Welcome to Waverley Studio College Sixth Form. Congratulations on your GCSE results and making the decision to join us. I am sure that you will find your time here valuable, enjoyable, and rewarding.

We want you to be successful and well prepared for your next step in your career and education. At Waverley Studio College you will receive high quality teaching, excellent support from your tutor and the Sixth Form team, but this alone will not be enough; you will need to work hard and keep a firm eye on your long term goals. Good luck on the road to your future success!

We have high expectations of you. Waverley Studio College has a reputation for ‘outstanding progress and success’, therefore requires high expectations of each and every one of its valuable students. 100% of our students secured a place at university or went into employment last year. It is imperative that you abide to the expected reputation and standards of the college. Your approach to work, the grades you achieve, the standards of behaviour that you display, your support for the community will all be examples for the rest of the school community to follow. You are the role models for other students in school.

Accepting an offer and starting your course at Waverley Studio College sixth form means that the conditions set in the home school agreement have been accepted. I must remind you that should these conditions or expectations be broken at any time, you will be at risk of losing your sixth form place.

Mrs. A Johnson

Head of Sixth Form
If a student is unsure about the suitability of any type of dress they should check with the Head of Sixth Form before wearing it to school.

Students who fail to adhere to this dress code will be given a warning. If they then fail to follow it again, they will be sent home and expected to catch up with any missed work.

Following this if students then, do not adhere to the high expectations and standards, they are at risk of losing their place in the sixth form.
Male dress code

Smart – professional office wear

DO....

- Wear shirts or a top suitable for office wear,
- Grey trousers & Jacket
- Smart traditional shoes,
- A tie (optional)

DON’T....

- Wear jeans or denim clothing,
- Tracksuits,
- Shorts,
- T-shirts, Polo/Sports tops and/or writing on tops
- Trainers, casual shoes, flip flops,
- Outdoor jackets or hats indoors
Female dress code

**Smart – Professional office wear**

**DO....**
- Wear plain tops or blouses,
- Grey trousers, skirts (shortest knee length) & Jackets
- Smart traditional shoes, sandals, boots (2 inch maximum heel)
- 1 pair small stud earrings & watch only
- Subtle Make-Up

**DON’T....**
- ✗ Wear jeans or denim clothing,
- ✗ Tracksuits, leggings
- ✗ Shorts & short skirts
- ✗ T-shirts, Polo/Sports tops and/or writing on tops (branded),
- ✗ Nose studs or other facial piercings
- ✗ Trainers, casual shoes, flip flops,
- ✗ Outdoor jackets or hats indoors
Unacceptable hair styles
Mobile phone policy

Students not allowed to use their mobile phones on site. They must not be used during lesson time, in classrooms, or anywhere on school grounds. If caught using your phone it will be confiscated. Please read the college mobile phone policy.

Attendance

This is the most important factor in deciding your success. We cannot teach you or help you if you are not here.

Your courses are designed to last all year and do not have built in ‘catch up time’ at the end for anything you have missed. The first sign of a student who is failing or at risk of drop out is if their attendance percentage drops. Do not let this happen! If it does we will be concerned and follow up poor attendance.

By signing up to the Sixth Form, you agree to attend full time. This includes tutor time, assemblies, enrichment, and your study periods as well as all lessons.

At the end of your first term if your attendance has fallen below 97% your place at Waverley Studio College may be at risk. Attendance will be reviewed every six weeks. Targets will be set.
If you fail to meet the attendance agreement then action will be taken as set out in the policy below.

You need to be at school for 8.35am. Registration starts at 8.40am and the teachers will do the morning register at this time. If you are more than 5 minutes late for any lesson, you will be placed on the late detention list for that day.

If you miss a lesson it is your responsibility to catch up, your responsibility to hand work in or meet a deadline.

It is your responsibility to provide a valid reason for your absence.

If you are ill and cannot attend school you need to ring student reception on 0121 566 6622. Please speak clearly, give your name and the reason for absence. If you are on placement, you need to contact your placement as well as the school. Evidence of medical note/appointment will be required. A letter from parents is needed for all absence written in your planners.

