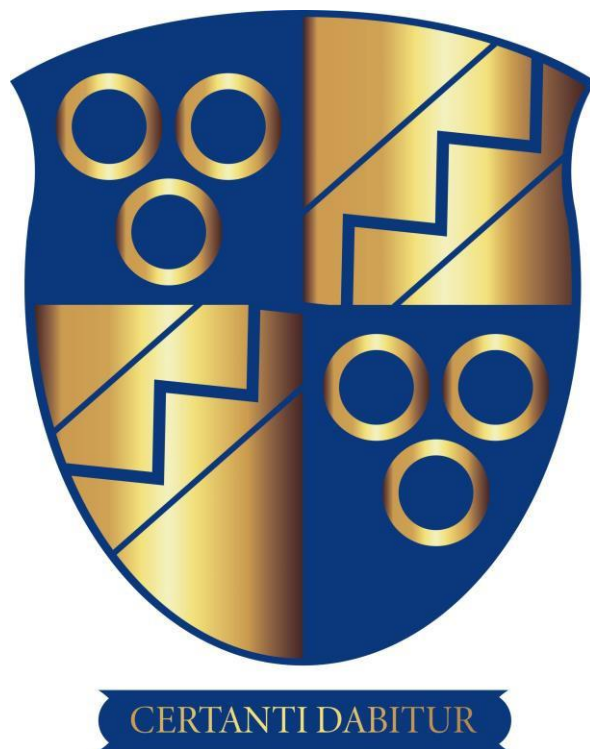


The Sixth Form at The Oldershaw School



Student Information Pack
Year 13

Welcome from the Head of Sixth Form:

Dear student,

Congratulations on joining Year 13 of the Oldershaw School Sixth Form. You are an important member of a growing community where you will continue to be taught well, where you will enjoy your learning and, providing you work hard, where you will be successful. Everything we do will continue to be under-pinned by our School values of:

Pride, Kindness and Resilience

You work in a community that provides a grown-up environment where students are treated appropriately to their status of being young adults with the ambition and drive to be successful. This is a learning community that is constantly evolving as new ideas and concepts are adopted. We provide passionate, inspiring teaching by teachers who have an in-depth knowledge of their subjects. You will continue to be given every opportunity to succeed and we will celebrate your success.

We will also continue to give you the outstanding pastoral care that Oldershaw is renowned for, with particular support around the choices you will make this year.

And your voice matters. There will be frequent Student Voice meetings where your opinions will be heard and respected. Indeed, the Student Leadership Team have contributed to the creation of this booklet.

I look forward to continuing to work with you.

Mr Routledge

Start of term arrangements:

Tuesday 3rd September –

11.10am – 11.40am Assembly (Lecture Theatre)

11.40 - Form Time and registration-

Lessons start after lunch

Life in the Sixth Form

Attendance:

Attendance is compulsory. This includes registration, lessons, PSHE and free time. Punctuality is also expected for all timetabled sessions.

However, there may be times when you cannot reasonably attend a session and, as a result, are marked as being absent on the register. Reasons for acceptable absences are listed below. Absences that may be accepted by the School are called 'authorised absences'.

For an authorised absence to be recorded on the register your parent/carer must communicate the reason for absence in writing to your Form Tutor. For example, if you have a doctor, dentist or hospital appointment, all letters should be provided by your parent/carer, or, we can take a copy of an appointment card. The School is not obliged to accept repeated absences as genuine.

If you are going to be absent because of sickness, transport problems etc. the School should be telephoned on 0151 638 2800 and a message left. You should ensure that the School is telephoned on the first and every subsequent day of your absence. You should also bring a letter from your parent/carer explaining your absence when you return to School.

Alternatively, please notify Mr Routledge by email: routledgele@oldershaw.wirral.sch.uk

Any personal holiday during term time will be counted as unauthorised.

Authorised Absences:

- Sickness – if a letter from your parent/carer explaining the absence is supplied to the School;
- Work experience, careers advice or university visits – these must be pre-planned, evidenced and agreed;
- Medical emergencies;
- Religious reasons
- Discretionary reasons agreed by Mr Routledge

Unauthorised Absences:

The following are examples of reasons for absence that will **not** be accepted as authorised absences:

- Babysitting
- Holidays
- Paid employment
- Leisure activities
- Birthdays or similar celebrations
- Shopping trips
- Driving lessons

Please note: **Poor attendance may cause you to lose your place in the Oldershaw Sixth Form**

Private study, supervised study and home study lessons:

As you are aware, in Year 13 you have non-timetabled lessons each week. These private study lessons should be used sensibly to carry out wider reading / research and to complete homework assignments. You may use any empty classroom, the Library, the Sixth Form Quiet Study room on the ground floor or, with teacher permission, any spare computer in a computer room during your private study lessons. You should not misuse any School resources, including IT resources, or cause disruption to any other member of the School community during your private study lessons.

