



**WORKING PRACTICE:**      **POST 16 EDUCATION**

**PERSON RESPONSIBLE:** Assistant Headteacher **MONITORING:** Headteacher

**DATE:** October 2017

**REVIEW DATE:** October 2019

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### **ENTRY REQUIREMENTS**

Paget High School provides an open and inclusive sixth form for all Year 11 students both for Paget students and other local students.

However, entry is not automatic and is not by right. Students undergo a lengthy recruitment procedure and satisfy staff that their past performance at school, attitude towards education and willingness to conform with sixth form rules is acceptable.

Therefore, entry to join the sixth form is not just on academic prowess, although staff do expect students to attain the entry grades required for each subject area. Entry onto a level 2 or 3 course is assured if hard work and a positive attitude towards studies is evident.

Students are expected to gain 5 separate 'A-C' grades, (including English and for most subjects Maths) preferably a 'B' grade, to pursue an A level and level 3 BTEC courses. However, consideration is given on an individual basis.

Students gaining GCSE grades D-E are eligible for the level 2 BTEC and Cambridge TECH courses in Business or Health and Social care

Students will follow an Individual Learning Programme that will consist of an academic and enrichment curriculum.

An advance academic curriculum will be 3 or 4 A level subjects or equivalents depending on the number of GCSE grades achieved, average GCSE score, personal circumstances, preferences and aspirations.

### **RECRUITMENT PROCESS**

The future development of the sixth form requires the numbers of students to grow year on year.

It is important that we build on courses already well established and look to nurture courses appropriate for our students, level 2, level 3 BTEC and 'A' level alike.

However, we should not lose sight of our desire to build a responsible and 'quality' sixth form. This can only be done if standards of attendance, punctuality and commitment to studies can be assured. For this reason recruitment is a very important and delicate issue.

At Paget, all Year 11 students receive a Careers Education package as part of the PHSE curriculum. As part of the programme, information concerning all Post 16 options is given to students. However, particular reference is made to the sixth form opportunities at Paget High School. All year 11 students are also interviewed twice in the school year by members of the Senior leadership team to assure aspirations and academic pathways.

## Timetable

- i. During the last half term of Year 10, students will be spoken to about the sixth form.
- ii. In the first term of Year 11 all students will be spoken to about the sixth form by the Head of Sixth Form and sixth form students which will be followed up by the first of the SLT interviews. During this first term the school will also host its Sixth Form open evening so students and parents can get all the relevant information about the courses on offer.
- iii. During the first half of the spring term, specific subject talks are given to all Year 11 students about the specifications of the courses available in the sixth form. Students will then undergo their 2<sup>nd</sup> SLT interview to reaffirm choices and check progress with their current performance and entitlement to enter Sixth Form. At this point Sixth Form applications need to be made and handed into the Sixth Form office.
- iv. A formal written offer is then sent to all students, whereupon a formal acceptance assures the student a place. Offers of a place are made on condition that all the criteria has been understood, accepted and agreed upon by student, parent and senior teacher. For some students this offer will be based on trial only basis.
- v. Year 11 will be invited to take part in 'Sixth Form Experience lessons' in the subjects they have expressed an interest. These will normally take place after the GCSE exam season is completed.

## Late Applicants

Should students wish to join the sixth form following their examination results or during the school year, a similar process is to be followed. The student will be required to submit an application form and attend an interview with the Head of Post 16 Education.

## THE POST 16 CURRICULUM

Sixth form students follow a curriculum largely determined by their own choice of subject courses. An enrichment programme supports this, of which some elements are compulsory.

It is anticipated that students will have a full timetable consisting of the following course:-

### Year 12

- A Level course
- BTEC or Cambridge Tech level 2 courses.
- Resit English and Maths for all level 2 students who did not attain a grade C+ in year 11 and for any Level 3 students without Maths at C or above.
- Personal Social and Health Education
- Physical Education
- Enrichment Opportunities:
  - First Aid; Work Experience/Shadowing
  - Young Enterprise
  - Community Sports Leader Award
  - Debating

## KS 3 lesson support

### Year 13

- A level courses (Year 2)
- EPQ
- Personal Social and Health Education
- Physical Education
- Enrichment Opportunities:
  - First Aid.
  - Higher Ed Conventions
  - Work Experience
  - Young Enterprise

In addition students have allocated study periods supervised in the Sixth Form only study room by the Sixth Form learning mentor. Some year 13 students could negotiate home study with parents and the HOS.

### Personal, Social and Health Education.

This is an essential part of the Sixth Form curriculum. Much has to be delivered in a short period of time, two half hour session per week.

In the main the tutor delivers the programme, but input is also made by the Head of Post 16 Education, The Careers advisor, and outside speakers.

The PSHE programme includes the following topics – Units of Work and resources are available to help tutors.