Be aware of your attendance percentage and number of missed lessons. These will be discussed during tutorial and are an excellent indicator of performance and likelihood of success. Parent meetings will be held.

If you leave the site for pre-arranged appointments you must sign out and sign in again on your return at reception.

**Attendance %**

- **100%**: Formal praise letter
- **97% and below**: Investigation / place at risk / Tutors discretion attendance report
- **90% and below**: Action to be taken by Mrs Johnson / Attendance Contract
Students will be recognised for their excellent attendance record. This will be rewarded with a letter, postcard and a certificate for their Record of Achievement, which your tutor will generate.

Tutors track weekly attendance records, where a student’s attendance falls to 90% the learning coaches will investigate issues concerning the attendance. If there is a genuine reason for the absence this will be recorded and no further action taken.

If a student’s attendance continues to fall further, action will be taken by Mrs Johnson and the students place will be at risk.

These procedures are here to help and to quickly identify any students that are struggling in Sixth Form. It is a positive process to provide support and guidance. We want all of our students to achieve the best results possible and succeed in their future aspirations.

Home Visits

As well as discussing attendance issues and concerns with families who attend meetings at school regarding student behaviour, Learning Coaches will make regular home visits to students identified with attendance concerns.

Patterns of absence and reasons for absence are discussed regularly and necessary intervention(s) with a course of action identified with targets to improve attendance. Meeting notes are made and attendance is monitored over the next half term.

**Term time extended holiday**

Students should not take extended holiday in term time or at the start or end of school holidays. Under exceptional circumstances, parents can apply for an additional maximum of ten school days. This is not an automatic right and each case will be reviewed on an individual basis taking into account student attendance record and curriculum demand. Students will not be granted leave.

*Any parents who decide to take their child on an extended holiday will automatically risk losing their child’s school place at Waverley Studio College*
Throughout the year you will be given lots of deadlines for homework, coursework and other assignments. These are not negotiable or flexible. They exist to allow students a set time frame to complete a task, to ensure that ‘overload’ and backlog do not occur, and to allow teachers time to review and give feedback.

As adult, independent learners you are expected to manage your work and meet these deadlines. Please record all your work in your diary. “I forgot” is never going to be an acceptable excuse at Sixth Form. If you cannot manage your workload task, then action will be taken to remedy the situation and this will involve your parents or guardians.

As a final thought, universities and employers ask for information on your ability to meet deadlines and we make specific reference to this on all reference documentation. There is also a section on your report relating to deadlines.

**Consequences & Sanctions**

As young adults you will learn to take responsibility for your actions. Coursework deadlines **MUST** be kept. Missing deadlines means one or more of the following sanctions will be used:

- **1 missed deadline** - Warning and letter home
- **2 missed deadlines** – Letter home & Meeting with parents/guardians (behaviour contract to be put in place)
- **3 missed deadlines** - Review of college place
Target setting

At the start of Year 12 you will be given target grades to aim for. THESE ARE A MINIMUM EXPECTATION, you should be able to exceed these targets.

Aspirational targets are worked out by looking at your average GCSE score which predicts what you are likely to get in a given Sixth Form subject. Targets will be reviewed every term.

You will be given a printout of your progress on six occasions throughout the year. This will tell you whether or not you are currently working at, above, or below your target grade. This data will form the basis of your individual tutorial and you should make a point of knowing your targets.

You will receive a written report once a year.

Rules & Responsibilities

*Common-sense, courtesy and consideration for other people should dictate behaviour in the Sixth Form. As Sixth Formers, you are expected to set an example to the rest of the School. Rules are kept to a minimum but should be adhered to at all times.*

**Exemplary behaviour:** This is expected of all members of the Sixth Form at all times in order to help maintain an appropriately disciplined atmosphere in school. If you witness any inappropriate behaviour on the part of younger students, please respond in a responsible manner.

