



Welcome to your Sixth Form!



Welcome!

We are delighted that you have decided to join our Sixth Form this September. The learning experiences you will have as a Sixth Form student are considerably different to that of a lower school student. Therefore, we have put together this guide to help make the transition to Sixth Form a little bit easier. It is full of handy hints you need to know about the Sixth Form Centre, advice on generating good study habits, and the procedures you need to follow should you be unable to attend school.

Contents

Page 3	Lesson Attendance
Page 4	Types of Absence
Page 5	Attendance Reminders
Page 6	The Sixth Form Study Centre
Page 7	Manging your Private Study
Page 8	Home Study
Page 9	Study Tips

If you have any questions or concerns at any stage, please speak to Mrs McNish in the Sixth Form Centre Study Room (SF1). She can also be contacted on lmcnish@montsaye.northants.sch.uk.



Lesson Attendance

Excellent lesson attendance is one of the key factors in ensuring success with your chosen subjects. There is no substitute for being in class; copying up notes from a friend because you missed a lesson is not the same as being present, participating and gaining support from your teacher. It is **YOUR** responsibility to be on time to all lessons, and to have an excellent attendance rate.

REMEMBER: we will be asked to comment on your attendance when preparing future UCAS and job references, so make sure we can report a positive attendance figure!!

Your lesson attendance is reviewed on a weekly basis, and will be reported to the Head of Sixth Form. In line with the whole school Attendance policy, all students are expected to maintain an attendance figure of 95% and above. If your attendance figure comes close to falling below this, the sixth form team will discuss the issue with you to find out if there are any issues surrounding your attendance, and if there is any support we can offer you.


If your attendance falls below 95%, we will contact your parents by letter to let them know, and your attendance will be monitored for four weeks to see if it improves. If, at the end of this four week period, your attendance has continued to fall, you will have a meeting with the Head of Sixth Form to discuss reasons for this decline in attendance. Following this, a continual decline in attendance could lead to your parents being asked to come into school to discuss this and, ultimately, you could be removed from the sixth form roll.

WHAT DOES YOUR ATTENDANCE FIGURE ACTUALLY MEAN?

95%	=	31 LESSONS MISSED EACH YEAR Approximately 2 weeks of lessons
90%	=	62 LESSONS MISSED EACH YEAR Approximately 3 weeks and 4 days of lessons
85%	=	94 LESSONS MISSED EACH YEAR Approximately 5 weeks and 4 days of lessons
80%	=	125 LESSONS MISSED EACH YEAR Approximately 7 weeks and 4 days of lessons!!

Types of Absence

All absences will be recorded on your attendance record. There are two types of absence:

UNPLANNED ABSENCE	PLANNED ABSENCE
<p>Illness—a parent or carer will need to contact Mrs McNish in the Sixth Form Centre before 9.15am on the first day of absence, and every day of absence which follows this. Mrs McNish can be contacted in the following ways:</p> <p>Phone: 01536 418844 Ext.185 Email: lmcnish@montsaye.northants.sch.uk Or via the school text messaging service</p> <p>Your parents or carer should state your name, and the reason for absence.</p> <p>Please note that it must be your parent or carer that informs the school. If you call in or send an email yourself, Mrs McNish will text your parents to make sure they are aware that you are not at school.</p> <p>If you have not been marked present in lesson 1 by 9.15am, a text will be sent to your parents to enquire about your whereabouts. This is a safe-guarding concern; we are responsible for you between the hours of 8.55am-3.00pm. If you are not here, we need to know where you are!</p> <p>If you become ill during the school day and need to go home, please ensure you sign out of school and you let Mrs McNish know. A text will then be sent to your parents to let them know that you have left the school premises.</p> 	<p>We are aware that some absences are unavoidable, and therefore we will authorise the following planned absences...</p> <ul style="list-style-type: none"> • Attendance at a funeral. • University open days, interviews or auditions. • Driving practical test. • Hospital or orthodontist appointments which cannot be arranged outside school hours (an appointment card or letter will need to be presented for the absence to be authorised) <p>It is your responsibility to inform Mrs McNish of any of the planned absences listed above, otherwise your absence will be logged as unauthorised.</p> <p>Any other absence will be classed as unauthorised. These are absences where there is no adequate reason to justify missing a lesson...</p> <ul style="list-style-type: none"> • Holidays during term-time • Routine doctors and dentist appointments which <i>could</i> be made outside of school hours • Part-time work (under no circumstances should you be undertaking paid work between the hours of 8.40am and 3.00pm) • Birthdays or similar celebrations • Looking after younger siblings or relatives • Accompanying a family member to an appointment • Driving lessons** • Driving Theory test** <p>** these may be arranged in one of your study period (one per week)</p>

