



Elthorne Park

Sixth Form

Student Handbook

2016 - 2017

The purpose of this booklet is to provide you with basic information about the Sixth Form. It is designed to help you familiarise yourself with procedures or look things up at a later time.

Sixth Form Team

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This handbook is available in an online form. Check the Sixth Form website for the link.

Organisation of the School

Mr E Wong - Headteacher
Ms M Pye - Deputy Headteacher
Mr D White - Deputy Headteacher
Mr D Eagleton - Assistant Headteacher
Mr S Morgan - Assistant Headteacher
Ms D Light - Assistant Headteacher



Welcome

Dear Student,

Welcome to our Sixth Form community.

The Sixth Form is a stepping stone. As soon as you join us we will be asking you exciting yet challenging questions about what you would like to get out of your time with us to help you get into the course, business, job or university of your choice. We want you to be ambitious and we will support you in realising those ambitions.

We all share responsibility for our Sixth Form community and for making it a truly exceptional place. You are a Sixth Form student by choice. You chose to join us and we chose to have you because we believe you can excel whilst you study here.

Significant investments have been made in the school in the past few years so that you have the best opportunities to be productive. You have use of the Sixth Form Centre as well as exclusive Sixth Form areas in the new building. You have a dedicated Sixth Form team, comprising the Head of Sixth Form, your Sixth Form Personal Tutors, Careers Advisor and our newly appointed specialist Sixth Form Administrator. Our teachers, librarians and support staff have been trained to provide you with the support and guidance that will help you become increasingly independent in your learning and development. We as staff shall do our part, but we expect you to take ownership of your education, work to the best of your ability at all times and be a conscientious member of our Sixth Form community. We have the highest expectations of you all, as you should of yourself. Be determined, resilient and focused. As you begin the year you must recognise that success will only be achieved through hard work.

We operate an 'open door' policy: if you have any concerns or worries please come to see me or your tutor immediately. If you have any suggestions or ideas then we would like to hear them. There are twelve Senior Prefects appointed to represent the student body so use them to voice your opinions to help make the Sixth Form even better.

I wish you all the very best and hope that you are rewarded with a successful year.

C Carey
Head of Sixth Form



Sixth Form Standards

By way of membership of the Sixth Form you agree to meet the following expectations:

1	attendance	<ul style="list-style-type: none">target attendance for Sixth Form is 96% or better. All students will aim for 100% attendance.
2	punctuality	<ul style="list-style-type: none">on time for morning/afternoon registration, lessons and other commitments
3	dress code	<ul style="list-style-type: none">conforming to the Sixth Form dress codebeing an example and role model to younger pupils
4	studies	<ul style="list-style-type: none">active participation in classeshomework and assignments done to a high standards by set deadlinesindependent study is undertaken with rigourmeeting target gradesTo maintain the agreed number of A Level/BTEC/GCSE courses in Years 12 and 13. You cannot drop subjects without agreement from subject leaders, Head of Sixth Form and parents.
5	participation	<ul style="list-style-type: none">involvement in the wider life of the schoolparticipation in at least two extra-curricular activities to achieve 50 hours volunteering each year.
6	responsibility	<ul style="list-style-type: none">being fit for studydealing with problems and issues as they arisetaking responsibility for your own learning and progressbeing a positive contributor to Sixth Form and school lifeTo keep term time employment to a level which comfortably allows you to spend a minimum of 21 hours per week on your studies.To actively show respect to all members of your class, students and staff and mindful of the possible effects, both intended and unintended, of your actions on other people and our school.To have removed ear pieces from your ears and switched off your mobile phones and electronic equipment before you leave the Sixth Form area. You are an example to the younger members of the school community.To be respectful of school resources such as classrooms, equipment and books as well as the Library and the Sixth Form Centre; to leave places tidy and pleasant for others in our community to use.

In the case of a student failing to honour any of these commitments the school may deem it necessary to not enter a student for a particular examination or withdraw the course entirely.

Beyond The Curriculum

At EPHS Sixth Form we aim to provide you with a broad and exciting range of opportunities so that you are in the best possible position to go on to further study, work and become a positive member of the community. As such, we have a variety of activities on offer outside of lessons.

Extra-curricular

There is a huge range of extra-curricular activities on offer at Elthorne including sports teams, music groups, language clubs and more! Please see the timetables which will be distributed within the first few weeks for further details. Sixth Form students are also encouraged to set up their own activities or societies and support teachers in running clubs for younger students. Please see Ms Carey if you would like to do so.

Whole school projects

These projects are a great way to give back to the school, support younger students and learn skills at the same time. Currently we have a number of projects running including: Senior prefects, Year 7 accelerated reader scheme and academic mentoring. If you would like to be involved in these projects, please express your interest via email to ccarey@ephs.ealing.sch.uk

Community projects

EPHS has strong links with the community and we encourage students to nurture these by contributing to local projects. If you would like to be involved in the **Hanwell Neighbourly Scheme** (Friday am registration) or have an idea about another project you would like to join/establish please see Ms Carey.

Enrichment lesson

You will have one enrichment period every two weeks. In this hour you will be able to choose from a range of activities and courses to learn new skills and develop your knowledge outside of your A-level/BTEC courses. Some students will also be able to lead an activity. Please see Ms Carey if you wish to do this. You will be invited to make your enrichment selection within the first few days of term.

