



SIXTH FORM KNOWLEDGE BOOK

BE THE GOOD SHEPHERD

"A TRUE SHEPHERD LEADS THE WAY. HE DOES NOT MERELY POINT THE WAY."

BE THE GOOD STEWARD

"WE ARE STEWARDS OF WHAT GOD HAS PROVIDED US, NOT OWNERS."

BE THE GOOD SAMARITAN

"THE FIRST QUESTION THE PRIEST AND THE LEVITE ASKED WAS: "IF I STOP TO HELP THIS MAN, WHAT WILL HAPPEN TO ME?" BUT... THE GOOD SAMARITAN REVERSED THE QUESTION: IF I DO NOT STOP TO HELP THIS MAN, WHAT WILL HAPPEN TO HIM?"



OUR VISION AND MISSION

WE EXPECT ALL STUDENTS TO STRIVE FOR THE HIGHEST ACADEMIC STANDARDS AND MAKE VALUABLE CONTRIBUTIONS TO OUR COMMUNITY.

Be prepared

Sixth Formers are expected to be prepared to learn and engage with their studies. Attendance is essential for their success and should remain at 96% or above. In order to learn effectively, the 'one voice' is still an expectation. Students are expected to meet home and coursework deadlines, without exception.

Be involved

Sixth formers are beacons to their school community and should lead others to 'set the world on fire'. They should seek opportunities to volunteer their services and mentor our younger learners. They should be proactive in seeking enrichment opportunities. They should care for their environment and find ways to improve it.

Be ambitious

Sixth formers are expected to keep their eyes on their future goals. They should engage with UCAS provision and participate in the work experience programme. They should take full advantage of the opportunities available to them, including participation in study skills sessions and extra-curricular sessions.



MEET THE TEAM

MRS PEDEN

Head of Sixth Form

MRS S SANDARS

Sixth Form Support Coordinator

DR T BURRELL

Post-18 Coordinator

TUTOR TEAM

Miss Vanessa Austin
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Mr Adam Buxton
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Dr Mala Mistry
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Dr T Burrell
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Mrs C Burton
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Ms Alex Slater
aslater@ben.srscmat.co.uk

AS ONE BODY IN CHRIST WE
WILL ENSURE THAT NO
MEMBER OF OUR
COMMUNITY IS LEFT BEHIND

1 COR 12:12



EXPECTATIONS FOR LESSONS

CONSISTENT ROUTINES SET THE TONE FOR LEARNING;
CONSISTENCY MAKES EVERYONE'S JOB EASIER.

PUNCTUALITY

All pupils should be inside the classroom by 6 minutes after the bell. At 6 minutes, close the door. Students must apologise before entering, and be marked late on the register.

NOTE-TAKING

Ensure you are ready to learn by taking clear notes that can be used in your independent study periods.

ONE VOICE

Students are able to focus fully when the extraneous cognitive load is reduced. Talking will be permitted if it is more effective than silent, individual work. Students must never talk when the teacher is talking.

MOBILE PHONES

Sixth Form students may not have permission to use their mobile phones in lessons. Personal devices may be used in the Sixth Form lessons for the purpose of learning but will be confiscated if misused.

PROFESSIONALISM

Students in Sixth Form should always be prepared for and engaged with lessons. You should always be prepared to learn and conduct yourself professionally, as you would in the world of work.

CONTRIBUTION

Make a valuable contribution to lessons; ask questions and buddy up during SPs to learn more.

SEATING PLAN

All classes will have a seating plan with a clear rationale behind who sits where.

LEAVING THE ROOM

In lessons, you will not be allowed to leave the classroom until the end. Please ensure you have everything you need before you enter.

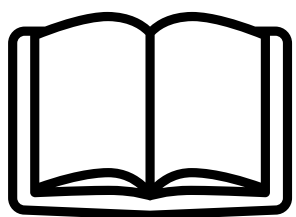
WE WILL SHOW LOVE TO ONE ANOTHER
BY BEING PATIENT AND KIND,
NOT BY BEING RUDE, BOASTFUL OR PROUD.

1 COR 13:13



EXPECTATIONS FOR NOTE-TAKING

IT IS IMPORTANT TO DEVELOP GOOD ROUTINES EARLY SO THAT YOU CAN TAKE MEANINGFUL NOTES IN CLASS TO USE IN YOUR STUDY PERIODS.



