

# The South Wolds Academy and Sixth Form

## Post 16 Student Guide 2022-2023



Persons to contact for further information  
Miss S Aston  
Head of Year 12  
Mrs J Capewell  
Senior Performance Leader for the Sixth Form

The South Wolds Academy and Sixth Form  
Church Drive, Keyworth, Nottingham NG12 5FF  
[www.southwolds.co.uk](http://www.southwolds.co.uk)  
Twitter: @southwolds6th

## *Terms and Holidays 2022 - 2023*

### **Autumn Term**

Timetable commences	Wednesday 31 <sup>st</sup> August
Half Term Holiday	Monday 17 <sup>th</sup> October
Return to school	Monday 31 <sup>st</sup> October
Last day of term	Friday 21 <sup>st</sup> December

### **Spring Term**

	Wednesday 4 <sup>th</sup> January
Half Term Holiday	Monday 13 <sup>th</sup> February
Return to school	Monday 20 <sup>th</sup> February
Last day of term	Friday 31 <sup>st</sup> March

### **Summer Term**

	Tuesday 17 <sup>th</sup> April
Bank Holiday	Monday 1 <sup>st</sup> May
Half Term Holiday	Monday 29 <sup>th</sup> May
Return to school	Monday 5 <sup>th</sup> June
Last day of term	Friday 21 <sup>st</sup> July

### **Inset Days 2022-23**

Friday 16<sup>th</sup> September 2022  
Friday 25<sup>th</sup> November 2022  
Friday 23<sup>rd</sup> June 2023  
Monday 24<sup>th</sup> July 2023

Dear Student

Welcome to the Sixth Form at The South Wolds Academy and Sixth Form.

You are joining roughly 150 students who will be attending the Sixth Form over the next two years, each following a course negotiated and designed specifically to suit their individual interests.

Congratulations on your successes so far and we wish you good luck for your Post 16 courses. Your decision to join us is a tremendously positive move towards your further and higher education goals and your future careers.

We hope that you find the next year or two years both intellectually challenging and enjoyable, and that you feel able to participate fully in all the academic and social opportunities we aim to offer you. Work hard, but make time to relax too, make the most of these five terms, they will pass very quickly. At the end of your time with us you should aim to have further developed a wide range of qualifications, skills, interests and experiences. Competition for university courses and jobs has never been greater and therefore you will need to ensure that your qualifications and skills profile is the best that it can be to beat the competition. Take every opportunity that is offered to you and you will become a very attractive prospect for future university admissions officers and future employers.

Finally, remember, we your Tutors and Leadership Team are here to help. If in doubt please ask for help.

Yours sincerely

The Sixth Form Leadership and Tutor Team

## ***Our Expectations***

Many of you will remember how you looked up to and admired the students in the Sixth Form when you were younger - we know that being a Sixth Former is the declared ambition of many of the young people in the main academy. Please remember that they and the community beyond school look to you for a lead and that you carry the good name of South Wolds with you wherever you go. If the Sixth Form at South Wolds has a good reputation then that in itself will enhance the opportunities open to you as a young person. With your help and not without it - South Wolds Sixth Form can be the best in the county! Please remember to show your pride in our school by behaving impeccably and demonstrating excellent conduct, manners and punctuality at all times.

## ***Morning Registration***

Within the first few days of term you will be allocated a tutor group. It is with this group that you register every morning between 8.50 am and 9.10 am. We ask you to do this in order to ensure full attendance throughout your studies and also to encourage good study habits. This registration time will also provide the tutors with the opportunity to pass on any messages or information or discuss your progress or any concerns you may have. Sixth Form briefing with your tutor takes place every Wednesday during registration. Every other week this will be held in the Sixth Form Common Room and take the format of a year group assembly. **Both require compulsory attendance.** During this time important information will be conveyed regarding events and opportunities. The VESPA A Level mindset programme and sessions on wellbeing, Post 18 information and life skills are also delivered.

## ***Attendance to Lessons***

Attendance to lessons is compulsory. You should not be leaving school for a driving lesson or to engage in part time work. It is expected that you will maintain a **95%** record of attendance throughout the year. Doctor and Dentist appointments should be booked outside of school hours if at all possible.

