

Important Sixth Form Procedures – 2022/23

The following document summarises some important procedures in the day to day life at Holmes Chapel Sixth Form College (HC6F College).

Curriculum

- Most students will follow 3 A level/BTEC subjects in Year 12. These will continue throughout the two years and, in most cases, will be formally assessed at the end of year 13. Each subject will, in most cases, have ten timetabled periods of lessons a fortnight. In addition to this you will each have four hours a fortnight of enrichment as well as four hours of Tutor time over the fortnight. You will also have timetabled Supervised Study Periods (SSTs) in the study area. These sessions are compulsory and important in encouraging independent study in preparation for Level 3 assessment and qualifications. This means that, in a 50 period fortnight, a typical student will have 42 hours on their timetable. In exceptional cases, some students will be allowed to take four subjects (usually if taking Further Maths).
- Students will always have work to do, if not specific homework then independent wider research, ongoing revision or writing up notes on classwork. As well as private study in school, students should be working independently at home.
- Progression to Year 13 will be dependent on successful completion of End of Year 12 progression exams which will take place in June 2023.

Supervised Study Time (SST)

- Students are asked to commit at least half of their study time available to study in the Sixth Form Study Area.
- To assist all Sixth Form students, some of the study periods may be supervised and will appear as **SST** on the timetable. All students start with 4 per fortnight. Additional SST periods may be added, if deemed appropriate, for individual students.
- SSTs are compulsory and a register will be taken.
- Students need to make sure they always have work with them.
- The Study Area is a silent work zone.

Home-school communication

- The school calendar will be posted on the school website from September.
- Whole school newsletters are published on the school website fortnightly.
- Letters are sent home as appropriate by schoolcomms.
- The Sixth Form section of the school website at www.hccs.info is updated with new information and copies of important letters.
- Parents are welcome to contact the school office at any time during the school day. **The first request for contact should be the Sixth Form Support Manager**, who will direct your enquiry to the relevant member of staff.

Attendance and Punctuality

- Students are expected to attend **every tutor time** and **timetabled lesson** promptly.
- Tutor time is at the start of the day. Year 12 students **are expected** to be in college for tutor time even if they do not have lessons or a SST period one and two. They **MUST** attend tutor time at 8.40 am Monday - Thursday
- Tutor time is essential for communication of important information regarding exams, post-18 opportunities etc. and for fostering a community ethos.
- Students may 'sign out' during lessons where they do not have a lesson or a SST, as long as they return promptly for lessons or tutor time. Students must sign out using one of the biometric readers located in the main office and in the Sixth Form Centre.
- Where students are off site for **any** reason, it is **mandatory** that every individual signs out and signs in again, on return to College for safety reasons. This facility may be withdrawn, if the appropriate procedures are not followed.
- When in College, students **MUST** wear their identification badges **at all times**. This is an important whole school safeguarding issue. Wearing ID badges allows us quickly to identify who should and should not be on the school premises.
- Students who know they will be absent in advance should seek agreement. A written request by a parent/carer is needed for the absence to be considered. Such requests should be taken to the Sixth Form Support Manager. Absences are authorised by the Headteacher and Director of Sixth Form in discussion with the group tutor. Students should inform their group tutor and subject staff once agreement has been reached.
- Student absences which are not planned should be notified to the school office by 8.30am on the day of absence. A written explanation of the absence must be produced on return and signed by the parent/carer.
- Students who have an unexplained absence will have a parent/carer contacted by telephone.
- Where there are occurrences of persistence absence (without medical supporting evidence) student's college place will be reviewed by the Senior Leadership Team.
- Students are expected to be on time for their timetabled lessons; subject staff reserve the right to keep students in to make up any time lost.
- Holidays are not an entitlement and should not be taken during term time.
- Time off for festivals or any other excursion not with family will not be authorised. This will be viewed as a lack of commitment to studies and may be referred to in any subsequent reference.
- Students are allowed authorisation for **2 University Open days** in an academic year, but should seek where possible to arrange visits at weekends and during holidays with the relevant university admissions officer.

Target Setting, Review and Reporting

Target Setting and Review is an integral part of the learning activity at Holmes Chapel Sixth Form College to enable students to achieve their best possible set of results. Students and tutors make reference to a range of external predictive data in addition to subject staff's professional judgment, so that students are fully aware of their potential capabilities and the actions required to achieve them. Individual subject targets will be set, after discussion with the student, during the first half term by subject teachers and reviewed by those teachers on a regular basis.

Reviews

There will be regular reviews of progress and targets throughout the year. For Year 12, there will be a formal assessment at the end of September. If at this point concerns are raised regarding appropriateness of subject choices or suitability to A Levels/BTECs then the student's place on the course will be reviewed.

Individual Learning Plan

Students will be issued with an Individual Learning Plan (ILP) at the start of the year. This should be completed at the start of the year and then intermittently following each interim and assessment point. These will be used in discussion with tutors for review meetings.