ORGANISATION

Sixth Form students are expected to take responsibility for their notes and knowledge books. Notes should be purposeful and useful to help with revision and independent tasks. It is important to ensure any tasks completed in study periods are also prepared for the lessons. Some students have multiple teachers for one subject - students may wish to have a different book for each teacher.



HOMEWORK

Homework for Sixth Form students is set online using Satchel One. Staff will also use this platform to notify students of upcoming assessments, revision tips and subject-specific events. Students should be proactive in using Satchel One to organise themselves for each school week. There are no extensions for missed assessments, and P6s will be set if students fail to complete work for the due dates.



ONLINE LEARNING PLATFORM

Students have access to an online learning platform, in which teachers place lesson materials, independent tasks, quizzes, revision, etc for students to access at anytime. This platform is most useful during study periods, when you require access to resources in between lessons. In this space, you can also find out upcoming work experience events and information about Enrichment activities.

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EXPECTATIONS FOR STUDY PERIODS

CREATING YOUR OWN ROUTINES SUPPORT YOUR INDEPENDENT LEARNING; YOU SHOULD MAKE STUDY A HABIT.

ARRIVAL

All pupils should be inside the classroom by 6 minutes after the bell. At 6 minutes, close the door. Students must apologise before entering, and be marked late on the register.

SPACES

Students on Supervised Study Periods are expected to stay in the main study room. All other spaces in the Sixth Form Centre are silent learning spaces. Please respect the needs of students by remaining silent during work.

REGISTER

When registering for Study Periods and Supervised Study Periods, please use the biometric scanners located in the space.

ONLINE LEARNING

Students have access to the latest software for their subjects. They can access subject specific material on the platform from any PC.

ONE VOICE

Students are able to focus fully when the extraneous cognitive load is reduced. Talking is permitted, but students must ensure the Centre remains a place for purposeful learning.

MOBILE PHONES

Sixth Form students do not have permission to use their mobile phones in lessons. Personal devices may be used in the Sixth Form Centre for the purpose of learning but will be confiscated if misused.

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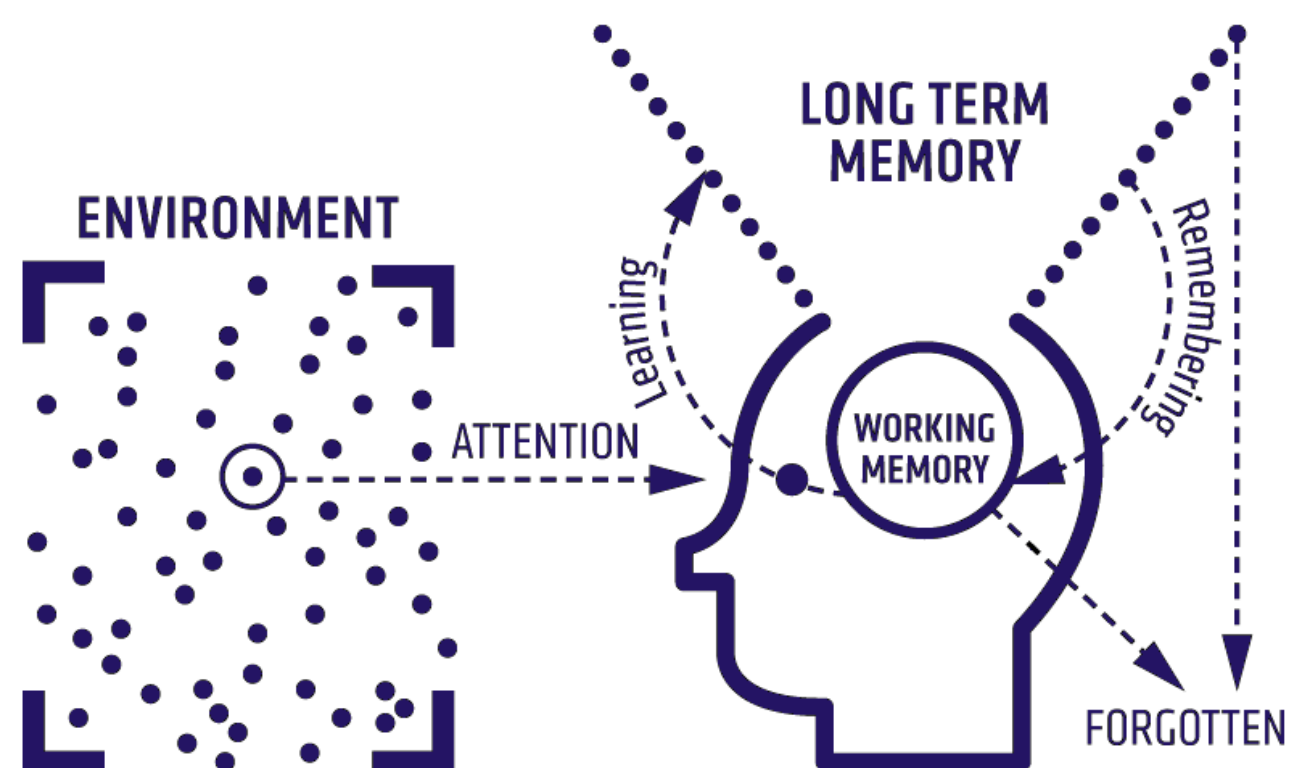
INDEPENDENT LEARNING

