



**CARDINAL NEWMAN
SIXTH FORM
STUDENT HANDBOOK**



Academic Year 2021-22

Welcome

Welcome to N6th, and congratulations on your success at GCSE!

Our vision is to create a respectful community, that leads by example in acts of kindness and compassion. As part of N6th, we expect you to demonstrate maturity and social awareness at all times.

In our Sixth Form, we are committed to maintaining high expectations of all learners throughout their two years of study on a 3 A-Level course (or equivalent). We aim to meet the needs of all our students, but we require you to play your part and be resilient, dedicated, reflective and communicative learners in that process.

Our goal is to help you to be well-rounded young adults who are ambitious, accepting of others and well-prepared to face whatever challenges they may experience in the world.

The Sixth Form Team

assessments 2021-22

AUTUMN TERM	<u>Year 12</u> -GCSE resits in Eng/ Maths Nov - 29th November: WTM s in lessons
	<u>Year 13</u> - 18th October: WTM s in lessons -6th December: Assessment 1 Exams
SPRING TERM	<u>Year 12</u> - 7th February: Mid Year Exams -22nd March: Mid Year Resit Exams
	<u>Year 13</u> -20th January: Parents Evening - 31st January: Ass 1 Resits -28th March: Assessment 2 Exams
SUMMER TERM	<u>Year 12</u> -28th April: Parents Evening - END OF YEAR EXAMS w/c 23rd May -Resits- September
	<u>Year 13</u> - A LEVEL EXAMS BEGIN w/c 16th May

Term dates 2021-22

AUTUMN TERM 2021	
Starts	Monday 6th September
Ends	Friday 17th December
Half-Term Break	Monday 25th October— Friday 29th October

SPRING TERM 2022	
Starts	Wednesday 5th January
Ends	Friday 1st April
Half-Term Break	Monday 14th February— Friday 18th February

SUMMER TERM 2022	
Starts	Tuesday 19th April
Ends	Wednesday 20th July
Half-Term Break	Monday 30th May— Friday 3rd June

IMPORTANT YEAR 13 UCAS DEADLINES:

>17th September – early entry UCAS applications completed and sent following 1:1 meeting with each candidate with a member of the N6 Team

>3rd December – deadline for all UCAS references completed and sent following 1:1 meeting with each candidate

Timings

Flexi-reg

At N6th we operate on a flexi-reg system whereby students only have to register three times a week: **Monday, Wednesday and Friday. PSHE is every Week 1, Period 1 straight after Registration on a Wednesday**

If a student abuses this and is not punctual to lessons, truants or has a low attendance then flexi-reg will be removed.

Time	Lesson
8.50	Registration – Mon, Weds & Fri
9.10	Lesson 1
10.10	Lesson 2
11.10	Break
11.30	Lesson 3
12.30	Lesson 4
13.30	N6 Lunch
14.00	Lesson 5
15.00	End of the Day

PSHE

PSHE is a compulsory 1 hour lesson every fortnight with your tutor. At N6th we have a vibrant and useful PSHE programme that includes life skills such as CV writing, mental and sexual well-being, university applications and processing, apprenticeship information and employability options. Many weeks we will have speakers in or you will be in a classroom working on something with your mentor.

Aside from registration, our main way of communicating with students is via school email.

You will be sent a 'notices' email every week from Mr Martin/Miss Blackbird.

You must check this daily for notices, messages and extra-curricular information. If you don't read a message and miss a deadline or an event then it is your own fault.

Guidance & support

N6th Team

As well as a mentor, you will also be supported and may receive guidance from the **N6th Team** whose roles are outlined below.

NEWMAN SIXTH FORM TEAM		
ROLE	NAME OF STAFF	RESPONSIBILITIES
Head Of Sixth Form	Mr D Martin/Miss S Blackbird (Mat leave)	Raising standards leader; all round support of students, team and mentors; will address all issues affecting progress.
Deputy Head of Sixth Form	Mrs R Mclean	Designs programme for transition of year 11 into year 12. Responsible for academic progress in year 12. Supports careers advisor with early entry and UCAS for year 13
Assistant Head of Sixth Form, responsible for Year 12	Miss M Burns	Year 12 PSHE curriculum, supporting and raising standards for under-performing students. Mental health lead in sixth form
Assistant Head of Sixth Form, responsible for Year 13	Mrs E Lawrence	Year 13 PSHE curriculum, aim higher co-ordinator raising aspirations in N6th.
Office and Attendance Manager	Miss L Clarke	Attendance monitoring; management of bursary and funding; timetable organisation; monitoring green and gold slips.
CEIAG Co-ordinator (Careers, education, information, advice and guidance)	Ms R Palmiero (Ms P)	Oversees careers curriculum offering information on UCAS, apprenticeships or other post-18 destinations; responsible for destination data and providing guidance.
Study Supervisor & Mentor	Mr N Hammond	Oversees supervised study; manages truancy; records trips and handles any letters/ forms; ALPS mentor.
Headteacher and SLT link for Sixth Form	Mr A Bull	Strategic support to running of Sixth Form; will address serious issues that are referred to Headteacher.

Guidance & support

In N6th, you will be a part of our **supportive community**; whether you have a concern about academic success, well-being, attendance, careers or a subject-specific worry, there **will always be a professional to guide you**.

