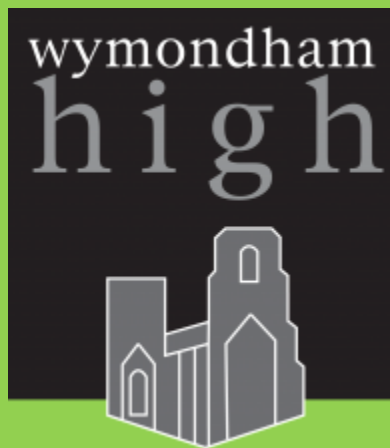


# Wymondham High Sixth

## Factfinder

2016-2017



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## 1. What are the timings of the school day and how do Tuesdays work?

<b>School Day (M, W, Th, Fr)</b>	
8.30	Arrival by this time
<b>8.35</b>	<b>Registration</b>
8.55-9.55	Period 1
9.55-10.55	Period 2
<b>10.55-11.20</b>	<b>Break</b>
11.20-12.20	Period 3
12.20-13.20	Period 4
<b>1.20-1.55</b>	<b>Lunch</b>
<b>1.55-2.00</b>	<b>Register in Sixth Form if no lesson P5</b>
1.55-3.00	Period 5 ( <b>Register in lessons</b> )
3.00	Buses
3.00-4.00	Period 6
3.00-4.25	Clubs, Societies or Workshops
4.30	Late Buses

<b>School Day on Tuesdays</b>	
8.30	Arrival by this time
8.35-9.30	Period 1 ( <b>Register in lessons</b> )
9.30-10.25	Period 2
<b>10.25-10.45</b>	<b>Break</b>
10.45-11.40	Period 3
11.40-12.35	Period 4
<b>12.35-1.15</b>	<b>Lunch</b>
1.10-1.15	<b>Register in Sixth Form if no lesson P5</b>
1.15-2.10	Period 5 ( <b>Register in lessons</b> )
2.10	Buses
2.10-3.40	Clubs, Societies or Workshops
3.40	Late Buses

Whatever your timetable, all Sixth Form students are expected to be in school between 8.30am and 3pm unless you have been granted home-study. Students who do not have Period 6 may leave at 3pm.

## 2. Where do I go each morning?

Week 1	Monday	Tuesday	Wednesday	Thursday	Friday
Year 12	Full Tutorial	Straight to Period 1  Students without a lesson P1 register in the CLC or with Mrs Hogg	Q1-9 Assembly (S14) Q10-17 Tutorial (with mentoring)	Committees	Assembly (North Hall)  Tutor Mentoring
Year 13			Tutorial (with mentoring)	Assembly (S14)	
Week 2	Monday	Tuesday	Wednesday	Thursday	Friday
Year 12	Full Tutorial	Straight to Period 1  Students without a lesson P1 register in the CLC or with Mrs Hogg	Q10-17 Assembly (S14) Q1-9 Tutorial (with mentoring)	Committees	Assembly (North Hall)  Tutor Mentoring
Year 13			Tutorial (with mentoring)	Assembly (S14)	

## 3. What areas are 'Sixth Form Areas'?

There are specific areas dedicated to the Sixth Form only. These are:

**Collaborative Learning Centre (CLC)** - This is the largest space. This area is for collaborative work where you can talk quietly about your studies and help each other. The upstairs area contains a number of computers and you can use your own devices throughout. These areas are free to relax and chat in during lunchtime and break but must be kept tidy at all times. Destinations information, such as University prospectuses, are located upstairs in this area.

**S25 Computer Room** – This computer room is used for Media lessons but is available exclusively to Sixth Form students when formal lessons are not taking place.

**Silent Study Rooms** – There are two silent study rooms above the Sixth Form Office. There is no talking in here at any point during the day so that students can work in total peace. One contains PCs and the other is an open space.

**Supra-Curricular Zone** – An area of comfortable seating above the Sixth Form Office with some access to computers. Departments will put wider reading material in the pigeon holes to extend your knowledge.

**Sixth Form Café** – This is open from 10am until 2pm. They provide a range of snacks to aid you through your hard work.

All rooms have access to wi-fi so you can use IT to work in any of these spaces.

