

# **St Nicholas Catholic Sixth Form**



**ST NICHOLAS  
CATHOLIC  
SIXTH FORM**

---

**Student Agreement**



Introduction.....	3
1. A commitment to study.....	3
2. School Routines .....	5-9
2.1 Appearance	
2.2 Expectations	
2.3 Attendance Policy	
2.4 Parking	
2.5 Mobile Phones/tablets and other devices	
2.6 Pastoral Care	
2.7 Medical Policy	
3. Learning Resource Centre .....	9
4. St Nicholas Catholic High School Programme of Enrichment.....	10
5. Making Payments to School .....	10
6. Financial Support for Sixth Form Students.....	10
7. The Sixth Form 'Journey' .....	11
8. Keeping Parents/Carers Informed .....	13
9. Useful Websites.....	13
10. Your Sixth Form Commitment.....	14



## Introduction

St Nicholas Catholic Sixth Form take seriously our commitment to promoting a culture of learning and growth embracing the Catholic ethos of the school. In doing this we expect the highest standards from our students in terms of commitment and enthusiasm in all Sixth Form related activities.

Life in this inclusive, diverse and vibrant Sixth Form is based on firm values and provides not only outstanding academic opportunities, but also an environment that enables each student to achieve their full potential, further develop essential life skills and mature as a young person.

Being a Sixth Former at St Nicholas carries with it certain obligations, but in essence there are three fundamental areas which are key to success:

1. **Attendance** – 100% attendance to all timetabled lessons including SME, Directed Study, Enrichment and Form Time
2. **Attainment** – Constantly striving to produce work in line with Alps target grades
3. **Independent Study** – Complementing work done in class with research, reading and responding to feedback from teachers

By choosing to further your studies at St Nicholas Catholic Sixth Form, you are agreeing to meet certain standards, make certain commitments and to accept certain responsibilities. This document sets out what is expected of you so that there will be no misunderstanding later.

### 1. A commitment to study

While there are obviously other aspects to school life, the main reason for choosing to join St Nicholas Catholic Sixth Form is to continue with your education. At St Nicholas Catholic Sixth Form this means studying hard in order to obtain the highest possible grades in your A level examinations and, in most cases, successfully entering university, starting an apprenticeship or pursuing career options.

The points below are designed to create a disciplined working environment and thus give you the best possible chance of success. You will be expected to do your best in all lessons, during independent study sessions and at home. All work must be completed on time and all deadlines met. You must at all times make the maximum effort to ensure that your work is of the required standard. *Persistent lack of effort or missing deadlines could lead to sanctions outlined by the Sixth Form Code of Conduct.*

You will be made aware of your target grades (as calculated by Alps) during the first few weeks of your A Level courses. The responsibility for attaining these targets is largely yours and as Sixth Form students we expect you to be able to organise your own effective work patterns. Part time work is often beneficial, for social development as well as financial benefit, but you should work on the basis that the first 15 hours (2-3 hours per night) outside school “belongs” to your studies. Specific guidance will be available on study skills and time management in timetabled Personal Development Days and through working with your Form Tutor.

***“Every hour of study in the classroom needs to be consolidated by an hour of independent study outside of the classroom”***

Ideas for independent study include:

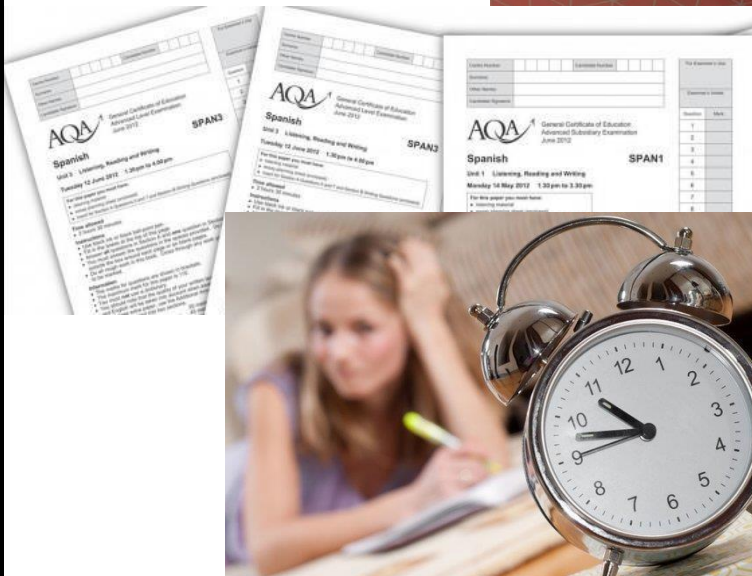
- Re-writing class notes to make them neat and highlight key points.
- Reading around the subject matter currently being discussed
- Researching areas around the subject
- Homework/coursework
- Organising study files
- Past paper exam research



