

# **Wixams Academy**

# **Sixth Form Handbook**

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# Welcome to the Sixth Form

## The Wixams Academy Sixth Form Student Ethos

At Wixams Academy Sixth Form our aim is to prepare each student for life beyond school. We are thrilled that you chose to carry on your education journey here, and are looking forward to working with you to ensure success at the next stage of your academic career. A levels and Level 3 vocational courses offer a very different challenge to those of GCSE. You will move from a broad programme of study in Year 11 to a more specialised one, allowing you to study in greater detail and with greater rewards. With fewer subjects studied comes a greater expectation placed upon you to work outside lesson times. Teachers will encourage you to read around the content, as well as focusing on the specifics of your course. They are fully committed and passionate about their subjects, and will expect you to raise your game and engage fully with your studies.

The Wixams Academy Sixth Form experience is uniquely different to that of Years 7-11, and in this booklet, we aim to distinguish and clarify the expectations of a Wixams Academy Sixth Form student, offering advice, giving instructions and ensuring that you make the most of your time here. The next two years are a bridging point between compulsory schooling and the next stage of your life. As well as enabling you to gain vital academic qualifications, which will give you a wide choice of courses and careers, your time in the Sixth Form at Wixams Academy will give you the opportunity to become more self-reliant and gain valuable transferable skills.

The Sixth Form is not simply about the academic opportunities. Many of our students play a unique and valuable role in contributing to the wider life of the school. There are plenty of ways in which you can become involved through sport, drama, music, mentoring lower school students or standing for a place on the Junior Leadership Team (JLT). If there is something that you are passionate about that is not already offered, talk to us and see where enthusiasm, initiative and a good idea can take you!

**The Sixth Form is an exciting time – make the most of it!**

## Meet the Team

### Sixth Form Pastoral Team

Mr. R Mercel – Head of Sixth Form & Assistant Principal

Ms. S Rahman – Deputy Head of Sixth Form

### Sixth Form Tutors

Ms. S Crisp – 12/13F

Mr B. Byatt – 12/13H

Ms. J Downing – 12/13J

Ms. N Cully/Ms. K Miles – 12/13T

Mr. Craze – 12Y

Ms. J Price – 12A

### The School Day

**REGISTRATION: 8.40am - 9.05am**

Period 1: 09.10am - 10.10am

Period 2: 10:15am – 11:15am

**BREAK: 11.15am - 11.30am**

Period 3: 11.30am 12.30pm

Period 4: 12.35pm - 1.35pm

**LUNCH: 1.35pm-2.20pm**

Period 5: 2.20pm-3.20pm

**PREP – Tuesday: 3.20pm-3.50pm**

As a Sixth Form student, you must ensure that you arrive in time for registration and are on the school site until the end of the school day (3:20pm). Being late, as with the rest of the school, will result in a detention.

As a privilege, all Sixth Form students are permitted to leave the school site during lunch times only. You cannot leave the site unless you have signed out and you must remember to sign back in on your return.

The Sixth Form lunch time signing in/out book is located in reception.

### Lanyards and ID for Sixth Form Students

Every Sixth Form student must wear a lanyard and ID card to and in school every day. Should you forget or lose your lanyard, you must inform the Sixth Form team immediately. You are not allowed to move around the school site without a lanyard and ID card: It is an essential form of identification for every student in the Sixth Form. If you are found without your lanyard you will receive an immediate sanction (a detention).

**Temporary Replacements:** A temporary replacement can be loaned from the Sixth Form office should you forget your lanyard. **You must sign for it and return it to the Sixth Form office at the end of the day.**

## Attendance and Punctuality

Sixth Form students are expected to be in school from 8.40am until 3.20pm (3.50pm on Tuesday for Prep). All students must sign out/in if they leave the school premises. Sixth Form students may leave the school premises between 1.35pm-2.20pm only, during lunch time. If students leave the school at any time they must either sign out and back in again in the Sixth Form lunchtime signing out/in book, or in the medical signing out books, all of which are located at the main desk in reception.

