



# **Roundwood Park School**

**Guide for New  
Sixth Form Students  
2018-19**

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# Welcome to the Sixth Form

## The Roundwood Park Sixth Form Student Ethos

At Roundwood Park Sixth Form, the 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 BTECs offer a very different challenge to those posed by GCSEs. 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 from your subject staff to work outside lesson times. Teachers will be encouraging you to read around the content, as well as focusing on the specifics of your course. Fully committed and passionate about their subjects, they will expect you to raise your game and engage fully with your studies.

The Roundwood 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 Roundwood Park Sixth Form student; offering advice, giving instructions and offering it as a reference tool to ensure 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 Roundwood Park 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. Indeed, many of our students play a unique and valuable role in the school, 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 Student Leadership Group (SLG). 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



Katie Barter  
Deputy Head Teacher



Rob Mercel  
Head of Sixth Form



Lucy Gallagher  
Deputy Head of Sixth  
Form  
Head of Year 12



Jennie Hall  
Student Support and  
Progressions Officer



Julie Jefferies  
P.A to SLT and Sixth  
Form

## The School Day

8.30 – 8.40am	Registration
8.40 – 9.40am	Period 1
9.40 – 10.40am	Period 2
10.40 – 11.00am	Break
11.00 – 12.00pm	Period 3
12.00 – 1.00pm	Period 4
1.00 – 2.00pm	Lunch Break
2.00 – 2.20pm	Registration
2.20 – 3.20pm	Period 5

As a sixth form student – you must ensure that you arrive in time for registration and are on the school site until the day finishes at 3.20pm. Being late, like the rest of the school will result in a detention.

As a privilege, sixth formers are permitted to leave the school site during **lunch times only**. You cannot leave the school site unless you have **signed out**. You must then remember to sign back in on your return.

**The signing in/out book is located outside Y12 office**

## Lanyards for Sixth Form Students

It is vital that every Sixth Form student wears a lanyard to 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. It is an essential form of identification for every student in the sixth form. Being found without your lanyard will result in an immediate sanction (a detention).

**Temporary replacements:** A temporary replacement can be loaned 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

Year 12 students are expected to be in school from 8.30am until 3.20pm, unless they have a timetabled lesson at another school. Sixth Form students may leave the school premises between 1pm and 2pm only, to buy food. You must not leave the school at any time without signing out and back in again in the sixth form signing out books. These are kept outside each Sixth Form Office in the common room.

You must attend registration promptly at 8.30am and 2pm each day. Arriving late for registration (either morning or afternoon) on three or more occasions in one term, without good reason, will result in a more serious sanction (a detention).

If you arrive after the register closes at 8.40am you must sign in the book outside the Sixth Form office giving a brief explanation of the reason. It is very important that we have an accurate record of which students are on the premises in case of fire or other emergency. Your form tutor will expect a full explanation and may ask for a letter from home if appropriate.

During year 13, students can earn Timetabled Home Study (THS). THS is awarded on a sliding scale based on your grades so it pays to work hard in year 12.

## Absence during term time

### Illness and other unexpected absence

Students must notify the school as early as possible on the first day of absence by phone or email. Upon returning to school the student must bring in a note from their parent or guardian explaining the absence.

Absence line number: **01582 714049** Email: [absence@roundwoodpark.co.uk](mailto:absence@roundwoodpark.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 be organised out of school time. Should this be unavoidable, the school will require confirmation from a parent (again to the absence line). At Least two days notice must be given unless there is a medical emergency.

### University open days

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 Common Room) and return it to Mrs Hall 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 Henshall, the Headteacher 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.

# Consortium arrangements

## Consortium lessons

A minibus service runs at break and lunchtime between the three secondary schools in Harpenden to transport students who study one or more of their subjects at another school. The timetable is posted in the Sixth Form Common Room.

If you have a lesson at a consortium school Period 1, you will be expected to make your own way straight to that school (you do not need to register at Roundwood Park first). Similarly, if you have a lesson Period 5 at a consortium school, you may go straight home at the end of the lesson.