If you wish to use this time to conduct volunteering or work experience, please see Ms Carey.



Student Support and Guidance

In the Sixth Form you are expected to be independent, self-motivated and to organise your time yourself. The transition from GCSEs is not an easy one and you must not be afraid to ask for help.

Tutor support (Personal Tutor)

Tutor time is from 8:40 until 8:55 every morning and 3:00 to 3:10pm every afternoon; it is very important to your development and success in the Sixth Form and you must attend these sessions. Your Personal Tutor will be responsible for supporting and guiding you during your time in the Sixth Form and beyond into higher education or the work place. Your Tutor is the person who has direct responsibility for your welfare and progress. She or he will help you settle into the Sixth Form, discuss your academic progress with you, write your reference when you apply for a job or for university and generally encourage you to make the most of school life. Your Sixth Form learning experience and development is not limited to the subjects you study but also the rich range of opportunities the school offers you to develop your confidence and help others in the school.

Progress reports

In order to help you assess how well your work is going you will have six progress reviews during the year, the first in October. These reports show **expected grades**. These grades are teacher predictions. If you continue working at the level you have demonstrated that is the grade you will achieve. Your subject teachers will be asked if they consider you to be working adequately. You will have time in tutor time to reflect on your report and assess whether you could make any changes to enhance your learning and progress. If there are significant concerns about your progress or efforts then we will meet with you and your parents to discuss your progress and agree targets to support you (see the student support flow diagram). Where the school feels the course is not appropriate for the student, as shown by their level of progress, their course will be withdrawn.

Progress meetings

In addition to the informal communication between the school and your parents which takes place during the year, your parents will be invited to a subject consultation during the year. In addition, following each progress review meetings between parents, students and the Head of Sixth Form will be set up for those students whose progress is of concern.

Monitoring/Mentoring

Your subject teachers will monitor your academic potential and progress in liaison with your Tutor. Interviews are arranged on a regular basis to review your achievement, set targets and offer constructive advice and support. The aim is always to work with you to use your strengths to support you in your weakest areas. Students who under-perform in any of the progress reviews will be placed on an academic report for a three week period during which their suitability for their chosen course will be stringently monitored.

Pastoral mentoring may take place during a.m registration or after school for 20 minutes. These are compulsory and vital to ensuring excellent progress is made in your studies. Each half term the mentoring list is reviewed based on the most recent report.

Independent Learning/Homework

Independent learning/homework may take a number of forms and is designed to prepare for, reinforce and extend the learning within the classroom. To make a success of your studies there is an expectation that all students spend at least 21 hours per week on their studies outside of the classroom.

In the unlikely event that a teacher does not set homework, you as the learner are expected to conduct research to consolidate knowledge gained in the lesson or to facilitate learning in future lessons. At Sixth Form level, there is no such thing as “no work” set.



Failure to complete homework will result in a detention and more seriously, will impact heavily on your progress in the subject.

'Flipped Learning' at KS5

There is a greater emphasis on preparatory work at KS5. This means that lesson time can be used to effectively address any misconceptions on the topic or challenge and extend your understanding. To assist with preparation students are issued with tablets to access on-line content as directed by teachers. Failure to complete any prep work will mean that you are not able to access the lesson sufficiently. Not only will this result in a detention and impact your progress, but it will also disrupt the learning of your fellow students and the plans of your teacher who will be relying on you to bring certain information to the lesson. Please ensure any prep work is completely promptly and in sufficient detail.

Year 12 students will be issued with tablets in the first few weeks of term. In order to successfully roll out the tablets as soon as possible we ask students to promptly return the tablet contract. Once all students have completed this process we will begin the roll out.

What do I do if I have any problems?

We aim to make Elthorne Park Sixth Form an extremely happy place. However, we realise that not everybody will be happy all of the time during such intense studying. If you have problems you must discuss them with a member of staff.

Course or study problems

Please talk these over with subject staff and your Personal Tutor. Staff are always ready and willing to help and it is better to deal with a problem quickly rather than allowing it to escalate. It is always better to nip problems in the bud as the solutions are easier to implement. Leaving problems to grow makes the solution to them more difficult. The Head of Sixth Form is also available for you to consult with.

University and Career decisions

Again, you can talk these through with your Tutor or any other member of staff. You can also speak to Ms Barker who can provide careers advice. We run an important programme of careers education during PSHCE time; this will involve a variety of visiting speakers, university visits, university application guidance and the higher/further education careers fair.

Ms Barker's Connexions office is at the top of the stairs in the Sixth Form building.

