

# **BARKING ABBEY SCHOOL**

## **SIXTH FORM WELCOME PACK**

**2024/2025**

### **What you will need to know about life in Barking Abbey Sixth Form**

#### **Congratulations!**

Welcome Sixth Form students to Barking Abbey Sixth Form this year. We are glad that you have decided to continue your studies with us, and hope that you will enjoy your time as a senior member of this School.

This booklet has been produced in order to help you to settle down quickly into Sixth Form life, understand how things will be different and what will be expected of you. You should keep this booklet carefully as it will be used during your first weeks in the Sixth Form and will be useful to refer to throughout the year.

In making the decision to stay on at school you are choosing to continue your studies in familiar surroundings and with staff whom on the whole you know, and who know you. You are choosing to follow a complete

programme of studies and activities associated with being a senior member of the school community. We value your contribution and look forward to your participation in the full life of the school.

We hope that we can work together to ensure you have a happy experience and are rewarded by fulfilling your full potential at the end of the year.

Remember you are never on your own and any problem can be addressed if you discuss them with either subject staff, your form tutor, Assistant Heads of Year or Head of Year and Assistant Headteacher.

Good luck over the next few months, which can be a difficult time adjusting from GCSE to Post 16 work and remember help, is always close to hand.

## **The Sixth Form Team**

### **Assistant Headteacher Sixth Form**

Mr O Bouchaara

### **Director of Aspirations**

Mr S Madigan

### **Director of Vocational Studies**

Mrs G Cope

### **Heads of Year**

(Year 12) Mr A Moloney

(Year 13) Mr S Muhibul

### **Head of Sixth Form Standards and Supervised Study**

Mr M Samuels (Year 12 and 13)

### **Pastoral Co-ordinators for Sixth form**

Mrs E Cassell

Mrs B Ryley

### **Sixth Form Attendance Officer**

Mrs K Black

## Remember:-

### School Day times:

**8:15 – 8:25 arrive**

**8:30 – 8:50 Tutor Time**

**8:50 – 9:50 Period 1**

**9:50 – 10:50 Period 2**

**10:50 – 11:15 Break**

**11:20 – 12:20 Period 3**

**12:20 – 13:20 Period 4**

**13:20 – 13:55 Lunch time**

**14:00 – 15:00 Period 5**

- There is a formal registration period starting at 8.30am. All students are electronically registered at the start of lessons. You are required to attend school even if you do not have a lesson.
- You must be punctual to all lessons
- If you are absent through sickness, you or your parent **must** phone the school on **0203 967 7030** on the morning of the first day of absence and explain why you are not in and when you will be expecting to return to school. For all subsequent days of absence, either a phone call is needed each day, **or** a note is needed from Parent/Guardian on the student's return clearly stating each day of absence.
- Students that fall ill during the school day must report to the Sixth Form Office before leaving the premises.
- A note signed by parents/ email sent by parents should be handed into the Sixth Form Office for all absences known in advance.
- **All medical appointments must be made outside of school time.**  
Only Orthodontist or Hospital appointments will be authorised
- **Holidays SHOULD NOT be taken during the school term.**  
**Remember: Any absence from school can be detrimental to your Sixth Form studies and will affect your attendance level. We strongly discourage holidays being taken during term time.**

## ACADEMIC YEAR 2024/2025

Wednesday 4th September 2024	Start of School Year
Monday October 28th – Friday November 1 <sup>st</sup> 2024	Half Term
Friday 20th December 2024	Last day of Autumn Term
Monday 23 <sup>rd</sup> December 2024– Friday 3 <sup>rd</sup> January 2025	Christmas Holiday
Monday 6 <sup>th</sup> January 2025	First day of Spring Term
Monday February 17th – Friday February 21 <sup>st</sup> 2025	Half Term
Friday 4th April 2025	Last Day of Spring Term
Monday, 7 <sup>th</sup> – Monday 21 <sup>st</sup> April 2025	Easter holidays
Tuesday 22nd April 2025	First day of Summer Term
Monday 5th May 2025	May Day holiday
Monday May 26th – Friday May 30 <sup>th</sup> 2025	Half Term
Friday 18 <sup>th</sup> July 2025	Last day of the School Year

- If your attendance falls below 95% you will initially be placed on attendance report. If your attendance does not then improve, and your attainment is affected you may jeopardize your place in Sixth Form

# ADVICE ABOUT ACADEMIC WORK

## Making the transition to Sixth Form

### Goodbye GCSEs!

Studying for your A levels or CTEC/BTECs may be quite different from what you have done at GCSE level. The teachers and classrooms will be quite familiar to some of you, but for a start, studying fewer subjects means that the level of depth and difficulty you can pursue in each subject is that much greater.

You will hopefully enjoy pursuing the subjects that you have chosen, and having the time to develop your personal areas of interest further (or discover them for the first time!). Spending more time each week on your chosen 3 or 4 subjects can also take some getting used to though, and you should not expect that they will necessarily follow the processes and topics that you have followed before. Don't worry if it takes you a little time to get used to the new routines.

### What happens if I think I have made a mistake with my subject choices?

Don't confuse getting used to something new with a dislike for the subject, particularly if it is a subject you have not studied before. Equally, if you are sure after the first couple of weeks that you have made a mistake, then discuss a possible switch of subject with your teachers. It will be too late after this first fortnight in September so don't leave it too late!

