

CHINGFORD FOUNDATION SCHOOL



SIXTH FORM INDUCTION DAY HANDBOOK

*An A – Z of the key information needed for a
successful time in the Sixth Form*

INTRODUCTION

The purpose of this planner is to ensure you understand the way in which we work the Sixth Form. It is significantly different from school life in Years 7 – 11. It reflects your maturity and the trust we place in you - to be committed to your studies and the final goal of good examination results and progression to Higher Education or a successful fulfilling career.

Your Sixth Form experience should not only be academically successful but also promote the development of social skills; the transferable skills so highly thought of by employers and Universities, and also enrichment opportunities of travel, sport etc.

I am looking forward to working with a committed, dynamic and positive Sixth Form with students who are determined to make the most of their time in the Centre academically and also to enjoy it.

As you read this planner you will notice that many entries are commitments by staff to support you. Others, however, require a commitment by you to ensure a smoothly running, harmonious community.

N Taylor
Vice Principal

Who's Who?

Vice Principal (Director of Post-16 Education) - **Mr N Taylor**
*Responsible for the overall direction and strategy of Post-16 Education in the school.
Also oversees staff recruitment and Safeguarding within the school.*

Assistant Principal (Head of Sixth Form) - **Mr G Jenkins**
Responsible for the day to day running of the Sixth Form, ensuring that students are supported in their education allowing them to fulfil their potential both academically and pastorally.

Deputy Head of Year 12 & 13 - **Ms D Goodman**
*Assists Head of Sixth Form in the day to day running of Sixth Form.
Leads on liaison with feeder schools and Higher Education.*

Assistant Head of Year 12 & 13 - **Mr A Gordon**
Assistant Head of Year 12 & 13 - **Mr C Westwood**
Assisting the Head of Sixth Form in the day to day running of Sixth Form

Sixth Form Administrator - **Mrs C De'Ath**
Sixth Form Administration Officer responsible for all administration - based in an office just off the Year 12 Study Centre.

Sixth Form Admin Assistant - **Mrs C Spencer**
Supporting the Sixth Form Administrator in the administration.

Wider Learning Co-ordinator - **Mr M Lansom**

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Academic Study

Academic success for the vast majority is only achieved by hard work making full use of the resources available to them.

For many Post-16 students, one of the hardest aspects of transition is from GCSE to A Levels. The pace of work and strategies for learning are different. In Year 12 there are study skills assemblies to help highlight the skills you need to develop so that you can meet with success.

Academic success revolves to a great extent around your ability to manage your time. The great temptation after Year 11 is to relax a little because the threat of exams has again faded into the distance. This is not wise. Consistent application to your studies is essential for success. Spend time on background reading; allow time for completing your essays etc.; find time to discuss your progress. Learn from your mistakes and build upon your successes.



Plan your time to fit social, sporting, music, work and travel around your studies but not at their expense.

Administration

Administration is generally co-ordinated by the Sixth Form Administrator in an office based within the Year 12 Study Base. Any queries from students, parents or teachers are dealt with here, as is half-termly tracking reports, attendance etc.

Assembly

A full Sixth Form assembly is held every Thursday in the Main Hall. It is important that the whole Sixth Form gathers together to receive information, consider important issues and feel part of whole community. Attendance is compulsory. There are also a separate Year 12 assembly every Monday morning in the Main Hall and a Year 13 assembly every Tuesday morning in the Main Hall. All assemblies start with students standing up on hearing the bell at 8.45am.

Attendance

It goes without saying that you cannot be successful academically if you miss lessons. Therefore full attendance is essential. A register will be taken in every subject lesson and the Sixth Form team will contact absentees as appropriate. Poor attendance may prevent progression into Year 13.

- If you need to be absent for any reason which you know in advance, a form (available from the Sixth Form Office) must be completed and handed into the Sixth Form Office. Please provide any medical appointment letters/cards as appropriate.
- If you are unwell and unable to attend Sixth Form, please make contact with the Sixth Form office on **020 8506 3871**. ***You must phone or ask a parent/carer to do so. A letter to support your absence may be required on return.*** Teachers will arrange to send work home if the illness is to be longer than a week. Ask a friend to collect handouts and homework tasks.
- If you feel ill during the school day - you **MUST report to the Sixth Form Office** - you **MUST NOT** simply sign out and go home.

