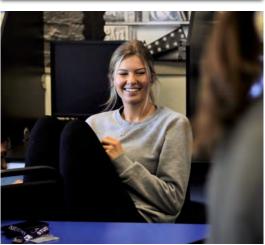




# CARDINAL NEWMAN SIXTH FORM STUDENT HANDBOOK Academic Year 2023-2024





### welcome

Welcome to N6th, and congratulations on your success at GCSE!

Our vision is to create a respectful community, that leads by example in acts of kindness and compassion. As part of N6th, we expect you to demonstrate maturity and social awareness at all times.

In our Sixth Form, we are committed to maintaining high expectations of all learners throughout their two years of study on a 3 A-Level course (or equivalent). We aim to meet the needs of all our students, but we require you to play your part and be resilient, dedicated, reflective and communicative learners in that process.

Our goal is to help you to be well-rounded young adults who are ambitious, accepting of others and well-prepared to face whatever challenges they may experience in the world.

#### The Sixth Form Team

### assessments 2023-24

AUTUMN TERM	Year 12 -4th December: WTMs in lessons -19th December Progress Review 1
	Year 13 -23rd October Progress Review 1 -20th November: Assessment 1 Exams -19th December: Progress Review 2 and Pre- dicted Grades
SPRING TERM	Year 12 -5th February: Mid Year Exams -w/c 4th March: Parents Evening -25th March: Progress Review 2
	Year 13 -1st January: Ass 1 Results Day -8th January: Parents Evening -12th February: Progress Review 3 -11th March: Assessment 2 Final Mock Exams -25th March: Progress Review 4 and Final Pre- dicted Grades
SUMMER TERM	Year 12 -w/c 10th June: END OF YEAR EXAMS -8th July Progress Review Drop 3, Predicted Grades and End of Year Reports
	Year 13 -A LEVEL EXAXMS BEGIN w/c 13 <sup>th</sup> May

### term dates 2023-24

### AUTUMN TERM 2023

Starts	Thursday 7th September
Ends	Friday 20th December
Half-Term Brea	ak Monday 23rd October—
	Friday 27th October

SPRING TERM 2024		
Starts	Thursday 4th January	
Ends	Friday 29th March	
Half-Ter	m Break Monday 19th February-	
	Friday 23rd February	

