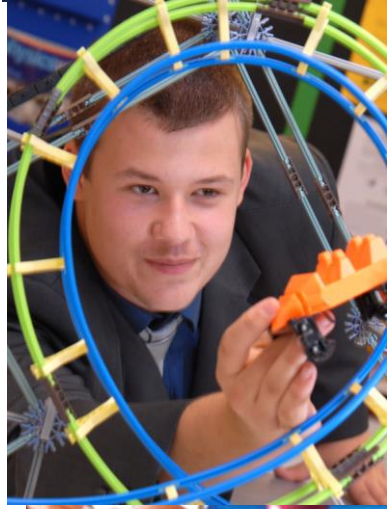


# Sixth Form Handbook

**THE MOSSLANDS SCHOOL**  
A STE@M CENTRE OF EXCELLENCE





## Welcome to The Mosslands School Sixth Form

Congratulations! I am delighted that you have joined our Sixth Form. You are here because you have achieved a strong and positive set of GCSE results that have now allowed you access to further studies and education, whether that be at Level 2 or Level 3. Unfortunately, your GCSE results now become somewhat irrelevant! You will now be judged on your performances during Year 12 and Year 13. You have chosen to study here at The Mosslands School Sixth Form, so therefore I expect you to apply yourselves fully to achieving your maximum potential whilst enjoying and embracing everything that Sixth Form life has to offer. This means that you must abide by the Sixth Form Agreement and play an active part in your education. Qualifications do not come for free; but hard work, dedication and a real desire to be the very best are all accepted as payment.

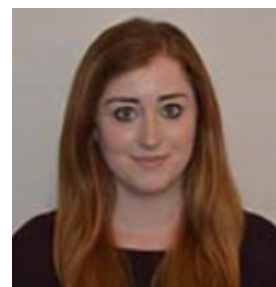
This handbook contains lots of important and useful information to help and guide you through the next 2 years. Please keep it safe and somewhere accessible because you will need to refer to it during your time here.

The staff with responsibility for providing you with Care, Commitment and Challenge are:

	
<b>Mrs C Danher (CAD)</b> <b>Assistant Headteacher: Sixth Form</b>	<b>Mrs K Sood (KNS)*</b> <b>Assistant Head of Sixth Form</b>



**\*Mrs Sood will be on maternity leave from September 2022. Miss Carty will cover in her absence.**



## Introduction

The following pages have been written to assist you with your successful transition into the Sixth Form here at The Mosslands School. Moving from 10 subjects to 3 or 4 is a big enough change in itself; but the increased learning time, an increase in your personal responsibility and the ever-changing demands on your social life in the coming 2 years, mean that you have a very exciting and challenging, yet very rewarding 2 years ahead of you.

An underlying assumption is that you as a student, your parents or carers, and the school itself all share a common goal. This is *to fulfil your potential for learning* and for you *to gain the best results you can*.

Good results open doors. A positive attitude and hard work will reap good results.

There are other incidental benefits of course such as recreation, wider learning, friendship and a developing social/political awareness but your principal goal should remain constant. If you are prepared to work to achieve this, then The Mosslands School Sixth Form is definitely the right place for you.

During the first week of term you will be asked to sign a ***Student Agreement Form***, which highlights the school's expectations. In return, you can expect to be taught by well-qualified staff who are committed to their subjects; to be given advice, guidance and help, and to have work marked and returned with appropriate and helpful comments. You can also expect to be treated with respect as a responsible young adult.

It is a pleasure to have you as a member of our school and Sixth Form community and I am very much looking forward to helping you achieve in all aspects of your life during this exciting phase of your educational career.

Good luck!

