



POST 16 HANDBOOK

2018-2020

WELCOME

Thank you for your application to Neale-Wade Academy Sixth Form. We believe that choosing to study at Neale-Wade Academy offers you an excellent opportunity to grow, develop and succeed in your chosen studies and will be the gateway to your future career or education.

At Neale-Wade we are proud to offer an extensive range of traditional A-Levels and Applied Level 3 courses. We aim to provide a quality experience that caters for the needs of the communities we serve. Our curriculum allows our students to develop independent study techniques and transferable skills in an encouraging and supportive environment.

In addition to the high quality teaching, the Academy offers excellent facilities, including a modern well equipped kitchen and common room, study spaces and a designated Post 16 IT suite.

At the Academy you will have access to strong pastoral, careers and academic support, to enable you to reach your potential. This is offered through a dedicated Leadership Team and Form Tutors who track and monitor your progress throughout your time at the Academy. The team includes Dr Spibey, Head of Post-16, Mrs Gribble, Assistant Head of Post-16 and Mrs Ayres, Pastoral Assistant. You will also have access to student support and Post-16 Learning Mentors should you need them.

All students at Neale-Wade are assigned to an individual tutor group. You are expected to attend all tutor sessions. The tutors will be your first port of call for all information and advice throughout your time as a Post 16 student.

Your form tutor will discuss your progress throughout the year during sixth form progress review weeks and through parents' evenings, academic mentoring and the reporting process. In Year 13 it is the tutors who will help you through the process of applying to university or your chosen career route.

The Academy provides advice and guidance to all students at Post 16 whether they are applying to university, looking for higher apprenticeships or entering employment. Mrs Helen Parks, our full-time careers advisor is available at all times to offer support and guidance. We run workshops on preparation for employment with local employers, as well as providing opportunities to visit national and local careers exhibitions. We work alongside external agencies including Anglia Ruskin University to ensure all of our students have the support and advice to make informed decisions about their next steps.

We hope that you find this handbook informative but if you do have any questions please do not hesitate to ask either your subject teacher or a member of the Post-16 team.

Dr Spibey

Assistant Principal – Head of Post 16

THE SIXTH FORM TEAM

Dr Spibey

Assistant Principal: Head of Post 16 cspibey@neale-wade.org

Mrs Gribble

Assistant Head of Post 16 cgribble1@neale-wade.org

Mrs Ayres

Pastoral Assistant sayres@neale-wade.org

Mrs Mandley

Director of Careers & Curriculum smandley@neale-wade.org

Mrs Parks

Careers Advisor hparks3@neale-wade.org

The Tutor Team

Mrs Foreman	aforeman@neale-wade.org
Mr Bradbury	sbradbury@neale-wade.org
Mr Alam	falam@neale-wade.org
Mrs Liversedge	eliversedge@neale-wade.org

Your first point of call within the Academy should be your form tutor who is able to deal with a wide variety of issues and concerns. They will be able to help you and refer you to another member of the team if necessary.

The Academy also has a wide range of support in place including additional mentoring and student support services that you may have accessed in lower school, these are available to you if you think you need them or are referred by your tutor.

ENROLMENT

We will support you in making informed decisions about what you would like to study based on your future goals and aspirations. During enrolment, you will have a meeting with a member of the Post-16 team to discuss your choices to ensure that they will enable you to progress successfully onto the next step of your journey.

Enrolment will take place on Tuesday 4 September for Neale-Wade Applicants and Wednesday 5 September for external applicants. You will be given a time slot on results day.

INDUCTION

You will be issued with transition projects during your lessons on transition day. You will be expected to complete the work independently for all of your subjects over the summer and this will be submitted during your first lesson in September. It is a requirement that this work is completed.

The Sixth Form will offer a very different challenge to what you have experienced during your GCSE's. In order to support you with your transition into Sixth Form life, your first day in September will be used to develop a variety of subject based skills that will support you in your studies for each of your chosen courses, these will continue in form time for the next few weeks.