Personal problems

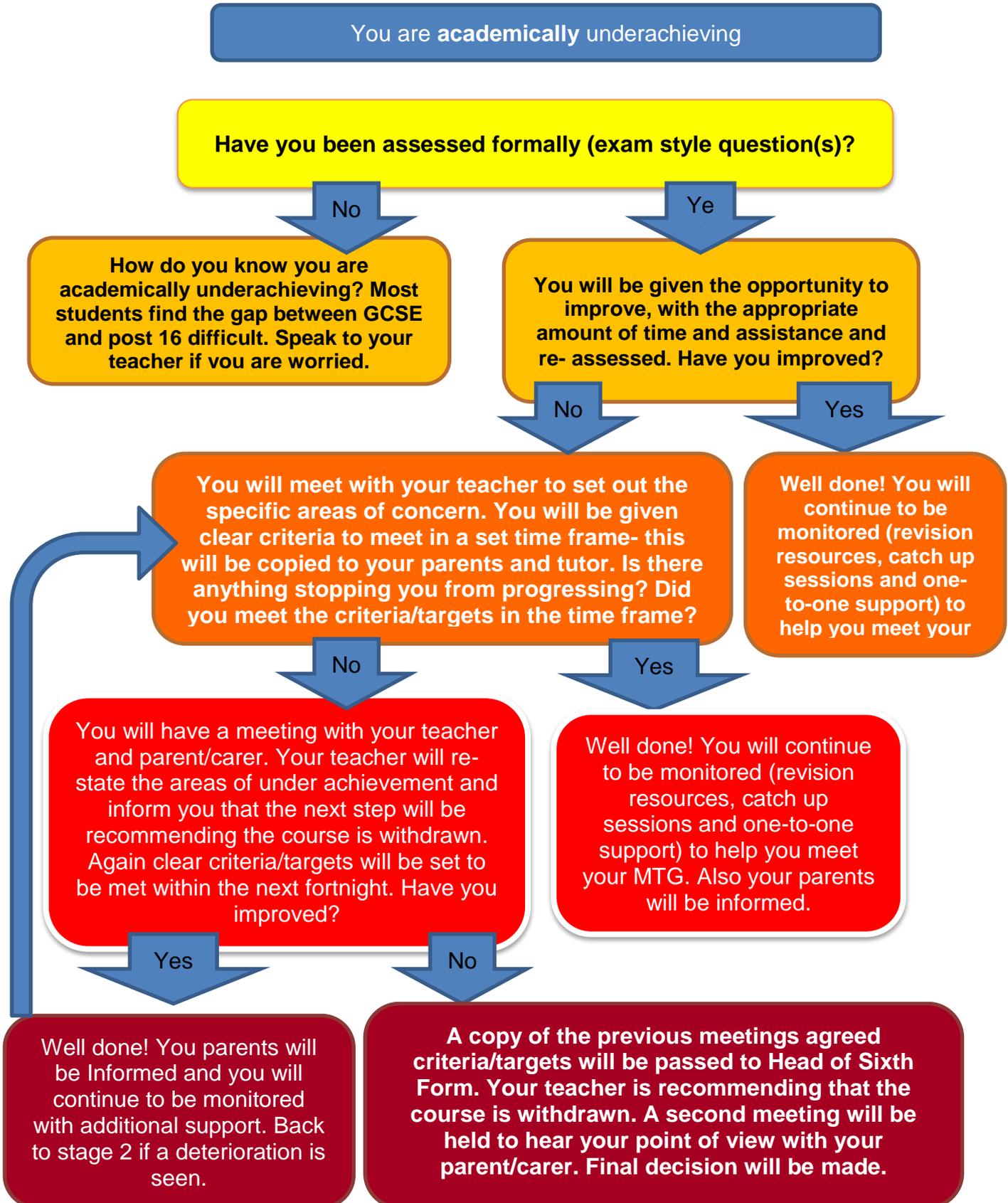
Depression, stress, loneliness or family difficulties may be affecting you and your work. Don't keep problems to yourself. Sharing a problem is often the best way to start resolving it.

There are a number of people you might want to talk to in the school: your Personal Tutor, the Head of Sixth Form, Ms Barker our Connexions Advisor. Staff will try to give advice which is in your best interest and if a problem can't be solved by members of the school, outside support can be sought. We can also help with referrals to outside agencies including counselling. It may sometimes also be necessary to share your problem with other staff in order to get the best possible help. If this is the case the issue will be discussed with you first.

Whatever your specific problem or concern, it is unlikely that you will be the first to have had it. While it is true that any problem you have will be specific to you, despite appearances to the contrary, all our staff were once young adults like yourself and went through similar problems.

What if I'm struggling?

If you are not meeting the required academic standard in your subject then the following actions, shown in this flow diagram, will be followed to support you in order to improve.



Senior Prefects

As a member of the Sixth Form you have the opportunity to apply to be a Senior Prefect. The role of Senior Prefect is exciting one which will make a significant contribution to the Sixth Form, the school and wider community. Additionally, it will make an excellent addition to UCAS references.

Duties and Events

- Organise year 11 prefects to assist with lower school parents' evenings.
- Attend after school events on the request of the Head of Sixth Form e.g. Open Evening.
- Lunchtime and break time duties to help ensure the safety and well being of younger students.
- Take responsibility for informing students of messages from staff during tutor time.
- In groups, take responsibility for organising a charity, school-wide or community event or activity.

School, Community and Ethos

- Act as a role model for younger students in terms of conduct around the school, active participation in the school community and following school policies.
- Work with Key Stage 3 tutor groups to mentor and assist younger students and/or support in lower school homework club.
- Help promote the positive ethos of the school and active participation in the extra-curricular life of the school.
- Contribute a specialist skill to the school community.