If you arrive after registration (9:05am), you must sign in at reception, giving a brief explanation of the reason. Your parents will be contacted to confirm the reason for your lateness. It is very important that we have an accurate record of which students are on the premises in case of fire or another emergency. Your form tutor will expect a full explanation and may ask for a letter from home if appropriate.

Timetabled Home Study (THS) is granted in the summer term for Year 12 students and is meritocratic, based on attainment, attendance and attitude. THS may be removed should you not use it effectively and require improvement. THS is also awarded in Year 13.

## Absence during Term Time

### Illness and Other Unexpected Absence

Parent/Carers must notify the school as early as possible on the first day of absence by phoning or emailing the absence line or via the EduLink App.

**Telephone: 01234 608950**

**Email: [info@wixamsacademy.co.uk](mailto:info@wixamsacademy.co.uk)**

Where students are absent and no message has been received, the school will send a text to parents/carers asking them to contact the school. Medical appointments must, where possible, be organised out of school time. Should this be unavoidable, the school will require confirmation from a parent/carer (again to the absence line). At least two days' notice must be given unless there is a medical emergency.

### University Open Days and Summer Schools

Students may attend up to **three** University open days over the course of the year. Before going, the student must complete a University Visit Request Form (available from the Sixth Form office) and return it to Mr. Mercel at least one week before the visit.

### Family Holidays

Students wishing to take time off to go on holiday (even where the absence is only one day) must write to Mr. Spyropoulos, the principal, before the holiday is booked requesting time off. Time off is only authorised for family holidays in exceptional circumstances. If permission has not been given any absence will be recorded as unauthorised.

### Other Planned Absence

Occasionally students may want to take time off for other reasons e.g. a family funeral. Requests for absence should be made in writing to Mr. Mercel.

In each case it is the student's responsibility to keep all relevant staff informed of absences and to catch up on work missed.

## **Sixth Form Code of Conduct**

### **A Sixth Form student is expected:**

- to study as effectively as possible through participation in lessons and private study
- to develop independent study skills and complete all work set by the agreed deadlines
- to maintain the highest possible level of attendance and punctuality at all relevant school activities
- to follow school procedures for registering and to inform the school of any absence at the earliest opportunity
- to treat all students and staff with respect and consideration
- to value the breadth of cultural diversity in our society
- to behave with common sense and due regard for other people, including visitors and local residents
- to take care of school buildings, resources, equipment and environment
- to abide by the regulations relating to the conduct of examinations and the submission of coursework for assessment
- not to bring cigarettes, vapes, alcohol or illegal substances onto the school site. It is not acceptable for students to come to school in an intoxicated state
- to adhere to the school's Health and Safety Policy

**All students are reminded that the school is a public place and as such is subject to the laws of the land.**

### **In return the School agrees:**

- to help you choose a course which suits your needs and offer sound and impartial advice on alternative courses of study
- to give you a comprehensive introduction to the Sixth Form and to your course
- to provide teaching of a high quality
- to set and mark your work regularly
- to enable you to be involved in assessing and reporting on your own progress
- to encourage you to evaluate and review teaching methods and your courses
- to treat you with sensitivity, respect and consideration
- to provide you with information and guidance on progress, courses and careers
- to offer guidance and support, should you experience personal difficulties
- to inform you of the regulations relating to examinations and course work

### **Students who fail to adhere to the code of conduct will be subject to review of their place in Wixams Academy Sixth Form**

If anything does go wrong, for whatever reason, it is important to tell us. Your tutor, teachers or the Sixth Form management team are always willing to listen to you. If you wish to make a complaint, either formal or informal, you should contact Head of Sixth Form in the first instance.

## Sixth Form Dress Code

### Rationale:

**All students at Wixams Academy must exemplify the highest standards.** The way we present ourselves each day is a tangible sign of our intention and resolve to work hard for, and with, each other and to do our best in our learning and everything else that we do.

Therefore, as role models and leaders of our student community, Wixams Academy Sixth Formers are expected to dress, and act, in a smart and confident manner. A Wixams Academy Sixth Form student should be able to leave the school site and immediately attend a formal interview without the need to amend their appearance. This means that they should not wear casual, immodest or revealing clothes.

