



**CHILWELL
6TH FORM**

CHILWELL SIXTH FORM STUDENT AND PARENT HANDBOOK

September 2020

Welcome to Chilwell sixth form

Congratulations on making a very wise choice for your further education!

Your main priority at Chilwell sixth form is to get the best results you can. However, your experience and enjoyment of the sixth form should be broader than that of study. To this end, the Student Union plays a major role in organising events. It is, of course, up to you if you want to get involved but we hope you do. If there are activities you want to see contact the union, or myself, and we will see what we can do. If you want to work on the Student Union see your tutor.

I am pleased that you have chosen Chilwell sixth form and that you want to play a part in its continued success. It is a sixth form you can make a difference to. If you have ideas or want advice, then talk to us.

The Chilwell vision: 'Exciting minds'

We are committed to providing an aspirational learning community where everyone feels valued and individual needs and ambitions are met.

Our high standards and expectations are driven through a challenging, stimulating and enjoyable learning environment, where everyone feels safe and supported and each individual works towards their personal targets.

As the world evolves so will our community as we produce global citizens for the future. We believe in the ideals that learning is for life, life is for learning and each and every one of us can determine the success of our future and that of others.

The positive learning community at Chilwell promotes high achievement by working together to:

- Be reflective and understand ourselves and others
- Challenge and motivate ourselves to flourish in learning and in life
- Be flexible and adaptable in an ever-developing global community
- Be inquisitive and make enquiries in order to extend ourselves
- Generate pride in the Chilwell community and environment.

Chilwell sixth form management

Mrs K Fyles	Head of sixth form
Mr P Sweeney	Deputy Head of Chilwell school
Dr Hetmanski	Tutor
Ms Slaney	Tutor
Mr Richardson	Tutor
Mrs J Woodbridge-Smith	Tutor
Mr Moss	Tutor
Mr Gray	Tutor
Mr Lodge	Tutor
Mr Forsyth	Tutor
Mrs Rachael Cook	Exams officer
Mr R Wheatley	Network manager
Mr M Lucas	ICT manager

Life in the sixth form

Chilwell sixth form is a more adult environment where you are expected to take responsibility for your own learning. Behaviour and your efforts, both inside the classroom and at home, are taken into account when writing references and personal statements for university.

Registration – 8:50-9:10 am

Lesson times

Lessons commence at 9.10am and end at 3.10pm. There are some Twilight lessons this year.

Period 1	9.10am – 10.00am
Period 2	10.00am – 10.50am
Period 3	11.10am – 12.00pm
Period 4	12.00pm – 12.50pm
Period 5	1:30 pm – 2.20pm
Period 6	2:20pm – 3:10pm

The building remains open for you to complete homework/independent study until 5:00 from Monday to Thursday.

Attendance

Attendance	100%	Below 90%	Below 85%
What we say	Excellent	Cause for concern.	Serious concern. Withdrawal from course considered.

Punctuality

It is important that you arrive promptly for lessons as lateness causes disruption. Each lesson will be registered and a note made of any lateness.

Assemblies

Unlike school, you are not expected to attend on a weekly basis but sometimes we need to meet to share important information.

Lunch

Food may be purchased from the dining room at Chilwell, or you can prepare your own food using the microwaves and toasters in the common room

Communication

Messages may be put in student trays or on the noticeboard. Students are expected to check e-mails regularly and access learning resources. Should you have any difficulty in logging on to Google Drive please speak to the ICT Technicians

Photocopying

The photocopier in Lakeview is available for student use. You will be provided with an initial print balance which you must then top up with your own money. The instructions for how to do this are on the wall above the photocopier. Your tutors will show you how to use it.

Dress code

You are free to wear whatever you feel comfortable in provided you do not display or promote any offensive slogans or symbols.

New Opportunities:

Student Union officials – e.g. President, Treasurer

Ambassador – There will be a vote early in September to select a male and female ambassador for Lakeview from Year 12.

