



# **Ashlawn School Sixth Form**

## **Y12 Induction Pack**

# WELCOME



A warm welcome to all students who are joining us at Ashlawn Sixth Form this September.

We are excited to welcome you to our school and hope that this induction book will give you some information about what to expect from the next stage in your education.

We believe very strongly in providing every student with the support and opportunity to excel in whatever they want to do and prepare you for your post-18 careers.

We hope you will embrace the challenge ahead and we look forward to seeing you in person this September.

Ashlawn Sixth Form

Class of 2022



# Sixth Form Team

Our sixth form team has a wealth of experience in supporting sixth form students with their academics, overall wellbeing and helping them prepare for life after their studies with us.



**Jayne Delves**  
Assistant Principal  
(Sixth Form)

Fav subject: History  
First job: Sandwich maker in a bakery  
Early ambition: Be a policewoman  
Interests: Running, playing and watching tennis, music



**John Naylor**  
Head of Sixth Form

Fav subject: Maths  
First job: Painter / decorator  
Early ambition: Be a policeman  
Interests: Hockey, running, cycling and writing



**Lorraine Cunliffe**  
Head of Year 13

Fav subject: Spanish  
First job: Waitress in the south of France  
Early ambition: To be an organist  
Interests: Netball, keep fit class 'Jungle Body'



**Martyn Gospel**  
Head of Year 12

Fav subject: Geography  
First job: Barman  
Early ambition: To be a professional Footballer  
Interests: Sport – in particular football, live music and going to concerts



**Aimee Williams**  
Learning Coach

Fav subject: PE  
First job: Lloyd's Bank  
Early ambition: To become a PE teacher  
Interests: Crossing things off my bucket list and spending time with my friends and family.



**Louise Stuart**  
Learning Mentor

Fav subject: History  
First job: Baker  
Early ambition: To be a pathologist  
Interests: Time with family, visiting National Trust properties and enjoying outdoors



**Ben Walker**  
Pastoral Assistant

Fav subject: Maths  
First job: Swimming coach / teacher  
Early ambition: To swim or coach at national level (done!!!)  
Interests: Swim, water polo, play saxophone



**Sam Underhill**  
Sixth Form Admin Support

Fav subject: Music  
First job: Worked in a Chemist  
Early ambition: To be a dancer  
Interests: Crafting, DIY and decorating



# The School Day

A typical school day consists of morning and afternoon registration and form time, followed by five lessons, timetabled around morning break and lunch, as follows:

Time	8:45 – 9:05	9:05 – 10:10	10:10 – 11:10	11:10 – 11:30	11:30 – 12:30	12:30- 13:15	13:15 – 14:20	14:20 – 15:20
Activity	Tutor time	Lesson 1	Lesson 2	Break	Lesson 3	Lunch	Lesson 4	Lesson 5

Each student has five lessons per subject per week, which means that most students have 15 hours of 'contact time' with their teachers in the school week and 10 hours of 'non-contact study' time. Extended Project is an additional two hours of contact time for students choosing this as an additional option.

Non-contact study time consists of three timetabled 'supported study' sessions in the Sixth Form Study Hub, and the remainder as 'independent study' lessons in which students can choose where they work.

Form time lasts for 20 minutes each day. During this time, students catch up with their form tutor and take part in a variety of activities. Some of these are relating to personal and academic development, some are tutor group tasks and activities. Activities might also include debates, creative projects or the weekly quiz.

There is also a heavy emphasis on wellbeing and mindfulness to balance the mental demands of sixth form.