### What will the main challenges of sixth form be?

There will be challenges for all students in making the step up to sixth form study. If you have found your chosen subjects relatively easy to understand and do well in at GCSE, it can be an uncomfortable surprise to not immediately be achieving A\*/8/9 grades, as you develop your appreciation of the new understanding and topics required.

Other pupils can find it difficult getting used to new teachers, or find it intimidating working alongside different groups of students from those you were grouped with at GCSE. All of this is perfectly normal, and you should not feel worried about discussing your worries at an early stage with your teachers, tutor or housemaster.

Students always talk about the 'step-up' from GCSE, and the perception is that it is particularly challenging in certain subjects. In truth, each subject brings challenges of its own, but your teachers do not expect you to master the new skills, techniques and understanding instantly, and are here to help you.

### How independent will I be expected to be?

The vast majority of students will also need to get used to the greater level of independence that you will enjoy in sixth form. The lure of the sixth form centre sofas – with caffeine and carbs on tap – is a great temptation, and it can be a challenge to drag yourself away to do some work!

But you will need to do this, because you are now responsible for organising your study time far more than you have needed to do before. To start with, you will have a number of study periods each week (please see them as that, and not 'frees'!). Some of these will be scheduled in the library, where a structured environment will help you to work quietly and productively, but others are for you to work in the sixth form centre's study areas – either individually or collaboratively – or to go and use facilities in other parts of the school (e.g. Art and Design centre) or see teachers for additional support. Don't waste this time, as it will be invaluable in helping you to keep on track with your studies. If

you know that you tend to procrastinate (we all do from time to time!) then working in the library for all of your study periods may initially be a good idea.

## **What sort of homework will I be set?**

You will also no longer have a 'homework timetable', meaning that you can be set work from each teacher whenever appropriate after each lesson. You are also likely to have two, or maybe three, teachers for each subject. A homework from each teacher every week will soon add up!

You may also find that tasks tend to be larger and more open-ended than those you were set for GCSE, with longer deadlines before submission. You will need to get used to scheduling your study time each week to complete each task before the deadline, and not fall into the trap of leaving everything until the last minute.

Rushing work and doing 'just enough' to complete a task may seem like a good way of managing your time in the early stages of sixth form but we can guarantee from experience that you will regret it later on... Not only will you have less detailed notes to revise from later on, but work tends to build in complexity as you work further through the course, and taking time to ensure you have a firm understanding in the early stages can help you to stay on track with the harder material too.

## **Will I be given notes and handouts?**

Of course, your teachers will provide you with text books, notes and handouts as appropriate, but the increased independence expected of you in sixth form will also mean that you may be asked to produce your own class notes – either by making notes in the lesson, or by reading relevant chapters of your textbook and making summary notes that you can refer back to later. Here again, the better the job you do in the early stages, the easier it will be for you when you need to refer back to these notes later on.

In fact, some of the most successful pupils use this as an opportunity to build up their revision notes as they work through the course – reviewing their notes at the end of each topic/sub-topic, highlighting key words and checking their understanding. You can also use a copy of the syllabus/specification that you will be given at the start of the course to keep track of the progress you are making through the course.

## **What about independent learning and 'wider reading'? Should I be doing this too?**

The most successful sixth form students are those who go beyond the essential content of each subject's syllabus, broadening their understanding and discovering their own personal areas of interest by doing wider reading, watching relevant video clips and documentaries or by practising the skills they are developing in class.

This will have the triple benefit of developing your engagement in, and enjoyment of, each subject; benefitting your overall understanding and progress; and giving you something valuable to mention in your UCAS application...

The subject specific pages provided here will help you to understand what is expected for each subject. If you find yourself without any formal prep work to do, use these guides to help you work out what you can do to further extend your understanding.

## **How much work am I expected to do each week?**

As a rough guide, you are expected to do 4-5 hours of work for each subject, each week, in addition to your lesson time. For a typical programme of 3 A levels, that's 12-15 hours each week, or 2.5 – 3 hours per day. Now you can see why making good use of your study periods during the school day will be essential!

Typically 3-4 hours of each subject's time might be spent on work set by your teachers, leaving around 1 hour each week to conduct some wider reading, research, note review or other independent learning.

Of course, you won't be expected to start doing this much from the first day of your sixth form studies – the work set by your teachers in the early stages of term will help you gradually build up to this commitment. But this should give you something to aim for; if you are still not doing anywhere near this much work by November, then something needs to change!

## **What will happen if I am absent or fall behind with a piece of work?**

Another piece of advice is to act as soon as you realise things are slipping away from you – either you haven't quite understood a topic, or you've struggled with a specific piece of work. Don't ignore a problem or bury your head in the sand! Just like lower down the school, teachers are far more likely to be accommodating and supportive if you see them in advance to seek assistance, rather than turning up empty-handed on the day of the deadline.

This is also true if you are absent from a particular lesson – either due to illness, or sporting and other commitments. The onus is on you to seek teachers out for catch-up notes, or to arrange a time to review the lesson's materials with you. Teachers will always be happy to support you – but you must be prepared to take responsibility for your own learning as well.

## **How will I know what grades I should be aiming to achieve?**

The short answer is, you should be aiming to do the best of your ability, and using the support and help available to you, as well as your own motivation, to get there! But it is sometimes not that straightforward, and so there are some steps we take to help you set targets that are both realistic and aspirational.

