

# **Meadowhead School**

**Academy Trust**



**Guide to Starting  
Sixth Form 2022/23**

## **Head of Sixth Form**

Mr Gardiner

## **Head of Y12**

Mr Beigel

## **Head of Y13**

Ms Robinson

## **Pastoral Manager**

Miss Cookson

## **Academic Support Manager**

Mr Garbett

Main School Switchboard 0114 2372723 Ext 716

Email [sixthform@meadowhead.sheffield.sch.uk](mailto:sixthform@meadowhead.sheffield.sch.uk)

Absence Text 07860095432

## **WELCOME TO THE SIXTH FORM AT MEADOWHEAD SCHOOL**

*A very warm welcome to the Sixth Form at Meadowhead School.*

*The next two years are a really important time in your lives, and we intend that you will thrive during these final years at school.*

*During this period you will grow and develop both academically and socially, making the most of the unique environment and many opportunities available to you as a Sixth Form student at Meadowhead School. You will be involved in enrichment activities, work experience and much more and as the oldest in the school you will be ambassadors for our younger students.*

*We will enable you to prepare for future opportunities; the vast majority of our A Level students leave Meadowhead to go to university to study for a wide range of degrees and degree level apprenticeships.*

*The dedicated Sixth Form Centre provides you with excellent study and recreation facilities, as well as being the focal point of Sixth Form life.*

*You have already been provided with work in your chosen subjects to help ensure you are fully ready to start in September. During the transition days you will be given some further work to complete over the summer.*

*Joining the Sixth Form can be a time when some students feel uncertain. The transition from a GCSE to an A Level or Level 3 programme can be a little daunting. If at any time you do feel in need of some reassurance or advice then I hope that you will feel free to talk to the Sixth Form Team, our Pastoral Team or myself, as Head of the Sixth Form.*

*It is also a time when great opportunities are opening up to you; it is up to you to seize them.*

*I wish you all the very best for the coming terms.*

*R. Gardiner*

Robert Gardiner

Head of Sixth Form

## **School Year 2022-23**

### **Term Dates**

**AUTUMN TERM** Wednesday 7<sup>th</sup> September to Friday 16<sup>th</sup> December

Half Term Monday 24<sup>th</sup> October to Friday 28<sup>th</sup> October

**SPRING TERM** Wednesday 4<sup>th</sup> January to Friday 31<sup>st</sup> March

Half Term Monday 13<sup>th</sup> February to Friday 17<sup>th</sup> February

**SUMMER TERM** Monday 17<sup>th</sup> April to Friday 21<sup>st</sup> July

Half Term Monday 29<sup>th</sup> May to Friday 2<sup>nd</sup> June

### **What Sixth Form Offers Students**

- A full range of A level and BTEC subjects
- 5 hours of teaching per subject
- Small group sizes
- Teaching staff who are experienced A Level & BTEC subject experts
- Personalised support and guidance
- Subject specialist form tutors
- Excellent tutor time programme
- Personalised enrichment
- Numerous trips and visits
- Excellent preparation for university and non-university pathways

