



## **Ms Hackett - Head of Sixth Form**

July 2018

Dear Parents and Carers of New Year 13s,

As we approach the end of this year our planning is well underway for the start of the next academic year. We have been running a number of consultations through the year about Sixth Form covering the support that our students are given, their study environment and their extended curriculum. We have also researched other Sixth Form models and looked at how best practice can be adapted to our own school. As a result, there are a number of changes that we are putting in place that I now want to share with you.

### **Changes to Tutoring System and Sixth Form Leadership**

Year 13 will have five Super Tutors. These Super Tutors will see their tutor group for an hour a week. Their tutor sessions will cover the following areas of our extended curriculum:

1. Next Steps including UCAS, Careers & Apprenticeships
2. Study Skills
3. Leadership & Volunteering
4. Mental Health & Wellbeing
5. Contemporary Issues

Your son/daughter will find out who their Super Tutor is when we have finalised their timetables for next year, but for your information these are the teachers who will be working with our Sixth Formers:

- David Gimson
- Katie Greenbank
- Zaiba Patel
- Vicky Berry
- Phoebe Mortimer

Alongside the extended curriculum, we are introducing a mentoring network for Sixth Formers. We have appointed two mentors who will work with Sixth Form: Dr Catherine Casson and Lucy Jackson. They will report into our new Deputy Head of Sixth Form: Dr Liz Rayment.

These mentors will work with students either 1-to-1 or in small groups to embed and practise the skills being taught in lessons, giving our students the best chance to achieve their potential. Dr Rayment will continue to support our Bursary students to ensure that they achieve the best possible outcomes.

Finally, we are also increasing the pastoral support in the Sixth Form. Sarah Warbrick will take the role of Pastoral Leader, and we are appointing a new assistant who will be in place by September.



**Head**

Rupert Moreton, BA, MA, M.Ed

*Think for yourself, act for others*

We hope that by planning and delivering a comprehensive, rich, extended curriculum, our students will leave Cheney prepared for their next steps, equipped with the 21st century skills and resilience they need to make a successful transition to the next phase of their lives.

### **Duke of Edinburgh**

Students who have been doing their Gold Award will be completing it during the next academic year. Students should continue to log their sections; providing evidence and completing these with an assessor's report. Ms Basterfield will email all students individually with details of what they need to do to complete the award.

We are currently recruiting a new Duke of Edinburgh lead and will let you know who that will be in our September "Meet the Team" Evening (13 September 2018).

### **Sixth Form Culture and Ethos**

Our work with students and staff this year has highlighted the need to be explicit about our expectations around culture and ethos in the Sixth Form:

- **Our students** have firmly fed back that they want to be more deeply involved in our school and that they want a say in how our Sixth Form is developed.
- **Our staff** have fed back that they want to see an improvement in students' preparation for and attitude towards their lessons and their working day.
- **Our Leadership team** would love to involve the Sixth Formers in the whole school, give them opportunities for supporting and mentoring our younger students, and being strong aspirational role models to the whole school.

### ***So, what does this mean in practice?***

**Core expectations:** From September our Sixth Form will provide a more professional working environment where our students are expected to use their time effectively. Our aim is that every student will have 100% attendance and be punctual to every lesson as well as making effective use of their study time. Additionally, we are focusing on all students demonstrating positive attitudes and contributing to the whole school community.

**Student Leadership Team:** We now have a team of 12 students on our new Student Leadership Team and they will take a central role in how we want to improve and develop our Sixth Form. Our next step is to recruit four head students from this group of students, who will take a leadership role for the whole school. We will start the process of recruiting students from our new Year 12 students in January 2019.

**Contributing to the school community:** All Sixth Formers will be expected to work with the lower years. All Sixth Formers will be trained to offer mentoring and/or literacy support to a particular tutor group, and will work with them in two tutor times per week. Students will be notified of their tutor group mentoring slot on their timetable.



## Head

Rupert Moreton, BA, MA, M.Ed

*Think for yourself, act for others*

In addition, Sixth Form students will be strongly encouraged to support with duties around the school, help to run clubs/societies, support with school events and productions. This gives students useful work experience and provides them with an opportunity to develop skills that they can reference on any application.

