



The Cavendish School

Sixth Form

Induction Booklet

2016/17

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Useful Information

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Mrs Ruth Bull

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01442 278754

Mrs Julie Cattermole

Sixth Form Learning Mentor (Wednesday-Friday) j.cattermole@cavendish.herts.sch.uk

01442 278754

The Cavendish School

Sixth Form Centre

Warners End Road

Hemel Hempstead

Hertfordshire

HP1 3 DW

Main School telephone number: 01442 404333

Sixth Form Direct telephone number: 01442 278754

School Absence telephone number: 01442 404340

School Day

08.40 – 09.10	TUTOR TIME and REGISTRATION
09.10 – 10.10	Period 1
10.10 – 11.10	Period 2
11.10 – 11.35	BREAK
11.35 – 12.35	Period 3
12.35 – 13.35	Period 4
13.35 – 14.15	LUNCH
14.15 – 15.15	Period 5

Tutor Time

Monday	Have I Got News For You – Discussion on a topical news item
Tuesday	Debate
Wednesday	Assembly
Thursday	Silent Reading (and complete reading log)
Friday	Mentoring/Student Led 'Form Time' activities

Please note:

Registration takes place each day at 8.40 am, alongside important notices, information and Tutor Time activities.

If you do not have a period 5 lesson, you must register with the Sixth Form Learning Mentor in the Study Area at 3.10 pm.

Sixth Form Dress Code 2016/17

Aim

To specify a style of dress that is different both from uniform in Years 7-11, and from leisure wear. It should be smart and show that Sixth Formers are concerned about their appearance, the impression it creates and the example it gives to younger pupils.

General Principles

Clothes should be appropriate to a place of work and not be excessively colourful or over-casual. Excessive make-up and excessive jewellery is to be avoided.

BOYS

1. Smart Suit
2. Shirt with collar
3. Tie
4. V-neck sweater may be worn underneath jacket in cold weather
5. Shoes



GIRLS

1. Smart tailored Jacket and Skirt/Trousers
2. Blouse or shirt
3. V-neck sweater may be worn underneath jacket in cold weather
4. Shoes



PLEASE NOTE:

- A shirt is a garment that buttons down the front, with a collar and is suitable for wearing with a tie.
- Shirts and blouses should be worn tucked inside trousers or skirts.
- Trousers should always be full length. No cut-off trousers or shorts. Skirts should be no shorter than two inches above the knee, not mini, or ankle length. They should not be made of elasticated material.
- The following items are not permitted: jeans, denim (including denim jackets), leggings, sweatshirts, t-shirts and trainers. No garments bearing a SLOGAN may be worn. Leather coats or jackets are not acceptable. Facial piercings, apart from discreet earrings, are not acceptable.
- No extreme hair styles.

Failure to comply will lead to the student being sent home to change. They must return to school promptly and catch up any work they have missed.

Sixth Form Student Code of Conduct

I understand that I am enrolled in full time education and need to attend school from 8.40am until 3.15 each day.

I will be punctual for registration and all lessons.

I will achieve at least 95% attendance and if I am ill I will ask a parent or guardian to phone school before 8.40am (01442 278754/404340).

I take responsibility for my own academic progress and will try hard to become an independent learner.

If I am worried about my workload or the behaviour of others towards me I will seek help.

I will be organised and plan work for my study periods.

I undertake to complete a minimum of 4 additional hours of independent study per subject per week.

I will arrange medical appointments and driving lessons outside of the school day.

I will gain permission and register my car details with a learning mentor, before bringing my car to school and only park in the Gade Valley car park, not on main site.

I will participate in community service, in and outside the school.

I am a role model for the rest of the school and as such will behave maturely, dress appropriately and treat my surroundings with respect.

I expect to be treated with respect and sensitivity and take part in a high quality educational experience.

Pastoral Care

Role of the Tutor

You will meet as a full tutor group every day and have additional one to one learning conversations every half term with your tutor. These sessions are designed to measure your performance and to set targets for future development. As such your tutor will have a good knowledge of your progress in each of your subject areas. They will play a major role during your sixth form education.

