

SIXTH FORM AT WALDEGRAVE

ENJOY • ACHIEVE • EMPOWER



Waldegrave
Sixth Form



Y12 Key Information Evening

08/09/26

Sixth Form Vision

At Waldegrave Sixth Form our vision is to ensure our students enjoy a love of learning, achieve their aspirations and feel empowered to become the leaders of, and contributors to, a better society.



Waldegrave
Sixth Form

Sixth Form Team

Headteacher

Ms Tongue

Head of Sixth Form

Mr Bannister

Heads of Year

Mr Stavrou (Y12)

Ms Pugh (Y13)

Student Support Officers

Mrs Evered (Sixth Form Manager)

Mrs Ridgley

Mrs Bremner

Ms Smith

Y12 Form Tutors

Y13 Form Tutors

Academic & Pastoral Mentors

Mrs Ruggles-Ross

Mrs Bates

Careers Advice

Innervate

Exams Officer

Ms Fong

Inclusion

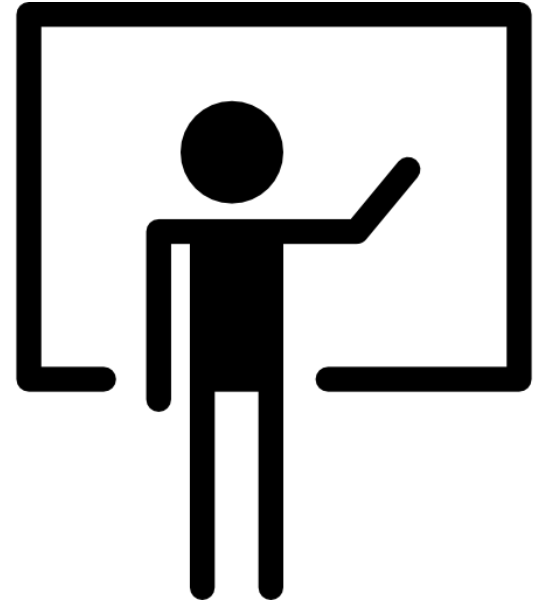
Ms Salisbury

School Day Timings

Monday-Thursday		Friday	
Tutor Time	08.35 - 08.55	Tutor Time	08.35 - 08.55
P1	09.00 - 10.00	P1	09.00 - 10.00
P2	10.05 - 11.05	P2	10.05 - 11.05
Break	11.05 - 11.25	Break	11.05 - 11.25
P3	11.25 - 12.25	P3	11.25 - 12.25
Lunch	12.25 - 13.10	Lunch	12.25 - 13.10
P4	13.10 - 14.10	P4	13.10 - 14.10
P5	14.15 - 15.15		

Lessons

- 9 lessons per subject each fortnight
- High quality teaching
- Varied styles of learning
- Subject specialist staff
- Engaging and interactive
- Regular assessment and feedback
- Supported by Google Classroom



Lessons

- Arrive on time
- Bring the right stationery, equipment and resources
- Adhere to the seating plan
- Listen carefully to instructions or when others are talking
- Be proactive at taking notes
- Try your best at all times
- Contribute to class discussions
- Ask for help if you need it
- Treat your teachers and peers with respect
- Keep your folders organised
- Take note of homework tasks
- Meet deadlines



Tutor Time

- Tutor Time takes place from 08.35 to 08.55 every day.
- Tutor Time will encompass a wide variety of purposeful and enjoyable activities.
- It is also an opportunity for students to get to know people outside of the subjects they are studying and means there is a chance every day to seek advice or support from their Form Tutor.
- It is compulsory for all students to attend Tutor Time and play an active role in the activities taking place.

Day	Focus
Mon	Student Presentations
Tues	Current Affairs
Wed	PDC
Thurs	Assembly
Fri	Fun Activity



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Work Periods

- Students will have 21 work periods per fortnight on their timetable if they are studying three A Level subjects.
- We intentionally refer to these as work periods, rather than free periods, as students will be expected to be productively engaged in independent learning during this time.
- Students will have access to a variety of study spaces in these work periods, including the Study Base, ICT suites and the Sixth Form Learning Centre.



