



# **Welcome to Archbishop McGrath Catholic High School Sixth Form**

**2023-24**

**SIXTH FORM WEBSITE:**

**<https://www.archbishopmg.co.uk/page/?title=Sixth+Form&pid=39>**

# Archbishop McGrath Catholic High School

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## **CROESO!**

Welcome to Archbishop McGrath Catholic High School Sixth Form. We are very proud of our Sixth Form provision, and I am delighted that you have chosen to continue studying with us.

The exams you have just completed mark the end of your compulsory schooling. You are now entering an exciting new voluntary phase in your education with a new structure and different challenges, responsibilities and opportunities.

Sixth Form study is very different to what you have experienced so far. You will be required to do a lot more independent study. The quality of work and skills required will be demanding but balanced by the fact that you have the opportunity to study fewer subjects in which you have a particular interest. Learning to manage this workload and remain determined and focused are all part of Sixth Form life.

Sixth Form study is an exciting opportunity that will allow you to progress to higher levels of achievement and broaden your career choices. You will also have the chance to develop as an individual both intellectually and socially through challenging learning experiences in a supportive environment.

We place great emphasis on students' personal development. You will, therefore, have the opportunity to take part in enrichment activities that will allow you to broaden your interests, build your self-confidence and develop vital interpersonal skills and the virtues we live by. Please take advantage of these opportunities – they not only develop you as a whole person, but are also often key to successful future applications to University, Apprenticeship or Employment.

Ultimately, your success depends on you! You will need to be committed, conscientious and consistent in your studies. What you take from the next two years will depend on what you put into them. Your future in the Sixth Form is an exciting challenge for you, your parents and the staff. A successful partnership here will lead to your future success.

I feel privileged to be leading you through the next stage of your studies as you develop into mature, thoughtful, independent young adults ready to meet the challenge of the modern world with confidence.

**Miss Joanne Pearson - Head of Sixth Form**

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## 1. The Sixth Form Team

**Head of Sixth Form:** Miss J Pearson joanne.pearson@archbishopmg.co.uk

**Sixth Form Engagement Officer:** Mrs L Taylor liz.taylor@archbishopmg.co.uk

### **Form Tutors:**

#### **Year 12:**

Mrs C Comerford  
Mrs J Earnshaw  
Mr A Wood

#### **Year 13:**

Mrs F Greenwood  
Mr A Hiscocks  
Miss R Lovell

**Safeguarding officer and SLT KS5 Lead: Miss F Clegg:**  
**Frances.clegg@archbishopmg.co.uk**

The school telephone number is 01656 815500

## 2. Expectations

Sixth Formers are expected to set an example to the rest of the school in terms of their behaviour, language, attitude to learning, presentation and work ethic. It is more important than ever to be dressed in full school uniform, including your blazer at all times, so that younger pupils can identify you easily and hopefully identify with your behaviours and presentation and 'catch' the virtues and good habits from you!

## 3. Uniform

You are the role models of the school and your uniform should be impeccable at all times. Please do not wear coats in the building. **Blazers should be worn at all times in the building (exceptions, in classrooms/study areas/canteen) and when visiting the Triangle shops during the school day.** Uniform is available from Euroschoools [www.euroschoools.co.uk](http://www.euroschoools.co.uk) or Uniform 2 Go <http://uniform2go.co.uk>.

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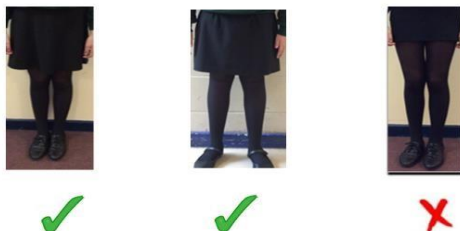


## Uniform is as follows – no exceptions:

- Trousers – Smart, tailored, plain black. **No denim, jeans, cords, linen, leggings.**
- Trousers - **No trousers with accessories such as leg pockets, zips etc.**
- Skirts – Smart, plain black, **no more than 10 cm above the knee.**
- Shirts – Smart, white, button to the neck and full length i.e. **must be able to be tucked in.**
- Socks/Tights - If tights are worn, they **must be at least 20 DENIER - NO SHEER TIGHTS ARE PERMITTED.** Socks should be plain black.
- Blazers –Black with school badge.
- School jumpers/cardigans – Smart, all black, V-necked and appropriate length. **Can only be worn with school blazer.**
- Shoes – Smart, ALL plain black and low heeled, **no trainers or daps.**
- Ties – Black with school badge. Knot of tie must be positioned at collar of shirt.
- **Note - Hoodies, fleeces and scarves are not permitted within the school.**

