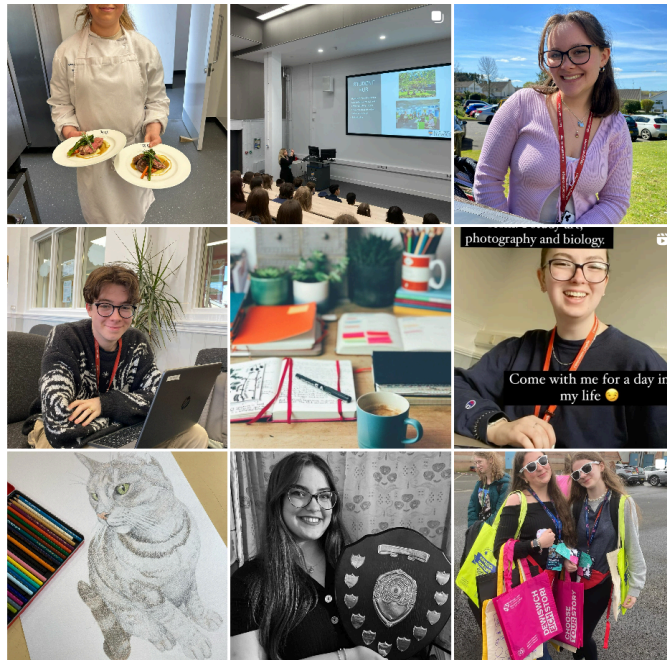




Launceston College
Part of the Athena Learning Trust

Launceston College

Sixth Form



Student Guide 2024-25



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Welcome to the Sixth Form

We hope that you will enjoy being in the Sixth Form. We want to help you to achieve your academic and personal potential. This Sixth Form student guide should answer some of the questions which you may have about being a Sixth Former. Please read it, keep a copy safely and refer to it regularly.

The Sixth Form Centre



We have created a first class Sixth Form Centre that we feel is conducive to giving our students the very best opportunities in their learning. The Sixth Form Centre is open for students to use from 7.30am-5.30pm Monday through to Friday, where students have access to computers, careers and higher education literature, a general working space and kitchen facilities. Since this is a working environment it is important that a few simple rules are followed. No food or drink may be consumed in Room 16 and the area should be silent independent study during lesson times. The spiral staircase room is a dedicated study area for students in Year 13. It is expected that a calm atmosphere, akin to being 'like a library', should be maintained in this room and it should not be used as a social space, including at break times. The Common Room area may be used to socialise before and after College and during break and lunch times but during lesson times the room should be quiet enough not to disturb those who wish to use it as a more informal work space. The Seminar Room can be used for independent study if there are no lessons timetabled, and in addition it may be used as a social space during break times. The Art Block has dedicated Sixth Form study facilities and students may also study in the main college library. Independent study in other subject areas around the college is usually possible by arrangement with the relevant Head of Subject.

Sixth Form facilities must be treated with care and respect. Any misuse of the facilities will be addressed under the severe clause of the disciplinary code and any damage will be charged to the student responsible.

To cover certain running costs, provide transport to events and to have a fund for social activities the Sixth Form levies a £25 voluntary contribution, which is administered under the guidance of the Sixth Form team. If you are unable to pay this fee please mention this at enrolment and other arrangements will be made. The contribution can also be claimed for on the 16-19 student bursary.

Student Conduct

As a member of the Sixth Form you have a responsibility to set a good example to other students. You have more freedom in Sixth Form but you must be careful not to disrupt the learning of others when enjoying this freedom. You must recognise your role in upholding and developing the good reputation of your Sixth Form; this includes your behaviour in person and on social media where any activity that brings the College into disrepute will be dealt with as a disciplinary matter under the Sixth Form Behaviour for Learning Policy. Mobile phones and other personal electronic devices must not be used in lessons unless you have been given permission to do so by your teacher. Mobile phones can be used in the Sixth Form block but they must not be used in the corridors or halls when in view of pupils in Y7-11.

