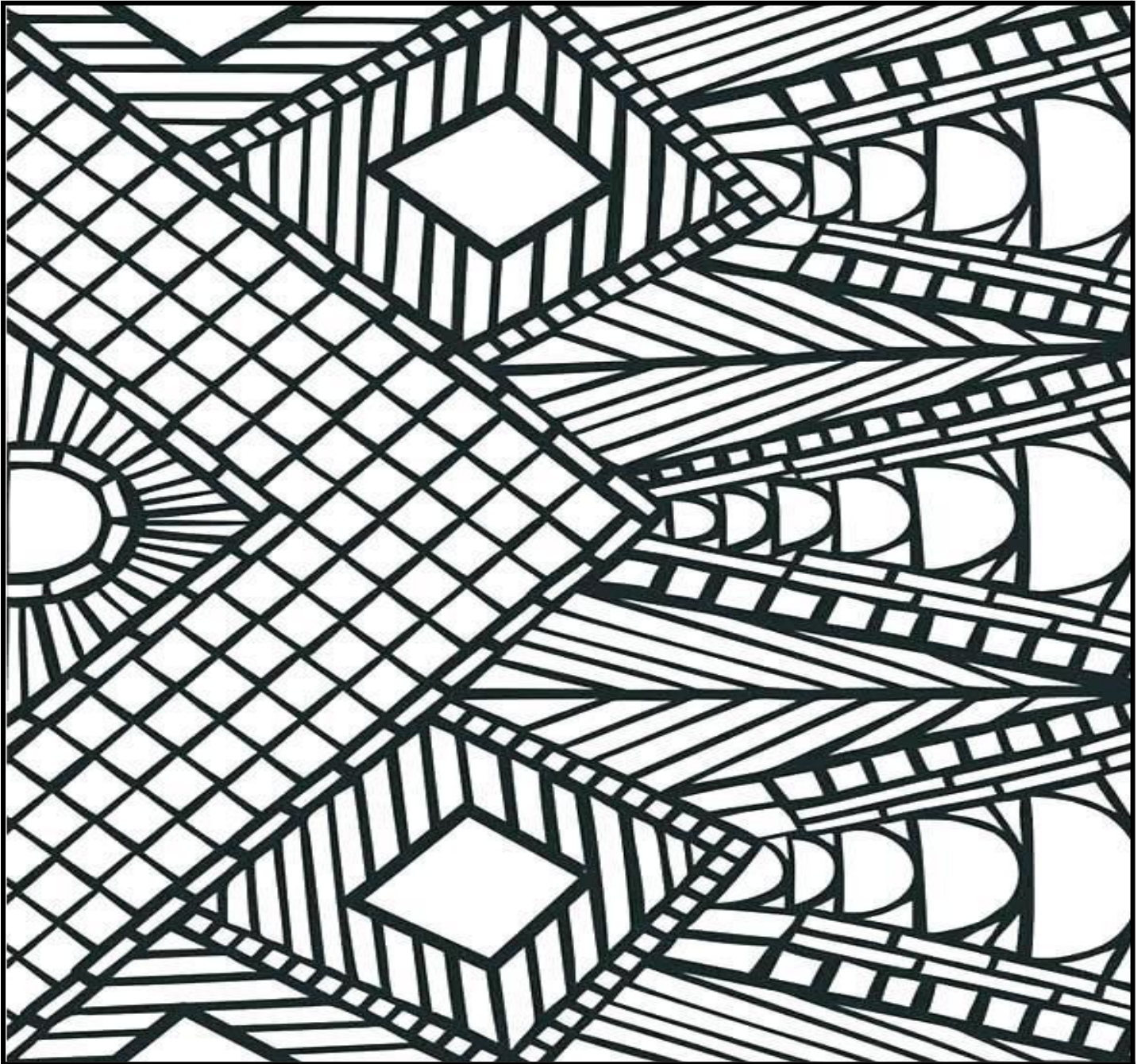


Alperton Community School

Sixth Form Handbook



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**Everything you need to know about Sixth Form
For September 2022**

AUTUMN | SPRING | SUMMER

Key Dates

Term	School Opens	School Closes
Autumn Term 1		
Autumn Term 2		
Spring Term 1		
Spring Term 2		
Summer Term 1		
Summer Term 2		

Month	Key Events / Deadlines	Date
Sept - Dec	Y12 and Y13 Induction to the Sixth Form	
	Y12 four week review & Y13 PPE 1 Exams	
	Y12 & Y13 Bursary Application Deadline	
	Year 12 & Year 13 Academic Review Week with parents	
	Student Leadership Team Interviews	
	Level 1 - Level 2 College / Sixth Form Application Deadlines	
	GCSE English & Maths Public Resit Exams	
	Y13 University Application Deadline	
	Parents Evening for Year 13 & Targeted Y12	
Jan - March	Y12 Assessment Week 1	
	Y13 PPE 2 Exams and Exam Entry Review	
	Public Exams for HSC, Business and ICT Courses	
	Y12 Parents Evening and Targeted Y13 Parent Meetings	
	Y13 University Interviews and final offers	
	Y13 Final Coursework Deadlines	
	Y13 Student Finance Applications open	
April - July	Y12 Biology and Geography Residential	
	Y12 and Y13 Public Exams for A Level and GCSE students	
	Y12 Assessment Week 2	
	Y12 Personal Statement Deadline	
	Y12 Results Day and Enrolment into Y13	
	Y12 End of Year Trip - offsite	
	Y13 End of Year Celebration Party - offsite	
	Y12 Level 1 and Level 2 Celebration Party - onsite	
August	Y12 and Y13 Results Days	
	Enrolment for Y11, Y12 Level 1 and Level 2	

YEAR 13

YEAR 12

WELCOME



SCHOOL ROUTINES

Our school routines are very similar to those students are used to following in Year 7 - Year 11

The School Day

The school day **begins at 8.30am** each day and students are expected to be on site before this time each morning, Monday - Friday.

All Sixth Form students are expected to be in school from 8.30am - 3.10pm every day of the week, with some students staying until 4.20pm for Period 6 lessons. Students who wish to use our study spaces, can do so until 5.00pm every week day with prior parental consent.

Students must arrive at school well prepared with everything they will need including folders, textbooks and homework for lessons AND study periods. Students cannot leave the premises for any reason unless authorised to do so by a member of staff in the Sixth Form team.

COMMUTES

Some students will have lessons that take place at our Ealing Road site. These students will be given a commute pass and will be able to commute at the following times via the student entrance.

- 5 minutes before the end of Form Time in the morning.
- Break Time and Lunch Time
- End of the School Day for lessons taking place Period 6.

8.30am - 9.00am	Registration & Tutor Time	8.45am: commute time for period 1 lessons
9.00am - 11am	Period 1 and Period 2	NO COMMUTES ALLOWED between 9am - 11am
11.00am - 11.20am	Break	11.10am: commute time for period 3 lessons
11.20am - 1.20pm	Period 3 and Period 4	NO COMMUTES ALLOWED between 11.20 - 1.20
1.20pm - 2.10pm	Lunch	2pm: commute time for period 5 lessons
2.10pm - 3.10pm	Period 5	NO COMMUTES ALLOWED between 2.10 - 3.10
3.20pm - 4.20pm	Period 6	3.10pm: commute for Period 6 lessons/ enrichment.

BREAK AND LUNCH TIMES

To support our students with healthy eating habits and to ensure they take a meaningful break from their studies we do not allow our sixth form students to go off site at lunch and break times.

