



# Sixth Form Handbook

2021/22

## WELCOME TO THE SIXTH FORM

You have chosen St Ambrose as the place to study your A Level subjects. In addition, you will follow an enrichment programme and you will also give some of your time to Voluntary Service and to extra-curricular activities.

You should see the Sixth Form as your gateway to the future. If you succeed, you will be able to take up your Post-18 choices of a university or college place, or whatever career step you are aiming for.

We want to help you to succeed and will work in partnership with you.

### **What we will provide for you:**

Appropriate teaching and marking of assignments.

Careful monitoring of your progress and reporting back to you and your parents.

Academic and Pastoral support for individual students.

Facilities and resources for study.

Considered and comprehensive careers advice both in terms of UCAS applications and many other Post-18 options, including access to a qualified Level 6 Careers Advisor.

A willingness to talk to you and your parents whenever necessary.

A concern for your welfare and achievement: no student should ever feel that there is no-one to turn to.

Opportunity to continue your spiritual development and become involved in leading the spiritual life of St Ambrose.

### **What we expect of you in return:**

You are role models for junior boys and, as such, we expect you to conduct yourselves in a mature and co-operative manner.

In addition to the assignments which are handed in for marking, you **must be prepared** to work independently, both in and out of school, and read around your subject to widen and consolidate your knowledge.

For your A level subjects you will have timetabled lessons each week. Some work can be completed during your private study periods in school, but 2-3 hours at home each evening **will be essential**. Use your initiative and plan your work sensibly.

It goes without saying that full attendance and punctuality are essential and that all assignments must be completed and handed in on time.

If you are having problems, ask your teachers for help. **You must be proactive** at this stage of your education. Your form tutor should be your first point of contact.

We recognise that many Sixth Formers have part-time jobs. Your employment should take up no more than 9 hours per week and preferably not during the week.

Your academic studies are only part of your Sixth Form career. You need to get involved in the kind of extra-curricular activities which enhance your identity and which allow junior boys to interact with yo

## **SIXTH FORM STAFF**

These are the members of staff responsible for the Sixth Form and can be found in the Sixth Form Office on the top floor.

<b>Mrs S. Barlow</b>	Director of Sixth Form
<b>Mr D Gunning</b>	Assistant Director of Sixth Form
<b>Mr D Sate</b>	Assistant Director of Sixth Form
<b>Mrs A. Hart</b>	Student Performance Mentor
<b>Mrs J Scanlan</b>	Sixth Form Admin (main office)

## **FORM TUTORS – 2021/2022**

### **Year 12:**

Form	Form Tutor	Form Room
12A	Mrs A. Murphy	2202
12B	Mrs L. Taylor	2203
12C	Mr D. Lindsay	2204
12D	Mrs G. Scott	2206
12E	Mr D Sate	2207
12F	Mr S Hayes	2208

### **Year 13:**

Form	Form Tutor	Form Room
13A	Mr P. Rush / Mrs C Johnson	2304
13B	Dr K. Rousseau	2108
13C	Mrs D Gunning	2310
13D	Mr M. Rushton	2104
13E	Mrs A. Boulton	2119

**You will remain with your allocated form tutor throughout years 12 and 13. Your tutor is the first point of contact for your pastoral and academic concerns.**

# The Saint Ambrose College A - Z Guide to the Sixth Form

This guide provides information about:

- the variety of activities in which Sixth Formers can get involved;
- important events which take place throughout years 12 and 13;
- procedures to be followed by Sixth Formers in certain circumstances;
- some of the key school rules which still apply to Sixth Formers.

You should read it thoroughly and then keep it as a reference for the next two years.

## **A-LEVEL SUBJECTS**

- ✓ In Year 12 you will study at least three A Level subjects. Each will require a great deal of study in your own time. Internal examinations and assessments will provide key evidence for your UCAS forms and will inform your predictions at A-level.
- ✓ You will take A-level exams in May/June of Year 13.
- ✓ You will take either Core Math or EPQ unless opting for 4 A-levels.
- ✓ A reduction to less than three subjects is not possible and Further Maths cannot be one of only 3 subjects.