Attendance Reminders

Signing in and out

Whenever you are on the school site, you **MUST** sign in on the sheets in SF1. If you need to leave the school site during the day you must sign out and sign back in on your return. The sign in and out sheets are used in the event of an emergency, and we need to be able to account for you if the school site is evacuated. **This is non-negotiable!**

Arriving Late

If you are late for any reason, you **MUST** sign in in the Sixth Form Centre. Only go to your lesson once you have signed in. At the end of the lesson, you need to explain to your teacher why you were late, and to check that your teacher has marked you as 'late L' rather than 'absent N'. The number of 'late L' marks you have will be checked on a weekly basis, and if you are regularly late to class you may be called to discuss this with the sixth form team.

Truantiing from lessons

Mrs McNish conducts several spot checks on attendance throughout the week. If the registers show that you are not where you should be, and we have been given no reason for this absence, a text will be sent home to let your parents or carers know.

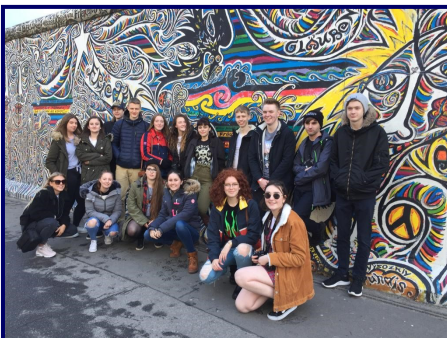
School Related Trips and Visits

If you are going to be absent from a lesson because you are taking part in a trip or activity with another class, this absence will be **authorised**.



Etiquette

If you have a planned absence, it is polite to let your teachers know in advance that you will be missing their lesson, and you should collect the work from them. If it is an unplanned absence, you should contact your teacher as soon as you are able to collect the work. It is your responsibility to ensure that missed work is completed in your own time. Remember to also let Mrs McNish know about any planned absences! If you are in any doubt as to whether an absence will be authorised or not, please discuss with Mrs McNish.



The Sixth Form Study Centre

The Sixth Form Centre is a dedicated space that is exclusively for the use of Sixth Form students. The Centre is split into three distinct areas for your use...

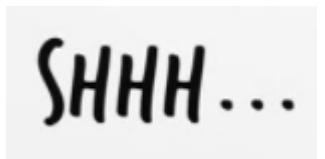
SF1—Main Study Room

This is a large study area which can be used for **quiet** study. You will find PCs and laptops available for your use, and a printer and photocopier. There is a small resource area, where you can find information on universities, careers and apprenticeships. SF1 is where you will find the sign in and out sheets that you must use everyday. Mrs McNish is also based in SF1, so if you need any help, support or advice, this is where you can find her!



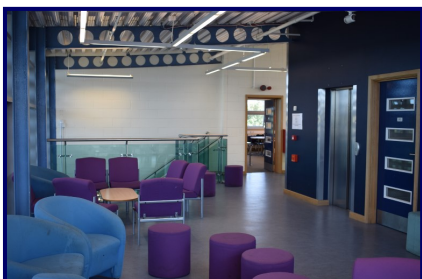
SF2—Silent Study Room

New for September 2021, the Centre now has a room dedicated for **silent** study. Tables and booths are arranged individually, so that students are able to complete their work without distraction. The room will be monitored, and anyone who is failing to use this room properly will be asked to work elsewhere.



The Mezzanine and Kitchen

The mezzanine and kitchen area are for use before school, and at breaktime and lunchtime. They are not to be used during lesson times. The kitchen contains a fridge, microwave, kettle and coffee machine. Students are free to bring in their own mugs, milk, tea bags, etc...Washing and drying equipment will be provided by the Academy, but students are responsible for keeping the area tidy during and after use. Failure to do so could result in the equipment being removed from the area.



Managing your Private Study

For the first time in your school life you will not have timetabled lessons all day. You will have, on average, between five and ten hours of private study time per week (depending on the number of subjects you are studying). This equates to between one and two school days where you have time to complete work independently, and it is crucial that you make the most of this time.