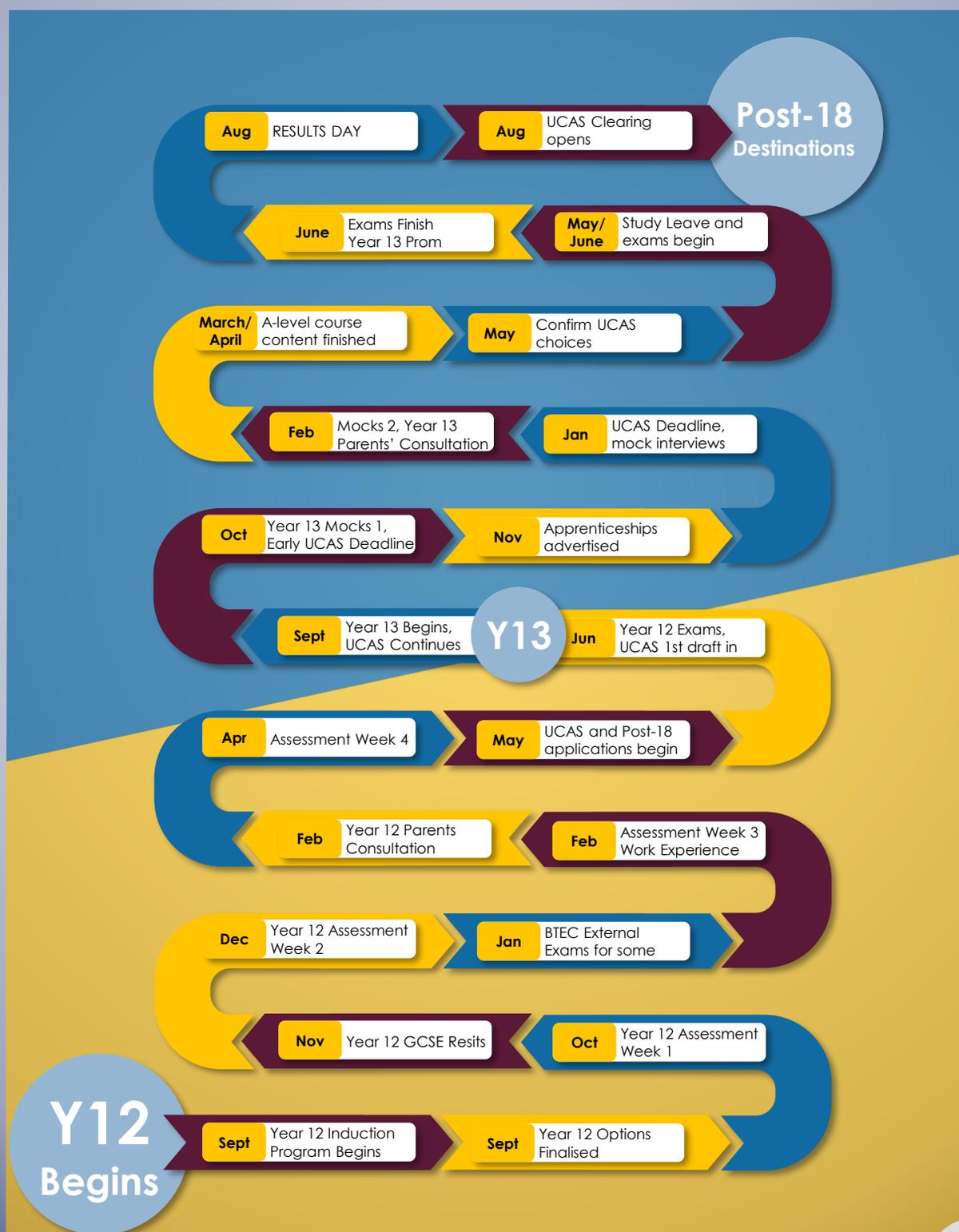
Below is an example of what may happen during form time in a typical week.

Morning Form	
<b>Motivational Monday</b>	Welcome & Bulletin Quote of the week <a href="#">Quote</a>
<b>Tell Us Tuesday</b>	Tell us topic this week <a href="#">Be Kind</a>
<b>What's happening Wednesday</b>	<b>Head Student Videos + Voting</b> News of the week <a href="#">News stories of the day</a>
<b>Top Tip Thursday</b> <i>Celebration Breakfast</i>	Thank you Thursday: <a href="#">Deaf/Blind Awareness</a>
<b>Feel Good Friday</b>	Activities from Heads of Colleges



# Sixth Form Timeline

The following timeline highlights some of the key events that take place during your two years of sixth form. It's by no means an exhaustive list as there is so much to squeeze in to a short time but this will give you an idea of what might be coming up...



