



the
LatimerArts
College

Sixth Form Information Booklet



Welcome



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

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 support, guide and maybe give you a gentle nudge along the way, but it is important that we work as a team, in partnership, throughout.

We aim to do all that we can to support you with making outstanding progress during your post-16 studies. To help you with this, we have included information in this pack which we hope you will find of use throughout the year (please tell us if there is anything that we have forgotten!)

For those of you new to the Sixth Form, this pack should provide a guide to all you need to know to get you started on the road to success. For those of you moving into Year 13, please take the time to read through the pack as there have been further amendments for this year.

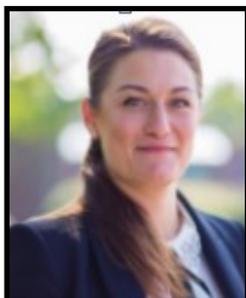
Work hard, learn lots and have fun along the way. I look forward to celebrating your A Level and BTEC results with you in the near future.

Ms Hearne
Principal

**TOGETHER WE CAN HELP YOU ACHIEVE
YOUR BEST!**

Your Support Team

The Sixth Form Team are here to help and support you.



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.

Mrs Duguid-Yeomans—Assistant Principal



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.

Miss K Gallon– Assistant Principal

The Role of the Sixth Form Centre Manager

Miss Magee's role is to help Sixth Form students on a daily basis. She will meet with you regularly as you navigate your way through your Sixth Form studies. Students register daily with Miss Magee and she will organise and support your development and provision at level 3.



The Role of the Form Tutor

Your tutor will be your first point of call. Their role is to discuss your progress with you, and any issues or concerns that you may have.



Sixth Form Success

Success is not about luck: hard work is the key to success. You will need to take responsibility for your own learning, an essential part of which is independent study.

Those who do best at Sixth Form have the following characteristics:

- They are well organised, keep their files up to date and take pride in their work and notes.
- They devote adequate time to thinking about their subjects – preparing, planning, working and revising.
- They keep abreast of developments in their subjects by watching current affairs programmes, reading quality newspapers and appropriate journals and magazines.
- They act on advice given by subject staff in order to sharpen the core skills essential for success in each subject.
- They view learning as a two-way process and engage positively in class.
- They concentrate, take adequate notes, ask questions and challenge thinking.
- They are enthusiastic about all their subjects, and will stick with them in times of challenge.
- They seek assistance when required.
- They have a clearly defined, realistic long term goal and have a realistic plan of how they are going to achieve this.
- Finally, and perhaps most importantly, they do not lose sight of their priorities.



Being a Sixth Former

As the oldest students in the College, Sixth Form students should be **ROLE MODELS** for the younger students. Make sure you behave appropriately at all times, being co-operative, responsible and courteous to staff and fellow students.

Studying in the Sixth Form is quite different from lower down the school. You need to be much more of an **INDEPENDENT LEARNER**. This means a lot more research and studying on your own, **in your own time**. You need to know what is required of you, and how to go about achieving it.

There are many skills needed to be successful during Years 12 and 13, some of the most general ones are listed below:

- **Time Management** – you will have fewer timetabled lessons and more time for independent private study. Use it wisely! Use the LRC (Learning Resource Centre) and the Sixth Form study area during your study periods. The more you do in College, the less you have to do at home.
- **Meet all deadlines** – if you fall behind on deadlines, you will put yourself under pressure and reduce the chances of a good mark.
- **Independent research** – you must be prepared to do extra work other than coursework and work 'set'. You should find additional information of your own to broaden your understanding of topics.
- **File organisation** – keep your files neat and in a logical order. Use dividers to separate topics and keep a contents page at the front. It will help you enormously when it comes to revision.
- **Make use of all available resources** – use the College LRC, the Internet, books within departments, and staff, in order to gather the necessary information.
- **Prioritise** – decide which work needs to be done first; it is not necessarily the piece of work which is most appealing or easiest! Also remember that you have stayed on at school to learn and get extra qualifications, so your learning should always be at the top of your list of priorities!
- **Present work well** – hand in work that is neat and legible. Always spell-check any word-processed work.
- **Work effectively with others** – listen to ideas, contribute your own ideas, know who is responsible for what, utilise your strengths.
- **Revise thoroughly** – this means regular revision of notes, not just before a test. The more often you go through your notes, the more you will understand them and the easier you will remember them.
- **Ask for help** – ask staff if you do not understand something – you will probably not be the only one!
- **Allow yourself breaks** – take time to relax – but make sure your breaks come after you have done some hard work!