Independent Learning

The A Level programme is based on the assumption that students are doing a minimum of 5 hours of independent work per subject every week. This does not include timetabled lessons.



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Independent Learning

Prepare	Get ready for your lessons by pre-reading around the next topic, either from a revision guide, the textbook or other relevant sources of information.
Consolidate	Reinforce your learning from lessons by finishing off any incomplete tasks, reading back through your notes and highlighting the key information you've written down.
Practice	Apply what you have covered in lessons by practicing exam style questions. This might mean searching for lots of questions on a particular topic, completing past papers or planning out essays.
Revise	Try to revise as you go throughout the year by writing summary notes of the topics you have done that week, quizzing yourself, explaining concepts to others or doing exam questions.

Home Learning

It is likely that students will need to do a significant amount of work at home, either during the day, in the evenings or at the weekend. To support you with this, it is advised that you try to set up an effective workspace at home. You should consider acquiring the following resources:

- Planner (diary / app)
- Wall planner
- Folders
- Stationery
- Textbooks
- Notepads
- Laptop
- Desk

It is also a good idea to think about where students work within the house. It is unlikely that they will operate at full productivity if they are lying in bed or sat on the sofa. Instead, they might consider working at a dining table, in a home office or at a desk in their bedroom. If students do not have any good work areas at home, they should think about staying on later at school to complete their independent learning.

Enrichment

- Enrichment is the name given to a compulsory programme of activities that all Year 12 students participate in.
- Enrichment will take place every other Wednesday afternoon.
- It is an opportunity for students to enjoy themselves, build friendships, pursue wider interests and develop new passions and skills.

Autumn Term
All students will participate in activities organised and run within school. These will include recreational sports and subject sessions that extend beyond the normal curriculum. Students will do a different activity in each half of the term.
Spring Term
All students will participate in a range of talk delivered by external speakers, covering a range of topics including mental health and managing finances.
Summer Term
The priority in the final term will be emotional wellbeing and academic achievement in the build up to exams. After exams, the focus will be on UCAS and apprenticeships.

Overtime

Overtime is a study session that takes place at the end of the school day, which specific students may have to attend in order to support their learning. There are two different types of Overtime

Study Support Overtime

This is intended as a supportive measure to encourage students to catch up on missing work or to complete additional tasks to further their progress

Supervised Overtime

This is given as a sanction in response to students persistently exhibiting behaviour for learning that falls below the expected standards

Overtime

Study Support Overtime	Supervised Overtime
• Missing a homework deadline • Not completing classwork • Needing to catch up on missing work • Not completing enough independent work • Not revising properly for assessments • To receive additional support	• Persistently missing homework deadlines • Being rude to a member of staff • Persistent failure to adhere to the dress code • Persistently not wearing your lanyard • Arriving persistently late to Tutor Time • Truanting a lesson



Overtime

Type	Days	Time	Venue
Study Support Overtime	Monday Tuesday Wednesday	Either from end of last afternoon lesson for 1 hour or 15.30 to 16.30	Register at Sixth Form Reception, then work anywhere. Report back to sign out at the end
Supervised Overtime	Thursday	Always from 15.30 to 16.30	Register in the Sixth Form Learning Centre and remain there throughout

Overtime

Number of missed Overtime	Action
1	Penalty Point issued / learning conversation with Form Tutor / new Overtime booked
2	Penalty Point issued / learning conversation with Form Tutor / new Supervised Overtime booked
3	Penalty Point issued / learning conversation with Head of Year / new Supervised Overtime booked
4	Penalty Point issued / learning conversation with Head of Year / new Supervised Overtime booked / phone call home
5	Penalty Point issued / learning conversation with Head of Sixth Form / new Supervised Overtime booked / phone call home

Assessment & Monitoring

Reports will be sent home at regular intervals throughout the year, with the exact dates to be confirmed:

October - Target Grades

November - PCM

February - Progress Report / Support Meetings

April / May - Mock Exams / Progress Report / Support Meetings



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Support Meetings

- Teachers will give students predicted grades periodically throughout the year on their Progress Reports.
- If students receive predictions that are two or more grades below their targets in one subject, subject teachers will put in place appropriate interventions.
- If predictions are two or more grades below target in more than one subject, a support meeting will be organised with the student, their parents and Head of Year to agree an action plan.
- This is intended to be a supportive process, designed to make students aware of the problems they are facing and help them to find solutions.