## **ABSENCE**

**If you are ill, you must get your parents to ring in before 9:30am**, so that your Form Tutor knows. In addition you must bring a letter from your parents on your first day back in School. If you know you are going to be absent from school for a holiday/university visit/doctor/dentist appointment etc. please bring a letter beforehand, addressed to the Attendance Officer, Mrs J. Grainger. If you are absent from School and we have not heard from you by the second day, we are likely to contact your parents. We may do this even earlier if we think it is appropriate.

### **Applications for absence from school**

We hope that you will always aim to plan activities to take place outside term time or after school hours. When this is not possible, written permission requesting your absence should be sought from the school. If we accept the application for absence, it will be recorded as authorised. If we do not give permission or the application is made without reasonable notice, but you have absented yourself, it will be recorded as unauthorised. Below are some examples which will require a written application for permission if they take place in school time:

<b>Nature of Absence</b>	<b>Addressed to:</b>	<b>Minimum notice period:</b>
Family Event	Attendance Officer – Mrs J. Grainger	1 Month
Educational Activity not organised by the School	Attendance Officer – Mrs J. Grainger	1 Month
University Open Day (2 per academic year) see below	Attendance Officer – Mrs J. Grainger	1 week
<b>Practical Driving Test</b> ( the Theory test must take place outside of school hours)	Attendance Officer – Mrs J. Grainger	On receipt of confirmation of the date of the test.

## **ALCOHOL AND OTHER PROHIBITED SUBSTANCES**

The same school rules apply to Sixth Formers as to the rest of the School. You are forbidden to possess or consume alcohol or other prohibited substances including cigarettes and E-cigarettes when you are likely to be associated with St Ambrose College e.g. in any of the following circumstances: on the journey to and from school; on any school visit, including residential visits; at any time whilst in school uniform; during the school day; on the school premises. Punishment for those infringing these rules will be imposed at the discretion of the Principal.

## **APTITUDE TESTS**

Aptitude tests are required of some universities for certain courses. Some tests can only be taken outside school and include the LNAT and the UCAT. The School is an approved centre for other tests. These include the BMAT and other Oxbridge aptitude tests. It is your responsibility to check the dates of these tests and not expect your form tutor or anyone else to do it for you!

## **ASPIRATIONS**

We will gather information from you throughout your time in the Sixth Form concerning your post-18 interests and plans. We encourage you to investigate options and we will support you in doing this. We also direct students to sources of support within school, the internet and with external people who can support you. If you think your parents could help provide career guidance or advice to others, please encourage them to contact The Sixth Form Office. You should regularly check your emails and be aware that correspondence regarding these opportunities will always be sent via ParentMail and/or school email, in the first instance.

## **ATTENDANCE**

You are required to attend all registration sessions, form time, all lessons and private or supervised study periods. Punctuality is also extremely important. Students who have a poor punctuality and attendance record whilst in Year 12 may be required to pay their own exam fees.

In Year 12, if you do not have a scheduled lesson for period 5, you may be granted permission to leave school as a privilege, you will be notified when this will commence. Year 13 may continue to leave school period 5, signing out on your way, if you do not have a lesson.

## **BEHAVIOUR AND RULES**

You are now part of the most senior group at St Ambrose and are allowed a greater degree of freedom than you have had before. However, you are expected to act in a mature manner and set a good example to the younger boys in the school at all times. Sanctions will be imposed for inappropriate behaviour and, of course, it is likely to be referred to on UCAS and other references from school. When necessary, a Sixth Form detention is run on a Friday after school – we prefer not to have the occasion to run this.

***Please refer to the Sixth Form ABC appendix at the end of this document for full details on the Sixth Form behaviour policy.***

## **BRING YOUR OWN DEVICE**

You are responsible for any device you bring into school to access the school Wi-Fi. Please be aware that if you connect to the school Wi-Fi, a filter will report any inappropriate content to Miss Dean, so please make sure you don't have anything untoward open on your internet browser as you enter the building. Mr Hiley & Mr Wren, our IT support technicians, are situated on the top floor, above the chapel, should you need assistance.

## **CAO (Ireland)**

The central applications office processes applications for undergraduate courses in Higher Education Institutions in Ireland. Please contact Mr Brady for further details if you are considering an application to study in Ireland.

