



Ashlawn School Sixth Form

Welcome Pack

This belongs to:

WELCOME



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

We hope that this welcome pack will give you key information about what to expect from this next stage in your education.

We believe very strongly in providing every student with the support and opportunity to excel in many aspects of school life as well as to prepare you for your post-18 destinations.

We hope you will embrace the challenge ahead and we look forward to you joining us in September.

Ashlawn Sixth Form

Class of 2024



The School Day

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

Time	8:45 – 9:45	9:50 – 10:50	10:50– 11:15	11:15 – 12:15	12:15 – 12:45	12:45- 13:15	13:15 – 14:15	14:20 – 15:20
Activity	Lesson 1	Lesson 2	Break	Lesson 3	Tutor Time	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 and Core Maths are an additional two hours of contact time for students choosing this as an additional option.

Non-contact study time consists of five 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 30 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.

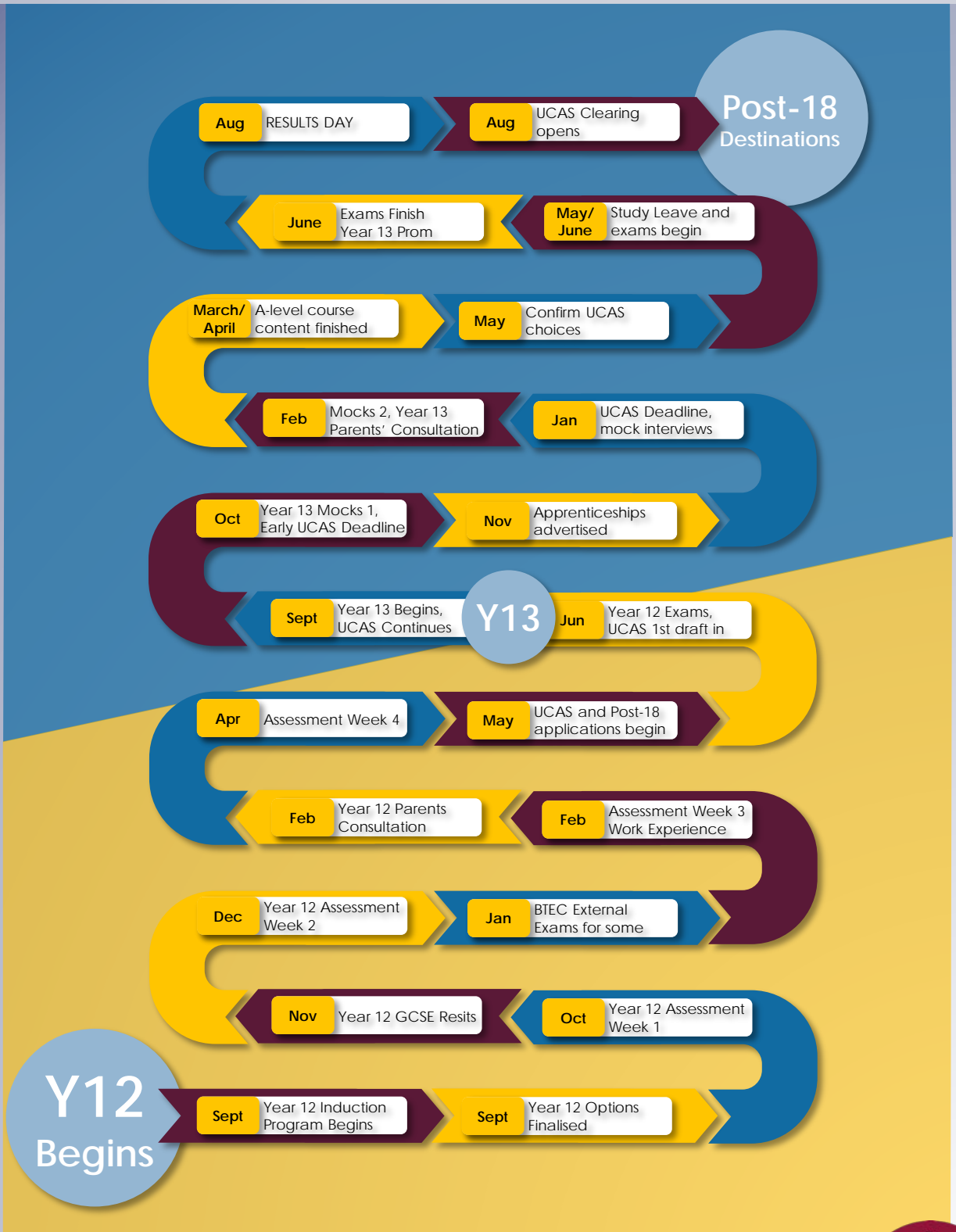
Below is an example of what may happen during form time in a typical week.