Mentor/ tutor: first port of call

In N6th you will each have a mentor/ tutor; your mentor is responsible for your academic concerns and successes. **You should go to them FIRST in any instance.**

YEAR 12 MENTORS/ TUTOR GROUPS		
TUTOR GROUP	ROOM	NAME OF STAFF
12 St Catherine	N1	Mrs Hayley Frazer/Mrs Kendra Slawinski
12 St George	G1	Mrs Gemma Young/Ms Sandra Brown
12 St Helena	G2	Mrs Archana Tyagi
12 St Louis	N4	Miss Jennifer Grieves
12 St Michael	G3	Miss Lisa Gendall
12 St Patrick	G5	Miss Michelle Burns
12 St Cecilia	N3	Ms Petrus Powell-Tucker

YEAR 13 MENTORS/ TUTOR GROUPS		
TUTOR GROUP	ROOM	NAME OF STAFF
13 St Catherine	i3	Mrs Oliwia Higginson
13 St George	G6	Mrs Melissa Cleary/Mr Yaqub Hanif/Miss Felicia Mahowo
13 St Helena	i4	Miss Urvashi Makwana
13 St Louis	i1	Mr Herve Fanyo
13 St Michael	C1	Mrs Anthonia Abiodun-Daniels/Ms Emma Thoulass
13 St Patrick	i2	Mrs Emma Lawrence/Mrs Kelly Bignall
13 St Cecilia	G4	Miss Laura Palmer

Guidance & support

16-19 Bursary

You may be able to apply to the 16-19 Bursary Fund, a scheme from the Education and Skills Funding Agency (ESFA) to help students who may be facing hardship.

Students must apply for their own bursary at the start of Year 12 and again in Year 13, this is even if a student received any sort of support (i.e. free school meals) when they were at Secondary School. Students may be asked to provide evidence of receipt of benefits in their household.

Forms can be found in the Sixth Form Office and must be returned to Mrs Clarke.

There are two types of bursaries that students may be eligible for:

1. **A vulnerable bursary** of up to £1,200 per year for young people in any one of the defined vulnerable groups (in care, a carer, in receipt of income support, in receipt of an employment and support allowance/ universal credit/ disability allowance)
2. **A discretionary bursary** which are awarded to students on an individual basis to help with the cost of transport, meals, books, uni visits or equipment. This bursary will be at the discretion of Miss Blackbird and Mrs Chappell and may require a discussion between them and the student.

A student's bursary may be withheld if you receive a green slip at all, truant a lesson, are consistently away, attendance drops below 92% across a , they truant a lesson or their behaviour falls below the requirement as reflected in their number of green slips.

Keeping safe

Lanyards

You must wear a Newman Sixth Form lanyard at ALL times when at college/around the school, this will carry a photograph ID card so that you can be easily identified. The lanyard must be around your neck at all times and be visible, not in pockets. You can be refused entry to school site without your lanyard on.

You must sign in using your lanyard EVERY time you enter the building, and sign out using your lanyard EVERY time you exit the building. This is used as a live register throughout the day and will be used if and when there is a fire alarm. Failure to use this system correctly will immediately result in a written warning.

If you forget your lanyard you must sign in manually using the monitors at reception. The first time you forget your lanyard you will get a one off warning that day, after that every day you forget your lanyard you will be issued with a green slip. If you have completely lost your lanyard you must get a replacement one immediately made for you in Room 25 (top floor of the main building).

Fire & Intruder Alarm

The **fire alarm is a loud repeating siren**, this will sound in the case of a fire or drill. If this alarm does sound then you leave out of your nearest exit and make your way towards the main school field. You then stand in alphabetical order within your tutor group to take the register.

The **intruder alarm is a loud continuous siren** that will sound in the case of an intruder not known to students or staff on school premises. If this sound is given the member of staff within your classroom/area will lock the door and pull down the blinds. You must climb under the tables and stay silent under then until the safety alarm is sounded. If you are not in a classroom/area you must enter the nearest one to you and take shelter there.

Attendance and trips

A successful N6th student will have an attendance of **at least 96%**. We use the following rule of thumb:

- ⇒ Excellent: 98%
- ⇒ Good: 95-97%
- ⇒ Satisfactory: 92-95%
- ⇒ Concern and written warning home: Below 92%

Appointments and Absences

If you are not in Sixth Form because you are unwell or there's been an emergency you must ring or email Mrs Clarke in the morning by 8.45am with a reason. Leave of absence forms for a known upcoming absence can be found in Mrs Clarke's office. If you have a medical appointment you must bring in a copy of your doctor/dentist/hospital etc card or letter in to Mrs Clarke to keep on file as proof of your absence. You must also contact your teachers to ask for work that you have missed and need to catch up on. Students are allowed one authorised day off to celebrate Eid, anything more will be noted as unauthorised.

Mrs Clarke's email address: lclarke@cardinalnewmanschool.net Telephone Number: 01582 587570

'Free' Periods

Successful students will treat Sixth Form like a job working 9-5pm, this will mean spending their free periods on independent study; organising notes, wider reading, creating revision materials. You should not be booking appointments, driving lessons and working part-time during school hours. You must only book appointments during the school day when you are free and as a last resort. Students that miss lessons for driving lessons, tests, unnecessary appointments or employment will receive an unauthorised absence, which may carry the same penalty as a truancy.

