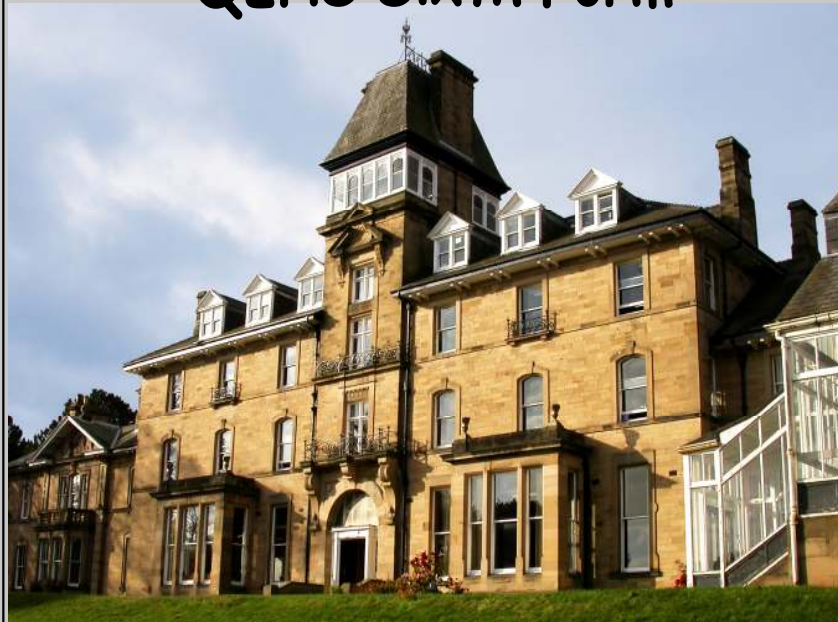


## QEHS Sixth Form



# Newsletter For Year 12 Parents

### **Contacts:**

|   |                                     |
|---|-------------------------------------|
| Key Stage 5 Co-ordinator:                 | John Hill                           |
| Year 12 Learning & Guidance Co-ordinator: | Sheila Turnbull                     |
| Year 12 Mentor:                           | Michelle van den Berg               |
| Year 13 Learning & Guidance Co-ordinator: | Gordon Whitfield                    |
| Year 13 Mentor:                           | Rebecca Ruddick                     |
| Senior Tutor:                             | Tim Burdon                          |
| Office Manager:                           | Sarah Bates                         |
| Contact telephone:                        | 01434 610317 (6 <sup>th</sup> Form) |

As your son/daughter begins Year 12 we thought it would be appropriate to contact you with details of some of the key procedures in the sixth form as well as information on the opportunities that post-16 studies offer. First of all, however, we would like to welcome Sarah Bates, as Office Manager, and Michelle van den Berg, as Learning and Guidance Mentor for Year 12, onto the 6<sup>th</sup> Form Team.

The number of students we have in Year 12 is just over 260 so we have a large pastoral support team and 12 tutor groups. We have outlined below some of the ways in which we try to guide and support our students through their time in the sixth form.

## **THE ROLE OF THE FORM TUTOR**

Every student in the sixth form has a form tutor. Tutors offer students support and advice outside of their academic subjects.

Tutors are also integral to the academic monitoring processes we have in place and, along with senior staff, are responsible for completing references for higher education and employment.

In short, the tutor has an overview of his or her tutees' activities in all areas of their experience in the sixth form. Tutors hold weekly student guidance sessions lasting one hour and deal with pastoral and progression issues (*see page 6*) as appropriate.

## **ACADEMIC MONITORING**

In both Year 12 and Year 13, we undertake academic monitoring of student progress.

In Year 12 data is collected from all subjects at two points during the year - shortly before the October half term and in February for the March parents' evening. This provides information on student achievement and effort with attendance data being added from our electronic registration system.

The data is passed onto the form tutor who interviews each tutee, discusses the review and agrees appropriate targets. In this way, the form tutor maintains an overview of each tutee's overall performance.

## **ATTENDANCE**

If your son or daughter is going to miss either a lesson or a whole day of school, it is essential that you, or they, telephone the sixth form office. Please advise any known or likely absence to us in advance, if possible. This can be done on the day of absence by telephoning Sarah, our Office Manager, on 610317.

This is paramount if your son or daughter is in receipt of EMA (*see over*).

## **EDUCATION MAINTENANCE ALLOWANCE (EMA)**

Some students are eligible for payment for attendance and completion of work at school. Sarah Bates deals with this, using our electronic registration system.

Any student receiving EMA who is absent from a lesson, a student guidance period, or is late to either without notification from home is liable to lose the payment for that week. Thus it is essential that you contact us with notification not only on the first day of absence but also each day after that. All students in receipt of EMA should check their bank statements on a weekly basis and any queries about non-payment should be made to Sarah as soon as possible.

## **STUDY LEAVE**

The sixth form tutor registers and monitors study leave (*permission to be out of school*) agreed between the school and the parent or guardian.

The information about study leave is in the sixth form planner, which is given to every student at the start of the year. The information in the planner outlines the general guidelines we set for students.

**If your son or daughter takes study leave, you should have signed your agreement in his or her planner.**

## **STUDENTS LEAVING SCHOOL PREMISES**

There has been some confusion regarding the issue of whether students may leave school premises during the day. The school's position is as follows:

Students may leave the premises at lunchtime only. Otherwise they should remain in school, unless they have study leave, as outlined opposite. The only exception to this is period 5 (2.15 - 3.20 pm) when students may leave school if they do not have a lesson.