Academic Mentoring

We currently have two Academic Mentors in the Sixth Form offering targeted support if needed:

Mrs Ruggles-Ross and **Mrs Bates**.

- Small group workshops
- One-to-one support
- Weekly academic mentoring sessions
- Drop in support
- Writing, time management, organisation and skills development



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Inclusion

- The Inclusion team work with students in the Sixth Form who have an EHCP and organise testing for access arrangements.
- All students in the Sixth Form with an EHCP will have a bespoke programme of support put in place.
- Students with other special education needs may also receive support from the Inclusion team.
- If your daughters / sons have any special education needs that you have not already made the school aware of, please speak to the Head of Year so that we can make sure the correct help is in place.



16-19 Bursary Fund

This is a form of financial support for Sixth Form students. If you think your daughter / son may be eligible, please speak to the Head of Sixth Form.

Vulnerable Bursary	Discretionary Bursary
For young people who are looked after or leaving care and children / young people entitled to some benefits in their own right.	For young people who were previously entitled to Free School Meals or granted in exceptional circumstances.

Attendance

- Students are expected to attend school every day from Monday to Friday during term time.
- They must arrive punctually for Tutor Time at 08.35 every morning.
- However, students are advised to arrive no later than 08.25 so that they have time to get organised beforehand.
- Students must attend all of their timetabled lessons, as well as Tutor Times.
- If students know they are going to be absent in advance, a parent / carer must email sixthform@waldegravesch.org at the earliest possible opportunity with details of the absence.
- If students are absent due to illness on a particular day, a parent / carer must call the school, email sixthform@waldegravesch.org, or use Arbor to report the absence by 08.30 on the day.



Attendance

Driving lessons

Family holidays

Routine dental or
medical appointments



Tiredness

**Students should not be absent due
to...**

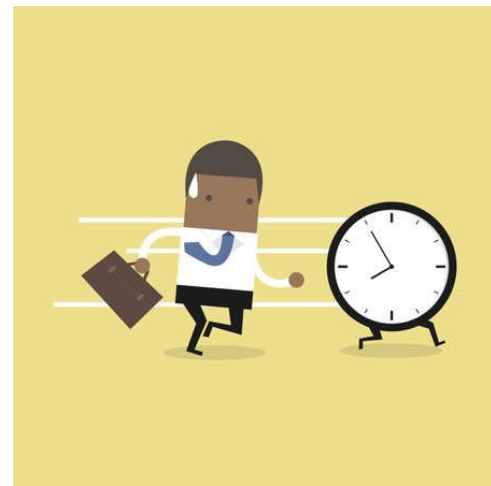
Very minor illnesses or
injuries

Social events

Interviews or training
for part time jobs

Punctuality

- We measure the punctuality of every student in the year group on every single day of term.
- We look at both the time they arrive in the morning and the time they arrive for your individual lessons.
- In the morning, students must arrive punctually for Tutor Time, which starts at 08.35.
- Students must also arrive on time and ready to learn for each of their lessons throughout the day.
- We measure punctuality in the morning using the registers completed by Form Tutors.
- We measure punctuality to lessons using the registers completed by subject teachers.



Punctuality

Unacceptable Excuses For Being Late

“I was printing my homework”

“I was hungry so I went to get some food”

“I was waiting for someone”

“I needed to talk to another teacher”

“I was getting a coffee”

“I didn’t know when the lesson started”

“I lost track of time”

Punctuality

Students can make sure they are punctual by doing the following...