Please also note that Sixth Formers **must** wear their **lanyard and ID card** (issued by the school) **at all times** when they are on school premises, to support the safeguarding of all students in our community.

### The Dress Code:

	<u>Permitted</u>	<u>Not Permitted</u>
<b>Trousers</b>	<ul style="list-style-type: none"> <li>• Tailored (plain, checked, pin-striped)</li> <li>• Tailored shorts (plain)</li> </ul>	<ul style="list-style-type: none"> <li>• Denim jeans/shorts</li> <li>• Leggings</li> <li>• Jogging bottoms</li> </ul>
<b>Skirts</b>	<ul style="list-style-type: none"> <li>• Tailored, just above the knee (no shorter than 3'' above the knee)</li> </ul>	<ul style="list-style-type: none"> <li>• Short skirts</li> <li>• Bodycon skirts</li> <li>• Leather skirts</li> <li>• Denim skirts</li> </ul>
<b>Shirt or blouse</b>	<ul style="list-style-type: none"> <li>• Plain or discrete pattern</li> <li>• Smart t-shirt under jacket or tailored cardigan</li> </ul>	<ul style="list-style-type: none"> <li>• Graphic t-shirts</li> <li>• Thin strapped tops</li> <li>• Tops with plunging necklines</li> <li>• Open backed tops</li> <li>• Tops that reveal midriff</li> <li>• Off the shoulder tops</li> <li>• Lace fabric</li> </ul>
<b>Tie</b>	<ul style="list-style-type: none"> <li>• Plain or patterned (optional)</li> </ul>	
<b>Coat/Jacket</b>	<ul style="list-style-type: none"> <li>• Blazer (plain)</li> </ul>	<ul style="list-style-type: none"> <li>• Coats and jackets should not be worn indoors.</li> </ul>
<b>Jumper or cardigan</b>	<ul style="list-style-type: none"> <li>• Plain</li> </ul>	<ul style="list-style-type: none"> <li>• Hoodies</li> <li>• Graphic jumpers/tops</li> </ul>

<b>Dresses</b>	<ul style="list-style-type: none"> <li>• Shift dresses/tailored</li> <li>• Pinafore dresses</li> </ul>	<ul style="list-style-type: none"> <li>• T-shirt dresses</li> <li>• Bodycon dresses</li> </ul>
<b>Shoes</b>	<ul style="list-style-type: none"> <li>• Smart, plain leather shoes or boots</li> </ul>	<ul style="list-style-type: none"> <li>• Trainers</li> <li>• High heels above 5cm.</li> <li>• No white soles/edging</li> <li>• No flip flops</li> </ul>
<b>Tights/socks</b>	<ul style="list-style-type: none"> <li>• Plain</li> </ul>	<ul style="list-style-type: none"> <li>• Patterned/fishnet tights/socks</li> </ul>
<b>Piercings and jewellery</b>	<ul style="list-style-type: none"> <li>• Discreet</li> <li>• One piercing in each ear only.</li> </ul>	<ul style="list-style-type: none"> <li>• No body or facial piercings (including nose studs/mouth)</li> </ul>
<b>Scarves</b>	<ul style="list-style-type: none"> <li>• Plain</li> </ul>	<ul style="list-style-type: none"> <li>• No football scarves</li> </ul>

**Please note that the school's decision on the appropriateness of clothing is final and any student who breaches the school dress code can expect to be sent home to change.**



## Managing Communication and Information

### **E-mails, Twitter, Facebook, Instagram, Microsoft Suite & Edulink:**

Sixth Form students need to quickly get up to speed with the business of learning and the huge amount of information and communication that comes their way. Instructions, information and requests will regularly be made by e-mail (either by the Sixth Form team, your tutor, subject teacher or indeed the Principal). It is therefore imperative that you check your e-mails daily and throughout the day.

Home learning is set via Edulink. You will be given log-in details when you arrive at Wixams Academy so that you keep up-to-date with home-learning. Your subject teachers will regularly set homework of differing lengths and standards. Failure to complete or hand in home learning tasks on time will result in a sanction (organised by your subject's department). Reading around your subject will not only help you to pass your exams but will also help you to gain a deeper understanding of the topic and to prepare for university or an apprenticeship. Each subject will provide you with a reading list and other suggestions such as pod casts, TED talks and journals.

