

The South Wolds Academy and Sixth Form



Post 16
Student Guide
2019-2020



Name: _____

Tutor Group: _____ Tutor: _____

Persons to contact for further information

Miss S Aston
Head of Year 12

Mrs J Capewell
Head of Year 13

The South Wolds Academy and Sixth Form
Church Drive, Keyworth, Nottingham NG12 5FF
www.southwolds.co.uk
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Terms and Holidays 2019 - 2020

Autumn Term

Student Review Day and first day

For students in Year 7

Tuesday 3rd September

Normal timetable commences

Wednesday 4th September

Half Term Holiday

Monday 21st October

Return to school

Monday 4th November

Last day of term

Friday 20th December

Spring Term

Half Term Holiday

Monday 6th January

Return to school

Monday 17th February

Last day of term

Monday 24th February

Friday 3rd April

Summer Term

Bank Holiday

Tuesday 20th April

Half Term Holiday

Friday 8th May

Return to school

Monday 25th May

Last day of term

Monday 1st June

Friday 24th July

Inset Days 2019-20

Friday 30th August 2019

Friday 20th September 2019

Monday 2nd December 2019

Friday 19th June 2020

All dates correct at going to print

Dear Student

Welcome to the Sixth Form at The South Wolds Academy and Sixth Form.

You are joining roughly 150 students who will be attending the Sixth Form over the next two years, each following a course negotiated and designed specifically to suit their individual interests.

Congratulations on your successes so far and we wish you good luck for your Post 16 courses. Your decision to join us is a tremendously positive move towards your further and higher education goals and your future careers.

We hope that you find the next year or two years both intellectually challenging and enjoyable, and that you feel able to participate fully in all the academic and social opportunities we aim to offer you. Work hard, but make time to relax too, make the most of these five terms, they will pass very quickly. At the end of your time with us you should aim to have further developed a wide range of qualifications, skills, interests and experiences. Competition for university courses and jobs has never been greater and therefore you will need to ensure that your qualifications and skills profile is the best that it can be to beat the competition. Take every opportunity that is offered to you and you will become a very attractive prospect for future university admissions officers and future employers.

Finally, remember, we your Tutors and Leadership Team are here to help. If in doubt please ask for help.

Yours sincerely

The Sixth Form Leadership and Tutor Team

Our Expectations

Many of you will remember how you looked up to and admired the students in the Sixth Form when you were younger - we know that being a Sixth Former is the declared ambition of many of the young people in the main academy. Please remember that they and the community beyond school look to you for a lead and that you carry the good name of South Wolds with you wherever you go. If the Sixth Form at South Wolds has a good reputation then that in itself will enhance the opportunities open to you as a young person. With your help and not without it - South Wolds Sixth Form can be the best in the county! Please remember to show your pride in our school by behaving impeccably and demonstrating excellent conduct, manners and punctuality at all times.

Morning Registration

Within the first few days of term you will be allocated a tutor group. It is with this group that you register every morning between 8.50 am and 9.10 am. We ask you to do this in order to ensure full attendance throughout your studies and also to encourage good study habits. This registration time will also provide the tutors with the opportunity to pass on any messages or information or discuss your progress or any concerns you may have.

Sixth Form briefing with your tutor takes place every Monday during registration. Every other week this will be held in the Sixth Form Common Room and take the format of a year group assembly. *Both require compulsory attendance. During this time important information will be conveyed regarding events and opportunities. The VESPA A Level mindset programme and sessions on wellbeing, Post 18 information and life skills are also delivered.*

Attendance to Lessons

Attendance to lessons is compulsory. You should not be leaving school for a driving lesson or to engage in part time work. It is expected that you will maintain a **95%** record of attendance throughout the year. Doctor and Dentist appointments should be booked outside of school hours if at all possible.

Use of the Common Room

You are welcome to use the facilities in the Common Room at any time in the school day and until about 4.30pm most evenings. There is a fridge, microwave and kettle for you to use. There is also a drinking water dispenser. Please clean after use. No one is paid to pick up litter. Please take responsibility for it. The TV and music can be used during break times but the volume of the music will be kept at a level conducive to a working environment.

Lockers

Available to all students for £5.

Your Timetable

You are expected to attend all timetabled lessons in your chosen subjects together with the Enrichment Programme (which is compulsory). If you are late for a lesson you can expect to be turned away and your 'absence' passed to your Personal Tutor as an 'Unauthorised Absence'. If you are ill or have a personal problem do let your our Attendance Officer

ffrazerhallam@southwolds.notts.sch.uk

know as early as possible; she may be able to limit the damaging effect of absence on your studies. We do not authorise holidays during term time.

