

COOMBE WOOD SIXTH FORM STUDENT
HANDBOOK 2021-22



COOMBE WOOD SIXTH FORM VISION STATEMENT

An academic sixth form with rigour, whole student development and clear pathways onto higher education, apprenticeships and employment. Students at Coombe Wood Sixth Form are guided by our Core Values:

- Teamwork
- Respect
- Enjoyment
- Discipline
- Sportsmanship

Introduction

Dear Student,

Welcome to Coombe Wood Sixth Form!

This handbook has been designed to help you settle into the sixth form as quickly as possible. Many of your questions should be answered in the following sections to aid you in the transition from Year 11 to 12. Please refer to the handbook at all times.

Kind regards,

A handwritten signature in black ink, appearing to read 'J Brack'.

Mr J Brack

Head of Sixth Form

jbrack@cws.foliotrust.uk

www.cws-croydon.co.uk

1.CWS Sixth Form Behaviour Expectations

All students must agree to the following and sign a behaviour agreement prior to starting at Coombe Wood Sixth Form (handed out 3rd September):

- All students are expected to behave responsibly, in a mature and adult fashion. They are role models!
- All students must show respect for fellow pupils and staff.
- Racism, sexism and any form of intimidation will not be tolerated (under the Equality Act 2010).
- Drugs and alcohol are not allowed in school. Students found with either will be dealt with seriously.
- Smoking, vaping and using other tobacco products is not permitted on the premises, or in the roads outside the building.
- Serious behaviour issues will be dealt with in accordance with school procedures (please see the school behaviour policy).
- All students must wear their ID badges at all times.

CWS Behaviour Sanctions List

The sanction list below has been designed to support the behaviour expectations of sixth form students at Coombe Wood School. Furthermore, this will help all staff deal with issues consistently. The sanction stages should be followed in order for common issues, low level and medium level issues, and are as follows:

1. **The first time the issue takes place.**
2. **The second time the issue takes place (contact home must be made at this point).**
3. **The third time the issue takes place or if it becomes consistent with common issues (contact home must take place).**
4. **Pass to Mr Brack (JBC)**

High level behaviour issues are dealt with by Mr Brack (JBC) and the Leadership Group with stricter sanction stages (please see below for more details). Contact home is made at every stage of High Level Behaviour Issues.

Behaviour Issue	Dealing with the issue	Sanction Stages
Common Issue - Attendance/Punctuality.	Class teacher or tutor to discuss with the student. Picked up by weekly attendance report. Persistent offenders picked up by JBC and tutor team. This issue includes not signing in/out during lunchtime.	<ol style="list-style-type: none"> 1. Behaviour Point and discussion. 2. Tutor/JBC Attendance Report if attendance is below 90%. Or Punctuality report is that the student is consistently late.. 3. If Intervention at stage 1 or 2 is not successful the students place at CWS Sixth Form is under threat.
Common Issue - Dress Code.	Picked up by tutor or member of the sixth form team before or during AM registration.	<ol style="list-style-type: none"> 1. Behaviour Point and tutor discussion/sent to JBC at AM registration. 2. Asked to go home and get changed. 3. Meeting with parents/carers to discuss the issue.
Common Issue - Not wearing ID Badge/forgotten ID Badge.	Picked up by tutor or member of the sixth form team before or during AM registration, or the member of staff who has seen the issue. Firstly, ask the student to put their badge on but if they have forgotten their badge please follow sanction stages.	<ol style="list-style-type: none"> 1. Behaviour Point and must see SAB to get a spare ID Badge (SAB to keep list of offenders). 2. Asked to go home and get their badge. 3. Meeting with parents/carers to discuss the issue.
Common Issue - Mobile Phone/electronic devices.	The member of staff who has seen the electronic device out in the wrong area reports to JBC or the member of LG on tour. JBC will keep confiscated items in his office. ANY STUDENT WHO REFUSES TO HAND OVER THEIR MOBILE PHONE/ ELECTRONIC DEVICE WILL	<ol style="list-style-type: none"> 1. Behaviour Point and confiscation until the end of the school day. 2. Behaviour Point and confiscation until parents can collect the electronic device 3. Repeat stage 2. 4. Pass to JBC