Shaping the Sixth-Form

- Form the main body of the Sixth Form Council that will meet every half term to influence the development of the Sixth Form and KS5 teaching and learning as well as school-wide issues.
- Take responsibility for listening to concerns of the student body and sharing these at council meetings.
- In year 13, form a committee to organise the end of Sixth Form celebration event.

If you would like to apply, please collect an application form from your tutor or Ms Kashap and submit it to Ms Carey or Ms Kashap by Friday 16th September.

A-Z Guide to life in the Sixth Form

Absence

Student Absence

If you cannot attend school, then you should contact the school directly on **020 8566 1166**. You should do this before 7:30 am. In addition if you know you are going to be absent, perhaps for a university interview or a subject trip, it is your responsibility to inform your Tutor and teachers and ask for appropriate work. You will still need to ring the school on the day itself so that the administrator knows to mark you in absent.

Teacher Absence

Teachers will avoid missing your lessons as much as possible. However, due to illness or training a teacher may occasionally be absent from a lesson. In these cases, s/he will send or leave cover for that lesson in the classroom. To mark your attendance at the lesson, please report to the main office.

Lesson Absence

By enrolling in your course you agree to attend all lessons. If you chose to not attend all lessons this will be recorded as truancy. This may have a negative impact on the school reference to employers or university. If there is persistent lesson absence then this may lead to a formal written warning. If you would like to stop studying a course then you must complete the 'change of curriculum form'. The change is not finalised until the Head of Sixth Form has signed off.

Attendance

In order to reach your full potential, it is essential that you aspire towards 100% attendance. The school's basic expectation is that you have a minimum of 96% attendance. Attendance without punctuality is also unproductive. Consequently, you should aim to arrive at school no later than 8.30am for your Tutor session. Experience and research has proven that poor attendance and punctuality results in a failure to pass your subjects. If you are absent for four consecutive weeks without reason given then you will automatically be withdrawn from your course. If your total attendance percentage dips below the school expectations then you will be given a formal written warning. If there is no improvement then we will begin the process to withdraw your course. Students with excellent attendance and punctuality (98% attendance and 100% punctuality) will be entered in to a prize draw at the end of each term.

Assemblies

Sixth Form assemblies will take place once a week in the Hall, starting promptly at 8:40 a.m. The assemblies are an important focus for our community life and all Sixth Form students are expected to attend without fail. Lateness or non-attendance makes it more difficult for you to be a full member of our community and will result in a sanction. You may also miss out on crucial notices which affect your learning and qualifications.

Break and Lunch Time

At lunch time, as a Sixth Form student, you can go straight to the front of the queue inside the Hall. Please ensure that no plates or cutlery are brought into the Sixth Form area and that any rubbish or left over food or drink is cleared away. Pay attention to how you leave a place and do not make additional work for other people. Those wishing to play football can do so out in the park in those areas out of bounds to lower school students. The study room and common room are student responsibilities. Please ensure they are left in a good condition for other students.

Bursary

Some students are eligible for money from the government during their post 16 studies. Visit direct.gov.uk or speak to the Bursary administrator to find out if you qualify. Excellent attendance and punctuality are prerequisites for receiving payments each month. There is also a contingency fund for those students financially struggling or would like to attend an external course related to your studies e.g. coaching or first aid. This is at the discretion of Ms Wells.

Community

A great thing about being part of a school is being part of an extensive community. As a school we are always looking to expand our community links. We also have a number of exciting international links which can provide you with fantastic opportunities. Being part of a community also carries with it responsibilities, to the other members of the community and to yourself. By virtue of your age and position you are role models to our younger students and crucial ambassadors in our local community. We must always bear in mind how our actions, or inactions, may affect others. Seek to have a positive impact on the community.

Distractions

There are a number and range of distractions. The trick is to realise that if you set all of these things aside for two or three hours to study, they will still be there later. Your text messages can wait a few hours, as can your online status and your games. If you try to work and message/play online/check your social media not only will you work more slowly but the quality of your work will be less. Learn how to set aside work time and keep it distinct from social time. The study room is for studying and not engaging in these activities.

Dress Code

The Sixth Form is a place of study and learning and staff and students should be able to make this the primary focus of their time here. Therefore students are expected to come wearing smart but casual dress. Sixth Form students act at all times as the leaders and role models for our younger students, some of whom are impressionable and easily influenced. Therefore we expect you to show a lead in terms of how you carry yourselves in and around the school. Please ensure the clothes you wear to school adhere to the following criteria:

- No short skirts or shorts – judged at the discretion of EPHS staff.
- No plunging neck lines or exposed undergarments.
- No bare midriffs.
- No flesh on show which may cause offence or embarrassment to others.
- No hats, scarves or gloves inside.
- No slogans on clothing which cause offence or embarrassment to others.
- No torn or frayed clothing.
- No mobiles phones/ MP3 /4 players to be worn around the school as these are banned to lower school students.
- No visible tattoos.
- No piercings except small studs in the earlobes are allowed on health and safety grounds.
- Due to health and safety regulations, you are required to wear your lanyard and ID card whenever you are on the school site.

For formal occasions where you are on duty or representing the school, you may be required to wear a suit or similar formal attire.

In all cases the judgement of the Headteacher, delegated to the Head of Sixth Form, will be final on matters of acceptable dress and presentation. Sixth Formers should consult with the Head of Sixth Form before wearing something about which they are unclear as to its suitability.

