



the
LatimerArts
College

Sixth Form

Student Guide 2024-25

A Warm Welcome

Welcome to what will soon be the start of an exciting new academic year at The Latimer Arts College Sixth Form.

We look forward to greeting you in September where we are ready and waiting to support you in achieving success during your post-16 studies.

To help you with this, we have included information in this guide which we hope you will find useful, to get you Sixth Form ready.

This booklet should provide a guide to all you need to know about Sixth Form at The Latimer Arts College and enable you to continue on the road to success. We look forward to moving into our new Sixth Form Centre by December 2024.



You will be encouraged by a fully committed team of staff who will guide you in lessons and provide the challenge you need to meet your potential. Your time in the Sixth Form will go by very quickly — look how the last 5 years have flown — so you need to hit the ground running. We are here to nurture, guide and maybe give you a gentle nudge along the way, but it is important that we work as a team, in partnership, throughout so that you have the best opportunities available to you when you have completed your Level 3 studies.

Work hard, learn lots and have fun along the way. I look forward to celebrating your A Level and BTEC success with you in the near future.

Kerry Gallon

Assistant Principal: Sixth Form & Wider Curriculum

“Just believe in yourself. Even if you don’t, **pretend that you do and, at some point, you will.**”

VENUS WILLIAMS, THE FIRST AFRICAN AMERICAN WORLD NO. 1 TENNIS PLAYER

Sixth Form Team

Here to help and Support you



Sixth Form Leader

We fully recognise the support you will need to reach your potential during your Sixth Form journey. You will be encouraged by a fully committed team of staff who will engage you in lessons and provide the challenge you need to meet the expectations of the Sixth Form.

Latimer Sixth Form students leave us as highly skilled individuals and we hope that you embrace all of the support and guidance that is available to you, to ensure that you do the same.

My role is to support you in your future destination plans and preparing you to become young adults through our Tutor Time Personal Development Programme. I will ensure you are given a voice on teaching and learning through our student forum and ensure you remain on the right path throughout your Sixth Form journey.

ctebbutt@latimer.org.uk

The Role of the Sixth Form Personal Development Tutor

The personal development tutor will be your first point of contact. They will provide guidance and support throughout your two years with us; continually monitoring your progress, sharing in celebrating your success and discussing any areas for development along the way.

The Role of the Sixth Form Centre Manager

Miss Magee's role is to help Sixth Form students on a daily basis, organising resources, dealing with enquiries, monitoring attendance and supporting your development. You will come into contact with her regularly as you navigate your way through your Sixth Form studies and be sure to always check your e-mails to look out for the Miss Magee special.

smagee@latimer.org.uk



Being a Sixth Former

To achieve success in Sixth Form you will need to:

- **Manage how to use your time** – you will have fewer timetabled lessons and more time for independent private study, use it wisely! Use any of the Sixth Form study areas during this time as the more you do in School, the less you have to do at home.
- **Prioritise** – decide which work needs to be completed first; it is not necessarily the piece of work which is most appealing or easiest. You have stayed in School to learn and gain additional qualifications, so your learning should always be at the top of your list of priorities!
- **Meet all deadlines** – if you fall behind on deadlines, you will put yourself under unnecessary pressure and reduce the chances of a good grade.
- **Research independently** – you must be prepared to do independent work as well as coursework or tasks 'set' by staff. You should research additional information to broaden your understanding of topics. Keep up to date with developments in your subjects by listening to current affairs podcasts, reading quality newspapers or appropriate journals and magazines. Make use of all available resources in order to gather the necessary information. Use the School Library, the Internet, subject specifications/revision guides in the [Sixth Form Shared Aea](#) and revision guides and text books.
- **Organise & present your work** – keep your files neat and in a logical order. Use dividers to separate topics and have a contents page at the front. It will really help you when it comes to revision. Hand in work that is neat and legible. Always spell-check any typed work.
- **Work effectively with others** – view learning as a two-way process; engage positively in class, listen to ideas, contribute your own ideas and work together with others to find new ways of learning.
- **Revise from day one** – this means regular revisiting of learning in lessons right from the start of your course, not just before a test. The more often you go through your notes or create revision resources, the more you will understand and remember them.
- **Ask for help** – ask staff if you do not understand something – you will probably not be the only one. Act upon advice given by subject staff in order to sharpen the core skills essential for success in each subject.
- **Be a role model** - Sixth Form students should be role models for our younger students, behaving appropriately at all times, being co-operative, responsible and courteous to staff and fellow students.