Sixth Form Dress Code

There is no uniform in the Sixth Form. You will be issued with a Launceston Sixth lanyard and a personal ID badge which must be worn at all times on site in line with the College's safeguarding procedure. You come to college to work and you should dress appropriately. Your clothing should be neat, clean, modest and inoffensive to others. Extreme or ostentatious hairstyles and body piercing are not appropriate. You must remove hats inside the building. You are expected to dress appropriately for your learning environment as requested by your teachers. Any ambiguity regarding appropriate dress will be addressed directly by the Assistant Principal for Post 16.

Sixth Form ID Badges and Lanyards

Sixth Form students are issued with an individual ID with their name and photograph and a Launceston Sixth lanyard in September and these ID cards will be needed for electronic entry and exit to the College and Sixth Form block, and can also be used to activate the printers in the college.

Sixth Form students are required to wear their ID badges and lanyards on site at all times to maintain safeguarding protocols in the College. They should be worn visibly around the neck. They may be removed temporarily during practical lessons but should be replaced at the end of the lesson before leaving the classroom.

Tutors are required to check each morning during registration that students are wearing their ID badges and lanyards. If students forget to bring their lanyard to College they must request a temporary ID and Lanyard from the Sixth Form student pastoral support office during registration. Temporary lanyards must be signed out with Mrs Cubbon and returned the next day. If students lose their ID badge and lanyard they should go to the IT technicians immediately to request a replacement. **Students will incur a £5 charge for replacement cards that must be paid through Parent Pay.**

Going off site

It is expected that your need to leave the site during the school day will be minimal, developing your discipline towards your studies during the day is an important skill to develop to help you achieve your best as a Sixth Form student. However, as a Sixth Form student we do give you the privilege of leaving the site if you need to for any reason during the day. **You must ALWAYS tap out at the main gate or in the Sixth Form block with your ID card if you leave the site.** If you do not follow this important rule you could be putting people's lives at risk if there is a fire and the privilege of leaving the site will be withdrawn. Off-site privileges may also be withdrawn if you are

not punctual to your lessons and sat at your seats by the bell. fail to attend all of your lessons or fail to hand in work on time.

Transport

If you travel to College by bus you must have a valid bus pass issued by the bus company. Information regarding buses for Sixth Form travel was provided as part of your enrolment pack. Please ask in the Sixth Form Pastoral Office if you have any questions.

You must apply for a Sixth Form parking permit if you wish to park on site. You can apply through the Sixth Form Pastoral Office. Limited car parking is available for Sixth Formers in the Adventure Learning Centre car park. Please park within the marked parking bays. Alternatively, students can park by the 3G pitch at the sports field. Students are not permitted to park in the main College car park or in Dunheved House car park. There are a limited number of motorcycle spaces for students in the bike rack outside Dunheved House. Car and motorbike spaces are allocated on a strictly first come first served basis and vehicles are left entirely at your own risk.

Launceston Leisure Centre and retail store car parks close to the College ask that you do not use their car parks. Drivers must remember that they have a responsibility to use the roads around the school with great care.

The 6 lesson day

We pride ourselves on delivering exceptional teaching in the classroom and our results speak volumes about the quality of our provision.

Sixth Form lessons and breaks follow the same timings as the rest of College. In addition our offering also extends to Period 6 lessons. Period 6 has always been part of the Sixth Form timetable and allows us to be able to offer students 5 taught hours a week for each subject as part of our exceptional teaching offer.

In addition, our opening hours for study facilities in the Sixth Form block are from 7.30am to 5.30pm Monday to Friday. Many of our students choose to make use of this opportunity on a daily basis to get one step ahead with their studies and have time for additional or social activities at the end of the working day.

Greeting, Tutor Time, Character Curriculum and Super Curricular lessons

In line with the rest of the College, the College day begins at 8.45am with a greeting in Year groups. Morning greetings give the Sixth Form team an opportunity to informally meet with all students every day and share important notices. Morning greetings also give students an opportunity to focus on the learning opportunities available each and every day.

