



Cranbrook
School



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CRANBROOK SCHOOL SIXTH FORM AGREEMENT 2020 to 2021

Please bear in mind that this Sixth Form Agreement is based on normal sixth form procedures that apply without any changes due to Covid 19. We would like you to appreciate how the sixth form will operate under normal conditions.

From September 2020, there are a significant number of changes to sixth form procedures due to Covid 19. These changes will all be explained clearly during the Year 12 Induction. All changes will be under constant review.



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SIXTH FORM AGREEMENT 2020 to 2021

Congratulations on achieving the GCSE grades for entry into the Sixth Form at Cranbrook School. We hope that you will enjoy your time in the Sixth Form and that you make a success of your time here. It will be hard work but the more you put in, the more you will gain. It is important that you work with the school and staff to maximise your achievements and success. The following agreement is intended to support you in this quest; please read it carefully.

In the Sixth Form the key to success is to take control of your own learning in order to reach your full potential and future ambitions.

The School expects from you:

- To be on time for all lessons and House time, keeping attendance above 95%
- To complete school work in study time and to do further independent work
- A commitment to each subject you study
- To ask for help when you need it
- To submit fully completed work on time
- To contribute positively to lessons
- To take ownership of your academic data and work at or above your target grade in order to progress and gain the best possible results
- Aim to achieve the Cranbrook Sixth Form Diploma
- To use the SFC, both the upstairs silent study area and downstairs common room appropriately
- To take part in some of the many and varied activities, sports and clubs available to you
- To treat all fellow students and Cranbrook staff with respect and behave at school appropriately
- To dress appropriately at school as per the SF Dress Code
- To follow the Sixth Form Agreement

Your Teachers will:

- Support and help you
- Assist you in achieving the highest possible grades
- Mark and return work promptly and provide feedback on your work and general progress
- Equip you with study skills appropriate to the subject

The Sixth Form Community will:

- Provide opportunities for leadership and enrichment outside the classroom
- Offer advice and guidance on future careers and prepare you for Higher Education and the world of work

SIXTH FORM STAFF

Mr Swinburne	Mrs Corney	Mrs Fraser	Mrs Newman
Assistant Head Head of Sixth Form	Senior Tutor UCAS and Higher Education	Senior Tutor EPQ Sixth Form Diploma	Careers

SIXTH FORM DRESS CODE

At Cranbrook we believe that it is important for students to understand how to dress smartly in preparation for the world of work/interviews/formal occasions.

All Sixth Form students are to follow the dress code during the school day every day of the week unless it is a clearly advertised dress-down day. Cranbrook School is proud to offer its Sixth Form the privilege of expressing their individuality through their choice of professional clothing. Sixth Form students are inevitably role models for younger students so have a responsibility to set an excellent example to younger students. Cranbrook School expects high standards from all its students in both their conduct and their dress and as such students who let themselves down with regards to their attire will be sanctioned accordingly.

As a baseline test, always ask yourself if you would wear your outfit to a job interview.

At school events such as Speech Day students are expected to wear their smartest clothing.

Students' dress will be monitored by tutors, the Head of House as well as all staff around the school campus.

What are you permitted to wear?



Suits

Permitted	Not permitted
<ul style="list-style-type: none"> • Matching smart, tailored suit in any colour. • Ironed, tailored trousers and chinos and a smart blazer. • Collared shirt in any colour with the top button fastened if wearing a tie. • Blouse in any colour. • A plain top (no logo) with shoulders covered. • Any style of tie, including bow tie or cravat. • Trousers should be at least ankle length. • Smart, tailored jacket and skirt. • Skirts must be no more than the student's hand length above the knee. • Tights without holes, ladders or patterns. • Suit-style dress with a smart, tailored jacket. • All trousers must be of suit material and not skin tight. 	<ul style="list-style-type: none"> • There must be no visible underwear – this includes bra straps and boxer shorts above trousers. • Leggings – patterned or plain. • Trousers with studded pockets. • Jeans • Crop-tops • Tops with logos, writing or graphic print. • Lycra/bodycon dresses or skirts. • Revealing or sheer clothing. • Thin strapped tops ie: vests or spaghetti straps. • Playsuits or jumpsuits. • Shorts. • Maxi dresses. • Skirts or dresses which are in excess of a hand's length above the knee.