At the start of the Lower Sixth, all students are asked to sit a Gateway assessment test. This is normally set at the very end of the first month in the Sixth Form

These tests, and the data they produce, can be a useful starting point to help us identify the sort of grades that you should be aiming to achieve alongside your GCSE results. However, they can never hope to be 100% accurate, and are not a replacement for your teachers' understanding of your strengths, or for your own aspirations and ambitions. Nonetheless, they can be useful prompts for discussion, and can help us to spot where students may be putting unreasonable pressure on themselves, or should perhaps be setting their sights a little higher, as well as giving us a useful baseline against which to check on your progress at regular intervals.

Your Gateway results will be used by your subject teachers to help them identify your 'MEG (Minimum Expected Grade) in your first term of study. They will also discuss this with you so that you have the chance to have your say before the MEG is finalised. Your MEG will then be included as part of your end of term reports so that you and your parents can regularly review the progress you are making towards achieving it. As such, it is quite normal for your CG (current grade) to be below your MEG during the early to mid-stages of your A level and BTEC/CTEC courses.

## **What will happen if I, or my teachers, are concerned about my progress or effort?**

None of us get everything right all the time... Perhaps you will get in a muddle with your equipment and turn up to lessons without the things you need; perhaps you will struggle to get into a good working routine and end up submitting work late. Alternatively, you may need 'guiding' to see the benefits of working quietly in the sixth form centre... We all make mistakes, and teachers will be understanding of personal and extenuating circumstances, but if late, poor or missing work starts to become a pattern, then we will intervene to make sure that you remain on track and are able to achieve your potential. There are a range of strategies that can be used to support you, and this may also involve making your parents aware so that they can ensure you are supported at home too.

If you have any worries whatsoever, whether it relates to your academic progress, extra-curricular commitments, friendship groups or any other element of sixth form, do approach whichever member of staff you feel most comfortable talking to. Your tutor, Pastoral team and teachers will also get to know your style of working pretty well during your sixth form courses; they will usually notice if you appear to be struggling, if you are putting too much pressure on yourself or if you are spreading yourself a little too thinly with additional commitments. The most important thing is that you are happy and able to enjoy everything that sixth form has to offer. If the balance doesn't appear to be quite right for you, for whatever reason, we would much rather have a mature conversation with you about the specific issues, and what can be done to resolve them, as soon as possible.

## **What skills will I need to develop to be successful?**

Setting personal goals and aspirations will be an important part of motivating yourself and maintaining a strong work ethic whilst skills such as resilience, integrity, commitment will help you to face and overcome the challenges and setbacks that you may face over the next two years. Universities and employers are looking for young adults who are not only enquiring, creative and reflective in their thought processes, but who can work effectively with others collaboratively and compassionately.

### **Time Management is key**

Students who succeed in the Sixth Form are often characterised by their approach to their studies. They will be self-motivated, good organisers of their time, meet deadlines and can always be relied upon to do their best.

Make sure that you are aware of the requirements of the course and the specification. Use this information to guide your progress through the year.

Always complete homework set by your teachers well in advance of the deadline so that you have time to ask the teacher for help before it is due to be handed in.

If you have 'spare time', make sure that it is not wasted. If you have completed work set by the teacher, do some extra work. You could research the next topic to be studied or start writing revision notes.

Make sure that you use any textbooks or resources provided by the teacher. Make your own notes from appropriate passages of the texts.

If a teacher is away from school and you do not have a lesson – do not use it as an opportunity to do nothing! Use the Supervised Study room and complete additional work for your studies.

No student should ever say, "I don't have anything to do"! You might not have been asked to do a specific task – but there will always be things you could do that would benefit your progress. You can always start your revision programme – even in September!

Always act on any advice or comments provided by your teachers and tutors. Ensure that you always respond to the feedback and target comments made by your teachers

Make sure that in the future you do not look back with regrets about the way you approached your studies in the Sixth Form.



# SUCCESSFUL STUDY IN THE SIXTH FORM

The following points should be used to explore whether you are developing the necessary skills to succeed in the sixth form.

## Increase your motivation

- Have high expectations of yourself
- Develop clear reasons for studying your courses
- Set yourself regular and achievable goals
- Take a real interest in the course, read additional materials and make additional notes
- Get regular feedback from your teachers
- Be competitive with a friend to help stimulate motivation
- Celebrate your successes!

## Time management

- Make sure you understand the requirements of each course and the assessments to be completed
- Make a yearlong plan, fitting in all the above requirements, eg exams, fieldwork, projects, etc
- Work consistently, develop a weekly plan of when you will do schoolwork to fit around other activities
- Complete assignments early rather than just before a deadline so you have time to ask for help if needed
- Do more than the set work. Be self-motivated and complete additional reading or studying
- Revise your work throughout the year

## Getting down to studying

- Make the most of study periods, **do not** waste the time.
- Get into a weekly routine
- Go for excellence, not necessarily perfection!
- Do easy tasks first before you start the harder ones
- Do the tasks you do not want to do early, do not put them off
- Beware of interruptions and distractions and choose to avoid these situations
- Regularly remind yourself to stick to deadlines
- Reward yourself when you complete a task

## Improve your concentration

- Convince yourself of the benefits of success and regularly remind yourself of your longer-term goals and ambitions
- Have regular breaks – but keep them in balance!
- Use your 'prime time' wisely – the time you know you work at your best
- Write yourself reminders and lists of things to do
- Work actively – avoid extended periods of just reading or listening
- Avoid 'marathon' sessions
- Work with a friend if you find it helps. Teaching another person is usually the best way to ensure that you understand something.