Medical Forms

Upon arriving at N6th we will ask every student to complete a Personal Information form. This will be kept on record and used for emergencies or for trips. All details must be filled in along with a parent/carer signature and returned to Mrs Clarke. If any medical details change please notify Mrs Clarke immediately.

Trips

All information and payment for trips is communicated via Parentmail. Please speak to Finance or Miss Mclean if you have any issues accessing this platform which can be downloaded as an app onto mobiles.

Covid-19 guidance

What to do if....	Action Needed	Return to school when....
....My child has coronavirus symptoms: A high temperature A new continuous cough A loss or change to your sense of smell or taste	Do NOT come to school Contact school daily Self-Isolate Get a test Inform school immediately about the outcome of the test*you can show the school the test has come back negative
....my child tests positive for coronavirus	Do NOT come to school Contact the school daily. Inform school immediately about the outcome of the test* Self-Isolate for at least 10 daysthey feel better. They can return to school after 10 days even if they have cough or loss of smell/taste. These symptoms can last for several week once the infection is gone.
....somebody in my household has coronavirus symptoms	Do NOT come to school Contact school daily Self-Isolate Household member to get a test Inform school immediately about the outcome of the test*the household member test is negative.
....somebody in my household has tested positive for coronavirus	Do NOT come to school Inform school immediately about the outcome of the test* Self-Isolate for 14 days Contact the school daily.14 days self- isolation is completed and no coronavirus symptoms have developed.
....government test and trace have identified my child as a "close contact" of somebody with symptoms or confirmed coronavirus	Do NOT come to school Inform school immediately about the test and trace notification. Self-Isolate for 14 days Contact the school daily.14 days self- isolation is completed and no coronavirus symptoms have developed.
....we/my child has travelled and has to self-isolate a part of a period of quarantine	Do not take leave in term time Consider quarantine requirements and FCO advice when booking travel. Provide information to school as per the attendance policy <u>If returning from a destination where quarantine is needed:</u> Do not come to school Contact the school and share evidence of return date from holiday destination Self-isolate for 14 days Contact the school daily.14 days self- isolation is completed and no coronavirus symptoms have developed.
....we have received medical advice that my child must resume shielding	Do NOT come to school Inform school immediately and share the notification from the medical professional.school has been notified via notification from a medical professional that restrictions have been lifted and your child no longer needs to shield.

Covid-19 guidance

In all cases of self-isolation, schools should ask parents to inform them immediately about the outcome of a test. Schools should not require evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

Useful websites: <https://www.nhs.uk/conditions/coronavirus-covid-19/> this info was cut and pasted on 19/8/20:

The main symptoms of coronavirus are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
 - **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
 - **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- Most people with coronavirus have at least 1 of these symptoms.

What to do if you have symptoms

If you have any of the main symptoms of coronavirus:

1. Get a test to check if you have coronavirus as soon as possible.

Stay at home and do not have visitors until you get your test result – only leave your home to have a test.

Anyone you live with, and anyone in your support bubble, must also stay at home until you get your result.

You can have a test (swab test) to check if you have coronavirus (COVID-19) now. You can choose to take the test:

- at a test site near you today and get your result tomorrow
- with a home test kit

Who can get a test; You can get a test:

- for yourself, if you have coronavirus symptoms now (a high temperature, a new, continuous cough, or a loss or change to your sense of smell or taste)
- for someone you live with, if they have symptoms
- if you live in England and have been told to have a test before you go into hospital, for example, for surgery
- if your local council asks you to get a test

This service is for people in England, Scotland, Wales and Northern Ireland.

Covid-19 guidance

When to get a test

If you have coronavirus symptoms, apply as soon as you can.

Do not wait

You need to get the test done in the first 5 days of having symptoms.

Book a visit to a test site to have the test today. Or order a home test kit if you cannot get to a test site.

On days 1 to 4 of your symptoms, you can get tested at a site or at home. If you're ordering a home test kit on day 4, do it by 3pm.

On day 5, you need to go to a test site. It's too late to order a home test kit.

Get a test now

Apply online on GOV.UK. Or call 119 if you have problems using the internet.

Stay at home if you have symptoms

If you are getting a test because you have symptoms, you and anyone you live with must stay at home ([self-isolate](#)) until you get your result.

Anyone in your support bubble must also self-isolate until you get your result.

You can do the swab yourself (if you are aged 12 or over) or someone can do it for you. Parents or guardians have to swab test children aged 11 or under.

Getting a test for someone else

If other people you live with have symptoms, you can order tests for up to 3 of them.

If you're applying for a test for someone else, and the person is aged 13 or over, check they're happy for you to get a test for them.

England: [NHS 111 online coronavirus service](#)

Call 999 if you feel very unwell or think there's something seriously wrong.

Call 119 from 7am till 11pm if you need help getting a test.

Newman Sixth Dress Code

“Smart Officewear”

At Newman Sixth, we believe that student work ethic, performance, achievement and preparation for a lifetime of success may be positively affected by professional appearance. Our dress code provides a basis for determining appropriateness, in order to maintain dignity and respect from fellow students and the rest of the school community.

