# THE PARK ACADEMIES TRUST

# SIXTH FORM INDUCTION STUDENT & PARENT BOOKLET



...be remarkable





# **CONTENTS**

Welcome to the Park Academies Trust Sixth Form	3
Induction Programme 2025	4
The Park Academies Trust Sixth Form – Academic Aims / Our Ethos	5
Staffing – Roles & Responsibilities	6
Sixth Form Tutoring & Tutor Groups	7
Sixth Form Dress Code	8
Attendance & Punctuality – Your Role As A Parent	9
Supervised Study, Non-Contact Time, Be Prepared to Learn, Getting off to a Good Start, School Council & House System	10
The Park Academies Trust Sixth Form – Expectations of Teaching and Learning	12
Key Stage 5 Subject Leaders	16
Extended Project Qualification	17
Frequently Asked Questions	18
Applying for the 16 – 19 Bursary	19
Destinations	21
High performance Academy	23
Enrolment	24
Suggested Equipment List	25
Key Dates (Provisional)	6

### WELCOME TO THE PARK ACADEMIES TRUST SIXTH FORM

The induction programme aims to prepare you for your time with us, working alongside the sixth form staff to provide you with a full insight into life in the sixth form. It is vital that you choose courses that interest you, courses that enable you to progress onto your chosen post 18 pathway, courses where you will want to work independently and challenge yourself to improve your own understanding.

As you complete the induction activities it is important that you reflect on your ability to explore the work at a higher level. You will be provided with an induction activity/ PiXl Post 16 Gateway Subject Progression booklet from each of your chosen courses. This work must be completed by the first lesson back in September and will demonstrate that you are ready to start A level/ Level 3 courses with the appropriate work ethic. Each induction activity/ PiXl Post 16 Gateway Subject Progression booklet will also be assessed and included as part of the first data entry assessment. All resources can be located on The Park Academies Trust Sixth Form website.

In addition to the subject specific induction resources, we will continue to deliver a number of post 16 resources to support your transition into the sixth form and beyond (PiXL Post 16 Gateway and PiXL Post 16 Unlock). These have been designed to build on your prior knowledge and fully prepare you for year 12.

We hope that you enjoy your induction programme and please feel free to email either myself, Mrs Barrett or Mrs Rossouw with any questions you may have.

Kind regards,

Mr O Russell
Assistant Principal/Head of Sixth Form

#### **INDUCTION PROGRAMME 2025**

Friday 27<sup>th</sup> June: Post 18 Experience Day – University of Bath

W/C Monday 30th June

#### Subject Induction Activities/ Y11-Y12 Subject Progression Booklets

Sixth form course leaders will contact you via email to introduce themselves and welcome you onto your chosen A level and/ or vocational courses. They will also provide you with subject specific progression booklets and induction activities to best prepare you for your chosen Level 3 courses. This work must be completed by the first lesson back in September and will demonstrate that you are ready to start sixth form with the appropriate work ethic. The activities will also be assessed and included as part of the first review point assessment.

#### PiXL6 Gateway Lessons (to be completed by your first lesson in September)

A series of eight lessons to create a seamless transition between KS4 and KS5 and ensure you progress onto their chosen pathway equipped with the skill set to succeed.

### Post 16 Skills - Getting Started

A series of suggested activities aimed at developing post 16 skills from taking Cornell notes to how to write a bibliography.

#### **Project Futures (Preparing for A Levels and Post 18 Study)**

Faculty resources to help you prepare for A levels and post 18 study. Suggested activities include articles, MOOCs, podcasts and TED Talks aimed at developing your knowledge beyond the classroom and your LORIC character traits.

#### **PiXL Post 16 Unlock**

For each subject PiXL have identified the vocabulary required to learn effectively. Please use your free time to upskill yourself by reading the keywords and definitions for your chosen A level subjects and testing your retention of this knowledge in preparation for your post 16 pathway.

All induction resources will can be located on the TPAT Sixth Form website under the Admissions 2025 menu.

#### THE PARK ACADEMIES TRUST SIXTH FORM

As The Park Academies Trust Sixth Form, we aim to be a centre of educational excellence that inspires all students to turn their potential into performance. The Park Academies Trust Sixth Form is the place for academic rigour. We are dedicated in providing the very best opportunities for our students with a particular focus on developing confident learners who achieve high A level and vocational grades thus opening the door to the best Higher Education available to them.

Our pastoral support provision aims to ensure that our students' time during sixth form is a happy and successful one where they can achieve their full potential in a setting in which everyone's individual qualities are celebrated – *don't be anonymous, be remarkable*.

We provide an ambitious and knowledge rich curriculum, delivered by subject specialist teachers, offering opportunities which broaden the experience of our students. Our curriculum focusses on the 3Cs – Character, Culture and Currency (attainment) and is designed to meet the needs of our students in today's society, fully preparing them in progressing onto high quality, aspirational post-18 destinations.

We have strong links with a number of 'top' universities, including, the University of Bath, University of Bristol, University of Oxford and University of Reading. These links, along with our affiliation with industry partners and a bespoke careers programme ensures the provision at The Park Academies Trust Sixth Form is amongst the very best on offer.

#### We believe in:

- Academic Rigour students strive for excellence and are challenged to make outstanding academic progress
- Aspiration students have high aspirations whilst at sixth form and for their futures beyond
- Social Responsibility acting for the benefit of others

The Park Academies Trust Sixth Form is built on the values we aspire to:

- Ambition this is the way we flourish
- Courage this is the way we lead
- Integrity this is the way we behave
- Respect this is how we care

The Park Academies Trust Sixth Form is the pinnacle of a family of schools working together within the communities they serve, delivering inspirational education through professional staff who turn our student's potential into performance.

#### **STAFFING - ROLES & RESPONSIBILITIES**

Mr Russell: Assistant Principal – Head of Sixth Form, Head of Year 13 & Careers RussellO@tpatsixthform.org.uk

Responsibility for the management of Key Stage 5.

