



Valuing young voices to foster future achievements

## **INFORMATION FOR PARENTS OF YEAR 12 STUDENTS 2022/2023**

## **WELCOME TO SIXTH FORM HELSBY**

We are pleased that so many of our Year 11 students have returned to Sixth Form Helsby and we are delighted to welcome those who have joined us from other schools. Our aim is to develop the voices of our students so that they develop into confident, articulate and successful young professionals. We provide them with an excellent education and help them realise their academic potential. We offer a wide range of enrichment opportunities and prepare them well for the next stages of their lives.

This document explains the systems we use in the Sixth Form and the expectations we have of students during their two years here.

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## **ATTENDANCE**

There is an obvious correlation between attendance attainment and progress. We expect all Sixth Formers to have 100% attendance to lessons, Network meetings, Progress Mentor appointments, assemblies and supervised study periods.

It is important for students to be aware that attendance and punctuality is a matter of great interest to employers and universities and it is always reported in their references.

It is essential that we know where all our students are during the school day: If students leave the premises, they must sign out electronically, using the door entry machines located at the front entrance of school in reception. When a student returns to school, they must electronically sign back in at the main entrance.

This is an important safeguarding issue and legal requirement. In the event of a fire, we have to account for the whereabouts of all students and need to be able to give the emergency services an accurate list of all students that are present and on site.

## **ABSENCE**

On the first day of an unexpected absence, we would ask parents to contact school to advise us of the absence. Miss Ide will send an email home to alert parents/carers of those students absent from lessons, to establish a reason for the absence. Attendance will be monitored very carefully by progress mentors, and subject teachers. In the event of concerns over attendance levels, we will contact you to ensure any issues are resolved as quickly as possible, to ensure your son/daughter makes the best possible progress during their time in Sixth Form here.

If students know they are going to miss lessons, they should see their subject teacher in advance to pick up work. This applies even if they are involved in an activity in school or a school trip. When students return from absence we expect that they have completed the work set and are aware of preparation etc. for the next lesson.

Driving lessons and where possible medical appointments should only be booked to take place during a student's free periods or after school.

If students wish to be absent for reasons other than unavoidable medical/dental appointments, they should discuss the matter with Mrs Robinson or Mrs Cross.

## **HOLIDAYS**

Students may only be granted permission to go on holiday in exceptional circumstances. If a holiday request needs to be made, it should be done by completing the 'Leave of Absence form', available on the school website.

## **STUDY PERIODS**

Students will have supervised study periods in E6 on their timetable. These compulsory study periods are an opportunity for students to complete independent study tasks and are included in attendance measures.

Students studying vocational course (BTEC, Level 3 Diploma and Cambridge National Certificates) may also have additional supervised study periods on their timetable to support the high volume of coursework the courses require.

Where students are not achieving their minimum target grades, extra supervised study periods may be timetabled to help students to make further progress.

## **INDEPENDENT STUDY**

Subject teachers set work that is appropriate for their subjects and give students a reasonable period of time in which to complete it. Students should plan their time to enable them to complete all tasks set by the deadlines given. If, when preparing a task to be handed in, students find themselves in difficulties, they should speak to their teachers and seek help **before** the deadline for completing the work.

## **HOW MUCH WORK SHOULD STUDENTS DO OUTSIDE LESSONS?**

A good estimate is that students should spend as long working outside lessons as they do in the lesson, using a combination of their study periods in school and time in the evenings and weekends.

## **PART-TIME JOBS**

Many Sixth Form students have part-time jobs. This can give them a valuable experience of real work and can help them to achieve a sense of independence. We do have concerns; however, about the amount of time some students spend in paid employment and urge students and their parents to ensure that such work does not interfere with their academic progress. We would advise no more than 16 hours of paid employment per week.

## **MONITORING OF STUDENT PROGRESS**

We will monitor the work and progress of students very carefully so that we can give help, support and guidance to those who need it. Students will be supported by subject staff, Progress Mentors, Mrs Robinson and Mrs Cross. Progress Mentors will have monitoring conversations with students in their Networks on a regular basis.

## **TARGET GRADES**

Target grades are generated for each student based on ALIS predictors. These are produced from national data by Durham University. They provide chance graphs for students based on their GCSE results. Students discuss the graphs with subject teachers and the minimum target, (on which monitoring and student tracking will be based), will be the ALIS generated target grade.

## **INTERIM ASSESSMENTS**

Year 12 students will be given interim assessments 2 times during Year 12. These assessments will focus on progress and effort and will be communicated to students and parents.

## **CONSULTATION EVENINGS**

There will be a Pastoral Evening on Wednesday 12 October for Year 12 students. This will be an opportunity to meet your son/daughter's Progress Mentor and to discuss their transition into the Sixth Form. There will be a full Parents' Consultation Evening on Monday 6 February for parents of all Year 12 students.

