

FAQs



Crossley Heath 6th Form

Student cohort 2020-2022

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Welcome to our Y12 students!

We would like to offer you the warmest welcome to the Crossley Heath 6th Form. We are delighted that you have decided to join us and are confident that you will enjoy your time here. This booklet intends to answer some of the main Frequently Asked Questions about starting in Y12.

Your future

Everybody will work hard to ensure that you are happy and successful during your sixth form years. We will strive to ensure that academically you experience the highest quality of teaching, that you develop independence and resilience and that you gain the qualifications you need in order to follow your chosen career pathway.

“ The new school year will be full of new experiences; personal tutors instead of forms, study time, flexibility of start and finish times, no uniform and academic subjects that you have chosen. Sixth form life should feel positive and exciting and we hope that you thoroughly enjoy every day of it! ”

Mrs Doig



Marcus Weston • Jane Rudman • Penny Doig • Andrew Coote • Vicky Pennington • Mark Schofield • Adam Smith

Meet the Team



Mr Coote - UCAS Coordinator and Teacher of English. Will lead your UCAS applications, oversee personal statements and advise on university exams, plus specialist medicine and Oxbridge entry.



Mrs Doig - Director of Sixth Form and Deputy Head Teacher. I will teach some of you maths and like to get to know all our students so you will often find me popping in to your lessons!



Mrs Pennington - Post 16 Development Manager. I'm responsible for attendance, social media, enrichment & day-to-day planning & communications for 6th form.



Ms Rudman - 6th Form Pastoral Leader. I have responsibility for Y12 and Y13 student well-being, as well as safeguarding and helping you sort out your day to day issues.



Mr Schofield - Y12 Progress Leader. Department Leader for Business & Economics. Responsible for monitoring Y12 academic progress, offering advice & organising additional support .



Mr Smith - Associate Assistant Head (6th Form). Department Leader for Maths. I oversee academic progress for Y12/Y13 & coordinate intervention and links with C6 & Calderdale College



Mr Weston - Y13 Progress Leader. Department Leader for Computer Science. I'm responsible for monitoring Y13 progress and coordinating advice and additional support .

“ At Crossley Heath we pride ourselves on being a warm, inclusive community that encourages academic excellence and allows you to be the very best you can be. We place student well-being at the heart of everything we do. However big your problem may seem, we provide you with the support network to overcome it. ”

Zara (Head Girl) & Fabrizio (Head Boy) 2019-20

Your first day ...



Q: What will my first day look like - Friday 4th September 2020

A: Arrival from 8:20am – through the pedestrian gates at the back of school (not the road to the car park).

The 6th Form centre will be clearly signposted.

Registration and temporary badge collection will take place in the Sixth Form Centre. Your day will then include:

- Meetings with your personal tutors
- Discussing information about all aspects of Sixth Form life
- Welcome assemblies with your Progress Leader and the Head of Sixth Form
- Provision of individual timetables
- Having photographs taken for ID badges
- Signing up for school emails
- Accessing school computers and the VLE
- A tour of the school for those of you who are new to Crossley Heath

Lessons will take place in the afternoon periods 4 and 5 according to your timetables.

The School Day

08.30 - 09.30	Period 1 (60 min)
09.35 - 10.35	Period 2 (65 min)
10.35 - 10.50	Break (15 min)
10.50 - 11.50	Period 3 (60 min)
11.50 - 12.20	Form time (30 min)
12.20 - 13.10	Lunch time (50 min)
13.10 - 14.10	Period 4 (60 min)
14.10 - 15.15	Period 5 (65 min)

2020 Autumn Term Dates for Y12

Opens : Friday 4 September
Closes: Friday 23 October

H A L F T E R M

Re-opens: Monday 2 November
Inset Day: Friday 27 November
Closes: Friday 18 December

**Bring lunch
& snacks on
your first
day!**

There will be no catering on site and students will not be permitted to leave the site during the day (due to Covid-19 restrictions) . Please bring a packed lunch and ensure that you have enough water and snacks to get you through the whole day.

What can you wear?

Q: Can I wear what I like?