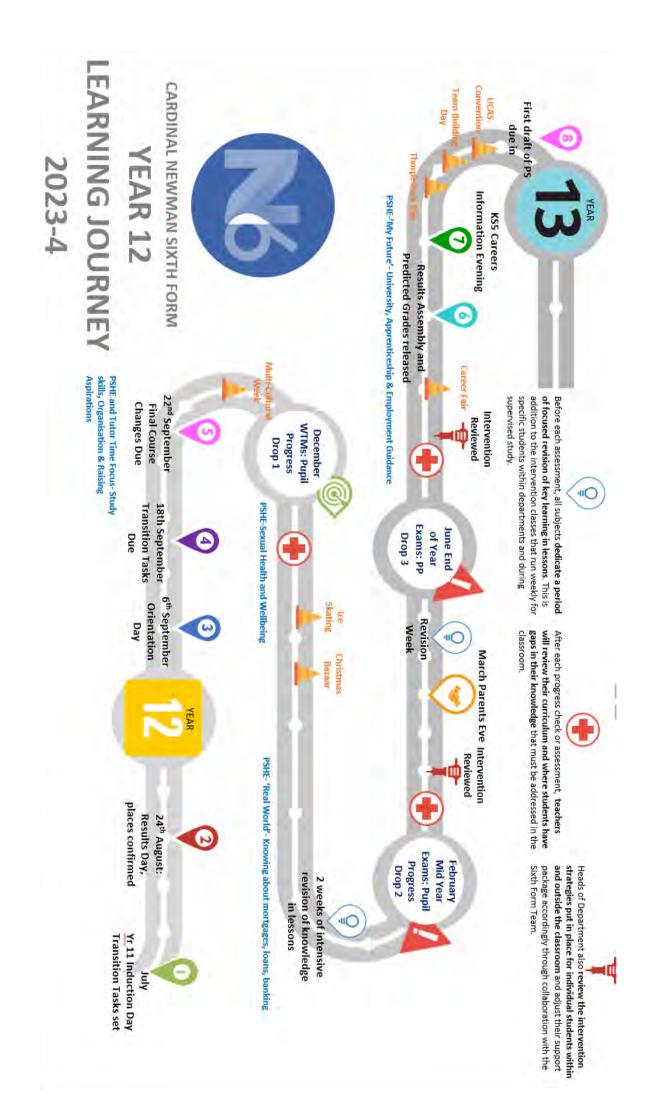
### SUMMER TERM 2024

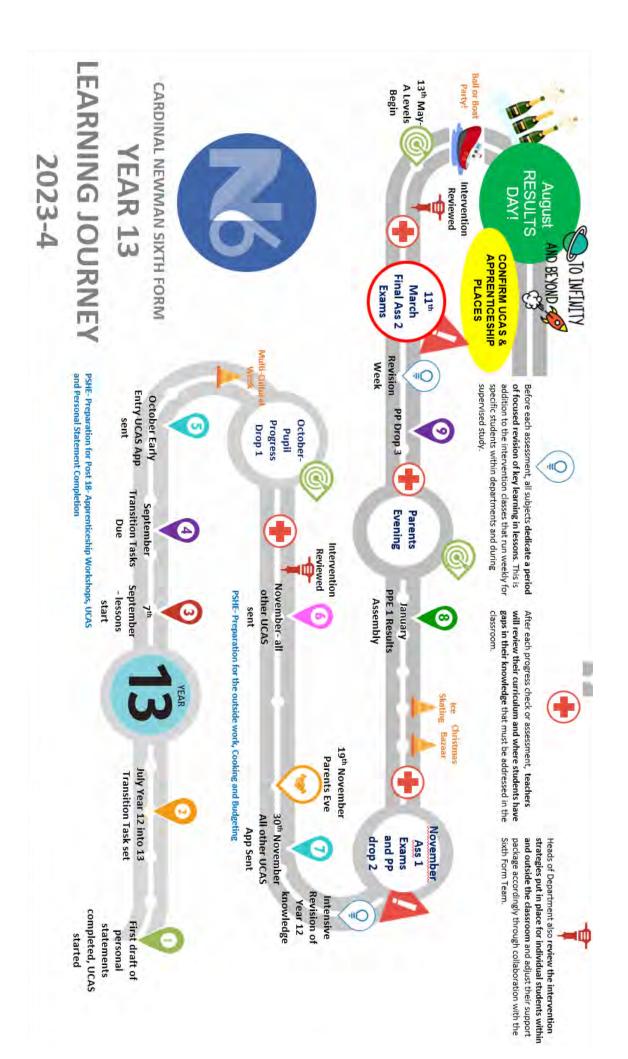
Starts	Monday 15th April
Ends	Friday 19th July
Half-Term Brea	k Monday 27th May—
	Friday 31st May

#### **IMPORTANT YEAR 13 UCAS DEADLINES:**

>5th October– early entry UCAS applications completed. All students will have a 1:1 meeting with a member of the N6 Team to ensure each application is to the highest standard.

>1st December- deadline for all UCAS references completed and sent following 1:1 meeting with each candidate completed and sent following 1:1 meeting with each candidate





#### Flexi-reg

At N6th we operate on a flexi-reg system whereby students only have to register three times a week: Monday, Thursday and Friday. PSHE is every Week 1, Thursday, Period 1 straight after Registration.

If a student abuses this and is not punctual to lessons, truants or has a low attendance then flexi-reg will be removed.

Time	Lesson
8.50	Registration– Mon, Tues & Friday
9.10	Lesson 1
10.10	Lesson 2
11.10	Break
11.30	Lesson 3
12.30	Lesson 4
13.30	N6 Lunch
14.15	Lesson 5
15.15	End of the Day

#### PSHE

PSHE is a <u>compulsory</u> 1 hour lesson every fortnight with your tutor. At N6th we have a vibrant and useful PSHE programme that includes life skills such as CV writing, mental and sexual well-being, university applications and processing, apprenticeship information and employability options. Many weeks we will have speakers in or you will be in a classroom working on something with your mentor.

Aside from registration, our main way of communicating with students is via Teams.

There will be a 'notices' message every Friday on Teams.

