

David Nieper

ACADEMY

Sixth Form

Welcome and Information Pack

2021-2022

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Welcome

Hello and welcome to David Nieper Academy Sixth Form Centre!

I would like to take this opportunity to thank-you for choosing us. The Sixth Form will be entering its 6th year in September and the team are immensely proud of how far it has grown and developed over this short period.

As a student at the David Nieper Academy Sixth Form you will experience a learning environment that encourages and develops independent thought, self-discipline, motivation, and confidence.

We understand that making the transition from GCSE to post 16 study is difficult for both students and parents. With this in mind, we have created a transition programme which fully supports student from the application process onwards. This welcome and information pack, alongside the subject specific summer learning booklets, are the first step in this process. Students will also benefit from a supportive form tutor and form time programme, parents' evenings, study skills advice, careers appointments and more.

The most unique and perhaps exciting part of your sixth form journey will be your participation in our employer engagement programme. The programme is designed to complement your classroom learning and offers you real life work experiences based on your interests, passions, and career goals.

I hope you find this booklet informative and if you have any questions, please do get in touch. Our contact details can be found on the final page of this pack.

Full timetabled lessons will commence **Monday 6th September 2021**.

Mr C Dixon

Sixth Form Progress and Achievement Leader

Meet the Sixth Form Team



Dr Katherine Hobbs
Headteacher



Mr C Endacott
Assistant Headteacher



Mr C Dixon
Sixth Form Progress
and Achievement Leader

Sixth Form Tutor Team

Mrs E Thorpe – 12ETH

Mrs R Brown – 12RBR

Mr A Covell- 13ACO

Pastoral Support

Mrs L Howard- KS5 Pastoral Support Manager

Admin Team

Mrs L Hopewell- Attendance Officer

Miss T Margione- Admin Support

Miss M Proctor-Smith- Exams Officer

Sixth Form Facilities

We are extremely lucky to be able to offer our Sixth Form students a dedicated Sixth Form Study Area.

Located on the top floor, the Sixth Form Study Area is a warm and welcoming environment equipped with Sixth Form laptops and charging points which enables students to continue with their academic work during study periods.

The area offers both practical tables and chairs which creates a positive learning space, as well as comfortable sofas for use during social and free time.

Our students are also extremely lucky to have access to a dedicated outdoor courtyard, with outdoor seating and table tennis equipment. This is a very popular area in which or students enjoy their break and lunch times. In the summer term, lessons are sometimes held out here too.

Lastly, students can make use of the hot drink making facilities, fridge, microwave, and individual lockers. All of which are located within the Sixth Form Study Area.

With these sixth form privileges do come some degree of responsibility for our students. We aim to give our students independence as well as encourage good habits, therefore, we ask that the Sixth Form Study Area be respected and kept tidy, with any dishes/mugs being cleaned and stored away regularly.



Expectations

Below are the expectations set out by the David Nieper Academy Sixth Form which we expect all students to adhere to. The expectations are presented as a Students Learning Agreement and cover behaviour, attitude, and general conduct. It is important that both students and parents/carers read, understand, and agree to the learning agreement as students will be held accountable if the Sixth Form Team feel that these expectations are not being met.

Included in this information pack are two copies on the Student Learning Agreement. One copy to keep in the pack, and to refer to for your own knowledge. The other, to be signed, dated, and returned to your tutors by **Friday 10th September 2021**.

STUDENT & PARENT/CARER ACKNOWLEDGEMENT OF STUDENT LEARNING AGREEMENT

As a member of the David Nieper Academy Sixth Form you are expected to:

Achieve high levels of academic productivity in and outside of the academy.

Make the most of every lesson through preparation, participation, and consolidation.

Make full use of your non-contact periods.

Complete all work to the required standard by the required deadline through effective use of time.

Ensure that all work submitted is entirely your own.

Maintain high levels of attendance and attend all lessons punctually.

Adhere to the Dress Code at all times (details can be found on page 9).

Only leave site during allocated times (details can be found on page 8).

Act as a positive role model for younger students and behave respectfully at all times. This refers to behaviours in school as well as in and around the local community.

Be respectful of the dedicated Sixth Form Study area.

Engage in the Employer Engagement Programme and act in a professional manor when attending placement.

Accept that you will be asked to leave the Sixth Form if the above conditions are not met.