## CAREERS ADVICE

The school's Careers Adviser is Mr Andrew Heydeman. He is in School every Thursday.

To make an appointment with Mr Heydeman, speak to your form tutor or speak to Mrs Scanlan in the main office. Mr Gunning coordinates careers for Sixth Form, along with The Student Leadership representatives, Tom Wildman and Daniel Vickers. Whole school careers are coordinated by Miss Walton and Miss McManus.

***Please see the appendix at the end of this document for further details on the Sixth Form Careers Programme at SAC***

## CHARITIES

Fundraising and charitable work is the responsibility of the Student Leadership Team. This year our Head Boy, Michale Nwaiwu will coordinate along with the House Captains: Fred Aimufua (Aquinas); Alex Gill (Augustine); Seyi Olofintila (Ignatius); Martin Tarpey (Newman). Please ensure that you see them for further details of how to get involved.

## COMMON ROOM & SIXTH FORM AREAS

You are responsible for maintaining a suitably studious and quiet atmosphere in the Sixth Form areas. When you are having more social times, please make sure that you are not interfering with the efforts of others.

## COMMON APPLICATION (USA)

The common application is a single online college application form used by American universities.

## COMMUNICATION

You are responsible for checking your school emails on a regular basis throughout the day. It is the primary means by which you will be contacted by your teachers and other members of staff. It is not acceptable to ignore emails! Please ensure that you have access to school email on your phone or other device for ease of access. Contact the IT team ([support@st-ambrosecollege.org.uk](mailto:support@st-ambrosecollege.org.uk)) if there is a problem. Please remember to maintain a polite, formal tone when communicating via email.

## COMMUNITY SERVICE/WORK EXPERIENCE

Some of your free time can be spent helping in the community in some way. In previous years, boys have helped in retirement homes, local schools, or with a service of their own choice. If you would like to arrange to do some volunteer work during school hours you will need to organise it yourself, ideally for a Wednesday afternoon. If you need a reference, ask your tutor politely before putting their name and contact details down. **All placements during school hours will need to be approved by Mrs Barlow in order to be allowed off site – written evidence must be provided by both the employer and your parents.**

## CV/LINKEDIN

You should consider creating a CV or LinkedIn profile. This is useful preparation for opportunities that arise at this point in your life. Often, part time jobs, work-shadowing, internships, courses, experience days and applying for a year in industry etc. will require a CV with your qualifications, employment, volunteering, and skills. This is also good preparation for your UCAS application, gap year or career application. Mr Brady will help Year 12 with this during his sessions of the activities carousel.

## DEBATING, PUBLIC SPEAKING & MUN SOCIETY

Run by a committee of Sixth Formers, the Debating, Public Speaking and MUN Societies meets one or two lunchtimes every week to debate contentious issues. In recent years, the Society has entered and had success at the Catenian Public Speaking Competition; the ERI Debating Society; and numerous MUN conferences. Deputy Head Boy Ronan McAuliffe is keen to start this up again now that Covid restrictions allow.

## DRIVING

Many Sixth Formers take driving lessons and pass their driving test whilst still at school. Some then wish to bring a car to school, either regularly or occasionally. The school is content to allow this to happen providing the conditions below are adhered to:

Sixth Formers must first obtain a Sixth Form Drivers' Application form from The Sixth Form Office, complete and return it so that their car is registered on the school system.

**There is no parking available on site. Sixth Formers must park their cars off site. Students should not enter the school site in their cars.**

Careful and considerate driving should be demonstrated at all times. Should a member of the public contact the school regarding a driving related incident, we shall respond by alerting parents to the situation.

A Sixth Former should only carry other students in his car if he has the permission of his parents so to do and, of course, if he is adequately insured. He must be mindful of the great responsibility that carrying passengers places upon him.

**A Sixth Former should use his car at the beginning and end of the day to travel to and from school. He should only take his car out at lunchtime for emergencies.**

## DRIVING TESTS

If possible, the practical Driving Test should be taken outside of school time. However, as this often can only be taken during "office hours," the practical test may be taken during school time, but ***permission must be sought in advance*** from the Directors of Sixth Form, via Mrs Grainger. Confirmation of the test date must be provided. Form tutors and subject teachers must also be informed.