You must check Teams daily for notices, messages and extra-curricular information. If you don't read a message and miss a deadline or an event then it is your own fault.

# guidance & support

In N6th, you will be a part of our supportive community; whether you have a concern about academic success, well-being, attendance, careers or a subject-specific worry, there will always be a professional to guide you.

#### Mentor/ tutor: first port of call

In N6th you will each have a mentor/ tutor; your mentor is responsible for your academic concerns and successes. You should go to them <u>FIRST</u> in any instance.

YEAR 12 MENTORS/ TUTOR GROUPS			
TUTOR GROUP	ROOM	NAME OF STAFF	
12 St Catherine	C2	Mrs Frazer/ Ms Hope	
12 St Cecelia	G3	Ms Begum and Mrs Abiodun-Daniels	
12 St Helena	G5	Ms Brown	
12 St Louis	G1	Mr Govender	
12 St Patrick	B5	Miss Burns	
12 St Michael	G2	Miss Gendall	

YEAR 13 MENTORS/ TUTOR GROUPS			
TUTOR GROUP	ROOM	NAME OF STAFF	
13 St Catherine	C1	Mrs Lawrence	
13 St Cecelia	i1	Mrs Bennett/ Miss Jenkins	
13 St Helena	G6	Mr Hanif	
13 St Louis	i2	Mr Fanyo	
13 St Michael	i3	Mr Piotrowski/ Mrs Cleary	

#### N6th Team

As well as a mentor, you will also be supported and may receive guidance from the **N6th Team** whose roles are outlined below.

NEWMAN SIXTH FORM TEAM			
ROLE	NAME OF STAFF	RESPONSIBILITIES	
Head Of Sixth Form	Miss S Blackbird	Raising standards leader; all round support of students, team and mentors; will address all issues affecting progress and	
Deputy Head of Sixth Form	Mrs McGrath	Welfare and Safeguarding Lead for Sixth Form, supports Chamber and lead on HPA programme.	
Office and Attendance Manager	Mrs Kawal	Attendance monitoring; management of bursary and funding; timetable organisation; monitoring grey and gold slips.	
Study Supervisor & Mentor	Ms 'Den'	Oversees supervised study; records trips and handles any letters/ forms.	
Deputy Head and SLT link for Sixth Form	Mr Martin	Strategic support to running of Sixth Form; will address serious issues that are referred to Headteacher.	

### guidance & support

#### 16-19 Bursary

You may be able to apply to the 16-19 Bursary Fund, a scheme from the Education and Skills Funding Agency (ESFA) to help students who may be facing hardship.

Students must apply for their own bursary at the start of Year 12 and again in Year 13, this is even if a student received any sort of support (i.e. free school meals) when they were at Secondary School. Students may be asked to provide evidence of receipt of benefits in their household.

Forms can be found in the Sixth Form Office and must be returned to Mrs Kawal.

There are two types of bursaries that students may be eligible for:

- 1. **A vulnerable bursary** of up to £1,200 per year for young people in any one of the defined vulnerable groups (in care, a carer, in receipt of income support, in receipt of an employment and support allowance/ universal credit/ disability allowance)
- 2. **A discretionary bursary** which are awarded to students on an individual basis to help with the cost of transport, meals, books, uni visits or equipment. This bursary will be at the discretion of Miss Blackbird and may require a discussion between them and the student.

A student's bursary may be withheld if you receive a grey slip at all, truant a lesson, are consistently away, attendance drops below 92% across a , they truant a lesson or their behaviour falls below the requirement as reflected in their number of grey slips.

### keeping safe

#### Lanyards

You must wear a Newman Sixth Form lanyard at <u>ALL times</u> when at college/around the school, this will carry a photograph ID card so that you can be easily identified. The lanyard must be around your neck at all times and be visible, not in pockets. You can be refused entry to school site without your lanyard on.

You must sign in using your lanyard EVERY time you enter the building, and sign out using your lanyard EVERY time you exit the building. This is used as a live register throughout the day and will be used if and when there is a fire alarm. Failure to use this system correctly will immediately result in a written warning.

If you forget your lanyard you must sign in manually using the monitors at reception. The first time you forget your lanyard you will get a one off warning that day, after that every day you forget your lanyard you will be issued with a grey slip. If you have completely lost your lanyard you must get a replacement one immediately made for you in Room 25 (top floor of the main building).