Tutor time and Character Curriculum lessons are vital and compulsory parts of your Sixth Form learning where you will develop a range of softer skills away from your studies and have the opportunity to learn about many of the things that all young adults should know, but no-one ever tells you! In addition, we also use this time to share important notices with Sixth Form students and help guide you with your progression plans beyond the Sixth Form, whether this be through a UCAS application, an apprenticeship, employment or a gap year. Sixth Form students will also benefit from a dedicated Super-Curricular hour. This development in our offer will provide students with the time needed to extend and develop their learning away from the specifications they study. For many, the learning in the super curricular hour will develop into the start of an Extended Project Qualification (EPQ). This time will also help students focus on areas that they wish to explore through work experience opportunities.

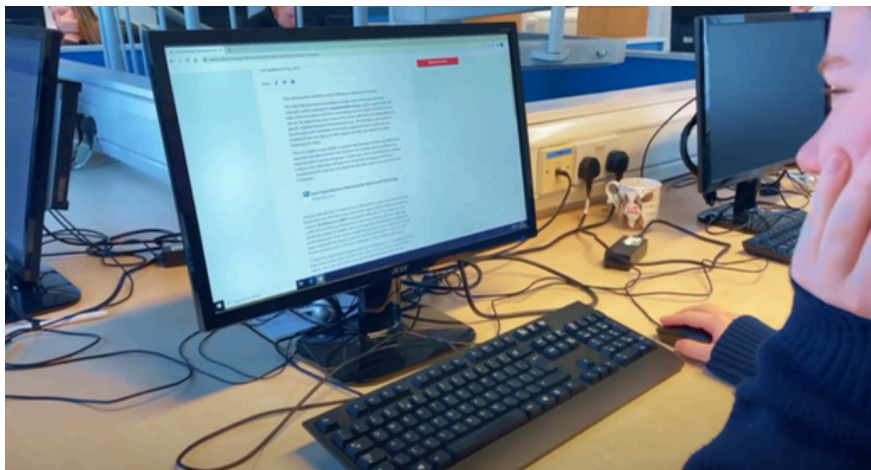
Repeated absence from greeting and/or morning tutor will be recorded as a SID:

- **Level 1** = KS5 teacher review if 3 absences from tutor but in lessons rest of day
- **Level 2** = KS5 subject review if 3 further absences from tutor but in lessons rest of day. Tutor to contact parents/carers and express concern.
- **Level 3** = KS5 further intervention required if 3 further absence following contact with parents. Formal meeting with Head or Deputy Head of Sixth Form.

Independent Study Support and Uplearn in the Sixth Form

In the Sixth Form we understand how daunting the jump from GCSE to A Level can initially be for students. You should expect to spend approximately the same number of hours (usually 5 hours) in independent study as in class for each subject. We endeavour to support you to achieve this independence in your learning by timetabling your study support in one of our dedicated study rooms. Your teachers will direct you as to how to use this time most effectively.

Students who study mathematics, physics, chemistry, biology and psychology will also have the added benefit of an Uplearn subscription to assist with their independent study. Uplearn is an online, AI driven resource that has been developed with cognitive science at its core. In order to achieve maximal gains from this investment, students studying these subjects will be expected to complete 3 hours of Uplearn per subject. By fulfilling this expectation, students will place themselves in the strongest possible position to achieve the very top grades.



For those subjects not covered by Uplearn, we have invested in online revision support from EverLearner and the premium service offered by Seneca Learning. In addition, we have a comprehensive variety of up-to-date resources and textbooks available in our study support room, as well as a host of other resources available on our website and in individual Class Charts accounts.

