

ISLEWORTH·&· SYON SCHOOL

Sixth Form Handbook
2016-17



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Isleworth & Syon Mission Statement

Isleworth & Syon is a school which values achievement and diversity, seeing itself as a place of learning dedicated to academic, creative and sporting success and to the development of the whole person. It endeavours to sustain an ethos of civilised community, which enables industrious and imaginative learning to flourish in an atmosphere of well-being and purposeful activity.



Sixth Form Vision

The Sixth Form vision statement aims to support the school's drive to be '**outstanding in every respect.**'

The Sixth Form vision is to provide a level of pastoral care that is outstanding through:

- **Giving guidance and support** that helps Sixth Form students to become well-mannered, resilient, independent and successful learners.
- **Helping to develop** students who leave for University, or the world of work, as confident, positive and reliable young men and women.
- Supporting Sixth Form students in becoming **positive role models** for younger students in school.

Introduction

Welcome to Isleworth & Syon School's Sixth Form.

It is our aim to help you to decide what you wish to do after completing the courses here. We will then work to make sure that you achieve the necessary grades, qualifications and experience needed to succeed in completing those objectives.

The Sixth Form should be more than just a finishing school for university and work. It offers you the chance to learn more study skills, develop personal qualities and improve your time management that you will need in later life. It provides opportunities for you to further extra-curricular and sporting interests, or to develop new ones. As a Sixth Form, we will encourage you to develop by helping you to form the societies or clubs that you would like to set up.

Above all, the Sixth Form is about helping you to realise your potential - whatever that is. We want our Sixth Formers to be successful, whether that is in your learning, on the sports field or furthering your interests outside of the curriculum. We also want our Sixth Formers to be considerate and responsible members of the happy and thriving community we have here at Isleworth & Syon.

As a Sixth Former, you are an integral part of the school. The contribution that you make impacts significantly upon the whole community. We expect you to take an active role in the school, which will make this one of the most enjoyable periods of your life.

Your time in the Sixth Form will pass very quickly, and it is important that you adjust to the demands of 16-19 education very quickly. Your Sixth Form tutors and teachers have a vast amount of experience in helping new Sixth Formers to adjust and you should seek out their help as they will always be pleased to provide advice and guidance. You must remember that a key element of Sixth Form life is openness and honesty; if you are experiencing pastoral or academic difficulties causing you to be behind with deadlines, do not suffer in silence - come and talk to us.

Learning is not a passive activity in the Sixth Form. You cannot just turn up to lessons and hope that your teacher will complete the course for you. Only about 40-50% of the weekly workload will be completed in the classroom. The rest is to be done in your supervised study periods and at home. An independent approach to your learning is vital to be successful at this level, and we will help you to learn how to achieve this during your time here. The school motto - "Together We Learn, Achieve and Succeed" - is a good phrase to learn and remember while studying here.



Mr J Doyle

Assistant Headteacher: Sixth Form Leader

General Information

Sixth Form Staff Team

Assistant Headteacher/Sixth Form Leader	Mr J Doyle
Deputy Head of Sixth Form	Mr M Tachon
Tutors (Year 12/13)	Mr M Adams Miss T Billimoria Mr R Carpenter Mr C Dorris Mr A Nowicki Mr R O'Neill Ms J Stroude

Tutor's File

Your tutors will keep a file on you while you are registered here at Isleworth & Syon School. This file is used to collect information about you while you are here that can be used in any reference that you may need in the future.

The file will contain:

- Your timetable
- Your contact details for emergency
- Copies of your targets
- Copies of your grades
- Copies of your reports
- Copies of formal positive comments made by teachers
- Copies of formal interviews between you and your tutor
- Any letters sent to you or your parents/carers
- Details of activities undertaken within the community
- Details of extra-curricular activities
- Any notes concerning you that might be relevant to a reference in the future

These files will be passed on new tutors should you change tutors while at school here.