A: We ask you to be reasonable. There is no uniform in 6th form but we need to have standards fitting for a leading learning institution. So yes you can express your individuality but we do not want to see: ripped clothing, facial piercings/stretchers, visible tattoos, low cut or cropped tops or shorts. If your clothes are too revealing or deemed unreasonable by the Sixth Form Team you may be asked to cover up or get changed.

Q: What if I don't have a timetabled lesson?

A: Our collegiate system means you don't need to come in if you do not have a lesson. If you have a free period between lessons, we have plenty of study space upstairs in the 6th form work room with IT and printing facilities .

Q: What can I do at break & lunch?

A: Break lasts for 15 minutes and most students stay on site, many getting breakfast from the dining room. Some students who have more time take themselves to the local Tesco to grab a Costa coffee.

If you do leave school it is very important that you scan out using your ID badge so we know who is in the building in case of a fire or other emergency and that you scan in on your return.

Some students stay in school for lunch and bring it over to the 6th form building. This area can become busy and it is key that you tidy up after yourself and show consideration to your peers and respect to the building, leaving it clean and tidy for the afternoon activities.

Others leave school and go to Tesco and some bring food back to school. King Cross offers a range of different takeaways, cafes and sandwich shops where you can eat in or takeout food.

Q: How do I pay for things?

A: We use an online prepaid system in school called ParentPay. You will receive a letter when you to come to register on results day. This will enable you to create a new account ready for the start of term. It is very straightforward but do not hesitate to ask if you encounter any problems. ParentPay is used to pay for food and drinks from the dining room, online resources e.g. books and revision guides, trips and visits.

Q: How do I find my way around?

A: We make every effort to ensure you are as comfortable as possible when you start in the 6th form and knowing your way around is a big part of this.

If you are new to Crossley Heath you will be paired with a person in your form who is already familiar with the building. They will show you where all your lessons will be taking place.

Additionally, you will be given a map in your welcome pack. The main building is on 3 levels: A, B and C floor with a staircase on each side of the building. At the foot of each staircase there is a rooming list with the classrooms located at that side of the building. You will soon get used to finding your way around!

Respect is an important part of school life. As you are in the Sixth Form, staff will give you more independence to make decisions. You are also a role model for all our other students and responsible for setting standards in school.

**Independence and respect
are key to 6th form life!**

Your A level timetable

Every task set by your teachers is designed to help you learn the material you have covered. Exam boards recommend that A Level students spend an hour of private study for each hour in the classroom to reinforce understanding, so if you have 15 hours of lessons, you should plan to spend 15 hours in additional study.

Q: What if I have study periods on my timetable?

A: Study periods are added to support your learning. They are a compulsory lesson and take place in a supervised room exclusive to sixth form with IT available. You can do homework, catch up work, or extension work set by your teachers. You may bring your own technology (phones, laptops, I pads, etc.) but please ensure that they do not distract anyone else in the room. Here are just some examples of ways to make good use of your study time:

Reading for a subject. Reviewing notes. Completing practice problems from a text book, past paper or online resource such as MyMaths. Using support resources on the VLE supplied by your subject teacher. Carrying out research for an essay or presentation. Planning an essay, presentation or project. Creating revision lists, notes, mind-maps, visual aids, flash cards that will help you prepare for exams and tests later on. Correcting work that has been marked by a teacher or reviewed in class. Working through old assessment materials (tests, essays etc.) as preparation for an upcoming test. Updating sketch books, DT folders, vocabulary or grammar books. Drafting your personal statement for UCAS or your CV.

Q: What do we do in Personal Development ?

A: The sessions will be delivered every week and will appear on your timetable as PD. The programme will be delivered via a range of different media including guest speakers, taught sessions and practical tasks.

There are three key concepts:

Independence & Aspiration, Choices & Influences, Autonomy & Advocacy.

Personal Development is all about being prepared for the next step – e.g. careers, higher education, keeping you safe & healthy, relationships, finances, making good decisions & preparing for independent living.

Helping you achieve the success you deserve!

Q: What do I do if I am studying a subject through Campus Calderdale (C6)?