All teachers use Edulink; your lesson materials will be uploaded here. Some teachers will also direct you to the Microsoft Suite for past papers or additional resources. Similar to starting any job, you will be expected to familiarise yourself with the different online tools that are used, to ensure you are developing with technological changes within education.

The school calendar is accessible via the Wixams Academy website and has key dates for the year. Here you will find Parent Consultation dates, as well as general information regarding Inset days etc. Plan ahead to avoid any clashes or surprises!

### **Recording and Reporting**

Early in the first term you will be given Minimum Target Grades (MTG) based on your performance at GCSE. You will be expected to work towards meeting or exceeding these grades.

An early indication of effort grade will be entered by your teachers in the first week or two of term. This will be based primarily on the work completed over the summer.

There will be a series of progress reviews sent to parents/carers throughout the year. Sixth Form management will adjust the number of independent study hours for students not meeting their targets.

Where a student's teacher predicted grade is below their MTG, they will be given specific Interventions to help improve grades. Students with predictions above their MTG will receive a Commendation.

### **Year 12 into Year 13 Progression**

Students will be expected to meet the following criteria at the end of Year 12 in order that they successfully progress into Year 13. At the end of Year 12, students will sit formal examinations which will give teachers objective data to predict formal End of Year grades.

**Minimum Pass Criteria:** Students will be eligible to continue on their specific courses in Year 13 if they have achieved three overall 'Pass' grades (E or better for A levels; Pass or better for BTEC/Vocational Courses). In the event of failure in one or more subjects, a discussion will take place with the Head of Sixth Form – Assistant Principal, about how to support the student in deciding upon the best course of action going forward. Where a student has not obtained 3 pass grades or better, they may be offered alternative available course(s), provided that they meet the subject specific entry criteria for those alternative courses.

**Attendance:** Students should have good attendance, with a figure of 95% or above (other than in exceptional cases). In cases of poor behaviour, pupil exclusion would still apply.

**Year 12 into Year 13 Progression Meeting:** Additional advice and guidance will be offered during any decision-making period to support students to reach decisions about the best course of action for them, in order to resolve any issues raised by the Year 12 End of Year exam outcomes.

## Sixth Form Contacts

Mr. R Mercel – Head of Sixth Form & Assistant Principal: [rmercel@wixamsacademy.co.uk](mailto:rmercel@wixamsacademy.co.uk)

Ms. S Rahman – Deputy Head of Sixth Form: [srahman@wixamsacademy.co.uk](mailto:srahman@wixamsacademy.co.uk)

## Tutors

In the Sixth Form, tutors are the key point for sharing information and communication. They establish relationships with their tutees in order to write references that truly reflect all that is best in that student. This begins on the Year 12 Induction days when students complete a profile form. Through tutorial sessions, including mindset work, folder checks, discussions and actions based on feedback from interim progress data checks, tutors guide students to be pro-active in fulfilling their potential. Students share out-of-school activities so that the tutor gets an overall picture of that student, as well as what motivates them and their goals. In the summer term of Year 12 students will need to communicate their aspirations to enable the tutor to write an applicable reference. Detail of their skills both in and out of school; their work placement; their volunteering; reading and interests will need to be collaboratively tuned to provide an honest reflection of their capabilities.

Tutors will also monitor tutees for compliance with uniform, punctuality, attendance and general positive community behaviours. It is the role of a tutor to ensure students comply with the expectations set by Wixams Academy; helping them to become mature, responsible adults.

## Independent Study Expectations

### Hours of Study

Sixth Form students should spend around 5 hours per subject (10 for a BTEC Diploma) each week completing independent study outside of lessons. This includes any home or flipped learning set by teachers. Your timetable will detail periods where you will need to learn independently of teachers. You will be expected to record and evidence what you plan and complete during these periods. Working out where you study most effectively in school will be important. The Common Room, SSR, Canteen, Library, and some classrooms are available to you. The Common Room is also available after school until 5.00 pm. Some students stay late to complete home learning or extra study on site. It is important to be responsible with your time and get into good study habits. If you haven't been productive, don't kid yourself – you'll need to make up the time at some point!