## Sixth Form Home School Expectations

### As a school we:

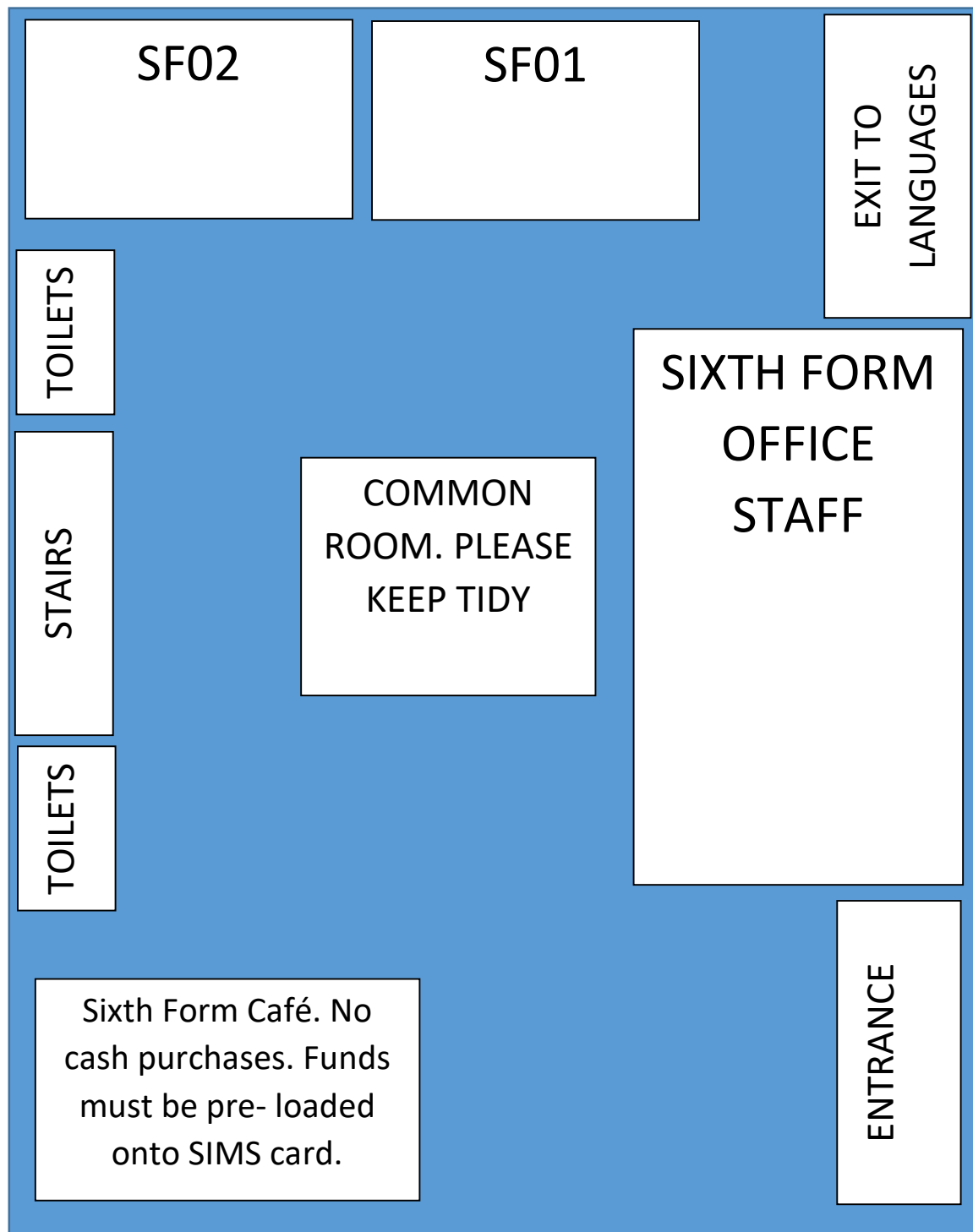
### As a student I:

### As a parent I:

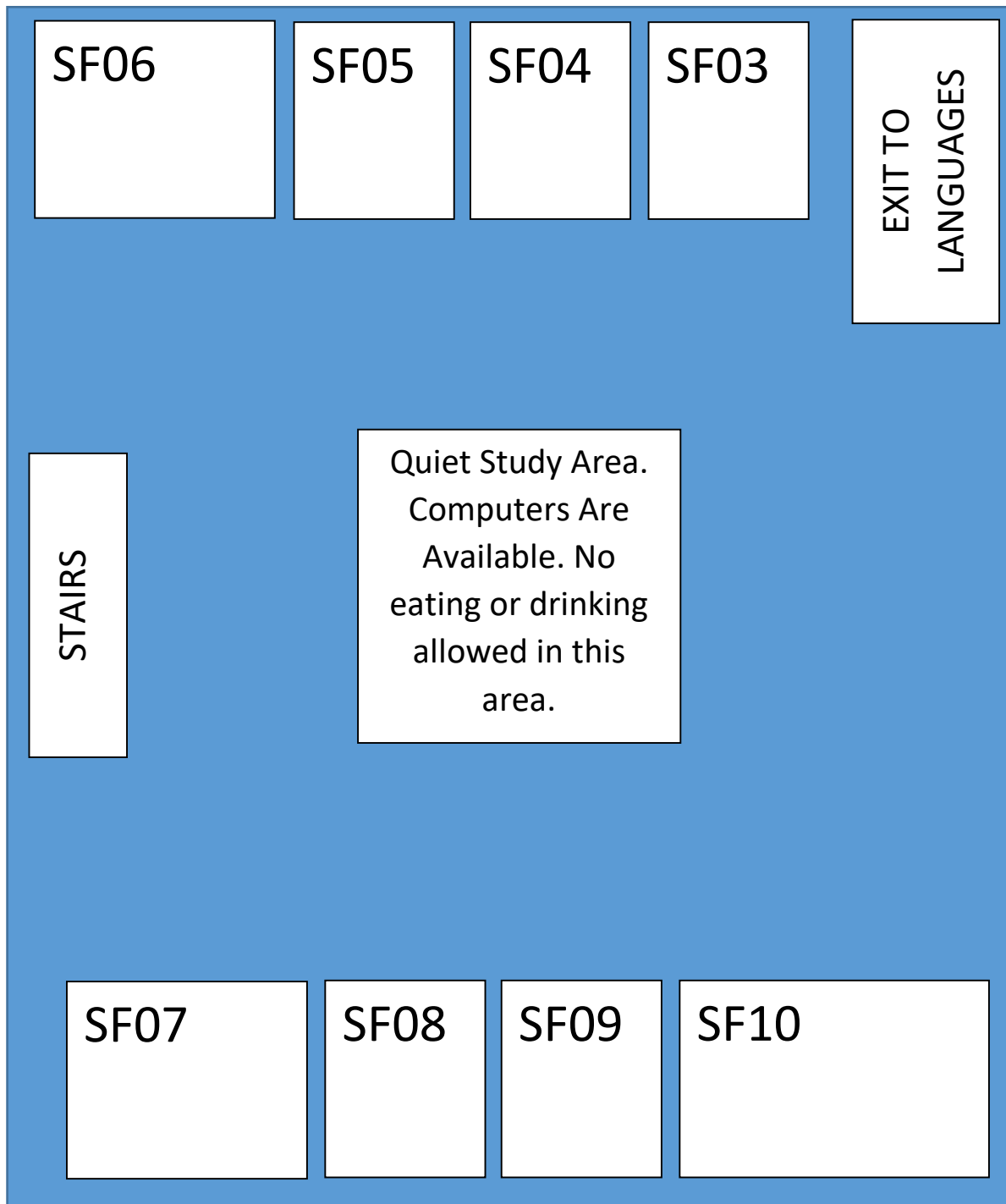
Care about the health, well-being and safety of our students	Care about my health, well-being and safety	Care about the health, well-being and safety of my child
Provide high quality teaching	Work to the best of my ability	Make sure that my child has good attendance and punctuality
Provide a safe and well-ordered learning environment	Bring all the books and equipment I need to school	Provide the correct equipment and books for school
Have high expectations of behaviour and effort	Dress appropriately for school	Take an interest in my child's learning and check homework completion
Inform parents of any concerns	Take responsibility for my learning in school and at home	Support my child during examination periods
Regularly set and mark homework	Show pride in my school and respect its environment	Keep the school informed about any issues which affect behaviour, learning or well-being
Provide a balanced and challenging curriculum	Have good attendance and punctuality	Attend parents evenings and key events
Listen to and respond to parents' concerns and queries	Take part in extra-curricular activities	Encourage my child to always do their best
Provide regular marking and feedback	Am a good role model	Read all correspondence from the school and respond when necessary
Keep parents informed about students' progress, key events and meetings	Show good behaviour towards others	Support the school in ensuring high standards of behaviour
Insist on good punctuality and attendance	Show respect	Encourage my child to take part in extra-curricular activities
Give students opportunities to achieve their aspirations and potential		Ensure that family holidays are taken out of term time
Respect and value all students		

