



Chace Sixth Form

WELCOME BOOKLET

2020/ 2021

Name: _____

Please read this booklet before the start of term and bring it with you on your first day in September. Students and parents should sign the contract.

TERM DATES 2020 / 2021

AUTUMN TERM - 2020

Wednesday 9 th September	Year 12 Induction
Monday 14 th September	Year 12 - Lessons begin
Thursday 22 nd September	Elevate Workshop
Monday 26 th - Friday 30 th Oct	Half Term
Thursday 5 th November	Post 16 Open Evening (provisional)
w/c Monday 9 th November	Y12 Assessment week
Thursday 26 th November	Post-16 Parent Consultation Evening
Friday 18 th December	Last day of term. Reports issued

SPRING TERM - 2021

Monday 4 th January	INSET DAY
Monday 15 th - Friday 19 th Feb	Half Term
w/c Monday 22 nd February	Y12 Assessment week
Thursday 1 st April	Last day of term. Reports issued
Friday 2 nd – Friday 16 th April	Easter Holidays

SUMMER TERM - 2021

Monday 19 th April	First day of term
Monday 3 rd May	Bank Holiday
Monday 31 st - Friday 4 th June	Half Term
w/c Monday 14 th June	End of year exams
Thursday 9 th July	Reports issued
Wednesday 21 st July	Last day of term
Thursday 22 nd July	INSET DAY
Friday 23 rd July	INSET DAY



Chace Sixth Form Student Contract

You and your parents need to read and sign this document before we can finalise your enrolment

As a student in the Sixth Form at Chace Community School, you are entitled to:

- An agreed two year course of study (one year if you are on a Level 2 course) with substantial, well prepared teacher input.
- Regular feedback on performance related to your target grades or levels.
- Support and encouragement from a personal tutor.
- Access to a range of facilities to enhance your studies, including common room, quiet study room, computer suite and the library.
- Opportunities for enrichment and personal development.
- Support with the next steps of your life including application to university.
- Join the Post-16 Committee and/or Student Council.

In return we ask you to:

- Recognise that you are an important part of the school and to behave and dress in a way which acts as a role model to younger students.
- Treat all members of our school community with courtesy and respect.
- Try to make a positive contribution to the life of the Sixth Form and the school.
- Meet the specific requirements set out below.

Specific requirements:

- Swipe in with your ID badge when you enter the building and swipe out when leaving.
- Daily registration in Tutor Groups at 8.40 am and 12.30 pm unless specifically excused beforehand or ill (in which case parents should inform the school on the first day of absence). This is a legal requirement.
- Attend all timetabled lessons, Key Skills and assemblies unless prior permission for absence has been obtained.
- Complete work to the expected standard and hand it in on time.
- Work effectively in study periods using the facilities provided.
- Wear your lanyard and ID badge at all times – this is an important security requirement.
- Respect the Sixth Form facilities by not littering and keeping it tidy, so that it remains a positive learning environment.
- Complete 20 hours of voluntary work during years 12 and 13.
- Attend all intervention that has been planned by your teachers or the Sixth Form Team.
- Adhere to the dress code
- Carry out your chosen voluntary duty effectively.

I have read and understood the Sixth Form Student Contract, Attendance Agreement, Three Step Action plan and Code of Conduct.

● **If I fail to meet these requirements, I understand that my future in the Sixth Form will be reviewed.**

