



Induction Booklet

‘Winchmore 6th Form is an exciting, challenging and inspiring place to study. We aim to develop confident, caring, independent young adults who are fully prepared for the challenges of today’s modern world.’



Welcome to Winchmore School Sixth Form



The induction programme aims to prepare you for your time with us, working alongside the sixth form staff to provide you with a full insight into life in the sixth form. It is vital that you choose courses that interest you, courses that enable you to progress onto your chosen post-18 pathway, and courses where you will want to work independently and challenge yourself to improve your own understanding.

As you attend sessions during the induction programme in September it is important that you reflect on your ability to explore the work at a higher level. At the end of the induction process you will be expected to confirm your interest in following the courses you have chosen. If you have changed your mind, please ensure that you meet with us to select appropriate alternatives.





The Sixth Form Team

Director of Sixth Form

Mr Panayi

Head of Sixth Form (Head of Year 13)

Mrs Hughes

Head of Year 12

Mr Jama

Lead Progress & Guidance Officer

Mrs Zitouni

Progress & Guidance Officer – Wellbeing

Ms Osei

Study Room Supervisor & Guidance Officer

Ms Zeniou / Ms McKenzie-Ward

6th Form Administrator

Ms Plaza

Sixth Form Tutoring

The excellent level of pastoral care provided in years 7-11 is continued into the sixth form. Tutors will:

- Provide daily support, both academically and emotionally
- Monitor tutee attendance
- Rigorously track academic performance and implement intervention if needed
- Support tutees in their post 18 destination application
- Deliver a high quality personalised PSHE programme.

Year 12 Tutor Team

TBC

Tutor Group	Tutor	Room
12.1		
12.2		
12.3		
12.4		
12.5		
12.6		
12.7		
12.8		
12.9		



Sixth Form Student Expectations Agreement



- I will aim to be the best student I can be and enjoy my time in the Sixth Form
- I will be a role model both in and out of school, setting a good example to younger pupils and the local community
- I will attend my lessons on time and will communicate with the Sixth Form team if I am unable to attend lessons
- I will ensure my work is my own and not plagiarised
- I will complete all homework by the prescribed deadline. All exam coursework will also be presented on time
- I will make effective use of the Sixth Form Progress Guidance Officer
- I will adhere to the rules of the study rooms:
 - Study Room where quiet study is expected.
 - Sixth form café where quiet communication and use of personal devices is permitted.
 - Ensure the Sixth Form Study Rooms are kept in a neat and tidy order
- I will respect and appropriately use all ICT equipment in the Study Room and all classrooms
- I will sign in and out using my ID badge
- I will wear my ID badge/lanyard at all times
- My clothes in school will be appropriate to a focussed learning environment – no headwear (except for religious reasons), shorts, drop-down trousers, vests, low cut or cropped tops or offensive logos on clothing. Headphones and headgear should not be worn whilst moving around the school. They will be confiscated if they are seen.
- I am aware that mobile phones can be used in the Study Room and Café only. I can listen to music on a mobile device, using head-phones, as long as I have sought the teacher's permission. Mobile phones should not be used anywhere else, at any time. They will be confiscated, if seen. However, mobile devices can be used as a learning tool in the classroom, with express permission from the teacher
- I will attend form time as required (if I have a lesson period 3 or 4 and if I am in the school building) – unless I am at Broomfield
- I am aware that Work Experience is compulsory and part of my transition and enrolment into Year 13
- I am aware that if I do not follow these expectations or if my attendance drops below 95% that action will be taken by the Sixth Form team
- **Assessment Requirements:**
 - In order to progress into year 13 and be entered for your final exams all assessments and end of year mock exams must be completed to at least a D grade (Pass for Level 3 Qualifications).
 - All Level 3 assignments must be completed to at least a Pass grade
 - The sixth form team will make individual decisions based on personal circumstances and progress to determine if you can continue with your courses until the end of year 13.
 - Where students will not be able to progress with their courses support will be given with alternative programmes of study where possible.

