

George Spencer Sixth Form Student Handbook



2016-2017

Hello and Welcome

I am pleased to welcome you to George Spencer Sixth Form. Enclosed in the handbook are the essentials which will hopefully answer any questions you have. If you look up something and it's not clear, let us know – we want to make sure you find the information you need as easily as possible.

We like to think of ourselves as a warm, welcoming and friendly Sixth Form. We try to keep rules to a minimum and expect you to behave responsibly.

Make sure you start by wanting the very best and the highest standards for yourself. All the staff here – your subject teachers, your learning managers and everyone else are working very hard to give you the best possible educational experience. But, at the end of the day, they haven't a hope without that vital ingredient – YOU! You've got to want to do well, to reach your best standard and get those all-important qualifications – as well, of course, as having a great time making friends and taking part in all the Sixth Form activities available to you. This is your Sixth Form and your opportunity, don't waste it!

Best Wishes

Mrs K Fawcett
Director of Sixth Form

Expectations

Our Beliefs:

- Teaching and learning is the primary activity of the Sixth Form, all its staff and all its students
- It is important to add value to the social, personal and educational experience
- Feedback is important to improve our learning and planning our development
- All individuals are entitled to appropriate support; we value their diversity
- Both students and staff should have high whilst realistic expectations of themselves & others
- Rewarding developments arise from allowing people to have space to develop their individuality and learn from each other

Our expectations of Students	Our expectations of Staff	Our expectations of Managers
<ul style="list-style-type: none"> • Show respect for all our students, staff and the environment • Develop and take responsibility for your own learning and make every lesson count • Attend all lessons and be punctual • Do all the preparation necessary to the best of your ability and meet deadlines • Take a positive attitude to learning, commit to the course and complete successfully • Respond positively to feedback • Allow others to learn • Seek help when needed • Keep the Sixth Form a safe and friendly environment • Become involved in the Sixth Form activities and be open to personal growth and development 	<ul style="list-style-type: none"> • Do all that is expected of students and act as a positive role model • Have the best interests of students at heart • Give effective feedback, set targets & monitor progress • Ensure students are aware of the consequences of their actions and help them make informed choices • Be approachable, positive and a good listener • Inspire, reward and motivate • Make every encounter and every lesson count • Work as a team, be consistent and support each other • Know the subject, the syllabus, the assessment structure, as appropriate, and share this with the students • Know and use the Sixth Form systems & procedures 	<ul style="list-style-type: none"> • Do all that is expected of students & staff and as a positive role model that reflect the Sixth Form's values and good professional practice • Work to ensure all students and staff 'get a good deal' from the Sixth Form • Provide clear systems and procedures that are well communicated to all • Be aware of and respond to the whole Sixth Form teaching and learning needs • Lead, motivate and help all individuals develop to their maximum potential • Involve, listen and respond to students and staff; following up until the issue is resolved • Be supportive and proactive in preventing potential problems

Dress Code

Our Sixth Form students contribute to our positive image and are role models for younger students. As part of our commitment to high standards and pride in our school, students are expected to come to school in smart clothing and footwear. This enhances our collective identity and reinforces our educational purpose.

The Dress Code below is for the Academic Year 2016-2017. There will be a new 'Business' style Dress Code for the Academic Year 2017-2018. Details to be announced during the Autumn term 2016-17.

Male Students

- Jeans, chinos and smart trousers are permitted. No rips, faded patches, frays or visible underwear.
- Tailored shorts will be permitted at a defined date in the summer term
- Smart collared shirt, polo shirt or t-shirt allowed (no offensive slogans or images)
- A smart jumper, hoodie, sweatshirt or cardigan may be worn. (no offensive slogans or images)
- Smart shoes, boots, trainers or plimsolls. For Health & Safety reasons, flip-flops should not be worn.

