



Elthorne Park Sixth Form

Student & Parent Handbook

2024-25

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Welcome

Dear Student,

Welcome to our Sixth Form community.

The Sixth Form is a stepping stone. As soon as you join us we will be asking you exciting yet challenging questions about what you would like to get out of your time with us to help you get into the course, job or university of your choice. We want you to be ambitious and we will support you in realising those ambitions.

We all share responsibility for our Sixth Form community and for making it a truly exceptional place. You are a Sixth Form student by choice. You chose to join us and we chose to have you because we believe you can excel while you study here.

Significant investments have been made in the school in the past few years so that you have the best opportunities to be productive. You have use of the Sixth Form Centre as well as exclusive Sixth Form areas in the new building. You have a dedicated Sixth Form team, comprising the Director of Sixth Form, your Sixth Form tutors, Careers Advisor, Pastoral Support Worker and specialist Sixth Form Administrator. Our teachers, librarians and support staff have been trained to provide you with the support and guidance that will help you become increasingly independent in your learning and development. We as staff shall do our part, but we expect you to take ownership of your education, work to the best of your ability at all times and be a conscientious member of our Sixth Form community. We have the highest expectations of you all, as you should of yourself. Be determined, resilient and focused. As you begin the year you must recognise that success will only be achieved through hard work.

We operate an 'open door' policy: if you have any concerns or worries please come to see me or your tutor immediately. If you have any suggestions or ideas, I am keen to listen to these also.

I wish you all the very best and I look forward to celebrating your successes to come.

Ms C Ervin
Director of Sixth Form



The Sixth Form Team

Member of staff	Role in Sixth Form	Subject
Ms Ervin	Director of Sixth Form (Key Stage Leader)	History
Ms Trueman	Year Leader - Year 13	Geography
Ms Taylor	Assistant Year Lead - Year 13	Sociology/Psychology
Mr Simmonds	Year Leader - Year 12	PE
Ms Lewis	Assistant Year Leader - Year 12 D of E co-ordinator	Geography
Ms Kerr	PSW for Yr 12 and 13	N/A
Ms Norris	PSW for Yr 13	N/A
Mr Meredith	UCAS Leader & Early Entrance coordinator for Year 13	English
Ms Harvey	Wider Opportunities & UCAS Leader for Year 13	Business and Politics
Ms Kashap	Sixth Form administrator Attendance & Punctuality Study Supervisor	N/A
Ms Arab	Personal Development administrator Study Supervisor	N/A



Structure of your day

	6F students are expected to enter the school site through the Sixth Form entrance. All students need to sign in through the turnstiles
8:35 Gates open for students	8:40 at tutor room
8:45 - 9:10	AM Registration (25 minutes)
9:10 - 10:10	P1 (60)
10:10 - 11:10	P2 (60)
11:10 - 11:30	Break (20) 2 min warning bell
11:30 - 12:30	P3 (60)
12:30 - 13:30	P4 (60)
13:30 - 14:10	Lunch (40) 2 min warning bell
14:10 - 15:10	P5 (60)
15:10-16:10	Period 6 lesson Or: Extracurricular activities, academic interventions, home learning clubs

Tutor Schedule

Tutor time in Sixth Form is incredibly important because it gives students an opportunity to explore the below:

- Behaviour curriculum (Mon)
- *Personal Development (Tue)*
- *Literacy (Wed)*
- *Assembly/ PSHCE (Thurs)*
- *Communication/Celebration Briefing (Fri)*



Sixth Form Expectations

Attendance

There is a strong correlation between academic success and high attendance and therefore we expect all Sixth Formers to aim towards 100% attendance. Students are encouraged to work toward this target, however, we are aware that sometimes absence from school is unavoidable. Consequently, Students with 98% attendance or above will be celebrated every half term, including in weekly tutor sessions and celebration assemblies. In addition, students will be entered into a prize draw to win amazon vouchers to celebrate their determination and perseverance with their studies. We also use high levels of attendance to determine places on rewards trips, alongside additional criteria.

We will monitor attendance of all students closely during the first half term. This will be initially reviewed at October half term and then every two weeks from that point.

Where we have concerns regarding student attendance we will follow the staged procedure outlined below.

Staged procedure

Stage 1:

If a student's attendance falls below 96%, the following actions will be taken:

- Parents/carers will receive a letter informing them of the current attendance percentage.
- Parents/carers will be asked to inform the school of any reasons why a student's attendance has fallen below the threshold.
- Students and parents/carers will be informed that the student's attendance will be monitored for the next two weeks.
- If there is an improvement, students will be removed from attendance monitoring.
- If there is no improvement in attendance, students will be escalated to Stage 2.

Stage 2:

If a student's attendance does not improve, the following actions will be taken.

- Tutor phone call with parents to update them on the current attendance percentage.
- Students are placed on report to their tutor for one week.
- Student's privilege of signing out is removed and they are expected to stay on the school site, either in lessons or the study centre for the duration of the report.
- On successful completion of their tutor report, their privilege of signing out is reinstated and students may now leave the school site.



- If a student passes stage 2, they will return to stage 1 where they will be internally monitored for the next two weeks.
- If they do not pass the report, they will remain on report to their tutor for another week. If there is no improvement, students will be escalated to stage 3.