# The Three Steps to Independent study

## Step 1: Content

Organise your folder and create notes using information from lessons

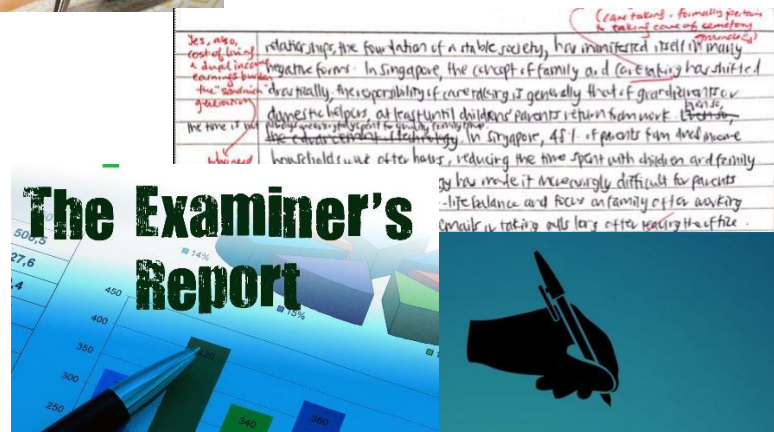


## Step 2: Skills

Learn the content and practise exam technique e.g. answer past paper questions in timed conditions

## Step 3: Feedback

Seek guidance to help you improve in the future



Exam Writing Tips

## 1.1 Home: A Place to Study

Having a space whether it be the bedroom or part of another room at home in where students can work is important. Effective, independent learning habits contribute to success. Establishing a routine for study that fits in with home life is also important and this is especially the case when it comes to coursework preparation and exam revision.

## 2. School Routines

There are routines which govern everyday school life:

### 2.1 Appearance

- All Sixth Form Students should present themselves smartly and acceptably in accordance with our Sixth Form Dress Code below. *Persistent breaching of the Dress Code could lead to sanctions outlined by the Sixth Form Code of Conduct.*
- All students should be seen as clean and smart at all times so that the right standard is set for the rest of the school. Any areas of uncertainty (eg, what constitutes 'extreme' hairstyles) students should check before hand. Ultimately the decision of the school is final.

	<b>Appropriate</b>	<b>Not Appropriate</b>
<b>Head Face and Hair</b>	Clean and smart	Hats or baseball caps, extreme hairstyles
<b>Clothing in general</b>	Clean, smart and appropriate for a school environment	Sportswear, or any item too casual for school environment
<b>Tops</b>	<b>Smart shirt/blouse with collar</b> (tie optional). <b>Smart plain polo shirts</b> are allowed. Shirt/blouse can be long or short sleeved. Students may also choose to wear <b>a formal jacket, plain jumper, smart cardigan.</b>	T shirts, any denim, jumpers with large logos or slogans which could be considered offensive.  Hooded jumpers anywhere (Leavers Hoodies are the only exception in Y13)
<b>Trousers and shorts</b>	<b>Smart trousers or smart shorts</b>	Any denim, skirt/jeans including black denim. Any style of short which is not smart/tailored or any item too casual for a school environment
<b>Skirts and dresses</b>	smart skirts and dresses which are of reasonable length for a school environment	Full-length body-hugging fabric. Skirts which are too short (not appropriate for school environment)
<b>Footwear</b>	<b>Smart formal shoes</b> or canvas trainers which are <b>predominantly black.</b> students can wear heels of an appropriate height	Any type of sports trainer (including plain black running shoes). Any other type of shoe not appropriate for a school environment (eg flip flops)
<b>Outerwear</b>	Smart and student <b>ID badge must be worn at all times</b>	Jackets and coats designed for use outdoors should not be worn in the main school building

## 2.2 Expectations

**Smoking is not permitted** in the building, grounds or locality of the school. This includes the use of E-Cigarettes. Further information around consequences of breaching school rules with regards to banned substances can be found within the whole school behaviour policy and the Sixth Form Code of Conduct which applies to all students at St Nicholas Catholic Sixth Form.

