



# Yearbook

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Welcome to The Norwood School Sixth Form.  
This handbook is designed to tell you about all the things that make Sixth Form Life different from school as you know it!

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# Norwood Student Ethos

“To provide students with a positive, enriching, creative, curricular experience. High achievement at all levels and in all aspects of school life is the expectation at all times.”

Expectations of students & staff at Norwood School

## We want a Sixth Form where:

Learning is engaging, varied & well-planned. Students share in their responsibility to learn.

Students properly prepare and contribute to their time in Norwood Sixth Form both academically & pastorally.

Students and staff attempt to achieve high standards in all aspects of work and attendance.

Lessons provoke interest, challenge and develop students' knowledge of the subject and its broader context in the curriculum and careers/society.

All students contribute to the life of the school and its community.

## Above all, we believe in:

Creating Success Together

Sixth Form Our Ethos

## Understanding your new Privileges and Responsibilities

Speak to any Sixth Former and they'll tell you how different it is to life in Year 11, and a lot of that is down to the new privileges you will be given.

Although you will have signed up to The Norwood School's regular Home-School contract, there are some additional expectations made of our Sixth Form students.

This section of your handbook will explain the things that only apply to our Year 12&13 students, but **remember to refer to our whole-school policies on the website for everything else, including the Behaviour Policy.**

It's important to remember that as a Sixth Form student we give you these privileges to reflect your maturity. We like being able to do this and we know that these freedoms are valued by our students. In certain circumstances, though, they can be withdrawn. Ultimately the whole-school rules and policies can and do take priority over Sixth Form privileges.

You're in between childhood and being an adult. The Education and Skills Act 2008 says it is the **student's responsibility** to ensure that they continue into education or employment up until the academic year of their 18th birthday. That means that you still need to be in education or training, but that you are held accountable for your attendance, not your parents, and that your school or education authority does not have to keep providing you a place if you fail to meet your responsibilities.

# Dress Code

For many, no longer wearing uniform is one of the highlights of being a Sixth Former.

As Sixth Formers, we encourage you to think of school as your place of work. Over the next two years many of you will take holiday or weekend jobs, and in most workplaces there are rules or guidelines about what is appropriate to wear. It's also true that as the oldest students at Norwood, you set an example of professionalism and maturity to the rest of the school and so your standard of dress is an important part of our culture.

When discussing the dress code with students before it was introduced, preferences ranged from full uniform to the other end of the spectrum. We have developed a code which is gender neutral, reflects the common expectations of many professional workplaces, but also allows for your individuality and creative expression, as befits our Performing and Visual Arts specialism.

As part of your legal safeguarding duty, students of all subjects must wear their Sixth Form ID card at all times.

## Our Core Dress Code

Mix and match your school wardrobe from these smart-casual options:

- A button up shirt or blouse
- A knitted jumper
- A top or plain T shirt
- A dress
- A skirt
- Trousers or smart jeans
- Shoes, boots, trainers or canvas shoes (such as Vans)
- A cardigan, jumper or plain hoodie
- A blazer or suit jacket

Plain, solid colours are great, as are simple patterns.

If you wish to wear jewellery, please keep this understated, and avoid hoop earrings or large rings that could inadvertently cause injury to you or someone else.

Outdoor coats and jackets are not worn in lessons. You should be warmly dressed enough to take these items off during the school day.

**The following items are considered to be too informal and are not to be worn:**

- Clothes that show your underwear (boxers, bra etc.)
- Crop tops, strapless tops and halter necks
- Torn or ripped clothing—including distressed or frayed jeans
- Baseball caps / hats / du-rags /bonnets
- Tracksuit bottoms / leggings / yoga pants
- Sports/dance shorts, or shorts that are very short/tight
- Clothes with writing on
- Sports /"athleisure" wear
- Filp-flops / slides / crocs / slippers etc

## Exceptions to the Dress Code

**Our Dress Code is appropriate for all classroom-based learning, but may not be suitable for practical activities.**

Dance, Sports and Basketball Academy students have permission to wear sports clothing on days they have practical lessons. Specifically branded kit is available for these subjects, but otherwise plain sportswear is acceptable. Cropped tops and shorts/ leggings may be worn during classes but a covering layer should be worn at other times, to suit the general level of formality we expect in the sixth form.