#### Fire & Intruder Alarm

The **fire alarm is a loud repeating siren**, this will sound in the case of a fire or drill. If this alarm does sound then you leave out of your nearest exit and make your way towards the main school field. You then stand in alphabetical order within your tutor group to take the register.

The **intruder alarm is a loud continuous siren** that will sound in the case of an intruder not known to students or staff on school premises. If this sound is given the member of staff within your classroom/area will lock the door and pull down the blinds. You must climb under the tables and stay silent under then until the safety alarm is sounded. If you are not in a classroom/area you must enter the nearest one to you and take shelter there.

### attendance and trips

A successful N6th student will have an attendance of **at least 96%**. We use the following rule of thumb:

- $\Rightarrow$  Excellent: 98%
- ⇒ Good: 95-97%
- $\Rightarrow$  Satisfactory: 92-95%
- ⇒ Concern and written warning home: Below 92%

#### **Appointments and Absences**

#### Illness

Unless you are seriously ill, you should come into Sixth Form EVERYDAY. It is better to come in and collect the work, and then go home if you feel very unwell.

If you are not in Sixth Form because you are seriously unwell or there's been an emergency you must ring or email Mrs Kawal in the morning by 8.45am with a reason. The details are below.

#### Email: absence6th@cardinalnewmanschool.net

Telephone Number: 01582 587570

#### Leave of Absence

Leave of absence forms for a <u>known upcoming absence</u> can be found in Mrs Kawal's office. If you have a medical appointment you must bring in a copy of your doctor/dentist/hospital etc card or letter in to Mrs Kawal to keep on file as proof of your absence. You must also contact your teachers to ask for work that you have missed and need to catch up on. Students are allowed one authorised day off to celebrate Eid, anything more will be noted as unauthorised and possibly treated as a truancy.

#### **'Free' Periods**

Successful students will treat Sixth Form like a job working 9-5pm, this will mean spending their free periods on independent study; organising notes, wider reading, creating revision materials. You should not be booking appointments, driving lessons and working part-time during school hours. You must only book appointments during the school day when you are free and as a last resort. Students that miss lessons for driving lessons, tests, unnecessary appointments or employment will receive an unauthorised absence, which may carry the same penalty as a truancy.

#### **Medical Forms**

Upon arriving at N6th we will ask every student to complete a Personal Information form. This will be kept on record and used for emergencies or for trips. All details must be filled in along with a parent/carer signature and returned to Mrs Kawal. If any medical details change please notify Mrs Kawal immediately.

#### Trips

All information and payment for trips is communicated via Parentmail. Please speak to Mrs Gemma McEvoy if you have any issues accessing this platform which can be downloaded as an app onto mobiles.

## behaviour policy

In N6th, you are the role models of the school and thus we have extremely high expectations of your behaviour and conduct.

Where a student performs well, exceeds expectations or makes a distinctive contribution to the Newman Sixth, a teacher or tutor will recognise this through **'GOLD POINTS'**.

#### Gold Achievement Points (Positive):

- 1. Excellent homework / independent study
- 2. Excellent class work to a high standard
- 3. Positive contribution in lesson
- 4. Misc.- tutor or teacher to explain on SIMS

Teachers concerned about the work, progress or conduct of a student will refer their concern to the sixth form team through **'GREY BEHAVIOUR POINTS'**. Teachers will also contact home when a grey point has been given and a concern raised.

#### Grey Behaviour Points (Negative):

- 1. Homework / independent study not handed in at all
- 2. Poor quality independent study (e.g. unfinished or a real lack of effort)
- 3. Lack of commitment and dedication in class e.g. phone out or distracting learning
- 4. Misc.- tutor or teacher to explain on SIMS
- 5. Late to lesson
- 6. Inadequate or Inappropriate Uniform not in line with Dress Code

#### Truancy to Lesson

- When a student is marked absent to a lesson, PSHE or RE with no reason given, an unauthorised absence mark will be entered on Class Charts and the student will receive a message from Mrs Kawal that they need to speak to her or email her to resolve the unauthorised absence.
- Students will have one week to resolve the unauthorised absence before it is treated as a truancy.
- To resolve the absence, the student may need to supply evidence as to why they missed the lesson, or they may need the teacher to email Mrs Kawal to confirm that they were actually in the lesson and it was a register error.
- If it is deemed that the student purposefully truanted the lesson, then parents shall be informed and the student shall be issued a Written Warning and put on report. Repeated truancies could lead to a student being asked to leave Newman Sixth.
- If a student misses tutor time and there is no valid reason, then they shall be awarded a Grey behaviour point by Mrs Kawal.