**Valuables:** Students are strongly advised not to bring valuables to school. If mobile telephones they must not be used on the premises. At all times they should be out of sight of other students. College accepts no responsibility for valuables.

**Absence:** If you are absent from school for any reason you should inform your form tutor as soon as possible with a note in your planner. If you know in advance that you will be away from school you should inform your teachers in advance in order to catch up any work missed. Appointments should
be held outside the school day. If this cannot be avoided a letter should be brought in before you are absent from school. If you are off school ill then a letter from parent/carer will be needed.

Driving Lessons: Students are not permitted to book driving lessons during timetabled lessons. You may, however, take your driving test during school time providing the Head of Sixth Form and your form teacher have been informed in advance.

How to study effectively

Maintaining a balance

To be a successful student and get the best out of your time here, you need to be able to maintain a balance between your academic studies and social life.
Managing your time whilst studying at Waverley Studio College will help you to focus and achieve your goals and realise your potential. Consider the following to help you along the way:

- Draw up an action plan of work you need to do
- Prioritise what needs to be completed first and check deadlines
- Set yourself manageable tasks to complete every day in small chunks
- Set time limits to complete tasks
- Work in an environment where you can concentrate
- Make sure you have everything you need to work effectively
- Remember to take regular breaks between studying, don’t overdo it!

Taking effective notes during your lessons is very important. These notes will help you with revision before exams and your knowledge on the subject. It is also a key skill to have for the future, especially if you decide to go to university.

- During your lessons, listen to key words and phrases and make note of them – DO NOT attempt to write down every word!
- Use headings and sub headings to break down the notes into manageable chunks – it will be easier to read later on
- Keep all your notes in separate folders for each subject so they don’t get mixed up!
- Use spider diagrams, highlight texts, and flow charts to help aid revision
Advice about academic work

School work in the Sixth Form is different from previous years. You are expected to take a more independent approach to your work and do things because you see the value in them rather than because you have been told to.

Students who succeed in the Sixth Form are often characterised by their approach to their studies. They will be self-motivated, good organisers of their time, meet deadlines and can always be relied upon to do their best.

- Make sure that you are aware of the requirements of the course and the specification. Use this information to guide your progress through the year.
- Always complete homework set by your teachers well in advance of the deadline so that you have time to ask the teacher for help before it is due to be handed in.
- If you have ‘spare time’, make sure that it is not wasted. If you have completed work set by the teacher do some extra work. You could research the next topic to be studied or start writing revision notes.
- Make sure that you use any text books or resources provided by the teacher. Make your own notes from appropriate passages of the texts.
- If a teacher is away from school and you do not have a lesson – do not use it as an opportunity to do nothing! Use the study room and complete additional work for your studies.
- No student should ever say, “I don’t have anything to do”! You might not have been asked to do a specific task – but there will always be things you could do that would benefit your progress. You can always start your revision programme – even in September!
- Always act on any advice or comments provided by your teachers and tutors.
- Make sure that in the future you do not look back with regrets about the way you approached your studies in the Sixth Form.
Academic monitoring

• If a student misses a lesson it is his/her responsibility to complete the work set in that lesson and be prepared for the next lesson.

• All teachers are encouraged to make a record of these events in their mark books and those passed on to subject leader. These will be discussed during subject meeting times.

• At the start of the academic year you will be set target grades for each of your courses.

• These will be based on your prior attainment in examinations and will be challenging.

• At regular times during the year your teachers will assess your current progress and make a prediction about your final grade.

• You will be informed about these grades and you will work with your tutor to set interim targets in order to help maintain or improve your progress.

• Students who are not meeting their target grades will be encouraged to do so by taking part in additional strategies designed to improve their level of performance.

Need some advice?

Whatever the issue or question may be, you can always talk it through with members of staff, your form tutor, careers advisors, or friends and family.

Check out the websites below where you can find out more information or speak to someone who can advise you.

Applying to Higher Education?
www.ucas.com

Want to talk about personal life, school, and careers choices?
www.connexions.org

Revision & Study
www.samlearning.org

Health advice
www.bbc.co.uk/health