

**NORTH
LIVERPOOL
ACADEMY
SIXTH FORM.**

Ofsted
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SIXTH FORM HANDBOOK 2017-18



“Students are overwhelmingly positive about sixth form. They say they are taught, supported and looked after well.” Ofsted 2017

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“The sixth form provides a good quality of education. Improvements made in leadership, attendance and teaching have led to better outcomes for students. These improvements are significant and sustainable. Leaders demonstrate the capacity to improve the sixth form further.” Ofsted 2017

Welcome to the sixth form at North Liverpool Academy! We all hope that you will find the information in this booklet helpful over the two years you spend with us. Please use it for reference and let your parents see the information it offers.

The School Year at a Glance

Please refer to the following list of term and holiday dates to see how the next academic year at North Liverpool Academy is looking. They are also available on our website.

Autumn Term: Tuesday 5th September 2017 – Thursday 21st December 2017

October Half Term: Monday 23rd October 2017 – Friday 27th October 2017

Spring Term: Monday 8th January 2018 – Friday 23rd March 2018

February Half Term: Monday 12th February 2018 – Friday 16th February 2018

Summer Term: Monday 9th April 2018 – Thursday 19th July 2018

May Day: Monday 7th May 2018

May Half Term: Monday 28th May 2018 – Friday 1st June 2018

Staff training days (Academy closed to students):

Monday 4th September 2017, Friday 22nd December 2017, Friday 29th June 2018, Monday 23rd July 2018 and Tuesday 24th July 2018.





The Sixth Form Team

Ms Evans, Assistant Principal Post 16

Mr Molden, Sixth Form Manager

Miss Parsons, Progress Tracker Sixth Form

Mr Branch, Graduate Learning Support Assistant Sixth Form

Life in the sixth form is different from lower school. You will study fewer subjects in more detail and will be expected to work more independently and take responsibility for your own learning. You will also have some private study time, in which you will be able to work in the Learning Resource Centre (LRC). There are plenty of opportunities for you to become involved in the wider sixth form life through joining societies or clubs.

Staff at the sixth form are happy to help you at any time. Each week you will participate in an I Lead session, and attend regular assemblies.

In the LRC are Mr Molden and Mr Branch. They will help you with any questions you may have.

Students all have a full timetable and are required to attend all 20 sessions per week, including those on their timetable as LRC, silent study, I Lead and enrichment. These, along with taught subject lessons, form their timetable. Attendance at all 20 sessions each week is a requirement for a place at sixth form. Nonattendance will result in your place in sixth form being reviewed, and possibly revoked.

General Information

Student Guidance and Support

A team of experienced staff are available to help with issues of well-being and they will regularly monitor students' progress. Students are given guidance about the minimum grades they should be aiming for and are encouraged to set targets for themselves.

Mr Molden is the first point of contact for any concerns, both pastoral and academic, and will offer support as well as monitor students' attendance, punctuality and progress.

Mr Branch is also available to provide assistance with UCAS applications, time management and learning strategies.

Staff will do their best to offer help and advice or put students in touch with someone else who can offer support. If appropriate, teaching staff can be alerted, as standards of work may be affected. Confidential appointments can be arranged with external agencies if required. Students should see Mr Molden if they would like one.

Class teachers and College Leaders are always willing to discuss subject specific matters.

“The curriculum is broad and matches the requirements of students well. Students complete all elements of the 16 to 19 study programme. Students benefit from a range of academic and vocational subjects, they complete meaningful work experience.” Ofsted 2017

Sixth Form Procedures

Registration

The Academy day runs from:
8.30am - 3pm Monday to Thursday
and 8.30am - 2.45pm on Friday.

The LRC is open prior to lesson 1 for students in the sixth form.

All students in the sixth form, irrespective of whether Year 12 or Year 13, must be on site before 9am (8.30am on Fridays) and present at their timetabled sessions.

Afternoon registration of the sixth form is done by subject teachers in lessons, or by staff in the LRC if students are timetabled there.

Students can also use the Careers' Library at the LRC.

Considerable guidance and support is offered to students completing application forms for university, apprenticeships or employment. If any information that you want is not available, please ask us and we will do our best to provide it.

