



SIXTH FORM GUIDEBOOK

FOR

STUDENTS, PARENTS AND STAFF

September 2021



## CONTENTS

1	Introduction	4
2	How to contact Sixth Form staff	4
3	Email contact; SIMS parent and Epraise for parents/carers	4
4	Student Agreement	4
5	Key dates	4
6	Arriving and Leaving School Site	4
7	Fire evacuation procedures	5
8	Timings of the school day	5
9	Term dates	5
10	Photography consent	5
11	ICT Acceptable Use	5
12	Dress code	5
13	Mobile phones	5
14	Smoking	5
15	Facilities	6
16	Number of timetabled hours	6
17	If lessons are cancelled	6
18	Changing courses	6
19	Bus passes	6
20	Bicycles, skateboards or scooters	6
21	Parking permit	6
22	16-19 Bursary	7
23	Free School Meals	7
24	Attendance and absence procedure	8
25	Expected Behaviour	8
26	Communication with students	8
27	Tutoring	8
28	Progress checks and reports	9
29	Target Grades	9
30	Use of Private Study	9
31	Employment (number of hours)	9
32	Examinations	9
33	Study leave	9
34	Extended Projects	10
35	Higher Education Programme	10
36	Consent for Offsite Visits	10
37	Enrichment	10
38	Student Voice	10
39	Leadership opportunities	11
40	Community links	11
41	Careers / Higher Education	11
42	Leaving procedure	11
43	NUS Card	11
44	Safeguarding	11
45	Special educational needs	11

Appendices:   A     Sixth Form Staff  
                   B     Student Agreement

## INTRODUCTION

We hope that your son or daughter is settling into Sixth Form life and have established their daily routine. Students had an induction on their first day to familiarise them with student life and our expectations. Whilst the ethos in the Sixth Form is to grant students more freedom and privileges than in lower school, we do require them to behave responsibly and attend **ALL** lessons, morning registration, timetabled study sessions, work experience placements, tutor time, mentoring meetings and participate in enrichment activities.

This Guide has been created to support students, parents and staff over the next two years with important information you should need to know. Other letters and communication will also be sent out from time to time. Another good point of reference is our Sixth Form web page which has details of any current letters and other relevant key documents: [www.jmhs.hereford.sch.uk](http://www.jmhs.hereford.sch.uk)

## HOW TO CONTACT US

If you should have any query or concern about your son or daughter at any time, you should speak to their Tutor in the first instance (see covering letter for contact details). In some circumstances it may be necessary to contact a member of the Sixth Form Leadership Team and contact information is listed below:

Mr Hawsworth, Head of Sixth Form	01531 638452	<a href="mailto:mark.hawsworth@jmhs.hereford.sch.uk">mark.hawsworth@jmhs.hereford.sch.uk</a>
Mrs Law, Head of Y13	01531 638451	<a href="mailto:maria.law@jmhs.hereford.sch.uk">maria.law@jmhs.hereford.sch.uk</a>
Mrs Cullis, Head of Y12	01531 638451	<a href="mailto:jessica.cullis@jmhs.hereford.sch.uk">jessica.cullis@jmhs.hereford.sch.uk</a>
Mrs Lauzier, Sixth Form Support Officer	01531 638451	<a href="mailto:hannah.lauzier@jmhs.hereford.sch.uk">hannah.lauzier@jmhs.hereford.sch.uk</a>

A full list of Sixth Form staff is shown as Appendix A and they can be contacted on 01531 631012.

## EMAIL CONTACT; SIMS PARENT and Epraise for PARENTS/CARERS

It is important that whilst your son or daughter studies at the Sixth Form we are able to communicate effectively with parents; past experience has shown that early contact is essential in supporting students. SIMS Parent is a system we use to manage students' details. Parents/carers are able to update information directly via an App you can download onto your device or on the website. Instructions are provided on the school's website. ParentApp invitations will be sent to parents who are currently not signed up on Monday 21 September.

Epraise provides students with details of individual homework issued by teachers. It also provides attendance data. In order for parents to access epraise, we would ask you to let the school know if your email address has changed since you last provided us with your email contact details via [data@jmhs.hereford.sch.uk](mailto:data@jmhs.hereford.sch.uk) Without an up to date email address stored on the school system parents will not be able to access epraise. The email addresses will be kept securely and confidentially and will be used solely by the school; they will not be passed on to any third party organisations.