School Lunch

Cash is not accepted in the school restaurant; instead, we use a biometric data system, whereby students place their finger on a scanner, which transfers the data into a barcode. The information cannot be re-made into a fingerprint. The information is only used for school purposes and will not be available to any other party.

New students will need to register for the new system in the canteen. Accounts can be topped up with cash or via a cheque (made payable to 'Isleworth & Syon School'). This should be done either during the breakfast service (8.00 - 8.30am) or at morning break (10.30 - 10.50am).

FREE SCHOOL MEALS

Students who receive free school meals (FSM) have a single daily allocation credited to their account. This allocation may only be used at lunch-time. If students receiving FSM wish to make purchases during the breakfast service or morning break, they must top up their account as instructed above.

Term & Holiday Dates – 2016-17

Autumn Term 2016

AUTUMN TERM 1

Thursday 1 September - Friday 21 October

HALF TERM

Monday 24 October - Friday 28 October

AUTUMN TERM 2

Monday 31 October - Thursday 22 December

NOTES

Thursday 1 September - INSET Day

Friday 2 September - INSET Day

Monday 5 September - Year 7 return

Tuesday 6 September - Years 8-13 return

Friday 23 September - INSET Day

Friday 25 November - INSET Day

Monday 28 November - PPA Day

Spring Term 2017

SPRING TERM 1

Monday 9 January - Friday 10 February

HALF TERM

Monday 13 February - Friday 17 February

SPRING TERM 2

Monday 20 February - Friday 31 March

Summer Term 2017

SUMMER TERM 1

Tuesday 18 April - Friday 26 May

HALF TERM

Monday 29 May - Friday 2 June

SUMMER TERM 2

Monday 5 June - Wednesday 19 July

NOTES

Tuesday 18 April - Moderation Day

Monday 1 May - May Day Bank Holiday

Monday 29 May - Spring Bank Holiday

Students will not be required to attend on INSET, Moderation or PPA days, or Bank Holidays. Some senior students may be expected to attend school on Moderation Day.

Summer Holiday 2017

Thursday 20 July - Friday 1 September.

Please note: arrangements for the start of Autumn Term 2017 are still to be confirmed.

HOLIDAYS DURING TERM TIME

- Extended holidays should not be taken during term time. Doing so without the permission of the Headteacher may mean losing your place at school.
- Students are not expected to take holiday leave during term time.
- Families may request leave in term time in exceptional circumstances, by writing a letter to the Headteacher directly. This may/may not be granted depending on the circumstances.
- Students who are absent from school for 10 consecutive days or more without notification and/or the school's permission may lose their place in school.

Key Expectations

As part of your attendance in the Sixth Form, we have a number of basic expectations that students are expected to follow.

Punctuality & Attendance

THE SCHOOL DAY

BUZZER:	8.25am
REGISTRATION:	8.30 - 8.45am
PERIOD 1:	8.45 - 9.45am
PERIOD 2:	9.45 - 10.45am
BREAK:	10.45 - 11.00am
PERIOD 3:	11.00am - 12.00pm
PERIOD 4:	12.00 - 1.00pm
LUNCH:	1.00 - 1.45pm
PERIOD 5:	1.50 - 2.50pm
MENTOR MEETINGS:	2.50 - 3.00pm
PERIOD 6:	3.00 - 4.00pm