Commitment to Studies

Independent Study

Independent Study

One of the key changes you will face is taking responsibility for your own learning; an essential part of which, is independent study.

Of course, we will expect you to manage and use your independent study time effectively whilst in school. Independent study doesn't mean sitting alone with a book - try these ideas:

- Go over content from class: create revision material: read through notes, write them up neatly to consolidate your learning, test yourself on your knowledge.
- Prepare for future classes: complete work you have been set; read any texts for upcoming topics; revise for any tests.
- Study with friends: Test each other on material you have learnt; practice presentations; lead a study session.
- Find activities related to your subject: complete a MOOC; research if there are any groups to help you improve your knowledge; find things you can watch or listen to increase your exposure to different topics.
- Take time away from your screen or notes – but make sure your breaks come after you have done some hard work!

Study Rooms:

Your Sixth Form building has two dedicated study spaces:

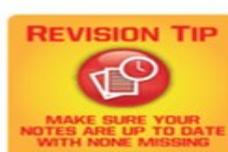
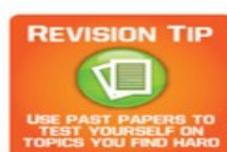
Study Room 1 which is currently situated upstairs in the masque annex is set up as a quiet study space, for students who wish to study independently without distraction.

Study Room 2 situated next door, is designed to support group study.

Within our designated study rooms you will have access to printers, stationary items and revision resources to aid your studies.



***Students using these spaces are responsible for ensuring these areas are left clean and tidy at the end of the day.**



Commitment to Studies

Useful information

Useful Resources:

Level 3 Past Exam Papers and Mark Schemes can be found here:

<W:\SIXTH FORM AREA\Level 3 Past Papers and Mark Schemes>

Level 3 Subject Specifications can be found here:

<W:\SIXTH FORM AREA\Level 3 Subject Specifications> (Hard Copies also available upon request)

Revision Guides: Available to be signed out for loan from Miss Magee.



is the platform we use for Sixth Form students to find the best courses and apprenticeships, record what skills you have and write Personal Statements.

Unifrog has a range of resources that can be used to support in your future planning, it also allows you access to MOOCs. MOOC stands for Massive Open Online Course. MOOCs are taught by universities across the world and cover a huge range of topics. They can help you get to grips with a new subject, and they look super impressive to teachers, colleges, apprenticeships, universities and future employers.

Use of AI



Artificial Intelligence (AI) can be a valuable tool for researching information and enhancing your understanding of various subjects. However, it is important to use AI responsibly and ethically. While AI can assist in gathering information, it should not be used to complete your assignments or assessments and any student found in breach of these rules could face disqualification from all of their subjects.

For further guidance on the appropriate use of AI and other technologies, please refer to the official Joint Council for Qualifications (JCQ) guidelines.

Plagiarism

Never get yourself in a situation where you are tempted to pass off the work of someone else as your own. In most cases plagiarism can be avoided by citing sources. In cases of plagiarism, parents and carers will be informed and all plagiarised material will be ignored in determining the final mark.



All of the following are unacceptable:

- Copying someone else's work in part or in whole, and presenting it as your own work
- Using material directly from books, journals or the Internet without reference to the source.
- Submitting work to which another person, such as a parent or carer, tutor or subject expert has substantially contributed.
- Paying someone to write or prepare material.

Attendance

Attendance will be crucial to your success in the Sixth Form and our expectation is that all students will maintain excellent attendance = **above 96%**.

In Sixth Form you will use our electronic swipe system to log your attendance in the morning and in the afternoon. There are three machines available for this: one in the entrance to IT6, one at student reception and one on the ground floor of the science block. Registers are also taken for each lesson by your classroom teacher. You must ensure you have your card / lanyard at all times.

Should you misplace your student lanyard, you must report this immediately to the Sixth Form centre Manager who will organise a temporary replacement lanyard.

Signing In:

AM: All students are required to sign in on arrival to school before 8.25am.