# What our students have to say:

We asked some of our students from the Class of 2022 to say a few words about sixth form at Ashlawn and suggest their top tips.



Lily  
Tyler

“ Make the most of extracurricular opportunities... ”

“

Be organised from the start of Year 12...

”

Taran  
Sandhu



Denis  
Sacaliuc

“ Find a good work life balance and keep doing the things you enjoy... ”

“

Keep on top of revision, do a little bit every day...

”

Darius  
Chitoroaga



Bella  
Goodridge

“ Get involved in leadership opportunities... ”

“

Take subjects that you are passionate about...

”

Amy  
Neal



# Support and Academic Wellbeing

Wellbeing is paramount in a student's learning experience. We all face difficult moments and so student support is one of the key pillars of Ashlawn Sixth Form.

This can present itself in a variety of ways and all students are encouraged to be open about any issues they are facing so that they can be signposted to receive the appropriate intervention. Here are some of the key areas of support we provide.

## School Staff Support

### Form Tutor

The form tutor has a crucial role with the school and as a first contact for students. Your form tutor will see you everyday, checking in on your wellbeing, workload and life in general. Form tutors will also monitor your attendance and liaise with your subject teachers and the Sixth Form Team if necessary.

### Pastoral Assistants

We have a pastoral assistant and learning mentor who work within the Sixth Form Team. The pastoral assistants support students in a variety of ways. They monitor student attendance to identify any potential issues, they work with students who may need additional support; either academically or in terms of their wellbeing.

### Head of Year

Your Head of Year is a key figure in your time at Ashlawn. Your Head of Year will monitor your overall academic progress, your attendance, and your wellbeing. They will offer support in a number of different ways should you need it as well as well as staying in contact with your parents / carers as appropriate. As well as your form tutor, they will get to know you and give you opportunities to develop and reach your full potential.

### Learning Coach

In the Study Hub, we have a Learning Coach, Miss Williams, who will support and guide you to develop good study habits. Miss Williams's role is key to you becoming an effective learner; a student who makes the most of their supported and independent study sessions.

### Subject Teachers

For academic issues, your class teacher will usually be the best person to speak. However staff from within specific departments will be happy to help if your teacher is not available and Heads of Department will also arrange targeted intervention for students who need it.



# Support and Academic Wellbeing Continued...

## Additional Support

### Wellbeing department and room

For students who need additional support, we have a separate wellbeing department who have their own area within school. This area has been designed to be a safe, calming space. This area also offers one to one mentoring talks, group sessions and drop in times.

### External Agencies

We work with a variety of external agencies who provide intervention for students on a range of mental health issues. Sixth form students are at a transitional age with regards to this type of support but we have had positive outcomes for a lot of students with a variety of external support and can point you in the right direction.

### Peer Supporters Programme

A course run by our own wellbeing team. Interested students can train up to be peer supporters and work directly with younger students to help them with wellbeing concerns when talking to an adult seems difficult.

### Mental Health First Aid

A course that we are hoping to run for students which will tool them up with a recognised mental health qualification.



# The Study Hub



Hello and welcome to the Sixth Form Study Hub, my name is **Miss Williams** and I run the study hub room. This is where you will spend a proportion of your non-contact time and I'll probably get to know most of you pretty well. I've put together some information that I hope will help you to understand the study hub, my role and how I can help you with your learning.

Most of you will have three 'supported study' lessons which are all with me in the study hub. They are lessons which you have to attend, like a normal lesson. The main difference is that you are expected to bring work from your subjects to this lesson. You could rewrite notes into mind maps, Cornell notes (see my link at the bottom of this page), do some pre-reading, practise papers or homework - the choice is yours. The idea is to improve your independence skills.



The study hub is a quiet place to study and not for social interaction. It is expected that for every hour of lessons you will need to work another hour on your own, so using your time wisely in school means you won't need to take too much home. You must have a healthy work/life balance.