#### Failure to be punctual to lessons:

- Poor punctuality is recorded by teachers on Class Charts with a 'late' mark and a grey behaviour point.
- Any student who is more than 20 mins late in any half-term must attend an after-school detention of the minutes missed with Miss Blackbird.

## behaviour policy

#### DISCIPLINARY PROCEDURE

The N6th team will monitor all behaviour concerns and successes as well as attendance and punctuality issues on a <u>weekly basis</u>, this information will be communicated to mentors and the Head of Sixth Form. The following system will be used to address any concerns. In line with the legal framework covering all schools and colleges, Fixed Term and Permanent Exclusions will be authorised by the Headteacher. Please see the Newman Sixth Behaviour Policy for Further Information.

#### STAGE ONE

# FIRST WRITTEN WARNING ISSUED, phone call home and student put on white tutor report when they:

- 1. Receive 5 or more GREY behaviour points in any one half term
- 2. Arrive late to school more than 5 times in any one half term
- 3. Has an attendance record of below 92% in any one half term
- 4. Does not repeatedly sign in / out of school especially in the case of a fire alarm
- 5. Truants same subject more than twice in any one half term

#### **STAGE TWO**

SECOND WRITTEN WARNING ISSUED, parental meeting or phone call home and student put on amber report to the Deputy Head of Year when they:

repeats any of the above AND fails to show improvement in their behaviour.

#### STAGE THREE

THIRD WRITTEN WARNING ISSUED, parental meeting and student put on red report to the Head of Sixth Form when they:

repeats any of the above AND fails to show improvement in their behaviour.

A student may also go straight to stage three, as a minimum, when a serious incident has occurred.

#### STAGE FOUR

PRELIMINARY DISMISSAL MEETING, final parental meeting with Head of Sixth Form and Deputy Head teacher when a student:

fails to meet the terms of the red report to the Head of Sixth Form at stage three.

At this point, unless there are any exceptional circumstances to explain the failure of the red report, then the student will immediately progress to stage five. If there are exceptional circumstances, the student may be given the opportunity to repeat the red report to the Head of Sixth Form.

#### **STAGE FIVE**

#### **PERMANENT EXCLUSION from Newman Sixth Form**

### your programme of study

As a student at N6th, you must be engaged in study for approximately 32-35 hours per week. That means following the outlined programme below.

- ⇒ We expect you to have a **'full time' programme;** at Level 3, this is a minimum of three courses (A Level or equivalent which you stick with over the 2 years. You cannot drop a subject over the course.
- $\Rightarrow$  All students must take part in the **enrichment** and wider activities organised by the college.
- ⇒ All students must attend **flexi-registration** and **PSHE** every week. Note: Flexi-reg can be taken away if a student has poor attendance, punctuality or behaviour.
- $\Rightarrow$  All students must attend their **Religious Studies lesson** every week.
- ⇒ All students must attend their supervised study lessons every week and be present for the whole period of time. This is a silent study period / area that is meant for academic purposes only. You must sign in with Ms Den; anyone that does not sign in or leaves supervised study during the period will be given a truancy mark. If you are seen to be distracting others, using your phone inordinately or talking you will be given a green slip and asked to leave. If a student is deemed to be under-performing then a subject teacher may request for a student to have extra supervised study placed on their timetable until progress can be seen.

#### Transition Tasks- start of Yr 12

Every student is required to complete a transition task for every subject that they are hoping to study, which is available on the website. This must be completed by your first lesson back in September. The final deadline for this is Monday 18th September. If a student fails to hand in the transition task for each subject, then parental contact and a meeting with the Head of Sixth Form will be held.