Primary focus will be the monitoring of the academic progress/ attainment of year 13 students and providing support and guidance for transition to high quality, aspirational post-18 destinations.

Mrs R Barrett: Head of Year 12, Extended Project Qualification & Student Services BarrettR@tpatsixthform.org.uk

Primary focus will be the monitoring of the academic progress/ attainment of year 12 students and providing support and guidance for retention rates from year 12 to year 13.

Responsibility for the delivery and quality assurance of the Extended Project Qualification.

Mrs A Rossouw: Sixth Form Student Advisor

RossouwA@tpatsixthform.org.uk

Sixth Form Deputy Designated Safeguarding Lead (DDSL)

Responsibility for monitoring attendance and punctuality (tutor time, lessons and supervised study) and sixth form student bursary. To actively supervise the Sixth Form Study Centre, ensuring that quiet study takes place at all times. To work alongside Mrs Barrett and Mr Russell and parents/ carers in supporting students throughout their time in the sixth form.

Mr Russell, Mrs Barrett, Mrs Rossouw and the year 11 pastoral team will oversee the transition from year 11 into the sixth form for both internal and external applicants.

Mr Godley: Careers Education, Information, Advice & Guidance (CEIAG) & Student Services Programme

Mr Jones: University Widening Participation Programmes Co-Ordinator

Mr Williams: High Performance Academy/ Oxbridge Co-Ordinator

Mr Winchcombe: Student Wellbeing

# **SIXTH FORM TUTORING**

The excellent level of pastoral care provided in years 7-11 is continued into the sixth form. Students will be allocated a personal tutor who will:

- Provide daily support, both academically and emotionally
- Monitor tutee attendance
- Rigorously track academic performance and implement intervention if needed
- Support tutees in their post-18 destination application
- Deliver a high quality personalised PSHE programme

### **Tutor Groups**

Tutor Group	Tutor	House	Room	Email Contact
6DO	Mr C. Dobbs	Moore	CR	DobbsC@tpatsixthform.org.uk
6MF	Mr M. Foley	Berners- Lee	D2.1	FoleyM@tpatsixthform.org.uk
6PF	Mr P. Ford	Moore	M2.2	FordP@tpatsixthform.org.uk
6МК	Mr M. Godley	Holmes	Mob 1	GodleyM@tpatsixthform.org.uk
6JM	Miss J. Marriott	Pascal	Mob 2	MarriottJ@tpatsixthform.org.uk
6ST	Miss M. Salter Miss H. Plumb	Berners- Lee	C1.1	SalterM@tpatsixthform.org.uk PlumbH@tpatsixthform.org.uk
6TW	Mr T. Winchcombe Miss P. Hollitzer	Holmes	B1.3	WinchombeT@tpatsixthform.org.uk HollitzerP@tpatsixthform.org.uk
6GW (HPA)	Mr G. Williams	Pascal	ILC	WilliamsG@tpatsixthform.org.uk

#### SIXTH FORM DRESS CODE

Following consultation with the Sixth Form Student Union a dress code has been set out and must be adhered to at all times whilst on the school site:

- Students are not required to wear a formal uniform
- Students should wear appropriate clothing that would be considered suitable for a school environment
- Students studying practical subjects need to be aware of further health and safety requirements applicable to that subject, for example, suitable footwear for a science lab

The following is not permitted:

- Clothing with slogans which may be regarded as offensive, aggressive or out of place in a school context
- Clothing that is revealing such as low cut or crop tops, very short skirts or shorts,
- Flip flops
- Extreme hair colours
- Facial piercings

If, in the judgement of the sixth form staff, your clothing is inappropriate you will be asked to make appropriate changes.

Please consider that this is a place for work in which you will be meeting students and people at all levels and with a variety of attitudes, as a sixth former you will also be representing our sixth form in the community.

#### ATTENDANCE & PUNCTUALITY - YOUR ROLE AS A PARENT

Please find information below regarding sixth form absence and attendance procedures further information can be found here.

All sixth form students are required to sign in/out electronically at the school's main reception.

**Unforeseen Absence:** parents are to inform the Sixth Form Student Advisor of their son/daughter's absence on 01793 874224 or via email: <a href="mailto:RossouwA@tpatsixthform.org.uk">RossouwA@tpatsixthform.org.uk</a> before 8:30am.

**Foreseen Absence:** students must inform the Sixth Form Student Advisor of their absence 48 hours in advance on 01793 874224 or via email: <a href="mailto:RossouwA@tpatsixthform.org.uk">RossouwA@tpatsixthform.org.uk</a>

#### **Morning Registration**

Each morning all students are expected to attend registration at 8.40am, during this time students will be registered by their form tutor, given notices and information and follow the sixth form tutor time programme.

#### **Lesson Attendance**

Attendance will be monitored closely and students who are causing concern will be invited to attend a meeting at which you will also be expected to discuss any intervention that may be necessary with the Head of Year. Unacceptable attendance (below 90%) may result in students being asked to leave the sixth form or not continue into year 13. In the case of lessons being cancelled work will be left by the subject teacher. The school Resource Centre and the sixth form study area are available for quiet study.

Each student must attend all timetabled lessons and if there is any legitimate and unavoidable reason why a student knows in advance that they are going to miss a lesson, it is their responsibility to speak to the sixth form team to gain permission. Students must also see the relevant subject teachers to collect missed work and complete this in time for the next lesson attended. Students must arrive to every lesson on time with all relevant equipment. Students arriving late to lessons have an impact on the learning of themselves and others and may be asked to leave and report to the Head of Year.

Driving lessons and non-emergency medical or dental appointments should be made outside of school hours.

Holidays must be taken in school holiday time, any such absence within term time will be marked as unauthorised.