The study hub also has a wide range of text books from your lessons and wider reading to deepen your knowledge.

There are chrome books and PCs available for you to use, but it is also advisable to bring your own device where possible.

## Miss Williams' Top Tips...



Be **ORGANISED** - Get ready over the summer by making sure you have all the equipment you need for September. A4 ring binders for your notes, flashcards, highlighters and plenty of pens, a dictionary, a whiteboard and pens.



Be **PREPARED** - In your transition work over the summer teachers have given you the specification from the exam board - print this out and start looking at it.



Many subjects may have given you wider reading suggestions so have a go at reading something that interests you. It'll look good on your UCAS personal statement next year!



**COMMUNICATE** - As I am in the study hub every day for every lesson, you can come and speak to me if you have any worries or concerns and I will be able to help liaise with subject teachers or Head of Year.



Sixth form looks and feels different than Y11. You are expected to be more independent with your learning. This transition can be tricky but I am here to help!



Here are some links to help you think about getting organised for next term.

Have a good summer and I look forward to meeting you next term.

[Mind Map Video](#)  
[Study Skills – How to google better](#)  
[Cornell Notes](#)  
[Mindmeister – Online mind mapping](#)  
[Quizlet](#)



# THE 7 HABITS OF HIGHLY EFFECTIVE LEARNERS

## 1 They have a plan

There is a consistent pattern between students who are successful in sixth form and those who have a clear and realistic plan for their short or medium term future. Few people have a long-term goal. Most of us change what we want to do BUT, we still perform better academically if we have some idea about what we'd like to do next. A short, medium or long term goal - having an idea for at least one of these is important. We can help you formulate your plan!

## 2 They strike a work / life balance

It can be difficult to find the perfect balance. Some people fall into a trap of socialising too hard and at the wrong times and kid themselves that this is part of their downtime. Many others fill every spare moment with study. Whatever you are doing, try not to be distracted by other things - this means no socialising whilst working but also, provided that you have done the hard work, don't allow work to stop you from being happy - we always work better when we've got a healthy balance.

## 3 They learn how to manage their time

The school week is made up of 25 lessons. Of this, most sixth formers have 15 lessons of contact time, leaving 10 hours of non-contact time, not including lunch and break. It is vital that this time is used constructively for extra-curricular, super-curricular and study. Aside from it being the best opportunity to get work done and receive support from staff, utilising the 'school day' means you have less to do at home!

## 4 They regularly review

Sixth form qualifications, such as A-level and BTECs, often require you to apply your core understanding to different or unfamiliar contexts. This means that you must have a firm grasp of everything you are learning all the way through the course. Even spending ten to fifteen minutes per day reviewing the learning and making key points based on your learning from that day or week can help enormously in your understanding.

## 5 They communicate

Once a learner is comfortable in asking for help, they find that they make progress much more quickly and are less stressed in doing so - what you might call a 'win-win'. Don't be embarrassed about seeking help - it is essential that you do!

## 6 They challenge themselves

You often hear about the 'step-up' from GCSE to sixth form studies. To be successful ALL students need to challenge themselves to come out of their comfort zone and push for the top grades.

## 7 Understand that learning can be a struggle and it's OK to fail

Your sixth form studies are the 'Gold Standard' of learning as they prepare you for employment, learning and life in a much more independent environment. They are supposed to be hard. BUT, if you put the effort in and take advantage of the support YOU CAN DO IT. When you have to work hard for something the reward feels greater!



# G Suite (Google Apps for Education)

As a school we use G Suite, which is a range of apps for education by Google. Some big advantages of this are that your work will save automatically, and you can access this work from anywhere if you log in with your google account that you have through school. These apps can be accessed from your PC. You can also download the apps onto your phone.

**Gmail** – Once you are set up with an Ashlawn email account. Many of your teachers will contact you via email if they need to talk to you about something so it is important that you check your emails every day. Notifications of homework or other resources posted by your teachers on google classroom will also come through email.