*Mrs Danher*

# SIXTH FORM STUDENT AGREEMENT



**A COPY OF THIS WILL BE PROVIDED TO YOU DURING THE FIRST WEEK OF TERM FOR SIGNING BY YOU, YOUR PARENTS AND TEACHERS**

Aims of The Mosslands School Sixth Form:

- *To foster the spiritual, moral, cultural, mental and physical development of all students, both as individuals and as members of society, and to help each individual student reach their full potential in all areas of their life.*
- *To provide all pupils with the opportunities to proceed into Further or Higher education, training or employment.*
- *To prepare all students to approach positively and confidently the opportunities, responsibilities and experiences of adult life.*
- *To consistently provide for each individual student Care, Commitment and Challenge.*

As a student of The Mosslands School Sixth Form I will:

- Strive to achieve the highest academic standards of which I am capable
- Recognise that study in the Sixth Form is a full-time occupation
- Attend AM registration, all lessons, assemblies, tutorials and TRACK sessions
- Attend all out of lesson revision and practical sessions where practicable
- Arrive to all sessions punctually
- Ensure work set for cancelled lessons is collected and completed
- Follow agreed procedures to report any absence
- Meet homework and coursework deadlines
- Use study periods productively and take responsibility for my own learning
- Bring resources to lessons as necessary
- Be a positive role model for younger students
- Keep paid work to a maximum of 10 hours a week and never during school time
- Manage my social life and other commitments so that they don't impede my studies
- Abide by the Sixth Form dress-code
- Not act in such a way so that I might bring the reputation of the school into disrepute
- Treat school staff, fellow students, property and resources with respect
- Avoid taking holidays during term time

The staff at The Mosslands School will:

- Provide a sixth form induction programme to help students make the academic and social transition from Year 11 to Year 12
- In their role as form tutors, provide challenge, support and encouragement on a daily basis
- Undertake to provide the highest standards of academic, moral and social education
- Provide regular assessment of work with constructive feedback on how students' work can be improved
- Provide support, information, advice and guidance on Further and Higher Education and employment opportunities
- Communicate with home regularly on aspects of school life including students' progress, achievement, attendance and pastoral issues (where necessary or appropriate)

- Provide access to a range of curricular and extra-curricular activities and experiences to enrich and broaden students' education.
- Provide a group tutorial system which offers advice, support and guidance.

Parents and/or carers will:

- Support and encourage my son or daughter to achieve their potential
- Recognise that Sixth Form study is a full-time occupation
- Support the school in the expectation that students attend lessons, assemblies, tutorials and registration periods
- Maintain close communication with the school on aspects that could affect students' progress, including attendance and pastoral issues
- Follow agreed procedures to report any absence
- Provide a suitable area for home study
- Encourage my son or daughter to keep paid work to a maximum of 10 hours a week
- Support the school by not taking my son or daughter on holiday during term time.

I clearly understand and accept that as a member of The Mosslands School Sixth Form I will comply with the Student Agreement. I am fully aware that my non-compliance may result in my place within the Sixth Form being withdrawn.

SIGNED: ..... **(Student)**

SIGNED: ..... **(Parent/Carer)**

SIGNED: ..... **(Sixth Form MOS)**

DATE: .....

## **Code of Conduct**

The code of conduct for the Sixth Form is no different to the rules for all other members of the school community.

Students at The Mosslands School Sixth Form should not:

- Behave in a disruptive, aggressive, intimidating, bullying or unruly way
- Disrupt or interfere with the education or learning of fellow students
- Misuse The Mosslands School property and equipment, including IT equipment
- Make or send annoying, obscene, malicious or indecent telephone calls, letters, SMS messages, text messages or e-mails, or place malicious or offensive materials on any social media websites
- Cause malicious damage to, or theft of, the property of other students, staff or visitors of The Mosslands School Sixth Form
- Use foul or abusive language
- Gain unauthorised access to, or make modifications to, the school files or computer material
- Falsify any Sixth Form documents
- Submit materials or work for assessment which have not been made or authorised by the individual, or which have been copied from other students or sources without acknowledging or referencing those sources (plagiarism)
- Take part in any illegal activity
- Behave in any way which adversely affects the reputation of The Mosslands School.

## **Respect**

**Respect for ourselves and each other is paramount to a happy and productive Sixth Form working environment**

- We thank you for refraining from using language and engaging in behaviour which are discriminatory, rude, abusive, threatening or aggressive.
- We thank you for remembering that The Mosslands School is a working environment and for remembering to keep the noise down in classrooms, workshops, open access study areas (such as the Library and Learning Resource Centre) and in all areas where other students and staff are working.
- We thank you for making sure your mobile phones are switched off in class, in the corridors and in open access study areas.
- We thank you for acknowledging that we are a diverse community and know you will show consideration for those more vulnerable than you.
- We provide plenty of places for you to eat and drink and we ask that you use the bins provided to dispose of your rubbish and do not leave litter lying around.