- Induction
- Team Building
- Study Skills and Time Management
- Advice and Guidance
- UCAS
- Personal Statements
- ROP
- Interview techniques
- Assertiveness and confidence building
- Dealing with criticism
- Health education
- Healthy Eating
- Diet and Exercise
- Eating disorders
- Stress management
- Fair Trade
- Environmental issues
- Waste Disposal
- Human Rights
- Life Skills
- Managing Money
- Property
- Student Loans
- Living Alone
- Tax and NI

- CV Writing

The programme is supported by visiting speakers from a variety of backgrounds including:-

- University Link Officers
- Religious Groups/Speakers
- The Rotary Club (mock interviews, exchange programmes etc)
- Training
- Work Related Speakers
- Local Police/Community Workers
- Health Officers
- Gap year and volunteering agencies

## CAREERS

- All students need and are entitled to a regular and effective careers education.
- The school has an agreement with an IAG officer (Naomi Wright) and as such aim to provide a comprehensive programme incorporating interviews, drop-in clinics and a structured careers' education curriculum.
- Careers Education plays a prominent part in the PSHE programme. Students will attend regular lessons when advice and guidance will be given on an individual basis and in group work.
- The Sixth Form also run an employability club which is specifically aimed at level 2 and 3 students who know that university will not be their destination of choice and want to secure full time employment as soon as possible.

## RELIGIOUS EDUCATION

Students are entitled to receive access to a Religious Education/Moral Programme. This takes the form of Assemblies and designated time in the PSHE Programme.

## THE ENRICHMENT PROGRAMME

The enrichment programme offers students additional breadth and variety to their main curriculum, aiming where possible to lead to accreditation.

### Physical Education

It is important that we as a school continue to promote positive attitudes towards health, a healthy lifestyle and exercise. Physical Education is available to all students in Yrs 12 and 13. The CSLA course is also available to students which is normally delivered in the school Enterprise Week.

### Work Experience/Shadowing

Students are encouraged to build on their experience gained in their part-time work and are encouraged to seek work experience to enhance their university and employment applications.

Students studying a Level 2 or 3 BTEC / Cambridge Tech course will have work experience as part of their course. For students who would like a work experience or work shadowing placement a programme can be arranged.

### Young Enterprise

Young Enterprise is a nationally recognised award. It is concerned with running a business. Students form a Company and manufacture and market a product. The students need to allocate at least two hours per week to this subject. Both Millennium Volunteers and Young Enterprise result in nationally recognised certification if successful.

### Extended Project Qualification

Is offered as part of the curriculum for all year 13 students who would like to add variety to their subject content and secure university offers.

### On Line Learning

New for September 2014 – some students will be given the opportunity to experience “on line learning” for an AS in either Psychology, RE or Government and Politics. It is hoped that this will enable students to extend their curriculum subjects especially where there may have been a clash on the options blocks for the subjects they would ideally have liked to do. The subject range could increase after the initial year of trialling.

### Key Stage 3 Help Lessons / Reading Buddies

All year 12 and 13 students are expected to help out in at least one KS3 lesson or help with the school reading scheme in order to help raise the profile of Sixth Form students and gain experience in communication, planning and facilitating skills. This is usually in one of their own subject areas as they are able to offer knowledge and support.

## SPECIAL NEEDS

There are students that require additional support. The Sixth Form aims to assist students by offering the following strategies:-

- small teaching groups
- Sixth Form learning mentor is available at all times in the Sixth Form only study room.
- support from learning subject support staff if available and appropriate
- ICT support, where appropriate
- Post 16 bursary support offered to ensure students can access all learning opportunities.

## EQUAL OPPORTUNITIES

The Sixth Form seeks to offer equality of opportunity and experience to all students.

Every attempt is made to give all male and female equal opportunities to participate in the full range of educational and recreational activities. The Sixth Form endeavours to understand parental attitudes to accommodate genuine conscientious and religious principles regarding such aspects as dress and participation in mixed activities should the need arise.

There is the potential in PHSE lessons to transcend categories of race, sex and learning need, through nurturing the value of individual contributions in group situations, and through presenting a wide range of cultural forms and experiences which reflect our multi-cultural society to promote mutual trust, respect and tolerance.

### COMPETITION

We support the need for competition within the curriculum and in extra-curricular activities, via internal competitions and those against other schools, both in the Sixth Form and in other years.

We value the contribution we as a Sixth Form can make to the development of positive attitudes towards competition.

We are particularly keen for Sixth Formers to assume responsibility for organising and assisting in school competitions and the school "Diversity" project.