#### 4. Sixth Form Contact Details and Who's Who?

If you, or your parents and carers, need to contact the Sixth Form for any reason, including absence, then you should call or email Mrs Hogg in the Sixth Form Office.

<b>Mrs Hogg</b>	Sixth Form Administrator 01953 713125 or email <a href="mailto:hoggs@wh-at.net">hoggs@wh-at.net</a>
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During your time in the Sixth Form, you will become more independent and consequently given greater responsibility, however, you will still need help and advice from time to time. As well as your tutor, there is a strong Sixth Form team who will guide and support you both pastorally and academically.

<b>Mrs Dinwoodie</b>	Vice Principal (with responsibility for KS5) Mrs Dinwoodie's office is located opposite the Silent Study Room
<b>Mr Pearce</b>	Head of Sixth Form Pastoral and Destinations (Oversees Year 13)
<b>Mrs Preston</b>	Head of Sixth Form Teaching and Learning (Oversees Year 12)
<b>Mr Sandall</b>	Head of Study Programmes and Equality of Access Mr Pearce, Mrs Preston and Mr Sandall can be found next to Mrs Hogg's desk.
<b>Mrs Powers</b>	Sixth Form Support Worker

#### Associate Sixth Form Staff

<b>Dr Bavage</b>	Leader of EPQ
<b>Mrs Sharpe</b>	Information, Advice and Careers Guidance Officer
<b>Gail Hunton</b>	School Counsellor (You can ask for an appointment yourself by emailing <a href="mailto:huntong@wh-at.net">huntong@wh-at.net</a> )

## Sixth Form Tutors

Your Sixth Form Tutor is the first port-of-call for students, parents and carers. Tutors see their tutees as a whole group on a Monday but they, or a linked member of staff, will also have one-to-one mentoring sessions with you. These are the people who will get to know you and write your references. It is very important to keep your tutor up-to-date with activities you do both within school and outside of school. You are able to discuss your plans, studies and needs with your tutor.

Parents can contact tutors either directly via email or through Mrs Hogg in Sixth Form Office. School email addresses are: <surname> <first initial>@wh-at.net

<b>Group</b>	<b>Tutors</b>	<b>Room</b>
Q1	Mrs K Barrell and Mrs K Keeling	M22
Q2	Mrs K Edmunds and Mrs K Kahler	M32
Q3	Mrs T George and Mrs K Keeling	S26
Q4	Mrs A Oakes	S07
Q5	Mr P Scarborough	M11
Q6	Miss L Freaney	N4
Q7	Mr D Rowe	E5
Q8	Mr M Lorimer	N1
Q9	Dr A Bavage	S04
Q10	Mr S Moore and Mrs L Ottaway	S08
Q11	Mr J Dunne	M21
Q12	Miss L Harwood	M04
Q13	Mr S Mears	M33
Q14	Mrs K Matthews and Mrs A-M Garside	M31
Q15	Mrs C Nair and Mrs R Squires	M29
Q16	Miss E Gibling	M30
Q17	Mr J Brooker	S11

In addition to your Form Tutor, you may be offered an Academic Mentor to support you in your studies on a regular basis. You can also request an Academic Mentor at any point if you would like one. Some students require a Personal Tutor for non-academic reasons. If you'd like a member of staff to be a Personal Tutor, please see your Head of Year.

## 5. What can I wear? – If in doubt.....ask!

### *BOYS*

- \* Dark business suits – brown, grey, navy, black or dark pin striped. Trousers must be full length.
- \* Shirts and ties (done up to the collar and tucked in). No T-shirts.
- \* Smart 'leather look' black or brown shoes. No trainers or boots. No canvas shoes.
- \* Plain, thin knit jumpers may be worn over shirts and under jackets when it is cold, but they are not a substitute for a jacket.
- \* Smart 'leather look' black, brown or navy shoes. No trainers or boots. No canvas shoes.