## Attendance and Punctuality

	Start	End
Form time	8.45	9.05
P1	9.05	9.55
P2	9.55	10.45
Break	10.45	11.00
P3	11.00	11.50
P4	11.50	12.40
Track	12.40	1.00
Lunch	1.00	1.40
P5	1.40	2.30
P6	2.30	3.20

Students are expected to attend Form Time, all scheduled lessons and commitments unless arrangements have been made with teaching staff. You are required to be punctual at all times so aim to arrive on site 5 – 10 minutes before your scheduled lesson. We expect 100% attendance but understand due to illness or circumstances beyond your control that this is not always possible.

Attendance at TRACK sessions is ***compulsory***

TRACK stands for:

T = Teamwork

R = Respect

A = Ambition

C = Community

K = Knowledge

These sessions will be held with your form tutor in your designated form room. During these times your form tutors will have prepared a wide variety of useful and engaging activities that will develop many skills that will prepare you for your next steps in life. There will be opportunities to complete leadership qualifications, participate in charity/volunteer work, act as role models and support younger students plus much more. Most of which you will be able to use when preparing CVs, UCAS or job applications.

## Absence

If you are unable to attend school you must do one of the following ***before 9am EACH DAY OF ABSENCE:***

1. Contact Mrs Brunton via the Sixth Form mobile – 07741 895 623 (a text will do)
2. Contact Mrs Brunton via the Sixth Form Office phone – 0151 638 8131 ext 223
3. Send an email to [sixthform@mosslands.wirral.sch.uk](mailto:sixthform@mosslands.wirral.sch.uk)

We have a statutory duty to ensure that all students under our care are safe. If you do not attend school, we will send truancy calls on a daily basis and all absences will be followed up with a letter that requires an explanation and a signature from a parent/carer.

Anticipated absences should be notified to Mrs Brunton in advance. These may include University visits, interviews or medical appointments that cannot be made out of school hours. ***You must not organise part time work, driving lessons or regular appointments at times when you should be in a lesson. These will not be authorised.***

Punctuality and attendance (both at school and at lessons) are monitored closely. If a student's record shows an unacceptable number of absences, lates or missed lessons, parents are informed. In some instances, there will be a need for a meeting to discuss this in detail and decide on an appropriate next step.

In addition, bursary payments will be withheld if there are unacceptable levels of absence or lateness.

## Leaving Site

When you are not required to be in a lesson, you are permitted to leave site.

PLEASE ENSURE THAT YOU SIGN OUT USING THE INVENTORY SYSTEM - **This is for safety reasons. The school needs an accurate list of those off-site in case of an emergency.**

## Learning

At the beginning of your course, you will be given a target grade for each subject and a system of reporting will then operate, whereby you and your parents can expect regular feedback on your progress in relation to your targets. You will also discuss this with your subject teacher and form tutor

Students on one-year vocational courses have targets to aim for and can also expect regular discussion and reporting of their progress.

Your progress will be monitored very carefully in the Sixth Form to ensure that all students achieve their very best.

Monitoring will be on-going with students, subject teachers, tutors and the Sixth Form Team all fully involved and informed. Students will discuss their progress with teachers, tutor and Mrs Danher/Mrs Sood on a regular basis. I expect students to take responsibility for reflecting on their own performance, evaluation and setting targets for improvement.

In addition to this, there are student reports, including Progress, Target and Effort Grades published to parents/carers throughout the academic year where students' overall performance will be assessed.

If a student is having difficulty in any of his/her studies, or problems with time management, he/she is advised to discuss this at the earliest opportunity with a member of staff. This may be his/her subject teacher(s), form tutor or another member of the Sixth Form Team.

If a student's effort or progress is unsatisfactory in any subject, contact will be made with home and a student support strategy will be put in place to support him/her.

High levels of effort and an excellent work ethic will be rewarded throughout the year.

## **English and Mathematics GCSE**

Any students who do not achieve a level 4 in GCSE English and Maths are required to continue to study these subjects. This will normally be undertaken as part of the Enrichment programme. This is a government requirement and is **not optional**.

