

Welcome to Cheney School Sixth Form Autumn 2019

'A vibrant and diverse community'



Our Vision

Cheney Sixth Form is a *vibrant* and *diverse* community where staff, students and parents/carers *support* each other to be *confident, resilient and successful*. We all take *pride* in, and responsibility for, our Sixth Form and value its power to *raise aspirations* across the school, within our Trust and beyond.

Cheney offers excellently taught academic and vocational courses, and an enrichment programme that we tailor to the needs and preferences of our aspirational students. Our students always come to school excited by their opportunities and ready to learn. Our staff provide increasingly personalised support to students, beginning from the moment they start considering their future post-16, through the application process and their life in the Sixth Form, to receiving their final results.

We are serious about having fun while we grow. We all challenge ourselves to continually improve and our work with key partners and experts ensures our provision is cutting edge and inspirational. Students take an active role in volunteering and their extended curriculum that balances academic studies with the development of practical, emotional and social skills. Students leave us equipped to take responsibility for their future success, their wellbeing and the wellbeing of others.

School day

| Time | |
|--------------|------------------------------------|
| 8.30– 9.00 | Tutor Time for Y12 – 1st term only |
| 9.00– 10.00 | Period 1 |
| 10.00– 10.30 | Break |
| 10.30– 11.30 | Period 2 |
| 11.35– 12.35 | Period 3 |
| 12.35– 1.05 | Lunch |
| 1.05– 2.05 | Period 4 |
| 2.10– 3.10 | Period 5 |
| 3.15– 4.15 | Twilight |

Assembly

- Friday Week A: P5 in the Assembly Hall
- Second Monday/penultimate Monday of each term: 8.30–9.00am in the Assembly Hall. Keep an eye on the blog for reminders.

Attendance

Phone: 01865 755306

Email: sixthform@cheney.oxon.sch.uk

- **Illness/emergency medical appointments** – To be reported before 8.30am by phone or email (as above), copying in the teachers whose lessons you will miss – you can find these email addresses [here](#) and on the school website. If your parent/guardian is unable to phone in please provide a note on your return.
- **Planned medical appointments** – Inform the Sixth Form office and your teacher/s at least one day before your appointment.
- **Illness during the school day** – Report to the Sixth Form office before you leave.
- **Planned absence** (e.g. open days, summer schools) - Complete a form which can be picked up from the Sixth Form office. You will need to have this authorised by your teachers and the Sixth Form team at the planned absence.

Q Áæ/Áæ^•ÉÁ æ^Á^!^Á[~Á] } æ&Á[~!Áæ&@!ÁæÁ@Áæ/á•Á]] [!c} æÁÁ
&||^&óá^Á[!Á[~Á^^áÁ/Áæ&Á]Á} É

100% attendance or authorised absence is expected. If the school does not know why you are not in your lesson, you will be set an after school detention.

Ú|^æ^Á[æ – you will get a detention for lack of communication if you do not phone or email before the start of the day, even if you are ill and phone in later. If you miss a mandatory course activity (e.g. science assessed practical) and you did not notify your teachers in advance, an alternative opportunity might not be provided and you may fail any related assessment.

We will review attendance weekly, and students with unexplained absences will be put on attendance report.

95% punctuality is expected. 3 or more lates to lessons in a 5 day period (Thurs-Wed) will result in a punctuality detention after school on a Friday.

We will review attendance every short term, and any student not achieving these targets may be:

- Sent a letter home with their attendance statistics.
- Invited, along with their parents/carers, to a meeting
- Put on attendance contract
- Given Supervised Study sessions.

ID cards/Lanyards

You must wear your ID at all times. If you forget your ID, you must come in through reception, where you will be given a visitor's pass for the day. You will have this benefit [} / ^ } & ^ . Any subsequent times you forget your ID, you will not be allowed to enter school. If you have lost your ID, you must report this immediately to reception, pick up a visitor's pass and ask for a new card to be added to ParentPay. Replacement ID cards/lanyards are priced at £11.50.

Freedoms

At the start of Year 12, your ID card will only give you access to the Sixth Form toilets, and you will enter and leave school at the normal times with the lower school students. As you progress through the year, we will reward you with greater freedoms if you show you are achieving your targets and using your study time well. The aim is that you will have full freedom at the end of Year 12 to come and go, using the Sixth Form turnstile.

