



CARDINAL HEENAN SIXTH FORM

STUDENT & PARENT GUIDE AND LEARNING CONTRACT 2021 / 2022

Respect

Believe

Achieve

Welcome Message

Our Sixth Form provides a continuation of the Catholic education that is so deeply rooted in the traditions and fabric of life on Merseyside. We are very proud of our sixth form. It is inclusive, person centred and rooted in the gospel values. The buildings are modern, the learning is vibrant and the staff and students are dedicated and diligent. We offer a high quality, rounded education for all young people, so that they develop their full uniqueness and potential. We trust that you will recognise the excellence we deliver and work with us to create a caring ethos which is respectful of all, and engages with people of all beliefs.

K. Smyth
Headteacher

Sixth Form Pastoral Staff

- Mr N Kimberley (Key Stage 5 Co-ordinator)
- Mr T Phipps (Head of Sixth Form)
- Ms A McCabe (Information, Advice and Guidance)
- Mr G Aster (Study Centre Supervisor)

Sixth Form Tutors

- Ms G Cornally
- Mr N Ashton
- Miss C O'Brien
- Mrs J Davies
- Miss A Keegan
- Mr M Waterhouse
- Mr L O'Toole
- Mrs L Davies
- Mr G Aster

Making Progress in the Sixth Form

Entrance onto any sixth form course is dependent on meeting the minimum entry requirements as specified on the sixth form options sheet. Progression, once a course is started, is only guaranteed where a satisfactory standard of work and effort is maintained throughout its duration. Student will be allocated a target grade for every course. When monitoring progress, this target grade will be periodically compared against assessment data and predicted grades. Intervention will be put into place for students who are not making satisfactory progress.

Sixth Form Study

Students joining the Sixth Form at Cardinal Heenan experience a different kind of study than what they are used to. In particular, they will be expected to work far more independently, take sole responsibility for organising their own time and developing effective study habits. They will be given guidance by teachers and through study periods under the supervision of Mr Aster, in the development of the learning skills required for individual subjects.

Attendance

Our expectation is that all students achieve 100% attendance. This means being in the sixth form from 8.40am every day, and being punctual in attendance to all lessons and study periods.

Attendance as a whole will be carefully monitored. If it falls below 95%, then intervention procedures will commence. Serious attendance issues will mean that a student may be placed on a contract with the ultimate sanction of being asked to leave the sixth form entirely.

Students must ensure that:

- they give notice in advance, to both form tutors and subject tutors, of any planned absence. An absence form must be completed and signed by a parent in advance and returned to Miss McCabe in the sixth form office who will seek authorisation for the absence;
- parents call the school attendance line (0151 235 1477) on each day of absence for illness or personal reasons. Messages can be left on this line;
- if unwell during school hours they seek authorisation to leave from Mr Phipps or Mr Kimberley, and then sign-out with Ms McCabe or Mrs Tollitt in the sixth form office/reception;
- any work/assignment missed is quickly completed upon return from a period of absence;
- driving lessons are never arranged during timetabled sixth form lessons and study periods;
- any dental, medical or other appointments are arranged outside timetabled sixth form lessons. If this is unavoidable, an absence form must be completed.
- PSHE and General RE are compulsory elements of the school curriculum and these may be at a time when students have no lesson, however will be expected to attend.

Student Daily Procedures

Students must always:

- read the noticeboards and posters on corridors and in classrooms for important updates;
- regularly check their school email (ideally having access to it on their phone);
- adhere to the sixth form uniform code, including the wearing of the lanyard and ID badge, and no wearing of a coat indoors;
- respect their study area, classrooms and canteen by ensuring that all litter is binned and equipment is used appropriately;
- abide by the school rules especially that **no phones or headphones are permitted in the lower school building**;
- behave as a responsible role model.

School Emails – Microsoft Outlook

As a sixth form student you will have your own school email address and account. Much like in the world of work you will receive a lot of information via email from teaching staff, pastoral support and career guidance. As such it is an essential tool for your success and ensuring that you do not miss out on vital information or opportunities. All students must access emails daily and we encourage students to download the Microsoft outlook app onto phones to do this.

Study & Extra-Curricular Participation

Students must;

- prepare fully for **ALL** formative and summative assessments to ensure progression throughout the year;
- devote a significant amount of time each week to independent study. This will include consolidation of work done in class and wider reading or research. For example, **at least 5 hours independent study** should be devoted to each advanced level subject;
- ensure that any homework/assignment/coursework drafts and set coursework is completed on time and in agreement with the subject teacher;
- participate in all activities specifically arranged for sixth formers by Cardinal Heenan Sixth Form;
- become fully involved in the school's post 16 Enrichment Programme;
- undertake no more than 10 hours per week paid employment during term time. Such employment should mainly occur during weekends.

Uniform

All students will be expected to attend in full Sixth Form uniform.

For males this is black shoes, black trousers, white shirt, black tie and a black jumper or cardigan.

For female students the uniform comprises black shoes, black trousers or skirt, white shirt/blouse and a black jumper or cardigan.

The school coat is also part of the school uniform with students not permitted to wear their own coats within the school building. This is in line with policy for the rest of the school (years 7 to 11).

Linear Qualifications

All courses will be examined in a linear format. This means that Year 12 students will sit formal mock examinations at the end of June to determine the continuation of their studies into Year 13. Students wishing to withdraw from a subject at the end of year 12 will need to inform Mr Phipps no later than the Easter of that year.