No other students have permission to wear sports clothing. The subject leaders of Acting, Music and Visual Arts have explicitly agreed that the normal smart casual dress code offers enough choice to facilitate practical lessons in those subjects.

# Sixth Form Dress Code

It is never acceptable for any students to wear the following, even as part of their sportswear:

- Crocs / slides or similar
- Clothes with inappropriate writing, pictures, flags, signs or symbols
- Pyjamas or slippers

## A final word on dress code...

There *should* be a difference between what you wear to school, and what you wear at home. This reflects adult life for the vast majority of people. If in doubt about an item's suitability, please discuss this with your Head of Year before wearing it to school. You should take this dress code as your guide, and not what you may have seen others wearing.

We will send home inappropriately dressed students.

Because fashions change constantly, and because the possibilities regarding clothing are so numerous, it must remain the right of senior members of staff and the Head of Sixth Form to determine that a particular item of clothing not mentioned above, is nevertheless not appropriate for school.

# Mobile Phone Policy

Smartphones have given most of our students access to information and technology at their fingertips. But **with great power comes great responsibility!**

Our younger students are not allowed to use their phones in school, but we believe you are mature enough to use them in specific places responsibly, both to enhance your learning, and for personal use.

However, as well as needing to show courtesy to others and setting a professional example to younger students, as a school we must all be mindful of issues relating to child protection. For these reasons any policy that includes approved use of mobile phones must be direct and precise. The abuse of this privilege must have clear direct consequences.

For our policy regarding phone and internet use, see the Sixth Form Lander (QR code on back page).

## Please read the following carefully:

- Pupils can use their mobile phones in the **Study Hub only**. They can access the internet and listen to music through headphones as long as no disruption is caused to others. Pupils must not play music / watch video out loud.
- Pupils **cannot** use their phones whilst in the atrium, in outdoor areas of the school or while walking along corridors, at **any time** of the day. **If your phone rings, you must wait until you are outside the school gates to answer / return the call.**
- When talking to a member of staff students must put phones away and remove airpods / headphones if using them in the hub; using the phone whilst someone is talking to you is poor manners.
- **Headphones, earbuds and airpods must not be worn outside the Study Hub, regardless of whether or not they are being used.**
- Phones must be switched off during lessons and be placed in school bags/pockets.

# Sixth Form Mobile Phones

- Students are not allowed to charge their phones around the site – we expect this to take place in the Study Hub only.
- Mobile phones **may** be used in the classroom, if required as a teaching/learning tool, in which case the teacher will provide permission for students to use them on a lesson-by-lesson basis.
- Pupils cannot use a mobile phone or smartwatch in an exam – even as a calculator (as per exam board regulations). Devices must be switched off and placed in bags prior to the start of an exam. Exam regulations are clearly displayed in the exam hall.
- Pupils must **NEVER** take photos or film on site using a personal phone (it is a **criminal offence** within a school and will be sanctioned with a fixed term exclusion).
- Students’ phones and other electronic devices are their property, the school cannot be held responsible for any loss, damage or theft that takes place on site.

## Sanctions

We would like students to take responsibility for the safe and considerate use of their mobile phone. However, if at any point a pupil fails to follow the above rules, a member of staff can confiscate the phone/headphones. These will be placed in the office to be picked up by a parent/carer/student at the school’s discretion, as per the whole school policy.

**I have read and understood the above Mobile Phone Policy and agree to abide by its requirements.**

Print name:

.....

Signed:

..... Date:.....

# The School Day

Being in the right place at the right time is important. Make sure you know what **privileges and responsibilities** you have now.

Partly this is because you are more mature and trustworthy, and partly it's because you won't have six timetabled lessons every day.