Student signature and date: _____

Parent/Carer name: (Please Print) _____

Signature and date: _____

Tutor name: (Please Print) _____

Signature and date: _____

THE SUCCESSFUL SIXTH FORM STUDENT

- Is well organised, keeps their files up to date and devotes adequate time to thinking about their subjects, preparing work and revision.
- Keeps abreast of developments in their subject by watching current affairs programmes, reading quality newspapers and appropriate magazines. Will then use this knowledge in discussions and written work to give extra depth to their ideas and to ensure they see topics from a range of different angles.
- If struggling, won't bury their head in the sand and hope it will all go away; they seek help quickly and put in the necessary time and effort to overcome their difficulties.
- Acts on all advice given by teachers.
- Views learning as a two-way process and engages positively in class. Concentrates, takes adequate notes and asks questions. They don't just accept what the teacher says at face value if it doesn't make sense to them; they challenge and debate ideas until they feel that they have a full, rounded understanding.
- Takes reasonable breaks from their work to ensure their minds don't become over-tired, but doesn't waste large amounts of private study time chatting when there is work to be done.
- Revises material in preparation for the next lesson so they can understand more easily how the new material builds on what they have already covered. This keeps the work fresh in their mind and reduces the workload at examination time.
- Goes back over their previous work and uses their teacher's comments to improve it; teachers are very happy to remark work which has been improved.
- Will use a diary (electronic or in book form) to ensure that they can manage their time effectively and complete work by, or preferably before, the deadline.
- Enters fully into Sixth Form life and makes the most of the opportunities offered, but are careful not to take on too much.

EXPECTATIONS

As well as what you should expect from the Sixth Form, we have high expectations of you. We expect you to be aspirational, to strive to achieve your targets and goals. To do this you will need to be fully committed in terms of your work ethic, your time management and personal organisational skills.

Highlighted below are areas that are key to your success:

- Attendance – Your attendance should not drop below 95%.
- Punctuality – Be on time for your lessons. If you are late to school two or more times in the same week you will receive a one hour supervised study session after school.
- Prepare for all lessons – Have you carried out any research or work required? Do you have the correct equipment/resources needed?
- Textbooks – Teachers will let you know what will need to be purchased for the subjects you are studying.
- Equipment – You should have a ring binder for each subject you study with dividers for different units of work. The ring binder should be brought to every lesson. You should also have a lever arch file for each subject to keep units of work you are not currently studying, which can be kept at home. You will be informed of subject specific equipment requirements.
- Deadlines – Make a record of our deadlines and stick to them.
- Examination dates – Make a record.
- Deepen your knowledge and understanding by carrying out extra reading.
- Positive role models - As the eldest members of the school, we would expect you to lead by example by respecting everyone around you, the environment and make a positive contribution to the Sixth Form and wider community.

***We expect you to have fun – Chace Community School
Sixth Form is a great place to be working.***

ATTENDANCE AGREEMENT

- In Year 12 students are required to attend ALL Form Times at 8.40 and 12.30 including assemblies (unless a written exemption is supplied by the Head of Sixth Form).
- Year 12 students must attend school every day, regardless of whether or not they have lessons. They must use non-contact lessons as study time.
- Students are allowed to leave school at lunchtime and can choose to study at home in the afternoon if they do not have lessons.
- We encourage students to seek part time employment but please bear in mind that students must be available at all times during the school day (8.40-3.10) even when they do not have lessons for any compulsory study time sessions or enrichment activities as and when required. In addition, hours worked should not impact on homework / independent study time.
- Students are required to attend punctually at the start of all lessons.
- In Year 12 students are required to attend all Key Skills lessons throughout the year (unless a written exemption is provided by the Head of Sixth Form).
- Only authorised absences will be acceptable. Authorised leave in advance may include:
 - medical appointments that cannot be arranged outside school hours.
 - particular need to care for a family member.
 - religious festival/holiday.
 - visit to FE or HE interview or open day. These will be monitored and restricted if they always fall on the same day of the week. (Please collect a form from the Sixth Form Office before the visit).
 - participation in a significant extra curricular activity e.g., drama or sport.
 - unpaid work experience which is integral to your course.
 - attendance at the funeral of a relative or close friend.
 - severe disruption to transport (e.g., train/bus strike).
 - a driving test (NOT A LESSON).

ATTENDANCE AGREEMENT

Other absences that may be authorised:

- emergency situation of a family member e.g., sudden/severe illness.
- transport problems not known in advance.
- emergency dental/medical appointment, isolated periods of sickness.