(Separate agreement on MS Forms to sign and return)

#### **SUPERVISED STUDY**

All sixth form students are required to attend four hours of supervised study per week. Supervised study sessions will be timetabled. These sessions are supervised by a member of staff, a register is taken and any missed sessions will need to be caught up on at a time arranged by Mrs Rossouw. Supervised study is a quiet study area and students will be expected to bring work to complete. The supervised study area has desks and computer access, as well as wireless network for any students who may choose to work on their own devices. Sixth form students should regularly engage in wider reading and this area will be resourced with journals, periodicals, magazines and subject specific text books to aid learning. Any other 'non-contact' sessions should be used wisely; the demands of A level courses will require a significant amount of additional study time.

Although we are dealing with young adults the sixth form needs your full co-operation to monitor your son/ daughter's work and effort. For a programme of study consisting of three A levels it is not unreasonable in our opinion, to expect up to 15 hours private study/ homework per week. This may be assignments, reading, extra note taking, consolidation etc. As our average student gets four hours private study per week written into their timetable this should not work out as an onerous amount to do at home. Good time management and organisation are essential for effective study in the sixth form.

If you are concerned about the amount of work your son/ daughter is doing at home, please discuss with him/ her and also contact the school – the form tutor, subject tutor, Mrs Rossouw, Mrs Barrett or Mr Russell.

### **NON-CONTACT TIME**

Non-teaching (private study) time may be spent out of sixth form. If a student needs to leave the sixth form site at any point during the sixth form day, they need to sign out electronically at either the school's main reception or sixth form entrance and sign back in on their return. Private study facilities are provided in sixth form and students are encouraged to take advantage of them.

#### BE PREPARED TO LEARN

In the majority of subjects, the expectation will be that students provide their own resources to take notes. This will usually be in the form of an A4 folder, with ruled paper, however some subjects may also use an exercise book which will be provided. In subjects such as Art: Fine, Art: Photography and Art: Textiles where specific resources may be required, subject teachers will provide further detailed information.

Text books will be provided for use by the Park Academies Trust, however it is suggested that students could obtain their own second hand copies of these books on sites such as Ebay or Amazon for their own use at home and for revision/ note taking.

#### **GETTING OFF TO A GOOD START**

It is imperative that students arrive in September with a positive mind-set and all induction activities completed to a high standard. Sixth form staff will have high expectations of students and the jump from GCSE courses to A levels is significant. The sixth form staff will be there to support students fully with this transition. The initial four weeks of the courses will inform staff of a student's ability to cope with the demands of the subject.

# SCHOOL COUNCIL & HOUSE SYSTEM (SIXTH FORM STUDENT UNION)

Student leadership is an integral part of The Park Academies Trust Sixth Form. Our Student Union offers students the opportunity to experience one of a number of leadership roles. Leadership enables our students to be proactive and independent, whilst empowering them with key skills for their future.

At TPAT Sixth Form, the Student Union represents an integral link between the student, teaching and governing bodies and the wider community. Representing all student members, the Student Union aims to, have a whole school impact through the leadership of student council meetings and instilling the house ethos. Working alongside Faculty Leads the Student Union endeavour to have a positive impact on the arts and sport and continue to have an impact on the wider community through the House charities.

The Student Union also expands upon normal school life by running regular social and cultural events throughout the school calendar right the way from freshers to the year 13 leavers' evening.

The Student Union meets on a fortnightly basis and is run by the Pupil Principals.

# THE PARK ACADEMIES TRUST SIXTH FORM – EXPECTATIONS OF TEACHING AND LEARNING

#### **YEAR 12 LEARNING AGREEMENT**

You have made an important decision to study in the sixth form at The Park Academies Trust. You will find aspects of both teaching and learning in the sixth form to be different from the ways your learning was organised throughout KS4. The expectations the sixth form has of its students, and the systems that are in place to support your learning, will also be different to those you have experienced before.

This document outlines our expectations of Teaching and Learning in post-16 and this document focuses on what students can expect in terms of teaching from the sixth form. It outlines the academic expectations the sixth form has of its students and explains the intervention and support that has been put in place for students who experience difficulty in fully meeting these standards. Poor attendance, punctuality and students failing to complete set work on time are the main causes of under-achievement in our sixth form and we have put in place a range of systems to support you as you make the transition to post-16 study.

#### **EXPECTATIONS OF TEACHING**

Key Stage 5 subject leaders and subject teachers will organise and deliver courses which will fully prepare you for the external examinations and assessment requirements of the programmes of study you have chosen to follow.

You will be set academic targets (MEGs) and your progress will be regularly reviewed against these. Your teachers will maintain records of your attainment and progress which will be shared with you and your parents/ carers so that you are fully aware of what you need to do to progress.

Your subject teachers will provide you with meaningful and challenging learning experiences which will fully prepare you for the internal and external assessments required by your individual programmes of study.

You will be set work on a regular basis and the assessment of this work will indicate ways in which you can improve.

In the event of a known teacher absence you will be set work to complete in order to minimise the impact on your learning.

The school will report on your progress to your parents/ carers and ensure that there are ample opportunities for you and your parents/ carers to discuss your progress.

Your form tutors, subject teachers and members of the sixth form team will provide opportunities to keep you fully informed about your future career pathway whether this is in employment, training or on a further or higher education course.

Your form tutors and subject teachers will actively encourage and support you as you develop the skills of supported self-study and independent learning.

Your form tutors will help with organisation and put in interventions if you are falling behind with the programme of work set by subject teachers or if you are struggling to adjust to the more independent approach to learning in the sixth form.

The Park Academies Trust Sixth Form is fully committed to providing you with opportunities for individual guidance on academic and pastoral issues through your form tutors, subject teachers, Key Stage 5 subject leaders and the sixth form leadership team.

#### **EXPECTATION OF LEARNING**

It is expected that you will attend school on all term days, other than when absence is unavoidable. You must schedule holidays so that they do not occur in term-time or disrupt your learning. You should notify the school by telephone on the first day when you are absent through illness and explain any absence from school to your form tutor and subject teachers on your return.

It is expected that you attend all assemblies, registration and enrichment sessions as directed by your form tutor. You must attend and be punctual to all classes and activities which make up your programme of study.

Failure to attend and meet expectations will result in targeted intervention. Persistent absence could lead to a student being asked to leave.