CHANGING COURSES

During enrolment we will discuss your choices with you to ensure that you are on the right programme of study, based on your qualifications, aspirations and interests. However we are aware that on occasions this does not always work out the way that you planned. If such a situation occurs and you wish to make a change to your courses, you will need to see your form tutor in the first instance, who will then refer your request to Dr Spibey. We will do our best to accommodate you where possible, timetable permitting.

The deadline for all course changes is Friday 5 October. After this date no further changes will be made except in exceptional circumstances.

PUNCTUALITY

If you arrive after 8:50am you must report to Student Reception and sign in. You will be marked as late and will be expected to explain your lateness.

You must attend all lessons and registration on time.

Being late for a lesson will be marked as 'L' on the registers and the minutes will be logged. Expect to be challenged about lateness and contact will be made with home.

ATTENDANCE

- You must attend all lessons, form time and assemblies.
- If you are unable to attend school for any reason your parent/carer must inform the school by calling 01354 606000 before registration with a valid reason.
- Dental and medical appointments should wherever possible be made outside of school hours, if this is unavoidable, please provide an appointment card.
- If you miss a lesson for any reason, you are expected to catch up with all work missed and it is your responsibility to collect this from your teachers and arrive prepared for the next lesson.
- Holidays should not be arranged during term time. Any request for leave of absence should be addressed to Dr Spibey in writing.
- Driving tests (theory or practical) should be arranged outside of school hours where at all possible.
- If attendance falls below 95% and does not improve, this could result in you losing your place in the Sixth Form. Letters will be sent home to communicate this with parents/carers.
- Truancy of any sort is completely unacceptable and could result in you losing your place in the Sixth Form.

REGISTRATION AND ASSEMBLIES

- You are expected to attend registration at 8.50am every morning without fail. This time will be used for your personal reflection of your progress in school. Your Form Tutor is the person you need to speak to if you have any issues or concerns within school. This time will also be used to monitor your progress against your targets.
- During registration you will also have assemblies which will be themed.

SIGNING IN AND SIGNING OUT

Students will be able to sign in and out of the Academy during their free lessons provided parental agreement has been received by the Academy.

TEACHER ABSENCE

If a teacher is absent they will set work for you. You will be told whether the lesson will be covered by another teacher or whether you need to work independently in the classroom. Under no circumstances should you assume that that you do not need to attend the lesson.

LEARNING AGREEMENT AND ATTENDANCE POLICY

This is an agreement between you, your parents and the Academy, which highlights the expectations of all parties involved in your learning process. You are expected to read this thoroughly with your parents, sign and return the relevant copies at your enrolment appointment.

BEHAVIOUR IN THE SIXTH FORM

Being in the sixth form provides not only a number of privileges that you haven't had during your time in lower school but also has a large responsibility that comes with it. As you are a member of the sixth form, the younger pupils will copy what you do and how you behave. It is therefore your responsibility to set them a good example.

You will be expected to:

- Set an example of good study habits.
- Act in a mature and responsible way, both in and outside of the Academy.
- Always be polite and considerate.
- Be dressed professionally (see dress code).
- Take part in enrichment activities.
- Do as you are asked by all adults in the school.
- Do not wear earphones or use mobile phones in any areas of the school other than the Sixth Form area or Sixth Form Common Room.
- Do not bring inappropriate items into school.

MONITORING AGAINST TARGETS

You will be given target grades per subject based on your GCSE achievement and will be expected to work towards achieving these grades. Your teachers will regularly mark and assess your work in order to gauge how you are performing in their subject. We will also collect feedback on your effort per subject.

If you are working below your target grade you will be expected to work collaboratively with your teacher and seek appropriate time where you can get additional support to achieve your target grade. This may be during study periods or after school at a time that is most convenient for both.

We will monitor your progress regularly and carefully and if we feel that you need extra support, we will put support in place for you.

If you are considerably below target we will invite your parents in to discuss your progress and review your situation. As part of this meeting we will collaboratively plan a suitable strategy to meet your individual needs and set some clear targets to get you back on track.