Other posts will include Recycling officers, Press officer, Photographer and display board officer.

Charities Day – This will be organised via the Student Union, Lakeview voice and tutor groups. Various activities will take place during one specific day to be arranged. All proceeds will go to a nominated charity.

Debating Club – Debating matters because your ideas and opinions matter. Debates are worth having. Topics will involve issues that have an impact on the world. They affect the way in which we understand and relate to those around us. Now is the time to take ideas seriously. Challenge yourself! Get involved with a broad range of contemporary real-world scientific, political and cultural debates.

Duke of Edinburgh – For those looking for a new challenge or wishing to continue with ones already started, we have a well-established and highly successful DofE awards team within our 'learning community'. There may be an opportunity to continue onto your Gold award or, numbers permitting, perhaps try DofE for the first time. Completing the award at any level is always an achievement, with more and more universities and employers looking upon successful awardees favourably with the knowledge that they are able to offer commitment, responsibility and perseverance.

Health awareness – Various speakers will be invited in to discuss health issues of specific relevance to 18-19 year olds.

Higher Education Fair – This begins the process of applying to university.

Sixth form voice – One or two representatives from each of the tutor groups meet with Mrs Fyles once every half term to discuss issues relating to Chilwell sixth form as we strive to improve facilities and experiences.

Mentoring – This is an opportunity which allows you to receive training to provide academic support to pupils lower down the school.

School functions – e.g. the prom.

School trips – In the last few years we have enjoyed trips to the Christmas Market in Birmingham and The Making of Harry Potter in London.

Student Union/ sixth form voice – This comprises of a body of elected students who represent students at Chilwell sixth form and will organise activities and social events and discuss issues with Mrs Fyles Wednesday 1:00 in L1 relating to Chilwell sixth form as we strive to improve facilities and experiences.

Voluntary Work – You will be encouraged to undertake voluntary work in addition to your studies and /or complete MOOC's.

Careers Experience – An essential part of being a student at Chilwell sixth form. It provides opportunities to discover and experience possible career paths.

Young Enterprise – This is an opportunity to develop team skills, risk taking, problem solving through the medium of running a business. See Mrs Fyles for further information.

Sixth form Studies

Course change procedure – Should you decide that a course is no longer suitable you must in the first instance discuss this with Mrs Fyles or your tutor because it could have serious implications on your career. All students must complete 3 full A levels at the end of 2 academic years.

Should you wish to change to a new course, you must discuss this with the teacher of that subject and Mrs Fyles. Picking up a new subject is only possible until week commencing 7th October 2019.

Target setting and evaluation – At the beginning of the academic year each subject will give you your Target Grade. This is based on your GCSE results. This is something for you to aim for. Your progress will be evaluated against these targets.

Private study time – You are not expected to be in college if you do not have a lesson although it is encouraged. You are, however, expected to complete 5 hours of private study per subject per week. To enable this, you have up to 3 study periods on your time table. These are compulsory, will be registered and therefore count towards your attendance record which Mrs Fyles must submit to Universities or future employers.

Progress monitoring – You will complete this during registration time using your tutor folders. It is imperative that you take all of your folders to this meeting.

Progression to Year 2 – This is dependent upon grades and behaviour in Year 12.

Exam boards for each subject – It is important that you are aware of the exam board for each subject you are studying and that you look on the website in order to gain access to past papers, mark schemes and other useful information. List your subjects and exam boards below:

Subject 1	Subject 2	Subject 3	Subject 4

Websites:

AQA: www.aqa.org.uk

OCR: www.ocr.org.uk

Edexcel: www.edexcel.com

Student support

Guidance and advice – In the first instance this will be provided by your tutor. Careers guidance is available by appointment

Learning facilities – The library is open access with computers available for use during study periods.

Your attendance will be monitored and strategies for improvement will be provided where necessary.