Sixth Form Learning Resource Centre (LRC)

Located on the top floor of the Academy, the LRC provides a calm environment for study, with a number of networked computers. There is also a comprehensive Careers' Library here with up to date university prospectuses, details about apprenticeships and work-related information.

The LRC is open from 8:30am until 4:00pm for private study and computer usage.

The Sixth Form Office

The office is situated in the LRC and is staffed by Mr Molden. Contact with parents can also be made through the main office.

Absence Procedure

Where absence from school is unavoidable due to illness etc. the Academy should be notified by telephone on 0151 260 4044 on the first day of absence, advising the reason for absence and the likely date of return to school. This should be followed by an absence note upon the student's return to school.

Where the absence is known about in advance, e.g. hospital/dental appointments, driving tests, etc. students must provide notes from home in advance which should be addressed to Mr Molden. However, medical appointments must not be made in school time unless absolutely unavoidable and driving lessons should not be made in school time at all.

If a student is absent or arrives late, parents will be contacted, initially by text message, to inform them of the situation. Ongoing lateness or absence will be followed up by either a phone call or letter and the student and / or parent will be requested to attend a meeting with the Assistant Principal of Sixth Form and/ or Sixth Form Manager. Persistent absence is not acceptable in the sixth form.

Procedure when unwell

Students who are unwell must see Mr Molden or Mr Branch in the LRC. Parents will be contacted in the normal way before permission is given to go home. Students should then sign out. They must not go home without permission.

Punctuality

Students should arrive in school for 8.50am (8.20am Fridays), in order to be prepared for the start of lesson 1. A student is late if they arrive after the register has been taken at 9am (8.30am Friday). Persistent lateness is not acceptable in the sixth form and will be reflected in references. Students may be required onsite during form time to assist with student voice, assemblies or lower school activities. On days when they are not required for such support, all students in the sixth form must be on site before 9am (8.30am on Fridays) and present at the start of all their timetabled sessions.

Lunchtimes

Students are only allowed off site at lunchtime providing they follow the signing in and out procedure and return promptly for afternoon registration. Students may also purchase food from the refectories at the Academy. Food is not allowed to be consumed in the LRC.

Courses / Open Days

Students are permitted to attend open days at universities during school time with prior agreement from the Sixth Form Manager. Where trips, open days or courses occur during school time, a permission slip should be obtained from the LRC and students must ensure that it is signed by the appropriate subject teachers of the lessons that they will be missing. This should be handed back to the Sixth Form Manager. If this procedure is not followed, any absence will be recorded as unauthorised for such excursions.

Change of address

Please ask at reception for a form to complete if there is any change to your address, telephone number or medical condition.

Request for time away from school during term time

Permission will not be given for any requests to take a pupil or student out of school, on holiday, during term time. Special leave of absence for important events can be applied for and this request will be considered carefully by the Principal. The request for any such special leave must be made in writing to the Principal. Special leave of absence does not refer to requests for holidays in term time, including the start and end of any term/half-term. Applications to carry out religious observances and extra-curricular activities will be regarded as applications for special leave of absence. Each application will be considered by the Principal.

If a pupil or student is taken out of school, without permission, then the school reserves the right to take the pupil or student off roll. This action will be taken because of the parents' or carers' refusal to adhere to the school's Attendance Policy.

Forms for special absence requests must be submitted at least one school month prior to the period of absence. All requests are granted at the discretion of the Head of Sixth Form and the Principal.



The Sixth Form Curriculum

Students entering the sixth form in September 2017 will all study a minimum of the equivalent of 3 Level 3 courses (A Level and/or vocational courses). Students will also complete 1 Lead session per week, and during the course of the academic year follow an enrichment programme designed

to equip them with the skills and experiences needed to evidence suitability for the world of work. All timetabled sessions, including those in the LRC and silent study are compulsory and students must attend the Academy full time, each day.

Extended Project Qualification

The Extended Project Qualification (EPQ) is a stand-alone qualification that involves completing an independent project on a topic of the student's own choice. It may link to a particular subject they are studying, or be a personal interest that they wish to pursue.