Bulletin

This is written each week so that you know what is happening. It is displayed on notice boards in and around the Sixth Form areas. It is also available electronically via the school website. **PLEASE READ IT**

Bursary Fund

Following governments changes, students may be able to claim educational grants from a hardship fund. Details are available in the Sixth Form section of the school website, from where you can also download an application form or collect a form from the Sixth Form Office. **Please make use of this fund if you have any difficulty paying for school trips, educational resources, revision guides, uniform etc.**

Careers Advice – *also see Work Experience*

Careers information is displayed on the appropriate notice boards in the Sixth Form Study Centres and in the weekly bulletin. Higher Education prospectuses are also available to read there as well. Your own copy can be easily obtained from individual universities. Further advice can be obtained from the Sixth Form Team, your tutor and @CFS_Futures on Twitter.

Car Parking



When you have passed your test you may wish to drive to school. However there is no parking on site for students. Parking on the neighbouring roads is therefore the only option. Please make sure you park considerately and do not upset our neighbours by blocking driveways and playing loud music! Names and car details **MUST** be registered in advance with the Sixth Form Office.

Safe Driving: Please observe a 15mph limit in Nevin Drive.

How students drive in the roads nearby affects the reputation of the Sixth Form, therefore students who drive inappropriately will face disciplinary action.

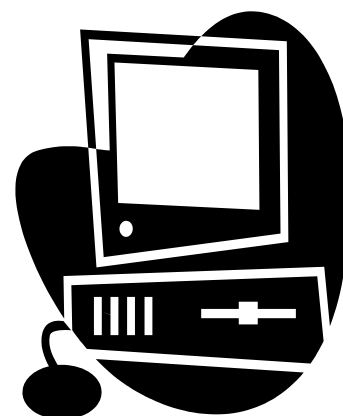
Chewing Gum

The whole of the Chingford Foundation School site is a chewing gum free area. Therefore, chewing gum must not be brought on site. Nor should it be taken on any school trip.

Computers

There are ICT facilities in the Sixth Form areas and the Library for the use of students. Please make sure you are considerate and take your turn at busy times. Please make sure they are not damaged in any way or tampered with. The Sixth Form laptops **MUST NOT** be removed from the Sixth Form Study Bases. Students must not play games on school hardware or the school network.

All students must comply with an acceptable use agreement. Monitoring software records the use of offensive language and inappropriate searches, with the result that those involved in computer misuse are disciplined.



Conduct Card

All students will be issued with a Conduct card. This must be carried whenever they are wearing the Sixth Form uniform or whenever they are on site. This is primarily used for staff to issue students with positive referral points.

Course Changes

Obviously there will be a few students wishing to change courses in September. Please make sure you discuss your plans with your subject teachers, form tutors, Head of Sixth Form and your parents. Don't simply give up one subject and start another without spending time discussing all the "knock on" effects with all concerned. Any changes will only be allowed after the Head of Sixth Form or Director of Post-16 Education has agreed. **No changes are permitted after Friday 14th September.**

Deadlines

Employers and Admission tutors in Higher Education are keen to know how well you manage your time to meet deadlines. Teachers will set realistic deadlines for essays and coursework. They may not, however, know your individual circumstances. If you have problems, discuss them in advance. Don't simply suffer in silence and get stressed or ignore them. Many teachers will issue you with a list of the term's deadlines and targets in advance. This will help with your time management and to track your progress.

Debating Society



A debating society is open to all Sixth Form students. There are a number of national competitions throughout the year

Driving Lessons or Theory Tests

Driving lessons or Theory tests must never be arranged during the school day.

