

# **MONTSAYE ACADEMY SIXTH FORM**

## **INFORMATION BOOKLET FOR PARENTS AND CARERS**

### **2025 - 2026**

This booklet will hopefully provide answers to some of the questions that are often asked about the Sixth Form, and about what students can expect as a student here. If you have any other questions or concerns then please do not hesitate to contact the Sixth Form team.

## GENERAL

The transition from Year 11 to 12 can be quite difficult for some students and can take some time. For these students the difference in level and intensity of study compared to GCSE can cause a significant amount of anxiety. We aim to support all students throughout their time in the Sixth Form and would encourage them to talk to their form tutors, subject teachers or Sixth Form staff as soon as possible if they feel anxious. This may mean arranging appointments with staff after school or during break times.

## COMMUNICATION AND KEY CONTACTS

Communicating important information to students can be a challenge, as they can be selective about what they take notice of! Students have access to a school email account. They should be encouraged to check this daily for important emails from both their subject teachers and the Sixth Form team.

We try to keep parents informed about what is going on; much of our communication with parents is done through Arbor - either with emails or text messages. If you have an urgent problem or query, please contact one of the Sixth Form team using the phone numbers and/or email addresses below. We also send out a weekly newsletter to keep you informed about current and upcoming events.

We have a Sixth Form 'X' account; @MontsayeSF. Please follow us if you are an 'X' user!

### Contact Points

Sixth Form Lead

Mrs Kerrie Jones

Deputy Sixth Form Lead

Mr Jack Adams

Sixth Form Centre Manager

Mrs Laura McNish

Email      kjones@montsaye.org  
              jadams@montsaye.org  
              lmcnish@montsaye.org

Phone      01536 418844

## ATTENDANCE

The school day for students attending the Sixth Form is 8.40am - 3:00 pm. Students in Year 12 are expected to attend full-time, and should therefore ensure that they have sufficient work with them to be completed during study lessons.

All student absence needs to be reported to the Sixth Form. This can be done either by leaving a telephone message with the details, using the main academy telephone number and dialling through to the Sixth Form, or by email on [lmcnish@montsaye.org](mailto:lmcnish@montsaye.org). Please ensure any absences are reported by 9.15am. After this, Mrs McNish will contact home if a student has not turned up for school. We must be notified on the first morning of absence, and on every subsequent day.

If a student arrives late, or has to leave the Academy early, it is imperative that they sign in and out, using the register in the Sixth Form. This is for Health & Safety reasons, as this register is used in the event of a fire evacuation.

Holidays during term time should be avoided if at all possible, and will not be authorised. A-Level study is significantly more intense than GCSE and lessons missed could mean missing essential parts of a course. If lessons are missed for ANY reason, students should make every effort to obtain notes from either their teacher or other students in the group.

A Level subjects are examined at the end of a two-year course. This means that students need to stay on top of their learning from the very start of the course; they will not be able to leave two years' worth of work to the last minute to revise. Students should spend some time each day reviewing the work covered in lessons that day to ensure they understand it, and so they can check anything they are unclear about with their teachers. Vocational courses will have formal, externally set exams throughout the two years.

Please consult the Sixth Form Attendance Agreement on our website for further details surrounding attendance and absences.

## **SIXTH FORM LEARNING AGREEMENT**

At the start of Year 12 students are required to sign a Learning Agreement, which sets out both our expectations of the students and what the students can expect from the Academy.

A copy of the agreement can be found on the Academy website. Students and parents should also consult the Dress Code Agreement which sets out the guidelines on appropriate sixth form attire.

Students are expected to behave in a mature and responsible manner that serves as an example to younger students.

## **FINANCIAL SUPPORT FOR STUDENTS**

The EFA Bursary Fund is intended to help support those young people who face the greatest barriers to continuing in education Post-16. Eligibility for the full Bursary targets students who are or have recently been in the care of the local authority, as well as students (not their parents) who receive income support.

Discretionary bursaries are available to cover specific costs that are related to the decision to remain in full time, Post 16 education e.g. travel costs, educational visits or specific materials. Eligibility for the discretionary bursary is dependent upon qualification for income related benefits.

If you would like further details, please contact Mrs McNish. All the relevant forms and information can also be found on our website.

## **TRANSPORT**

Students who have passed their driving test may drive to the Academy. Students are requested to park in the designated spaces, and to follow the site speed limits at all times. Any students who choose to bring their own car to school must fill in the relevant form from Mrs. McNish.