## **ABSOLUTELY NO VISIBLE FACIAL/NOSE/MOUTH PIERCINGS**

Skirts



Trousers



Acceptable shoes/trainers



**Acceptable Coats**  
**(Not to be worn indoors)**



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## 4. Lesson times

Registration: 9.00 - 9.20am

Period 1: 9.20 - 10.20am

Period 2: 10.20 - 11.20am

**BREAK: 11.20 - 11.45am**

Period 3: 11.45 - 12.45pm

Period 4: 12.45 - 13.45pm

**LUNCH: 13.45 - 14.30pm**

Period 5: 14.30 - 15.30pm

**If you are attending collaboration lessons during the school day at another school**, a taxi will be booked promptly at 12.45pm to transport you there. The taxi will return to pick you up and bring you back to school in time for end of school buses/transport home.

**Twilight courses at Bridgend College begin at 16.20pm. A bus will pick you up from school at 4pm** and you can then catch whichever bus from the College will drop you off closest to home for your return. Buses return to each Secondary school and will stop at 'The Crown' Pub, Maesteg.

## 5. Tutor time

**Registration takes place at the start of each day from 9.00 – 9.20am.** It is essential that you attend registration sessions. Form Tutors are there to give you the pastoral support that is vital in Sixth form. The more time you can access with your tutor the more beneficial it is to you. This is also the time that the Head of Sixth Form and Sixth Form Engagement Officer will make appointments/mentoring sessions with you and important assemblies will take place.

Form tutor periods are invaluable in your development as a Sixth Form student. Individual student monitoring and target setting takes place during these periods in addition to helping you to develop a wide variety of skills necessary for your future life.

Your form tutor is the first port of call to discuss any issues/concerns that you may have.

During form time, along with support with applying to universities via UCAS and/or writing CVs, students participate in daily act of collective worship and a variety of activities such as discussing contemporary issues, signposting and applying for opportunities circulated for work experience/masterclasses/taster days and open days and events, and passing on important notices. There will also be a programme of up-skilling opportunities and PSE.

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## 6. Timetables and study lessons

Year 12 and 13 timetables will be issued on the first school day of the Autumn Term. Lessons will commence immediately. Any timetable changes after the first day of school must be requested through Miss Pearson/Mrs Taylor – see section on ‘Academic Progress’ for more information.

Course changes are unlikely to happen after the first full 2-week period so it is important your course selections are correct.

**If a “blank” appears on your timetable this means it is a study period.** This time should be spent completing coursework/homework, reviewing your lesson and Cornell notes, wider reading, revision and possibly completing online work experiences. It is not time to go home!

**A study timetable proforma is attached as an Appendix to this handbook. You may download a copy here and fill in during your Form period/Tutor time:**

**<https://www.archbishopmq.co.uk/page/?title=EXPECTATIONS%3A+PLANNING+STUDY+AND+REVISION&pid=92>**

## 7. Collaboration Subjects

Archbishop McGrath Catholic High School is part of the Bridgend Post-16 partnership. Therefore, you may be studying some of your subjects in one of our partner schools (CCYD, Pencoed, Brynteg, Bryntirion, Porthcawl, Cynffig, Bridgend College). **They will monitor your attendance and academic progress and notify the Head of Sixth of Form regarding any concerns.**

Safe, reliable transport will be provided for you to and from these venues. Taxis will leave from and return to the front of the school. **It is essential that you notify the school by 9.30am if you are going to be absent on a day of collaboration so that taxis can be cancelled if necessary. Please also email your collaboration school in the case of absence.**

Collaboration days are Monday and Wednesday afternoon for Option X, and Tuesday and Thursday for Option Y.

**Please check you emails regularly for any cancellations at your host school.**

Please don't be anxious about learning in another school. It's an exciting opportunity and meeting new staff and learners is part of Sixth Form life and prepares you well for Post 18 life. Remember to make the collaboration learners feel welcome here too. Talk to them, they are part of our school and it's a great opportunity to make new friends.



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## 8. Communication

**EMAIL on your Microsoft Outlook school account is your main point of contact** with Form Tutors, Subject teachers, Sixth Form Engagement Officer and Head of Sixth Form. **IT IS ESSENTIAL THAT YOU CHECK THIS EMAIL EVERYDAY during Form Time.** I would advise uploading this app to your mobile phone.