If you have any queries or need any help registering for or using SIMS Parent or epraise, please contact the data team on [data@jmhs.hereford.sch.uk](mailto:data@jmhs.hereford.sch.uk)

## STUDENT AGREEMENT

This clearly lays out the expectations of the student during their time at Sixth Form. Students have been given a copy and asked to accept the Agreement by signing and returning. A copy of the Agreement is shown as Appendix B.

## ARRIVING AND LEAVING SCHOOL SITE

Prompt attendance is required for morning registration by 8.40am. After the first half term, Y12 students who demonstrate reliable records of attendance and excellent attitudes to learning, will be allowed to go off-site during the day when they have study periods. Crucially ALL students must sign in and out of the school site in the Sixth Form Centre. Students who fail to do this will have this privilege withdrawn.

**FIRE EVACUATION PROCEDURES**

In the event of a fire evacuation, students should leave the building they are in by the nearest designated exits. Under no circumstances should anyone attempt a short cut through the school. It is important that everyone moves quickly and quietly to the appropriate place. Students should line up on the Lower Tennis Courts adjacent to the Sixth Form in their assigned Tutor groups. A register will be taken by members of staff present. Students must not re-enter any buildings until authorised to do so by a member of staff.

**TIMINGS OF THE SCHOOL DAY (These have changed slightly to accommodate staggered starts, finishes and breaks between year groups)**

am reg	08.40 Students arrive and go straight to P1 lesson
P1	08.45– 9.50
P2	9.50 – 10.50
Brunch	10.50 – 11.10
P3	11.10– 12.10
Lunch	12.10– 12.40
Pm reg	12.10 – 1.15( <i>tutor sessions</i> ) – <i>Mondays only</i>
P4	1.15 – 2.15 *
P5	2.15 – 3.20

*\*On Wednesdays, Sixth Form lessons will end after P4 for Enrichment activities.*

**PHOTOGRAPHS**

Formal photographs are taken of Y12 students on their first day of term and these will be available to purchase subsequently. From time to time we may wish to take photographs of activities that involve your son/daughter. These photographs may be used for displays, publications and on a website by us, Herefordshire Council or local newspapers. Photography or filming will only take place with the permission of the Head of Sixth Form and under appropriate supervision. Parents of students who attended JMHS in the lower school will have already notified consent. Those students who are new to the school will be asked to sign a copy of the Consent Form. If you wish to withdraw consent, please contact Mrs. Lauzier, [hannah.lauzier@jmhs.hereford.sch.uk](mailto:hannah.lauzier@jmhs.hereford.sch.uk).

**DRESS CODE (SIXTH FORM ONLY)**

Whilst students are not required to wear uniform in the Sixth Form, but we do require students to comply with the following:

- No clothes with offensive slogans or pictures
- No styles that are too extreme or revealing
- No caps, hats or headphones in lessons
- Any piercings should be unobtrusive
- No extreme hairstyles (this includes unnaturally coloured hair)

**MOBILE PHONES (SIXTH FORM ONLY)**

Students should have their mobile phones switched off or on silent mode during lessons and should not have them visible. Outside of lessons mobile phones are restricted to be used in the Sixth Form Common Room, Community Lounge or offsite.

**SMOKING/VAPING**

Students are not permitted to smoke or vape anywhere on the school site.

## **FACILITIES**

The Common Room is well equipped with a flat screen TV, WI-FI connection, pool table and a football table for students to use. For added security and safeguarding of students, CCTV cameras have also been installed in both the Common Room and rear entrance of the Sixth Form Centre.

The Private Study room has over 30 computers with broadband access and is supervised for quiet study time. Sixth Formers are therefore expected to set a good example with a high standard of self-discipline by working silently and alone in the main Library area. A number of free rooms in the Sixth Form Centre are available each period. This is to allow for collaborative work not suited to the silent atmosphere of the Library. Please see the list in the Common Room.

The kitchen has a kettle, water cooler, a fridge, microwave and toaster. Students are welcome to use the facilities but request they always leave the kitchen in a tidy and clean state.

As in lower school, students can either bring their own food to consume or purchase food from the main school dining room or community lounge during brunch and lunchtimes. NB: *Cash is no longer accepted in the dining room and ParentPay is the preferred option. For information on how parents can pay for school meals, trips and events please follow this link: <http://www.jmhs.hereford.sch.uk/parent-pay/>*

## **NUMBER OF TIMETABLED HOURS**

In addition to four hours per subject, students will also be required to attend a study period for each of their chosen subjects which will be timetabled and spent either in the study room or in faculty. These sessions are all compulsory and are included in a student's attendance figures.