You must register your attendance daily. This will be done during a morning registration period 8.40am-8.55am for all students. Your parents/ carers will be notified as a matter of urgency of your absence if you are not present.

You must complete all work by the deadline set by your subject teacher and complete this to the best of your ability. In addition, you must undertake the independent support work and background reading which is appropriate to your courses. You must arrange with your subject teachers to make up any work you have missed through absence.

If you miss a deadline for any piece of work your subject teacher will intervene to support you and refer this information to your form tutor who will organise support and intervention to help ensure that you get back up to date. Your tutor will review your progress on a daily basis during morning registration sessions in order to support your learning and to ensure progress.

You will discuss with your form tutor and subject teachers at the earliest opportunity any personal and academic difficulties that are affecting your school work. It is your responsibility to ask for help if you are struggling with any aspect of your post-16 experience.

Where learning expectations are not being met payment of the 16-19 Bursary may be withheld until agreed learning targets are achieved.

During non-contact periods where there is no timetabled lesson or supervised study session students will be allowed off site in order to study independently or in an appropriate place. By signing this learning agreement parents/ carers are giving their permission for students to leave the supervision of our school site at these times.

# WHAT SUPPORT AND INTERVANTION IS AVAILABLE FOR STUDENTS NOT MEETING THE EXPECTATIONS OF LEARNING?

In the sixth form an Academic Achievement & Academic Concerns system has been designed to promote consistently outstanding punctuality, attendance and academic performance. Academic Achievements and Academic Concerns are recorded on the school's Arbor system and shared with both students and parents/carers.

#### **ACADEMIC ACHIEVMENT**

Staff take every opportunity to praise progress, achievement, effort and being a sixth form ambassador within The Park Academies Trust and wider community. Academic Achievement categories include:

- Consistently meeting assignment deadlines (2 points)
- Excellent contribution in class (1 point)
- Outstanding academic progress positive progress score in PPEs (15 points)
- 100% attendance per term (5 points)
- Outstanding contribution to Student Services (10 points)
- Outstanding work ethic/independent study in Supervised Study (2 points)
- 100% attendance overall (20 points)
- Student ambassador (5 points)
- Contribution to Sixth Form Student Union (5 points)

#### **REWARDS**

For every Academic Achievement point awarded students receive a token to place in the voting box of the local good cause they would most like to support. At the end of the academic year, the number of tokens are counted and the achievement budget is distributed between three local good causes/ charities.

The local good courses are selected by the sixth form students at the start of each academic year.

#### **ACADEMIC CONCERNS**

If a student's academic attainment and/ or progress becomes a concern sixth form staff will provide immediate and personalised guidance and intervention to support students who are not meeting the expectations for learning. Academic Concerns include:

- Failure to attend intervention clinic when requested
- Failure to demonstrate revision for PPE
- Failure to meet deadlines (h/w or c/w)
- Failure to wear ID badge
- Inadequate work ethic or attitude
- Inadequate work ethic or attitude (Supervised Study)
- Inappropriate behaviour towards a peer or member of staff
- Plagiarism
- Poor punctuality to tutor time/ lessons
- Truancy (absence from school without notification from parent)

Each Academic Concern totals -1 academic point.

Each Academic Concern recorded will result in the student attending a compulsory academic twilight session (Tuesday or Thursday 3:30pm – 5:00pm).

Through each stage the school recognises that you may at times need individual support and intervention for the more independent demands of post-16 learning. You may require different forms of individually tailored support which is why the post-16 team sets out clear expectations for all aspects of sixth form life.

#### Stage 1 – Form Tutor Conversation and Guidance (1 Academic Concern Point)

When your form tutor receives a concern from the subject teacher, they will offer guidance during morning registration sessions which will support your learning. You will discuss a support programme which will include personal action points/targets in place and progress towards agreed targets will be reviewed by your tutor. These targets will be overseen by the tutor each morning.

#### Stage 2 – Learning Conversation and Guidance (5 Academic Concern Points)

Students who are struggling to meet the learning expectations of their subject teachers will be offered support by teachers/ leaders who will contact home and offer appropriate intervention. Your subject teacher will be the main point of contact/ support at this stage.

#### Stage 3 – Student Impact Report (10 Academic Concern Points)

Should you be unable to meet the targets agreed with your form tutor you will be referred to your Head of Year. We will interview you and put in place a series of Personal Leaning Checklist academic targets (PLCs) addressing your learning needs – these will be set by your subject teachers. Progress will be supported and monitored by your Head of Year and they will inform your parents/ carers by letter of any concerns. You will be issued with a Student Impact Report to support your progress.

#### Stage 4 – Head of Sixth Form Intervention (15 Academic Concern Points)

If you are unable to meet the revised targets that have been set a meeting will be arranged with you, your parents/ carers and the Head of Sixth Form in which your current programme of study and examination entries will be reviewed. At this meeting your Student Impact Report will be reviewed and new PLCs will be set by the Head of Sixth Form. The Head of Sixth Form will also issue you with a letter and a copy of this will be sent to your parents/ carers summarising the agreed PLCs and consequences of not meeting them.

#### Stage 5 – Progression Meeting (20 Academic Concern Points)

Should you remain unable to meet the expectations agreed with the Head of Sixth Form a further meeting with the Head of Sixth Form and your parents/ carer will be held. Alternative learning pathways better suited to your needs will be considered and learning expectations agreed. Details will be issued to you and sent to your parents/ carers, giving information about this meeting.