Dropping Subjects

You may find that at some points you feel like you want to drop a subject or course. It is possible to drop subjects but this must be done in a responsible manner through discussions and the agreement of all the people involved, including your parents, teachers, Head of Sixth Form and, where relevant Head of Applied Learning. Avoid acting unilaterally and consider the impact your decision will have on future possibilities and opportunities, particularly entry to university courses.

Drugs and Illegal substances

Our school has a very clear drugs policy: it is grounds for permanent exclusion. The school will take the firmest action to protect our school population and our reputation amongst the local community. As such we retain the right to exclude any student who is discovered or suspected of taking drugs either inside or outside of school.

Email

We are trying to reduce the amount of needless paper that is used as a school. Consequently, everyone is asked to check their email on a daily basis to make sure that they have not missed important information such as cover work (should a teacher be absent) and information from staff or students. Teachers may ask for your email address to communicate with you during your course. We recommend that you use your school email. Whichever email address you use, please make sure you check it regularly! Please set up your email accounts on your tablet so that new emails are 'pushed' and you are alerted.

When writing emails to teachers and those not close friends, it is good practice:

1. To start with a brief acknowledgement and welcome (e.g. "Dear, [name]/ I hope all is well with you" or "Hi, [name] / Thanks for your email")
2. To end with a brief note of best wishes and farewell followed by your name (e.g. "Thanks again for your email / Best wishes / [your name]" or "Thanks for your time on this matter / Regards/ [your name]" or "Let me know what you think/ Warmest Regards / [your name]")

Extra-Curricular

Sixth Form life is demanding and while we expect you to rise to the challenges set by your teaching staff, we firmly believe that education is not confined to your subjects. In order to enjoy the experience of being a Sixth Form student, you need to fully immerse yourself into extra-curricular activities. As part of our unique community, everyone is expected to get involved. Activities could include: sport, dance, fundraising, catering, public speaking, student support and debating. In addition, there are a number of Sixth Form trips and social events organised to help you enjoy your time at here. However, if you have a great idea yourself, why not put that into action by speaking to a member of the Sixth Form team, including prefects. Everything that you participate in outside of lessons will help make applications, personal statements and references stand out.

Get organised

Through organisation you will be able to be fully prepared for anything that is asked of you in the Sixth form. Revision, home learning and other activities will be made much easier by organising your notes and folders. If you plan your time in school well you should be able to spend most of your study periods effectively, meaning that you have time outside of Sixth Form for other activities. The secret to being organised is to have a list of the tasks and activities you want to do. Then tick off each task as you finish it. Your 'Home Learning Planner' is a good place to make these lists.

Help... If you need it!

Sixth Form life is very different from 11-16 education. You are given greater independence and freedom. If, for whatever reason, you are in difficulty, speak to your subject teacher, Personal Tutor, Head of Sixth Form or any other member of staff you feel comfortable with. Avoidance of a problem will not make the problem disappear.

Holidays

The dates of school holidays are given in your planner. Including staff training days, there are at least 12 weeks of the year when you are not expected to be in school. Students are not permitted to take holiday during school time. Absence for university open days, taster days or work experience will be considered by Head of Sixth Form.

Jeopardise

You are in the Sixth Form out of choice. You have chosen to continue your education in the school environment; we are glad to provide you with the teaching and a platform for your success. Poor behaviour in this environment is unacceptable. You are the eldest in the school, and are role models to younger students. Be careful not to jeopardise your position with us. If you need to think twice about something, then it is probably not worth doing.

Leaving at lunch

We have food available at break and lunchtime. If you leave at lunchtime or break, you must tap in/out at the Reception or the Sixth Form building when leaving and returning. This is designed purely for fire regulations and is essential for the health and safety of the site. You must be back in time for your next session. Bear in mind that traffic and public transport can take longer than expected, especially around lunch time. We cannot accept problems with transport as an excuse for you not being on time.

Maintenance

There are a number of brand new facilities available to you as a member of the Sixth Form and we ask that you take care of these facilities. Any damages must be financed by the individual(s) concerned and may mean that the whole of the Sixth Form's privilege to use is removed. It is not a very good or appropriate attitude to expect others to clear up after you or sort out any damage you cause, accidental or otherwise. Also bear in mind that over-exuberance or high-spirited 'play' can lead to accidental damage. If this happens, you will have to make good the damage, even if you did not mean to harm anything.

Mobile Phones and Electronic Equipment

As Sixth Form students, you are allowed to bring mobile phones or electronic equipment to school, indeed, you are given tables to use to aid your studies! Mobile phones must be switched off or on silent during lessons and not used around the site.

Non-smoking site

Our school is a completely non-smoking site. This applies to staff as well as students. It is illegal to supply or sell cigarettes, e-cigarettes or tobacco to anyone under the age of 18 and smoking anywhere near the site will not be tolerated. As Sixth Form students your image is very important. You have a significant role in the school; younger students will be influenced by you and members of the public will make assumptions about Elthorne Park based on what they see or hear. Students who are found smoking on site, around the school or in view of any lower school pupils will be subject to a formal warning.