Dress Code – All students

Suit black, dark grey or dark blue
(may comprise either full length trousers
Or knee-length skirt

Or

**Blazer
with
Trousers** black with school badge
mid-grey tailored full length,
with plain black belt if worn

**or
Skirt** mid-grey tailored knee-length,
with plain black belt if worn

Shirt plain white with formal collar;
must be tucked in at the waist
and buttoned up to the neck;
may be either long or short-sleeved

Tie Sixth Form tie
school logo must be clearly visible
(available at £5 from Sixth Form Office)

Jumper optional
but if worn must be **black, v-neck**

**Socks
or
Tights** plain black
plain black or dark grey

Footwear plain **black** leather type shoes
(NOT boots, trainers or canvas shoes)

Coat (if worn) dark blue, dark grey or black
Note: coats must be removed in school

Hat Students may wear appropriate hats to /
from school, but must ensure that these
are removed once on site.

Headscarf may be worn for religious reasons, but
must be plain and in one of the following
colours only: black/grey/maroon/white



Please note: the following are NOT acceptable for any student

- Skirts shorter than knee-length, tight skirts / trousers, lycra or jersey skirts
- Trainers, canvas shoes / plimsolls, any type of boots, stiletto heels, sandals
- Shirts with checks / stripes / logo, leisure shirts or coloured vests
- Jeans, leggings, hipsters, lycra, denim, cords
- Hoodies, tracksuit tops, tank tops or cardigans
- Baseball caps

Notes on Dress code:

Jewellery For health & safety reasons jewellery is restricted to a maximum of one pair of plain ear studs or sleeper size earrings, one in each lobe, and a wrist watch. *No other forms of piercing are allowed.*

All jewellery must be removed prior to participation in PE because of the health & safety risks. The security of these is the responsibility of the pupil.

Make up Make up must be discreet.

Hair Hair must not be dyed unnatural colours. Extreme fashion cuts or styles are not appropriate.

Lapel badges These must be linked to school activities.

Mobile phone and other mobile electronic devices

Any brought into school are the personal responsibility of the student. They must be switched off and out of sight in all areas of school except for the Sixth Form Common Rooms and the Sixth Form Patio.

Dispute *In the event of a dispute between a student and the school about what is appropriate clothing / appearance for a Sixth Form student, the decision of the Director of Post-16 Education is final*

Finally:

The dress code MUST be worn at the following times, unless students are specifically told otherwise:

- Whenever students are on the school site (*both during and outside of the school day*), this includes if they come on site for an evening function, or during a Curriculum Day, on a Saturday or during the holidays.
- During all journeys to / from school
- During school trips
- At other school functions taking place off-site

Students who do not comply with the Sixth Form Dress Code may be removed from lessons and either provided with alternative uniform to wear or sent home to change.

Environment

We all want to live and work in a clean and healthy environment. You are therefore requested to keep the Sixth Form areas free of: litter, graffiti and chewing gum. The Sixth Form Council and Senior Prefects will be responsible for ideas to maintain the quality of the environment.

Our good example is also called for within the school as a whole, so please use the bins for litter wherever in the school. There are also paper recycling bins in the Sixth Form areas and around the school.



There are exclusive Sixth Form Male and Female toilets and students are expected to keep them in a healthy condition.

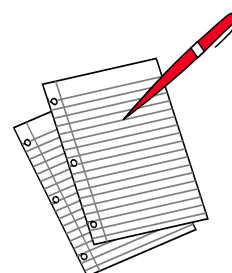
Equal Opportunities Policy

We respect the individual rights of all members of Chingford Foundation School and treat everyone accordingly no matter their ethnic background, gender, ability, age or sexual orientation. All students are required to show this level of respect to all fellow students and staff. Where you do not see this happening, please report it to a member of the Sixth Form team.

Examinations

Starting the course is not the only thing you have to do to be entered in the final examination. Examinations are expensive and we will not waste taxpayers' money, if, in the opinion of the subject teachers you have not made the required effort to be entered and will therefore probably fail. *It is your responsibility to check the exam entry details for accuracy.*

Year 12 students sit their AS-Levels during May / June of Year 12. It is possible, in a few subjects, to re-sit AS modules during May / June of Year 13; however this will not usually be encouraged. It is far more important to do well first time around. Students are required to pay for any re-sits. (There is no longer scope to re-sit A2 examinations.)