Equally the 'Year 12 2023-24' Google Classroom (joining code - csaf422) must be joined if you did not do so on Transition Day.

Your form tutor is the first person to contact regarding pastoral/wellbeing issues. Your subject teacher is the first person to contact regarding academic/subject issues. Miss Pearson will send a fortnightly bulletin to all Sixth Form learners every Monday morning outlining opportunities and things happening that week. This is vital information.

**It is important that students provide the school with up to date and accurate contact details.** These should include **mobile numbers, landline number and personal email addresses** for both yourself and parents/carers. If these change during the school year it is essential that you inform the main office via reception.

**Texts/email will often be sent to your 'in touch' contacts (parents/guardians) informing them of key information. The contact details MUST be up-to-date.** Texts/emails will also be sent by the Sixth Form Engagement Officer if you are marked absent for a lesson and no reason has been notified in advance.

**E-mail is a must in Sixth form. It is the best way to communicate with your teachers and inform them directly if you will absent for a lesson and requesting any necessary missed work/catch up/additional support etc. If you are going to be absent for a registered lesson for whatever reason it is advised that you email your subject teacher.**

**Remember email etiquette:**

- Good morning Miss/Sir
- Would you mind....
- When you have time....
- Apologies for missing the lesson.....
- Could you support me with....
- Kind regards....

**Try to avoid predictive text on your phones – this can come across as rude e.g. 'Mrs I'm not in today will you send me work.'** This is very common, so remember you need the teachers support! Be polite.



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## 9. Attendance and Absence Procedures

Good attendance and punctuality are essential if you are going to achieve the best grades in your qualifications and benefit fully from Sixth Form life. Additionally, these are some of the most important qualities that an employer will look for.

**A minimum of 95% attendance at lessons is expected and should you fall below this an attendance monitoring and support programme is available through the Sixth Form Engagement Officer.** This provides personalised structured support to ensure students achieve success. If your attendance falls below 95%, a report will be sent home to parents/guardians. Teachers will enter an 'N' code for every lesson where you are not present for registration for that lesson/form period.

Teachers will enter an 'L' code and enter minutes late for lessons you attend after the register has closed.

**All other attendance codes may only be entered by the Head of Sixth Form or Sixth Form Engagement Officer and they will record the reason and authorisation where applicable with their initials.**

### **Attendance codes entered on your attendance report are as follows:**

A – Planned Teacher Absence (work will have been set for you for this period via Google Classroom/email).

K – Unexpected Teacher Absence on the day of your lesson. Work *may* be set via email depending on the nature of the absence.

N – pupil absence with no reason yet given. (This code will be changed to 'O' if the absence remains unauthorised/no sufficient reason given after a period of 7 days).

L – late to lesson after the register has closed (minutes late will be recorded by your teacher).

I – student illness notified and authorised by parent/guardian.

M – Medical appointment notified and authorised by parent/guardian.

O – unauthorised absence.

C – Other authorised absence.

V – Open Day/school trip/Visit – must be authorised by Head of Sixth Form.

W – Work experience – must be authorised by Head of Sixth Form.

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## Reporting absences:

Any absence from school must be notified to the Sixth Form Engagement Officer (Mrs L Taylor) by the appropriate email address below, either:

Year12@archbishopmg.co.uk OR

Year13@archbishopmg.co.uk

You may also telephone 01656 815500 choosing the appropriate option for Sixth Form Engagement Officer/Reporting Absences for KS5, to leave a message.

**ALL Absences should be notified, on every day of absence, before 10am.**

**All non-emergency GP and dental appointments should be made outside of school hours and at least three school days notice given to the Sixth Form Engagement Officer prior to the appointment if not emergent.**

**Student Finance Wales WILL NOT PAY EMA for a full week if a student is absent for any lesson during a week that has not been authorised via the Sixth Form Engagement Officer.**

## 10. SIGNING IN TO AND OUT OF THE BUILDING

**You must sign in to the building every day on arrival and after visiting the Triangle Shops during the break/lunch period AND sign out on leaving the building for any reason (including collaboration lessons).**

**THIS IS ESSENTIAL** as it is this record/register that is used for Sixth Form for the linked iPads during the occasion of an Emergency/Fire Alarm.