Other compulsory timetabled sessions will include: morning registration, Tutor group meetings, mentoring and an enrichment session on a Wednesday afternoon.

## **IF LESSONS ARE CANCELLED**

To minimise disruption, should a member of staff be absent, we will always endeavor to cover the lesson with a specialist teacher. However, if this is not possible, students will be registered and sent work by email to undertake in the Private Study room, which is supervised.

## **CHANGING COURSES**

If a student decides they no longer wish to continue with a subject or want to transfer to another, they must complete a Course Change form. This allows a proper consultation process and must be signed off by their subject teacher, parent and the Head of Sixth Form. The completed form should be passed to the Student Support Officer for processing. NB: The deadline for course changes is Monday 28 September and students will not be permitted to drop subjects thereafter (unless they are transferring between courses).

## **BUS PASSES – POST-16**

For a post-16 bus pass you will need to apply to the Council where your household council tax is paid to. For Herefordshire Council, if you meet the eligibility conditions you can apply for a subsidised bus pass online: <https://www.herefordshire.gov.uk/info/200187/public-transport/166/school-and-college-transport/2>. The current full charge for parental contributions for 2021/22 is £837 a year, either paid in advance online by debit or credit card, or monthly by Direct Debit in ten instalments from September to June. (If you apply after 31 July your monthly payments will differ, see the website for details). Please email [schooltransport@herefordshire.gov.uk](mailto:schooltransport@herefordshire.gov.uk) if you should have a query.

## **BICYCLES, SKATEBOARDS OR SCOOTERS**

For safety reasons, these should not be ridden anywhere on the school site and should be pushed or carried.

## **PARKING PERMIT**

Students may only park a car or motorcycle in school with a valid permit, obtained from the Sixth Form Office. Students will need to provide a photocopy of their driving licence and a valid certificate of insurance. Please be

aware that parking space is extremely limited and priority will be given to students with a greater distance to travel, and we encourage lift sharing. Due to the obvious health and safety implications there are rules concerning driving on the school site that are discussed upon issue of the permit. Failure to adhere to these rules will see the permit withdrawn.

### 16-19 BURSARY

Schools, colleges and training providers have been allocated funds by the Government to help students studying or starting a full-time course who might encounter difficulties with meeting any costs associated with their studies. This could be to assist with travel to school, books and even payments towards school trips. All applications are assessed on an individual basis according to need, and supporting information about income will be required. The fund is administered by the Sixth Form Pastoral Team which deals with all cases in a confidential manner. There are two types of bursary:

1.	<p><b>Vulnerable Bursary (Application A)</b></p> <p>Students who meet the following criteria are eligible to receive up to £1,200 a year:</p> <ul style="list-style-type: none"> <li>a. in care;</li> <li>b. care leaver;</li> <li>c. receiving Income Support or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them, such as a child or a partner;</li> <li>d. receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment Support Allowance or Universal Credit in their own right.</li> </ul> <p>You will need to provide written evidence from your Local Authority or your care status and/or evidence of the above benefits.</p> <p>If you wish to apply, applications with supporting evidence need to be received by no later than Friday 17 September 2021.</p>
2.	<p><b>Discretionary Bursary (Application B)</b></p> <p>Awards are made by the Sixth Form to young people in ways that best fit their needs and circumstances. Bursary awards are targeted towards those young people who face the greatest financial barriers to participation; such as the costs of transport, meals, books and equipment.</p> <p>A financial assessment is necessary and you will need to provide evidence of total household income, which may for example include: Payslips (last 3 months or 4 weekly) or P60 from 2020-2021; Employment Support Allowance; Tax Credit documentation; Pension; Universal Credit documentation; Other means-tested benefit.</p> <p>If you wish to apply for a discretionary bursary, applications need to be submitted with supporting evidence as soon as possible.</p>

Application forms and guidance on how students can apply for either a full or discretionary bursary are available on the school's website [www.jmhs.hereford.sch.uk](http://www.jmhs.hereford.sch.uk) or from Mrs Lauzier 01531 638451.