Students who study at either St George's or Sir John Lawes must attend all lessons at the host school even if there are no lessons at Roundwood Park (e.g. Inset days and Reading Week)

## Consortium reporting and Parent Consultation evenings.

Consortium teachers will write subject reports for Roundwood Park students at the time the data is released to all other Roundwood Park students. Assessment periods do not always fall at similar times and therefore it is important that students liaise with their subject teachers at the host school to confirm examination times and dates for their subject. Students must make arrangements with the consortium school to attend Parent Consultation evenings.

## Consortium concerns

It is important that all consortium students communicate with Roundwood Park sixth form team should they have any concerns. The sixth form team liaise with staff at the host schools regularly and can quickly resolve any teething issues.

## Consortium absence

Parents/Students should inform both the home school and the consortium school of any absences from consortium lessons. Absences at the consortium school are recorded and absences affect a student's overall attendance percentage.

## St George's School Day:

### Monday to Thursday

Duty & Staff Briefing	8.30 - 8.40
Registration	8.40 - 8.50
Period 1	8.50 - 9.50
Period 2	9.50 - 10.50
Break	10.50 - 11.10
Move to lessons	11.10 - 11.15
Period 3	11.15 - 12.15
Period 4	12.15 - 1.15
Lunch	1.15 - 2.10
Move to Tutor Bases	2.10 - 2.15
Registration	2.15 - 2.20
Chapel/Assemblies	2.20 - 2.35
Move to Lessons	2.35 - 2.40
Period 5	2.40 - 3.40

### Friday

Duty & Staff Briefing	8.30 - 8.40
Registration	8.40 - 8.50
Period 1	8.50 - 9.50
Period 2	9.50 - 10.50
Break	10.50 - 11.10
Move to lessons	11.10 - 11.15
Period 3	11.15 - 12.15
Period 4	12.15 - 1.15
Lunch	1.15 - 2.10
Move to Tutor Bases	2.10 - 2.15
Registration	2.15 - 2.20
Period 5 Tutor Period	2.20 - 2.55

### Sir John Lawes school

Registration	8.45
P1	8.50
P2	9.40
Break	10.30
P3	10.50
P4	11.40
Lunch	12.30
Registration	1.30
P5	1.50
P6	2.40
Home	3.30

# 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, 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 the Roundwood 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 RPS are expected to 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 be our best in our learning and everything else that we do.

Therefore, as role models and leaders of our student community, RPS Sixth Formers are expected to dress and act in a smart and confident manner. This means that they should not wear casual, immodest or revealing clothes.

The 6th Form dress code committee, which is comprised of 6th Formers and members of staff selected by 6th Formers, has drawn up the following dress code to allow for individual choice of dress in keeping with the above principles.

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

**Please note that the Dress Code is strictly enforced. If you are unsure whether an item of clothing does or does not comply, don't wear it to school.**

## Males

<p><b>Tops</b> Smart jacket (optional). Smart collared shirt (not flannel 'lumberjack' style or heavy chequered styles) with a tie. Smart v-neck jumper, cardigan or waistcoat (optional).</p> <p><b>Trousers</b> Tailored style trouser (no denim or jean-style, no chinos).</p> <p><b>Shoes</b> Smart shoes- plain leather or imitation leather.</p>	<p><b>Other</b> Piercings and jewellery must be discreet, with no more than two piercings per ear and no facial or tongue piercings or ear spacers. Hair should be of natural colour and not extreme in style. A scarf may be worn only for warmth outside and not for decoration.</p>
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## Summer considerations

Shirt and tie to the normal high standards (top button done up and shirt tucked in).

On extremely hot days/weeks, senior leaders will make a decision whether Sixth Form boys can remove their ties for a set period of time; form tutors will communicate this message during morning registration.