### *GIRLS*

- \* Dark trouser or skirt suits (or matching jackets and skirts/trousers) – plain brown, grey, navy, black or dark pin striped (a small, subtle check is acceptable). Skirts must be of an appropriate length, not be too short, no maxi skirts, mini-skirts or skirts with slits up the side. Stretchy or tight skirts are also not acceptable.
- \* Trousers must be full length, not three-quarter length. No culottes or shorts. Tight trousers are not permitted.
- \* Plain, thin knit jumpers may be worn over blouses and under jackets when it is cold, but they are not a substitute for a jacket.
- \* No dresses or pinafore dresses.
- \* Blouses must be sleeved. No T-shirts.
- \* Smart 'leather look' black, brown or navy shoes. No trainers or boots. No canvas shoes. Very high heels and backless shoes are not appropriate for school.



## HAIR, MAKE-UP AND JEWELLERY

- \* Discreet make-up and jewellery.
- \* Piercings – only one piercing in each earlobe – no other visible piercing.
- \* No visible body artistry.
- \* Hair colour should be a natural shade. No extremes of colour or shaved patterns. Hair should not be shaved on less than a number 2 setting.
- \* Facial hair should be kept short and neat.
- \* Students may not wear denim, combat trousers, cords or leather. Hoodies are also unacceptable.

### 6. Where can I store my things?

Lockers are available in the Sixth Form area; they cost £10 but you get £5 back when you return your locker key. See Mrs Hogg to arrange. The Sixth Form is a strong community but it is important to be sensible about looking after your belongings.

### 7. Where can I get food?

Students are encouraged to bring a packed lunch to school but The Sixth Form Café is open from 9am until 2pm each day. You can buy lunch or snacks from the Café and you are allowed to eat these in the CLC or Supra-curricular Zone at break or lunch and whilst you work. The only places you cannot eat are areas surrounding PCs and the Silent Study Rooms. Students are also allowed off-site at break and lunch to go to town and get lunch. Obviously, all litter must be put in the bin.

### 8. How can I get my voice heard?

The aim of Wymondham High Sixth is to provide you with the best opportunity to become a well-rounded and successful individual. It may be that you have an idea about something we could add to the Sixth Form or that we can do differently. We are very happy to hear your ideas and collaboratively work with you to make sure the Sixth Form is the best it can be. As well as informal systems, the Sixth Form is represented by Sixth Form Leaders, the Principal's Council and Senior Prefects. These students are fundamental in representing the Sixth Form student body. These

students are all selected at the end of Year 12 through a formal application process; all students in the Sixth Form are eligible to apply, wherever you completed Year 11. If you want something to be raised, you can:

- a) Speak to a member of Principal's Council or a Senior Prefect and they will take your views forward to regular meetings.
- b) Speak to or email a member of the Sixth Form Team.
- c) Sign up for the Student Voice sessions with Mrs Powers in the CLC.

## 9. What about Sixth Form Leadership opportunities?

Student leadership is an incredibly important part of your life at Wymondham High Sixth. Getting experience now will help you to develop yourself as an individual and it will also help you to develop skills which you can apply at university and in the workplace. Being a leader is often about taking initiative so if there is something you want to add, then speak to a member of the Sixth Form Team and set it up!

### Principal's Council

- Florence Wright (Sixth Form Leader)
- Alice Cooke (Deputy)
- Jessica Dawson
- Olivia Perry
- Oscar Bulcock (Sixth Form Leader)
- Tom Alabaster-Williams (Deputy)
- Callum Arthurs
- Jonas Pitt

### Senior Prefects

Maya Hodgson  
Poppy Bell  
Beth Oram  
Emelda Nhamo  
Wiktorcia Ciesla  
Eva Gordon  
Emily Durston  
Sophie Starling  
Libby Miller  
Megan Verney

Cameron Argo  
Filip Stanislawski  
Ben Chapman  
John McIlroy  
Tom Holland  
Krishna Patel  
Jacob Waters  
Adam Barratt  
Dom Johnson  
Kai Pitman

### Sports Leaders

Jo Mills

Harry Hawkins

As well as Principal's Council and Senior Prefects, there are a range of other opportunities available including Subject Leaders and Transition Mentors. Lists of students in these roles can be found on the Leadership board in the CLC. All Year 12s are members of a committee which present numerous opportunities for leadership. This year, other clubs and societies will be established which will be student led. Make sure you get involved!