**ANY misuse of this system will result in your privileges to leave the school site to visit the Triangle Shops or for any independent study at home agreement to be revoked.**

The system will be audited and monitored regularly by the Sixth Form Engagement Officer

## 11. Staff absences/Lesson cancellation

**In Sixth form, if your subject teacher is away the lesson is NOT COVERED by a supply. If the staff absence is pre-planned the teacher will have set you work and have let you know they are not going to be in. The lesson should then be treated as a study period and work left completed during that time. You may use the classroom assigned or study area to complete this work. It is recommended that you do this as a study group – teach/mentor each other!**

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**NEVER TAKE WORD OF MOUTH/GOSSIP FROM ANOTHER STUDENT REGARDING STAFF ABSENCE** – You will be officially notified by email of this by your Form Tutor/subject teacher/Sixth Form Engagement Officer/Head of Sixth Form and the register will have been marked accordingly. Check your emails!

If the staff absence is unexpected and happens on the day (usually due to illness/family emergency) you will not always be notified in time. **Please check your e-mails every morning just in case!**

This is particularly important for collaboration lessons as a wasted taxi journey is vital study time and once you are at the collaboration school there is no way back until the allotted taxi time for return!

**Staff absence is NOT AN EXCUSE TO GO HOME or choose to take ‘time off’ at home!**  
The time should be used wisely for study/reviewing your notes/revision.

**REMEMBER – YOU ARE EXPECTED TO BE IN SCHOOL UNLESS YOU HAVE AN INDEPENDENT STUDY LEAVE AGREEMENT IN PLACE (See section 13).**

## 12. Holidays

Holidays should not be taken in term time and will not be authorised (even though you should still notify the Sixth Form Engagement Officer of your intention to be absent). Year 13 may take holidays after the final exam in July. Year 12 should not book ANY holidays as you will be in school until the final day of the Summer Term. Year 13 teaching/A2 courses will begin after the final AS exam and BTEC courses will run as normal all year.

## 13. Agreed ‘Leave to Study at home’ during study periods

After the first two weeks of Autumn Term have been completed, **you may apply to the Head of Sixth Form for an agreement for independent study at home during study periods.**

This will only be applicable where you have a full day timetabled with no subject specific lessons OR if you have no lessons timetabled for the first 2 lessons periods (9.20am - 11.20am) of a day OR no lessons timetabled after 12.45pm. You will need to be in attendance for Form periods for at least x3 sessions a week.

This agreement will be signed and in place for the remainder of the academic term and will need to be renewed termly dependent on excellent punctuality and attendance for lessons and form times you are scheduled to attend.

The agreement will need to be signed by the Head of Sixth Form and your parent/Guardian.

You will need to be in attendance for all periods for the first 2 weeks of the Autumn Term.

**Poor punctuality/attendance will mean that the agreement will be revoked.**

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## 14. Part Time Work and Driving Lessons

**No student should undertake part time work during the hours of a normal school day:**

**9am-3.30pm.** This is because you are financed during these hours for full time education.

We appreciate that many students feel the need to earn some money to increase their financial independence. This does also have some benefits for skill development. However, this needs to be carefully considered against academic achievement. If you are underachieving you are advised not to take on the additional commitment of part-time work.

National research suggests that the progress of students involved in a part-time job for more than 8-10 hours a week could be reduced by as much as a full A level grade. **Working around exam periods at the end of the year is discouraged for ALL students.**

**Driving lessons should not be booked during the normal school days.** It is advised that lessons should be booked either to coincide with 'driving' to school before 9am, or driving from school at 3.30pm. Theory lessons should be booked for the weekend or after school. Please plan ahead accordingly.

## 15. Work Experience – 'Having Goals that Drive You'

Work Experience is an important part of Sixth Form life and ensuring that you secure and achieve your goals. It is invaluable in determining whether a chosen course of further study or career is right for you.

**Springpod/Online work experiences** are encouraged throughout Year 12. You will sign up for a Springpod account, using your school email address, during the Year 11/12 Transition day in July and/or the first week of the Autumn Term. Your progress on courses and certification on completion of each course (around 10 hours of independent online attendance) will be monitored by the Head of Sixth Form.

**Face to Face Work experiences** are encouraged during school holidays; and a specific **Work Experience Week** is allocated for this after AS examinations in Year 12. This week is compulsory for all Y12 students.