Independent Study

It is expected that alongside your timetabled lesson you will engage in an additional 15-20 hours of independent study each week. This time should be used for revising for tests and exams, completing homework tasks, working on coursework, wider reading or just consolidating what you have learned that day. Each student will be allocated two free periods for each subject studied extra to the directed lesson time. Independent study and revision should take place during this time. You will be emailed a study log to maintain so that your parents/carers, teachers and tutor can monitor that you are using this study time effectively.

NB - The Sixth Form Study Room is equipped with computers and desks. This area is intended as a quiet study area and food and drink should not be consumed in this area.

A Level Assessments and Examinations

Subject tutors will assess your work and monitor your progress in a variety of ways. Some A level courses will have a coursework, practical, or internally assessed component. You will sit internal examinations at the end of Year 12 and mock examinations during Year 13. A level examinations will take place from mid May to the end of June at the end of Year 13. Provisional dates/timetables are made available to you as soon as possible. Please note that there is no longer an opportunity to sit AS exams. All exams will be sat at the end of Year 13. A small number of students may also need to re-sit their GCSE English/Maths in the GCSE November series in Year 12.

It is ESSENTIAL that you familiarise yourself with examination dates, and ensure that you and your family DO NOT arrange a holiday at those times!

Please note:

Year 12 internal examinations will take place in June. Students must pass at Grade D or better in order to progress into Year 13.

Enrichment

The Enrichment Programme is designed to offer students the opportunity to develop their interests, experiences, achievements and qualifications, allowing the students to broaden their educational base. The courses within the programme allows students to gain wider experiences in addition to gaining a formal qualification which in the main, can be used to support their entry into university courses or enhance employment applications.

EPQ	Extended Project Qualification
CSLA	Community Sports Leader Programme
TEFL	Teaching English as a foreign language
Work Experience	You will be expected to complete a week of non-paid work experience during the holidays or the first term in September of Year 13. This will be an opportunity to start developing vital employability skills ideally in the employment sector you are interested in for the future. More details will be given to help prepare and organise this.

Dress Code

What you ARE permitted to wear:-

Collared shirt or T-shirt, long or short sleeved without offensive logos or branding
Sweatshirts, hoodies, pullovers, jumpers, cardigans
Trousers, jeans, skirts, plain-coloured combats
Trainers, shoes or boots

What you are NOT permitted to wear:-

Ripped jeans
Beachwear - flip flops, surf shorts, hot pants etc
Low slung jeans/trousers
Football shirts, tracksuit bottoms or shorts
Caps and hats inside school (unless for religious reasons)
Strappy vest tops, Low cut tops, Crop tops
Extremes of hairstyle, make-up or jewellery

Emergency Evacuation Drill

On discovering a fire, break the nearest fire call point. The continual sounding of the siren indicates evacuation of the building.

- ◆ Students must leave the class in an orderly manner. All bags etc. must be left behind. Your teacher will then close the door.
- ◆ Your teacher will escort your group out of the building by the nearest external door to the assembly point. Walk sensibly in single file.
- ◆ When at the assembly point stand in register order in single file, in silence and await your tutor to take the register.
- ◆ When appropriate you will be dismissed.

Learning Resource Centre

You are allowed to borrow up to ten items for a loan period of three weeks. Fingerprints need to be registered to borrow items (please note this system is in line with data protection law and civil liberties).

There are sections of the library specifically dedicated to the Sixth Form. Subject text books, wider course reading and adult fiction can all be found on the far right hand side.

Your attention is drawn to the acceptable computer and internet use statement which you will sign before you are able to access the IT facilities. The second to last clause focuses on the accessing of appropriate materials relevant to academy work.

Consequently the playing of computer games is strictly forbidden and if you are caught playing them you will most certainly lose the right to access your account for a fixed period of time.

At Key Stage 5, reading journals is an essential part of your studies. The library subscribe to many journals, which can be found in the Sixth Form section of the LRC.

Social Media

Please follow us on twitter @Southwolds6th so that you can keep up to date with what is happening in the Sixth Form, as well as accessing relevant guidance and support with careers, higher education, emotional wellbeing and wider opportunities.

All students will need to download the Remind mobile app or log on via www.remind and join class @8ff9dc. This is one of the main ways that we will communicate with you in a day to day basis.

Support and Supervision

The role of your Tutor

Your tutor is there to support you through your two years of Post-16 education; both academically and personally. You will register with them every morning but you can also pop in and see them whenever necessary. Your tutor will organise fortnightly mentoring sessions with you over the year. The issues they may want to discuss with you include:

- ◆ Attendance
- ◆ Use of independent study time
- ◆ Monitor study log
- ◆ Use of the student planner
- ◆ Target grades and progress towards them
- ◆ Any indicators of under-achievement
- ◆ Any difficulties or problems you may have, personal or academic
- ◆ Attendance to these mentoring meetings is compulsory and will be dealt with in the following way:
 1. Tutor will make contact
 2. If absences persist YPL will meet with the student
 3. Continued absence or concern, tutor will contact home and a meeting with parents/carers organised

Academic Monitoring

At the start of the academic year you will be set subject specific target grades. These target grades are informed by your GCSE's and by the national performance of other students in this subject with these grades. Teacher assessment will also play a part.