## 10. What else do I do apart from my main courses and tutorials?

*Year 12 Enrichment* – All students in Year 12 are timetabled for a compulsory Enrichment lesson once a fortnight. This will be a workshop style session and often take place in the North Hall. These sessions cover a wide range of topics to supplement your classroom activities.

*Year 12 EPQ* – If you are planning to complete an EPQ, you must sign up to an EPQ class at the beginning of term. Year 12 students should have signed up on enrolment day. If you haven't and wish to complete this, please give your name to Mrs Hogg.

*Sport* – Whilst PE is not compulsory, being active and adopting a healthy lifestyle is an important part of being a successful student. You can sign up for sports you are interested in at the start of September. Sports Leaders and Sports Committee will also arrange a number of events including a Sports Day. Fixtures for rugby, netball and football will be offered.

*Community Service* – All Year 12 students must complete an agreed form of Community Service throughout the year. This is usually for one hour a week (or equivalent) and can be undertaken in school or outside school. Community Service will provide you with additional skills but also give you a chance to provide opportunities to others. Many students choose to support a lower school class whilst others choose to work in a charity shop or help at a playgroup. All Community Service must be logged and agreed and must not interfere with timetable lessons.

*Sixth Form Committees* – All Year 12 students sign up for a committee which meets every Thursday morning during tutor time. Students are registered in their committees and some committees will be supported by Year 13 students alongside a member of staff. Examples, of committees are Amnesty International, Arts, Art & Media, Charity, Debating, Young Enterprise, and Sport. You will be given a list of committees to choose from at the beginning of term; if something is missing, let Mr Sandall know! Remember, these are important opportunities to have fun in school and maximise leadership opportunities.

*Work Experience* – It is important for all students in Year 12 to arrange appropriate work experience between now and the beginning of Year 13. The majority of students will complete this during the summer holidays after Year 12. For some careers such as, teaching, medicine and nursing, you will not be offered a place on a course unless you can show learnings from work experience and this often needs to be conducted over a period of time. In these cases, you can

do a short and regular placement, such as helping at another school, as long as this is agreed and does not interfere with lesson.

Work experience is useful for many reasons; even if it only serves to show you that the career you thought you'd love, you wouldn't! Mrs Sharpe, the Careers Advisor and Mr Sandall will provide details in the Autumn Term so you have plenty of time to prepare.

## 11. Do I have to be in school all day?

In short, yes! It is important that you treat your time in school like a professional working day. This will help you to become efficient, effective and allow you to have more fun in your free-time outside school.

In Year 12, you must be in school between 8.30am and the end of school (3pm on all days other than Tuesday) unless you have an agreed appointment, community service, work experience or a PE pass. Remember, your levels of attendance and attitude to learning will directly affect how much you have to be in school in Year 13!

### *Home Study*

Year 13 students will be eligible for Home Study time if you can show that you are able to work and make excellent progress very independently. In Year 13, you can become eligible for Home Study during the year if you:

- are making progress at least in-line with expectations after Year 12 and throughout Year 13
- have an excellent attendance record
- have excellent attitude to learning on the final Y12 and Year 13 reports and profiles
- have attained assessment results which are at least in-line with expectations
- have made good progress with your UCAS application
- have a suitable slot on your timetable at either the start or end of the day

In essence, Home Study is offered to those who show that they are really effective independent learners that can maintain excellent levels of progress outside school. Providing you meet the criteria and you know that working at home would be helpful to you, you can apply for Home Study. This privilege is at the discretion of the Sixth Form Team. If you are granted Home Study, your situation will be regularly reviewed to see whether it is working for you.

### *'Eye on the Prize' TOIL*

All Sixth Form students can gain Time Off In Lieu (TOIL) for making an excellent contribution to your future. 600 points is worth 1 hour of time and, once signed off, this can mean that you don't have to be in until P2 or you can leave at lunchtime if you do not have a lesson. You also have the option to build up points to take more time off. Points can be achieved through a range of

activities such as attending a lecture, doing work experience, good attendance etc. You will be given a list of available points and a point collection sheet for your diary.

