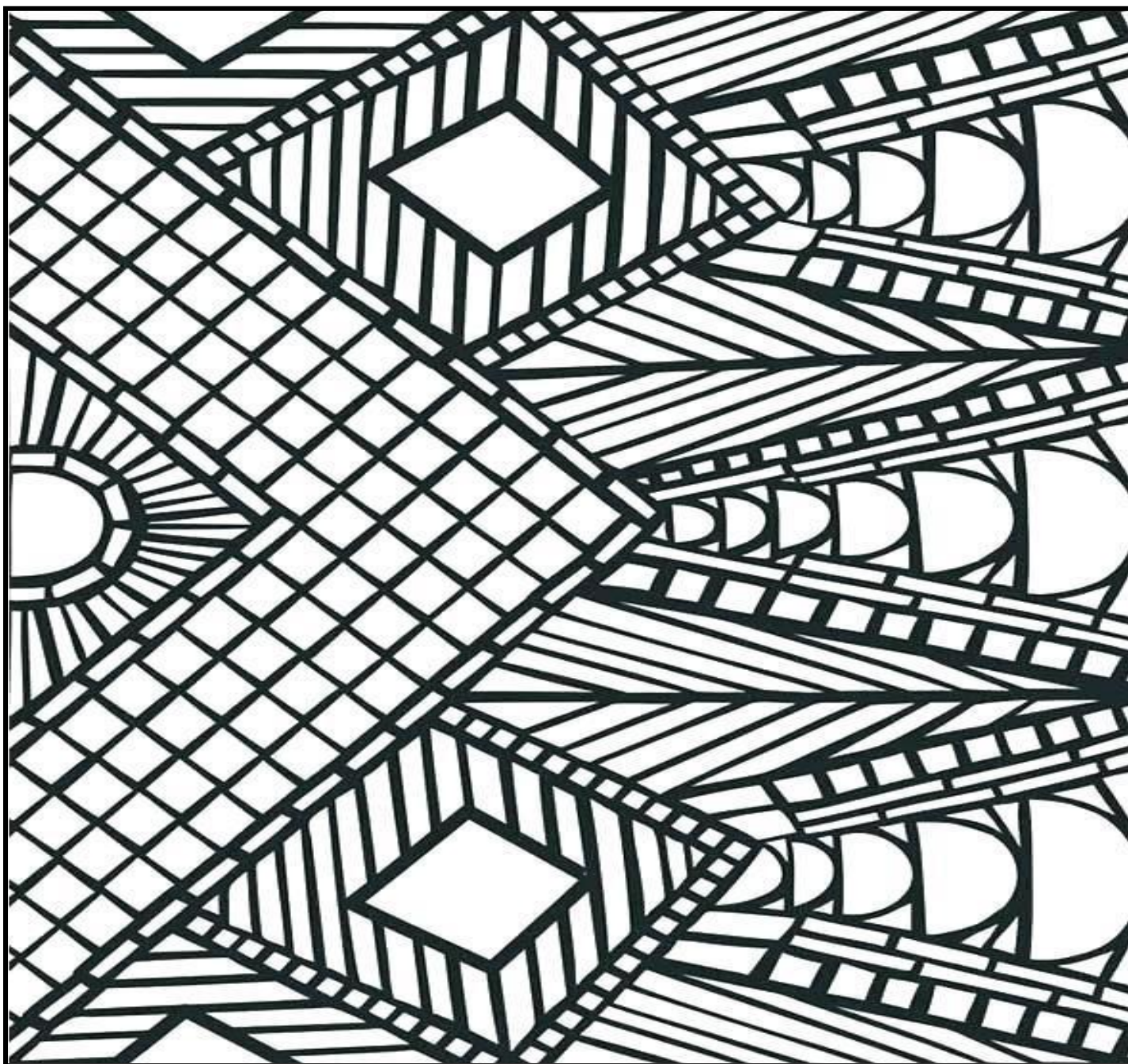


Alperton Community School

Sixth Form Handbook



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**Everything you need to know about
The Sixth Form at Alperton Community School**

