



the  
LatimerArts  
College

Sixth Form

# Student Guide 2021-22

# A Warm Welcome



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

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 booklet 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 booklet 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 guide as there have been further amendments for this year.**

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.

**Ms Hearne  
Principal**



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

# Sixth Form Team

## 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.

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**

**[kgallon@latimer.org.uk](mailto:kgallon@latimer.org.uk)**

### The Role of the Form Tutor

The tutor will be your first point of contact. They will provide guidance and support throughout your two years; 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.

**[smagee@latimer.org.uk](mailto:smagee@latimer.org.uk)**



### The Role of the Sixth Form Achievement Leader

Mr Tebbutt's role is to support you in your future destination plans and preparing you to become young adults through our Tutor Time Personal Development Programme. Mr Tebbutt 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](mailto:ctebbutt@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 the Sixth Form study areas during this time as the more you do in College, 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 College 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 College LRC, the Internet, subject specifications/revision guides in the [Sixth Form shared area](#) 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

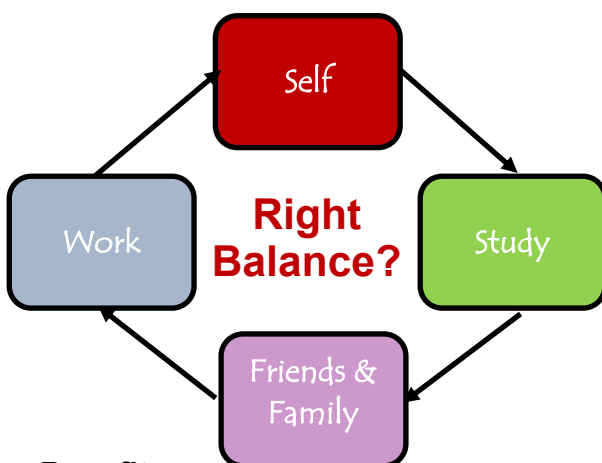
## Maintaining a Good Work-Life Balance

### 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 college. 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!



#### **Benefits:**

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

#### **Disadvantages:**

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

### 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 is the right option for you.



# 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.

### Unifrog

[Unifrog](#) 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.

### 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.

#### REVISION TIP



**SPEND ENOUGH  
QUALITY TIME ON  
YOUR REVISION**

#### REVISION TIP



**USE PAST PAPERS TO  
TEST YOURSELF ON  
TOPICS YOU FIND HARD**

#### REVISION TIP



**MAKE SURE YOUR  
NOTES ARE UP TO DATE  
WITH NONE MISSING**

#### REVISION TIP



**MANAGE YOUR  
TIME AND WRITE A  
REVISION CHECKLIST**

# 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 two machines available for this: one in the entrance to Sixth Form and one at student reception. Registers are also taken for each lesson by your classroom teacher.

## Signing In:

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

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

**If you arrive after 8.25am or 12:55pm, you will need to sign in and note your reason at student reception.**

## Signing Out:

If you have permission to leave the College site for any reason 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.



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

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

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

You should always enter or leave College 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 College due to illness, the first day of your absence and for any subsequent day, **your parents or carers must:**

- Send an email to: [absence@latimer.org.uk](mailto:absence@latimer.org.uk) or send a text to: **07546 588119** 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 College 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.

## 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 future destinations.

## Tenth 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 only be undertaken if they do not affect lessons or tutor time and are arranged in **independent study**.

## 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

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.

## **Shirts:**

- ✓ Smart plain or pin stripe with collar, (ties are optional). Smart plain polo shirt.
- x Bold patterns.

## **Skirts:**

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

## **Dresses:**

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

## **Blouses:**

- ✓ Formal tops / blouses, where relevant, must have wide fitting shoulder straps.
- x Low-cut, thin or spaghetti straps, crop tops, off the shoulder (Bardot style) or transparent.
- x T-shirt style vest tops or beachwear.

## **Knitwear:**

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

## **Footwear:**

- ✓ Formal / smart office style shoes. Formal sandals. Smart ankle length boots.
- x Casual footwear such as flip flops, trainers, black plimsolls or canvas shoes.

## **Outerwear:**

- ✓ Smart office style business wear with outerwear to be removed in all study areas and class rooms.
- x Casual jackets, denim or leather jackets, hoodies or tracksuit tops.

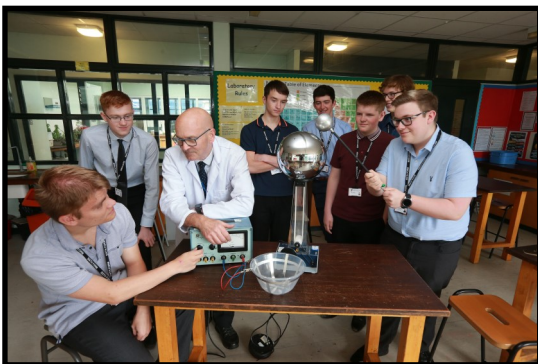
# Sixth Form Dress Code

## Additional Information

- A maximum of two earrings per ear will be 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.
- Outdoor coats should not be worn in study spaces or classrooms.

**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 College's Sixth Form Dress Code, sanctions in line with the college'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 College 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 College is done so at the owner's risk.

### Student Parking:

Students will be permitted to park on site, although spaces will be limited. We will let you know where your allocated place of parking will be on your return. Spaces will be on a first come, first serve basis and you will need to acquire a parking permit from our Sixth Form Centre Manager; Miss Magee.



# 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 and **you must** ensure that you:

**Attend College from 8:25am to 3:00pm (except when on time-tabled Home Study).**

- By ensuring 96%+ attendance to all lessons, 10th Hour and tutor sessions.
- By being consistent and punctual on arrival to the college and all lessons.
- By ensuring parents/carers report any absence as outlined on Page 7.
- By ensuring I sign in or out when arriving/leaving school as outlined on Page 7.

**Work to the best of your ability in every lesson, independent study in school and at home.**

- By reaching or exceeding target grades in assessments.
- By completing set work and meeting all deadlines.
- By organising work to complete during independent study.
- By ensuring mobile phones are only used to support learning during independent study.
- By ensuring independent study is completed in designated study areas and ensuring that this is completed without disturbing others.

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

- By being a positive role model to all in College.
- By responding proactively to guidance & support offered.
- By adhering to College policies, including the Dress Code & ICT Acceptable Use Policy.

Your place in the Sixth Form at The Latimer Arts College requires you to meet all of the standards above.

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

Name ..... Form Tutor .....

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 shades of gray and sizes, creating a dynamic and engaging visual. The words include:

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