All examination both external and internal must be taken very seriously and strict rules are adhered to when taking them. Subject teachers will give specific advice on examination technique. **Black pen MUST be used for all examination work.**

Fire

On hearing the fire alarm all students must evacuate the building in a calm quiet sensible fashion and line up in tutor groups. Signing in / out sheets are provided for your safety. ***The assembly point is in the playground by the Jubilee block.***

Form Tutors

Form Tutors are key members of the Sixth Form team and are the first you or your parents/carers should speak to if there are problems. He/she is also the person who will write your university or career reference. They must know everything about you and you must try to develop a positive working relationship with them.

Going Off Site

Year 12 students are NOT permitted off site during the school day except at lunchtime. Students in Year 13 are additionally permitted to go off site at 2.15pm after registering in the afternoon if they do not have a taught lesson or a mentoring session during period 5.

Head Prefects

The Head Prefects of Chingford Foundation School are selected and serve from June in Year 12 until June in Year 13. The Head Prefects lead the team of Senior Prefects. They are ambassadors for the School.

Health and Safety

Please make every effort to maintain a safe environment in the Sixth Form areas and report any damage to the office e.g. broken furniture, which may become a health risk.

Holidays – *also see Attendance*

Holidays may not be taken in school time. To complete the courses successfully every day of teaching time is accounted for.

Homework - *See Private Study.*

Inclement weather - *See Snow Days*

Lockers

Some lockers are available in or around the Sixth Form areas. A part-refundable deposit is charged. Details obtainable from the Sixth Form Office.

Mobile Phones

- Mobile phones may only be used in the Sixth Form Common Room and patio area.
- They may also be used in the Study Centre before school, at break time and at lunchtime only.
- Phones should be **OFF** and **out of view** at all other times and in all other places.

Music

The opportunity for peripatetic music lessons in school continues into Sixth Form. Please see the Head of Music for details. Music groups made up from sixth formers will also be encouraged to play initially on a fun basis. Students may use headphones to listen to music during their study sessions. This is at the discretion of staff supervising.



Oxbridge

The Sixth Form provides a programme of support for students wishing to apply to Oxford and Cambridge.

Parents

Education is a three-way partnership (students, teachers and parents). Parents want to know how you are progressing. Don't forget they are supporting you and you have a responsibility to inform them of your progress. So have we. To this end we will supply your parents with a computerised report each half term simply stating your attendance and progress in each subject.

Parents' Evenings

- Information Evening for Year 12 - early September so parents can share our expectations for your study and behaviour.
- Parent /Tutor Evening for Year 12 & Year 13 - late October / early November - a brief meeting so that parents can find out how you have settled in.
- Parent / Teacher Evening for Year 12 & Year 13 - February - to hopefully congratulate you on your academic progress during the year and to meet your subject teachers to discuss any specific areas of concern.
- UCAS Information Evening for Year 12 - early March.

Plagiarism

Plagiarism is essentially copying work from another. For example, the use of ideas or content from a textbook or website, without proper acknowledgment of its author or origins, would constitute plagiarism. Similarly, copying another student's work would also be plagiarism. Plagiarism is viewed very seriously and may well lead to being withdrawn from public exams.

Private Study

For each AS Level subject studied it is expected that at least five hours per week private study be undertaken both at school and at home. For each subject in Year 13 it rises to 7 hours per subject. Study at Sixth Form level requires commitment, time management and self-discipline. The effectiveness of your private study will be reflected in being able to keep to deadlines and also being able to find time for all the other important things in life - socialising, sports, travel, paid employment etc. The challenge is to find the balance.

The Study Centre and Library facilities are ideal locations to study both during and after school hours. Please have consideration for your fellow students. Some departments may have resource areas within them where you will be welcome to study. All Study lessons will be supervised – a register taken and checked regularly. Year 12 students must work in the Study Centre and ensure that they have appropriate work with them. Year 13 students must work in their Study Base or the Library. Students may use headphones to listen to music during their study sessions. This is at the discretion of staff supervising.