UNDERSTANDING MEMORY IS KEY TO UNDERSTANDING LEARNING

MEMORY MODEL

We need to pay attention in order to learn – but lots of stimuli in our environment compete for our attention.

Teachers can take steps to minimise distraction in order to increase pupils chances of learning effectively.



NOVICES & EXPERTS



Novices and experts think in different ways. As experts, teachers easily and fluidly use elaborate schema in their long term memory to overcome the limits of working memory. Novices, alas, cannot.

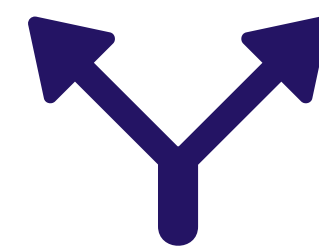
INTRINSIC & EXTRINSIC LOAD

Loading...



Learning new content is hard enough without overloading novices with extra demands unrelated to the task of learning. We can take care to minimise extraneous load in the resources that we use.

SPLIT ATTENTION



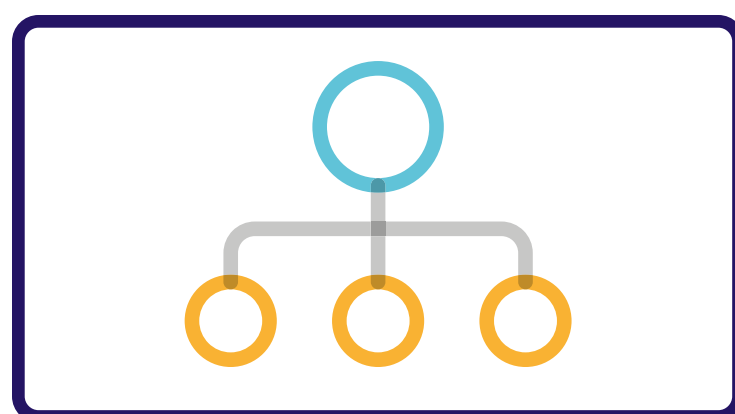
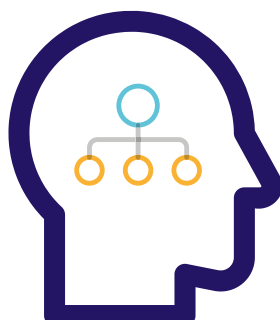
When learners split their attention from one resource to another – or even from one part of a resource to another, this creates extraneous cognitive load. Scarce working memory is used moving from one place to another in order to make connections.

MODALITY

FORMLESS
TRANSIENT



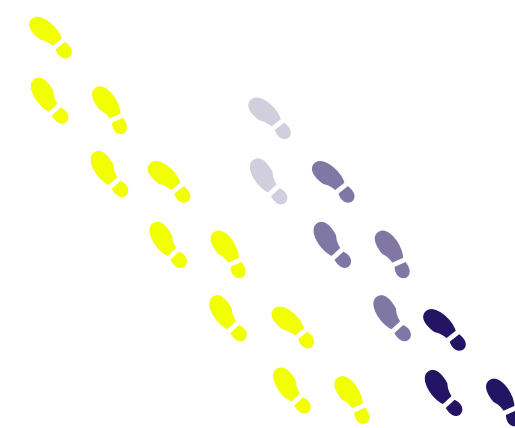
INVISIBLE
PRIVATE



PUBLIC, CONCRETE, PERMANENT

Teacher talk is important, but by itself can be challenging for pupils to follow. Adding visuals - simple text or diagrams makes teacher schemas public, concrete and permanent.

