

Changes to the Crossley Heath School Sixth Form

celebrating a proud heritage
embracing the present
looking to the future



The Sixth Form at Crossley Heath is a diverse and exciting centre of excellence. You are part of a group of Outstanding learners who:

- contribute to the wider school community and play a big part in the running of the school, acting as role models for the younger students.
- apply a mature and responsible attitude towards their learning.
- show resilience and independence in solving problems and meeting deadlines.
- demonstrate an aspirational attitude and strive for success.
- challenge themselves to learn new skills and prepare themselves for the world of work
- show a curiosity and desire to learn.

Crossley Heath learner support each hour of classroom work with an extra hour of self study.



Student Expectations for a Typical Day

- Students do not have to register at 8.30
- If they have a lesson they must arrive on time for the lesson, but must first swipe in at the 6th form reception with their ID card
- If a student is late they will receive a late mark
- If a student is absent an e-mail will be sent to parents
- Students are expected to attend their personal tutor meeting and PSHCE lesson
- If a student has no further lessons they can go home after swiping their ID card



Student Expectations

Excellent attendance and punctuality

Employers and higher education 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 school's target of 96% attendance and punctuality. If you wish your record to be judged as 'excellent' it must be 96% or above. You must attend all your lessons, your agreed tutorial and all the prescribed elements of the enrichment programme. This provides you with the privilege of being able to arrive and depart when you choose. If you are having difficulty with keeping to 96% attendance and punctuality, it is your responsibility to speak to your form tutor or your achievement leader.

Achieving success in your A Levels

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 understanding. Therefore, if you have 15 hours of lessons, you should spend 15 hours engaged in additional 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 decisions. If you have chosen not to complete work or dress appropriately, you are not respecting the standards of the school. You are also a role model and through the enrichment programme you will work closely with the younger students and be responsible for setting standards in school.

Engage actively with the wider life of the school

As you prepare to take your A levels, you should also look to your contributions and enhance your leadership qualities to make you a stronger candidate for your chosen pathway. Activities in the enrichment programme, extended project qualification (EPQ), work experience, volunteering and representative sport all demonstrate a commitment beyond the curriculum. Involvement in the school house activities is also recommended. All students will have a compulsory element to their enrichment for each term of year 12, monitored by your personal tutor and achievement leader. You will complete a termly review of the impact of your enrichment experience. This review will contribute to your personal statement.



Role of the personal tutor

- Personal tutors arrange regular meetings with students in their form. 3 meetings can be used for up to 30 minutes. Tutors will use a Post 16 annual planning document to cover the weekly issues for post 16 students.
- Personal tutors will address the following –
 - Attendance monitoring
 - Missed lessons
 - Progress and targets, using students' short term targets to address progress towards ALPs target grades.
 - UCAS / CV progress
 - Any referral
 - Post 16 calendar
 - Enrichment including compulsory element



Role of the Personal Tutor

	Year 12	Year 13	3 rd session to use accordingly
Week 1	Welcome and expectations of the year ALL	Review of year 12 results and targets for the year	Review of year 12 results and targets for the year
Week2	Enrichment ALL	UCAS and personal statements ALL	
Week 3	Fire drill walk through ALL	Fire drill walk through ALL	
Week 4	How are students settling in	Personal UCAS statements	Personal UCAS statements
Week 5	File / planner checks	Personal UCAS statements	Personal UCAS statements
Week 6	File / planner checks Enrichment review	Personal UCAS statements	Personal UCAS statements
Week 7	File / planner checks Enrichment review	Data review with students	Data review with students
Week 8	Data review with students	Action plan following parents evening	Action plan following parents evening
Week 9	Data review with students	Action plan following parents evening	Yr 12 Data review with students
Week 10	Action towards targets	Personal UCAS statements	Personal UCAS statements
Week 11	Action towards targets	Personal UCAS statements	Personal UCAS statements
Week 12	Action towards targets	Personal UCAS statements	Personal UCAS statements
Week 13	Action plan following parents evening Enrichment review	Revision techniques ALL	Yr 12 Action plan following parents evening Enrichment review
Week 14	Action plan following parents evening Enrichment review	Revision	Revision