Jumpers and Coats

Permitted	Not permitted
<ul style="list-style-type: none">• Office-appropriate V-necked or crew-necked jumper.• Any coat when outside.	<ul style="list-style-type: none">• Jumpers with large logos.• Hooded tops.• Heavily patterned or chunky knitted jumpers.

Shoes

Permitted	Not permitted
<ul style="list-style-type: none">• Any smart leather or suede shoe in a suitable colour for professional dress (ie: not bright red).• Chelsea boots.• Kitten heels.• Heeled boots in suitable colour for professional dress.• Smart court shoes with a heel not in excess of 2 inches.	<ul style="list-style-type: none">• Trainers, sandals, plimsolls, flip-flops or canvas shoes.• Deck shoes• 'Vans'-style shoes• Knee-high boots

Hair, Jewellery and Accessories

Permitted	Not permitted
<ul style="list-style-type: none">• Pierced ears.• Any office-appropriate hairstyle in a natural colour.• Any office-appropriate discreet jewellery.• Charity bracelets.• Any office-appropriate makeup.	<ul style="list-style-type: none">• Facial piercings, including tongue.• Sunglasses or headphones on display within the school building.• Tatty material/fabric bracelets.• Any non-office appropriate hairstyles such as Mohicans, very closely shaved or dreadlocks.• Facial hair.

Students who do not dress appropriately will, on the first occasion, have a warning from their tutor/HOH. If problems continue, Parents and the SF team will be informed and the student could be asked to spend non-lesson time on that day (including break and lunch) in the meeting room next to the SF Office.

NON-ATTENDANCE OF LESSONS

Attendance of all lessons and House time is compulsory; if a lesson is missed without permission or good reason, a SF detention could be set and parents informed. If further lessons are missed, the following actions could be taken:

Being placed 'On Report'
Loss of privileges
Meeting with parents and student
Internal suspension for one day

LATENESS

Punctuality is important in the workplace and students are expected to arrive at all lessons and House time on time.

If a student shows a pattern of 'lates' (eg more than three in a half term), the following actions could be taken:

SF Detention
Informing Parents
Being placed 'On Report'
Loss of privileges

WEDNESDAY AFTERNOONS

Wednesday afternoons is timetabled for Games. Most students will be involved in team games or other sporting activities as organised by the PE department. All students who are not involved are expected to participate in service activities such as 'Primary School Support' or 'Elderly Support'. This may take place at other times in lieu of Wednesday afternoon.

YEAR 12 SUPERVISED PRIVATE STUDY PERIODS

At the beginning of Year 12, students studying 3 A levels will be asked to choose 12 periods over the two-week timetable that will be assigned to private supervised study which must be conducted in silence either upstairs in the SFC or the library. Students studying 4 A levels will need to choose 3 periods. These periods will be added to their formal timetable. Regular spot checks on attendance will be taken by teachers and cover supervisors (this will be recorded on the Sims register). Any non-attendance will result in a SF Detention and loss of 'Home/House Leave' privilege.

From the summer term of Year 12 and throughout Year 13, students who are achieving within one grade of their target grade in all subjects will be allowed to suspend these supervised private study periods.

HOME/HOUSE LEAVE

Students in Year 12 and 13 who have a free period (excluding supervised study periods) before a lesson or House time at the beginning of the day (period 1/2) or after lessons or lunch at the end of the day (period 5/6) will be allowed to seek permission to be at home or, for boarders, be in the boarding house. The permission will only be given on return of a signed form and on the understanding that the student will either be at home or in the boarding house. All students must be in House time every day (starting at 10.15).

This Home/House Leave privilege will be taken away from students who achieve two or more grades below their target grades in all subjects and also for those who have persistent problems of attendance, punctuality or dress code.