## ***Use of the Common Room***

You are welcome to use the facilities in the Common Room at any time in the school day and until about 4.30pm most evenings. There is a fridge, microwave and kettle for you to use. There is also a drinking water dispenser. Please clean after use. No one is paid to pick up litter. Please take responsibility for it. The TV and music can be used during break times but the volume of the music will be kept at a level conducive to a working environment. We have a limited number of lockers in the common room. If you would like one please bring a padlock and ask Miss Aston or Mrs Capewell to assign you a locker for the two years.

## ***Your Timetable***

You are expected to attend all timetabled lessons in your chosen subjects together with the Enrichment Programme (which is compulsory). If you are late for a lesson you can expect to be turned away and your 'absence' passed to your Personal Tutor as an 'Unauthorised Absence'. If you are ill or have a personal problem do let your our Attendance Officer

absence@southwolds.notts.sch.uk

know as early as possible; she may be able to limit the damaging effect of absence on your studies. We do not authorise holidays during term time.

## ***Independent Study***

It is expected that alongside your timetabled lesson you will engage in an additional 15-20 hours of independent study each week. This time should be used for revising for tests and exams, completing homework tasks, working on coursework, wider reading or just consolidating what you have learned that day. Each student will be allocated two free periods for each subject studied extra to the directed lesson time. Independent study and revision should take place during this time. You will be emailed a study log to maintain so that your parents/carers, teachers and tutor can monitor that you are using this study time effectively.

NB - The Sixth Form Study Room is equipped with computers and desks. This area is intended as a quiet study area and food and drink should not be consumed in this area.

## ***A Level Assessments and Examinations***

Subject tutors will assess your work and monitor your progress in a variety of ways. Some A level courses will have a coursework, practical, or internally assessed component. You will sit internal examinations at the end of Year 12 and mock examinations during Year 13. A level examinations will take place from mid May to the end of June at the end of Year 13. Provisional dates/timetables are made available to you as soon as possible. Please note that there is no longer an opportunity to sit AS exams except in Core Maths. All exams will be sat at the end of Year 13. A small number of students may also need to re-sit their GCSE English/Maths in the GCSE November series in Year 12.

It is ESSENTIAL that you familiarise yourself with examination dates, and ensure that you and your family DO NOT arrange a holiday at those times!

Please note:

**Year 12 internal examinations will take place in June. Students must pass at Grade D or better in order to progress into Year 13.**

## ***Identity cards***

In the first couple of weeks of term you will receive your student ID badge and lanyard. You should have this visible at all times to identify you as a member of the sixth form student body. You should not deface the picture or conceal any information on it. Inside the common room door there is an entry system unit that records students on and off site.

Every time you enter the school you should 'click in' and when you leave, even just for a short while, you should 'click out'. This process is very important as the recording serves as a fire register and will be used to identify who is and isn't on site during an emergency evacuation. We will do random spot checks to check that students are using this system. If you are not compliant you risk losing your card and the privilege of going on and off site

## ***Attendance Criteria***

Examples of authorised absence:

- ◆ Illness
- ◆ Emergency dental or medical appointment (non-emergency after 15:00)
- ◆ Theory or Driving test: Authorised in advance with DVLA letter
- ◆ University visits: Authorised in advance
- ◆ Study leave: Authorised in advance
- ◆ Organised sixth form trips: Notification in advance.

The above may in some circumstances be subject to the approval of the Post-16 Lead Coordinator.

Examples of unauthorised absence:

- ◆ Non-emergency dental or medical appointments
- ◆ Holidays (term time)
- ◆ Driving lessons
- ◆ Repeated non-attendance at required registrations
- ◆ Any absence not covered in writing by a parent or phone call
- ◆ Attendance at registration but not at timetabled lessons
- ◆ Any unauthorised study leave, university visits, trips etc
- ◆ Failure to attend compulsory events organised for you within the sixth form, even if these events are organised during periods when you are not normally being taught.

If attendance falls below 95%, students will be interviewed by the Post-16 Lead Coordinator. If there is no subsequent improvement, a further discussion will take place together with parents. Students may then be asked to pay for their own examination entry.

## ***Enrichment***

The Enrichment Programme is designed to offer students the opportunity to develop their interests, experiences, achievements and qualifications, allowing the students to broaden their educational base. The courses within the programme allow students to gain wider experiences in addition to gaining a formal qualification which in the main, can be used to support their entry into university courses or enhance employment applications.