Morning Form	
Motivational Monday	Welcome & Bulletin Quote of the week Quote
Tell Us Tuesday	Tell us topic this week Be Kind
What's happening Wednesday	Head Student Videos + Voting News of the week News stories of the day
Top Tip Thursday <i>Celebration Breakfast</i>	Thank you Thursday: Deaf/Blind Awareness
Feel Good Friday	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 head students to say a few words about Sixth Form at Ashlawn and suggest their top tips.

“

Be organised from the start of Year 12 and revise topics as you go from the start...

”

“

Take subjects that you are good at and passionate about...

”

“

Get involved in leadership opportunities...

”

“

Make the most of extracurricular opportunities...

”

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.

Welfare and Behavioural support

We have a Welfare lead who works within the Sixth Form Team to support students in a variety of ways. They monitor student attendance to identify any potential issues and 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 Willis, who will support and guide you to develop good study habits. Miss Willis'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

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 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.

Local Employers and Businesses

We link up with local employers and Businesses to run mock interviews with you to practise your interview techniques and give you feedback to help you prepare and be successful at apprenticeship and university interviews.

Driving Awareness programme

We link up with outside agencies to run driving awareness courses with you to make sure you are safe on the roads as you learn to drive.

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 Willis** 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 five '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 Willis' 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.

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 workload 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!

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
- Anti- Ambassadors
- Ambassadors
- Charity events
- Oxford trip
- New driver awareness course
- Interview skills
- First aid course
- Mental health first aid course
- Year 10 student mentoring
- Academic mentoring programme
- Volunteering
- Work experience week
- Sutton Trust summer programme
- Pathways to law programme
- Prefect opportunities
- Student leadership team
- Careers Fayre
- Apprenticeships conference
- Mock Interviews with employers
- UCAS conference
- University open days
- Year 13 Prom
- Ski trip to The Alps
- Sports tour to USA
- World Challenge
- Taking part in essay writing competitions
- Maths and Science Challenge events
- Houses of Parliament trip



'Passport to...'

In addition to the overall Ashlawn School reward system, we have been listening to and working with our Sixth Form Student Leadership team to look at how we can improve their experience with us further.

So in collaboration with our new Sixth Form Student Leadership Team we have developed a 'Passport To..' card enabling sixth formers who meet expectations to collect rewards and privileges during their time in Sixth Form.

This could be leaving school site in a free period at the end of the day, an End of Year trip or a skip the queue pass.

This will be offered to Year 13 students at the start of September and to Year 12 students from October half term.

PASS FREE P5	PUNCTUALITY	ON TRACK	SPONSOR	ATTENDANCE	RENEW PASS P5+ COLLECT
ATTENDANCE	PASSPORT TO... ?				PUNCTUALITY
SPONSOR					ON TRACK
ON TRACK					SPONSOR
PUNCTUALITY					ATTENDANCE
PASS GO ON A Trip A	ATTENDANCE	SPONSOR	ON TRACK	PUNCTUALITY	RENEW PASS P5+ COLLECT



Leadership Opportunities In 6th Form

We value Student Leadership at Ashlawn Sixth Form.

We strive to offer students the opportunity to develop their leadership skills and work collaboratively with their peers and the Staff Leadership Team to drive change for the school.

We look for students who care for the school, who are role models and who want to drive change for them and for others.

Sixth Form student leaders are:

- internal and external ambassadors for the school and act as outstanding role models for all students.
- able to inspire other people and can be mentors for younger students
- willing to give up their own time for meetings, open evenings and other events.
- able to greet visitors and give them a tour of Ashlawn/ answer their questions.
- passionate about an area of school or a subject and are prepared to lead on this.
- interested in driving change and shaping the future of the school.