If you are unable or unwilling to make agreed improvements, a meeting will then be convened with the Senior Leadership Team at which you may have your place at the sixth form withdrawn. Your parents/ carers will have the right to appeal against any decision made by The Park Academies Trust at this stage

(Separate agreement on MS Forms to sign and return)

# **KEY STAGE 5 SUBJECT LEADERS**

Subject	Subject Leader	Email Contact
Art: Fine	Mrs H. Watts	WattsH@lydiardparkacademy.org.uk
Art: Photography	Miss S. Fegan	FeganS@lydiardparkacademy.org.uk
Art: Textiles	Mrs C. Hoing	HoingC@lydiardparkacademy.org.uk
Biology	Mrs L. Williams	WilliamsL@lydiardparkacademy.org.uk
BTEC Diploma in Sport	Mrs G. Bryce	BryceG@lydiardparkacademy.org.uk
BTEC Applied Science	Mrs Z. Stewart	StewartZ@lydiardparkacademy.org.uk
Business	Mr R. Jones	JonesR@tpatsixthform.org.uk
Business Cambridge Technical	Mr R. Jones	JonesR@tpatsixthform.org.uk
Chemistry	Mr M. Foley	FoleyM@lydiardparkacademy.org.uk
Computer Science	Mr A. Fraser	FraserA@lydiardparkacademy.org.uk
Digital Media Cambridge Technical	Mr H. Batty	BattyH@lydiardparkacademy.org.uk
Economics	Mr R. Jones	JonesR@tpatsixthform.org.uk
English Literature	Ms A. McMahon	McMahonA@lydiardparkacademy.org.uk
English Literature & Language	Ms A. McMahon	McMahonA@lydiardparkacademy.org.uk
Extended Project Qualification (EPQ)	Mrs R. Barrett	BarrettR@tpatsixthform.org.uk
Geography	Mrs K. Togher	TogherK@lydiardparkacademy.org.uk
History	Mrs E. Ball	BallE@lydiardparkacademy.org.uk
IT Cambridge Technical	Miss H. Plumb	PlumbH@tpatsixthform.org.uk
Mathematics	Mr P. Ford	FordP@tpatsixthform.org.uk
Mathematics: Core	Ms A. Ford	FordA@lydiardparkacademy.org.uk
Media Studies	Mrs A. Lancaster	LancasterA@lydiardparkacademy.org.uk
Physical Education	Mr C. Dobbs	DobbsC@tpatsixthform.org.uk
Physics	Mr T. Gordon	GordonT@lydiardparkacademy.org.uk
Psychology	Miss M. Salter	SalterM@lydiardparkacademy.org.uk
Religion, Philosophy & Ethics	Mrs M. Greenwood	GreenwoodM@lydiardparkacademy.org.uk
Sociology	Mr T. Winchcombe	Winchcombe@tpatsixthform.org.uk

# **EXTENDED PROJECT QUALIFICATION (EPQ)**

From architecture to addiction, comic strips to criminology and gaming to gothic stories – with an EPQ, you choose what you study!

At The Park Academies Trust Sixth Form we offer all year 12 students the opportunity to complete an EPQ. This is a stand-alone qualification which is equivalent to 60 % of an A level (more UCAS points than an AS level). The qualification is highly regarded by universities as it involves many of the skills students require at degree level: independent enquiry, research methods, referencing and presentation skills to name but a few. The EPQ is unique in that students have the freedom to choose a topic of their choice and write their own title – it could be an extension of a curricular topic or something that isn't covered by the curriculum at all. The final product may be a written report or students may choose to produce an artefact instead. At The Park Academies Trust Sixth Form, sixth formers start the EPQ in term 2 of year 12 and complete the qualification by the summer of year 12. The lessons take place during PHSE, students are paired with a member of staff who works with them one-to-one as their supervisor and we run a research trip to the University of Southampton.

For further information, please contact Mrs Barrett (BarrettR@tpatsixthform.org.uk).

# FREQUENTLY ASKED QUESTIONS

#### What do I do if ...

#### I am struggling to cope with my studies or meeting deadlines...

Speak to your tutor or Mrs Barrett. It may be that we can organise additional supervised study sessions for you or arrange a 1:1 meeting with a subject teacher to provide additional support and guidance. We may also arrange an informal meeting with Mr Russell to discuss your courses and the demands being placed upon you.

### I am having a tough time and it is affecting me and my work...

Speak to your tutor, Mrs Rossouw or Mrs Barrett as soon as you can. They will be able to assist you and provide appropriate support and advice to you.

#### I would like to change or drop a subject...

Arrange a meeting with Mrs Barrett or Mr Russell to discuss the options available to you and the implications of your course changes. After the initial four-week period, it will be extremely unusual for a student to change courses due to the amount of work that will already have been completed by this stage. If the decision is made that you are going to discontinue a subject, all involved parties (student, subject teacher, parents, Head of Sixth Form) would need to agree that this was the most appropriate course of action for you.

#### I am struggling with the demands of a piece of work...

Speak to the subject teacher as soon as possible and ask for additional guidance. Staff will be happy to help you and may suggest a short session with them, or some additional reading/materials that could help you.

#### I need some careers advice or guidance...

Speak to your tutor and make an appointment to meet with them and discuss it. You can also speak to Mr Godley who will be able to guide you or provide the most appropriate contacts.

#### I want to leave Sixth Form...

You will need to make an immediate appointment with Mr Russell. If you do leave you will receive support and guidance from your tutor, Mrs Barrett or Mr Russell who will be able to assist you in your transition to an alternative post-16 provider.

#### APPLYING FOR THE 16-19 BURSARY FUND

The 16 to 19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they face so they can remain in education. The bursary fund is intended to help students with their actual costs of participating, and bursary decisions are based on students' individual circumstances and their actual financial need.

Funding is provided by the Education & Skills Funding Agency (ESFA) and administered by TPAT Sixth Form. TPAT Sixth Form carries out a financial assessment of each applicant and administers bursaries in line with the ESFA's Bursary Fund Guide 2025/26 HERE and as set out in this policy.

Students can learn more about these bursaries **HERE**.

There are 2 types of 16 to 19 bursaries:

- bursaries for students in one of the defined vulnerable groups of up to £1,200 a year; and
- discretionary bursaries which institutions award to meet individual need, using policies they set in line with the ESFA's funding rules

**Defined vulnerable groups bursaries** are awarded to students who have a financial need and who are:

- in care
- care leavers
- receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
- receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

TPAT Sixth Form conducts a financial needs assessment to confirm actual financial need and the amount of support required. Students do not automatically receive £1,200.

