

Name:

.....

Senior

Tutor:

.....

Registration

Group:

.....

Exam Centre: 48239

School Contacts:

Mrs Brooks on 01423 818516 for general enquiries about the
Associated Sixth Form and
appointments with St Aidan's
Senior Tutors

Mrs Beaumont on 01423 818426 for appointments with St John
Fisher Senior Tutors

EMA Administrator on 01423 818518 for enquiries regarding the
Education Maintenance Allowance

Mrs Hendry on 01423 818506 for enquiries regarding
examinations

St Aidan's and St John Fisher Associated Sixth Form

Direct Line: 01423 818516

Fax: 01423 818526

Email: sasjf6th@staidans.co.uk

at

St Aidan's CE High School
Catholic High School
Oatlands Drive
Harrogate
North Yorkshire
HG2 8JR

St John Fisher

Hookstone Drive
Harrogate
North Yorkshire
HG2 8PT

Tel: 01423 818516

Tel: 01423 887254

Fax: 01423 818526

Fax: 01423 881056

Welcome to St Aidan's and St John Fisher Associated Sixth Form. We hope that your time as a student here will be enjoyable and rewarding.

The only way to guarantee that you achieve the best possible academic results is to ORGANISE a weekly plan of study and to record the hours that you work and the tasks that you complete. This planner gives you every opportunity to do so.

You will be introduced to the idea of setting personal targets from the start of your year in all courses. With each subject teacher and your Senior Tutor, you will have responsibility for monitoring your progress and you will be accountable for any underachievement. We want you to put academic attainment first for the next year and this will require you to consider carefully the amount of commitments that you take on outside school. Your learning time should amount to 40 hours per week, including lesson time. You are strongly advised to resist part time employment except for one day at the weekend, unless you have special family needs. It would also not be appropriate to take holidays during term.

However you should participate fully in the life of the Associated Sixth Form. In addition to the normal academic provision there are many social, sporting and spiritual activities. Remember that by choosing to remain in full-time education you have opted to pursue a more challenging and responsible career. Therefore, from now on you should be looking to build up a profile of experiences and attainments which will support your future applications. It is true to say that the more that you put into Sixth Form life, the more you will benefit from it. Future employers or admissions tutors will look for evidence that you have taken the INITIATIVE during your time in the Sixth Form to use and develop all of your individual talents. If you are uncertain about anything, just ask for help from your teacher, Senior Tutor or either of us. Please also remember that you have chosen to remain in a Sixth Form that has two large lower schools and, therefore, there is a commitment to behave responsibly both for our school communities and our local neighbours.

Please ask your parents to read this information because they also need to be aware of what it contains. **YOU ARE REQUIRED TO SIGN AN UNDERTAKING TO ABIDE BY THE CONDITIONS STATED.**

M HINGS
Head of Sixth Form
Form
St John Fisher
September 2008
2008

C KIDMAN
Head of Sixth
St Aidan's
September

**LEARNING AGREEMENT FOR THE ASSOCIATED SIXTH FORM
OF
ST AIDAN'S AND ST JOHN FISHER**

The two schools undertake to provide the best available resources for the benefit of each individual student in the Sixth Form. This includes a comprehensive programme of careers guidance and the monitoring of progress in each subject. We shall assess and report on such progress in December 2008 for Year 12 and March 2009 for Year 13. Senior Tutors should be contacted for any additional information during the year.

We understand that it is the student's responsibility to attend all directed lessons, tutorials and registration and that any unexplained absences will lead to discussion between students, parents and the Senior Tutor. Students are expected to abide by the Attendance Agreement which is in the Student's Planner.

We understand that students are expected to complete all relevant coursework and/or assignments on time and to the best of their ability and to attend examinations.

We accept all the requirements of the Student's Planner and have noted in particular the commitment to avoid holidays or routine medical treatments during lesson time. We agree that holidays will NOT be taken in term time.