A: C6 is really successful collaboration and lets our students study a wider range of subjects whilst still belonging to us as their 'home school'. A-level French, DT, PE, Government & Politics and BTEC Law are all offered at partner schools and take place on Tuesday mornings and Thursday afternoons. If transport is required it is provided and paid for by the school. All students will have a meeting with Mr Smith & Ms Rudman before lessons begin (in the first week) to explain what will happen and to give you as much information as you need to help make this as easy as possible for you.

Q: What do I do if I want to change one of my subjects?

A: We understand that despite a lot of consideration and deliberation you may feel, after a week or two of doing your subjects, that it is not for you. We prefer it if you give the lessons at least two weeks before you look at changing to another subject as things can settle down and you may feel better once the initial worries have subsided.

We are always willing to look at your options with you and to offer guidance in terms of the impact changing a subject may have on your studies and your longer term plans.

To start the process of changing a subject, you need to pick up a form from Mrs Pennington. Details of the exact process will be found on the back of the form.

Attendance & being on time

Q: What do I do if I am ill ?

A: If you are going to be absent from school because of illness you must ask the person you live with (parent/carer) to call or email us before 9.00am. If we don't have confirmation from home then a text message will be sent to your parents to remind them we need them to confirm your absence.

Parents can leave a voice message on the school number 01422 360272 option 2 or send an email direct to our dedicated absence email address: **post16absence@crossleyheath.org.uk**

If you need to leave school because you become unwell during the day then please get permission from Ms Rudman so we can update the registers accordingly.

Q: What do I do if I need time off school during term time?

A: There may be occasions when you need to be absent from school during term time, for example for an urgent medical or dental appointment. If so, you need to request this in advance by email to Mrs Pennington and copy in one of your parents to the email.

If you request an absence of more than 2 days, this will have to be authorised by the Head Teacher. Careful consideration will be given to each request but it is not guaranteed that permission will be given. Rules on absence from school are set by the government and it is unusual for a request of more than two days to be granted.

Visits to university open days are allowed and you must again request these in advance by email to Mrs Pennington, copying in your parent/carer. We will generally only approve a maximum of three open days in school time as there are plenty of opportunities to attend at weekends.

Employers and universities place a strong emphasis on good records of punctuality and attendance. This is a key part of any reference we write for you, so if you wish your record to be judged as 'excellent' it must be 96% or above. This includes all your lessons, your agreed tutorial and all the prescribed elements of the enrichment programme.

And why it matters!

Q: What happens if my teacher is absent?

A: If a member of staff is absent from a Y12/Y13 lesson then usually the lesson will not run. Your teachers will email you to inform you of their absence and send you any work that they would like you to do or tell you where the work can be found in school.

If an absence is known in advance, your teachers will try to inform you prior to their absence if possible and set you work at that point. They will also indicate whether or not they want you to come in to school or if you can study at home.

Mrs Pennington sends a daily bulletin to all Sixth Formers each morning which includes staff absence.

Q: What do I do if I arrive late to school ?

A: There are sometimes unavoidable reasons why you may arrive late to school and it is very important that you let us know you are here. You must swipe in using the scanner in the 6th form area and then either report to the 6th form office or if you are in a lesson, ask your teacher to change the register and mark you in.

More than grades

Q: How do I get careers advice?

A: Careers will be covered in your Personal Development sessions. You also have access to independent careers advice from the C&K Careers Adviser Liz Hirst who is in school each week. There are various careers and work related events during your time in the sixth form. In Y12 you will visit the annual UCAS Fair and complete a valuable week of work experience. We host a 'Life After CHS' event for students and their parents where representatives from local universities, employers and apprenticeship providers are available to answer any queries.

In Y13 you will be in a position to apply for university, employment or apprenticeships and this is supported through our mock interview event. The A45 study room holds various hardcopy careers resources, including university prospectuses and work related literature. All students (and parents) are given access to Unifrog, an online platform where the most up to date information on careers, HE and training is collated. You will build your personal profile on Unifrog and this will assist you in gathering references, evidencing training, writing your CV and creating a successful personal statement. The careers area on the VLE also has many useful links for you to explore.

For the majority of our students who do apply to university, Mr Coote is our dedicated UCAS advisor and will help you through each step of your UCAS application from the end of Y12.

Q: What is the House system?

