high quality work and a Growth Mindset in relation to their learning. At the simplest, and perhaps the most effective level, this means exploiting every opportunity to give verbal or written praise – for good work, courtesy or co-operation and above all, for sustained effort in learning activities. Praise at its most effective is part of a system that spreads its net of praise as widely as possible.

### **Sanctions**

#### **Breaches of Contract**

##### 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/carers 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 the course and given an alternative programme of study to follow more suited to their abilities.

##### Non-Academic

Any 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 your parents/carers at each stage. Depending on the severity of the breach of contract this may lead to:

- Being on Report to Head of Year and/or Assistant Headteacher

- Internal exclusion
- External exclusion
- Permanent exclusion

## Life in the Sixth Form

The Sixth Form study programme is central to Sixth Form life.

### **Level 3 Qualifications**

Your Level 3 qualifications are the central part of your programme. You will need to ensure that you complete any necessary preparation work for lessons, aim to be an outstanding student during lessons and complete homework diligently and hand it in on time. You will be given a lot more homework or independent learning to do than you were given in year 11, so it is important that you stay organised and use your Independent Learning time effectively.

### **Independent Learning**

Independent Learning sessions are included on your timetable. You will be directed by your teachers on areas of study you should cover, usually in an Independent Learning booklet or task. You may have to prepare for lessons, complete extension and independent work and even complete some homework. These sessions can also be used to conduct research on your higher education and career opportunities.

### **PSHE and preparation for work /work experience**

You will have a weekly PSHE lesson that prepares you to progress to your next stage and to the career you have chosen. These will cover a range of topics such as: interview skills, writing a personal statement, staying safe and many more. We often have outside speakers coming in or specialists who run workshops for you to participate in. The PSHE programme is designed so that it is relevant to you, interesting, stimulating and useful. PSHE is participative and enjoyable and we welcome your feedback at the end of each year.

The PSHE programme is informed by research relevant to how Sixth Form students best make progress and will be integral to students exploring different learning skills and techniques, as well as developing a mindset which will enable them to be as successful as possible. All students will receive personal guidance and support from PSHE teachers, who will act as mentors to set relevant SMART targets to support students in developing the core skills necessary to be successful students at our sixth form.

In addition, you are expected to organise work experience that will support your application to university, an apprenticeship or work. PSHE develops the skills necessary to write the most effective applications possible. This should be during the designated work experience week on 13th-17th July 2020. You can also undertake this after school or during holidays. If you cannot arrange your work experience for the careers week you will attend the school's programme of careers support at school that week instead.

### **Tutorial Programme**

Your daily session with your Tutor focuses supporting your transition from year 11 to 12 and on improving your independent learning skills, supports your progression to higher and further

education, apprenticeship or work, monitors your progress closely and encourages you to aspire to achieve your potential. You will also be given one-to-one mentoring as you progress through your A Level programme.

### **Intervention Groups**

If you find the transition to Sixth Form difficult you will be given extra help. The Sixth Form team will ensure that if you are struggling with the demands of the Sixth Form you will be helped, encouraged and set targets that must be met. The Intervention team will be in regular contact with your parents/carers to keep them informed of your progress.

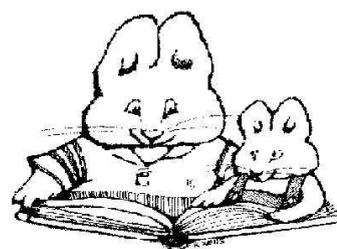
### **Super Curriculum**

The Super Curriculum has been specially designed to enhance your chances of entry into competitive degree courses, apprenticeships and the world of work. We emphasise the need for you to participate in these activities in order to build a strong individual profile. This is particularly important for students who want to apply to Oxbridge and Russell Group universities.

As part of your Super Curriculum, you will have one period of Curriculum Enrichment every week. As well as this compulsory period, you will also have additional enrichment activities you can take part in, such as charity fundraising. You should keep a record of the activities that you are involved in to support your personal statement for higher education or work. Attendance at the sessions is compulsory.