We agree that the reputation of the Sixth Form in the neighbourhood and the security of each site depends upon each student observing the smart business-like appearance that is explained in the Student Planner. We accept that Senior Tutors will send home students who fail to live up to this expectation.

NAME: _____ SIGNED: _____

(Student)

NAME: _____

SIGNED:
(Parent/Guardian)

SIGNED: _____ (Head of Sixth Form)

September 2008

ST AIDAN'S AND ST JOHN FISHER ASSOCIATED SIXTH FORM

Attendance Agreement

All students are expected to attend 100% of sessions listed on the **Learning Agreement** including curricular subjects, tutorials, registration, assemblies and any other directed sessions. **Attendance** is defined as: participation in the programme of educational activities arranged by St Aidan's & St John Fisher Associated Sixth Form. In addition to actual attendance within the schools' premises, it covers:

- Work experience
- Educational visits (including foreign exchanges) organised or approved by the schools
- Day and residential visits to outdoor centres
- School/department study days
- Interviews and visits relating to further and/or higher education (up to a maximum of 3 Open Days per year)
- Debates, sports, musical or theatrical productions etc. arranged by, or in conjunction with, the schools

If, however, absence is unavoidable, the absence may be **AUTHORISED** and **appropriate evidence** should be brought in to the relevant Sixth Form Office.

Absence from school sessions will only be authorised if:

- A phone call is received in the Sixth Form Office on the morning of any medical absence. Otherwise a letter from a parent will be needed on return to school. Repeated absence for sickness, even if only for short periods of time, will be followed up and, where appropriate, be discussed with you and/or your parents or guardian.
- A Medical Certificate is obtained for absences of more than 10 consecutive days. (After a total of 10 days absence, students eligible for Education Maintenance Allowance will not receive payment for any additional week affected by illness during the same academic year, except under exceptional circumstances.)
- Written evidence is provided **beforehand** of a hospital or Specialist appointment

- Evidence is presented that urgent (not routine) medical or dental treatment is required
- There are school transport problems – this can lead to lateness but not to missing a whole day of lessons
- An interview for a permanent job is attended, and invitation to interview is presented as evidence
- Official Evidence is provided that a Court attendance is required
- Official Evidence is provided that a Driving Test is to be attended
- Exceptional family difficulties
- Weddings of immediate family
- The funeral of a close family relative or friend is attended
- Religious observance

Unauthorised absence will be recorded if:

- A student is absent from a session without obtaining authorisation for absence
- A holiday/social event is taken during term-time (family holidays will only be authorised in term time where there are exceptional reasons why it cannot be taken during the holiday period. In addition, there should be good attendance levels prior to the holiday)
- A driving lesson is arranged during a teaching session
- A routine Doctor's appointment is attended
- A routine Dentist's appointment is attended
- An interview for casual/part-time employment is attended
- A period of part-time job training is attended
- Missing lessons to complete coursework/homework
- Missing lessons if seeking to change/discontinue a course before approval has been officially given

PROCEDURE FOR STUDENTS ELIGIBLE FOR EDUCATION MAINTENANCE ALLOWANCE

- To receive the weekly payment students are expected to attend 100% of sessions listed on the Learning Agreement including all directed lessons, tutorial, registration and assemblies.
- Payments are authorised by reference to electronic registration records. If a student feels that an incorrect mark has been recorded then he/she must speak to the member of staff responsible as soon as possible and ask for written confirmation of attendance. Once the EMA Administrator receives confirmation of the error, payment will be re-instated.
- Any absence due to illness should be reported by phone before 10.00 am. On return to school a letter from your parents or guardian must be given to the registrar. No payment will be made if a student is absent for a full week. (After a total of 10 days absence, students will not receive payment for any additional week affected by illness during the same academic year, except under exceptional circumstances).
- A Medical Certificate will be needed for absences of over 10 consecutive days.
- If you are late for registration you should go to the Sixth Form Office of the school in which you register immediately upon arrival at school and sign into the Late Book giving precise reasons for your late arrival **before** going to your lesson. If you miss registration you will not receive your payment for that week.
- If the absence from school is authorised it will need to be supported by the appropriate evidence/letter (see Attendance Agreement in Planner).
- The Bonus Payment will be subject to you completing all relevant coursework and assignments on time and to the best of your ability, full attendance at exams and responsible behaviour at all times. This will be monitored on a termly basis at the time of the Subject Reviews with your subject teachers. A Bonus Payment Sheet will be signed by your subject teachers at the time of reviews and one week before study leave commences.

