



# CRANFORD

SCHOOL

Sixth Form Handbook 2024-25



CRANFORD  
SCHOOL

Excellence in Independent Education



Please note: this handbook is correct at the time of going to print. However, policies and procedures may be subject to change. For the most up-to-date information, please check the school website.

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# Welcome to the Sixth Form at Cranford

Congratulations on your hard work and resilience over the past few months!

You have reached an exciting crossroad in your school life where for the first time you will have the chance to fully dictate the path you wish to follow. This brings with it challenges, prospects, excitement and expectations. You have already made a significant choice in choosing to enter the Sixth Form at Cranford. This choice brings with it both opportunity and responsibility.

As a member of the Sixth Form at Cranford you can be confident that you are surrounded by a supportive, friendly pastoral team that wish to see you succeed and will help you in each step of the next two years. You can also expect your tutors and subject teachers to be challenging, and to have high expectations of you inter-personally as young adults and academically as students.

As you enter the Sixth Form you will already have developed a strong sense of what you want to achieve academically and personally. As well as maintaining high academic standards, we will expect to see you making the most of the wide range of extra-curricular opportunities on offer. The Sixth Form is a chance to continue existing interests and develop new ones. We will also expect you to act as role models for the younger pupils and ambassadors for the school. This may be as a prefect, by running a club or simply through a positive, mature approach to school life. We want to see you taking responsibility, individually and as a group, for managing your experience in the Sixth Form. In return you will find us strong advocates for ensuring that your voice is heard across the school!

You will have many opportunities, both academic and extra-curricular during your time in Sixth Form and we recommend you fully seize them all.

Finally, we hope you will have fun and enjoy the experience of being a member of the Sixth Form.

We wish you all the very best for the next two years.

A handwritten signature in dark ink, appearing to read 'J. Raymond', with a long, sweeping underline.

Dr James Raymond

Headmaster

## Values and Aims

As role models for the younger members of the school community, we will demonstrate and promote the School Values in our behaviour and interactions. These are:

- Happiness
- Confidence
- Motivation
- Challenge
- Generosity of Spirit

The School Values and Aims (<https://www.cranfordschool.co.uk/about/aims-values>) underpin the aims of the Sixth Form:

- To provide a welcoming and nurturing community in order to develop happiness and confidence and a growth towards greater independence.
- To foster respectful and supportive relationships between pupils, staff and parents, to build a culture of mutual respect and tolerance.
- To provide outstanding pastoral care by valuing each student as an individual, through our friendly, supportive and caring ethos. We celebrate the effort, achievements and talents of all.
- To maintain an environment where students aspire to achieve excellent progress across all aspects of the curriculum, enjoy a genuine love for learning, characterised by curiosity, resilience and a spirit of collaboration.
- To deliver teaching and learning that is imaginative, vibrant and challenging, meeting the needs of all learners through differentiated approaches, positive expectations and by fostering an understanding of learning and critical thinking.
- To provide a range of opportunities for enriching skills and knowledge, including through activities within school community and the wider community and to encourage active participation and responsibility in communities.
- To provide a wide range of opportunities to review and plan for life beyond the Sixth Form including life skills, careers planning, UCAS and work experience.

## List of Contacts

### Headmaster

Dr J Raymond                    [jraymond@cranfordschool.co.uk](mailto:jraymond@cranfordschool.co.uk)

### Designated Safeguarding Lead

Mrs K Heard                    [kheard@cranfordschool.co.uk](mailto:kheard@cranfordschool.co.uk)

### Assistant Headteacher (Director of Studies)

Mrs A Mir                    [amir@cranfordschool.co.uk](mailto:amir@cranfordschool.co.uk)

### Assistant Headteacher (Head of Sixth Form)

Mr J Radcliffe                    [jradcliffe@cranfordschool.co.uk](mailto:jradcliffe@cranfordschool.co.uk)

### Assistant Headteacher (Pastoral)

Mrs C Viggers                    [cviggers@cranfordschool.co.uk](mailto:cviggers@cranfordschool.co.uk)

### Head of Years 12 and 13

Dr Hill                    [khill@cranfordschool.co.uk](mailto:khill@cranfordschool.co.uk)

### Senior School SENCo

Mr S Wike                    [swike@cranfordschool.co.uk](mailto:swike@cranfordschool.co.uk)

### Matron

Mrs C Shepherd                    [matron@cranfordschool.co.uk](mailto:matron@cranfordschool.co.uk)

### Sixth Form Tutors

Mr E Beavan                    [ebeavan@cranfordschool.co.uk](mailto:ebeavan@cranfordschool.co.uk)

Mrs J Ward                    [jward@cranfordschool.co.uk](mailto:jward@cranfordschool.co.uk)

Mrs J Lindholm                    [jlindholm@cranfordschool.co.uk](mailto:jlindholm@cranfordschool.co.uk)

Mr G Miller                    [gmiller@cranfordschool.co.uk](mailto:gmilller@cranfordschool.co.uk)

Dr B Priestley                    [bpriestley@cranfordschool.co.uk](mailto:bpriestley@cranfordschool.co.uk)



## Pastoral Support

Please feel free to talk to any of the staff in the Sixth Form team or your tutor or mentor if you have concerns with any aspect of your well-being. In some situations, it might be appropriate to ask you if you would like to see our school counsellor or an external support agency. Please speak to one of the Mr Radcliffe (Head of Sixth Form) or Dr Hill (Head of Years 12 and 13) about how you are feeling, and they can help to make an assessment about whether this would be most appropriate course of action. Any counselling sessions arranged are confidential and voluntary. Mrs Heard will be able to explain the referral process to you and support any next steps, alongside the Sixth Form Pastoral Team.

We have two independent and professional counsellors on our staff team who provide a safe and confidential space for pupils to explore any difficulties they be having or distress they may be experiencing. Referrals are made for this service by senior members of the pastoral team. There are also drop-in sessions available to pupils.

Referrals operate on a first-come, first-served basis for those pupils who are not under an existing therapist. The counselling sessions are a short-term intervention, to provide immediate support for a student. If longer term provision is required, then the counsellors will discuss this with senior pastoral staff, who will then discuss with parents. This will enable consideration to be given as to whether an external agency referral or if extended therapy is necessary. We will support students in securing further therapy outside of school if this is an agreed course of action.

If you have any questions regarding the school counsellor or would like to see a copy of the leaflet we share with pupils please contact Mrs Heard [kheard@cranfordschool.co.uk](mailto:kheard@cranfordschool.co.uk)

## Important Dates

- Wednesday 18 September: Senior School Prize Giving
- Saturday 5 October: Whole School Open Morning
- January 2025: Year 13 Mocks
- May 2025: Summer Exam Series
- June 2025: Higher Education Afternoon and information evening

## Sixth Form Tutors

The Form Tutor is the first point of contact for both you and your parents with regard to most academic and personal issues. In addition to providing daily support, tutors help track academic progress, guide students in their post-18 destination applications and contribute to a high quality, personalised tutor programme.

Your Form Tutor will have a smaller number of students than you will previously have experienced in form groups. This enables your Form Tutor to get to know you and to provide exceptional levels of support. They will be able to help you with any difficulties, pass on important messages, offer advice.

Your Form Tutor will convey general messages, alongside the 6<sup>th</sup> Form Team which will be displayed on the noticeboards in the Common Room and on the 6<sup>th</sup> Form Team. It is important that you take responsibility for checking these notices. You can also make a request to give notices through the Head of Sixth Form.

## **Registration**

Please arrive in good time for the start of the school day and register promptly each morning in your tutor base at 8:15am. You are expected to attend registration each morning even if you have no lesson during period one. Afternoon registration will take place at the beginning of lesson 5 if you have a lesson. Please register in your designated place at 2:15 pm with a member of staff if you have a study period lesson 5. This is compulsory.

## **Signing in/out**

If you are leaving the site during the school day, please ensure you sign out so the school knows you are not on site in the event of an emergency. Please also remember to sign in on your return and if you have missed registration in the morning or afternoon.

## **Illness and Absences**

Planned Absence: if you know you are going to be absent (e.g. to visit a university), please speak to your tutor beforehand and ask your parents to email your Form Tutor to give the date and reason for a planned absence. Please also inform your teachers of the lessons you will miss in advance. Please try and schedule medical appointments outside of lesson time unless it is an emergency.

Please note that you will be able to attend up to 3 university open days in school time, but we highly recommend you attend open days on weekends to avoid missing lessons.

Illness: if you are unable to come to school due to illness, your parent must phone the school office in the morning to explain your absence. This must be supported by an email to the school office and your Form Tutor.

Holidays: students are not permitted to take holidays during term time.

## Suggested Morning Tutor Time Activities

Monday	Informal tutor time and Sixth Form meeting: Reviewing last week with tutor, planning the week to come, updates, messages, common room committee, etc
Tuesday	PSHE and future skills activities: Skills and knowledge you should consider during KS5, including careers, law, employment, careers, relationships, safety, RSE, health, well-being. Activities and talks from outside speakers.
Wednesday	EPQ and enrichment Sessions on motivation, organise, time management, research, writing and presentation skills as suggested by universities for Higher Education preparation and as outlined in the EPQ Specification
Thursday	House time activities
Friday	Whole Senior Assemblies on a rota basis, careers or PSCH

## Enrichment

On your timetable, there is a double lesson dedicated to Activity Enrichment for Year 12 on Wednesday which is fortnightly for Year 13. In this time, we expect you to challenge yourself in a variety of activities from rock-climbing to debating to cooking for university for 60 minutes. The fundamental importance of this time is to build on intra and interpersonal relationships whilst building useful skills and confidence for life after school. Taught EPQ and study skills sessions will also take place in this time, and we advise all Year 12 students to take advantage of these sessions whether you are completing an EPQ or not.

## Careers and PSCH sessions

There is a compulsory Careers and PSCH session. For Year 12, this is every week and will focus on UNIFROG and Higher Education / UCAS activities alongside PSCH. For Year 13, the sessions are fortnightly and will look at preparing for university and the world of work, alongside PSCH activities.

## **Thursday Afternoon – Games or Volunteering**

Sport is essential to physical and mental well-being. We expect you to take part in Games or Fixtures on Thursday afternoons. A range of activities will be on offer, and please discuss with the PE or Sixth Form Teams if there are activities you would like us to include in our offer.

It is also possible to pursue a range of community activities such as visiting the care home, supporting pre-school, or Wallingford Hospital as regular volunteers at this time. This will enable you to volunteer at a regular time without it impacting lesson times. We expect you to be taking part in either Sport or Service Enrichment in this time.

## **Other Enrichment Opportunities**

Year 13 have academic study skills meetings fortnightly to support independent study and all students will have regular well-being sessions and meetings to review fitness and well-being.

## **Conduct in School**

As you enter the Sixth Form you are expected to be positive role models for younger students and to lead by example with respect to your appearance and behaviour. You are mature members of the school community and we want to see you taking responsibility, setting appropriate examples and acting like young adults. Your behaviour must not negatively impact the well-being of other pupils or students.

The Sixth Form tutor team will support you in your studies and will offer interventions regarding your work and conduct if we feel these are necessary.

## **Sixth Form Dress Code**

Although we do not have formal uniform in the Sixth Form, we ask that you come dressed sensibly for a working school day in smart casual clothing. You are role models for the younger pupils and ambassadors for the school and should observe the following:

- Hair must be a natural colour i.e. not blue, pink or green etc.
- The only piercing visible should be in your ears
- Tattoos must not be visible (over 18s)
- Shoes must be sensible for health and safety reasons (no platforms, very high heels or flip flops)

- No offensive slogans or revealing clothing is permitted (including no cropped tops, or strappy vest tops, please be sensible with skirt and short length)
- Jeans should not have excessive rips and holes in (a small rip on the knee is fine)
- Sensible sports clothing is permitted on days where you have sport activities.
- No hoods, caps or hats to be worn inside.

We would expect you to have a smarter outfit (blazer and a dress or a shirt with a skirt or tailored trousers) for formal occasions like Open Days, Whole School photographs, formal school assemblies, prize giving.

Please ensure that you have a suitable PE kit available in school which is comfortable, appropriate and safe for participating in sport. If you are representing the school in a fixture, you should wear the team kit.

We thank you in advance for your cooperation. It is embarrassing for you and us if we have to speak to you about your appearance. However, you should understand if we think it is necessary, we will speak to you and ask you to change.

## **Mobiles and Electronic Devices**

The use of mobile phones is not permitted in any part of the main school or within lessons (except with permission from your teacher). Mobile phones may be used to play music, using headphones, in study areas within the Sixth Form Centre as long as the noise does not disturb others. Any speakers in the Common Room must be used sensibly and sensitively. Please remember not to take photos of other students and staff without permission and you must not post images taken in school or school trips online or on social media.

Please refer to the Whole School BYOD Policy for further guidelines and regulations that you must follow as a student at Cranford. You will be expected to sign and abide by the ICT code of conduct at the start of each year.

## **Communications to Parents**

We endeavour to send correspondence by email wherever possible. Letters are released on a weekly basis, through the Head's Newsletter. This is sent out electronically with links to all letters and notices relevant to your son or daughter's year group. Additionally, parents may check the parent communications page which is located on the parent portal for previously released letters (which can be filtered by release date and year group) and past copies of the Head's Newsletter. There will be occasions where urgent letters are released outside of the weekly cycle of the Head's Newsletter.

# Parent Portal

The Parent Portal is an online area where parents can access a range of useful information on sports fixtures, PTA messages and information, archived letters and emails, useful documents and lunch menus. The portal is accessed via the “parent login” link on the top corner of the school website.

Before your son or daughter starts Sixth Form you will be provided with the login details for accessing the portal. This is also available to view via the how-to guide below.

## How to guide to the Parent Portal

To access the Parent Portal:

- Visit <https://www.cranfordschool.co.uk/parent-portal>
- You will be prompted to enter your username and password as follows:

Username: Cranfordparent

Password: Cranford1931



Within the Parent Portal you'll be able to access the following:

## School information

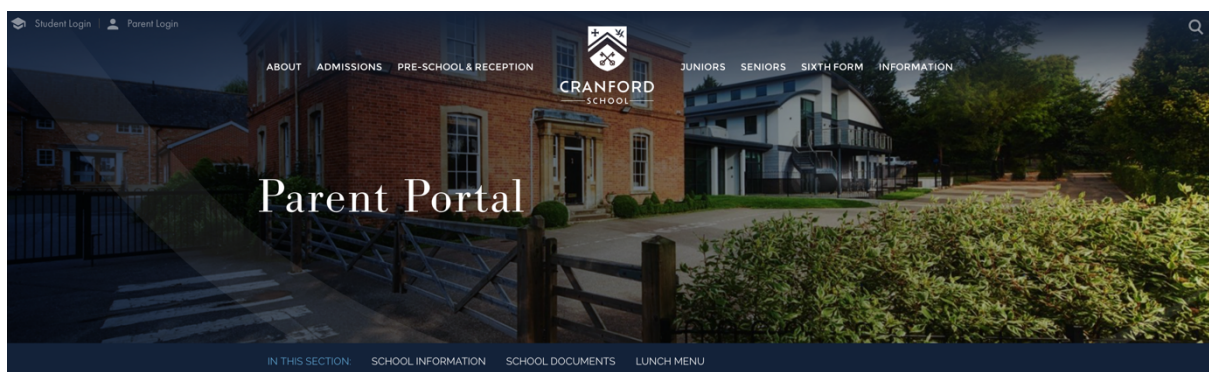
- Parent Communications – access to whole school and year specific parent communications via the Parent Communications Page
- Key Dates – A full list of key dates via the School Calendar
- Clubs & Activities – your child’s club timetable in Evolve
- Sports Fixtures – a full list of Teams Fixtures and Results including where and when they will be taking place via SOCS.
- Parents’ Evening Booking System
- School Handbooks
- PTA Information – a full list of all the PTA Year Group Representatives and their contact details.

## School Documents:

- School Policies
- Healthcare Information
- School Fee Refund Scheme

## Lunch Menus

- All menus used throughout the term (on a rotational basis)



## SCHOOL INFORMATION

### Parent Communications:

For access to whole school and year specific parent communications please click on the link below:

Parent Communications	<a href="#">click here</a>
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Please note that some letters require a response to give parental permission e.g. school trips. Please click on the link in the letter to confirm your response.

### Key Dates

For a full list of key dates please see the School Calendar below:

School Calendar	<a href="#">click here</a>
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### Clubs, Clinics & Regular Activities

For our extra-curricular Clubs and Activities 2022-2023 Brochure please [click here](#). To view information about your child's clubs and activities, please click on the link below.

View your child's Club Timetable in Evolve	<a href="#">click here</a>
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## How to guide to the Parent Communications Page:

## What is the Parent Communications Page?

- The Parent Communications Page contains all of the whole school and year specific parent communications from the school and is designed to help streamline the number of emails parents receive.

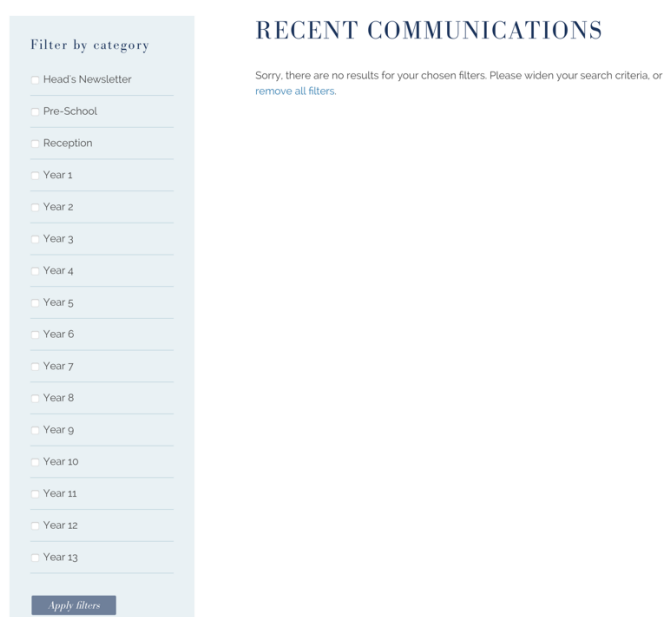
## How will I receive information from the school in the future?

- To streamline the amount of emails parents receive on a weekly basis, you will now receive all whole-school and year group specific letters on Fridays via the Head's Weekly News email. These will appear as links at the bottom of the email, categorised by year group and which will take you to the Parent Communications Page to view the relevant letters.
- Please be aware that any letters intended for specific individuals or small groups within a year group will continue to be sent via email as before.

## To access the Parent Communications Page:

There are two ways to access letters in the Parent Communications Page:

1. Through the links in the Head's Weekly News email (this takes you to a specific letter in the Parent Communications Page)
2. Through the Parent Portal on the top left of the school website where it says "parent login" (Once on the portal, click on the Parent Communications button)



## How to use the Parent Communications Page:



## Filtering letters:

- You can filter letters by year group, date or both.

## Filtering by year group:

- If you'd like to view the letters for a particular year group, please tick the year group you'd like to view (and the date if you'd like to narrow it down further) and then press "apply filters".
- If you have more than one child and would like to view multiple year groups at once, tick all the year groups you'd like to view and then "apply filters".

The screenshot shows the Cranford School website's 'Parent Communications' section. On the left, there is a 'Filter by category' sidebar with checkboxes for various year groups. 'Year 9' is selected. Below the list is an 'Apply filters' button. On the right, under the heading 'YEAR 9', a list of communication items is displayed, each with a download icon and a title.

Filter by category	YEAR 9
<input type="checkbox"/> Head's Newsletter	<a href="#">Pre-season Sports Training (Yrs 3 to 13) - Friday 1 September, 2023</a>
<input type="checkbox"/> Pre-School	<a href="#">Reading Canoe Club Summer Camps 2023 (age 10 to 16)</a>
<input type="checkbox"/> Reception	<a href="#">Senior School Prize Giving - 14 September 2023</a>
<input type="checkbox"/> Year 1	<a href="#">Parent Terms and Conditions</a>
<input type="checkbox"/> Year 2	<a href="#">LAMDA Lessons</a>
<input type="checkbox"/> Year 3	<a href="#">Wallingford Rowing 2023</a>
<input type="checkbox"/> Year 4	<a href="#">Confirmation of Club Places for 2023/4</a>
<input type="checkbox"/> Year 5	<a href="#">Cranford Gala Concert collection arrangements</a>
<input type="checkbox"/> Year 6	<a href="#">Chais flyer</a>
<input type="checkbox"/> Year 7	<a href="#">Cranford Gala Music Concert</a>
<input type="checkbox"/> Year 8	<a href="#">Schoolblazer flyer July 2023</a>
<input checked="" type="checkbox"/> Year 9	<a href="#">Pupil Information Update Form 2023/4</a>
<input type="checkbox"/> Year 10	<a href="#">Clubs Booking Guide 2023-4</a>
<input type="checkbox"/> Year 11	<a href="#">Years 7 to 13 Club Timetable 2023-4</a>
<input type="checkbox"/> Year 12	<a href="#">Clubs and Enrichment Programme 2023-4</a>
<input type="checkbox"/> Year 13	<a href="#">Didcot Rugby Club Flyer - June 2023</a>
<a href="#">Apply filters</a>	<a href="#">Enrichment Days - Tuesday 4 to Thursday 6 July, 2023</a>
	<a href="#">Senior Sports Day - Thursday 22 June, 2023</a>

## Filtering by date:

- You can also filter your letters by date in which you received the letter.
- To do this, select the date you would like to view (and the year group if you'd like to narrow it down further) and then click "apply filters".

## Life in the Sixth Form

As a member of the Sixth Form you are taking the next step towards being a student and bridging the gap between school and university. This brings with it a number of privileges and responsibilities.

## Timings of the School Day

Time	Lesson/Activity
8:10 – 9:00	Registration and Tutor Activities
9:05 – 9:55	Period 1
10:00-10:50	Period 2
10:50 – 11:10	Break
11:10 -12:00	Period 3
12:05 – 12:55	Period 4
12:55 – 14:15	Lunch (including academic clinics and clubs)
14:15 – 15:05	Period 5
15:10– 16:00	Period 6
16:10 – 17:15	Afterschool Clubs

## The Sixth Form Centre and Facilities

We are lucky to enjoy a modern Sixth Form Centre and we expect that you will respect and look after the building and the facilities. Please play your individual part in looking after the Sixth Form Centre by cleaning up after yourself. This is particularly important in the shared spaces of the Common Room and kitchen area as well as the Study Rooms. Please dispose of your rubbish thoughtfully and in proper bins for recycling. Food is not permitted in the classrooms or Science Laboratory, Work Rooms or Careers Room. There are cloths and spray to wipe down any spillages, these should not be left to dry up and stain furniture. You can use the gym and the kitchen at any time during the school day, providing you are not required elsewhere.

The Sixth Form Centre facilities include:

- A purpose-built Common Room with access out onto a landscaped, private Sixth Form Garden on the ground floor and a balcony / terrace on the first floor
- Sixth Form-only gym with changing facilities (please note, staff and occasional after-school clubs are also permitted to use these facilities)
- Self-service café with warm food available during the day – please return crockery after eating
- Kitchen facilities - please bring your own labelled or unique mug and do not use other people's mug. Please don't take hot drinks out of the Common Room unless securely covered
- Silent study space on the top floor
- Classrooms – most teaching will take place in the Sixth Form building and specialist spaces e.g. Art Studio)
- Sixth Form Science Laboratory.

## **The Sixth Form Committee**

The Sixth Form Committee is at the heart of the organisation and management of the Common Room and other Sixth Form resources.

The Committee meets to identify the ground rules for the Sixth Form Centre, its use and maintenance and the Head of Sixth Form will support you and meet with you regularly. The more time, energy and commitment you put into the committee, the greater the returns you will see! Both year groups should be represented on the Committee.

The Common Room and adjacent Lecture Theatre are likely to be used for wider school functions occasionally. The Committee will be made aware of these events in advance and will be responsible for leaving the space ready to be used.

## **Leaving the School Site during the Day**

This is a Sixth Form privilege we trust you to use sensibly. You will not have many study periods, and you will find that you must use them wisely. We trust you to organise your work and if you need to go out then you can, but please remember to sign out. If you get behind with your work or miss lessons, the privilege may be withdrawn from you and you will be directed to work somewhere in school.

### **Lunchtime**

You can go out of school at lunch time if you wish, but please remember to sign out and in, and to return promptly for afternoon lessons.

### **The End of the Day**

Another Sixth Form privilege is that if you have study periods at the end of the day, you can go home early if you wish, but please make sure that you sign out after attending afternoon registration.

### **After School Arrangements**

All students must leave the Sixth Form Centre by 5:15pm unless with a member of staff doing an organised event/activity.

If you are ill during the school day and need to go home for the rest of the day, you must ensure that you have seen Matron before you leave.

## **Driving a Car to School**

We would encourage you not to drive into school and instead to make use of the school transport systems in place. Once you have passed your driving test, if you feel you must drive to school, please discuss your arrangements with the Head of Sixth Form who will see if there is availability to park on site (you may be required to park off-site but on school property).

Please ensure you provide the details of your car (registration number, make and colour) to the Main School Reception in Moultsford House.

It is a privilege to drive into School, and parking is limited on site, therefore we would request that you do not park in other parts of the village. It is essential that you drive with extreme caution on site as there are very young children who walk in the car park and the front of school can be very busy. Any student who is reported as driving without extreme caution will not be allowed to bring a vehicle onto school property.

Parents and carers should be aware that the school is not responsible for damage to cars parked on site. The school also does not take responsibility for monitoring who is travelling as a passenger in cars driven by other students.

Please do not book driving lessons during the school day; arrange for your driving lessons to start at home where possible. If they are starting from school, do not book them during drop off or pick up time when the car park is extremely busy. We appreciate that you often cannot avoid taking your test during the school day; please ensure your parent has agreed this in advance with your Form Tutor.

## **Part-time Jobs**

Although part-time jobs can be useful, providing spending money and an opportunity to develop work experience, it is important you think carefully about how many hours you work. You must not arrange to work a shift or complete paid work during school hours.

Your schoolwork and extra-curricular activities must always take priority. We would recommend that you do not work in the revision and examination sessions and ensure you have some time available at weekends and evenings to work and relax.

Your tutor will discuss part time employment with you, advising a good balance to allow you to fulfil your school responsibilities and to give your studies the amount of time needed to be successful in the Sixth Form.

## **Academic Expectations – Studying in the Sixth Form**

The Sixth Form at Cranford is an opportunity to take the next step in your academic careers, moving from pupil to student. The ethos of the school places academic excellence at the heart of everything we do, and your subject teachers, mentor and Form Tutor will offer you all the support you need to make the step up into Sixth Form study. However, as you move into this new and exciting period of your life, it is important that you take responsibility for directing your studies, managing your time effectively and balancing your work commitments with a rich extra-curricular programme.

Your timetable provides you with study periods and it is important that you use these wisely. We would encourage you to use the Study Rooms in the Sixth Form Centre or any teaching room in the Sixth Form Centre that is not being used for lessons during your study periods. You are also very welcome to use the Library in the Senior School building.

### **How much time should I spend studying?**

An easy rule to apply is for each taught lesson you should spend at least an hour working on that subject outside of the lesson. In the Sixth Form you will not be given a homework timetable, but you can usually expect every member of staff who teaches you to give you something to do each week. Over the weeks, subjects should balance out so no one subject takes a disproportionate amount of time. If you are concerned about the amount of work being set outside of lessons and you feel you are falling behind, please let your subject teacher, or member of Sixth Form Team know. The staff are here to help and will be able to support you in planning your time if you require it.

### **How will I be monitored?**

You will receive regular feedback from subject teachers both verbally and in writing. Self-evaluations and actioning the self-evaluations will form a central part of your progress as a learner. You will receive two full written reports during the year, grade cards and at least one parents' consultation evening to encourage discussions between you, your teachers and your family.

At the beginning of Year 12, targets will be generated which provide a relatively accurate way for us to create expectations for your progress during the course and these will help you, your Form Tutor / Mentor / the Head of Sixth Form in termly reflection meetings.

Each half term, informal awards will be agreed between the Sixth Form Team and awarded to students who have impressed us with their intellectual curiosity, independence, determination and motivation or resilience in learning.

## **Academic integrity**

You are reminded that you will be required to sign NEAs (EPQs and coursework) to declare your work is your own for your examination boards. Plagiarism of any work in the Sixth Form is regarded a serious offence.

## **Lesson Attendance**

Attendance at all timetabled lessons, including enrichment, careers and PE, is compulsory. Registers will be taken in every lesson and unexplained absences will be followed up by your Form Tutor. Please make sure that you excuse yourself in advance if you know you will be missing a lesson. If you miss lessons without a good reason or are persistently late you will lose free periods or gain a detention.

If you feel ill during the school day, please do not sign yourself out. Please go to see Matron in the usual way, or a member of the pastoral team who will ensure someone at home knows you need support at home.

Besides your A-Level subjects you will be expected to attend:-

- Registration each morning, including morning activities like PSICHE, careers, study skills sessions, and the afternoon registration sessions
- 1:1 review meetings with the Sixth Form Team and academic mentoring meetings (Year 13)
- EPQ sessions (if applicable)
- Weekly PE lessons, fixtures and / or Service Enrichment
- Well-being sessions and meetings
- Weekly Careers / PSICHE lessons in Year 12, fortnightly for Year 13
- An Activity Enrichment in Autumn and Spring Terms for Year 13 fortnightly, weekly and in all terms for Year 12.
- Any duties you are required to complete in your Position of Responsibility
- Formal school events such as assemblies, Sports' Day and open events as outlined by the Sixth Form Team. You are expected to support a Parents' Evening in Year 12.

## **Choice of Subject – Subject Change or Reduction**

We hope that you will quickly settle down and enjoy Sixth Form study. If you do decide that you have made the wrong choice of subjects or over-committed yourself, don't be afraid to discuss this. Speak first to your subject teacher and tutor. If you do decide to change you should speak to one of the Head of Sixth Form who will consult subject teachers and your parent or guardian before speaking to Dr Raymond. The final decision on these issues will be made by the Headmaster. If you do decide to change then it is better to do so sooner rather than later. We would not wish you to consider changing subjects after the Autumn Half Term, and would hope that you will have made any decisions by the end of September.

## **Cover Lessons**

If your teacher is unable to attend your lesson, please ensure that you complete the required cover work during the lesson which will be available via email or by Teams.

## **UCAS, Careers and your Next Steps**

The Sixth Form Team will offer support and advice on making your transition to your next step after school. This might include supporting applications to UCAS, apprenticeships, internships, employment, gap years and studying abroad. We will engage speakers, run activities and opportunities during the year, including the Higher Education and Futures' Planning afternoons and evening in the Spring and Summer Terms. Please see the Higher Education Entry Guide and Oxbridge Application Guides for much more information on this process.

## **University Open Days**

During Year 12 you will probably want to visit universities for their Open Days. We ask you to limit such visits to 3 days during school time.

When you begin to receive offers in Year 13 you will find that you are often invited to visit the department to which you have applied; please provide your Form Tutor with a note in advance from your parent if you intend to attend.

## Predicted Grades

The UCAS reference provided by school will contain your predicted A-level grades. These grades will be decided by teaching staff when they write their contribution to your academic reference in the Summer Term of Year 12. Further assessments at the beginning of the Autumn Term of Year 13 may also influence your predicted grade, though we highly recommend submitting your UCAS application in October.

You will be told your predicted grades by your teachers before you break up for the summer holiday in Year 12 so that you can make sensible choices about which universities to apply for.

Staff in the Sixth Form at Cranford have a great deal of experience in predicting A level grades, they are also reviewed and signed off by members of the Senior Leadership Team and they are not open to negotiation. Staff consider a range of evidence in making their decisions on your predicted grades including internal examinations and assessments, the results of practice papers and evaluations in lesson time as you prepare for the summer examinations, the standard of your homework and coursework (where appropriate), performance in lessons, attendance, and your ALIS target (see below for explanation).

## ALIS Targets

Cranford subscribes to a scheme called The Advanced Level Information System (ALIS) which is run by the University of Durham. ALIS is a statistical tool which gives teachers and students information about A Level grades obtained by students with a particular average GCSE points score. Your teachers will tell you about ALIS targets.

Learn to use your ALIS scores to set yourself realistic but challenging targets in your A Levels. Do not assume that because your ALIS score suggests you will get a high grade that you automatically will. You will still need to work hard to fulfil that potential. Equally, if your ALIS score suggests lower grades than you hope to achieve, you will have a realistic idea of the task ahead of you.

## UNIFROG

All students will have a log in for UNIFROG, an online portal where you can access information and advice on apprenticeships, university courses and other high education opportunities such as US and Canadian universities, and degrees taught in English in Europe, Asia, and Australasia. The portal covers the whole process of applying for post-18 opportunities, from deciding on a subject area and writing application essays, to building an application and sending it.



## Careers Information

Careers information and guidance will be available to all our Sixth Form students. Students may request a meeting with a member of the Sixth Form Team at any point, in addition to attending the programme of Careers Sessions that form part of the Enrichment Programme and the provision provided by FutureSmart careers, including a 1:1 interview at the end of Year 12. These sessions are designed to give students advice and guidance on areas relating to post-18 decisions. Additionally, careers information is available on the Sixth Form Teams.

## Enrichment

There will be a wide range of enrichment activities available to Sixth Form students. Broadly speaking, the enrichment programme consists of the following main elements:

- Leadership opportunities and community outreach
- Enrichment activities
- Academic Enrichment including EPQ
- PSCH EE / life skills lessons
- Trips and Visits

You are expected to undertake a minimum of one activity within each element during your time in Sixth Form. This helps to ensure you have a broad and balanced Sixth Form experience and supports you in developing your CV.

## Creating your own Successful Sixth Form Experience

1. Prioritise your happiness and well-being by ensuring you exercise regularly, eat healthily, sleep for at least 8 hours in every 24, enjoy hobbies and interests and show gratitude and kindness to others. Research shows that by having these priorities, you will have more motivation and enthusiasm to engage with your studies.
2. Make the most of the new relationships you will find in the Sixth Form: rely on your friendships, rapport with both teaching, and pastoral staff, parents to build your confidence and independence at the same time. If you have any concerns about your well-being, or the well-being of another person, seeking advice and support as early as possible is most effective in working towards a solution.
3. Make active and conscious decisions and develop confidence to pursue areas that interest you. Use your support base to provide advice and develop a growth mindset which will enable you to

find pleasure in your learning and progress and to resilience when you experience challenges. Avoid unhelpful comparisons with other students' progress by visualising your own goals and values and monitor and review in relation to these: consider how you have developed.

4. Develop your own mastery goals using the acronym WHIM –
  - Why are you doing something?
  - How do you reach your goals? Plan your strategy
  - Investigate all the steps
  - Maintain your method – do little things consistently and review frequently.
5. Monitor your time carefully and seek support if you realise that some areas of your life are taking more time than they should. This is particularly important if there are other commitments in your life such as a sport, job or caring commitments. Use study periods carefully, explore ways to work efficiently such as interleaving your subjects, looking at memorising and sticky learning strategies, revising from the beginning of the course and at regular intervals.
6. University lecturers and admissions staff comment that the areas that undergraduate students find most difficult are independent learning, asking questions and showing curiosity, note-taking and academic writing and referencing, including synthesising and analysing material. Use the supportive environment of the Sixth Form to ensure you feel confident in these areas.
7. Ensure you are reading around your subjects to support your A-Level subjects and to develop your interests. Ask your teachers for wider reading suggestions and to broaden your understanding and enthusiasm. Podcasts, MOOCs and TED Talks also offer illuminating perspectives and your engagement with intellectually challenging materials may make all the difference in your university applications.
8. Research indicates that the most successful A-level students complete 6 hours of independent study per subject per week and are proactive and independent in their approach to learning.

# Helpful links

Links to general advice to make the most of Sixth Form life: <https://www.cife.org.uk/advice/>

Links to lots of local support organisations: [www.hubofhope.co.uk](http://www.hubofhope.co.uk)

## Study skills

<https://www.uea.ac.uk/study/info-for/young-people/pre-16/study-skills> - excellent resources from UEA

<https://www.channeltalent.co.uk/> - webinars from Universities.

[www.revising.com](http://www.revising.com)

## EPQ

<https://www.thestudentroom.co.uk/showthread.php?t=6611540> - EPQ advice forum

<https://www.futurelearn.com/courses/epq-success> - Bath University EPQ MOOC

## Volunteering

<https://www.iwill.org.uk/>

## Medicine

<https://www.medschools.ac.uk/> - Medical Schools Council

<https://medicmentor.co.uk/>

## Apprenticeships

<https://amazingapprenticeships.com/about-ask/>

<https://www.gov.uk/apply-apprenticeship>

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

<https://oxme.info/>

## University Choices

<https://www.theuniguide.co.uk/> - Which? University Guide

<https://russellgroup.ac.uk/home/>

<https://www.informedchoices.ac.uk/>

<https://www.bath.ac.uk/guides/writing-a-personal-statement-for-an-undergraduate-course/>

<https://www.unibuddy.com/>unibuddy

<http://www.ox.ac.uk/admissions/undergraduate/applying-to-oxford/publications>

- Oxford admissions

## Careers

<https://www.pwc.com/gx/en/services/people-organisation/publications/workforce-of-the-future.html>

<https://investin.org/>

## Mental Health

<https://www.giveusashout.org/get-help/> - get help in a crisis

<https://www.compassrecoverycollege.uk/> - a fantastic link to lots of courses and local support

<https://www.bigwhitewall.com/v2/LandingV2.aspx?ReturnUrl=%2f>

<https://www.studentminds.org.uk> support for university students

<https://www.headspace.com> Meditation app

<https://youngminds.org.uk/> Mental health advice and helpline for parents and students

<https://www.youtube.com/watch?v=HOH1rMpsQnU> – Dominique Thompson TED talk – very useful for parents



# CRANFORD

— SCHOOL —

Cranford - Contact Information 2024 / 2025

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See the school website for policies and further information including the School Aims and Ethos.  
At Cranford, School Governors, Staff and Parents have a shared commitment to safeguarding  
and to promoting the welfare of all pupils.



# CRANFORD

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