If you arrive late you should go straight to registration. If this is after 8.50am you **MUST** sign in with the Sixth Form Administrator.

Two lates for school in a week will result in a 20 minute detention, increasing in duration if you fail to attend.

Lates to lesson will result in a detention, as per standard school policy.

Concerns regarding attendance and punctuality will be discussed with you and your parents. Persistent lateness or absence will result in sanctions and you may be asked to leave the Sixth Form if concerns continue beyond this.

All absences must be supported by documentary evidence such as a medical certificate or note from parent/carer. If you are absent from school for any reason which has prevented you from giving prior notice, your parent/carer should phone the Sixth Form Administrator on 0208 352 8254. Alternatively, an email can be sent to christodoulou@chace.enfield.sch.uk.

Temporary changes to this attendance agreement are in place for the duration of our Covid-19 timetable

DRESS CODE FOR SIXTH FORM STUDENTS

Whilst we do not have a uniform in the Sixth Form, we do expect students to adhere to our Dress Code. The Dress Code reflects our working and learning environment and also that Sixth Form students are role models for the rest of the school who are in uniform.

- Very short skirts and shorts/skorts, ripped jeans, tracksuits and hoodies are not permitted and low cut tops are not allowed. Midriffs, shoulders and underwear should be covered
- Leggings/jeggings are only permitted if worn with a dress or long tunic
- T-shirts with obscene images, slogans or messages are not permitted
- Hats and caps are not permitted
- Sliders and flip flops are not permitted
- PE students can wear plain black tracksuit bottoms or black shorts and a plain black tshirt or sweatshirt on days when they have practical lessons

The above is a guide; students not dressed appropriately will be sent home to change at the discretion of the Head of Sixth Form or senior leadership team.

ID BADGES

Sixth Form students are issued with ID badges at the start of the course. **These must be worn at all times.** Students will be sent home to collect badges if they are forgotten.

All students must swipe their card whenever entering or leaving the building. This is essential for health and safety reasons as it tells us you are in the building. In Year 13, this also registers your attendance.

LEAVING THE SCHOOL SITE

Sixth Form are allowed to leave the site at 12.50 pm. You must ensure that you swipe out and return in time for afternoon lessons, swiping again on your return.

Sixth form are not allowed to leave the school site during break time.

POST-16 BURSARY FUND

The Bursary Fund is money provided to schools by the government to assist Post-16 students. If you have received free school meals or pupil premium you will automatically receive a weekly allowance (paid half termly).

We are also able to help students who are facing financial difficulties. If you need help buying books, paying for trips, travel to school or general school equipment, please speak to Ms Christodoulou.

CODE OF CONDUCT

I AGREE TO FULFIL THE FOLLOWING REQUIREMENTS FOR THE DURATION OF MY TIME IN THE SIXTH FORM:

R	<u>Respect</u> <ul style="list-style-type: none">• Respect myself, take responsibility and do not make excuses.• Develop good working relationship with staff and discuss any issues which may be affecting my progress.• Adhere to the dress code for sixth form students
E	<u>Expectations in/for Lessons</u> <ul style="list-style-type: none">• Be fully committed to learning by undertaking independent study out of lessons (in school and beyond).• Read around and beyond the subject notes in order to gain the higher levels and use study periods effectively.• Complete work to a high standard and to specified deadlines.• Complete at least five hours of work per subject per week.
S	<u>Safety</u> <ul style="list-style-type: none">• Always move sensibly and calmly around the building, keeping to the left.• Keep hands, feet, objects and negative comments to myself.
P	<u>Punctuality and Attendance</u> <ul style="list-style-type: none">• Ensure a high degree of attendance and punctuality. If punctuality becomes an issue I will be expected to attend 'catch up sessions' after school.• Be on time to school and to every lesson. If a supervised study session for two or more lates in a week is issued, I will attend.
E	<u>Expectations Outside Lessons</u> <ul style="list-style-type: none">• Understand that success in the sixth form depends on a high level of commitment and effort to study at home.• Be a role model for students in school at all times by showing respect.• Not smoke on the school premises or the surrounding area.• Not bring alcohol or illegal substances onto the premises (such action would be likely to lead to a permanent exclusion).• Stay focussed and make sure that part-time work does not affect academic progress.
C	<u>Community</u> <ul style="list-style-type: none">• We are part of the wider community and show Chace at its best.• We put litter in the bins and when asked, pick litter up to make our community a clean and tidy environment.
T	<u>Teamwork</u> <ul style="list-style-type: none">• We consider the feelings of others regardless of the method of communication.• We are in it together.