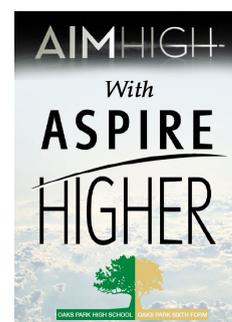
### **Super-curricular activities include:**

- Subject mentoring
- Primary School Mentoring
- KS3 Buddying System
- Literacy Project
- Debating Society
- Travel green and environmental awareness society



### **Aspire Higher**

The Aspire Higher website and programme are unique to Oaks Park and are designed exclusively to meet the individual needs of you as students. Aspire Higher gives you the information, training and resources you need to optimise your chances on leaving school, be that in higher education, apprenticeships, or employment. The scope of the Aspire Higher website is extensive and includes a range of web links and information that provide information and guidance about what is required in your university application, as well as offering information about opportunities such as taster days and summer schools that will enhance your personal statement and UCAS application. This gives you as students choices over how you wish to progress into your future studies. The Aspire Higher website also contains a dedicated careers page, with information about apprenticeships and internships. Aspire Higher is regularly updated with new opportunities, so aim to check the website as often as possible to keep up to date. Accessing Aspire Higher regularly is of paramount importance given the increasing emphasis that universities place on students having an extensive knowledge of their field of study before they make their application to UCAS. Aspire Higher can be accessed at: <https://sites.google.com/oakspark.redbridge.sch.uk/aspirehigher>



### **Higher Education advice and support:**

Oaks Park takes pride in the excellent support programme designed to ensure you are successful in your application for higher education places through UCAS. Every student in the Sixth Form is provided with a personalised programme to ensure that they are fully prepared for the UCAS process. Advice and training are given on writing personal statements, applying for student finance and completing the application form correctly, within the required deadlines. This advice and guidance will be provided in a range of ways including through tutor time and in PSHE lessons. Oaks Park is also has a subscription to Unifrog and ULAS, which enables you as students to investigate and shortlist appropriate courses for your future. Unifrog and ULAS are also excellent in offering you support in writing your personal statement and CV, as well as enabling you to keep a record of any experiences that you have undertaken that will enhance your UCAS application. Extensive help is also given to support students who may face challenges with the UCAS application process such as the use of UCAS Extra, Clearing and Adjustment. Tutor references are written with care and checked rigorously.

As a sixth form team we ensure that the UCAS process is completed in a timely fashion so that you are prepared to send off your applications well ahead of the external deadline. Early Applicants meet with the Destinations Coordinator in May of Year 12 and have a dedicated Google Classroom to ensure that their applications can be sent off in the September of Year 13. In addition, students interested in making an early application are supported through a carefully planned tutorial programme to ensure they have the necessary skills to make a competitive application. Other applicants also have a timetable which means that the UCAS process is completed by November of Year 13. This earlier timetable is useful in enabling you to focus on securing your entry requirements and gaining valuable experience for your university courses.

As well as offering support in terms of what courses to select, Oaks Park also regularly holds talks by both ex students and academic/industry experts to give students detailed information on what it is like to study particular courses at University and what routes this can help students take in terms of future careers. Oaks Park students also have opportunities to visit Universities and UCAS exhibitions to gain a greater understanding of what life and study at University are really like.

## ADDITIONAL OPPORTUNITIES

### **Prefects**

Prefects play a crucial role in the day-to-day life of the school and act as role models to our younger students. You will have an opportunity to apply to become a Prefect, Senior Prefect and Head student. Duties will include supervision in the canteen at break and lunch, representing the school at parents'/carers' evenings, whole-school events, charity and fundraising and Borough events. This is a great opportunity to flourish as an individual, give back to the school and gain invaluable skills and experiences that will look impressive on your UCAS application.

### **School Council**

The School Council Executive Committee is about involving all students from year 7-13 in the life of our school and allowing the student voice to be heard, to benefit both staff and students. Key responsibilities for the committee are: to encourage and enable the student voice to be heard across all year groups, to hold elections within each year group whereby students can vote for a representative from their year group to join the school council team, to manage the school council and run various campaigns on the students' behalf. The School Council Executive Committee is an elected body of students, whose purpose is to represent the Sixth Form and to be a forum for active and constructive pupil input into the daily life of the school community. This is a great opportunity to improve your leadership skills and have evidence of those skills for future university or work applications.

## Learning Resource Centre

The LRC is an excellent space to study and to access journals and texts for your independent study, extension work and homework. It also contains a wealth of fiction and non-fiction books for you to read for pleasure. The LRC team is always available to guide you in your selection of texts and reading materials and to order what you need.

