



Trinity School Sixth Form



A-Z Guide

September 2021



Introduction

This A to Z guide is for you to use and refer to, we hope you find it useful. Your parents and carers will also find this a useful document to read, as it will help them to know how to support you during your time at Sixth Form.

We would be very grateful if you could familiarise yourselves with the information in this booklet, with particular regard to the student dress code, attendance, punctuality and courses as we find these are often areas which students and parents are unfamiliar with.

Sixth Form Team

Mr R Shaw, Head of Sixth Form
Dr K Barford, Assistant Head of Sixth Form
Mrs H Murphy, Assistant Head of Sixth Form
Mrs H Copp, Sixth Form Administrator
Mrs S Wilson, Sixth Form Administrator

The contact email for the Sixth Form team is sixthform@trinitysevenoaks.com.

Tutor Team

Dr K Barford, Ms M Frizzi, Mr P Daulby, Mrs S Cocovini, Mrs H Murphy, Mrs N Harman, Mr A Hurst, Mr I Macaulay



Alcohol and Drugs

Alcohol and Drugs are not permitted on the school site. Any student found in possession of these items will be dealt with very severely and if appropriate, the matter will be referred to the police.

Attendance

Attendance is a hugely important part of ensuring success. We expect 100% attendance. Students need to arrive in school by 8.40 am for registration. If you are absent your parent/carer should telephone the School to provide a reason. If you know in advance that you are going to be absent, please inform your form tutor of the reason. The pace of Sixth Form lessons moves much faster than at any point before and missing lessons will undoubtedly have an impact. When you return from absence, it is important that your parent/carer provides a note or email to explain the reason for the absence. If there are several absences, or if attendance falls below 95%, we are likely to contact home to discuss the situation. We will do all we can to support any student who is absent from school as a result of ongoing illness, but missing lessons creates problems and should be avoided as far as possible, so students should make every effort to attend. Attendance data is based on attendance in registration and this data is used in references but attendance to lessons is also monitored.

Assembly

All Sixth Form students must attend assembly and must arrive by 8.45am. Students in the Sixth Form have assembly once a week. (This is currently suspended due to Covid restrictions but virtual assemblies do take place into Form rooms)

A levels

Many of the Level 3 courses that we offer are A levels. Recent A level reforms mean courses are now linear with the examinations taking place at the end of the two years. However, there are internal exams at the end of Year 12 and regular assessments within subjects throughout Year 12 and 13.

Bring Your Own Device

Sixth Form students may request permission to bring their own tablet/laptop to use in School. You will be subject to our acceptable user policy, and network filters and safeguards even if you are using your device. However, you will be unable to use your own device for assessments.

BTEC / CTEC

Two-year Level 3 BTEC's (Business and Technology Education Council) / CTEC's (Cambridge Technical) are run alongside A level courses. They differ in that these courses are mostly coursework based however there is also an examination element.

Bus Pass

All students can apply for a 16+ bus pass through the KCC website. The annual bus pass is £400 (this may change) and payment is made directly to KCC. Students receive the bus pass from school. Further information is available online www.kent.gov.uk/post16travel



Changing Subject Choices

When a student is offered a place for Sixth Form, it is based on the courses they applied for. Some students find that in the time between opting for their subject choices and the start of the courses they have changed their mind about what they would like to study. If there is space on their preferred course and if they meet the entrance requirements for the course, it is sometimes possible to change courses. Once term has commenced, the teaching of course content starts straight away. If the student does wish to change course they must speak to the Sixth Form team as well as both subject teachers as soon as possible. If there is space, again it may be possible to accommodate changes on the basis that missed work is completed, but it is important to say that changing courses may not always be permitted.

Chewing Gum

As with the rest of the School, chewing gum is not permitted on site.

Coursework

Where there is coursework, students are expected to meet all deadlines. Marking and assessment will take place in line with the school examination policy. The changes to A Levels mean there are now fewer subjects that have a coursework element.