Female Students

- Jeans, chinos and smart trousers are permitted. No rips, faded patches, frays or visible underwear.
- Tailored shorts will be permitted at a defined date in the summer term
- Skirts of an appropriate length – nearer the knee than the hip!
- A smart jumper, hoodie, sweatshirt or cardigan may be worn. (no offensive slogans or images)
- Smart blouse, shirt or smart top which covers the shoulders and is not inappropriately revealing (no offensive slogans or images)
- Smart shoes, boots, trainers or plimsolls allowed. No high heels, wedges or flip-flops for Health & Safety reasons.

No outdoor clothing is to be worn inside (hats, gloves, scarves)

Remember you are coming into a working environment; you need to dress appropriately.

If you are not deemed to be dressed appropriately then please be prepared to be sent home to get changed.

Sixth Form Pastoral/Learning Team

There is a large team in the Sixth Form who are here to support and guide you through the Sixth Form.

Mrs Fawcett	Director of Learning/Teaching (Key responsibility Year 13)
Miss Coell-Pemberton	Assistant Director of Learning/Teaching (Key responsibility Year 12)
21 Learning Managers (listed below)	
Mrs Mockridge	Pastoral Support Assistant
Miss Aram	Sixth Form Administrator

Learning Managers

Year 12 Learning Manager Groups	Staff Initials	Room
Mrs A Waite	AW	SF15
Mr T Wilkinson	TWL	SF9
Mr D King	DK	SF13
Mr L Prior	LP	SF14
Mr M Powell	MPO	SC9
Ms D Bailey/Mrs S Wilson	DB/SW	SF5
Mrs C Ollis	CSO	SF6
Miss R Jackson	RJ	SF7
Miss K Mulenga	KEM	SF2
Year 13 Learning Manager Groups	Staff Initials	Room
Mr M Ellis	ME	SF8
Mr R Howe	RH	TR
Miss G Gormley/Mrs A Starr	GFG	MA3
Miss k Hancock	KHA	SC4
Mr Sugden/Mrs Ferguson	BS/SF	SF16
Miss L Welsh	LMW	SF10
Mrs K Kelly/Mrs A Brown	SB/ALB	SF1
Miss K Mulenga	KEM	SF2
Staff	Roles	
Miss G Gormley	Brilliant Club	
Mrs Brown/Miss Aram	Work Experience	
Miss Welsh	EPQ	

To contact your Learning Manager/subject staff via email –

Initialsurname@george-spencer.notts.sch.uk

E.g. Miss Georgina Gormley ggormley@george-spencer.notts.sch.uk

You have been allocated a Learning Manager, who may be one of your teachers. Your Learning Manager is your main point of contact with the Sixth Form and has overall responsibility for your welfare; it is important to develop a good working relationship with your Learning Manager. If you are having problems or need advice your Learning Manager is usually the first person you would consult.

In particular, he/she has responsibility for:

- Helping you enter and settle into Sixth Form (Yr12/Yr13)
- Overseeing and supporting your progress and monitoring your attendance.
- Responding to queries about you from your subject teachers
- Delivering the Tutorial Programme
- Helping you plan your career progression for employment or university
- Writing your reference for employment or university
- Informing you of routine administration, such as exam procedures.

Studying in the Sixth Form

You will have non-contact periods which are to be used for Private Study. Whilst we appreciate that you may want to have a short break we would not expect to see you wasting time in the Common Room.

- Consistently aim to produce work of a standard that is acceptable to your subject tutor and that reflects your best efforts.
- Always make a real effort to meet course requirements and review your progress regularly with the support of your Learning Managers.
- If you need any help with study skills, ask for advice and assistance from your Subject Teachers or your Learning Manager.
- Use the Sixth Form Study Centre as a quiet area to focus on your studies. You can also use any spare classrooms that are available. The Common Room is an informal study area.
- Complete all homework/coursework to the best of your ability
- Meet all deadlines
- If you take on a part-time job, then keep the number of hours worked within reasonable and sensible limits. **If you work in excess of 10 hours a week you can expect your studies to be affected and you should question your priorities.**

Pastoral Support

If you have any worries or would like advice on anything at all, whether it is related to your studies or not then please see Mrs Mockridge, our Pastoral Support Assistant who will be able to help you. (based next to the Study Zone)

Study Areas in the Sixth Form

There are two main areas that are designated Sixth Form Study Areas.