Our study support tutor, Mrs Gilbert, liaises closely with subject teachers to help you work on any areas of concern. Additionally, should you find yourself in a position where you are unsure of how to make the best use of your independent learning hours, or you find self motivation problematic, or you need an advocate to help you negotiate tricky conversations with teachers, Mrs Gilbert has a range of strategies to share with you. There is ALWAYS work to be done!

Flexibility of Independent Study Time

In the Sixth Form we understand the pressures that surround young adults at such a formative stage in their lives and fitting in the development of additional life skills, such as learning to drive, can be challenging. Therefore, we have a flexible approach and students can request, via the completion of a known absence form, to use some independent study time for activities such as a driving lesson. However, this will always be at the discretion of the Head of Sixth Form and dependent upon students being up to date in their programmes of study.

Plagiarism and use of AI

Plagiarism is defined as the unacknowledged use of the work of others as if this were your own original work.

A student may be found guilty of an act of plagiarism irrespective of intent to deceive. Plagiarism will not be tolerated; if detected, the penalty may be severe and may lead to failure to complete your course.

The scope of plagiarism

a) Plagiarism may be due to:

- copying** (using another person's language and/or ideas as if they are your own);
- collusion** (unauthorised collaboration).

b) Methods include:

- quoting directly** another person's language, data or illustrations without clear indication that the authorship is not your own and due acknowledgement of the source;
- paraphrasing** the critical work of others without due acknowledgement – even if you change some words or the order of the words, this is still plagiarism if you are using someone else's original ideas and are not properly acknowledging it;
- using ideas** taken from someone else without reference to the originator;
- cutting and pasting** from the Internet without acknowledging the source;
- colluding** with another student or person (other than as might be permitted for joint project work);
- submitting** as part of your own report or dissertation someone else's work without identifying clearly who did the work (for example, where research has been contributed by others to a joint project).

c) Plagiarism can occur in respect to **all types of sources and all media**:

- not just text, but also illustrations, musical quotations, computer code etc;
- not just text published in books and journals, but also downloaded from websites or drawn from other media;
- not just published material but also unpublished works, including lecture handouts and the work of other students.

(Adapted from a publication by the History Department at the University of Cambridge).

Misuse of AI is when you take something made using AI and say it's your own work. There is clear guidance posted around the Sixth Form regarding this. Please ensure that any use of AI falls within the acceptable limits. Speak to your teachers and other Sixth Form staff if you are unsure.

Smoking/Vaping

The College has a no smoking rule. You may not smoke or vape on the site or near the College entrance gates as this sets a very poor example to the rest of the College community.

Supporting your academic progress

Your target grade is calculated using your GCSE results and indicates the grades that you should be aiming for at the end of your course. Feedback on how to improve is given to you regularly as part of the learning process in each subject you are studying. You will receive working at grades in each subject studied after a period of formal PPE exams in the summer term of Year 12 and in the spring term of Year 13.

There are also several opportunities throughout the academic year for parents/carers and students to receive direct feedback on learning progress. There are Sixth Form Parent Teacher meetings in November and March and you will be invited to book appointments with teachers using the online booking system.

Student Email and Class Charts.

Important information is communicated to students using the College email system and Class Charts. Please make sure you check your emails and Class Charts daily for homework and for other important information you will need to know. There are plenty of computers available for students to use in the Sixth Form Centre. Please let a member of the Sixth Form team know if you do not have access to IT facilities outside of College as we will be able to assist in the loan of equipment.

Year 12 into Year 13 transition

Transition from one year to the next is not automatic. During the summer term Year 12 students will be invited to attend a transition interview with a member of the Sixth Form team to discuss their transition and progression plans. Attendance, behaviour for learning and Y12 PPE results will all be taken in to consideration when discussing your transition.

Examinations

There is no study leave during the exam period and you are expected to attend all lessons in each subject until you have completed your exam in that subject (e.g. you should continue to attend art lessons until you have completed the art exams, biology lessons until you have completed biology exams etc). You should continue to attend classes that are coursework based (e.g. BTECs), until all assessments have been completed.