USE OF SIXTH FORM CENTRE

Silent Private Study Area – upstairs

This area must be silent at all times. No collaborative work is allowed. As well as 48 large private work areas, there are eight computers and a printer.

Sixth Form Common Room – downstairs

This area can be used for collaborative study and socialising with friends. However, it is important that respect is given to all other students and staff, and that it is treated as a formal part of the school environment and not as a 'youth club'. Therefore, the following protocols should be followed:

- No shouting or swearing
- All litter should be placed in the bins not on the floor or left on tables - it is the responsibility of all Sixth Form Students to ensure the area is kept in a decent state
- Bags should be placed on the floor, shelves or under the stairs – not left on tables
- All books, folders and private possessions should be removed at the end of the day and not left on the floor or tables
- No chewing gum is allowed in the SFC
- Do not move the chairs around to create large groups
- No area or table in the SFC belongs to one 'group'

ABSENCE PROCEDURES

If a student is missing from a lesson or supervised private study without prior notice, we will telephone home to check why they are not in school. In the event of illness, students must ask a parent or boarding house staff to telephone the school to let us know that they are unwell

before 9.30am. Please contact the school office on 01580 711800 or email the school at absence@cranbrook.kent.sch.uk

LATES

It is expected that students will not be late except under unusual circumstances. However, if students are late for school, they must report to the Barham reception to sign in. office. Parents/guardians can also email the school at absence@cranbrook.kent.sch.uk

IF YOU ARE FEELING ILL AT SCHOOL

1. Report to the Medical Centre or Barham reception.
2. We will contact a parent or House staff before allowing students who are unwell to leave school. When leaving, the student must be signed out at the Barham reception.

ABSENCES (not school trips)

Short absences foreseen in advance not requiring Headmaster's permission

A request for authorisation for time away from school for up to one day for any of the following reasons should be made, in advance, to the Head of House and copied in to Mrs Hollands. An Exeat form must be filled in for 1-3. This form should be collected from and returned to Mrs Hollands or Barham reception.

1. Medical appointments
2. Open days & interviews
3. Driving tests (not lessons)
4. Driving lessons taken during school hours, if no lessons are missed

Absences requiring permission from the Headmaster

1. Any absence of more than one day
2. One day absences such as weddings, funerals and work experience

An Exeat form must be filled in and returned for these.

Absences, which are unlikely to be unauthorised

Holidays/social activities/paid work/leisure/music festivals

BRINGING MOTOR VEHICLES ONTO THE SCHOOL SITE

Due to limitations of space, no Sixth Former will be able to park on site unless there are extenuating circumstances. The Tanyard and Co-op public car parks in Cranbrook can be used but NOT the Jockey Lane car park which is needed by local people using the Surgeries and clinic.

POST-16 FINANCIAL SUPPORT (STUDENT BURSARIES)

You are encouraged to apply for this if you think you meet the criteria. Speak to the School Bursar or a member of Sixth Form team if you need any assistance.

ACADEMIC MONITORING - YEAR 12

1. Initial Progress

You will be formally assessed 4 weeks into the first term in order to determine whether or not you should continue with the subjects you have chosen. The assessment will simply be 'satisfactory' or 'unsatisfactory' and be based on the following: attendance, punctuality, contribution, standard of work, notes and work ethic.

2. Formal Assessments

These take place towards the end of the Autumn term and Spring term. They are tests in all subjects of about one hour in length conducted under exam conditions. After these tests, the following is reported to parents:

- Grades achieved
- The 'Alps Target Grade' (an estimation of the likely A level grade based on average GCSE performance)
- A judgement of 'Attitude to Learning' and 'Attitude in Lessons' both based on a scale of 1 to 3.

3. End of Year Internal UCAS Exams

These are longer exams (and possibly two papers) taken in June in all subjects conducted under full exam conditions. Students are granted study leave during the week. The results are used to help determine UCAS predicted grades.

4. UCAS University Predicted Grades

Initial predicted grades are made in June after the Internal UCAS exams. A student can be given up to one grade higher prediction than their Internal UCAS exam result. The predicted grades can be modified anytime up to the UCAS application is sent provided that the student has improved their performance in formal re-sits or tests in that subject.