## **EMPLOYMENT**

A number of students will work part-time whilst studying in the Sixth Form. Having a reference from an employer or being able to show an ability to work whilst studying can be a bonus when it comes to life after Sixth Form. However, the amount of time needed for private study outside school should not be underestimated if students are to achieve their potential.

Past student experience has shown that, realistically, 10-12 hours per week of paid employment is the maximum that can be done without impact on school work. This assumes that private study is still being done as well. Working until late in the evening during the week should also be avoided if possible. Students should not be doing any paid work during school hours.

## **OPPORTUNITIES FOR PERSONAL DEVELOPMENT**

All Year 12 students are expected to make a contribution to the Academy community, as Sixth Form Ambassadors. The contributions could include:

- Working within a subject area of their choice to support the teacher or a small group of students, for example.
- Helping to run lunch-clubs
- Mentoring students in school, or at an externally arranged placement, e.g. reading support, peer mentoring
- Joining the Sixth Form Leadership Team

Alongside this, students also have the opportunity to take part in further enrichment opportunities, including work experience in the summer term.

## **CAREERS**

Students are encouraged to start thinking about possible career choices during Year 12. Some students may need to consider careers alongside Higher Education options, and those hoping to go into employment after Sixth Form will be given the opportunity to research career possibilities during our Character lessons.

We have a dedicated Careers Adviser, Kim Knight, who runs a weekly drop in session for Sixth Form students. Alongside this, students can also book a formal careers interview. Kim will be available to support students all the way through Year 12 and 13. She can be contacted on [kknight@montsaye.org](mailto:kknight@montsaye.org)

## **HIGHER EDUCATION**

During Year 12 we hold an Information Evening for parents, carers and students to give an overview of the processes involved in applying to Higher Education. This coincides with a visit for Y12 students to a Higher Education Conference at a local university and relevant Character lessons.

The UCAS application website is open to students towards the end of Year 12 and we encourage them to make a start on their applications after their summer exams.

Universities and higher education institutions hold Open Days throughout the year and we would encourage students to visit their preferred institutions, if at all possible, before applying.

A further Information Evening is held in Year 13 to give advice about applying for student finance and other finance related considerations and implications.

Research is now much easier thanks to the Internet as all Higher Educational institutions have their own websites detailing courses and facilities. Other general websites are available that compare different institutions with regard to facilities, locations, student facilities, employment opportunities and nightlife! We would encourage students and their families to explore some of these sites together as soon as possible as we sometimes find that students who have a focus for their studies early on are more likely to approach their studies in a positive way.

## SCHOOL WORK

We are often asked how much time students should be spending studying at home. Most subjects are studied at school for 5 hours per week, and as a rough guide we recommend that the same amount of time be spent doing private study for that subject. If a student is studying for 3 A levels in Year 12, this should mean approximately 15 hours per week. Students do have private study time as part of their timetable, and are also able to use the facilities in the Sixth Form after school.

Private study activities could include writing up notes from a lesson, doing further research on a topic to deepen understanding, reading up on a forthcoming topic, practising exam questions or writing up revision notes.

Private study should ideally be done in a quiet place where the student is able to concentrate without too many distractions. At school, students are able to use a number of areas in the school, including the library and the sixth form study rooms.

Some students find organisation difficult. This can include setting themselves timescales to complete work, organising their time around their studies or even organising their folders and equipment. We can offer help and advice at school to some extent but we often find that help and support at home can be as effective.

## EXAMINATIONS

Exams in the Sixth Form take place in May-June. In Year 12 these will mostly be trial examinations, with the A Level examinations themselves taking place at the end of Year 13.

Revision lessons will usually precede the exams, and students will be expected to spend a significant amount of time doing similar work in their own time. Consequently we would advise students not to take holidays in the time leading up to the exams.

**Students following vocational courses will have coursework deadlines throughout the year in addition to some examined content. Please check with subject teachers for detail.**

## KEY YEAR 12 DATES 2025-2026

DATE	EVENT
w/c 29 <sup>th</sup> Sept	First Assessment Point
w/c 13 <sup>th</sup> October	First Report Published
w/c 26 <sup>th</sup> January	Second Assessment Point
w/c 9 <sup>th</sup> February	Second Report Published
Wed 25 <sup>th</sup> February	Parents Evening with Subject Teachers
17 <sup>th</sup> April	UCAS Conference at the University of Derby
w/c 8 <sup>th</sup> June	Year 12 Mock Exam Period
w/c 6 <sup>th</sup> July	End of year report published

### Dates to still be confirmed:

- Higher Education Information Evening for parents and students (typically April/May)
- Work Experience window (typically the summer term)
- Another university trip (summer term)