Stage 3:

If a student's attendance does not improve, the following actions will be taken:

- Year Leader meeting with parents to update them on the current attendance percentage.
- Students are placed on report to their Year Leader/Assistant Year Leader for two weeks
- Student's privilege of signing out is removed and they are expected to stay on the school site, either in lessons or the study centre for the duration of the report.
- If a student passes stage 3, they will return to stage 2 and will continue on Tutor report for 1 week. It will be at the Year Leader's discretion on whether the student's privilege of signing out in between lessons is reinstated
- If there is no improvement, students will be escalated to stage 4.

Stage 4:

If the student's attendance does not improve, a formal warning is given by the Director of Sixth Form/Attendance officer.

- Director of Sixth Form/Attendance officer meeting with parents to update them on the current attendance percentage.
- Students are placed on report to the Director of Sixth Form for two weeks.
- Student's privilege of signing out is removed and they are expected to stay on the school site, either in lessons or the study centre for the duration of the report.
- If a student passes stage 4, they will return to stage 3 and will continue on Year Leader report for 1 week. It will be at the Director of Sixth Form's discretion on whether the student's privilege of signing out in between lessons is reinstated.
- If there is no improvement, students will be escalated to stage 5.

Stage 5:

If the student's attendance does not improve, a second formal warning will be given.

- Director of Sixth Form/ DHT meeting with parents to update them on the current attendance percentage.
- Students are placed on report to the Deputy Head Teacher for two weeks.
- Student's privilege of signing out is removed and they are expected to stay on the school site, either in lessons or the study centre for the duration of the report.
- If a student passes stage 5, they will return to stage 4 and will continue on Director of Sixth Form report for 1 week. It will be at the Director of Sixth Form's discretion on whether the student's privilege of signing out in between lessons is reinstated.
- ***After stage 5 of the attendance procedure, if there is still no improvement to attendance, we would consider this an ongoing breach of the school behaviour policy and may result in the school pursuing a formal permanent exclusion policy.***



If a student's attendance drops below 80%, parents may be expected to pay for A-level/ BTEC examination entries. This applies to both year 12 and year 13 students across A-level and BTEC qualifications.

In addition, a student will be considered to have withdrawn from the school if they have not attended classes for at least 4 continuous weeks, excluding holidays, unless there is clear evidence of an intention to return. Parents will receive an email after 2 weeks continuous absence to remind parents/students of the school policy and to request a return to school date. If we do not receive any adequate response, parents/students will receive a formal letter after 3 weeks continuous absence. After 4 weeks parents/students will receive a final warning letter to inform them that they will be withdrawn from the school. Parents/students will have 5 days to appeal this decision.

Reasonable adjustments

Reasonable adjustments will be made to the attendance procedure if there are extenuating circumstances significantly impacting a student's attendance.

Student Absence

To inform school of a planned absence (e.g for a medical appointment) parents need to [email Ms Kashap](mailto:Ms.Kashap) or use the Parent App.

In addition, you are permitted up to **three days for university visits**, so plan which ones you would like to attend and look for open days on weekends or in school holidays if you would like to visit more than three. You must complete a request form for University visits at least one week in advance to ensure that we have time to process your request.

There are also **three compulsory work experience days** scheduled into the school year for **Year 12** students. Any additional work experience requests (with a maximum of 2 extra days) will be authorised at the discretion of the Director of Sixth Form.

If you are too unwell to come into school, your parent/carer needs to contact the school on **020856611566**, email [the attendance team](#) or use the Parent App/Portal to report the absence. For absences longer than three days or repeated absences you may be asked to provide medical evidence. If you are persistently absent, you may be asked to provide medical evidence for every absence.

In all cases of absences, please make sure that you email your subject teachers or speak to them directly when you are back in school, to catch up on any work missed. It is your responsibility to ensure you are prepared for the next lesson and have caught up on any activities missed due to absence. If you are worried or struggling to do this, please speak to your tutor or the Sixth Form team.



The dates of school holidays are published on the [school website](#) and [student intranet](#). Including staff training days, there are at least 12 weeks of the year when you are not expected to be in school. Students are not permitted to take holiday during school time.

Teacher Absence

If a teacher is absent for a lesson they will set work for the missed lesson on Show My Homework and will include any resources and worksheets that you need to complete the session. **If your lesson is period 1-4 you need to sign-in in the J block study room and remain in there for the whole hour. If your lesson is period 5 or 6, you are able to complete your work at home.**

Truancy

Attending all of your lessons is mandatory. If you are unwell, or become unwell during the day, you must speak to Ms Walters in the Welfare room/ a member of the Sixth Form team who will decide whether you need to be sent home.

If you do not attend a scheduled lesson, without reason or permission from your Year Leader or the Director of Sixth Form, you will be reported as truanting. This will result in a sanction with the Year Leader / Director of Sixth Form (see behaviour policy). A truancy text message will be sent home by the Sixth Form team.

There is no such thing as a 'cancelled lesson', see above about working in the Study room.

