



FAQ...



Dear Student

Welcome to the Crossley Heath 6th Form. We hope that the next 2 years are very successful for you and that you have a fantastic experience studying here. Although 2 years may seem like a long time, you will find that it passes quickly, so try to get the most out for each day and remember the 6th form team are always there to help you.

Mr Donlan

Welcome to the Crossley Heath School. You got through the hard part, now it's time to knuckle down!



Head Boy – Matthew Shaw



Head Girl – Sammun Mumtaz

As Head Boy and Head Girl, we want to make sure your transition into A Levels will be as smooth and rewarding as possible. You've chosen the subjects you love, now it's a matter of paving the way for your future. With opportunities in all areas, support from all the staff and tailored facilities – we are absolutely certain the next two years will be brilliant. Work hard, join in wherever you can, help younger students and you'll soon come to realise what being part of the Crossley's community is like. We hope that you make the most of opportunities presented to you and most importantly, enjoy your time at Crossley Heath.

What will my first day look like - TUESDAY 5th SEPTEMBER 2017

Arrival from 8-00a.m – through the openings at the back of school (the ones that aren't vehicle access)

8-30a.m. – Gather in the Old Boys Gym (this will be clearly signposted) There will be students and staff on hand to help.

You will register at a helpdesk set up in the gym and receive a name badge.

There will be a breakfast buffet and refreshments available.

9-00a.m - Welcome from a senior member of the school.

9-15a.m -Introduction to 6th form team – Head of 6th form and year 13 Mr S Donlan, Head of Year 12 Ms J Rudman, Pastoral Administrator Mrs G Fisher, Admissions Tutor Mrs E Masters and UCAS Co-ordinator Mr A Coote.

Presentation of Key people given via power point- Tutors, finance, maintenance, office and support staff. Talk on use of the LRC and the Bursary

Key information given out – ID badges, house system, maps, fingerprints, parent pay, photos, biometrics , expectations, extra-curricular activities , signing in and out procedures , where lunch will be held , who to go to and where they can be found.

Introduction to the Inter form Challenge.

Introduction to the induction process – what to expect.

10-15 a.m to 11-15 am- 1 hour with Form Tutor– business – timetables etc.

11-20 a.m – 11-50 am Enrichment launch – booklets given out / Work experience

11-55 am to 12-25pm Getting it right

LUNCH 12-25pm to 1-25pm (together in 6th form dining area with staff)

1-30pm – Inter form QUIZ followed by some House Activities

What can I wear?

POST 16 DRESS CODE

The general feeling is that you can retain your individuality in many ways but it is important that standards are kept therefore discretion and modesty should be maintained at all times and you should present in clothing that is clean , tidy and without holes or rips.

Male students	Female students
Polo Shirt	Polo Shirt
Casual Shirt	Fitted Shirt
Formal Shirt (tie optional)	Casual/Formal Blouse/Top
V neck /Turtle neck Jumper	V neck /Turtle neck
Cardigan	Jumper/Cardigan
Hooded Top (Hood must be worn down in the school building)	Hooded Top (Hood must be worn down in the school building)
Discreet T-shirt or vest only if worn with cardigan/jacket	Fitted Jacket
Suit trousers	Leggings (only if worn with a top, skirt or dress of suitable length)
Chinos	Smart Trousers
Corduroys trousers	Dress/Skirt (modest and discreet length)
Skinny trousers (not jeans)	Smart shoes
Smart Shoes	Formal boots (max heel 3 inches)
Plain lace up plimsoles/Canvas Shoes (Grey/Dark Blue/Black/Brown colours only)	Plain lace up plimsoles/Canvas Shoes (in discreet colours)
Formal Boots (ankle high)	

For both male and female students a jacket or blazer will be required for formal occasions such as Prize giving/Carol Service

Please note the following items are not allowed:

- Blue Denim
- Combat trousers
- Tracksuit/Jogging bottoms
- Strappy or low-cut tops
- Underwear on display
- No exposed midriff
- Excessively short skirts
- Full length skirts (for health & safety reasons)
- Mules/flip-flops/high heels over 3 inches
- Fishnet tights
- 'Ugg' type boots
- Shorts

All students are issued with an ID badge on entry to the sixth form. ID badges must be visible at all times and students must ensure they wear them when sitting examinations. Students who do not have ID badges will be challenged.