1. **Resource Centre** – This is a silent working area. There are computers/books/periodicals and desks available for private study. If you are not using the facility properly you will be asked to leave.
2. **Study Zone** – This room can be used as an informal study area. If you wish to listen to music whilst you are studying this is allowed but it will need to be your own personal device. If you are wasting time in here, you will be asked to get on with some work unless it is break or lunchtime.

A free room list will also be provided and you may use any of the rooms for private study when they are not being used for teaching. There are also a number of computer suites and computers available in classrooms which can be used if the rooms are available or the teacher is happy for you to work in the room.

Timetable

Year 12 students register every morning (except Wed) 8.50 am – 9.15am. **Year 13 students** register with their Learning Manager at least once a week and use the additional registration sessions to complete requirements of Pastoral programme and Career progression. Most Year 12 students study 4 AS (Year 1 A level for some subjects) or equivalents. Some students may study 3 AS (Year 2 A Level for some subjects) +EPQ or Core Maths. Year 13 students study 3 A Level subjects or equivalent. Some subjects have a work placement element as part of the course and in some cases students may have organised work experience to support their career progression. Additional independent study sessions may be added to your study programme if deemed appropriate by your subject teachers or Sixth Form management team.

Registration/Guidance

Year 12

You will register with your Learning Manager **four** times a week – Mon, Tues, Thurs, Fri 8.50am-9.15pm. Registration will include themed assemblies, current affairs discussions, tutor challenges, learning skills, learning reviews and careers/uni prep. **Please be aware that you will be sanctioned if you are absent from registration and lessons without authorisation.**

Year 13

In Year 13 we expect students to be more independent and as such the support and guidance required is variable but continuous for all. Registration sessions will be used for small group meetings as directed by your Learning Manager, each student will meet with their Learning manager each week. When not attending allocated sessions the time is to be used for personal careers research, uni prep, skill development as directed by your Learning Manager.

Session Times and Attendance

The Sixth Form is open from 8.30am until 5.30pm. You are required to attend all sessions including registration, all timetabled subjects and pastoral sessions. Your attendance will be monitored by your Learning Managers, Mrs Mockridge and Subject Staff, this will form part of the Study Programme agreement. However, the biggest challenge for you when staying on in education is managing your time when you are not in lessons. Taught sessions are only part of your programme and it is up to you to organise your time effectively whilst you are at Sixth Form.

If you know you are going to be absent then please inform Mrs Mockridge (Pastoral Support Assistant) – **0115 9170100** or via email **kmockridge@george-spencer.notts.sch.uk**. If you are absent due to illness, please contact the Sixth Form by 9.00am on the first day of absence. If you do not contact the Sixth Form, then please expect a phone call. Please also inform your subject teachers and make arrangements to collect and discuss any work missed.

It is your responsibility to copy up any work missed

Attendance will be closely monitored and if you are absent without prior notice then your parents/guardians will be contacted via GROUPCALL.

Extended Project Qualification (EPQ)

The Extended Project qualification will be offered to all students. The EPQ is in the main an independent project. Skills sessions will be delivered each week by your EPQ coach (teacher). Throughout the year they will offer advice and guidance to support you completing the project.

What do Unis say about the EPQ?

- **University of Southampton:** 'Students could use their project at interview stage and / or in their UCAS personal statement. Certain courses at the University will count 'A' grades achieved in the extended project towards their entry criteria.'
- **University of Manchester:** 'The skills that students develop through the Extended Project are excellent preparation for university-level study.'
- **University of Liverpool:** 'We encourage candidates to draw upon their experience of undertaking the project when writing their personal statement.'

Enrichment

In the Sixth Form it is important for you to focus on your studies. However, you also need to be aware that future employers and University Admissions tutors will want to know about additional contributions you have made to the Sixth Form and/or community. There are a number of opportunities already available such as Sixth Form Magazine, Peer Mentor, Subject Mentor, Charity Events, Sport, Masterclasses, Brilliant Club, Debates, First Aid courses, Swing Band, Drama, Film Club. If you fancy yourself as a bit of a Richard Branson there is the Young Enterprise Scheme and The Duke of Edinburgh Award Scheme which also offers students a fantastic opportunity to develop Leadership skills.