## **Enrichment and EPQ**

All level three students follow a two-year enrichment course and are offered the opportunity to work towards an Extended Project Qualification. This is delivered in part through Enrichment lessons and overseen by Form Tutors. This involves a variety of work in the areas of General Studies, study skills and PSHE. You must choose, plan, complete and submit a project of your choosing during Year 12. More information will be provided to you during your first few lessons. As well as supporting our students' Level 3 studies, this course also helps them to become more employable and helps them to obtain their chosen place in Higher Education.

## **Activities and Team Games**

Most students have a scheduled double period on a Wednesday afternoon which is organised and supervised by the Sixth Form staff and the PE staff. Members of school teams and those who wish to play regularly in a team sport, for which provision is made, may opt for Team Games. This may, at times, involve matches on the non-activities Wednesday afternoon. Where lessons are missed, arrangements will need to be made to cover the missing work. If no match or game is arranged such students will attend the lessons scheduled at that time.

All students must involve themselves within a sporting or leisure activity. This can be anything from ten-pin bowling or golf to The Duke of Edinburgh's Award or fishing. Records must be kept of your involvement and staff will, from time to time, come and meet you at your activity.

During the course of the year there will be several individual and team competitions organised by the Sixth Form team for you to participate in. These will form the basis of the Sixth Form house competitions and points will be added to the school house totals.

## Careers information and guidance

Independent careers guidance must be provided in schools in England to all year 8 — 13 pupils. We have a dedicated Career Adviser, based within school. She will assist in advising about University, Apprenticeships, Employment etc and will work with the students via Enrichment sessions to develop the skills they will need for life after post 16 education.

## Staff absence

Occasionally, your teaching staff may be absent. This could be for a variety of reasons. Unlike years 7 – 11, your lessons will not be covered by a supply teacher. Instead, your teachers will where possible advise you in advance of their absence (if it is planned) and set work in advance. If an absence is unexpected, the Head of the Department or any other member of staff from within that department should set work for you to complete. All subjects will continue to use Google Classroom and there will always be plenty of work in the relevant GC groups for you to complete.

Every morning, Mrs Brunton will print out a staff absence list and place it on the staff absence noticeboard just outside her office. You are expected to check this **daily**. Other information such as room changes will also be on this list. If your member of staff is absent, you **must** sign your name and the name of the teacher whose lesson you should be attending on the clipboard on the table underneath the list. Mrs Brunton will then ensure that you are marked present and this will help to avoid any unnecessary absences on your records or truancy letters/calls from being sent to your parents. In addition, for those who are eligible for bursary, failure to sign in may affect your payments.

Mrs Brunton will **ONLY** mark students as being present if they have signed in and their member of staff is absent. It is your responsibility to ensure your attendance records are correct.

## Dress Code

### Sixth Form Uniform Dress Code:

The reputation of The Mosslands School is influenced by the appearance and behaviour of all pupils and students. We expect the Sixth Form students to maintain high standards and thereby set a good example to younger pupils.

The aim is for students to be guided by the principles of appropriate smart dress. There should be a clear distinction between what is worn in the evening, on holiday or at the weekend and what is worn during the working week. We expect such clothing to be clean and tidy, typical of what is acceptable in an **adult, corporate environment**.

#### Suitable dress: Boys

- Smart trousers, shirt and tie with a jacket or jumper.
- Alternatively, a fine knit polo neck t-shirt can be worn instead of a shirt/tie with **black jeans or chino style trousers**.
- Footwear - Smart, fully plain light brown, dark brown or black polishable shoes or solid black pumps or trainers.
- Smart outside coat or jacket. No hooded tops or denim jackets.

#### Suitable dress: Girls

- Smart trousers or skirt and shirt with a jacket or jumper. (Skirts must be a suitable length)
- **Midriffs, décolletage and shoulders should be covered at all times.**
- Alternatively, a fine knit polo neck t-shirt can be worn instead of a shirt with black jeans.
- Footwear - Smart, fully plain light brown, dark brown or black polishable shoes or solid black pumps.
- Smart outside coat or jacket. No hooded tops or denim jackets.