The title is chosen by the student and they complete a Project Log throughout the project. They are supervised and taught research skills, but must carry out their research independently.

The final product is either:

- A 5000 word written report / essay
- A 1000 word report + an artefact e.g. a film of a performance, a piece of artwork, a piece of music, a website, evidence of an event they ran etc.

The EPQ is graded A*–E, and is completed by the Christmas break in Year 13.

In addition to handing in the work, each student must also deliver a short presentation explaining how they went about their project, what their main findings were and reflecting on

the success of their project.

The EPQ is marked on four criteria:

- Management of the project
- Use of a variety of resources
- Developing and realising the project
- Reviewing the project and its outcomes.

The EPQ gives students something to discuss at interview and allows them to become expert in a subject they may not have encountered throughout their school life. Universities have been extremely interested in students who have the EPQ qualification as it demonstrates vital skills for successful higher education. For example:

“Some admissions tutors may make two alternative offers, one of which involves success in the Extended Project (e.g. either AAA at A-level or AAB at A-level plus Extended Project).”

- University of Bristol



Work Experience

Work experience in the sixth form is supported by the Northern School Trust and is part of our Build My Future programme.

Work experience can support university / college applications and the move into full-time employment by showing a willingness to learn more about the field you wish to move into.

Work experience can be carried out during a free afternoon, at weekends, evenings during holidays as well as in the last week of the summer term of Year 12.

It is best to arrange placements as early as possible during the school year as there is such a high demand in certain areas, particularly medics/dentists and UCAS applications have to be submitted by October 15th of Year 13.

In most cases students are expected to arrange their own placements but we can support where necessary.

Work experience for dentists, medics and vets

To be successful you must demonstrate that you have the right motivation to study on these courses and understand the realities of life as a dentist, doctor or vet. Any relevant work experience will help to achieve this so you must be politely persistent in trying to get some.

If you are thinking of applying to dentistry or vet medicine/science you should consult the websites of the universities you might consider applying to and check their work experience requirements: some are very specific and extensive and your application will be rejected if you do not meet them.

For medicine, most universities place less emphasis on having experience e.g. in hospitals because they recognise how hard this is for many students to get, especially as many hospitals and GP surgeries will only take students over 16. You will be at a significant advantage however if you can show a “long term commitment to a caring role” such as volunteering in a care home, nursery or charity shop.

Whilst the school cannot arrange your work experience, you can contact your own and other local dentists, GPs, and hospitals; and local vet practices, farms, stables, animal charities and even zoos. Be flexible and be politely persistent; you may not get a response today, but the same provider might have capacity to help you in a few months’ time. Current applicants will tell you how many letters they wrote with no reply; showing resilience is an essential skill in the whole application process and indeed in your intended career.

Financial Support

The 16-19 Bursary Fund

The government has set aside some money for schools, colleges, training providers and local authorities to allocate to young people who need financial support to stay on in further education or training. This is called the 16-19 Bursary Fund.

It could help you with any education-related costs that may arise during the school year, including essentials like a meal during the day or transport to your school or college. Or you might need extra help to buy books, clothing or equipment for your course, or pay for educational visits.

There are two types of bursaries, Vulnerable and Discretionary bursaries.

Vulnerable student bursary

You can apply for a vulnerable bursary if you:

- Are in local authority care; or have recently left local authority (are a care leaver); or
- Receive Income Support or Universal Credit in your own name; or

- Are disabled and receive both Employment Support Allowance and Disability Living Allowance or Personal Independence Payments in your own name.

You could receive up to £1200 through a vulnerable student bursary. This is decided by the school or college and is dependent upon the course you study, your attendance and how far you have to travel.

Discretionary student bursary

You can apply for a discretionary bursary if you aren’t eligible for a vulnerable bursary but you need financial help to stay on in further education or training. The school will decide whether you will receive a discretionary bursary, how much you will get and what it should be used for.

For further information please see Mr Branch in the LRC. There is a guide to the bursary application process and a bursary form at the rear of this booklet, and on our website; we would encourage eligible students to apply.