PM: All students are required to sign in for the afternoon before 12:55pm.

Signing Out:

If you have permission to leave the School site for any reason during the day, you must sign out, selecting the reason for your departure. You must sign back in upon your return. This is essential to comply with fire regulations.

Should you feel unwell during the day you must go directly to our Sixth Form Centre Manager who will inform your parent/carer.

You should not sign out at visitors' reception unless in exceptional circumstances.

You should always enter or leave School Site via the pedestrian entrance when on foot, Please do not walk in the road to use the vehicle access.

Absence

If you are unable to attend the School due to illness, the first day of your absence and for any subsequent day, **you or your parents or carers must:**

- Send an email to: absence@latimer.org.uk or send a text to: **07444 851655** or
- Ring the 24 hour absence answer line on **01536 720300**

If you have been absent you must see your teachers and catch up with any work missed.



Attendance Continued



Study Time

You are required to be in School **full-time every day**, with the exception of pre-allocated home study slots and of course you must attend all timetabled lessons.

Independent study time should be spent **studying**, unless a contribution is being undertaken. Where possible, you should study within departmental areas and allocated Sixth Form Study Rooms.

Personal Development Time

Personal development attendance with your tutor is compulsory. As well as receiving important information, you will access a range of activities that will help you to achieve success in the Sixth Form and prepare you for your future destinations.

10th Hour

For each of your subjects you have been allocated an additional hour across the fortnight. This hour should be used to study with your subject peers and be used as an opportunity to complete suggested work by staff.

Driving lessons

Driving lessons can be undertaken, but only if they do not affect lessons or tutor time and are arranged during your independent study. If students are not meeting expectations, then this privilege may be revoked.

Leave of Absence

Leave of absence during term time will not be authorised, except in exceptional circumstances. **A Leave of Absence Request Form** (available from Student Services) must be completed and submitted to the Principal in advance of the start date. For medical/dental appointments etc., students must provide evidence of their appointment to the Sixth Form Centre Manager in order that the absence is correctly coded.



Please be aware that your attendance will be monitored so try and arrange appointments outside term time where possible. Should an appointment need to be during term time, then please endeavour to be present for the AM or PM registration periods and make appointments in between these times when you do not have a lesson.

Sixth Form Dress Code

As role models to younger years, we expect our Sixth Form students to dress in smart attire, appropriate for the school working environment.

In addition to this, in order to support with our safeguarding responsibilities, lanyards must be worn at all times whilst in School.

Tops:

- ✓ Smart blouse, top or shirt (ties optional). Smart polo shirt. Smart cardigans or jumpers.
- ✗ T-shirts with large logos, slogans or graphics. Denim, vest tops, transparent tops, or beachwear. Oversized tops, hoodies or sweatshirts, casual style sportswear, are not permitted.

Bottoms:

- ✓ Smart skirts, which should be a suitable length for the school environment or smart trousers.
- ✗ Jeans, joggers/leggings, cargo trousers, denim, leather/faux-leather are not permitted. Shorts are not permitted. Short/mini skirts are not permitted.

Dresses:

- ✓ Smart in style and should be a suitable length for the school environment.
- ✗ Short/mini-dresses or beachwear style dresses are not permitted

Footwear:

- ✓ Formal style shoes, plain black trainers and formal sandals. Boots may be worn provided they are smart and not excessive in height.
- ✗ Casual footwear such as flip flops, other trainers, black plimsolls, or canvas shoes are not permitted.

Outerwear:

- ✓ Coats, jackets, or sweaters should be appropriate for a professional environment.
- ✗ Hoodies, or other overly casual outerwear, such as leather, biker or denim jackets are not permitted.

****Outerwear to be removed in all study areas and classrooms.***

Sixth Form Dress Code

Additional Information

- A maximum of two earrings per ear will be permitted.
- Ear Stretchers are not permitted.
- Nose studs are permitted, however should be discreet.
- Other jewellery is permitted, but should be kept to a minimum, in line with the smart attire dress code.
- Hair should be styled appropriately for the school environment, with a preference for natural -looking hair colours.
- Extreme hairstyles, such as brightly dyed hair or shaved designs, are not permitted.
- Nail polish is permitted but should be professional in manner.
- Elaborate nail designs that are distracting or excessively decorative and long, excessively pointed nails that could pose a safety hazard are not permitted.