ACADEMIC FULFILMENT

- a) National guidelines for effective study to fulfil all of your academic potential require 40 hours of learning time per week.
Year 12 students will average 21/22 hours of teaching, leaving 18 hours to be scheduled or 3 hours on 6 days per week.
There will be a weekly meeting with your Senior Tutor to ensure regular opportunity for you to voice any problems.
- b) Attendance at ALL timetabled lessons is required for you to be allowed to complete your course in the Sixth Form.
- c) Untaught time in school is precious. If you schedule it for study, you will be responsible for finding a suitable workplace in agreement with your Senior Tutor.
- d) Remember: punctuality is IMPORTANT - it will gain you the respect and support of your teachers.
- e) Remember: attendance is ESSENTIAL - you simply cannot "catch up" on lessons missed. Therefore HOLIDAYS must NOT be taken in term time.
- f) If a member of staff is absent, you should expect work to be set. If this absence is unexpected, students are required to attend the scheduled lesson and seek further instruction from the relevant Head of Subject.
- g) If you find problems with one of your subjects, discuss the matter with your subject teachers and, if necessary, with your Senior Tutor.
- h) Pressure to meet deadlines at some points of the year is intense. It is, therefore, crucial that you manage your time effectively, particularly when tackling major coursework assignments. Your subject teachers will give clear information about schedules and deadlines. If you would like further detail regarding the Associated Sixth Form Coursework Policy please see the Examinations Officer.

The following pages will introduce you to the Associated Sixth Form Achievement System, which is intended to re-inforce your attainment of your full academic potential.

GRADE REVIEW WEEK

Points to make:

- 1) It is termly, towards the end of each term
- 2) It is designed to give you a **two-way dialogue** with each of your Subject Teachers
- 3) It is designed to give you an individual interview with your Senior Tutor to discuss progress and future aims and objectives for the next term

The Process

The individual interview with each Subject Teacher – this is meant to be a two-way dialogue on progress to date. Your teacher will give you a grade, A/B, B/C, etc. Forms are given out at a tutorial lesson to be named and addressed the week prior to report day.

Report Days

Start the day by picking up your Report Sheet as directed by your Senior Tutor which you carry until the negotiations on grades are complete. You may enter two grades where your performance has been different between two teachers of a subject. At the end of the process, you give your report sheet to your Senior Tutor.

Following Weeks

You will have an individual interview with your Senior Tutor for 15-20 minutes to discuss the report and jointly to write a comment on past progress and future objectives. Write in first and second persons, not third. The top copy will go to your parents. The second copy will go to your Senior Tutor for review next time.

Discussion in Tutor Group

Points which might emerge from the Report Sheet:

- It tells you where you are, gives you feedback
- It gives you aims for next term
- It helps identify right courses for progression after College
- It gives teacher **and student** the chance to talk to each other about difficulties such as pace, understanding, etc
- It tells you if you are meeting expectations
- It gives short-term goals – useful in motivation

Explanation of the Report Sheet

- **Top Boxes on right**

Left box has Senior Tutor name, eg JH, SQ
Right box has a number derived from GCSE results

For A-level students GCSE average points are calculated from
A* = 58 to G = 16

The higher this number, the greater the minimum expectations

- **Bottom Boxes in Centre**

The upper box has a number 1,2,3,4,5,6 in it which is related to top right box

Explanation is on the back of the Report Sheet

- The student's aim is to exceed or equal the number in the upper box during the course. The lower box number is calculated from the current grades on the Report Sheet.
- If the lower box number is less than the upper box, there may be problems to be discussed, eg poor work, learning styles, wrong subject choice, social reasons etc.
- If the lower box number is greater than upper top box, praise will be given

STUDENT TUTORIAL – PREPARATION FOR INTERVIEWS WITH SUBJECT TEACHER

To maximise the productiveness of your interviews with subject staff, consider and note your responses to these questions and bring this sheet to your interviews.