Volunteering and Community Service

Students in Year 12 and Year 13 are expected to volunteer within North Liverpool Academy and our community and commit to contributing on average an hour per week of their time. Details of our volunteering scheme will be available through I Lead sessions in the first term.

Sixth Form Cyber Safety

New technologies have now become integral to the lives of all young people in today's society, both within schools and in their lives outside schools. It opens up new opportunities and is now an essential part of everyday life whether using it for homework, to talk or to share material with friends. Students should have an entitlement to safe internet access at all times and it is important that students know how to keep safe when using new technology.

Students need to be aware that social networking sites (such as Twitter and Facebook) can be accessed by many others. If inappropriate content is found, which is derogatory to the institution and reported this will be followed up with students and their families.

You can learn more about internet safety by visiting the following sites:

www.ceop.gov.uk

www.thinkuknow.co.uk

www.getnetwise.org

www.childnet.com

Students will receive information throughout the year on this topic during tutor time and assemblies.

Supported Study and Homework

Homework will be set in all lessons at least once a week and this will need to be completed appropriately by the deadline. Illness should not be seen as an excuse to not complete homework; students should find out what was set and complete the work as soon as you can after your return to school.

One difference between Year 11 and Year 12 is that students will find they have time in school when you do not have a timetabled lesson. We expect students to use this time to study. Students will also have time designated in your timetable for Supported Study. At these times students will register in the LRC and use the facilities at their disposal to study on your own; by reading round your subject, making notes, researching, planning or drafting work etc. Ultimately, how students use these times can have a significant impact on your ability to work independently and on your progress.

Acceptable use of electronic equipment for Year 12 and 13 students

Students must not use any personal electronic equipment when they are in tutor time or formal lessons, unless they are given permission by the teacher. Students must not use any electronic equipment when they are between lessons.

Students are allowed to use electronic equipment in the LRC when they have non-contact periods. This is a privilege granted to sixth form students.

If equipment is switched on or used at inappropriate times, it will be confiscated.

References

If you require a reference to be written for a part time job or other activity, you can ask your form tutor to fill it in. This will then be signed by the Assistant Principal of Sixth Form and / or Sixth Form Manager.



Sixth Form Dress Code

Sixth form students are required to model the standard of dress expected at North Liverpool Academy, and to set an example for younger students. The students at North Liverpool Academy sixth form must wear **smart, conventional business attire**.

Acceptable Clothing

- Male students must wear a shirt, tie, trousers and smart shoes
- Female students must wear smart clothes. All trousers must be full length, tailored and formal. Skirts and dresses should not be too short (just above the knee at the shortest). Shirts, blouses, knitwear and other smart tops may be worn, plus smart shoes and boots.
- Smart jumpers or blazers may be worn by all students.

Non-acceptable Clothing

- Mini skirts
- Lycra cycling shorts and leggings
- Transparent or 'see through' blouses dresses or shirts unless an appropriate top is worn underneath
- Tracksuits/sportswear unless playing sport
- Trainers, canvas pumps, 'TOMS' or 'UGG' style boots
- Hooded tops
- Low cut tops
- 'Strappy' tops unless worn under another item of clothing
- Crop tops
- Skirts with a high slit at the back or side
- Short and stretchy, elasticated skirts or dresses
- Denim of any kind
- Badges or emblems which cause offense
- Baseball caps/hats
- Tight fitting clothing i.e. the outline of underwear should not be visible
- **Outdoor coats and jackets should not be worn in the school building**

Footwear

Footwear must be safe, sensible, smart and clean and have regard to health and safety considerations. Students need to be aware that in an emergency situation they may be required to move swiftly. Therefore by wearing high heels, open toed, open backed types of footwear they may put themselves at risk of injury. In such event the school will take no responsibility for any injuries thus incurred. It is the responsibility of individuals to wear appropriate shoes, should they choose to wear inappropriate footwear the school takes no responsibility for injuries occurred through individuals choosing inappropriate footwear. Footwear that doesn't have a back must not be worn due to health and safety.

Tattoos and Piercings

Visible tattoos are not acceptable.

Jewellery/piercings must be discreet and appropriate and must not be a health and safety hazard. Visible piercings should be restricted to the ears and must be studs only.