Clothing that is too revealing or likely to cause embarrassment of self or others must be avoided. If you are not sure if something is acceptable, choose something else or inquire first.

#### Consequences

Consequences of not following the dress code:

- Inappropriate clothing or footwear will result in the student receiving a phone call home.
- If a student does wear clothing or footwear deemed inappropriate for school the student may be sent home to change clothes by one of the Sixth Form team.
- Accepting and adhering to our dress code remains a condition of entry.
- Senior staff are the final arbiters.

Students following courses with a practical requirement for **particular sessions** (e.g. Engineering, Construction) will be expected to dress appropriately for these sessions only. Students on sports coaching/leadership courses are expected to wear their official kit around school. Course leaders will explain what this entails.

## **Mobile Telephones and Music**

Phones must be switched off and not visible in classes unless you have specific permission to use them for learning purposes. I will be encouraging teachers of sixth form lessons to ask that all phones are placed in a box at the start of every lesson and returned at the end. Use of mobile phones is permitted in and around the Sixth Form Centre but students must not play music on any electronic device in any of the study or ICT rooms or in the library/study centre. Mobile phones must not be taken into any examinations.

## **The Pastoral System**

The school and its' staff will make every effort to ensure that you settle into the Sixth Form as quickly and as efficiently as possible.

You will remain within your school House of Faraday, Grenfell or Ruskin and will be in a tutor group with some of your peers from Year 11. If you are new to the school, you will be placed into a House tutor group. Please ask if you have a preference! Your form tutor is your main point of contact. However, you can also speak to Mrs Sood, Mrs Brunton or myself if you feel you need to. You will meet with your Form Tutor on a regular basis to discuss progress and to ensure you are happy in your studies. In addition, through Enrichment lessons, staff will be able to review progress and address any concerns or issues that you may have. My office is based in the Sixth Form Centre, opposite the Drama Studio. I have an open-door policy, however, if you need to meet with me at a specific time, please speak with Mrs Brunton and she will arrange an appointment to suit.

## **Amenities Fund**

Sixth Form students are no longer required to pay into the main school fund. Therefore we ask of a payment of £5 per student per year towards the amenities fund. This money allows appliances and resources to be purchased for the Sixth Form centre and for the purchase of new furniture on a rolling program. It also funds the equipment for the games room and common room. The payment should be made within the first week of the new term in September to Mrs Brunton. Please remember that the Sixth Form Centre is for you and your education. An environment where you can learn, work productively and relax in your free time. It is also each individuals responsibility to maintain.

## **Social Spaces**

The Sixth Form Centre is your space to learn, work and relax during the day. The 'common room' space at the far end of the building is the only space in which you may sit, chat and generally relax during break or lunchtime. All other spaces in the building are learning or independent study spaces and must be treated as such. Litter, graffiti, damage to furnishings or general misbehaviour will not

be tolerated. Loud music or music played in an inappropriate location will result in confiscation of the electronic equipment. The Sixth Form staff team are located in the Sixth Form Centre and will be available at various times to assist in any way we can.

## **Mental Health**

We are aware that mental health is an important issue and we recognise that for some, the transition from KS4 to KS5 can be difficult. We also know that as you move towards completing your education there are many difficult decisions to make about your future. To support you, in addition to the pastoral team and the Careers Adviser, we offer you access to a counsellor should you feel that you need to speak to someone. This service is totally free of charge, is based here on-site and is completely discreet and confidential. Please speak to your Form Tutor, Mrs Danher, Mrs Sood or Mrs Brunton for further details.

## **ICT and email**

We understand that you may prefer to bring a tablet or laptop to school to complete your work on. As a member of the Sixth Form, you may have access to the wireless network on a 12 month rolling programme. Wi-Fi codes are available from Mrs Brunton.

Your staff may communicate with you via your Google Classroom email address. You are expected to ensure that you check this account regularly.

Any abuse of these systems or privileges breaches your student agreement and may result in exclusion from the Sixth Form.

## **Holidays**

Students are expected not to take holidays alone or with parents during the course of their Sixth Form studies.

Details of term dates are available on the school web-site at [www.mosslands.co.uk](http://www.mosslands.co.uk).