- 1 Are you satisfied with your attainment and progress so far?
- 2 Is your motivation and confidence (a) high (b) OK (c) poor?
- 3 Are you satisfied with your current study habits and skills?
- 4 What difficulties have you experienced so far? What difficulties have you overcome?
- 5 Your monitoring grade is based on all aspects of your performance so far. What do you expect your grade to be?
- 6 Do you know the A-level grades required for any careers you may have in mind?
- 7 Is any factor going to hinder your future progress?
- 8 Have you set yourself any objectives in this subject?
- 9 Do you have any needs in this subject? Is the teaching clear?
- 10 Are there any questions you would like to ask your teacher or any clarifications you wish to seek?
- 11 Do you feel (a) overstretched? (b) stretched? (c) understretched?

NB: Some departments have their own system to prepare students for the monitoring interview.

PREPARATION FOR INTERVIEWS WITH SENIOR TUTORS

It is very important that the interview is a TWO-WAY dialogue and to help with this it would be useful if you could think about the following questions beforehand. Please bring this with you at the time of your appointment.

You may like to put notes in the spaces provided to help you to formulate your feelings.

- 1 How do you feel about the grades which you have been given for each subject? Are they fair, too fair, unfair? Why? To what extent do they reflect your abilities?
- 2 What do you think that you have learnt from discussion with your Subject Teachers?
- 3 How do you feel about your progress so far this year? Any difficulties faced or help needed?
- 4 What changes do you feel that you might want to / have to / need to make with regard to:
 - a) your approach to your studies?
 - b) personal adjustment to the Associated Sixth Form

5 What targets/objectives have you set for yourself between now and the next monitoring period?

6 How would you describe your level of confidence at this point?
not very confident _____ coping _____ fairly confident _____
confident _____ very confident _____

7 On a scale of 1 to 10, where 1 is awful and 10 is 'on top of the world', give yourself a score

STUDENT CHECK LIST – HOW WELL ARE YOU COPING?

COMMITMENT

- 1 Do you ever take time off school without good reasons?
- 2 Do you always make an effort to be punctual for lessons?
- 3 Do you limit yourself to completing the minimum amount of work set?
- 4 How often do you undertake extra work/research independently?
- 5 Do you respond positively to advice/criticism from your Subject Teachers?

PREPARATION FOR INDIVIDUAL INTERVIEWS WITH SENIOR TUTORS

COURSEWORK

Think about each subject you are studying and consider the following questions:

- 1 Do you feel you are coping well with the work covered in your subject area?
- 2 Do you know the deadlines for coursework? Have you planned your work appropriately?
- 3 Do you hand in homework regularly and on time?
- 4 How well do you communicate with your Subject Teachers? For instance, do you ask for help when you need it? Do you discuss your work individually? Do you know how to improve on your performance?

TIME

- 1 Do you feel you waste time through bad organisation and failure to plan?
- 2 Do you allocate sufficient time for work for each subject?
- 3 Have you established a sensible balance between demands of learning time, a job and your social life?
- 4 Do you organise revision effectively or leave it until the last minute?

STRATEGIES FOR IMPROVING YOUR PERFORMANCE

- If you are worried about aspects of your course, make a note of your concerns and discuss them with your tutors.
- Decide what your goals are for the next half-term/term and be prepared to explain them to your tutors.
- Think about some strategies to help you achieve your goals and ask your tutors for their professional opinion.

REMEMBER – THE STAFF ARE YOUR BEST LEARNING RESOURCE – USE THEM!