INDEPENDENT STUDY EXPECTATIONS

One of the privileges of being in the Sixth Form is that you do not have a full programme of study. If you are in Year 12 you will choose 3 subjects with 5 lessons a week per subject. The remaining hours are study periods and should be used for personal independent study, EPQ or other enrichment activities. This time can be spent in the Sixth Form study rooms for quiet study, the Sixth Form common room for group study or the library if you need additional support materials. You will also have access to the computers in 207.

Students will be expected to spend at least 4 hours per week, per subject, completing independent study. Some of this time will be in school and the remainder will be in your own time. In addition to this you will be expected to:

- Make full use of your study periods.
- Prepare for your lessons – this may include further reading. Your preparation for your lessons is vital to your success. Home learning should extend and reinforce your learning.
- Read around your subject. This will help you pass your exams and gain a deeper understanding of the topic, not to mention help you prepare for university.
- Each subject will provide you with a reading list. Ask your teacher what you should be reading.
- Paid work – If you get a job during your studies, we suggest a maximum of 8 hours per week. This should not have an impact on your studies. Studies must take priority over paid work.

ASSESSMENT POINTS AND MOCK EXAM WEEK

Progress in lessons will be tracked via a number of different assessment points each term. Teachers will use these assessments to monitor your progress. This data will be used by the Post-16 team to look for potential problems or patterns, to enable intervention and support to be put in place to help you reach your potential.

In order to prepare you for the real exams in the summer, we will have a mock exam week. This usually takes place in February but is subject to change. You will be expected to plan and prepare for these exams as they will inform you on how well you are progressing compared to your targets. They will also inform us if you require additional support.

All students will undertake exams at the end of Year 12 to determine whether they are making sufficient progress to return in Year 13.

Vocational courses have strict deadlines for assignment completion. You will be notified of these dates well in advance and you must ensure you meet these deadlines.

UNIVERSITY VISITS

We advise students to visit universities at the weekends and during holiday periods before enrolling onto A2 courses. Permission to attend university interviews, open days or courses at any other time must be requested before the visit, through the Post-16 office. Academy Led visits to Universities will also take place in the summer term.

At Neale-Wade we encourage you to take responsibility for all aspects of your learning and personal development. In order to do this and prepare for your futures successfully, we believe it is important that you dress in a manner that is appropriate for a school or workplace environment.

Your lanyard is a compulsory part of the dress code and must be worn at all times

Item	Acceptable	Unacceptable	Exceptions
Trousers	Tailored Full length Chinos	Blue denim jeans Combat trousers Shorts Tracksuits * Leggings/Jeggings	Leggings may be worn in place of tights under skirts/dresses.
Skirts/Dresses	Tailored Professional appearance	More than 5cm above the knee	
Tops	Shirt with collar Smart polo shirt Blouse Must cover the shoulders and waist	Slogans/pictures Large logos/motifs Vest tops/T-shirts Low cut/sheer	
Jumpers/Jackets	V neck or round neck Jumper/thin cardigan Any colour Tank tops Must cover waist	Sweatshirts Hoodies Large motifs/slogans/pictures	
Footwear	Shoes (Leather) All black trainers	High heels (above 5cm) White soled trainers with visible logo Flip flops	
Jewellery	Discrete Jewellery may be worn		
Body Art/ Piercings	Covered where possible	Inappropriate tattoos/ piercings that are deemed a health and safety hazard	Students must be prepared to remove any piercings if requested by staff.

*Sport students will need to change into sportswear for their practical lessons.

Decisions on the suitability of clothing will lie with the Post-16 team.

Thank you for supporting us in maintaining high standards in Post-16.

IN CASE OF EMERGENCY

If the fire alarm sounds, make your way to the nearest exit following the arrangements given by the teacher for that classroom. You must return to your lesson unless specific instructions are given otherwise.