Your progress towards these target grades will be assessed regularly through the year. As part of this interim assessment process, data will be collated from your subjects and discussed with you and then sent home to your parents/carers. Individual targets will be set for you to achieve in order to continue or improve the progress you have made.

In addition to these assessment points there will be an annual parent/carer consultation evening and the formal written report.

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All students will need to download the Remind mobile phone app or log on via **www.remind.com** and join class 'tswaye'. This is one of the ways that we will communicate with you on a day to day basis.

Bullying can be:

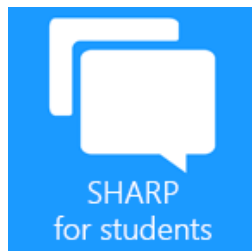
EMOTIONAL PHYSICAL
RACIST SEXUAL
CYBER VERBAL
HOMOPHOBIC

**WE WILL NOT
TOLERATE
BULLYING**

**Bullying of any kind is unacceptable and will not
be tolerated at TSWA**

**There is no magic wand to stopping bullies.....
but one thing you must do is report it.**

**Tell an adult you trust,
use the SHARP online reporting system.**



We are here to help with any concerns you have both in and out of school. You may know someone else who is worried about something - tell them to visit this site. Our site is completely confidential - take a look around to see how it can help you or your friends. You do not have to leave your details but remember, the more information you give us, the more help and support we can offer.

Help to keep our school and local community a safer, friendlier place to be.

Remember, by reporting something, you may be helping others as well!

Don't be a bystander, make a difference.

Stay Safe on Line

What should I do?

- ◆ Report anything that makes you feel uncomfortable online, whether it be happening to you or someone you know.
- ◆ Save or screenshot any evidence you have.
- ◆ Name calling, bullying, swearing, sexual content, inappropriate images, videos, music, contact with strangers.



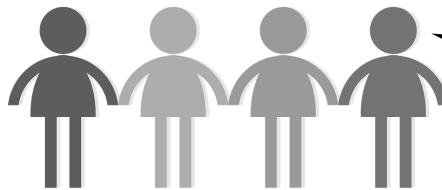
Who should I talk to?

Any adult you trust, a parent/carer, family member, teacher or ISU.

Report to CEOP, call Childline 0800 1111, www.childline.org.uk



TOP TIPS FOR STAYING SAFE ONLINE



Never meet up with people you have met online without a parent/carer.

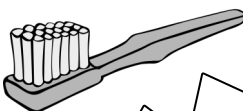


Don't befriend people you don't know, not everyone is who they say they are.



If you wouldn't say it to someone's face, don't post it online.

Treat your password like your toothbrush, keep it to yourself.



Once it's on it's gone!
Think before posting content online.

Don't post personal information online, address, postcode, email address, mobile number, school credit or debit card details.

Acceptable Computer and Internet use Statement for Students

The computer system is owned by the academy and is made available to students to further their education. The academy's Computer and Internet Use Policy has been drawn up to protect all parties - the students, the staff and the academy.

The academy reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

Students requesting use of the computer systems and / or Internet access should sign a copy of this Acceptable Computer and Internet Use Statement and return it to the Network Manager for approval. Internet Access will only be made available when this form has been signed. This statement also applies to the use of the student's own personal devices capable of accessing the internet. The same sanctions shall apply irrespective of the method used to access the internet.

- ◆ Access should only be made via the authorised account and password, which should not be made available to any other person.
- ◆ Activity that threatens the operation of the academy's ICT systems or activity that attacks or corrupts other systems is forbidden.
- ◆ I will be responsible for all e-mails sent and for contacts made that may result in e-mail being received.
- ◆ Posting anonymous messages and forwarding chain letters is forbidden.
- ◆ Copyright of materials must be respected.
- ◆ All Internet activity should be appropriate to the student's education. Legitimate private interests may be followed where these cause no difficulties for other users and do not compromise school use.
- ◆ Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- ◆ Any e-mail / messages using any other platform that I send will be polite and sensible. I will not divulge personal details about myself or any other person. This is particularly important as e-mail, can be forwarded or inadvertently be sent to the wrong person.
- ◆ I will only access sites and materials relevant to my work in school. I will be aware when I am accessing inappropriate materials and should expect to have my permission to use the system removed.
- ◆ I understand that any breach of these conditions may lead to me having my permission to use the system removed and the possibility of other disciplinary sanctions being applied.

Name: _____ Tutor Group: _____

Signed: _____ Date: _____

Parent / Carer Signature: _____

Parent / Carer copy - to be signed and kept in this booklet



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Signed: _____ Date: _____

Parent / Carer Signature: _____

To be signed by parent/carer & student & returned to ICT Support so account can be enabled