An electronic copy has been sent and a form for you to confirm you have read and agreed the expectations



Important APPS and Logins



You will have a school Google account. Details for this will be provided. This will give you access to the following:

- ① Your own school email address
- ① Access to Google Drive to store your work and access remotely
- ① Google Classroom for your subject areas to access resources and assignments



SIMS APP This will give you and your parents access to the following:

- ① Attendance information
- ① Achievement and Behaviour Points
- ① Progress Report
- ① Communication through notifications



- ① Will provide you with access information and available courses and apprenticeships for the next stage in your /education career.
- ① Facility and support to complete your personal statement and application to university

①





Post 16 Student Support Programme

Support programme to be initiated if student does not fulfil the terms of the Sixth Form Contract relating to:

- Attendance
- Punctuality
- Conduct in lesson(s)
- Conduct out of lesson(s)
- Attitude to study e.g. persistent failure to complete homework
- Lack of expected progress in 1 or more subjects (an individual plan will be devised)

These are detailed on the following pages. If students have been identified as requiring additional support they will have study sessions added to their timetable. They will be required to attend the study room at these time and complete work in a quiet study environment.



ATTENDANCE AND PUNCTUALITY

MONITORING REVIEW



A REVIEW IS TRIGGERED IF:

- ▼ ATTENDANCE TO LESSONS FALLS BELOW **95%**
- ▼ THERE IS A HIGH LEVEL OF LATENESS TO LESSONS

STAGE 1

Review 1 Week

- ① Issue identified and head of year and tutor works with student - remedial strategies agreed
- ① Lesson Attendance and Punctuality Tracker completed
- ① Improvement = no further action
- ① No Improvement = referral to Stage 2

STAGE 2

Review 2 Weeks

- ① Student required to attend identified supervised sessions in Study Room for specific time period to catch up with missed work - monitored by Study Room Supervisor
- ① Parents/Carers contacted by head of year and informed that if no significant improvement is made then their child's place in the sixth form may be at risk
- ① Improvement = move back to stage 1
- ① No Improvement = referral to Stage 3

STAGE 3

Review 2 Weeks

- ① Final Warning Letter written by Director of Sixth Form
- ① Parents invited to attend meeting. Review date agreed
- ① If no significant improvement made student's place in the Sixth Form is seriously at risk
- ① Improvement = deescalate to stages 2 & 1



If attendance is still below 95% and no improvement has been made after the 5 week review period then your place in the Winchmore Sixth Form may be withdrawn

**BE HONEST WITH YOURSELF AND
WITH PEOPLE. BE PUNCTUAL
NEVER GIVE UP, ACHIEVE YOUR
GOALS**

-Steve Jobs-



**LATE TO
LESSON**

**ⓘ 30 MIN DETENTION THE SAME DAY
IN THE STUDY ROOM**

**MISSED
DETENTION**

**ⓘ 1 HOUR DETENTION THE NEXT DAY
IN THE STUDY ROOM**

**2 MISSED
DETENTIONS**

ⓘ 1 DAY INTERNAL EXCLUSION

**PERSISTENT LATENESS WILL TRIGGER
AN ATTENDANCE AND
PUNCTUALITY REVIEW**

Induction Work:

Induction work and revision lists for any baseline test have been issued already and you expected to complete them to prepare you for your courses.

Printing/Photocopying

The printer/photocopier is available for you to use in the 6th Form Study room.

The cost of copying is 1p per sheet black and white, and 3p per sheet in colour. Students are given a £5 in the first instance. If you exceed the £5 limit, you may add more money on ParentPay.



Broomfield Campus

To provide additional capacity for students and the range of courses offered, in 2016 Winchmore took possession of the ex-Broomfield School Sixth Form Centre. Between July and September the centre was re-furnished with two new ICT suites, six teaching rooms, an up-graded Study Room, new toilets, a kitchenette, an external seating area and Wi-Fi access.

A number of academic and vocational subjects, involving over 200 students, are taught there – including A Levels in Business Studies, Computing, Economics, English Language, Geography, History, Physics, Psychology and RE and BTECs in Business, Health & Social Care, ICT, Media and Sport.

All staff and students have expressed positive comments about the learning environment and the opportunities provided at the centre. Indeed, attendance, punctuality and student progress in the subjects delivered at the campus have improved compared with the previous years.

The experience is summed up by the comment of a visiting Year 11 student whilst speaking to a fellow student, 'Wow, it's just like Winchmore, only better'.





Voluntary Work

Great emphasis is placed upon the importance of voluntary work in the 6th Form and students are actively encouraged to give something back to their school and wider community. Students may choose to volunteer in a field that they are interested in studying at university, or a particular career that they wish to pursue. Voluntary work develops self-confidence, communication skills and provides insight and experience of working with others in interesting, fun and different environments and assists in successful university and job applications. This may also include being involved in the lesson linking programme and mentor/buddy programme. During your induction programme you will be required to sign up to at least ONE community programme from the list below:

- Year 7 buddy
- Year 8 mentor
- Year 9 form/PSHE support
- Year 10 progress mentor
- Year 11 progress mentor (this includes participating in a 'speed dating' event with the Year 11 students)
- Volunteer in the community link/charity working group
- Lesson linking

Work Experience

Students who attend our sixth form are able to participate in a number of programmes and initiatives to support future career pathway choices and which add important supporting evidence to applications for universities, apprenticeships and employment.