Punctuality

In order to maximise each lesson and each day it is important that you are prompt to lessons and to registration. This will ensure that the course is delivered in the time-frame available to allow you to revise for the important examinations. Students with 100% punctuality will be entered into a prize draw each half-term. A selection of rewards are available for students demonstrating excellent study habits.

If you are late to school in the morning, but arrive before 9:10 you will receive a **late lunch time detention**. If you arrive **after tutor period ends** you will receive a L1 truancy detention for missing tutor.

If you are late to lessons your subject teacher will issue you with a L1 detention. Being late disrupts the lesson for you, your fellow students and your teacher. This is unacceptable and will not be tolerated.

The Sixth Form team will monitor punctuality on a fortnightly basis. If you are repeatedly late you will be placed on a punctuality report with your tutor for one week. During that time the privilege of signing out is removed and you are expected to stay on the school site during your free periods. If your punctuality improves you will be removed from report and your privilege to sign out will be reinstated. If it does not improve, you will remain on report for another week. If after two weeks your punctuality has not improved you will be on punctuality report to your Year Leader/Assistant Year Leader. You will also have the privilege of signing out taken away and be expected to attend school between 8:40-3:10pm.



Dress Code

We expect you to dress in a **presentable manner**, wearing items of clothing which are **both suitable and sensible** for a working/professional environment. Please ensure the clothes you wear to school adhere to the following criteria:

- Students should wear a lanyard at all times (it should not be in a pocket or bag).
- Skirts, shorts or dresses should be mid-thigh length or below.
- No strapless, backless or low-cut items of clothing should be worn.
- No exposed underwear.
- No hats, hoods-up or gloves worn inside.
- No coats should be worn in a learning environment, e.g, classrooms, study rooms, assembly halls, library
- No slogans or clothing should be worn which could cause offence or embarrassment to others.
- Top items of clothing and bottom items of clothing should meet.
- No torn or frayed clothing.
- Sensible footwear
- If taking part in physical activities, including sports and enrichment lessons, students must wear suitable clothing. All students must wear trainers and sportswear, such as sports leggings (heavy jogging bottoms are not permitted).

If you wear a jumper/cardigan to ensure that your outfit is compliant with dress code, it must remain on at all times.

If you do not adhere to the dress code you will be sanctioned according to the school behaviour policy. If there are ongoing concerns with meeting the dress code policy you will receive an internal isolation. In addition, parents/carers will be invited into school for a meeting with the YL/Director of Sixth Form. Both parents/carers and students will be expected to sign a copy of the dress code to confirm that they understand the expectations.

For formal occasions where you are representing the school, you may be required to wear a more formal attire (e.g smart trousers and shoes).

Lanyards

All staff, students and visitors must wear school issued passes and lanyards. This is compulsory and vital for the security of the school.

The school canteen, Busy Bean (Sixth Form café) and The Filling Station do not accept cash - you will use your passes to purchase food; cards can be topped up at the canteen. If you do not have your lanyard, you will not be able to sign out of the school site for the rest of the day. To sign in and out of school during the school day you will use the turnstile by J block. **You will not be able to sign out via reception without prior permission from the Sixth Form team.**

Mobile Phones and Electronic Equipment

As Sixth Form students, you are allowed to bring mobile phones or electronic equipment to school.



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Mobile phones are only allowed to be used in Sixth Form specific areas (top of E block study centre, top of J block study centre, outside of J block in the garden and the Busy Bean café). Mobile phones & headphones are not allowed to be seen or used in the main school site or in lessons unless instructed by a teacher for a task. Mobile phones should never be used around students in the lower school. If you break the mobile phone policy your phone will be confiscated and you will sit a L1 sanction.

Transition to Year 13

The vast majority of students will be on a linear two-year pathway with public exams taking place at the end of Year 13. Internal assessments will take place at opportune times in the academic year to determine whether students are making expected levels of progress.

Where it is determined that a student is falling below expectations and failing to engage with departmental supportive intervention strategies, the decision may be made to prohibit students from continuing their studies into year 13. In all cases, the judgement of the Head Teacher, Senior Member of staff linked to the Sixth Form will be final on matters regarding continued enrolment in courses or being asked to leave the Sixth Form.



Behaviour policy

Expectations in relation to behaviour and conduct are higher in the Sixth Form due to the fact that you are older and more mature students. You are school leaders and role-models for lower school students who have chosen to attend our Sixth Form. Therefore, in terms of permanent exclusion Sixth form students are subject to different criteria. The school has a three strikes/stage warning system. Each stage is triggered by a serious incident that would trigger an exclusion, in line with guidance in the whole school Behaviour Policy.

Sixth Form Detention

Sixth Form Detentions are run daily (Tuesday - Friday). A L1 detention will last 30 minutes and a L2 detention will last 40 minutes. If you miss a L2 detention you will be placed in a L3 SLT detention on a Monday afternoon.

They may be issued for instances such as:

- Lateness to school or lessons
- Incomplete or insufficient work produced/missed deadlines
- Regularly forgetting your lanyard.

The below are very rare, but it is important that students are clear that any of the below behaviours are not tolerated in Elthorne Park Sixth Form.