Dress code

We expect students to come to school, prepared and ready for the day ahead:

Yes please ...

- ✓ Trainers or sensible shoes
- ✓ Trousers, jeans, skirts, longer formal shorts or dresses
- ✓ Shirts, t-shirts and tops

No thanks ...

- ✗ Hoodies
- ✗ Flip flops and sliders
- ✗ Sportswear, crop tops, hoodies and vests
- ✗ Beach wear
- ✗ Large or dangling earrings, nose rings, durags
- ✗ No outdoor clothing in lessons/tutor time

| | |
|------------------|---|
| 7 February | Report |
| GA | VA |
| GA | VA |
| 3 March | Careers Convention evening |
| 4 March | Sixth Form Conference – daytime |
| 11 March | UCAS information evening |
| 12 March | Trip to Brunel University for UCAS Convention |
| 25 March | Festival of the Future |
| GA | VA |
| GA | VA |
| GA | VA |
| GA | VA |
| 1 June – 5 June | Year 12 UCAS Predictor Exams |
| 8 June – 12 June | Year 12 Work Experience |
| 19 June | Report |
| 25 June | Year 12 Parents' Evening from 5pm to 7pm |
| GA | VA |

Reminder: the school day will be 8.30am–3.10pm for Term 1 of Year 12. Further freedoms will be introduced gradually from Term 2.

Course changes: until the end of September

You are committing to study a course for two years. We understand that it is important that you enjoy your courses, so if you would like to change courses, you must complete a course change form (available from the Sixth Form office). Students must meet the entry requirements for their new course and we cannot make changes where classes are full. Students must also commit to catching up missed work by a date agreed with their new teacher/s. **Changes to courses may be possible, through interviews, until the end of September;** beyond this students will have missed too much essential work.

Study skills

Organising yourself

All Sixth Formers are expected to have equipment with them for their lessons. You will need the following:

- **Ring-binder folders.** You will need one folder for each of your subjects to keep your class notes organised.
- **File dividers.** These can be bought or self-made using sheets of coloured paper. Write the unit or module title on each file divider.
- **Pens.** Preferably black pens as you will need these in exams.
- **Highlighters**

- **Diary or planner.** This is essential for recording deadlines. Electronic versions are fine too.
- **Lined paper**
- **Set texts and textbooks.** Some departments will provide you with textbooks and others will not. Check with your subject teachers. You can ask previous students for their textbooks or look for second-hand copies on Amazon.
- **Specifications** and guidelines for each subject in the appropriate section.
- **Assessment dates and course structure**

You may be required to purchase other subject-specific equipment (e.g., a calculator for Mathematics). Please check with your subject teachers.

If you have any concerns about the financial cost of this equipment, please don't hesitate to speak to a member of staff about the Bursary Fund or read the section below describing how you can access the fund.

Study periods

Independent study time is an important part of Sixth Form. Using your study periods wisely will enable you to achieve a healthy work–life balance.

During your study periods, we advise that you:

- Work somewhere quiet and away from any distractions – there are areas all around school as detailed below.
- Distribute your study time evenly among your subjects.
- Complete any assignments set by your teachers.
- Research and read around your subjects. This will deepen your knowledge of the subject and help when it comes to writing your personal statement at the end of Year 12. There is also further Independent Study Guidance for each subject [in this booklet](#) and on the school website.

When the weather is good you may wish to work outside at one of the seating areas around school. There will be a few times during the week when Sixth Form students are welcome to play sport in publicised areas.

Homework

We expect all Sixth Form students to complete homework on time and to the highest standard. Use Show My Homework daily to check the details of any assignments and deadlines. If you foresee any problems with completing your homework, you must contact your subject teacher straight away.

Support with study skills

If you need any help with organisation or time management, please speak to your Super Tutor or any other member of the Sixth Form Team.

Study time

We advise 1 hour private study for every lesson hour. Students should make good use of their study periods, so that they do not have to pack their school work into weekends.