You will have a timetable for your subject lessons, and a weekly Learning for Life period. Attendance to these classes, and to registration, is compulsory. Failure to attend any classes, including LFL, timetabled study periods, and GCSE retakes, will be treated as truancy.

## Attendance and Punctuality

### Being on time

As you agreed in your Home-School contract, we expect students to arrive at 8.25am for an 8.30 start. Registration begins at 8.40am, so you need to have visited your locker, said hello to your friends and had any necessary refreshment or bathroom breaks before that time. Registration is of critical importance in Sixth Form, as we use it to pass on opportunities and tell you about the ongoing university/career planning process.

If you arrive at 8.41am or later, you must sign in. Repeated lateness, or failure to sign in after 8.40am, will result in a period of time on AP monitoring. Remember, at 8.41am, you are already 16 minutes late.

### A Full Time School

We are a full time Sixth Form and learning happens best in school. However, if you have no lessons for the entire morning (lessons 1-4) or afternoon (lessons 5-6) you may choose to study at home. Please note: if you have no lessons period 1-2, and the your classes start period 3 or 4, you must still arrive, punctually, for morning registration. This applies to timetabled lessons and study periods, and the Learning for Life period, which is at a different time each week. We reserve the right to bring you into school on times when you would normally be at home.

If you are not sure what you should be doing in your study periods, or if you find yourself regularly spending this time socialising, you must see a member of the sixth form team who will help you use this time to succeed.

## AP Monitoring

If your attendance or punctuality fall below acceptable standards for any reason you will be placed on AP Monitoring for a period of time. See the sixth form lander (QR code at the back) for more details.

## The End of the Day

Some subjects will hold compulsory after school tutorials, rehearsals etc, either weekly or when needed. Otherwise, you may not remain on site to wait for friends, unless doing supervised work (for example in the Study Hub). If working with the agreement of a teacher, you must not take yourself to remote parts of the school, or allow friends to join you. Students working late with permission must leave school by 4:30pm, unless performing or competing in an evening event. **If you are planning to watch an evening event you must leave the site, and return at the appropriate time.**

## Unavoidable Absence

In extenuating circumstances when students cannot attend school or stay for after school events, **they must supply formal evidence of appointments in advance** (such as hospital letters). Please also email in advance any subject teachers who would expect to see you.

In the case of debilitating illness, **contact from parents by phone call or email on the first day of absence is expected.** We expect our students to make routine medical appointments outside of school hours, just as staff do.

In the case of school trips leading to you missing lessons, there's no need to send formal evidence as teachers are able to check with each other. A simple email in advance politely explaining the situation is fine.

As in the lower school, extended absences for holidays etc, should happen outside term time. Any unexpected extended absences must be authorised by the headteachers. Application for leave is available from the main school office.

## Teacher Absence

Unlike in lower school, we know that our sixth formers are all old enough to get on with their work even if their teacher is absent, so you will not normally have cover teachers if a member of staff is away.

If they cannot be there to teach you, your teachers will set the work they want you to do on Google Classroom. You must come to the study hub and sign in, and remain there for the whole lesson. You must do the work set by your teacher during this time.

Failure to do so will be regarded as truancy. If you know in advance your teacher is not going to be present, you must still come to school as you would normally. Any absence on these occasions must be authorised by parents in the normal way.

## Sixth Form Areas

It's important to find a location where you will be able to work productively. For this reason we have provided special areas for Sixth Formers to go.

- **The Study Hub.** We are incredibly proud of our space which supports our students to focus and study without distraction. This is also where you'll find key members of the sixth form team.

If you are taking a short break from study and wish to quietly use the internet or read (not in groups) you may do so, but please do not use the computers / chromebooks unless doing school work. In the afternoon the study hub is only available to students who have booked a space to work before lunch on that day. The study hub closes at 4:30pm at the latest, and may need to close earlier occasionally.