Food and Drink : Students are able to bring in packed lunches or purchase food, cold drinks, tea, coffee and hot chocolate from the Sixth Form exclusive Canteen / Cafe.

Students must pay for purchases using contactless debit cards / parentpay

Recreational Spaces : We have specialist recreational facilities which our Sixth Form students share with students in Year 10 and Year 11. These include table tennis, football, cricket and basketball play areas. *These areas are only accessible to students at Break and Lunch time each day.*

Sixth Form students have exclusive access to seating areas indoors and outdoors.



SIXTH FORM DRESS CODE

To support our students in preparing for the world of work and become more comfortable with the type of clothing expected at formal interviews, we expect our senior students to dress in appropriate 'Business Wear' at all times.

Please see below for more detailed information of the items that should be worn.

Acceptable Tops	Acceptable Trousers / Skirts	Acceptable Footwear
<ul style="list-style-type: none">• Smart Shirt / Blouse in any colour with sleeves• Collared Polo Shirt in any colour with sleeves• Smart Tops with sleeves considered business wear• Smart knee length or longer dresses with sleeves• Blazer / Suit Jacket• Plain Jumper/Cardigan	<ul style="list-style-type: none">• Smart suit style trousers• Smart knee length or longer skirts	<ul style="list-style-type: none">• Smart, flat business style shoes.• flat court shoes• Brogues• Loafers• Boating shoes

The following items are **not permitted**.

<ul style="list-style-type: none">• Casual tops including plain / patterned t.shirts of any kind• Casual Trousers and skirts of any kind including combat trousers / joggers / shorts• Denim, Leather, PVC skirts, trousers, jackets, jeans and tops in any colour• Sportswear/Tracksuit / Sweatshirts / Fleece tops in any colour and of any kind• Hats/Caps / Beanies and any style of Hooded Tops including Hoodies of any colour• Trainers, plimsolls, sliders and Canvas shoes including Vans and Converse shoes in any colour• Tops that reveal the midriff, shoulders or décolletage are strictly not permitted• Excessive jewellery including facial and tongue piercings• Excessive makeup including false eyelashes.
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Any student wearing these items will be sanctioned in accordance with our behaviour policy and may be asked to go home to change or given items of clothing from our Sixth Form Store.

SMART DEVICES

All smart devices must be used in accordance with our digital devices policy.

Mobile Phones, air pods and headphones: Sixth Form students are the only students who are permitted to have these devices with them in school. However the students must

- Use these devices during recreational times only
- Use these devices in the designated areas only (canteen, Sixth Form Quad, Sixth Form Block)
- Switch off and put away these devices during all study sessions, lessons and in the library unless explicit permission has been given to the student by their teacher / staff supervising.

Chromebooks: Students can use their chromebooks in study spaces for academic learning / research only. Students can use chromebooks during recreational times across the school campus.

Misuse of any devices will lead to them being confiscated and returned only if collected by a parent / carer at the end of the school day from 3.15pm - 3.45pm.



ATTENDANCE & PUNCTUALITY

The academic school year comprises approximately 193 school days. This means absences and lateness will significantly impact student learning.

LATENESS TO SCHOOL

Students must always arrive on time. In exceptional circumstances where unavoidable delays occur students should arrive through the main reception and sign in with the Attendance Officer(s), before making their way to their first lesson.

Lateness without a valid reason (determined by the Attendance Officer / Pastoral Manager) will result in a same day 30 minute detention after school. Parents will be informed of this via text / mcas alert.

Persistent Lateness: Students who are persistently late will be placed on **punctuality report** and lose any **Flexi Study Pass privileges** / considerations.

ABSENCE FROM SCHOOL

We expect all students to maintain attendance at 96% and above. In situations where an absence is unavoidable due to ill health or exceptional circumstances, parents must inform the school **before 8.30am** on every day of an absence by calling us on 0208 902 2038 extension: 213. This reporting line is available 24hrs a day. If you wish to speak to the attendance officer directly you can do so by calling the same number from 8.15am - 3.45pm term time.

All appointments or interviews should be made out of school hours. Where this is not possible, students are required to complete a **leave of absence form** and submit this with evidence to the attendance officer for final approval, 3 days before the date leave is requested for.

If a student is absent from school and we do not hear from a parent we will raise a safeguarding concern.

Persistent Absences: The school will flag persistent absences to the Education Welfare Officer for investigation of child safeguarding, including absences relating to recurring illnesses.

Where absences fall below 85% Parents will be called in for a meeting to discuss strategies to support student access to education and / or student suitability for their programme of study.

All lateness and absences will be reported on any employment, higher education or apprenticeship references the school is requested to provide.

More information about what absences can be found on the next page.

SICKNESS and FIRST AID

The school is able to provide first aid.

If a student is too unwell to remain at school and is in need of treatment or further investigation the Sixth Form Pastoral Manager will contact parents / carers.

Students must be collected by parents / carers from the school reception. We will not send students home alone, via taxi, with a sibling or friend.

GUIDELINES ON ABSENCES

There are government guidelines for schools that say when children should be kept off school and when they shouldn't. Please use the grid below to help you avoid unauthorised absences on your record

Unauthorised Reasons for Absence: Please do not take time off for the following reasons:

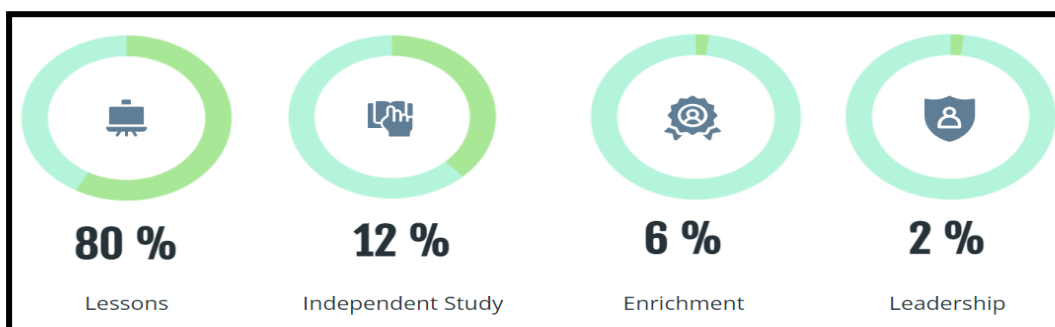
Cold sores, conjunctivitis, colds, coughs without a fever, minor aches / pains	Do check with your pharmacist or call 111 if you have concerns.
Holidays, Birthdays, weddings and other personal celebrations.	Please speak to family and friends so that these can be organised outside of term time.
Driving Theory Test / Lessons	Please organise these outside of term time.
Blood Tests, Covid Vaccines	Please organise these outside of the school day

Authorised Reasons for Absence

Reason for Absence	Authorised / Unauthorised	Leave Of Absence [LOA]	Evidence Required
Chickenpox, Fever, Influenza, Ear Infection with pain.	Authorised illness	N/A	Yes: parent / doctor note
Medical Appointments: GP, Orthodontic, Optical, Hospital,	Authorised	Yes 3 days before the event	Yes: Formal Formal evidence should be attached to the LOA form
Exams / Interviews: Practical Driving Test, University or Apprenticeship admissions test / Interview, other exams	Authorised	Yes 3 days before the event	Yes: Formal Formal evidence should be attached to the LOA form
Extracurricular: Summer School, Job Interviews, Voluntary Work, Rehearsals, etc	At discretion of Head of Sixth Form	Yes 3 days before the event	Yes: Formal evidence should be attached to the LOA form
Religious Occasions	1 day of Authorised leave	Yes 3 days before the event	Yes: Parent Letter
Close Family Bereavement in the UK *	Authorised	Please speak to your Pastoral Manager	Please speak to your Pastoral Manager
Close Family Bereavement overseas *	At the discretion of the Headteacher	Please speak to the Headteacher	Please organise a meeting with the Headteacher via your Pastoral Manager

* Referrals can be made to the school counsellor to support students and families.

