



Lingfield
COLLEGE



**SIXTH FORM HANDBOOK
SEPTEMBER 2021**

THE SIXTH FORM TEAM

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On the front cover is our new Head Student team
(from left to right): Rhys Jenkins (Deputy), Cydney Fenwick (Head Student),
Oliver Greenfield (Head Student) and Mollie Smith-Halvorsen (Deputy)

Important note

The contents of this handbook reflect the school operating in normal pre-Covid conditions. The academic and pastoral aspects of Sixth Form will be delivered regardless of how physical school is taking place. Procedures will be altered as necessary and communicated to students and parents.

Other aspects of Sixth Form, such as sports, enrichment activities and trips remain under review. As conditions change in these unprecedented times and the school responds to Government decisions, we are committed to providing as much as we can, in the most effective format that is possible.

DAY TO DAY 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 news with their tutor and peers.

Absences

For planned absences, eg. a university open day, interview or driving test, parents should send an email *in advance* to Mrs Ng in the Sixth Form office, the form tutor and to the absence email address absence@lingfieldcollege.co.uk.

Similarly, dental and medical appointments should ideally be made during holiday times or after school and again, parents should send an email *in advance*.

For any planned absence, it is the students' responsibility to make sure their teachers are aware.

Any unplanned absences must be reported by **8.30am**, either by telephone to the School Office or via email to the absence address and Mrs Ng. If a call or message is not received by then, parents will be contacted to clarify the reason for absence. Any absence of three days or more should be covered by a letter.

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

Requests for time off for **work experience** must be sent to Mrs Folkard.

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

Signing in and out

All signing in and out takes place in the Sixth Form office.

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

Year 13 may leave school **after period 4** if they do not have lessons or study periods in the afternoon. They must inform their tutor before signing out.

Students may not sign each other in or out.

Tuesday afternoon games is compulsory for all Sixth Form students. Students may do games off-site with the prior permission of Mr Casey, Director of Sport.

Parking

As part of our requirement to reduce the number of cars driving onto the Senior School site, **students in Year 13** can drive their car to School and **they must only park in the allocated areas in the Jockeys' car park**. Year 12 students may bring their cars to school after Easter.

Permits are available from Mrs Ng in the Sixth Form Office and must always be displayed. Students should remember that it is a privilege to bring their cars to school and inappropriate driving behaviour will not be tolerated. Drivers could risk losing their permit to park at school.

Digital Learning

Devices

Given the amount of class work, homework, coursework and further reading that needs to be completed digitally, we recommend that students have a device that they can regularly bring into school. Owning your own device allows for more effective workflow. The School also has good Wi-Fi and the ability to print from devices. All devices work with our systems.

However, **Windows 10** devices, especially those that are compatible with Windows Ink are recommended, such as a 'Dell Inspiron 14 5000 Series 2 in 1', 'Microsoft Surface Pro' or 'Surface Laptop' (2018 or later version). These are touchscreen devices which are 'Inkable' (if a compatible stylus is included or purchased separately). Windows Ink is a fantastic tool which allows drawing and writing within Windows. We are recommending these as students may wish to use this function although it isn't required immediately.

An i5 processor with 8GB Ram is more than enough for work related tasks. A large hard drive is no longer necessary as work can be saved in the Cloud.

Microsoft provides student discounts or deals when purchasing directly from them.

Please note that students get Office 365 to download on 5 different devices as part of their school account, so please save money by not purchasing this software.

Using Office 365 means that students will be able to download all Office programmes to their own devices, access documents anywhere, anytime (with unlimited storage!) and use the collaborative working environments such as Teams to support learning.

The subjects in which it is essential for you to bring your laptop to lessons are:

- BTEC PE
- BTEC Business

In the following subjects it is highly recommended:

- Business Studies A Level
- Computer Science (very highly recommended for work outside of lessons)
- English Language
- English Literature
- Geography
- History
- Philosophy
- Psychology
- Theatre Arts

Wifi

Currently students use LND_BYOD with their school username and password. In September we will be using “Cloudpath” WiFi. The Cloudpath Enrolment System is a software platform that delivers secure wireless network access for BYOD, guest users and IT-owned devices.

Emails

All students have a school email address which needs to be **checked and messages actioned as necessary on a daily basis**. Old items must be deleted. You can access your school emails through Firefly. You can set them up on your phone. When emailing staff use an appropriate, formal style.