September 2025

AUTUMN | SPRING | SUMMER

Key Dates for Sixth Form Students

It is strictly prohibited to take any holidays during the school term

Month	Year 12	Year 13
Sept - Dec	Y12 Induction (2 days)	Y13 Transition Day (1 day)
	Student Voice Applications	Bursary Application Deadline
	Bursary Application Deadline	Y13 PPE Exams Begin (2 weeks)
	Volunteer for School Events	Attitude to Learning & Attendance Review
	Y12 Course Suitability Review	UCAS Early Bird Deadline
	Attitude to Learning & Attendance Review	University Application Deadline
	Y12 Final 3 Subjects Selected	Fundraising for Prom
	GCSE English & Maths Public Resit Exams	Parents Evening & Flexi Study Review
	Parents Evening for Targeted Y12	University interviews and offers begin coming in
Jan - March	Y12 Mid Year Exams (2 weeks)	Y13 Exam Suitability Review
	Public Exams for ICT, Business & HSC	Public Exams for ICT, Business & HSC
	Y12 Parents Evening & Flexi Study Review	Targeted Y13 Parents Evening & Flexi Study Review
	Applications for Student leadership open	PPE2 Exams (2 weeks)
	Resit GCSE results published	Final set of University Offers received
	Higher Education Application process begins	Coursework Deadlines
	Reference Grade Predictions (Round 1) given	Apply for Student Finance
April - July	Y12 Public Exams for AS Level and GCSE	Targeted interventions
	Y12 End of Year Exams	
	Register on and finish UCAS applications	
	Y12 Personal Statement Deadline	UCAS Extra and Clearing Opens
	Y12 Results and Enrolment interviews for Y13	Public Exams for A Level and Vocs
	Head Boy and Head Girl Appointed	Sixth Form Celebration Party (onsite)
	Y12 End of Year Trip - offsite	Sixth Form Prom (offsite)
August	Y12 results day for anyone who sat an AS / GCSE exam Y13 Results Days: Y13 finalise University / Apprenticeship Destinations	



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 - 3.15pm every day of the week, with some students staying until 4.30pm for Period 6 lessons. Students who wish to use our study spaces, can do so until 4.30pm 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
11.30am - 1.30pm	Period 3 and Period 4	NO COMMUTES ALLOWED between 11.20 - 1.20
1.30pm - 2.10pm	Lunch	2pm: commute time for period 5 lessons
2.15pm - 3.15pm	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 Sixth Form only 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 Casual' at all times.

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

Acceptable Tops	Acceptable Trousers / Skirts	Acceptable Footwear
- Smart Shirt / Blouse in any colour with sleeves - Collared plain Polo T.Shirt in any colour with sleeves - Smart Tops with sleeves considered business casual wear - Smart knee length or longer dresses with sleeves - Blazer / Suit Jacket - Plain Jumper/Cardigan	- Smart trousers - Smart knee length or longer skirts - Chinos in neutral colours - Khakis in neutral colours - Corduroys in neutral colours - Slacks in neutral colours - Culottes - Smart dresses	- Smart, flat business style shoes. - Flat court shoes - Brogues - Loafers - Boating shoes - Leather dress shoes - Derby shoes

The following items are **not permitted**.

- 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/Durag and any style of Hooded Tops including Hoodies and Zip up Hoodies
- Trainers, plimsolls, sliders and Canvas shoes including Vans and Converse shoes in any colour
- Shoes which reveal toes or heels
- Tops that reveal the midriff, shoulders or décolletage are strictly not permitted
- Excessive jewellery including facial and tongue piercings
- Excessive makeup including false eyelashes
- Any type of visible tattoos - permanent, semi permanent or temporary

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.



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 lunchtime detention.

Persistent Lateness: Students who are persistently late (3 or more times in a week) will be placed on additional after school detentions, [punctuality report](#) and [lose any Flexi Study Pass privileges](#).

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: 275. 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 must complete a **leave of absence form** and submit this with evidence to the attendance officer **3 days** before the date leave is requested for. Student must wait for **formal approval** of their request

[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 86% 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. **This may result in withdrawal from any formal examinations.**

All lateness and absences will be reported on any employment, higher education or apprenticeship references the school is requested to provide. More information about absences can be found on the next page.

SICKNESS and FIRST AID

The school is able to provide first aid but we cannot provide students with painkillers or other non prescription medication.

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 / peer / 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

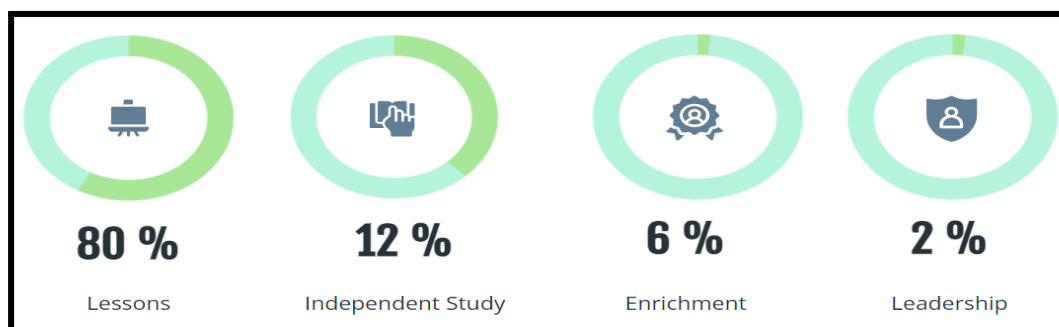
Unauthorised Reasons for Absence: Please do not take time off for the following reasons:

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 / Email
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
Holidays / Vacations for any reasons not listed above	At the discretion of the Headteacher	Please speak to the Headteacher	Please organise a meeting with the Headteacher via your Pastoral Manager

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 every 2 weeks

Students should sign up for all the various internal and external leadership opportunities which will be posted to our Google Classroom. This begins with becoming form representatives and a voice for all students.

