



TCS Sixth Form

Work Hard.
Be Kind.
Take Responsibility.

Parents Guide Sixth Form 2024-2025

Welcome to The Coleshill School Sixth Form, where we extend a warm welcome to all parents and students. Some of you will be parents of students who are new to the school, whilst others have already formed strong links and are returning into our with sixth Form. We look forward to forging a strong working partnership with you and your son/daughter over the coming years.

At The Coleshill School, we are committed to fostering an environment that not only upholds high academic standards but also embraces ethical inclusivity at its core. Our guiding principles revolve around the values of work hard, being kind, and taking responsibility.

We have high standards and expectations of our sixth formers and that they become positive role models for the lower school.

We hope that this handbook will give you a little more insight into the journey that your son/daughter is embarking on and how the Sixth Form team will work to ensure they spend a rewarding and successful two years with us.

Thank you in advance for your support of the school and your son/daughter as they start on a challenging academic year.

Yours sincerely

Miss Brindley

Head of School



Key Dates 2024 - 2025

26th September 2024: Parents Guide to 6th Form – Settling in evening

20th November 2024: Parents Evening for Year 12 and 13 (face to face)

25th November - 6th December 2024 : Year 13 Mock Exams and
Year 12 Class Assessments

From 8th January 2025: Vocational External Exams Year 12 and 13

26th March 2025: Parents Evening for Year 12 and 13 (face to face)

12th May – 27th June: A level and Vocational Exam Series

9th June – 20th June 2025: Year 12 Summer Exams

30th June – 3rd July 2025: Year 12 Work Experience

Are you eligible?



Students can apply for a bursary. The amount a student and their family can apply for is dependent on household income. The application forms are available on the applica website and must be submitted with appropriate evidence of the household income. The bursary should only be used to aid a student's education e.g. – books, equipment, travel costs, educational trips. Payments will be made dependent on attendance and achievement.

Bursary Apply Now



Key Contacts

General sixth form enquiry: sixthform.info@thecoleshillschool.org

Phase Leader Academic progress: Miss Bush – bush.e@thecoleshillschool.org

Head of Year 13: Mrs Howell – Howell.a@thecoleshillschool.org

Head of Year 12: Mrs Peebles – peebles.r@thecoleshillschool.org

Pastoral and Careers Advisor: Mrs Bishop – bishop.e@thecoleshillschool.org

Academic Support and Admin Support: Mrs Raines - raines.v@thecoleshillschool.org

UCAS and University advice: Mr Owen – owen.g@thecoleshillschool.org

Head of Sixth Form: Miss Blunt - blunt.n@thecoleshillschool.org



Form Tutors

Year 12

Mr Wilkinson: wilkinson.r@thecoleshillschool.org

Mr Woodcraft: woodcraft.d@thecoleshillschool.org

Mrs Bevan: bevan.a@thecoleshillschool.org

Year 13

Mrs Garland: garland.s1@thecoleshillschool.org

Mr Gregory: garland.s1@thecoleshillschool.org

Mrs Bradshaw: bradshaw.j2@thecoleshillschool.org

We are here to help

Please be aware, the school currently has a 48 hour response policy.



Parents Guide

Sixth form is a big step in a young person's development, bridging the transition from child to adult. They are working toward qualifications which will impact them to make decisions they make later about their future. We actively encourage independent study to help prepare students for further education or the workplace, where they will be expected to take a more proactive approach to finding out information for themselves. This is an ideal time for you to help them consolidate good habits that will set them up for adulthood, not only in terms of lifestyle (eating the right foods, being active, building resilience) but also in helping them discover which ways of learning suit them most and which environments limit them versus which help them to flourish.

You'll want them to do well in exams and effective revision plays a crucial role. Whilst you can't revise for your child, there are lots of ways you can help them. This ranges from checking what they know and helping them remember things, to providing the right homelife so that they can be at their most alert, healthy and resilient. Effective revision also includes developing and growing essential life skills, such as good time management; the ability to deal with situations when things go wrong; and finding the right balance between work and play. These are areas where you have lots of experience and can help them develop systems that work best for them.

This guide shows how to support them in making study and revision time as productive and helpful as possible, helping them keep a balanced lifestyle, and hints and tips on providing a homelife that encourages success. We've mostly focused on long-term support, but there are also some pointers on how you can help just ahead of examinations when the pressure is especially intense.



Work Hard – Be Kind – Take Responsibility



Sixth Form Attendance

“20 missed lessons a year = **one grade** drop per subject.”

Students are expected to attend the Sixth Form every day and to be at school in plenty of time to be present at registration at 8:40am.

You must inform teaching and Sixth Form staff in advance of known absences and make arrangements to complete any work missed. The end of the school day is 3:10pm.

Sixth Form Attendance & Punctuality

- 95% or above attendance is required to maintain your place in the sixth form.
- Students are expected to be punctual for all tutor sessions and lessons/activities
- You will attend all subject lessons on time and properly equipped. Where students have no formal lessons, they are expected to utilise the time for private study. Year 13 students may nominate study periods at home if they have 95% + attendance and are on target academically.
- Any student leaving during the school day for any reason needs to obtain a Permission slip from the Sixth Form Team.
- For safeguarding reasons, in the case of illness during the school day, students will not be allowed to leave the site unless parental contact has been made.

