

Year 12 Information Evening

September 2022



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Our Aim

To help each student to achieve their full potential:

- Qualifications which open doors
- A place at their preferred post-18 institution or employer
- Skills for life



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We will...

- Track your son/daughter's academic progress
- Discuss causes for concern from subject teachers and praise successes
- Discuss strategies for support, if required
- Monitor attendance at all lessons and tutorials
- Provide pastoral support and care, when needed
- Communicate with you about your daughter/son's progress and if there are any problems
- Provide guidance about post-18 options
- Provide opportunities for extra-curricular activities



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We expect our students to...

- Work hard – to the best of their ability
- Have good attendance and punctuality
- Follow the Sleaford Joint Sixth Form Code of Conduct
- Not to undertake more than 8 hours a week of paid employment
- Talk to us – Tutors, Sixth Form Team, Subject Teachers
- Participate in enrichment activities and the wider life of the school



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We would like you to...

- Encourage your daughter/son to achieve their best
- Attend parents' evenings
- Communicate with us – Tutors, Sixth Form Team, Subject Teachers
- Let us know about absences in advance or on the day (letter, phone or e-mail)
- Let us know any issues at home/out of school that may affect your daughter/son in school
- Let us know about any concerns you have about their progress earlier rather than later



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The Sixth Form Team

Mr Russell Smith	Head of Sixth Form (Head of Year 13)
Mr Ben Pickard	Head of Year 12
Mrs Lindsay Phoenix	Sixth Form Administrator
Mr Gutzar Ahmed	Sixth Form Tutor 6.1
Mrs Keren Seymour/Mr Bennett Haworth	Sixth Form Tutor 6.2
Mrs Sue Bence/Mrs Diane Thomas	Sixth Form Tutor 6.3
Dr John Robinson	Sixth Form Tutor 6.4
Miss Kate Willoughby	Sixth Form Tutor 6.5
Mrs Ange Hobbs	Sixth Form Tutor 6.6
Mrs Bev Ditton/Mrs Theresa Angus	Sixth Form Tutor 6.7
Mr Brendan Rooney	Sixth Form Tutor 6.8
Mr Mark Clare	Sixth Form Tutor 6.9
Miss Tracy Mills / Mrs Kate Karamazundo	Sixth Form Tutor 6.10
Mrs Amanda Johnson	Sixth Form Tutor 6.11

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Additional Key Sixth Form Staff

Mrs Tracey Williams	Examinations Officer	School House
Mrs Lauren Bedford	RCT Director of Finance Bursary Advisor	Finance Office - KSHS
Mr Ian Scholefield	Work Related Learning Co-Ordinator Careers Lead Year 12 Work Experience Lead	Room 25
Mrs Jacqueline Miliband	Additional Education Needs SENCo	School House
Mrs Hayley Goymer	Designated Safeguarding Lead	School House
Mrs Pam Clapham	Student Support Mentor	School House
Mrs Sheree Manley	Student Support Mentor	School House
Mr Jack Appleby	Student Support Mentor	School House
Mrs Vicki Dowse	Student Support Mentor	School House
Mr Brendan Rooney	Enrichment Lead Extended Project Lead	PE Office

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Sixth Form Attendance

- Morning registration with tutors starts at 8.45am for all students
- 95% attendance is a government expectation
- Below 90% parents/carers will be asked to attend a formal meeting with Head of Year and tutor
- Attendance is expected at:
 - Tutor time
 - All lessons
 - Official timetabled supervised study sessions
 - Core/assembly
 - Extended Project Qualification lessons (if selected)
 - Wednesday afternoon Enrichment sessions



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Tutor Time

- Students are expected to register with their form tutor at 8:45am each morning.
- Students with lessons at KSHS/SGA period 1 can leave just before 9:00am.

Monday	Informal Morning
Tuesday	Sixth Form Kahoot!
Wednesday	Personal Development (PSHE)
Thursday	Careers (Hybrid Morning)
Friday	Weekly Quiz/Core Assembly



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Planned Absences

If a student takes time out of school for a medical/dental appointment, university open day, interview, work experience or sport activity which has not been arranged through the school, the student must inform Mrs Phoenix in the Sixth Form Office and collect, complete and return a green 'Leave of Absence Request' form.

Requirement for students to get a signature from their teachers (for missing lessons) and a parent/carer.



