

Caroline Chisholm School



Ambition Confidence Success
Everyone Every Lesson Every Opportunity



A guide for Sixth Form parents, carers and students - 2020-21



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Sixth Form Vision

Some sixth forms are too much like school, whilst some colleges are too impersonal. We endeavour to offer the best of both worlds. Students have the freedom to express themselves as young adults, whilst still receiving the advice and guidance they were used to up to the age of 16. Our fantastic facilities include a designated sixth form area, but students can still access the facilities and support across the whole school campus and community.

We know that the most successful students, not just academically but also personally, are those that feel happy and supported. This allows them to develop a real interest and passion for the subjects they have chosen to study.

Our vision for when students join the sixth form is that after two years with us they will not only have the fantastic academic qualifications to access the best universities and careers in the world, but that they feel happy and confident to make the most of their next steps, wherever that may be. Whilst academic excellence and exceptional teaching and learning are central to our sixth form, we know that we need to develop and provide much more than this, so that as students move into a world beyond school they are **ambitious, confident** and **successful**, making the most of the opportunities presented to them, and even more importantly having the determination to create their own.

Ambition

We drive all students to be ambitious. Student ambition and determination will shape not only their own future, but also that of others, and whatever the driving force behind our students' ambition, whether it be achieving top grades, living a better life, or making changes for others; all roads lead to one end, and that is success.

Confidence

Self-confidence does not come naturally to all students but is important if students are to achieve their ambitions and be successful. At our school, students are provided with countless opportunities to develop their own confidence. The result of which can be seen through student engagement in lessons and enrichment opportunities; risk taking and creativity when necessary; and the investment of time and commitment to ensure exceptional quality in everything they do.

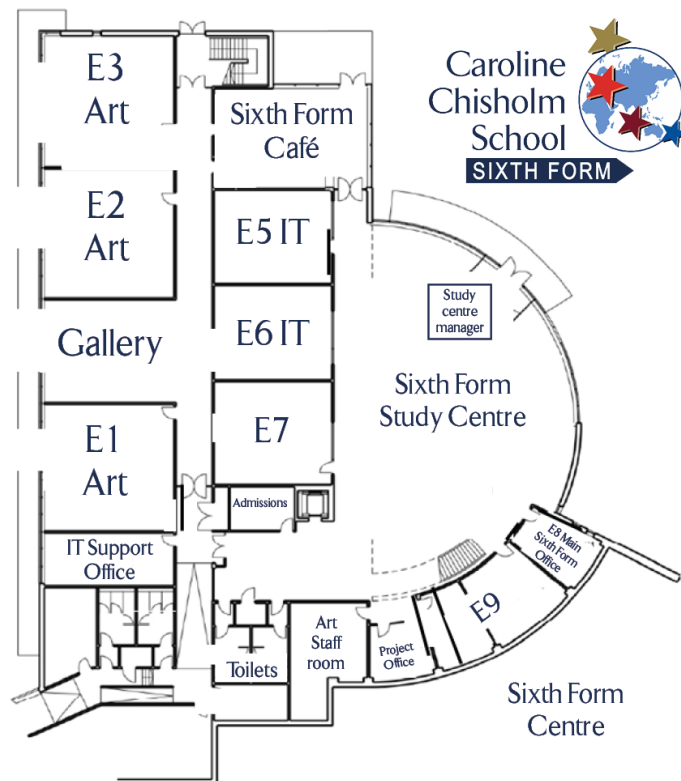
Success

At our school, academic excellence is an integral part of our student's experience, as students that are academically successful have higher self-esteem and confidence. Students of our sixth form have a strong moral code and desire to help others. They understand the impact their words and actions have and make appropriate choices. Education is valued not only as a 'stepping-stone' to their next stage in life, but as a 'voyage of discovery' which their ambition and confidence allows them to journey on.

Maps of the school



Please note, parking on-site is very limited. Students can apply for a permit if they live over 4 miles away.



The Sixth Form Centre

Welcome to our Sixth Form. The sixth form consists of four distinct spaces:

Formal Study Centre – tables arranged in rows for silent work during study sessions. This space is available to students throughout the day. Students can listen to music on headphones. The amount of space can be limited at busy times.

Informal Study Centre – area just outside the café and toilets, has a social layout.

The Café – a social space, however students often choose to work here.

Sixth Form Office E8 – Sixth Form Administrator and Progress Leader. Please knock before entering, this is a confidential area.

The Study Centre Manager – the first point of contact for students, supervises the study centre.