Enrichment

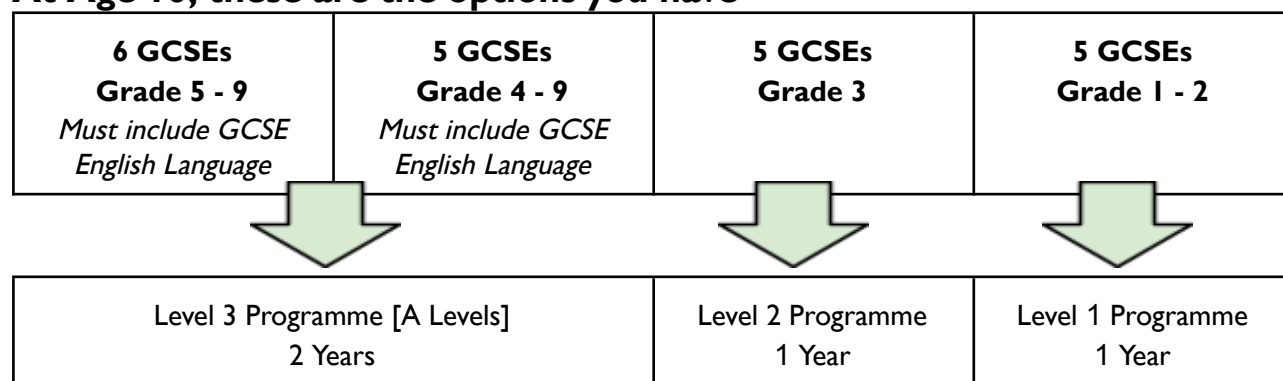
Break / Lunch / After School

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

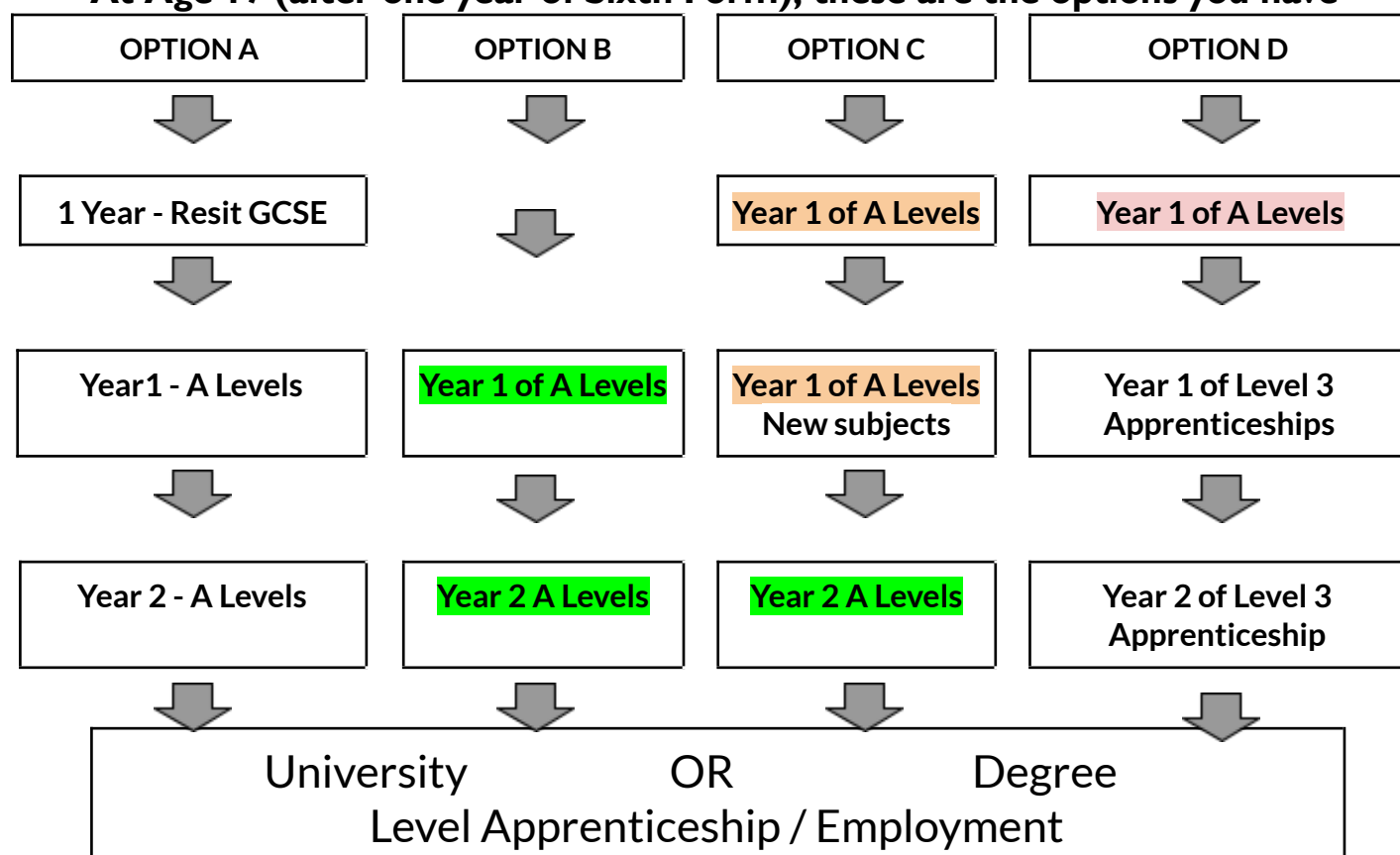
At Age 16, these are the options you have