### FREE SCHOOL MEALS

A student is only eligible to receive a free meal when they, or a parent/guardian on their behalf, have made a successful application to the institution where they are enrolled. Further guidance is available on the school's website [www.jmhs.hereford.sch.uk](http://www.jmhs.hereford.sch.uk) or from Mrs Lauzier: 01531 638451.

## **ATTENDANCE & ABSENCE PROCEDURE**

Students are expected to maintain attendance of at least 96% and their attendance is recorded by teaching staff at the start of lessons. It is important to arrive at school and to all lessons promptly and ready to work. Attendance is monitored by the Sixth Form Leadership team and any absence where no reason has yet been given will be investigated. Students' absence will be closely monitored by the Subject Teacher and Tutor who will intervene and make contact with home if required. Any student who is persistently absent will be referred to the Head of Year or Head of Sixth Form to arrange a meeting with parents to discuss a resolution and the way forward.

- If a student is absent, either the student or parent are asked to contact the Mrs lauzier on 01531 638451 or by email on [hannah.lauzier@jmhs.hereford.sch.uk](mailto:hannah.lauzier@jmhs.hereford.sch.uk) . the same day (preferably by 8.45am) to give a reason for the absence
- If a student knows of any dates in advance when they will be absent (university open days, medical appointments, etc) they should advise their teachers and the Student Support Officer and arrange to catch up with any missed work
- In line with the rest of the school, holidays in term time will not be authorised. Any requests for holiday absence should be directed to the Head of Sixth Form; forms are available from the Student Support Officer.

If a student feels unwell during the school day they should speak to a member of staff before leaving the school site. Staff can then contact a parent/carer to keep them informed and make a decision about whether the student is permitted to leave school site or if they need to be collected by parent/carer.

As students have a number of free periods, all medical appointments, driving lessons and paid work should be arranged outside of lesson time as far as is practicable.

## **EXPECTED BEHAVIOUR**

As senior members of the school community, students are expected to work hard and be good role models for other students at all times. If a student's behaviour is deemed unacceptable at any time an escalating procedure is followed by the Tutor and Head of Year depending on the nature of the incident or if the student's behaviour does not improve.

All students are asked to sign a 'Student Agreement' which clearly lays out our expectations and standards. The Tutor will monitor each student in line with concerns raised at any time for behaviour, attendance and performance and then if required set targets for the student to improve. If no improvement is made then the Tutor will refer the matter to the Head of Year who will arrange a meeting with parents to discuss concerns; if there is still no improvement, ultimately it may be necessary to refer to the Head of Sixth Form who will arrange a meeting with parents to agree a plan of action and discuss the way forward.

## **COMMUNICATION WITH STUDENTS**

As young adults, students are communicated with in a number of ways and it is therefore essential that students take responsibility for their own learning and ensure they check their school email on a daily basis, as well as checking the following information points on a regular basis.

Screen in lobby

Whiteboard in Common Room

Noticeboards

Tutor time/am registration

A directory of resources has been created for students to use which can be accessed through the Shared Area: [W:\Sixth Form\Subjects](#). Students need to familiarise themselves with this area as any documentation for subjects or other useful resources will be saved here.

## **TUTORING**

Students have been assigned an Academic Tutor and Tutor Group and are required to attend tutorial and mentoring sessions as arranged by their Tutor. These sessions will usually be during afternoon registration (12.15pm –



12.45pm) and are crucial in supporting students with their academic learning, target setting, organisation and personal development. Tutors will also be responsible for writing references for post-18 applications.

### **PROGRESS CHECKS AND REPORTS Y12**

Progress Checks	November 2021; February 2022
Reports	June 2022
Parents Evening	27 <sup>th</sup> January 2022
Y12 UCAS Prediction Exams	27 <sup>th</sup> June to 8 <sup>th</sup> July 2022

### **TARGET GRADES**

The Sixth Form uses value added analysis from Oxford Analytics which measures progress from GCSEs to Advanced Level courses. This data can be evaluative and retrospective and can be sub-divided to consider such things as male/female performance and the results of individual departments. Upon entry into the Sixth Form, an average GCSE score per student can be calculated and the figure can determine the expected score at 'A' level using Oxford Analytics predictions. These grades will then be used as a benchmark to monitor progress along with aspirational targets which are set by the teacher and agreed with students.