All sixth form students will undertake a one week work experience placement during Year 12. These placements are aimed at ensuring all students experience valuable training which they can evidence when completing University, Higher Apprenticeships, Apprenticeship and employment applications.





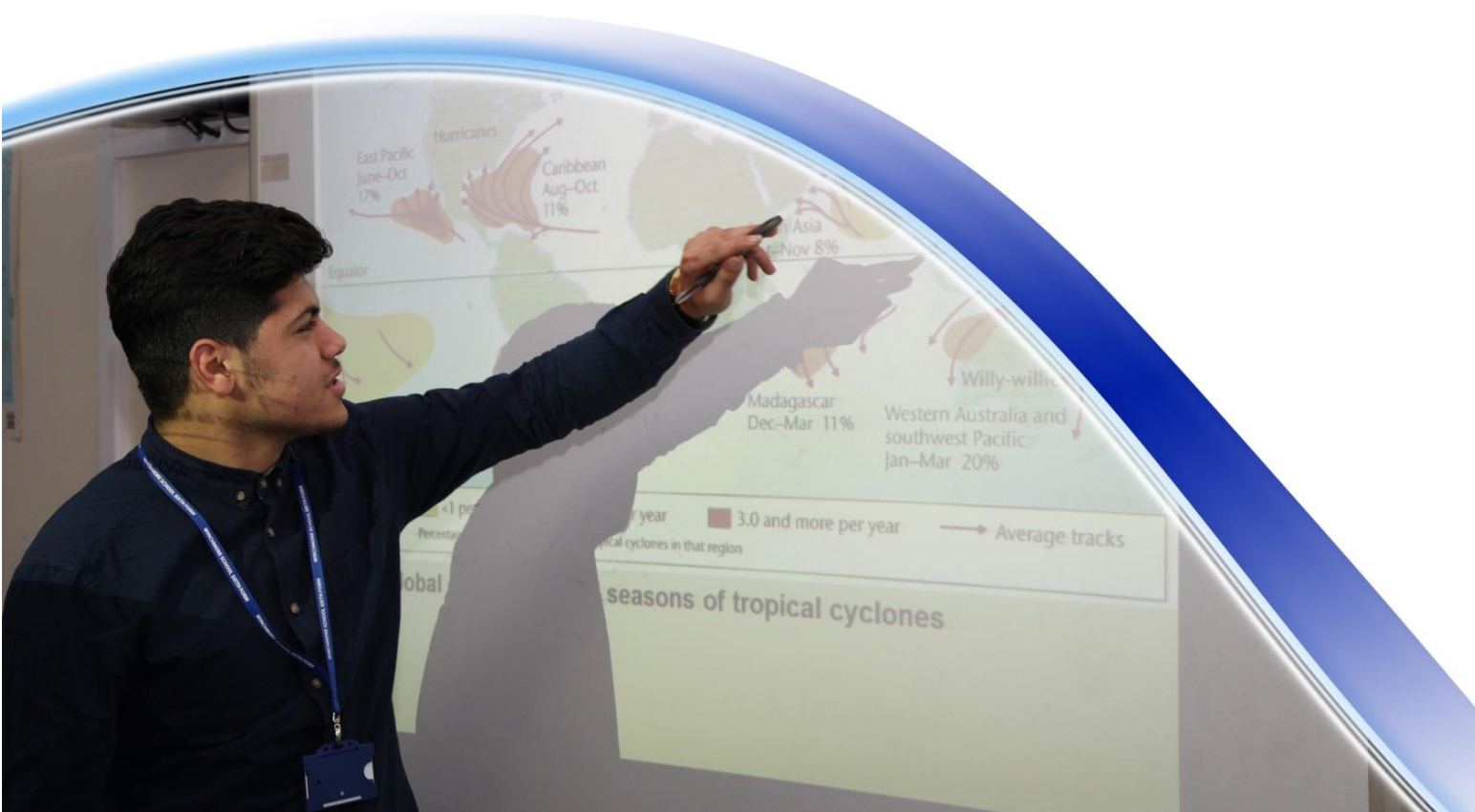
With this in mind all Year 12 students are required to complete a one week work experience placement. Date to be confirmed.