- **Sixth Formers must** be in school by 8.25am and attend morning registration if they have lessons in school that day or are in to complete work in their supervised study periods. Once every half term, you will be required to meet with your tutor, during a PM registration slot, to discuss your progress.
- **If you are late** or miss registration, this will be recorded. This data will be used in all **UCAS references and job references** that we write as a school.
- **Students who are repeatedly late** will start to move up the disciplinary chain, as attendance to all registrations and lessons is vital to your success at this level. Letters will be sent home on a termly basis to those with poor punctuality. If no improvements are made following interventions, you could lose your place in the Sixth Form.
- If your child is to be **absent from school for any reason**, parents/carers must let the school know on the **first day of absence**, as well as **each subsequent day** of absence. Any absences that are not reported in this way will be marked as **unauthorised**. To contact sixth form attendance, please telephone **020 8232 7972**, and **not** the main school reception. Please leave an **answerphone message** if you are unable to get through.
- **Students with poor attendance** will have letters and targets sent home at the end of each half term. These letters will highlight unauthorised absence to lessons and registration. If attendance targets are not met, you will lose your place in the Sixth Form.
- Sixth Formers should arrange medical appointments **outside** of school time where possible.
- **Under no circumstances** should driving lessons or part-time work coincide with school hours. It is an expectation that by choosing to come to the Sixth Form, this is the priority in your development.

LESSON ATTENDANCE

- Attendance and punctuality to all of your lessons is the key to your success at Isleworth & Syon. If you have to miss a lesson (e.g. you are attending a one-day conference in another subject), please make sure that you have informed the relevant teachers and the sixth form attendance officer **well in advance**. Remember - it is your responsibility to catch up on any work you have missed.
- Attendance and punctuality to school and lessons will be checked regularly. There is a proven link between attendance and punctuality and good attainment. Casual attendance is not acceptable. Failure to maintain high standards will start a process that may result in you being losing your place in school.
- Please note that if your attendance falls below 95%, this is a cause for concern.

PRESENTATION

- Sixth Form students are expected to dress in smart professional dress (see the Sixth Form Code of Practice [pg. 12] for further details).
- Clothing should be designed not to offend the faith communities represented at the school.
- Please be sensible when choosing items of clothing for school; ask yourself "Is what I'm wearing appropriate for a professional working environment?"

- All teaching staff reserve the right to not allow students into their lessons/registration if they are not dressed appropriately, without any arguments. This will affect your education and attendance rates so do not get the basic requirements wrong for any reason. If you do not return to your lesson in the correct uniform, it will be marked as an 'unauthorised absence'.
- If you are only visiting the school to hand in a piece of work or to see a teacher for extra help, you will still be expected to wear smart professional attire.



TUTOR TIME & REGISTRATION

- Registration is an essential start to the morning and afternoon programmes of school life at Isleworth & Syon and you are expected to attend to all tutorials punctually. In Sixth Form, PM registration is replaced with an Academic Mentor Meeting; this takes place with your tutor. You will have at least one meeting each half term.
- Your tutor will have a key role in overseeing your development as a student, instilling good habits and routines into you, supporting other teachers in your education, and acting as a counsellor of sorts to guide you through a wide range of social challenges. Your tutor will be the person in the school who will have an overview of your progress across all subjects - because of this, they will be in the best position to set you appropriate and achievable targets.
- Therefore, attendance is vital, to allow your tutor to do their job effectively to help you.

ASSEMBLIES

Sixth Form students will have an assembly each Wednesday morning. The venue will alternate between the Main Hall (House Assembly cycle) and the library (Year assembly cycle). The new digital information screen outside the Study Room will be updated with the correct location each week. Attendance to assembly is compulsory as this is where you will be registered for that morning.

Common Misconceptions

MISCONCEPTION	TRUTH
Students are able to eat anywhere in the school building.	You are allowed to eat in the Study Room during break or lunch, provided that you use the bins available. If the Study Room is persistently left in a dirty, messy state, you may be banned from eating inside. Students may also eat in the canteen.
Sixth Form students are allowed to use their mobile phone/tablet/other electronic device anywhere within the school.	You are only permitted to use these devices in the Study Room, but only during break and lunch times. These devices are still not allowed in the corridors or the library. Mobile phones should be kept in 'silent' mode, or, preferably, be switched off.
Students only have to follow the dress code when in lessons or supervised study periods.	You are required to follow the Sixth Form dress code at all times when you are in the school building, no matter how briefly you are visiting. Repeated violations of the dress code could result in you losing your place in the Sixth Form.

