



enjoylearnsucceed

Parent Guide to Year 12 and Year 13

2022 -23 Academic Year

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Key people

My child's tutor is _____

Year Team Leader: Emma Ellis

Assistant Faculty Leader P16: Michael Derrick

SLT link/ Faculty Leader of Post 16: Manny Delgado

SENDCo: Rebecca Lonsdale

Wellbeing lead: Tim Shearn

Deputy Wellbeing lead: Sue Peyton

Introduction

This booklet is designed to help you as a family support your child's learning throughout the academic year. It will contain key dates, study tips, some tips on where to get help, and some information about the subjects your child will be studying this year. A copy of the booklet will also be on the website and be made available to you electronically. The school website www.beckfootoakbank.org will also have additional information on it.

Important Information

The school day

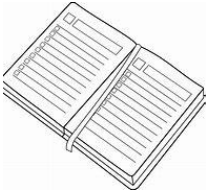

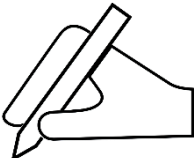
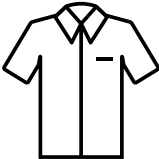
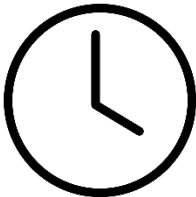
All students need to be **on site** ready to line up by 8.15 am

Breakfast is available in the atrium from 8am.

	Post 16
Arrive	8:15am -8.20am
Tutor Period	8.20am – 8.50am
Period 1	8:50am-9:50am
Period 2	9:50am-10:50am
Break	10.50am-11.10am
Period 3	11:10am-12:10pm
Period 4	12:10pm-1:10pm
Lunch	1:10pm-1:40pm
Period 5	1:40pm - 2:40pm

The tutor period is an essential part of every day and students are expected to be on time for line up and bring with them a school bag that contains their pencil case, their green file and the necessary equipment for that day. Students will be expected to wear their school lanyard every day – this serves as identification, will be used to pay for food and any photocopying and will be used for students who need to sign in or out during the school day.

Expectations

	<h3>Have your green file at all times:</h3> <p>Students will be given 4 files at the start of Year 12</p> <p>1x Green File- This is your daily file and should be with you at all times. You will divide this file into 3 sections (<i>for each subject</i>). Your current work will be stored in this file.</p> <p>3x Grey Files- These are your home files (<i>1 per subject</i>). You will transfer work into these files once you have completed the topic. Your grey files will build up work, notes, and resources for final examinations.</p>
	<h3>Have your timetable in your green file:</h3>
	<h3>Have the correct equipment:</h3> <p>Students are expected to attend school with the equipment required for their lessons. Students studying Mathematics, Physics and Product Design will need a scientific calculator.</p>
	<h3>Wear the correct uniform at all times:</h3> <p>More details about dress code can be found on the following page</p>
	<h3>Attend every day on time for school and every lesson:</h3> <p>Students must inform Mr Delgado of their absence between 7:30 and 8:00 on the following number 01535 210111 Ext. 16837.</p> <p>This needs to be done by the student on each day of their absence.</p> <p>Emails are not accepted and failure to follow these expectations will result in a sanction on return.</p>

Beckfoot Oakbank Sixth Form Dress Code

Beckfoot Oakbank Sixth Form students do not wear uniform, but instead have their own dress code, whereby they are treated as adults and trusted to wear clothing that is appropriate for a working environment. Sixth Form students are role models for young students and are seen by the school as working adults. The information below gives guidance on what is appropriate and what is not.

Items	Examples of permitted items	Examples of prohibited items
Trousers	Tailored trousers Chinos Jeans	Leggings (<i>unless worn with skirt/dress</i>) Sports Leggings Joggers Tracksuit Bottoms Excessively ripped jeans Shorts
Skirts/Dresses	Skirts and dresses of appropriate length i.e. no shorter than mid-thigh and a style that's appropriate for school	Any item that is too short or revealing
Tops	Shirt/blouses Polo shirts T-Shirts Hoodies Jumpers	Crop tops Vests Offensive logos
Other	Lanyards must be worn at all times (<i>for ID purposes</i>)	Hats Coats/Jackets/Gilets must not be worn inside the building

Please see the Post 16 team if you are unsure whether a particular item is appropriate. Students who repeatedly choose not to adhere to the policy set out above may be sent home to change.