Cycling

There is secure covered parking for bikes on the school site.

Driving Lessons

Whilst we recognise that many students are keen to learn to drive and that many driving instructors are keen to take lessons during the day, students should not be taking driving lessons during school hours. This includes taking lessons during study periods or during break or lunch. Being a successful Sixth Form student takes time and students should focus on what is really important in these years. Theory tests should not be booked in school time. Students are permitted one authorised absence to take a driving test.

Dental/Doctors' Appointments

Whilst we recognise that it can be difficult to arrange appointments around School times and that you may have to wait longer for an appointment, we would ask that routine appointments be made for outside School hours. Any absence from a lesson will have an impact and unnecessary absences should be avoided.

Dress Code

We expect all Sixth Form students to wear clothes that are smart and business like. Please refer to the Sixth Form dress code for full details. Our uniform policy is a reflection of the arena students will find themselves in once they start full-time employment.

Employment

Although many students feel that Sixth Form is an ideal time to get a part-time job, Sixth Form study is demanding in many respects and students might struggle to maintain their focus. We recommend that students spend 20-25 hours per week on their studies outside of school and if students choose to work as well, this can have an impact on their overall well-being. If a student does choose to gain employment, we recommend that this amounts to no more than 12 hours per week and that this



not be continued during examination periods. Students must not work hours during the school day, even if they are scheduled not to have lessons.

Exams Concessions

If you have previously qualified for exam concessions e.g. extra time these will automatically roll over into the Sixth Form providing it is within the two-year time frame. If you are new to Trinity School, you will need to be re-assessed to see if you qualify. Mr S Taylor, the SENCO, can provide further details.

Examination Timetables

Personalised examination timetables will be issued to students for each session of examinations that they take part in. These timetables can only be printed once the entries are known. Dates are published by the Examination Boards and can be viewed online. Please note that the School cannot influence the timings and dates of public examinations. A student who misses an examination will have to wait for the next session. There is only ONE external examination sitting in each year in May/June. Students need to arrive to examinations in full dress code including ID badge and with plenty of time before the scheduled start of the paper having checked the location beforehand. In addition, Year 12 students will sit internal assessments in October and January and end of year examinations in June. Formal exams for BTEC and CTEC subjects may also take place in January.

Extended Project Qualification (EPQ)

The EPQ is an AS level qualification. It is highly valued by the top universities as it develops key undergraduate skills. This qualification is launched during Year 12 and completed by the October of Year 13. The majority of this work needs to be completed during the students' study time but support is available during Tutor Time and throughout the week delivered by Dr Barford. As well as this we have external support from Southampton University who deliver sessions on every aspect of the EPQ and students are expected to attend these sessions. It is highly recommended that students aim to complete the qualification by the end of Year 12.

Free School Meals

If you were at Trinity in Year 11 and received free school meals, this entitlement will automatically roll over into the Sixth Form. If you are new to Trinity School you will need to inform Kent that you have moved school. Further details on how to do this are on the school website or you can contact the Sixth Form admin team.

Friday Lectures

Most Friday mornings at 9.15am the students will attend a Friday Lecture as part of the Enrichment Programme. We will have variety of speakers coming in to talk to the students about interesting and challenging subjects.

Holidays

Holidays are not authorised during term time under any circumstances as this will disadvantage a student's learning and progress. Requests for exceptional circumstances such as family weddings, sports tours etc. will be looked at on a case-by-case basis.

Homework

Homework is only part of the expectation of the extra study students will complete outside of their lessons. Each hour of teaching should generate at least an hour of independent study. This may be



in the form of reading, research or extra assignments in addition to those set by the teacher. All homework tasks should be completed by the deadline and to a high standard. If homework is not received by the deadline students will receive appropriate sanctions which may include attending extra out of hours sessions to make up the work/time.