### **USE OF PRIVATE STUDY**

In order to be successful on their chosen A-level courses, students will generally be expected to undertake approximately 5-7 hours of study (per subject) per week outside of timetabled lessons. Students are actively encouraged to use the Private Study room or allocated free rooms during their study periods to facilitate this. In addition to this independent study, one hour (per subject) will be timetabled and completed in a room nominated by the Faculty and these sessions are compulsory.

### **EMPLOYMENT**

The maximum number of recommended hours a student should undertake paid employment is 10 hours per week outside the hours of 8.40am – 3.20pm. This is the absolute maximum and to exceed this is likely to harm and compromise the progress of the student's studies.

### **EXAMINATIONS**

Under normal circumstances no external AS examinations will be taken at the end of Year 12; instead challenging internal prediction exams will occur in each subject at the end of Year 12. This will give students an accurate assessment of the level they are working at and will be used by staff when predicting grades and writing university and apprenticeship references. They are therefore referred to as 'UCAS Prediction Exams'.

For exam information, please check our website [www.jmhs.hereford.sch.uk](http://www.jmhs.hereford.sch.uk) or contact our exams officer through [exams.officer@jmhs.hereford.sch.uk](mailto:exams.officer@jmhs.hereford.sch.uk)

#### Results days

<http://www.jmhs.hereford.sch.uk/parents-information/exam-dates/>

- Thursday August 2022 (exact date TBC) for GCE A Level Summer 2021 series
- Thursday August 2022(exact date TBC) for GCSE Summer 2021 series for any English or Maths GCSE retakes

### **STUDY LEAVE**

Students are not granted generic study leave but time to study prior to examinations is negotiated and tailored to meet the needs of each individual student in consultation with teaching staff, mentors and Heads of Year. Y13 students will attend revision sessions and will leave after their last exam and/or when they have received confirmation from their teacher that they have completed of all their BTEC or Cambridge Technicals coursework to the required standard.

### **EXTENDED PROJECTS**

Y12 will be given the opportunity to complete an Extended Project which can be a practical project with a 1,000 word essay *or* a straight research essay of 4,000 – 5,000 words. For either option students also need to complete a project log and deliver a presentation on their research area.

Students will have a group taught element to equip them with the necessary skills to successfully complete their projects and will be assigned a supervisor who supports students with the EPQ process.

The benefits of doing an Extended Project are:

- It is equivalent to half an A-level – so extra points
- Students are able to write about their EPQ in their personal statement or CV
- It allows students to talk convincingly at interview about the choices they are making for university or careers
- Students learn study skills crucial for success at university

If students have any questions then please see Mrs Law.

### **HIGHER EDUCATION PROGRAMMES**

In Y12 more able students are offered the chance to participate in two parallel programmes to realise their potential to win places at the highest ranked and most competitive universities.

- The ‘Early Applicant’ Programme is designed for those considering applications to the universities of Oxford or Cambridge or for other competitive ‘early applicant’ courses (including Medicine, Dentistry and Veterinary Science with students being offered dedicated advice and support.
- The ‘HE+ Programme’ is run by Cambridge University in partnership with a select group of maintained sector sixth forms. The purpose of this initiative is to increase student aspiration and encourage applications to competitive universities; the programme provides extension lessons, master classes and specialist advice on competitive entry university applications. There is also a limited number of places on a two day visit to Christ’s College, Cambridge to experience master classes delivered by current Professors.

### **CONSENT FOR OFFSITE VISITS**

In order to reduce the administrative pressure on parents/carers the Sixth Form will obtain only one medical consent form per student which will cover all normal school activities, challenge days, visits to Ledbury, after-school clubs and sports fixtures for the duration of their Sixth Form studies. It will not cover overseas trips, where more detailed information is required. By completing this form you will be giving medical consent for your son or daughter whilst they are off-site and in our care. Before any visit (apart from sports fixtures and after-school clubs), a member of staff will write to you, outlining the details of the visit. At the bottom of the letter will be an option for you to withdraw your son or daughter from the visit if you do not wish them to attend. It is parents/carers responsibility to ensure the medical information is accurate in the first instance and **should it change** inform the school so we can update our records. If the school does not receive a medical consent form then your son or daughter will not be able to go on the planned offsite trip.