Problems

Please discuss them either with your Form Tutor in tutor time, with members of the Sixth Form Team or the Sixth Form Office. Don't wait and let the problem escalate, try to sort it out before the molehill becomes a mountain.

Punctuality

Each morning all Sixth Form students MUST be through the school gates by 8.40am and in sat their tutor room or assembly venue by 8.45am.

In the afternoon, students must be through the school gates by 2.05pm and in sat their Period 5 lesson by 2.10pm.

Late arrival for lessons is discourteous and disrupts the process of learning for all in the class. Employees in successful businesses are expected to be on time; the same applies to you.

Reading

All Sixth Form students are encouraged to read widely within and outside of their subjects. A suggested wider reading list is provided for students, a copy of which is available on the website. There is a wide stock of reading books available in the Library.

Refectory

Refectory facilities are available for Sixth Form use between: 7.45am-8.30am, 11-11.20am, and 1.20pm - 2.00pm. Please use the facilities sensibly remembering our responsibility to set a good example to the younger Students of the school.

Please note: *Hot food and drinks must be consumed in the Refectory and not taken elsewhere on the school site.*



References

References will be written for you on request to your form tutor. It is your responsibility to ensure form tutors are in possession of all relevant facts. See Tutorials. Virtually all references require a combination of the information listed below:

- Attendance - Health
- Areas of responsibility
- Communication
- Community involvement
- Development of transferable skills
- Involvement in enrichment activities
- Presentation skills
- Problem solving
- Punctuality
- Relationship with adults and peers
- Self-discipline
- Self-motivation
- Social skills
- Time management

Everything you require for a positive reference is on offer to you in the Sixth Form.

Registration – also see Attendance

Sixth Form students MUST be registered at 8.40am and 2.10pm every day.

Reports – See Parent and Tutorials

Revision

You will be advised on the best revision techniques and you will decide which works best for you. Some departments arrange revision sessions. Please listen to advice and announcements about revision programmes.

Rewards system

We believe it is important to recognise and celebrate the success of our students. Attendance and punctuality awards, subject-specific awards and the collection of positive referral points all form part of the Sixth Form rewards system.

Sixth Form Student Council

A Sixth Form Student Council, with representatives from both Year 12 and Year 13, meets regularly to discuss matters related to the Sixth Form and the whole school.

Senior Prefects

Senior Prefects assist the Head Prefects to represent the School and Sixth Form at various functions and events.

Skiing

A Sixth Form ski trip is planned each year. As you can imagine, the experience of skiing in wonderful scenery in a small group and then partaking in 'apres ski' will be very memorable. An opportunity not to be missed by beginners and more advanced alike.

Smoking

Chingford Foundation School is a smoke free site. Smoking is not permitted by anyone on site. Students are not permitted to bring tobacco on site at any time for any reason. Also, students are not permitted to smoke within view of the site, whilst travelling to / from school, whilst wearing the Sixth Form uniform or whilst on any school trip. Breaches of these rules are regarded very seriously.



Snow Days

On days when snow or ice is on the ground, the expectation is that the school will operate normally. You must assume this unless a message is posted on the school website to the contrary. On such days, it is important that you leave your house earlier to give yourself more time to get to school. You may wear boots / other appropriate footwear on the way to school, but bring the correct shoes in a bag to change into on arrival on site. **On such days the full dress code applies whilst on site.**

Student Planner

This will be issued to students at the beginning of academic year. Besides including a handbook which advises you on the running of the Centre it also has a diary section where homework and deadlines must be recorded.

Sports

All Sixth Form students take part in a weekly Games lesson. Students **MUST** wear the Games kit for this lesson, even if they are unable to participate actively.

Please Note

- Absolutely **NO** Jewellery may be worn during Games lessons
- Any student who cannot participate normally in Games lessons must still dress in the Games kit as they may be requested to assist with scoring / other non-participative activities
- In summer an appropriate hat and sun-block may be worn

Students are also able to compete with other local sixth forms and colleges in a variety of sports. Trials and fixtures are announced in the bulletin. Opportunities for sports leaderships and volunteering within the school and local area can result in national recognisable certificates.



