

The Willink School

Sixth Form Handbook



Sixth Form Leadership Team

Head of Sixth Form: Mr Leach

Assistant Head of Sixth Form: Mr Jubb

KS5 Senior Staff Link: Mr Collot

Sixth Form Support Team

Future Coordinator & Support Officer: Mrs C Lake

Pastoral Support Assistant: TBC

Sixth Form Mentor: Mrs C Downey

Administrative Assistant: Miss S Eggleton

Tutors

Mr J Chaplin – JCH (M6)

Mr Downing – PDO (DB)

Señor L Debuire – LDE (L8)

Mr D Fido – DFI (i1)

Mrs K Jones – KJN (D5)

Mr A Dorliac – ADO (C18)

Mrs T Starkey – TST (B2)

Mrs L Close – LCL (i4)

Up for the Challenge!



Welcome to The Willink School Sixth Form

Your two years in our Sixth Form will be amongst the most important in your life. You will be studying the subjects you are passionate about, making important decisions about your future and developing personally. If you embrace our ethos, work hard and commit to a range of activities you will go from strength to strength academically, personally and socially.



Our Expectations

You will have non-contact time in the Sixth Form when you are not supervised because you are mature enough to manage your own behaviour. Our expectations are:

Engage	<ul style="list-style-type: none"> Attend punctually all contact time. Sign up to Personal Development activities. Use your profile on Unifrog to support your decision making and planning for your future. Play an active role in supporting students in the lower school. Go on Open Days and Work Experience visits, we will give you authorised leave for these. Check email and ClassCharts at least once a day, and the Engage Bulletin weekly
Respect	<ul style="list-style-type: none"> Follow our Code of Conduct and Dress Code at all times (click here), this includes wearing your school ID lanyard at all times during the school day (there is an initial £5 charge and then £5 per replacement if lost) Be respectful of the work zones (see below), allow others to work around you. Take pride in the Sixth Form environment, keep it tidy, take your recycling home. Respond to communication in a timely and respectful manner.
Achieve	<ul style="list-style-type: none"> Use your time well. Plan specific study activities in your further study time. Use the ideas from the Study Skills sessions you attend in September. Build effective behaviour for learning (click here).

The energy you put into your studies will be reflected in what you achieve. If you are not meeting the expectations above, we will intervene as a Sixth Form team. We want all students to maximise their potential during Sixth Form and want to give students the freedom to be themselves. Being engaged, respectful and striving to achieve your potential is vital to success at A Level.

The Sixth Form Area

We have a suite of rooms dedicated to the Sixth Form. Your Sixth Form life will include a wider range of activities than lower down the school. Your contact time will include lessons, 11th lessons, Silent Study periods, Tutor time, Key Skills periods and Personal Development periods. You will also have time to study independently.

To manage the many uses of our space and to help you to make the most of your time, we have colour coded all our rooms:



Blue zones – **silent**, individual work at all times.

Yellow zones – different uses depending upon the time of day, please check notices in individual rooms.

Green zones – mixed use at all times, down-time, independent work or collaborative work. Even in green zones, music is only allowed at break and lunchtime. Physical games and ball games are not allowed in school.

Outdoor space – the so-called ‘amphitheatre’. This space is not dedicated to Sixth Form use, but it’s available to Sixth Form most of the time. It’s a great space to get some air or have a chat.

There are Blue zones and Learning Support rooms upstairs in the S block so do keep noise to a minimum during lesson time.

The Sixth Form areas are open to students 08:15 – 17:00 Monday – Thursday and 08:15 – 15:05 on Fridays.

Non-Contact Time



Sixth Form students have more freedom than those in lower years. Every student who does three subjects will have around 20 unsupervised periods per fortnight. We expect you to plan to use most of this time productively, the more you do with this time, the more freedom you will create to do hobbies, volunteering and work experience (or even paid work) outside school. How you use your non-contact periods really determines how successful you are in moving forwards after school.

Flexible Study is available for students who show high levels of attendance to all Contact Time, have a good overall attitude to Learning (report scores) and engage very well in all areas of Sixth Form life. The amount of Flexible Study and the number of Silent Study sessions is reviewed on a regular basis.

Whenever you leave school during the school day you must tap out and in using your Access Pass, which will be allocated at the start of Year 12. The process of tapping in and out is vital to ensuring we know where students are in the event of an emergency. Failure to do so will result in rights being removed.

Personal Development

There is more to life than just gaining qualifications. As part of your time at The Willink Sixth Form it's essential that you get involved in a range of activities that will help you to achieve your potential.