### Silent Study Room and Common Room

Sessions in the Sixth Form Study Room (SSR) on your timetable are compulsory. The SSR is a silent study room; work is conducted in silence. You will be expected to plan ahead so you have enough work to do during these sessions. The common room is supervised by Sixth Form staff to help maintain the quality of work completed here.

## **Paid Work**

No paid work outside school is permitted during school hours. Paid work should not exceed 8 hours in total per week. You will need time to complete our home learning and time for rest. If you undertake any more than 8 hours paid work you will find Sixth Form very challenging.

## **Staff/Teacher Absence**

Sixth Form students are expected to work independently in the case of staff absence, in the room assigned. Attendance to the lesson will be noted by a senior member of staff during their on-call rounds. Lessons are never “cancelled”; students should always know what work is expected, think independently about how best to prepare for future lessons. If no member of staff arrives, students should remain in the room, whilst one representative goes to the Sixth Form office. Students should **not** remove themselves to alternative places to study as these areas only have the capacity to house the number of students on study periods at that time.

## **Curriculum Enrichment**

Sixth form students all pursue one enrichment subject in Year 12:

- Duke of Edinburgh Award (DofE)
- Extended Project Qualification (EPQ)
- Massive Open Online Courses (MOOCs)
- LIBF Certificate in Financial Studies
- Core Maths

## **Year 12 Games**

All Year 12 students participate in one hour of sport per week from the beginning of September through to May Half Term. A range of activities and inter-house competitions are organised by the PE staff. Students are expected to wear a suitable sports top, bottoms (shorts, tracksuit bottoms, leggings) and trainers. Students who are unfit to take part will still be expected to attend with a note from home explaining their reason for being unable to participate, and to support/help as much as they can.

## **Careers**

All Year 12 students are offered regular guidance and support for their future career. Advice evenings, mock interviews, guest speakers etc. are arranged through the year to provide additional information and support.

Sixth Formers will engage with and regularly update their profile on [www.unifrog.org](http://www.unifrog.org) our information and guidance platform. It is expected that they share this with their parents.

To book a one-to-one meeting with Mrs Bastions, our Careers Adviser, please email her at [kbastions@wixamsacademy.co.uk](mailto:kbastions@wixamsacademy.co.uk)

Professional Placement Week will take place during the Summer Term. With guidance from our careers advisor, all students are expected to arrange a relevant work placement for this week.

In the Summer term the Sixth Form team hold a week of careers support, during which all students attend a workshop in order to produce the first draft of a UCAS Personal Statement or CV. It is also an opportunity to visit universities and attend conferences and exhibitions to strengthen vocation choices.

## **Subject Enrichment**

Many opportunities exist for students to extend their learning in chosen subject areas beyond the classroom. These include:

- Attending lectures and visits recommended by the subject staff
- Regional and national competitions e.g. Senior Maths Challenge, The Technology Innovation Challenge, Science Olympiad
- Reading books and journals not on the syllabus
- Watching TED talks
- Students are encouraged to sign up for university master classes and taster days. These start early in Year 12 so start looking asap.

## **UCAS**

After Easter Year 12 start planning for UCAS. In order to get ahead with this process, consider what courses are on offer early, what the grade requirements are at A level and BTEC and start building a portfolio – volunteering, work experience, developing skills, attending lectures, taking on positions of responsibility, but above all working hard to get good predicted grades.

## **Competitive University Programme**

There will be opportunities for those applying to competitive universities and courses to attend coaching sessions to help them through the process of preparing. If you are considering applying to Oxford, Cambridge or a competitive course like Medicine, Veterinary Science/Medicine, Dentistry and Law, look out for invites to seminars from Ms. Rahman who runs this programme.

## **Managing Costs**

Studying for A levels can incur costs, depending on the subject and the opportunities offered. Some courses offer trips, which can be expensive (though necessary for certain subjects that complete coursework during them. Please ensure you are clear which subjects will require a paid trip as part of the course – via the prospectus). Other costs are text books, materials and basic stationery required to be fully prepared for each lesson.