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Unexpected Absences Procedure

- If there is a genuine reason for absence, a parent/carer must inform Carré's Main School Office before 10am by telephone or email on each morning of absence.
- The office will pass this information to Mrs Phoenix, Sixth Form Administrator. If we have not been given a reason for absence by 10am then Mrs Phoenix will contact the parent/carer to find out if the reason for absence is genuine.
- Students cannot miss lessons for a driving lesson – this would be an unauthorised absence, but students can have absence authorised for a driving test.
- Most references for employers/Higher Education require data about attendance and punctuality. It is, therefore, essential for students to maintain an excellent attendance record.
- An attendance and punctuality check will be made weekly and if this gives us cause for concern, a parent/carer will be informed and it is possible that the Sixth Form Discipline Code will be used.

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Dress Code

- Smart business wear is required for all Sixth Formers to include a tailored jacket.
- Students may choose to wear:
 - Smart, formal suit with shirt and tie
 - Smart, formal jacket, skirt/trousers and blouse/top
 - Smart, formal jacket and dress
 - Smart, formal footwear
 - In colder weather, a smart jumper or cardigan may be worn under the jacket, but not instead of.
 - If a coat is worn, it is as well as, not instead of, the jacket.
 - The SJSF purple lanyard, provided by the base school, must be worn at all times.
- SJSF Lanyard must be worn at all times



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Dress Code



Further Guidance:

- In the case of skirts/dresses, the length must be at least mid-high at all times
- In the case of blouses/tops, no strappy tops, sheer fabric or bare midriffs are allowed
- Clothing should not have logos or slogans
- Appropriate smart shoes should be worn. Shoes with excessively high heels, trainers, canvas shoes, open-toe footwear and other casual footwear should not be worn.
- Students are allowed to wear subtle jewellery. Facial piercings, with the exception of one small nose stud, are not permitted.
- Tattoos should not be visible and hair should show no extremes of style/fashion; if dyed, it should reflect a natural colour
- If a student loses their lanyard, the base school will replace it the first time. Any further replacements will be charged for.

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Formal Disciplinary Procedure

- **Stage 1.** A verbal warning will be given by Mr Smith, Head of Sixth Form. A letter will be sent home to explain that a verbal warning has been issued.
- **Stage 2.** A written warning will be given by Mr Smith, Head of Sixth Form. A copy of the written warning will be sent home.
- **Stage 3.** A written warning will be given by the Executive Headteacher. A copy of the warning will be sent home.
- **Stage 4.** Executive Headteacher's review. A review of the student's place within the Sixth Form will be conducted. Parents/carers and student will attend review meeting.

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Support and Guidance

The Role of the Tutor

The tutor is the first point of contact for parents/carers and students for any concerns arising through school work or any other issues.

All Year 12 and 13 students meet for registration in the morning with their tutor. Tutor groups are mixed Year 12 and Year 13 students.

The tutor is the academic and pastoral mentor and will monitor attendance and progress. They will be one of the people students can turn to if they needed advice, including career and Higher Education advice.

When termly tracking grades are published, students will meet with their tutor to discuss progress and draw up a plan of action to ensure that they achieve their full academic potential.

The tutor will be responsible for writing the reference when a student applies for university, employment or apprenticeships.

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The Independent Learner

- Use supervised study periods wisely: a **minimum** of 15 hours independent work each week outside the taught lessons in class.
- Year 12 have 3 formally registered supervision periods per week (conservatory)
- Students can decide where to work on-site in other non-contact periods
- If students are behind, this will be increased as part of their support plan.



"In the Sixth Form it is essential that you move away from the idea that 'homework', set by the teacher is the only work to be done out of lessons."

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VESPA – Growth Mindset

- Vision** – Know what they want to achieve
- Effort** – Apply themselves independently
- Systems** – Organise their learning resources and time
- Practice** – Practice and develop their skills
- Attitude** – Respond constructively to challenge

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Unifrog – Career Planning

- Unifrog** is the complete destinations platform, a one-stop-shop for whole-school careers guidance.
- Students are able to search for the best opportunities and applying successfully.
- All students have an account, which is accessible from home.
- Post-18 planning activities are carried out during our tutor time programme, with their form tutor.

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Drafting application materials

- UK Personal Statement** (Subject added) - Go to tool >
- Academics** (1 Course, 1 Public listing) - Go to tool >
- Subject References** (2 References, 2 listing) - Add >
- CV / Résumé** (Write Cds tailored for each role) - Start >
- Writing tool** (0 writing items added) - Start >
- Common App Essay** (Prompt chosen) - Go to tool >
- US recommenders** (No recommender selected) - Go to tool >
- Notes for Reference writers** (2 notes missing) - Go to tool >

Making applications

- Post 18 Intentions** (Plan A and Plan B complete) - Start >
- Locker** (Add your first item) - Go to tool >
- Applications list** (Add your first application) - Go to tool >

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Tracking Grades, Reports, Parent Evenings