Scanning In & Out / ID Cards

At the start of the year, you will be issued with an ID card & lanyard, which must be visibly worn at all times. It is vital that we know who is on the school site at any time for fire safety and safeguarding reasons. Therefore, students must scan in when they arrive on the school site and they must scan out if they leave school for any reason (such as for lunch) before 3.10 pm.

If you are absent from school due to illness, your parent or carer you must notify the school each day before 8.30am, via study bugs

You will need to explain **fully** the reason for your illness. We are unable to accept single-word responses such as unwell or ill.



Careers Events and Support



11th October 2024: Apprenticeship and University Fair



24th October 2024: TCS Careers Fair



3rd February – 7th February: National Apprenticeship week



3rd March – 7th March: National Careers week



Trips to
Birmingham University
Coventry University
UCAS Event

Apprenticeships

Students interested in taking up an apprenticeship will be offered bespoke guidance and advice in tutor periods and by visiting organisations. They also deliver assemblies to students and personalised support with the application process and where to locate specific opportunities. Students are encouraged to log on to the government apprenticeships website - www.gov.uk/apply-apprenticeship and to regularly search for information. They should also prepare a CV and gain relevant work experience to help complement their applications.

Personal, Enrichment, Employability

In addition to their academic studies, students are expected to engage in the life of the school, through a minimum of 1 hour of voluntary service, and to contribute to enrichment for their year group and the lower years. The hours they spend engaged in these activities will ensure that they develop a range of highly valued employability skills (e.g. reliability, communication, team working and leadership). It also means students will be able to produce competitive personal statements for their UCAS* application or CV, as well as being highly rewarding in its own right.

**UCAS stands for University, College Admissions Service, through which universities make students offers on the basis of grades or points*

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From GCSE to A levels

Sixteen to eighteen is a very exciting period in your child's development. They are transitioning into adulthood and starting to consolidate their own ways of living and viewing the world. But these are challenging years too, with many demanding physical changes, the prospect of leaving school starting afresh in a new and alien environment (whether further education or work) and the pressure of examinations.

You cannot eliminate all the stress for them but you can certainly contribute to reducing the stress and helping them find the most constructive ways to study and revise well, alongside reinforcing healthy lifestyle habits.

Study Area

The vast majority of our students' study three KS5 subjects in Year 12. Generally, students will have ten hours of lessons for each of their three subjects over the course of a fortnight. In some cases, where numbers of students are small, they may have fewer.

Students will have a minimum of nine designated supervised study hours in addition to their subject hours. These are spent in the Sixth Form Study Area and are an additional layer of support to enable students to stay on top of the volume of independent work expected post 16.

Students are able, and encouraged, to use the study area at other times but this may be at the discretion of the supervising member of staff based on the number of students in the vicinity.

Extended Project Qualification

Year 12 students, are given the opportunity to add further UCAS points through the Extended Project (EPQ) which develops students' abilities to manage a research-based project and all the associated tasks using their own initiatives and resources. This will be introduced early in Year 12 with the research for this project taking place alongside their other studies. The final presentation will take place in July 2025 and it is important that students carefully consider how they will balance their studies if they are to take the EPQ.

Exam Access Arrangements

If a student has previously been eligible for access arrangements in exams (extra time, supervised rest breaks, enlarged print etc) please inform Mrs Raines and our contact form for exams to ensure continuity where possible. Any students who think they may be eligible for extra time in exams need to contact the above staff as soon as possible so that an assessment can be scheduled.

Anyone with extenuating circumstances at the time of an exam must make their year leader aware.



Sixth Form Intervention

Further Intervention

If attendance, punctuality or conduct become a concern, the following protocol will be implemented to support and ensure that your child remains focussed.

Stage 1: Tutor + Student : The tutor will informally discuss the concerns. Contact home will be made.

Stage 2: Head of Year + Student : If no improvement is seen, the Head of Year will meet with the student to **discuss the concerns**. Contact home will be made.

Stage 3: Head of Year + Student + Parent(s) If no improvement is seen, the Head of Year will again meet the student, this time with the parent(s). An action plan will be implemented to ensure an improvement.

Stage 4: Phase Leader + Head of Year + Student + Parent(s) If no improvement is seen, a further meeting will be held to discuss the way forward and next steps.

Stage 5: Head of Sixth Form + Head of Phase + Student + Parent(s) If no improvement is seen, a further meeting will be held to discuss the way forward. Possible sanctions are:

- Withdrawal from examinations
- Request for payment for examination entry
- Removal of place at Sixth Form



“There is a forensic analysis of data, both quantitatively and qualitatively, which ensures that each individual student is monitored, supported and cared for. Students regularly have individual meetings with staff so support is personalised and timely.”



TCS Sixth Form

Aspire.
Achieve.
Enjoy.

Always Here to Help



- Welcome to the 6th Form
- Make the most of this exciting opportunity
- We are here to support you every step of the way

sixthform.info@thecoleshillschool.org