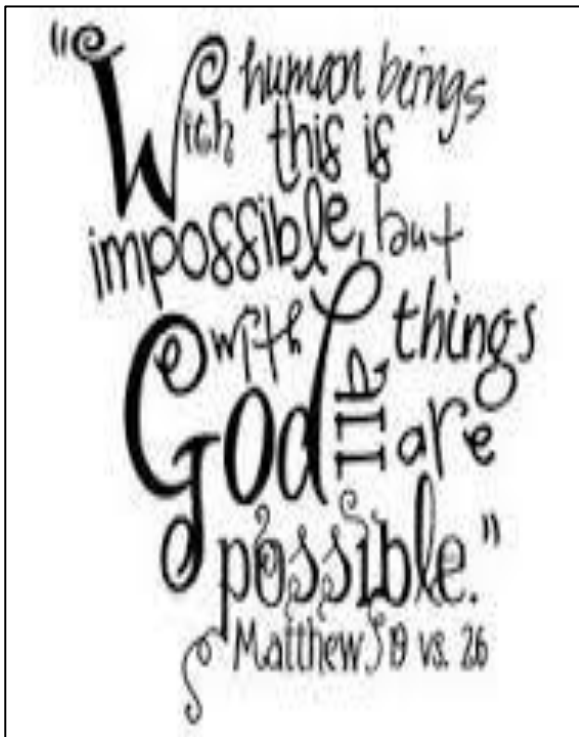


Welcome to Trinity Sixth Form @ St Thomas More Catholic Academy



Key Sixth Form Information for students

ATTENDANCE

Every Monday the previous week's attendance is generated for Year 12, Year 13 and Sixth Form. This data is displayed on the attendance board outside the Sixth Form Common Room. All attendance information is kept in the attendance folder in the Sixth Form.



Students YTD attendance is generated each week and those below 95% are talked to by the Sixth Form team.

Letters for attendance (below 95%) are sent home to students after the end of every term.

Any student with an unaccounted absence is sent a text message and phone calls are made home to chase these up if no notification is received.

If you are absent please let us know on 01782 882900 (follow the instructions to report an attendance rather than ringing through to Sixth Form). If you receive an attendance text please reply.

BURSARY

The 16 – 19 Bursary Fund is a limited fund available to all students who face any financial difficulty that results in barriers to their learning. In the first instance the school prioritises allocation according to Pupil Premium information and FSM. Discretionary bursary is allocated at different levels based on individual need.

High level bursary can also be applied for by the school on behalf of students and is separate to the school 16-19 bursary fund. It is for students in care, who have recently left care, get income support in their own right or get disability allowance.

Bursary payments are made directly to students via their bank account at three points during the year. All students are then responsible for evidencing how the bursary supported their studies before the next payment can be made. Bursary payments vary based on attendance to and effort in lessons.

Please see Mrs Plimbley in the first instance if you wish to apply for a bursary payment.

DATA

At each data point you will be given a **WAWN** grade and a **PROJECTED** grade.

WAWN grades reflect all work over the past half term including class work, independent study, assessed tasks etc. This measure helps us to demonstrate your progress over time.

Projected grades use the professional judgement of the teacher indicating what you are likely to achieve at the end of the course based on your current work rate and effort.



Every data point is shared in a report with parents.

From the data you may be referred for additional support, intervention or mentoring.

If you have any concerns about your progress please discuss this with your form tutor, your class teacher, Mrs Plimbley or Mrs Todd. We are all here to help.

SIXTH FORM HOMEWORK / PERSONAL STUDY

Homework in the Sixth Form provides extra time for all students to complete important elements of work. It is essential that homework is completed to good effect if you are to maximise your potential.

Every KS5 subject will set at least one piece of homework every week. In some subjects, two smaller pieces might be more appropriate. In all cases, the aim is for all students to complete **5 hours of personal study per subject per week.**

In addition box files stocked with additional extension tasks, past papers, suggested additional reading titles etc. are available in the student study area.



It is an expectation at A level to complete 5 hours of personal study for each subject each week. This includes during school holidays. Please ask if you are unsure how to revise your class notes and read around your subjects to avoid getting left behind.

SIXTH FORM TIMETABLE

The majority of students take three A Levels or equivalent throughout their time in Sixth Form. However, there are exceptions where students take four or two subjects. Students then have personal study time, enrichment opportunities and work placements (where appropriate). These hours are also monitored and registers kept. All students have two hours of non-directed time per week.

These two hours, plus lunch times are the only time any student is permitted to sign out of college and leave the premises.

STUDENT LEADERSHIP TEAM

There are several elected lead students who represent the school at a variety of events. They also organise and run the Sixth Form council and lead the whole school council.

A blue oval button with a gold border containing the text "SIXTH FORM COUNCIL" in white capital letters.

UCAS / Apprenticeship References

UCAS references are written by Sixth Form tutors and the Sixth Form team. They use information collected by the students from their classroom teachers and anyone else that they feel could contribute to their references.

The UCAS logo, consisting of the letters "UCAS" in a bold, sans-serif font. The letter "A" is red, while the other letters are black.

Collection of information for references takes place at the end of the summer term and start of the autumn term. Predicted grades are collected in the autumn term via DP1. The only exception to this is early application candidates for certain competitive courses.

Additional References

Please use Mrs Todd's email address and the school address if you require a reference for any part time work. We recommend that you work no more than 8 hours per week during term time.

Key Staff Contacts

Mrs Todd – Assistant Head Leading Sixth Form etodd@stmca.org.uk

Mrs Plimbley – Student Support Worker lplimbley@stmca.org.uk