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. We do not offer these courses at ACS.

Students studying a Level 3 programme will begin by studying 4 subjects / equivalent. In November of Year 12 the school will select which 3 subjects the students will continue studying for the rest of Year 12.

At Age 17 (after one year of Sixth Form), these are the options you have



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. The ideal amount of independent learning is 25 - 30 hours a week

These hours should be 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
Only use your class notes to recap	☐ Read your notes and another relevant text to help you gain a full understanding of the subtopic
Highlight large paragraphs	☐ Highlight sections you found difficult to understand / remember and find out more about these by speaking to your teacher, classmates, and other sources.
Copy your notes out word for word	☐ Summarise the main points onto ONE side of 2 - 3 different flashcards. Use diagrams, acronyms, acrostics and pictures wherever possible.
Rewrite your notes neatly	☐ Turn your notes into 3 or 4 questions and write these on the back of each flashcard.

COMMIT TO MEMORY

WHEN: TWO times a week minimum

DON'T - Ineffective	DO - Proven to be effective
Read and Re-read your notes / flashcards	Do everything in Box 1 above THEN do ACTIVE RECALL
Read / Read your text books	☐ 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> .
Listen to podcasts / videos over and over again	☐ Look back at your flashcard and highlight things you could not remember / wrote out inaccurately.
	☐ Spend time making these difficult to remember areas more memorable by:
	☐ Creating diagrams / acronyms / pictures / Jokes / Stories
	☐ Selecting words that act as triggers
	☐ Writing questions on these areas with trigger words

EXAM PRACTICE

WHEN: Every Week minimum

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

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

Aim to sleep at the same time each day, setting a good sleep/wake routine.



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 tablets should never be taken into bedrooms at night time.

Always appropriate³

- 1 to no added sugar, fat-free, and 1 calories
- 1 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}

- Low-fat, some added sugar, higher sodium, and higher calories
- Limit to 1 a day per food group

Rarely eat^{4,5}

- 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

SET A WEEKLY GOAL	M	T	W	T	F	S	S

NOTES

chain, if you do tell yourself you miss once but you never miss twice and keep going!