All students are expected to dress in a professional or business-like manner. Clothing needs to reflect the professional environment of the School. Sixth Form students need to be aware that they are regarded as role model for students in Years 7 – 11 and provide our wider community with a positive image of our school. Consistent standards of professional attire help set a purposeful and business-like manner and prepares students for the world of work.

What you wear should be:

- Modest
- Respectful
- Dignified

Newman Sixth students are issued with a lanyard with photo identification which should be **worn and visible at all times** whilst in school for security reasons.

Please see the following dress code for guidance on what is acceptable.

Male Sixth Form Dress Code

Acceptable	Unacceptable
<p>Buttoned up shirt or tailored top</p> <p>Tailored trousers, chinos or smart black jeans</p> <p>Plain T-shirts or polo shirts</p> <p>Smart, casual jumpers</p> <p>N6 branded sweatshirts</p> <p>Smart shoes or plain black trainers (no visible logos)</p>	<p>Ripped clothing</p> <p>Tracksuits (tops and bottoms)</p> <p>Clothing with large logos or slogans</p> <p>Hoodies</p> <p>Hats / bandanas or other forms of headwear (unless worn for religious or health reasons)</p> <p>Sport trainers</p> <p>Blue jeans</p>

Newman Sixth Dress Code

Female Sixth Form Dress Code

Acceptable	Unacceptable
Buttoned up shirt, blouse or tailored top	Ripped clothing
Tailored trousers, chinos or smart black jeans	Tracksuits (tops and bottoms)
Plain T-shirts or polo shirts	Leggings
Skirt or dress of a suitable length (touching the knee)	Clothing with large logos or slogans
Smart, casual jumpers	Hoodies
N6 branded sweatshirts	Hats / bandanas or other forms of headwear (unless worn for religious or health reasons)
Smart shoes or sandals or plain black trainers (no visible logos)	Sport trainers
	Blue jeans
	Tops that expose abdomen, cleavage or are backless

This list is not exhaustive, and the Head of Sixth Form and other members of the Leadership Team have the discretion to review what may or may not be appropriate. Failure to comply with these requirements will result in a student being subject to sanctions.

Students must ensure their appearance is smart, business-like and appropriate for the tasks undertaken. Individual colouring of hair is permitted but must adhere to this requirement. The School reserves the right to make a judgement in keeping with a professional environment.

The Sixth Form recognises that Sixth Form students are entitled to wear cosmetics not offered to students in the lower school so allow students to wear makeup and aesthetic nail decoration. We ask students to consider the professional style of their makeup and nails. Nail art must be professional in appearance and length must be appropriate to carry out schoolwork. Staff within the School have the discretion to challenge students where appearance is not deemed professional.

The Sixth Form values and recognises the diversity of cultures, religions and disabilities of their students and will take a sensitive approach when this affects dress requirements. The Sixth Form will usually accommodate appropriate religious and cultural dress and appearance unless it creates a health and safety risk to you or other people.

Newman Sixth Dress Code

This is only applicable to the current year 13 students (2021-2022 cohort) and will be removed once they have left Sixth Form

The differences include any colour jeans, white or black smart trainers and the wearing of N6 or Yr11 Leavers hoodies

Male Sixth Form Dress Code

Acceptable	Unacceptable
<p>Buttoned up shirt or tailored top</p> <p>Tailored trousers, chinos or jeans</p> <p>Plain T-shirts or polo shirts</p> <p>Smart, casual jumpers, N6/leavers hoodies</p> <p>N6 branded sweatshirts</p> <p>Smart shoes or trainers</p>	<p>Ripped clothing</p> <p>Tracksuits (tops and bottoms)</p> <p>Clothing with large logos or slogans</p> <p>Hats / bandanas or other forms of headwear (unless worn for religious or health reasons)</p>

Female Sixth Form Dress Code

Acceptable	Unacceptable
<p>Buttoned up shirt, blouse or tailored top</p> <p>Tailored trousers, chinos or jeans</p> <p>Plain T-shirts or polo shirts</p> <p>Skirt or dress of a suitable length (touching the knee)</p> <p>Smart, casual jumpers, N6/Leavers hoodies</p> <p>N6 branded sweatshirts</p> <p>Smart shoes or sandals or trainers</p>	<p>Ripped clothing</p> <p>Tracksuits (tops and bottoms)</p> <p>Leggings</p> <p>Clothing with large logos or slogans</p> <p>Hats / bandanas or other forms of headwear (unless worn for religious or health reasons)</p> <p>Tops that expose abdomen, cleavage or are backless</p>

Behaviour policy

In N6th, you are the role models of the school and thus we have extremely high expectations of your behaviour and conduct.

Where a student performs well, exceeds expectations or makes a distinctive contribution to the Newman Sixth, a teacher or tutor will recognise this through 'GOLD SLIPS'.

Gold Slips (Positive):

1. Excellent homework / independent study
2. Excellent class work to a high standard
3. Positive contribution in lesson
4. Misc.– tutor or teacher to explain on SIMS

Teachers concerned about the work, progress or conduct of a student will refer their concern to the sixth form team through 'GREEN SLIPS'. Teachers will also contact home when a green slip has been given and a concern raised.