ACADEMIC MONITORING YEAR 13

1. Short mocks

These are mock exams of around 90 mins to 2 hours in length taken under exam conditions straight after the Autumn half term.

2. Full Mocks

These are full mock exams of around 2-3 hours in length (and possibly two papers per subject) taken under exam conditions straight after the Spring half term.

The Year 12 Assessment schedule including Parents' Evenings and Reports is shown below:

Week beginning October 5 th 2020	First Impressions Progress Report
Week beginning December 14 th 2020	Formal Assessments
February 2021	Year 12 Report
Week beginning March 22 nd 2021	Formal Assessments
Week beginning June 7 th 2021	UCAS Internal Exams
June 28 th 2021	Year 12 Parents Evening

ACADEMIC MONITORING – UNDER ACHIEVEMENT

After each assessment, Intervention levels are set at One, Two or Three for students who under achieve and for those with attendance, punctuality and behavioural concerns.

Intervention Level One – minor under achievement in at least one subject

Intervention Level Two – significant under achievement in two subjects

Intervention Level Three – significant under achievement in three subjects

Actions can include the following:

Level One – Tutor supervises and monitors the process. Student discusses problem with the subject teacher and agrees targets. These are recorded on the Tutor Review Sheet.

Level Two – Tutor and Head of House supervise the process. Student discusses problems with subject teachers and agrees targets. HOH and Tutor meet student and record targets on Tutor Review Sheet. Student maybe placed 'On Report'. Tutor monitors student carefully with regular checks of progress and work. SEN department involved if necessary. Student may lose privileges such as Home/House Leave and have more Supervised Study Periods. Parents are informed and maybe asked for a meeting in school.

Level Three – Sixth Form team supervise process with HOH and Tutor. Student discusses problems with subject teachers and agrees targets. Sixth Form team organise meeting with student and HOH/Tutor to produce an Academic Support Plan. Student maybe placed 'On Report'. Tutor monitors student carefully with regular checks of progress and work. SEN department involved if necessary. Student may lose privileges such as Home/House Leave and have more Supervised Study Periods. Parents are informed and maybe asked to attend the meeting.

In Year 13 an Intervention Group is organised for under-achieving students in order to give detailed positive personal support, guidance and support

PASTORAL SUPPORT

The House system at Cranbrook creates a unique sense of belonging and community. You will have frequent contact with your Tutor and Head of House who will be the first 'port of call' for support and advice. Other important staff who can offer support and advice are the following:

The Sixth Form Team – Mr Swinburne, Mrs Corney and Mrs Fraser

The SEN Team – Mrs Davies is the SENCO

Safeguarding Team – Ms Smart (lead) and Mrs Harris, Mrs Davies, Mrs Burnett and Mr Turner

Careers – Mrs Newman and Mr Targett (Independent careers advisor)

Medical Centre – Mrs Warburton

Counsellors – Mrs Hayes-Fisher

Student Listeners www.studentlisteners.com

Any other staff who you feel you can talk with

THE CRANBROOK SIXTH FORM DIPLOMA

Employers today are looking for students who are not only academically able, but also have a range of personal skills and qualities. A recent University of Kent survey of top employers found that the following skills were seen as just as important as academic achievement: initiative and self-motivation; planning and organising; time management; self-awareness; personal impact & confidence; stress tolerance; integrity; independence; interpersonal sensitivity; creativity. In order to encourage the development of these attributes in our Sixth Form students we have introduced the Cranbrook Sixth Form Diploma which we expect all students to participate in. In order to make the most of the Sixth Form experience, we believe that students should engage with and contribute to all aspects of school life alongside being a role model for our younger students. The Diploma will recognise achievements in a broad perspective of the school experience. Participating in the Diploma will also give the students an excellent advantage when applying for university.