Use of Other Areas of the School

Students should only use other parts of the school if they are part of their bubble and they have sought permission from a member of staff if using a classroom. As an all-through school we have very young children on site; students should be mindful of this when moving around the school and maintain exemplary standards of behaviour and dress at all times.



Meet the Team

Assistant Principal - Sixth Form

Mr P Ashton

pashton@ccs.northants.sch.uk

Progress Leader (P.E Teacher)

Mr. S Halsey

shalsey@ccs.northants.sch.uk

Progress Leader (Humanities Teacher)

Mrs J Ideson

jideson@ccs.northants.sch.uk

Post-16 Senior Administrator

Mr. P Bloor

pbloor@ccs.northants.sch.uk

Study Centre Manager

Miss C Luxton

cluxton@ccs.northants.sch.uk

Sixth Form Tutors 2020-21

The tutor supports students through Sixth Form, helping them reach their true potential. Students will have regular sessions with their tutor designed to review progress and provide support and advice. The tutor is the first point of contact for students. Tutors write UCAS and job references, so students should ensure they are updated with their plans and any activities and involvement with groups and volunteering, both in and out of school.

Key Stage 5 Tutors/ Rooms	D Vessey (DVY-D16)	G Dallas (GD-D11)	J Dunn, H Westwood & L Longstaff (JDN-E13)	M Atkinson (MAN-D18)	S Sheehan (SSN-D14)	S Rose (SRE-D12)	E Page (EPA-D13)
	N Akhtar (NAR-D17)	J Carter & H Dales (JCE-E11)	P Mackie (PME-D19)	S Walker (SWR-E3)	U Chauhan (UC-E12)	N Hassan (NHN-D15)	

(Staff emails are in the format of initial then surname followed by @ccs.northants.sch.uk, for example: PMackie@ccs.northants.sch.uk)

The School Day

Session	Time	Duration
Arrival	08:40	
Lesson 1	08.45 – 10.30	105 minutes
Break 1	10.30 – 11.15	45 minutes
Lesson 2	11:15 – 13.00	105 minutes
Break 2 (Lunch)	13.00 – 13:45	45 minutes
Lesson 3	13:45 – 15.30	105 minutes
End of teaching day		

Leaving Site

Students may leave site if they do not have a lesson, but they **MUST** sign out using their I.D card on the INVENTORY screens in the study centre or reception. Students should always sign in if they come into school and do not have a lesson.

Community Responsibility

The actions of students in the local area impact on our relationship with the local community. We expect students to be respectful to members of the public, not to litter or cause damage and to conduct themselves in an exemplary manner when interacting with local businesses.

Expectations

Behaviour

We regard Sixth Formers as young adults who are sufficiently mature to be given greater flexibility of approach, in return for increased responsibility. Students are expected to set an example to the school community in conduct and approach to study. Students are expected to:

- ✓ Set high standards of conduct and behaviour at all times, providing a mature example for younger pupils to follow.
- ✓ Treat all members of the school community and visitors with respect and honesty.
- ✓ Take good care of the equipment, facilities and the environment and show respect for property.
- ✓ Follow the Sixth Form Dress Code.
- ✓ Only use mobile phones in the Sixth Form Centre. Phones should be away in lessons and around the school, including communal areas like the LRC and Canteen.
- ✓ Play music through personal earphones only.
- ✓ Not Smoke anywhere on school grounds or outside the school gates.
- ✓ Not consume alcohol or bring restricted items into school.
- ✓ Not eat in lessons or the LRC.
- ✓ Keep the sixth form centre tidy.

Effort

All students should work to their full potential, demonstrating a positive work ethos (approach to learning) to reach their goals. Students are expected to:

- ✓ Maintain full attendance to all lessons and meetings.
- ✓ Aim to achieve high standards, with Approach to Learning deemed as 'Good' or better in all subjects at each Census Point.
- ✓ Use Supervised Independent Study Sessions productively to complete assignments and meet deadlines.
- ✓ Try to secure work experience opportunities.
- ✓ Aim to achieve 50 or 100 Hours YLIS (Lions) Volunteering Award.
- ✓ Contribute to school life through participation in enrichment opportunities.
- ✓ Ensure part-time work does not negatively impact on academic studies.
- ✓ Sign in for all Supervised Study Sessions and Non-Contact Sessions using the INVENTORY system.

Dress Code

Our dress code is quite relaxed compared to other local sixth forms. The following table contains items which we consider inappropriate for a school context.