ID Badges

As part of our safeguarding procedures, all staff in School are expected to wear an identity badge. Lower School pupils are all in school uniform and it is important that at a glance, we can identify those who belong on the school site. It is therefore imperative to the security of all our students that all Sixth Form students **display their identity badges at all times**. Badges and lanyards will be issued within the first week of the school year and must be returned at the end of Year 13. Requests for replacement badges should be addressed to the Sixth Form admin team. If a student does not have his or her I.D badge they must see a member of the Sixth Form team. Lost ID badges and lanyards will be replaced at a cost of £5.

Independent Study

All students will be allocated Independent Study periods on their timetables. In these lessons they are expected to register in the Sixth Form Centre. Students should ensure that they have organised some work to complete during this time such as notes, research, completing past questions etc.. Study should be completed in silence. **A “free period” does not exist.** If group work is necessary, then the group of students can find an area to carry out their work within the school that will not disturb others. For Y13, dedicated quiet rooms are allocated where Y13 only can go and work rather than in the study centre. This may be more beneficial if they are to complete group work or if the study centre is particularly busy.

Leavers' Ball/Prom

This is organised by a committee of Sixth Form students and will take place at the end of Year 13.

Leaving Site

Students can leave site at lunchtime but must sign out at Reception if they plan to do so. Students must return in time for lesson 4 (see Punctuality below). All study lessons must be spent in school.

Mobile Telephones

Students may use their mobile telephones in the Sixth Form Centre for the purpose of listening to music with headphones while studying. They must not be used or be visible anywhere else in the building. Phones will be confiscated for the day if they do not follow this guideline.

Parents' Evenings

Parents' Evenings are held for both Year 12 and Year 13. These are hugely important opportunities for parents and teachers to meet to discuss student progress. We expect Sixth Form students to attend with their parents. During the Covid period, this is being replaced by subject teachers contacting parents.

Parking

Limited parking is available on school site for Sixth Form students, spaces are allocated on a permit-based system. If parking on local roads, we would ask students to be considerate of the neighbours.



We would also encourage students to use public transport wherever possible for their journey to and from school.

Personal Statement

The personal statement is an important part of the UCAS application. It is your son/daughters' chance to describe your ambitions, skills, and experience. These will start early in Year 12 and continue right through the year into Year 13 when university applications are made. Even if students don't plan on going to University, this is an important step in completing application forms and references for possible apprenticeships, etc. as well as being prepared for any late change of mind on receiving A level results in which case, their application will be ready to go.

Prefects

Opportunities for Sixth Form students to have formal leadership roles will come through the prefect system. There will be a Head Girl and Boy as well as Deputy Head Girl and Boy leading the prefect team. These are normally appointed around Easter time of Year 12 when the present Year 13 team start their final A Level exams.

Privilege Pass

At the start of Year 13 students are issued with a different coloured lanyard to denote what they can do with their non-lesson time. If students have demonstrated that they are committed to their studies and show that they are a model Sixth Form student throughout Year 12 then they are able to leave the site if they have a study period and organise their own time. They do however need to be in school for Tutor Time each morning between 8.45 and 9.15.

Projected Grades

Tracking progress against target grades is vital if students are to achieve their potential. Projected grades are given by teachers and are a reflection on the student's work, attitude, ability and skills and knowledge produced in class and out of class, which leads the teacher to expect this grade to be achieved at the end of the year. Projected grades are given by the teaching staff at various points throughout the year to inform students and their parents of attainment. Target grades are set at the start of Year 12 for students to aim for at the end of Year 13. These are informed by the students GCSE performance.

Punctuality

All students are expected to be in School by 8.40am and 1.20pm. Students are also expected to arrive at lessons on time. Punctuality is a key life skill for whatever students go on to do when they leave Trinity. We put a lot of emphasis on this and students are expected to make up any time if they are late during the week by attending the study centre at the end of each week on a Friday after school.

Registration

All students in the Sixth Form are expected to attend registration with their Tutor and this informs the overall attendance figure. Registration provides an important opportunity to meet with the Tutor who can give out information and discuss different topics with students as well as gaining access to the tutor programme. Tutor time and registration are crucial parts of the Sixth Form. It is important for safety reasons that students are marked present in school and that the legal documentation of the attendance register is completed. If a student's attendance in registration is not satisfactory, we may contact home.