- **The Atrium** This is a secondary study area available in the mornings only. It is usually favoured by those who wish to work in groups. Because of the location of this area, (in full view of the headteachers, senior staff and visitors to the school), as well as the fact that younger children will be arriving for lessons at every changeover, you **must** model professional conduct at all times. Please do not leave litter, sit in groups larger than appropriate for the size of the table, or make a lot of noise.
- **Other Spaces.** If you want somewhere else to work quietly, you may also use subject breakout spaces as well as outdoors in good weather. Please do not use meeting rooms, classrooms, studios or other teaching spaces.
- **Lunchtime and other breaks.** If remaining on site at lunchtime, please use the atrium but be considerate regarding mess and noise. If you wish to take a short break from work during the morning, you may use the atrium or

outdoor spaces, which weather-permitting can be a pleasant place to take a break. Please note that loud conversation outdoors will very likely be heard in offices and classrooms, especially if the windows are open. Remember that the rest of the school is working and your study periods should be spent doing the same.

## Going Off-Site

Another privilege afforded to Sixth Form students is the flexibility to leave the site at break and lunch time. This privilege comes with the following conditions.

- You must sign out at reception when you leave, and sign in again when you return. This is a legal requirement, relating to evacuation in case of a fire.
- If you have a study period before or after lunch, you may leave a few minutes early and/or return a few minutes after the end of lunch. Do not attempt to travel further than the time allows.
- Under no circumstances may you bring takeaway food onto the school site. You may, however, buy cold food from a shop or supermarket and bring this back to eat in school.
- When outside school we expect you to be a positive representation of our school and Sixth Form.

# Email & ICT

## Keeping in touch

Sixth Form students are expected to check their school email **at least once a day**. Most information and opportunities will be sent by email and you will miss important information if you do not bother to check this frequently. You can access your email anywhere by going to the following address:

<http://rmunify.com>

Type in your username .....@thenorwoodschool.org

Password

Then click on the Google Mail

However, it's much easier if you add your school email account to the email app on your phone.

Email communications with staff and outside agencies should be written in a way that reflects your maturity, professionalism and literacy skills. Punctuation, spelling, capital letters—these are things that make written communication clear and easy for everyone to understand, and so not using them lacks courtesy. You have a more formal relationship with your teachers than with also family and friends, and your emails must reflect this. If you are emailing someone outside the school, especially to apply for an opportunity, be particularly careful.

If you haven't already, it is a good idea to set up a professional-sounding email account with one of the main webmail services such as Gmail or Hotmail. An address like jdizzzzzzle@gmail.com or prettygirl58@hotmail.co.uk will not help convince universities and employers that you are mature and serious.

## E –Safety and Being You Online

The school's ICT rules apply to Sixth Form, and you should read the full policy on the sixth form lander (QR code at the back).

### Your Online Footprint

Be very careful about the photos and comments that you and your friends put online, as it's common practice for employers to search the social media of candidates. There have been high-

profile cases of young adults losing out on jobs and positions because of things they said online as a teenager. You should act on the assumption that everything you leave on the web could turn out to be public in future & therefore can affect you in ways that are not always evident.

**It is highly recommended to keep your full name off your social media accounts.**

Always refer to the following websites for advice and guidance.

[www.ceop.police.uk](http://www.ceop.police.uk)

<https://www.thinkuknow.co.uk/>

Please report any cyber bullying incidents immediately via

[www.bully-watch.co.uk](http://www.bully-watch.co.uk)

## Access to Computers

We have a set of Chromebooks which are kept in the Sixth Form Study Hub. You may use the computers elsewhere in the school, but must return them and plug them in. Students who fail to do this risk not being allowed to use the Chromebooks in future.

If all the Chromebooks are being used, relevant subject staff may let you work in their ICT rooms, or borrow their laptops. However, there are times when you may not be able to find a computer. Don't contribute to this situation by taking or holding on to a Chromebook you aren't currently using for school work.

At times the internet at school can be very slow, due to the numbers of users. Please avoid streaming video content (unless explicitly related to your course).

# Money Matters

## Sixth Form Support Bursary

Those who were in receipt of Free School Meals in KS3 or 4 or whose families are now in financial difficulties may well be eligible for a Sixth Form Bursary. These payments are designed to help with travel expenses, study materials. It is important to understand that bursary payments depend on full and punctual attendance and appropriate progress on study courses.