If you don't like what is happening in Sixth Form, then why not join the Sixth Form Council. This is your opportunity to bring about change. Lead the team as the Chairperson, organise social events – Social Secretary, good with money what about becoming the Treasurer.

You might want to start your own club – all suggestions are warmly welcomed. The skills you develop through getting involved will be of great benefit to you when applying to University/Employment. This is your opportunity to make a difference so don't waste it.

Planning for the Future

At George Spencer we know that it is important for students to be fully prepared for their progression to Higher Education/Apprenticeships/Employment. All students follow a structured programme through the Pastoral curriculum including: - research, CV writing, personal statement preparation, interview techniques etc. We also support students requiring additional admissions tests for Oxbridge and competitive courses (STEP,BMAT,UKCAT,LNAT) We invite representatives from a number of local universities and organisations promoting apprenticeships to ensure that students are fully aware of alternative progression routes.

If a student is wishing to carry on to university we do recommend they start researching potential courses early and look at entry requirements. During Year 12 students have the option to do this at school using the Unifrog website – this website compares thousands of universities, apprenticeships and other educational opportunities for students to choose from. Unifrog will also help students write their personal statements for university or offer advice on CVs and cover letters for apprenticeships.

University open days also begin as early as September and this is fantastic opportunity for those aspiring to university to visit and have a look around. It will be a chance to ask questions as really explore future opportunities. Students need to make sure they are proactive in their research and make best use of the resources to help them find the best path forward.

Work Experience/Work Placement

All students in Year 12 are expected to plan their own work experience placement with the support and guidance of their Learning Manager, Miss Coell-Pemberton and Mrs Brown. The work experience must be related to future career options and a structured programme. Ideally work experience should be taken during the allocated time on the calendar following summer exams. Sometimes this may not be possible and this will need to be discussed with their Learning Manager. Once you have secured a work experience placement you will need to complete a work experience form on Moodle. Miss Aram will then confirm with the organisation and do all the checks required.

Some courses have a work placement as an integral part of the course and there may be some students who supplement their studies with a placement that helps them prepare for a future career path.

We also have the advice and guidance of a Futures representative who will be able to offer support with completing applications and career planning.

Student Support Policy

Students at George Spencer Sixth Form need to maintain the equivalent of 3 A Levels in their timetable. Ultimately our aim is to ensure that students complete all of their chosen A Level courses. However, there are some students that require more direction than others to ensure successful completion. For these students it is important that they are aware of the potential implications of failing to meet any of the criteria below. As a result of this it is important that there is a clear evidence trail leading to any decision as to the continuation of students on a course.

Our expectations of Students

- Show respect for all our students, staff and the environment
- Develop and take responsibility for your own learning and make every lesson count
- Attend all lessons and be Punctual
- Do all the preparation necessary to the best of your ability and meet deadlines
- Take a positive attitude to learning, commit to the course and complete successfully
- Respond positively to Feedback
- Allow others to learn
- Seek help when needed
- Keep the Sixth Form a safe and friendly environment
- Become involved in the Sixth Form activities and be open to personal growth and development

Level 1 (Normal classroom monitoring)

- Failure to meet college expectations as detailed in the student handbook (see above) **or**
- Assessed work is not within 1 grade of target grade

Action Required

- **FACULTY** intervention (retain evidence)
- **PARENTAL** contact (retain evidence)

Level 2 (Alerting Sixth Form Team)

- Consistent failure to meet college expectations within lessons **or**
- Failure to meet deadlines on consecutive occasions **or**
- Assessed work not within 1 grade of target grade on consecutive occasions

Action Required

- Students to be placed on **Subject Support Contract**
- Organise **Regular** Supported Study sessions (with relevant faculty/6th form PSA)
- **Inform** Post 16 team (including learning manager, PSA)
- **Parents must be contacted** to discuss Subject Support Contract
- **Review** of Contract at the end in consultation with student and parent, inform 6th form team