You will develop a relationship with your tutor throughout your time at sixth form and should therefore speak to them with any issues you may have or when you need assistance. Your tutor is concerned with both your academic progress and your personal well-being. The sixth form learning mentors are also available to help and are often more accessible during the school day. A member of the sixth form team is available during school hours on 01442 278754 for any aspect relating to sixth form students.

Role of the Sixth Form Learning Mentor

The sixth form learning mentors are based in the study area and are available to help with any personal or academic concerns. One to one sessions with a learning mentor may be arranged to help with various aspects of getting the most out of studying in the sixth form.

Registration

Your tutor will register you every morning and if you do not have a period 5 lesson you must register with the learning mentor. Failure to attend these sessions could mean that you are not meeting the minimum attendance requirements and are therefore jeopardising your place in year 12/13. Along with missing out on key information and possibly losing out on sixth form bursary funding you may have been eligible for.

Absence

Parent/Guardian must ring either the Sixth Form direct line, 01442 278754, or the school absence line 01442 404340 as early as possible and before 8.40 am.

Academic Commitments

Attendance at lessons

Each student must attend all timetabled lessons, on time and with appropriate equipment. Evidence shows that poor attendance almost always leads to poor results. Teachers will monitor your attendance and punctuality and will report back to your tutor or the Sixth Form Leadership Team if your attendance becomes a concern to your academic progress.

If missing a lesson is unavoidable, it is the student's responsibility to inform the teacher in advance and arrange to get the work to catch up. Failure to meet the attendance requirements may result in you being asked to leave the sixth form, or being asked not to continue into Year 13. You can contact teachers via the schools email system e.g.

d.fisher@cavendish.herts.sch.uk (just change d.fisher to your teacher's initial and surname).

Understanding your course requirements

It is vital from the beginning that you familiarise yourself with the course requirements, not only with the exam board specifications, but also the way it is assessed. Some subjects contain an element of course work so you need to ensure you know exactly what work is required of you and when.

Study time in school

You will have some non-teaching periods on your timetable. These are **not 'free periods'** – they are allocated for independent study. Your subject teachers will set you specific work to complete during some of these times or they should be used for you to engage in research, additional reading and consolidation work. It is crucial that you use your study time wisely. You will be expected to work in one of the allocated work areas, such as the sixth form study area or the library.

Assemblies

These will be held weekly throughout the year in the Gade Valley Hall. Important information is given out during these assemblies and it is imperative that you attend.

How will your performance be measured, monitored and reported on?

Formal Assessments

Within each of your subjects you will sit formal assessments to measure your progress throughout the year. Following these assessments, you will be given feedback on successes and areas for development by your subject teachers.

Sixth Form Team

The Sixth Form Team are alerted by teachers to underperforming students, support strategies are implemented, for example, learning mentor programme, tutor learning conversations, parent meetings. Data from examination results is analysed to help highlight students who may require more academic support or structure to their studies.

Frequently Asked Questions

These are some of the questions the Sixth Form Team are often asked by students:

What do I do if.....?

I miss a lesson?

See your teacher, it is expected that you copy up all the work you have missed. You can also e-mail your subject teacher for any necessary work.

I want to go on holiday?

Holidays are not authorised during term time. If you think there are exceptional circumstances, you must apply for permission through the head teacher and await the outcome.

I really need to talk to someone?

Speak to your tutor, learning mentor or a member of the sixth form team.

I am struggling with the demands of Sixth Form study?

Talk to your tutor/ learning mentor, subject teacher(s) and /or member of the sixth form team. They will help you with a Study Plan.

I am getting behind on my work?

Talk to your tutor, learning mentor or subject teacher(s) and/or a member of the sixth form team. They will help you with a Study Plan.

I am feeling ill?

You must (for legal reasons) sign out at Student Services or with the sixth form learning mentor. This will be monitored by the attendance officer.

I have a non-contact period after-lunch?