Do as many jobs as possible to prepare themselves for the following day the night before. E.g. pack their bag / get out their clothes

Cut out non-essential tasks in the morning. E.g. applying makeup

Plan to arrive at school earlier than necessary so they have a margin for error in the event of unexpected delays

Try to get up the same time every school day. This will help them to form a habit, which will make it easier to get out of bed on time

Avoid sleeping in too late at weekends as this will disrupt their sleeping pattern for the rest of the week

Write down a morning routine with the timings for each task that they do and stick it to their bedroom wall. This will help them to stay on schedule whilst they are getting ready

Improve the quality of sleep by employing good sleep hygiene. E.g. drink chamomile tea, have a warm bath, avoid screens in bed. This will make it easier to get up

Speak to their Form Tutor or Head of Year if they are worried about their punctuality, or need help to make improvements

Punctuality

Number of lates in a year	Action
3	Learning conversation with Form Tutor
6	Learning conversation with Form Tutor / letter home to parents
9	Learning conversation with Head of Year / further letter home to parents / Supervised Overtime
12	Parents called in for meeting with Head of Year / Supervised Overtime
15	Parents called in for meeting with Head of Sixth Form / further interventions or sanctions considered

Freedom Passes

- Freedom Passes are a privilege that allows Sixth Form students to have some flexibility in the times they depart from school.
- It allows students to come and go from the school site in the day during break, lunch and work periods.
- It also allows students to leave permanently for the day at the end of their last lesson.
- Students must attend all of their timetabled lessons and all Tutor Times.
- Freedom Passes may be limited or revoked depending on attendance, punctuality, behaviour or academic progress.



Behaviour

- Behaviour is important as it has a direct impact on academic achievement and is essential to ensuring that the Sixth Form remains a safe space for all students.
- It is the responsibility of students to understand the expectations for behaviour and conduct themselves to the highest possible standards.
- Behaviour will be tracked constantly by the Head of Year and reported on a regular basis to Form Tutors.
- Where behaviour falls below the expected standards, sanctions may be issued in the form of Penalty Points.

Penalty Points are...

...sanctions issued to students by staff members as a response to unacceptable or inappropriate behaviour.



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Behaviour

Penalty Points are likely to be issued for...

Not wearing lanyards

Consistently poor
punctuality to lessons

Being disruptive in
lessons

Not meeting homework
deadlines

Using mobile phones in
front of younger
students

Not adhering to the dress
code

Truancy from lessons

Being rude or unpleasant
to other students

Refusing to follow
instructions

Being rude or
confrontational to staff

Not engaging in Tutor
Time activities

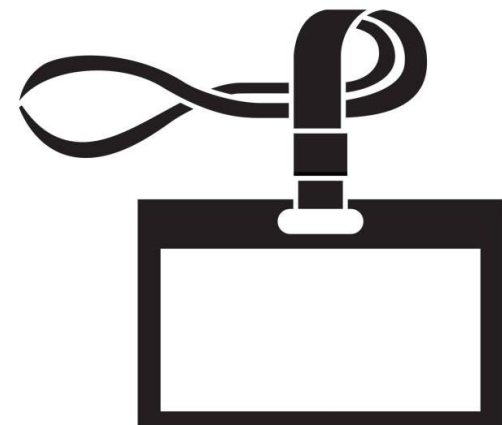
Arriving to lessons without
the correct equipment

Behaviour

Number of Penalty Points	Action
3	Learning conversation with Form Tutor
6	Learning conversation with Head of Year / letter home to parents / Supervised Overtime
9	Parents called in for meeting with Head of Year / further letter home to parents / Supervised Overtime
12	Parents called in for meeting with Head of Sixth Form / Supervised Overtime / two week behaviour report
15	Parents called in for meeting with Deputy Headteacher to consider further interventions and review place at Waldegrave
20+	Review of place at Waldegrave with alternative placements likely to be sought

Lanyards

- It is compulsory for students to wear their lanyard with the ID badge facing the correct way round at all times while they are on the school site.
- This is an important part of our safeguarding procedures, which apply to all staff and students.
- Students will also need their ID badge to sign in and out whenever they come and go from the school site, as well as to open some of the gates and doors that have access controls.
- If students forget their lanyard, they will need to go to Sixth Form Reception to borrow a temporary replacement. They will be asked to leave something as a deposit, such as a zip card or keys, which will be given back when they return the temporary lanyard.
- If students lose their lanyard permanently, they will need to order a new one via ParentPay. The replacement will then be available from Sixth Form Reception 24 hours later.