Signed by Parent/Carer: _____ **Date:** _____

Signed by Student: _____ **Date:** _____

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Employer Engagement Programme

About the Programme

The Employer Engagement Programme runs every other Thursday and has been specifically designed to meet the requirements of the BTEC courses that we offer. The preparation time in term 1 will ensure that students are prepared for their new experiences (we understand that entering the workplace for the first time can be daunting). Students will then experience a range of employment opportunities across three terms- offering diverse experiences that suit the interests of the student. The programme is rounded off with reflective pieces of work- again.

Year 12

Term 1	Term 2	Term 3
<p>Week A= Study skills sessions with Mr Dixon</p> <p>Week B= Placement skills sessions with Miss Brandwood</p>	<p>All year 12 students out on placement.</p>	<p>All year 12 students out on placement.</p>

Year 13

Term 1	Term 2	Term 3
<p>All year 13 students out on placement.</p>	<p>Week A= Preparation for final exams with Mr Dixon</p> <p>Week B= Placement review and completion of reflective pieces with Miss Brandwood</p>	<p>Thursday's are now used for finalising coursework or final revision sessions.</p>

Working Hours

When students are out on placement, they are expected to complete around 6-8 hours at the setting each week. It is important to note that these hours will vary setting to setting, and students must be flexible in their approach to 'fitting in' with the hours of working. For example, care homes are a popular choice for our students studying health and social care. Shifts at a care home often consist of an 'early' shift (7:30-14:30) or a 'late' shift (14:30-22:30). Where shift times become a problem with regards to travel arrangements, we encourage students to have a discussion with their employer and to come up with a suitable plan. Our employers are understanding and if it is discussed in good time, this should not be a problem.

Attendance Policy

When you join David Nieper Academy Sixth Form you are signing up as a **full-time student for a two-year course of study**. Your timetable will differ from KS4, in that you will be given a considerable amount of flexibility and control over your own learning. However, the expectation of achieving 100% attendance remains the same.

Attendance to lessons is compulsory, morning registration (Monday-Friday: 8.40am – 8.48am) and afternoon form time (Mondays, Tuesdays, and Thursdays: 14:50 – 15:35) will often be used for assemblies or external speakers.

Study Periods

As well as your timetabled lessons you will also have non-contact periods, or 'study periods' on your timetables. This is time allocated to you for private study, homework, and enrichment activities. During this time, you are able to make use of the dedicated sixth form study area.

Leaving Site

Students are granted the privilege of leaving site during break and lunch time. **However, this privilege will be withdrawn if students do not return on time for lessons.**

This also means that your allocated study periods can be used to study at home, providing these times fit in with other timetabled demands. **Again, this privilege will be withdrawn if you are late, or, if you are not meeting your work/study commitments.**

Authorised Absence

We do understand that there are some key and important events that will occur during your time with us. For that reason, the following events will be classed as an authorised absence, provided that the event is discussed and agreed with a member of the sixth form team and the attendance officer.

- Driving Theory Test
- Driving Test
- Exceptional Personal Circumstances such as funerals or hospital appointments that cannot be rearranged
- University Open Day Visits
- University Interviews
- Job and apprenticeship interviews

Please note that doctors' appointments and driving lessons will not be authorised and must be organised outside of lesson times.

Reporting an Absence

In the event of needing to report sickness or absence, please complete the following steps:

- Call the Academy Office to report your absence (01773 832331)
- Email your Progress and Achievement Leader and your form tutor to inform them of your absence.
- Email the relevant teaching staff to request work to be kept to one side

Responsibility for Missed Work

When you are ready to return to Sixth Form, it is your responsibility to arrange a time with your teacher to go through any work you missed and to set a realistic deadline for this work to be completed.

Equipment

The equipment needed for Sixth Form is much like the equipment required for KS4. We have an expectation of a high standard of book work and presentation. This expectation will remain throughout the whole of students Sixth Form study.

Please see below a list of suggested equipment:

- Pencil case
- Pen (multiple)
- Pencil
- Ruler
- Rubber
- Highlighters
- Planner (to be provided by the Academy)
- Calculator (where relevant for course)

Students do not need to bring folders or lined paper. Subject exercise books are given to each student for each class.

Please note that some subjects will supply 'work books' or additional textbooks for students to use and work from while they are at home. These resources are to be brought back in to the Academy for **every lesson**.