Enrichment programme

Term 1 Compulsory 4 - 5 forms / activity	Term2 Compulsory 4 -5 forms / activity	Term3 Compulsory 4 -5 forms / activity
Leadership role - Lunchtime prefect Mooc 1 st Aid	Leadership role Mooc 1 st Aid	Leadership role Mooc 1 st Aid
Term 1 Optional	Term 2 Optional	Term 3 Optional
Core maths Volunteering EPQ Oxbridge Sport Music D of E Hospital porter Health fair Self defence Young Enterprise 6 th Form Committee CSLA	Drama Core maths Volunteering EPQ Oxbridge Sport Music D of E Hospital porter Health fair Self defence Young Enterprise 6 th Form Committee	Core maths Volunteering EPQ Oxbridge Sport Music D of E Hospital porter Self defence Young Enterprise 6 th Form Committee Subject intervention Cooking for beginners

Divide year group in to 3, each part of the year group will complete a section of the compulsory element each term.

Students to sign up for their preferred day and activity

Deputy head prefect appointed for each day, who will ensure students are carrying out their set duties.

Failure to perform duties will lead to withdrawal of privileges

Form tutors to monitor completion of Mooc and 1st Aid Training



Dress Code

Whilst we strongly believe a key aspect of the sixth form ethos is the respect of the individual, it is also important to recognize the need to respect and adhere to the standards of dress and behavior expected in a leading learning institution.

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. For example low cut tops or exposed midriffs are not suitable. You should present in clothing that is clean , tidy and without holes or rips. Your dress should be discreet and non-offensive. If your clothes are too revealing or deemed indiscreet by the post 16 team, you will be asked to cover up or get changed.

During the summer term, you will be allowed to wear smart chino style shorts. You will not be allowed to wear sports 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 must go to reception and print off a temporary replacement.

Facial piercings and stretchers are NOT allowed and refusal to remove any such items will lead to the student being sent home.

Tattoos should be covered at all times.



Common questions

Do students have to attend if they don't have lessons?

Students only have to attend if they have a scheduled lesson, including PSHCE, personal tutor meeting or fulfil their enrichment role

What happens if a student misses a lesson?

If your son / daughter misses a lesson, an e-mail will be sent home to inform you of their absence. The e-mail will require a response acknowledging if a lesson is missed for a genuine reason e.g. illness. Student's may be asked to catch up the lesson in the post 16 catch up session on Friday 3.25-4.25

What if absence becomes persistent?

Lessons are monitored on a daily basis and if patterns of absenteeism emerge, the Post 16 team will contact you to arrange a meeting to discuss the issue and put an action plan in place.

How do you know if a student is on site?

All students receive an identity badge. This is used to swipe in as the students come on to the school site and to sign out as they leave. This also doubles as the fire register and so it is vital that the students swipe their cards on both arriving and departing the school site. Weekly spot checks will be carried out to ensure students are complying with this requirement.



Common questions

How do students get messages?

Each student has a school e-mail account. All messages will be given out via e-mail. It is crucial that all students check their account on a daily basis. This will also give the students the chance to message staff and receive set work if staff are absent.

What if a student is ill?

We ask that parents contact the school by e-mail or phone to inform us of the circumstances. While students may contact us as well, absence will only be authorised by a parental message.

What happens if a member of staff is absent?

If a member of staff is absent, where possible, they will e-mail work to the students. It is up to the student to complete the work set. They may choose to work from home that session and will not be marked as absent.

What if a student doesn't have their ID badge?

The student must go to the main reception at the front of the school and print off a temporary badge. This badge must be worn through the day.



Common questions

How often do students meet their personal tutors?

Students will meet their personal tutors on a regular basis. At certain times of year, they may be asked to attend further sessions to enable them to complete tasks such as applying through UCAS.

What if a student doesn't adhere to the dress code

The student planner states that if a student's appearance is unsuitable they will be asked to cover up or change.

How will parents be contacted?

It is very important to have an active e-mail account and to keep us informed of any changes to telephone numbers. We e-mail, text and telephone parents to ensure all relevant information is received