**N.B. Driving lessons and the Driving Theory Test MUST NOT be taken in school time**

## DUKE OF EDINBURGH AWARD SCHEME

Every year, students are involved in working towards the Award and work closely with local organisations. Permission to take time off for expeditions should be sought from the Principal. Within school Mr Leisk, Head of DT, oversees the Duke of Edinburgh award. Please see him for further details should you wish to partake.

## EDMUND RICE INTERNATIONAL

This is an NGO within the United Nations in Geneva that lobbies governments and international agencies on issues of justice and human rights. Established in 2008, it has had a number of success stories in recent times including persuading St Lucia to adapt its criminal justice system!

Two members of the ERI group are annually elected as 'Youth Ambassadors' and travel to Geneva each January, along with all other Edmund Rice secondary schools' Youth Ambassadors and Lead Teachers, to have a first-hand experience of the work that is undertaken by ERI at the UN. You are more than welcome to express an interest in this group and take part in activities promoting justice for all. Harry Leaver and Josh Whittle are our ERI and advocacy representatives in the Student Leadership Team – please speak to them for more details on how to get involved.

## ENRICHMENT

In this programme of study which takes place on Wednesday period 4, we have devised an Activities Carousel of lessons and activities which will run over the course of year 12. Each tutor group will rotate through the activities on a half termly basis. The objective of the enrichment programme is to encourage you to become well-rounded, independent and self-aware young men in the world we all inhabit. We have utilised the wide-ranging skills, experience and interests of our staff to ensure a varied programme of activities including:

- ✓ Money and Finance for University
- ✓ Cooking for yourself
- ✓ MOOCs
- ✓ Self-defence
- ✓ CV writing – letter of application writing – LinkedIn profiles
- ✓ Volunteering (Covid permitting)

In addition to this there will be Games on a Wednesday afternoon (year 13: period 4; year 12: period 5) which involve a multitude of sporting activities, with non-sporting options of Young Enterprise, Medics Society and Oxbridge Society. You will be asked to complete a sign up form on the first day of the year, to register for your option. **Registers will be formed based on that option and you must attend that activity unless you see Mrs Barlow to swap, so that registers can be amended.**

**Your full attendance and participation in Wednesday afternoon enrichment is mandatory.**

## **ENTRANCE EXAMINATION**

Early in the autumn term, the annual entrance exam for prospective Year 7 entrants to St Ambrose takes place. Our Student Leadership Team along with Year 12 students act as guides and assistants and, therefore, are expected to keep this particular morning free. This year, the examination will take place on Friday 24<sup>th</sup> September (date TBC).

## **EXTENDED PROJECT (EPQ)**

Throughout Year 12, many of you will have chosen the opportunity to study for the AQA Extended Project Qualification for which an essay or artefact is the final product and also maintain a project log. You will be assigned to a supervisor with whom you will be timetabled 3 lessons a fortnight for your taught skills and support. The qualification is part of the UCAS Tariff and awards a grade and UCAS points. Projects must be completed and submitted by the end of year 12. Grades will be issued on results day at the end of year 13. Universities are increasingly making reduced offers for a strong EPQ. Students should be aware that:

40% of the marks are for illustrating planning, making decisions, and reflecting on your weaknesses  
You must make a note of your challenges, decisions, reasoning and successes so that you can include them in your project-log. The essay or artefact is the final hurdle; the planning and research early on in the project are key.

## **EXAMINATIONS**

**Year 12 summer examinations:** Year 12 take internal exams in the Trinity Term. They form the basis for UCAS predictions, but predicted grades will be made holistically to provide an aspirational yet not unattainable grade.