## **Gaining Access to the Premises**

The main entrance by the hall, the gate and the doors to the Sixth Form Centre are locked during the school day. Sixth formers have privileged access via these and will be issued with an electronic key-card for this purpose. These cards are coded to the individual student and it is his/her responsibility to keep the card safe. At the end of their time in the school, students are required to return the card. **Students are required to pay £2.50 for a card.** The cards are to be used only by the student to whom they are issued. If the card is lost, this must be reported immediately. These cards must be purchased within the first week of school in September.

## **Part-time Employment**

Many sixth-form students like to earn extra money by having a part-time job and this is a useful way of having some extra money to spend on your social life. However, research has shown that working too many hours will affect progress and performance for two very simple reasons:

- (1) It takes up the time that you should be using for study
- (2) working too much will cause you to be tired and you will study and learn less effectively.

Because of this, we strongly recommend that NO student should work for more than 10 hours per week on a part time job. Anything more than this and your education **will** suffer.

## **General Information**

### **Equipment**

It is expected that you equip yourself with all necessary equipment and resources to complete your studies efficiently and effectively. Pens, paper and folders and USB memory sticks are all items that we would expect you to provide. Make every effort to keep your lesson notes and assignments organised and neat and tidy. Some subjects may suggest/request that you purchase specific textbooks. It is therefore expected that at all times you carry a bag to transport work to and from school.

### **Motor Cars, motorbikes and scooters**

When these are brought to school they are the students' own responsibility. The staff car park is not to be used. When parking in the street, avoid blocking our neighbours' driveways or impeding traffic flow at corners. Motorbikes and scooters may be parked and locked in the designated areas. If you bring a vehicle to school, please give your registration number and a brief description to the Sixth Form staff.

### **Student Bursaries**

Under the current government scheme, students in certain categories are eligible to receive guaranteed bursary payments. The school is also allocated a sum of money to distribute to students for whom hardship is a barrier to participation in post-sixteen education (Discretionary Bursaries). Precisely how much each student receives depends on the sum allocated and the number of students involved. Details of the bursary scheme will be issued early in the Autumn Term and students will be invited to apply. All allowances under this scheme will depend on the students' attendance, punctuality, work-production and behaviour. It is worth pointing out that a number of students in the past have not received payments because they have not fulfilled the day-to-day requirements of the scheme.

Limited funds are also available to support students who face specific financial barriers to learning. Students may apply during the year for such support (usually given in kind e.g. books, equipment, funding for essential curriculum-related visits, etc.). Applications may be made for this support at the appropriate time during the year. Applications will be considered on an individual basis and supporting evidence may be required.

## **Feedback, Compliments and Complaints**

Staff like to be told that they are doing things well or if they could change anything to improve your Sixth Form experience. We do also recognise that things can sometimes go wrong and we would like the opportunity to put these things right as quickly as possible. The first port of call for your comments is your form tutor but please feel free to speak to the Sixth Form team.

Any incidences of bullying, harassment or health and safety should be reported to a member of staff immediately.

## **Smoking**

Under the 2006 Health Act The Mosslands School is a smoke-free site. This includes the pavement areas at the front of school stretching from Wallacre Field to School Lane and directly over the road from school. Any student found smoking (including vaping) in or around the school site will be disciplined accordingly and will be in breach of the student agreement.

## **Independent Study Guidance**

It may be obvious to say so, but the most important thing about work, study and revision is that you do some.

- Never believe students who do well and say they do no work outside of school.
- There is nothing you can do about the past except learn from it.
- You can do something about the future.
- It is never too late to start working or revising, although the earlier you begin, the better.
- Your goal is to get the best grades you can realistically achieve.

## **Your work environment at home**

The room where you work and revise should be quiet, comfortable and distraction free.

Work at a desk or similar.

Ensure you have all the equipment you need so that you don't waste time getting up from your seat and putting off the task of studying. Similarly, don't waste time numbering pages etc. Get down to the work.

It is vital that you plan your work and revision. The plan gives you a target to aim for and ensures that you do all your revision. Use the planning sheet provided. Make sure you revise all your subjects, including those parts of the work which you enjoy least.

Include relaxation and recreational periods in your study plan, but study first and use the relaxation/recreation time as a reward for completing a section of your study.