Further and Higher Education

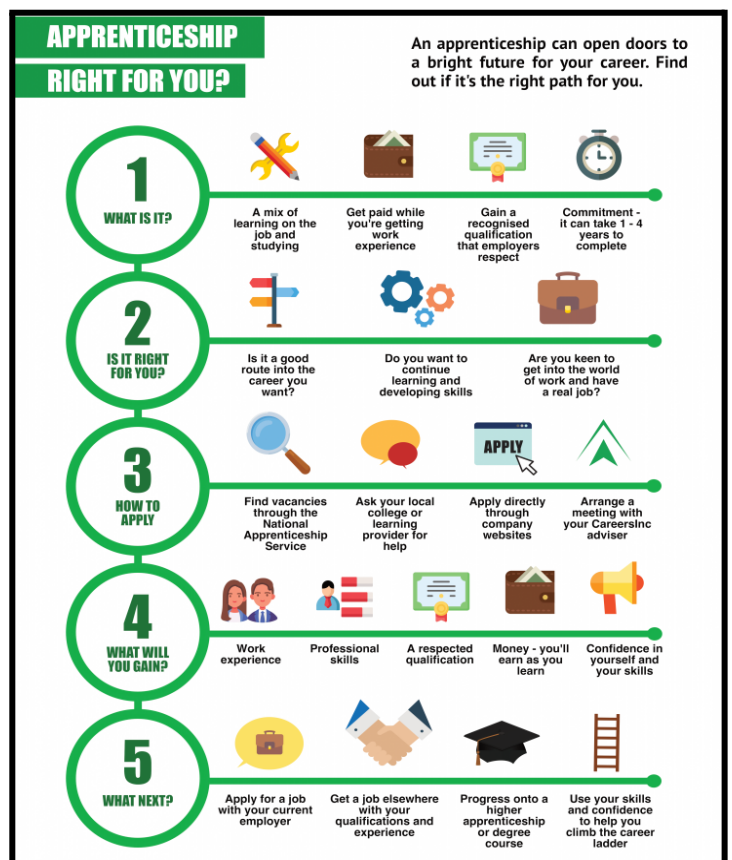
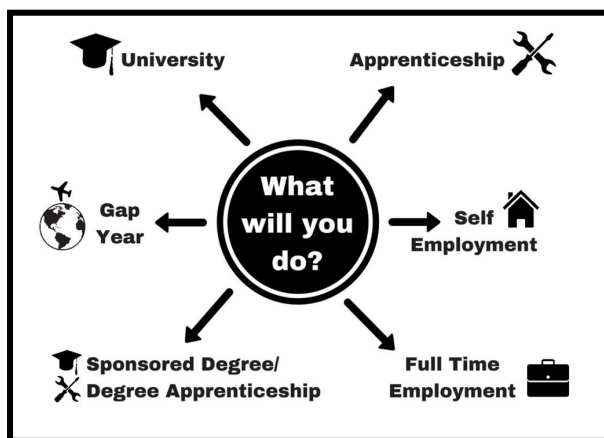
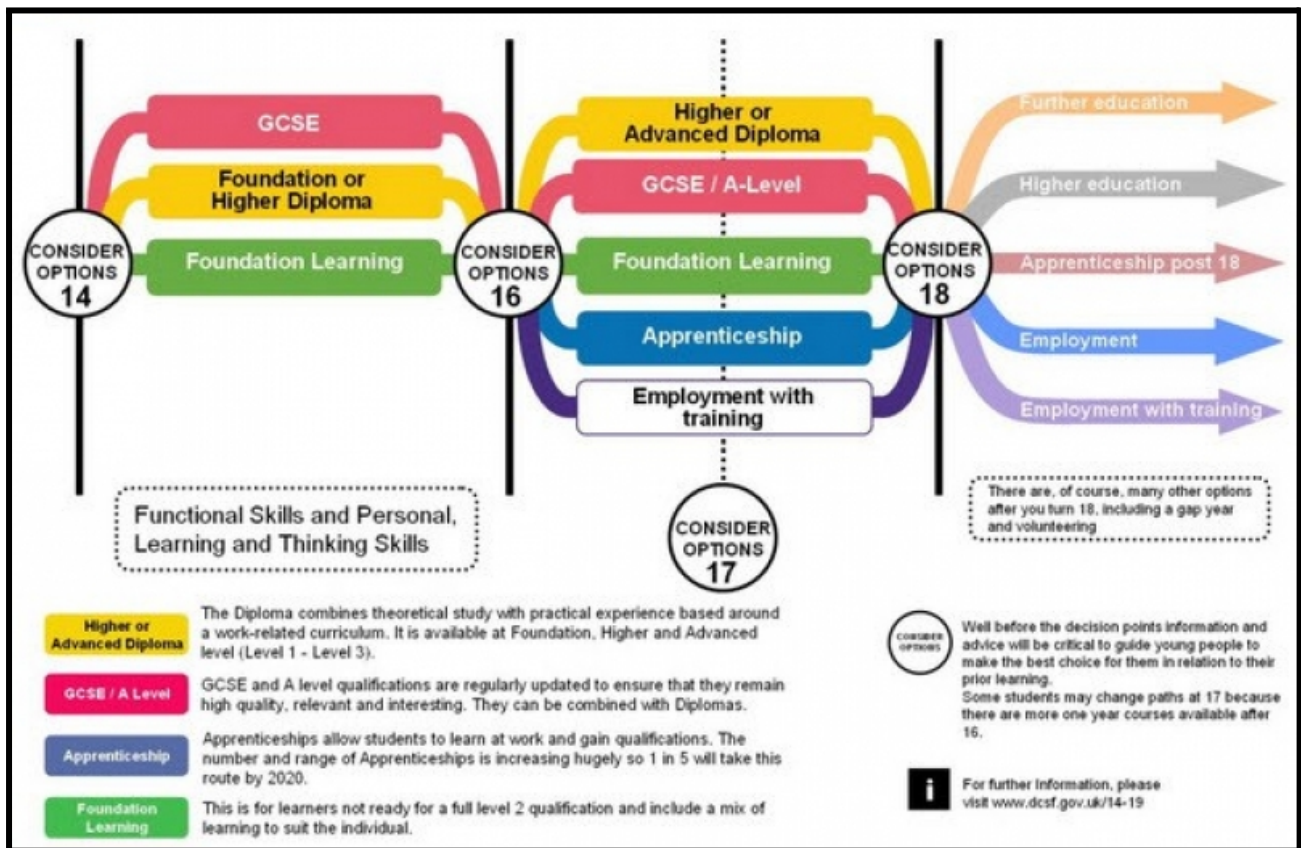
The Sixth Form has a robust careers programme in place to support our students in applying to Colleges, University, Apprenticeships and Employment