EPQ	Extended Project Qualification
CSLA	Community Sports Leader Programme
TEFL	Teaching English as a foreign language

Work Experience                      You will be expected to complete a week of non-paid work experience during the holidays or the first term in September of Year 13. This will be an opportunity to start developing vital employability skills ideally in the employment sector you are interested in for the future. More details will be given to help prepare and organise this.

### ***Emergency Evacuation Drill***

On discovering a fire, break the nearest fire call point. The continual sounding of the siren indicates evacuation of the building.

- ◆ Students must leave the class in an orderly manner. All bags etc. must be left behind. Your teacher will then close the door.
- ◆ Your teacher will escort your group out of the building by the nearest external door to the assembly point on the basketball court. Walk sensibly in single file.
- ◆ When at the assembly point stand in register order in single file, in silence and await your tutor to take the register.
- ◆ When appropriate you will be dismissed.

### ***Learning Resource Centre***

You are allowed to borrow up to ten items for a loan period of three weeks. Fingerprints need to be registered to borrow items (please note this system is in line with data protection law and civil liberties).

There are sections of the library specifically dedicated to the Sixth Form. Subject text books, wider course reading and adult fiction can all be found on the far right hand side.

Your attention is drawn to the acceptable computer and internet use statement which you will sign before you are able to access the IT facilities. The second to last clause focuses on the accessing of appropriate materials relevant to academy work.

Consequently the playing of computer games is strictly forbidden and if you are caught playing them you will most certainly lose the right to access your account for a fixed period of time.

At Key Stage 5, reading journals is an essential part of your studies. The library subscribe to many journals, which can be found in the Sixth Form section of the LRC.

### ***Social Media***

Please follow us on twitter **@Southwolds6th** so that you can keep up to date with what's happening in the Sixth Form, as well as accessing relevant guidance and support with careers, higher education, emotional well being and wider opportunities.

All students will need to download the Remind mobile phone app or log on via **www.remind.com** and join with the code that your tutor will give you. This is one of the ways that we will communicate with you on a day to day basis.

## ***Support and Supervision***

### ***The role of your Tutor***

Your tutor is there to support you through your two years of Post-16 education; both academically and personally. You will register with them every morning but you can also pop in and see them whenever necessary. Your tutor will organise fortnightly mentoring sessions with you over the year. The issues they may want to discuss with you include:

- ◆ Attendance
- ◆ Use of independent study time
- ◆ Monitor study log
- ◆ Use of the student planner
- ◆ Target grades and progress towards them
- ◆ Any indicators of under-achievement
- ◆ Any difficulties or problems you may have, personal or academic
- ◆ Attendance to these mentoring meetings is compulsory and will be dealt with in the following way:
  1. Tutor will make contact
  2. If absences persist HOY will meet with the student
  3. Continued absence or concern, tutor will contact home and a meeting with parents/carers organised

### ***Academic Monitoring***

At the start of the academic year you will be set subject specific target grades. These target grades are informed by your GCSE's and by the national performance of other students in this subject with these grades. Teacher assessment will also play a part.

Your progress towards these target grades will be assessed regularly through the year. As part of this interim assessment process, data will be collated from your subjects and discussed with you and then sent home to your parents/carers. Individual targets will be set for you to achieve in order to continue or improve the progress you have made.

In addition to these assessment points there will be an annual parent/carer consultation evening and the formal written report.



**Bullying can be:**

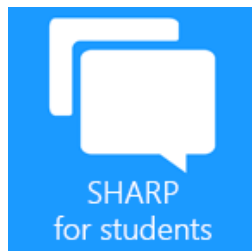
**EMOTIONAL      PHYSICAL**  
**RACIST              SEXUAL**  
**CYBER              VERBAL**  
**HOMOPHOBIC**

**WE WILL NOT  
TOLERATE  
BULLYING**

**Bullying of any kind is unacceptable and will not  
be tolerated at TSWA**

**There is no magic wand to stopping bullies.....  
but one thing you must do is report it.**

**Tell an adult you trust,  
use the SHARP online reporting system.**



We are here to help with any concerns you have both in and out of school. You may know someone else who is worried about something - tell them to visit this site. Our site is completely confidential - take a look around to see how it can help you or your friends. You do not have to leave your details but remember, the more information you give us, the more help and support we can offer.