THE SIXTH FORM CURRICULUM



Our Sixth Form curriculum is designed to support student transition into the world of Higher Education and Employment. **Attendance to all timetabled sessions is compulsory.**

The Sixth Form PSHE Curriculum

Every morning at 8.30am - 9am

Wellbeing Skills, University Application Guidance, Apprenticeships Information and Guidance, Study Skills, Updates on Current Affairs, Academic Skills development, Summer School applications,

School based Independent Learning

Throughout the day 9am -3pm

- Compulsory supervised study periods, appearing on student timetables.
- Attendance is registered at each session
- A range of Quiet & Silent Study Spaces, equipped with PCs and paper resources to suit all learners
- Designed to support silent independent study and quiet group based study.
- Supervised by an academic mentor who specialises in Higher Education Applications and Academic Learning support.
- Students demonstrating the characteristics of a highly motivated student and strong progress (as deemed by the Head of Sixth Form) will have the opportunity to study offsite / in a location of their choosing on site. These students will be given a unique Flexi Study Pass.

Leadership

Take place once a week

Students attend a 15 minute meeting with the staff member overseeing the leadership team. The students then use the remaining 45 minutes to act on any points that arose in the meeting. More details about these opportunities can be found on the next page.

Enrichment

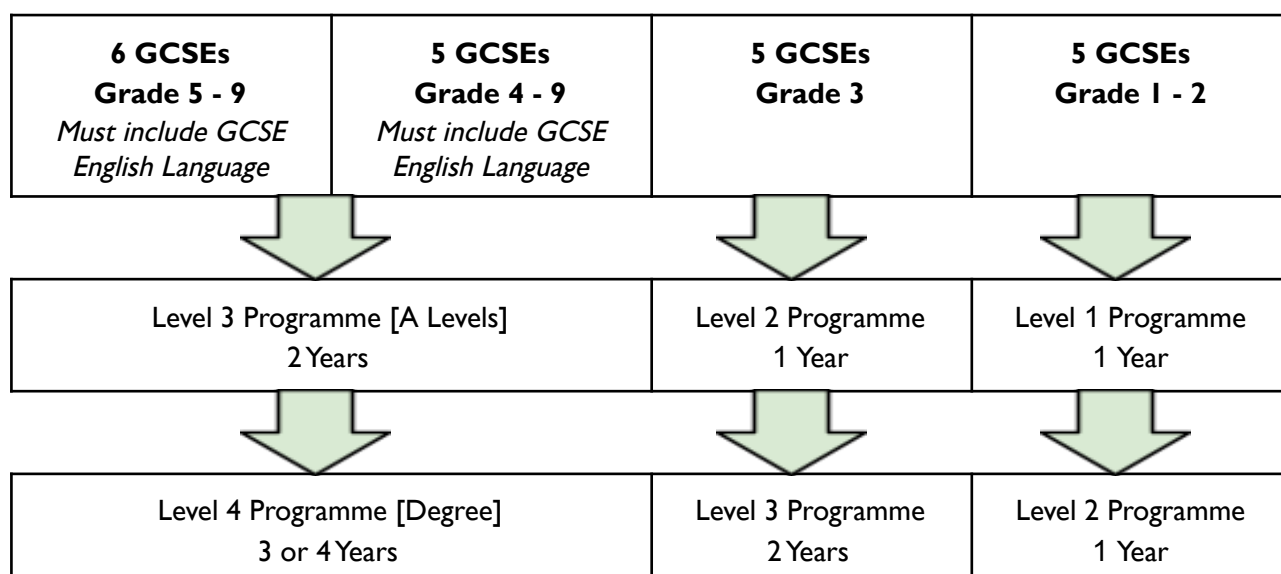
Break / Lunch / After School

Students can sign up to a range of activities that take place during recreational times of the school day. These are invaluable opportunities to gain new skills, make new friends and take a real break from studies. These opportunities will give your mind and body much needed respite which will help you perform better in your studies.



SIXTH FORM PATHWAYS

The Sixth Form offers a range of post 16 options to support all styles of learners



Level 1 and Level 2 Programmes typically involve students resitting GCSE English and GCSE Maths to support students in achieving a Grade 4 or Grade 5 pass. Students will complete a full day of weekly work experience alongside their normal classes each week.

Students studying a Level 3 programme will begin by studying 4 subjects / equivalent. At the end of Year 12 the school will select which 3 subjects the students will continue studying in Year 13.

A list of the subjects we offer and their corresponding entry criteria can be found on the next page of this handbook and on our website.

Students must select one subject from four different blocks and select a leadership programme from the remaining 5th block.

Block A	Block B	Block C	Block D	Block E
Biology	Chemistry	Art	Ethics	BTEC Business Double (2)
BTEC Business Double (1)	Economics	Biology	Geography	Business Studies
History	Maths	Economics	ICT Double (2)	Chemistry
ICT Double (1)	Photography	ICT Single	Maths	English Literature
Psychology	Sociology	Maths	Media Studies	Further Maths
	Textiles	Physics		Health & Social Care
		Politics		
Assembly Lead	Academic Mentors	Apprenticeship Leads	EAL Leads	Library Leads
Careers Lead	Magazine Leads	Prefect Leaders	Fundraising Leads	Media Leads
Display Team	Maths Leads	Sustainability Leads	Sport & Health	Science Leads
Enterprise Lead	Sport & Health		Study Club Leads	Society Leads
Sport & Health	Wellbeing Leads		Textile Leads	Sport & Health