We find that our most successful students are those that treat sixth form as a 'full-time job'. Those students arrive at school at 8.55am, and stay until 3.00pm every day. They work continuously through the day (apart from break and lunch!), completing private study and homework in their study sessions. They find that by doing this they keep on top of their work, and do not have as much to complete at home in the evenings and weekends. Of course, there will be work that you will need to complete outside of school hours, but you will find you can get a big chunk of it done during the school day, if you plan and use your time wisely!

You will need to develop the study skills required for success in the Sixth Form as quickly as possible. The first term of PSHE lessons will cover the study skills you need to become a successful sixth form student. The quicker you get into the habit of studying at school, the easier your sixth form studies will be.

Where can I study?

The Sixth Form Centre is a learning environment designed to support and maximise your learning. It is essential that you arrive willing to work and show respect to other learners by quietly getting on with your studies.

As already outlined, you have two rooms available to you. SF1 is the Main Study Room, to be used for quiet study. SF2 is the Silent Study Room. If you are working in a group task, which could require an element of talking and discussion, please speak to Mrs McNish about using the mezzanine area for this task.

There are a number of networked computers in the Study Centre, along with a printer, photocopier and scanner. There are laptops available for you to borrow, and you are welcome to bring a laptop from home to use (please speak to ISD to get a password for the WiFi).

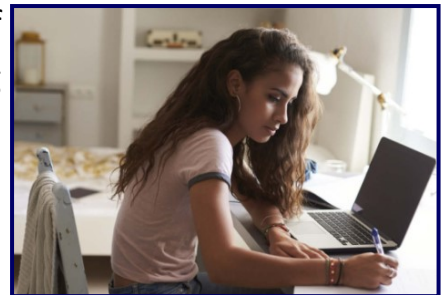


Home Study

For the first ten weeks in the Sixth Form, you will be expected to be in school full-time, and all of your private study will be conducted in the Study Centre. You will use this time to get into the good study habits that are required of a sixth form student.

If, in this time, you demonstrate a strong capacity for independent learning, and you gain a positive first Review (posted home to parents during the Autumn term), you will be able to apply for Home Study. This is in recognition of your growing maturity and your ability to take responsibility for your own learning. Following a discussion with your form tutor, you will be able to nominate one session a week (maximum of two hours) where you can conduct your studies from home. Your parents will be informed of your chosen Home Study sessions.

Following a successful second Review (posted home to parents during the Spring term) you will be able to nominate up to two further hours of home study per week. If possible, we prefer you to take afternoon home study slots. However, if your timetable does not allow you to take another afternoon home study session, you *may* be allowed to take a morning home study session, in agreement with the Head of Sixth Form. As a general rule we do not like to offer morning home study slots, as some students may choose to have a lie-in, rather than use this time for studying!



Once you start Year 13, you can continue to take afternoon home study sessions where your timetable allows. Additional home study will only be applied at the discretion of the Head of Sixth Form, where it is felt that you would benefit by working in your home environment.

Please be aware that Home Study can be terminated by the Head of Sixth Form at any point. If your reviews or assessments show that you are not maintaining your progress, or if your teachers inform us that things are not going so well in lessons, your Home Study will be stopped and your parents will be informed. You will therefore be expected to be in school full-time once again.

Study Tips...

For every hour you spend in a subject lesson, you should be doing **at least** the same amount of work in your study sessions and at home.

For example...

5 hours of lessons per subject = 5 hours of private study per subject

3 subjects x 5 hours = 15 hours of private study a week.



10 hours of study done at school, means only 5 hours to study in the evenings and at weekends!

(Please note: this is the bare minimum you should be doing!)

Things you can be doing at school in your study sessions:

- Re-read notes that you have made in class to check they all make sense. Re-write and develop if necessary. Highlight key points.
- Use the internet or textbook to read additional materials about the topics you are covering in class.
- Make revision cards, summarising key points—the sooner you start this, the less cards you will need to make at the end of Year 13!
- Make mind-maps summarising key points and developing your views.
- Create lists of key words, definitions, formulae, etc...
- Use the internet to print out past exam papers and mark schemes from your subjects. Practice relevant questions and mark them yourselves.
- Complete any homework you have been set.

The benefit of completing work in school is that you can check with your friends that you are on the right track. You can also find your teachers to ask for help if there is anything you are unsure about.

AVOID...

- Sitting with your friends if you know they will distract you! Why not use our Silent Study Room?
- Looking at your phone! Put it in your bag until break and lunchtime.
- Giving yourself a time-orientated task e.g. 'In this study session I will read for 30 minutes'. Instead, make it task-orientated e.g. 'In this study session I will read pages 25-29 and make a mind map of key points'