### Getting more from each day

- Use 'to do' lists regularly, write them the night before!
- Decide the important things on your list and do them first
- Estimate how long each task will take and plan to complete a reasonable number of tasks in a set time
- Build in some slack time in case some tasks take longer
- Use a master 'to do' list with longer term tasks. Refer to this regularly and update it with new deadlines and tasks.

### Tackling major assignments

- Be clear about the task – ask the teacher early if you are unsure about any aspect of it
- Set your own deadline, before the one set by the teacher!
- Set mini deadlines for smaller parts of the whole assignment
- Use a deadline diary
- Take small steps at a time, do not do it all in one go
- Organise your resources and have them to hand

### Organise your workspace

- Get the environment right, one you feel comfortable. Try to have a clear workspace with your books and files nearby
- Tidy up between tasks; do not try to work in a clutter.
- Have a clear filing system in your folders so you know where things are. Use contents pages and dividers
- Avoid 'dumping grounds,' everything should have a place to go
- Keep things in one place, not scattered in different rooms
- Make sure folders and materials are clearly labelled

The above can be summarised in the following three words that should underpin your stay in the sixth form;

**Ambition** – Have a clear sense of purpose for being in the sixth form and how you want your career path to progress.

**Drive** – Ensure you can convert this sense of ambition into the motivation to carry out your studies to the best of your abilities.

**Achievement** – Aim to meet or exceed all your targets!

## **Making the transition from GCSE to A Level**

It isn't easy to make the jump from GCSE to A Level. But there are some important new skills which will really help you to succeed at Post 16. These skills will help you access your work, organise yourself and manage your deadlines as well as make progress towards your goals. We will also help you by devoting a whole day to supporting you and showing you all the ways you can effectively learn the study skills you have never had to use before.

## **YEAR 12 CONTRACT**

Good attendance, adherence to the dress code and exemplary behaviour are all fundamental to achieving academic success. It confirms a positive attitude and a desire for success.

The Sixth Form have a range of support structures for our students. To compliment these support structures, students who are finding it hard to adhere fully to this contract (which we call Stage 0) and are underperforming in their academic studies may be placed on Stage 1 Contract to further help support them achieving their potential. Failure to adhere to Stage 1 conditions *could* result in students moving to a Stage 2 and Stage 3 Contract and subsequently withdrawal from the course or Sixth Form.

### **Student Expectations**

- Students are responsible for all books and equipment that are issued to them and must be returned in good condition as requested by the teaching staff.
- Students must be present themselves on time to each lesson; be well prepared with the correct books and equipment ready to make a valuable and worthwhile contribution.
- Students must ensure all homework is completed on time and all coursework deadlines met.
- All students must work quietly in the sixth form study rooms, not using equipment and not eating or drinking around the computers. Failure to comply will result in temporary or permanent exclusion from this facility.
- We expect our students to wear their ID cards on a lanyard which is visible around the neck. Barking Abbey is a secure site and access will not be possible without an ID card.
- Students will not be allowed to sit their exams without their ID cards.
- Bringing the name of Barking Abbey School or Sixth Form into disrepute outside of the school will result in temporary or permanent exclusion.
- Possession of alcohol, any dangerous or illegal items will result in temporary or permanent exclusion
- The use of mobile phones is a privilege given to Sixth Formers. However, these may only be used in the Sixth Form Centre and must be switched off around the school and in lessons.

### **Academic Expectations**

- Students must achieve at least an 'E' grade in each of their AS/A2 subjects of study following receipt of the summer results or end of year exam results ( 2 year A level courses). If a pass has not been achieved, they will not progress to A2.

- In addition, students should achieve at least a grade which is within one grade of their predicted MEG Target Grade for AS. Students who are “adrift” from their MEG grade by two grades or more may not be allowed to progress to A2.
- CTEC/BTEC level 3 students must be fully complete all their BTEC/CTEC Year 12 Units at Pass or above before they can continue into Year 13.

### Examinations Entry

- The school will pay for one ‘end of course exam’ in each subject. Consequently, all resits are to be paid for by the student
- If academic staff are concerned about a student’s performance or absence/punctuality record, they may decide on a ‘non entry’ and will be expected to refund examination entry costs or CTEC/BTEC registration costs.
- If a student decides to drop a subject or leave school after the exam entries have been made the student is liable for the costs incurred.
- Any student absent from an exam without adequate medical evidence will be liable for the cost of entry