Green Slips (Negative):

1. Homework / independent study not handed in at all
2. Poor quality independent study (e.g. unfinished or a real lack of effort)
3. Lack of commitment and dedication in class e.g. phone out or distracting learning
4. Misc.– tutor or teacher to explain on SIMS

Red slips (Negative):

- These are awarded when a student misses a lesson, registration, PSHE or Religious Studies and has not signed in/ out, OR phoned in sick OR given a valid reason for their absence such as at a university open day or apprenticeship interview.
- When a student is marked absent with no reason given, a truancy mark will be entered on SIMS and the student will receive an email from Mr Hammond and a physical red-coloured slip in their pigeon hole outside the Sixth Form Admin Office.
- If the red slip was awarded unnecessarily and a reason can be given, then a signature from a teacher/ staff member/ parent must be put on the slip and returned to Mr Hammond immediately.
- **If the red slip is not resolved by the student, they will receive a written warning home and their bursary (if applicable) will be cancelled.**

Failure to be punctual to lessons:

- Punctuality is recorded by teachers/ mentors every lesson on SIMS, where a student fails to be on time the minutes are added up by Mrs Clarke.
- Any student who is more than 20 mins late in any half-term must attend an after-school detention of the minutes missed.
- If a student is late more than 5 times in a half-term they will also receive a written warning home.

Behaviour policy

DISCIPLINARY PROCEDURE

The N6th team will monitor all behaviour concerns and successes as well as attendance and punctuality issues on a weekly basis, this information will be communicated to mentors and the Head of Sixth Form. The following system will be used to address any concerns. In line with the legal framework covering all schools and colleges, Fixed Term and Permanent Exclusions will be authorised by the Headteacher. Please see the Newman Sixth Behaviour Policy for Further Information.

STAGE ONE

FIRST WRITTEN WARNING ISSUED when a student:

1. Receives 5 or more green concern slips in any one half term (monitored by Ms Palmiero)
2. Arrives late to school more than 5 times in any one half term (monitored by Mrs Clarke)
3. Has an attendance record of below 92% in any one half term (monitored by Mrs Clarke)
4. Does not repeatedly sign in / out of school or attend assemblies / PSHE / registration / Religious Education (monitored by Mrs Clarke)

STAGE TWO

SECOND WRITTEN WARNING ISSUED when a student

repeats any of the above AND/OR fails to show improvement in their behaviour, attendance, punctuality or conduct.

STAGE THREE

FINAL WRITTEN WARNING ISSUED, PARENTAL MEETING WITH HEAD OF SIXTH FORM, CONTRACT AGREED when a student

repeats any of the above AND/OR fails to show improvement in their behaviour, attendance, punctuality or conduct.

A student may also go straight to stage three, as a minimum, when a serious incident has occurred.

STAGE FOUR

PRELIMINARY DISMISSAL MEETING WITH DEPUTY HEADTEACHER AND HEAD OF SIXTH FORM when a student

fails to meet the terms of the contract written at stage three.

At this point, unless there are any exceptional circumstances to explain the failure of the contract, then the student will immediately progress to stage five.

STAGE FIVE

PERMANENT EXCLUSION

Your programme of study

As a student at N6th, you must be engaged in study for approximately 32-35 hours per week. That means following the outlined programme below.

- ⇒ We expect you to have a **'full time' programme**; at Level 3, this is a minimum of three courses (A Level or equivalent which you stick with over the 2 years. You cannot drop a subject over the course.
- ⇒ All students must take part in the **enrichment** and wider activities organised by the college.
- ⇒ All students must attend **flexi-registration** and **PSHE** every week. Note: Flexi-reg can be taken away if a student has poor attendance, punctuality or behaviour.
- ⇒ All students must attend their **Religious Studies lesson** every week.
- ⇒ All students must attend their **supervised study lessons** every week and be present for the whole period of time. This is a silent study period / area that is meant for academic purposes only. You must sign in with Mr Hammond; anyone that does not sign in or leaves supervised study during the period will be given a red slip and truancy mark. If you are seen to be distracting others, using your phone inordinately or talking you will be given a green slip and asked to leave. If a student is deemed to be under-performing then a subject teacher may request for a student to have extra supervised study placed on their timetable until progress can be seen.

If you fail to attend any of your compulsory sessions outlined above, you will be given a red slip.

Transition Tasks– Start of Yr 12

Every student is required to complete a transition task for every subject that they are hoping to study, which is available on the website. This must be completed by your first lesson back in September. The final deadline for this is Friday 24th September. If a student fails to hand in the transition task for each subject, then parental contact and a meeting with the Head of Sixth Form will be held.

Changes to your programme of study

Year 12 students will have a period of 3 weeks to finalise their courses. There can be no changes of courses after Friday 24th September. Newman Sixth **does not accommodate students dropping subjects** at any point unless there is specific medical evidence to support such a decision.