**Discretionary bursaries** are awarded by TPAT Sixth Form to help students with costs such as travel, essential books, equipment or specialist clothing (such as protective overalls, for example).

As with defined vulnerable groups bursaries, a financial needs assessment is conducted and TPAT Sixth Form bases decisions about which students receive a discretionary bursary and how much they receive on each student's individual circumstances and their actual financial need.

Students applying for a discretionary bursary should indicate on their application forms what they would like to use the bursary funding for. TPAT Sixth Form will consider requests for help with transport, books and equipment, field trips and other course-related costs, as well as the costs of attending industry placements, university interviews and open days.

#### **DESTINATIONS**

Aligned with our comprehensive Careers Guidance and Employability Skills Programme, our Destinations Programme enables all students the best opportunity to successfully achieve their post 18 aspirations.

Delivered through our PSHE curriculum, our Destinations Programme incorporates PSHE Core Theme 3, Living in the Wider World, and factors in the Gatsby Benchmarks. In year 12 students are introduced to employability/ LORIC skills and Student Services and explore the range of post 18 pathways available to them by attending the University and Careers Fair at Ashton Gate, Bristol. A variety of seminars delivered by the sixth form pastoral team, outside speakers and sixth form alumni provide outstanding impartial advice while work place experience and university visits further enhance the understanding of all destination pathways.

Destinations Week offers a variety of programmes tailored to each post 18 destination pathway. University applicants undertake university visits, attend seminars delivered by our university partners, PiXL Post 16 and sixth form alumni. Students applying for apprenticeships or employment receive expert advice on how to search for relevant opportunities, create an outstanding personal profile and C.V, personal branding and prepare for interviews. Following Destination Week students are assigned a post 18 destination mentor and attend regular one to one meetings, therefore ensuring a successful transition to their chosen post 18 pathway.

In year 13 students are prepared for life after sixth form. Our series of finance lessons include: independent living, student banking, applying for student finance, payday loans and debt and pensions.

Outside of the classroom students are supported in applying for university widening participation programmes, summer schools and kept up-to-date with apprenticeship open evenings.

#### **Destination Programme**

- Access to www.careerpilot.org.uk
- An introduction to Employability skills/ LORIC skills (PSHE programme)
- Employer encounter assembly programme
- Enrichment programme (Student Services)
- EPQ University Research Trip (University of Southampton)
- Guest Speakers (University partners, Study Higher Programme, PiXL Post 16, Arval, Intel, EBP, Great Western Hospital, Zuric, Alumni)
- Headstart programmes

- High Performance Academy (HPA)
- Level 6 Qualified Careers Advisor offering 1:1 Post 18 guidance
- Mentoring programme (regular one to one mentoring during which post 18 destination research/ preparation/ applications and employability skills will be reviewed and developed)
- PiXL Post 16 (Peter Rawling) Getting into the Top Universities/ Prospective Medics,
   Dentists, Biomedical Scientists & Veterinarians/ The Personal Statement Student
   Conference
- Post 18 Destinations Week
- Sutton Trust Summer Schools
- The Park Academies Trust Careers & Futures Fair
- University and Careers Fair (Ashton Gate, Bristol)
- University Widening Participation Programmes (University of Bath, University of Bristol & University of Reading)
- Voluntary work experience placements
- Work experience partners
- Work experience programmes

University Open Days are extremely valuable in gaining all of the relevant information and the LPA Sixth Form actively encourages students to attend these events.

**Employment** – all non EPQ students will undertake a one-week work experience placement in year 12 (term 4) followed by a second placement during the first week of year 13 for all year 13 students. These placements are aimed at ensuring all students experience valuable training and, have the opportunity to demonstrate and develop employability skills, which they can evidence when completing university, apprenticeship and employment applications.

**Student Services** – All Y12 students will undertake a one-hour student services activity per week. Activities can range from Literacy Mentors for students in Y7-Y11, Academic Mentors for student in Y7-Y11, support in the delivery of Y7-Y11 lessons, organise/ support session 6 activities, play an active role in the Sixth Form Student Union or work in the wider community.

The Student Services programme is aimed at providing our student with the opportunity to develop their character skills beyond the classroom and contribute to the culture of the whole school and wider community.

The impact of participating in the Student Services programme will be reviewed and measured regularly during tutor time through the Employability Skills student booklet leading to high quality Post-18 applications.

# **HIGH PERFORMANCE ACADEMY (HPA)**

At The Park Academies Trust every student is supported to successfully achieve their first-choice post 18 destination. In September 2017, we launched our High Performance Academy (HPA) to enable our students to achieve placements at the more selective universities (Oxbridge/ Russell Group). The HPA programme is designed for all students with outstanding academic records.

We are extremely proud that since the conception of the HPA we have supported and guided a number of students in their successful Oxbridge applications. Furthermore, in September 2024 Russell Group Universities accounted for 50% of HPA student destinations, a reflection of the outstanding progress made by HPA students from GCSE to A level and their aspirations post 18. The HPA is a vertical tutor group enabling year 12 students to learn alongside year 13 students and gain first-hand experience of how to construct a strong post 18 application.

#### **Programme**

- A specialist Higher Achievers tutor group led by one of our HPA team
- Dedicated Oxbridge co-ordinator
- Information, advice and guidance including additional University visits in year 12 and opportunities to speak with University representatives
- TPAT Sixth Form alumni network who have attended Oxbridge and Russell Group Universities
- A range of activities designed to develop your ability to think critically
- Preparation for application and selection processes including how to research
   University departments, an introduction to aptitude tests and advice on successful presentation techniques
- Development of higher-level academic skills, including use of journals and referencing, leading onto opportunities to undertake an Extended Project Qualification (EPQ).
- EPQ visit to the University of Southampton with full access to their reference library
- University Widening Participation Programmes (University of Bath, University of Bristol & University of Reading)
- Opportunities to complete Massive Open Online Courses (MOOCs) accredited by Universities world wide
- Villiers Park Project support from KS4 to sixth form and beyond for those from disadvantaged post codes to access higher education including subject support workshops

For further information please contact:

High Performance Academy Co-Ordinator: Mr G Williams Will

#### **ENROLMENT**

Student enrolment will take place on:

#### Thursday 21st August (GCSE Results Day) 8:00am – 10:00am

There will also be an options clinic available for any students who may have changed their sixth form options or who may need to discuss alternative post-16 provision if The Park Academies Trust Sixth Form entry requirements are not met. We would encourage students to discuss all of the options available to them as there may be an alternative course offer for them at the sixth form.