The Head of Sixth Form has the right to withhold some or ALL of the bursary if a student falls below expectations in attendance, punctuality, effort and behaviour.

To see if you are eligible, please see Ms Cunningham in the Study Hub for an application and complete this at home with your parents. Payments will be means-tested and you may be required to provide evidence of its use / intended use.

## Earn While You Learn

This is our programme to let students earn money while you attend the Sixth Form. Lunch and Breaktime Supervisors must show reliability, honesty, leadership and responsibility. If you apply successfully and are selected after interview, you can earn the equivalent of over £5 an hour. Typically these opportunities will be highly competitive and will last a term at a time.

These kind of roles are excellent ways to demonstrate your commitment and level of responsibility.

## Part Time Employment

Part time employment can give you transferrable skills as well financial reward, but your priority must be achieving academic success. Therefore, we recommend that students do not take on more than **10 hours maximum of shift work and that if at all possible this is completed on one day of the weekend**. Evening work that starts on a weekday is NOT recommended as you may be required to start staying until the end of the school day, or attending an after school session. You will also need the chance to do your academic work and get a good night's rest.

In the period building up to exam times we also recommend that this paid work is either stopped or at the very least scaled down. If you are not keeping up with your academic potential, you will be asked to resign from your employment.

# Your Learning

Now you're studying fewer subjects, we expect you to be really enthusiastic and dedicated learners.

Most Sixth Form subjects have six periods a week, and you need to arrive to each lesson not just on time, but prepared. We call this Flipped Learning.

## Flipped Learning

Staff flip the learning back onto students in order for them to prepare for future lessons. This can take the form of:

- Wider reading & note taking
- Answering preparatory questions
- Leading the start of an activity
- Organising activities, role plays, performances, presentations, projects, group work
- Watching documentaries, TED talks, podcasts and recording key ideas
- Completing learning tasks from lessons
- Reviewing and condensing lesson notes/activities. Preparing revision.

The depth and range of content in the Sixth Form is so extensive, and such a big step from GCSE, that the onus will be on students to have prepared in order for teachers to be able to test and extend knowledge. **Students who have not completed work may not be allowed to continue learning** until they have caught up, and this will trigger sanctions.

## Independent Study

The greatest change that will impact on you this year is about how you manage your time. Sixth form students have around 10 non-timetabled periods per week. How you use this additional time will determine your success in Post 16 education.

Post 16 education places more reliance on your ability to manage your time and studies. Whilst we will help to support you using study skill tips and suggestions, you must quickly understand that

most subjects simply can't cover all the content required for exams in lessons. You will need to reinforce and learn in your own time too.

**As a rule of thumb you MUST spend the same amount of time studying outside of lessons as you do in lessons: 5 hours of contact time = 5 hours of study time.**

For those studying BTECs/RSL qualifications you will need to manage and meet assignment deadlines throughout the course.

As explained earlier, **The Sixth Form Study Hub is a quiet study space during lesson times.** It must be treated accordingly.

How you use your time will be vital in paving the way for success. Examples of how students use Independent study time productively include:

- Complete research
- Work on assignments
- Work in partnership with others
- Revise topics (not only just before exams)
- Review lesson content and consolidate learning
- Clarify understanding
- Read set texts / wider reading.
- Catch up with current affairs
- Organise school events and projects

Poor use of time (e.g. playing cards, computer games, watching videos or just chatting) disrupts others from learning. If you want to have a chat with friends who are “free” at the same time please use the atrium—though you should not use this space for playing games. But remember if you regularly find yourself with time to spend this way, you are not going to succeed in line with your potential.

**If you have a lot more than ten study periods per week, you will probably be asked to take on other activities.** This may involve providing regular support to a KS3 class in one of your subjects, or taking on a MOOC or EPQ.

## English & Maths GCSE Retakes

Any student who was not awarded a Level 4 in Maths or in either English Language or Literature will have to attend retake classes until they have successfully secured these grades. **This is a legal requirement.** There are two retake opportunities per year: in late autumn, and in the summer exam season. The ideal situation would be to work hard and pass them in the late autumn, and then have the rest of your Sixth Form time to focus on your chosen courses.