Facial piercings and stretchers are NOT allowed and refusal to remove them will be challenged.

Tattoos should be covered at all times.

What is expected of me?

Student Expectations

Excellent attendance and punctuality

Employers and providers place a strong emphasis on good records of punctuality and attendance. This is a key part of any reference we write for you. Therefore, it is important to meet the schools target of 96% attendance and punctuality. If you wish your record to be judged as 'excellent', the national average is 92%.

All work set, to be completed to the best of your ability

Every task set by your teachers is designed to help you learn the material you have covered. If tasks are incomplete, then so is the learning process. Exam boards recommend that A-level students spend an hour of private study for each hour in the classroom to reinforce their understanding. Therefore, if a student has 15 hours of lessons, they should spend 15 hours on private study.

Respect others and your environment

Respect is an important part of school life. Students have a very important part to play in creating a respectful environment. As you are in the 6th form, staff will give you more independence to make your decisions. If you have chosen not to complete work or dress appropriately, you are not respecting the standards of the school.

Engage actively with the wider life of the school

As you prepare to take your A levels, you should also look to enhance your other qualities to make you a stronger candidate for your chosen pathway. Activities through the GAP programme, extended project qualification (EPQ), work experience, volunteering and representation sport all demonstrate a commitment beyond the curriculum. Involvement in the school house activities are also recommended.

THE SCHOOL DAY & TERM/HOLIDAY DATES 2017-2018

Times	Mon/Tue/Thu/Fri	Times	Wednesday
8.20 - 8.30	Staff briefing	8.30 – 8.35	Registration
8.30 - 8.40	Registration	8.40 – 9.40	Period 1
8.40 - 8.55	Assembly / Form Time	9.40 – 9.55	Break
9.00 - 10.00	Period 1	9.55 – 10.55	Period 2
10.00 - 10.15	Break	11.00 – 12.00	Period 3
10.15 - 11.15	Period 2	12.00 – 12.50	Lunch Break
11.20 - 12.20	Period 3	12.55 – 13.55	Period 4
12.20 - 13.15	Lunch Break	14.00 – 15.00	Period 5
13.20 - 14.20	Period 4		
14.25 - 15.25	Period 5		

Term 1		
School Opens	Tuesday	5 September 2017
Closes for Half Term	Friday	27 October 2017
Re-opens	Monday	6 November 2017
Closes for Christmas	Thursday	21 December 2017
Term 2		
Re-opens	Monday	8 January 2018
Closes for Half Term	Friday	16 February 2018
Re-opens	Monday	26 February 2018
Closes for Easter	Thursday	29 March 2018

Term 3		
Re-opens	Monday	16 April 2018
May Day	Monday	7 May 2018
Closes for Half Term	Friday	25 May 2018
Re-open	Monday	4 June 2018
Closes for Summer	Friday	20 July 2018
INSET Days		
Monday	4 September 2017	
Tuesday	22 December 2017 (disaggregated)	
Wednesday	27 June 2018	
Monday	23 July 2018 (disaggregated)	
Tuesday	24 July 2018 (disaggregated)	

*What do I do at **Lunchtime** and at **break**?*

***Break time** lasts for 15 minutes and most students stay on site and get breakfast from the dining room. Some students who have more time take themselves to the local Tesco and grab a Costa Coffee. We also have vending machines with cold drinks in the 6th form area.*

If you do leave the school premises it is very important that you sign out so we know who is in the building in case of a fire or other emergency and that you sign in on your return.

***Lunch time** is for 1 hour and as above some students stay in school for lunch and take it to the 6th form dining area (OBG) or bring it over to the 6th form building. This area can become very busy and it is key that you tidy up after yourself and show consideration to your peers and respect to the building, leaving it clean and tidy for the afternoon activities. Others leave school and go to Tesco and some bring food back to school. King Cross offers a range of different takeaways, cafes and sandwich shops where you can eat in or takeout food.*

What do I do if I don't have a timetabled lesson?

For the first half term we ask you all to be in school from 8-30am every day and to use your study time productively in one of the designated areas. After half term, once the first set of progress data has been collected, privileges will be implemented.