Reviews of Examination Papers

Sometimes after a student completes an examination it may be that their mark is not in keeping with the predicted or expected grade. The class teacher may recommend that the student asks for a copy of the paper and may suggest it should be reviewed. Some points for consideration are that the school will support and pay for the original examination but in most circumstances the cost of a review of marking will need to be met by the students. If an examination paper is reviewed and the mark is changed, the cost is refunded to the student by the examination board. If the mark is unchanged, then the fee will still apply. Students should be aware that marks can be revised down as well as up. Students should discuss this carefully with their teachers and pursue a review only if it does not jeopardise their result.

References

Whether students' progress on to university or employment, in most cases they will be asked to give the School as a referee. We always seek to give students accurate and supportive references, but we cannot provide a reference which is not based on fact. We are very keen to write references that praise students' commitment to study, to the School, their excellent attitude to work and exceptional attendance and punctuality, but we can only refer to these things if they are true. If students are applying for part-time jobs, the School will not provide a reference especially if the job would be to the detriment of their academic studies. UCAS references are written by the Sixth Form team and subject teachers and are based on subject specific information in support of the application as well as the wider set of skills and abilities the student has displayed. If a student requires a reference, it is customary to speak to the member of staff that they intend to put down as their referee.

Results Day

Results are published and issued to students centrally. Any queries should be brought to the attention of the Sixth Form team as quickly as possible so that they can be dealt with. It is important that students are present on Results Day to seek advice and support where necessary. However, if the student is not able to be present at Results Day and would like someone else to collect the results it is important that a signed letter is provided to that effect nominating who will collect the results. We cannot issue results by telephone or email, or without authorisation, even to parents.

Reward Pin and Postcard

To reward outstanding effort in the Sixth Form, students can be awarded a Trinity Sixth Form pin as well as being sent a praise postcard celebrating their achievements and success.

Role Models

Sixth Form students are role models to the rest of the student body and often get asked to represent the school on formal occasions, whether they be a member of the Prefect Team or not. To this end, Sixth Formers have more freedom than years 7 to 11 and can take more responsibility for what they do and when. They are however still held accountable for their actions and if these are seen not to embody what we expect from a Trinity 6th Form student then there will be sanctions, often more akin to those issued to lower school students. However, they are also rewarded for being exemplary role models when in Year 13 (see Privilege Pass).



School Lunch

All food on sale in the dining room is paid for by our Biometric system which is linked to a cashless payment service. Parents can top this up using parent pay. If you are new to Trinity School please contact the School Office to ensure an account is activated. Food must only be consumed in the canteen or other designated areas, not in the Sixth Form centre or classrooms.

Service / Enrichment

All students are expected to contribute to the wider community during their time in the Sixth Form. This might take the form of helping a lower school tutor group, acting as a mentor for a GCSE student, or volunteering in the school or local community. Students will be expected to arrange their own service in an area that they are interested in.

Sixth Form Agreement

All Sixth Form students are expected to sign the Trinity Sixth Form Agreement. This outlines the expectations between the school and student. A copy can be found on our website.

Sixth Form Bursary

Students who face financial difficulties or need emergency financial support should obtain an application form from the Sixth Form Administrators, who will give guidance on the application process for access to this funding system. Please see the Trinity 16-19 Bursary Fund document on our website or get a copy from the Sixth Form Office.

Sixth Form Centre

This is a place for Sixth Form students to study during the day when they do not have lessons. The expectation is that this is a quiet and purposeful environment. The Sixth Form centre is staffed until 4.30pm each day.

Specifications

All courses taught in the Sixth Form have specifications which give students and teachers a breakdown of the requirements of the course and examination. It is a good idea to download the examination specifications from the Examination Board websites and to have these to refer to. This will be supported by the student subject handbooks issued at the start of the course.