	BE SENT HOME. THE STUDENT CAN ONLY RETURN AFTER A PARENTAL/CARER MEETING WITH JBC.	
Low Level Behaviour Issues: <ul style="list-style-type: none"> ● Eating or drinking outside designated areas. ● Running in the building or blocking doorways or staircases. ● Producing high levels of noise, to the extent that others are disturbed in shared working areas or in classrooms. ● Talking during classroom instruction. ● Making no attempt to work or participate in class based tasks. ● Shouting out or talking over other people during classroom activities. 	Member of staff who has witnessed behaviour.	<ol style="list-style-type: none"> 1. Behaviour Point and teacher discussion. 2. Behaviour Point and Class Teacher or Tutor to contact home (depending if it is a lesson or tutor time). 3. Behaviour Point and tutor meeting with parents/carers to discuss the issue. 4. Pass onto JBC
Medium level behaviour Issues: <ul style="list-style-type: none"> ● Rudeness, to staff, students or visitors. ● Inappropriate language. ● Truanting. ● Regularly missing homework. ● Regularly missing deadlines / including group work. ● Regularly missing meetings with industry partners/coaches or work experience opportunities in enrichment. <ul style="list-style-type: none"> ● Smoking and Vaping. 	The member of staff who witnessed the medium level behaviour issue.	<ol style="list-style-type: none"> 1. Behaviour point and discussion with the student. 2. Behaviour Point and contact home to discuss the issue. 3. Behaviour Point and meeting with form tutor to discuss issues. 4. Meeting with JBC to discuss intervention and the students place at CWS Sixth Form.
High level Behaviour Issues: <ul style="list-style-type: none"> ● Bullying. ● Serious misuse of IT equipment or internet usage. ● Physical altercations/assault. ● Repeated refusal to follow a staff instruction . ● Inappropriate sexual conduct or comments. ● Bringing the School into disrepute. ● Any kind of discriminatory conduct or comments, for example anti-semitism, ableism, 	JBC and Leadership Group.	<ol style="list-style-type: none"> 1. Student is sent home while the investigation takes place. 2. Meeting with students, parents or carers to discuss issues. 3. Head Teacher decision. 4. Permanent Exclusion from CWS Sixth Form.

homophobia,islamophobia, racism, sexism,transphobia, etc. ● Being under the influence of alcohol or drugs. ● Possession of alcohol or drugs . ● Possession of weapons ● Dangerous behaviour which could cause harm to others .		
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Achievement Points

Students at CWS Sixth Form will receive Achievement Points for any example of our school core values in lessons, or in the wider school community:

- Teamwork
- Respect
- Enjoyment
- Discipline
- Sportsmanship

Achievement Points are important as this allows the sixth form team to see which students have settled into CWS, and are buying into our school Core Values.

2. CWS Sixth Form Routine Matters

The Sixth Form Day

Year 12 students are at Coombe Wood Sixth Form five days a week. Sixth form starts at 8.30am with Tutor Time and finishes at 3.10pm each day. Students are only allowed off site during their lunch break (13.20-14.00pm) or if agreed by Mr Brack for enrichment on Wednesday PM. Students must sign out at the main school office.

Signing out of school

In the event of a student feeling unwell during the day, they must go to the Main School Office to receive medical help. If the decision is to send them home, they must ask permission from a member of the Sixth Form Team and sign out at the Sixth Form Office before they leave the premises.

Dress Code/ID Badges

Our sixth form students will be required to wear a business suit (that is plain in colour). If girls decide to wear a skirt it must be navy, black or dark grey, no patterns and of a professional length.

White Shirt/Blue (long or short sleeves) tucked into trousers or skirt.

Tie/School tie (optional for girls) - tie must cover all shirt buttons.

Smart navy, black or grey v neck jumper without hood, collar or branding (optional)

Smart shoes (black or brown leather) must be worn. Trainers are not permitted.

Extreme hairstyles, shaved eyebrows or excess jewellery are not permitted.

ID Badges must be worn at all times (unless this is a safety issue in a practical lesson).

Designated Sixth Form Spaces

Although lessons will be in the main school buildings, students at Coombe Wood Sixth Form have three designated sixth form spaces). They are as follows:

PS1 - Private Study Room 1 is a silent working space (open 8am-5pm). Students will undertake any Guided Learning Sessions on their timetable here, or if they would like to work without any interruptions. There is also a meeting room in this space that can be booked by students.

PS2 - Private Study Room 2 is a quiet working room (open 8am -5pm). Students will be able to use this room to work quietly individually or in small groups. This room has access to the courtyard area, which sixth form students can use.

Coombe Wood Coffee Shop - The coffee shop is open from 9am-3pm and food and drinks are available during break and lunch. Students are allowed to visit the CWS Coffee Shop during breaktime, lunchtime or any free periods that they may have. The Coffee Shop has a large balcony that overlooks the 3G, Netball Courts and school fields. Both the Coombe Wood Coffee shop and the school canteen operate a 'cashless system'. Alternatively, students may bring a packed lunch.

Year 12 Parents Evening

Year 12 Parents Evening will run as per the dates in the AR & R Calendar and follow the same protocol as the rest of the school.

Car Parking

Students are not allowed to park in the school car park. They can park on any local side roads.

Information, Advice and Guidance

Information, advice and guidance is imperative to whole student development. UCAS and Higher Education Information will start in Autumn Term 2.

Mobile Phones/Electronic Devices

Mobile Phones, Ear Phones & AirPods can only be used in PS1 and PS2 **at the teacher's discretion**. Mobile phones are allowed in the Coombe Wood Coffee Shop. Mobile phones/electronic devices **should always be on silent** and should not be seen around the school building (including corridors). Failure to follow these instructions will lead to confiscation by Mr Brack or by the member of the Leadership Group on duty (please see the CWS Sixth Form Behaviour Sanctions).