#### Changes to your programme of study

Year 12 students will have a period of 3 weeks to finalise their courses. <u>There can be no changes of courses after</u> <u>Friday 22nd September</u>. Newman Sixth **does not accommodate students dropping subjects** at any point unless there is specific medical evidence to support such a decision.

Students experiencing difficulty may request:

- Additional help and support from both subject teachers and their tutor
- A change to an alternative Level 3 course if this is available, suitable and practicable. This will be at the school's discretion and will be limited by funding regulations and timetable restrictions

Where these options are not what the student wishes, they may decide to leave the Sixth Form.



### "SMART OFFICE-WEAR"

- Modest
- . Respectful
- Dignified



### UNIFORM

- Button up shirts, blouses or tailored tops
- Plain t-shirts, polo shirts
- Smart, casual jumpers
- Tailored trousers, chinos, smart black jeans
- Skirts or dresses of suitable lengths (knee)
- N6 branded sweatshirts
- Religious and cultural dress

### **SHOES**

Smart shoes, sandals, plain black trainers

### UNACCEPTABLE



- Ripped clothing
- Tracksuits/ leggings
- Sport trainers
- Hats/ bandanas
- Large logos/ slogans

### LANYARDS must be worn and visible at all times.

### the small print

While the Behaviour Policy for N6th and the rest of the school is the same, we have much higher expectations of conduct, attainment and work ethic of our Sixth Formers.

#### **COLLEGE RULES:**

- Uphold the values and ethos of the school at all times, both in school and in the wider community
- Be respectful of every member of the school and wider community, including the differences that exist between people
- Keep yourself and others safe through your excellent behaviour and wearing identity lanyards
- Behave responsibly, politely and maturely as befits Sixth Form students.
- Dress in an appropriate manner suitable for the work place and as specified in our Dress Code. This
  specifically includes no rude or offensive slogans on clothing, no short shorts or low cut tops, please cover
  up cleavage and midriffs, no sports clothes unless studying PE, black trainers only.
- Come to your lessons properly equipped and with independent study complete to a high standard
- Arrive on time to lessons and support the teacher in making a prompt start
- Engage in all learning activities to a high standard, working hard at all times
- Complete all set work by the agreed time and to the best of your ability. In addition you should undertake support work and background reading to supplement your course
- Use positively the private study time which you have as part of your timetable and respond positively to extended supervised study where this is deemed necessary
- Spend a substantial amount of time at home working on assignments. You should expect on average to spend 10-15 hours (minimum) a week on your work at home
- Part-time work should be kept to a minimum and no more than a maximum of 8 hours per week so as not to hinder your progress
- Prepare for all school assessments thoroughly with clear evidence of an extensive programme of revision (e.g. completed past papers, revision cards and notes)
- Attend college on all school days other than when absence is unavoidable through illness or official commitments.
- Register your attendance with your tutor by attending morning registration or by signing in with the sixth form team
- Attend all assemblies
- Attend all lessons associated with your Sixth Form courses and the Sixth Form PSHE / GCSE Maths and English resits if applicable
- Phone the sixth form team on every day of absence to report it. On the day they return to school, students must then complete a self-certification form to explain the absence. However, if the absence is for longer than 3 days, a note must be provided from a parent.
- Notify the sixth form team and tutors in advance of any planned absences note that driving lessons are not permitted to be taken during school hours and holidays should not be taken in term time and will not be authorised
- Maintain an excellent punctuality record as far as is possible
- Catch up on any work missed as quickly as possible
- Smoking or vaping is not allowed under any circumstances anywhere on the school premises. If you are caught doing either then serious consequences will be actioned. You are also not allowed to smoke or hang around by the top exit gates. If you want to smoke you must be out of sight from the school premises.
- The top gate is not a pedestrian gate the only foot entrance is next to the Don Bosco Centre.
- Respect our zero tolerance to violence; any student involved in violence towards another will be subject to permanent exclusion
- Mobile phones are not allowed to be out or used in lessons or during supervised study, the only exception is if you are using it as a revision resource and have asked your teacher or Ms Den permission. You may use your phone discretely around school, please bear in mind that Years 7 to 11 are not allowed a phone at all past reception. If a student is using their phone inappropriately then it may be confiscated by a member of staff. Mobile phones are also not allowed to be changed in lesson or during supervised study time. If there is an emergency, we can make a call for you. In the common room and canteen it is acceptable to use your phone.
- Non-religious headwear is not allowed to be worn in lessons and inside school buildings, this includes caps, bandanas, hats and scarves as per the Dress Code Policy.

