



Parent & Carers Guide

Range Sixth Form

2020 - 2021



Welcome to Range High School Sixth Form!

Congratulations to your son/daughter on his/her GCSE grades. We are delighted to welcome all our Y12 students into Sixth Form and look forward to working with them over the next two years.

This guide results from a Parent Panel where it was suggested that it would be useful to have a parent/carers guide outlining expectations of Year 12 students as they enter Key Stage 5. We hope that this guide, therefore, will help you to support your son/daughter through what will be a challenging and intensive two years.

We have included here what we feel will be helpful. If there is anything else you think would be useful please do not hesitate to contact me on: ca@range.sefton.sch.uk and I will add it to next year's document.

Please be aware that over the course of your son/daughter's time in Sixth Form you can contact us at any time with any concerns you might have. My email address is ca@range.sefton.sch.uk. Your son/daughter's tutor is available for any pastoral matters. You can also contact Mrs Donovan - our Sixth Form Admin Officer on cd2@range.sefton.sch.uk.

By working together: students, families and staff, your son/daughter can achieve his/her potential and will enjoy his/her Sixth Form experience.

Dr C Ainsworth, Assistant Head 14-19 Education

Calendar of Events - Please find below a list of key dates ***(All dates subject to modification)***

October	Minimum expected grades for Year 12 set
Wednesday 7th October	KS4-KS5 Transition Event (materials to be sent out electronically)
Thursday 12th November	Year 12 Parents Evening
Wednesday 18th November	Year 12 DCM 1 completed
Monday 14th December	Presentation Evening
Week beginning Monday 8th March	Year 12 DCM 2 completed
Monday 19th April	Year 12 One-to-one Academic Support Meetings, by appointment
Week beginning Monday 14th June	Year 12 exams (internal)
Wednesday 30th June	Year 12 DCM 3 completed
June/July - dates TBC	<ul style="list-style-type: none">• Higher Education Conference Liverpool University• Higher Education/Finance Evening
Week beginning Monday 5th July	Year 12 Work Experience

Processes and Procedures

Many thanks for signing the parental section of the Sixth Form Contract. In so doing you have agreed to:

- *respond promptly to any communication from school;*
- *inform the school about your son/daughter's absence;*
- *promote full attendance, including at lessons, morning registration and study sessions (as appropriate);*
- *support the school in its recommendation that my son/daughter undertakes no more than 12 hours paid work per week;*
- *support the school's implementation of the 5-staged Academic Management System*

We understand that when students move into the Sixth Form there is benefit, both financial and personal, to them finding part-time work. In our experience, however, this can affect student performance, particularly if not regulated. The recommendation is that students carry out **3 hours independent study** a night, in addition to any work they may do during non-taught periods at school. When part-time work gets in the way of students' ability to do this, this can prove detrimental to their overall performance. The recommendation therefore, is that students carry out **no more than 12 hours paid work per week**.

To support students whose attitude, attendance (both in lessons and morning supervised study), work rate or standard of work produced, are giving cause for concern, we operate an Academic Management System. A copy of this was enclosed in the new Sixth Form starter pack of materials issued on GCSE results day. At Stage 1 a conversation is held between the student and the member of staff concerned. This may be the subject teacher or a member of the Sixth Form Team. Families are not contacted at this stage. In consultation with students, it was felt that this allows students to take responsibility for their learning and helps them get themselves back on track. Further concerns resulting in students being moved to Stage 2 or above, lead to communication with families. If you have further questions regarding the Academic Management System please do not hesitate to contact us.

Further details regarding processes and procedures are available in the Student Sixth Form Handbook. This is available on the Sixth Form section of the school's website.

Attendance and Punctuality

Attendance requirements for Year 12 students during the current Covid situation are as follows:

- If students have a lesson period 1, they are required to attend morning tutor from 8.50am. Age appropriate personal, health, social and economic education forms an essential part of Sixth Form students' education. In current circumstances, sessions take place during tutor time.
- For periods 2 –5 students can just arrive at school in time for their lessons. Supervised private study is still available to any student periods 1 –3 who wants to attend.

Students must sign in and out of the Sixth Form building. This is essential for health and safety reasons.



Friday Week 1 and Week 2

During the course of the first half term in Sixth Form, students are provided with minimum expected grades. These grades are based on their average GCSE point score. Different subjects may be weighted differently. Students are expected to be working at a level in line with their minimum expected grade. Where students are falling below that grade in the work they are producing or where key assessment points show them to be below target, they may be required to attend school on Fridays.



Students may also be directed to the above if they have missed a lesson, failed to hand in homework or have not carried out the necessary preparation for a given lesson.

Staff will direct students to work on independent study material during the course of that day.

If students are required to attend, a letter will be sent home informing families that this is the case. ALL students must be able to make themselves available to come into school on Fridays.