Use the non-contact period to consolidate work or complete homework. You are not permitted to leave the Sixth Form until the end of the school day.

I need to get food at lunchtime?

At lunchtime you are permitted to leave the school grounds to purchase food etc. However you must be back in time for registration or a lesson. **You must sign in/out each time you leave the Sixth Form Centre.**

I feel I am being bullied or someone I know is?

Speak to your tutor or subject teacher in the first instance and it will be referred to the sixth form team. Bullying of any sort is not tolerated within the sixth form.

<http://www.cavendish.herts.sch.uk/aboutus/policies.html>

Driving Lessons

Driving lessons should not be arranged during the school day. However, time off is allowed for a driving test.

First Day Information for Year 12 Students

Things you might like to know.....

- We have **NO BELLS** in the sixth form centre to tell you when lessons start/finish – keep an eye on time! If lessons are on main site leave plenty of walking time.
- **DOOR CODE** – For security purposes we have a code on the main door to the sixth form, make sure you know the code and always close the door after entering and exiting. **The code is: 1, 2, 7, 8, 9, enter.**
- **TUCK SHOP** – Sixth form students run a tuck shop upstairs in the study area. You can purchase snacks during break and lunch times.
- **PRINTING** – In the sixth form it is either to ‘GV1st on Patty’ in the study area or ‘GV-GRND-C35p on Patty’ downstairs in Mrs Bridgland’s office. You will need to ask for your printing to be released.
- **ASSEMBLIES** – Every Wednesday in Gade Valley Hall and will start prompt at 8:40am. **All students must attend** unless p1 lesson is at a consortium school.
- **FIRE** – Make sure you familiarise yourself with the fire exits. If you are unsure – **ASK**. If the fire bell goes off in Gade Valley you need to assemble in the car park outside the Sixth Form Centre.
- **NOT IN SCHOOL** – Absent for any reason? A phone call should be made **before 8.40am** to 01442 278754 or 01442 404340. Email your teachers for work that you have missed.
- **SIGNING IN/OUT PROCEDURE**
 - Morning registration with your tutor at 8.40 am. (
 - If you have private study Period 5 – you **must** sign out in the Study Area with Mrs Bull/Mrs Cattermole, Sixth Form Learning Mentors.
 - If you leave/enter the Sixth Form Reception Area. This is **IMPORTANT** in case of fire so that we know you are not in the building!
- **Before your first day of lessons you should:**
 - Know your tutor and where to register with your tutor group
 - Have had your photo taken
 - Have your timetable and know where your first lesson is
 - Know the sixth form dress code
 - Completed a sixth form enrolment form
 - Complete admission form and travel form if attending lessons at any other school

Enjoy your sixth form experience and ask anything you are not sure about!

A message from current Year 12 students



Tips to be
successful
in Sixth
Form

- ✓ Always find time for wider reading.
- ✓ Get organised way before term starts.
- ✓ Utilise your teachers and the learning mentors (*they're there to help!*)
- ✓ Pick subjects you're interested in **not** because you think they will be easy or just because you're ok at them.
- ✓ Don't pick a subject for the teacher!
- ✓ Use your study periods effectively – always!
- ✓ Respect the Sixth Form site and all those in it.
- ✓ Ask the year 13's for help! **Don't** be scared to ask as they know better than anyone what it's like.
- ✓ Don't do too many paid hours of work out of school. You will not have any time for homework and wider reading!
- ✓ Manage your time effectively, spread your workload.
- ✓ **Always** attend school and catch up on work if missed.
- ✓ Make time for yourself – social, exercise, relaxation.
Get involved, get your voice heard! (*prefects, house captains, ambassadors, clubs...*)