## 2.3 Attendance Policy

All Sixth Form Students at St Nicholas Catholic Sixth Form are to attend **ALL** school sessions including Form Time, SME, Enrichment and Directed Study, unless they have an authorised reason. *Persistent poor attendance to any of the above sessions could lead to sanctions outlined by the Sixth Form Code of Conduct.*

Authorised reasons (listed below) include illness, medical or dental appointments, interview or open day at Higher Education establishment, interview for full time employment/Apprenticeship (not part time) and other reasons which may be authorised by the Director of Sixth Form.

Apart from in the case of illness, all other absences should be notified in writing or by e-mail, in advance. In the case of illness, the school should be contacted by email ([j.toms@st-nicholas.cheshire.sch.uk](mailto:j.toms@st-nicholas.cheshire.sch.uk)) or telephone at the earliest opportunity on the first day of absence and before 9.30am if possible. On the student's return to school a written note signed by a parent for each period of absence must be presented to their Form Tutor.

- ***Attendance at Lessons:***

- When present at school, students must attend **all** timetabled lessons in both examination and non-examination subjects, including timetabled SME, Directed Study and Enrichment sessions.
- If (in exceptional circumstances or an emergency) a student wishes to seek permission to miss a lesson, they must speak to the member of staff teaching the lesson **before** absenting themselves.

- ***Punctuality:***

- Sixth Form Students who arrive late to school **must** sign in on the Fire Register located in the Sixth Form Common Room.
- Registers will be taken in all lessons, including Form Time, SME, Directed Study and Enrichment. Failure to attend any of these sessions will have a negative affect on your overall attendance figure.

- ***Leaving school site during the day:***

- Sixth Form Students are allowed to leave the school premises during the break and lunch and during their independent study periods if they have completed all necessary work.
- If any student does not have any further lessons in a given day and they feel they work better from home they are permitted to sign out. No students should arrange any kind of paid work during the school day.
- Any time any student wishes to leave the school site during the day they must sign out on the fire register in the Common Room and sign back in again on their return. This is a fundamental safeguarding requirement.

- **Holidays**

All leave in term-time is at the discretion of the Director of Sixth Form and the Headteacher. In the event of a holiday absence request being declined any such absence will be noted on attendance records as 'unauthorised'.

The table below summarises what constitutes an authorised absence:

<b>Absence</b>	<b>Authorised</b>	<b>Evidence required</b>
Personal Issues for example: Funeral, Hospital visits (friends or relatives), doctors/Dentist/Opticians appointment etc...	At the discretion of the Sixth Form Leadership	Student to hand in note from parent to school office
Hospital Appointment	Yes	Student to hand in note from parent to school office
Illness	Yes	Student to hand in note from parent to school office or Form Tutor
Driving Lessons	No	
Driving Test – Practical	Yes	Student to hand in note from parent to school office
Driving Test - Theory	No	
Holidays or similar	No	
Job or University Interview	Yes	Student to hand in note from parent to school office
Lateness to lessons or Form Time	No	
Missed the bus/train, car broke down	At the discretion of the Sixth Form Leadership	
Student on Work Related Learning	Yes	Student to provide proof of attendance and agreement to Sixth Form Leadership
Trip/Visit (educational) that is school authorised	Yes	
University Open Days	Yes – but only 3 days during term time	Student to hand in note from parent to school office



Above 97%	<p><b>Less than 6 days absence a year:</b> <b>Excellent attendance!</b></p> <p>Students with this attendance should achieve the best grades they can leading to better prospects for employment, or university.</p>
95%	<p><b>Less than 10 days absence in a year.</b></p> <p>Students with this attendance are likely to achieve their target grades and have good opportunities for employment and university.</p>
90%	<p><b>19 days absence over the year.</b></p> <p>Students with this attendance are missing a month of school per year and may drop an exam grade; it will be difficult for them to achieve their potential. Students below 90% will be placed on Pastoral Intervention.</p>
85%	<p><b>29 days absence in a year.</b></p> <p>These students are missing 6 weeks of school a year, it will be very difficult for them to keep up and achieve their potential.</p>
80%	<p><b>Students with this attendance would miss nearly a year of employment over a five year period.</b></p> <p>Most likely students will be placed on an Assistant Head Teacher attendance contract with the Director of Sixth Form. If at University or in employment, you would be asked to leave, undergo suspension or have employment terminated.</p>