## Work experience/Careers week

The last week of the academic year is set aside for students to do work experience. **Students are expected to show initiative and arrange this for themselves, but they will be supported to do so by the careers staff.** They will need to complete a work experience self canvas form (see appendix C) to secure their placement and check that your placement has employers liability insurance. This will be provided to you by the school. Summer schools and taster days will be accepted as part of this, if students have completed this in their own time.

Work Experience helps prepare students for the transition from School to the workplace and enables them to gain a wider understanding of the industrial and commercial world. As a result of this experience, students have the opportunity to develop interpersonal and social skills. Many also increase their self-confidence and independence and develop an awareness of their own potential. As a working environment cannot be replicated in the classroom this opportunity, we feel, provides the students with a very valuable experience.

If your son/daughter is considering going on to University following Sixth Form, many Universities now stipulate that Students must have engaged in Work Experience which is relevant to their chosen career path and some may not even interview if there is no evidence of work experience.

FOR MORE DETAILS OR HELP IN ARRANGING SELF-PLACEMENTS STUDENTS CAN VISIT MS WILSON OUR CAREERS ADVISOR.

- It is important to approach several companies (perhaps ten) to ensure students have a number of options open to them. Particularly as students may find companies take weeks to only reply with a “no”, alternatively businesses may not reply at all. Your child should not get disheartened by this, it is nothing personal.
- Avoid places where the gender balance or small numbers may present a problem. Medium to large size companies are more likely to be able to ensure your child has a varied experience.
- Avoid taking your son/daughter under your direct supervision. This may lead to tension and isn't always conducive to a proper working relationship, though placing them with colleagues within your company is fine.
- Consider transport implications. What are the travel costs? How will they get to their placement?
- Please check that the company is suitably insured. A copy of their Employer Liability Insurance MUST be returned with the Self placement form by Friday 22nd May 2020.
- Ensure you pass on any relevant medical information to the employer.

### **How to find your own Work Experience Placement - Advice for students:**

- ACT NOW! Remember students from other schools will also be out there searching for the best opportunities. Don't be left behind only to find all the best placements have gone!
- Have a think about the type of work you might like.

- Have a look through the Yellow Pages and make a list of companies (and their phone numbers) that might interest you. Look at this website for ideas and possible placements as well - <https://successatschool.org/jobscourses/1>
- Call or email companies and ask politely if you could speak to someone about the possibility of doing work experience with them or complete the application form.
- If they agree to place you, then ask them the most convenient way to get the 'self placement form completed. Do they want you to post it or email it, or would they prefer you to take it to them personally which will give them a chance to meet with you as well as complete the form?
- Ensure you tell the employer about any relevant medical conditions or needs.
- Make sure that your employer attaches a copy of their 'Employer Liability Insurance' document to the form. You will need this to be allowed to go on the placement.
- Return this insurance certificate and the form to Ms Wilson, the Sixth Form Office Manager, in the 6th form office by Friday 22nd May 2020.

#### **How to find your own Work Experience Placement - Advice for parents:**

- Discuss with your child what they would like to do when out on work experience - remember work experience does not necessarily have to be a career choice it is about gaining experience in an adult workplace.
- Contact employers directly - in person, by phone, by letter or by email - make use of search engines online or business directories to find out a company's contact details.

## Careers Week Monday 13th - Friday 17th July Work Experience

#### **Procedure:**

- Year 12 students need to find work experience placements that are linked to their future career aspirations.
- They must complete a self canvas form to attend this.
- Work experience does not necessarily need to take place in the week stated above.
- Placements can also take place in any of the holidays during year 12.
- Work experience placements must be approved by Mrs Hassan if they are during term time.
- University summer schools are also an option as part of students' work experience.
- Students may also count taster days that they have completed in their time, as part of their work experience. Students will need to attend 5 of these in their own time to count. Students must not take time off of school for these. If time is taken off of school these will not count.
- It is the students responsibility to document and provide evidence of their work experience placements, summer schools and taster days they have signed up for or attended.

- The school must have the relevant documentation regarding your work experience by Friday 22nd May 2020.