Library Expectations

Isleworth & Syon operates a high-quality library with a number of very useful resources. All Sixth Form students are allowed to use the library during morning break, lunchtime, and after school. However, there are a number of conditions to its usage. Failure to adhere to these expectations could lead to usage being restricted.

1. **No eating or drinking** is permitted at any time.
2. Students **may not** use the ICT facilities to **browse any websites not strictly related to their studies**; the computers will be regularly monitored to ensure that inappropriate websites are not being accessed.
3. Students using a computer to play sound must use their own headphones to do so; no sound should be played out loud, as this can disrupt those around you.
4. Students must adhere politely and respectfully to requests from all staff whilst they use the library.

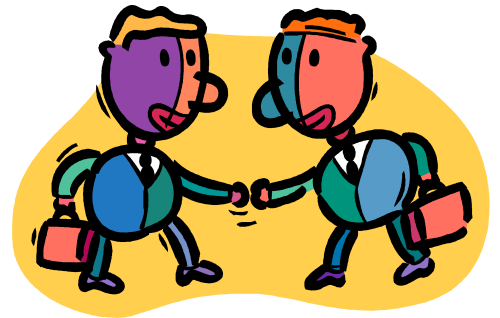
Please remember that Sixth Form students are expected to set an example to younger students at all times.

Feedback

Isleworth & Syon Sixth Form will continue to be an educational establishment for the local community long after all the teachers and pupils have left. To make sure that we evolve and the Sixth Form continues to improve, the school will need your help, ideas and suggestions.

Please feel free to offer your thoughts; it is positively encouraged to get some clubs and societies started that future Sixth Formers can carry on. Views can be passed on to Mr Tachon or any member of the Student Voice team.

This is your Sixth Form and you have two years to make the most of it.



The Curriculum

Year 12 Courses

At Isleworth & Syon, we expect you to commit to 32 hours a week in total to your studies. You will notice that this is a commitment of 8 hours per subject. You are expected to complete work independently.

The less time that you put into to your studies, the lower your final grade will be. 32 hours is considerably lower than the average working week; you will easily fit in all the time required if you adopt a Monday-Friday, 8.30am-5.30pm approach. This approach also frees up your evenings and weekends to pursue many other interests.

Year 13 Courses

In Year 13, students are expected to commit to 30 hours a week in total to your studies. This works out as a commitment of 10 hours per subject - only 4/5 hours of this takes place in the classroom. You are expected to complete the rest independently.

The less time that you put into to your studies, the lower your final grade will be. 30 hours is considerably lower than the average working week; you will easily fit in all the time required if you adopt a Monday-Friday, 8.30am-5.30pm approach. This approach also allows you to pursue other interests in the evenings and during the weekend.

Study Periods

You will find yourself under a lot of pressure in Year 12, and therefore it is important that you use the non-teaching periods that you have productively. We operate supervised study sessions in the Sixth Form Study Room for Years 12 and 13. Year 12 students operate a five-period day from Monday to Friday, and have supervised study sessions if they do not have timetabled lessons. Year 13 students are required to take five study sessions per week on top of their timetabled lessons - they must register for these with Miss Moore.

It is expected that all supervised study takes place inside the study room, **unless** prior permission has been given by a member of the Sixth Form team. Please note that attendance to study periods is compulsory; students must register with Miss Moore upon entry. Attendance is monitored daily; parents/carers will be contacted if a student's record is not satisfactory.

Please see below for a list of areas in the school which can be used for private study:

SIXTH FORM STUDY ROOM

During lesson time, this becomes a **silent** study area for Year 12 students.

It may only be used as a social zone at morning break, lunchtime, and after school.

LIBRARY

Year 13 students **only** are permitted to use the library during their study periods. If you fail to follow Library expectations (see page 8), you will be asked to leave.

SUBJECT CLASSROOMS

Where teachers have spare classrooms in their area, they are often delighted to let you use them. This allows you to get 'on tap' expert advice if needed, as well as enabling you to become a role model for the younger students around the school.