**Security badges and lanyards must be worn at all time.**



## Females

<p><b>Tops</b> A blouse or shirt worn with or without a jacket or fine-knit cardigan. No tunics, flannel 'lumberjack' style or heavy chequered style shirts. Neckline must be in line with, or done up to, the top of armpits or higher. Sleeveless and short sleeved styles are acceptable but no part of the shoulders must be showing and there must be no cut outs. No t-shirts, flannel shirts or any other t-shirt material, but a vest may be worn under a shirt or blouse, as long as it is tucked-in. No logos lace fabrics, metallics or sequins.</p> <p><b>Skirts</b> Just above the knee, or longer- skirt should touch calf at the back with leg bent at 90° angle. No maxi skirts, bodycon or lycra style or animal print skirts. Solid fabrics only- no silk or silky-type fabrics, lace fabrics, chiffon, sequins, metallics or frills.</p>	<p><b>Dresses</b> Dresses are acceptable provided that they comply with all the top and skirt rules. No tube dresses are allowed.</p> <p><b>Trousers</b> Tailored style trouser (no denim or jean-style trousers, no chinos). Full length only.</p> <p><b>Shoes</b> Smart shoes in plain or imitation leather, or plain boots, with a heel of no more than 6cm. Ankle boots are not allowed unless they are worn with tailored trousers covering them and are thus indistinguishable from smart shoes.</p> <p><b>Other</b> Piercings and jewellery must be discreet, with no more than two piercings per ear and no facial or tongue piercings, or ear spacers. Hair should be of a natural colour and may not be extreme in style. Make up should be natural looking. A scarf may be worn only for warmth outside and not for decoration. No football scarves.</p>
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**Security badges and lanyards must be worn at all time.**

## Managing communication and information

### **Emails, SMHW, VLE, Twitter, Facebook, Google classroom, RM Unify**

Sixth form students need to get quickly 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 email (either by the Sixth Form team, your tutor, subject teacher or indeed the Headteacher). It is therefore imperative that you check your emails daily and throughout the day to ensure you're in the know!

Home learning is set via our Show My Homework App. You will be given log-in details when you arrive at Roundwood Park 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).

The Roundwood Park VLE holds subject information, lesson resources and you may be directed here by your subject teacher to access materials. Some teachers will use google classroom. 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 Roundwood Park 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 four further reporting points:

Core skills only - October  
Interim A – November/December  
Interim B – late February/early March  
Interim C (Full Report) – end of June

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.

## **Sixth Form Contacts**

Tutors remain the first point of communication for pastoral issues including absences and requests for leave. Curriculum issues are usually dealt with by Heads of Department. Mr Mercel (Head of Sixth Form) handles specific Sixth Form issues including applications and monitors all aspects of the 16-19 curriculum. He also drives the UCAS process and will oversee all applications made in each academic year. The Deputy Head of Sixth Form, Mrs Gallagher supports UCAS and other applications whilst also overseeing Sixth Form conduct, absence and general sixth form issues. She is Head of Year 12 whilst Mr Mercel is Head of Year 13; each provide support to both year groups academically and pastorally where required.

## **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 Day 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 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 be monitoring 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 Roundwood Park; helping them to become mature, responsible adults.

## **Independent study expectations**

### **Hours of study**

Sixth form students should be spending around 5 hours per subject (10 for a Btec Diploma) each week completing independent study outside lessons. This includes any home or flip learning set by your 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, library, available classrooms, computer room are available to you. The important thing, is to

be responsible with your time. If you haven't been productive, don't kid yourself – you'll need to make up the time at some point!

### **Silent Study Room**

Sessions in the Sixth Form Study Room (SSR) on your timetable are compulsory. The SSR is supervised and sessions are registered. Work is conducted in silence. You will be expected to plan ahead so you have enough work to do during these sessions and you'll need to record your work in the folders provided. Laptops are available to borrow if needed. Please ask the member of staff supervising the room.

### **Home Learning – SMHW**

Home learning is set via SMHW to help reinforce and extend your learning or to prepare you for the next lesson. Sixth formers are expected to be organised enough to get all work in on time. If you require help with organisational skills, please speak to your form tutor or someone in the Sixth Form office.

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.

### **Paid work**

No paid work outside school is permitted during school hours. Paid work should not exceed 8 hours per week.

### **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**

### **Tutorials**

A tutorial session is timetabled for all students Period 1 on Thursdays. These sessions cover a wide variety of topics and are compulsory. We also offer Sixth Form Studies, Young Enterprise and Duke of Edinburgh's Award.

### **Sixth Form Studies**

Students all pursue one Sixth Form Studies option. Places on some courses are strictly limited.

- Further Maths
- Community Sports Leaders' Award (CSLA)
- Extended Project Qualification (EPQ)
- Massive Open Online Courses (MOOCs)
- IFS Certificate in Financial Studies

## **Y12 Games**

All Year 12 students participate in one hour of sport Period 5 on Wednesday from the beginning of September though to Easter. A range of activities and inter-house competitions are organised by the Sports Captains and PE staff. Students are expected to wear a Roundwood Park P.E top and suitable black bottoms (shorts, tracksuit, leggings). Students who are unfit to take part will still be expected to attend and to support/help as much as they can.