Dress Code

The Sixth Form Dress Code is designed to meet the following objectives:

- To allow you to dress in a way that is practical for the demands of the diverse range of subjects you are studying
- To ensure that you are dressed in a way that is compliant with health and safety requirements
- To allow you to express your individuality and sense of identity in an open and creative environment
- To maintain a safe and inclusive environment that is respectful of the diverse backgrounds and beliefs of all staff and students
- To prepare you for the diverse expectations of dress in the modern workplace
- To present an appropriate image of the school, which inspires confidence in staff, students, parents and the local community

Dress Code



- Coats when entering and leaving school
- T shirts, blouses, shirts and polo shirts
- Sweatshirts, cardigans, fleeces and hoodies
- Skirts, dresses and shorts of a reasonable length
- Smart shoes, pumps and trainers in a good state of repair
- Subtle piercings
- Sportswear during practical lessons (e.g. PE / Drama)
- Denim that is not ripped or torn
- Religious dress that does not cover the face
- All clothing clean and in a good state of repair



- Sunglasses, hats or raised hoods inside
- Extreme piercings (e.g. stretchers)
- Visible body piercings or tattoos
- Offensive slogans or images
- Visible underwear
- Excessively high heels
- Open-toed or backless shoes
- Torn or damaged clothing
- Sportswear outside of practical lessons
- Coats worn or carried inside
- Pyjamas, onesies or loungewear
- Crop tops or excessively low cut tops
- Excessively short skirts or shorts
- References to drugs, tobacco or alcohol

UCAS

- UCAS is the name given to the university applications and admission process.
- The UCAS process will be launched with Y12 students in January, when we run out Higher Education Briefing.
- Preparing for UCAS will also be a focus of PDC sessions in Tutor Time during this period.
- UCAS will also be a particular focus for Y12 students once they have returned to Sixth Form after their mock exams in the summer.
- All students are strongly advised to apply in order to learn the system, draft a personal statement and ensure they have considered all of their options.
- At present, students do not need to worry too much about the UCAS process. The best thing they can do is to focus on setting solid foundations for academic success.

In the meantime...