SUBJECTS & ENTRY CRITERIA

	Essential Criteria from GCSE English and Maths	Essential Criteria from Related GCSE Subjects	Minimum Expected GCSE Grades
Art Textiles	English Language Grade 4-9	Art: Grade 4-9 OR Textiles: Grade 4-9	A minimum of FIVE GCSEs at Grade 4-9
Digital Photography Media Studies	English Language Grade 4-9	Grade M2 - D2 in Media Studies if studied at GCSE	A minimum of FIVE GCSEs at Grade 4-9
Biology Chemistry Physics	English Language: Grade 5-9 AND Maths Grade 5-9	Chosen Science: Grade 6-9 Other Science: Grade 5-9 Double Science: Grade 6/6	A minimum of SIX GCSEs at Grade 5-9
BTEC Business & Finance	English Language: Grade 4-9 AND Maths Grade 4-9	Grade M2-D2 in Business Studies if studied at GCSE	A minimum of FIVE GCSEs at Grade 4-9
Business Studies	English Language: Grade 5-9 AND Maths Grade 4-9	Grade M2 - D2 in Business Studies if studied at GCSE	A minimum of SIX GCSEs at Grade 5-9
Economics	English Language: Grade 5-9 AND Maths Grade 5-9	Grade 5 - 9 [M2 - D2] in related subjects studied at GCSE e.g Business	A minimum of SIX GCSEs at Grade 5-9
English Literature	English Language: Grade 6 - 9	English Literature: Grade 6 - 9	A minimum of SIX GCSEs at Grade 5-9
Further Maths	English Language: Grade 5-9 AND Maths Grade 7 - 9	Grade 5 - 9 [M2 - D2] in related subjects studied at GCSE e.g Statistics, F . Maths	A minimum of SIX GCSEs at Grade 5-9
Geography	English Language: Grade 5-9 AND Maths Grade 5-9	Grade 4 - 9 in related subjects studied at GCSE e.g Chemistry, Geography, Science	A minimum of SIX GCSEs at Grade 5-9
Health & Social Care	English Language: Grade 5-9	Biology: Grade 4-9 OR Double Science: Grade 5/4	A minimum of FIVE GCSEs at Grade 4-9
History	English Language: Grade 5-9	History: Grade 5-9	A minimum of SIX GCSEs at Grade 5-9
ICT Single Award or Double Award	English Language: Grade 4-9 AND Maths Grade 4-9	Grade M2 - D2 [5 - 9] in ICT / Computing if studied at GCSE	A minimum of FIVE GCSEs at Grade 4-9
Politics Sociology Religious Studies	English Language: Grade 5-9	Grade 5-9 in one or more of the following History, Psych Sociology, or English Literature	A minimum of SIX GCSEs at Grade 5-9
Maths	English Language: Grade 5-9 AND Maths Grade 6+ to 9	Grade 5 - 9 [M2 - D2] in related subjects studied at GCSE e.g Statistics, F . Maths	A minimum of SIX GCSEs at Grade 5-9
Psychology	English Language: Grade 5-9 AND Maths Grade 5-9	Biology: Grade 5-9 OR Double Science: Grade 5/5	A minimum of SIX GCSEs at Grade 5-9
Level 2 ICT or Health & Social Care	English Language: Grade 3 AND Maths Grade 1 - 2	Grade 2 - 4 [M1, D1, P2, M2, D2] in related subjects studied at GCSE	Minimum Expectation of FIVE GCSE Passes at Grade 3
Vocational Studies	English Language: Grade 1 - 2 AND Maths Grade 1 - 2	Grade 2 - 3 [P1 - D1, P2 - D2] in related subjects studied at GCSE	Minimum Expectation of FIVE GCSE Passes at Grade 2

STUDY HABITS

Sixth Form students typically spend 20 hours a week in teacher-led lessons (classroom based learning) in school.

It is important that students match these 20 hours of classroom based learning time with a **minimum** of 20 hours of independent learning.

These 20 hours are divided between home and school in the following way:

School Based Independent Learning	Typically 5 hours a week, Mon - Fri 9am - 3pm.
Home Based Independent Learning	Minimum of 15 hours a week, Weekday evenings and Weekends

The most successful students have followed a timetable that looks similar to the one below

	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
8.30am	REGISTRATION	REGISTRATION	REGISTRATION	REGISTRATION	REGISTRATION	x	x
9am	ICT	Economics	Physics	Economics	Maths	x	x
10am	ICT	Leaders Meet	Physics	Economics	Maths	c	x
11am	BREAK	BREAK	BREAK	BREAK	BREAK	c	x
11.30 am	Maths Lesson	ICT Lesson	SS: Phys [2]	Physics	Economics	c	x
12.30 pm	Maths Lesson	ICT Lesson	SS: Phys [3]	Physics	Economics	c	x
1.30 pm	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	x	x
2.10 pm	Physics	SS: ICT [1]	ICT	SS: Ec [4]	SS: Ma [5]	HS: Ma [16]	x
3.10 pm	c	HS: ICT [8]	x	Maths	c	HS: Ma [17]	x
4.30 pm	c	x	HS: Ma [10]	x	x	x	x
5.30 pm	x	x	HS: Ma [11]	x	x	x	x
6.30 pm	DINNER	DINNER	DINNER	DINNER	DINNER	x	x
7.30 pm	HS: Ec [6]	HS: Phys [9]	c	HS: ICT [12]	HS: Phys [14]	HS: Ec [18]	c
8.30 pm	HS: Ec [7]	x	x	HS: ICT [13]	HS: Phys [15]	HS: Ec [19]	c
9.30 pm	x	x	x	x	x	HS: ICT [20]	c
10.30 pm	Sleep	Sleep	Sleep	Sleep	x	x	Sleep

KEY

		x	Personal Time [no study]
SS	School Study in subject indicated	c	Catch up on HL / Pre reading / extra revision
HS	Home Study in subject indicated		Timetabled lessons in the subject indicated.

STUDY TECHNIQUES

Research has shown that the following techniques are the most effective way to enhance learning. This means you should allocate 60% (24hours) of your independent study time to

- Recap class notes to enhance your learning
- Commit to memory through **Active Recall & Spaced Retrieval**
- Practice Exam Technique

RECAP CLASS NOTES

WHEN: DAILY, after every lesson

DON'T - Ineffective	DO - Proven to be effective
<p>Only use your class notes to recap</p> <p>Highlight large paragraphs</p> <p>Copy your notes out word for word</p> <p>Rewrite your notes neatly</p>	<p><input type="checkbox"/> Read your notes and another relevant text to help you gain a full understanding of the subtopic</p> <p><input type="checkbox"/> Highlight sections you found difficult to understand / remember and find out more about these by speaking to your teacher, classmates, and other sources.</p> <p><input type="checkbox"/> Summarise the main points onto ONE side of 2 - 3 different flashcards. Use diagrams, acronyms, acrostics and pictures wherever possible.</p> <p><input type="checkbox"/> Turn your notes into 3 or 4 questions and write these on the back of each flashcard.</p>

COMMIT TO MEMORY

WHEN: TWO times a week minimum

DON'T - Ineffective	DO - Proven to be effective
<p>Read and Re-read your notes / flashcards</p> <p>Read / Read your text books</p> <p>Listen to podcasts / videos over and over again</p>	<p>Do everything in Box 1 above THEN do ACTIVE RECALL</p> <p><input type="checkbox"/> Hide your flashcards and <i>roughly</i> re-write your summaries using just your memory, <i>don't worry if you can't remember everything</i>.</p> <p><input type="checkbox"/> Look back at your flashcard and highlight things you could not remember / wrote out inaccurately.</p> <p><input type="checkbox"/> Spend time making these difficult to remember areas more memorable by:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Creating diagrams / acronyms / pictures / Jokes / Stories <input type="checkbox"/> Selecting words that act as triggers <input type="checkbox"/> Writing questions on these areas with trigger words

EXAM PRACTICE

WHEN: Every Week minimum

DON'T - Ineffective	DO - Proven to be effective
<p>Leave it until the end</p> <p>Mark but leave incorrect answers uncorrected</p>	<p><input type="checkbox"/> Weekly Exam practice from memory</p> <p><input type="checkbox"/> Re-do incorrect answers after marking your work. Your brain will then replace incorrectly stored answer techniques with correct answer technique</p>

The most successful students will also use resources available to them on the internet and the library to prepare for their next lesson. You can do this easily by listening to a podcast, watching a video or reading an article on your way home from school on the bus or when you are doing household chores.

WELLBEING

Taking care of your wellbeing is vitally important in the Sixth Form. This is because the courses you are studying are content heavy and fast paced, which means things will begin to feel a little overwhelming at times. You can protect your wellbeing by developing healthy:

- Sleep and Technology Habits
- Diet and Exercise Habits
- Taking Self Care Breaks



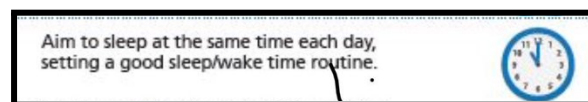
Technology Detox

Did you know social media and video games are designed to be addictive? This is why it is important that we all limit our screen time and take regular breaks.