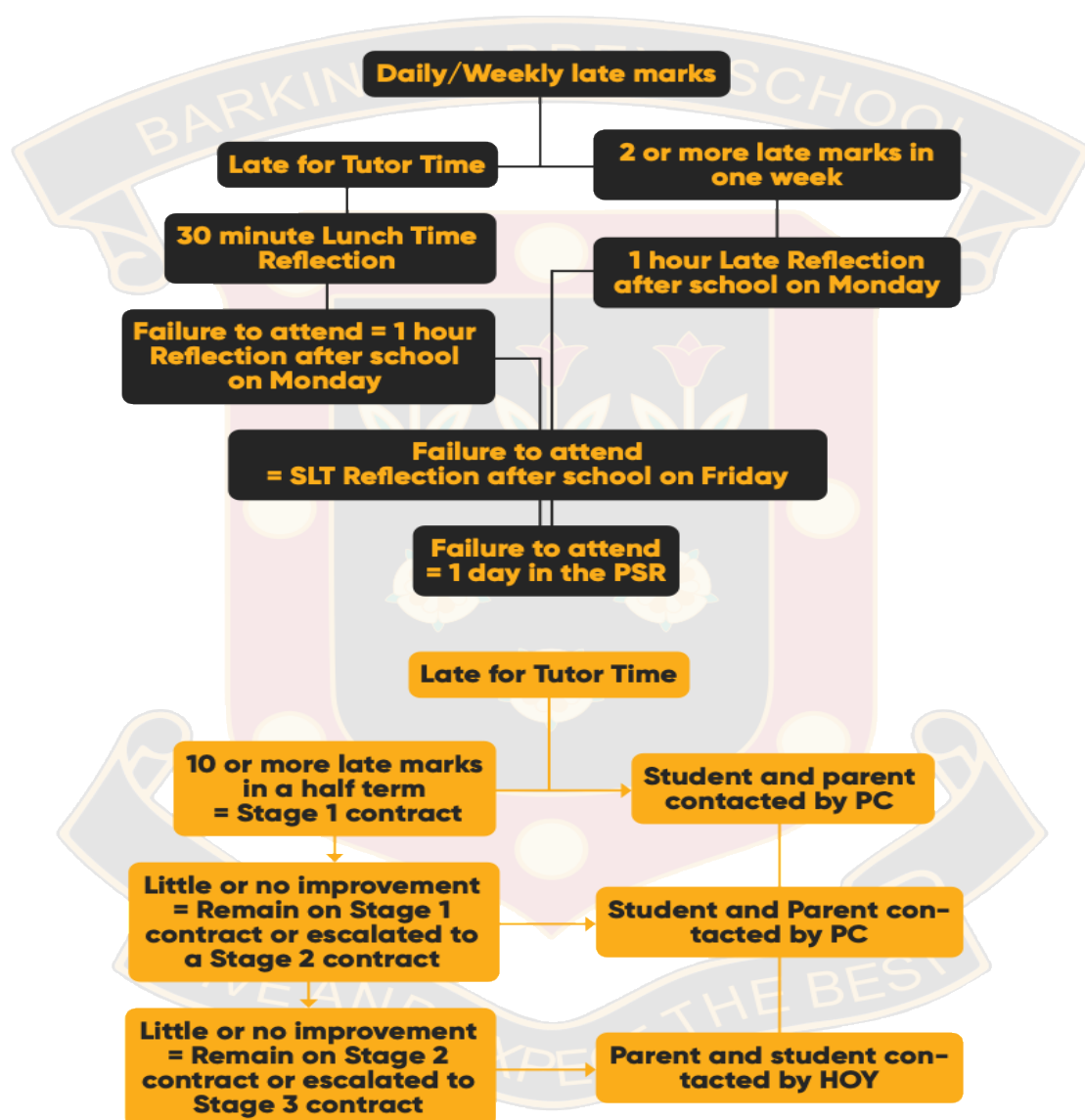
### Attendance and Punctuality Expectations

- Students should aim to maintain a minimum of 95% attendance and punctuality to lessons throughout their course to be successful. Failure to achieve this will result in Parents being contacted and students being placed on an attendance report in the first instance and may jeopardise their place in Sixth Form.
- Attendance to all lessons is **compulsory**. If a student is ill, parents must call the Sixth Form Office on **0203 967 7030** or email [6fattendance@barkingabbeysschool.co.uk](mailto:6fattendance@barkingabbeysschool.co.uk) **ON THE FIRST DAY OF ABSENCE** giving details of their illness and when they are likely to return. For all subsequent days of absence either a phone call is needed each day or an email from Parent/Guardian on the student’s return clearly stating each day of absence. Absences known in advance must be notified to the Sixth Form Office by email. We must impress upon students that the following must be avoided at all costs due to the disruption that it causes:
  - Where academy students have fixtures during a timetabled day, they must make every effort to attend all lessons preceding and proceeding this
  - The Sixth Form recommends that where possible the following should be arranged outside of lesson time:
    - Driving tests
    - Part-time or Summer Employment Interviews
    - University Open days, Taster Days and Summer Schools and Career Insight days (Year 13)
    - Apprenticeship, University and School Leaver interviews (Year 13)
    - Assessment Centre and Admissions Test Interviews (Year 13)

Permission for the latter 3 absences will need to be sought from the Pastoral team with at least a week's notice

- Holidays will affect attendance and attainment levels and **SHOULD NOT** be taken during the school term. Family holidays will not be authorised unless there are extenuating circumstances. Medical and dental appointment must be made outside of school hours. They are not authorised absence.
- **The immediate sanction for a lesson truancy is a one-day referral to the Pastoral Support Room (PSR)**