You will be expected to work in a quiet way in the rooms provided.

It is your responsibility to have sufficient work to do in these sessions e.g. homework, catch up work, extension work.

Access to certain subject rooms such as Art, DT, and Music may be negotiated with subject teachers.

You may bring your own technology (phones, laptops, I pads, etc.) but please ensure that they do not distract anyone else in the room.

You are able to use a Tablet in these sessions which you can book out from the LRC using your 'R' number.

Here are some examples of ways to make good use of your study time:

Completion of homework, catch up work, extension work.

Reading for a subject.

Reviewing notes- you may find that rewriting notes, highlighting key points or terminology creating summaries or mind maps helps you to digest and remember important information.

Completing practice problems- these may be from a text book, a past paper or an online resource such as MyMaths. You can then use the answers in the book or a mark scheme to check your work.

Using support resources on the VLE supplied by your subject teacher if you have access to the internet.

Carrying out research for an essay or presentation if you have access to the internet and making notes on key points.

Planning an essay, presentation or project.

Creating revision lists, notes, mind-maps, visual aids, flash cards that will help you prepare for exams and tests later on.

Correcting work that has been marked by a teacher or reviewed in class.

Working through old assessment materials (tests, essays etc.) as preparation for an upcoming test.

Updating sketch books, DT folders, vocabulary or grammar books.

Drafting your personal statement for UCAS or your CV.

ATTENDANCE

This is an extract from the Local Agreement for Attendance at Calderdale schools and Calderdale College. It was drawn up by representatives from schools, colleges and the Education Department. We will use this agreement to monitor the attendance of all students.

In order to achieve consistency and equity for all students, the following local agreement has been formulated to determine how rules on authorised absences should be exercised.

The presumption is that any absence should be considered to be unauthorised, unless there is a valid reason otherwise. In other words, where there is an absence there is no requirement for the school or college to proactively justify its decision not to authorise the absence.

If the claimed reason for the absence could have been foreseen, then the student should have applied for authorised absence in advance completing and returning form PAA to the School Office.

Where the claimed reason for absence could not reasonably have been foreseen, schools and colleges should consider whether the absence was really unavoidable. An absence which could not have been notified in advance should be notified to school on the day in question; unless, exceptionally, there is a good reason why this could not be done, the absence should **not** be authorised without such notification. We will show respect and regard to religious observation days (maximum of 2 consecutive days per one religious festival) if these are notified in advance.

All medical appointments **MUST** be confirmed by a letter or appointment card **BEFORE** the appointment date. Absences **WILL NOT** be authorised if you fail to produce this.

ATTENDANCE

ATTENDANCE (continued)

You should register at 8.30am each day with your form tutor. Registration is open until 8-40am and anyone who arrives after this time will be marked as late.

Punctuality is a key quality recognised by employers and the universities and one the school is very keen to maintain. Three lates in a half term will incur an after school detention on Friday where time will be made up.

It is essential that students attend every day and go to all their lessons. A report will be run off at the end of each week to monitor attendance. If the report shows that your attendance has dropped below 96% the 6th form team will discuss this with you and a call may be made home. If your attendance falls below 90% you will become a persistent absentee which will trigger further action. If attendance falls due to illness this will also be picked up by the 6th form team and discussed with you. A prolonged bout of illness may mean that your parents are invited in to discuss this further to assess what intervention is in place already and to look at what support school can offer.

If you are free in the afternoon you may swipe out and self-study at home.

If you arrive late but before 8.55am you can still register with your form tutor on Monday, Tuesday and Friday. On Wednesday you can register in the 6th form office and then go to lessons, which start at 8.40am. On Thursday you can register in the 6th form office and then go to House Assembly.

If you arrive after 8.55am, it is your responsibility to ensure that you register in the 6th form office.

Staff Absence

If a member of staff is absent from a lesson the lesson will not normally be covered so you must report to the 6th form office to get your mark for the lesson and to pick up any work left by the teacher.

What do I do if I arrive late to school or need to leave school during the day?

There are genuine reasons why you may arrive in school after registration and it is very important that you let us know you are here. You can swipe in using the scanner in the 6th form area or report to the 6th form office and the relevant code will be put on the register. There are also reasons that you may need to leave school before the end of the day and again it is key that you inform Ms Rudman or Mrs Fisher in the 6th form office.