Study spaces

L1: Sixth Form group work and refreshments

Food for extended break and lunch

Student rota used to ensure people respect the area (and its rules) and tidy up

L2 and L6: Silent study areas

No food or drink around the computers

Library

The library is always open for silent study for students who wish to work quietly. There are copies of all main textbooks available to use or loan.

Other work areas:

The desktop computers and Chromebooks in L2, L6, L21, Library and Brighthouse upstairs (downstairs during lesson time only).

Communication

We use the Sixth Form Student News all the time to post up information about lectures, work experience opportunities and to give key information about the day. The Sixth Form Student News is linked to the screen in the Sixth Form foyer. Key messages will flash up, so always keep an eye on it. Save the News as one of your favourites and check it regularly. We can post messages for you as well – please email sixthform@cheney.oxon.sch.uk.

We will use your school email to communicate with you. Your email address is the same as your log-on to the school network. Make sure you can access your account and check it daily for new messages.

We may also contact you through text messages – please make sure that we have your correct mobile phone number.

The school website is also a goldmine of information, and has links to all the important documents and forms.

Life in the Sixth Form can get incredibly busy so it is vital that you stay connected and plan ahead. Remember to:

- Check the [Sixth Form Student News](#) regularly for important information, deadlines and updates.
- Make a note of any deadlines in your diary or planner.
- Check your school email account at least once a day

If you are absent (be it planned or unplanned), you must contact your subject teachers to catch up on any missed work. It is also a good idea to scan a friend's notes.

Food & drink

Food is served via Pam's Hatch in L1, the canteen and the snack shack by Chadwick. There is no cash taken – all transactions are via your thumbprint. If you haven't already got an account set up, see Mr Haslam in canteen and he can set it up for you. You can top up your account through the machine by the canteen or via ParentPay.

ParentPay

All purchases and payments at school are done via ParentPay. If you do not already have an account set up, email sixthform@cheney.oxon.sch.uk.

School & paid work

We advise that students should not do paid work for more than 10 hours each week.

Volunteering

Year 12 are expected to complete 3 hours of volunteering per fortnight. Year 13 are expected to complete 2 hours per fortnight.

We have sourced a wide range of volunteering opportunities for you to choose from. If none of the options suit you, you may look for something else in school, but this must be discussed with your Super Tutor first.

Year 13 have the option of volunteering outside of school, but this must be agreed with your Super Tutor. Your Super Tutor must be provided with a contact in the organisation you wish to work for, as well as written and signed confirmation from a manager with a suitable time agreed.

Each student will be provided with a Cheney volunteering 'loyalty card'. These will need to be signed by the member of staff supervising you that week, and shown to your Super Tutor each week. Completed cards will earn you rewards.

Your volunteering commitment is very valuable and many members of staff rely on it. Therefore, failure to keep your volunteering commitment (without good reason communicated to your Super Tutor and the relevant member of staff) will result in community service in the first instance, and detentions thereafter. When serving your detentions, you have the option of helping out a member of staff if needed. If you are issued a detention for a missed volunteering commitment, you should go to the canteen as normal, and if a member of staff would like some of your help, they will come to collect you. If not, you will serve the detention as normal.

Please make the most of all the volunteering that is on offer to you. Please remember that, depending on what you put in, it can be very valuable for your personal and professional development, as well as to the wider school community.

Bursary Fund

While you are in 16–19 education you should feel able to take advantage of all the opportunities on offer, without worrying about the cost. The 16–19 Bursary Fund is available to you if you are ever in financial need. Read our Bursary Information Leaflet (below) to find out what you could be eligible for. Please be aware, however, that the value and distribution of awards made from the Bursary Fund are subject to change each year depending on government guidance, universal credit roll-out, your personal circumstances, and the number of people applying for support.

[Bursary Information Leaflet updated 2019](#)

[Bursary Declaration Form](#)

Our pledge to you

We will:

- **Support you to work out your next steps**
- **Be available when you have a problem - or make sure we arrange a time to talk**
- **Provide a calm and productive working environment**
- **Treat everyone equally**
- **Respect your culture/religion**
- **Help you to maintain positive well-being**
- **Ensure that cost is not a barrier to opportunities for our Bursary students**
- **Provide you with a range of opportunities to contribute to the school community**
- **Help you develop the skills you need to be successful at Cheney and beyond**