**Year 13 mock examinations:** These usually take place in January – dates will be confirmed in due course.

**A-level Final Examinations:** These will be held in May/June – to be confirmed by the exam boards.

## **EXTRA-CURRICULAR ACTIVITIES**

At Saint Ambrose, we have always offered a hugely diverse selection of clubs and societies. In the Sixth Form, it is important to make the most of all the opportunities open to you. There are clubs run for you and clubs that can be run by you. Socially they allow you to spend time with potentially like-minded people. Our student leadership team will be involved with coordinating and promoting many of these societies, but we would welcome involvement from all members of the Sixth form so if there is a club that you would like to be involved in or to introduce come and speak to a member of the Sixth Form Team to discuss how this can be done. The list below is a non-exhaustive list of the clubs and societies that may be available:

Chess Club  
Community Service & Work Experience  
Debating, Public Speaking & MUN

Drama  
Football  
Languages  
Music (including Choirs, Orchestras, and swing Band) Rugby  
Young Enterprise  
History & Politics Societies  
Literature Society  
Edmund Rice International  
Fair Trade Society  
Robotics  
Puzzle club  
Links with Loreto – VI Formers Leadership in Catholic Context

## **FITNESS TO STUDY POLICY**

Please ensure that you familiarise yourself with the above policy which is available on our website.

## **FITNESS SUITE**

Sixth Form Students are allowed to use the Fitness Suite during their study periods, unless they are timetabled for supervised study. This is privilege that can be revoked if students are failing to meet the expectations of attending our sixth form.

## **GENERAL RELIGIOUS EDUCATION**

You are expected to attend and contribute to your timetabled lesson for General RE in both year 12 and 13. This is compulsory and directed by the Bishop as part of the Key Stage 5 curriculum. This is an opportunity to debate and discuss contentious, important moral and ethical issues impacting on our modern world and it is vital that you remain informed and engaged so that you can leave St Ambrose, fully aware of your position. Gentlemen of the Sixth Form usually engage well with this opportunity and relish the opportunity to discuss their opinions in a safe, contained environment. All issues are discussed within a Catholic framework. Your General RE teacher will offer you guidance on your Thursday Thought Presentation.

## **HIGHER EDUCATION**

Preparation for UCAS applications will begin in January of year 12. A Higher Education evening for all Year 12 students and their parents will be scheduled for Lent Term. You will all be expected to attend. The evening will include a presentation by a University Admissions Tutor. Several sessions will be devoted to further preparation for UCAS applications in your form group.

Applications through UCAS can be made from the start of the Autumn Term of Year 13. You will be able to apply for up to five courses. We will give details nearer the time. Applications are made on-line using the UCAS Website, [www.ucas.com](http://www.ucas.com). However, at the beginning of Year 12, you should register for the UCAS hub and build your user profile over the course of the year.

Oxbridge applications must be submitted to UCAS by 15<sup>th</sup> October of Year 13 (our internal deadline is Wed 29<sup>th</sup> September). All other applications will be due to be completed ready for checking and sending, by 5<sup>th</sup> November. We will advise students of the procedures and internal deadlines involved. The School will also hold an Oxbridge specific information evening. Please advise your form tutor as early in the process as possible of your intention to make an early application.

## **HIGHER EDUCATION CONFERENCES**

Several universities organise H.E. Conferences for Year 12 students covering a wide range of courses. e.g. Law, Medicine, Forensic Science, Physiotherapy, Chemistry etc. Details are available online on the UCAS website, on Unifrog, and opportunities will be emailed and posted on the Sixth Form instagram account.

## **HOMEWORK**

There is no set time for this; you are on “flexi-time.” You work until you have understood the area being studied, and have completed assignments, but a good guide would be 2-3 hours per night. Boys who gain high grades at A level will have worked consistently and conscientiously. Those who do not might scrape into Higher Education but often not onto the course of their choice.

## **HOUSE SYSTEM**

With Covid changing the roles of our former Heads of House, to Heads of Year, it falls upon the shoulders of our appointed House Captains and supporting peers to lead the House System this year. Each month there will be a House Assembly, led by House Captains, and throughout the year there will be competitions, fundraising and fun activities to maintain the sense of community within the roles. You will need to wear your house badge on your blazer each day.

## **ILLNESS AT SCHOOL**

If you are ill at School and need to go home you **MUST**

Go to the Main Office.

**Seek permission from the Director of Sixth Form.**

Sign out if permission is granted at the main School Office.

The main office will phone your parents to inform them you are ill and going home.

