



th



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.



Head Girl – Georgia- May- Codd

Head Boy – Abishek Subramaniam

Hi everyone, congratulations on completing all your GCSEs and we hope you enjoy your well-earned summer holiday.

We as a 6th Form are hoping to offer each of you an outstanding educational experience that equips you with every opportunity to realise and reach your full potential.

We believe in equipping our students, not only with the tools to achieve academic excellence, but also the life skills to embrace life after school.

The Crossley Heath 6th Form is going to provide you with a supportive community network in which to flourish and grow.

Know that we're always here to talk to and are happy to help in every way we can to make your time here everything you want it to be.

Have fun!

What will my first day look like - TUESDAY 4th SEPTEMBER 2018

Arrival from 8-00a.m – through the gates at the back of school (the ones that are not vehicle access)

8-30a.m. – Girls 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 from 8-30 am and then there will be a series of presentations as follows,

8-55am – JR – Housekeeping.

9-00a.m - Welcome from Mrs Cassidy.

9-15a.m - Introduction to 6th form team and personal tutors

9-30am -What will the day look like and what will be happening in the week ahead – Mr Donlan

Key information given out – Bursary, C6 students information, PSHCE, Enrichment, work experience, Network Account, Library – Various staff members.

Introduction to the Inter form Challenge – Ms Rudman

Introduction to the induction process – what to expect- Mr Donlan.

10-15 a.m. to 11-15 am- You will have 1 hour with your personal tutor who will explain your timetables, houses, badges, planners.

11-20 a.m. – 12-25p.m. – Activity with year 13

LUNCH 12-25pm to 1-25pm

1-20p.m. into lessons as per timetable

What can I wear?

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 behaviour expected in a leading learning institution.

The general principle 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 other styles of shorts.

All students are issued with an ID badge on entry to the sixth form. ID badges **MUST** be visible at all times and you must ensure you wear it when sitting examinations. If you do not have your ID badge, you 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 you being sent home.

Tattoos should be covered at all times.

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 progress 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 6" 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 pastoral leader. You will complete a termly review of the impact of your enrichment experience. This review will contribute to your personal statement.

The School Day

9.00 - 10.00	Period 1 (1 hour)	9.40 – 9.55	Break (15 min)
10.00 - 10.15	Break (15 min)	9.55 – 10.55	Period 2 (1 hour)
10.15 - 11.15	Period 2 (1hour)	11.00 – 12.00	Period 3 (1 hour)
11.20 - 12.20	Period 3 (1 hour)	12.00 – 12.50	Lunch Break (50 min)
12.20 - 13.15	Lunch Break (55 min)	12.55 – 13.55	Period 4 (1 hour)
13.20 - 14.20	Period 4 (1 hour)	14.00 – 15.00	Period 5 (1 hour)
14.25 - 15.25	Period 5 (1 hour)		

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.

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

Lunch time is for 1 hour and as above some students stay in school for lunch and 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 do not have a timetabled lesson?

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 Library.

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.

What happens if my attendance is low?

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% a letter will be sent home and you will be placed on attendance report. If your attendance continues to fall you will be placed on report to the Head of 6th Form for 2 weeks and a programme of study will be created for you to include Friday detention. Where there is no improvement you will move to the highest level of intervention. Parents will be invited in to meet with the Head Teacher and further action will be taken at the Head's discretion.

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.

What happens if I am late to lesson?

Punctuality is a key quality recognised by employers and the universities and one the school is very keen to maintain. Three lates to lesson in a half term will incur an after school detention on Friday of that week where time will be made up. If you have 6 or more lates in a half term you will be placed on target card for punctuality and will have to report to the 6th form office every morning for 2 weeks. Parents will be informed and your privileges will be withdrawn. Guided study periods will be enforced. If there is no improvement then you will be placed on attendance report to Head of 6th Form for a further 2 weeks and guided study will continue. Parents will be invited in to meet with the Head of post 16. If your attendance improves then you will return to target card . If a final warning is necessary then you will be placed on a behaviour contract which will be reviewed weekly by the Head teacher and Head of post 16.

What happens if my teacher is absent?

If a member of staff is absent from a lesson the lesson will not run. It is very rare that a lesson will be covered. Your teachers will email you to inform you of their absence and send you any work that they would like you to do or tell you where the work can found.

In some cases teachers will inform you prior to their absence if possible and set you work at that point. They will also indicate whether or not they want you to come in to school or if you can study at home.

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 to 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 in 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 rooming list with the classrooms located at that side of the building. You will soon get used to finding your way around everybody does.

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. Ms Rudman will get you all together before the lessons begin (hopefully in the first week) to explain what

will happen and to give you as much information as you need to help make this as easy as possible for you.

What is 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.

Can I bring visitors into 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)

Where do I go if I've lost something?

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

What do we do in Pshce ?

The sessions will be delivered every week 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.

What is available to help with Career choices?

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 Library 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.

What is the GAP programme?

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.