Important dates for Year Post 16

Year 12	
What	When
Attitude to Learning Collection1	21 st September 2022
Mock exams	5 th December 2022
Attitude to Learning Collection 2	14 th December 2022
Parent's evening	12 th January 2023
Attitude to Learning Collection 3	1 st February 2023
Attitude to Learning Collection 4	22 nd March 2023
Ready for Success Launch	17 th April 2023
Attitude to Learning Collection 5	17 th May 2023
Mock exams 2	5 th June 2023
Work experience week	12 th June 2023
Mock results	28 th June 2023

Year 13	
What	When
Attitude to Learning Collection1	21 st September 2022
UCAS deadline- <i>Oxbridge/Medicine/Dentistry</i>	15 th October 2022
Mock exams 1	14 th November 2022
Mock Results	7 th December 2022
Attitude to Learning Collection 2	14 th December 2022
Parent's evening	12 th January 2023
UCAS deadline	25 th January 2023
Attitude to Learning Collection 3	1 st February 2023
Attitude to Learning Collection 4	22 nd March 2023
Attitude to Learning Collection 5	17 th May 2023
External examinations begin	May 2023

Subjects studied this year

	Lesson Learning	Independent Learning
Subject 1	5 hours per week	5 hours per week
Subject 2	5 hours per week	5 hours per week
Subject 3	5 hours per week	5 hours per week
Tutor	2.5 hours per week	

16-19 Bursary

There are 2 types of Bursary:

Discretionary Bursary- available to those who are on Free School Meals and those whose household income is less than £22,500.

Priority Bursary- available to those who are or were in local authority care, receive income support/universal credit, receive ESA & DSA.

Students can use their bursary to purchase school related items- textbooks, equipment, train fare to uni/apprenticeship visits, UCAS applications and many more. Priority Bursary students could receive up to £1,200 per year depending on their attendance/A2L and attainment.

Applications to be collected and handed in to Mrs Ellis.

VESPA- The A level mindset

Over the last 15-20 years, much research into the psychology of success has been conducted and the findings are very interesting. Achieving the best grades possible in your A Levels is more than just learning the specification content. A particular set of skills and an advanced mindset is necessary. In other words, your attitude, self-beliefs about abilities and self-awareness of your own goals are essential to being an effective and successful A Level student.

Unfortunately, it is quite common for people to have a fixed mindset which is one that believes we are born with our levels of intelligence/personality/creativity. Or at best, that these are formed in childhood. This is an inaccurate view of ourselves. A growth mindset recognises that we are all constantly learning. This is the accurate way to view our minds and how our brains work. We are changing, growing as people all the time and so is our capacity to learn and improve ourselves.

There has been very recent research conducted here in England into the mindset of A Level students. This research into the mindset concept has identified the following key elements:

Vision – know what you want to achieve

Effort – put in many hours of independent study

Systems – organise your learning, resources and time

Practise – again and again and develop your skills

Attitude – respond constructively when setbacks happen

Student leadership

Every Year 12 student will need to sign up to at least one leadership opportunity in the first term.

We want to enrich our students and to provide them with the opportunities to develop skills for employability and life.

Students will have the opportunity throughout the year to support occasion such as open evening and Primary School transitions but need to be involved in one of the following roles:

- Lunch and Social Time supervisors
- Library Support
- Astro and MUGA supervisors
- Peer readers
- SEND Assistants
- Faculty Assistants

Unifrog- The complete destinations platform

Unifrog is a one-stop-shop where students can easily explore their interests, then find and successfully apply for their next best step after school. Unifrog will help students explore their key interests and what career paths they can take to reach their goals!

The Sixth Form guidance allows students to explore the different University courses and Apprenticeships they may be interested in. It takes away some of the stress of finding a university and course suited to students, which is a big relief during such an important time.

Students provided time in registration to explore University courses, apprenticeships and look at all the different tools available on the destination platform, including the personality quiz and careers questionnaire.