## **16 – 19 Bursary Fund**

Each year the school is given a lump sum from the government to help support students in lower income families to have the same chance to access post 16 study as students from higher income families. Help can also be given to students during short term periods of hardship for example following a redundancy or a bereavement.

Money from the fund can be used to help pay for anything which allows the students to access Sixth Form study. For example, travel to/from school, books and other materials, school trips.

Bursaries are given based on need so we will require evidence of family income. Such information will be kept confidential. Information on how to apply for the Bursary is available on the Wixams Academy website (under Sixth Form). Should you wish to find out more please speak to Mr. Mercel for more information and an application form.

## **Canteen**

The canteen uses an individual card system for payment. Money can be put on to your account via Parentmail.

Please note that no one is allowed to buy food for another student. This is to discourage bullying and intimidation. This rule applies to all students without exception.

## Devices

Sixth Formers have exclusive access to a bank of computers in the SSR. These computers are provided in order to support your work and not for recreation purposes. Use of the computers is monitored and students caught persistently playing games may have their access to the internet withdrawn. Students have access to Windows Office through the school. The SSR has many charging points available to ensure students have fully charged devices for use during face to face lessons with teachers.

Additionally, Year 12 students will be offered a device to support their learning during and outside of school hours. Students have the option of opting for a device from the school or the option of buying their own device (BYOD) and being reimbursed £250 towards their own device. The terms of the BYOD scheme are that the device has to be purchased within the last year of students started sixth form and a proof of purchase document to be provided to the school.

## Laptop Specifications

These will be confirmed and shared with families at the enrolment stage.

**Make sure that you check your school e-mail regularly – twice a day minimum.** This is the primary way we send information to students.

Students bringing their own laptops, smart phones etc. into school do so at their own risk.

All students are expected to sign an acceptable use policy at the start of the year.

## Lockers

A limited number of lockers are available in the Sixth Form common room. A letter is sent at the start of the school year with full instructions of how to proceed if you would like to have the use of a locker. Lockers are issued on a first come, first served basis.

## Sixth Form Privileges

- **Tea, coffee, sugar and milk** are provided from the Sixth Form fund. Hot drinks must not be taken outside the Sixth Form area.
- A **fridge, dishwasher, toaster** and a **microwave** are provided in the kitchenette
- **Mobile phones** may be used freely in the Sixth Form common room. They will be confiscated if they are seen anywhere else in the school. Teachers may give permission to use phones, tablets etc. in class where relevant to the lesson.

## Music

Whilst studying in the common room, students may listen to music only if they use headphones. During lesson time music should not be audible to other students.

Music may be played in the common room during break and lunchtime only. Music which has explicit language or is offensive may not be played.

## **Driving**

**Student cars are not allowed on site at any time.** If you choose to park in the roads around the school, please be aware that our neighbours may need to be able to get in and out of their drives during the day. Please ensure that you park thoughtfully and are not overlapping anyone's driveway. Students must adhere to the school's transport policy at all times.

Students who drive to school are **required to give us details of the cars they are driving** in case of problems. Students should respond immediately to the Google Form requesting car details which will be sent out during the first half term and at regular intervals during the year.

Students are not permitted to arrange driving lessons during the school day. Attendance at Driving Theory and Practical Tests will be authorised providing the absence is requested in advance.

## **Safety and Procedures**

### **Fire Alarm**

The fire bell is one long continuous ring. Please refer to the **Fire Safety Regulations** which will be on display in your form base and around the school.

**Signing in/out** is paramount if we are to monitor safely student presence in school should there be an emergency.

### **Smoking/Vaping**

Smoking or vaping is not allowed anywhere on site or within 500 meters of the school. Anyone caught smoking, or with others who are smoking, will receive an automatic detention.

## **Academic Integrity and Exams**

### **Plagiarism**

Passing off the work of others (intentionally or unintentionally) and pretending it is "my own work" in order to benefit – is cheating, dishonest and deceitful. Acknowledging the original source through references is the acceptable way of utilising sources. UCAS has its own "copy catch" plagiarism system and the universities concerned are informed of identified copied parts of the statement. It is therefore good practise to re-word, re-write and compose your own essay, coursework, personal statement – never be tempted to opt for copying another's work.