## 2.4 Parking

### ***Cars and motorcycles***

These may be brought to School and left in the 'Tennis Court' car park. ***All drivers must register the car/motorcycle with the Director of Sixth Form*** on the understanding that St Nicholas Catholic High School reserve the right to grant or deny access to any vehicle. **Parking places are limited.** Under no circumstances are students to park at the inconvenience to other staff or visitors to the school. The school is keen to promote safe habits in terms of motor vehicle use by young people and provides a secure parking facility for use by students. Students must adhere to the site safety rules and speed limits at all times. *Persistent breach of driving behaviour or serious misuse of any vehicle could lead to sanctions outlined by the Sixth Form Code of Conduct.*

## 2.5 Mobile Phones/ tablets and other Devices

Sixth Form students are allowed to use these devices in the designated Sixth Form areas only, this is not only to keep in line with the expectations of mobile phones use adhered to by both students and staff, but to also safeguard our Sixth Form students. Mobile phones may be used ***only with the consent*** of their classroom teacher when conducting research or recording homework.

## 2.6 Pastoral Care

Pastoral care for St Nicholas Sixth Students is the responsibility of the Mr Bradley (Director of Sixth Form) along with Mrs Crowe and Mr Bittles (Sixth Form Senior Tutors) and their team of Form Tutors. Routine matters (absence, punctuality etc.) can all be dealt with by the student's Form Tutor and should be the first point of contact. Whenever necessary through persistent lack of attendance or concerns over a student's level of attainment it may be in the student's interest for a Senior Tutor or Mr Bradley to become involved at a more senior level, with parents and where needed external agencies.

It would be of considerable help to us if parents would let the school know of any home circumstances which may affect their child's attitude to their work and school life in general. If you wish to come to school to discuss your son's work, behaviour etc, you will be very welcome to do so. However, it would help us considerably if you would make an appointment to see Mr Bradley (Director of Sixth Form) or the member of staff concerned, either by contacting them directly, or by calling/e-mailing the school.

## 2.7 Medical Policy

If it is felt that a student is too unwell to continue in school, parents will be contacted by telephone and requested to collect them. If parents cannot be contacted, the school will use alternative emergency contacts supplied by parents. If parents consent then students can make their own way home.

## 3. Learning Resource Centre

This is a particularly important resource for Sixth Form Students. Specific requests for materials should be directed to Mrs K Walker Roberts the Librarian. Sixth Form Students may borrow books in accordance with the loan policy from the LRC. Items can be renewed at the end of the loan period. Laptops are also available to use but must remain within the LRC.

#### 4. St Nicholas Catholic Sixth Form Programme of Enrichment

***We believe that here at St Nicholas Catholic Sixth Form we offer a unique, personal learning environment that will ensure our students are fully prepared for the next steps in their life's journey, safe in the knowledge that they are part of a community where 'EVERYONE MATTERS'.***

Enrichment is broken down into one hour of '**Personal Enrichment**' and one hour of '**Community Enrichment**'

##### **Personal Enrichment:**

Sixth Form students will have Wednesday Lesson 4 to choose an Enrichment Programme that suits their own individual needs and aspirations. Each half term students will choose an 'onsite' elective (examples from the list below) which they will spend a minimum of one hour each Wednesday, allowing them to ensure they are fully prepared for life after Sixth Form wherever that may be.



##### **Community Enrichment:**

Community Enrichment is all about acquiring and developing skills whilst at the same time giving something back to the St Nicholas community. This will be in the form of an hour either; ***volunteering in lessons, student mentoring, subject mentoring, classroom assistant work, paired reading, helping departments with various tasks and activities and even the opportunity to teach elements of their specialism.*** The interpersonal skills and qualities our Sixth Form students can gain from this is immeasurable, as is the positive impact they will be having on younger students lower down the school by being positive role models.