☐ Leadership programme ☐ Work Experience ☐ Dedicated Apprenticeship Lead Staff ☐ Dedicated Careers Leader ☐ Academic and Higher Education advisor ☐ OXBRIDGE AND MEDICS PROGRAMME	☐ Opportunities to visit University Open Days and Summer Schools ☐ Access to Apprenticeship, University and Employment fairs ☐ Links to Alperton Alumni in various fields of employment ☐ 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.



SIXTH FORM FINANCIAL BURSARY

This funding allows you to access discounts on school trips, resources and equipment including any fees.

Eligibility

1. **CRITERIA 1** [you must meet the criteria below]

- ☐ Maintain a minimum of 96% attendance each term.

2. **CRITERIA 2** [You must meet **ONE** of the follow criteria below]:

- ☐ 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 whose total parental income [after tax] is below £32,000 per year

How to Apply

1. Check with your parents to see if the household income is below £32,000
2. Take photos of the relevant evidence documents [see table below]
3. Find the Bursary Application Form [on the school website AND google classroom]
4. Complete the form and make sure you upload the photos of the relevant evidence.

Deadline: 30th September

ELIGIBILITY EVIDENCE

What is my financial situation?	What Evidence do I submit?	I don't have this
My Parents are employed full/part time	Parents most recent P60 document	<i>Please upload the 3 most recent bank statements showing parents salary and any financial support.</i>
My Parents are self employed	Certified Accounts Statements	
My Parents receive financial support	Universal Tax Credit Award Notice	
My parents / I receive PIP support	Personal Independence Payments Notice	
I am a care leaver	Formal Notice of Looked After Status from LA	

More Information

FAQs	Answer	More Information
Will it impact my other benefits?	No	You do not need to declare the bursary as an income since it is support for school costs only and given to the student, NOT the parents / carers
How much support do I get from the bursary?	Based on course needs	Bursary payments are intended to meet course costs and school expenses. There is no 'flat fee' and students must specify possible costs during the application process.
Can I get any additional support?	YES! Paid School Meals	Everyone who qualifies for the bursary can get Paid School Meals. This allows you to purchase food, coffee, hot chocolate or even just water from our canteen for free. Please apply directly via pps.lgfl.org.uk The system will issue a certificate of eligibility, which you should print out and pass on to your Pastoral Manager.

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 £32,000 or below
Additional Criteria	Young people who are: • Looked after / Care Leavers • in receipt of Universal Credit • in receipt of Personal Independence Payments (PIP)	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 ☐ Universal Credit ☐ Support under part VI of the Immigration and Asylum Act 1999 ☐ The guaranteed element of State Pension Credit 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. Students will be given vouchers or will be able to request a purchase order via school.		
Additional benefits	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>			

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: **27ujjq7**

University Admissions Advice

UCAS	0371 468 0 468	9am - 5pm
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Worries or Support

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

Confidential Medical Advice

NHS	111 / nhs.uk	24 hours / 7 days
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Confidential Advice: Substance Abuse

FRANK	0300 123 6600 / talktofrank.com	24 hours
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Bereavement support

Hope Again	0808 808 1677 / hopeagain.org.uk	24 hours
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Support for people living with anxiety / Panic Attacks

Anxiety UK	03444 775774 / anxietyuk.org.uk	24 hours
No Panic	0330 606 1174 / nopanics.org.uk	24 hours

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

Beat	0808 801 0711 / beatingdisorders.co.uk	24hours
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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
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Young People Experiencing Domestic Violence

Refuge	0800 200 0247 / refuge.org.uk	24 hours
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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
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Counselling for Young People

Kooth	kooth.com	24 hours
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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**