Level 3 (Contract and Final Decision)

- Failure to meet the requirements of the subject support

Prior to placing a student on a contract, the relevant Curriculum Leader or teacher should contact the sixth form team, with evidence that the above steps have been followed. A

meeting will then be organised between the student, parents, a member of the sixth form team, and relevant teacher/Curriculum Leader where clear targets can be set. At this meeting parents and student will be made aware of the potential implications of the contract. The Students will then follow this contract (2-3 weeks). Subject Teachers and Learning Managers will monitor progress of the contract on a lesson by lesson basis. **Students will be expected to attend supported study sessions, monitored by Sixth Form PSA or subject teacher.**

At the end of the contract parents will be invited to attend a meeting with a member of the Sixth Form Team and **an evidence based decision** will be made as to whether the student should continue with the course.

A Level Reforms What does this mean for me?

As you are probably aware A level reforms are still underway. This means that new subject specifications are being introduced gradually and currently we have a system of 'old' style A levels where the AS will contribute to the overall A level grade and 'new' style where the AS is decoupled from the A Level (ie does not contribute to the overall grade). As a school we believe it is important to have a clear external indication of how you are progressing with your subjects at the end of Year 12 therefore all subjects will have an AS exam except Textiles and Art which are two year courses. For a two year course you have to complete the two years to gain the qualification.

Not happy with the Subjects Chosen?

Dropping a Subject

When considering dropping a subject you must think carefully about the long term impact. Some points to consider.

1. If you are only doing 3 AS levels you cannot drop the course.
2. Do you need this A Level for your future career?
3. Could you complete the AS then drop the course? This will provide you with additional points for university.
4. You need to be confident that the 3 AS courses you continue with you are going to pass at the end of Year 12 to be able to continue to Year 13.

Procedure

1. Before you drop a subject **you must** discuss any issues with your subject teacher and Learning Manager.
2. If the issues are related to a difficulty with the subject that requires monitoring before a final decision is made, then your subject teacher will issue a 'Subject Intervention' form which will help to support you in your studies before making a final decision.
3. You will be closely monitored before a final decision is made.
4. If the issues cannot be resolved then the 'Dropping a Subject' Form, must be completed. This can be collected from Miss Aram. This must be completed and signed by your subject teacher, parent/guardian and Mrs Fawcett.

You cannot drop the course until the form has been returned to Miss Aram.

Final Deadline for dropping a Course is Friday, 25th September

After this date you must complete the course and take the examination in June unless there are extenuating circumstances which must be discussed with Mrs Fawcett.

Changing a Subject

If you wish to change a subject then you will need to complete a 'Changing a Subject' form, this must be completed by **Friday, 25th September**. This form can be collected from Miss Aram. Initially you must discuss any problems with your Subject Teacher and Learning Manager. It will then be necessary for Mrs Fawcett to discuss the possibility of you joining a new subject with staff concerned before a decision is reached.

You must not swap to another subject area until the paperwork has been completed.

We are committed to maintaining small class sizes as we feel this enables students to achieve the best support. Therefore, any course changes are only possible if there is space available on the course.

Final Deadline for changing a course is Friday, 25th September

Examinations

Please ensure you know the Examination Boards for each of your subject areas and Unit Codes for each Module. Record this information in your planner.

Please ensure you check all Statements of Entry carefully and contact Catrina Gillborn if there are any problems with your entries.

Please make sure you know when your examinations (**do not book any holidays until you are absolutely sure your examinations are finished**) are and ensure you arrive on time for all examinations.

If you fail to arrive for an examination you will be charged for the cost of the examination.

Examinations Resits – VERY IMPORTANT

Only available to Year 13 and only relevant to subjects where the AS contributes to the A level.

If you need to re-sit an examination you will need to complete a re-sit form and these are available from Catrina Gillborn. You will be required to discuss the re-sit with your subject teacher. You will need to complete the form which is to be signed by you, your subject teacher and Mrs Fawcett. The form should then be handed in to Main Reception along with the required fee. Failure to do this before the date stated on the form will mean you will be liable for a late entry fee.