Students experiencing difficulty may request:

- Additional help and support from both subject teachers and their tutor
- A change to an alternative Level 3 course if this is available, suitable and practicable. This will be at the school's discretion and will be limited by funding regulations and timetable restrictions
- A complete change to all courses – possible in some extreme cases early in year 12 and for students prepared to re-enter Year 12 and follow a 3 year programme

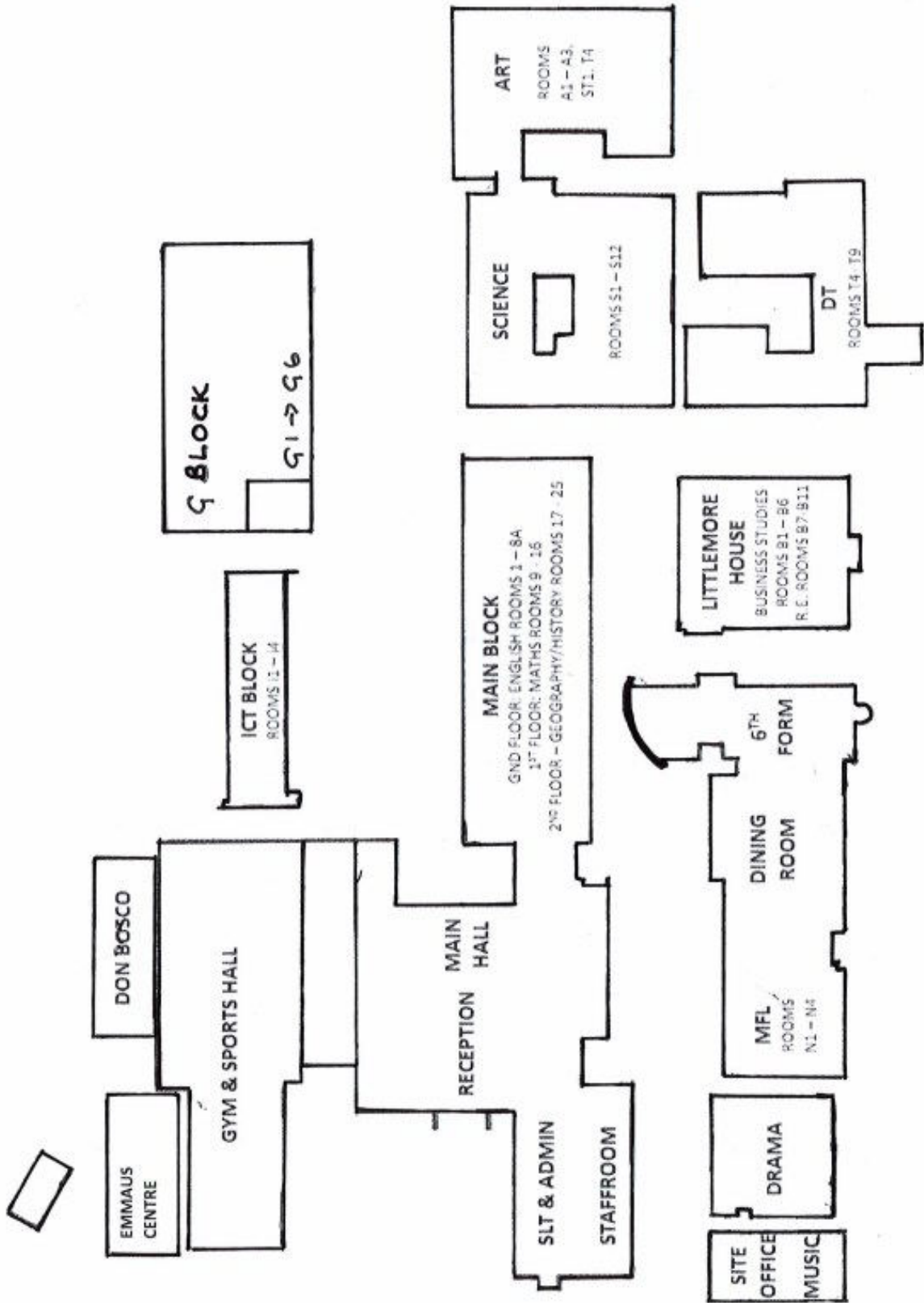
Where these options are not what the student wishes, they may decide to leave the Sixth Form.

The small print

While the Behaviour Policy for N6th and the rest of the school is the same, we have much higher expectations of conduct, attainment and work ethic of our Sixth Formers.

COLLEGE RULES:

- ◆ Uphold the values and ethos of the school at all times, both in school and in the wider community
- ◆ Be respectful of every member of the school and wider community, including the differences that exist between people
- ◆ Keep yourself and others safe through your excellent behaviour and wearing identity lanyards
- ◆ Behave responsibly, politely and maturely as befits Sixth Form students, dressing in an appropriate manner suitable for the work place. This includes no rude or offensive slogans on clothing, no short shorts or low cut tops, please cover up cleavage and midriffs.
- ◆ Come to your lessons properly equipped and with independent study complete to a high standard
- ◆ Arrive on time to lessons and support the teacher in making a prompt start
- ◆ Engage in all learning activities to a high standard, working hard at all times
- ◆ Complete all set work by the agreed time and to the best of your ability. In addition you should undertake support work and background reading to supplement your course
- ◆ Use positively the private study time which you have as part of your timetable and respond positively to extended supervised study where this is deemed necessary
- ◆ Spend a substantial amount of time at home working on assignments. You should expect on average to spend 10-15 hours (minimum) a week on your work at home
- ◆ Part-time work should be kept to a minimum and no more than a maximum of 10 hours per week so as not to hinder your progress
- ◆ Prepare for all school assessments thoroughly with clear evidence of an extensive programme of revision (e.g. completed past papers, revision cards and notes)
- ◆ Attend college on all school days other than when absence is unavoidable through illness or official commitments.
- ◆ Register your attendance with your tutor by attending morning registration or by signing in with the sixth form team
- ◆ Attend all assemblies
- ◆ Attend all lessons associated with your Sixth Form courses and the Sixth Form PSHE / GCSE Maths and English resits if applicable
- ◆ Phone the sixth form team on day 1 of absence to report it. On the day they return to school, students must then complete a self-certification form to explain the absence. However, if the absence is for longer than 3 days, a note must be provided from a parent
- ◆ Notify the sixth form team and tutors in advance of any planned absences – note that driving lessons are not permitted to be taken during school hours and holidays should not be taken in term time and will not be authorised
- ◆ Maintain an excellent punctuality record as far as is possible
- ◆ Catch up on any work missed as quickly as possible
- ◆ Respect the common room and the other people in it! Do not stand on or destroy the furniture; put all litter in the bin and keep music to a reasonable sound level. **If the common room is destroyed then it will be closed to students, students can also be banned from the common room where behaviour is unacceptable**
- ◆ Smoking or vaping is not allowed under any circumstances anywhere on the school premises. If you are caught doing either then serious consequences will be actioned. **You are also not allowed to smoke or hang around by the top exit gates. If you want to smoke you must be out of sight from the school premises.**
- ◆ Respect our zero tolerance to violence; any student involved in violence towards another will be subject to permanent exclusion
- ◆ **Mobile phones are not allowed to be out or used in lessons or during supervised study, the only exception is if you are using it as a revision resource and have asked your teacher or Ms Burke permission.** You may use your phone discretely around school, please bear in mind that Years 7 to 11 are not allowed a phone at all past reception. If a student is using their phone inappropriately then it may be confiscated by a member of staff. **Mobile phones are also not allowed to be changed in lesson or during supervised study time.** If there is an emergency, we can make a call for you. In the common room and canteen it is acceptable to use your phone.
- ◆ **Non-religious headwear is not allowed to be worn in lessons and inside school buildings,** this includes caps, bandanas, hats and scarves.



EMMAUS CENTRE

DON BOSCO

GYM & SPORTS HALL

ICT BLOCK
ROOMS 12 - 14

G BLOCK

1 → 11

RECEPTION HALL

SLT & ADMIN

STAFFROOM

MAIN BLOCK

GND FLOOR: ENGLISH ROOMS 1 - 8A
1ST FLOOR: MATHS ROOMS 9 - 16
2ND FLOOR: GEOGRAPHY/HISTORY ROOMS 17 - 25

SITE OFFICE
MUSIC

DRAMA

MFL ROOMS
N1 - N4

DINING ROOM

6TH FORM

LITTLEMORE HOUSE
BUSINESS STUDIES ROOMS B1 - B6
R.E. ROOMS B7-B11

SCIENCE

ROOMS S1 - S12

DT

ROOMS T4 - T9

ART

ROOMS A1 - A3, ST1, T1

other important information

Sixth Form can be a turbulent time for young adults and a minority of you will experience stress, anxiety and worry at some point. The first person to talk to about this would be your mentor, they could offer you support and advice on how to manage what you are going through.

The following people in school could also help support you:

Mrs C Daly - Designated Safeguarding Officer

Mr G Billington - Deputy Designated Safeguarding Lead

Mrs K Bradshaw - Safeguarding Officer

Mrs N Brown - Family Worker

Mrs J Porter - Chaplain

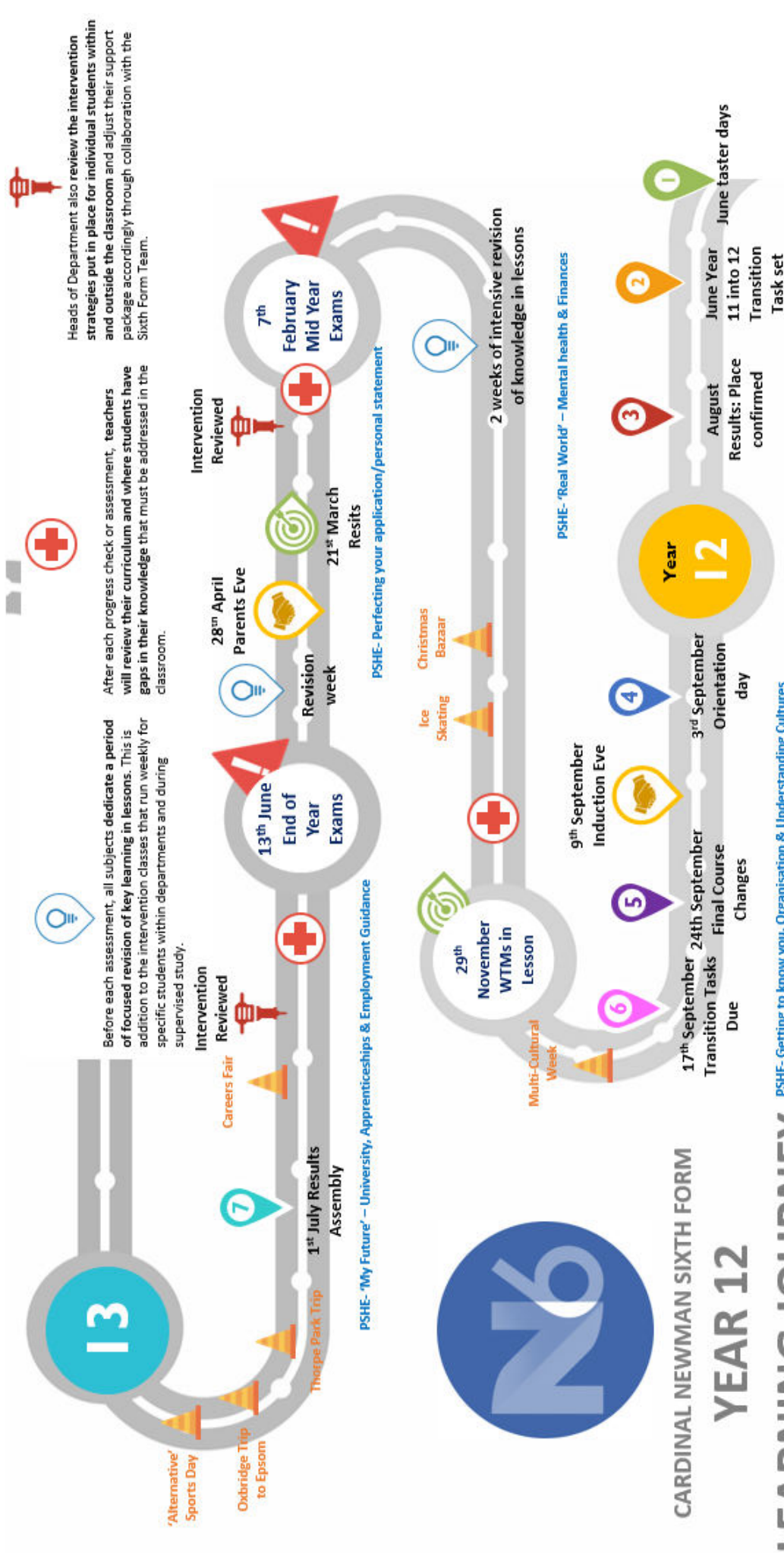
We also offer 10 week courses of weekly counselling with an external trained counsellor. If you feel you are in need of this then please talk to your mentor or Miss Blackbird and they will help you to complete the Referral Form.

IMPORTANT CONTACT NUMBERS:

◇ Luton Youth Advice- for personal, social, employability skills	01582 548340
◇ Luton Sexual Health– for sexual health worries– in The Mall, Luton	01582 497 070
◇ Tokko Youthspace Luton– for counselling and support	01582 544990
◇ Multi-Agency Safeguarding Hub (MASH)– Luton	01582 547653
◇ Youth Luton– help with education, bursaries, special educational needs	01234 846960
◇ National Youth Advocacy Service (NYAS)- children’s rights organisation	0808 808 1001
◇ Childline– free, confident advice and support	0800 1111
◇ Samaritans	0845 790 9090
◇ NSPCC (Helpline)	0800 800 5000
◇ NHS Direct	111

One final important contact is our News and Website Team! If you have any celebratory stories or news, events and trips to share then please contact Miss Blackbird who oversees our media pages and also works with our Web Team Manager: www.newmansixth.co.uk

You can also follow us on twitter [@Newman6th](https://twitter.com/Newman6th)

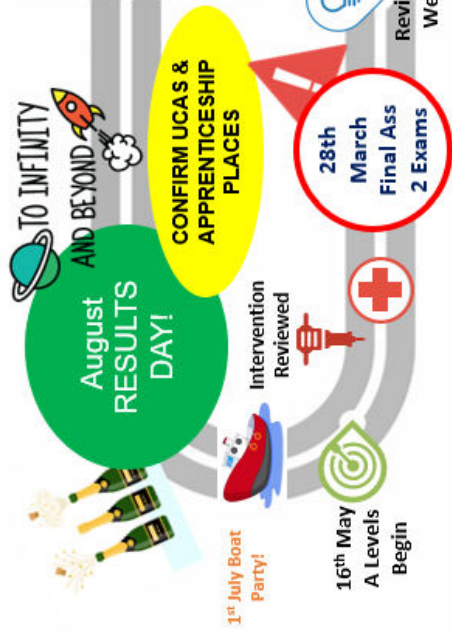


CARDINAL NEWMAN SIXTH FORM

YEAR 12

LEARNING JOURNEY

2021-22



Heads of Department also review the intervention strategies put in place for individual students within and outside the classroom and adjust their support package accordingly through collaboration with the Sixth Form Team.

After each progress check or assessment, teachers will review their curriculum and where students have gaps in their knowledge that must be addressed in the classroom.

Before each assessment, all subjects dedicate a period of focused revision of key learning in lessons. This is in addition to the intervention classes that run weekly for specific students within departments and during supervised study.



CARDINAL NEWMAN SIXTH FORM

YEAR 13

LEARNING JOURNEY

2021-22