Students are encouraged to express their individuality within the parameters of this dress code while maintaining a professional appearance.

Should you have any questions relating to what may or may not be acceptable as part of the Dress Code, you are advised to speak to the Assistant Principal: Sixth Form or Sixth Form Centre Manager *prior* to making any purchases.

Where there are breaches of the School's Sixth Form Dress Code, sanctions in line with the school's behaviour policy will be applied accordingly. **This may mean that you are sent home to change or placed in internal exclusion and not permitted to attend timetabled lessons.**

Valuables:

Please note that Sixth Form Students are permitted to bring mobile devices into School but they should only be accessed in the Sixth Form Areas. We do encourage you to respect each other's property, and we do take reasonable steps to ensure the safety of such items, however, if items become lost or damaged, we cannot accept liability for this. Personal property brought into the School is done so at the owner's risk.

Student Parking:

Students will be permitted to park on site, although spaces may be limited. Spaces will be on a first come, first served basis and you will need to acquire a parking permit from our Sixth Form Centre Manager; Miss Magee.



Enrichment

Making a Difference, Making your Mark

In Sixth Form, we strongly believe in the value of enrichment. As a Sixth Form student, you are expected to actively participate in activities that support and enhance our school community and provide you with a variety of valuable experiences.

Contribution:

Every week, you are required to dedicate at least one hour to making a positive impact, whether it's assisting younger students in their studies or supporting staff members outside the classroom. These contributions not only benefit the individuals you help but also foster a culture of support and collaboration within our community. By logging your contributions, you can track your involvement, reflect on your impact, and strengthen your personal statement for future endeavours. This may lead to being rewarded with additional home study.



Enrichment:

On Wednesday afternoon, our compulsory Sixth Form Enrichment Programme offers you a range of activities and opportunities to choose from. You can participate in Health and Fitness sessions, attend talks by Guest Speakers, life skills workshops, or explore various subjects through Online Learning.

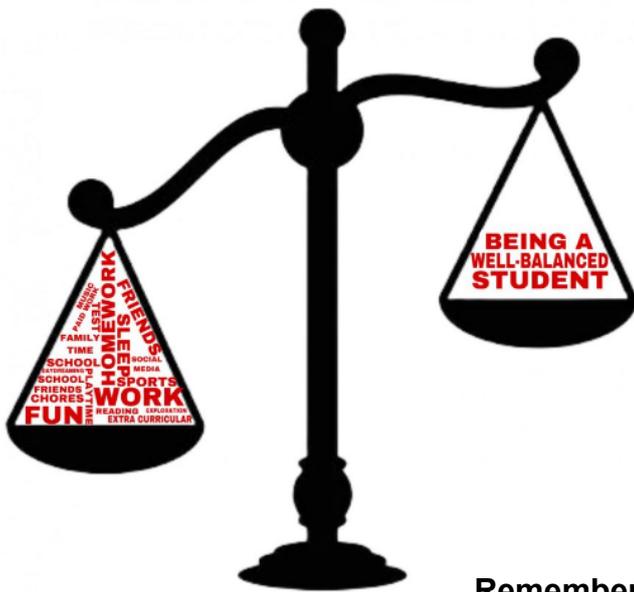
Details of the latest opportunities available can be found in our [Enrichment Booklet](#).

The Sixth Form Enrichment Programme not only offers you, a variety of enjoyable experiences, it can also have a valuable impact on your personal growth and future prospects.

By providing this platform for exploration and self-development, we aim to foster well-rounded, engaged and motivated individuals who are prepared to excel in their academic journey and beyond.



Maintaining a Good Work-Life Balance



Part-Time Work

We appreciate that you may undertake part-time jobs to give you some financial independence. However, you need to ensure that you are working a sensible number of hours and that it is not interfering with your studies.

Remember, you have chosen to be in the Sixth Form to study; if paid work becomes a priority, then you need to consider whether staying on in education is the right option for you.

The Benefits:

Can improve or help develop particular personal characteristics, including responsibility, work organisation and time management, which could in return enhance school achievements.

