

Welcome to Carmel VI Form

The purpose of this booklet is to provide basic but important information on key aspects of Sixth Form life. The booklet concentrates on procedures and matters particular to Carmel Sixth Form. It is important that you follow these so that your time in the Sixth Form can run efficiently and smoothly.

Expectations and Commitments

Carmel Sixth Form is for students who want to *achieve*. It offers many opportunities, not only to pass exams and gain important qualifications, but also to develop as an *individual* in a Christian environment. We want you to be sure about the expectations we have of you as well as the commitments you need to make to *ensure personal success*.

Commitment to Learning

By enrolling onto courses at Carmel you are agreeing to:

- Attend all timetabled lessons, study periods, assemblies, weekly PSHE sessions and dedicated days, tutor registration periods and personal interviews as directed by your Form Tutor
- Be punctual and arrive at the start of lessons on time
- Manage your time effectively and organise your work so that all deadlines are met
- Accept responsibility for your own learning with support from subject teachers and your Form Tutor
- Be considerate of others and behave in a manner which shows respect to all members of the College
- Act as a positive role model for the younger students in the College and the wider Community
- Respect the College environment and use resources in accordance with published guidelines

Attendance

When you enrol in the sixth form you are agreeing to continue with full time education.

We expect you to attend 100% of your timetabled sessions. These include:

- Morning registration
- Weekly PSHEE sessions
- Weekly assembly
- Subject lessons
- Timetabled study periods

Whilst we insist upon full attendance, we do appreciate that there may be occasions when you will not be in College. In the case of unexpected absence please call the College on **01325 254525** to let us know.

If you know that you are going to be absent in advance for any reason, please inform your Tutor and subject teacher(s) and complete the appropriate *Authorised Absence Form* (see Mr Harston in the Main Office). If absence is for more than three days please send a letter in from your parent/carer to the College.

If attendance falls to an unacceptable level, your entry into examinations will be placed in jeopardy and ultimately your place in College will be reviewed.

Tutor System

Every student in the VI Form is part of a tutor group with your Form Tutor acting as your Academic Mentor. You will meet with them on a regular basis to discuss your progress, set targets and address any problems you may have.

You must register with your Form Tutor on a daily basis. Morning registration starts at 8.50am. Afternoon registration is at 1.25pm (12.50pm on Wednesday).

In our experience students who achieve to their full potential do so through dedicated study and a commitment to full attendance. Registration is **compulsory** for **ALL** students. If you arrive late or leave College during the day, then you must sign in / out at the main reception (this is a health and safety issue to allow us to have accurate records of who is on the premises in case of a fire alarm). Registration and PSHE are the main vehicles through which you can gain information, advice and guidance on a range of matters concerning your options post 18.

Organisation and Time Management

As well as being expected to attend all lessons and arrive on time. Each subject will require you to develop essential and transferable key skills such as effective note taking, essay writing, file management, research and revision skills. You will need to keep your work organised in a systematic way both in College and at home. This will make it easier when it comes to coursework submission time or for revision.

Personal Study Periods

There will be times during the week when you will not have timetabled lessons. Depending on the number of subjects you have opted to study, additional study periods will be allocated to your timetable. You will need to sign in for each of these study periods in the Learning Resource Centre or Sixth Form Study Centre. Attendance will be monitored on a weekly basis. The dedicated study areas in Art, Science, Maths and throughout the General Teaching block are also available to sixth form students for quiet personal study.

Homework and Coursework

Entries for examinations are dependent on you meeting the criteria set out for each course. You will be expected to complete all homework and coursework to the best of your ability and submit work in agreement with the deadlines set. **You should aim to complete approximately 4 – 5 hours of independent work for each subject each week.** Please ask for help and advice from teachers and your Form Tutor if you have any difficulties with your work.

Changing or Dropping a Subject

Many students will start year 12 with **4** Level 3 subjects. We understand that you may wish to change subjects after attending a few lessons. It is imperative that you have made correct decisions about the subjects you have chosen; if you wish to change or drop a subject, you must first speak to the subject teachers concerned, then your Form tutor. A meeting with the member of the Sixth Form team will be arranged to discuss your options and ensure you're making a sensible decision. You must continue to attend lessons until a decision has been agreed. ***Continued enrolment at Carmel Sixth Form is dependent on you studying a minimum of 3 A levels or their equivalent. All subject changes must be made by the end of September.***

Dress Code

Sixth Form students are the oldest students in our College community and thus are expected to project themselves as positive role models for the younger pupils. We believe that attitude to appearance has an impact on attitude to effort and therefore we require our students to dress in a smart and respectful way.

All students will be issued with a Sixth Form ID Badge and lanyard that must be worn at all times.

- Jeans may be worn, but must not be ripped
- Tops must not contain any offensive images or words
- Tops/blouses must not be 'cropped' or have a low neckline
- Shorts may be worn but must be smart and an appropriate length (cycle shorts are not permitted)
- Skirts/dresses must be of a moderate length
- Fishnet and laddered tights are not permitted
- Slip on footwear such as sliders and flip-flops are not permitted

The Head of Sixth Form has the final say on whether clothing and appearance is appropriate.

Student Leadership

Matters concerning Sixth Form are discussed regularly and your input is extremely valuable.

The Sixth Form has its own Student Leadership Team comprising of Head Students and Deputy Head Students who lead a council of students arranged into key areas such as:

- Spiritual Depth
- Academic Strength
- Events and Fundraising
- Sports
- Mental Health

We encourage you to participate FULLY in College life. Not only will you improve your CV and UCAS personal statement, but you will also ENJOY your time at Carmel much more.

Student Learning Agreement

Under this agreement Carmel Sixth Form will endeavour to provide:

- A programme of courses delivered by qualified and effective members of staff using appropriate facilities and resources
- A friendly, caring and supportive environment
- A Tutor who monitors your progress, provides guidance and assistance in setting targets for improvement
- Support in developing good study skills and coping with stress
- The opportunity to take part in leisure and extra-curricular activities
- Access to Information Advice and Guidance suited to your individual needs with access to careers advice
- Opportunities for your parents/guardians to come into College to discuss your progress

In return you will be expected to:

- Attend all timetabled lessons, study periods, assemblies, weekly PSHE sessions, tutor registration periods and personal interviews as directed by your Form Tutor
- Be punctual and arrive at the start of lessons on time
- Manage your time effectively and organise your work so that all deadlines are met
- Accept responsibility for your own learning with support from Subject Teachers and your Form Tutor
- Be considerate of others and behave in a manner which shows respect to all members of the College
- Act as a positive role model for the younger students in the College and the wider Community
- Respect the College environment and use resources in accordance with published guidelines

I have read and understand the expectations in the Student Learning Agreement. I agree by enrolling on to courses at Carmel Sixth Form that I will abide by the guidelines of the College.

Signed by the Student: _____

Signed by the Tutor: _____

Student Learning Agreement agreed on Date: _____

I the parent/carer of _____ have read the above Student Learning Agreement and will fully support them and the College.

Signed by the Parent/Carer: _____ Date: _____