Open door

If you are unhappy with anything in the Sixth Form you must tell us. You are entitled to a first class education and if you feel we could improve in some way you must let us know. Please ask to speak to the Head of Sixth Form or your Personal Tutor; if they do not have the time to speak with you immediately, they will set aside a time when they can.

Paid Work

Success at Sixth Form will be your primary focus. There will be significant demands on your time in terms of your subjects, home learning, extra-curricular, university application, school events, shows and performances as well as socialising. You also need some time to relax! Having paid employment can be a significant benefit in terms of the long-term skills, attitudes and values you develop as well as in monetary reward. It should not be allowed to get in the way of your school work and responsibilities. The same should be said of work experience relating to career paths you are interested in pursuing. There is plenty of time once you leave school for paid work and jobs; however you will only have one shot at Sixth Form. Universities like to see a little bit of work experience on your CV but they will always prefer the candidate with better grades.

Passes

All staff, students and visitors must wear school issued passes. This is compulsory and vital for the security of the school. Persistent failure to wear your pass will result in serious sanctions. If you forget your pass you will be told to return home to retrieve it. Replacement passes are available at a cost of £6. The school canteen cannot take cash so you will use your passes to purchase food. Please keep an eye on how much money you have on your card and top it up as required.

Parking

Elthorne Park High School is an over subscribed school. With over a hundred staff there is no room for students to park their vehicles on site. We strongly recommend that you use public transport to ease congestion. However, if students choose to drive to school (car or moped) we insist that they park on the public roads away from the school entrance.

Planners

You are all provided with a Planner in which you should note the home learning that needs to be completed and a plan of how you intend to use your time to do it. These are issued annually. Tasks which look like they will take a couple of hours to complete should be broken down into smaller chunks and completed over a number of days. You may wish to use your tablet or an app to organise yourself. That is fine, however, you must use your planner to record half termly targets with your mentor.

Predictions

All university applications require predicted grades. Your prediction is based very much on your Year 12 performance. When researching universities base it initially on your MTG but after your AS results alter your applications so you are applying for courses that are suitable. We advise one application is made which requires lower grades than your MTG, one which is based on your ATG and the remaining three at your MTG.

Private study

Since you will be studying fewer subjects than in previous years, you will have study periods allocated on your timetable. These are the times when you should be engaged in independent study. This can take place in the quiet, working environment of the Library or the Study Area in the Sixth Form Centre. Some of you will be given the opportunity to attend extra tutorials with your subject teachers in these periods. The Study room in the Sixth Form is there to facilitate private, individual study. It is expected that students work in silence and no disruption will be tolerated. If students fail to use the building effectively, this facility will be withdrawn and this could be to the detriment of your success in your chosen course.

Progress Checks/Reports

Your teachers will let you know every term how well they think you are doing so far in terms of classwork, independent learning/homework and likelihood of meeting your grade. They will also give you a current grade. We shall ask you to use this information to set your own targets to improve on the areas you think you need to.

Punctuality

In order to maximise each lesson it is important that you are prompt to lessons. This will ensure that the course is delivered in the time-frame available to allow you to revise for the important examinations. Being late disrupts the lesson for you, your fellow students and your teacher. Lateness will not be tolerated and falls under the whole school punctuality policy; Sixth Form students who are late are subject to the sanctions (varying level of detentions) as lower school.

Questioning

Life as a Sixth Form student is very different from main school in that you are challenged to engage with your peers and subject teachers. Be confident to challenge any ideas but remember to do so in an appropriate manner. Always ask questions if you are uncertain. Alternatively, you can email your question to your teacher. Bear in mind email etiquette and try not to come across as though you are attacking the person. You will get much further with politeness.

Rewards

- **Super Sixth Former:** Each term Sixth Form teachers will choose a student who they consider to be the most 'super'. Possible features of a super Sixth Former would be contributing to the whole school life considerably, working hard in lessons, coping with academic pressures or helping younger students in the school etc. The winner will get a super prize.
- **Jack Petchey Award:** Each month the Sixth Form Team will nominate one Sixth Form student who has achieved either inside and/or outside of school. This student will join the lower school nominees and all students and staff will have at least seven days to vote for the winner. The winner will receive a badge, certificate and £200 to be spent on a school project, activity or equipment which will benefit a large number of student.
- **End of term certificates:** In the final assembly of each term, certificates will be given out to those students who have exhibited the positive characteristics. There will also be £25 Ticketmaster gift vouchers given to outstanding students.
- **Attendance and punctuality:** Students who have 98%+ attendance and 100% punctuality will be entered in to a prize draw for a voucher at the end of each term.

Reading around the subject

To reach the best possible grade you must be prepared to read up on the subject(s) you are following. Ask your teachers for suggestions; take time to look around our library: there are many great magazines, journals, books and newspapers there. The student who reads well succeeds. It could be that you re-read through notes made in class. It might be that you are reading a chapter ahead so that you have a basic understanding prior to lessons. This all helps you in the long run and it is strongly encouraged.

Sanctions

We hope that Sixth Form students will never need to be sanctioned as you have chosen to be here and we hope you are fully committed to your studies. If sanctions are required then it will follow the whole school behaviour policy.