ICT RESOURCES

Computers are located around the school and are best used in your subject areas. Negotiate their use with your subject teachers.

Assessment & Monitoring

In order to ensure that you are meeting the demands of your chosen courses, and to identify and address any difficulties in good time, there will be a number of formal checks made throughout the year.

For those studying AS-Level courses, you will be given target grades for each subject at the start of the year. This is a grade based on your performance at GCSE, indicating the least possible grade that you would be expected to get at the end of the two-year course if you performed as expected.

There will be a number of ways in which you will be monitored:

- **Tutor Interviews:** discussion with your tutor on your progress and attainment during afternoon registration slots.

- **Tutorials:** Ongoing discussions with your tutor to discuss progress, problems and solutions.
- **Subject Teacher Feedback:** feedback from your subject teachers on how well you are working.
- **Assessments:** formal assessment weeks organised by your subjects to give you a realistic assessment in the courses you are studying.
- **Formal Reporting procedures:** this includes your Sixth Form report, a parent/carer meeting, and Progress Sheets, to let you know how you are doing.
- **Attendance and Punctuality Monitoring:** there will be an electronic registration in operation - this will give us immediate and up-to-date information.
- **Target Setting Day:** this is a chance for you and your tutor to get together and review your progress. Having done this, you can both set some targets to help your progression. These will be monitored later on in the year.

Files, Homework & Attainment

Your file is going to be one of the most important assets that you own while studying. It will be the source of all information that you are given for each subject you take. You are expected to have a lever arch file for each subject that you study. You are not required to bring them in for every lesson, unless your subject teacher desires you to do so. You are expected to bring it to tutorials when asked to do so by your form tutor.

To help you keep on top of organisation, your tutors are going to check your files and online organisation regularly. You will be encouraged to use one note and class note to help with organising notes and work. Tutors will be looking for the following things as evidence of your independent learning:

- Your class notes
- Your one note online folders
- Your homework
- Your target grade and what study skills you need to achieve it
- Your notes from the independent study you undertake
- Any handouts from your teacher
- Any additional information from the internet

MEETING HOMEWORK AND COURSE DEADLINES

Subject staff will be requested to record all incidents of failure to meet deadlines on PARS. If this occurs frequently in more than one subject, a Subject or Pastoral Parent/Carer Meeting will be arranged.

Students will also be placed on the academic monitoring programme if they underperform in either the Autumn or Spring assessment weeks.

Key Information including Assessment and Monitoring Dates

All key information regarding the Sixth Form will be posted on the school's website at www.isleworthsyon.org. Here you will find the latest news, notices and information, including important letters that have been sent home. On the school website, there is a dedicated 'Sixth Form' page, which can be located from the main navigation menu on the front page. This contains all the key things that you need to know during your time in the Sixth Form, and shows the latest Sixth Form-specific news.

The school also operates accounts on social media: students are able to follow us on Twitter (@IsleworthSyon) and 'like' us on Facebook ([facebook.com/IsleworthSyon](https://www.facebook.com/IsleworthSyon)), where key messages are communicated.

In September 2015, the school installed a 46-inch LCD digital signage screen outside the Sixth Form Study Room. The Sixth Form team will use this screen throughout the school year to communicate key messages and notices - students should ensure that they check the screen on a regular basis. The screen will also be used to display post-18 opportunities, such as apprenticeships, work shadowing schemes, and more.

Changing Courses

You will have been spoken to a number of times about the most suitable courses for you. We do not expect there to be many changes once the term has started. However, if you do feel that you have to change a course, you must see Mr Doyle immediately. We will involve

teaching staff and parents/carers in the decision about any changes that need to be made. There should certainly be no changes at all after the end of September. Students can only be accepted onto courses that have places available.

