



Sir John Lawes School  
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# Year 12 Parents Information Evening



Year 12 2019 Induction



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## Sixth Form Staff and Responsibilities

**Head of Sixth Form** - Ms C Rickard

**Assistant Head of Sixth Form with responsibility for Year 12** – Mr D Thompson

**Student Services Manager** – Mrs J Honour-Jones

**SLT Link to the Sixth Form** – Mr G Williams

## Tutor Team

12 Austen	Mr M Forrow and Mrs N Wright	<a href="mailto:mforrow@sjl.herts.sch.uk">mforrow@sjl.herts.sch.uk</a> <a href="mailto:nwright@sjl.herts.sch.uk">nwright@sjl.herts.sch.uk</a>
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12 Hepworth	Miss B Fraser	<a href="mailto:bfraser@sjl.herts.sch.uk">bfraser@sjl.herts.sch.uk</a>
12 King	Mr D King	<a href="mailto:dking@sjl.herts.sch.uk">dking@sjl.herts.sch.uk</a>
12 Lawes	Mrs K McIntyre	<a href="mailto:kmcintyre@sjl.herts.sch.uk">kmcintyre@sjl.herts.sch.uk</a>
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12 Ryder	Mr J Dunning and Mrs K Hamilton	<a href="mailto:jdunning@sjl.herts.sch.uk">jdunning@sjl.herts.sch.uk</a> <a href="mailto:khamilton@sjl.herts.sch.uk">khamilton@sjl.herts.sch.uk</a>





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## The Role of the Sixth Form Tutor

- First point of contact for parents
- Academic and pastoral mentoring
- Contributing to, collating and writing references, both for employment and University
- Students register with their tutor at **8.40am** and **12.30pm** each day





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## The School Day

- Year 12 students are required to be in school from **8.40am** to **3.30pm**. However this year, students who do not have lessons 1 and 2, and live locally, have been allocated Home Study. We require written permission for students that live further away in order to grant Home Study
- Morning registration begins at 8.40am – students should not be late – the gates lock automatically at 8.40am. Lateness will lead to a break detention. Persistent lateness will lead to a Senior detention
- Sixth Form students have sole use of the canteen at break each day
- Afternoon registration begins at 12.30pm
- Year 12 Students may go out of school at lunchtime, but must be back in school for the start of lesson 5.





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## Home Study

- Home Study can be extended for those who do not have lessons 1-4 but **all** students **must** be in afternoon form at 12.30.
- Home Study is not something we have granted to Year 12 before but have to under the current circumstances.
- It is vitally important that students that have Home Study, especially lessons 1 and 2, use the time properly and commence their studies at 8.50.
- We would be grateful for your support in ensuring Home Study works as well as possible for the students

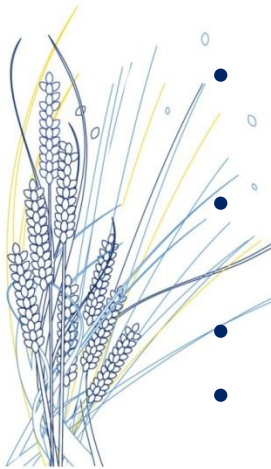




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## Current procedures

- The school is operating in year group bubbles
- Forms 12A, 12B, 12H, 12L AND 12N need to enter school at the bottom entrance that lead onto the tennis courts. Forms 12K AND 12R need to enter at the Science gate
- The Sixth Form have sole use of the canteen at lunchtime- however uptake is low so this privilege might be taken away. Please ensure that students have funds via ParentPay.
- At lunchtimes, students can use the covered area outside the SF classrooms but are not allowed in the study area.
- If students do go out at lunchtime they should maintain social distancing if entering public places.
- School lockers are not currently in use but this will be reviewed later on in the term.
- Sixth Form students have sole use of the toilets in the Sixth Form block
- Students should remember to use sanitiser when entering and leaving classrooms or the Sixth Form study area.





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## Safeguarding

- All students will soon be issued with an ID badge and lanyard – these must be worn at all times. **This is a legal requirement.** Any student arriving in school without their ID will be issued with a temporary pass by Mrs Honour Jones, however repeat offenders can expect to work in isolation or sent home.
- Year 12 are allowed out of school at lunch only
- Students must sign out with their form tutor. **Again this is a legal requirement.**
- If students have to leave or return to the school site at any other time (medical/dental appointments etc) they must sign out in the 6<sup>th</sup> form.
- If a student suddenly feels ill during the day, they **MUST** go to First Aid in reception.





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## Independent Study Lessons

For each taught hour, students should plan to spend at least **another hour** working independently

- The majority of Year 12 students have 10 independent study lessons per week
- Sensible use of these lessons is the key to success as an 6<sup>th</sup> form student
  - Supervised study in the main study area or the Sixth Form classrooms
  - Home study
- The best use of independent study lessons is to allocate each one to a subject and plan to complete homework in these. This leaves time in the evenings to do extended work and more in depth research







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# 6<sup>th</sup> Form Dress Code

Sixth Formers at Sir John Lawes have some discretion to make certain choices about their working clothes, but are expected to set an example of smart appearance to other year groups. The Sixth Form dress code is **smart** and the requirements are as follows:

- Smart jacket or blazer with either smart full-length trousers or a smart knee-length skirt or a smart knee-length dress – preferably matching
- Smart shirt with tie or smart top
- Smart shoes or boots
  - No stretchy skirts
  - No Capri pants, shorts or leggings
  - No chinos or jeans
  - No spaghetti straps or tops that reveal midriffs
  - No tops with logos
  - No trainers or other casual shoes.
  - No excessively high heels.
  - No casual boots; Uggs or similar