If students leave the premises during the school day, it is at their own risk.

## **CONNEXIONS**

Any student in the sixth form who needs careers advice can easily obtain it. Kathleen Brown, the Connexions Personal Adviser, is available in the Learning Resource Centre every Monday, Tuesday and Thursday from 8.30am–4pm to offer impartial help. Students can make appointments with Kathleen at the LRC desk

## **EXTENSION/ENHANCEMENT**

One of the great strengths of QEHS is the range of opportunities open to students to extend their academic studies.

It is strongly advised that students take advantage of what is on offer, both for their personal development and to extend the range of activities they can include on application forms for employment or higher education.

We offer clubs and societies, such as the Human Rights Group, Christian Union and Fair Trade, as well as a wealth of music and theatre groups.

There are also all the sports teams in school and the evening classes run through the Community Education Department. We are able to offer Computer Literacy Classes - the ECDL (*European Computer Driving Licence*). Mr Whitfield organises the Millennium Volunteers and there are National Governing Body Sport and Higher Sports Leaders Awards, for which students should see Mr Mullins.

## **GENERAL STUDIES**

We encourage all level 3, advanced level, students to enhance their academic profile by taking AS General Studies. General Studies is a subject in its own right, which integrates knowledge from different disciplines. It involves the study of important topics from science and technology, the arts, humanities and the social sciences and the interconnections between these areas of knowledge.

A number of universities accept General Studies as an A level in its own right and every year at QEHS we have students who get onto university courses because of their General Studies grade. Even if a university does not accept this subject, it is an important enhancement as the skills and knowledge needed to

pass suggest a well informed and well rounded student.

Students are prepared for General Studies as part of their guidance programme in the spring term and take the exam in the summer. Students can choose to take this on to A2 level in year 13.

If you have any questions about General Studies, please see Mr Hill.

## **RE-SIT GCSES**

In Year 12 we run re-sit classes for GCSE English Language and GCSE Mathematics. It is vital that students are aware that not having a C grade in English Language and a C grade in Mathematics can make progression to university and some employment areas more difficult. There are very few universities that will accept students on to degree courses without a C grade in both subjects. Students who have not achieved a C grade or above in either maths or English and who are not re-sitting must see Michelle van den Berg immediately.

## **YEAR 12: THE GUIDANCE PROGRAMME**

All students have a guidance session with their form tutor on a Wednesday Period 1. The guidance programme is intended to provide students with:

- Support for their studies
- Advice on progression - on what to do after the sixth

form

- Guidance on wider personal and social issues
- This year, some of the activities include: outside speakers covering issues including post-16 drugs and alcohol concerns; safe driving; university entry; taking a gap year
- One to one interviews with tutors to review progress and discuss areas for improvement
- Preparation for AS General Studies
- Introduction to Critical Thinking
- Presentations by Mr Hill to the whole year group. Topics include:
  - covering planning for after the sixth form
  - how to use the UCAS (university entry) website
  - how to choose a university course.

A number of tutorial sessions are devoted to building on these talks so that students are in a position to make appropriate university choices and write an effective personal statement.

## **LEARNING & GUIDANCE MENTOR**

We are very pleased to welcome Michelle van den Berg as our Year 12 Learning and Guidance Mentor.

Michelle is based in the Post-16 office and her role is to provide support and advice in all areas affecting your son/daughter's learning, progression and well-being. These could include:

- Learning - subject choices, changing or dropping subjects, coping with work, time management, meeting deadlines, attendance, motivation
- Progression - making decisions regarding university or employment, writing personal statements and applications
- Well being - personal and emotional issues, relationships, health

If you would like to talk to Michelle, she can be contacted on 01434 610317. or e-mail [mvandenberg@qehs.net](mailto:mvandenberg@qehs.net).

## **SIXTH FORM CARS**

During the course of Year 12 a number of students will be taking and passing their driving test. If your son/daughter is to be bringing a car to school we would be grateful if you would emphasise the importance of driving with the utmost caution in the area around school. Students are only allowed to bring cars onto school premises via the hydro drive, parking in the area just below the school pavilion (top playing fields). Students are not allowed to bring cars into school via the Whetstone Bridge Road entrance.

A reminder of other important dates for the coming year:

| Date        | Event   |
|-------------|---|
| 13 November | Review Day—Parent meeting with tutor          |
| 12 March    | Parents' consultation evening with teachers   |
| 11 May      | AS examinations start                         |
| 18 June     | Parents' meeting: Entry into Higher Education |
| 22 June     | Next Steps Conference                         |
| 20 August   | AS results day                                |

## YEAR 12 REVIEW DAY APPOINTMENTS TO MEET FORM TUTORS

We are looking forward to seeing you at this event. Appointments should be made with the form tutor on an individual basis.

Students are encouraged to attend with their parent(s) or carer(s). The meeting is intended to give you an idea of how your son/daughter has settled in to the sixth form routine and to give you an opportunity to ask any questions you may have about the sixth form.

It is also an important opportunity for you to meet with your son or daughter's tutor. Your form tutor will have initial feedback from all your son/daughter's subject teachers as to how they have settled to their studies and the level of effort they are making.

If a tutor is unable to answer your query, we will get back to you.

## NOTES FROM REVIEW DAY

*We would welcome any thoughts you may have about the timing of this day, and whether it has fulfilled its purpose to your satisfaction. Please address your comments to John Hill.*