Password

If you forget your password you can ask a member of staff to reset it - staff have a link on their desktop. The password change automatically updates across all school platforms apart from Firefly.

There are training videos on digital learning available on Firefly.

Firefly

Firefly is the School's Virtual Learning Environment. Students use Firefly to access a range of teaching and learning resources and homework tasks. Parents, students and staff can communicate with each other, check homework progress, access resources and receive notifications.

How do I access Firefly?

When you are on a school computer it is the homepage for your web browser. You can also find the link at the top of the school website. Firefly has a free student app for any device which is particularly user friendly.

How do I log in for the first time?

To log in for the first time you need to activate your account by clicking on the green box which says 'activate your account' and using your school email address and you will then be sent a link. Follow this to set up your password. This password is not connected to your school account so it will not change when you update your school account password. Watch the video at the bottom of the dashboard for an introduction to Firefly.

Further Reading

On the Firefly dashboard there is a link to VLeBooks and the Library Eclipse system where you can search for books within the library. Mrs Fallows, our Librarian, is happy for you to ask her any questions or for help accessing any material (both physical books and digital resources).

Also in Firefly there is a Sixth Form Resources page in the library section. This links to JStor, Sixth Form Hodder Education, and various subject magazines. You will find throughout the Sixth Form you will be expected to complete further reading both to support your learning and to prepare you for University. For EPQ students this is essential.

Printing

We use "Find-Me" printing. After sending your document to print from your device, go to any compatible photocopier or printer to print out your work, using your contactless print card or PIN number to release it from the print queue.

SIXTH FORM UNIFORM

The Sixth Form dress code guidelines for 2021 follow the **gender neutral** uniform policy now implemented in the Senior school.

The Sixth Form dress code is **smart business dress**.

Should there be any query regarding what is acceptable, students should check with the Head of Sixth Form.

Suit All students are required to wear a smart suit with shirt and tie, a skirt suit, dress suit or a trouser suit. Dresses or skirts must be of an appropriate length.

Short stretchy skirts are not acceptable.

Shirt/Top An appropriately styled shirt or top. No cropped or overly casual tops.

Jumper These must be dark in colour, round or v neck.

Tights Must be dark or neutral.

Shoes Style of own choice but with 'sensible heels' (No trainers or plimsoles). School buildings and grounds are not suitable for high heels.

Outer Coat/Jacket Smart

PE Students are expected to wear Lingfield sports kit for both Tuesday afternoon games and fixtures.

For 'off-site' activities in games, guidance will be given.

Jewellery and Hair Jewellery should be discreet and appropriate for a business environment.

Hair should be neat and tidy.

Clean shaven.

Earrings: single stud in each earlobe.

No body piercings or tattoos should be visible.

ACADEMIC

Overview

At Lingfield the majority of students will start with 3 subjects. We have increased the teaching time from five to six periods per week per subject.

A Level Subjects

There are no public exams in Year 12. The internal exam timetable is:

January: internal mini mocks to gauge whether students have made the transition from Year 11 to Sixth Form.

April: End of year exams to check progress and help us identify any intervention required and to support the discussion about predicted grades.

BTEC Subjects

Public exams take place in January and May. Results from these will help us identify any intervention required and to support the discussion about predicted grades.

The dates for BTEC exams will be given to students and parents by Mrs Jenn, Examinations Officer.

When not in mock exams, students must attend their normal timetabled lessons. Any study leave for public exams will be advised to the individual students.

The minimum grade requirement to automatically progress to Year 13 is as follows:

A Level, BTEC combination:

- 3 A Levels: BCD
- 2 A Levels & 1 BTEC: C, C, Merit
- 1 A Level & 2 BTECs: C, Merit, Merit
- 3 BTECs: Merit, Merit, Merit

This is based on the April exams, any re-sits and Summer BTEC results. Failure to secure the grades could result in dropping to 2 subjects 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 their 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.

Study Periods

Students will have study periods on their timetables. These must be spent in the study room or Lecture Theatre. These periods are supervised 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 or lunchtimes.

Mobile phones may be used in Study to listen to music only, and at the **absolute discretion** of the Mrs Paterson and Mrs Steer, our Study Supervisors.

No fizzy or hot drinks, or food, can be brought into the Study areas.

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 Academic 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.

After School Work Sessions

The study room is open from 4-5.30pm and is supervised from 4-5pm.

Some students may be asked by their teachers to attend on a regular basis. They will be asked by the supervisor what work they plan to do and this will be monitored during the week.

Pastoral Support

To support the students' wellbeing, Mrs Walton, our Sixth Form Welfare Officer, is available every day for students during their free periods, to provide a listening ear to any students experiencing stress or anxiety, as well as helping them with organisational skills.

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 from companies such as ThalesElenia (Engineering), Pinsent Masons (Law), Degree Apprenticeship programmes with Nestlé (Food manufacturing) and Pearson Business School, as well as organisations such as the National Citizen Service, gap year specialists and charities.

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 may include Teaching English as a Foreign Language (TEFL) as well as First Aid, Water Safety, Self-Defence, Car Maintenance, Chocolate cookery and Escape Room team building, together with workshops covering personal finance management, digital media production and university survival skills. Sports activities are also included.

A number of the activities provide certificated qualifications that students can use to enhance CV's and work experience applications.

Preparation for University Course

The Food & Nutrition Department offers a Preparation for University course to provide our students with some valuable skills and cost effective, nutritious dishes to help them adjust to life away from home. Students will be able to sign up for a batch of 8 sessions at a time. The timings of these sessions and the cost will be confirmed in September.

Overseas Volunteering

An overseas volunteering trip is arranged each summer for Year 12 students with Projects Abroad, to volunteer in a school for two weeks. The placement usually includes the students teaching English or Maths and helping with renovations. Recent destinations have included Kenya and Ghana. The work can be challenging in the heat but it is a highly rewarding and unforgettable experience.

Volunteers

Volunteering is an important part of the Sixth Form curriculum and an increasingly essential addition to the students' CV's. Students help our younger scholars with their reading and Maths in the Prep School and at other Prep 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.

Fundraising

As well as supporting the School charity, the Sixth Form run their own fundraising events for national charities including Macmillan Cancer, Downs Syndrome, the British Heart Foundation and more locally, The Hygiene Bank. 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 can participate in the major team sports such as football, hockey, netball, and rugby. 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 on offer, including volleyball, badminton, climbing, table tennis and yoga, for students to try throughout the year.

The fitness suite may only be used before or after school, or during Tuesday afternoon games. **Students are not allowed to go during free or study periods.**

CAREERS AND UNIVERSITY

Post 18 Options

The students are offered the following support:

- Attendance of a Higher Education conference at a university
- Oxbridge talks and conferences
- UCAS and post-18 options preparation day
- 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.

Mrs Mortleman, our Careers Advisor, 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 work experience providers are Thales, Meridian Radio, PWC, Close Brothers, Mace Group, John Lewis, Nestlé, Atkins and the Queen Victoria Hospital.

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 help to organise and run the event, including researching what the students are interested in.

A series of short talks is presented throughout the day, given by Lingfield alumni on both university and routes into work, as well as specialists from a variety of careers.

Students prepare for the Fair through their PSE programme to ensure they get the most out of it.

The next Careers Fair will take place on 5 March 2022. Attendance is compulsory.

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.

Students have greater control over their use of their time but they are also the leaders in our community and we strongly encourage this contribution. They not only take on roles as House and Subject Captains or regularly support younger students, but work in teams to foster links with the Prep School or act as ambassadors at school events and for visitors.

Students show great enthusiasm for this area of School life and are often responsible for developing new initiatives.

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 post-18 advice on an individual and group basis both during your Sixth Form course and in the period immediately following the A Level and BTEC 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.

YEAR 12 CALENDAR

Events include:

Autumn term:

- ALIS testing - this assesses students' examination potential
- Year 12 and Year 13 Social Event
- iSAMS reports and grades
- Whole School Open Day. All students are expected to attend in school wear (Tour Guides)
- 'Safe Drive Stay Alive' presentation at Dorking Halls
- Sixth Form Christmas party organised by the Head Student Team

Spring term:

- iSAMS reports and grades
- January mini-mock exams
- Higher Education Fair
- Oxbridge Conference (selected students)
- Appointment of new Head Student team and applications for Senior Prefects

Summer term:

- April mock exams
- May/June AS & BTEC exams
- iSams reports and grades
- Enrichment week
- UCAS preparation day including an information evening for Parents

What is it like in Sixth Form?

'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'

'I have really enjoyed the practical element of my BTEC course'

'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'

'A good variety of foods for lunch, 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'

'The Careers Workshops have prepared me really well for making job applications and there is lots of advice available about Careers in general'

'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 Year 13'

'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'



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