SIXTH FORM STRUCTURE

Head of Sixth Form  Mrs Alison Folkard  folkarda@lingfieldcollege.co.uk
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Sixth Form Study Supervisor  Mrs Sharon Walton  waltons@lingfieldcollege.co.uk
Sixth Form Administrator  Mrs Louise Ng  ngl@lingfieldcollege.co.uk

Year 12 Tutors

Miss Rosie Hase  Room 25
Mr Richard Dewey  Room 27
Miss Kate Muir  Art Room
Dr Darren Thompson  Curie Lab
Miss Karen Ridley  Lecture Theatre
Mrs Cheryl Folkes  Room 29
Mr Josh McEwan  Study Room
ADMINISTRATION

Registration – Morning & Afternoon

The School requires students to register with their Form Tutor twice a day, at 8.30am and 1.55pm. Any school messages will be given at these times.

At morning registration, students are encouraged to raise any issues and share any successes with their tutor and peers.

Absences

If an absence is planned, e.g. a university open day or an interview, students must collect an official Leave of Absence Request form from the Sixth Form Office. This must be signed by all their academic staff, their tutor and the study supervisor and handed in to the Senior School Office, in advance of the date. Dental and medical appointments should be made, as far as is possible, during holiday times or after school and parents should send an email to the Senior School Office to make them aware.

Unplanned absences must be reported to the School Office by 8.30am, either by telephone or via email to absence@lingfieldnd.co.uk. If a call or message is not received by then, a telephone call will be made to parents to clarify the reason for absence. Any absence of three days or more should be covered by a letter.

Holidays should not be booked in term time. Any requests must be sent to the Head for his consideration.

Further information regarding attendance, absence and medical concerns can be found on the Parent Portal.

Signing in and out

If students are late and miss registration, they must sign in at Reception. If leaving School early, students must sign out – this is a statutory requirement and no exceptions will be made.

Study Periods

Students will have study periods on their timetables. These must be spent in the study room. These periods are supervised by Mrs Walton and are for silent individual study. Students who wish to do collaborative work can do so in the Atrium Café during one of their coffee periods.

Mobile phones may be used in the Study Room to listen to music only, and at the discretion of Mrs Walton or the member of staff supervising the Study period.
Emails

Students are expected to check and respond to their emails at least once a day, as this is the preferred method of communication within the School. Assistance is available from our IT team should students need help in linking emails to their phones.

Laptops & Tablets

Sixth Form students are encouraged to bring their laptops and tablets into school and use the school WiFi. They can access their school user area via the secure link app.

Students are responsible for their devices and must lock them in their lockers when not on their person.

Digital Learning

Students are requested to download VM Ware on a device (laptop, tablet, phone) for use in the Sixth Form Centre and lessons as required. The link to do this is:

V:\Digital Learning\Digital Access information\6th form video\6th Form induction BYOD.MOV

Parking

As part of our requirement to reduce the number of cars driving onto the Senior School site, only students in Year 13 are allowed to drive their car to School and they must park in the allocated areas in the Prep School and Jockeys’ car parks.

Permits are available from Mrs Ng in the Sixth Form Office and must be displayed at all times.
SIXTH FORM UNIFORM

The Sixth Form dress code is smart business dress.

<table>
<thead>
<tr>
<th>Item</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Suit</strong></td>
<td>All students are required to wear a smart suit. Girls may wear a skirt suit, dress suit or a trouser suit. Dresses or skirts must be of an appropriate length. <strong>Short stretchy skirts are not acceptable.</strong></td>
</tr>
<tr>
<td><strong>Shirt/Top</strong></td>
<td>An appropriately styled shirt or top. For formal occasions a white shirt or blouse is required (Open Day, Prize Giving, whole School photographs).</td>
</tr>
<tr>
<td><strong>Tie</strong></td>
<td>Boys are expected to wear a tie.</td>
</tr>
<tr>
<td><strong>Jumper</strong></td>
<td>These must be dark in colour, round or v neck.</td>
</tr>
<tr>
<td><strong>Tights</strong></td>
<td>Must be dark or neutral.</td>
</tr>
<tr>
<td><strong>Shoes</strong></td>
<td>Black - style of own choice but with ‘sensible heels’ (No trainers or plimsoles). School buildings and grounds are not suitable for high heels.</td>
</tr>
<tr>
<td><strong>Outer Coat/Jacket</strong></td>
<td>Smart - not denim</td>
</tr>
<tr>
<td><strong>PE</strong></td>
<td>For Games and PE activities, students will be expected to be suitably dressed in appropriate Lingfield PE Kit. For School team players, our School PE kit is also required (as above), as well as that kit matching that specific sport (see overleaf). For ‘off-site’ activities in games, guidance will be given.</td>
</tr>
<tr>
<td><strong>Jewellery and Hair</strong></td>
<td>Girls: Jewellery should be discreet and appropriate for a business environment. Hair should be neat and tidy. Boys: No earrings. Boys need to be clean shaven. All: No body piercings or tattoos should be visible.</td>
</tr>
</tbody>
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ACADEMIC

Overview

A Levels have been reformed so students sitting a full A Level will be examined at the end of Year 13. There is still the option of doing an AS at the end of Year 12 in one subject. At Lingfield most students will start with 4 subjects. Some will drop to 3 at some point during the year when they know which are the right 3 to focus on. Others will stick with 4 for the whole year and do an AS exam in one of them gaining a qualification. A small handful may continue all 4 subjects to full A Levels.

Some students will start with 3 subjects and providing we are confident that they are the right 3 for them, that is fine.

We want to maintain as much flexibility as we can.

Year 12 Mock Exams:

December: Mini assessments to gauge whether students have made the transition from GCSE to A Level.

February: Mock exams to help the students still on 4 subjects to decide which subject will be their AS only.

June: End of Year exams help us set your predicted grades for university or apprenticeship applications.

Students are expected to attend their normal timetabled lessons when not in exams.

The minimum grade requirement to automatically progress to year 13 is BCD. This is based on the June exams. Failure to secure the grades could result in dropping to 2 A Levels and/or attending Saturday work sessions.

Homework

The homework set by staff should be regarded as a minimum and the successful Sixth Form student is the one who broadens and deepens his/her knowledge through extra reading, note making and exercise completion.

A Sixth Form student should, on average, expect five hours of homework per subject per week, although this will increase as exams approach. We would, therefore, expect students to be doing three hours of effective study each evening plus approximately six hours over a weekend.
Sixth Form Monitoring System

Students are monitored closely by their tutor but are also helped to manage, and be responsible for, their own studies.

Reports are sent home via iSAMS at regular intervals throughout the two years. These give attainment grades based on assessed work, effort and target grades plus comments from the subject teachers, tutor and Head of Sixth Form.

Tutors are the first point of contact for parents for queries or clarification. If a student is underperforming they are placed on Academic Monitoring: Mentoring sessions after school, Saturday support sessions, weekly check-in with Form Tutor.

Lingfield Academic Mentoring/Coaching

- **Exams and/or reports**
- **Achievement at least in line with ability**
- **Review report & set targets with tutor**
- **Significant underachievement**
- **Discussion with DH Academic, HOY, SENDCO**
- **Departmental intervention targets stuck in exercise book and emailed home using pro-forma SENDCO to be copied in for SEND students**
- **Choice of strategy**
- **Pass information to HOY via Departmental Intervention spreadsheet**
- **Daily mentoring from Tutor or HOY**
  - 4 weeks duration
- **After school work sessions**
  - To include:
    - Mentoring/coaching
    - 16:00-17:00 Thurs-Fri

**Assertive mentoring**
Features:
- Led by HOY
- Lasts for 4 weeks
- Weekly Round-Robin
- Directed study
- 4 Saturday morning study sessions

**Mentoring/coaching from HOY or Tutor**
- 1 session
- Targets set

Evaluate Targets via Round-Robin after 3-4 weeks
Re-evaluate at next Report
**Academic Support**

It is important that we maintain a balance between helping the students become independent thinkers, who are able to manage their own studies, and providing academic support for those who need it.

Tutorials are organised for students needing extra academic support through their subject areas. We run revision clinics at lunchtimes and after School. These are an opportunity for students of all abilities to get a little extra help that could just push them up to the next grade.
SIXTH FORM ENRICHMENT

Discursive Writing Competition

The Discursive Writing Competition is open to all Sixth Form students and is an opportunity for them to produce a project exploring and expressing their opinions on current affairs and issues that matter to them. They can devise their own question and are encouraged to undertake wide ranging research to inform their final presentation that can take the form of a speech, editorial article, formal essay or short documentary.

Extended Project Qualification

The Extended Project Qualification is an opportunity for students to develop their own interests through independent research under the guidance of a supervisor. The EPQ gives the students control over their chosen area of investigation. It is compulsory for scholarship holders.

The EPQ has four parts. Firstly, students attend a 30 hour taught course, which covers the skills necessary to conduct an independent investigation or research project. They will then need to produce a 'log' which charts the origins, progress and setbacks of the investigation, and reflects, critically, upon what has been achieved over the course of completing the EPQ. There is also a 'product' which usually takes the form of a 5,000 word essay, but it can also be an event which students' manage, or an artefact which the student has created. Finally, students make a ten minute presentation on their work to a live audience.

Outside Speakers

As part of the students' broader educational experience, we hold a series of talks and lectures in School delivered by inspirational speakers such as Nano Technology and Material Science from Imperial College, London and Creative Writing by the Editor-in-Chief of Lazy Bee Scripts.

Enrichment Week

At the end of Year 12 we run an Enrichment Week for the students. Our focus is on the students experiencing and achieving some useful life skills. Activities include Teaching English as a Foreign Language (TEFL) as well as First Aid, Water Safety, Food Hygiene & Safety, Self-Defence, Car Maintenance, University Survival Skills, Cooking, Media after-effects software skills and workshops on “The Science of Marketing”, “Self Esteem, Social Media and Me” and “Psychology of Study”. Sports activities are also included.

Students receive certificates of completion for the activities they undertake, some of which are qualifications that can be used to enhance CV’s and work experience applications.
Overseas Volunteering

In June 2017 a group of Year 12 students will be visiting Matugama with Projects Abroad to volunteer in a school for orphaned and disabled children for two weeks. During the placement the students will be teaching English in the mornings and painting the school in the afternoon. The work will be long and tough in the heat and humidity but it will also be highly rewarding and an unforgettable experience. There will of course be some down time for the students to enjoy the beauty that Sri Lanka has to offer and the weekend trip includes a visit to an elephant sanctuary which will undoubtedly be a highlight.

Volunteers

Volunteering is an important part of the Sixth Form curriculum and an increasingly essential addition to the students’ CV’s. Students also help our younger scholars with their reading in the Junior School and helping out at various Junior School extra-curricular clubs. Students doing Duke of Edinburgh Awards carry out a wide range of volunteering, for example working in care homes, leisure centres and hospices. We recently re-established a link with Greathe Manor Care Home and the Young Epilepsy Centre, where students go on a weekly basis to help.

Fundraising

As well as supporting the School charity, the Sixth Form run their own fundraising events for ActionAid, Macmillan Cancer and the British Heart Foundation. Students are encouraged to suggest other charities they wish to support and co-ordinate events.

Sport

Games afternoons are an essential part of the Sixth Form timetable. Students will have access to all major team sports such as football, hockey, netball, and rugby sevens in the winter and spring terms. Cricket, tennis, athletics and rounders are on offer in the summer. The expanding fixture list against other local independent schools gives plenty of opportunity to represent the School at all levels of ability. There is also a broad range of other sports and activities, both on and off campus, offered for students to try throughout the year. Water sports such as sailing, kayaking, wind surfing and rowing are held at Ardingly reservoir.

Climbing and bouldering are based at Evolution Climbing Centre in Crowborough. Squash is played at East Grinstead Sports Club and golf at Lingfield Park Golf Course, just across the road from the School. Zumba and springfit (gymnastic trampolining) classes are held at the School. Badminton, table tennis and the use of the fully equipped fitness suite and sports hall are also options on offer for all members of the Sixth Form.
CAREERS AND UNIVERSITY

Post 18 Options

The students are offered the following support:

- Completion of Centigrade questionnaire which suggests specific university courses for the students
- Attendance of a Higher Education conference at a university
- Oxbridge talks and conferences
- UCAS preparation day with a talk from an Admission Tutor
- Tutors with expertise in the university application process
- Mock interviews with subject specialists
- Support for alternatives to university, eg A Level leavers’ programmes and apprenticeships
- Careers interviews with the Sixth Form Careers Advisor

Careers Guidance

The Sixth Form Careers Programme is a series of structured workshops for students which focus on essential practical skills such as CV writing, interview technique and professional skills such as networking.

The Careers Department works with students in organising relevant work experience with a broad range of companies. Many contacts for work experience have been made through Lingfield’s parent body and we always welcome further offers. Examples of some of the work experience this year are Close Brothers, a City merchant bank, Biggin Hill Airport, shadowing a local GP, Mullard Space and Science Lab, the Lady Magazine and Alan Mitchell Financial Recruitment.

Students are encouraged to undertake work experience opportunities, which can prove invaluable for their university or future career applications.

Careers Fair

The biennial Careers Fair is now firmly embedded in the School calendar. We aim to include as wide a range of careers as possible, including specialists in the apprenticeships field, with the aim of having something for everyone. An additional team of Sixth Form voluntary committee members also help us to organise and run the event, including researching what the students are interested in. A series of short talks are presented throughout the day, given by recent graduates and career specialists. Ex-Lingfield students, who have followed a non-university route, are also invited to talk to the students about their careers and their progression.

Working with students through their PSE programme we prepare them for the Fair and how to get the most out of it.
Standards of Personal Behaviour and Presentation

Privileges and New Responsibilities

The Sixth Form operates on a system of trust. It recognises the need for young adults to develop in an atmosphere of freedom, but also one which encourages responsibility. The Sixth Formers enjoy a different working relationship with staff, their own Sixth Form Centre and Dining Room.

They have greater control over their use of their time but they are also the leaders in our community, serving as School Officials, House Captains, Subject Captains and Prefects. They show enthusiasm and support for school events and are often responsible for developing new initiatives. They are expected to help with the organisation and running of the Lower School through the Senior Prefect and Year 7 Prefect teams.

What we expect of you:

• We expect you to behave responsibly as mature, young adults who are senior members of the school community.

• We expect a high standard of behaviour at all times. The Sixth Form Centre is now often used as a venue for school events and lectures with guests from the parent body and other schools.

• We expect the Sixth Form dress code to be adhered to.

• We expect you to have respect for both fellow students and staff.

• We expect Prefect duties to be performed with maturity and duty rotas adhered to.

• We expect those holding specific positions of responsibility to carry out their duties to the best of their ability and in a positive way.

• We expect you to take individual responsibility, within the Sixth Form community, for the upkeep and cleanliness of the Sixth Form Centre.

• We expect you to honour your academic commitments.

• We expect you to participate in whole school activities as role models to the rest of the School.
What you can expect from us:

- You can expect to be treated with courtesy as mature young adults.
- You can expect to have a Personal Tutor who will oversee your progress.
- You can expect staff support in dealing with your problems, whether academic or personal.
- You can expect work to be marked and returned to you regularly. Your progress will be discussed with you and reported to you and your parents both informally and through the reporting system.
- You can expect support with Careers and Higher Education advice on an individual and group basis both during your Sixth Form course and in the period immediately following the A Level results.
- You can expect to be listened to, and involved in, many decisions affecting the Sixth Form.
- You can expect that we will aim to work in your best interests, in order for you to achieve your full potential.
KEY EVENTS IN THE SIXTH FORM

- **September** – Allis testing for Year 12. Assesses their examination potential
- **September** – Prize Giving. Year 12 receive their GCSE certificates and other awards.
- **September** – Year 12 and Year 13 Social Event
- **October** – iSAMS reports and grades
- **October** – School deadline for Medics, Vets and Oxbridge candidates’ university applications
- **October/November** – Mock interviews for Year 13
- **October** – Open Day. All Year 12 are expected to attend in school attire (Tour Guides)
- **October** – 16+ Options Evening for all next year’s prospective students; series of talks and subject presentations. Subject representatives and senior Prefects will be expected at this event
- **October** – The School deadline for all applications for university from Year 13
- **November** – Talks on ‘Safe Drive Stay Alive’ at the Dorking Halls
- **December** – Sixth Form school Christmas Pantomime for the end of term
- **December** – Sixth Form Christmas party organised by Sixth Form Committee
- **January** – iSAMS reports and grades
- **January** – Years 13 A2 mock exams
- **January** – Centigrade questionnaire for Year 12 to help with course choices and university selection
- **February** – Year 12 mock exams (decision on AS only subject)
- **March** – Higher Education Fair for Year 12
- **March** – Year 13 mock exams
- **April/May** – Applications for Head Boy/Head Girl and Senior Prefects
- **May** – Head Boy/Head Girl applicants make their presentations and are elected
- **May/June** – AS exams start – Study Leave for Year 12
- **June** – iSAMS reports and grades
- **Mid June** – Year 12 return for a UCAS preparation day followed by Parents’ Information evening
- **June** – Year 12 end of year exams
- **July** – The Leavers’ Prom organised by Year 13 Head Boy/Girl team – ‘The Grand Farewell’
QUOTES

‘Now that the Study Room is supervised, it’s much easier to focus on my work’

‘The EPQ stretches your thinking. It enables you to produce work and thoughts that you never knew you had’

‘Make sure you use your study periods wisely’

‘Don’t underestimate your workload’

‘There is a wide variety of sporting options’

‘The teachers are really behind you, supporting you. Your relationship with them changes; there’s a really strong bond, a team approach’

‘Variety of foods, with plenty of healthy options’

‘Teachers offer one to one support where needed’

‘Come back in September ready to start hard work from day one’

‘Sport all afternoon is a brilliant way to break up the week and forget about work’

‘There is support all the way from your first steps into the Sixth Form Centre to your results day in Y13’

‘There’s nothing better than a coffee period to chill out for half an hour’

‘You have renewed motivation to do well after all the hard work of GCSEs’

‘The support I received with my UCAS application was great. I got loads of excellent advice’