Universities, and the majority of employers and higher-level apprenticeship providers require level 4 or both in both subjects.

## Learning for Life

These lessons are a legal requirement, and cover age-appropriate relationships, health and careers content. They are the way we help our students apply for universities and consider apprenticeships. There is one period of Learning for Life every week, and this rotates through the timetable. So, if one week it is period 1 on a Wednesday, the next week it will be period 2 on Wednesday, the following week period 3, and so on. This is so that these lessons have a fair impact on all subjects over the year. In the sixth form, **sometimes these lessons will fall during your study periods, and in this case, you must still attend them, even if you would normally be at home for the morning or afternoon.** You will not be permitted to miss Learning for Life in order to rehearse, revise, take driving lessons, go to the shops or for any other reason that you wouldn't normally miss school.

## Timetabled Study Periods

In addition to unallocated time where you may be able to study at home, you will have some timetabled study periods every week. You will need to register in the study hub for these lessons, and remain in there, working quietly, the whole time.

## Checking You Are On The Right Courses

You need to take subjects which suit your skills, and which you enjoy enough to work at with commitment and enthusiasm.

You may be trying one of the new subjects on offer in the Sixth Form, such as Film Studies or Psychology. You may initially sign up for 4 A-levels, with the expectation that you might drop to three, depending on how things work out. Alternatively you might just find a subject too challenging at A Level.

It is in nobody's best interest to carry on with unsuitable subjects. Over the summer, each subject made a task for their subject available. Your completion of this, along with quizzes of prior knowledge etc, will form the basis for deciding whether students are suited to their chosen courses. **No movement between subjects is possible after the 3rd week in September.**

At the end of the autumn term you will be assessed again. We expect all students to achieve a grade D or higher, (or a Pass for BTEC/RSL subjects). If you fail to do this, you will be required to take a resit in January, and your continuation with the course may depend on making significant improvement at this point.

At the end of Year 12 you will complete your end of year assessments in every subject, and before the start of Year 13 you will be invited with your parents to an Academic Review meeting. In cases of persistent low attainment, a result of E or below in any subject will normally indicate that a student should not continue with that subject into year 13. A package of one-year courses may be offered, so that the student can finish sixth form with a good UCAS point score. Occasionally, however, students in this position may leave us and restart year 12 elsewhere.

Very occasionally, there may be other points where a student "drops" one of their subjects, usually due to not managing their workload. This should be an absolute last resort, as not only will it limit their options for university education, but also, a lack of time is rarely the problem. **Our busiest students, with the least free time are very often the most successful!**

# Assessment

We follow this schedule. Practical and Vocational courses will have different/additional assessment dates.

## Autumn Term

### September

Y13 Academic Review Day & Y12 Suitability Review

### November

Y12&13 Assessments

### December

Retakes for all Grade E or below

## Spring Term

### January

Sixth Form Parents Evening

### February/March

Y12 Assessments and Y13 Mock Exams

### April

Mock Results Day

## Summer Term

### May/June

Public Exam season begins

### June

Y12 Finals (End of Year Exams)

### July

Y12 Reports sent home

# Sixth Form Assessment

# Supporting You to Get It Right

Sixth Form comes with lots of new benefits and privileges, but also high expectations and lots of responsibility. Who can help you get it right?

## Your Tutor

Your new form tutor will have a huge impact on your future, because they're the person who will write your reference, recommending you for university and apprenticeships/employment. All our Sixth Form tutors love working with Year 12 and 13. They will support you in every aspect of your Sixth Form life and once a term will check in with you, to discuss one-to-one how things are going.

**The student/tutor relationship is one of the most important relationships that any student has.** Building a successful relationship is vital in helping to provide valuable support and help especially in the early days of Year 12 as well as throughout your sixth form career. After all the tutor will often be the first port of call for parents and staff alike.