Where students have harmed the community, they will be asked to make reparations in some form. We shall also ask to speak to you and/or your parents where we have concerns and, with you, work out strategies and targets to help you improve. If you are getting behind on your work and your teachers are concerned about you not achieving your best, then we shall ask you to attend study sessions outside of your usual lesson time. In the end we want to put in place the support and motivation to make your time here a great success. If, then, we feel that you would be better off at some other Sixth Form or college, we shall ask you to leave.

Sixth Form Centre

The Common Room and Study Area are for different and distinct purposes. The Common Room is for you to relax and socialise in during break, lunch time and before and after school. Food and drink can be consumed there as long as you do not bring in any trays, plates or cutlery and clear up afterwards, put all rubbish away. The Study Area is a place for you to focus on your independent study. Food, sweets and drinks are not allowed there and noise should be kept to a minimum, even if no one else is in there apart from you, so that others feel it is a place they can work in peace.

Sixth Form Council

This body acts on behalf of the Sixth Form and main school to represent the students on matters of school improvement. The Council will meet twice a term with agenda items called for a week in advance. Students should speak to their Council members (prefects) if they wish specific items to be discussed at these meetings.

School Internet and VLE

Elthorne Park High School website contains information such as the prospectus, mission statement and contact information. Use it for key dates and information. You have a responsibility to check your email account as teachers will often contact you this way. Many teachers use Edmodo as a key collaborative learning tool or to give notices. In addition we have a Sixth Form website (accessible through the school website) and a Twitter page, both of which you should keep an eye on; @EPHS_Sixthform.

Study Leave

We like to give students time to consolidate their learning just before the A Level exams. However we also are keen to provide as much support as possible at the 'crunch time'. We will assess exam leave on a case by case basis. It is not a right. BTEC students will not get study leave as they are working to regular deadlines and not a terminal exam.

Targets

Students are given minimum target grades (MTG) and aspirational target grades (ATG) these are based on GCSE prior performance. These are the grades your performance will be measured against. They are based on the *average* grade you achieved at GCSEs. The MTG will not take into account your specific strengths in certain subjects. It is important to remember, that with hard work, effective time management and determination it is completely possible to achieve higher than this grade.

Time Management

There are hundreds of books and courses you can buy to teach you about time management. Your teachers will tell you for free some of the so-called 'secrets' of time management. Here are some to get you started:

- 1st secret: have a list of the work you need to do (e.g. in your Planner) and keep on adding items as they come in and ticking off items as they get done
- 2nd secret: do **some** work **every** evening
- 3rd secret: break large pieces of work down into small chunks
- 4th secret: when things feel overwhelming, write out a new list to get a grip on what needs to be done, then do two of the tasks which only take 10 minutes or less (to make yourself feel better) and then make a start on one of the big projects (to make yourself feel like you are making progress)

UCAS (University & College Admissions Service)

UCAS is the body that administers the process for applying to university. To make the best decision in the future, start researching universities and courses from the start of Year 12. Towards the end of Year 12 and throughout Year 13 you will be given advice and support on your university applications. Use our Connexions adviser as well as your teachers and tutors, for their advice and ideas, and the events we run. It is a very good



idea to visit a university for one of their Open Days. Although better to do so, it will not harm your UCAS application if you do not attend the Open Day for the university you eventually hold as your first choice.

Visitors

While it is natural and appropriate that you have friends who attend other Sixth Forms or Colleges, please be aware that they are not members of our school community and should not be on our school site. This is also true for former students who have left. If they do wish to visit us, then they must follow the same procedures as all our other visitors: they should go to Reception and sign in and then wait for a member of staff to meet them. It is a matter of safeguarding that all our visitors are accompanied by a member of staff at all times, unless they have had a CRB (Criminal Records Bureau) check.

What you should not bring to school

The Sixth Form is a place of study and learning where all students should feel secure and safe. It is a place where students from different backgrounds and cultures mix and develop, confident that any issues which arise will be dealt with in a way which respects them as individuals and as members of the Sixth Form community. You must not bring any knives, guns, weapons or pornographic material into school, nor should you bring in classified drugs or drug paraphernalia. If you feel you need to bring any of these items into school, then we shall have failed in our duty of care to you and your peers. Students who are found with any such items on them may be asked to leave the Sixth Form and/or undertake a related training course. Please also note what has been said above about students discovered or suspected of taking drugs, even if this takes place outside of school.

Work/life balance

You have been given a fantastic opportunity to learn for the next two years, please make the most of it. Our wish is that you leave us with the best possible grades, skills and most importantly a love of learning. While it is important to find a balance between work and social aspects of Sixth Form life you must remember that your goal should be success so that you can give yourself the best chance of gaining a university place, employment or apprenticeship at the end of Year 13. While it may be useful to have part-time jobs to finance your social life, you must remember your number one priority: academic success.

You and your image

As a Sixth Form student you will be expected to act in a leadership role. This means that you have an enormous responsibility to conduct yourself in an appropriate manner around the main school. Students in the main school follow your example and you need to bear this in mind at all times.

“ZZZZ”

Finally, if we are to make the most of all these fantastic opportunities we must ensure that we are well rested. Make time to relax and try to get a good night's sleep. What time do you have to go to bed if you're going to rise refreshed in order to get to school for 8:30? Burning the candle at both ends will leave you with a very short fuse and mean that you cannot make the most of your time in school.