If a student is unable to attend on the above date to enrol, please ensure that a confirmation email is sent to Mrs Rossouw, including confirmed subject choices by Friday 22<sup>nd</sup> August.

#### RossouwA@tpatsixthform.org.uk

We hope that you enjoy today and look forward to welcoming you as sixth formers on Wednesday 3<sup>rd</sup> September at 8.40am.

# **SUGGESTED EQUIPMENT LIST**

- 1. Ring binder for daily school use, with labelled dividers for different subjects and teachers.
- 2. At home, one ring binder or leaver arch file per subject, to put notes into once you have completed a topic.
- 3. Specification for each A level subject, printed and placed in folders.
- 4. Dividers for folders.
- 5. Plastic wallets to keep work and resources in a good condition.
- 6. Pens, pencils, rulers, rubbers, glue sticks, scissors and highlighter pens.
- 7. Calculator (Mathematics, Science, Geography, Psychology, Economics with Business).
- 8. Any subject specific equipment (set texts for English Literature and Mathematics equipment if required).
- 9. Second hand copy of text books (Ebay/ Amazon).
- 10. Diary (mobile device or paper copy)

# **KEY DATES (PROVISIONAL)**

Date	Lower School	Year 12	Year 13
1 <sup>st</sup> & 2 <sup>nd</sup> September 2025		Staff INSET Days	
1 <sup>st</sup> & 2 <sup>nd</sup> September 2025			PPE Retakes (Y12-Y13 Progression)
w/c 1 <sup>st</sup> September 2025			Work Experience
3 <sup>rd</sup> September 2025		Start of Term (8.40am)	
3 <sup>rd</sup> September 2025		Sixth Form Information Evening (Parents)	
8 <sup>th</sup> September 2025			Start of Term (8:40am)
9 <sup>th</sup> & 10 <sup>th</sup> September 2025	LPA Open Evening	Sixth Form Student Union	
12 <sup>th</sup> September 2025		Pupil Perceptions (Tutor Time)	
w/c 15 <sup>th</sup> September 2025 Deadline 19 <sup>th</sup> September 2025		Assessment Week (in class) -Summer Induction Activity/ PiXL Post 16 Gateway Subject Progression Booklets -Folder Check -Key Definitions Assessment -Two Week Content Test/ Exam Question	
15 <sup>th</sup> September 2025		U3A Global Tipping Points Lectures Marlborough College (HPA)	
19 <sup>th</sup> September 2025		LMH College Open Day University of Oxford (HPA)	
22 <sup>nd</sup> September 2025		LUCID Testing	UCAS – Personal Statement Deadline (2 <sup>nd</sup> Draft)/ Final draft for those with the 15 <sup>th</sup> October 2025 deadline

w/c 22 <sup>nd</sup> September 2025		Review Point 1	
Deadline 26 <sup>th</sup> September 2025		Summer Induction Activity/ PiXL Post 16	
		Gateway Subject Progression Booklets	
		-Folder Check	
		-Key Definitions Assessment	
		- Two Week Content Test/ Exam Question	
		-Emerging Fine Grade	
		-Continue/ Concern	
		-Concern Comment	
29 <sup>th</sup> September 2025 &		Student Academic Progress Meetings	
30 <sup>th</sup> October 2025		(Head of Year 12)	
1 <sup>st</sup> October 2025	Y10 Intro to GCSE Evening	Sixth Form S	Student Union
1 <sup>st</sup> & 2 <sup>nd</sup> October 2025	Open Morning	Sixth Form S	Student Union
8 <sup>th</sup> October 2025		Imperial College London Visit	
		(HPA)	
15 <sup>th</sup> October 2025 (18:00)			UCAS – Deadline for applications to
			the universities of Oxford &
			Cambridge, and for most courses in
			medicine, dentistry, veterinary
			medicine/ science
15 <sup>th</sup> October 2025	Y11 Key to Success Evening	Sixth Form S	Student Union
16 <sup>th</sup> October 2025		Careers Fair	
17 <sup>th</sup> October 2025		Sivth Form S	Student Union
17 October 2023			, Thorpe Park
21st October 2025			ers Meeting
21st October 2025		Business & Economics Visit	
		KPMG	
22 <sup>nd</sup> October 2025		Geography Fieldwork Trip	
		London	

24 <sup>th</sup> October 2025	End of Term	

Date	Lower School	Year 12	Year 13
3 <sup>rd</sup> November 2025		Start of Term (8.40am)	
w/c 3 <sup>rd</sup> November 2025 Deadline 7 <sup>th</sup> November 2025			PPE Week 1 (Study Leave)
5 <sup>th</sup> November 2025	Y11 HPA Sixth Form Experience Day (APS)	Sixth Fo	rm Student Union
6 <sup>th</sup> November 2025	Y11 HPA Sixth Form Experience Day (HWS & The Deanery)	Sixth Fo	rm Student Union
w/c 10 <sup>th</sup> November 2025 Deadline 14 <sup>th</sup> November 2025			Review Point 1 -Revision -PPE Result Fine Grade -PLCs -UCAS Professional Prediction Fine Grade -UCAS Reference Comment
11 <sup>th</sup> November 2025	Sixth Form Open Evening	Sixth Form Student Union	
11 <sup>th</sup> November 2025			UCAS – Personal Statement Deadline (Final Draft)
w/c 17 <sup>th</sup> November 2025 Deadline 28 <sup>th</sup> November 2025			UCAS Reference Writing
19 <sup>th</sup> November 2025	Consultation Day	Reading Day	
20 <sup>th</sup> & 21 <sup>st</sup> November 2025		Staff INSET Days	
w/c 20 <sup>th</sup> November 2025 Deadline 25 <sup>th</sup> November 2025			RSL/ KS5 Leaders Meetings
26 <sup>th</sup> November 2025			PPE 1 Results Assembly & Subject Consultation Evening
27 <sup>th</sup> & 28 <sup>th</sup> November 2025			Student Academic Progress Meetings (Head of Sixth Form)