Games Kit

Sixth Form T-shirt

White short-sleeved with school logo
(Available from the Sixth Form Office for £3)

Shorts

Plain maroon
(Available from the Sixth Form Office for £5)

Socks

Plain white

Trainers

White or largely white

Optional kit

Long-sleeved plain white T-shirt.

If worn, it must be worn underneath the Sixth Form T-shirt

Jogging bottoms/Grey sports leggings

If worn, these must be plain light-grey with no stripes etc.

Football boots

Study Centre

Year 12 students are timetabled in the Year 12 Study Centre when not in a lesson and similarly Year 13 students are timetabled in their own Study Base or Library. These are supervised lessons, where Students must complete academic work. Students may use headphones to listen to music during their study sessions. This is at the discretion of staff supervising.

Please note that no food or drink is allowed in the Library

Teacher Absence

If teachers are ill or attending a training course, work will be set. Please carefully follow instructions about what to do. Students must work in their normal classroom for the whole lesson unless explicitly told otherwise.

Text Books

These will be loaned to you at the beginning of your courses. They must be looked after and returned after you sit your final exam. We cannot afford to keep replacing them and you will be asked to pay full replacement cost if they are not returned. Your exam results may not be issued if you owe the school money or books.

Tour Guides

At various times during the year students are asked to give visitors a guided tour of the site and talk to them about life in the Sixth Form. Although this is voluntary, students are asked to do this willingly and references will reflect your support.

Tracking Reports

Each half-term data will be collected from teachers to track student's individual progress. There are three main headings:

***Deadlines**

***Effort**

***Expected Grade**

Teachers are also invited to comment if necessary. Once published the data is used to help you know how to progress. These will be discussed with Tutors and Sixth Form pastoral staff.

Travel

A variety of trips are organised for Sixth Form. Overnight visits include: a European Ski Trip, a Trip to Paris or Berlin, and Geography Field Trips.

Tutorials

In your registration time, 8.40 – 9.00am, and at other mutually convenient times you will meet individually with your Tutor to discuss your progress in each subject. Your Tutor will have your tracking grades and will be able to support you by agreeing with you suitable targets to work towards. He/she will also note your involvement within the community and build up a detailed profile of you as a person to use later in references.

The purpose of tutorials is to ensure that your full potential is reached in all aspects of Sixth Form life. Build up a relationship of openness and trust with your tutor and make sure these meetings are valuable to you. **Tutor time is not optional.**



Twitter

In order to maintain good communication with students, there is a Sixth Form Twitter account. We encourage all students to follow us! Parents are welcome as well; please go to @ChingfordSF on Twitter

UCAS - (University and Colleges Admission Services)

This is the organisation that co-ordinates the entry processes to Higher Education. The whole process will be explained to you in the summer term of Year 12. At this stage we would advise you to consider the possibility of aiming for a place in Higher Education. There are some wonderful courses and your time at University will be very memorable!

Copies of the University prospectuses are available in the study areas and Library.

University Open Days

You will be encouraged to find out about university courses but should normally only attend Open Days during holiday time or at weekends.

Value Added (ALPS)

ALPS is a system that takes your GCSE grades and uses them to predict A Level grades. If you seem to be falling below these target grades, then something is going wrong and we need to work together to put it right. We aim to actually improve on your predicted grades and hence add value to your educational output.

You will be very much a part of the calculation process and thus have at least a base line target to aim for.

Vending Machines

Vending machines are provided in and around the patio area for your use. They must not be abused. Snacks purchased from the machines must be consumed only within the Sixth Form areas. Please help to keep your environment clean and tidy.

Please note that food or drink MUST not be purchased for Students lower down the school.

Work Experience

We encourage students to find valuable work placements in holiday times to develop your skills and give experience that relates directly to your career aspirations and employability.

Work (*Paid Employment*)

We understand the need to earn money to support your demanding social lives etc. However, this opportunity for money now must not impinge on your studies and therefore the possibility of a very well paid job later, having obtained your examinations. **We would strongly recommend no more than eight hours a week.** Also, we insist that you **never arrange to do part-time work during school hours.**