THE LIBRARIES

All members of the Associated Sixth Form can join and use the libraries at any time between 9.00 am and 5.00 pm (4.00 pm on Fridays) at St Aidan's; and 8.00 am and 4.00 pm every day at St John Fisher (5.00 pm Monday to Thursday subject to staff availability).

You will always need your library card at St John Fisher or catering card at St Aidan's with you when you borrow a resource and this can be obtained from the library desk. You are encouraged to use both libraries, which are seeking to complement each other. Up to six resources can be loaned from each for a period of two or three weeks and can be renewed (if not requested by another reader).

There are a few basic rules: do not eat or drink and keep reasonably quiet at all times. It is essential that the library is used as a space for study, not as a social area. All mobile phones **MUST** be switched off. If resources become overdue a reminder letter will be sent via your registrar, and then a fine on a sliding scale will become payable.

There is a designated silent study area.

The libraries have many reference books and pamphlets which can aid research, newspapers and magazines for study and leisure and fiction books. The libraries are included in their whole school networks and so the library database, CD ROMs and Internet can be accessed via these.

There is a photocopier with a card purchasing system.

Students are encouraged to find resources independently, but if you cannot find what you are looking for, please ask.

SIXTH FORM ORGANISATION

Your Heads of Sixth are Mr Kidman (St Aidan's) and Mr Hings (St John Fisher). They have responsibility for that part of the Sixth Form based in their respective schools and for co-ordinating Sixth Form provision between the schools.

The **Senior Tutors** at St Aidan's are Mr Bean, Mr Christy, Mrs Hardy, Mrs Mortimer, Mr Richards, Mrs Wormald and the Assistant Senior Tutors are Mr Rosser, Miss Lamb and Mrs Smith who, together with Mr Kidman, will be responsible for monitoring the academic progress and welfare of students at St Aidan's.

Mrs Joy, Mr Pass, Miss Quick, Mrs Rumsey and Mr Smith are the Senior Tutors at St John Fisher with one Assistant Senior Tutor and they, together with Mr Hings, will be responsible for monitoring the academic progress and welfare of students at St John Fisher.

In addition they are responsible for final references. They therefore become the key people in assisting you to plan and make application for your future career.

Please ask your Senior Tutor first if you need help or guidance and keep him or her fully informed of your extra-curricular achievements.

Subject Teachers are responsible for your academic progress. You will be taught in whichever school your subject teacher is based. You will start your advanced courses with a target grade, set by the highest level of attainment achieved by most previous students with the same results as yours at GCSE. Towards the end of each term in Year 12 you will have an interview with each subject teacher at which you will agree a grade for that subject. You will need to prepare for this interview, using the guidance in this planner, so that you fully understand the terms of this grade and the requirements to meet or improve upon it. This is NOT a predicted grade for your final result but an indication of what to expect, given average progress from the work already completed.

The Sixth Form Administrator, Mrs Brooks in the Sixth Form Office at St Aidan's is the person for you or your parents to contact for an appointment or for any administrative questions you may have. She is assisted by Mrs Beaumont who is based at St John Fisher and Mrs Stead who is based at St Aidan's; these are the persons to contact for appointments with Senior Tutors at the appropriate school.

Chaplains: A local Vicar and local Priest are closely involved in the Sixth Form's spiritual care, and there is a full-time lay chaplain at St John Fisher.

Careers Advice: The Careers Co-ordinator at St Aidan's and Mrs Dukes, Head of Careers at St John Fisher will provide a comprehensive preparation for your vital choice of what to do after the Sixth Form.

TIMING OF SCHOOL DAY

8.45	REGISTRATION
8.50	ASSEMBLY
9.10	START OF PERIOD 1
10.10	START OF PERIOD 2
11.10	BREAK
11.30	START OF PERIOD 3
12.30	LUNCH
1.35	START OF PERIOD 4
2.35	START OF PERIOD 5
3.35	END OF SCHOOL

NB: Students should be allowed to leave their P4 lesson at 2.30 pm **only** if they are taught at the partner school Period 5.