THREE STEP ACTION PLAN

The following policy will be used where a student's behaviour (including attitude to learning), attendance or punctuality is giving cause for concern:

Step 1:

If a behavioural/attendance/punctuality problem is identified, the student will be spoken to by their form tutor to discuss the issues. An action plan will be agreed and logged in the student's file.

Step 2:

If the student does not adhere to the action plan, or if a pattern of persistent misbehaviour or absenteeism/lateness is identified, a meeting will be arranged with the Head of Sixth Form and the parents/guardians to discuss the concerns. A further action plan will be agreed and logged in the student's file.

Step 3:

If a student continues to give cause for concern, a further meeting will be arranged with the Head of Sixth Form and the parents/guardians to discuss the future place in the Sixth Form. At this stage, students may be advised to leave and given guidance to look for alternative career options.

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Duties / Volunteering Opportunities

As a member of the sixth form, you will be required to carry out at least 20 hours across Years 12 and 13 of voluntary work around school. We also encourage all students to volunteer in the local community. Voluntary work allows you to gain valuable skills to support you in your current and future studies, in your chosen careers and in life beyond school.

The following is a list of roles within Chace that you could choose from; do make sure that you have approached the appropriate member of staff and organised how and when you will carry out your voluntary duties.

Duties have been suspended during our Covid-19 timetable

Chatterbox Mentor (FBL)

Supporting Year 7 students make the transition to secondary school by meeting with them once a week and being available if they need you

Paired Reader (Literacy coordinator)

Once a week during registration time to support reluctant readers

Academic mentoring KS3 (including year 7 during lesson 7 on Mondays) (HOL's)

Mentoring a student who is experiencing difficulties in school

Subject tutor (AG)

Tutoring a year 10 or 11 student in English, Maths or Science once a week during lunchtime. This is a paid role, we will therefore need confirmation from your teachers that you would be suitable for this role.

Homework Support (Librarian)

Helping students struggling with homework in the LRC at lunchtime or after school

Lesson Assistant (HoFs/HoDs)

Supporting students during lessons

Form Assistant (Year 7 and 8 HoLs)

Adopting a Year 7 or 8 form and helping in some form times – taking an active interest in the well-being of the form and supporting the tutor with this. If you are supporting Year 7, you would also be supporting the form during Lesson 7 on Mondays 3.10-4)

Lesson 7 Support

All Year 7 students will be attending lesson 7 after school every Monday where enrichment activities will be planned. Sixth formers are needed to support i



Student Progress Homework Club Assistant (JL)

Supporting students with SEN on Thursdays after school

Student Progress Lunchtime club Supervisor (JL)

Supervising students during this social time club

Student Progress Breakfast club Supervisor (JL)

Supervising students

ARC Assistant (JL)

Supporting SEN students during their ARC lessons

School Play (EW/AFG)

Taking part in or supporting the School Play (*acting, directing, choreographing, music, sound technician, costumes, make-up, assistant stage management*)

Ambassador (CU/FBL)

Representing the school on open evenings, showing prospective parents and other visitors around school and attending other school events

Translator (MB)

Supporting students newly arrived to the UK and the school or to translate for parents during meetings and parents evenings

Prefect Duties (AFG/PJO)

Assisting in the orderly running of the school in the gym, field, Library or Diner

Sport Prefect (LD)

Running or assisting with the running of sport activities at lunchtime

Sixth Form Committee (AFG/CU)

Working alongside the Head students on various aspects of school life including improving school life inside and outside of the classroom, social events, fundraising etc

You are welcome to come and speak to us if you have your own idea for what you could do to support the school

Volunteering in the local community

We also encourage you all to volunteer in the local community and will be supporting you with this during Key Skills lessons. You could support our local community in charity shops or organisations, youth work, supporting vulnerable people etc.