MODELLING AND PRACTICE



Using small steps, with practice at each stage ensures that pupils are not left behind. Scaffolding is needed to develop expertise. Think of it as stabilisers on a bike: a powerful aid, building confidence as mastery begins to develop, but eventually they need to come off.

WE WILL
ALWAYS STRIVE TO MAKE THE RIGHT CHOICE
EVEN WHEN THIS IS THE HARDER PATH TO TAKE MATTHEW 5:10



CONNECTIONS MAP

SUBJECT:

TOPIC/MODULE:



REDUCE A TOPIC

SUBJECT:

TOPIC/MODULE:

LIST FIVE KEY PIECES OF INFORMATION (BE DETAILED)

1.

2.

3.

4.

5.



BOXING UP...

SUBJECT:

TOPIC/MODULE:

THREE THINGS I DID NOT KNOW

- 1.
- 2.
- 3.

THREE THINGS I UNDERSTAND BETTER KNOW

- 1.
- 2.
- 3.

THREE THINGS I ALREADY KNEW

- 1.
- 2.
- 3.



PRIORITISE

SUBJECT:

TOPIC/MODULE:

WRITE DOWN ALL THE INFORMATION ABOUT THE TOPIC:

PRIORITISE THE FIVE KEY IDEAS:

- 1.
- 2.
- 3.
- 4.
- 5.

REDUCE TO THREE KEY IDEAS:

- 1.
- 2.
- 3.

WHY DID YOU CHOOSE NUMBER 1?





QUIZZING

SUBJECT:
TOPIC/MODULE:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.



THINKING HARDER

SUBJECT:
TOPIC/MODULE:

READ AN EXTRACT OR EXAM PAGE THEN COMPLETE THESE TASKS:

UNDERLINE THE THREE MOST IMPORTANT SENTENCES. EXPLAIN THE TOP CHOICE.

REDUCE THE KEY INFORMATION TO 12 WORDS.

TRANSFORM THE KEY INFORMATION INTO 3 IMAGES.

CATEGORISE THE INFORMATION UNDER THREE SUBHEADINGS

WRITE DOWN THREE QUESTIONS YOU WOULD LIKE TO ASK AN EXPERT.



EXAMINE IT

SUBJECT:
TOPIC/MODULE:

EXAM QUESTION

FIVE THINGS I NEED TO KNOW

- 1.
- 2.
- 3.
- 4.
- 5.