##### **Personal Enrichment Electives:**

1. **Physical Activity** – Joining the Physical Education department for an hour of physical activity in a sport of your choice. Also representing school in both friendly and competitive fixtures in a range of different activities.
2. **MOOCS** – As part of our Unifrog guidance and support you can complete a number of online courses that will expand your knowledge and expertise in any chosen area.
3. **EPQ (2.5 term elective)** – With the help of our experienced EPQ co-ordinator you can take control of your own university style piece of work. This also carries UCAS points and is highly valued by both university admissions tutors and employers.
4. **Mindfulness** – A unique opportunity to work with one of our Learning Mentors on this supportive course which offers strategies and help with exam anxiety, stresses of A-Level life and how to cope with the challenges of being a teenager.
5. **Debating Society** – An opportunity to discuss ideas about relevant topics with an open and balanced agenda. Developing linguistic skills as well as listening skills are essential lifelong skills.

#### 5. Making Payments to School

In line with the rest of the school we operate an on-line system for making payments to school through your Parent Pay Account. Payments for trips, lunches, bus passes as well as any other school related costs can all be made via Parent Pay. We can also use this system to e-mail and keep in contact.

## **6. Financial Support for Sixth Form Students**

The 16-19 Bursary Fund is a cash-limited fund to help Sixth Form students. For eligible students, the fund can help towards the cost of essential course-related costs such as travel to school, equipment, books, essential trips, school clothing, and attending university/job interviews. Further information can be obtained by speaking to a member of staff in the schools Finance Office.

The main priorities for funding are for economically disadvantaged students who need support for learning costs. In the current economic climate, the fund can also help with hardship needs arising from a sudden change in circumstances, such as redundancy or a sudden drop in household income.

Bursary payment will be conditional on the student meeting agreed targets set by the school, for example, 95% attendance, standards of behaviour and performance in relation to targets.



## 7. The Sixth Form 'Journey'

Milestones you can expect to encounter during your two-year A Level programme.

<b>Year 12</b>	
<b>September</b>	<ul style="list-style-type: none"> <li>Finalise any changes to subjects choices <b><u>within the first 2 weeks</u></b></li> <li>Start good habits early:               <ul style="list-style-type: none"> <li>Create subject files</li> <li>Get plenty of file paper and pens</li> <li>Get timetable app for phone</li> <li>Get a diary or set up diary on phone for homework</li> </ul> </li> <li>Find out about Alps and what your target grades are.</li> <li>Make a Senior Prefect Application?</li> <li>Create Unifrog account</li> <li>Think about what Enrichment electives to take</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>Keep on top of work:               <ul style="list-style-type: none"> <li>Time Management</li> <li>Independent Study skills</li> <li>Are you attaining your target grades?</li> </ul> </li> <li>Help out at 6<sup>th</sup> Form Open Evening</li> <li>Get planning where to organise work experience for in January.</li> </ul>
<b>Nov-Dec</b>	<ul style="list-style-type: none"> <li>Tracking &amp; Monitoring Term 1 review</li> <li>Have discussion with your Form Tutor</li> <li>Set Appropriate Targets</li> <li>Review Attendance in Term 1</li> <li>Think about changing Enrichment elective for Term 2</li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>Think about 'wellbeing' over cold dark winter</li> <li>Review Targets set in Term 1</li> <li>Year 12 Mock Exams</li> <li>Work Experience</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>Use Unifrog to start researching for life after A-Levels</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>Tracking &amp; Monitoring Term 2 – review against Term 1 progress</li> <li>Think about Enrichment elective for Term 3</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>Start to book University Open Days (only 3 days off school max) see <a href="http://www.opendays.com">www.opendays.com</a></li> <li>Start to revise for Year 12 End of Year Mock Examinations</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>Start planning your Personal Statement</li> <li>Meet with Form Tutor to discuss future plans</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>Tracking &amp; Monitoring Term 3 – Review attainment over the last year against Alps targets</li> <li>Sit end of year Mocks</li> <li>Review attendance</li> <li>Begin UCAS Application</li> <li>Begin review of 'Next Steps' Booklet</li> </ul>
<b>July</b>	<ul style="list-style-type: none"> <li>Sports Day</li> </ul>