To be awarded the Cranbrook Sixth Form Diploma you must achieve each of the following conditions:

1. **A Levels**
Achieve 3 A-levels.
2. **Independent Study**
Complete either;
 - a) An EPQ or
 - b) An Independent Research Project (700 -1000 words) ideally linked to your university application or career aspiration.
3. **Work Experience** – organise and take part in a period of work experience during Year 12 or Year 13 that is ideally (but not exclusively) linked to your university/career aspirations.
4. **Service to Others/Activities**
Either;
 - a) Take part for a minimum of two terms, in a school scheme that provides a service to others e.g. Primary Schools, CCF, Care for the Elderly, organising and running a club, Student Listeners or something similar outside of school.
and/or
 - b) Take part in a 'full-time' activity at school (once a week for two and a half terms) or take part in two or more part-time activities that adds up to two and a half terms of weekly activity as a minimum.
5. **Presentation**
Organise and conduct a formal presentation on a topic of your choice, to your tutor group/House (this could be linked to your independent study above).

EXTENDED PROJECT QUALIFICATION EPQ

The Extended Project Qualification (EPQ) provides an opportunity for students to extend their abilities beyond the A-level syllabus and pursue individual interests. It allows students to embark on a largely self-directed project with an emphasis on skill development where students take responsibility for the choice and design of an individual project. Projects are founded on researched-based critical analysis and presented in the form of an academically referenced report, an artefact or a performance. For this course, GCSE points exceeding a total 70 would be an advantage although not a necessity.

Students are supported through their project with a weekly taught skills programme to cover key skills required and are matched to a supervisor who offers guidance through the process. The EPQ is higher than an AS in terms of UCAS points being worth half of the points of an A level and is graded A* - E. Skills developed through the EPQ enable students to stand out in their university applications, provide an excellent foundation for study at university and are highly transferable to employment for future careers. Recognition of the study skills acquired from the EPQ, can result in reducing the level of a university offer and provide a focus for content within a personal statement and for interview discussion.

SIXTH FORM RESPONSIBILITY AND LEADERSHIP

A key feature of Cranbrook Sixth Form is to create opportunities for the students to take on responsibility and develop their leadership skills. There are many opportunities which start in the Summer term of Year 12 and continue throughout Year 13. These include the following:

- Senior Four - Head Day Girl and Boy, Head Boarding Girl and Boy
- House Captains (13) – Day Houses have both a Girl and Boy Captain, Boarding Houses have one Captain
- School Prefects (around 20-25)
- Department Prefects – Head of Departments appoint up to a few prefects in Year 13 to help in their departments
- Year 7 Prefects – a group of about 12 who help look after the Year 7 students in collaboration with the Head of Year 7 and 8
- Student Listeners – A group of about 15-20 students that are given training to help students who seek private help for personal concerns on an online platform
- Organising and running school clubs and societies – there are many opportunities here including such things as debating, chess, Warhammer, electronics, dance, football, book club, basketball, current affairs (CAPS), conspiracy club, drama, music, Queen's Hall Tech team, Finance, Eco Schools, Amnesty
- Charity Committee – a group which helps organise school wide events
- House responsibilities – each House has a number of posts including Deputy House Captain, Sports Reps, Social Reps, Charity Reps and mentors for junior students
- CCF NCOs – senior cadets in both the Army and RAF Sections
- Duke of Edinburgh Gold Award – the service section can involve helping to lead younger participants at Bronze level

CUSP – COMPETITIVE UNIVERSITIES STUDY PROGRAMME

GCSE grades mostly 7s-9s? Consider 'CUSP'! This is for Year 12s aiming for **academic excellence** at A level and beyond at the academically competitive university places (Oxford, Cambridge, Durham, LSE, Warwick, Medicine and Vet. Science etc.) The programme involves additional study, peer support and some opportunities run by the top universities. In Year 13 the group naturally evolves into Oxbridge/Medic etc. preparation. The group is **self-selecting** in the first instance; with registration forms available from Mrs Corney (keep an eye on the 'CUSP' noticeboard). However, if your GCSE/Year 12 grades are not quite at the 'CUSP' level, you may be told to concentrate on your sixth-form grades first and re-join if they pick up. The group meets once a fortnight to start with, with meetings becoming more frequent later in the year.