...attend virtual university open days

...attend virtual taster sessions

...research support programmes for competitive courses

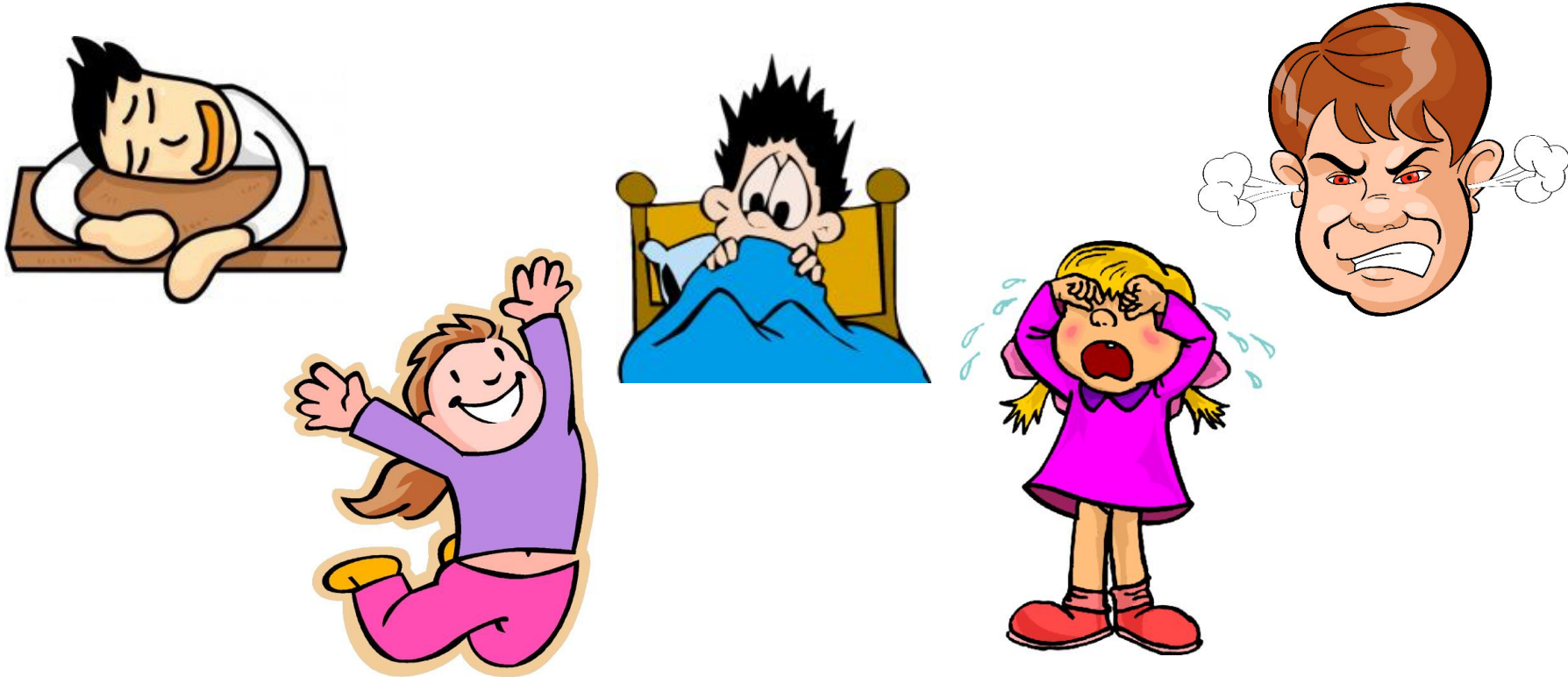
...build relevant skills and experiences to write about in personal statement