Frequent breaks will limit the risk of addiction and over stimulation. Research has shown that 40 minutes of screen time for nonacademic reasons per day is the absolute maximum time a young adult should spend on social media, before taking a 1 hour break. Experts suggest that teenagers up to the age of 19 should have no more than 2 hours of screen time per day, which includes time for academic activities. (Dr Harry Larson)



Sleep Habits



The blue light from our devices can severely disrupt sleep. The blue light, a short wavelength light, affects levels of the sleep-inducing hormone melatonin more than any other type of light. Experts all warn that devices, especially mobile phones and tables should never be taken into bedrooms at night time.

Always appropriate³ <ul style="list-style-type: none">• 0 to no added sugar, fat-free, and 0 calories• 0 sodium• Higher in nutrient-dense qualities- fruits/veggies for vitamins and minerals, and fiber• Whole grains• Lean meats and 2 servings of fish a week• 2+ servings from each food group
Watch how much you eat^{4,5} <ul style="list-style-type: none">• Low-fat, some added sugar, higher sodium, and higher calories• Limit to 1 a day per food group
Rarely eat^{4,5} <ul style="list-style-type: none">• Fast-foods• 1 calorie, 1 fat & 1 sugar• Fried foods• Sugary beverages (sodas, chocolate milk, energy drinks)• Deserts, cookies, candy

Diet: Diet is the word given to the food we eat. We all know the importance of a healthy diet and exercise on heart health, but there are also significant benefits to our brain health. (<https://www.sciencenewsforstudents.org>).




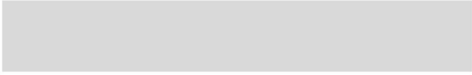



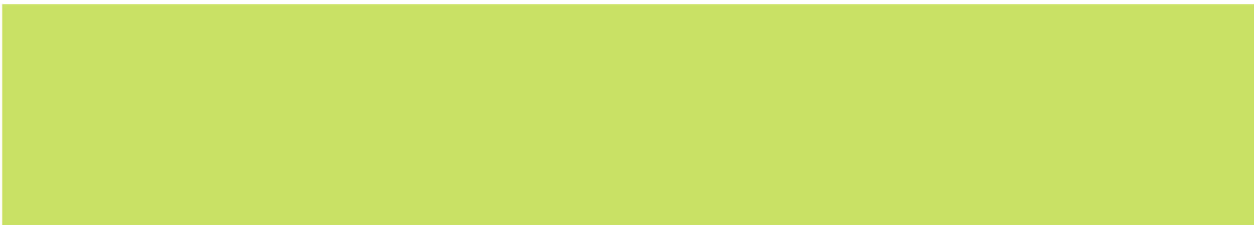
Diets that contain a high intake of fruit, vegetables, legumes (beans, peas, lentils) and cereal-based foods (for example wheat, oats, corn, rice) have been shown to improve cognitive functioning and reduce the risk of memory disorders such as Alzheimer's disease.

Exercise: activity requiring physical effort. Research has shown that exercise triggers the body to make a protein called BDNF. That stands for brain-derived neurotrophic factor. BDNF helps brain cells grow and strengthens links between them.

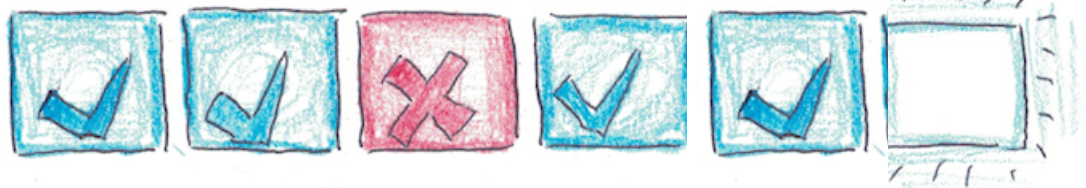
This means exercise can boost connections between brain regions, making us better at weighing up risks to make informed decisions and curb our impulsive behaviours. A 30 minute daily brisk walk with friends is enough to get this happening. Do other things you love, little and often! This includes reading, baking, playing a sport, cycling or walking.

Don't Break The Chain

Set yourself a weekly self care goal and tick off each day you complete this. Try not to break the chain, if you do tell yourself you miss once but you never miss twice and keep going!

SET A WEEKLY GOAL	M	T	W	T	F	S	S
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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NOTES							
							

NEVER MISS TWICE.



Further and Higher Education

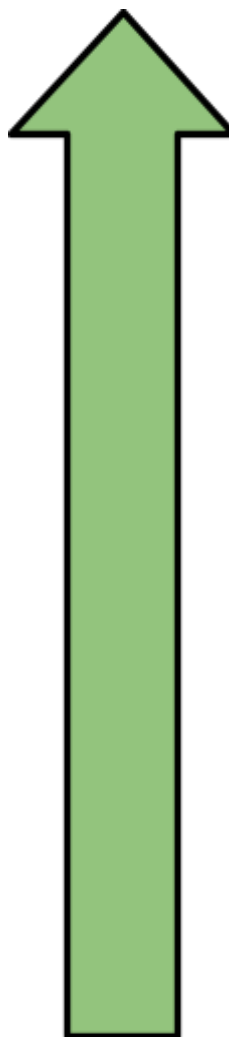
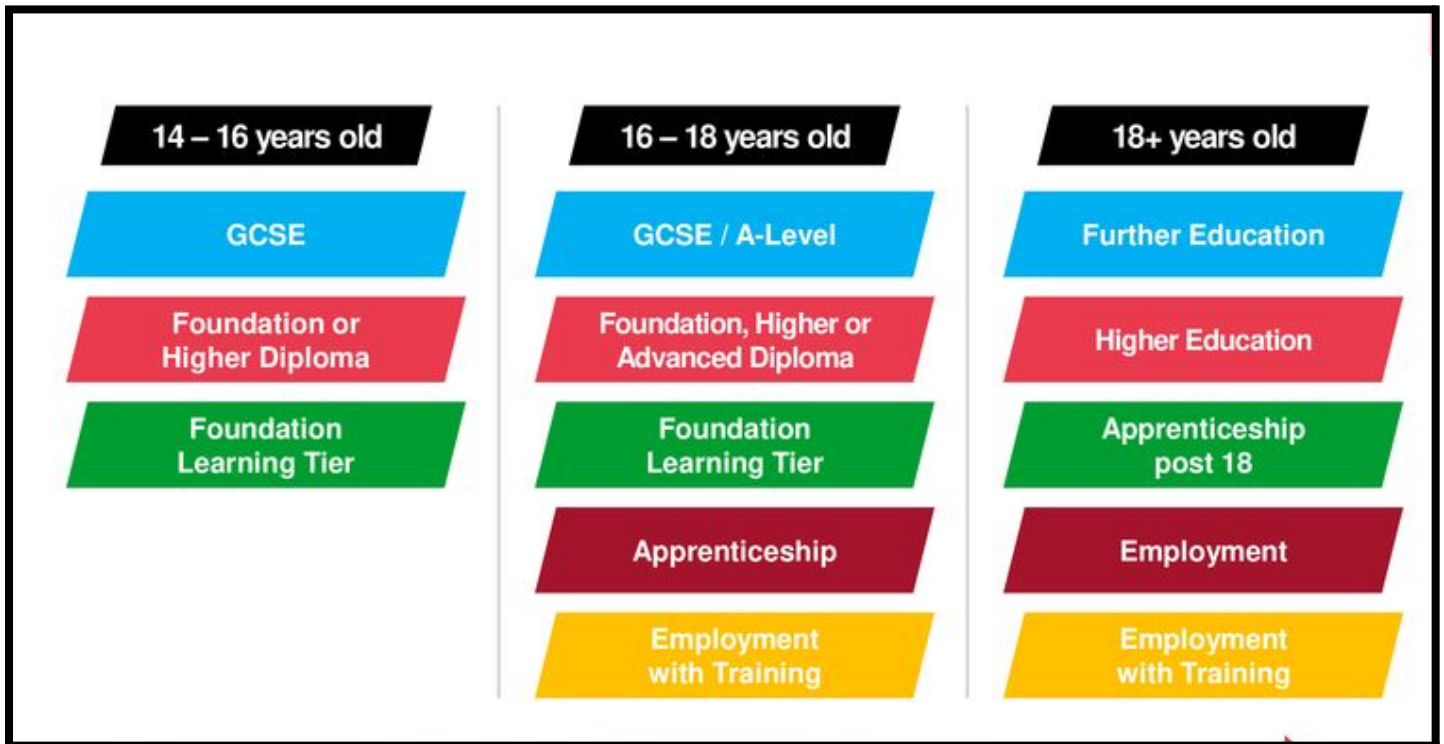
The Sixth Form has a robust careers programme in place to support our students in applying to Colleges, University, Apprenticeships and Employment