Study the most difficult topic first and leave your favourite topic till later.

Tick off items as you complete them. This will enable you to see what you have achieved.

## **How to revise**

Sitting staring at your notes or reading them through is rarely effective. You will be thinking about something else and you will not retain the information.

Make notes, summarise, set yourself little tests, produce diagrams, flowcharts, mind maps, whatever is appropriate. Underline or highlight important words. The important thing is that you process the information in your brain and think about it, rather than just trying to memorise it or simply reading it through. Writing a summary also creates condensed revision notes for future study sessions.

If you have to remember facts, create mnemonics (rhymes, stories, acronyms, etc) or associations which help you to remember them.

Practice questions, etc. are also a useful way of revising.

## **Managing stress**

The biggest cause of exam stress is turning up knowing that you haven't revised enough and that there is material that you don't know. This is combatted, obviously, by revising thoroughly for your exams.

Remember that some stress is needed for you to be motivated. If you are not nervous at all, the chances are you will not perform to your best standard. Stress only becomes a problem when there is too much of it.

Adequate sleep is required to reduce stress.

Do not continue your study until late at night.

Do not drink coffee or other drinks containing caffeine (e.g. cola).

Take some exercise.

Share any worries you may have with family, friends or a member of the Sixth Form staff. A problem shared is a problem halved.

Think positively. Look at what you have done and what you can do, rather than always looking at what still has to be done.

Plan your breaks from study and do something different. Slouching around trying to do nothing will not help, as you won't be able to stop thinking about your revision.

Be prepared for your exams. Know what to expect.

Check your timetable. Turning up late in a panic will not help your performance!

Do only light revision the night before an exam and on the exam day itself. This should keep your mind as fresh as possible for the exam.

Ensure that you have the correct equipment with you.

If you are very nervous, learn how to relax. Deep breathing and concentrating on the breathing should help. Ask staff for advice if you feel this is a real issue for you.

Read the instructions carefully and slowly and THINK about what you have to do before you begin to write. Remember what your teacher has told you about the exam.

If you cannot think clearly and feel panicky, reading slowly through the entire paper usually helps you to calm down.

Plan the timing of the examination in accordance with what your teacher has told you to do. If there is something that you really cannot remember, Leave it, move on and come back to it later. (Just like when you meet someone whose name you can't remember however hard you try, then, as soon as they've gone away and you stop trying to remember, their name springs into your mind).

Always turn over all the pages to make sure you don't miss anything.

Take all the time allowed for the exam. There are no prizes for finishing first!

After the exam, think about what you were able to do rather than dwelling on the bits you weren't too sure about. This will put you in the right frame of mind for the other papers.

Don't forget – if you experience difficulties etc. with revision and exams, the Sixth Form staff are available to help you or to find help and support for you. Don't be afraid to seek their guidance and support.

*This may be a lot to take in. Remember that everybody is an individual and we all learn and remember information in different ways. You must find a system or a method that works for you. You may already have a system from your GCSE exams that you are comfortable with. If not, try*

*different methods during your trial examinations to hone your revision and study techniques. Each and every member of staff in school will have sat an examination at some time so ask them which techniques and routines they used if you are unsure.*

## **Finally...**

You will already have gathered that being a Sixth Form student is very different from being in Year 11 and you will find that you are expected to take much more responsibility for your work and conduct. Sixth Form staff and Form Tutors we will keep a close eye on you and make sure that you are progressing as we would like and behaving as we would expect.

You will also find that you have a lot of work to do – if you do not, then something is wrong – and you may occasionally feel under pressure. Some students adapt more quickly than others and there can be difficulties at this stage of your life just as at any other, although most of the time it is likely that things will be fine. It is vital, therefore, particularly at such a busy and important stage in your life that, if you feel you need help or support, you ask for them. Your Form Tutors are able and willing to offer help, support and guidance and, if they can't, they have contact with others who can. Students should not be afraid of seeking help with any problems or issues that arise inside or outside school. The whole team is here to ensure that everything is done to help our students to achieve their potential.



**HARD WORK**

**+**

**DREAMS**

**+**

**DEDICATION**

**=**

**SUCCESS.**

KUSHANWIZDOM