Exam board rules will be made available to students at the start of each exam session. Failure to follow exam board rules for examinations is likely to be viewed as malpractice by the exam boards and will result in disqualification.

The examinations office will notify you of all exam entries, timetables and any additional costs (e.g. for University entry tests). All initial entry and examination fees are paid for by the College and this

includes the fees for retaking GCSE English or mathematics. However, the College does reserve the right to seek reimbursement of these fees should a student choose not to sit an exam or meet the necessary coursework requirements. Therefore, if for any reason you are unable to complete an exam that you have been entered for you must inform the examinations office immediately. They will advise you what to do depending on the individual circumstance. The examinations office can arrange to post results to you on request if you provide a stamped, addressed envelope. Please contact the examinations office directly if you would like more information about examinations.

Enrichment activities and additional qualifications

As part of your wider Sixth Form experience every student is encouraged to participate in enrichment activities. A wide range of enrichment activities will be made available to you. You will also be encouraged to complete an Extended Project Qualification (EPQ) on a topic of your choice as an extension to your super-curricular activities. The EPQ is usually started in the January of Year 12 with an aim to be completed in the first term of Year 13.

Library

The Library has a quiet study area that Sixth Formers are welcome to take advantage of and you may receive a Library induction session as part of one of your courses during the first half term of Year 12. Please call into the Library to find out about the facilities it offers.

Progression beyond the Sixth Form

We are keen to help you to realise your goals and ambitions as you move on from Launceston College. You should make use of the careers information available in the Sixth Form Centre and take advantage of the experience and knowledge of the college staff. The Character Curriculum and tutor programme will be used to provide you with the opportunity to access a wide range of progression information and options. You will be carefully supported to help you plan your next steps after the Sixth Form. If you decide to apply to university through UCAS or require a reference for a prospective employer please allow ten working days for your reference to be processed. Launceston College Sixth Form uses Unifrog as a comprehensive platform to support our students in making informed decisions about their future education and career paths. Unifrog offers tools for exploring university courses, apprenticeships, and career opportunities, work experience, providing detailed information on entry requirements, application processes, and potential career outcomes. This approach enables students to evaluate various options, helping them identify what aligns best with their personal needs and future goals.



Work Experience

It is expected that during your time in the Sixth Form that you will organise and complete at least one quality experience of the work place. Some of you will have the opportunity to undertake work experience in the Sixth Form as part of your weekly programme of study or in a block placement, whereas the majority of you will need to organise a placement at a time that has the least impact on your studies.

A good work experience placement has a huge number of benefits and is an expectation for all Sixth Form students. Students without quality work experience will increasingly find themselves at a disadvantage when applying for competitive university courses or employment. Placements can be for one day or longer and can take the form of work shadowing, a simple experience of the work place, or an actual blocked work experience. Importantly, you are encouraged to seek placements that are of a high quality and relevant to your interests so that it can help you with your decision making as you embark on your chosen career paths.



Although permission for work experience will usually be granted at most times of the year, students are advised to try and target the Progression Week in July where normal timetabled lessons are suspended for the week.

Advice, guidance and support on how to secure a work experience placement will occur during tutoring, Character Curriculum and super-curricular sessions during your time in the Sixth Form, and once you have identified an appropriate work experience placement you should collect a pack from the Work Experience Coordinator (Mrs Acaster) and return the required paperwork before the placement begins. You should be aware that this may take a number of weeks as there are sections for your parents/carers and employers to complete and return.

In exceptional circumstances where a work experience placement is offered at short notice and a lack of time prohibits the completion of the required paperwork, requests will be reviewed on a case by case basis with reference to the following criteria:

- 1) Your attendance record.
- 2) The proximity of exams or coursework deadlines.
- 3) Whether you are on target to achieve your predicted grades.
- 4) Any other extenuating circumstances.

However, in such circumstances the period of work experience will be considered as an authorised period of absence rather than work experience, and as such a disclaimer letter should be collected from the Sixth Form Office and the reply slip returned to the Sixth Form team before the absence can be authorised.