Help to keep our school and local community a safer, friendlier place to be.

*Remember, by reporting something, you may be helping others as well!*

**Don't be a bystander, make a difference.**

# Stay Safe on Line

## What should I do?

- ◆ Report anything that makes you feel uncomfortable online, whether it be happening to you or someone you know.
- ◆ Save or screenshot any evidence you have.
- ◆ Name calling, bullying, swearing, sexual content, inappropriate images, videos, music, contact with strangers.



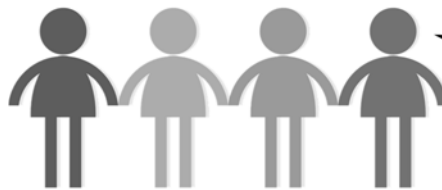
## Who should I talk to?

Any adult you trust, a parent/carer, family member, teacher or ISU.

Report to CEOP, call Childline 0800 1111, [www.childline.org.uk](http://www.childline.org.uk)



## TOP TIPS FOR STAYING SAFE ONLINE



Never meet up with people you have met online without a parent/carer.

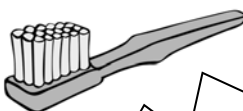


Don't befriend people you don't know, not everyone is who they say they are.



If you wouldn't say it to someone's face, don't post it online.

Treat your password like your toothbrush, keep it to yourself.



Once it's on it's gone!  
Think before posting content online.

Don't post personal information online, address, postcode, email address, mobile number, school credit or debit card details.

## Student Wellbeing

At South Wolds Sixth Form we aim to support each student with their emotional health and wellbeing. Your personal tutor or head of year will be available to listen, offer advice, mentor or signpost to agencies who can offer help. We know that the benefits of good mental health are considerable. Research has shown that young people with good mental health do better at school, have good relationships with friends and family and develop resilience to face life's challenges in the present and in the future.

The wheel below demonstrates a model to use to help focus on the different aspects of wellness and the activities that you can do to ensure a well-rounded and balanced lifestyle. Each of the 8 dimensions are interconnected and equally important.

You may find the following resources useful for further support-

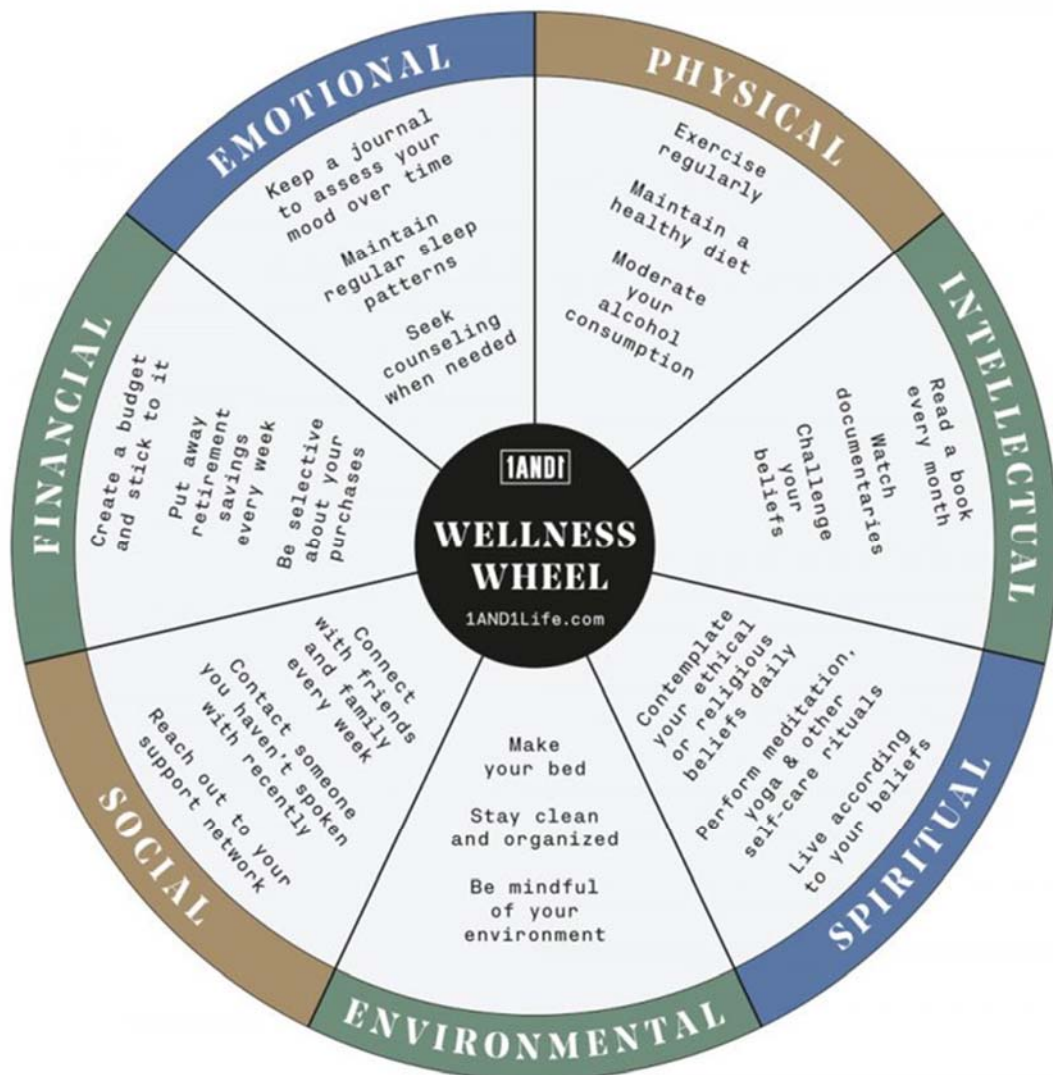
[www.youngminds.org.uk](http://www.youngminds.org.uk)