Maintain a good working relationship by having an exemplary attendance and punctuality record, replying promptly to emails, engaging on Google Classroom, listening to their advice and guidance, and participating in **the weekly Sixth Form quiz** for the enduring glory of your tutor group!

The more that your tutor learns about you over a reasonably short period the more they can write about you in supporting references for UCAS /job references and apprenticeships.

## Other types and sources of help

Students struggling with stress or mental health concerns can tell their tutor or any other trusted member of staff. We can help you find support in and out of school. Additionally, our annual **Discover** programme, run by professionals from local young people's mental health services, helps students feeling the pressure of school and life develop strategies that really help.

## SSSP (Student Services Support Programme)

Norwood uses a support programme to help to provide every opportunity possible for students to take responsibility over their learning and to **keep on track with their potential**.

Tutors and/or subject staff, who have not had success with faculty support systems may refer students to this programme for some or all of the following reasons:

- Low attainment/failure to reach expected grade
- Insufficient work
- Missed assignments
- Failure to “catch-up” with work - after faculty intervention
- Lack of attendance
- Missed meeting or activity - Catch up Club
- Other issues

The level and duration of support will vary according to the needs of the student. Typically students on the SSSP will attend study periods supervised by Ms Fearon, who will also offer personalised support strategies and monitor progress.

## Sanctions and Disciplinary Procedures

Everyone makes mistakes, but nobody is **incapable** of doing what we ask. All our expectations are reasonable and fair.

When you become an adult, failing to meet your employer’s expectations will have consequences, and we would not be preparing you for adult life if we did not hold you to account when you make bad choices.

Although you are still subject to the whole school Behaviour Policy which you signed up to as part of the home-school agreement, there is a slightly different set of consequences in the Sixth Form, reflecting the fact that, although you’re not quite an adult yet (and so we are more lenient than an employer would be), you’re definitely no longer a child.

## In a nutshell we only have **ten** main rules:

1. Be here on time, every day, prepared and ready to learn
2. Respect our shared spaces . Don't make noise & mess
3. Follow the rules if going off-site at break and lunch
4. Keep phone/headphone use to the Study Hub
5. Attend every lesson & other commitments
6. Don't hang around in the afternoon
7. Follow the dress code
8. Meet deadlines
9. Work hard
10. Be polite

## Disciplinary Options

We think it's important to see our students as individuals, and our sanctions will be chosen to reflect the particular problem any specific student is having with meeting our expectations. We try to "make the punishment fit the crime".

Some of our sanctions include:

- AP Monitoring
- Removing the privilege of going offsite for lunch
- Banning students from the Study Hub for a period of time
- Removing the privilege of studying at home when timetable permits.
- Banning students from extra-curricular activities
- "Lesson Only" attendance for a period of time
- Being sent home to change

**In the most serious cases, students may face fixed term internal or external exclusions from our sixth form. Ultimately we also have the right to withdraw your place at Norwood.**

# Your Development

Over the next two years, you will make some decisions that will influence the way your adult life turns out.

The difference between ultra-successful people and everyone else is very little to do with natural talent, and almost entirely related to how much you are willing to push yourself to do. Every Sixth Former in the country has a choice to take the easy path... but if you do, you have to understand that the people who **do more** will overtake you.

## Do More

We want you to take up a range of opportunities, especially during year 12.

When you apply for an opportunity, organise a project or support the lower school it gives you something impressive to write on your future applications, true... but **the only reason those things are impressive is because the people who have those experiences develop skills their peers don't have.**

## Outside Opportunities

Our Sixth Form introduces an unbeatable range and number of opportunities to have high-quality experiences. Our students have been selected for prestigious and competitive development programmes with organisations including **Arts Emergency, The Property Prize and the Sutton Trust** and global advertising agency, **M&CSaatchi**. Others have joined with **Advocacy Academy** to actually do something about the social injustices in our society, or won cash funding from the **Mark Evison Foundation** to pursue ambitious personal challenges and projects. These are among the organisations who have come in to meet Year 12 students in the past, but there are hosts more opportunities being shared by email. Fantastic work experience placements in the Performing Arts or with "blue chip" companies (so rare and hard to get), summer schools, film making academies - and all free of charge or at minimal cost. Students who **Do More** In year 12 have the confidence to apply to universities secure in the knowledge that compared to most people their age, **their skills and connections are hard to beat.**

## In School

You can make a positive contribution to our community while also developing your skills. Every year some of our Sixth Form support KS3 students through the **Buddy Reading** programme, while others act as **mentors** to help younger children find the right path and be happy at school. Students have provided subject support or help for EAL and SEN students. You can also help support our special events: performances and open evenings, for example.