Sixth Form Guidance & the Tutorial Programme

Guidance will largely take place in tutor times although there will also be some one-off events. You will be given time to prepare yourself for the next stage in your career. You will be given lots of help and support on applying to Further Education and in particular will have the opportunity to visit a higher education fair. Your subject teachers may also be able to help you when you are thinking about future careers and courses in their subject area.

TARGETS

As a school we view each student as:

- An individual
- Unique
- To be valued

It is our underlying philosophy that we create an atmosphere in which we create happy, socially confident young people who have experienced personal growth and success in what they have set out to do.

To help us do this, though, we expect you to always aim to reach your minimum target grade in every piece of work you do. The first target that you will be given is an ALPs target grade. All you need to know is that this is the minimum grade achieved by 75% of Sixth Form candidates who scored the same GCSE results as you. These results are based on data using approximately 90,000 students each year.

Once you have achieved your minimum target grade regularly, we will set you a new target grade as the initial target grade was only a minimum. We all want the highest grade possible for you to give you as many choices as possible when choosing a career or a course.

All homework and class work should reach the quality of your minimum target grade, or you may be expected to re-do it.



Disciplinary Procedures

Most students will not start this chain in their two years here studying in the Sixth Form, but there will always be a small minority who choose to push the rules, which are designed to help the school to provide the best education possible for the majority. Our concern as a school is to make sure that those who want to learn in a disciplined way are provided with the opportunity that they signed up for.

The following consequences may occur depending upon circumstances and severity of the misdemeanour:

- Meeting with the tutor
- Special meeting with the Tutor and Student
- Meeting with the Sixth Form Leader, student and parents/carers
- Meeting with SLT and parents/carers
- Contracts
- Weekly reports

You have signed up to be a member of the Sixth Form and know what is expected of you. If you break the school rules, it was your choice to do that and under no circumstances are you to be rude to any adult who chooses to discipline you about your misdemeanour.

Sixth Form Code of Practice

YOUR COMMITMENT TO US

- To maintain at least 95%+ attendance in lessons, and to register with your tutor punctually at morning and afternoon sessions
- To attend afternoon academic mentoring sessions with your tutor when requested
- To attend registration sessions and assemblies
- To complete all homework/coursework and meet all deadlines
- To undertake a minimum of 12 hours per week of Independent Learning at AS-Level and 15 hours per week at A2-Level
- To have a good level of personal presentation in terms of neatness and tidiness
- To wear Smart Professional attire at all times. This means:
 - A **suit and tie** for school
 - **Suit-style trousers** (NO chinos or combats)
 - A **skirt and top** (girls)
 - **NO denim jeans or shirts** (regardless of colour) or **T-shirts**
 - **NO trainers**
 - **Black or brown leather** shoes (NO canvas shoes, boat shoes, espadrilles, etc)
 - **NO caps**
 - **NO tracksuit bottoms** or **hooded tops/jumpers** (hoodies)
 - Students' hair should NOT be **artificially coloured** or **have lines or patterns**
 - (Please note: students participating in practical Sports lessons and Drama are permitted to wear appropriate clothing for these activities.)
- To take on responsibilities, as required, at the request of the Head of Sixth Form.
- To be an ambassador for our school
- To carry school ID at all times
- To take responsibility for the upkeep and condition of the Sixth Form Study area
- To contact your tutor or subject teacher if you are unable to attend a lesson in advance if possible
- To catch up on any work missed through absence and inform Miss Moore (Sixth Form Support and Attendance Officer) of absence
- To arrange medical appointments and driving lessons out of school hours
- To follow the Code of Conduct/Behavioural Policy of each school you are attending

OUR COMMITMENT TO YOU

We, as a school, will commit ourselves to the following:

- To provide lessons of quality
- To support you in your work, independent learning, and the activities which you, as a sixth former, organise
- To provide you with opportunities to develop your skills as a young adult and a member of the school community
- To provide academic support including regular feedback on progress
- To provide tutorial support to help you to identify areas for development

We accept the principles set out in the Code of Practice.

Name of Student: _____

Student's signature: _____

Date: _____



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