High level offences

Offences which will trigger these stages include:

- Fight or assault on another student
- Verbal abuse or threatening another student
- Bullying following warnings set out in the school's anti bullying policy
- Racist abuse
- Sexual misconduct
- Drug or alcohol related incident
- Damage or abuse of school property
- Theft of school property
- Persistent disruptive or defiant behaviour
- Persistent smoking infringements
- Rude and abusive behaviour towards staff
- Failure to attend a Level 4 – Headteacher detention
- Serious misconduct in examinations
- Repeated lower level reports

As per whole school policy, one high level incident may also result in permanent exclusion from school.



Prohibited items

The Sixth Form is a place of study and learning where all students should feel secure and safe. It is a place where students from different backgrounds and cultures mix and develop, confident that any issues which arise will be dealt with in a way which respects them as individuals and as members of the Sixth Form community. You must not bring any knives, guns, weapons or pornographic material into school, nor should you bring in classified drugs or drug paraphernalia (including cigarette lighters). Students who are found with any such items on them will be asked to leave the Sixth Form and/or undertake a related training course.

Drugs and Smoking

Our school has a very clear drugs policy: it is grounds for permanent exclusion. The school will take swift and firm action to protect our school population and our reputation amongst the local community. As such we retain the right to exclude any student who is discovered or suspected of taking drugs either inside or outside of school.

Our school is a completely non-smoking site. It is illegal to supply or sell cigarettes, e-cigarettes or tobacco to anyone under the age of 18 and smoking anywhere near the site will not be tolerated. As Sixth Form students your image is very important. You have a significant role in the school; younger students will be influenced by you and members of the public will make assumptions about Elthorne Park based on what they see or hear. Students who are found smoking on site, around the school or in view of any lower school pupils will be subject to a formal warning.



Sixth Form Opportunities

Sixth Form life is demanding and while we expect you to rise to the challenges set by your teaching staff, we firmly believe that education is not confined to your subjects. In order to enjoy the experience of being a Sixth Form student, you need to fully immerse yourself into wider opportunities on offer at EPHS. At EPHS Sixth Form we aim to provide you with a broad and exciting range of opportunities so that you are in the best possible position to go on to further study, work and become a positive member of the community. As such, we have a variety of activities on offer outside of lessons.

Super-curricular

We see part of our role at Elthorne Park Sixth Form to support you in making the most competitive application to higher education, apprenticeship or employment as possible. Feedback from these institutions indicates the value that they place on students being able to showcase enthusiasm, passion and commitment to their studies that goes beyond their exam syllabus that will enable you to demonstrate your wider knowledge of your subjects. Opportunities will be published in tutor time and via the 6f hub. It is advised that you spend 2-3 hours per week on super-curricular activities and reading around your subjects.

Extra-curricular

There is a huge range of extra-curricular activities on offer at Elthorne including sports teams, music groups, language clubs and more! Please see the timetables which will be distributed within the first few weeks for further details. Sixth Form students are also encouraged to set up their own activities or societies and support teachers in running clubs for younger students. It is expected that each Sixth Form student spends 1-2 hours per week completing extracurricular activities.

Enrichment lesson

You will have one enrichment lesson every two weeks. In year 12 you will rotate around 3 different enrichment activities (sports, oracy, life skills). In year 13 you will have allocated study skills sessions/lecture series from external speakers.

Student Leadership team

As a member of the Sixth Form you have the opportunity to apply to be a member of the Sixth Form Leadership team. This position is an exciting one which will make a significant contribution to the Sixth Form, the school and wider community. Additionally, it will make an excellent addition to UCAS references. There are also other leadership roles available such as peer or subject mentors for students in the younger years.

Student Council

As a member of the Sixth Form, we want to hear your ideas and experiences. This enables us to build the best community opportunities and ensure that students are thriving. Form representatives are elected throughout the year and will attend council meetings organised by the Senior Prefect Team.



Sixth Form Support and Guidance

In the Sixth Form you are expected to be independent, self-motivated and to organise your time yourself. The transition from GCSEs is not an easy one and you must not be afraid to ask for help.

Tutor support

Your tutor will be responsible for supporting and guiding you during your time in the Sixth Form and beyond into higher education or the workplace. Your tutor is the person who has direct responsibility for your welfare and progress. She or he will help you settle into the Sixth Form, discuss your academic progress with you, write your reference when you apply for a job or for university and generally encourage you to make the most of school life.

Parents' Evening

In addition to the informal communication between the school and your parents which takes place during the year, your parents will be invited to a parents' evening during the year. These will take place online. In addition, following each progress review, meetings between parents, students and the Director of Sixth Form will be set up for those students whose progress is of concern.

Targets

Our ambition for all students at Elthorne Park Sixth Form is for them to achieve to the very best of their ability. The challenge for all students is to match the achievements of the top 25% nationally. Through setting ambitious **Minimum Target Grades**, we are building a culture of aspiration which contributes to significant and sustained improvements in student attainment.

Our target setting uses students' prior attainment in nationally assessed exams to calculate targets at the appropriate level. The target grades given are based on the achievements of students with similar prior achievement profiles. As a result the targets set for our students are challenging while still being achievable. Importantly, Minimum Target Grades are a benchmark rather than a ceiling and therefore we constantly encourage and support students to first meet and then strive to exceed their personal targets to ensure they can make the most competitive application to higher education, apprenticeship or employment as possible at the end of their Year 13 studies.