**Work experience outside of these times is not authorised if it clashes with timetabled lessons and as such academic progress.**

## 16. Academic progress

We work hard with students to ensure a successful progression from year 11 into year 12 and then from year 12 to year 13. **Progression to year 13 is not automatic and is dependent on**

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**you completing all coursework and assignments to the required standards and achieving at least an E grade/Pass in all your AS units and examinations.**

To ensure good progress the Sixth Form operates a monitoring and support system for students. This provides personalised structured support to ensure students achieve success and reach their personal targets. Students can be referred onto this programme by the subject tutors, form tutors or by self-referral to the Sixth Form Engagement Officer.

## **Dropping/Withdrawal from subjects:**

Sixth Form students are expected to continue throughout the course with their chosen subjects. It is not advised that you drop a subject. **Under no circumstances can you drop below three subjects – at least 2 subjects must be maintained for study in Archbishop McGrath – not collaboration/College.** In rare circumstances, dropping courses maybe authorised.

**However, attendance at all lessons will be compulsory until a 'Subject Withdrawal Form' has been agreed and signed by all parties (parents, Head of Department, and Head of Sixth Form).**

## **Changing subjects:**

If you have concerns about any subjects you are studying, talk to your subject teachers about your progress, assessments and discuss the way forward. You must take this responsibility yourself.

Discuss the matter with your tutor, who will have an up to date overview of your progress. They can advise you on ways to help yourself or put you in contact with people who can help you further.

If the subject teacher(s) and Head of Department agree to a subject being changed, an appointment must then be made with the Head of Sixth Form to discuss this further, taking into account your future aspirations and progress in other subjects, and only then will a decision be made on the next action. **Students may not change subjects without this consultation process.**

**Attendance at all lessons will be compulsory until a 'Change of Subject Form' has been signed by all parties (parent, student, teacher/Head of Department, Head of Sixth Form).**

If you wish to leave/withdraw from the Sixth Form completely before the end of the year you should complete a **'KS5 Leaver's Form'** and return all books, chrome books, swipe cards and resources.

## **17. Independent Study – (CORNELL NOTE TAKING)**

You will be issued with a Cornell Note Book for every subject. Please use these effectively as per your training on the Y11/12 Transition Day (reminder/review on the Year 12 Google Classroom (joining code - csaf422)). All courses will require assignments to be completed

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regularly. Deadlines can be long or short term and careful planning is needed so that workload is spread evenly. Spend time on preparation and do not leave assignments to the last minute. Where difficulties arise consult your Subject Teacher **before the deadline**. It is essential that you complete all work to an agreed standard and submit it on time. Failure to do so may result in removal from the course. Remember study periods should be used to review your Cornell notes from lessons, summarise learning, identify key concepts and words and create revision aids OR seek further help from teachers etc.

## Keep a Diary

To help with your organisation of your study time and homework/coursework deadlines, everybody is expected to keep a diary to record important dates and deadlines for homework and coursework. This is an essential and a vital tool to your success. A mobile phone app or online app is recommended for this as you can set reminders of important interim and final deadlines.

## Study Period/Revision Timetable

In order to support your study period/revision time management, it is essential that you use the **KS5 Study Period/Revision Timetable 2023-24 attached as an appendix to this handbook** and use it effectively.

## 18. PSE and Skills Session: Friday Lesson 1 - 9.20-10.20am

**These are compulsory for everybody, and attendance is essential.** Activities will be provided to support your journey through Sixth Form and help prepare you for your future; supporting you with UCAS and Apprenticeship or employment applications; understanding finance (tax/insurance/household bills); independent living etc.

## 19. Progression into year 13

Progression into Year 13 is not automatic and is dependent on completing and passing all coursework, assignments and exams in Year 12 (remember an 'E' grade is a pass at Level 3/A AS/A Level). **To be guaranteed a place in year 13 this standard needs to be achieved in at least 3 subjects/courses. You may not continue into Year 13 with only 2 A levels.**

Obviously, we want everybody to come back to Year 13 and complete the 2 year path that you have chosen to take. This is why all staff in Sixth Form have YOUR best interests at the top of their agenda.

Academic monitoring is ongoing throughout the school year and underachievement will result in a personalised support programme. This provides individualised, structured support to ensure



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you achieve success and reach your personal targets. Students can be referred onto this programme by the subject tutors the Head of Sixth Form, the SLT lead for Sixth Form or by self-referral.