Sixth Form is also a time to plan and carry out projects that matter to you, be they fund raisers, cultural events, movie nights or more. Students who have planned their own projects have always learned a lot of skills very quickly! There's nothing like it.

## Student Leadership

We want our students to see themselves as future leaders, pushing to change the injustices in the world and improving things on a local level. Our School Council has made an impact on student lives, and its sixth form representatives take the lead in the changes it will make during your remaining time here. If you are interested in taking on the responsibility of leading the school community and having your voice empowered, you should put yourself forward for the council.

We are proud to work with First Give, which empowers our sixth formers to raise awareness of a charitable cause that they think is important, and compete to secure a £1000 donation to their chosen cause. During your time in sixth form, you might have an issue you want to raise awareness of, a charity you want to raise funds for, or an event you want to stage. We want to help you plan and deliver these projects so that they can be done professionally and successfully. See Mr Hamilton or anyone on the Sixth Form team as your first step. **Think about the ways you could see yourself helping and let us know!**

## Work Experience

The benefits of being part of the professional workplace are inarguable, and all our Year 12 students take part in work experience in July. However, there's a world of difference between some work experience opportunities and others. Working with world-class organisations or in competitive fields will require a lot of effort on your part. You'll need to check your emails daily for opportunities right from the start of year 12, and build good relationships with professionals you might meet through enrichment opportunities you take part in.

## The Supercurriculum

You've probably already heard of extracurricular activities—so what's the super-curriculum? Supercurricular learning is what you do outside the syllabus of your chosen courses. Wider reading, attending lectures, visiting galleries or museums—all feed your genuine curiosity about the subjects areas you've chosen. **For this reason, every student will complete a MOOC in the summer between year 12&13.** MOOCs are free online courses and there's hundreds of thousands to choose from.

## Gifted and Talented

If students want to study at a top university for their subject, or pursue highly academic pathways like medicine, veterinary science or dentistry, they won't be able to waste a single moment of their sixth form years, and the sixth form team is here to support that process. If you have high academic ambitions and the results to back them up, we will support you with Oxbridge applications and interviews, entrance exams for medicine and other subjects, and ways to enrich your academic learning—including applications to Kings+, UNIQ and University Summer Schools.

## Tomorrow's Arts / Arts Emergency

All sixth form students studying Performing or Visual Arts subjects (including Film Studies) are part of our Tomorrow's Arts programme, which is designed to enrich and support the learning and career planning of young people who want to pursue creative careers. We kick off year 12 with a visit to the UCAS creative conference: a big event where you can meet representatives from dozens of the top arts training and education providers to get the inside track on what they look for in an applicant. We are privileged to work with Arts Emergency, who offer a number of our students mentorships, linking them with successful professionals working in their chosen field. Look out for the application process at the start of year 12. Additionally, we will check in with you throughout your sixth form experience, to help you decide on your next steps, secure competitive enrichment and work experience opportunities, and plan extra curricular creative projects. When the time comes to apply, subject staff will work with you to prepare for auditions, showreels and portfolios. If you're not studying an Arts subject, but do want to pursue a creative career (for example, if you're an English A-level student who wants to do Media at university), please let Ms Tatam know, and she'll add you to the Tomorrow's Arts group.

This handbook can be found in PDF form on the school's website:

[thenorwoodschool.org](http://thenorwoodschool.org)

For links to lots of helpful resources a Norwood Sixth Former might need, scan the QR code below.



# Handbook