<input type="checkbox"/> Leadership programme <input type="checkbox"/> Work Experience <input type="checkbox"/> Dedicated Apprenticeship Lead Staff <input type="checkbox"/> Dedicated Careers Leader <input type="checkbox"/> Academic and Higher Education advisor <input type="checkbox"/> OXBRIDGE AND MEDICS PROGRAMME	<input type="checkbox"/> Opportunities to visit University Open Days and Summer Schools <input type="checkbox"/> Access to Apprenticeship, University and Employment fairs <input type="checkbox"/> Links to Alperton Alumni in various fields of employment <input type="checkbox"/> Drop Down Careers Days for interview skills and more...
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Get a head start on your preparation by using the following websites, which give you a good understanding of the entry criteria, course content and career opportunities.

University	www.ucas.com futurelearn.com	ukcoursefinder.com ukcat.ac.uk	opendays.com lnat.ac.uk
Apprenticeships	Apprenticeshipguide.co.uk gov.uk/apply-apprenticeship	notgoingtouni.co.uk hopinto.co.uk	getting-in.com
Careers Research	ucas.com/careers/careers-quiz nationalcareers.service.gov.uk/	prospects.ac.uk	
Gap Year / Volunteering	Independentgapadvice.org wearencs.com	Volunteerics.org ncvo.org	Yearoutgroup.org Realgap.co.uk
Financial Support	thescholarshiphub.org.uk moneysavingexpert.com/students	nhsbsa.nhs.uk/Students gov.uk/studentfinance	parentadviser.co.uk

If you come across any other websites you think we should share with students please let one of the Sixth Form team know and we can add these to the list above and post to your peer group.



Qualification Level				
Level 8	Doctorate (PhD)			
Level 7	Masters Degree (MA, MSc, MPhil)			
Level 6	Bachelor Degree (BA, BSc)			Degree Apprenticeship
Level 5		Foundation Degree	Higher National Diploma	Higher Apprenticeship
Level 4			Higher National Certificate	
Level 3	A Level	Level 3 Diploma	Level 3 Certificate	Advanced Apprenticeship
Level 2	GCSE (Grades 9 – 4)	Level 1 & 2 Award / Certificate / Diploma		Intermediate Apprenticeship
Level 1	GCSE (Grades 4 – 1)	BTEC & Vocational Qualifications		
Entry Level	Entry Level Courses			

SIXTH FORM BURSARY SCHEME

The 16 to 19 Bursary Fund was introduced to support the most disadvantaged young people to participate in and benefit from Post-16 education and training. This funding contributes towards any education related costs that may arise during the academic year, such as contributing towards:

- Course relevant resources, equipment, stationery, essential trips, essential clothing
- School travel costs, UCAS Application Fees, school clothing/footwear

ELIGIBILITY

1. Applicants must
 - Be aged at least 16 and under age 19 years at the end of their course, unless they have an EHCP
 - Must have the legal right of residency in the UK
 - Maintain a minimum of 96% attendance each term. *if attendance drops below 90% payments will be suspended automatically and you will be asked to explain absences to the attendance officer.*
2. You must also fall into one of the following categories:
 - Young people in care, care leavers or young people receiving Universal Credit in their own name
 - Disabled young people receiving Personal Independence Payments
 - Young people in receipt of Free School Meals
 - Young people whose parental take home income is below 20,000 per year

All students must meet the conditions of the student contract. If there are concerns over a student's attendance, progress or conduct, this will be discussed with the students by the Sixth Form pastoral manager and payments may be suspended.

How to Apply

Applicants need to complete a 16-19 Bursary Fund application form which you can access from the Sixth Form area of the school website.

Deadline for applications is 15th September of each academic year

Evidence of Eligibility

All Applicants must provide evidence of your current qualifying income, such as:

- P60 Certificate
- Universal Tax Credit Award Notice
- Three most recent monthly statements showing the take-home salary in addition to any Universal Credit so we can calculate total take home amount
- Certified Accounts (if self-employed)*

Students considered vulnerable must provide:

Care leavers	<i>Formal notice of Looked After status from the Local Authority.</i>
Students receiving universal credit	<i>Universal Credit notice</i>
Students receiving Personal Independence Payments	<i>Evidence of Personal Independence Payments.</i>

SIXTH FORM BURSARY FAQs

What are the types of Bursary and their Qualifying Criteria?

Level	Level 1 Bursary for vulnerable groups	Level 2 School Discretionary Bursary	Level 3 School Discretionary Bursary	Level 4 School Discretionary Bursary
Bursary Type	No minimum household income	household income of £20,000 or below	household income £25,000 or below	household income of £30,000 or below
Additional Criteria	<p>Young people who are:</p> <ul style="list-style-type: none"> • Looked after / Care Leavers • in receipt of Universal Credit • in receipt of Personal Independence Payments (PIP) 	<p>Parents of students applying for a bursary at Level 2 - Level 4 bursary may also be in receipt of one or more of the following</p> <ul style="list-style-type: none"> <input type="checkbox"/> Universal Credit <input type="checkbox"/> Support under part VI of the Immigration and Asylum Act 1999 <input type="checkbox"/> The guaranteed element of State Pension Credit <p>Please note that bursary awards are paid entirely on the basis of financial need, not on a 'flat fee' basis. Students must therefore specify as part of their application what costs they need support with. Bursary payments are not intended to meet normal household costs such as rent, non-specialist clothing, bills, groceries etc.</p> <p>Students will be given vouchers or will be able to request a purchase order via school.</p>		
Additional benefits	<p>Students who qualify for the Level 1, Level 2 and Level 3 bursary also qualify for School Meals. This is a monetary allowance which is added to our cashless system on a daily basis, allowing students to purchase food from our canteen. Please check apply directly via pps.lgfl.org.uk <i>The system will issue a certificate of eligibility, which you should print out and pass on to your Pastoral Manager.</i></p>			

How and when do students receive support?

The school will use student bursary funds to purchase relevant tech equipment, stationary and course resources on students behalf. This includes reserving funds for compulsory course related trips such as the Biology and Geography residentials as well as University applications.

Students are able to submit purchase order requests for other academic related activities or resources for example books, shoes and clothing for school, clothing, electronic devices or travel for interviews and academic events. These purchase order requests must be submitted by specific termly deadlines.

How does the bursary impact DWP benefits?

Receipt of the bursary does not affect receipt of any other means tested benefits paid to families.