## **PHSCE**

All Sixth Formers follow a PHSCE programme. The programme is designed to prepare students for Sixth Form studies and beyond. The programme covers a wide range of topics, which may include road safety, mental health awareness, drug awareness, and career options and is delivered through assemblies and collapsed timetable sessions.

## **HIGHER/FURTHER EDUCATION/EMPLOYMENT/CAREERS**

There is a range of support for students as they look to their next steps after Sixth Form. Year 12 students attend a UCAS Higher Education Convention and some attend an Oxbridge Convention. Speakers from universities also give talks to advise students about open days, finance and UCAS applications. Higher Level Apprenticeship providers come in to school to talk to students who may be interested in applying for courses. We have a careers adviser in school Mrs Rosie Morris, who is able to offer impartial, expert advice on options for students after Sixth Form.

## **ENRICHMENT AND LEADERSHIP ACTIVITIES**

We offer students a broad range of leadership opportunities during their time in Sixth Form Helsby. This enables students to enhance their academic studies and equip themselves with skills to succeed in an ever changing world.

To complement these leadership opportunities, students are offered a range of timetabled and extra-curricular enrichment experiences, which develop their skills beyond the classroom and help them become well-rounded young people.

## **STUDENT AMBASSADORS**

During Year 12, students will have the opportunity to apply to be a Student Ambassador. A Head Student team are also appointed and they have leadership responsibilities within the Sixth Form. These leaders play an important part in the Sixth form and in the life of the wider school.

## **CARS/MOTORBIKES**

Students who bring cars or motorcycles to school must park in the main car park at the Frodsham end of the school site. A copy of the current insurance certificate must be given to Mrs Cook, in the Sixth Form office E5. (This is a requirement for all vehicles parked on the school site.) A student parking pass will be issued which must be displayed in the vehicle at all times.

## **WORK EXPERIENCE**

All students in Year 12 will undertake work experience in an area which will benefit their future studies or employment. We offer an innovative week's work experience for all our students during a collapsed timetable where students complete industry style tasks with external companies. There may be circumstances whereby students need to complete a work experience placement outside of this time, and students should see Mrs Cross or Mrs Robinson to discuss this.

## **BURSARY FUND**

The Government has set aside some money for schools to allocate to young people who need financial support to stay on in further education. This is called the 16-19 Bursary Fund. It could help students with any education-related costs that may arise during the school year, including essentials like a meal during the day or transport to school, or books, clothing or equipment for their course, or to pay for educational visits.

Eligibility is based on the vulnerability and / or household income of the student. To apply, please collect a Bursary Application Form from Mrs Cook in the Sixth Form office and return it by the deadline to qualify.

## **SIXTH FORM AGREEMENT**

All students who join Sixth Form Helsby are asked to sign the Sixth Form Agreement. A copy of this agreement is included on the next page

### SIXTH FORM CONDUCT AGREEMENT

In this agreement, Helsby High School agrees to provide for students:

- Appropriate delivery of the programme of study agreed on joining the Sixth Form.
- Appropriate academic and pastoral support from subject teachers, Progress Mentors, Deputy Director of Sixth Form and Director of Sixth Form
- Careers guidance and support when applying for further/higher education or employment.

In this agreement, students agree to:

- Attend Progress Mentor appointments, network meetings, morning briefings, enrichment sessions and supervised study periods. Unless prevented by illness, medical appointments, approved educational activities or a driving test.
- Sign in and out of school, using the electronic swipe system, whenever they arrive in school or leave the school site
- Complete all tasks to a standard at least in line with their minimum target grade by the deadlines specified and to prepare properly for all lessons, assessments and examinations
- Use the majority of their non-teaching time in school for private study and to work regularly on academic tasks at home
- Set an example to all members of the school community through conducting themselves in a mature and responsible fashion at all times. Students should participate, as appropriate, in the life of the school.
- Dress appropriately. School is a workplace and dress should reflect this. There should be no extremes of fashion. Hats / caps should not be worn indoors.
- Recognise that the entire school site, including fields and car park, is a non-smoking/vaping zone. No alcohol or illegal substances may be brought onto school premises
- Provide a copy of their current motor insurance document and drive appropriately at all times, if they wish to bring a car or motorbike onto the school premises.

If students are unhappy about any aspect of their education or pastoral care in the Sixth Form, they have the right to raise this with their Progress Mentor, Deputy Director of Sixth Form and/or the Director of Sixth Form who will investigate the matter fully and seek to achieve satisfactory outcomes with the students. If students fail to keep their side of the agreement, the school reserves the right to ask them to leave the Sixth Form.

Name of Student: (Please print) ..... Form: .....

Signed: .....Student Date: .....

Signed: ..... Director of Sixth Form Date: .....