UCAS and Apprenticeships

In May 2023 for Year 12 we will turn the focus to destinations with university applications open and Apprenticeship support and focus groups. All year 12 have 1-1 tutorials with tutors and Post 16 team also met with all students for a drop-in session so further support can be provided if required. We provide support with personal statements, applications, interview preparation and opportunities to update CV's. In Year 13 we continue with this bespoke support for each individual student and pride ourselves in ensuring all students have a destination when they leave us.

Attitude to Learning

In Post 16 we will collect attitude to learning data 5 times per year where students will be monitored on

- Attitude to learning
- Attendance- must be 100%
- Course work- must be up to date
- General work- all class work must be of a good standard and all homework completed
- Assessments- students must be predicted higher than E's in all academic subjects and predicted higher than Pass in all applied subjects.

A2L	Staff Check List
1 Excellent Learner	<ul style="list-style-type: none">• Student fully engages during lesson, responding and reacting to work in lesson and in follow up study outside classroom – work is always completed• Arrives on time to all lessons, well organised and fully equipped for all lessons• Attends all lessons – 100%
2 Committed Learner	<ul style="list-style-type: none">• Student regularly engages well during lesson, usually responding and reacting to work set in lesson – work is sometimes not completed• Usually punctual to lessons and settles quickly with the necessary equipment• *Attends most lessons – 97% <p>*no more than 2 absences and 2 lates in the cycle</p>
3 Inconsistent Learner	<ul style="list-style-type: none">• Student sometimes fails to engage during lesson, work is often not completed, and the student is off task.• Late to lessons and/or not fully equipped to complete the required work.• *Attendance is an issue – often misses lessons during the week – less than 95% <p>* More than 5 lates in a cycle and 5 absences in the cycle</p>

It is vital students are prepared for year 13 and 'Ready for Success' aims to provide students with the opportunity to address any poor learning habits and re-visit the importance of Independent Learning, Pro-active and Re-active activities, and excellent attendance – all of these will be discreetly talked about, by tutors, on UCAS references, so we need to ensure students will be successful.

Independent Study



Microsoft Teams

We have made the decision to use Microsoft Teams as our way of setting work for students who are not in school and sharing materials with. We are also developing our use of this for setting and completing homework. It allows us greater flexibility to make lessons available, add revision resources and link to other tools we may use in school. This is an area we will continue to use and develop as a school over the coming weeks and months so it is important that students, and you as parents, become familiar with how this can help them.

Microsoft Teams is accessed using your child's school email address. All students should know their login details and how to access Teams. A copy of the information shared with students about how to access Teams is available on the school website. Students also have access to all the Microsoft applications including Word, PowerPoint, Excel and others when they login to Office 365 via the school website. It is not possible to create parent accounts on Teams.

Teachers will upload their lesson materials for every lesson onto Teams. This means that students who are absent can access them but in addition all students can continue to refer to them after the lesson has happened. Lesson materials can take several formats depending upon the subject. .

Where to get help if you need it.

Encourage your child to speak to their class teachers about how they can use Teams to support their learning.

If your child cannot access Teams – please email their tutor in the first instance.

If you have a question about a specific lesson – email the class teacher in the first instance.

Technology can be a challenge at times but if you have any queries get in touch with us so that we can try to address.

Our Learning Resource Centre (LRC) is open every day after school until 3.30pm

Your child can access the LRC after school and at breaks/lunches to do homework, read, access computers,

Post 16: Careers information at Beckfoot Oakbank

Beckfoot Oakbank School - Future Ready

Students in Post 16 have plenty of opportunities to engage with career and future ready activities during tutor time, and through a variety of carefully planned assemblies and through the Journey of Life. Post 16 students work with a variety of local universities and apprenticeship providers – as well as SPRUCE, Student Leadership, Work Experience week, and Enrichment week

Students can also attend Careers Club every Tuesday where the focus is on ensuring students can explore a variety of career pathways, with the main focus being on Level 5/6 courses, academic pathways, job application processes, and CV writing, and UCAS

As well as signposting around school, students have access to an independent Careers Advisor, as well as a bespoke Post 16 Teams page which is regularly updated with career related opportunities.