KEY WORDS

KEY DATES

KEY FORMULAE

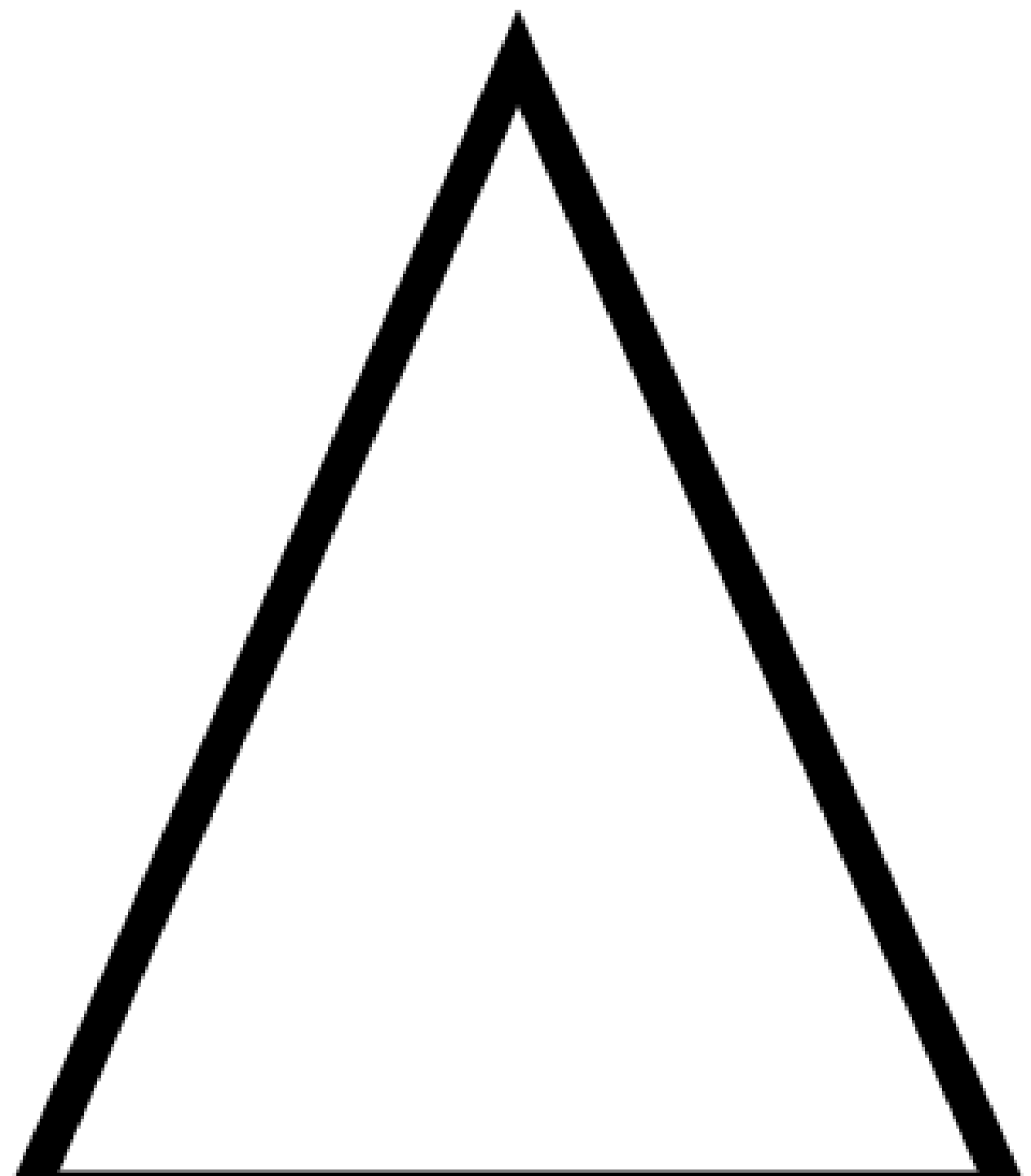
KEY QUOTES



RANKING TRIANGLE

SUBJECT:
TOPIC/MODULE:

RANK ORDER THE INFORMATION ON THE TOPIC IN A TRIANGLE WITH THE MOST IMPORTANT INFORMATION AT THE TOP.

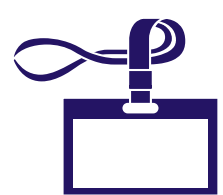




EXPECTATIONS FOR ASSESSMENTS AND EXAMS

FORMAL ASSESSMENT WINDOWS (PPES) WILL TAKE PLACE IN APRIL OF YEAR 12, NOVEMBER AND MARCH OF YEAR 13.

GENERAL RULES FOR ALL PPES



6th form students must be wearing your school lanyard that shows your photo ID



All exams start promptly AM -9AM or PM-1PM therefore you will need to be at your exam venue at least 10 minutes before hand.



Electronic devices including mobile phones must be switched off and not on your person.



Check the equipment you need for each exam and remember to bring it in a clear (non- coloured) see through pencil case, including a calculator for the exams you are allowed to use one.



You may bring plain water to drink in a clear (non-coloured) label free bottle but no other items or food and drink will be allowed.



Further guidance on examinations rules and regulations can be found at:
<https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>

These are also published on the school website under Exams Regulations :
<https://www.stbenedictderby.srscmat.co.uk/curriculum/exams-and-revision/#1645187242535-cc8ebccb-c6ed>

INTELLIGENT HEARTS
ACQUIRE KNOWLEDGE;
THE EARS OF THE WISE
SEE KNOWLEDGE

PROVERBS 18:15



UCAS AND UNIFROG

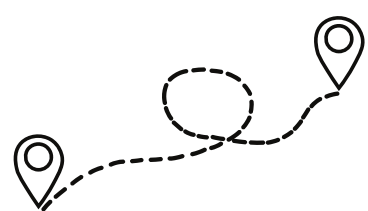
FORMAL ASSESSMENT WINDOWS (PPES) WILL TAKE PLACE IN APRIL OF YEAR 12, NOVEMBER AND MARCH OF YEAR 13.