Dress Code

We expect the standard of dress to reflect the Sixth Form students' position of responsibility within the academy. Therefore, we have adopted a formal business wear dress code.

Students should always be mindful that their appearance and conduct contribute to the community's perception of the Academy. In particular, we expect our Sixth Form Students to set a positive example to the younger pupils in Years 7-11.

Female	Male
Tailored jacket or blazer	Suit jacket or blazer
Tailored trousers, skirt or dress (The skirt or dress should be an appropriate length)	Suit trousers or tailored trousers
A blouse or shirt	Formal shirt and tie (shirt to be tucked in with top button fastened)
Plain leather shoes, capable of being polished, or smart sandals (small heels are permitted)	Plain leather shoes, capable of being polished

ID and Lanyards

Students Sixth Form ID pass and a lanyard should be visible at all times - this is for safeguarding reasons.

Year 12 – Grey Lanyards

Year 13- Black Lanyards

Jewellery

Students are permitted to wear discreet jewellery (watch, necklace, ring, modest earrings).

No student is permitted to wear any visible body piercing with the exception of one small, discreet, nose stud. Anything more than this will need to be removed.

Make up and nails are also permitted but should be discreet and in keeping with business attire.

Unacceptable Dress

We believe that our dress code allows our students to have some degree of flexibility and control over their attire. However, there are some items that are deemed not acceptable. Please see below:

- No trainers, canvas or flimsy footwear (including flip flops, 'Ugg' boots or very high heels)
- Denim is not allowed in any form (jeans, skirts or jackets)
- No Leggings, combat, cargo trousers or tracksuit bottoms
- Clothing should not be considered revealing (low cut tops, crop tops or vests)
- No hats, hoodies, or sweatshirts
- No student should have a visible tattoo. Parents are advised to ensure that their children know the implications of this rule

Form Time

As previously mentioned, form time is a compulsory part of Sixth Form education. A Tutor Time programme has been created and tailored specifically to the needs of each year group.

You will see below that the programme includes activities such as engaging in discussion around the daily news, PSHE tasks, subject specific time, as well as career based sessions for our year 12 students, and UCAS applications for our year 13 students.

Year 12 Tutor Time Programme

	AM Tutor Time 8.40am - 8.48am	PM Tutor Time 14:50am - 15:35am
Monday	Review of Tutees previous week attendance Discuss tutor group average attendance. Discuss any events for the week Check Uniform/lanyard – Prepare for P1	Week A- Tutor Activity (PSHE) Week B- Time dedicated to destination discussions and research, university research and careers interviews
Tuesday	BBC or Sky news headlines Check Uniform/lanyard – Prepare for P1	Subject Time (Independent study/catch up on any missed work)
Wednesday	Week A- Assembly (Sixth Form) Week B- Reading (Subject based)	
Thursday*	BBC or Sky news headlines Check Uniform/lanyard – Prepare for P1	Subject Time (Independent study/catch up on any missed work)
Friday	Review weekly target Set a new weekly target (Subject based) Check Uniform/lanyard – Prepare for P1	

Year 13 Tutor Time Programme

	AM Tutor Time 8.40am - 8.48am	PM Tutor Time 14:50am - 15:35am
Monday	Review of Tutees previous week attendance Discuss tutor group average attendance. Discuss any events for the week Check Uniform/lanyard – Prepare for P1	Time dedicated to destinations and/or UCAS applications
Tuesday	BBC or Sky news headlines Check Uniform/lanyard – Prepare for P1	Subject Time (Independent study/catch up on any missed work)
Wednesday	Week A- Assembly Week B- Reading (Subject based)	
Thursday*	BBC or Sky news headlines Check Uniform/lanyard – Prepare for P1	Subject Time (Independent study/catch up on any missed work)
Friday	Review weekly target Set a new weekly target (Subject based) Check Uniform/lanyard – Prepare for P1	

***Please note that Thursday's will be amended once the Employer Engagement Programme begins.**

Planning for Success

Understanding the correct climate for learning is important when studying at all levels, but particularly important when studying at level 3. As part of your course, you will be expected to complete a set amount of independent study. Some of this you will be able to complete during your allocated study periods. However, most of it will take place at home.