### **ENRICHMENT**

There are no lessons timetabled on Wednesday P5 to allow students normally to be involved in enrichment activities which include Team Sports, Performing Arts Group, STEM activities, Volunteering, Sixth Form Newsletter Team, Learning to sign, First Aid and other activities in response to student demand. Fixtures for Football, Mixed Hockey, Netball and Basketball will also take place on Wednesday afternoon. The Private Study is available for students to use but the Common Room is closed from 2.15pm to encourage students to participate in an activity. Students who have external memberships, hobbies or interests (e.g. golf or gym memberships) can elect to pursue these activities on a Wednesday P5 BUT we must receive a letter from parents supporting this and acknowledging that the school will not be supervising or monitoring the health and safety of these externally provided activities.

### **STUDENT VOICE**

Students have the joint responsibility for running and Chairing the Student Voice with support from the Head Students and other volunteers. These students form the Student Voice and with the guidance from the Sixth Form Leadership team will meet regularly to organise social and charity events for the Sixth Form to ensure inclusivity of all students.

### **LEADERSHIP OPPORTUNITIES**

There are many opportunities for the students to get involved in at John Masefield Sixth Form. Every year a group of Year 13 students are selected to promote and run various initiatives. This gives the Year 13 students invaluable leadership opportunities and enables them to promote schemes that all students can get involved in. Some examples of initiatives this year are: students volunteering to assist in lower school lessons, charity fundraising, Student Voice, Student Newsletter and Sports Captains.

### **COMMUNITY LINKS**

Students are actively encouraged to support lower school by undertaking a variety of roles, such as representing the Sixth Form at Open Evenings and becoming Learning Support Assistants. As well as promoting a positive image for lower school students, it can also provide valuable experience for students to reference in personal statements or applications for university and employment.

All students who do either voluntary or paid work in lessons will need to have a formal training session in September, along with safeguarding training and a satisfactory DBS check completed before they are allowed to commence work.

### **CAREERS / HIGHER EDUCATION**

There is excellent ongoing tutor support throughout Sixth Form for choosing a career path and making applications to Universities, apprenticeships and employment. A programme of visiting speakers including higher education providers on degree course study, opportunities and challenge, working options on employment in a range of sectors and guidance with skills required, Hereford and Worcester group training on apprenticeships, and presentations from local apprenticeship and employment providers. In the summer term, a presentation is planned for Y12 students considering Higher Education on the university application process and outside speakers are invited to present to students. On the same day there will also be a talk from a careers advisor on apprenticeships with general career guidance. Following these presentations students attend a workshop to help draft their personal statements for university or CVs for employment.

### **LEAVING PROCEDURE**

If a student decides to leave before the natural completion of their studies, they are required to notify their Tutor and Head of Year and attend an exit interview with the Head of Sixth Form who will offer support, guidance and ascertain what the reasons are for leaving. Students will need to complete a Leavers' form and return all text books and locker keys.

### **NUS CARD**

Students can apply on-line for a NUS card which gives discounts at a number of stores. Full details can be found on their website: [www.nus.org.uk](http://www.nus.org.uk)

### **STUDENT SUPPORT AND SAFEGUARDING**

For students who are having difficulties, there is an extensive support structure in place. In addition to a student's mentor and the Sixth Form Leadership Team, there is a weekly dedicated Sixth Form clinic run by an experienced local GP to support students' health and wellbeing.

The school's designated safeguarding lead is Mr. Andy Williams and the deputy designated safeguarding lead is Mr. Dean Wyatt. A copy of the school's Safeguarding and Child Protection Policy is available on the school's website and from the school on request.

**SPECIAL EDUCATIONAL NEEDS**

In the Sixth Form, all student special needs are addressed in close liaison between the school Special Educational Needs Co-ordinator and Heads of Year 12/13 to ensure the student receives the support they require.

If a student or parent has a concern over dyslexia or any other specific learning need, they should contact Mrs. Cullis or Mrs. Law or as soon as possible to make suitable arrangements for testing; they can be contacted on 01531 638451 or by email [jessica.cullis@jmhs.hereford.sch.uk](mailto:jessica.cullis@jmhs.hereford.sch.uk) or [maria.law@jmhs.hereford.sch.uk](mailto:maria.law@jmhs.hereford.sch.uk).