Study Leave

Each year we publish the dates when students are not required in School, however, it is very important that lessons are disrupted as little as possible to ensure that students have the opportunity to cover the course in the time allocated. Study leave in the Sixth Form is granted during the main body of external A level examinations in June where students will have a personalised study leave allowance depending on their courses. Study Leave for Year 12 may be available for the internal summer examinations. The Sixth Form Centre is available to use at this time for students to revise with our usual dress code requirements in place. Continuity of teaching is required to cover the specifications so any study leave will be kept to a minimum. There may well be extra revision lessons going on during this time on the run up to the final exams, a timetable of these will be provided well before this period.

Smoking

It is illegal to smoke on the School site, and we do not expect Sixth Form students to smoke on the way to or from school.



The Trinity Way

As a Christian community we want all members of the community to be happy and to thrive. To achieve this, we have a code of conduct for all members of the community:

- Show one another respect and consideration
- Have high expectations of ourselves and others
- Promote the school and act as ambassadors

We call this ethos 'The Trinity Way'. It comprises five concepts which spell the word 'TELLS':

- Truth: integrity, honesty and openness
- Excellence in everything including academic work, arts and sport
- Love exemplified in quality relationships, nurture, and 'tough' love that expects the best
- Leadership: taking responsibility for myself and others and leading my own learning
- Service: serving each other and our wider community.

Trinity Diploma

We encourage Sixth Form students to complete the Trinity Diploma. The Trinity Diploma is designed to enable students to develop knowledge, skills and interests beyond their academic subjects. The Trinity Diploma will help you structure time and commitments beyond the classroom to develop knowledge, skills and interests. The Trinity Diploma awards personal development through co-curricular activities, leading societies and clubs, community outreach and off specification learning. The content of the Trinity Diploma appeals to universities because it is evidence that students are active and well-rounded young people – someone universities would want on their campuses. By achieving this Diploma, you will enhance your CV and personal statement, which will help you to access top universities and career opportunities. We hope that the Trinity Diploma will also support you to embody the Trinity Way, and therefore enjoy life at school, separate from the rigours of examinations.

Trips

We will keep you informed of any Sixth Form trips and visits via our website as and when they are arranged.

Tutors

All Sixth Form students are assigned to a Tutor group and the Tutor is the first port of call for all day to day issues. If any issues, questions or problems arise in school these can in the first instance be discussed with the form tutor.

UCAS

UCAS (University and Colleges Admissions Service) is the body responsible for University applications. Their website (www.ucas.com) gives important information about courses, how to apply and contains the 'UCAS APPLY' software which allows students to make their application. In the summer term of Year 12, students are supported through registering and using this site to start their applications regardless of whether a student is planning to go to university or not. All students are expected to start the process as it allows them to create a personal statement which is useful for whatever destination they choose.



UCAS evening

An information evening will be held for both parents and students to attend in the spring of Year 12. The evening will cover an overview of 'UCAS APPLY', key dates, information on attending Open Days as well as further education and apprenticeship conferences.

UCAS Tariff Points

The UCAS Tariff is the system for allocating points to some qualifications used for entry to undergraduate higher education. Not all qualifications are included on the Tariff.

Work Experience

Work experience is an important part of the post sixteen curriculum and we recognise that for some courses and professions relevant work experience is essential, indeed relevant and high quality work experience is seen as essential for those students applying for things like medicine, veterinary and some other rigorous degree courses. BTEC/CTEC students are particularly encouraged to carry out work experience in their vocational area. Work Experience for all Sixth Form students is planned to take place for one week in the spring of Year 12 but because of issues arising from Covid, we encourage students to seek work experience as and when they are able. Some of this might even be online or virtual. We also appreciate that this might not be able to take place during a holiday time so if a short period of term time is needed to take any relevant work experience, students need to have this cleared by one of the Sixth Form team.

Worship

Sixth Form students will join their Year group for regular worship. During Covid restrictions, this may take place in Form Time.