Nurse – The nurse is available for drop in sessions every week. Please check the noticeboard for days and times. This is a confidential service.

Tutor Groups – You will be assigned to a tutor group which you must attend every week. During this time, you will learn about: study skills; your strengths and weaknesses; produce or update your CV; Citizenship; budgeting; applying for university and employment. See also the visiting speakers section.

Student counsellor – This service is available either as a drop in or by weekly appointments. See Karen Fyles for more information. The service is completely confidential. There is an icon on the desktop. Your tutors will provide you with more information.

Visiting speakers – there will be a range of speakers throughout the year. If you would like us to invite a speaker in to cover a particular topic, we are open to suggestions.

Other: health awareness day; Advantage Nottingham opportunities; university open days, finance awareness, vocational day and others.

Chilwell sixth form: key dates

Provisional dates for 2019-20

Please note that some dates/events may change during the academic year.

Date	Time/session	Organisation	Year group involved	Additional details
September				
3/9/19	Afternoon 12:00 11:00	UCAS	Yr12 Apprenticeships Yr13 12 and 13	photographs
11/9/19	Personal statement workshop Evening	NTU KF	13 12 parents	Year 12 Welcome
18/9/19	PSHCE Wed P1	NTU	12	H.E talk
26/9/19	Evening	School	Ambassadors	Opening Evening
October				
3/10/19	Day/Evening	School	Ambassadors	Taster Day/Open Eve
7 th -11 th	AM registration - Morning	School	12and 13	Assembly
11/10/10	Morning – 9:00am	NU	Year 12	Meningitis jab
17/10/19	Evening	School	12/13	Parents evening
18 th -4 th Nov		School	12/13	Half term
November				
22/11/19	All day	School	12(Cheese Matters – Capital One) Drive alive/ EPQ – Nottingham Trent Uni library 13 UCAS	DD#1 – in school
December				
4/12/19	Elderly peoples party	KF/SU	12	
10/12/20	Birmingham Christmas Market	KF/H and Sc	12/13	
20 th Dec-6 th Jan		School	12/13	Christmas holiday
January				
16/01/20			12 – Art Galleries Nottingham 13 – Study leave	DD#2
20-24/01/20		School	13	Exams
22/01/20	Researching your Options	NTU	12	PHSCE
15 th Jan				UCAS deadline
20-24/01/20		School	13	Exams
February				
13-24 th /02/20		School	12/13	Half term

March				
4-8/03/20	AM registration	School	12/13	Assembly
11/3/20	All day	NTU	12/13	DD#3 - Yr 12 – Vocational day Yr 13 – Stressless 10am
19-22/03/20		School	Yr 13	Mock Exams
April				
2/04/20	Evening		12/13	Parents' Evening
3-19/04/20		School	12/13	Easter Holiday
24 th or 25 th April	Morning	Derby Uni	12	UCAS fair
May				
8/05/20	All day	School	12/13	May day
20/05/20	PHSCE Wed p1	NTU	12	UCAS talk
24-2 nd /06/20		School	12/13	Spring Bank
June				
22-26/6/20	All week	School	12	Exams
July				
01/07/20	Wed period1	NTU	12	Personal Statements
8-9/7/20	All day	School / London	11	Transition
6-10/7/20	All week		Yr12	Careers week
10/7/20	All day	School		Sports day
15/7/20	All day	NTU	12	Day at UNI
20-23/7/20	All week	Activities week	12	Operation orphan
24/07/20				End of academic year

External Exams – Students are responsible for ensuring they are entered for all their exams. They will be required to sign a statement confirming correct entry for each unit. These should be returned promptly to Mrs Rachael Cook – Exams officer. Failure to meet deadlines may result in non-entry or possible late entry fees.

If you drop a subject after being entered for the examination, it is vital that you inform Mrs Rachel Cook immediately. If it is too late to obtain a refund from the exam board, you will be charged for the wasted fee. Failure to attend an exam will also incur a fee.