Commitment to Studies

Plagiarism

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, CDs or the Internet without reference to the source.
- Buying, stealing or borrowing another person's work and presenting it as your own.
- 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.

In most cases plagiarism can be avoided by citing sources. Simply acknowledge that certain material has been borrowed by providing your audience with the information necessary to find the source.

Consequences:

- In cases of plagiarism in formal assessment tasks, all plagiarised material will be ignored in determining the final mark. That is, if the entire task is plagiarised, the mark awarded will be zero.
- Parents and carers will be informed if a student has submitted plagiarised work.
- In examinations, students may be refused entry to the examination for that subject or for all subjects accredited by that examination board.



Sixth Form Dress Code

Sixth Form students should present themselves in smart office / business wear style attire and adhere to the dress code. In addition to this, in order to support with our safeguarding responsibilities, lanyards must be worn at all times whilst in College.

Trousers:

- ✓ Smart office style trousers, tailored just above the ankle or full length.
- x Jeans, leggings, chinos, corduroy or shorts. No bold patterns.

Shirts:

- ✓ Smart plain or pin stripe with collar, (ties are optional). Smart plain polo shirt.
- x No bold patterns.

Skirts:

- ✓ Smart office style, no shorter than just above the knee.
- x No short/mini-skirts or body-con tight fitting skirts.

Dresses:

- ✓ Smart office style, no shorter than just above the knee.
- x No body-con tight fitting dresses, or beachwear / sun dresses.

Blouses:

- ✓ Formal tops / blouses, where relevant, must have wide fitting shoulder straps.
- x No low-cut, thin or spaghetti straps, crop tops, off the shoulder (Bardot style) or transparent.
- x No T-shirt style vest tops or beachwear.

Knitwear/Jackets:

- ✓ Plain smart cardigans or jumpers.
- x No hoodies or sweatshirts/casual style sportswear, no slogans.

Footwear:

- ✓ Formal / smart office style shoes. Formal sandals.
- x No casual footwear such as flip flops, trainers, canvas shoes, beachwear or boots.

Outerwear:

- ✓ Smart office / business wear style. Outerwear should be removed once in Study Areas.
- x No casual jackets, denim or leather jackets, hoodies or tracksuit tops.

Sixth Form Dress Code

Additional Information:

- A maximum of two earrings per ear are permitted. Ear Stretchers are not permitted.
- Nose studs, if worn, should be discreet, minimal and transparent.
- Other jewellery is permitted, but should be kept to a minimum in line with the office style dress code.
- Hair must be cut in a style suitable for college, hair colour should look natural. Unnatural colours such as green or pink etc. are not permitted.
- Tattoos are discouraged. They should be covered at all times whilst in College and must not be offensive. Prior to a student considering having a tattoo, they must speak to the Director of Sixth Form.

Should a student have any questions relating to what may or may not be acceptable as part of the Dress Code, they are advised to speak to the Director of Sixth Form or Sixth Form Centre Manager *prior* to making any purchases.

Where there are breaches of the College's Sixth Form Dress Code, sanctions in line with the college's behaviour policy will be applied accordingly. This may mean that students 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 College but they should only be accessed in the Sixth Form Centre. Personal property brought into the College is done so at the owner's risk.

We do encourage our students 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.



Attendance

Excellent attendance will be crucial to your success in the Sixth Form and our expectation is that all students will have excellent attendance!