## Appendix A:

## SIXTH FORM TEACHERS AND TUTORS - 2021-22

Teacher	Subject	Teacher	Subject
Teague, Mrs	Accounting	Vickers, Mrs	Photography
Stevenson, Mr	Art	Crossley, Mr	Physics
Jennings, Dr	Biology	Williams-Hewitt, Ms	Physics
Roberts, Dr	Biology	Law, Mrs	Psychology
Raggett, Ms	Biology		
Rosoman, Mrs	Business		
Teague, Mrs	Business		<b>Tutors</b>
Parker, Mrs	Chemistry	Miss Dix	
Osbourn, Mr	Chemistry	Mr. Bullock	
Kenvyn, Mr	Computing	Mrs Cullis	
Price, Mr	Computing		
Goodall, Mrs	Dance		
Rogers, Mr	Drama		
Kyle, Mrs	Drama		
Drumgold, Ms	English Literature		
Haynes, Ms	English Literature		
Lewis, Dr	English Literature		<b>Heads of Year</b>
Newnes, Miss	English Literature		Mrs Law Y12
Escande, Ms	French		Miss Mason Y13
Lehmann, Ms	French		
Bullock, Mr	Further Maths		<b>Head of Sixth Form</b>
Williams, Mr	Geography		Mr Hawksworth
Wild, Ms	Geography		
Piva, Ms	German		
Whitton, Mrs	German		
Woolley, Ms	Health & Social Care		
Roberts, Mr	Health & Social Care		
Cullis, Mrs	History		
Ward, Mr	History		
Price, Mr	ICT		
Laidler, Mrs	Maths		
Loveridge, Miss	Maths		
Teague, Mrs	Maths Core		
Davis, Miss	Music		
Dix, Miss	PE		
Hawksworth, Mr	PE		
Kontarines, Mr	PE		
Wyatt, Mr	PE		

## Appendix B

**JOHN MASEFIELD SIXTH FORM**STUDENT EXPECTATIONS**Learning Agreement:**

It is important that students and parents/carers have a clear understanding of what will be expected from Sixth Formers as the senior students of the school. This Learning Agreement outlines those expectations.

**Learning Expectations:**

Students within the Sixth Form are considered young adults who must set a model of good behaviour for students in younger years and in the local community. As such the standards required from the students are higher than those in lower school. Generally, you will be given more freedom and privileges in the Sixth Form, however, these carry responsibilities. As a student in our Sixth Form you will be expected to:

**Classwork:**

- arrive punctually at all lessons including tutor /mentor sessions;
- work very hard in all your lessons, taking a full and active part in making lessons successful, along with producing work at or above target grade;
- develop your ability to work independently and with others;
- show resilience and develop the ability to overcome difficulties and learn from your mistakes;
- be ambitious, passionate and inquisitive.

**Homework/Independent Study:**

- give priority to school work and Independent Learning by spending at least 4 hours per week on each subject outside of lesson time;
- complete all work by the set deadline, in detail and at or above your target grade;
- act quickly and effectively on teacher feedback to update and improve work;
- co-operate to keep study areas silent and conducive to learning for all.

**Organisation:**

- achieve attendance of between 96% and 100% for the year;
- prioritise your Sixth Form work above other activities;
- communicate clearly and in a timely manner any planned absences from lessons;
- revise and prepare thoroughly for all internal and external tests to achieve test scores at or above your target grade;
- to support exam success, develop excellent revision resources as you go through the course;
- keep folders (including electronic) well organised and accessible.

**Life Beyond The Classroom:**

- respect the Sixth Form environment and wider school facilities and resources;
- conduct yourself in a manner appropriate as the most senior students in the school, showing respect, tolerance and kindness to all members of the school community;
- dress suitably for a place of work with no extremes of fashion, haircuts/ unnatural colours/ multiple /facial piercings;
- not to smoke on or near to the school campus;
- take part in the range of enrichment activities offered in the Sixth Form, make a positive contribution to school life and become actively involved where possible.

*I understand the expectations outlined above and agree to abide by them. I accept that I may be required to leave the Sixth Form if these Learning Expectations are not met.*