STUDY TIME

The organisation of your 'free' time is an important skill which, once acquired, will be useful to you for life. Use your personal timetable to plan your study time by allocating times of the week to specific subjects or subject areas.

You should use the Sixth Form study areas during these times. You will learn how to better use your study time when you first join the Sixth Form and will also have one supervised study session per week in year 12.

It is important to allow a fair distribution of time between all the subjects you are studying. You should aim to spend a minimum of 15 hours a week studying outside set lesson times.

Sometimes it may seem that a teacher regards theirs as the most important subject, even the only one, you are studying. You may also find that an impending deadline upsets the timetable that you have worked out – but try to keep these pressures in perspective.

Things to do in private study (in addition to specific homework tasks) include:

- Remarking notes taken at speed in the lesson, writing them out under headings.
- Reading the relevant section of each book.
- Learning facts, quotations, vocabulary and testing yourself.
- Independent practical work in a computer room or technology area.
- Preparing essay plan or translation.
- Researching and making notes for an essay.
- Thinking about and refining information.
- Drafting, editing, amending, revising and writing up an essay or coursework project.
- Wider reading about a topic or related issue.
- Listening to foreign language broadcasts, watching a television documentary or scientific report on a topic related to your subject area(s).
- Researching the area covered in greater depth, eg; internet/library.

Other Tips:

- Organise your folders with dividers for different topics and keep assessments and targets at the front.
- Switch off mobile phones and other electronic devices while studying and take frequent, short breaks.
- Use Show My Homework to keep a check on the work you have to do and when it has to be done by. Ticking off work completed can be very satisfying!!

TIME MANAGEMENT

There's one life skill that will make all other life skills easier to achieve and that's time management! The better we are at it the more time we have to focus on what we really want to do and achieve. If we don't manage our time, we'll end up leaking it away and never having enough.

To have got this far in your school life you'll already have some time management skills, but this is about making those sharper to free up more time for you. Try these golden rules for maximising your free time:

1	GET TO KNOW YOURSELF Get to know when you work best and when you relax best. If you do your best studying first thing in the morning, don't struggle to do it late at night!
2	PRIORITISE You can't do everything, and you can't give everything equal time. List what you have to do in order of priority and stick to it.
3	BALANCE Life is all about balance. That means making time for studying, work, relaxation, eating, socialising, spending time with family and friends and so on.
4	GET ORGANISED Look at what you have to achieve over the next week and work out how you're going to allocate time for it all.
5	FOCUS If you plan to spend an hour studying, remember to stay focused and study. Then you can have some time off afterwards. If you procrastinate for an hour, study time will bleed into your down time.
6	DEVELOP HABITS Getting into routines will help you make the most of the time you have and enhance your efficiency.
7	TRACK TIME If you think you're wasting time, keep a diary for a day or week to see what you're spending your time on. Be really honest!
8	LIMIT TIME Sometimes it helps to limit the time we spend on a task. That helps us focus and get the job done.

SIXTH FORM CONTACTS

Ms A Christodoulou Tel: 020 8363 7321 / 020 8352 8213
Head of Post-16 Studies Email: christodoulou@chace.enfield.sch.uk

Ms A Findlay Tel: 020 8363 7321 / 0208 352 8238
University, Careers & Email: findlay@chace.enfield.sch.uk
Enrichment Co-ordinator

Ms A Clifford Tel: 020 8363 7321 / 020 8352 8254
Sixth Form Administrator Email: aclifford@chace.enfield.sch.uk

All other members of staff can be reached on the main school number:
020 8363 7321

or via the main school email address:
chace@chace.enfield.sch.uk