Formal Reporting to Parents

- In response to parent feedback, there will be no full written report. Instead there will be a parents' evening and regular interim reports.
- **Interim reports**, which give parents a 'snapshot' of student progress, target grades and approaches to learning, will be issued throughout the year. Dates for this will be published on the calendar.
- We ask that parents pay close attention to both 'Most Likely' grades and Attitude to Learning reports.

Parent Consultation Evenings

Parent consultation evenings are intended to be a formal opportunity for contact with subject staff. Please see online electronic calendar for dates.

Other dates for your diary...

Year 12 Photos	September
Year 12 Information	To be shared electronically
UCAS Convention	March (tbc)
Year 12 Progress exams	January and June 2023

Mentoring

- ◆ To support the learning development of each student, tutor time is used by tutors and mentors to provide individual mentoring and guidance for tutees.
- ◆ Where there are specific learning issues, students have the opportunity to work with their tutor, an assertive mentor, peer mentor and the Director of Sixth Form on agreed intervention strategies.
- ◆ The Sixth Form Support Manager monitors attendance issues.
- ◆ Issues relating to learning progress will be dealt with by the group tutor, the subject teacher and the Director of Sixth Form.
- ◆ Please contact the relevant member of staff if you have any concerns and encourage your sons / daughters to do the same.

Use of Motor vehicles by Sixth Formers around the school site

- Motor vehicles used by Sixth Formers for their journeys to and from school must be registered with the Sixth Form Support Manager.
- Sixth Formers must use the top car park (nearest the Sixth Form Centre) for parking.
- If the number of cars exceeds the capacity of the car park we will need to review allocation of car parking spaces on a priority basis.
- No movement in and out of school car parks is allowed between 3.20 – 3.40. This is because of the Safety risks to other students moving to and from buses.
- Any student driving dangerously, or exceeding the 5mph speed limit, will not be allowed to bring a car onto the site.

Extra Curricular Activities

A number of extra-curricular opportunities exist at Holmes Chapel Sixth Form College. These include:

- Whole school drama/musical productions
- Musical instrument tuition and concerts
- Sporting clubs (as members of a team or leading lower school groups)
- Higher able learner opportunities
- Mentoring work with students in main school
- Community Service in and out of school
- Student Leadership Teams
- Theatre trips (organised by the English and Arts faculties but open to all)
- Study visits, lecture tours, fieldwork and residential workshops in a variety of subjects (inc. Theatre Studies, Biology, Geography, Business Studies, French & German, PE, Physics)
- University visits and open days

Students are also encouraged to initiate further extra-curricular activities with the appropriate teaching staff.

Facilities

Students at Holmes Chapel Sixth Form have the following facilities for their use:

- The Sixth Form Study Area which has:
 - Sole use by Sixth Form students
 - Access to the school wireless network
 - Computers with internet access
 - Newly refurbished Sixth Form building
- The Sixth Form Café and downstairs social area which has:
 - Sole use by Sixth Form students
 - Access to the school wireless network
 - Drinks including bean to cup coffee
 - A selection of hot and cold food
- The Sixth Form Independent Learning Zone which has:
 - Seating for group work and individual work
 - Access to the school wireless network
 - Plugs for electronic device use

- Seating in the atrium area
- A group study room that can be booked by students for project work.
- The Learning Resource Centre
- Designated teaching rooms for Sixth Form study, when not used for lessons.
- Sporting facilities at designated times.
- The Fitness Suite at a reduced rate for Sixth Form Students

Enrichment

- Enrichment is for two hours a week and in most, but not all cases, is from 1.15 until 3.15 on a Wednesday afternoon and is **a compulsory timetabled event**.
- It 'enriches' the sixth form experience and seeks to expand students' knowledge and experiences. It is an opportunity to try things not previously experienced, including work experience placements. It is also a vehicle for careers/university preparation and widening students' general knowledge of themselves and the world in which they live.
- Enrichment options this year include: the Extended Project Qualification; Self-placed Work Experience; Duke of Edinburgh Silver Award; Maths in context, Study Groups, Sport for All and Maths and English re-sit.
- In addition to this, a personal development curriculum will be delivered once per fortnight, on a Monday. This includes a series of sessions set aside for the delivery of Curriculum Enhancement. This allows for discussion on a range of relevant issues such as personal safety, finance and health, Post 18 choices as well as a number of teambuilding and fun activities.

Dress Code

- Holmes Chapel Comprehensive School and Sixth Form Centre expects a professional approach by all students and staff in behaviour and dress. Dress should be appropriate to a working and learning environment. Clothes need to be modest, clean and comfortable - offensive / suggestive slogans; excessive piercing, visible tattoos and clothes which reveal too much flesh or underwear are not allowed. This includes hot pant style shorts as well as tops that show your midriff. All decisions on these issues are at the discretion of the Director of Sixth Form. If your dress is deemed inappropriate you will be asked to return home and to change into more appropriate clothing.
- You must ensure that you wear your lanyard with your Sixth Form College ID badge at all times. If you forget this, a sticker must be collected from the Sixth Form Office. If the ID badge is lost, students must purchase a new ID badge from the main School Office for £2 and a lanyard at a cost of £1.

Many thanks for your continued support

Ms J Camm

Director of Sixth Form