It is essential that you follow this procedure. **Failure to do so will mean absence is unauthorised and you will be expected to make up the time.**

## **INFORMATION TECHNOLOGY**

The ability to use a computer to organise and analyse data is essential in the modern world. For this reason Sixth Form students are encouraged to make use of the school network and the internet for research and to make use of I.T (Information Technology), either at home or at School, for word-processing, databases, spreadsheets, graph plotting etc. You must adhere to the school rules for safe use of computers as infringements will result in access rights to the network and any files being removed. Please see the I.T team for further information. Mr. Hiley and Mr. Wren are keen to stress that any device you use at school is your own responsibility and by logging onto the school Wi-Fi, you abide by the terms and conditions of its safe usage.

## **INTERVIEW SKILLS**

In Year 13 arrangements can be made for “mock” interviews to help you with applications for Higher Education or employment. Speak to your tutor if you would like this to be arranged for you. We arrange interviews at other schools too, so that you are sometimes out of your comfort-zone and ready for any type of situation!

## **LATENESS**

You must be present for registration – 8.55 in the morning. See the Punctuality Section for the procedures the School adopts to deal with punctuality issues. If you are late, on arrival in school you **MUST** sign in the late book which is at the main office and you must also give a reason. The Attendance Officer does a check of attendance and if you are not registered and not signed in the Late Book and your parents have not reported an illness, your parents will be contacted to check that you are safe. **More than two lates in one week will incur an after school detention the following Thursday with SLT.**

## **LEARNER SUPPORT (Financial: 16-19 BURSARY FUND)**

Applications for financial support should be made to the Finance Department in the first instance. St Ambrose has set criteria for support and details of this are also available from the Finance Department. Any agreed payment is also dependent on a satisfactory attendance and punctuality record and also having no significant work or

behavioral issues. **A fresh application must be made for each academic year. Please take up this opportunity – it's free money!**

You may also be eligible for ACCESS programmes from the start of Y12 for applications to Universities (for example the University of Manchester MAPP), other Post-18 Support and opportunities including Summer Schools (for example: The Sutton Trust). We can provide some advice but opportunities change frequently, so it is your responsibility to research such opportunities.

### **LEARNER SUPPORT (Academic)**

If you have had access to specialist or specific support lower down the school, you may need to have a re-assessment. Mrs Keary needs to be aware of any barrier to learning you may have such as dyslexia or a processing difficulty (or any other aspect which impinges on your learning). Mrs Keary can be contacted via the Sixth Form office or your form tutor.

### **LITERATURE SOCIETY**

This group meets regularly and consists of keen readers from St Ambrose College, Loreto Grammar, Altrincham Grammar School for Boys, Altrincham Girls Grammar School and Sale Grammar School. Each school takes turns in hosting the event which is held approximately 5 times during the year. Mrs Hill, Head of English, coordinates this group.

### **LEAVING THE PREMISES**

Unless you have prior permission, you must **not be off-site** during the School day except at lunchtime or if you are free Period 5. Failure to adhere to this requirement will lead to loss of Sixth Form privileges. Persistent disregard will lead to a review of your position at SAC. When you leave site at lunchtime you must sign out at the main reception as you leave and sign back in no later than 1.20pm, to make sure you are back in the building for your lesson or study session, period 4. The entrance at main reception should only be used during lunchtime or to sign in after 9am. At the beginning and end of the school day Sixth Formers must use the student entrance/exit alongside Years 7-11.

### **LESSON MONITOR**

Teachers will take a register for every lesson. This is used to monitor attendance and for safeguarding purposes. Students that are identified as missing a lesson should expect to make up the time at the end of school. Persistent absences would also result in a meeting with parents and possible consideration of your position at the College.

### **LUNCH TIME ARRANGEMENTS**

The All-Day Café serves hot and cold food at regular intervals to Sixth Formers throughout the day from 8.30am. The main school restaurant serves hot and cold food at break time and lunchtime. This is a **cashless** system. Sixth Formers are not generally required to stay on the premises at lunchtime. However, if you do go out of school (not in cars), you should at all times act in a mature and responsible manner **and ensure that you return to school in time for afternoon registration. Any abuse of this privilege will result in it being withdrawn.**

### **MASS & COLLECTIVE WORSHIP**

We celebrate Mass at various occasions throughout the year. At Christmas, we join together for carols and at Easter, we celebrate the resurrection of Christ. Your attendance at and contribution to the spiritual life of the school is not only expected, but relied upon. You are our best ambassadors and role models for the younger boys. Weekly Masses require readers and servers. Please contact Miss McCrory and speak to our Spiritual Leaders, Jacob Karinatan and Ehi Itua for further information. At our weekly assemblies, we will always encourage Sixth Form involvement.