Bursary

Some students are eligible for money from the government during their post-16 studies. Visit [direct.gov.uk](https://www.direct.gov.uk) or speak to Ms Kashap to find out if you qualify. Excellent attendance and punctuality are prerequisites for receiving payments each month.

Rewards

- **Celebration Assembly:** At the end of each term we celebrate achievements in the pastoral or academic context. Certificates and prizes will be given out to those students who have exhibited excellence in these areas



- **Meeting or exceeding targets:** Students who have met or exceed their MTGs in all subjects will be celebrated with a letter of congratulations being sent home and being entered into a prize draw
- **Attendance and punctuality:** Students who have 98% attendance and/or 98% punctuality in the half-term will be entered in to a prize draw for a voucher at the end of each term
- **Jack Petchey Award:** Each month the Sixth Form Team will nominate one Sixth Form student who has achieved either inside and/or outside of school. This student will join the lower school nominees and all students and staff will have at least seven days to vote for the winner. The winner will receive a badge, certificate and £200 to be spent on a school project, activity or equipment which will benefit a large number of student.

Course or study problems

If you have any concerns about your course or studies, please talk these over with subject staff and tutor or other members of the Sixth Form pastoral team. Staff are always ready and willing to help and it is better to deal with a problem quickly rather than allowing it to escalate. It is always better to nip problems in the bud as the solutions are easier to implement. Leaving problems to grow makes the solution more difficult. Within the first few weeks of your course it may be possible to make a change. This needs to be authorised by the subject team and Director of Sixth Form.

Please speak to the Head of Year/Director of Sixth Form and your subject teachers promptly so that we have time to arrange a solution for you.

University and Career decisions

We run an important programme of careers education during PSHCE and tutor time; this will involve a variety of visiting speakers, university visits, university application guidance and the higher/further education careers fair. If you have any queries or concerns, you can talk these through with your tutor or any other member of staff. You can also speak to Mr Bishop (Connexions) who can provide careers advice. At the end of Year 12, each student will be allocated their own individual post-18 mentor, who will be able to support in UCAS and Apprenticeship applications.

Personal problems & mental health

Depression, stress, loneliness or family difficulties may be affecting you and your work. Don't keep problems to yourself. Sharing a problem is often the best way to start resolving it. There are a number of people you might want to talk to in the school: your tutor or other member of the Sixth Form pastoral team. We can also help with referrals to internal or external agencies, including counselling. It may sometimes also be necessary to share your problem with other staff in order to get the best possible help. If this is the case the issue will be discussed with you first.

Open door

If you are unhappy with anything in the Sixth Form you must tell us. You are entitled to a first class education and if you feel we could improve in some way you must let us know. Please ask to speak to the Director of Sixth Form or your Year Leader.



Sixth Form Study

Transition to KS5 study

The step up from GCSE to post-16 study can seem daunting, especially as you embark on increased independent learning. The information below and the [study skills handbook](#) help you to effectively plan your time, whilst ensuring that you are as productive as possible. You should use the information to help complete your transition work ready for September.

Work/life balance

You have been given a fantastic opportunity to learn for the next two years, please make the most of it. Our wish is that you leave us with the best possible grades, skills and most importantly a love of learning. While it is important to find a balance between work and social aspects of Sixth Form life you must remember that your goal should be success so that you can give yourself the best chance of gaining a university place, employment or apprenticeship at the end of Year 13.

Study Periods

To manage the transition to KS5 study, it is imperative that you are able to learn independently outside of lessons and manage your study time effectively. Below are some tips and strategies that may help you with that.

Since you will be studying fewer subjects than in previous years, you will have study periods allocated on your timetable. These are the times when you should be engaged in independent study. Depending on your progress and study needs, you may be assigned a room to report to for some of your study periods (please see the facilities section for details on the study spaces available). The Study Room in the Sixth Form is there to facilitate private, individual study. It is expected that students work in silence and no disruption will be tolerated. If students fail to use the building effectively, this facility will be withdrawn and this could be to the detriment of your success in your chosen course.

Extra supervised study periods will be added to the timetable of students who are not meeting their target grade. This is to ensure they have sufficient time and a productive environment to work in and make expected levels of progress. Students will be expected to sign in for their study periods in the J block study room. Non-attendance to supervised study periods will result in a truancy detention.

If your timetable says...	You should...
J101	Register with Ms Kashap in the Supervised Study Room and work in silence for the hour.
No room given	You are free to work in any of the study spaces available, the library, café or any of the Sixth Form study rooms.



Independent Learning and Home Learning

Independent learning and home learning may take a number of forms and are designed to prepare for, reinforce and extend the learning within the classroom. To make a success of your studies there is an expectation that all students spend at least 21 hours per week on their studies outside of the classroom (this includes e.g. super curricular reading). In the unlikely event that a teacher does not set home learning, you as the learner are expected to conduct work to consolidate knowledge gained in the lesson or to facilitate learning in future lessons. At Sixth Form level, there is no such thing as “no work” set.