Tracking grade information will include:

- ALPS Target – based on overall GCSE results
- Effort Grades
- Concern Codes

Dates of issue of Tracking Grades and Reports:

- Tracking 1: Friday 4 November
- Tracking 2: Friday 16 December
- Parent Evening: Wednesday 5 January
- Tracking 3: Friday 17 March
- Exam 1 Results: Friday 19 May
- Year 12 Report: Friday 9 June
- Exam 2 Results: Friday 14 July

Dates of Formal Assessments & Internal Exams:

- w/c 7 & 14 November (Formal Assessments)
- w/c 24 April (Internal Exams – Thursday/Friday)
- w/c 26 June (Internal Exams – Monday/Tuesday)

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Continuation of a Subject into Year 13

- A-levels are now linear (exams at the end of 2 years); no external AS examinations.
- Year 1 content internally examined at the end of Year 12; students must pass to progress to Year 13.
- Students will, wherever possible, continue all subjects/courses through to Year 13.
- Vital that students have selected appropriate subjects for their ability, future career requirements and enjoyment.
- Hard work is essential; building a firm foundation for Year 13.
- Formal Assessments and examinations in Year 12 are part of the formal tracking system.
- BTEC and CTEC courses – students must complete all the required Year 12 units to be able to progress to Year 13 on these courses.

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Wellbeing

- A priority for the Robert Carré Trust – students and staff wellbeing
- Dedicated Learning Mentor Team
- Personal Development (PSHE) themes in tutor programme
- Student Wellbeing Ambassadors
- Mental Health First Aiders

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Planning for the Future Advice from Sixth Form Students

- "Have a good idea early in Year 12 about what you want to do after Sixth Form. Plan and research. It helps to keep you motivated and you have something real to work towards."
- "Use the Unifrog online careers destination platform throughout Year 12. It is the place where students can compare every university course, apprenticeship and FE course in the UK. It also has very helpful information about writing personal statements and CVs."
- "Don't turn down any opportunity to take part in extra-curricular events, because you will regret it when the time comes to write your personal statement."

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Year 12 Career Planning

- Exploring post-18 possibilities is the main feature of Friday Core sessions and our tutor programme.
- Attendance at morning registration is essential.
 - Unifrog Online Careers Platform.
 - UCAS website.
 - Apprenticeships: <https://www.gov.uk/apply-apprenticeship>
 - Careers meetings (external agency)
 - Apprenticeship Microsoft Teams Group (students to let Mr Smith know if this is their likely post-18 route)
 - Guest speakers
 - Open Days (SJSF trip to university and college (Term 6)
 - SJSF Apprenticeship Fair (Wednesday 29 March – TBC)
 - Oxbridge Conferences
 - University, Apprenticeships & the Future Evening (Thursday 15 June at KSHS)

"Know where you want to go; be flexible with how you get there"

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Post-18 Planning

During Year 12, all students are expected to:

- Explore potential post-18 routes (university, apprenticeships, degree-level apprenticeships, employment, gap years, studying abroad)
- Start their UCAS application (May/June)
- Write a personal statement (first draft completed by start of Year 13)
- Be curious – ask questions, research opportunities
- Request a Form Tutor reference (July to November)
- Participate in all morning registration activities and attend all Core sessions.

Predicted grades will be based on performance in Year 12 and the October tracking grades in Year 13.
Course choices will be dependent upon performance (predicted grades).

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Core Programme

Students are expected to attend a bi-weekly Core session.

The programme until February half term is shown here.

A copy of the Core programme of study has been sent to parents, along with the welcome letter at the start of the academic year.

DATE	WEEK	YEAR	EVENT	COMPULSORY / OPTIONAL
Friday 9 September	1	12	Introduction to VCE/FA and Intro to MR Pickett	OPTIONAL & Compulsory
Friday 16 September	2	12	Visions: Choosing the Right Course (and University)	Compulsory
Friday 23 September	1	12	Unifrog: Preparation & Submission	Compulsory
Friday 30 September	2	12	Self-Directed Awareness	Compulsory
Friday 7 October	1	12	System: Study Skills, Note Taking & Essay Writing	Compulsory
Friday 14 October	2	12	Unifrog: Update & Career Awareness	Compulsory
After Half Term 1, Core will be in the other week from your original timetable				
Friday 4 November	2	12	Year 12 Exams	Compulsory
Friday 11 November	1	13	Visions: Why go to University? MR Pickett (Optional Workshop) Group 1: 9:00-10:30, Group 2: 9:40-10:10	Compulsory
Friday 18 November	2	12	Unifrog: Update (Optional Workshop)	Compulsory
Friday 25 November	1	13	APC Presentation	Compulsory
Friday 2 December	2	12	APC Presentation	Compulsory
Friday 9 December	1	13	APC Presentation	Compulsory
Friday 16 December	2	12	APC Presentation	Compulsory
Friday 23 December	1	13	APC Presentation	Compulsory
Friday 30 December	2	12	APC Presentation	Compulsory
Friday 6 January	1	13	APC Presentation	Compulsory
Friday 13 January	2	12	APC Presentation	Compulsory
Friday 20 January	1	13	APC Presentation	Compulsory
Friday 27 January	2	12	APC Presentation	Compulsory
Friday 3 February	1	13	APC Presentation	Compulsory
Friday 10 February	2	12	APC Presentation	Compulsory