WHAT DO I DO IF.....?

I AM ILL AND CANNOT ATTEND? - Ask your parents to telephone THE SCHOOL WHERE YOU REGISTER to explain. If, after 3 days, we have not had a reason for your absence, we shall contact your home.

I AM ILL AND NEED TO GO HOME? - You must report to the School Nurse at St Aidan's or St John Fisher. If given permission to go home, then you must give details in the Signing Out book in the St Aidan's Sixth Form Office or St John Fisher Sixth Form Centre.

I NEED TO TAKE TIME OFF: - Inform your Senior Tutor and subject teachers in writing beforehand. Senior Tutors are authorised to give leave of absence for genuine reasons.

I HAVE BEEN ABSENT? - Your parents are required to write a note to your Registrar stating the reason.

I ARRIVE LATE? - St Aidan's students must sign the Late Book in the Sixth Form Office. St John Fisher students must sign the Late Book in the St John Fisher Sixth Form Centre.

I LOSE SOMETHING? - Inform the School and Sixth Form Offices. We do expect you to take proper care of your personal property.

WHAT DO I DO IF I NEED SOMEONE TO TALK TO? – Teachers, Senior Tutors, School Nurses and School Chaplains are always willing to deal with any problems which may arise.

Here at St Aidan's and St John Fisher we care about your health and well being. If something is worrying you it is well known that this can affect other aspects of your life. Talking does help and below are a number of people you can speak to in school about any concerns you may have.

SUBJECT TEACHERS

If you have any specific concerns about an academic subject, you should discuss this with your subject teacher in the first instance.

SENIOR TUTOR

Your Senior Tutor is responsible for your welfare whilst you are at school. You may talk with them about any academic, social and family concerns you may have. To contact your Senior Tutor, leave a message in the Sixth Form Office or go to the Senior Tutor's room.

CHAPLAIN

Revd Pete Askew is the Chaplain at St Aidan's and he is in school on Wednesday and Thursday mornings. His room is next to the Medical Room. If you wish to talk to him about anything then he can contact you in school if you ask your Registrar or Senior Tutor or the Medical Room staff to make an appointment for you. Simon Bolton is the Chaplain at St John Fisher who is in school full-time, based next to the Smile Room, contact your Registrar or Senior Tutor if you would like an appointment.

MEDICAL ROOM STAFF

Mrs Powell and Mrs Platt at St Aidan's and the School Nurse at St John Fisher are all qualified nurses. Their role in school is to look after your medical needs, whether physical or emotional. They are available to chat at break and lunchtimes or can make an appointment for you.

COMMUNITY SCHOOL NURSE

Elaine Cowan is our Community School Nurse, you can talk to her about any health concerns you may have. An appointment with her can be made through the Medical Room staff.

SOCIAL WORKER

Carolyn Back is the school social worker at St John Fisher and is based in the room next to the Careers Library. You can drop in any Tuesday lunchtime 12.30 – 1.30 or you can arrange an appointment for another time by speaking to Carolyn or via your Senior Tutor.

SIXTH FORM DRESS CODE 2008/9

Students will be required to dress smartly in attire appropriate for the workplace. The emphasis will be on plain clothing avoiding the vagaries of fashion so as not to offend.

BOYS	
Dark smart trousers	No jeans or denim of any colour, no combats, no tracksuit bottoms
Shirts with collar and tie	No hoodies (in school)
Dark shoes	No trainers
GIRLS	
Dark trousers/skirt (knee length)	No jeans or denim of any colour, no combats, no tracksuit bottoms, no shorts
Shirts with collar	No hoodies (in school)
Dark shoes	No trainers

Jewellery should be discreet

In all aspects of appearance, the aim is personal smartness. Extremes of fashion or hairstyle are not permitted.

Students who fail to comply with this dress code could be asked to go home.