### POST 16 STUDENTS AND SCHOOL LIFE

Students are expected to assist and contribute to the life of the school. They are encouraged to help in the following ways:-

- Organisation and leading of clubs – sporting, dance, music etc.
- Supporting in at least 1 KS 3 lesson a week.
- Promoting literacy by assisting in the School Reading Schemes.
- Offering support and time to the school library.
- Working with and helping HOD's and HOY's.
- Assisting in school events such as Open Days, Parents' Evening etc.
- Taking Lower School Assemblies.
- Helping and leading at school events – e.g. the school Enterprise Fair
- Assisting the PE department in the smooth running of Sports Day

### EXTERNAL EXAMINATIONS

Students will sit exams only once a year now in June, all A Level students will sit these at the end of their 2 years of study (unless doing GCSE maths or English resit). All students will be prepared for their examination and will be issued with a timetable of them well in advance. Departments may decide to do "mock examinations" to suit their students and the needs of the course.

### THE GUIDANCE SYSTEM

- The guidance system operates to support the welfare of the student.
- All students are placed in vertical tutor groups to aid the integration into Sixth Form life and familiarise students with the demands of level 3 learning and the UCAS process.
- The students can expect support, help and guidance from their tutor. The tutor will expect to monitor attendance, punctuality, performance and the students' attitude to work.

### Monitoring Procedures

Students are monitored closely with the following procedures taking place.

To ensure that we have a structured system in Sixth Form to tackle concerns, attendance and for the intervention of underachieving students staff are asked to adhere to the following:

#### **Attendance :-**

- Teachers will Ring or email the Sixth Form office immediately so that a call can be made home. Where possible they will try to encourage student in before the end of the lesson. The tutor will be informed.
- If a student continually misses a lesson tutors are informed through email and the office send a letter home with specific details e.g. dates. The HOS will follow this up if persistence absence.
- If a student is late to lessons with no reasonable excuse, tutors are informed through email. If lateness to lessons continues a letter will be sent home via the Sixth Form office (again with specific details) and the HOS will follow up.

#### **Homework / Deadlines:-**

- If student misses first deadline teachers will rearrange date and inform tutor via email and send a letter home to parents via the Sixth Form office. The Sixth Form learning Mentor will also intervene at this point.
- If a student misses the second deadline parents will be informed by a phone call from the teacher and invited in for 4 way meeting (include the tutor)! A personalised learning plan will be completed and a copy given to the parent, with a review date set. (the PLP is carbon copied once – further copies will need to be made by CATA)
- Where a student continues to miss deadlines and parents have been invited in the HOS will be informed and they will take over liaison with parents and student.

#### **Behaviour concerns:-**

- If a student is disrupting learning the tutor will be informed via email and a letter sent home from the Sixth Form office.
- If the student continues to be a disruptive influence in the classroom a phone call from the teacher will be made and the parents invited in for a 4 way conversation (to include the tutor).
- Continued disruption will result in the HOS intervening and the possible removal of the student.

#### **Underachievement:-**

- If a student is underachieving the tutor **MUST** be informed via email. The teacher will then hold a phone call with parents and invite them in for a 4 way conversation (to include the tutor). At this meeting a personalised learning plan will be completed and a copy given to the parent). A review date will be arranged which could be a phone call to parents or another meeting depending on situation of the student. All information will be copied to the tutor, HOS and the HOCA.
- Following the 4 way meeting a referral form is completed and given to the Sixth Form learning mentor with instructions for support during study periods.
- The curriculum areas will ensure that the student is supported with intervention in and out of the timetabled lessons. Tutors will be informed of any extra sessions so they can remind the student and inform parents if they do not attend.

- Where concerns are being picked up from 2 or more subject areas the tutor will inform HOS and a meeting will be arranged to include all involved practitioners involved in that student led by HOS with full minutes taken. Personalised learning plans will also be available for such meetings!

**Tutors will be aware of all concerns and will be keeping an evidence log for all students and the processes being implemented. This will allow us to review effective practice and implement changes if required.**

**All concerns regarding level 2 students will follow the same procedures**

### Tutorial Review

- Tutorials are an important part of the guidance system. The tutorial review sessions are ongoing throughout the year. Each student should have a tutorial session per half term. These take place in registration and tutorial sessions.
- The aim of the tutorial review is to discuss the progress of the students, achievement in lessons and the views of the student and the assessment of the subject teachers. Students will always end a tutorial with an action planning exercise.

### Rewards

Students are rewarded for their achievement and support in the following ways;-

- The school VIVOs system
- Certificates
- Prizes and certificates as part of the annual Prize Giving
- Praise and Thank You cards
- Recognition in Year briefings

### Reporting

- All students will receive an interim report each term and a full report at different time of the year.
- A Parents' Meeting and a Parents' consultation Evening is held annually and all parents and students are expected to attend.

### Mentoring

- All students will be involved in a mentoring process. This will be with the Head of Post 16 Education, the Sixth Form learning mentor, the school librarian or the form tutor and will occur at different times of the year.
- Some students will also have further mentoring opportunities from identified staff should this be deemed necessary.