Developing Independence

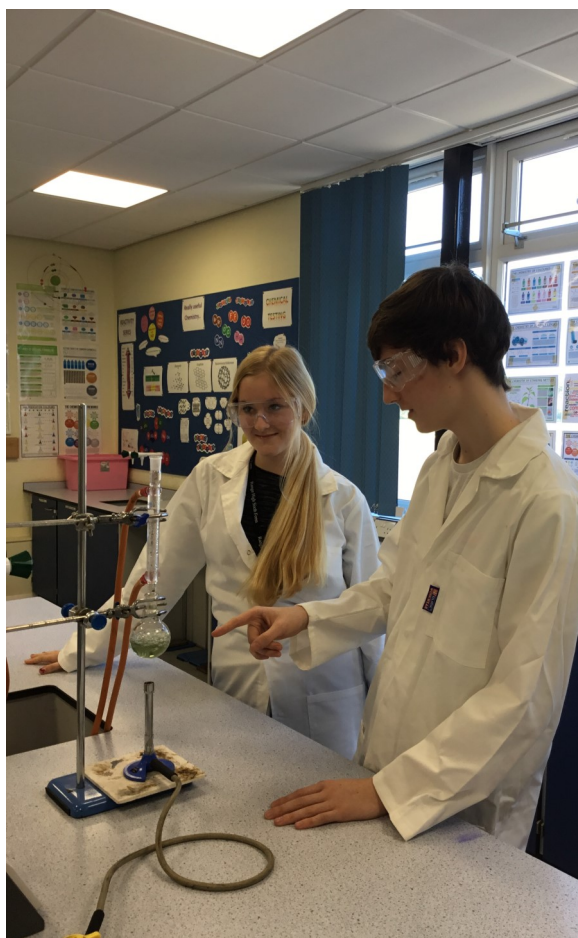
The key to success at Key Stage 5 is recognising **from the start of Year 12** the need to work independently.

We will be working with students during the course of the year to support their move towards independence.

It is important that students recognise completion of homework as well as understanding and revising content, are the bare minimum. A focus on this may lead to a pass grade.

To secure a good grade in line with that expected of them, in addition to homework, students need to be reading subject related articles in identified journals, as well as focusing on the skills and demands needed to answer examination questions.

There is a vast collection of catalogued journal articles available in the library. Students should speak to Ms Smith - Library Resources Manager, for further information.



Subject staff guide students as to what they can be doing in their subject area in their independent study time. By using their school user name and password, students can access the SIXTH FORM section of the school portal. This contains materials, advice, websites, support, resources.

Students should never feel they have no work to do. Their attitude and approach in this respect are crucial to their final grade. Most university courses now require at least a 'C' grade at A Level. Students' attitude to their independent study time is the difference between those who achieve their potential and those who fall short of their own expectations.

Study Skill Support

The jump from GCSE to A Level / BTEC cannot be under-estimated. We recognise that students may need support in certain areas to enable them to access the curriculum and its demands. Some of those needs and requirements may be identified in one-to-one tutorials. If however, you feel that your son/daughter would benefit from:

- ***revision support***
- ***exam technique***
- ***stress management sessions***
- ***time management sessions***

please do not hesitate to contact a member of the Sixth Form Team. We can arrange for the necessary support to be put in place.



Enhancement Activities

All Year 12 students should aim to be involved in enhancement activities. In order for students to have a varied and competitive profile when applying for university, college, apprenticeship and job opportunities, it is essential that they have skills and experiences beyond the classroom. To help develop the range of skills and experiences needed students should focus on:

- ***voluntary work opportunities***
- ***community-based programmes (including within the school community working with lower school tutor groups)***
- ***leisure and sporting opportunities***
- ***attendance at lectures including virtually, with guest speakers, to support their development.***

Careers Support

Once restrictions are lifted, it is hoped that the usual vast array of opportunities will be on offer to support Year 12. They normally include the following:

- *Early evening 'Careers Insight' sessions covering areas such as Business, Law, Working with Children, Health Care*
- *Careers mornings*
- *Support with university and employment applications*
- *Higher Education Day in June*
- *Mock interviews as appropriate*
- *1-to-1 careers interviews with our independent careers adviser as appropriate*
- *Skills focus - enhancing students' employment and university profile*

Further information with regards to the careers programme can be found on the school website



Keeping in Touch

We know that happy, healthy students are more likely to succeed academically. There is a variety of support available to students and we always make time to see them if they are worried or concerned. Students know that Dr Ainsworth is available on a 'drop-in' basis first thing each morning, in her office until 9.00am. Students can be registered there if necessary.

Students also benefit from tutorials with their tutors and we have a team of mentors available to support students.

If you are concerned about anything, however small, please contact us - either Dr Ainsworth on ca@range.sefton.sch.uk or Mrs Donovan on cd2@range.sefton.sch.uk.



Being a Sixth Form student at Range should be an exciting, fulfilling time! We look forward to working with you and your son/daughter and wish them every success in the coming months.