## **Careers**

All Year 12 students are timetabled for one hour of careers support per week. Advice evenings, mock interviews, guest speakers etc. are arranged through the year to provide additional information and support.

To book a one-to-one meeting with Mrs Smith, our careers adviser, or the Connexions adviser ask at the main desk in the library.

Professional Placement Week will run from **10<sup>th</sup>-14<sup>th</sup> June 2019**. With guidance from our careers advisor, all students are expected to arrange a relevant work placement for this week.

During Reading Week, in the summer term, all students will 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, 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, NaNoWriMo, The Technology Innovation Challenge.
- Reading books and journals not on the syllabus
- Watching TED talks

## **UCAS**

After Easter in Year 12 you will start planning for UCAS. There will be opportunities for those applying to competitive universities to attend coaching sessions to help them through the process of preparing. 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 together a portfolio – volunteering, work experience, developing skills, attending lectures, taking on positions of responsibility, but above all - working hard to get good predicted grades.

## **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 stationary 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 Roundwood Park website (under sixth form). Should you wish to find out more – please speak to Mrs Hall for more information and an application form.

### **Sixth Form Fund**

All Year 12 students contribute to the Sixth Form Fund at the beginning of the academic year. The fund contributes towards the following:

*Higher Education Convention (incl. travel)*  
*Careers Convention at SJL*  
*The Senior Citizens' Christmas Party*  
*Provision for replacing kettle/microwave etc*  
*Leavers' Breakfast*  
*Tea, coffee, sugar and milk*

Any money left in the fund at the end of year 13 will be used to subsidise tickets to the Leavers' Ball

### **Geraghty's – Sixth Form Café**

Sixth Formers have exclusive access to their own café run by the lovely Wendy. The café serves a range of hot and cold drinks, snacks and light meals. Hot food can be pre-ordered. Please speak to Wendy for more information.

### **Canteen**

Sixth formers may use the canteen at any time from break until 11.45am. Lunch is available from 12.45pm provided the Primary School children have finished being served. Food purchased in the canteen may be taken to the Common Room to be eaten so long as it is wrapped.

The canteen uses a finger print recognition system for payment. Finger prints will be recorded during Induction. Money can be put on to your finger either by putting a cheque and covering letter in the box outside the Bursars Office, by using Parent Pay, or via the machines situated in the corridor outside Science Lab 10 and at the bottom of the stairs in the Sixth Form block.

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.

### **Computers and BYOD**

Sixth formers have exclusive access to their own computer room. 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. **No food or drink may be taken into the computer room.**

**Make sure that you check your school email regularly.** This is the primary way we send information to students.

Students bringing their own lap-tops, smart phones etc. into school do so at their own risk. Regular and charging lockers are available for a small fee (see below).

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 area. Regular lockers can be hired for £10 per year and Re-charging lockers for £20. An InTouch letter is sent at the start of the school year with full instructions 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 out of the Sixth Form Fund. Hot drinks must not be taken out of the Sixth Form Area.
- A **fridge** and **microwave** are provided for the use of Sixth Formers.
- **Mobile phones** may be used freely in the Sixth Form Area. They will be confiscated if they are seen anywhere else in the school. Teachers may give permission to use phones, tables etc. in class where relevant to the lesson. C3s are issued by staff if phones are seen around school.

## Music

Whilst studying in the Common Room, students may listen to music via the Sixth Form computers, MP3 players or their mobile phones 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 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 Tutor Room. **Signing in/out** is paramount if we are to monitor safely student presence in school should there be an emergency.

## **Smoking**

Smoking 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 C3a Saturday morning 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 thieving another’s work.

### **Exams**

It is a sixth form student’s responsibility to check when both internal and external exams are. In Year 12 there will be a week of internal mock exams. These will take place after Easter 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 need to 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 tested at Roundwood Park before.

### **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. Practise and recap is 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 Y13s to the Y12s

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 Uni 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. head 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 loads increases you can cope easily
Doing any additional work or homework in your frees 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.