All sixth form students will receive regular one to one academic mentoring during which employability skills will be reviewed and areas for development identified. Work Experience is a compulsory part of your Sixth Form programme and you will agree to this by signing your Sixth Form agreement.

Extended Project Qualification (EPQ)

EPQ
EBO

From architecture to addiction, comic strips to criminology and gaming to gothic stories – with an EPQ, you choose what you study. This is a stand-alone qualification which is equivalent to 50 % of an A level (more UCAS points than an AS level). The qualification is highly regarded by universities as it involves many of the skills students require at degree level: independent enquiry, research methods, referencing and presentation skills to name but a few. The EPQ is unique in that students have the freedom to choose a topic of their choice and write their own title - it could be an extension of a curricular topic or something that isn't covered by the curriculum at all. The final product may be a written report or students may choose to produce an artefact instead.





LAMBDA

Offers examinations in speech and drama and have been doing so for over 130 years. LAMDA qualifications offer students the opportunity to take formal examinations in public speaking, acting and reading - these qualifications are eligible for UCAS points and are coveted by many of the top universities in the country and around the world. This activity is perfect for students who want to enhance their speaking and listening skills as well as gain valuable UCAS points, and public speaking skills, for universities.

THE WINCHMORE WEEKLY (ISH)

The 6th form newspaper has allowed a wave of expressionism to wash through the school. The newspaper team consists of writers, editors and designers, who are neither confined nor bound to their roles. During form time, the team convenes once a week to discuss article ideas focused on the school as well as local, national and international events. The newspaper is published at the end of term and is free for all students to read. Being part of the sixth form newspaper team adds a sense of freedom and individuality as well as gaining valuable skills that universities and employers hold in high regard.



Bursary Fund

You can find the application form on our website, or collect a copy from the 6th Form Office



You must be eligible for Free School Meals to enable you to receive a Bursary

1. Overview

You could get a bursary to help with education-related costs if you're aged 16 to 19 and:

- studying at school or college (not university) in England
- on a training course, including unpaid work experience

2. What a bursary is for

A bursary is money that you, or the School, can use to pay for things like:

- clothing, books and other equipment for your course
- transport and lunch on days you study or train

3. What you'll get

There are 2 types of 16 to 19 bursary.

Vulnerable student bursary (Tier 1)

You could get a bursary worth up to £1,200, depending on your circumstances and benefits.

Discretionary bursary (Tier 2)

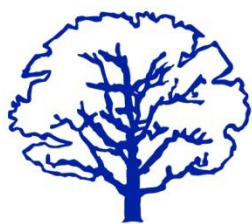
You could get a discretionary bursary if you need financial help but don't qualify for a vulnerable student bursary. The School decides how much you get and what it's used for. It is currently £20 per week for 100% attendance and excellent behaviour.

4. How your bursary is paid

You will be paid by cheque in instalments.



Destinations



During the sixth form induction programme students will be encouraged to research their post 18 pathway (Higher Education, Apprenticeships and employment opportunities). Students should maintain an up to date folder of a CV and relevant documentation as evidence.

Both University admissions officers and prospective employers will expect to see evidence of all relevant work experience, extended reading logs, leadership experience, academic/sporting/performing arts achievements and other such documentation when considering an application.

Throughout our PSHE programme, students will be given advice and guidance on the different post 18 pathway destinations available to them. Students will have the opportunity to visit universities, listen to a range of guest speakers and explore the options available to them with the support of their tutors and the sixth form team.

Higher Apprenticeships/Apprenticeships



Students will be given on going advice and support with the process of researching Universities courses.

Opportunities on offer to support you through your Higher Apprenticeships / Apprenticeships application include:

- Destinations Higher Apprenticeships / Apprenticeships Programme
- Guest Speakers
- Higher Apprenticeships / Apprenticeships Open Evening
- Sixth Form Alumni.



University

Students will be given on going advice and support with the process of researching Universities courses. UCAS applications open at the end of year 12 and any students wishing to apply to Oxford or Cambridge, or for any highly competitive courses such as medicine, should be aware that the application deadlines is earlier than the rest of the deadlines. For the majority of other courses and providers, the internal deadline at school will be November to ensure that it is processed by the UCAS deadline. Every University course will have an entry profile on their website and it is essential that students are fully aware of the necessary entry requirements and relevant experience that will be needed in their application.