What do I do if I am ill or have a medical appointment?

If you are to be absent from school because of illness we appreciate a call from the adult you live with preferably before 10-00am so we can keep the register up to date. If we don't have confirmation from home then a text is sent out reminding parents that we need them to confirm your absence.

If you need to leave school because you become unwell during the day then please get permission from Ms Rudman or Mrs Fisher so we can update the register accordingly.

If you have a medical appointment we need to see the appointment letter or text as this is a legal requirement and will allow us to keep accurate records. Please show this to Ms Rudman or Mrs Fisher so we can authorise your absence.

What do I do if I need time off school during term time?

There may be occasions when you need to be absent from school during term time. Any request has to be in writing. If it is for up to 2 days then it needs addressing to Ms Rudman and for anything more than 2 days a request needs to be made to the Head Teacher. Careful consideration will be given to each individual request. It is not guaranteed that permission will be given. The laws on absence have been tightened so there is no guarantee that permission can or will be granted.

Visits to University Open days are allowed and you can collect a blue form from the 6th form office. This needs signing by your teachers on the day/s you will be attending. They need to be handed back to Ms Rudman so your absence can be recorded as a visit on the register. You are advised to limit the week day visits to three as there are plenty of opportunities to attend open days on weekends.

Here is a list of people you can contact about any of the above

Name	Number
The Crossley Heath School	Tel: 01422 360272
The Crossley Heath School	Fax: 01422 349099
School email	admin@crossleyheath.org.uk
School website	www.crossleyheath.calderdale.sch.uk
Mr Donlan - Head of 6 th form and year 13	s.donlan@crossleyheath.org.uk
Ms Rudman – Head of year 12	j.rudman@crossleyheath.org.uk
Mrs Fisher – Pastoral Administrator	g.fisher@crossleyheath.org.uk
Mrs Masters – Admissions Tutor	e.masters@crossleyheath.org.uk

What do I do if I want to change a subject?

We totally understand that despite a lot of consideration and deliberation you may feel, after a week or two of doing one of your subjects, that it is not for you. We prefer it if you at least give the lessons 2 or 3 weeks before you look at changing to another subject as things can settle down and feel better once the initial worries have subsided.

We are always willing to look at your options with you and to offer guidance in terms of the bearing changing a subject may have on your studies and your longer term plans.

Being able to change a subject will depend on whether places in your preferred subjects are still available and the impact it will have on your timetable. If it is possible to change then you will need to speak to the Head of Department for the subject to explain your reasons and then to Ms Rudman so she can arrange for your timetable to be changed

How do I pay for things?

We use a system in school called Parent Pay. You will receive a letter when you come to register on results day. This will enable you to create a new account ready for the start of term. It is very straightforward but do not hesitate to ask if you encounter any problems. Parent Pay is used to pay for lunches, on line resources e.g. books and revision guides, trips and visits and events such as the prom.

How do I find my way around?

We make every effort to ensure you are as comfortable as possible when you start in the 6th form and knowing your way around is a big part of this. You will be given a map in your welcome pack which shows you an Ariel view of the school. The school is on 3 levels A, B and C floor with a staircase on each side of the building the North and South stairs. At the foot of each staircase there is a sheet with the classrooms located at that side of the building. You will soon get used to finding your way around everybody does (honest)

There are also four stand-alone blocks housing MFL, Creative subjects, Psychology, Post 16 and the Sports hall. These are generally easier to find.

What do I do if I am studying through Campus Calderdale?

If transport is required it is provided and paid for by the school. You will need to speak to someone in the 6th form office to find out the arrangements as soon as possible.

THE HOUSE SYSTEM

The Houses are Savile, Porter, Kings and Queens. The school has an extremely active house system with regular events encompassing sporting, dramatic and musical activities. All the positive referrals you collect will also go towards the house competition. Each house competition contributes to the overall competition. Each House has a Head of House, an Achievement Leader and elected student House Officials. House assemblies are held on a weekly basis. You can gain house colours by representing your House in various activities.