Why should students apply to be a Student Leader?

- Great for university/ job/ apprenticeship applications as it evidences different skills and qualities and gives them something to talk about at interview.
- Enables them to make a difference in school and have a voice.
- Great for interview practice, public speaking practice, event management.
- Plus, benefits such as on site parking.

In Year 12 a Student Leader takes on a Lead Ambassador role, working with Ambassadors across Years 7-11. At the end of Year 12, Ambassadors then apply to be a Prefect. Once a Prefect, students then have the opportunity to apply to become a Senior Prefect or go for a Deputy or Head Student position in Year 13. Head Students also sit on the School Council.

The Senior Student Leadership team meets monthly to discuss and consult on whole school and Sixth Form specific issues, to feedback on student voice and to plan events.



Rules and Expectations



Students are strongly encouraged to bring an electronic device to school, in addition to their mobile. Phones are only allowed in designated 6th form areas. 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 95%; 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. Try to arrange appointments outside of these times, if possible. Students are only permitted to be absent to attend a driving exam, not driving lessons.



We recommend that students with part time jobs work a maximum of 10 hours per week.



Student Dress Code



As 6th form students at Ashlawn School we demonstrate an example to the rest of the school through our acceptance of the rules and standards that allow our school to function efficiently and effectively. We take pride in this role as models of the very best of Ashlawn. In clarifying our code of dress we seek to demonstrate our commitment to the standards that are set as students of Ashlawn school 6th form.

The dress code applies to all 6th form students, regardless of gender and identity.

What we should wear:

- Students are to wear either a blazer, jumper or close knit cardigan. The jumper can be either of round or V neck design.
- The blazer or jumper/cardigan must be worn around school at all times, but can be removed in lessons where the student feels that they are more comfortable.
- Trousers must be of a material that models the uniform of the lower school. Coloured trousers are acceptable.
- Skirts or dresses should be no shorter than knee length, but can be of any style. Colours should be conservative.
- With a shirt, ties should be worn by students at all times in line with staff at Ashlawn. In summer months, the Principal has the discretion to allow both staff and students to remove their ties where it is felt that this supports the comfort around school. Shirts can have either long or short sleeves but must be of one colour.
- Any blouse or top worn must have a sleeve and be longer than the waist. However they can be either long or short sleeved.
- Shoes must be comfortable and be in keeping with the standards set for the lower school. They should be of a good quality.
- A clear nose stud and single earring is allowed. Hair colour should be of a natural colour. Lanyards should be worn for safeguarding

KS5 Frequently Asked Questions

Subject changes/progression

- Y12 students are entitled to change subject during the first 2 weeks of the autumn term provided they have the grades to meet the entry criteria, there is room in that class and it fits the option blocks.

Bursary process

- There is a full bursary available for students. An application form is available from Sixth Form reception. There is also a discretionary bursary for any short term financial issues. Please see the Head of Sixth Form.

Lockers

These are located in Sixth Form and are for PP students in the first instance. Spare lockers will be given to other students on request. Students pay £5.00 deposit on the key and get this back on its return.

Vehicles

Prefects earn the privilege of being able to park their car on the school site. Any cars parked on the streets around school are at the student's own risk and the school will follow up any complaints from residents regarding student parking. Students travelling by moped have a designated parking area in the west site car park. You need to provide their registration plate to your Head of Year for school records.

Absent class teacher

Departments have separate policies for absent teacher at KS5. Broadly speaking, the teacher should set work which could be completed in the classroom as normal (although not in the case of science/DT due to health and safety), or in the library. Some subjects a staff member attends to register the students. Otherwise, students should take a signed class list to attendance to be registered.

Library/Silent Study

- Students are expected and encouraged to spend as much of their study frees in the library or the silent study centre. There is also the mezzanine although this can be booked by classes for lessons.
- Some students have silent study as a timetabled compulsory lesson on their timetable – usually because of falling behind or being a concern. They will be registered for their attendance.



GCSE Results Day / Enrolment Day



Thursday 22nd August is 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.

22nd August – GCSE results day.

If you are an Ashlawn Student, you will be able to pick your results up 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 IN SIXTH FORM SOON