A: We have an extremely active House system with regular events including sport, drama, charity and musical activities. Every student is assigned to one of the four Houses - Savile, Porter, Kings and Queens. Each House has sixth form House Captains and a team of elected student House Officials. Y12 students who wish to stand for House Captain/Vice Captain during their final year of school will have the opportunity to stand for election from the Spring term of Y12.

House assemblies are held on a fortnightly basis and all 6th formers are encouraged to attend.

You should also look to your contributions and enhance your leadership qualities to make you a stronger candidate for your chosen pathway. Enrichment activities, EPQ, work experience, volunteering and representative sport all demonstrate a commitment beyond the curriculum. Involvement in the school House activities is also recommended.

Active engagement is key!

Q: What is the Enrichment Programme?

A: The Enrichment Programme is designed to help you think more closely about how you can successfully market yourself to universities and future employers, to develop new and transferable skills and gain experience in a wider field outside of your academic study. As well as your A Level achievements you will need to be able to offer something else to make yourself an 'attractive' proposition.

Built into your school timetable in Y12 is a 1 hour enrichment period each week that you can use to help you get ahead. We have established links with local companies and organisations in many fields who offer enrichment and volunteering activities. We also offer some in-school sessions in things like First Aid, art classes, music groups, sports teams, social media and mentoring support sessions with students from younger years. You need to use your enrichment time effectively, finding something that makes you a better candidate by improving your knowledge, leadership skills or your personal skills as a team player.

Q: So what are my options?

A: We have an Enrichment launch assembly early on in the term. You will be able to choose something that interests you or alternatively find your own volunteer work and let us know. If you already volunteer, or if you play sport at an advanced level for school, you can tell us what you are up to and use the allotted hours in your timetable to work on your own studies so you have less to do after school.

Final FAQs

Q: What if I forget my ID badge?

A: Your ID badge is critical for scanning you in and out of the building and must be worn visibly at all times while you are in school. This is a legal requirement for us to comply with fire and safety regulations. It also enables you to print and photocopy using the school IT. If you have forgotten your ID badge you must go to main reception and get a temporary badge for the day with your photograph on it. You will then have to manually sign in and out in the book in Ms Rudman's office as the scanner will not work with temporary badges.

Q: Can I bring visitors into school?

A: You may not bring visitors in to the school without the prior permission of a member of staff. All visitors must report to the Reception desk on arrival at school to sign in and will be given a visitor's badge. This includes ex-students.

Q: Are there things I'm not allowed to bring in to school?

A: You must not bring any of the following items into school (this includes bringing things in as gifts or for friends):

Chewing gum / alcoholic drinks / any illegal substances / cigarettes / e-cigarettes/ tobacco / matches / lighters / knives / weapons / laser pointers / razor blades.

Sixth Form is a big transition for all students whether you are new to Crossley Heath or not! If in doubt about anything you can email Mrs Pennington v.pennington@crossleyheath.org.uk or Ms Rudman j.rudman@crossleyheath.org.uk and we will either be able to help you out or point you in the right direction.

Don't be afraid to ask!

Q: Where do I go if I've lost something?

A: No items of great value should be brought into school and money and valuables must never be left unattended. Items such as mobile phones may be used at lunchtime but during the rest of the school day must be kept safely on your person. Do not leave your belongings lying around. The lost property office is situated in the Old Boys' Gym and is open every morning before lessons start. The Cleaning Manager will return all items that are clearly labelled.

SIXTH FORM CONTACT INFORMATION	
The Crossley Heath School	Tel: 01422 360272
School website	www.crossleyheath.org.uk
Student absence direct email	post16absence@crossleyheath.org.uk
Mrs P Doig- Director of 6 th Form	p.doig@crossleyheath.org.uk
Mr A Smith – Associate Assistant Head	a.smith@crossleyheath.org.uk
Mr M Schofield – Y12 Progress Leader	m.schofield@crossleyheath.org.uk
Mr M Weston – Y13 Progress Leader	m.weston@crossleyheath.org.uk
Mr A Coote – UCAS Coordinator	a.coote@crossleyheath.org.uk
Ms Rudman – Pastoral Leader KS5	j.rudman@crossleyheath.org.uk
Mrs V Pennington – Post 16 Development Manager	v.pennington@crossleyheath.org.uk