<b>Name of student:</b>			
<b>Signature of student:</b>		<b>Date:</b>	

## Attitude to Learning Descriptors for Progress Checks and Reports

Level	Level descriptor
<b>5 OUTSTANDING</b>	<p><b>Classwork</b> Always works very hard often producing classwork above target grade and scoring above target grade in most internal tests. Displays very high levels of passion, motivation and interest in enthusing others to do the same. Draws on their wider research and reading to inform and enrich classwork and discussion.</p> <p><b>Homework/independent study</b> Unfailingly completes work set to a high standard and often above target grade. Prepares rigorously for all tests and BTEC assignments. Highly proactive in extending own learning with evidence of reading and research beyond the syllabus. Produces very high quality revision materials and regularly self-reviews and reflects on how to improve BTEC assignment work.</p> <p><b>Organisation</b> Always punctual, meets all deadlines, and encourages and supports others in doing the same.</p> <p><b>Beyond the classroom</b> Creates / organises enrichment opportunities for self and others and engages fully with Sixth Form enrichment being an inspiration to other Sixth Form and younger students.</p>
<b>4 EXCELLENT</b>	<p><b>Classwork</b> Works very hard throughout all lessons, always produces work at or above target grade. Routinely displays a high level of motivation and takes a full and active part in lessons.</p> <p><b>Homework/independent study</b> A highly organised independent learner. Unfailingly completes work at or above target grade. Always acts quickly on teacher feedback to improve answers / understanding and is proactive in securing and extending their own learning. Routinely and independently develops revision resources throughout the year. Always responds proactively to peer and class feedback to improve the standard of BTEC work.</p> <p><b>Organisation</b> Always punctual. Work folders/files/ books are very well organised. Always hands work in on time including meeting BTEC assignment deadlines.</p> <p><b>Beyond the classroom</b> Is involved in a range of both enrichment and leadership initiatives contributing strongly to both Sixth Form and whole school communities.</p>
<b>3 GOOD</b>	<p><b>Classwork</b> Frequently works very hard throughout lessons and often produces work at or above target grade. Frequently displays a high level of motivation and takes a full part in most lessons.</p> <p><b>Homework/independent study</b> An organised independent learner. Frequently completes work at target grade or above. Is usually proactive in getting unstuck. Develops revision resources throughout the year when directed. Often acts on teacher or peer review feedback to improve answers/understanding or the standard of BTEC assignment work.</p> <p><b>Organisation</b> Punctual. Work folders/files/ books are well organised. Hands work in on time, including BTEC assignments.</p> <p><b>Beyond the classroom</b> Engages consistently in both enrichment or leadership initiatives.</p>
<b>2 REQUIRES IMPROVEMENT</b>	<p><b>Classwork</b> Sometimes works hard for the duration of lessons. Can produce work at target grade but needs to develop consistency. Can display high levels of motivation but needs to sustain this. Sometimes acts on teacher or peer feedback to improve answers/ understanding or the standard of BTEC assignment work but needs to do this more frequently.</p> <p><b>Homework/independent study</b> A developing independent learner. Sometimes completes independent work at target grade but needs to improve time and effort routinely put in. Needs to be more pro-active and seek help when stuck. Little evidence of the construction of revision resources throughout the year to support exam success and limited action taken to improve BTEC work after feedback.</p> <p><b>Organisation</b> Mostly punctual, Work folders/files/ books are basically organised but some improvements need to be made. Mostly hands work in on time but needs to meet deadlines more consistently. BTEC deadlines are met but work handed in is sometimes incomplete.</p> <p><b>Beyond the classroom</b> Making limited use of the enrichment and leadership opportunities available. Should engage more.</p>
<b>1 VERY POOR</b>	<p><b>Classwork</b> Rarely works hard for the duration of lessons. Infrequently produces work at target grade and needs to apply themselves more fully and consistently. Levels of motivation are often too low for good progress and need to be increased. Rarely acts on feedback to improve answers/understanding or the standard of BTEC assignment work and must do this more frequently.</p> <p><b>Homework/independent study</b> Not acting as an independent learner. Rarely completes independent work at target grade and urgently needs to improve time and effort routinely put in to work outside the classroom. Needs to seek help when stuck. No evidence of the construction of revision resources throughout the year to support exam success or any action taken to improve BTEC work after feedback.</p> <p><b>Organisation</b> Rarely punctual, Work folders/files/ books are poorly organised and improvements need to be made. Rarely hands work in on time. BTEC assignment deadlines have been missed.</p> <p><b>Beyond the classroom.</b> Not engaged in any enrichment or leadership opportunities that are available. Must start to take these opportunities.</p>

A range of strategies will be implemented where a student is not achieving at least Level 3 (Good) and could include:

- your non-contact time being directed to work in the Private Study room or another class;
- requiring you to hand in work to your mentor to check it is complete and to a good standard;
- banning you from the Common Room (except at brunch & lunchtime);
- requiring you to remain in school to work after 3.15pm.