## PUNCTUALITY SANCTIONS



## Sixth Form Uniform

<b>GIRLS</b>	<b>BOYS</b>
<b>BLAZER:</b> Plain black;	<b>BLAZER:</b> Plain black;
<b>BLOUSE:</b> Plain white, polyester/cotton; white buttons; with top neck button; full length or short sleeves.	<b>SHIRT:</b> Plain white, polyester/cotton; white buttons; with top neck button; full length or short sleeves.
<b>TIE:</b> Barking Abbey School Sixth form tie	<b>TIE:</b> Barking Abbey School Sixth form tie
<b>PULLOVER/JUMPER:</b> Plain black acrylic/wool, 'V' neck full length sleeve or sleeveless <b>displaying school badge logo.</b>	<b>PULLOVER/JUMPER:</b> Plain black acrylic/wool, 'V' neck full length sleeve or sleeveless <b>displaying school badge logo.</b>
<b>TROUSERS:</b> Plain black polyester or polyester viscose, school-style; straight legs. Denim style fabric, or tight-fitting garments are not accepted.	<b>TROUSERS:</b> Plain black polyester or polyester viscose, school-style; straight legs. Denim style fabric, or tight-fitting garments are not accepted.
<b>SKIRT:</b> Plain black; polyester and viscose; <b>fully pleated knee length.</b>	
<b>SOCKS:</b> Plain black if worn with trousers. If worn with a skirt: plain white ankle or long below the knee, or long black socks with skirts, 'flesh' plain or black tights, non-patterned.	<b>SOCKS:</b> Plain black
<b>SHOES:</b> Plain black; leather polished uppers; "low-cut" side styles; lace-up, buckle, Velcro or elasticated sides; flat heels (no more than 2.5 cm.) (no plimsolls, trainers or canvas styles)	<b>SHOES:</b> Plain black; leather polished uppers; "low-cut" side styles; lace-up, buckle, Velcro or elasticated sides; flat heels (no more than 2.5 cm.) (no plimsolls, trainers or canvas styles)
<b>HEADSCARVES:</b> Any religious headscarves must be black white or a uniformed colour and <b>not</b> be patterned, school tie must be visible.	
<b>HATS:</b> Hats are not to be worn on the school premises unless permission is granted by the school in severe bouts of hot or cold weather.	<b>HATS:</b> Hats are not to be worn on the school premises unless permission is granted by the school in severe bouts of hot or cold weather.

**OUTERWEAR:** Students are permitted to wear sensible, warm, and waterproof coats when the weather determines this is necessary that are neither elaborate nor over-expensive e.g. the wearing of leather or designer coats is inappropriate and not in keeping with our way. The base colour of coats should, if possible, be black; it is vital that all items of school clothing are clearly named, especially outdoor wear. **It is not acceptable to wear current fashion items of clothing or hooded tops.**

Whilst neither the London Borough of Barking and Dagenham, nor Barking Abbey School can be liable for any loss of or damage to clothing brought and/or worn on the school premises, every effort is made to keep students' clothing safe.

**BAGS:** A rucksack-type with two shoulder straps is preferred by most students as the weight is more evenly distributed. In the restricted spaces of corridors and classrooms, an appropriately sized bag is essential.

### **TRANSFER TO YEAR 13**

At the end of Year 1 students may apply to admission to Year 13; this **transfer is not automatic**. Students' acceptance into Year 13 will be determined by successful completion of the Year 12 Contract and in particular:-

- Above 90% attendance and punctuality
- An impeccable behaviour record
- A pass in a minimum of 3 A Levels or Extended C/BTEC Diploma (or equivalent if combined) at AS or year 12 internal examinations.
- Departmental agreement re students admission onto Year 13 course

**THE FINAL DECISION ON ANY ISSUE WILL BE MADE BY THE HEADS OF SIXTH FORM.**

**At the end of Year 12, you will apply for admittance to Year 13; transfer is not automatic. Your acceptance into year 13 will be determined by your attendance, punctuality, effort, progress, and behaviour record together with success in your Public Examination result**

### **THE 16-19 BURSARY FUND**

The Bursary Fund is available for students who fulfil the criteria: -

- All students in receipt of Free School Meals
- Young people that are looked after, care leaver, those in receipt of Income Support and disabled young people.

Please note the payment is dependent on adherence to the Sixth Form Contract and will be paid termly into the students' bank account.

### **A FEW OTHER DO'S AND DON'TS**

The main method of contact between staff and students is the school e-mail system. You **MUST** check you e-mails daily. They can be read from your smart phones and home computers too!

- Sixth Formers are permitted to use Mobile phones or MP3 players in the Sixth Form Centre and Study Areas **ONLY**. The volume should **NEVER** be audible to others and under **NO** circumstances should they be used elsewhere in the school including the Supervised Study Centre.
- Guests may **NOT** be invited onto the school premises
- Always assume work will be set by absent teachers. If there has been no message, go along to your timetabled room and await instruction from a member of the departmental teaching staff. Do not rely on another students' information. If this fails, try to find the Head of Department. There should always be plenty to be getting on with; learning in the Sixth Form in an ongoing process!

## **WHAT IS THE PROCEDURE FOR THOSE WHO DISCOVER THEY MAY HAVE CHOSEN A SUBJECT UNWISELY?**

This does happen occasionally and for a variety of reasons. Some find the transition from G.C.S.E. to “A” Level impossible, whilst others learn that the combination of subjects may not fulfil the entry requirement for a newly acquired career interest. Whatever the reason, it is important to act promptly. Discuss the concern with your subject teacher and Head of department. You must then see the Heads of Sixth Form who will advise if it seems practical and worthwhile to change subjects. Any changes must be completed before mid-September.