Hair colours should be kept as natural as possible, shades of blonde, brown, black, red ideally.

Staff will address any issues regarding dress with sixth form students.

The Assistant Principal Sixth Form has the final decision upon what is and is not suitable attire for the sixth form.

The Academy reserves the right to send home any student who is not properly dressed where the student should change into the proper business dress and then return to school the same day to resume their studies.

Parental Involvement

Parents' consultation evenings and progress reports

Pupil reports and parents' evening are a really good chance for your parents to get to know your teachers. We will also make your parents aware of your attendance record and give them information that will enable them to keep track of the progress your child is making.

Sixth Form Learning Contract

At NLA Sixth Form we strive to work together to create a positive and rewarding experience, achieving academically and reaching personal goals. North Liverpool Academy Sixth Form is a place for everyone and we are dedicated to finding the right pathway for you to prepare you for your future. Our students will be lifelong learners, independent and confident citizens.

This contract is to cement the partnership between the academy and you to ensure you are supported and that you make the necessary commitment to your studies and personal development through your courses, enrichment, volunteering and self-study.

Attendance:

- You should arrive at NLA on time for school; school day starts at 8.30am.
- You should attend form-time every morning.
- You should be on time for all lessons to ensure you get the most out of your learning experience.
- In the unfortunate event that you are ill, you must ensure your parent calls the academy on the morning of your absence as well as provide a note when you return to school.
- You should not book holidays in term time.
- You are responsible for attending all of your exams.
- You will attend all sessions on your timetable and use this time for academic and personal development.

Learning:

- You should strive to meet all deadlines set by your teachers and hand in work that is completed to the best of your ability.
- You should come to lessons prepared with the necessary equipment.
- You should demonstrate a positive commitment to your Sixth Form studies by involving yourself in classwork, coursework and private study.
- You should actively develop skills and habits that will make you an effective learner.
- You must seek out help and guidance if you are struggling.
- You must engage in active revision to ensure you achieve the very best outcome.

Attitudes:

- You should always act in a safe and sensible manner, taking responsibility for your own actions.
- You should engage with and show respect for other members of North Liverpool Academy, both in lessons and around the school, whether they are staff or students.
- You should respect NLA property.
- You should be mature and approachable acting as a role model for all students in NLA and in the wider community.
- You should look after the Sixth Form learning environment ensuring it is kept tidy and appropriate for all students.
- You should take an active role as a member of NLA.
- You should take an active role in supporting other students.

Home / School Partnership Agreements

These agreements help to make clear what you and your child's school can expect from each other, setting out:

- The school's responsibilities, aims and values;
- Parents' and carers' responsibilities in supporting the school; and
- What the school expects of its pupils.

Please find a copy of the partnership agreement at the back of the booklet.

Sixth Form Higher Education and Employment

The majority of students are expected to go on to higher education. Advice on all matters relating to higher education is available from Mr Branch.

A full range of university prospectuses will be available in the LRC and all information is also readily available through university websites and the UCAS website.

Students in Year 12 and 13 will receive a variety of different information covering university, apprenticeships and going into the world of work.

During the summer term of Year 12, careful thought needs to be given and preliminary research carried out into possible courses and university entrance requirements. Some universities require candidates to sit entrance papers specific to the course in addition to A levels. Many universities expect potential Law and Medical undergraduates to do so whilst other subjects may well be added to this list.

Subject leaders will be asked to provide references for students at the beginning of the Autumn Term in Year 13. These references should cover the following points:

- Progress
- Current standard of work compared to A-Level/BTEC standard
- Potential for improvement
- Effort
- Suitability for degree work
- Predicted A-Level/BTEC grade.

These comments should be supplied on the reference sheet provided. References are drawn together and a sixth form reference is written by the Tutor and authorised by the Assistant Principal of Sixth Form and / or Sixth Form Manager. The entire process is completed online using the UCAS website.