There will be a parents' evening each year which is an essential opportunity for parents/carers to discuss your progress and is vital to ensure effective support is in place where necessary. Written reports are sent home each year. These are opportunities for your parents to review your progress. **See the 'Key Dates section of this document' and the Sixth Form area of the school website.**

## 20. Celebration and achievement

We will write your references for university/college/jobs/apprenticeships etc so please keep us informed of any achievements you have and extra-curricular activities you do. Everybody should do something extra. You need to stand out from others on an application form! Watch this space for opportunities coming your way or be innovative and start looking for your own.

We will regularly promote your success and achievements so keep us in the loop please. Assemblies will also celebrate your successes throughout the year!

## 21. Future Progression

### HIGHER EDUCATION/UCAS:

Applications for courses in Higher Education are made in the Autumn Term of Year 13. Applications are made on-line via the UCAS Hub.

### UCAS Hub:

The school keeps up to date copies of prospectuses for all Universities, however you **MUST** have signed up to the UCAS Hub by the beginning of Year 12 (this takes place at the year 11/12 transition day) and we do strongly encourage that parents access the UCAS hub also.

Here you can research universities/degree course, apprenticeship information, entry requirements for courses – including a Tariff point calculator for Grades and awards.

**UCAS References are written at the beginning of Year 13** so that application forms can be processed and sent to UCAS as soon as possible. This means that you should have shown by the end of your first year what you are capable of in terms of academic and personal achievements, as well as work experiences and super-curricular activities you have undertaken.

**Timetabled UCAS tutorial/PSE COMPULSORY lessons take place on a Friday morning of Week 2.** We offer a significant amount of support and guidance through tutorials about career choices, writing a personal statement, university life, choosing the correct course, finance,



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interview practice and preparing you for independent living and the world of work and adult life and etc.

## 22. Facilities and internet

The common room is not supervised. It is YOUR space. Please respect it as learners have been banned from there in the past. This is a vital study space when you do not have lessons timetabled with a teacher. Please use chrome books and chargers responsibly and do not leave your property on or at a dedicated study space.

During study periods you may also use the newly appointed conference/study space that previously housed the library on the ground floor. This may be shared with teachers for planning and preparation for lessons. Please respect the need for quiet during lesson times. Remember both these spaces are study areas and should be treated in that way.

During Break and Lunch times please use the Common Room area for food/break along with the Main Canteen and space underneath the stairs in the main Narthex of the school.

You will be able to access student WiFi in the Sixth Form but it MUST be used for curriculum information only. Inappropriate use of the internet will be dealt with seriously.

All students will be provided with a school email account. You can connect your own mobile phone, tablets and laptops in school. Internet is really fast, free and filtered. This is fantastic opportunity to have all your own documents and presentations easily accessible on a familiar device. However, equipment is brought to school at your own risk.

## 23. Lockers

Lockers can be purchased from reception in the admin office for a £5 deposit. These come highly recommended in Sixth Form to store folders/books and chrome books/laptops overnight. Spaces are limited so please apply early.

## 24. Parental Support

Parents' Evenings, expectation evenings and UCAS information evenings provide opportunities to meet with subject staff to discuss progress; and the Head of Sixth Form for important information relevant to your progression beyond Sixth Form. By prior appointment, the Sixth Form Team and Heads of Department/subject teachers are also available for meetings during the year. Please do contact us if you have any questions or concerns regarding any aspect of Sixth Form life.

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## 25. Post-16 Student Finance: EMA

This is an allowance of up to £40.00 per week (paid fortnightly for students aged 16+ and continuing their education). To be entitled to this you must meet the nationality and residency rules set out in the EMA scheme and live in a household that has an annual income of £23,078 if 2 or more children live at the address OR £20,817 if you are the only child living at that address.

Payment is made directly to your bank/building society account so please ensure you have one set up. The initial payment may not be made until later in the term. Missed payments may be backdated to the start of term.

See reception for an application pack, or you can download one online at:

<https://www.studentfinancewales.co.uk/further-education-funding/education-maintenance-allowance/>

### COMPLETING THE FORM:

You'll need to have a bank, building society or credit union account.

You'll need proof of address evidence such as a photocopy of your household gas or electricity bill (this can be in your parent/guardian name).

Section 8 will ask about your household financial details. Your parent(s)/ guardian(s) will need to complete this section. Whoever completes this section will need their National Insurance number to hand.

You need to complete all the questions you're asked to. Any missing information will delay your application for EMA.

Where evidence is asked for – this will be needed before your application can be accepted. Any missing evidence will delay your application for EMA.