## **SIXTH FORM REFERRAL SYSTEM**

In the Sixth Form there is a continuous referral system used by staff. A “Report” may be issued where for a short monitoring time (usually 3 weeks) you are set a number of key targets by your subject teacher and that department if at any time, in their view, your work, attitude or behaviour is not up to standard. If your work is handed in late, you may also be referred. You can be referred at any time. If you are referred, your Form Tutor will interview you. In many instances, the Pastoral team in the Sixth Form may also interview you. Parents will be contacted where it is deemed necessary.

All non-attendance at lessons will be monitored by your Form Tutor and our Attendance Officer, who will follow the absence up, and remember you are responsible for accounting for all absences. Assistant Heads of Year will place students on report as and when they deem necessary. Students may be placed on Stage 1/ 2/Stage 3 Student Contract if concerns persist and could be withdrawn from their programme of study.

## **MONITORING OF PROGRESS.**

In December of your first term a report will be written by all staff who teach you. These will be issued to parents by post. Year 12 students have an early Parents’ Evening which it is hoped all parents will attend. Students will be expected to make appointments with all relevant staff.

Further written reports will be completed during the Summer Term to summarise your progress over the year. A tracking document recording your expected level of attainment and actual progress will be sent home with each report.

Students who regularly breach Barking Abbey Sixth Forms’ expected standard of behaviour or attainment will be put on a contract as a condition for them staying on their courses. If the Contract is breached, students will be withdrawn from that subject.

## **EXTRA-CIRRICULAR ACTIVITIES**

During the school day, in addition to your academic studies you will have the opportunity to take part in:-

### **1. Sports Activities**

Use of the Fitness Suite on completion of the Induction Programme after school.

### **2. Work Experience**

We strongly advise **all** prospective Medics, Dentists, Vets, Teachers and those helping in the caring professions, to complete Work Experience. See your Form Tutor or Heads of Sixth Form for advice.

### **3. Sixth Form Council.**

You will have the opportunity to apply to be a representative on the Sixth Form Council and help make a difference to our Sixth Form. You will be expected to attend regular meeting should you be selected.



## **A-Z List : This has been compiled for students by current 6<sup>th</sup> form students**

**A = Attendance** – 95% and above is the desired figure. Fall below this and contracts will be initiated.

**A = Assessment** – You are regularly assessed on your progress; reports are generated termly and will be accessible to your families by our Arbor portal.

**A = Absence** – If you are unwell, your parents need to contact the school on **0203 967 7030** to report your absence giving the reason and when you are likely to return.

**B = Balance** – Balancing academics, extracurricular activities, and personal life is key! Make sure to develop a structured schedule that allows you to manage your time effectively without feeling overwhelmed.

**B = Banned Items** – The same rules apply regarding banned items in the Sixth form as they do for years 7-11. As a reminder and as stated in the 1966 Education Act, the bringing onto our school premises or the use or carrying of any prohibited items is strictly prohibited:

- Knives and weapons or sharp or dangerous objects - (real/toy/imitation)
- BB Guns - (real/imitation/toy)
- Alcohol (including being under the influence of)
- Illegal drugs (including solvents) ≈ including being under the influence of
- Stolen items
- Laser pens
- Tobacco and cigarette papers (including matches and lighters)
- Vaping pens/vaping related equipment
- Fireworks
- Pornographic images
- Any article that has been or is likely to be used to commit an offence, cause personal injury, or damage property
- Any items likely to cause offence or hurt

**The bringing to school of any banned items as stated can result in permanent removal from Barking Abbey School.**

**B = Behaviour** – As you will be among some of the oldest students in the school, your behaviour is expected to be exemplary – younger students will be watching! (Being sent to the Pastoral Support Room is embarrassing).

**B = Bursary** – For more information please read ‘The 16-19 Bursary Fund’

**C = Coursework** – Coursework contributes significantly to your final grades. Stay on top of your assignments, meet deadlines, and ensure your work is of high quality.

**C = Counselling** – If something is worrying you, no matter how small it is, you can always have a chat with your form tutor or member of the Sixth Form Team who will always be willing to support you and help you get things back on track.

**C = Careers** – Our Careers advisors are Mrs Jarvis and Mrs Glendinning, situated next to the school Library. If you need any advice, please email them to make an appointment.

([JarvisN@barkingabbeysschool.co.uk](mailto:JarvisN@barkingabbeysschool.co.uk) or [GlendinningL@barkingabbeysschool.co.uk](mailto:GlendinningL@barkingabbeysschool.co.uk))

**D = Dress Code** – Full school uniform as previously stated should be worn. Should you not be able to wear a certain item of the uniform, a note should be written by your parent explaining the reason and shown to the Head of Year/Pastoral Co-ordinator.

**D = Dropping a Subject and Choosing a New one** – changing subjects is permitted until the middle of September. In any event, always see your form tutor or member of the Sixth Form Team. However, taking a new subject will mean you must meet the course entry requirements and there must be space on the course.

**D = Deadlines** – Adhering to deadlines is essential. Use your planner or calendar to keep track of submission dates and plan your work accordingly to avoid last-minute stress.

**E = Examinations** – You will be informed well in advance of your examination dates and will be emailed an individual timetable. Should you have any queries regarding your examinations, please see your Head of Year or contact Head of Examinations via email at [DavisS@barkingabbeysschool.co.uk](mailto:DavisS@barkingabbeysschool.co.uk).