[www.childline.org.uk](http://www.childline.org.uk)

[www.harmless.org.uk](http://www.harmless.org.uk)

[BBC Radio 1 - My Mind & Me](http://www.bbc.com/radio1/my-mind-me)

[Meditation and Sleep Made Simple - Headspace](http://www.headspace.com/meditation/sleep)



# I FEEL

# I NEED TO

Overwhelmed

take a deep breath and think about one thing at a time

Sad

write down how I'm feeling or talk to a friend or grown-up about what is making me feel sad.

Angry

take a step back, and think about how I can have a calm conversation about why I am angry

Drained

rest and recharge by lying down or resting without a screen for a few minutes

Frustrated

calm down by taking a water break, a few deep breaths, and then try again

Restless

take a walk around my neighborhood or turn on some music and dance

# Acceptable Computer and Internet use Statement for Students

The computer system is owned by the academy and is made available to students to further their education. The academy's Computer and Internet Use Policy has been drawn up to protect all parties - the students, the staff and the academy.

The academy reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

Students requesting use of the computer systems and / or Internet access should sign a copy of this Acceptable Computer and Internet Use Statement and return it to the Network Manager for approval. Internet Access will only be made available when this form has been signed. This statement also applies to the use of the student's own personal devices capable of accessing the internet. The same sanctions shall apply irrespective of the method used to access the internet.

- ◆ Access should only be made via the authorised account and password, which should not be made available to any other person.
- ◆ Activity that threatens the operation of the academy's ICT systems or activity that attacks or corrupts other systems is forbidden.
- ◆ I will be responsible for all e-mails sent and for contacts made that may result in e-mail being received.
- ◆ Posting anonymous messages and forwarding chain letters is forbidden.
- ◆ Copyright of materials must be respected.
- ◆ All Internet activity should be appropriate to the student's education. Legitimate private interests may be followed where these cause no difficulties for other users and do not compromise school use.
- ◆ Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- ◆ Any e-mail / messages using any other platform that I send will be polite and sensible. I will not divulge personal details about myself or any other person. This is particularly important as e-mail, can be forwarded or inadvertently be sent to the wrong person.
- ◆ I will only access sites and materials relevant to my work in school. I will be aware when I am accessing inappropriate materials and should expect to have my permission to use the system removed.
- ◆ I understand that any breach of these conditions may lead to me having my permission to use the system removed and the possibility of other disciplinary sanctions being applied.