Absence

If you are absent, on the first day of your absence and for any subsequent day, your parents or carers must:

- Send an email to: absence@latimer.org.uk or send a text to: **07546588119** or
- Ring the 24 hour absence answer line on **01536 720300**

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

Leave of Absence

Leave of absence during term time will not be authorised, except in exceptional circumstances. Should there be an exceptional circumstance, a **Leave of Absence Request Form** (available from Student Services) must be completed and submitted to the Principal in advance of the start date.

Students wishing to attend Medical/Dental appointments etc., must provide evidence of the appointment to the Student Services Admin Team in order that the absence may be correctly coded.

Please be aware that your attendance figures will be included on references written for you and it would be advisable to 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 morning and afternoon registration periods and make appointments in between these times when you do not have a lesson.

If you have permission to leave the College site for any reason at any point during the day you must sign out at Student reception and sign back in on your return. This is essential to comply with fire regulations.

Periods 1 and 4 if not in lessons, you must sign in with The Sixth Form Centre Manager in the Sixth Form Block.

Study Time

- **You need to be in College from 8:25am to 3:15pm each day with the exception of pre-allocated home study slots and you must attend all timetabled lessons.**
- Driving lessons can only be undertaken if they do not affect lessons or form time and are arranged in **private study** time or over the lunch time period.
- **Timetabled private study periods should be spent studying. Where possible this should be within departmental areas or in the Sixth Form study area, unless a contribution is being undertaken.**

Tutor Time

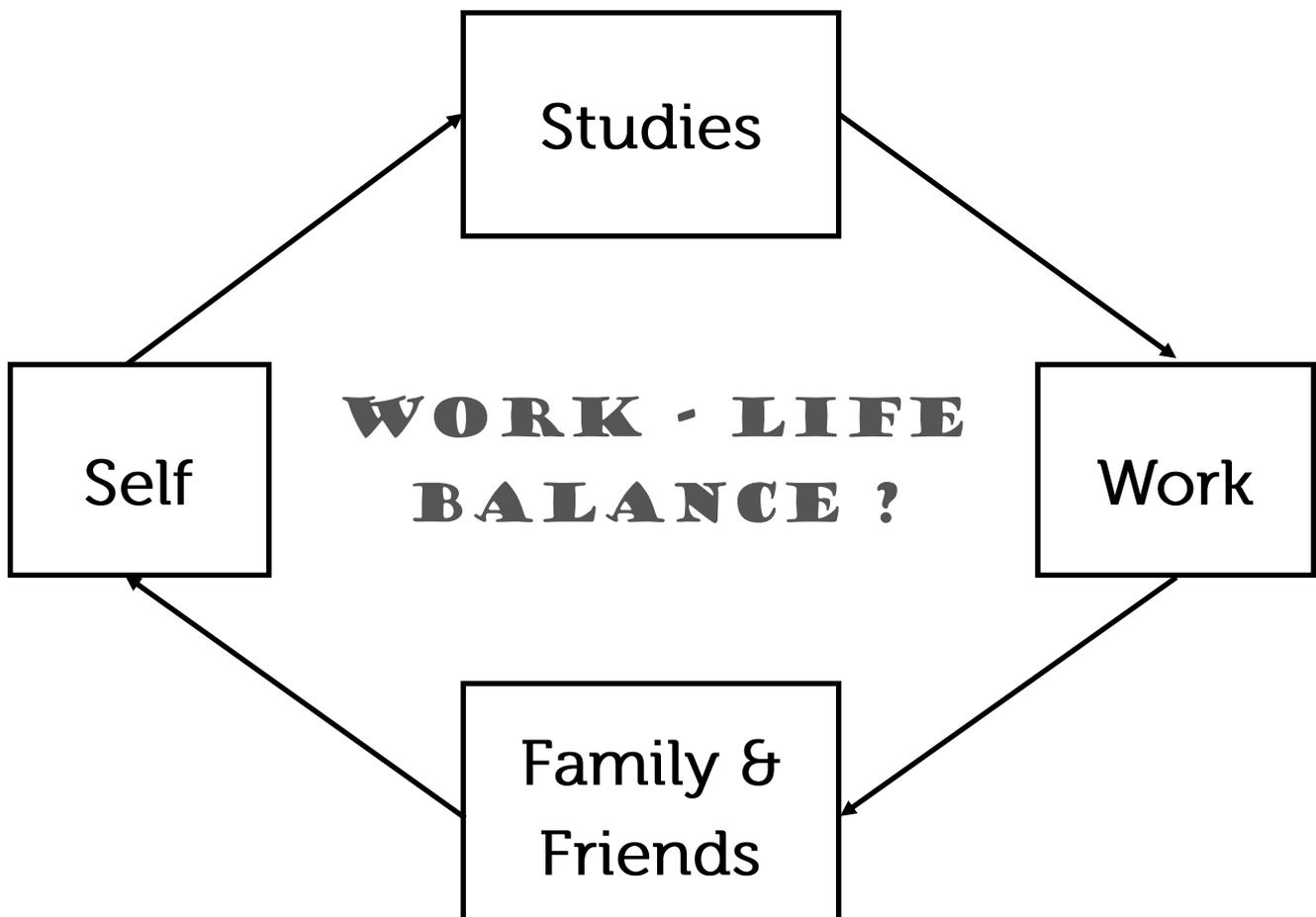
Tutor time attendance is compulsory. As well as receiving important information, you will access a range of activities that will help you to achieve success in the Sixth Form and prepare you for your next steps.