### **Exams**

It is a Sixth Form student's responsibility to check when both internal and external exams are scheduled. In Year 12 there will be a week of internal mock exams. These will take place in the summer term and will provide subject teachers with the information to set predicted grades for further education (UCAS) and applications. Prior to this, internal examinations will be arranged by department, but will be used to provide students and parents with up-to-date grade reporting.

### **Extra time, access arrangements and special consideration**

All additional needs will be re-assessed at Sixth Form level to ensure you are still eligible for compensation during exam periods. Unsurprisingly, the demands of some subjects at A Level can alert students, parents and teachers to learning difficulties that they had previously been unaware of. Such students can ask to be tested for access arrangements if they have not been assessed at Wixams Academy previously.

### **Exam Skills and Revision**

At A Level there is little chance of you being successful if you leave your revision until the end. Revision notes should be made regularly throughout the year. Instead of re-writing notes endlessly, ensure that you utilise different memory techniques – flash cards, mind maps, drawings, ordering and colours. Two years of study will accumulate very quickly and you will need to develop skills to be able to remember long term. Practice and recap are so important to your ability to store information for long periods. Subject teachers will give you different skills and methods – but if you are ever unsure...ASK!



## Finally, from the Year 13s to the Year 12s

Join as many clubs as you can and don't leave homework/revision to do last minute
Use study periods wisely
Work hard from the start
Get involved and don't be afraid to ask questions. It's much easier than guessing and making a fool of yourself.
Revise really hard for the mocks to get a predicted grade you are happy with
Start doing things that will contribute to your personal statement now
Use your study periods productively
Stay organised, have folders and stationary and textbooks ready before you come back to school. Try not to stress out!
Keep focused and start thinking about university early
Talk to literally everyone - you'll most likely make a friend
Stay on top of all work from the start and revise throughout the year even if no exams are coming up.
Use your study periods effectively and don't waste time in them.
You're responsible for yourself, so you have to make sure you allow time for work, but also time for a social life. Make sure you have a good balance and you'll be fine.
Don't be shy to make new friends
Start wider reading early on
The work is a lot but don't put it off
Work hard and study
keep on top of your work load
Throw yourself into everything you can do and socialise with as many people as you can
Try everything once and take all opportunities given to you.
Make sure you get as organised as possible early on in the year.
Don't waste time, but make sure to spend a few study periods doing something different, not necessarily relaxing, but something to take your mind off of the workload.
I'd say to make sure you keep ahead of the class. read ahead and take notes. This will definitely help with time management later on.
Keep your folders organised from the start
Don't let yourself get overloaded do work as soon as possible
Keep on top of work- don't let it build up (especially if exams are coming up)
Don't be afraid to ask questions and be confident.
To make sure to keep up with all work and understand everything taught and try to do extra things for your CV but also not to overwork yourself
You don't need to work excessively, make sure you work consistently and get into a good routine early on so when the work load increases you can cope easily
Doing any additional work or homework in your study periods makes settling into sixth form much easier.
work hard from the start remove duplicate
Make sure you work hard and complete all work to the best of your ability
Keep on top of your work, don't do hours of work but the work you do , do it efficiently and to a good standard
Use your study periods to read ahead of lessons
Work on revision cards throughout year.
Start working hard and having a good work ethic straight away because the time passes so quickly you'll barely feel as if your feet have touched the ground. Get involved in any activities you can as it's a great way to settle in, give back to the school and community as well as socialising. Ask teachers for help immediately if you are stuck on something as the small things stack up and you'll feel under pressure did you don't utilise the help available sooner. Make use of the common room after school if need be because it's a great space to revise and work - plus sitting with a hot drink is always nice! If you're after some general chat or advice or understanding of what's to come in sixth form ...Ask the year 13's as they don't sugar coat things and will try to support you like the sixth form team do . Most of all just enjoy the time you have spent here because it isn't long.