# Sixth Form Diary/ Key Dates 2025-26

UCAS Application Submission	
Sixth Form Student Union Quiz Night	
End of Term	
-	

Date	Lower School	Year 12	Year 13
5 <sup>th</sup> January 2026		Start of Term (8.40am)	
w/c 5 <sup>th</sup> January 2026 Deadline 9 <sup>th</sup> January 2026		PPE Week 1 (Study Leave)	
7 <sup>th</sup> January 2026			Finding an Apprenticeship Workshop
w/c 12 <sup>th</sup> January 2026 Deadline 16 <sup>th</sup> January 2026		Review Point 2 -Revision	
bedanie 10 January 2020		-PPE Result Fine Grade -Professional Prediction Fine Grade -PLCs	
14 <sup>th</sup> January 2026 (18:00)			UCAS Application Deadline
21 <sup>st</sup> January 2026		EPQ Trip University of Southampton	
21st January 2026		EPQ Supervisors Meeting	
22 <sup>nd</sup> January 2026		PPE 1 Results Assembly	
23 <sup>rd</sup> January 2026	Sixth Form Application Deadline		
w/c 26 <sup>th</sup> January 2026 Deadline 30 <sup>th</sup> January 2026		RSL/ KS5 Leaders Meetings	
2 <sup>nd</sup> – 6 <sup>th</sup> February 2026		Student Academic Progress Meetings (Head of Year 12)	
w/c 2 <sup>nd</sup> February 2026	Sixth Form Interviews		
Deadline 13 <sup>th</sup> February 2026			
13 <sup>th</sup> February 2026		End of Term	

Date	Lower School	Year 12	Year 13
23 <sup>rd</sup> February 2026		Staff INSET Day	
23 <sup>rd</sup> February 2026		Start of Term (8.40am)	
w/c 23 <sup>rd</sup> February 2026 Deadline 27 <sup>th</sup> February 2026		EPQ Week & Work Experience Week	PPE Week 2 (Study Leave)
w/c 2 <sup>nd</sup> March 2026 Deadline 6 <sup>th</sup> March 2026			Review Point 2 -Revision -PPE Result Fine Grade -A Level Predicted Grade Fine Grade -PLCs
11 <sup>th</sup> March 2026			PPE 2 Results Assembly
w/c 16 <sup>th</sup> March 2026 Deadline 18 <sup>th</sup> March 2026			RSL/ KS5 Leaders Meetings
18 <sup>th</sup> March 2026		EPQ Market Place Event (sessions 5 & 6)	
19 <sup>th</sup> March 2026	Sixth Form Applicants: Meet the Staff (APS/ HWS/ DEA)		
19 <sup>th</sup> & 20 <sup>th</sup> March 2026			Student Academic Progress Meetings (Head of Sixth Form)
24 <sup>th</sup> March 2026	Consultation Day	Peter Rawlings – Getting into Your Top Choices seminars	Reading Day (No in school lessons)
27 <sup>th</sup> March 2026		End of Term	

Date	Lower School	Year 12	Year 13
13 <sup>th</sup> April 2026		Start of Term (8.40am)	
w/c 20 <sup>th</sup> April 2026 Deadline 24 <sup>th</sup> April 2026			Assessment Week (in class)
w/c 27 <sup>th</sup> April 2026 Deadline 1 <sup>st</sup> May 2026			Review Point 3 -Revision -Assessment Result Fine Grade -A Level Predicted Grade Fine Grade -PLCs
4 <sup>th</sup> May 2026		Bank Holiday	
8 <sup>th</sup> – 10 <sup>th</sup> May 2026		Biology Trip Leeson House Field Study Centre	
15 <sup>th</sup> May 2026		,	Leavers Assembly
20st May 2026		EPQ Supervisors Meeting	
22 <sup>nd</sup> May 2026	lay 2026 End of Term		d of Term

Date	Lower School	Year 12	Year 13	
1 <sup>st</sup> June 2026		Staff INSET Day		
2 <sup>nd</sup> June 2026		Start of Term	n (8.40am)	
10 <sup>th</sup> June 2026		KS5 Leaders	s Meeting	
22 <sup>nd</sup> – 24 <sup>th</sup> June 2026		Geography Fieldwork Trip Leeson House		
26 <sup>th</sup> Junes 2026	Sixth Form Induction (University Visit)	Sixth Form Stu	udent Union	
w/c 29 <sup>th</sup> June 2026 Deadline 3 <sup>rd</sup> July 2026		PPE Week 2 (Study Leave)		
30 <sup>th</sup> June 2026	Y10 HPA Sixth Form Experience Day (LPA)	Sixth Form Student Union		
2 <sup>nd</sup> – 3 <sup>rd</sup> July 2026		Geography Fieldwork Trip Swanage		
w/c 6 <sup>th</sup> July 2026 Deadline 10 <sup>th</sup> July 2026		Review Point 3 -Revision -PPE Result Fine Grade -Professional Prediction Fine Grade -PLCs		
w/c 6 <sup>th</sup> July 2026 Deadline 10 <sup>th</sup> July 2026		Destinations Week		
8 <sup>th</sup> July 2026		Post 18 Information Evening (Parents)		
15 <sup>th</sup> July 2026		PPE 2 Results Assembly & Subject Consultation Evening		
15 <sup>th</sup> & 16 <sup>th</sup> July 2026		Y12-Y13 Progression Meetings		
17 <sup>th</sup> July 2026		End of	Term	