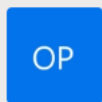
Unifrog is a one-stop-shop for students across KS3, KS4 and KS5 where they can easily explore their interests, then find and successfully apply for their next best step after school.

Unifrog brings into one place every undergraduate university course, apprenticeship, and college course in the UK as well as other opportunities such as School Leaver programmes and MOOCs. Students can also write their personal statements and create CVs with Unifrog guiding them along the way.

Unifrog- How to log on:

1. All students have received a welcome email from Unifrog
2. If they haven't already, they need to follow the link on the email to register for a Unifrog account
3. For further visits type in www.unifrog.org
4. Enter username and password
5. EXPLORE!

[home - icould](#)



OAK Post 16 Careers
Club and Bulletin...

What is Oak Post 16 Career Club and Bulletin page?

This is a bespoke way we are using to communicate with Year 12/13 the types of career opportunities there are. We try to ensure we share a range of different career routes and online opportunities for students to engage with – take a look and see what we are sharing.

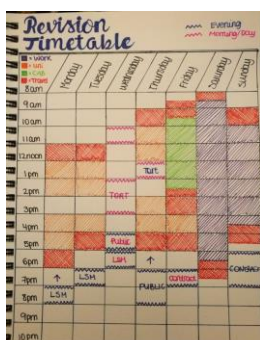
Useful websites: www.healthcareers.nhs.uk , www.gohigherwestyorks.ac.uk , <https://icould.com/explore>
<http://amazingapprenticeships.com/> , <http://ccskills.org.uk/careers> , <http://jobs.carnival.com/>

How to support learning

By doing home learning, your child will learn how to read and follow directions independently, manage and budget their time, complete their work neatly and to the best of their ability. It also helps them develop a sense of responsibility, pride in their work, and a work ethic that will benefit them well beyond their school years.

1. **Decide on the workspace:** Somewhere comfortable, quiet and accessible to you so you can provide encouragement and help. Some like the kitchen or dining room table while others prefer their room – but check in periodically and review their work when it's completed if this is the case.
2. **Setting up for success:** Make sure it is well lit, comfortable, stocked-up with school supplies, quiet and free from distractions.
3. **Supporting them:** Help them interpret instructions, and review completed work. Resist the urge to provide the right answers just to get it done! They'll grow in confidence if you help them develop the problem-solving skills they'll need to get through the task.
4. **Make it routine:** Be clear that schoolwork is a priority with ground rules like using the workspace and agreeing a regular time to get it done. Make it clear that there's no TV, phone calls, video game- playing, etc., until it's done and checked.
5. **Empower them:** Some might want to tackle the harder tasks first, while others prefer to get the easier tasks over with. By helping them create a strategy when they're young, they'll do it independently later. Allow short breaks if needed, then guide them back to it with fresh focus and energy.
6. **Instil organisation skills:** Encourage your child to use their Learning Planner, Microsoft Teams, a calendar or reminders on their phone to help get organised.
7. **Make links to the "real world":** Talk about how meeting deadlines is important in the world of work, or how their learning history relates to today's news.
8. **Seek help if required:** Encourage them to ask an adult for help or email their teacher together. Contact their Head of Year if you have ongoing concerns or would like them to attend Homework Hub sessions after school. The LRC is another excellent facility to support your child's learning beyond the school day. It is open Monday to Friday from 8:00am – 3:30pm. We are always open to your suggestions for workshops which support your child's progress.
9. **Praise them:** Recognise and reward their concentration, resilience and effort.
10. **Be a role model:** Whilst they work, do some reading, write letters, lists or emails. By showing that learning remains important and fun once school is over, you'll help them understand that building knowledge is something to enjoy throughout life.

How I revise for my exams



1. Create a revision plan/timetable
2. Work in 30-45 minute slots
3. Use a variety of techniques
4. Use past exam papers

Useful Websites

www.ucas.com

www.gov.uk/student-finance

The 2022-23 School Year

Aug 2022						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
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Nov 2022						
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Dec 2022						
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Jan 2023						
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Feb 2023						
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Mar 2023						
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Apr 2023						
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May 2023						
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Jun 2023						
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Jul 2023						
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Key			
Bank Holiday	Occasional Day	Training Day	Statutory