## Information, Advice and Guidance

The Sixth Form at Oaks Park places a considerable emphasis on ensuring that all students are provided with the necessary advice and guidance to progress onto the most appropriate university course, apprenticeship or career for them. All advice and guidance is highly personalised so that it meets the individual needs of each of our students.

- **Aspire Higher**

Aspire Higher is unique to Oaks Park High School and is designed exclusively for our students. The scope of the Aspire Higher website is extensive and includes a range of resources that provide guidance about what is required in different apprenticeship and university applications, as well as offering information about opportunities such as internships and summer schools that will enhance CVs and personal statements.

- **The Super Curriculum Programme**

Each Year 12 student is given the opportunity to mentor others in the school and to volunteer at community initiatives in order to gain the key knowledge and skills required by competitive careers and courses. Students are also invited to attend regular subject specific events delivered by internationally recognised academics and industry specialists.

- **ULAS, Unifrog and Pathway**

Oaks Park Sixth Form has excellent working relationships with external companies who support students in finding the most appropriate progression route for them. Oaks Park is considered as a 'champion school' by destinations provider Unifrog. This gives the Sixth Form extensive access to Unifrog's services and enables our students to shortlist appropriate courses for their future from a selection of both national and international organisations. Additionally, our Sixth Form has also developed a very successful relationship with ULAS and Pathway, services which helps students to write industry appropriate CVs and to research potential apprenticeships.

- **Lecture series**

Oaks Park Sixth Form students have priority access to lectures organised by the Sixth Form that are delivered by high-profile guest speakers from the world of academia and industry to share their knowledge and experiences with our students. Some of the speakers this year have been Lord Winston, Evan Davis and Baroness Shami Chakrabarti (CBE) to name a few.

### University Open Days

- The Sixth Form Team encourages students to attend open days in order to help them make the best decisions for their future.
- When open days are running at the weekend, students must make the best effort to attend these then.
- Students can attend two open days during the school year.
- Students must complete the Sixth Form Educational Visit Form (see appendix D) for permission.
- Students must also see all of their teachers and get copies of any work missed and their permission first.
- The Destinations Coordinator will approve each application on an individual basis.

- Sixth Form Educational Visit Forms must be with the Destinations Coordinator at least two weeks before the open day is scheduled to happen.
- It is up to the Destinations Coordinator as to how much time out of school is approved for students to attend these. Students may be expected to attend school in the morning or return to school in the afternoon depending on the university's location and the timings of the open day.
- No more than 10 students will be allowed to attend a university open day on the same day or time.
- Places on open days will be approved on a first come first served basis.

## OTHER FACILITIES

### **Common Room**

The common room is a comfortable space for you to relax during break and lunch times, or to study together in more informal surroundings. A range of snacks and drinks is on sale from period 2, through to the end of lunchtime. As young adults you will be expected to respect the common room facilities and ensure that litter is placed in the bin and furniture used appropriately.

The senior prefect in charge of displays is responsible for updating notice boards termly.

The notice boards are for student use, but the whiteboard is left for staff messages.

### **Lockers**

You will need to choose your own locker at the start of each academic year and collect the locker key from Mrs Preston. A returnable deposit of £10.00 will be required.

### **Sports Hall / Fitness Centre**

You are welcome to use the fully equipped fitness centre, by arrangement with PE staff, once you have completed a gym induction course.

### **Other important information**

Oaks Park is a non-smoking school. You are therefore not permitted to smoke on, or around the school site.



**Visitors from the lower school or outside are not allowed in the Sixth Form Common Room, or the Independent Learning room (F8). Students should not invite them to come in.**

**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 quickly 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 three progress reports throughout the school year in Year 12 and 13, which will indicate the Target Grade (TG) and Predicted Grade (PG) for each subject area.