VISITORS TO THE SCHOOL

You may not bring visitors to the school without the prior permission of a member of staff. All visitors must report to the Reception desk on arrival at school to sign in the visitors' book and will be given a visitor's badge. (This includes ex-students)

CARING FOR YOUR PROPERTY

No items of great value should be brought into school. Money and valuables must never be left unattended. Items such as MP3 players, computer games or mobile phones may be used at lunchtime but during the rest of the school day must be kept safely on your person. Do not leave your belongings lying around. If you lose any of your personal belongings you should make every effort to recover them. The lost property office is situated in the Languages block. It is open every morning from 8.15am – 8.35am. The Cleaning Manager will return all items that are clearly labelled. You must report all losses to the School Office.

**You must not bring any of the following items into school
(This includes bringing things in as gifts for friends.):**

Chewing Gum / Alcoholic drinks / any illegal substances / cigarettes / e cigarettes/ tobacco / matches / lighters / knives / weapons / laser pointers / razor blades

PSHCE:

The sessions will be delivered every 2 weeks and will appear on your timetable as Pse. The programme will be delivered via a range of different media including guest speakers, taught sessions and practical tasks.

There are 4 key elements to PSHCE CV and personal statement writing, mock interviews with professionals from a range of backgrounds and institutions, research and study skills and additional time devoted to the coverage of health/SRE topics.

CAREERS:

You have a Post 16 Careers Coordinator and you also have access to impartial careers advice from the C&K Careers Adviser Liz Hirst. Liz is in school Wednesdays and Thursdays. In year 12 you will visit the annual UCAS Fair and in year 13 you will be in a position to apply for university, employment or apprenticeships. The LRC is well equipped with careers resources, including university prospectuses and work related literature. The Careers area on the VLE also has many useful links for you to explore. On the Careers VLE you have access to JED (Job Explorer Database) and Unifrog.

GAP:

The Get Ahead Programme is designed to help you think more closely about how you can successfully market yourself to 'Get Ahead' of the crowd!

As well as your academic achievements you need to be able to offer something else to a university or employer to make yourself an 'attractive' proposition. G.A.P will help you make the most of your existing skills and may also help you find new ones.

Everyone who applies to university through UCAS has to get 'the grades' to be successful but not everyone who has the necessary qualifications is offered a place ... this means that unfortunately grades are not enough! You need to have something else to offer!

Now it may be that you have never really thought about this or that you already do loads which give you an edge over other candidates but you just don't even realise it.

Built into your school timetable is a 2 hour G.A.P each week that you can use to help you Get Ahead, but you need to use this time effectively.

So you need to find something that makes you a better candidate by improving your knowledge, leadership skills or your personal reputation as a team player.

What Are My Options?

Find something to fill the G.A.P from the opportunities mentioned in the booklet to be undertaken in a suitable G.A.P in your timetable.

Find your own volunteer work and let us know.

Look at the things you already do in your own time, let us know what you are up to and use the 2 hours in your timetable to Get Ahead of your work so you have less to do after school.

UCAS/CAREERS/HIGHER EDUCATION Y12

SEPTEMBER	<ul style="list-style-type: none">• Y12 Induction Evening for Parents• Complete University/Careers forms to outline future plans so that guidance/support from school can be targeted by individual need.
MARCH/APRIL	<ul style="list-style-type: none">• Visit to Oxbridge Conference
JUNE	<ul style="list-style-type: none">• Careers/Higher Education Week. This involves talks by visitors from universities/employers about different subject areas, A Year in Industry, how to choose a university, Careers advice, student life, Gap year.• Students work on UCAS form and begin personal statement.
July	<ul style="list-style-type: none">• Following Year 12 internal exams, Post 16 and careers staff will be available to offer help and advice about choices for Year 13, etc.

In addition to this, activities are arranged at regular intervals throughout the year, for example lunchtime speakers on various careers, interview practice, work experience during enrichment time.