## 12. What are the attendance processes?

*When will I be registered in school each day?*

- You will be registered at 8.35am in the morning. On Fridays you will register in assembly in the North Hall and on Tuesdays you register in Period 1. If you are not registered, you will be marked as an unauthorised absence for the whole morning.
- If you have a non-contact period during Period 1 on a Tuesday, please register in the CLC at 8.35am.
- In the afternoon, after lunch, you will be registered in your Period 5 lesson; you must be there by 1.55pm.
- If you do not have a timetabled lesson in Period 5 you **MUST** register between 1.55pm and 2.00pm in the Sixth Form Collaborative Learning Centre (CLC). If you do not register then you will be marked as an unauthorised absence all afternoon.
- You will also be registered in every lesson. If you are late for the lesson, you may be turned away.
- If your teacher is absent, work will be set. You will need to record your names to confirm attendance and send a student to Mrs Hogg with the list.

In summary:

- Registration is a legal requirement at both 8.35am and 1.55pm
- You register in all lessons

*What happens if I am absent from school?*

- **Unplanned absence (illness)** – Please ask a parent or carer to phone into school by 9am to make us aware. On your return to school please hand in an absence note to Mrs Hogg and ensure that it is signed by your parent or carer.
- **Known absence** – If you know you are going to absent from school for any reason, such as medical appointments or university open days, please complete a Known Absence Form and submit this to the Sixth Form Office. This must state the day and reason for your absence. It must be signed by subject teachers if you are missing their lesson and by your parent or carer.
- **Unauthorised absence** – Every lesson counts at this stage and there is a clear correlation between attendance and performance. Catching up work is not the same as being able to have learning conversations with your teachers. As a result, holidays will not be authorised during term-time.

- **Contacting home** – Your well-being and chance to succeed is critical. If you are not in school and we do not know why you have not registered at 8.35am or 1.55pm then we will contact your parents or carers on the day of absence.
- If your attendance drops below 96% then your attendance will become a concern and we will work with you and your parents or carers to ensure that your attendance improves. As well as the impact it has on your grades, attendance information is requested in many references. The Sixth Form refer to your attendance when making decisions about how to support you, when selecting students for leadership positions and when considering whether students eligible for Home Study. If your attendance does not improve, this could affect your place in Sixth Form.
- If you have a personal issue which affects your attendance then communication is key. Please discuss this with a member of the Sixth Form Team.

*What happens if I feel ill during the school day?*

Report to Mrs Hogg or Mrs Powers in the Sixth Form (or to the North Wing School Nurse or Student Services in the Middle Block) who will arrange for you to be collected if necessary. Please DO NOT leave the school site without permission as we must make sure you are well enough to leave on your own.

*Can I visit university open days on a school day?*

Yes, it is critical that you only select universities for your firm and insurance choices if you have visited them so we have a special form for you to complete before you go. Please collect this from Mrs Hogg or Mrs Powers. However, it is important to strike a balance between school work (and getting the grades!) and visiting universities. Plan visits carefully, arranging as many on weekends and in holidays as possible. If you are missing school for open days then it is preferential to do this in the Summer Term after exams rather than in Year 13.

*What must I do if I have a medical or dental appointment?*

We do not expect you to make routine medical appointments during lesson time or in the school day. However, this is not always possible with hospital appointments. Please complete a Known Absence Form and submit this to Mrs Hogg. You may then sign out and sign back in after your appointment.

*Can I have driving lessons in school time?*

Yes, if it is agreed and it does not interfere with form time or timetabled lessons. Please bring in a letter from home to inform us when you will be having lessons. Sign out when you leave and sign in when you return.

### *What should I do if I'm late for school?*

In the unlikely circumstances that you are late and you arrive before 8.50am then go to your form room, unless there is assembly or it is a Tuesday and you should be in a lesson. In these circumstances, please see Mrs Hogg or Mrs Powers. You will need a signed note from carers or parents the next day to explain your lateness. Being punctual to school and lessons is very important. Lateness to lessons can result in exclusion from the lesson and lateness to school or registration can result in an after-school detention. Please be aware that students who are late for school will be given a lunchtime detention on the same day. 'Late' means entering the school site either on or after the 8.35am bell rings.