Our services support young people making post-16 choices, as well as those applying for undergraduate courses.

UCAS recognises there are many pathways to higher education. By embracing the wide perspective of the student journey – which may take in an apprenticeship and employment – we can extend our support for non-traditional students.

We support students in making their application, completing personal statements and provide all students with a tutor reference.

All students will receive a 1-1 destination interview and will be support by Dr T Burrell through this process,



Unifrog brings into one place every apprenticeship, university course and college course in the UK, as well as career opportunities, such as MOOCs and School Leaver Programmes.

The platform makes it easy for students to write their CVs and Personal Statements and record their key skills.



Teachers can give their students feedback, and write references

Student will set up a Unifrog account and work on this area during 1 of their study periods each week. Form tutors will monitor their contributions to the platform



**INTELLIGENT HEARTS
ACQUIRE KNOWLEDGE;
THE EARS OF THE WISE
SEE KNOWLEDGE**

PROVERBS 18:15



TUTOR TIME

TUTOR TIME IN SIXTH FORM IS VERY SIMILAR TO THE LOWER YEAR. YOU WILL BE IN MIXED TUTOR GROUPS OF YEAR 12 AND 13, AND YOUR TUTORS WILL WORK WITH YOU TO ENSURE YOUR DAY BEGINS IN THE RIGHT WAY.

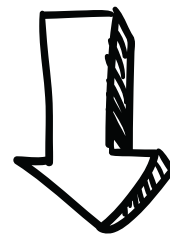
Monday – Admin Day

Tuesday – Assembly

Wednesday – PD Curriculum

Thursday – PD Curriculum

Friday – Reading Buddies/Mentoring



Forms complete an activity

We have student-led collective worship, in which everyone takes part actively

Tutors will carry out uniform and equipment checks

We will have strong start, calm conclusions

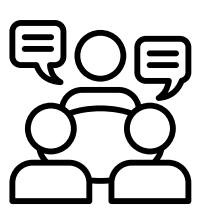
Personal Development takes place twice a week

WE ALSO HAVE A BESPOKE
PROGRAMME OF VIRTUAL
WORK EXPERIENCE!



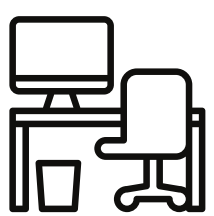
THE SIXTH FORM CENTRE

WE ASK THAT ALL STUDENTS TREAT ALL FACILITIES HERE WITH RESPECT, LOOK AFTER THEM AND ENCOURAGE OTHERS TO DO SO TOO. WE WORK HARD TO KEEP THIS A PLEASANT PLACE FOR ALL TO STUDY IN.



Main Study Room

On the ground floor is the Main Quiet Study Room, with work stations, offering a working environment where quiet communication is allowed.



Silent Study Room

This room is available for students who want to be able to work in **total** silence.



Upstairs Study Room

Upstairs is a work room, which all students are allowed to use. This can be booked out for group work or used as an additional quiet room.



Common Room

We are pleased to be able to provide students with a common room for recreation time. This is a space for **break and lunchtime only**, and is not suitable for study. Whilst using the room, students should make sure that furniture and equipment are used correctly and the area is taken care of in regards to litter.

We reserve the right to restrict access to anyone who missuses the facilities.

WE WILL ENCOURAGE
ONE ANOTHER AND
BUILD EACH OTHER
UP.

1 THESS 5:11



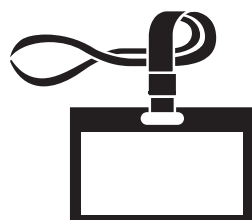
UNIFORM

WE EXPECT ALL STUDENTS TO MAINTAIN HIGH STANDARDS OF APPEARANCE AT ALL TIMES



The aim of the Sixth Form dress code is to ensure students are dressed smartly in preparation for the world of work. As role models for younger students and ambassadors for our academy, it is important that Sixth Form students reflect our professionalism and high aspirations.