There are lots of positives to working at home, you will be away from the distractions of your friends, and readdressing the knowledge you have learnt during lesson will consolidate your learning, meaning you will remember more!

Despite the positives, we recognise that working from home can also be full of distractions and temptations. With that in mind, we have put together a list of 'top tips' to help your home studying be successful.

Our Top Tips

- Find a space that is quiet and, ideally, empty of distraction
- Tell other people in the house that you need a calm atmosphere to study or revise
- Turn off your mobile phone
- If you don't need it disconnect your computer or laptop from the internet
- Have a drink and something to eat with you – then you won't need to 'nip' to the kitchen to get anything
- Make sure the room is not too hot or too cold
- Do your best to clear your mind of everything except your studies.

If you have any concerns specific to the content of your subjects, please speak to your subject teacher as soon as possible. We, as teachers, know and understand that this transition can be difficult. So, speak to us and we can offer further guidance and support.

Parental/Carer Support

It can be difficult for parents to know what to say or how to help their children when they are going through this transitional period. Below, we have put together some ideas that you may find useful.

Showing interest and asking questions such as:

- How are you finding your subjects?
- Are you finding anything difficult?
- How are you coping with the amount of work that is being set?
- How is sixth form different to year 11?
- Are you organised and meeting deadlines?
- Do you have ideas about your next step (University, apprenticeships, etc...?)

If you find the answer to any of these questions to be particularly negative, please do get in touch with your child's form tutor. We can offer additional support where needed, and this can be done discreetly if needed. Raising any concerns, you may have is both helpful and important for your child's success.

Understanding WAG and ATL.

Throughout the year, there will be 4 assessment points, in which students will be given a Working At Grade (WAG)- which indicates the level of work that students are producing. Students will also be given an Attitude Towards Learning score, which indicates the effort and attitude a student is displaying towards the subject. Having a sound understanding of this will help you to identify how your child is progressing, and any areas that they may need some additional support or encouragement.

WAG is graded dependant on the qualification being sat. For example:

- BTEC's are graded Distinction, Merit, Pass.
- A-level subjects are graded A, B, C, D, E, F, U.

ATL is graded 1-4:

- 1 refers to an outstanding attitude
- 2 refers to a good attitude, but some areas for improvement are identified
- 3 refers to an attitude that is not good enough and requires multiple areas of improvement
- 4 refers to a cause for concern and will be dealt with by senior staff members

Please see an example below:

	WAG	ATL
Health and social care	Merit	2
Sociology	C	1
English	B	1

The above data would suggest that the student is doing well overall. It is often the case that a WAG grade is reflective of a student's ATL.

This student would be praised for their work in Sociology and English, and a plan would be put in place for the relevant improvements to be made in health and social care.

Sixth Form and Beyond

David Nieper Academy Sixth Form provides students with advice and support around Apprenticeships, UCAS and university entry, and employment opportunities following completion of their level 3 courses.

We understand that knowing exactly what you want to do after Sixth Form Study can be difficult. This is why our work around careers and destinations starts from day one. Our aim is to make sure that all of our students know and fully understand what their options are when they leave us, and have the information they need to make a choice that is right for them. As part of this process, our students are fortunate to be offered a range of guest speakers, enrichment lessons specifically focused on careers and destinations, as well as the annual Careers Fair which attracts an outstanding range of representatives from higher education and industry. We invite sector experts with a range of career experiences to come into the Academy and talk about their career journeys. This provides opportunities to hear first-hand about particular career paths, industries and sectors.

Our Sixth Form team provide specialist UCAS support to our students, which includes proofreading personal statements; visits to UCAS conventions, as well as university open and discovery days.

That being said, we are aware that university isn't for everyone. We therefore offer information to students who are thinking of undertaking apprenticeships or considering going into employment.

For more information on this, please contact Mr Dixon- KS5 Progress and Achievement Leader.

Contact Details

Mr C Dixon

For any queries regarding year 12 or the transition process or year 13, destinations:

[cdixon@davidnieper.academy](mailto:cdixon@ davidnieper.academy)

Miss T Margione

For any administrative support such as forms or payments:

tmargione@davidnieper.academy

Miss L Howard

For pastoral or wellbeing concerns:

lhoward@davidnieper.academy

Mr C Endacott

For all other queries regarding Sixth Form:

cendacott@davidnieper.academy