Opportunities on offer to support you through your UCAS application include:

- Destinations PSHE Programme – UCAS Applications
- PiXL6 Getting into the Top Universities – Student Conference
- Parents/carers University Information Evening
- University Visits
- UCAS Convention
- SACU talk/resources
- Sixth Form Alumni



University Open Days are extremely valuable in gaining all of the relevant information and the school will actively encourage students to attend these events.





Key Stage 5 Subject Leaders

Responsibility	Name	Initials
Sports Facilities Manager & DoFE & BTEC	Mr D Miller	DMI
HoF Humanities	Mr B Young	BYO
HoF English	Mrs C O'Haire	APE
HoF MFL	Miss Peon	SPE
HoF Science	Miss F Ronketti	FRO
HoF Maths	Mr C Bektas	CBE
HoF Expressive Arts	Mr S Higgs	SHI
HoF Business, Economics and Computing	Miss K Hurley	KHU
HoF Technology	Ms E Panayiotou	EPA
KS5 Maths	Miss S Satter	SSA
HoD Art	Miss A Grassham	AGR
HoD Business Studies & Economics	Miss K Hurley	KHU
HoD Media/Film Studies	Mr M Ellerington	MEL
HoD Music	Mr N Graham	NGR
HoD Physics	Mr R Pilbeam	RPI
HoD RE	Miss A Nicholas	ANI
HoD Dance	Miss R Dives	RDI
HoD Drama	Mr Waters	JWA
HoD Biology	Mr T Corner	TCO
HoD Chemistry	Dr C Ktori	CKT
HoD History	Mr C Kemal	CKE
Head of Health and Social Care	Ms L Dyche	LDY
Head of Computing	Mrs P Christou	ESE
2nd in Science + HoD Psychology	Ms S Bheekoo	SBH



Suggested Equipment List

1. Ring binder for daily school use, with labelled dividers for different subjects and teachers.
2. At home, one ring binder or leaver arch file per subject, to put notes into once you have completed a topic.
3. Specification for each subject, printed and placed in folders.
4. Dividers for folders.
5. Plastic wallets to keep work and resources in a good condition.
6. Pens, pencils, rulers, rubbers, glue sticks, scissors and highlighter pens.
7. Calculator if required.
8. Any subject specific equipment (set texts for English Literature and Mathematics equipment if required).
9. Memory stick.
10. Second hand copy of text books (Ebay / Amazon).
11. Diary (mobile device or paper copy).





Frequently Asked Questions

What do I do if ...

I am struggling to cope with my studies or meeting deadlines...

Speak to your tutor or one of the sixth form team. It may be that we can organise additional supervised study sessions for you or arrange a 1:1 meeting with a subject teacher to provide additional support and guidance. We may also arrange an informal meeting with Mrs Zitouni to discuss your courses and the demands being placed upon you.

I am having a tough time and it is affecting me and my work...

Speak to your tutor or one of the team as soon as you can. They will be able to assist you and provide appropriate support and advice to you.

I would like to change or drop a subject...

Arrange a meeting with Mr Panayi to discuss the options available to you and the implications of your course changes. After the initial induction period, it will be extremely unusual for a student to change courses due to the amount of work that will already have been completed by this stage. If the decision is made that you are going to discontinue a subject, all involved parties (student, subject teacher, parents, Head of Sixth Form) would need to agree that this was the most appropriate course of action for you.

I am struggling with the demands of a piece of work...