My Half Termly TO DO LIST

Prepare for each academic term using this handy checklist

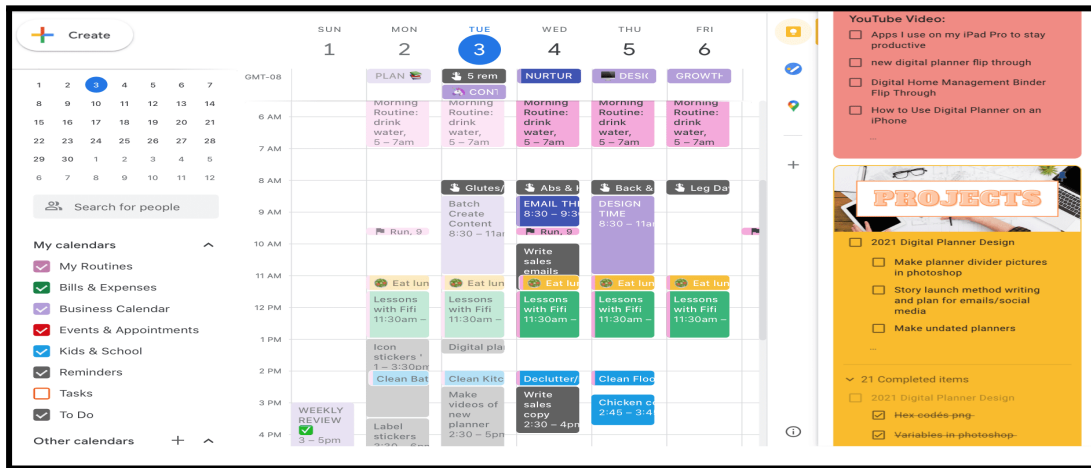
Check I have all School Essentials for the term ahead

Exercise Book x 1 per teacher for every subject	
Working Folders x 4 minimum (1 per subject) [you can have 1 per teacher if you prefer]	
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

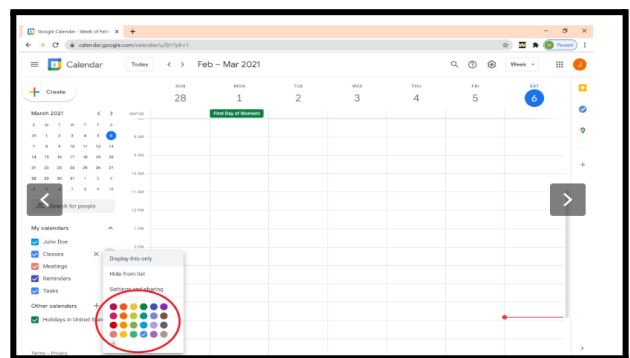
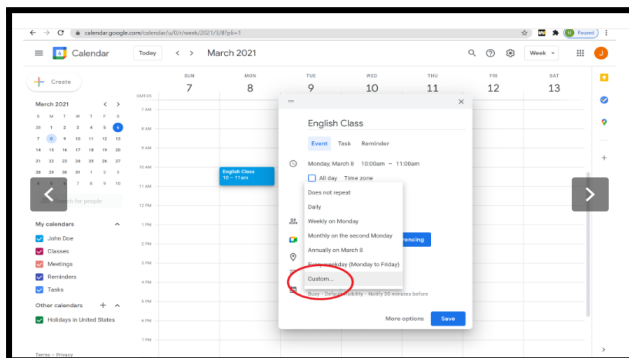
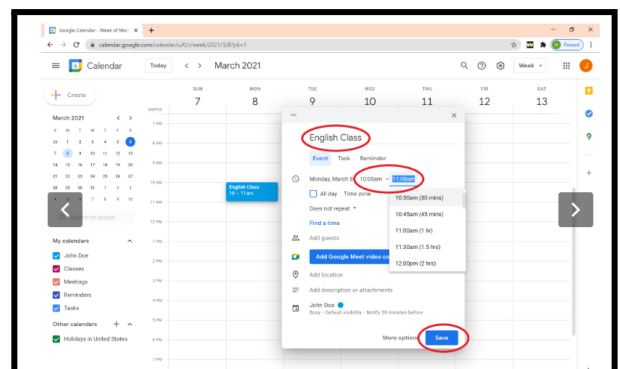
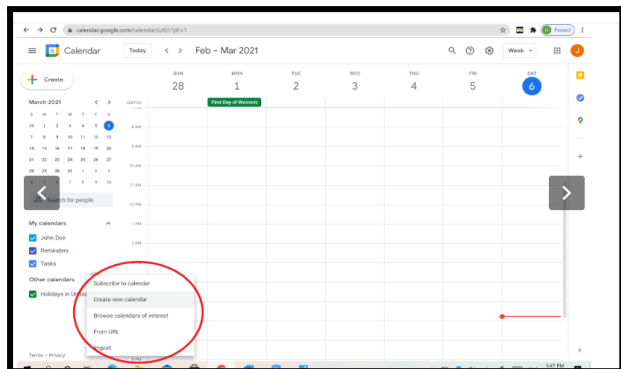
Take a break, gaining lots of wellbeing and cultural experiences	
Do my school laundry, tidy my work spaces to help create a positive mindset	
Do something relevant to my career goals. e.g. apply for summer school, volunteer, read academic articles	
Remove notes from my working folder and organise these 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	