Part-time Employment

The benefits of having part-time employment alongside your studies in the Sixth Form are well documented and we actively encourage you to seek and take up such opportunities. Indeed, every year the College itself is able to provide some part-time employment opportunities for Sixth Form students to take advantage of. However, the benefits of part-time employment are completely outweighed by the catastrophic effect that having a job can have on your learning if you commit too much time to it. Therefore, we ask you to cap your weekly employment hours to an absolute maximum of 12 hours.

It is also worth noting that you are considered to be a full-time employee, and therefore not eligible for funding in full-time education, if you are in employment for 20 hours or more per week.

Attendance Policy

Good attendance is probably the biggest factor that contributes to success at this level of study. Attendance at all lessons is essential to ensure that you achieve your full potential as a Sixth Form student and we are committed to maintaining excellent attendance rates. By signing your Learning Contract at enrolment, you have agreed to follow the Sixth Form Attendance Policy.

Attendance and reporting absence due to illness (unplanned absence):

If you are unwell you must contact the Sixth Form student pastoral support office by telephone by 9.30am so that the register can reflect that your absence is due to illness. The direct line for the Sixth Form is 01566 771855 or you can ask for extension 280 on the main college number 01566 772468. If the phone is not answered please leave a clear message. You must contact us on every day of your absence unless you gain a doctor's note for an extended absence due to ill health. Parents/carers may be asked to authorise any absence due to illness after 3 separate illnesses.

Failure to attend lessons and failure to inform us for reasons for absence will be dealt with under the Sixth Form Disciplinary Code.

Dealing with planned absences from class in advance:

If you know in advance that you will be absent for a lesson, a day or a number of days, you will need to complete an absence request form as soon as you can in advance of the planned absence. Teachers will then be able to provide appropriate support to ensure that disruptions to your learning are minimised. Absence request forms are available from the Sixth Form Pastoral Office and should be returned there once it has been signed by your teachers.

Examples of authorised absence: emergency dental/doctor's appointment, religious observance, driving test/theory test - authorised in advance with DVLA letter, University visits - authorised in advance, super-curricular enrichment opportunities such as Exeter Scholars or UNIQ courses.

Holidays

No holidays can be authorised during term time in Sixth Form. We strongly discourage you from taking any planned holidays during term time as this can have a devastating effect on your studies.

Resolving 'N' marks in the register

Occasionally, you may receive an 'N' mark in the register when your whereabouts is unknown. If this happens your tutor will discuss this with you and resolve the mark.

You are a full-time student and therefore you are required to attend college every day and be present for every class. It is expected that you will aim to maintain an attendance rate in excess of 95%.

If your attendance rate falls below 90% a support meeting with the Head or Deputy Head of Sixth Form will be arranged, a Level 3 SID will be recorded and contact will be made with home.

Following a support meeting, should attendance continue to be erratic due to illness the Sixth Form team will request evidence of an intent to return with an agreed date. If the conditions of this intent to return are not met we may have to withdraw your place from the Sixth Form. Following a support meeting, should attendance continue to be erratic for reasons other than medical, warnings in line with the behaviour for learning policy will be issued.

An attendance rate falling below 80% would trigger a disciplinary meeting with the Assistant Principal for KS5.

If you are absent for a period of 4 continuous weeks for any reason your place in the Sixth Form will be withdrawn, unless auditable evidence of an intention to return can be provided.

Behaviour for Learning Policy

In the Sixth Form there are lots of new opportunities and challenges. Some students find these new responsibilities hard to manage. We want to support students who find it difficult to manage the independence of Sixth Form learning behaviour so we have a Behaviour for Learning Policy. The behaviour for learning policy includes the student disciplinary process.