Senior Games/Enrichment

Wednesday Afternoons are designated for Enrichment (Period 4) and Senior Games (Period 5). Students can choose from Basketball, Football, Gymnastics, Netball or Health Related Fitness. Other Enrichment sessions will also be scheduled for this time during the academic year, which will cater for UCAS, Careers, Core Maths, EPQ and Whole Student Development.

3. Learning And Teaching

Sixth Form Lessons

Teachers will use 'The Big Six' in your lessons at KS5

1. The big picture and measurable lesson objectives.

2. Positive behaviour and environment for learning.
3. Differentiation.
4. Assessment for learning.
5. Outstanding visible progress by all.
6. Engagement and enjoyment.

KS5 lessons should also have the following elements to support 'The Big Six'.

- A '**Do now**' task as students walk in relating to the last lesson. Overcome **the forgetting curve!**
- An **Independent learning task** for at least 10/15 minutes.
- An opportunity for **discussion/group work** as a class across a fortnight.
- At least **one exam question or assessment object led task** per lesson (covering all AOs across a fortnight).
- A **clear plenary** that checks students' learning.

Sixth Form Homework

- Each Subject must set 2 hours of homework per week.
- 1 hour must be a structured teacher set task. 1 hour must be flipped learning that is linked to the next lesson/topic area.
- If a subject has two teachers, one teacher sets work on week 1 and the other on week 2.
- No Homework apart from revision should be set two weeks prior to the three Mock exam periods (Dec, March and June).
- Homework must be relevant (link to specifications).
- No homework is set for completion for the next day
- Homework can be a computer-based programme if viable.
- Homework must be displayed on 'Show My Homework' by teachers.
- Finishing off work is not homework.
- Staff must differentiate homework for SEN students.
- **RULE OF THUMB-** When combined with Independent study, Flipped Learning, Reading and GLT, homework should represent the same number of hours as the time taught in class. So, three A Level subjects should total 13.5 hours of independent work in study time per week.

Guided Learning Time

Students will have 3 to 4 hours of Guided Learning Time (GLT) per week. This will be populated on their timetable and takes place in PS1 with the Sixth Form Study Coordinator. Students will be registered for each of their GLT periods

and must attend (on time) like any other lesson. Students will be expected to undertake tasks set by each subject, flipped learning or homework.

Equipment

Pupils must bring the correct equipment to all lessons. This includes their own paper and files. Students will be given a Sixth Form Planner to help them organise their studies at CWS. Furthermore, there will be file checks each half term by Mr Brack and tutors.

Year 12 Pupil Passport

All students will undertake a six-week suitability period at the start of Year 12 (September-October). If a student is deemed unsuitable for a course the Head of Sixth Form will make a decision as to whether they will be allowed to continue with their studies. The pupil passport will take into consideration the following:

- A class suitability test.
- Attendance and punctuality to sixth form and lessons.
- Quality of homework.
- Bridging Work completion.
- Behaviour in sixth form/lessons.

Students have a Pupil Passport that will need signing off by subject staff, tutors and Mr Brack.

Progression from Year 12 to Year 13

As Year 12 pupils progress through their A-level and vocational courses, they must develop their independent studying, questioning and analytical skills. Pupils must gain three good passes in their Year 12 examinations/vocational qualifications in order to progress to the full A Level. **(E grade/Pass is the minimum for progression to Year 13).**

If students do not achieve three good passes in their subjects, they will be unable to continue into Year 13. In exceptional circumstances, we may offer students the opportunity to retake Year 12, but this would be at the Headteacher's discretion.

4. CWS Sixth Form Pastoral System

Students will be allocated a Sixth Form Tutor, and this person is the first point of contact with regard to registration and general progress. Below are the preferred contact routes for both pastoral and subject matters that are not behavioural issues.

Pastoral Matters ↓	Subject Matters ↓
Sixth Form Tutor ↓	Class Teacher ↓
Head of Sixth Form	Head of Department
	Head of Sixth Form

Tutor Time/Assemblies 2021/22

Monday	Tuesday	Wednesday	Thursday	Friday
Assembly WK 1	VFS	Independent Study	Independent Study	PSHE
Independent Study WK 2		KS3 Support	KS3 Support	

Sixth Form Tutors 2021-22

Y12a TWR (Miss Wright) / DWE (Mrs Wells)

Y12b ENO (Miss Norwood) / RJO (Mr Jones)

Y12c FDS (Mr De Souza) / COR (Mrs Ogando)

House System

All Year 12s will be part of the house system at CWS. Each student will be given a house to represent.

Attendance and Punctuality

Students must have an attendance of 95% + while at Coombe Wood Sixth Form, further to excellent levels of punctuality to sixth form and classes. Mrs Abberley will produce an Attendance report via SIMS on a weekly basis (every Thursday), which will be scrutinised by the sixth form team. Any student who is below 95% + and/or regularly late in Year 12 will have their place under threat, and could be asked to leave CWS (please see sanctions list).