Blue/Grey/Faded denim (jeans, skirts, jackets)	"Micro" Length Skirts / Dresses. Very short shorts Large splits in dresses and skirts
Ripped / Camouflage trousers	Excessively high heels
Flip-flops & Sliders	Visible facial piercings/visible tattoos
Track bottoms, Sports branded & Gym attire, Leggings	See-through material.
T-shirts / tops with offensive/provocative slogans/ adult themed images & logos	Very revealing clothing, for example crop-tops, low-cut tops exposing the back, shoulders and décolletage.

The Sixth Form Team will make the final decision on appropriateness of items of clothing and any action required.

Attendance matters

We expect students to attend all lessons and make constructive time outside of lessons. We expect 97% as a minimum lesson attendance target.

We use attendance data to inform decisions about payment for examination entries and continuation of sixth form studies.

Details of the school attendance policy can be viewed here:

<https://www.ccs.northants.sch.uk/attachments/download.asp?file=14>

In order to ensure attendance is correctly recorded we ask students to follow the procedures below:

- Sign in using INVENTORY when attending school but not in a lesson.
- Sign out using INVENTORY when leaving the site.

Reporting an absence

Absences should only be reported by parents/carers:

To report an absence:

- Text Only Number: 01604 420132, give the student's full name, tutor, reason for absence and expected date of return.
- Email: cluxton@ccs.northants.sch.uk and cc. pbloor@ccs.northants.sch.uk
- We advise against ringing the main school number for sixth form absences.

Students suffering from diarrhoea or vomiting must stay at home for 48 hours until their symptoms have stopped.

We ask that students take **no more than 5 days a year** for open day visits and try to arrange some on a Saturday or virtually to reduce the number of lessons missed.

Planned absences of a day or more: parents should contact the study centre manager at least 24 hours before to request an absence form.

Full details of our school attendance policy can be found on our website.

Other absences

We allow students to take driving lessons during school time if they are arranged in Non-Contact Sessions and evidence is provided, such as an appointment card or email.

Time is allowed for the driving theory and practical test by prior arrangement.

Students who become ill during the day must see a member of the Sixth Form Team, who will seek parental consent for them to leave school.

We take safeguarding seriously and strive to know the location of our students. Messages are routinely sent home when students miss a lesson and it is important that parents respond to these.



Identification

Students are issued with a Lanyard containing an Identification Card, this must be worn around the neck when in school (unless there is a medical reason or health and safety concern in a practical subject).

Lanyards are an essential part of safeguarding because sixth formers do not wear school uniform; they staff to easily our students.

I.D cards provide access through internal doors and for printing work.

Sixth Form Lanyard Procedures

- Students should always display their I.D card with the photograph visible.
- Wearing I.D is a non-negotiable part of our safeguarding procedures.
- Students who forget their I.D need to collect a temporary pass from the Study Centre Manager, which should be returned at the end of the day.
- Students issued with temporary passes will be added to a list for monitoring purposes.
- Students forgetting their I.D will be issued with -1 behaviour point.
- Any student not returning a temporary pass may be sent home to retrieve it.
- Students who persistently forget their I.D will be subject to further action on an individual basis.



IT Access

Student user accounts allow access to Outlook email, Insight and Teams. The login credentials are the same for all these applications.

We communicate via email and on year group Forums in Teams; students should check for new messages on a daily basis.



2020-21 Year 12 Student
Forum PUBLIC



2020-21-Year 13 Student
Forum PUBLIC

Recorded Assemblies will appear in the “general” channel inside each forum:

Year 13 during Week A


Year 12 during week B

We expect all students to view assemblies as they contain useful information and guidance

Enrichment

Sixth Form Students are expected to contribute to the school and wider community by volunteering. This may include assisting in lessons, mentoring pupils, supporting sports and performance events, assisting at parent and open evenings, NCS and activities outside the school. It is vital for students to keep a record of volunteering hours and have these authorised by a supervisor using a timesheet.

SIXTH FORM VOLUNTEER TIMESHEET



INSERT YOUR NAME BELOW:

You must get your hours **SIGNED** by a supervising Staff Member of Adult if done outside of school.

Activity	Date	Number Session Hours	Referee Name PRINT	Referee SIGN

Students are reminded to take regular photos of their timesheets as a backup.

Young Leaders in Service Award - Y.L.I.S

As well as looking great on a CV, volunteering allows students to gain additional certification from the Lions Club of the British Isles and Ireland:

<p>25-49 hours = Bronze Award 50-99 hours = Silver Award 100+ hours = Gold Award</p>
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Sports Leaders Level 2

A certified award from Sports Leaders UK. Requires an additional 10 hours work on top of timetabled lessons. This focuses on developing and leading safe sports opportunities for young people.