Examination results

AS/A2 Results 2017 – Thursday, 17th August

On results day staff will be available to give advice whether you are returning to Sixth Form or intending to move on to Higher Education.

Certificates will arrive in Sixth Form in November. You can collect your certificates in person alternatively you can provide 4 x First Class stamps and your certificates can be sent recorded delivery.

Bursary

The fund is made available from the government through its funding body – the Education Funding Agency (EFA) for 16-19 year olds – to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

Who is eligible to apply for 16-19 Bursary Funding?

Students following government (YPLA or SFA) funded full time or part-time courses, who are 16 years and over and satisfy one or more of the following criteria: -

- Students aged at least 16 and under 19 years of age on 31/08/16 who are in care, are leaving care, are in direct receipt of Income Support or Universal Credit, or are disabled and in receipt of both Employment Support Allowance and Disability Living Allowance or Personal Independence Payments.
- Students who are economically or socially disadvantaged and at risk of not taking up or continuing in their education. This group includes students with physical or other disabilities, medical conditions and/or learning difficulties.
- Students who have been in care, on probation, are young parents or are otherwise considered at risk.
- Asylum seekers
- Refugees (who will have access to 16-19 Bursary Funding if they are in receipt of supportive evidence from DWP).
- Lone parents

Who is NOT eligible for 16-19 Bursary Funding?

- Students under 16 years of age or over 19 years of age on 31/08/2015.
- Students who do not meet the residency qualifications.

Resources

Books

You will be provided with books for most of your A level courses. Failure to return the books at the end of the course or when you leave will mean that an invoice will be sent to you to cover the cost of the resources.

Computer/Internet Access

If there is abuse of the system in particular the downloading of inappropriate material, you will lose access to the computer system, a letter will be sent home and you may also be excluded. **It is your responsibility to keep your password safe and check the contents of your H drive at regular intervals.**

There are a number of computers available in the Sixth Form Resource Centre and within the classrooms. There are also a number of suites around the school which you can use provided you ask permission from the member of staff using them. You will require a user name and password to gain access to the services available. If you are unsure how to access the computers, please ask the Information Manager located in the Resource Centres. You are able to access your home drive, intranet and email via the home school link. To find out more information log onto moodle.george-spencer.notts.sch.uk

SF12 – This is the only area in the Sixth Form where you will be able to connect to the internet via your personal laptop. In the common room there are a few computers for you to use to check emails etc. If you wish to listen to music whilst you study then you will need to use your own MP3, I-pod or phone.

Catering

We currently use a cashless catering system called sQuid which you will need to apply for during your first week. The cost of the sQuid card is £5.00. The sQuid system allows you to pay for trips and outings and it is also programmed to allow you access to the school site when the gates are closed during the school day. You can still bring your own lunch if you so wish.

Fire Regulations

When the fire bell rings leave following the directions of your subject teacher (If in a lesson). If you are not in a lesson but in the Sixth Form area, then please meet at the car park alongside the Sixth Form. If you are in any other part of the school meet in the cage on Upper or Lower Site as directed.

Motor Vehicles

If you wish to bring a vehicle onto school premises you must complete a Vehicle Information form and hand to Miss Aram. Please make sure you read and complete all of the details indicated on the form. You must also ensure you have the documents available to be checked when applying for permission.

If you do not adhere to the rules in terms of parking in an appropriate space or driving without due care and attention this may result in you not being allowed to park your vehicle on site.

Smoking

The school site is a **Non-Smoking site**, this includes driveways. Clearly we would prefer you not to be smoking for your health and the impression it gives to younger students in the school. If, however, you feel you have to smoke then please make sure you are not in view of any part of the school, take a walk well away from the school.

If you require support for quitting smoking, we have a school nurse who I am sure will be happy to discuss this with you.

What if I need Help?

1. Your **first port of call** should be your Learning Manager or Mrs Mockridge. You will be advised appropriately.

Year 12 issues will be directed to Miss Coell-Pemberton and Year 13 issues will be directed to Mrs Fawcett.