## MENTAL HEALTH

The physical and mental health of our whole school community is paramount to us. For a list of useful resources about mental health, please see the attached appendix at the end of the document. You can speak to any member of staff in confidence if you have concerns.

## MOBILE PHONES

If you choose to bring a mobile phone or other e-devices and valuables then we cannot be held responsible in any way if they are lost or stolen. If a member of the Sixth Form is found using a mobile phone on the premises, **other than on the third floor** (or other designated area – for example, you will be based on the ground floor from September due to COVID restrictions) then it is likely to be held by staff until the end of the day for the first confiscation or until retrieved by a parent for subsequent confiscations. Headphones should also not be used in transit and will be taken by a member of staff if they are in/on anywhere other than sixth form areas.

## MUSIC

Sixth form students play a key role in the music department, academically and as members of the many music ensembles. You are welcome to join the successful senior choir as a tenor or bass. The choir runs throughout the year performing in prestigious events such as the annual Nine lessons, Christmas Carols and various awards and celebration nights. You are welcome to join any of the weekly music ensembles including Jazz Band and School of Rock. We offer a full range of peripatetic lessons including strings, woodwind, brass, drums, acoustic and electric guitar. For more information please see our [Director of Music, Miss Yates or Peter Barnard and Karam Abdul Waheed who oversee the Arts in the Student Leadership team.](#)

## OPEN DAYS

Pre-Covid, many universities held open days in the summer term. Year 12 students are encouraged to go to these but should **go to no more than two on a school day in any academic year**. Most universities run open days on Saturdays and you should aim to attend these if at all possible to avoid disruption to your studies. If there are special reasons why a student needs to go on more than two they should discuss them with the Directors of Sixth Form. You **must** apply, in writing, to the [Attendance Officer, Mrs Grainger](#), if you wish to attend an open day. We are reluctant to allow students to take school time off to visit universities which also provide Open Days at weekends or during the holidays.

## PARENTS' EVENINGS

The Year 12 Parents' Evening is usually in the Lent or Trinity term. The Year 13 Parents' Evening usually takes place after October half term. At time of writing, exact dates are to be confirmed, but check the website.

## PART TIME WORK

We recognise that many of you will engage in some form of part-time employment particularly with a view to building up funds for University. However, students **must** ensure that a sensible balance is reached between part time work and academic study. Ideally a student should be involved in **no more** than 9 hours a week part time work and preferably not during the week. Anything more is likely to affect your chances of success at A level. We would certainly expect a reduction in part-time work as exams approach. **Part-time work cannot be used as an excuse to avoid after school detentions.**

## PERSONAL STATEMENT

Several form-time sessions are devoted to preparing Post-18 applications including the UCAS application and, in particular, your Personal Statement. This is an important part of your UCAS application. You will be required to produce the first draft in June 2021 so that your Form Tutor can check it and advise you. We also cover CV's and other applications.

## POLICIES AND PROCEDURES

All of our statutory and school-specific policies and procedures are available to read on our website. Please familiarise yourself with these; it is your responsibility to ensure that you are compliant with them all.

## PUNCTUALITY

It is expected that our Sixth Formers should be punctual for registrations and all lessons. If you are persistently late for no good reason then, unfortunately, sanctions will have to be imposed. Sixth Formers should recognise that, if they were in paid employment, persistent lateness would probably lead to dismissal.

Students who consistently have more than 3 late marks in a week may be put in a Saturday morning detention but also put at risk the school’s willingness to pay their costs for exam entry.

## REPORTS

Sixth form students receive one full report per year, usually after Easter in Year 12 and in February of Year 13 (TBC). Parents will be invited to comment on student progress.

## SMOKING and VAPING

The same rules apply to Sixth Formers as to the rest of the school. Pupils are strictly forbidden to smoke or vape when they can be associated with the School i.e. on the journey to or from school; on any school visit, including residential visits; at any time whilst in school uniform; during the school Day. Punishment for those infringing the rules will be imposed at the discretion of the Principal

## STUDENT FINANCE

There is a wealth of information on Student Finance on the UCAS website and the direct.gov website. This will also be covered in the Enrichment Programme and in tutor time.