Emergency Procedures

Fire (Continuous Alarm)

Students must leave the building immediately; not stopping to collect belongings or coats and should not re-enter school until instructed by staff.

Students should proceed calmly to the all-weather pitches and assemble silently in tutor groups so a register can be taken. Further instructions will be given by the leadership team.

Lockdown (Intermittent Alarm)

Students will be instructed to go to a secure classroom where the door will be locked, lights switched off and blinds closed.

Students need to keep calm with mobile phones switched off; sharing information on social media and making calls is strictly forbidden. Information will be issued by the school to parents to update them on the situation.

Students should remain in the safe location until the leadership team signal the emergency is over.

16 to 19 Bursary Scheme

This scheme provides financial support for students whose circumstances make it difficult to for them to fully access or continue in education in the Sixth Form.

The Bursary Scheme is **means-tested** and requires students and parents to submit a formal application to the **Post-16 Administrator**, along with **supporting evidence**.

All supporting evidence provided will be held as **confidential** and only shared where it is necessary in order to process the application. Awards are paid directly into the student bank account in 5 equal instalments, starting in October.

Further information and an application form can be found on our website:

<https://www.ccs.northants.sch.uk/curriculum/sixth-form/16-19-bursary-scheme>

If you require more information about the scheme, please contact pbloor@ccs.northants.sch.uk

Help and Support

Internal

Sixth Form Progress Leaders	Location / Contact
S Halsey	P.E Office (Ext.336) or E8
J Ideson	Upper D corridor office (Ext.320)
P Ashton (i/c Sixth Form)	Upper D corridor office
Study and Attendance	
C Luxton	Study centre (Ext. 260)
Administrative and UCAS	
P Bloor	E8 (Ext. 233)
Special Educational Needs (SENCO)	
L West	LWest@ccs.northants.sch.uk
School Counsellor	
C Campbell	CCampbell@ccs.northants.sch.uk
Whole School Attendance Officer	
L Murphy	LMurphy@ccs.northants.sch.uk
School Website	www.ccs.northants.sch.uk

External

Mental Health	
Changing Minds	www.changingmindscentre.co.uk
Self-Injury Support for young women	www.selfinjurysupport.org.uk
SANE – mental illness support	www.sane.org.uk
OCD – obsessive compulsive disorder	www.ocduk.org
BEAT – eating disorder support	www.b-eat.co.uk
Samaritans	www.samaritans.org
Anxiety UK	www.anxietyuk.org.uk
MIND	www.mind.org.uk
Racial Equality Council	https://northantsrec.org/
Youth Counselling LOWDOWN	https://thelowdown.info/ / 01604 622223
Brook Sexual Health	www.brook.org.uk
CHAT Youth Counselling	www.chatyouthcounselling.org.uk
time2talk counselling	www.time2talk.org.uk
Prospects – careers service	http://prospects.co.uk/What-We-Do/Employment-Skills/Targeted-Support-For-Young-People/Northamptonshire
Directory of services for young people and families	https://naseby.org/wp-content/uploads/2020/05/Free-Local-Services-Directory-Northamptonshire-1.pdf

Website information about CCS Sixth Form is located at:

<https://www.ccs.northants.sch.uk/curriculum/sixth-form>

Appendix 1 – Covid-19 Regulations, 6th Form

Formal Study Centre (Desks in rows) – students...

Should face forward and sit alone or in a pair.

Have separate areas for Year 12 and 13.

Should not rearrange the layout of the space.

Need to complete the log on the desk before leaving.

Can wear face coverings, but these are optional as long as the points above are followed.

Can consume food in this area or in the Canteen in A Block if the rules are observed.

Informal Areas and Café (Social seating) – students...

Can sit socially and must wear masks at all times.

Must not eat or drink in these areas because of the face covering rules.

Must not rearrange the layout of the spaces.

Moving Around Site

Students must wear face coverings when entering school and moving around the site. There are designated areas in the sixth form where coverings must be worn. Students should also abide by the “rule of 6” in school and the wider community and be considerate about the concerns of the general public when using local amenities.

The link below contains guidance from the W.H.O on wearing face coverings:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>

Hand Sanitiser

Dispensers are distributed widely throughout the school. We expect students to follow national guidelines on hand washing and use of sanitiser and follow specific instructions displayed outside rooms before they enter.

Covid-19 Tests

Where a student has Covid-19 symptoms they are expected to stay off school and seek a test. Once a test is completed students may only return to school if the test is negative and the student feels well. If a member of the household has a test, students must stay at home until the result is known and isolate if required by the result.