The Disadvantages:

May reduce the time available for educational activity and independent study and therefore could lead to lower educational achievements.

Work Experience

All year 12 students will have the opportunity to undertake a *careers based* work placement designed to develop your employability skills, increase your appreciation of the commercial world and inspire future career choices.

During this period, there will be no lessons – each day students will be at the workplace of the host employer.

We hope that you will gain a valuable insight into the world of work and be provided an opportunity to expand your learning from the classroom into the work environment. Following your placement and once back in school, you will have time to reflect on your experience, participating in a robust evaluation process.

You will also benefit from having the opportunity to create a presentation to your peers, showcasing what you have gained from your work experience placement.

Learning Agreement

The Learning Agreement aims to establish a clear understanding and mutual expectations between the student, the school and parents/carers.

It outlines the responsibilities and commitments required to support the student's academic success, personal development, and overall well-being during their time in the sixth form. This agreement serves to promote a collaborative and supportive environment, fostering a sense of accountability and commitment from all parties involved.

Student Responsibilities

Attendance and Punctuality:

- Attend School from 8:25am to 3:00pm (except when on time-tabled Home Study).
- Ensure at least 96% attendance to all lessons, 10th Hour, independent study, enrichment and PDP sessions.
- Be consistent and punctual on arrival to the school and all lessons.
- Ensure you or a parent/carer report any absence confirmation as outlined on Pages **6 and 7**.
- Ensure you sign in & out when arriving/leaving school as outlined on **Page 6**.

Academic Commitment:

- Work to the best of your ability in every lesson, independent study in school and at home.
- Aim to reach or exceed target grades in assessments.
- Complete all assignments, coursework, and exams and meet all deadlines.
- Organise work to complete during independent study.
- Seek help from teachers and utilise available resources when needed.
- Ensure mobile phones are only used to support learning during independent study.
- Ensure independent study is completed in designated study areas and ensure that this is completed without disturbing others.

Behaviour and Conduct:

- Behave in a way that is responsible and sets an example to other students.
- Adhere to the school's policies, including the Behaviour, Dress Code & ICT Acceptable Use Policy.
- By responding proactively to guidance & support offered.

Personal Development:

- Engage in extracurricular activities and enrichment programs offered by the school.
- Take responsibility for personal health and well-being, balancing academic and personal life.
- Set personal and academic goals and work towards achieving them.

Learning Agreement

School Responsibilities

Teaching and Learning:

- Provide high-quality teaching and learning experiences, with a well-structured curriculum.
- Offer regular feedback on assignments and assessments to help students improve.
- Create a supportive and inclusive learning environment.

Support and Guidance:

- Offer academic support through 1:1 feedback sessions, and resources.
- Provide pastoral care and mentoring to support students' well-being.
- Guide students in their career planning and higher education applications.

Communication:

- Maintain open lines of communication with students and parents/guardians.
- Inform parents/guardians about student progress, attendance, and any concerns.
- Provide timely updates on school policies, events, and important dates.

Parents/Carer Responsibilities

Support and Encouragement:

- Encourage and support your child in their academic endeavours and personal growth.
- Provide a conducive environment at home for studying and completing assignments.
- Motivate your child to participate in school activities and take responsibility for their learning.

Communication:

- Stay informed about your child's progress by attending SPRE and reviewing reports.
- Communicate any concerns or issues that may affect your child's performance or well-being to the school.
- Support the school's policies and reinforce the importance of adhering to the learning agreement.

By signing this agreement, all parties acknowledge their responsibilities and commit to supporting the student's educational journey in the sixth form.

| | |
|-------------------------------------|--------------------|
| Tutor Signature | Date: |
| Student Signature | Date |
| Parent/Carer Signature | Date |

A word cloud centered around the text 'Our 6th form'. The words are arranged in a circular pattern, with 'Our 6th' at the top and 'form' at the bottom. The words are in various sizes and orientations, creating a dynamic and celebratory feel. The colors are shades of grey and black.

motivated
opportunity
enlightening
creative
reflective
World
instructive
imagination
energetic
inspired
mentors
progression
pathways
valued
willpower
approachable
preparation
future
happy
challenged
challenged
determination
independent
stretching
supportive
positive
interesting
organised
leaders
rewarding
constructive
decisive