Failure to complete home learning will result in additional study being set and more seriously, will impact heavily on your progress in the subject. All home learning will be uploaded to Show My Homework – an online platform which allows both students and parents/carers to access home learning tasks at all times.

‘Flipped Learning’ at KS5

There is a greater emphasis on preparatory work at KS5. This means that lesson time can be used to effectively address any misconceptions on the topic or challenge and extend your understanding. Failure to complete any prep work will mean that you are not able to access the lesson sufficiently. Not only will this result in an additional study and impact your progress, but it will also disrupt the learning of your fellow students and the plans of your teacher who will be relying on you to bring certain information to the lesson. Please ensure any preparatory work is completed promptly and in sufficient detail.

Wider Reading

Part of the transition to KS5 learning is the expectation of reading around your subject. Your teachers will be able to provide suggested reading at the beginning of the year.

Manage Distractions

There are a number and range of distractions. The trick is to realise that if you set all of these things aside for two or three hours to study, they will still be there later. Your social media can wait a few hours, as can your messages and games. If you try to work and message/play online/check your social media, not only will you work more slowly but the quality of your work will be diminished. Learn how to set aside work time and keep it distinct from social time. The study room is for studying and not engaging in these activities.

Get Organised

Through organisation you will be able to be fully prepared for anything that is asked of you in the Sixth form. Revision, home learning and other activities will be made much easier by organising your notes and folders. If you plan your time in school well you should be able to spend most of your study periods effectively, meaning that you have time outside of Sixth Form for other activities. The secret to being organised is to have a list of the tasks and activities you want to do. Then tick off each task as you finish it. Your ‘Home Learning Planner’ is a good place to make these lists.



Time Management

There are hundreds of books and courses you can buy to teach you about time management. Your teachers will tell you for free some of the so-called 'secrets' of time management. Here are some to get you started:

- 1st secret: have a list of the work you need to do and keep on adding items as they come in and ticking off items as they get done
- 2nd secret: do **some** work **every** evening
- 3rd secret: break large pieces of work down into small chunks
- 4th secret: when things feel overwhelming, write out a new list to get a handle on what needs to be done, then do two of the tasks which only take 10 minutes or less (to make yourself feel better) and then make a start on one of the big projects (to make yourself feel like you are making progress)

Paid Work

Success at Sixth Form will be your primary focus. There will be significant demands on your time in terms of your subjects, home learning, extra-curricular, university application, school events, shows and performances as well as socialising. You also need some time to relax! Paid employment should not be allowed to get in the way of your school work and responsibilities, therefore you are not allowed to have any form of term-time employment during 8.30-4.10 Monday-Friday.

High performance

Underachievers at Sixth Form	High achievers at Sixth Form and beyond
<ul style="list-style-type: none"> ● Rely on external controls, rewards and sanctions from parents and teachers to act as motivation. ● Depend solely on the comments of teachers to evaluate their work. ● Believe that luck, chance, or natural ability will determine their success or failure. ● Blame others for their difficulties. ● Rely on others to set them goals. ● Do just enough to get by. ● Tend to produce the ideas of others in an uncritical, thoughtful way. 	<ul style="list-style-type: none"> ● Plan their time efficiently so they meet deadlines without panic. ● Set their own targets, and gain reward from meeting self-set high standards of performance ● Have a commitment to their subject choices and want to learn and progress, with their eyes on the prize. ● See the relevance of their subjects and studies to their future. ● Accept responsibility for both success and failure. ● Are ambitious, and thirsty to learn. ● Think for themselves

Tips on completing assignments and coursework

The task itself

- Make sure you clearly understand the coursework task – check with your teacher if you are unsure.
- It is often useful to know the mark scheme when completing coursework.

Coursework deadlines

- Ask for final coursework dates near the start of your course of study.



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- Plan a timetable to work towards them, and stick to it – write it in your planner.
- Other students may require the same resource materials as you – take this into account when planning your work.

Managing your time after school/at home

- Arrange your work in order of priority.
- Check off assignments/tasks when they have been completed.
- Take time to review work returned by your teacher.

Pace yourself

- Divide lengthy or difficult assignments into short, manageable units.
- Where several coursework deadlines coincide, make sure you complete some ahead of time.
- Don't leave anything to the last week/minute.
- Build in time for possible mishaps and setbacks.

Enough is enough

- Know when to stop work on a project; yet another redraft probably won't achieve perfection.
- Make sure you take plenty of time out, preferably doing something completely different from your studies.

Responsibility

As the most senior members of the student body, you are expected to set a positive example for younger students and to take responsibility for your own learning. This includes:

- Coming to school and lessons prepared for study
- Work hard and do your best each day, both inside and outside the classroom
- Dealing with problems and issues as they arise
- Taking on board feedback and actions to improve
- Being a positive contributor to Sixth Form and school life
- To keep term time employment to a level which comfortably allows you to spend a minimum of **25 hours per week** on your studies
- To actively show respect to all members of your class, students and staff and mindful of the possible effects, both intended and unintended, of your actions on other people and our school
- To have removed earpieces/headphones and switched off your mobile phones and electronic equipment before you leave the Sixth Form areas
- To use all facilities as expected and be respectful of school resources such as classrooms, equipment and books as well as the Library and the Sixth Form Centre; to leave places tidy and pleasant for others in our community to use

Communication

There are many important notices which the Sixth Form needs to disseminate and to ensure this is effective. **We will share notices and exciting opportunities during Friday tutor lessons and via SMHW.** Students are expected to sign into SMHW daily.