Any concerns will be raised with the individual, we reserve the right to ask students to modify/change their dress if they do not meet the requirements of the Sixth Form dress code or send students home if necessary to change, which will affect their lesson attendance and learning time.



Lanyards must be worn at all times on school site.



DO

Business wear in neutral colours.
Smart shirt or top with sleeves and appropriate neckline
Plain flat/low heeled formal shoes or plain black ankle boot.
Plain jumper in colder weather.



DO NOT

Students should not wear the following:
Trainers or canvas shoes
Sweatshirts
Facial piercings
Crop tops

WE WILL ENCOURAGE
ONE ANOTHER AND
BUILD EACH OTHER
UP.

1 THESS 5:11



ATTENDANCE

SIXTH FORM STUDENTS ARE EXPECTED TO MAINTAIN AT LEAST 96% ATTENDANCE

Students are expected to be on school site from 8.30am to 3.00pm every day.

Students will be registered for all timetabled lessons. If a student does not have a timetabled lesson, they must sign in using the online register system located in the Library and Elmwood. This is the responsibility of the student and will effect their overall attendance.

If a student is going to be absent...

They need to complete a 'Request for Absence' form, available from Elmwood.

Doctor or dentist appointments should not be scheduled in lesson time or Independent Study time – except in an absolute emergency. Driving lessons or similar appointments should not be made during the school day.

If a student arrives late...

without a mitigated reason, they will be issued a lunchtime detention for that same day.



SIXTH FORM LEARNING AGREEMENT

THIS LEARNING AGREEMENT SETS OUT THE EXPECTATIONS OF OUR SIXTH FORM. TO CONFIRM YOUR ENROLMENT TO SAINT BENEDICT CATHOLIC VOLUNTARY ACADEMY SIXTH FORM, YOU MUST AGREE TO THE FOLLOWING TERMS AND CONDITIONS:

- TO UPHOLD THE CATHOLIC ETHOS OF OUR ACADEMY AS THE GOOD SHEPHERD, GOOD SAMARITAN AND GOOD STEWARD - THIS ALSO INCLUDES ATTENDING CORE RE LESSONS.
- TO BE RESPECTFUL OF YOUR PEERS AND STAFF AT ALL TIMES.
- TO FOLLOW THE SIXTH FORM DRESS CODE OF BUSINESS WEAR AND MAINTAIN PROFESSIONAL STANDARDS.
- TO MAINTAIN AN ATTENDANCE OF 96% AND ABOVE.
- TO BE PREPARED FOR ALL TIMETABLED LESSONS (INCLUDING STUDY PERIODS AND FORM TIME) AND ARRIVE ON TIME.
- TO CONDUCT YOURSELF IN AN APPROPRIATE MANNER ALWAYS AND BE A ROLE MODEL TO THE YOUNGER MEMBERS OF OUR COMMUNITY.
- TO COMPLETE AND PRODUCE WORK THAT IS IN LINE WITH A LEVEL EXPECTATIONS ON TIME AND TO THE BEST OF YOUR ABILITY.
- TO BE INVOLVED AND COMMITTED TO ALL ASPECTS OF SIXTH FORM LIFE INCLUDING ENRICHMENT, WORK EXPERIENCE AND ANY OTHER ACTIVITIES AS SUCH SET OUT BY THE SIXTH FORM TEAM.
- TO FOLLOW AND ADHERE TO SIXTH FORM BEHAVIOUR POLICES.
- WE RESERVE THE RIGHT TO WITHDRAW A STUDENT'S PLACE IN OUR SIXTH FORM FOR BREACHING OUR CODE OF CONDUCT AND ATTENDANCE POLICIES.

BY AGREEING TO THESE TERMS, YOU ARE ENTERING A CONTRACT WITH SAINT BENEDICT SIXTH FORM. IF YOU DO NOT ADHERE TO THESE TERMS ONCE YOU ARE ENROLLED WITH US, WE HAVE THE RIGHT TO WITHDRAW YOUR CONTRACT AND SUBSEQUENT PROGRAMME OF STUDY.

SIGNED (STUDENT)

KIND REGARDS,
MRS MARIA PEDEN

AS ONE BODY IN CHRIST WE
WILL ENSURE THAT NO
MEMBER OF OUR
COMMUNITY IS LEFT BEHIND
1 COR 12:12



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