**The Report**

The report provided covers the following areas:

1. Target grade/step for the students to achieve by the end of the respective key stage
2. Attendance and punctuality figures
3. Predicted grade/step for each subject
4. Effort grade for each subject

5. PPE results (where applicable)

When you receive the report please review each section as outlined below:

**1)Target Grade**

Student: xxx				Form: 13B		Year: 13			
Attendance: 99%				Unauthorised absences: 0					
Authorised Absences: 1				Sessions late: 8/238					
Subject	Teacher Name	KS5 Target Grade	Reporting Window 1		PPE 1	Reporting Window 2		Reporting Window 3	
			PG	Effort		PG	Effort	PG	Effort
Drama	Miss L. Burcombe	C	C3	5	U	D3	2	C2	5
Psychology	Mrs L. Richardson	C	D3	2	D1	D1	3	C3	3

**KS5 Target Grades (Year 12 & 13):**

The section on the top left of the report (highlighted in red above) shows the target grade set for your child for each type of course they study at KS5. This is the minimum grade your child should be aiming to achieve by the end of year 13. The majority of courses are A Levels and will be awarded using the A\*-E grading system. BTEC courses award using the scale below:

BTEC grade	Equivalent A Level grade
Pass	E
Merit	C
Distinction	A
Distinction*	A*

Students are supported to reach their TGs 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.

**Attendance & Punctuality**

Student: xxx					Form: 13B		Year: 13		
Attendance: 99%					Unauthorised absences: 0				
Authorised Absences: 1					Sessions late: 8/238				
Subject	Teacher Name	KS5 Target Grade	Reporting Window 1		PPE 1	Reporting Window 2		Reporting Window 3	
			PG	Effort		PG	Effort	PG	Effort
Drama	Miss L. Burcombe	C	C3	5	U	D3	2	C2	5
Psychology	Miss K. Fenn	C	D3	2	D1	D1	3	C3	3

Excellent attendance and punctuality to school is crucial for your child's academic progress. All students are expected to have an attendance score above 95%. In red you can see the attendance of your child from the beginning of the school year up to the date of the report. In addition it shows how many times your child has been late to school.

### Effort Grades:

An effort grade is awarded for your child for each subject. Each number is assigned a colour. As a minimum students should be getting a score of a 3 for effort which shows their effort is good. Please use the table below to interpret your child's effort for each subject. The effort grade has been generated based on the class points teachers have awarded your child in each lesson. Further guidance on class points is available [here](#).

Colour		Effort
	5	Excellent
	4	Very good
	3	Good
	2	Requires improvement
	1	Unsatisfactory

### Predicted Grades/Steps:

A predicted grade (PG) will be reported for your child for each subject. This is the grade your child is on track to achieve by the end of the respective key stage. This professional prediction has been formulated by considering your child's assessment results, classwork, homework, effort and attendance. The predicted grade will be colour coded to reflect if your child is on track to achieve the target grade set. This is outlined below:

Colour		Predicted Grade (PG)
	5	<i>Excellent progress:</i> on track to achieve significantly above Target Grade
	4	<i>Very good progress:</i> on track to exceed Target Grade
	3	<i>Good progress:</i> on track to achieve Target Grade

	2	Progress towards Target Grade/ <i>requires improvement</i>
	1	Progress towards Target Grade/ <i>unsatisfactory</i>

**PPE Results:**

During KS5 it is important that all students undergo Pre Public Exams (PPE) for the following reasons:

- To experience the types of examinations that will be completed as part of the formal A Level and BTEC exams
- To complete assessments that will provide an accurate assessment of current progress and areas of development
- To be clear on all the rules and regulations that must be adhered to during an exam
- To develop resilience during times of pressure

Internal PPE exams are scheduled throughout the year. Internal PPE exams are held under external exam conditions and emulate the public exams that students complete.

The results of these are published as part of the report when appropriate and will contribute to the professional predicted grade made by the subject teacher.

Following a reporting window the following happens across the school:

- Curriculum leaders analyse performance to identify students of concern and coordinate strategies and interventions with subject teachers to improve outcomes
- Pastoral Leaders and tutor teams review the performance of students across subjects and identify groups of students who are underachieving and require further support
- Form tutors and subject teachers discuss predicted grades/steps and effort scores with students so they understand what they need to do to improve or surpass their targets

To support the school we request all parents do the following on receipt of the report:

1. Review your child's attendance to school. Could this be better?
2. Review your child's effort grades. Discuss any effort scores of 2 or 1
3. Review your child's predicted grades/steps. Discuss any that are highlighted in yellow or red
4. Set targets for your child to achieve by the next report
5. Plan revision and homework time using the half termly reporting mat to guide this

Throughout the school year parents/carers should:

- Use the half termly learning map to review the topics and assessments your child is conducting in school
- Discuss feedback given to your child via the formative assessment process in exercise books and other work and the feedback that your child provides to their teacher;
- Monitor your child's homework using your child's school planner and google classroom
- Use the expressions app to monitor your child's daily class points for each subject
- Ensure you read all Reports and attend Parents Evening to discuss progress.
- Support your child to revise regularly on the lead up to a PPE and public exam series
- Contact the school for assistance if they are concerned about their child's progress

If you are concerned about your child's performance and require additional assistance please send an email to [admin@oakspark.redbridge.sch.uk](mailto:admin@oakspark.redbridge.sch.uk) for the attention of your child's Pastoral Leader, Form Tutor or a particular subject teacher who will be happy to contact you and discuss your child's progress further.

### 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 student services hub 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).

**Please note, for all pre-planned absences, students must fill out a absence request 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 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 3 reports throughout year 12 and 3 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. Revision and intervention can take place after school until 4:30pm and when this is the case, the school must take precedence over part-time jobs.

## **8. SMOKING**

The whole School site (both inside and outside the building) is a non-smoking site. This includes vapes or E-Cigarettes.

## **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.

## Appendix A



### **Request for Authorised Absence**

This form should be filled in for all planned absences, such as GP, Dentist and Hospital appointments. Students must try to arrange these appointments outside of the school day, however, we do realise that there may be occasions where this is not possible and this is when this form should be filled in.

Full Name	
Registration Group	
Date(s) of Absence	
Total Number of Days/Part Days Absent	All Day    Period(s)   1   2   3   4   5   6
Reason for Absence	
Evidence	Shown / Attached / None

**Details of Lessons Missed** (Please complete the boxes below. If more than one day has been missed please complete additional boxes on the other side of this sheet)

	Subject	Teacher Signature
Period 1		
Period 2		
Period 3		
Period 4		
Period 6		

<b>Parental Signature</b>	_____	<b>Date:</b> _____	<b>Sixth Form Stamp</b>
<b>Student Signature</b>	_____	<b>Date:</b> _____	
			<b>Number of days absent since September:</b> _____

Day two

	Subject	Teacher Signature
Period 1		
Period 2		
Period 3		
Period 4		
Period 6		

Day three

	Subject	Teacher Signature
Period 1		
Period 2		
Period 3		
Period 4		
Period 6		

Day four

	Subject	Teacher Signature
Period 1		
Period 2		
Period 3		
Period 4		
Period 6		

Day five

	Subject	Teacher Signature
Period 1		
Period 2		
Period 3		
Period 4		
Period 6		

## Appendix B



### **OAKS PARK HIGH SCHOOL SIXTH FORM** **CHANGE OF COURSE FORM / WITHDRAWAL FROM COURSE FORM**

Please complete this form in order (start at the top and work down). All staff signatures must be collected before the change can be authorised. You must continue to attend all of your timetabled lessons until this has been processed and you are given a new timetable. Completing this form is not a guarantee of a change. There are several factors that need to be considered before hand, such as subject blocks, so please do not stop attending lessons until a change is confirmed by your Head of Year and you are given an updated timetable.

Full Name	Registration Group	Date

Current Courses	Tick as appropriate		
	AS	A Level	BTEC

#### **SECTION A: CHANGE OF COURSE**

Please make sure that the transition booklet for the subject you are changing to is complete before you begin attending. This has to then be shown to your teacher the first lesson.

FROM	
TO	

#### **SECTION B: REASON FOR REQUEST (please tick or complete other box)**

Struggling with the workload		Change in future aspirations	
Subject was not as I had expected		Not meeting predicted grades	
Studying AS only			
Other (please state)			

Have you requested or made any other course changes? Please specify below.