## Other requirements

- Hair should be neat, a natural colour, **not shaved or faded below a number 2**
- Hooded tops are not to be worn at any time
- Only ear piercing is permitted in school. No other facial piercings are allowed
- No spacers or “spike” earrings.
- A jacket must be worn when walking around school, as well as for assemblies and other formal occasions.
- Bags that feature inappropriate imagery are strictly forbidden

**Any student who breaches the school dress code can expect to be sent home to change.**



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## Absences and Illness

Levels of attendance have a direct impact on achievement

- Dental and medical appointments should, whenever possible, **avoid lesson and form times**. Form tutors should also be notified in advance of these appointments whenever possible
- All absences due to illness must be accompanied by a note on return, and a phone call to the attendance officer on the first morning of the absence.
- A doctor's certificate is required after 5 days
- Students are required to attend all timetabled lessons – we will ring home about student persistently missing lessons. However, **SIXTH FORM STUDENTS NEED TO TAKE RESPONSIBILITY FOR THEIR OWN LEARNING**





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## Cars

- 6<sup>th</sup> form students learning to drive are allowed to have driving lessons during their independent study periods **but these must not be booked during any lesson or form times**
- Please actively discourage students from driving to school
- Students are not allowed to park on site
- Parking around the school is severely limited
- All students who insist on driving to school must register their car number plate with Mrs Honour Jones





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## **Part-time Employment**

- Up to a maximum of 12 hours per week please!

## **Smoking**

- Sixth formers are role models for the rest of the school and as such should not be smoking anywhere close to the school site. Any sixth formers found to be smoking in the vicinity of the school site will be issued with a senior detention for after school on a Friday, or on a Saturday morning





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## Head of Year 12 - Mr Thompson

- Tracking and monitoring of students
- Student welfare
- Monitoring of Sixth Form Lessons
- UCAS Prep
- Overseeing Yr 12 opportunities





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- In early October students will be given their **aspirational** targets for achievement in each subject
- These are based on ALIS testing which takes place this week and prior attainment at GCSE
- These are not predicted grades – they are the grade a student **could** get if they **work really hard**
- Targets are not a cap on achievement - some students may even outperform their targets
- All students will have formal target setting interviews with their subject teachers and form tutor in the Autumn term
- Teachers will **predict grades based on performance in class**
- These predictions will take place in November and again in March
- Year 12 Parents Evening takes place in January
- Year 12 exams take place in April with results issued to parents in June. Students whose results suggest serious underachievement will be required to re-take their Year 12 exams
- Any public Level 3 exams take place in Jan/May/June

## Target Setting

Subject	Teacher	T	PG O&	PG Mar	Comments/Issues: Sept
Comments/Issues: Oct/Nov					Comments/Issues: Mar/Apr





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## How to know if your son/daughter is likely to underachieve...

- If they are never working in the evenings
- If they tell you they have no work to do
- If their friends also claim to have no work to do
- If they have a job that is over 12 hours a week
- If they are not solidly revising in the weeks prior to the Year 12 exams





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## How You Can Help?

- Make sure you are registered on Edulink
- Please check for updates on twitter @sirjohnlawes
- Know the major deadlines for each subject your son/ daughter is studying
- Monitor SMHW
- Check out the Sixth Form website for information
- Help your son/daughter to establish an after-school study regime
- Check organisation of folders
- **Think carefully about the timing of family holidays**







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# The House System

- All Year 12 students will be invited to apply to be House Captains of their house
- House Captains will be elected by all members of the house
- They will work with the Heads of House to lead assemblies, take part in form activities, encourage participation in house competitions and help with fundraising.
- Anyone considering applying to be a Prefect next year should think about being a House Captain





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# Year 12 Opportunities





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# PE/Sport/Exercise Sessions – Wednesday Afternoons

- All students are timetabled for these
- Activities take place on a carousel basis





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## Enrichment

- Statistical Maths support programme
- International AS Thinking Skills
- Level 3 Certificate in Financial Skills
- EPQ
- Study Skills
- Visiting Speakers – virtual at present





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## Opportunities for Year 12s

- Become a House Captain
- Apply to be a Prefect and then a Senior Prefect in April
- **These roles are highly regarded on university applications**





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# Year 12 Work Experience 24-28<sup>th</sup> May

- Gives the opportunity to demonstrate employability skills for future careers.
- Can demonstrate your passion and commitment to an area of interest.
- Gives the opportunity to network.
- Can enhance your CV and UCAS application.
- Offers an insight into a particular industry or organisation.
- There is an increasing demand from employers for applicants to have relevant work experience at regular intervals.





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# Higher Apprenticeship Evening 17 March 2021

- AECOM
- Aon
- Barclays
- BBC
- Computacenter
- EY
- Hill
- KPMG
- MBDA





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# UCAS and Applying to University

- UCAS applications are made from September of Year 13.
- Teachers make predicted grades for UCAS based on performance in end of year examinations.
- ***It is essential that students work hard in Year 12 and do not underperform in their exams.***
- Students who apply successfully for highly competitive courses are the ones who take advantage of extracurricular opportunities and extend themselves with wider reading.
- Year 12 students:
  - follow a course of lessons to help them prepare their applications
  - attend a UCAS conference
  - are authorised to attend up to three Open Days in school time For parents:
  - UCAS information evening with advice from the sixth form team will be held in April 2021.







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## Oxbridge/Medicine Applications

- We will be meeting soon with students who may be considering an application to Oxbridge or for Medicine, Dentistry or Veterinary Science
- These students must embark on a programme of wider reading/experience – it is too late by Year 13
- Vet/Medical applicants must arrange appropriate work experience and/or voluntary work
- A lot of information is now virtual





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# Any Questions?

- Email: [6thformadmin@sjl.herts.sch.uk](mailto:6thformadmin@sjl.herts.sch.uk)