**Attendance and Punctuality:** We expect 100% punctuality to all Sixth Form lessons, and at least 97% attendance. If students are going to be absent, they or their parent/carer needs to phone the Sixth Form Office (01865 755306) by 8.30am, so that we can get a message through to teachers. If a student calls in, they must provide a note from their parent/carer on the next day they are in school (if they are under 18), so that their register can be correctly maintained.

**Security Responsibilities:** All students are responsible for helping us to keep the school site secure by wear their lanyard and ID cards at all times so they can be identified.

## Dress Code

We have now concluded our consultation with parents, students and staff. Thank you to everyone who contributed. We have decided to introduce a tightening up of our existing **smart casual** principles of dress from September. These principles, we firmly believe, will mean that our students come mentally and physically prepared for the demands of the school day, and ready to work. They are based on principles of propriety in a diverse and multicultural community, and on a professional working environment. We also hope that this will help our students get ready for future employment opportunities, when they attend interviews, and to take up other leadership and volunteering roles. We want to be as specific as possible about what this means to help everyone stick to the principles and will have a visual board in the Sixth Form area for September.

In a nutshell:

Principles a no-go

- if you look like you have been or are going to the gym
- if you look as if you have been or are going for a night out
- If you are dressed for the beach
- faded and/or ripped denim
- hooded tops (coats with hoods are fine)
- sports wear
- white trainers or trainers which are clearly designed for the gym
- ripped clothing
- challenging logos/slogans
- clothes that can be seen up, down or through

Principles a go-go

- shirts
- polo shirts
- jumpers

## Cheney School

Cheney Lane, Headington  
Oxford OX3 7QH

T: 01865 765726 F: 01865 767399

E: office@cheney.oxon.sch.uk

W: www.cheney.oxon.sch.uk



### Head

Rupert Moreton, BA, MA, M.Ed

*Think for yourself, act for others*

- jackets
- cotton or canvas chinos
- smart dark coloured jeans
- skirts/shorts/dresses no shorter than 10cm above the knee
- smart t-shirts
- smart sensible shoes for a busy working environment

[For specific details please follow this link](#)

**Study Areas:** Providing well-resourced, work-oriented study areas is of paramount importance, so we are very pleased to offer an extra silent study area for Sixth Formers from September. We will display clear expectations for each study area and we respectfully ask students to act accordingly. We also recognise that students need to work together in small groups and need some down time in the school day, so we will continue to offer L1 for group work and socialising at break and lunchtime. We have already installed some picnic benches outside the Sixth Form areas where students can work when the weather is good.

**Year 13 Freedoms:** We respect students' growing independence and desire for control over their own studies, so are happy for most Year 13 students to manage their own time outside their timetabled lessons. They can work in any of the study areas around school, in Brookes or at home. Students should use the turnstile to enter or leave school. Some students will be required to be in school from 8.30am to take advantage of the mentoring support we are offering in Tutor Time, and to ensure they make the best use of their private study periods.

### Key dates

A Level/BTEC results day: **16 August, after 10.30am**

GCSE results day: **23 August, after 9.30am**

Year 13 are due back in school after the Summer break on **Tuesday 4 September at 8.30am**, to pick up their new timetables in the Sixth Form area. Please support them by ensuring they comply with the dress code, making sure that they have all their equipment and that they understand the expectations around punctuality and attendance.

Year 13 "Meet the Team" Evening is on **Thursday 13 September, from 5pm**. You will have the opportunity to meet your son/daughter's tutor and get an overview of the Sixth Form, the extended curriculum and the mentoring support we will be offering students.

We sincerely hope that all students benefit from the changes we are introducing and will monitor and welcome students' feedback to ensure continual improvement.

Thank you for your ongoing support and if you have any questions, please do not hesitate to get in touch.

Kind Regards

## Cheney School

Cheney Lane, Headington  
Oxford OX3 7QH

T: 01865 765726 F: 01865 767399

E: [office@cheney.oxon.sch.uk](mailto:office@cheney.oxon.sch.uk)

W: [www.cheney.oxon.sch.uk](http://www.cheney.oxon.sch.uk)



**Head**  
Rupert Moreton, BA, MA, M.Ed

*Think for yourself, act for others*

---

Ms Kate Hackett  
Head of Sixth Form  
[kh@cheney.oxon.sch.uk](mailto:kh@cheney.oxon.sch.uk)