**E = Email** – You will have access to a Barking Abbey School Outlook email account. You can only email teachers and not your fellow peers. Please check this at least twice daily and use it as a very important means of communication with your teachers. Communication is key!

**E = Enrichment** – At Barking Abbey, we offer a wide range of different enrichment opportunities for you. It is important you partake to develop valuable skills and use your Period 5 Wednesday sessions productively.

**F = Fire procedure** – if the fire alarm sounds, go directly to the fire assembly point on the field and line up in alphabetical order in your Tutor group, as indicated on the perimeter wall, where a register will be taken by a member of staff. Students are expected to stand in silence and stay in their designated line so that everyone can easily be accounted for.

**F = Future Planning** – Start thinking about your future career. Research different universities, courses, and career paths to make informed decisions about your next steps.

**H = Holidays** – Holidays during term time will not be authorised unless the Head Teacher deems the request 'exceptional' circumstances. A letter requesting absence should be submitted to the school well in advance so that a decision can be made. Remember that unauthorised absences affect your overall attendance and do not look good on a reference should it be required by a future university or employer.

**H = Health** – Maintain a good physical and mental health. Eat a balanced diet, exercise regularly, and get enough sleep. Speak to your form tutor or a member of the Sixth Form Team if you feel stressed or overwhelmed.

**I = Identity Badges** – ID badges are to always be clearly visible whilst on the school site. Should you lose/damage your ID badge, you need to pay £5 for a new one using Parent Pay and email the IT helpdesk on: [helpdesk@barkingabbeysschool.co.uk](mailto:helpdesk@barkingabbeysschool.co.uk) requesting a new ID badge.

**I = Independence** – Sixth Form is the time to develop independence. Take responsibility for your learning and seek help when needed to help you take your own initiative.

**I = Illness at school** – if you become unwell during the school day, you need to speak to Head of Sixth Form, Mr Bouchaara, who will decide whether you can leave. He will contact Reception to let them know you have permission to leave. You will need to sign out before you leave.

**L = Lateness** – If you arrive late to school in the morning you will be placed into a 30-minute lunchtime reflection the same day. Should you miss this reflection it will result in a one-hour after school reflection.

**L = Leaving the premises** – Unless you have prior permission, you are not to leave the school site except at lunchtime or if you do not have a lesson period 5. You are to leave the site at lunchtime between 13:20 – 13:30 via the side entrance, after which it will be locked and only re-opened at 13:50 to allow students to enter for period 5 or leave for the rest of the day.

**L = Leadership** – Develop leadership skills by taking on roles in Sixth Form Council councils, clubs, or group projects. Leadership experience is valuable for university applications and future careers.

**L = Laptops** – You are expected to bring your own laptop /device to work on during the school day. If you do not have one, the school can loan you a device for the duration of your time here. A deposit of £50 is to be paid, which will be refunded once the device is returned undamaged.

**M = Mobile phones** – Mobile phones are permitted but you are only allowed to use them in the Sixth Form Canteen area. Please ensure they are set to silent or turned off during assemblies and lessons, unless otherwise directed by a member of staff.

**M = Motivation** – Stay motivated by reminding yourself of your goals and the reasons why you chose your subjects. Find study techniques and environments that help keep you engaged.

**N = Networking** – Build a network with your fellow peers and teachers. Networking can provide support, guidance, and opportunities in both your academic and professional life.

**O = Organisation** – Stay organised with your notes, assignments, and study materials. Keep your folders up to date. An organised workspace can improve productivity and reduce stress.

**P = Parents Evening** – These usually take place online, unless otherwise stated. This is a really important feedback consultation between your teachers, staff and you and is compulsory to attend.

**P = Preparation** – Prepare thoroughly for exams and assessments. Use past papers, study guides, and revision schedules to ensure you cover all necessary material.

**Q = Questions** – Never hesitate to ask any questions. Asking questions helps clarify doubts and deepens your understanding.

**R = Reports** – You will receive 3 reports throughout the Academic year – Autumn, Spring and Summer. These will be sent out electronically.

**S = Smoking and Vaping** – The same rules apply to Sixth Formers as to the rest of the school. You are not to smoke/vape on or near the school premises, on the way to and from school, on school trips or events. By doing so you seriously damage the reputation of the school and may jeopardise your place in the Sixth Form.

**S = Study Skills** – Develop effective study skills, such as note-taking, and time management. Find out which study techniques work best for you and use them.

**T = Tutor** – Your Form Tutor is one of the most important people in your school journey. They will be your first point of contact for information and advice. They will monitor your attendance and progress and support you in your journey through Sixth Form.

**U = UCAS** – The Universities and Colleges Admissions Service will play a big part in your planning for the future. Please familiarise yourself with it and keep on top of key deadlines for when certain aspects are to be completed: Snooze – you lose!

**V = Verification of Student status** – The Sixth Form office can provide letters or complete forms for travel passes etc.

**V = Volunteering** – Engage in volunteering to gain experience, give back to the community, and develop soft skills. Volunteering can also enhance your university and job applications.

**W = Wi-Fi** – You are expected to bring in a device for study sessions and can connect to the wireless network. Please be aware that any misuse of this facility will result in its use being withdrawn.

**Z = Zero Tolerance** – Sixth Form students are expected to follow the same rules as the rest of the school, and to set a good example. The same punishments will be applied should there be any breaches in conduct – being in the Sixth Form is not an exemption!