### *Can I leave the school site during the day?*

You may leave the site during break or between 12.20 and 13.20. You are not permitted to leave the site at any other time in the school day unless you have completed a Known Absence Form or we have permission from home. You may be refused permission to leave the site if you have not sought permission in advance. It is very important that we are aware of your whereabouts in case of emergency.

### *Can I have time off to attend Music Festivals like Latitude?*

No, we do not expect students to take time off from school to attend festivals. There are a number of festivals in the holidays and once you finish Year 13 then you will have plenty of time to go to Latitude!

### *Do we have AS exams in Year 12?*

Some courses, including Mathematics, Media Studies, DT, Politics and Classical Civilisation, will still be running the non-linear system so you will have AS examinations in these subjects. All other subjects will have internal examinations at the end of June which will be used to make predicted grades for University applications.

## **13. Can I bring my car to school?**

Parking is very limited on site. There is not enough parking for all staff and there is no student parking on site. However, you can apply for a rented space at the Bowls Club which are exclusively for Sixth Form students. Alternatively, please park carefully and safely in the local area.

## 14. What about using IT in school?

You will be provided with a username and password to the school computers and to Office365. You can access school facilities on both your mobile and other portable devices. Much communication (including messages to you from staff) will be done via email so it is important that you check this daily.

The majority of the school has Wi-Fi access and you are able to use your own devices to work on in the Sixth Form Area. Using your laptop or iPad in lessons is at the discretion of the teacher. There is some space to charge computers at school providing they have been safety checked but we would always recommend that devices are fully charged when you attend Sixth Form. The library also have a number of surfaces which can be loaned to students. Please see Mrs Davison-Cripps if you'd like to borrow one.

Students are also able to install Office365 on up to five devices at home. Please see Mr Bailey or another member of the IT team, if you would like to access a copy.

Printers are accessed via a fingerprint recognition system; this is the same system as the cashless catering system. If you are new to the school you will need to go to the Finance Office in North Block to register.

It is important that you print out and file notes written on your device for your formal files. School related computer files should also be well-organised as these may be checked when class paper folders are checked.

Wyndham High Academy are keen supporters of using IT to support learning, however it is important that all members of the community operate within the IT Code of Conduct. You signed this before you arrived but if you have questions or concerns, please see the IT Support Team.

## 15. Are we allowed to have iPods and mobile phones in school?

Yes, you can use these in the Sixth Form area but please do NOT use them in Main School or in lessons.

## 16. How do I use the School Library and access Wider Reading?

To use the Library, you will need to see the School Librarian, who will register you. Departments will also provide access to some journals in the Supra-Curricular Zone and they may recommend journals for you to subscribe to. If there is something you'd like to read but cannot access, please see the School Librarian.



Wider reading is incredibly important, particularly for a subject that you are considering at university. Planning time into your timetable for reading, following the news and reading broadsheet papers are all advisable. If you are unsure what wider reading to do for your subject, please ask your subject teachers to direct you.

### 17. Where can I eat in school?

You can purchase food from the Sixth Form Café and the school canteen and you can also eat in the CLC (away from computers) or the Supra-Curricular Zone. You may not eat in computer rooms, classrooms, Silent Study areas or the library. Please ensure that all litter goes into the bin when you have finished eating.

The school canteen in the North Wing uses a cashless system. See Mrs Hogg or Mrs Powers for information about accessing the system.

### 18. Can I bring visitors into school?

Sorry, no you cannot bring a friend onto school site.

### 19. What do I do if there is a fire alarm?

If you hear the alarm, please immediately leave the building by the nearest exit and make your way, in silence, to the field. Leave all your belongs behind. You must not pass through any other building on your way to the field. When you get to the field, please line up alphabetically in tutor groups. Your safety is of paramount importance so please follow all instructions carefully and maintain silence.