Academic Honesty

Researching and writing essays, reports and projects is a very satisfying part of your studies. Using your own words, ideas, diagrams, maps and photographs to produce work which embodies your own conclusions can be a source of personal pride, and the production of such work is an important academic skill. Most academic work in school, college, university and in the wider world will involve using the words of others to support your own arguments and conclusions, and these, properly acknowledged, are an integral part of such assignments. It is important that you acknowledge such sources in an academically honest way. Works of literature, art and music are protected by law through copyright; this includes work taken from electronic sources.

Your teachers will explain how to paraphrase and adapt source material in an acceptable way, and show you how to acknowledge the work and ideas of others in your writing and speech. Teachers are available to give you further advice and guidance so that you can always present authentic work. What follows is a short guide to use as a reminder.

In general you must not:

- Copy work from another student in class, during classwork, homework (unless you are catching up on classwork missed, in which case you should acknowledge whose work you have copied) or in your coursework.
- Copy and paste from the internet or books without properly acknowledging it.
- Give another student your work to copy or do homework for another student.
- Submit work done by a parent, older student or friend.
- Pretend that any work/thoughts/writing of someone else are your own.

Doing any of the above is not being academically honest.

Coursework and Internal Assessments

An authentic piece of coursework is one that is based on your individual and original ideas, with the ideas and work of others fully acknowledged. All work, written or oral, for assessment must wholly and authentically use your own language and expression. Sources which are used or referred to, whether in the form of direct quotation or paraphrase, must be fully and appropriately acknowledged.

Before starting to write, ask your teacher what kinds of external help are permissible. Always use your own words as much as possible. If you want to quote the words of others, you must reference them correctly. In the same way photographs, illustrations, maps, graphs, charts, audiovisual material and software must be acknowledged if they are not your own work. For some assignments, you must include a bibliography at the end of your work which lists the full details of the publications you have used. You will need to refer to many sources to produce a well-researched piece of coursework but you must list all the resources that you use, whether they be books, journals, internet sites, TV programmes etc.

If you have worked as part of a group on a project, even if the data is the same, your introduction, account or description and conclusions must be your own. If they are not, you will be considered to have colluded and be guilty of malpractice.

Do not be tempted to use essays or parts of essays from the internet. Teachers are very experienced in marking students' work and quickly pick up a change of style or vocabulary. For internal assessments which will make up part of your exam grade, you must also submit a copy of the report from turnitin.com along with the internal assessment or extended essay. You will have to sign a declaration that any internal assessments or extended essays are your own authentic work.

Take care of your work and keep it safe. If it is stored on a computer, keep your password safe. Do not leave spare copies lying around. Destroy those which you do not need.

In internal and mock exams, you must not:

- Distract another student or try to contact them.
- Copy the work of another student.
- Disrupt the exam by any behaviour.
- Have out any notes unless they are allowed.
- Bring an unauthorised calculator or have on you any electronic device or mobile phone.

There are additional regulations for the conduct of external exams, which you must know about and follow.

Key Definitions

Malpractice: Any behaviour that results in, or may result in, yourself or any other student gaining an unfair advantage in one or more assessment components. Plagiarism, collusion and duplication of work are examples of malpractice, as are making untruthful claims in UCAS applications or bringing in unauthorised materials into an exam.

Plagiarism: Passing off the work, thoughts or ideas of another person as your own. This is a serious academic offence and the school will take it seriously.

Collusion: Allowing someone else to copy from your work or submit it for assessment as if it were his or her own. Collusion is the act of supporting the malpractice of another person.

Duplication of work: Presenting the same work for different assessment components for the same exam board.

Sanctions

Level	Types of Malpractice	Consequences for Students
Level 1	<ul style="list-style-type: none"> • Copying homework or parts of homework without appropriate acknowledgement from the internet, books or another student. • In a test or quiz which is not part of the formal assessment for the exam qualification, looking on another's test or quiz, letting another student look on a test or a quiz, using other secretive methods of receiving or giving answers on a test or quiz • Working with others on an assignment that was meant to be done by individuals. 	<ul style="list-style-type: none"> • Zero on the suspect assignment and • Subject detention • Letter to parents
Level 2	<ul style="list-style-type: none"> • Two level one violations in the same subject in the same year. • Three level one violations in more than one subject in the same year. • Persistent low level malpractice of any other form. 	<ul style="list-style-type: none"> • Zero on the suspect assignments and • SLT detention • Phone call and letter to parents with a copy on you student file.
Level 3	<ul style="list-style-type: none"> • Malpractice in coursework or internal assessments. • Taking papers for other students. • Taking any part of a test to use or give to others • Submitting a computer program that has been developed by another. <p>These violations will be considered theft.</p>	<ul style="list-style-type: none"> • Formal interview with your parents • Series of detentions after school to repeat the work • Written apology to the Subject Leader and parents • Copy of letter and apology to your student file. • If plagiarism has occurred, you must still meet the minimum requirements of the course by rewriting the assignment.
Level 4	<ul style="list-style-type: none"> • Stealing examinations. • Altering grades on a computer database. 	<ul style="list-style-type: none"> • Sanctions would include but are not be limited to removal from the curriculum program and/or permanent exclusion from the school