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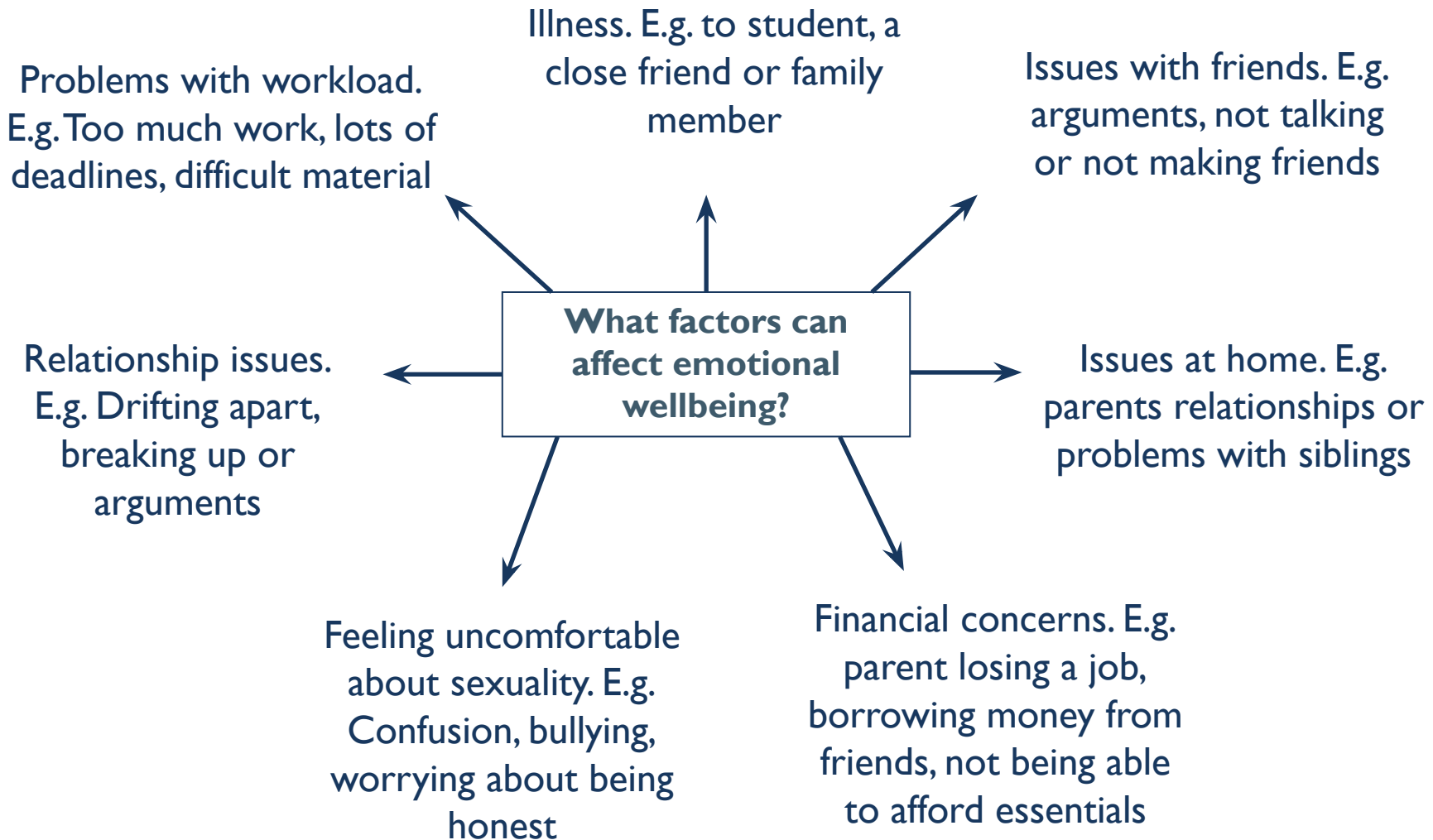
Emotional Wellbeing

Feelings and emotions students are likely to experience during Sixth Form...



All of these feelings and emotions are normal, the important thing is the attitude students take towards understanding their emotions and managing how they feel.

Emotional Wellbeing



Emotional Wellbeing

If students are worried about their emotional wellbeing, they can seek help from the following people or places:

Form Tutor

Head of Year

Head of Sixth Form

School Nurse

Mentors

School Counsellors

Off the Record (020 8744 1644)

Childline (0800 1111)

Samaritans (08457 90 90 90)

Everyone at Waldegrave wants to help, but it is much easier to do that if students are open and honest with us.



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Y12 Transition

Challenges:

- Adjusting to the standard of A Level
- Adapting to a new environment
- Not sure about subject choices
- Worried about making friends
- Having to decide what to wear
- Differences previous educational experience of internal and external applicants
- Getting used to a co-educational environment

Opportunities:

- Doing fewer subjects which they have chosen
- Want to prove themselves
- Opportunity to meet new people
- Sense of being more grown up
- More exciting social life
- Fresh start for those who had a negative experience of education previously



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Parental Support

- Read the weekly newsletter
- Reply to emails and letters promptly
- Email all staff using the sixthform@waldegravesch.org address
- Help your daughter / son to be organised by supplying stationery
- Set aside an appropriate work area at home
- Affirm and support expectations around attendance, behaviour and punctuality
- Communicate with us in advance about planned absences
- Call in or email by 08.30 every day that your daughter / son is absent due to illness
- Have boundaries with regards to parties and socialising
- Promote healthy sleeping habits
- Ensure that part time jobs do not affect studies
- Support the PTA as they make a real difference to the school



Contact

Always email...

sixthform@waldegravesch.org

...and reference the desired recipient in the subject heading.

Questions?



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