How to Use Google Calendar as a Planner

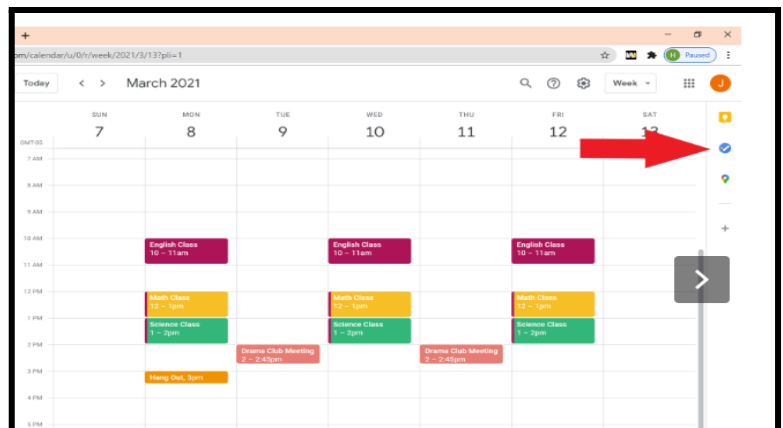


<https://tinyurl.com/ACSSStudentPlanner>

STEP BY STEP INSTRUCTIONS



USING GOOGLE TASKS



The Sixth Form Home School Agreement

By enrolling into the Sixth Form I agree to be Ready, Respectful, Responsible and Resilient at all times by:

- Having the correct equipment, home learning, pre-reading, exercise books and folders for all sessions
- Following the school Commute agreement
- Meeting all deadlines for home learning, coursework, personal statements and other activities.
- 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 Casual Wear, Dress Code at all times
- Wearing my ID and school lanyard visibly around my collar at all times (*if I lose my ID Card or Lanyard I am expected to pay for a replacement*)
- Using my mobile devices, including airpods in the Sixth Form only areas. 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
- Informing the DSL or a member of staff if I am concerned about the welfare of myself or any other student
- Actively engaging in all extracurricular activities that are organised for / promoted to Sixth Form students throughout the year including all academic and non academic 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.
- Moving around the school in a sensible and safe manner at all times.
- Following a healthy living plan, including a healthy 8 hour sleep schedule, a healthy eating and exercise plan
- 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 when/if I receive one.

I understand Attendance & Punctuality are important aspects of Sixth Form life and I will

- Arrive punctually and no later than 8.25am for the start of the school day.
- Maintain an attendance of 96% and above throughout the academic year
- Attend all timetabled lessons and other sessions including study periods and Tutor Time.

I understand that poor attendance can lead to one or more of the following

- Leave of Absences requests may be denied if my attendance falls below 95%
- I will be expected to provide medical evidence for absences if my attendance falls below 95%
- If my attendance falls below 85%, this may result in my withdrawal from formal examinations on my course

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 at Alperton Community School
- 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.
- I will not plagiarise or cheat in any assessments, coursework or exams in any way including using AI
- I will not use mobile phones or electronic devices in a way that distracts from learning, disrespects others,
- I will not use abusive, threatening or discriminatory language/behaviour towards anyone in person or online.

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 PSHE 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 18 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

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

SIXTH FORM SMART DEVICES POLICY

All smart devices must be used in accordance with our digital devices and ICT E-safe and Acceptable Use Policy.

Mobile Phones, Smart Watches, Air Pods, and Headphones:

You are permitted to have these devices with you in school. However students must:

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

Laptops, Tablets, Chromebooks:

Students can use these devices anywhere in the school for academic purposes as long as this is permitted by the staff supervising or teaching you. Misuse of devices will lead to them being confiscated and returned only if collected by a parent / carer at a time specified by the Sixth Form Pastoral Manager.

Chromebook Computer Loan Agreement STUDENT COPY

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.

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Student Full Name: _____ Form _____

Student Signature: _____ Date _____

STUDENTS MUST REMOVE THIS PAGE AND HAND IT IN TO THEIR TUTOR

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- Be courteous and polite whenever communicating with school staff

Parent / Carers Full Name: _____

Parents / Carers Signature: _____ Date: _____

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