Our Personal Development programme runs every Week B Wed afternoon. You will be given the opportunity to sign up to our teacher led enrichment activities during the first week of September. This will include mastering new skills, sport or supporting Brookfields School. You will also be called upon to support students in KS3 in Willink. Everyone will sign up to an activity and be in school for these two periods, unless you have a vocational Work Experience opportunity (for example an aspiring doctor might go and volunteer in a local healthcare setting).

You can also access our 'Early Bird' sessions, which are aimed at students applying to early entry university courses (medicine, dentistry, veterinary courses or Oxbridge) or any course with an entrance exam. More information will be available on the timings for these sessions.

We also expect students to broaden their horizons independently. Read our [Enrichment](#) guide.

What to do if...

I'm too ill to attend my Sixth Form lessons

A parent / carer needs to contact the Sixth Form office on 0118 983 8428 or email at sixthform@willink.w-berks.sch.uk for each day of your absence.

If after 5 days of absence you are still ill, the Sixth Form office needs a doctor's note.

I'm planning to be away for Work Experience, an Open Day or a medical appointment.

Fill in an Authorised Absence request (Green Form). We won't authorise family holidays or driving lessons, but there are lots of other reasons why you may want to be out for a while. Your absence request will need to be signed by your tutor.

You also need to discuss your absence with your subject teachers to make sure you stay on top of work

I need some careers advice or guidance

Speak to a member of the Sixth Form team who will be able to point you in the direction of a range of advice or arrange an interview with the careers advisor.

I am struggling to cope with my studies or meeting deadlines

Speak to your tutor or one of the Sixth Form team. It may be that you might benefit from additional study support or mentoring.

We are here to help; just ask!

I'm having a tough time and it's affecting my work or my life in general

Speak to your tutor or one of the Sixth Form team as soon as you can. They will be able to assist you and give you some advice.

Internal Assessments and Exams

Throughout your time in the Sixth Form your progress will be monitored through classwork, homework and department assessments. In addition, there will be formal internal and external assessment points. These are:



Assessment point	Date	Material covered
1	December Learning Review Day Yr12	Initial term
2	March Yr12	AS material in prep for AS exams
3(a)	June Yr12	Full AS exams (externally set)
3(b)	June Yr12	All Yr12 work
4	January Yr13	A Level material in prep for A Level exams

Notes

2- March YR12 exams are for AS students only- if you are not sitting AS Levels in a subject you won't sit these exams

3(a)- This is for students who are taking an AS level for any reason. Remember: If you take an AS level, you have to declare the result on your UCAS form even if you carry on taking the subject in Year 13.

3(b)- This is for all students in all subjects they will carry into Year 13

Consultation Evening and Learning Review Days

There are two formal opportunities to meet subject teachers and discuss progress. For Year 12, there will be Learning Review Day in December and Consultation Evening in March (date TBC). For Year 13,

you will have Consultation Evening in October and Learning Review Day in December. In some cases, teachers may ask you to attend Consultation evening for the other year group to have further conversations with parents or carers.



You will receive written reports on your progress twice during each academic year.

Sixth Form Bursary

Lower down the school, money is allocated to schools to support students where finances are very difficult. In Sixth Form, students have to claim the money through our Bursary policy.

Please check whether you meet the eligibility criteria. Please apply if you are eligible. Every year students do not claim money they could use for school equipment, travel, trips and clothes. Don't be that person who misses out.

There's a lot more to Sixth Form Life

There is so much more we would like to share with you. Take the time to read these extra documents and go back to them for reference from time to time.

To find out more about	Read this:
How to improve my study skills so I progress well whilst keeping time for hobbies and maybe a job.	Effective Behaviour For Learning Independent Study Poster
Engaging with the Enrichment Programme to develop a wider set of skills and experiences to take in to the Future.	Enrichment
Starting to think about my future beyond skills and the tools I can use to help me prepare.	Future Planning Guidance
The number of courses to study and the key things employers / universities look for.	UCAS Tariff Points
My wellbeing and looking after myself during my time as a Sixth Former (including information on different organisations and agencies)	Your Wellbeing

Things Evolve

In any environment, policies can be changed; if they could not women in the United Kingdom would not be allowed to vote. We are a versatile Sixth Form and open to new ideas and opinions. If you wish to help us improve upon any element of Sixth Form Life, this Handbook or its linked documents, please approach the Sixth Form team with your suggestion. We expect students to adhere to the policies, practices and expectations outlined or linked.