# The Sixth Form at Meadowhead School

Ground Floor:



Upper Floor:



## Structure of the Day

The main sixth form school day runs from 08.35am to 2.45pm. We also offer a final teaching period in the sixth form which will last until 4pm. (See timetable for details)

8.35am-9.00am	Tutor Time / Study Time
9.00am-10.00am	Period 1
10.00am-11.00am	Period 2
11.00am-11.15am	Break
11.15am-12.15pm	Period 3
12.15pm-1.15pm	Period 4
1.15pm-1.45pm	Lunch Y12
1.45pm-2.45pm	Period 5
2.45pm-3.00pm	End of School / Break (certain subjects only)
3.00pm-4.00pm	Period 6 (certain subjects only)

Please ensure you arrive no later than 08.35am to be ready for your study time and registration. Sixth formers can go off site at lunch time but must be back in time for Period 5 to begin.

## School Dress

Whilst there is no school uniform, we do have a sixth form dress code, which aims to promote sensible, safe and healthy practices. It also promotes high standards of personal appearance. We expect students to choose sensible and appropriate dress, hairstyle and clothing for a school environment.

You will be provided with an identification badge and this **MUST** be worn and be visible at all times. If for any reason you misplace or forget your badge, then you must sign in at the sixth form office and obtain a sticker for the day.

## Mobile Devices

Mobile phones should not be used or be visible outside of the sixth form only areas and should not be used in any lessons unless students are invited to do so by a member of staff. As mobile phones are expensive and very desirable, the school cannot accept liability if they are lost or stolen when brought on site.

## Attendance

Students will have 16 hours of lessons each week if they have chosen to study three subjects, and 21 hours of lessons if they are doing four. This can be broken down into five hours per subject, plus one hour of tutor time each week.

Due to the demanding nature of A Level & BTEC courses, students are expected to attend, and be punctual to morning registration, 100% of lessons and their tutor time. **Please do not book holidays during term time.** In the event of a genuine absence, students need to inform a member of the Sixth Form Team before the start of their lesson. This can be done by telephoning the school on 01142 372723 and using extension 713, or by texting their name and the reason for their absence to **07860095432**. **Any planned absence must be authorised by the sixth form team on a green request form.**



A prolonged period of absence without explanation may result in the student's withdrawal from the course. Ongoing medical issues need to be reported to the pastoral manager and medical evidence will be required in order to support UCAS applications and may be used for possible exam dispensation.

Students must ensure that they speak to their teachers on their return to school and catch up with any work missed. In the event of an unavoidable period of prolonged absence, school staff may choose to email work to the student for completion at home where possible.

**For the full sixth form attendance policy, please refer to our website – sixth form section**

## **Initial Course Review**

The first four weeks of Y12 are used as a time for students and teachers to ensure that each individual is on the most suitable combination of courses for them. In week 5 and 6 the Sixth Form Team will hold meetings with individual students to discuss the outcome of these first weeks and to make any necessary changes. This is known as the Initial Course Review period.

## **Tutor Time**

Each Sixth Form student is assigned a personal tutor and will have one hour of tutor time each week. Attendance at these sessions is compulsory as important information is disseminated to students during this time. This session is also a great opportunity for students to start thinking about, and researching, their options after sixth form. It is very important that each student builds up a good relationship with their personal tutor throughout their time in sixth form. The personal tutor will be the author of any references for university, further education or employment that a student may require during their time at Meadowhead School.

## **Academic Support**

Academic support will be provided every Thursday between 3pm – 4pm. This will be an ideal opportunity to spend quite time on specific studying. At times, we will ask you to join us at academic support to support the development of your learning. You are also welcome to join any weekly session to support you with your own development programme. **Students who do not hand in work on time will be invited to attend a compulsory academic support session.**

## **Student Voice**

We believe that the best form of education emerges from a partnership between teachers, students and their families. To support this, students become members of a students' union once they enrol at Meadowhead Sixth Form. The students' union represents the views of its members to the school. In October, students elect the student president and vice-presidents who meet with the Sixth Form team on a regular basis.