SUMMARY OF EXTRA-CURRICULAR ACTIVITIES	
Year Group(s)	
	Student support and Student Voice
All	Student Council
9, 12,13	Health Fair
9-13	Spectrum
12,13	Peer Coaching/Buddy system
12,13	School officials training
13	Students – mock interviews, help with personal statements and preparation for interviews.
8,12,13	School Officials
	Music
All	Access to Music Technology Rooms
All	String Group
All	Electric Guitar Group
All	Choir
All	Windband
All	Peri lessons – strings, clarinet, drums, guitar, piano
	Curriculum support
All	Most teachers offer ‘catch up’ lunchtime or after-school clubs and support sessions as required
	Clubs
All	Gifted and Talented Book Club
All	IT Coding Club
7-10	Green Power – DT club
7	Art Club
8	Art Club
7,8	Origami Club
All	Dr Who Club
7	Maths Club
7	CHA’N’CE (Crossley Heath Arts ‘n’ Crafts Enterprise Team)
7	Imagineers
7/8	Chess Club
10	Biology Challenge
7-9	Magic Gathering Club
10-13	Spanish Film club (lunchtime)
12,13	Science Journal club
	Other
11,12,13	Debating and Public Speaking
12	Young Enterprise
12	IFS Student Investor Programme (Y12/13 Business Studies students)
8	Art Day
All	School Production
12,13	‘Movers and Shakers’ – discussion group for gifted and talented A level Business and Economic students

	Languages
All	A range of Language Classes (Chinese, Japanese, Spanish, French and Italian) are available in the Language College which are available to students, staff and the community
	Trips
11,12,13	Rugby biennial tour to Australia
12,13	Chemistry visit to Manchester University, Leeds University
10	Art trip to Liverpool Tate
12,13	Art trip to Manchester Art Galleries
10,12	Exchange/trip for students to France and Germany
9,10	Rugby biennial tour to Canada
10	Battlefields trip, History
10,11	Spanish trip to Malaga
All	Music tour to Barcelona
9	Netball trip to Conover Hall
9	Maths trip to Frankfurt
7	Art trip to Yorkshire Sculpture Park
7 or 8	Rugby annual tour to Wales
8	Residential
7	Fountains Abbey trip
7	Team building day at Mixenden
8,10,12	Rotary Technology tournament
12,13	Oxbridge students, Haydock Park
12,13	Creative Reading and Writing weekend
12,13	Theatre trip, English
12,13	Ballet, Bradford, London
12	Biology trip to Chester Zoo
13	Psychology trip to a Zoo
12	Annual trip to Auschwitz (2 x Y12 students)
12	Psychology trip to London
11	Geology trip to Natural History Museum, Leeds University
11	Y11 Science live visit – Manchester/Leeds universities
11	Alton Towers
7	Chester Zoo
8-13	Ski trip
All	Foyles poetry competition
All	National Poetry Day
	Music – string, windband and choir trip
	Curriculum
8,9,10	Maths Team Challenge
12,13	Physics industry visit
12, 13	Physics, Chemistry, Biology Olympiad
10,11	Geography field trip - Halifax
10	Iceland trip
13	Biology trip to Wales
12	Geography trip to Arran

11	Flamborough Head –Geography
7	Theatre trip
All	Maths Challenge/Maths Olympiad
13	German Film Viewing
	Information evenings/meetings
12,13	Oxbridge evenings for parents
12,13	Higher Education information evenings for parents
10,12	MFL trips parents' evenings
10	Battlefields parents' evening
7-13	Parent information evenings
All	Showcase evening – annual celebration of creativity
7	New intake parents' evening
10	Spanish trip information evening
11	Chinese competition
	Other
7-12	Shakespeare festival – both local and national level
10-13	Public Speaking/Debating
10-13	Duke of Edinburgh
12,13	Post 16 enrichment programme
7-13	European Day of Languages
7,8	Writing Competition, LRC
7,8	Author visits, LRC
9,10,11	Theatre trip - drama group
All	Book Week (via LRC)
All	House competitions – Drama/Music/Swimming/Debating/Sport/Reading
12	Progression module interviews - Careers Guidance
All	Charity Council – various, non-uniform days
7	Bikeability
9	Calderdale Book of the Year
Various	Quizzes and competitions, LRC
All	Chess Club
8	Student Library Assistants
12,13	Biology Olympiad
	Sport
All, Girls	Netball, badminton, rounders, hockey, athletics, football, golf, swimming, trampolining, cheerleading, gymnastics, dance
All, Boys	Rugby, Cricket, tennis, athletics, table tennis, indoor climbing, golf, swimming, basketball
All	Fitness suite
7-11	Girls' Rugby
	Horseriding