If you require support with Careers information and guidance then please contact Ms Stanley our Futures representative stanley@george-spencer.notts.sch.uk to arrange an appointment

Being Informed

1. Phone the office if you are ill – **0115 9170100** or via email **kmockridge@george-spencer.notts.sch.uk**. If you are going to attend a course, interview, Open Day etc – inform subject teachers, Learning Managers and Mrs Mockridge
2. Check email **everyday**. Staff will use this to contact you.
3. Use email to contact staff, keep them informed about any issues.
4. Check the Sixth Form Notice Boards regularly.

UCAS Calendar

2016

- June/July** You begin to write personal statements and meet with LMs.
July UKCAT tests begin
August 18th Collect AS results.
Sept Decisions made on courses & institutions
Personal statement completed. UCAS on-line application completed.
LNAT, BMAT tests
Sept 3rd -20th Subject staff will amend subject reference in light of AS results,
complete UCAS Predictions Spreadsheet
Sept 26th GSA internal deadline for Oxford, Cambridge, Medical, Dentistry,
Veterinary Science.
Oct 15th Official deadline for Oxbridge, vets etc.
UCAS forms completed and checked.
Nov 7th Our deadline for completed UCAS forms

2017

- Jan 15th** Applications received by UCAS after this date are **LATE**.
Feb Check deadlines for rejecting or accepting offers
Mid-March UCAS Extra is triggered for eligible candidate
End March Universities must tell UCAS their decisions on applications made by the
mid-January deadline
End April Students must reply to their offers by this date
April/May Students choose one or two offers to "keep" - one firm offer and one
insurance offer. Deadline set by UCAS individual to student
End June UCAS stops accepting late applications.

'Provisional' Date 17th August Results Day

Calendar 2016-2017

Date	Year 12	Year 13
05/09/2016	Collect timetables 10 – 2pm Transition Work & Step Up	INSET DAY
06/09/2016	Registration 9:30am Learning Managers	Registration 9:50am Lessons start 10.15am
15/09/2016	Parents Meeting – Intro to Sixth Form	
28/09/2016	CHALLENGE DAY 1 - Tutor Review Day (No Lessons)	
29/09/2016	Parents meet Learning Managers/Target Setting	
03/10/2016-06/10/2016	Assessment Week (Year 12 & 13)	
07/10/2016	INSET DAY	
13/10/2016-19/10/2016	Assessment Point 1 Reporting	
17/10/2016-21/10/2016	SIXTH FORM RAG WEEK	
24/10/2016-28/10/2016	HALF-TERM	
03/11/2016	CHALLENGE DAY 2	
30/11/2016-02/12/2016	Sixth Form Mock Exams	
10/11/2016	SIXTH FORM OPEN EVENING (Entry Sept 2017)	
06/12/2016	CHALLENGE DAY 3 (Lessons as normal)	
08/12/2016-16/12/2016	Assessment Point 2 Reporting	
15/12/2016	Mock Results Day	
21/12/2016-02/01/2017	CHRISTMAS HOLIDAY	
03/01/2017	INSET DAY	
04/01/2017	INSET DAY	
19/01/2017		Year 13 ONLY Progress Evening 4:00pm – 7:00pm
07/02/2017	Year 12 ONLY Progress Meeting 4:00 – 7:00pm	
13/02/2017-17/02/2017	HALF TERM	
28/02/2017	CHALLENGE DAY 4 (Lessons as normal)	
06/03/2017-10/03/2017	Assessment Week	
09/03/2017-22/03/2017	Assessment Point 3 Reporting & Year 13 Reports	
29/03/2017	CHALLENGE DAY 5 (Lessons as normal)	
03/04/2017-17/04/2017	EASTER HOLIDAY	
29/05/2017-02/06/2017	HALF TERM	
05/06/2017-16/06/2017	Work Experience	
19/06/2017	Year 12 Lessons resume	
30/06/2017	SIXTH FORM BALL (Provisional)	
30/06/2017	Tutor Review Day – No lessons	
21/07/2017	SUMMER HOLIDAY	