Useful Websites

Higher Education

Information on HE Courses	www.ucas.com
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All about qualifications	www.qca.org.uk
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League Tables	www.educationguardian.co.uk	www.thetimes.co.uk
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Open Days	www.opendays.com
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Finding the right university	www.push.co.uk
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Student Opinions	www.unistats.co.uk
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Finance/Student Life

Student Life	www.studentunion.co.uk
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Financial Support	www.dfes.gov.uk/studentsupport
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Student Loan Company	www.slc.co.uk
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I am now a North Liverpool Academy Sixth Form student.

At NLA Sixth Form we strive to work together to create a positive and rewarding experience, achieving academically and reaching personal goals. North Liverpool Academy Sixth Form is a place for everyone and we are dedicated to finding the right pathway for you to prepare you for your future. Our students will be lifelong learners, independent and confident citizens.

This contract is to cement the partnership between the academy and you to ensure you are supported and that you make the necessary commitment to your studies and personal development through your courses, enrichment, volunteering and general conduct. **Please note as a student at NLA Sixth form, some of your courses may be delivered at providers within the Northern School Trust. Should this be the case, transport will be provided.**

All students are expected to participate fully in the North Liverpool Academy community, and conduct themselves appropriately as role models for our younger students. As such, membership of the Sixth Form is subject to students meeting these expectations, and modelling the behaviour and learning habits expected within the Academy at all times. Progression to Year 13 is dependent on successful completion of courses in Year 12.

Attendance:

- You should arrive at NLA on time for school; school day starts at 8.30am.
- You should be on time for all sessions to ensure you get the most out of your learning experience.
- In the unfortunate event that you are ill, you must ensure your parent calls the academy on the morning of your absence as well as provide a note when you return to school.
- You should not book holidays in term time.
- You are responsible for attending all of your exams.
- You will attend all sessions on your timetable and use this time for academic and personal development.

Learning:

- You should strive to meet all deadlines set by your teachers and hand in work that is completed to the best of your ability.
- You should come to lessons prepared with the necessary equipment.
- You should demonstrate a positive commitment to your Sixth Form studies by involving yourself in classwork, coursework and private study.
- You should actively develop skills and habits that will make you an effective learner.
- You must seek out help and guidance if you are struggling.
- You must engage in active revision to ensure you achieve the very best outcome.
- You must complete all home and independent learning activities set by staff on time, and to the best of your ability.

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Attitudes:

- You should always act in a safe and sensible manner, taking responsibility for your own actions.
- You should engage with and show respect for other members of North Liverpool Academy, both in lessons and around the school, whether they are staff or students.
- You should respect NLA property.
- You should be mature and approachable acting as a role model for all students in NLA and in the wider community.
- You should look after the Sixth Form learning environment ensuring it is kept tidy and appropriate for all students.
- You should take an active role as a member of NLA, including full participation in the volunteer programme.
- You should take an active role in supporting other students.

Signed: (student) Date:

Signed: (staff) Date:

Signed: (parent) Date:



The Student

- I will attend school everyday.
- I will wear the uniform with pride and remember that I represent the Academy in the community.
- I will complete the home learning and class work that I am set and use the support I am offered so that I can achieve my best.
- I will respect Academy equipment and use it sensibly.
- I will show self-respect and respect for others in how I speak and how I act.
- I will try to make the other students' lives happy, safe and successful through following the Academy behaviour code.
- I will always seek adult help if I have a problem or see another student experiencing a problem.
- I will make sure my mobile is switched off at all times between the start and end of school each day.

Agreed on behalf of the
North Liverpool Academy by

Agreed by the Parent/
Guardian

Agreed by the Student

Date



Snow or other school closure

There are times of emergency when we need to send students home at short notice. If you are not at home during the day and there is no emergency place for your child to go then they will have to remain at school until normal closure time. Can you please tick the appropriate box below;

If there is an emergency I agree to my child being sent home without notification.

If there is an emergency I agree to my child being sent home with notification.

If there is an emergency I do not agree to my child being sent home without notification. He/She will remain in school until normal home time.

Youth Support Services

From time to time we are required to pass on personal details to the Youth Support Service. This is usually address / contact details. The Youth Support Service works with the school regarding careers advice for our students.

I agree for the details of my child to be passed on to the Youth Support Service.

Enrichment

I understand that my child will take part in at least 1 enrichment activity per week.

Parent Signature:

Date: