



CAMBOURNE
SIXTH FORM

Sixth Form Handbook 2024

Welcome to CamSF

We are delighted that you've chosen us for the next stage in your education. CamSF is committed to providing you with an outstanding education and a supportive environment, where you will flourish and thrive. The information in this handbook will be useful at various points during your academic journey with us; save it somewhere accessible and use it when you need to!

Sixth Form Team

Mr Clarke, Director of Sixth Form: Mr Clarke has overall responsibility for Sixth Forms across the Trust and, at CamSF, leads on policy and student recruitment and admissions. He has overall responsibility for academic and pastoral outcomes. He teaches the IPQ programme at CamSF.

Ms Rose, Head of Sixth Form, is responsible for the day-to-day running of the Sixth Form, as senior line manager for the tutors and tutorial programme, managing the Sixth Form Team, overseeing academic progress, leading on safeguarding and student conduct. She teaches Geography across the school, as well as EPQ. As Assistant Principal in the main school, she is also a member of SLG.

Dr Bell, Deputy Head of Sixth Form, leads on student support and wellbeing, support for SEND students and exam access arrangements. She also oversees the enrichment programme. Dr Bell is a Music specialist and also teaches the EPQ.

Mrs Lye, Sixth Form Support Coordinator

Mrs Lye monitors student attendance and oversees a wide range of data and systems that support the running of the Sixth Form. She is students' first point of contact during the day, always happy to support – you will find her at the CamSF Reception.

In addition to the Sixth Form Team, we have our wonderful team of six Academic tutors:

- Ms Ng
- Ms Olsen-Dry
- Dr Atrill
- Mr Patrick
- Ms Sudhaman
- Ms Courtois
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Our Ethos

As you will see reflected on artwork throughout our building, the four founding values of CamSF are 'Independence, Aspiration, Community and Diversity'. These four values underpin everything we do, as we support all our young people on their journey towards being independent and achieving the high aspirations they have for themselves, as well as making meaningful contributions to our community and representing their own diverse stories.

Like any organisation or community, CamSF does have a number of rules and expectations that create the positive environment necessary for all of our sixth formers to thrive. This page aims to summarise our ethos and key expectations.

- We are all extremely fortunate to be able to work in an beautiful and brand new sixth form environment; please do all that you can to ensure we keep it in the best condition possible and use the bins provided for your litter and gum (or better still, don't have gum). If you are aware of any damage, spillage or accidents let staff in the sixth form office know straight away.
- Every member of the sixth form, irrespective of sex, gender identity, race, ethnicity, religion, colour or sexual orientation, is entitled to feel safe, comfortable and included in our environment. Any behaviour or language which makes an individual or a group in the sixth form feel uncomfortable will be challenged by staff and students and logged in accordance with our Code of Conduct.
- Students are not expected to wear a uniform: all we ask is that you wear appropriate dress for a place of learning, where your choice of outfit doesn't offend anyone or impede practical learning.
- We expect all students to work hard and to the best of their ability, meeting all set deadlines. Your attendance to all lessons and timetabled activities is a compulsory part of your studies at CamSF. All timetabled activities are

registered. Significant mitigating factors apart, we expect a minimum attendance rate of 96%.

Getting Settled In

Settling into a new college/sixth form is not as easy as some students expect. Over the first few days/weeks it is important to:

- **Take advantage of all the early opportunities to meet new people.** While it might feel comfortable to stay with groups of friends from your previous setting, sixth form study should also be about exploring new opportunities. Conversations with other students in tutor periods, assemblies and classes can all help you meet people and settle in.
- **Find your way around the building.** Try to take time in the first few days to find all the classrooms on your timetable. If in doubt, there will always be someone in the sixth form reception to help direct you.
- **Get into the habit of wearing your lanyard/sixth form ID.** As a sixth former in a village college setting, this is a key part of safeguarding all pupils, students and staff on site. CamSF students don't wear uniform and so your lanyard/sixth form ID should be worn at all times on site. Everyone will accidentally forget their ID from time to time

– if this happens to you, visit the sixth form reception for a temporary sticker. Without your ID, you can't register onsite or use photocopiers, which can be an issue.

- **Check that your username and password allow you full access to the IT systems at CamSF.** There is more information on the most commonly used eLearning platforms elsewhere in this student handbook. In the first few days, it is vital you keep up to date with emails, as you will need to get used to not having daily registration.
- **Check ParentPay is working.** At CamSF, our payment systems are largely cashless. Trips and educational visits, along with catering purchases, are paid for via ParentPay. Login details have been emailed to you, but check at Sixth Form Reception if you need to.
- **Check the noticeboard outside the sixth form office daily.** CamSF, like other FE colleges, does not use non-specialist cover staff. If teaching staff are unavoidably absent, then your lesson may continue as normal with another specialist subject teacher. In other instances, you may be set independent study or remote learning tasks. Details are listed daily on the board outside the office.

- **Avoid rushing into course changes.** Try to remember that A-Levels, BTECs and our other Level 3 courses will feel more challenging than GCSEs and you will have more advanced concepts to learn. Changing courses after just a few lessons can lead to more problems than are solved by making the change. If you do want to make a course/timetable change, you need to do the following:
 - Discuss the issue with your parents/carers
 - Talk to the subject teacher to establish the difficulty and assess your potential
 - Seek the advice of your Academic Tutor
 - Complete the relevant form (available from the sixth form reception)
 - Discuss the situation with Ms Rose or Dr Bell, who will help you make the final decision and sign off on any changes.

Your School Day

The sixth form will be open for study between 08:00 and 17:00 daily. The teaching day begins at 09:00 and ends at 15:00. Sixth formers are welcome to study onsite, but are not required to be present when they do not have a timetabled lesson, assembly, tutorial or meeting with a staff member.

P1	09:00 – 09:50
P2	09:50 – 10:40
Break	10:40 – 11:00
P3	11:00 – 11:50
P4	11:50 – 12:40
Lunch	12:40 – 13:20
P5	13:20 – 14:10
P6	14:10 – 15:00

Absence Procedure

If you are unexpectedly and unavoidably absent you must contact Sixth Form Reception on the day of absence, by emailing absence@cambournesixthform.org. You must also make contact with your subject teachers to ask for any work missed.

If you are planning to be absent from school (perhaps on religious grounds or for a hospital appointment) you must seek permission from Ms Rose or Dr Bell prior to the absence. Try to avoid any appointments (e.g. driving lessons) during your timetabled lessons and activities as these absences cannot be

authorised. Holiday absences during term time cannot be authorised. Remember that universities and employers will ask for attendance rates in the references that we supply.

1st day absent

- Student (or parent) to inform Sixth Form via email, copying in parents and form tutor. Email should be sent at the latest one hour before the student is expected in lessons.
- Sixth Form team will respond via email.

Subsequent days absent

- Student (or parent) to inform Sixth Form each day to update.
- Sixth Form team may call home to check how the student is.
- Form tutor will have a conversation in student's next 1-2-1 meeting.

Repeated absences

- A medical note may be requested if absence becomes repetitive or persistent.
- Sixth Form team may co-ordinate a meeting and put an attendance report or contract of study in place.

Absence below expectation

- Parents will be notified via a letter outlining attendance expectations vs. student's current attendance.
- Sixth form team will co-ordinate a meeting, and an attendance report or contract of study will be put in place.

First Aid

If you require first aid while in school, please come to the Sixth Form Reception where we keep a first aid kit and basic plain relief. If you have treatment for your own medical condition, you are free to keep a small dose in school with you and manage your condition independently, though please do let us know if you need support. If you do suffer from any condition, it helps us if you have disclosed this to your tutor or a member of the Sixth Form Team.

Emergencies

If you are in an unstaffed room (café or independent study, for example) and there is a medical emergency, please contact 999 *and* notify the nearest staff member. If you hear the fire alarm, please evacuate the Sixth Form Building onto the hard courts, as directed by sweeping staff.

Our facilities

We're very lucky in the Sixth Form to have arrange of spaces for sixth formers to use when not in lessons. These have a range of functions:

Sixth Form Library – a place for quiet study

Sixth Form Study – a place for quiet work or group work

Sixth Form Café – a social space for eating and socialising

The Crescent and The Courtyard – outdoor spaces for studying, eating and socialising.

Lockers: lockers are available on ParentPay for a rental fee of £10. Please let Mrs Lye know when you've paid the fee and she will assign you a locker.

Parking: parking is limited onsite and permits (Sixth Form Car Park *only*) will be reserved for sixth formers who cannot easily access the school from the local area. Please contact the Sixth Form Reception if you'd like to apply for a permit; these apply to cars and mopeds.

The Sixth Form bike store is located to the right of the Sixth Form entrance; please ensure you lock your bike securely. Please use this bike store and not the main school stores, which will be locked from 08:35 until 14:55.

Sixth Form Bursary

Mrs Lye administers the CamSF bursary scheme, which can provide financial assistance to boost students' wellbeing. The scheme is means-tested, which means that the level of award given is based on household income, for which evidence will need to be provided. If you are eligible to receive Free School Meals then you will automatically qualify for a bursary but will still need to complete the application form, which can be accessed on the information pages of our website. Bursary funds can be used to pay towards a range of items including

transport to school, meals, essential equipment, essential subject trips (such as field trips) and textbooks.

Assessment, Progress and Examinations

In Year 12, you will have two rounds of mock exams – departmental mocks in January and full mocks in the summer term. These, and a range of other evidence, will contribute to the UCAS forecast grades we will share with you at the end of the Summer Term. In addition, you can expect frequent feedback and low stakes assessment in your subject lessons, to help you make progress. Further detail of what to expect in each subject is shared on the subject's curricular page on our website. In order to progress directly into Year 13, it is necessary to have completed all set work and maintained good progress.

It is the Trust's practice to enter all our students, at the school's expense, for all examinations for which we have prepared them. This also applies to GCSE re-sit examinations in English and Mathematics.

Re-sit examinations are available at CamSF. Students will only be entered for re-sit examinations at parents'/students' expense. The Head of Sixth Form can agree to enter a student for an additional examination for which the school has not provided preparation; in such a case the entry will normally be made at the parents'/student's expense. In the exceptional case of a student not achieving our minimum attendance

expectation or failing to prepare adequately, we reserve the right not to make the entry. This will always be discussed with the student and parents who will then have the option to make the entry at their own expense.

Independent Study

Students are expected to make effective use of independent study periods and to manage their time to include some homework/ independent learning or additional reading each day. For a student studying A-level subjects, 15 hours a week (outside lessons) of additional independent study is a reasonable target, if you are to maximise your potential. An equivalent amount is required of BTEC students wishing to achieve the highest grades.

Students will always have work to do. Successful students seek to:

- Prepare revision summaries
- Read appropriate sections of textbooks in order to re-visit key learning from the classroom
- Read around their subjects generally; this 'holistic knowledge' can then be applied to their course
- Supplement their notes from lessons
- Set learning targets and complete them
- Ask teachers and/or the CamSF Support Team for help
- Revise as they go along; make note summaries, flashcard or other revision resources

- Look at past examination papers to see how questions relate to the topics they learn
- Identify key areas of teacher feedback and take positive steps to address any learning gaps
- Use the Sixth Form Library, online platforms and watch suitable and relevant TV programmes, as well as reading quality online sources such as news outlets to develop their understanding.

As examinations (or your mock exams) approach, you can expect that your independent learning will increase, but students tend to achieve highly and more consistently if they are completing regular independent work and revision during the year.

Notemaking and Folders/Binders

It is essential that the notes you make in lessons and independent study are kept in a logical format and sufficient detail. To support this, your teachers will check your folders (physical or digital) once per half term, and pass their feedback on via your tutor in your 1:1. We are expecting that your notes:

- Have dates, titles and appropriate subheadings
- Include evidence that you have caught up on anything you have missed
- Are organised chronologically by topic
- Can be easily accessed for revision.

We know that this is a brand new skill for you, so please make sure you're asking your teachers and tutors for support if it is challenging.

Praise and Reward

At CamSF we want our students to be proud of their achievements, especially - but not solely - in terms of their academic progress and performance. We also recognise and value the many areas that students succeed in outside their academic studies. We have designed our praise and reward system so that all sixth formers can be recognised, both within lessons (for attitude and achievement) and outside of them, for contributing to our community, leadership and excellence. Sixth formers are rewarded in the form of personalised Postcards (via BromCom) from teaching staff, Heads of Subject and the Sixth Form Team. In addition, students who receive Postcards will be entered into a termly 'prize draw' and can win vouchers from a variety of organisations.

Code of Conduct

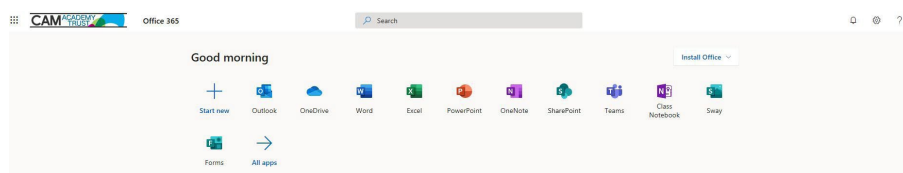
On occasions, sixth formers may find themselves falling behind with their studies or making less effort than they should. Like all schools and colleges, CamSF has a behaviour policy in order to respond to serious and/or continued misconduct or a lack of effort; the full policy can be found on our website. A sixth former in these circumstances will find themselves **subject to a**

'contract of study', which will be put in place to help our students meet the school's expectations of their conduct.

A single serious breach of behaviour expectations could result in a sixth former being required to remain at home pending enquiries into the incident, and/or a fixed term suspension from school. A return to school will be contingent upon the sixth former and their parent attending a readmission Interview. In the rare instance where a sixth former repeatedly fails to meet the expectations outlined in the Sixth Form Serious Behaviour and Misconduct Policy, this could, in the final instance, result in a sixth former having their place at Cambourne Sixth Form withdrawn. In this case, which would be a last resort after all attempts for a resolution had been exhausted, a sixth former would have the right of appeal, following the Cambourne Village College appeals process outlined in the whole school Pupil Discipline and Behaviour Policy.

Technology to support study

CamSF (as a member of the CAM Academy Trust) uses the Microsoft Office suite of software via the Office 365 platform.



Students can access their individual account both on and off-site using the same username and password. When logging in on a web browser, you will reach this options screen. Select the appropriate logo to open files or applications.

You are expected to have a charged device with you for each lesson. Further details of accessing our iPad or MacBook scheme can be found on the Sixth Form website.

The CATalogue: This is the document sharing library used by departments to share files, information and course content. Accessed via the CAM Academy Trust logo on the options screen (opposite) or via the link on the CamSF website.

Outlook: This is our email service for staff and students. We would ask you to check it **daily** during term time. Outlook is a key part of our communication with students.

OneDrive: This is the home of a students' individual files. Saving files to individual computers or memory sticks risks loss or corruption. OneDrive is much safer and allows you to work on the same file in school or at home.

Teams: Used for online meetings, file sharing and for setting home learning: check the Team for each subject for any assignments and missed lessons.

Forms: Can be used by departments for tests or assignments. Students will often use Forms to create and conduct questionnaires or other data collection.

Padlet: super-curricular padlets for each subject help you to access wider reading and other materials to supplement your studies.

Communications and Keeping up to date

X (formerly Twitter): used by CamSF to share events, news and promote the Sixth Form. Follow us @SFCambourne

SchoolPost: messages are sent out to sixth formers and parents/carers, in the form of an email. Please ensure you check for these, and individual emails, daily.

Enrichment

As a Sixth Form, we believe in providing opportunities within and beyond departments to engage, inspire and every sixth former during their time with us.

We manage this by delivering an Enrichment Programme of activities which all our students have the opportunity to take part in; all of which are designed to engage, motivate and develop new skills across a range of fields (including the arts, sports and education). In preparing our students for the future, this weekly event provides a range of opportunities to gain new experiences, develop life skills and pursue interests. During Year 12 you will be timetabled to attend 2 hours per week of the Enrichment Programme. How this works will be explained to you when you start in the Sixth Form, but it is

important that you remember this forms an important part of your timetable as a Sixth Form student at CamSF and that the staff you work with will be asked to provide a reference towards your UCAS or future employment applications just like your other subject teachers.

2024 Enrichment Options

Enrichment options for 2024 include:

- Recreational and team sports
 - Debating and advocacy
 - Theatre production
 - Volunteering: KS3 literacy support
 - Volunteering in the community
 - Mentoring
 - Cooking skills
-

Personal Development Programme

Alongside the Enrichment Programme and throughout Year 12, you will participate in 16 hours of Personal Development (PD) sessions. The sessions are a balance between preparing you to manage your current lives and laying the foundations for managing future experiences. There is a significant chance that you may leave home after Sixth Form, so your Personal Development sessions will ensure that you *continue to learn*

about issues with real-life relevance particularly at this crucial transition point in your lives.

Our overriding aim is to ensure that you have the knowledge and understanding, skills, strategies and attributes that you will need for independent living and the next stage of your education or career. Each session begins with a lecture, often from an external speaker, before moving to a class-based seminar to explore your own views on the themes in more detail. Attendance is mandatory and monitored. The key areas that are covered at CamSF are:

- Personal organisation and study skills
- E-safety
- Healthy relationships and sex
- Mental health and wellbeing
- Personal finance
- Preparations for your next steps
- Diversity & inclusion

Student Leadership

We hope for a wealth of leadership opportunities at CamSF, and of course, we want these to be student-led! Leadership roles can be a huge asset when applying for future work or study, and are a great way to meet new people, get involved and shape the direction of the Sixth Form.

- The **Student Council** will be a team of around six young people who play leadership roles in shaping our provision

for Welfare, Social Activities, Community and Environment and Equality and Diversity. They will be elected in early October, and will play a vital role in representing and promoting the sixth form.

- Staff in each subject area name one or more students to be their **Subject Ambassadors** for a year – these students help support and represent the subject area at a number of key events and in a number of different ways, such as the Sixth Form Open Evening, taster sessions and lunchtime support sessions.
- The **Charity Committee** is a group of volunteers who will work together to fundraise and support worthwhile charities and organisations chosen by our student community.

Higher Education and Careers

A very important aspect of your time at CamSF is preparing you for the steps you will take beyond the sixth form. We will support our sixth formers to successfully negotiate the UCAS system (the process by which you apply to university), apply for apprenticeships, make plans for gap years or enter employment.

Sixth Formers will be guided through the process of researching different post-18 options and how to make applications during Year 12. Unifrog, a careers planning programme is used to

support students in the process. Advice for sixth formers considering applying for apprenticeships or directly into employment is available from our career advisor, Mrs McCormack, who circulates a fortnightly update of key information and current opportunities. Appointments with Mrs McCormack can be made by emailing or by signing up for an appointment on the lists outside her office adjacent to the Café.

Futures Week takes place towards the end of the summer term. During this week, sixth formers in Year 12 are encouraged to seek work experience and voluntary work to support their post-18 applications.

Student Support and Wellbeing

We recognise that the transition to Sixth Form can be a challenging one, and that sixth formers may need support with their mental health for a variety of reasons, at any point during their time with us. We are fundamentally committed to ensuring that all young people receive the support they need. At CamSF, support for student well-being is lead by Dr Bell, with help from tutors, Mrs Lye and the school counselling team. Looking for appropriate support when it is needed is considered to be an essential skill at sixth form and beyond and we encourage students to contact their tutor or Dr Bell (abell@cambournevc.org) to discuss what support best fits

your needs. A referral to the most appropriate support can then be made if necessary.

Within the sixth form, Ms Rose holds overall responsibility for safeguarding and can be contacted by email frose@cambournevc.org. More detailed safeguarding information, including support with domestic violence, radicalisation and knife crime, can be found in the 'Information' pages of our website.

Academic Tutors

The first person to contact if you need support with any aspect of Sixth Form life is your **academic tutor**. You can do this by email, in person after the fortnightly tutor group meeting or in a one-to-one tutorial. Your tutor may then put you in touch with the support team to discuss what action is best. Your tutor is here to both advocate for you and ensure you're accountable for your progress.

Sixth formers are supported by their Academic Tutors and the Sixth Form Leadership Team. The tutor programme provides sixth formers with regular contact time with their tutor to explore and support a variety of important activities including:

- Monitoring academic progress and target setting
- Applications to university or further education
- Financial planning

- Applications for employment and techniques to ensure success
- Student health and well-being
- Making a success of sixth form studies and examination techniques

We also encourage all our students to look after their own wellbeing and there are a range of external sites and agencies who can be contacted for immediate help and advice. These include:

NHS Every Mind Matters An excellent website offering general advice about issues such as sleep, anxiety and low mood as well as access to support in an emergency www.nhs.uk/oneyou/every-mind-matters

Kooth A free online counselling and support service for students. This service has a great deal of information www.kooth.com

Chat Health A free text messaging support service available on 07480 635 443 or information and other services www.chathealth.nhs.uk

MeeTwo A free moderated app designed specifically for young people, with in-app links to resources and helplines www.meetwo.co.uk

E-Safety

Technology is an integral part of the lives of young people in today's society. The internet and other digital and information technologies are powerful tools, which open up new opportunities for everyone both socially and educationally. At CamSF, we recognise this and encourage our students to use digital resources both in school and at home responsibly. As part of our on-going commitment to the safeguarding and protection of our students, the whole school has a robust online safety policy, actively monitors the use of internet activity on our school network, and throughout our tutorial and Personal Development programmes, sixth formers cover different aspects of staying safe online and using technologies responsibly.

For further information about online safety issues and advice on how to deal with them we recommend the following websites:

www.internetmatters.org
www.commonsensemedia.org
www.thinkuknow.co.uk

Part time employment can be very useful to students in many ways, giving you financial independence, a whole range of skills and experiences and boosting future employability. However, to ensure these benefits sit alongside academic

progress, we would expect sixth formers work no more than 15 hours per week during in term time. With attendance to all timetabled lessons and activities closely monitored, we would expect that no paid employment should be undertaken during the timetabled day.

What to do next

If you have immediate questions, you can ask your tutor, or a member of the Sixth Form team – we are always happy to help you. We hope you feel settled at CamSF right away, but please do seek support if you need it, and refer back to the information in this handbook at any point in the year, should you need to.