Behaviours that can cause concern:

- Tardiness with punctuality to greetings, morning tutor and lessons.
- Non-attendance of greetings, morning tutor and lessons.
- Missing assignment deadlines.
- Incomplete work or substandard work.
- Lack of equipment/resources for lessons.
- Failure to adhere to the behaviour expectations required of a Sixth Form student.

If your teachers feel that you are demonstrating any concerning behaviour, they will issue an electronic **STUDENT IN DIFFICULTY (SID)** form. This supportive process aims to address the problems that you are having and to help you improve.

- Level 1 SID = Teacher Review:** teacher sets a specific target to help you improve.
- Level 2 SID = Subject Review:** if you fail to meet the teacher target to improve at Level 1 the teacher will record a Level 2 SID at Faculty level and contact is made with home. You will be set another target to improve.
- Level 3 SID = Sixth Form Intervention:** if you fail to meet your subject review target you will be asked to attend a meeting with the Head/Deputy Head of Sixth Form.

NB. Please note that in exceptional circumstances it is possible to be placed straight onto a Level 3 SID should the teacher deem the situation serious enough.

If after investigation academic indiscipline is due to an inappropriate course of study or some genuine personal difficulty then support and assistance will be given. If there is no valid reason for the academic indiscipline you will be issued with an **INFORMAL WARNING** which will be put on your record. If your conduct improves this warning will be revoked after six working weeks.

If your conduct does not improve and you receive further SID's you will be issued with a **FORMAL WARNING**; you may be issued with a revised learning contract and receive intervention to help you improve. You may receive support with constructive use of your study time. Your conduct will be reviewed regularly and your parents will be informed of your difficulties. **A SECOND FORMAL WARNING** may be issued if your conduct does not improve.

If you are unable to respond to the support measures put in place after a second formal warning your case will be reviewed at a **DISCIPLINARY HEARING**. You may wish a parent or carer to come with you to this hearing. After investigation, if no valid reason for your academic indiscipline can be discerned, your place in the Sixth Form may be withdrawn immediately or a **FINAL FORMAL WARNING** will be issued with specific targets for improvement that must be met. If you fail to meet the targets by the date specified in your final warning your place in the Sixth Form may be withdrawn.

Some students experience difficulties with their position of trust and their status as a role model to younger students. We term these difficulties **GENERAL INDISCIPLINE** and these incidents are dealt with in the same way as **ACADEMIC INDISCIPLINE** unless they are so severe as to fall under the **SEVERE CLAUSE**.

The **SEVERE CLAUSE** is used if a student acts in such a way as to endanger the security of other members of the College community, or to bring the College into disrepute. This may mean infringement of the College policy on gender, race, alcohol, drugs, dangerous items or conduct involving serious misuse of the College's facilities, (including ICT facilities). This clause may also be used in the event of inappropriate use of social media in a way that brings the College into disrepute and/or causes offence or harm to any member of the College community. In this event a disciplinary hearing will automatically be held.

If any student wishes to appeal against a decision they should write to the Assistant Principal KS5 as soon as possible after the hearing. The Assistant Principal KS5 will refer all of the relevant material to the College Principal for a decision to be made on the appeal.

If you feel that your appeal has not been dealt with properly or if you wish to appeal against a permanent exclusion you should do so in writing to the Chair of the Local Board of Governors within one month of the decision.

Useful Contacts

Mr Steve Rush

srush@launcestoncollege.uk

Assistant Principal KS5
Head of Sixth Form

Mr Luke Wade

lwade@launcestoncollege.uk

Deputy Head of Sixth Form

Mrs Demi Cubbon

sixthform@launcestoncollege.uk

Student Support
Sixth Form Pastoral Office
Sixth Form Attendance

Mrs Jo Gilbert

jgilbert@launcestoncollege.uk

Study Support
Room 16

Examinations office

ljenkins@launcestoncollege.uk

Examinations Officer

Visit our website:

<https://www.launcestoncollege.uk/sixth-form>

Contact Numbers:

01566 772468

College Reception

01566 771855

Sixth Form Pastoral Office Direct Line