## STUDENT LEADERSHIP TEAM

We’re proud to have appointed a team of 21 of our finest Year 13 students to form our Student Leadership Team. Sixth form students have the opportunity of helping and leading with those tasks in the school which require a high level of responsibility:



The current team will serve us until their exams loom at the end of Year 13. In March or April, applications will open for our Year 12 students to take over their roles.

## STUDY LEAVE

When internal and external examinations are taking place, study leave may be granted. This is at the discretion of the Directors of Sixth Form.

## SUPERVISED STUDY

In Year 12 if you do not have a lesson you **must** attend supervised study to which you have been allocated, where a register will be taken. The only exception is Period 5. You should make sure that you have plenty to do, to work on your own, without a computer and silently. Eating and drinking are not allowed in supervised study. **If you wish to work in an Art or Technology room or to undertake research elsewhere, you must do that at a time when supervised study is not timetabled for you.**

## THURSDAY THOUGHT

You will take part in Thursday Thought as a Sixth Former. Your General RE teacher will lead you in this endeavor. Your full participation in this activity is not only expected, but also relied upon by lower school form-tutors. **Your presentation must be checked and approved by your form tutor the morning before you are due to deliver it.** This is an invaluable way to build leadership skills as well as contributing to the spiritual life of the school.

## UCAS

UCAS is the Universities & Colleges Admissions Service. Students planning to take a Higher Education course in the UK must use this online system to apply (using the APPLY system). EU courses and International Applications have different methods of application. The Direct.Gov website provides useful advice on student applications and has links to study abroad information too. For more information speak to your form tutor or the Sixth Form Office. There will be a UCAS information evening in the spring term and guided sessions on how to apply as part of your overall Enrichment Programme.

## UCAS Tariff

The UCAS Tariff is a list of all qualifications which may be considered by Higher Education Institutions when students apply. The obvious ones are GCE and A level qualifications. Students should check the tariff list, as at the higher levels of qualifications, LAMDA Drama, ISTD Dance, Music Exam Board and EPQ also have grades and associated UCAS points. However, you should not assume that points will be accepted by the institutions that you are applying to and the relevant admissions criteria/teams should be contacted to check.

## UNIFORM AND APPEARANCE

The general requirement is that you should look smart and business like. A good example must be set.

You should wear either a business suit or dark jacket, dark trousers, school tie and plain light coloured shirt (e.g. white, pale blue or grey). Sweaters must be plain and V-necked (leisure wear, including hoodies, is not acceptable).

Hair must be cut above the collar and should be of its natural colour. Exaggerated hairstyles, be they too short or too long, are not allowed - nor is jewelry. No studs are allowed, even if covered by sticking plaster. No visible tattoos.

Students are expected to be clean-shaven. By prior agreement with the Principal, and only for religious or medical reasons, students **may** be given exemption from this rule.

**Infringements of the regulations are not acceptable and will normally lead to you being sent home until the situation is rectified.**

## UNIFROG

This year we have subscribed to a provider called Unifrog to cater for many of our careers and post-18 application needs. You will receive your login details for Unifrog within the month of September. Your account remains active throughout your time in sixth form and beyond.

## **VERIFICATION OF YOUR STATUS AS A STUDENT**

Should you require verification of your position as a student at Saint Ambrose College, this can usually be provided. Please speak to your tutor about this and they will liaise with the Sixth Form Office to see if we can oblige your request.

## **WORK EXPERIENCE**

All Year 12 students will undertake a Work Experience placement during the last week of the summer term. You are responsible for finding and agreeing the placement and the sooner you secure a placement, the better. We would also encourage you to engage in a multitude of virtual work experience opportunities and to arrange suitable work experience during the school holidays.

## **YOUNG ENTERPRISE**

This is a business and industry related competition run by Trafford Young Enterprise in collaboration with local industry and other Trafford Schools. The competition gives you the chance to run a business with other young people from Trafford - your chance to become a successful entrepreneur. See Mr Gunning for details.