Who to contact for more information?

Any student who believes they may be eligible is actively encouraged to apply to the scheme, particularly those who were in receipt of Free School Meals in Year 11. Please speak to the Sixth Form Pastoral Manager or the Sixth Form Administrator, if you have questions or need help with the application.

USEFUL CONTACTS

Lateness, Absences, Bursary, Administration

Attendance Officer 0208 902 2038, extension 213 8.00am - 4.00pm
Drop In: Room S106 AM: 10.30am - 11.30am PM: 12.00 - 1.00pm

All Other Queries, including wellbeing

Pastoral Manager 0208 902 2038, extension 212 8:00am - 4.15pm
Drop In: Room S105 AM: 9:30am - 10.30am PM: 2.30pm - 3.30pm

Outside of these times please leave a message on our 24hr automated service / or drop your queries into the Sixth Form Student Queries Post Box.

Year 12 Google Classroom 2022/2023

Code: **2mg52cf**

University Admissions Advice

UCAS 0371 468 0 468 9am - 5pm

Worries or Support

Childline 0800 111 111 24 hours / 7 days
<https://www.childline.org.uk/get-support>

Confidential Medical Advice

NHS 111 / nhs.gov.uk 24 hours / 7 days

Confidential Advice: Substance Abuse

FRANK 0300 123 6600 / talktofrank.com 24 hours

Bereavement support

Hope Again 0808 808 1677 / hopeagain.org.uk 24 hours

Support for people living with anxiety / Panic Attacks

Anxiety UK 03444 775774 / anxietyuk.org.uk 24 hours

No Panic 0330 606 1174 / nopanic.org.uk 24 hours

Support for people with Eating Disorders: Bulimia, Anorexia, Obesity

Beat 0808 801 0711 / beatingdisorders.co.uk 24 hours

Housing Support for anyone at risk of homelessness

Centrepont 0808 800 0661 / centrepont.org.uk 24 hours

Shelter shelter.org.uk/youngpeople 24 hours

Young People Relationship Support

Relate relate.org.uk 24 hours

Young People Experiencing Domestic Violence

Refuge 0800 200 0247/refuge.org.uk 24 hours

Support for Young Carers in Brent

You may be someone who gets your siblings to school, does the shopping, cooks, etc

Brent Gateway Partnership 020 3948 0600 / info@brentgateway.org 24 hours

Counselling for Young People

Kooth kooth.com 24 hours

Advice from Past & Present Students



“Take advantage of all the extracurricular opportunities provided to you. Sixth form is 2 years to build your portfolio to impress universities, so show them that you are a well-rounded person! Get involved in things that develop key skills such as leadership, communication and teamwork so that when it comes to applying, you have a bank of experiences to draw from.” **Nabiha Sheikh, 2020 - 2022**

“Stay organised by keeping your decant folder and day folder up to date. This will be really helpful when it comes to revising. I would also recommend you test revision techniques until you find some that work for you. (i.e. -flashcards, active recall, blurting). I make flashcards and/or mind-maps when the topic ends. I really recommend this because at the end of the year you can use your time to do exam practice rather than making notes.”

Yana Patel, 2021 - Present



“Make use of your study periods to complete your home learning and revision, this means you will have more free time to relax after school on the weekends. Having a balance is really important in creating a solid foundation for your exams. I would also recommend not spending a lot of time making flashcards / revision notes just from the class learning. I personally used past papers and the mark scheme to help me improve my class notes and make sure my revision notes remained focused on the content and skills I was going to be tested on.” **Kundan Mahitkumar, 2020 - 2022**

“My tips would be to find ways to motivate yourself as the first year can get tough at times. Pick up a hobby or skill to work on as not only does this relieve any stress from work but can also be beneficial when looking for universities. Don't be afraid or shy to ask for help from students or teachers, we are all on the same journey.” **Indranil Roy, 2021 - Present**



“Always start your coursework assignment on the day your teacher sets it and then aim to do a small chunk every week so that you are not shocked when the deadline day arrives and teachers do not give you an extension. I also recommend starting your coursework by doing your own research into the assignment. This helps you create a detailed piece of work with lots of up to date and relevant information.” **Jinisha Khantilal, 2020 - 2022**



Chromebook Computer Loan Agreement

STUDENT COPY, please keep this safe.

I confirm that I have received the following item including battery pack:

Make		Model	
Serial Number			

Alperton Community School has committed to provide a computer to Year 12 students. The school has agreed that the computer will be loaned while you remain on roll at this school. This loan is subject to review on a regular basis, and can be withdrawn at any time.

As a student to whom a computer has been loaned I have read and agree to the following terms and conditions that apply while the tablet is in my possession:

1. The computer, and any accessories provided with it, remains the property of Alperton Community School and is strictly for their sole use in assisting in the delivery of the course
2. I understand that I may also use this equipment whilst supporting other courses or educational use but that I may not use it for any other activities.
3. I agree to: treat the computer with due care and keep the computer in good condition, ensure that it is protected when transported and/or not in use
4. I will not leave the computer unattended at any time in school or in a public place. Any theft should be immediately reported to the police, a crime reference number should be obtained and this should then be provided to the Head of Sixth Form.
5. I agree to store my work by using Google Drive. I understand the school will not accept responsibility for the loss of work in the event of the computer malfunctioning or theft.
6. You are allowed to download applications (Apps) from the App Store. These should be appropriate and any cost or risk is with the student.
7. Should any faults occur, I agree to notify the school's ICT staff as soon as possible so that they may undertake any necessary repairs. Under no circumstances should I, or anyone other than school ICT staff, attempt to fix suspected faults, (hardware or software).
8. I agree that home Internet access is permitted. I understand the school will not accept responsibility for offering technical support relating to home Internet connectivity.
9. I agree that any telephone/broadband charges incurred accessing the Internet from any site other than school premises are not chargeable to the school.
10. Any damage that is not covered by the manufacturer will be charged to the student, e.g. screen damage, replacement of lost parts including battery pack / charger
11. At the end of sixth form I will either pay a nominal amount to transfer ownership of the device or hand it back to school in a condition that will allow it to be re-used in school.
12. I confirm that I have read and agree to adhere to the current Acceptable Use Policy for students.

Student Full Name: _____

Form _____

Student Signature: _____

Date _____



Chromebook Computer Loan Agreement

SCHOOL COPY, please sign and return to the school admin team

I confirm that I have received the following item including battery pack:

Make		Model	
Serial Number			

Alperton Community School has committed to provide a computer to Year 12 students. The school has agreed that the computer will be loaned while you remain on roll at this school. This loan is subject to review on a regular basis, and can be withdrawn at any time.

As a student to whom a computer has been loaned I have read and agree to the following terms and conditions that apply while the tablet is in my possession:

- 13. The computer, and any accessories provided with it, remains the property of Alperton Community School and is strictly for their sole use in assisting in the delivery of the course
- 14. I understand that I may also use this equipment whilst supporting other courses or educational use but that I may not use it for any other activities.
- 15. I agree to: treat the computer with due care and keep the computer in good condition, ensure that it is protected when transported and/or not in use
- 16. I will not leave the computer unattended at any time in school or in a public place. Any theft should be immediately reported to the police, a crime reference number should be obtained and this should then be provided to the Head of Sixth Form.
- 17. I agree to store my work by using Google Drive. I understand the school will not accept responsibility for the loss of work in the event of the computer malfunctioning or theft.
- 18. You are allowed to download applications (Apps) from the App Store. These should be appropriate and any cost or risk is with the student.
- 19. Should any faults occur, I agree to notify the school's ICT staff as soon as possible so that they may undertake any necessary repairs. Under no circumstances should I, or anyone other than school ICT staff, attempt to fix suspected faults, (hardware or software).
- 20. I agree that home Internet access is permitted. I understand the school will not accept responsibility for offering technical support relating to home Internet connectivity.
- 21. I agree that any telephone/broadband charges incurred accessing the Internet from any site other than school premises are not chargeable to the school.
- 22. Any damage that is not covered by the manufacturer will be charged to the student, e.g. screen damage, replacement of lost parts including battery pack / charger
- 23. At the end of sixth form I will either pay a nominal amount to transfer ownership of the device or hand it back to school in a condition that will allow it to be re-used in school.
- 24. I confirm that I have read and agree to adhere to the current Acceptable Use Policy for students.