CO-CURRICULAR AND ENRICHMENT PROGRAMME

Cranbrook School has an extensive and varied range of activities and enrichment opportunities. All Sixth Form students are expected to engage with this programme developing their current interests but also trying out new activities or sports. We also encourage our students to offer some kind of service to others which could be with our own programme of Primary School Support and Elderly Support but also their own organisation of clubs, charity events or simply helping staff or other students.

Our programme includes the following:

Sports – Rugby, Hockey, Netball, Basketball, Cricket, Rowing, Swimming, Rounders, Tennis, Athletics, Badminton, Squash, Fitness and Conditioning,

Creative Arts – Drama, Music (including choirs, orchestra, wind ensemble, string ensemble, jazz band) Dance, Photography, Journalism, Art, Queen's Hall Tech Team

Activities – CCF Army and RAF Section, Duke of Edinburgh Gold Award,

Clubs and Societies - Debating, Chess, Warhammer, Electronics, Book Club, Current Affairs and Politics (CAPS), Conspiracy Club, Finance, Amnesty, Eco Schools, MedSoc, Psychology, Board Games, Dissection, Cookery, Engineering, Film, Astronomy

GENERAL STUDIES PERIOD

Once a fortnight you are timetabled with a GS period and all students must attend. It takes place in the Queen's Hall and could include information and briefings from the Sixth Form Team, talks, presentations, careers advice, UCAS information, outside speakers, planning of events and so on.

CAREERS INFORMATION, ADVICE AND GUIDANCE

Most Sixth Form students leave at the end of Year 13 to pursue higher education courses at University or related providers. As much of the advice and guidance is steered towards this area, the following list of dates and events gives an indication of what is an ongoing process.

In addition, you will find the weekly 'Futures' bulletin an excellent resource for details about university taster courses (residential and non-residential), higher apprenticeship information, external lectures and workshops, STEM courses, Year in Industry, volunteering opportunities and more. This will be emailed to your school account each week with hard copies available from the library. Please do look at this information on a regular basis.

The school provides the services of an independent careers advisor who is in school most Tuesdays. Appointments for a 40 minute slot can be made via Mrs Newman, and there is a 'drop-in' session available most Tuesday lunchtimes.

	Year 12	Year 13
September	Year 12 Induction Information Evening for Parents ALPS target grades published Progress assessment	Internal UCAS re-sits Oxbridge/Med/Vet applications completed
October		Oct 15 th Oxbridge/Med/Vet deadline UCAS applications finished and sent Year 13 Short Mocks
November	On one Saturday morning is the Careers Fair from 10.00am to 12 midday	UCAS applications finished and sent Saturday morning - Careers Fair 10.00am to 12 midday
December	Year 12 Formal Assessments	
Jan/Feb		Jan 15 th UCAS deadline Year 13 Full Mocks
March	Year 12 Formal Assessments	Year 13 Parents' Evening
April		
May	Senior 4 and Prefects appointed	Public Exams start
June	Internal UCAS Exams Year 12 UCAS and Careers Conference University/UCAS preparation starts University Open Days UCAS Subject Predictions Year 12 Parents' Evening and briefing	
July	Prepare and write personal statements and CV's UCAS subject references written	
August		A level results published University places accepted

CRANBROOK SCHOOL

SIXTH FORM AGREEMENT

I have read and understood the Sixth Form Agreement. I understand that if I seriously or consistently break the terms of this Agreement my Sixth Form position at Cranbrook School will be reviewed.

In particular, I understand the following:

The Dress Code

Supervised Private Study Periods and Home/House Leave arrangements

The Cranbrook Sixth Form Diploma

Non-attendance of Lessons and Punctuality

Absence Procedures

Expectations of Behaviour in the Sixth Form Centre

Bringing Motor Vehicles onto the School Site

Academic Monitoring

I have read and understood the Sixth Form Agreement and agree to its conditions.

STUDENT

Name (Print) **House**

Signed..... **Date**.....

PARENT

Name (Print)

Signed..... **Date**.....

(Parent/Guardian)