Each tutor group will choose two parliament reps who will bring the views of their tutor group to a half termly student parliament meeting.

## Resource Requirements

SUBJECT	RESOURCES	SUBJECT	RESOURCES
<b>Biology</b> <b>Chemistry</b>	A4 Lever Arch Folder Dividers A4 Lined Paper Scientific Calculator * Pens Highlighters Hole Punch Text Book ** CGP Revision Guides ***	<b>BTEC Business</b> <b>BTEC Level 3 Sport</b> <b>BTEC Level 3 IT</b> <b>BTEC Level 3 F &amp; C</b> <b>BTEC Performing Arts</b> <b>English Language</b> <b>English Literature</b>	A4 Lever Arch Folder Dividers A4 Lined Paper Pens Highlighters <b>The Great Gatsby</b> <b>Paperback</b> <b>(English Lit Only)</b>
<b>Maths</b> <b>Further Maths</b>	A4 Lever Arch Folder Dividers A4 Lined or Squared Paper A Level Scientific Calculator * Pens Highlighters Hole Punch	<b>Health &amp; Social Care</b> <b>Computer Science</b> <b>French</b> <b>Music</b> <b>German</b> <b>Spanish</b>	A4 Lever Arch Folder Dividers A4 Lined Paper Pens Highlighters Text Books ** <b>A4 Manuscript Paper</b> <b>(Music Only)</b>
<b>Science</b> <b>Physics</b> <b>Science</b> <b>BTEC Level 3 Applied</b> <b>Science</b>	A4 Folder x 2 Dividers A4 Lined Paper Scientific Calculator * Pens – Green & Black Highlighters - Green Hole Punch Text Book ** CGP Revision Guides ***	<b>Philosophy</b> <b>Sociology</b> <b>Psychology</b> <b>Product Design</b>	A4 Lever Arch Files x 2 Dividers A4 Lined Paper Pens / Pencil Highlighters Ruler <b>Psychology</b> Basic Calculator <b>Product Design</b> Basic Calculator Coloured Pencils
<b>History</b>	A4 Lever Arched Files x 2 Dividers x 2 A4 Lined Paper Pens Red & Green Highlighters 4 Colours Text Books ** Revision Guides ***	<b>Art</b> <b>Textiles</b>	Pens Pencils HB/2B/4B Pencil Sharpener Rubber Fine liner pens Glue Stick A5 Sketchbook Colour Pencils
<b>Geography</b>	<b>Essential</b> A4 Lever Arch Folder x 2 Dividers A4 Lined Paper Pens – Black, Green, Blue Highlighters – 4 Colours Pencil, Eraser and Ruler Basic Calculator Glue Stick	<b>Useful</b> Scissors Compass Stapler Coloured Pencils Hole Punch Scientific Calculator *	

\* A Casio 911EX Calculator or a Casio CG50 Graphical Calculator. The 991EX can be purchased on SIMS Pay for £19.99 and the CG50 is £69.95. These can be ordered now and collected in September. We strongly recommend the CG50 for anyone studying Further Mathematics.

\*\* Text books can be loaned from school with a £5 deposit. These can be ordered in September via SIMS Pay

\*\*\* Revision Guides can be ordered from SIMS Pay in September

## National Union of Students

After enrolling at Meadowhead, students become members of the National Union of Students. This organisation represents students on a national level and provides training for elected president and vice-presidents. More information can be found at: <https://www.nus.org.uk/>

Students can opt out of membership of the National Union of Students and Meadowhead Sixth Form Students Union by submitting a letter in writing to the Sixth Form Office.

## NUS Totum Card

As part of our NUS membership, Sixth Form Students at Meadowhead School are eligible to apply for discounts available with NUS card. This gives students a wide range of discounts such as 25% off the student priced cinema tickets at Odeon, 5% at Amazon and 10% at Superdrug as well as lots of special offers to look out for.