ENRICHMENT

When applying for university, apprenticeships or jobs, it is extremely important to sell yourself as an individual. Wherever you see yourself after life in the Sixth Form, institutions and employers want to know what makes you stand out. This is where enrichment helps.

Neale-Wade Academy provides you with the opportunity to develop skills outside of the classroom. You will be expected to sign up for at least one of the following:

- Prefect
- Sports (Teams and Active-Participation)
- Paired reading and mentoring
- Teaching and Learning Assistants
- Work Experience
- GCSE Re-Sits (English and Maths)
- Extended Project Qualification
- Level 3 Core Maths

PREFECTS

You will have the opportunity to apply to become a Prefect, enabling you to give your views and shape the way Post-16 works.

One of the key responsibilities of the Prefects is to fundraise for the leaver's meal (Year 13) and Summer Celebration (Year 12). Whether you are Prefect or a member of the Post-16 community, your support in raising the £1000 needed will be vital.

COMMUNICATION

A good link between home and school is vital and you will be expected to give your contact information during enrolment so that we have up to date records for you. If you change your contact details at any point, it is your responsibility to pass this information on to Mrs Ayres who will update your school record.

We will advise parents via e-mail/text message of key events and dates. You can also look on the school website for further updates.

ELECTRONIC ITEMS

You are allowed to have mobile phones at school but these must only be used in the allocated areas which are the Sixth Form floor and the Sixth Form Common Room. Earphones can also be used in these areas only. Phones and earphones should not be visible around the school; you are expected to set a good example to younger students.

Please note that the use of mobile phones in the Sixth Form area is limited to using headphones to listen to music while working. This area is for personal, quiet and independent studies and therefore calls are not to be made or accepted in this area.

Whole school rules for mobiles apply to all sixth formers around the rest of the school site. If a Sixth Form student uses a mobile phone in an out of bounds area they will follow the same procedures and sanctions as the lower school.

E-SAFETY

Computers have been provided in the Sixth Form Learning Centre to support your studies. You may also have access to computers in your subject studies and the LRC. When using school computers you are expected to use the equipment for:

- Class work
- Coursework
- Independent studies
- Homework

All content you access on the internet must be relevant to your studies and inoffensive.

16-19 BURSARIES

If you have been receiving free school meals or if you have an identifiable financial need, you may be entitled to the 16-19 bursary. Mrs Ayres and Dr Spibey can provide application forms and information regarding the application process. You will need to provide proof of household income to support your application, details are contained in the form.

FOOD AND DRINK

ParentPay

The Academy operates the Parent-Pay system for the purchase of food and drink from the canteen. Please see a member of the Post-16 team if you need any assistance.

Sixth Form Study Rooms

No food or drink (except water) is to be consumed in the sixth form study rooms.

Sixth Form Common Room

You are able consume food and drink in the Sixth Form common room (do not bring hot food from the canteen). It is your responsibility to dispose of your waste appropriately. If you do not respect and look after **your** area we will close it for the following day.

SMOKING

Smoking is strictly forbidden on the school site. If you are found to be smoking, this could jeopardise your position in the school.

KEY DATES

Date	Event
Thursday 23 August	GCSE Results Day
Tuesday 4 September	Enrolment Day – Neale-Wade Applicants
Wednesday 5 September	Enrolment Day – External Applicants
Thursday 6 September	Term Starts

USEFUL WEBSITES

www.ucas.com

www.gov.uk/student-finance

www.thestudentroom.co.uk

www.whatuni.com

www.apprenticeships.gov.uk

www.notgoingtouni.co.uk

www.nationalcareersservice.direct.gov.uk

www.wata.co.uk

www.apprenticeshipguide.co.uk

www.plotr.co.uk

www.allthetopbananas.com

www.careerjet.co.uk

www.cv-library.co.uk

www.jobmanji.co.uk

www.jobsite.co.uk

www.jobsgopublic.com

www.jobs.nhs.uk

www.monsterjobs.co.uk

www.totaljobs.com

www.indeed.co.uk

www.youthoria.org

What happens next?
Results day – 23 August 2018