You will also have a minimum of two timetabled supervised study periods in the Lecture Theatre each week. **Attendance is compulsory.**

Progress:

Work and academic progress

If you appear not to be making the levels of progress that you are capable of in terms of quality of work and/or you exhibit poor behaviour and attitude in lessons and/or you are not meeting deadlines, your subject teacher will inform your Form Tutor and Mr Routledge. You will then agree targets for action with the provision of additional support. Your parents/carers will be informed.

Progress reports

You and your parents/carers will receive a progress report once every half-term. The progress report will state your current working at grade, your attitude to learning and whether there are any issues with your attendance or time keeping.

Minimum standards for Sixth Form students' written work:

- Each piece of work should have a title and a date.
- Handwritten work should be written in pen, which must be black or blue in colour.
- Care must be taken to ensure that spelling, punctuation and grammar is checked and mistakes corrected before work is handed in.
- Diagrams, tables, drawings and graphs should be in pencil and a sharp pencil must be used.
- Straight lines in diagrams, tables and graphs should be drawn with a ruler.
- Diagram, table and graph labels should be written in pen, which must be black or blue in colour.
- Diagrams, tables, drawings and graphs should be at least half a page in size, unless the teacher or question specifies otherwise.
- There should be no doodling or graffiti on any work.
- Incorrect work should be crossed out neatly with a single line through work that should be ignored.
- Work completed on a computer when printed out should have the student's name and tutor group, along with the name of the teacher to whom the work is being submitted, as a header or a footer on each page.
- Worksheets, graphs drawn on graph paper, and other loose sheets must be securely glued into exercise books if used.
- Work should be filed chronologically by subject, sub-topic and/or teacher in a lever-arch file or ring binder. No work should be loose.
- Students should have the last half term's worth of notes and handouts with them in each lesson in a lever-arch file or ring binder.
- At the end of each half term students should ensure that all their notes / handouts for that half term are organised into a subject lever-arch file
- You will each have a diary which must be completed every day, with the reflection section completed once a week. It should be presented to your Form Tutor weekly for signing.

Expectations for Sixth Form students:

You are no longer pupils. You are young adults who are students and your behaviour should reflect that at all times.

Students attending the Oldershaw School Sixth Form:

- Recognise their responsibility as senior members of the School; setting a good example to younger pupils and always acting in the spirit of the Sixth Form behavioural expectations.
- Make studying their first priority, including carrying out wider reading and research, ensure that they are aware of the requirement of the specifications of each course that they are studying.
- Treat Sixth Form study as if it were a full-time job, spending at least 35 hours a week on timetabled lessons and independent study, in particular making good use of private study and home study sessions.
- Take responsibility for their own progress by self-assessing and target setting in consultation with their subject teachers and tutor.
- Review their targets regularly and be proactive in seeking help from their Form Tutor or subject teachers if they are experiencing difficulties.
- Be courteous at all times and treat staff, other students and visitors to the School with respect.
- Maintain full attendance, be punctual, organised and prepared for learning, meet all deadlines, informing teachers in advance of any foreseen absences and catching up on missed work.
- Play a full part in the wider Sixth Form experience by positively engaging with induction activities, enrichment, games/sport, tutorials, PHSE, School student leadership and pupil voice activities.
- Foster a sense of community in the Sixth Form by respecting the privileges that being a Sixth Form student brings, contributing to the smooth running of the School in general and supporting peers who are experiencing difficulties in a spirit that reflects the School's commitment to being kind.

Sixth Form Dress Code (as notified August 24 2023)

All Sixth Form students are required to wear formal business attire.

- Clothing deemed appropriate: Smart suits, shirts with ties, formal tops, formal trousers, skirts or dresses of an appropriate length.
- Outfits must not be too short or revealing.
- Clothing deemed inappropriate: whilst the School does not wish to produce an exhaustive list of clothing deemed unacceptable for a professional work environment the following are not acceptable - Jeans, jeans style leggings, shorts, tracksuit bottoms or combat trousers.

General information:

Bursary (16-19 scheme)

The Government provides the School with some funds to help out students in financial need. If you would like to apply for a grant under the Government 16-19 Bursary scheme you should read the Bursary policy on the School website.

If you were eligible for a Bursary last year simply complete the self-declaration form

If you were previously eligible for Free School Meals you can see whether you are eligible for a bursary here: <https://www.cloudforedu.org.uk/ofsm/sims>

<https://www.oldershaw.wirral.sch.uk/bursary/3598.html>

Food and drink

The canteen is open for breakfast from 8.00am and along with Dr John's is available for snacks at break and meals at lunch time. The school operates a cashless catering system. A kettle and microwave is available for student use in the Common Room - these should be kept clean and not misused. Drinks should be finished at the end of break or lunch and not taken to a lesson. Students are expected to return any crockery and cutlery to the canteen at the end of break or lunch. Please use the bins to dispose of litter.

