



Parent & Carers Guide

Range Sixth Form

2021 - 2022



– 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 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 get in touch and we can 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.

Mr Cregeen (Assistant Head) is supporting Y12 students. His email address is dc@range.sefton.sch.uk. Your son/daughter's tutor is available for any pastoral matters and you can contact Mrs Donovan – our Sixth Form Admin Officer on cd2@range.sefton.sch.uk.

By working together: students, families and staff we know that your son/daughter can achieve their potential and enjoy their Sixth Form Experience.

Dr C Ainsworth, Assistant Head 14-19 Education

ca@range.sefton.sch.uk

– 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 6th October	Parent + Carers' Range Sixth Form Guide and "Moving from Key Stage 4 to Key Stage 5" presentation, available on the website. One-to-one appointments as required.
Wednesday 3rd November	Year 12 DCM 1 completed
Thursday 11th November	Year 12 Parents Evening
Monday 13th December	Presentation Evening
Wednesday 9th March	Year 12 DCM 2 completed
Monday 25th April	Year 12 One-to-one Academic Support Meetings, by appointment
Week beginning Monday 13th June	Year 12 exams (internal)
Wednesday 29th June	Year 12 DCM 3 completed
Wednesday 6th July	Full written report Year 12
June/July - dates TBC	<ul style="list-style-type: none">• Higher Education Conference Liverpool University• Higher Education/Finance Evening• Year 12 Work Experience

– Processes and Procedures –

Thank you 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, tutorials, assemblies, Careers and PSHE sessions;***
- ***support the school in its recommendation that your 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 a student's 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 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 result in students being moved to Stage 2 or above, and 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, under "Sixth Form".

Attendance and Punctuality

Where students do not have a taught lesson, attendance requirements for Year 12 students are as follows:

- Students are not required to attend morning registration at 8.50 a.m. unless they have an arranged tutorial. Students and families will be informed when such a tutorial is taking place, by form tutors. Attendance at a pre-arranged tutorial is compulsory and failure to attend will result in students being asked to attend a catch-up tutorial on Friday morning. We place importance on such tutorials as research has shown that these are one of the best ways in which we can support students through their two years in Sixth Form. Student feedback also backs this up.
- If a student does not have a taught lesson period 1, they do not need to attend school. However, they may choose to do so, to attend supervised private study, which is in operation Monday – Thursday periods 1, 2 and 3. If a student attends period 1 they should swipe in at the main room downstairs in Sixth Form.
- Students are expected to attend school periods 2 and 3 Monday to Thursday, whether they have a taught lesson or not. If they have a study period, they should either attend subject areas as pre-arranged or supervised private study in the main room in the Sixth Form building. Students, wherever they are working, should swipe in at the Sixth Form Building at the start of the lesson.
- Students do not need to attend school period 4 or 5 if they do not have a taught lesson. If they are leaving the premises, they must ensure that they sign out and back in using the sheet provided. This is a health and safety requirement.

Additional sessions where attendance is compulsory:

- Assemblies and careers' sessions are compulsory. There are 8 careers' sessions during the year. They always take place period 1. There will be an assembly prior to each careers' session.
- PSHE sessions – students will be informed in advance when these sessions are taking place.

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 the day. If students are required to attend, a letter will be sent home informing families that this is the case.

Some staff also choose to put on additional support sessions in the subject area, and on Fridays. 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 speak to their teachers for further guidance. 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
- confidence – building
- support with sleep

please 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

It is hoped that we will be able to offer an array of opportunities to support Year 12. Including:

- 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
- Work experience (July)



Further information **about** 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 can contact Mr Cregeen at any time and Dr Ainsworth is available on a 'drop -in' basis first thing each morning, in her office until 9.00am.

We are also fortunate to benefit from the expertise provided by Lynn Gaskell, our well-being practitioner. Students can email Lynn on lg@range.sefton.sch.uk to request an appointment.

We are here to provide students with the best possible Sixth Form Experience.



Being a student at Range Sixth Form 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.