You may also be required to join other Google Classrooms for your subjects so that information and resources can be shared.



All communication to teachers and members of the staff should be done through EPHS email addresses and not personal ones.

Email Etiquette

When writing emails to teachers and staff, it is good practice:

1. To start with a brief acknowledgement and welcome (e.g. “Dear, [name]/ I hope all is well with you” or “Hi, [name] / Thanks for your email”)
2. To end with a brief note of best wishes and farewell followed by your name (e.g. “Thanks again for your email / Best wishes / [your name]” or “Thanks for your time on this matter / Regards/ [your name]” or “Let me know what you think/ Warmest Regards / [your name]”)

Sixth Form Facilities and Catering

There are a number of new facilities available to you as a member of the Sixth Form and we ask that you take care of these facilities and use them as intended.

Sixth Form Study Spaces

Supervised Study Rooms (E204 and J201) If you have a supervised study period, you are expected to spend the hour in the Study Room and register with Ms Kashap. Work must be completed in silence in this room and failure to comply with this will result in sanctions and eventually alternative provision being made for your study periods.

Library Complete silence and individual work is expected here. Any students not following these expectations will have this privilege removed.

There is no food allowed in any of these study spaces.

Sixth Form Catering Spaces

The Busy Bean The new café is exclusively for the Sixth Form students and staff members. You are welcome to use this space throughout the day as long as you do so with respect for the facilities and those around you. You will need your ID card to purchase items from this outlet. The Busy Bean café cannot be used during PSHCE or tutor time; if found in the café instead of in a scheduled lesson, a sanction will be issued.

The Filling Station This is a new cafe for Sixth Formers outside of J block. It will not have the same offering as the Busy Bean and will be predominantly used during break and lunch times/ at times when the Busy Bean is closed for exams. Students can use the Sixth Form Pod in J block garden during free periods or break/lunch time.

School canteen The canteen is open at break time and lunch time. Sixth Formers are allowed to go straight into the queue inside of the hall.

Leaving the Site

At the beginning of the school day you can enter through any entrance (Westlea Rd, Vicarage Lane and J block). You are permitted to leave the site when you do not have a timetabled lesson/study period, but if you do so you must sign out and back in via the turnstile and signout machine outside of J block. This is designed purely for fire regulations and is essential for the health and safety of the site. Failure to sign in / out appropriately will result in the privilege being removed; you will then be expected to stay on the school site for the whole day. If you forget your lanyard you will not be allowed to sign out during the school day. **Only in exceptional circumstances (with permission from the Sixth Form team) will you be able to sign out via reception.**

You must be back in time for your next lesson. Bear in mind that traffic and public transport can take longer than expected, especially around lunch time. We cannot accept problems with transport as an excuse for you not being on time. You can have your privilege of signing in/out of school removed if you do not live up to the high expectations of Elthorne Park Sixth Form.



Academic Honesty

Researching and writing essays, reports and projects is a very satisfying part of your studies. Using your own words, ideas, diagrams, maps and photographs to produce work which embodies your own conclusions can be a source of personal pride, and the production of such work is an important academic skill. Most academic work in school, college, university and in the wider world will involve using the words of others to support your own arguments and conclusions, and these, properly acknowledged, are an integral part of such assignments. It is important that you acknowledge such sources in an academically honest way. Works of literature, art and music are protected by law through copyright; this includes work taken from electronic sources.

Your teachers will explain how to paraphrase and adapt source material in an acceptable way, and show you how to acknowledge the work and ideas of others in your writing and speech. Teachers are available to give you further advice and guidance so that you can always present authentic work. What follows is a short guide to use as a reminder.

In general you must not:

- Copy work from another student in class, during classwork, homework (unless you are catching up on classwork missed, in which case you should acknowledge whose work you have copied) or in your coursework
- Copy and paste from the internet or books without properly acknowledging it. This includes using AI without properly referencing it.
- Give another student your work to copy or do homework for another student
- Submit work done by a parent, older student or friend
- Pretend that any work/thoughts/writing of someone else are your own.

Doing any of the above is not being academically honest.

Non-Exam Assessments (NEAs) and Internal Assessments

An authentic piece of coursework is one that is based on your individual and original ideas, with the ideas and work of others fully acknowledged. All work, written or oral, for assessment must wholly and authentically use your own language and expression. Sources which are used or referred to, whether in the form of direct quotation or paraphrase, must be fully and appropriately acknowledged.

Before starting to write, ask your teacher what kinds of external help are permissible. Always use your own words. If you want to quote the words of others, you must reference them correctly. In the same way photographs, illustrations, maps, graphs, charts, audio-visual material and software must be acknowledged if they are not your own work. For some assignments, you must include a bibliography at the end of your work which lists the full details of the publications you have used. You will need to refer to many sources to produce a well-researched piece of coursework but you must list all the resources that you use, whether they be books, journals, internet sites, TV programmes etc.