If your household income (combined income from the parent(s)/guardian(s) you live – primary home address) is £23,078 or more do not complete this application form – you may not be eligible for this allowance.

If you're an eligible care leaver we won't need details of your income. **Getting EMA won't affect any benefits you or your family already receive.**

To be credited with EMA you must attend all lessons, study sessions and form sessions and have signed an EMA learning agreement with the school. Once SFW have agreed your EMA they will notify the school and you will be emailed to come and sign the agreement. This agreement will set out what you must do in terms of:

- Attendance and Punctuality.
- Coursework
- Meeting Learning Targets
- Behaviour

For further information see the EMA website: [www.studentfinancewales.co.uk/ema](http://www.studentfinancewales.co.uk/ema)

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## 26. Overview of events and priorities

Academic monitoring is on-going throughout the school year and underachievement will result in a personalised support programme. In addition, there is an online wellbeing programme – ‘Taking Care of Me’ - to support students to manage stress, make sensible lifestyle choices and take an active part in society: see the Sixth Form area of the school website.

As well as these ongoing pastoral and academic programmes there is a general focus on the following issues at key times.

Term	Focus
Autumn	Transition and induction
Spring	Careers and university
Summer	Destinations: Progression into year 13 or alternative pathway options

## 27. Key Dates (some TBC)

Year 12 Employability and Careers Fair: 14<sup>th</sup> September 2023

Year 12 Parents and Student Expectations Evening: Thursday 5<sup>th</sup> October 2023 – 4.30pm

Year 13 Parents and Student Expectations Evening: Thursday 19<sup>th</sup> October 2023 – 4.30pm

Year 12 and 13 Parents evening: 16<sup>th</sup> January ONLINE 4pm-6.30pm

Year 12 and 13 mock exams: 11-15<sup>th</sup> December 2023

A Level results day: Second week of August

GCSE results day: Third Week of August

### TBC

### Year 12 Work Experience week

Year 12 UCAS information parents evening

Year 13 UCAS Accepting Offers, Student Finance and University Accommodation information parents evening.

Summer Series WJEC Examination dates: May- end of June 2024

### STUDY LEAVE:

Study leave usually begins on the day before the first: AS Level examination for Year 12; or A2 Level of Examination for Year 13.

### Year 12 commence Year 13 lessons:

For Year 12, Y13 A2 lessons will then commence on the Monday after the final AS Level examination (usually after May Half Term). **PLEASE DO NOT BOOK FAMILY HOLIDAYS IN THE FINAL HALF TERM OF THE SCHOOL YEAR – YOU WILL BE IN Y13 A2 LESSONS**

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## 28. Useful Links

FOR UP TO DATE ADVICE/ /EVENTS/LINKS/CAREERS AND WELLBEING INFORMATION  
PLEASE VISIT THE SIXTH FORM AREA OF THE SCHOOL WEBSITE:

<https://www.archbishopmq.co.uk/page/?title=Sixth+Form&pid=39>

- Careers Wales: <http://www.careerswales.com/en/>
- EMA: [www.learning.wales.gov.uk.ema](http://www.learning.wales.gov.uk.ema)
- University open days: <http://www.universitytasterdays.com/>
- UCAS: <http://www.ucas.com/>
- Apprenticeship Search: <https://careerswales.gov.wales/apprenticeship-search>  
<https://www.archbishopmq.co.uk/page/?title=THINKING+APPRENTICESHIP%3F&pid=98>

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## APPENDIX 1

KS5 Study Period/Revision Timetable 2023-24							
WEEK 1	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9.00							
9.20							
10.20							
BREAK							
11.45						HW	HW
12.45						REVIEW/PRACTICE	REVIEW/PRACTICE
LUNCH						BREAK	BREAK
2.30							
BREAK							
5.00							
6.00							
7.00						HW	HW
8.00						REVIEW/PRACTICE	REVIEW/PRACTICE
9.00						BREAK	BREAK

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KS5 Study Period/Revision Timetable 2022-23							
WEEK 2	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9.00							
9.20							
10.20							
BREAK							
11.45						HW	HW
12.45						REVIEW/PRACTICE	REVIEW/PRACTICE
LUNCH						BREAK	BREAK
2.30							
BREAK							
5.00							
6.00							
7.00						HW	HW
8.00						REVIEW/PRACTICE	REVIEW/PRACTICE
9.00						BREAK	BREAK