### other important information

Sixth Form can be a turbulent time for young adults and a minority of you will experience stress, anxiety and worry at some point. The first person to talk to about this would be your mentor, they could offer you support and advice on how to manage what you are going through.

The following people in school could also help support you:

Mrs McGrath- Designated Safeguarding Officer for Sixth Form

- Mrs Lymer Designated Safeguarding Officer
- Mrs K Bradshaw Safeguarding Officer
- Mrs N Brown Family Worker
- Mrs J Porter Chaplain

We also offer 10 week courses of weekly counselling with an external trained counsellor. If you feel you are in need of this then please talk to your mentor or Mrs McGrath and they will help you to complete the Referral Form.

#### **IMPORTANT CONTACT NUMBERS:**

$\diamond$	Luton Youth Advice- for personal, social, employability skills	01582 548340
$\diamond$	Luton Sexual Health– for sexual health worries– in The Mall, Luton	01582 497 070
$\diamond$	Tokko Youthspace Luton- for counselling and support	01582 544990
$\diamond$	Multi-Agency Safeguarding Hub (MASH)– Luton	01582 547653
$\diamond$	Youth Luton-help with education, bursaries, special educational needs	01234 846960
$\diamond$	National Youth Advocacy Service (NYAS)- children's rights organisation	0808 808 1001
$\diamond$	Childline- free, confident advice and support	0800 1111
$\diamond$	Samaritans	0845 790 9090
$\diamond$	NSPCC (Helpline)	0800 800 5000
$\diamond$	NHS Direct	111

One final important contact is our News and Website Team! If you have any celebratory stories or news, events and trips to share then please contact Miss Blackbird who oversees our media pages and also works with our Web Team Manager.

You can also follow us on twitter @Newman6th

### **Organising your folders**

At A Level, **YOUR** folders are your <u>revision textbooks</u> and **YOU** are responsible for keeping these <u>tidy</u>, <u>organised and a useful revision resource</u>.

**ALL** students doing A Levels or Vocational Subjects are advised to use the following system to maintain high expectations of our folders and our work.

#### EQUIPMENT NEEDED:

A minimum of 3 ring-binder folders, one for each subject.

Coloured file dividers

A notepad of lined paper that can be easily torn out and filed or an exercise book for each subject, hole-punched and in folders.

#### <u>ADMIN</u>

Label the side of your folder and/or exercise book with your name and tutor group

Label the subject

Label your target grade for that subject on the inside cover

#### AT THE VERY FRONT

Copy of the **long term plan** (teachers can give you this- it tells you what you'll study over the year and when your assessments are)

Specification- this is from the exam board and will outline everything you need to know

#### Contents page (if useful for you)

#### <u>CONTENT</u>

Use the coloured dividers to break up each topic that you study in that subject and for different teachers (if applicable).

Write on the front of the divider what that section is

In each section your notes should be in **chronological order** (so the order of when you had that lesson/ learnt that subject- i.e. Sept, Oct, Nov.....)

#### REVISION

Have a section only on **revision** of what you've learnt.

This could be any of the following:

Flashcards

Thinking maps- bubble maps/ flow maps/ tree maps/ double bubble/ circle maps

#### WIDER READING/ INDEPENDENT WORK

Put here any wider reading you have done around the subject above and beyond what you do in class or are set for homework, to get an A or A\* you will HAVE to do this! You WILL need to refer to wider reading on your UCAS personal statement, esp. for Oxbridge or Russel Group.

This could be any of the following:

Journals/ blogs/ newspaper articles/ magazine articles linked to a topic area

Notes on a video you've watched- TED talk, youtube

Notes on something you've read/ looked into from the 'Geek Out' section on Unifrog

A seminar or lecture that you've been to as a Uni Study Day

#### ASSESSMENTS

Put all your **marked assessments** here. This includes the **mark scheme, feedback** from teachers and MOST importantly, you **DIRT work** (directed improvement and reflection time). Basically, go back and correct your mistakes or re-write and improve your answers in RED pen.