Work-Life Balance

You must show commitment to your studies, both inside and outside of College.

Part-Time Work

We appreciate that you may take 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 studying. Remember, you are in the Sixth Form to study; if paid work becomes a priority, then you need to consider whether staying on is the right option for you.



Contributions

All Sixth Form students are encouraged to undertake a contribution at least once a week, throughout the year. These can be very rewarding and beneficial to you, particularly when completing UCAS/job applications.

Examples of contributions are: helping in a particular lesson, helping supervise a club at lunch times or mentoring lower school students. If in doubt about what might be included then please speak to your form tutor.

Once you have decided on a contribution you need to organise it with the appropriate member of staff and then tell your form tutor what you are doing and when. This should be added to your timetable.

You must show commitment to your contributions, attending every week and informing the member of staff if there is a genuine reason why you cannot do it one week.



Life After Latimer

The majority of students at Latimer successfully apply to go on to study in Higher Education institutions after the Sixth Form. Applications are made through UCAS and you will be helped and supported through the whole process by the Sixth Form Centre Manager and your Sixth Form Tutor. This will include the chance to attend an annual UCAS convention and a University Open Day. Over recent years we have had students gain places at both Oxford and Cambridge, as well as many other Russell Group Universities.

For those students who do not wish to attend University, advice and guidance will be given on alternative pathways including apprenticeships, employment and gap years.

Sixth Form Enrichment Experiences



The Sixth Form provides opportunities for additional learning which extends beyond the classroom through experiences such as the Biology and Geography field trips and overseas expeditions.



Sixth Form life is very much about a team ethos: Years 12 and 13 working together and supporting each other as well as supporting younger students and staff throughout the College through their contributions.

There is an annual Sixth Form Leavers Event and a Celebration Assembly. In previous years events have included ice-skating go-karting, paintball and a BBQ

The Sixth Form Learning Contract

The purpose of this contract is to help you achieve the best possible results in the Sixth Form. To ensure that you maximise your achievements, we have the following expectations:

You need to ensure that you:

Attend College between the hours of 8:25am and 3:15pm(except when on time-tabled Home Study).

- Attend all lessons.
- Be punctual.
- Attend all revision classes.
- Complete independent study in your private study periods.

Work to the best of your ability in every lesson, study period and with homework.

- By reaching or exceeding target grades in assessments.
- By completing homework and handing it in on time.
- By meeting assessment deadlines.
-

Behave in a way that is responsible and set an example to other students.

- Be a positive role model to all in College.
- Adhere to College policies, including the ICT Acceptable Use Policy.

Bring correct equipment and be ready to learn.

Demonstrate commitment to the life of the Sixth Form, including weekly contributions.

I have read and agree to the Sixth Form Learning Contract:

Name **Form Tutor**

Student Signature **Date**

Parent/Carer Signature **Date**