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Enrichment

- Opportunities for students to broaden their Sixth Form experience beyond their subjects.
- Helps with personal development (transferable skills) and impresses universities and employers – makes students stand out!

<ul style="list-style-type: none"> • Extended Project Qualification • MOOC and Lectures • STEP Maths • Critical Thinking/Debating current affairs • Work Experience/Volunteering • Cooking & Living on a Budget • Book Club • Sewing Bee 	<ul style="list-style-type: none"> • Sport – football, rugby, netball, indoor sport, fitness suite, HIIT, volleyball • Arts Award • Music Appreciation • Duke of Edinburgh Award • Roles of Responsibility e.g. Prefect, House Captain, Form Prefect, School Council, Wellbeing Ambassadors, Senior Team.
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Extended Project

- Students can choose to take Extended Project/EPQ.
- Lessons: 1-hour per fortnight of formal lessons.
2-hours per week during enrichment.
- Out of lessons: expectation of an additional 2-hours of private study.

Past questions:

- To what extent should an embryo be considered human?
- To what extent was the British Army adequately prepared for the start of the Afghan conflict (2003-2005)?
- At what age should we be responsible for our own healthcare?
- To what extent can the legislative system be modernised and made more democratic?
- How was Julius Caesar the architect of his own downfall between 48 and 44BC?
- How soon can we expect to see pilotless commercial aircraft?
- To what extent is the Copenhagen interpretation of quantum mechanics the best fit for the model?
- Creation of a smartphone app to help people to manage their money.

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Work Experience

Monday 17 July – Friday 21 July

- At the end of the Summer Term, all Year 12 students in the SJSF are expected to complete a week of work experience.
- Students should start planning this as early as possible.

What should students be doing:

- Write to employers of interest to request a placement (following up with a call if necessary).
- Once confirmed, complete the 'Self-Placement Form' and return this, along with the employer confirmation, to Mr Scholefield to process the placement.
- Mr Scholefield has emailed the form to students.



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16-19 Bursary

- A discretionary fund to support eligible young people with the costs of transport, books, educational visits or other course materials or equipment essential to successfully completing their programme of study; maximum typically £900 year
- Specific financial criteria apply in order to receive a bursary: evidence required to support their application e.g. family tax credits, income support, means tested benefits.
- Payments depend on a student meeting the Sixth Form expectations regarding academic work, behaviour and also maintaining a minimum of 90% attendance at morning registration and lessons.
- Information and application form – on Sixth Form area of Carré's website or students can collect from the Sixth Form Office.

Bursary policy is being updated and approved by Governing Body soon; details to be communicated with students soon.

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Lead Tutor Contact Information

Mr Gulzar Ahmed (6.1)	Gulzar.Ahmed@carres.uk
Mrs Keren Seymour (6.2)	Keren.Seymour@carres.uk
Mrs Sue Bence (6.3)	Susan.Bence@carres.uk
Dr John Robinson (6.4)	John.Robinson@carres.uk
Miss Kate Willoughby (6.5)	Kate.Willoughby@carres.uk
Mrs Ange Hobbs (6.6)	Angela.Hobbs@carres.uk
Mrs Bev Ditton (6.7)	Beverley.Ditton@carres.uk
Mr Brendan Rooney (6.8)	Brendan.Rooney@carres.uk
Mr Mark Clare (6.9)	Mark.Clare@carres.uk
Miss Tracy Mills (6.10)	Tracy.Mills@carres.uk
Mrs Sally James (6.11)	Amanda.Johnson@carres.uk

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Other Staff Contact Information

Tracey Williams (Exams Officer)	Tracey.Williams@carres.uk
Brendan Rooney (Enrichment & EPQ)	Brendan.Rooney@carres.uk
Ian Scholefield (Careers & Work Experience)	Ian.Scholefield@carres.uk
Jacqueline Millband (SENCo)	Jacqueline.Millband@carres.uk

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Thank you for listening.

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