### 20. Can I have a job whilst I am attending the Sixth Form?

A number of students do some part-time or holiday work during their time in the Sixth Form. As well as giving you some money, this can provide you a range of skills. However, you must approach this with caution. You will need to do a lot of work for your studies and you will also need some time to see friends, do hobbies and relax. Research by the Policy Studies Institute<sup>1</sup> has shown that students who have jobs are more likely to drop out of Sixth Form and that

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<sup>1</sup> Payne., J., *Post-16 Students and Part-Time Jobs: Pattern and Effects*. Policy Studies Institute. Research Report No. 323. 2001.

students tend not to perform so well in examinations. If students work longer hours, over 10 hours per week in Year 13, then this has a significant impact on results.

## 21. FAQs about Teaching and Learning

*Can I drop subject during the academic year?*

You must be doing at least 3 full-time courses throughout your time in Sixth Form. If you are taking 4 subjects and are finding it difficult to cope, please seek advice from your Head of Year.

*What should I do if my teacher is absent?*

You should go to your lesson and remain in the classroom to complete the work set. The only exception is Science, where you will need to collect the work and go to a study area/library to work.

*Are lessons ever cancelled in the Sixth Form?*

No – even if your teacher is delayed or absent, work will be set and it should be completed during that time.

*What is independent learning?*

Independent learning is being able to take responsibility for your work and progress. This includes being able to work without the teacher, or anyone else, watching you. Independent learners also read around the subject and undertake research without being asked. They are aware of their strengths and target areas and use the resources around them, including seeing teachers outside lessons to help them to improve.

*Do I have to attend all timetabled lessons, mentoring sessions, enrichment sessions, form period and assembly?*

Yes!

*How should I use my non-contact lessons?*

You should approach the day professionally, finding an appropriate place to work within the Sixth Form or within an empty classroom. If you have ‘run out’ of homework then review your notes, read around the subject, read ahead or look at and complete past questions. Examiners reports and mark schemes are also useful to explore online. Non-contact periods are for working; you are able to work silently in quiet areas or study together in the CLC.

*How much school work should I be doing at home?*

You should do about 2 hours school work per evening and some more at the weekend. This will rise in the run-up to examinations.

*How will I be assessed?*

You will be assessed through homework, coursework, mock and internal examinations and, of course, in the summer. Grades are tracked electronically and reviewed by the Sixth Form Team

regularly. It is important you keep track of your own progress, noting and acting upon advice. You will be given access to Go 4 Schools so you can track your own progress.

*Will I receive a school report?*

Yes, you will be given Academic Profiles and an Academic Report and a Tutor Report. There will also be a Parents' Evening. Year 12s will have a welcome evening and all parents and students are expected to attend.

*Can I bring my laptop?*

You can use your laptop for private study. Please make sure this is fully charged when you come to school. If you wish to use it in a lesson (unplugged) then you must request permission from your teacher.

*Is homework optional?*

No – it is a very important aspect of your academic study. A large part of your success will come from the work you do supplementary to classroom activities.

*Do we have to be on a Committee and do Community Service?*

Yes, it is expected that every Year 12 takes part in these. They are explained elsewhere in this guide and are an important part of ensuring you are a well-rounded individual.

*What should I do if I am having problems with my school work?*

The most important thing to do if you are having problems is to ask for help – do not avoid the issue or struggle on your own. Speak to your Form Tutor, subject teachers or a member of the Sixth Form Team – we are here to support you.

*I work for hours but don't get results. What do I need to do?*

Think about whether you are working smartly, for example, are you focusing on the key target areas and are you doing past papers and marking them properly? Spending hours writing notes and drawing attractive diagrams is not always the most effective way to learn. If you are struggling, get help!

## 22. What if I have a problem?

There are lots of people you can go to and we would never want you to handle something you are worrying about alone; your Form Tutor, Sixth Form Team, subject teachers or Sixth Form Administration staff would all be happy to help. We also have a Counsellor, Gail; Hunton, who will see you by appointment and we can also direct you towards other forms of support if you need it. The counsellor can be directly contacted on [huntong@wh-at.net](mailto:huntong@wh-at.net)

### *Safeguarding and Child Protection*

You can speak to whichever member of staff which works for you, however you must know that Mr Slater, Assistant Principal, is the Senior Designated Professional for Child Protection in the academy. Mrs Dinwoodie, Mr Pearce, Mrs Preston, Mr Boulton and Mr Cook are also Designated Professionals.

**Dream Big and Work Hard!**