Student Full Name: _____

Form _____

Student Signature: _____

Date _____

The Sixth Form Home School Agreement

Page 1 of 2

As a student I agree to be Ready, Respectful, Responsible and Resilient at all times by:

- Arriving punctually and no later than 8.25am for the start of the school day.
- Attending all timetabled sessions including study periods, Tutor Time, Leadership Meetings and Enrichment
- Being fully prepared with the correct equipment, home learning, pre-reading and folders for all sessions.
- Meeting specified deadlines for home learning, coursework, personal statements and other documents.
- Following the Alperton Quality Standards in my school work and in the upkeep of my Sixth Form Folders
- Adhering to the ACS ICT E-Safe and acceptable use policy and to the classroom code of conduct
- Following the Sixth Form Business Wear, Dress Code policy at all times (This can be seen on our website).
- Wearing my ID and school lanyard visibly around my collar at all times. *I understand that if I lose my ID Card or Lanyard I will be expected to pay for a replacement.*
- Using my mobile devices, including airpods in the Sixth Form Canteen & Quad during break and lunch times only. I understand that if I do not do this my devices will be confiscated and must be collected by a parent at the end of the school day.
- *Being courteous and respectful to all adults and students in the school at all times, including times where instructions or sanctions are given.*
- Informing the DSL, a PM or a member of staff if I am concerned about my welfare and wellbeing or the welfare and wellbeing of another student.
- Actively engaging in all extracurricular activities that are organised for / promoted to Sixth Form students throughout the year including trips, summer schools and work experience.
- Actively engaging in the school community by volunteering at key events and fulfilling the responsibilities of my leadership position consistently.
- Respecting the environment, including all school equipment and ensuring I dispose of any litter
- Serving as a role model for students across the school by moving around the school in a sensible manner.
- Following a healthy living plan, which includes a healthy 8 hour sleep schedule, a healthy eating plan and a healthy amount of daily exercise.
- Only commuting during designated times: form time, break time, lunchtime and the end of the school day
- I understand that any damage I cause to school property will have to be compensated for
- Seeking permission from my Pastoral Manager before leaving school for any reason that has not been pre-approved, including but not limited to feeling unwell, appointments and interviews.
- Following all the rules of the flexi study pass if I receive one.

I will not engage in any of the following actions:

- I will not behave in a way that would make the public doubt my motives or my integrity as a Sixth Form student or bring the school into disrepute.
- I will not misuse my ID Card, Lanyard or Flexi Study Pass by giving this to another person who is not authorised to have it. This includes other students.
- I will not bring or use Vapes, cigarettes, alcohol or illegal substances into or around the school premises.
- I will not use my independent study periods in locations other than those I am timetabled to be in.

Student Full Name: _____ **Form** _____

Student Signature: _____ **Date** _____

The Sixth Form Home School Agreement

Page 2 of 2

As the parent/carer of a child at ACS I agree to:

- Make sure my child attends school on time, in the correct dress code and equipped for lessons.
- Inform the school of any changes to my contact details including address and phone numbers
- Set the highest possible standards for attendance and ensure holidays or appointments are only taken in the allocated holiday weeks as indicated on the school calendar.
- Immediately alert the school if there are special circumstances that may affect my child's learning, including absences related to ill health.
- Adhere to the school's PSHEE curriculum
- Attend all parent evenings and take part in discussions about my child's well-being and progress.
- Engage with the school careers team and the guidance provided about University, Apprenticeships and Employment opportunities that are best suited to your child's academic and personal profile.
- Work with the school to promote the highest standards of behaviour for my child.
- Regularly check my child's devices and set parental controls where necessary, to limit non academic use
- Encourage and support my child by discussing school work, home learning and career aspirations regularly
- Encourage my child to complete the recommended amount of learning at home (min 15 hours a week)
- Encourage my child to take regular breaks and engage in purposeful activities to promote wellbeing
- Support the school's healthy eating policy by encouraging my child to eat healthy meals throughout the day and by discouraging my child from purchasing unhealthy food when travelling to or from school.
- Encourage my child to attend off-site trips and extracurricular opportunities, including summer schools, residentials and work experience opportunities - *you will always be notified in advance of these events*
- Agree to and encourage my child to attend intervention sessions that may take place after school / during the school holidays. *you will always be notified in advance of these events.*
- Agree to my child's photograph/video footage to be taken for school use, e.g. celebrating achievements
- Be courteous and polite whenever communicating with school staff

Carer Full Name: _____ **Relationship:** _____

Parent / Carer Signature: _____ **Date** _____

As a school we agree to:

- Develop students who are READY, RESPECTFUL, RESPONSIBLE and RESILIENT so that students are ready to make a positive contribution to society locally, nationally and internationally.
- Develop students' personal skills, social skills, enhance their self-discipline and independent study skills.
- Treat everyone in the school community with respect and maintain high expectations for all students.
- Provide a broad, cultured and rich curriculum to all students.
- Provide feedback on standards students have attained, the progress they are making and explain what students need to do to improve, organising interventions to support student progress where required.
- Regularly celebrate student successes, using sanctions where necessary.
- Ensure the safety and welfare of all our students (working with external agencies where needed).
- Provide students and parents with support and advice about career and higher education opportunities


Signed (on behalf of the school) _____

Date: _____

My Half Termly TO DO LIST

Prepare for each academic term using this handy checklist

Check I have all School Essentials for the term ahead

	Working Folders x 4 (1 per subject)	
	Decant Lever Arch Folders x 4 (1 per subject) OR 1 per exam Paper	
	Lined Paper Books x 4 (1 per subject)	
	Dividers x 6 per subject (1 per topic)	
	Stationary: Black, Blue and Green Pens, Eraser, Ruler, Highlighters	
	Plastic Wallets x 5 per subject	
	A pack of flashcards / other materials specific for revision making e.g. plain paper	
	Sturdy School Bag [this should not be a handbag]	
	Formal business wear trousers / Skirts	
	Formal business wear shirts / blouses / tops	
	Formal flat business wear shoes	



Actions over each half term break

Take a break, gaining lots of wellbeing and cultural experiences	
Do my school laundry, tidy my work spaces to help create a positive mindset	
Do something relevant to my career goals. e.g. apply for summer school, volunteer, read academic articles	
Remove notes from my working folder and organise these into the relevant decant folder for each subject	
Review the PLC for all subtopics completed this term using the Red, Amber, Green System	
Recap class notes, read additional materials and seek help for the areas I flagged as Red	
Update my revision notes and use revision summaries [flashcards/mindmaps] for areas I flagged as Amber	
Completed focused exam practice on the areas I flagged as Green	
Attend any school interventions	
Complete any home learning set by my teachers, including coursework	
Pack my school bag for my return to school	
Check the school website and google classrooms for deadlines /key dates and add them to my calendar	