- The student will be involved in self-assessment, target setting and future planning.

## EXPECTATIONS OF STUDENTS

### General expectations and regulations

- Attend all day, everyday.
- Attend registration PSHE and all lessons.
- Year 12 – full attendance. Year 13 – can negotiate home study with HOS and Parents
- Attend tutorial sessions with tutor.
- Attend Assembly – days to be confirmed.
- Sign in and out of school if arriving or leaving at times other than normal registration and ensure that a known absence form has been completed in advance of the absence and hand to HOS.
- Contribute to the life of the Sixth Form and school.
- No alcohol, cigarettes and illegal substances are allowed on the school site.

### Sixth Form Home-School Agreement/Contract

Students are required to complete and abide by the terms of the Student Home-School Agreement which is signed as they start year 12.

### Student Behaviour and Standards

Student discipline should not be an issue in the same way as we expect it in Key Stages 3 and 4. However, we must still aim for high standards of attitude as well as conduct.

We assume that students who have voluntarily returned to our school Sixth Form, they are in agreement with, and accept, our rules and expectations.

If they fall short of these expectations, then as tutors and teachers, we must address the concerns.

### Student Dress

Students are **not** expected to dress in school uniform but are expecting to adhere to our sixth form dress code.

This involves clothes that are classed as smart/casual i.e. dark trousers, dark jeans or dark skirts with a shirt, polo shirt or smart blouse with dark shoes or dark pumps or a shalwar kameez.

Whilst the school policy on jewellery does not apply to the Sixth Form, visible body piercing, other than those permitted by the school, will not be allowed.

### Sixth Form Area

There is a common room, extensively furnished with a kitchen area and a decked patio area, a Sixth Form only study room supervised by the Sixth Form learning mentor, a Sixth Form only Art room and a smaller study room.

The area is considered to be the responsibility of the Sixth Formers and it is up to them to keep the area tidy and organised.

During lesson time music must not be played, as many students study quietly during this time.

### Sixth Form Study Area

There is a designated study area, with an ICT suite. There is also a post-16 careers / university area.

### Sixth Form Committee

This is a group of Form Representatives led by a Senior Prefect, who work to promote the interest of Sixth Form students in school, to support charities, to arrange social events, to manage the Common Room, to liaise with Staff and to raise the profile of the Sixth Form amongst the school's younger students.

### Sixth Form Social Life

The social life of the Sixth Form is an important part of Post 16 Education. It is hoped that the following events are organised during the year.

- End of term function
- Fund raising event(s)
- Annual trip(s)
- Leaving party

## EXPECTATIONS OF THE TUTORS

### Year Meetings

The meetings are held regularly in accordance with the school calendar.

Additional meetings may be called on a lunch hour, but only on the consent of all Sixth Form Staff and when of extreme importance.

Each tutor of the department will be notified in writing of the meeting and asked for items for the agenda by the Wednesday prior to the meeting.

Minutes will be taken by each member of the tutor team on a rota basis.

### Personal

Staff are provided with a PHSE course outline with tasks that must be completed. The tasks are shared amongst the expertise of the tutor team, but tutor are responsible for ensuring that the follow up work is completed and handed in the Assistant HOS.

Tutors are also expected to hold tutorials with their students each half term to check progress and address any concerns.

Any known absence should be accompanied with cover work / tasks for the tutor group.

### SIMS

The register will be taken during morning registration and each lesson. If students are on a visit, on Work Experience or Home Study they must be marked in accordance with the SIMS guidelines. Any absences should be reported immediately to the Sixth Form office.

Many students are required to take part in work-related activities and research; therefore they may be out of school. They should be marked as Work Experience.

Concerns with attendance should be followed up by the tutor in the first instance and then passed on to Head of Post 16 if no improvements are made.

### Fire

All staff must be familiar with the relevant fire rules and regulations governing the Sixth Form area. Keep exits clear at all times.

### PSHE and Tutorial Time

It is an important part of the Sixth Form curriculum. It is important that tutors stress the need to follow the course to their group and convey the importance of the subject.

**ALL** Year 12/13 students must attend PHSE.

### Accident Procedure

Minor Accidents - All minor incidents are to be dealt with by the tutor.

Major Accidents - Staff need to send for help immediately. This could be another member of staff, first aider, ambulance, Head of Post 16. A student can do this.

Documentation Of Accidents - All major accidents require the completion of an Accident Form obtainable from the office and the Head of Post 16 Education informed.

### In-Service Courses

All staff have the opportunity to attend courses in their field, first aid and personal development.

As part of the school policy, departments and individuals have identified their immediate needs. Sixth form needs must be discussed and determined in Sixth Form meetings and in the Post 16 Education Development Plan.