Induction Programme

<p>Welcome/Introduction 8.40-9am</p>	<p><i>FID to welcome/expectations/Meet the team – BUR/CAJ.FBR Location: Gade Valley Post 16 Centre</i></p>
<p>Period 1: 9-9.40</p>	<p style="text-align: right;"><u>BLOCK D</u></p> <p>Chemistry (BAP S10) Economics (WHI 208) Sociology (FBR GV Hall) BTEC Business Studies (LCO IT5)</p>
<p>Period 2: 9.40 -10.40</p>	<p style="text-align: right;"><u>BLOCK B</u></p> <p>Fine Art & Photography (HEN T11) History (GOP GV23) Psychology (DAC 309) Health & Social Care BTEC (CRT PE1)</p>
<p>Tutor Time/Break: 10.40-11.30</p>	<p><i>Meet the tutor and form discussions on Sixth Form expectations</i></p>
<p>Period 3: 11.35-12.35</p>	<p style="text-align: right;"><u>BLOCK A</u></p> <p>Drama & Theatre Studies (POJ DR1) Geography (KFR GV8) History (GOP GV23) Physics (CRS S20) Product Design: Textiles (CBR T9) Product Design: 3-D (PAR T2)</p>
<p>Period 4: 12.35 -1.35</p>	<p style="text-align: right;"><u>BLOCK C</u></p> <p>Biology (DIE S20) Business Studies (LCO IT5) RS (Philosophy & Ethics) AST - 310 BTEC Business Studies (NSM IT4)</p>
<p>Lunch</p>	<p style="text-align: center;">LUNCH @ GV HALL Tuck shop & Table tennis</p>
<p>Period 5: 2.15-2.50pm</p>	<p style="text-align: right;"><u>BLOCK E</u></p> <p>English Literature (GRS 110) Maths (RIT 212)</p>
<p>2.55-3.15 Evaluation/Closing at Gade Valley Hall</p>	<p>Timings of results day Evaluation of the day Contact info to be collected in</p>

*Any student who does not have a lesson in a particular slot must attend 1 other subject session to try another subject.

Arrangements for the start of the Academic Year 2016-2017

Thursday 25 th August	10.00 am	GCSE results day Collect results from the Main School Hall and confirm subject choices. Students who HAVE NOT ACHIEVED the required grades to study their chosen courses or who want to change their courses MUST see Mr Fisher /Sixth Form Staff in the hall.
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Thursday 1 st September	1.30 pm - 3.00 pm	IMPORTANT Any students who did not confirm their subject choices on results day and who did not achieve the required grades, or wish to change their courses should see Mr Fisher or a member of the Sixth Form Team in Gade Valley Hall .
Friday 2 nd September	8.40 am - 11.30 am	Year 12 Registration - Gade Valley Hall All Year 12 Students to attend - Photographs, Registration Groups, Timetabling and Induction administration. Students studying at Consortium Schools must also complete additional registration/transport forms. Sixth Form Dress Code required. <i>Mrs Bull/Mrs Cattermole, Sixth Form Learning Mentors, will also be available in the Sixth Form Study Area for any outstanding issues and to discuss Bursary applications.</i>
Monday 5 th September	8.40 am Normal School Day	First formal day of lessons start at Cavendish for Year 12 students. Tutor time in the Sixth Form Centre at 8.40 am <i>Consortium lessons do not start until Tuesday 6th September at JFK/HHS and Friday 9th September at KLS</i>
	11.00 am Visit to consortium schools	Consortium School Visits (JFK, HHS) A coach will take you from Cavendish to your consortium school where you may sort out library membership and computer log on information. You should make your own way home. <i>KLS school tour will take place after your first lesson there.</i>
Tuesday 6 th September	8.40 am	Consortium lessons start at JFK/HHS <i>If your period 1 lesson is at a consortium school, go directly to that school. Transport will be arranged for you to return to Cavendish at break time.</i>
Friday 9 th September	8.40 am	Consortium lessons start at KLS <i>If your period 1 lesson is at KLS, go directly to that school. Transport will be arranged for you to return to Cavendish at break time.</i>

Any queries regarding the above information, please contact Mr Fisher, Head of Sixth Form or Mrs Bull/Mrs Cattermole, Sixth Form Learning Mentors. Telephone 01442 278754 or the main school telephone number 01442 404333.

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