Information Communication Technology and mobile technology use (including laptops, tablets & phones)

Student use of Information Communication Technology (ICT) and mobile devices on the School site are subject to the School rules on the use of ICT facilities and mobile technologies (including laptops, tablets & smartphones). **Students must not be seen on mobile devices outside of the Sixth Form area.**

Paid part-time employment

Paid part-time employment can help you become more independent and provide you with useful skills. However, too many hours spent in part-time employment will have a detrimental effect on your studies. **Research has shown that any more than 10 hours of part-time employment a week will negatively affect your grades.**

Pastoral care

The Oldershaw School has a long-standing reputation for the quality of its pastoral care. This remains at the heart of our Sixth Form provision. You must feel confident that you can and will get every support you need. You only have to ask. Please also be sensitive towards the needs of fellow students. ALWAYS seek help and support when you need it.

Progression

Careers information, advice and guidance is available throughout year 13.

Whether you decide on an apprenticeship, university, further education or employment full support will be offered. A programme of activities will be delivered during PSHE to ensure you are fully prepared and aware of all opportunities available to you.

UCAS

Students wishing to explore university will have the opportunity to attend university events and open days with the full support and guidance from the School Sixth Form Team. Students will benefit from sessions delivered by university advocates and experienced staff, to explain the application process and advise on admission criteria to ensure successful entry into university. The registration process begins in July and once students have received login details, they can access their application from home, as well as School. We aim to process applications and send to UCAS in December, which gives our students every opportunity to receive early university place offers, prior to the nationwide January deadline.

Students will receive every possible support with your UCAS application.

EPQ (Extended Project Qualification)

We encourage all of our Level 3 students to participate on this programme. Taking the Sixth Form EPQ (Extended Project Qualification) can add significant interest to your studies, and EPQ will add considerable value to your university application. An EPQ is an independent research project which involves writing an essay of 5000 words (that's around 10 typed pages), or creating a product, which might be anything from an art object to an iPhone app. As the project evolves, you must complete a production log to record specific stages of the project and this also contributes to your project result. The third component of the project is an oral presentation.

Generally, the whole process from start to finish takes about 120 hours. There's no set time limit for doing an EPQ, but most students use the summer break at the end of Year 12 to do the preliminary research and then complete the project in the early part of Year 13. It is a formal 'level 3' qualification that attracts slightly higher UCAS Tariff points than a new AS-Level and increasing numbers of the UK's top universities offer reduced entry grades. Over the past 4 years, 87.5% of our students achieved A* – B on EPQ.

Pupil Voice

Pupil Voice is a key part of life in the Sixth Form. There will be a Sixth Form Student Council that meets regularly and students' views will be part of any key decisions taken with regards to Sixth Form provision. Your views do matter.

Smoking

Students are not allowed to smoke or vape (use e-cigarettes) anywhere on the School site and should not smoke or vape on the way to or from the School or whilst off site during the School day.

Travel and transport

Students travelling to School by bike or car should ensure that they use the road sensibly, abiding by the Highway Code at all times. Cyclists should not ride their bike on the School site and should wear a helmet. **Student cars are not allowed on to the School site at any time.** If using the public highways surrounding the School to park their motor vehicle, students should always park their vehicle in a considerate and safe manner. Please bear in mind that there are residents only parking bays along Valykyrie Road and Burns Avenue. Sixth Form students travelling on the public and private buses/coaches that serve the School should bear in mind that the School rules and Sixth Form student behavioural expectations apply to the journey to and from School.

Wider School life

The Sixth Form operates at the heart of the Oldershaw community and students will be given numerous opportunities to contribute. Examples include:

- Being a member of the senior student leadership team
- Being a senior prefect
- Becoming an assistant Y7 Form Tutor
- Mentoring younger pupils
- Running a club
- Helping at events such as open evenings, Sports Day, the Summer Concert and Art Attack

Predicted grades:

The mock examinations will provide teachers with evidence to help them formulate an A-level predicted grade for students for each subject, which will be used for university, apprenticeship and employment references. It is therefore critical that students revise thoroughly for their mock examinations. **The predicted grade for a particular subject will largely be based on a student's mock examination result.**

Sixth Form teachers use their professional judgement and experience to weigh up all the evidence available to them when setting a student's predicted grade. Students, parents and carers are respectfully requested not to put pressure on teachers to alter predicted grades.

University open day visits

Students wishing to attend a university open day during term time should, well in advance, inform their Form Tutor of the dates in which they intend to go.

BEST+

BEST - Building Employability Skills for Tomorrow

BEST+ is a comprehensive and multifaceted programme with the core aim of preparing all Oldershaw School Sixth Form students for future success in education, employment or training.

In other words, **everything** we do is designed to prepare you for the next stage of your lives when you leave us.