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If you have worked as part of a group on a project, even if the data is the same, your introduction, account or description and conclusions must be your own. If they are not, you will be considered to have colluded and be guilty of malpractice.

Do not be tempted to use essays or parts of essays from the internet. Teachers are very experienced in marking students' work and quickly pick up a change of style or vocabulary. You will have to sign a declaration that any internal assessments or extended essays are your own authentic work.

Take care of your work and keep it safe. If it is stored on a computer, keep your password safe. Do not leave spare copies lying around. Destroy those which you do not need.

In internal and mock exams, you must not:

- Distract another student or try to contact them.
- Copy the work of another student.
- Disrupt the exam by any behaviour.
- Have out any notes unless they are allowed.
- Bring an unauthorised calculator or have on you any electronic device or mobile phone.

There are additional regulations for the conduct of external exams, which you must know about and follow.

Key Definitions

Malpractice:

Any behaviour that results in, or may result in, yourself or any other student gaining an unfair advantage in one or more assessment components. Plagiarism, collusion and duplication of work are examples of malpractice, as are making untruthful claims in UCAS applications or bringing in unauthorised materials into an exam.

Plagiarism:

Passing off the work, thoughts or ideas of another person as your own. This is a serious academic offence and the school will take it seriously.

Collusion:

Allowing someone else to copy from your work or submit it for assessment as if it were his or her own. Collusion is the act of supporting the malpractice of another person.

Duplication of work:

Presenting the same work for different assessment components for the same exam board.



Useful Contacts

Organisation	Helpline
ChildLine (24 hours)	0800 1111
NSPCC – Child Protection Helpline (24 hours)	0808 800 5000
Macmillan Cancer Support	0808 808 0000
Citizens Advice	Local Number
Crime Victims – Victim Support	0845 30 30 900
Crimestoppers – Crime Prevention	0800 555 111
Drinkline	0300 123 1110
FRANK – Friendly confidential drugs advice	0300 123 6600
Beat – Beating Eating Disorders (Monday – Thursday 1:30pm – 4.30pm)	0845 634 7650
Family – Gingerbread(support and advice for lone parents)	0808 802 0925
GamCare – Support, information and advice for anyone with a gambling problem (8am – midnight)	0808 8020 133
Homelessness – Shelter (24 hours)	0808 800 4444
Kidscape – Keeping safe, bullying and how to cope	08451 205 204
Missing People – Message Home (Left home, run away – send a confidential message)	116 000
National Missing People Helpline	116 000
Neighbourhood Watch	0116 229 3118
Age UK – Information and campaigns on ageing issues	0900 169 6565
Rape Crisis: 12pm – 2.30pm and 7pm – 9.30pm	0808 802 9999
Samaritans (24 hours)	08457 90 90 90
Social Services	Local Number
Brook – Free and confidential sexual health information	0808 802 1234
Smoking – Smoke free life	0200 022 4332
Youth Access – Discuss problems confidentially	0208 772 9900

Higher Education	
www.gov.uk/recognised-uk-degrees	Courses and links to HE sites
www.opendays.com	HE open days
www.push.co.uk	Finding the right university
www.qaa.ac.uk	The Quality Assurance Agency for Higher Education
www.scit.wiv.ac.uk/ukinfo	List all FE, HE and specialist colleges on a map
www.slc.co.uk	Student Loans Company
General	
www.education.gov.uk	All things that concern education and children and young people
www.cypnow.co.uk	
www.education.gov.uk	Includes information on financial support for HE students
www.lifelonglearning.co.uk	Information supporting lifelong learning
www.nus.org.uk	National Union of Students
www.bbc.co.uk/schools	Resources for schools
www.studentunion.co.uk	Student union contacts
www.thestudentroom.co.uk	Covers a wide variety of information on student life, on/off campus



www.ukdirectory.co.uk	Guide to UK websites
Employment	
www.gov.uk/browse/education	Help, if you're going on to further or higher education, looking for training or interested in a student or career development loan.
www.gov.uk/jobseekers-allowance	Information for jobseekers
www.reed.co.uk	Recruitment agency and job adverts
www.mosnter.co.uk	Vacancies
www.jobs.theguardian.com	Guardian newspaper jobs
www.nctj.com	Journalism careers and courses
www.topjobs.co.uk	Job adverts and links to other sites
Study and Work Abroad	
www.careerseurope.co.uk	Information on Europe
www.eurograduate.com	European jobs
www.studentsabroad.com	Study abroad opportunities
Students with Learning Difficulties/Disabilities	
www.asthma.org.uk	National Asthma Campaign
www.bdadyslexia.org.uk	Dyslexia information
www.gov.uk/browse/disabilities	Information on all disabilities
www.rnib.org.uk	Royal national institute for the Blind
www.actionhearingloss.org.uk	Action on Hearing Loss
www.skill.org.uk	National Bureau for Students with Disabilities
Gap Year	
www.bunac.org.uk	Gap year with Bunac
www.csv.org.uk	Volunteering opportunities
www.gapyear.com	Year out ideas
www.lattitude.org.uk	Gap activity projects
www.etrust.org.uk	EDT – for future engineers and scientists
www.wvw.org.uk	Volunteering opportunities worldwide