<b>Year 13</b>	
<b>September</b>	<ul style="list-style-type: none"> <li>Finalise: <ul style="list-style-type: none"> <li>UCAS Predicted Grades</li> <li>University Choices</li> <li>Personal Statement</li> </ul> </li> <li>Begin Year 13 Programmes of Study</li> <li>Help with Sixth Form Open Evening</li> <li>Choose final Enrichment Elective</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li><b><u>15<sup>th</sup> UCAS Deadline</u></b></li> <li>Log on to UCAS 'Track' to track application progress.</li> <li>Start looking at Apprenticeships if needed</li> </ul>
<b>Nov-Dec</b>	<ul style="list-style-type: none"> <li>Tracking &amp; Monitoring Term 1 review</li> <li>Have discussion with your Form Tutor</li> <li>Set Appropriate Targets</li> <li>Review Attendance in Term 1</li> <li>Prepare for Mock Interview if needed</li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>Start thinking about prioritising UCAS offers into Firm and Insurance choices</li> <li>Sit Mock Exams</li> <li>Review Targets set in Term 1</li> <li>Begin to use Enrichment time to start revision and preparation for the Final exams</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>Look into Student Finance – <a href="http://www.gov.uk/studentloans">www.gov.uk/studentloans</a></li> <li>Research Accommodation</li> <li>Start applying for Apprenticeship or Employment</li> <li>Start Planning Leavers celebrations</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>Tracking &amp; Monitoring Term 2 – Review against Alps and Predicted Grades</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>Confirm UCAS choices</li> <li>Last chance to ask questions of your subject teachers to facilitate your revision for final exams</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>Final tips from tutors before study leave</li> <li>Leavers Day and Study Leave</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>Exams</li> <li>Leavers Ball</li> </ul>
<b>August</b>	<ul style="list-style-type: none"> <li>Results Day in mid-August</li> <li>Confirm next steps</li> <li>Say thank you and goodbye</li> </ul>

Applications to Universities are managed by a central organisation called UCAS (<https://www.ucas.com/>) A specific area of the website has been created for parents and includes explanations of the application process, the UCAS 'tariff' (the points system used in university offers) as well as additional information relating to finance.

Parents can register at [www.ucas.com/parents](http://www.ucas.com/parents) for a free parents' guide. By registering, parents can receive the guide as well as quarterly up-dates on the application process. Students and parents are also encouraged to use the Unifrog software which will support applications to apprenticeships and university.

Please note that experience shows that early engagement with the application process means that students receive their offers quickly. At St Nicholas Catholic Sixth Form, our expectation is that **applications are completed by 15<sup>th</sup> October**.

## 8. Keeping Parents/Carers Informed

During your child's time in the Sixth Form you will be kept informed of their progress through regular Tracking and Monitoring data, Subject Reports and Parent's Evenings. In addition, if we have particular concerns parents will be contacted and a meeting arranged to address the issues. If you have any concerns you are welcome to contact the Form Tutor, Subject Teacher, Senior Tutor or Mr Bradley to help resolve any issues.

## 9. Useful Web Sites

School Website: <https://st-nicholas.cheshire.sch.uk/>

University Open Days: [www.opendays.com](http://www.opendays.com)

Apprenticeships and University Information and Support : [Unifrog.com](http://Unifrog.com)

Apprenticeship vacancies : <https://www.apprenticeships.gov.uk>

Department for Education and Skills: [www.dfes.gov.uk/student-support](http://www.dfes.gov.uk/student-support)

Student Loans Company: [www.slc.co.uk](http://www.slc.co.uk)

Student Finance Direct (entitlements to government funding): <https://www.gov.uk/student-finance>



## 10. Your Sixth Form Commitment

Being a Sixth Form student is a big commitment and St Nicholas Catholic Sixth Form is completely committed for you to achieve your potential. Having read all of the above documentation what we require is your commitment to agree to the following, which will make your time in Sixth Form as enjoyable, productive and successful as possible:

- I agree I have read all of the above and I'm fully aware of all the expectations of St Nicholas Catholic Sixth Form.
- I agree to contribute to the Catholic ethos of the school and be a role model for younger students in the school in promoting the 4 R's on a daily basis.
- I agree to attend 100% of all timetabled activities including Lessons, Form Time, SME, Directed Study and Enrichment.
- I agree to commit to my studies both inside and outside of the classroom and consistently strive to achieve my Alps target across all subjects.
- I agree to uphold the standards of the Sixth Form Dress code at all times.
- I agree to ALL of the core values outlined as part of the St Nicholas Catholic Sixth Form Student Agreement.
- I understand that persistent and poor levels of behaviour, effort or attendance may lead to further sanctions outlined in the Sixth Form Code of Conduct.

Student Signed.....

Date.....