Resit mathematics and English students

It is a statutory requirement that any student in further education who does not have at least a grade 4 in mathematics and English must have timetabled lessons and subsequent GCSE resit opportunities. At Cardinal Heenan such students are provided with a minimum of two hours GCSE mathematics and/or English teaching. Attendance is compulsory. All students are expected to access these lessons with a positive attitude and a willingness to work hard and improve their grade.

Plagiarism

Plagiarism is taken very seriously, especially in relation to coursework or controlled assessments.

Plagiarism can result in an examination board cancelling a student's entry and refusing to award a grade.

Students who engage in plagiarism also risk being ejected from the sixth form.

Religious Education

Cardinal Heenan Sixth Form is a Catholic establishment. Religious education and observance will take place each week, and it is a requirement of all students to take attend and take a positive role in relevant activities.

Super Curriculum

Cardinal Heenan Sixth Form is committed to providing experiences that enrich the academic education that students will receive. The Super Curriculum is designed to support students in their transition from Sixth Form into employment, training or Higher Education. It will provide opportunities for students to visit Universities, gain interview experience, engage with employers and develop a more rounded profile.

Whole-School Participation

Sixth formers are able to set an example to younger pupils and to help lower school pupils in many ways, such as being head boy, head girl, sixth form committee member, paired reader or a club leader. We expect all students to take part in at **least THREE enrichment** activities and to attend any talks by external speakers that the school arranges.

Unifrog

In keeping with our commitment to provide students with outstanding careers guidance and tailored support when choosing their next step after school, we expect all sixth form student to regularly update and complete tasks on Unifrog; an award-winning, online careers platform. Unifrog brings into one place every undergraduate university course, apprenticeship, and college course in the UK, as well as other opportunities, such as School Leaver Programmes, MOOCs and every college at Oxford and Cambridge.

Work Experience

All students in year 12 take part in at least one week's work experience which is meaningful and relevant to their career aspiration. With the difficulties some pupils have faced over the recent years we have also encouraged Virtual Work Experience with "Speakers for Schools" and "Springpod" which are free, and provide insights into some fantastic companies.

Summary of Expectations

Expectations of students

Those students who are taking A-Levels, applied general and/or resit subjects must;

- achieve 100% attendance to form periods and lessons;
- achieve 100% punctuality to form periods and lessons;
- achieve 100% attendance to study periods;
- achieve 100% attendance to resit GCSE English and or mathematics lessons;
- be committed to achieving targets grades as set at the start of the academic year;
- attend any additional lessons put on by subject staff;
- have high levels of personal organisation in ensuring all deadlines for homework, coursework and any other set task, are met;
- maintain uniform standards;
- engage positively with any intervention programme that might be put in place to support achievement;
- attend Parents' Evening and similar meetings with a parent or carer;
- participate in a minimum of 10 hours of voluntary work in school or in the local community;
- find and complete a work experience placement that is relevant to their selected subjects or career aspirations;
- prioritise school work ahead of any part-time paid work or similar;
- communicate and engage with all subject teachers to foster positive working relationships.

Summary of Expectations

Expectations of Parents/Carers

Parents/carers of our sixth form students are expected to:

- attend parents' evenings and similar events where student progress is discussed. Where attendance is not possible, an alternative appointment time must be arranged and agreed;
- encourage and support at least 97% attendance and punctuality;
- engage positively with any sixth form intervention processes;
- promptly report student absence;
- insist upon and support independent study at home;
- **avoid the booking of holidays, medical appointments, driving lessons or any similar activities such that they occur during school hours;**
- encourage participation in enrichment activities;
- where possible, help source a work experience placement;
- ensure that when applicable, UCAS statement deadlines are met;
- ensure compliance with the sixth form uniform policy;
- discourage the undertaking of part-time work that will affect academic performance. The recommendation is a maximum of 10 hours work per week;
- understand that a breach of sixth form rules may result in sanctions up to and including students having their place in the sixth form revoked.

Sixth Form Learning Contract Agreement (Own Copy)

This sheet must be signed and kept at home along with the rest of this document.

Please also scan the QR code below and complete the Data Collection Form.



To be completed by the student (block capitals)

I _____ accept the Sixth Form Home/School Learning Contract and agree to abide by the guidelines and policies described herein, in addition to all other whole-school rules and policies that are included on the school website.

Signed _____ Date _____

To be completed by the parent/carer (block capitals)

Relationship to student: _____

I _____ accept the Sixth Form Home/School Learning Contract and agree to support my son/daughter in abiding by the guidelines and policies described herein, in addition to all other whole-school rules and policies that are included on the school website.

Signed _____ Date _____

Sixth Form Learning Contract Agreement (School Copy)

This sheet must be signed and returned to school and kept on file. Students will not be permitted to commence courses in the sixth form until this contract has been signed and returned.

Please also scan the QR code below and complete the Data Collection Form.



To be completed by the student (block capitals)

I _____ accept the Sixth Form Home/School Learning Contract and agree to abide by the guidelines and policies described herein, in addition to all other whole-school rules and policies that are included on the school website.

Signed _____ Date _____

To be completed by the parent/carer (block capitals)

Relationship to student: _____

I _____ accept the Sixth Form Home/School Learning Contract and agree to support my son/daughter in abiding by the guidelines and policies described herein, in addition to all other whole-school rules and policies that are included on the school website.

Signed _____ Date _____