**Google Keep** – Google Keep is a very handy app to help you prioritise the tasks you have to do each week. You can create your own 'to do' lists and tick things off as they are done or write other notes/reminders for yourself. Ticking off an item will send it to the bottom of the list so you can quickly see how much you have already done and how much you still have to do.

**Quizlet** – This is not a Google app, however some of your teachers may use Quizlet to set short revision tasks

**Google Classroom** – Your teachers will post assignments, homework, and other resources for you here, so it is another essential tool to be familiar with. It also provides another place for you to have contact with your peers and/or teachers. The classroom app also contains a 'to do' list that will show all the assignment deadlines that you have coming up. This will help you to organise how you spend your time during study periods and at home.



**Google Calendar** – The Google Classroom apps link nicely with Google Calendar. All your classes will show up in Calendar automatically. You can also see which assignments are due on particular days. Additionally, you can schedule your own one-off or recurring events into the Calendar to help block out your time.

**Google Docs, Slides and Sheets** – These are the Google equivalent to Microsoft Word, PowerPoint and Excel.

A great feature of these apps is that everything you do is automatically saved every few seconds so you will never lose any of your work. As with all the other Google apps, you can have more than one person working on a document at the same time. This is fantastic for working with peers on a group project or getting feedback from your teachers.

**Google Drive** – All of your Google documents get saved to Google Drive. You can create folders to help you organise your resources in here as well as view documents that your teachers or colleagues have shared with you.



# Super and Extra-Curricular

We believe that it is important that students develop personally as well as academically and we encourage our sixth formers to look at broadening and deepening their experiences. This could be in leadership, enriching their subject understanding, learning a new skill, being part of a team or just doing something because they enjoy it. Here are some of the recent activities that students have taken part in.

- Cooking on a budget
- Sixth Form PE lessons
- Sixth Form football team
- Yoga
- New driver awareness course
- Interview skills
- First aid course
- Holiday Spanish
- Mental health first aid course
- Year 10 student mentoring
- Academic mentoring programme
- Volunteering
- Work experience
- Sutton Trust summer programme
- Pathways to law programme
- Prefect opportunities
- Student leadership team
- Careers Fayre
- Apprenticeships conference
- UCAS conference
- University open days
- Ski trip to The Alps
- Sports tour to USA
- World Challenge
- Houses of Parliament trip



In addition to the above activities that have taken place in and with school, many students have engaged in 'Super-Curricular' activities. These are ventures that are related to academic subjects but take students beyond their curriculum and enhance their understanding and subject knowledge. You could start many of these now!

- Reading books and journals specific to a field or from university reading lists
- Taking part in essay writing competitions
- Maths and Science Challenge events
- Watching films in foreign language
- Museum and gallery visits (many can be done virtually)
- Join subject related societies – many student memberships are free
- Listen to subject-related podcasts or YouTube channels



# Top Tips



Follow the Sixth Form Instagram and Twitter or the School Facebook page for regular updates.



Take advantage of the resources in the Study Hub and the Library.



Strike a work-life balance. It is important to make sure that you make time for yourself and the things that make you happy!



Ask for help early if you are stuck, whether it be subject related or personal, there is plenty of support for you.



Bring an electronic device with you each day. Teachers will share work and resources with you online.



A part-time job can be a great opportunity to learn new skills and give you a bit of extra money but be careful not to work too many hours or your studies will suffer!



Get into the habit of using your time in school for study. This will keep you on top of your work load and lighten the need for you to work at home.



Sixth form study requires you to develop as an independent learner. Read beyond the specification of your course to strengthen your understanding.



Get yourself into good habits early! Be organised, look back over previous notes regularly to recall and strengthen your understanding.



Start to think about your options for Post-18 choices early. Use our website to help you research and make plan.



Seek out Super-Curricular opportunities. These look really good when you apply to university and they help develop your subject knowledge too!