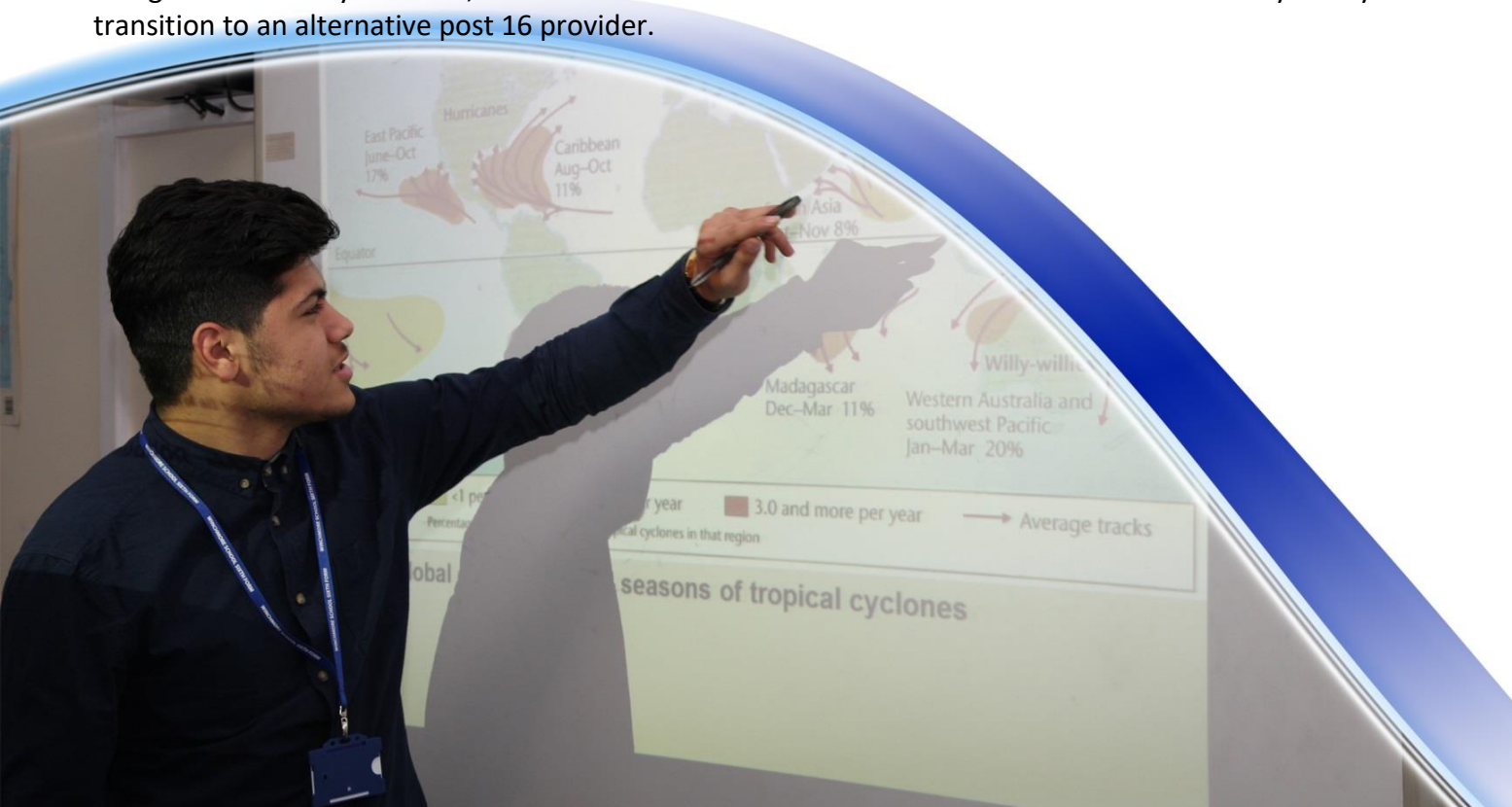
Speak to the subject teacher as soon as possible and ask for additional guidance. Staff will be happy to help you and may suggest a short session with them, or some additional reading/materials that could help you.

I need some careers advice or guidance...

Speak to your tutor and make an appointment to meet with them and discuss it. You can also speak to Mrs Winter who will be able to guide you or provide the most appropriate contacts.

I want to leave Sixth Form...

You will need to make an immediate appointment with Mr Jama. If you do leave you will receive support and guidance from your tutor, Mrs Winter and the Sixth Form team who will be able to assist you in your transition to an alternative post 16 provider.





Useful links:

Work Experience guidance

National Careers Service (England) - explore over 800 job profiles, match your skills and interests to potential jobs and speak to a careers adviser

My World of Work (Scotland) - careers advice and planning tools for people living in Scotland

Careers Wales - careers advice and planning tools for people living in Wales

- tnidirec Careers (Northern Ireland) - careers advice and planning tools for people living in Northern Ireland

Future Morph - careers website created to show that studying science, technology, engineering or maths beyond the age of 16 isn't just a one track road to becoming a scientist or engineer!

Success at School - explore different careers, find out about top employers

Prospects - careers advice and jobs for school leavers, graduates and professionals

Plotr - contains lots of useful information and a quiz to help you narrow down your list of options

<https://successatschool.org/jobscourses>

<https://successatschool.org/advisedetails/506/Work-Experience-Ideas>

<http://www.studentladder.co.uk/Work-Experience/work-experience.html>

<http://www.bbc.co.uk/careers/work-experience>

www.ucas.com

<https://www.ucas.com/connect/blogs/what-epq-and-why-should-i-do-one-epq-advice-1>