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**ALL PARTS OF THE FIRST SECTION OF THIS FORM MUST BE FILLED IN BEFORE THE SIGNATURES ON THE SECOND SECTION (NEXT PAGE) ARE COMPLETED.**

**SECTION C: AUTHORISATION**

**Form Tutor:**

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Subject Tutor:**

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Subject Leader:**

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

(Of the course being dropped)

**Subject Leader:**

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

(Of the course being changed to if relevant)

**Parent/Guardian:**

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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**SECTION D: WITHDRAWAL AGREED**

Agreed: Yes/No

If no, please specify why \_\_\_\_\_

Head of Year 12/13: \_\_\_\_\_ Date \_\_\_\_\_

Assistant Headteacher i/c KS5: \_\_\_\_\_ Date \_\_\_\_\_

Office Manager: \_\_\_\_\_ Filed Y/N

(Sign once SIMS & Timetable has been updated and printed for student)

## Appendix C

### Work Experience Self Placement Form



Dear student,

This form must be completed when securing a work experience placement. Please make sure that all sections are complete and that you have all three signatures before handing the form in. The form must be returned to Ms Wilson in Sixth Form Office 1 where your placement will be approved by a member of the IAG team.

**Student Name and Form:** \_\_\_\_\_  
**Placement Date from:** \_\_\_\_\_ **to:** \_\_\_\_\_  
**Proposed number of contact days in total:** \_\_\_\_\_

#### Message to the employer

This form has been given to you following your agreement to accept an Oaks Park High School student on a work experience placement. Please complete the company details and job description sections of this form and then sign the employer section on the other side of this document to confirm that you have **Employers Liability Insurance**. Thank you very much for supporting one of our students with their work experience placement.

#### Placement Details

<b>Name of the employer and organisation:</b>	<b>Contact Name and Position:</b>
<b>Address:</b>	<b>Employer liability insurance provider name:</b> <b>Policy Number:</b> <b>Expiry Date:</b>
<b>Contact Telephone Number:</b>	<b>Contact email address:</b>
<b>Dates confirmed: Start Date</b> _____ <b>to End Date</b> _____	
<b>Details of the work placement and the role the student will take:</b>	

#### Signatures

**Student**

As the student named overleaf, I agree to take part in this work experience scheme. I agree to hold in confidence any information about the Employer's business which I may obtain during the

placement. I also agree to observe all safety and security regulations in accordance with company policy. I will also represent Oaks Park High School in a positive manner through maintaining the highest standards of behaviour throughout my placement.

Name \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

### Parent/Carer

As the parent/carers of the student named, I confirm that I agree to the placement and I am satisfied with that the placement is a suitable environment for my son/daughter to undertake their work experience in. I also understand that you or your child is liable for any costs incurred during the work experience placement.

Name \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

### Employer

As a representative of the employer, I can confirm that the student has a placement with the company on the dates specified, that as a company we have employer's liability insurance and I have checked that this extends to any students on work experience- this is a minimum requirement and the placement cannot go ahead without this (if possible please supply a copy of the insurance)

Name \_\_\_\_\_ Position \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

### Approved by the Oaks Park IAG Team



### Work Experience Reflection Form

Student Name and Form: \_\_\_\_\_

**What tasks have you undertaken during your work experience placement and what knowledge and skills do you feel these have helped you to develop? Give clear examples and be as specific as possible.**

**How has this work experience placement helped you with future employment decisions?**

**Employer:**

**Please write a short comment on how the student has performed during their work experience placement.**

**Would you be willing to offer work experience to a student from Oaks Park again? Y/N**

**Signed: \_\_\_\_\_ Date \_\_\_\_\_**

**Many thanks for having an Oaks Park High School student on work experience placement.**

## Appendix D



### Approval of Educational Visit for 6<sup>th</sup> Form.

Please ensure that this is fully completed including attaching the relevant documentation, this must be submitted at least two weeks before the visit.

STUDENT DETAILS	
Name:	
Form	

DETAILS OF VISIT	
Name of Organisation	
Date of Visit	
Title of Event	
Contact Details of Organiser	
Reason for attending. Please outline how this links to what you want to do in the future	
Does it clash with key 6 <sup>th</sup> Form events?	<input type="checkbox"/> yes, if so, please state... <input type="checkbox"/> no

Please sign this if you approve of your child going on this visit, unless stated your child is responsible for themselves and will not be accompanied by a member of staff.

PARENTAL APPROVAL	
Parent 1	
Parent 2	

Please note that all visits are subject to approval, this means that we have the right to refuse if we feel it is appropriate to do so, e.g. poor attendance or behaviour issues.

APPROVAL	
Mrs W Preston	<input type="checkbox"/> Attendance and punctuality checked
Miss L Willson	<input type="checkbox"/> Logged on the system
	<input type="checkbox"/> Documentation attached