# Rules and Expectations



Students are strongly encouraged to bring an electronic device to school, in addition to their mobile phone.  
The purpose of personal devices at school is to support learning; organisation, note-taking, independent study etc.  
Student access to the Ashlawn wireless network will be regarded as a privilege and not an entitlement. All use will be monitored by the ICT Support team  
Electronic devices can be used in lessons to support learning with the member of staff's permission.  
There will be sanctions in place for the misuse/ disruption to learning if the device is used inappropriately.



Independent study periods will be allocated to your timetable. These periods need to be used for study, i.e. homework, revision or pre-reading. You will have the option to work in the Library, in the Sixth Form Study Centre, on PCs in the mezzanines in Sixth Form or in the study zones in the canteen.

**Study frees should always be used for study**



Attendance is key!  
Ashlawn's minimum attendance figure is 96%; to fall below this you would be missing half a day a fortnight.  
In most cases, if your attendance falls below our expectation, school procedures will be put in place, e.g. contacting home, attendance report, compulsory independent study in place of independent study periods etc.



No smoking/vaping is permitted on site or in the near vicinity. Students are also not permitted to bring any smoking-related paraphernalia into school  
We have a strike system for anyone caught breaking the smoking rules. Ultimately, this can result in exclusion.



You must remain on site during the school day, i.e. between 8:45 am and 3.20 pm. Please try to arrange appointments outside of these times, if possible. Students WILL NOT be permitted to be absent to attend driving lessons.



We recommend that students with part time jobs work a maximum of 12 hours per week.



# Student Dress Code



Our gender-neutral dress code is 'traditional office' wear. All students are required to wear a suit with smart leather or leather-look shoes.

## YES PLEASE

- Smart trousers, dress or skirt with suit jacket (this may not be a complete suit, but all students need to wear a suit-type jacket)
- Any tailored dress / skirt should be no more than 3" above knee
- Trousers should be tailored – no denim
- Smart shirt / blouse or smart office-style round neck top of a sensible cut
- A button up shirt must be accompanied by a tie or bow-tie
- Optional jumper or cardigan should be fine knit
- Office shoes, court shoes, dolly shoes, short office-style boots, smart sandals
- Light, subtle make up
- Hair colour and style must be appropriate for school
- Clear nose stud only

## NO THANK YOU

- No extreme hairstyles, unnatural hair colour
- No facial piercings, ear stretchers, tongue piercings, visible tattoos
- No patterned tights
- No denim
- No trainers



# GCSE Results Day / Enrolment Day



Thursday 25<sup>th</sup> August is still the official GCSE results day and it is also the day that enrolment begins for sixth form at Ashlawn. It is now time to confirm your place and the courses that you want to study in September. Hopefully, you've done well and are looking forward to starting the courses that you chose earlier this year.

But, things change, and you may decide that you want to follow a new path with different subjects or perhaps you haven't quite got the grade you needed and want to discuss your options. Here is everything you need to know about your enrolment.

25<sup>th</sup> August – GCSE results day.

If you are an Ashlawn Student, you will be able to pick your results up from the East Hall at your designated time slot. If you have received the results you need to do your chosen courses then all you need to do is complete the confirmation slip and hand it in. If you haven't quite got the grades you need, or you want to make a change, the Sixth Form team will be available in the Sixth Form Centre to discuss your options and ensure you are on the right course.

If you are an external applicant, your current school will have their own arrangements for collecting GCSE results. Once you have got these you will need to come to Ashlawn to confirm them with us. We will have a team of staff on hand to check these. If you have the grades you need, this won't take long. If you haven't quite got what you needed, or if you want to make changes, you can arrange an appointment to speak to one of the Sixth Form team about your course choices.

It is a very important day as it is vital that students do courses that they enjoy and are right for them – both in terms of their future choices and their academic skillset. You need to be ambitious but also realistic – some subjects are very demanding academically and you want to choose a manageable selection of courses.

We also allow students to have a say in what tutor groups they might like to be in to make sure that the transition is as smooth as possible. On Enrolment day you can let us know of any preferences.

**WE LOOK FORWARD TO SEEING YOU SOON**

**HAVE A GREAT SUMMER!!!**

