



the
LatimerArts
College

Sixth Form

Information Booklet 2019-20



A Warm 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 success with you in the near future.

Ms Hearne
Principal

TOGETHER WE CAN HELP YOU ACHIEVE YOUR BEST!

Sixth Form 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.

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, organising your provision and supporting your development.



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. They will continue to support and encourage you on your Sixth Form journey.

Your Role

Success is not about luck: hard work and determination are the key to success. You will need to take responsibility for your own learning, an essential part of which is independent study. To achieve success in Sixth Form you should :

- Be enthusiastic about all your subjects and want to learn more.
- Be well organised, keep your files up to date and take pride in your work.
- Concentrate, take adequate notes, ask questions and challenge thinking.
- Devote adequate time to thinking about your subjects preparing, planning, working and revising.
- Have a clearly defined, realistic long term goal and have a realistic plan of how you are going to achieve this.
- Build resilience and determination to overcome inevitable challenges and set-backs.
- Finally, and perhaps most importantly, you should not lose sight of your priorities.

Being a Sixth Former

As the oldest students in the College, Sixth Form students should be **ROLE MODELS** for the younger students, behaving 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.

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 Learning Resource Centre (LRC) and the Sixth Form study areas during your study periods. The more you do in College, the less you have to do at home.
- **Ability to Prioritise** – decide which work needs to be completed 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 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 pressure and reduce the chances of a good grade.
- **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. Keep up to date with developments in your subjects by watching current affairs programmes, reading quality newspapers and appropriate journals and magazines. Make use of all available resources, use the College LRC, the Internet, subject specifications/revision guides in the Sixth Form Centre, books within departments and staff, in order to gather the necessary information.
- **File organisation** – keep your files neat and in a logical order. Use dividers to separate topics and have a contents page at the front. It will help you enormously when it comes to revision.
- **Present work well** – hand in work that is neat and legible. Always spell-check any word-processed work.
- **Work effectively with others** – View learning as a two-way process engaging positively in class; listen to ideas, contribute your own ideas, know who is responsible for what and utilise your strengths.
- **Revise thoroughly** – this means regular revision of learning 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 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! Act on advice given by subject staff in order to sharpen the core skills essential for success in each subject.
- **Allow yourself breaks** – take time to relax – but make sure your breaks come after you have done some hard work!

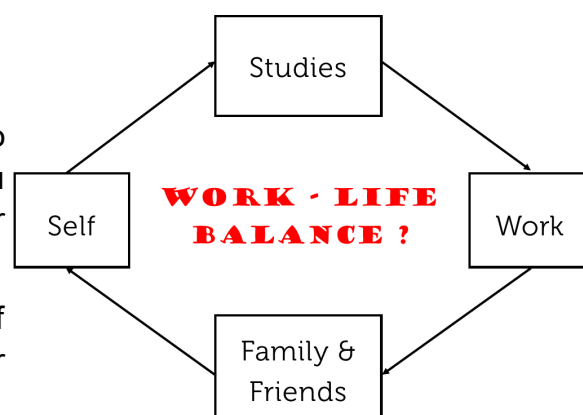
Commitment to Studies

You must show commitment to your studies, both inside and outside of College and you should be sure to maintain 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 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.



Plagiarism

Never get yourself in a situation where you are tempted to pass off the work of someone else as your own. **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.

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.



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%.

Signing In/Out

AM: if you are in college but not in a lesson for period 1, you are required to sign yourself in using the electronic system, before 8.30am to avoid a "Late Mark."

PM: if you are in college but not in a lesson for period 4, you are required to sign yourself in using the electronic system, before 1.00pm to avoid a "Late Mark".

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.***

Please Note: You should not sign out at visitors' reception unless in exceptional circumstances. You should not enter or leave College Site via the vehicle entrance on foot.

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** 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 teachers and catch up with any work missed.

Study Time

- You need to be in College from **8:25am to 3:00pm** each day with the exception of pre-allocated home study slots and 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, the LRC, Sixth Form Study Room 1 or the silent Sixth Form Study Room 2.
- Driving lessons can only be undertaken if they do not affect lessons or tutor time and are arranged in **independent study** or over the lunch time period.

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.

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 Student Services Team 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. Prior to a student considering having a tattoo, they must speak to the Assistant Principal: Sixth Form.

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 Centre.

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 are permitted to park in the parking bays by the tennis courts only and are on a first come, first serve basis. If these spaces are occupied then cars will have to be parked offsite. Building work at the College will continue into 2020 and therefore parking is extremely limited. You will be informed throughout the year if circumstances change.



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 time 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 inform your form tutor what you are doing and when.

You must show commitment to your contributions, attending each week and informing the member of staff if there is a genuine reason why you are not available on a particular occasion.



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 guided 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 visit to a campus university. 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



Latimer Sixth Form provides opportunities for additional learning which extends beyond the classroom through experiences such as the Geography field trip and overseas expeditions. There are also team building and social events, such as ice-skating and quizzes.



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

Both Year 12 and 13 Students are recognised and rewarded for their work, efforts and contributions via celebration assemblies. Year 13 students are further rewarded with our annual Sixth Form Leavers Celebration Event.

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 3:00pm (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 set work 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**

GCSE Re-Sit Learning Contract

The college has a **statutory obligation** to support you to secure a Grade 4 or above in both English and Maths.

Therefore, the purpose of this contract is to ensure you understand and agree the expectations required for resitting GCSE Maths or English alongside your Level 3 study so that we can ensure that you are successful.

In order to be allocated a place in The Latimer Arts College Sixth Form you need to ensure that you:

- Attend all Maths or English re-sit lessons scheduled on your timetable until you have successfully achieved your Grade 4.
NB: Lessons may be suspended following the November resit season and then will be resumed, if required, once results are published in January.
- Arrive punctually to lessons.
- Complete independent study in your private study periods.
- Complete all homework set and meet all deadlines set by your teacher.
- Attend all GCSE revision classes that are provided in the countdown to the resit exams.

Your place in the Sixth Form at The Latimer Arts College requires you to meet the standards above along with the Sixth Form Learning Contract.

I have read and agree to the GCSE re-sit 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 form" being the largest and most prominent. Other words include "mentors", "motivated", "creative", "reflective", "instructive", "imagination", "energetic", "inspired", "progression", "pathways", "valued", "willpower", "approachable", "preparation", "decisive", "future", "happy", "challenged", "rewarding", "organised", "leaders", "positive", "supportive", "stretching", "independent", "determination", "constructive", "Challenge", "World", "thoughtful", "enlightening", "opportunity", and "generous". The words are in various shades of gray and are oriented in different directions, creating a dynamic and visually engaging composition.