To learn more about the Totem card go to: <https://www.totum.com/campaigns/wearetotum>

## Summer Work

For each of your chosen subjects, all students are expected to complete summer work to demonstrate their commitment to the subjects they have chosen. **Work should be brought along to your first lesson.**

Both the work and the guides can be viewed via the Meadowhead School webpage, under the Sixth Form page –Student Experience- Transition – Transition Work

## Support Services

### Mental health and emotional wellbeing:

Throughout your time in Sixth Form you will receive pastoral support from your Form Tutors and the Sixth Form Team. The pastoral support offered to our Sixth Form students is a key element of our Sixth Form programme. You are able to access 1:1 sessions with your tutor and Pastoral Manager giving you the opportunity to discuss any worries or concerns you may have regarding your mental health, emotional wellbeing as well as your academic progress. Group sessions are also available giving you the opportunity to discuss various issues alongside your peers.

We value our students' mental health and emotional wellbeing and it is very important to us that our students maintain positive mental health as well as physical health. The Sixth Form Team offer a warming, safe and supportive space for you to receive guidance and advice to ensure you remain motivated and focused and uphold a positive mind set. Our door is always open if a student is in need of support. Our alumni are the best advocates and they had the following things to say about the pastoral support they received.

***'The support you have given me is beyond appreciated. Thank you for listening to me and being so encouraging, you have truly helped shape me into a better person and have helped change my perspective on life.'***

***'Thank you for working so hard to help me, you have helped me become much happier than I thought I could be.'***

We work closely with several external organisations who offer support to students around mental health and emotional wellbeing both in school and outside of school and further information about external services is available from your Pastoral Managers.

## **Peer Mentoring Programme:**

In Sixth Form we offer a Peer Mentoring Programme for Sixth Form students to sign up to. Becoming a Peer Mentor enables you to support younger students in the school with their mental health, emotional wellbeing and academic progress on a weekly basis in 1:1 sessions. You will be trained on how to become a Peer Mentor and this opportunity is open to everyone. This is a great programme to be involved in as the experience can be included on your personal statement and CV and is looked upon favourably.

Testimony from a Sixth Form Peer Mentor

***'The Peer Mentor Programme was an amazing programme that I participated in, it made me proud that I could make a difference in someone's life and keep them safe just by listening to their queries and solving them'.***

For more information and to sign up please see Miss Cookson.

## **Bursaries**

A student must be aged 16 or over but under 19 at 31<sup>st</sup> August 2021 to be eligible for help from the bursary fund in the 2021 to 2022 academic year.

### **Vulnerable Student Bursary**

To be eligible for the vulnerable bursary, students must be in one of the defined vulnerable groups:

- In care
- Care leavers
- In receipt of Income Support, or Universal Credit in place of Income Support, in their own right
- In receipt of 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.

### **Discretionary Bursary**

Some students will be eligible for the discretionary bursary and this will be dependent on a number of factors based on a student's individual circumstances and their actual financial need. This will vary from student to student, depending on, for example, their household income, the distance they need to travel to the school and the requirements of their study programme.

We will take into consideration the number of dependent children within the household as well as the distance to travel to school and the actual participation needs of the student. Household income will be assessed on:

- Child Tax Credit (provided they are not entitled to Working Tax Credit and have an annual gross income of no more than £16,480, as assessed by Her Majesty's Revenue and Customs (HMRC))
- Income Support
- Income –based Jobseekers Allowance
- Income –related Employment and Support Allowance (ESA)
- Support under part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit
- Universal Credit

If you meet either or both of the above criteria and are a new applicant you will need to complete a 16-19 Bursary Fund Application form (included in your welcome pack).

## **16 -18 Travel Pass**

You may now be eligible to apply for the 16-18 Travel Pass to save on travel in South Yorkshire. To apply you must live in South Yorkshire. With the pass you can travel anytime, anywhere in South Yorkshire for a single fare of 80p per journey on bus or tram. Plus, you'll get half fare on local Northern trains! The pass also gives you access to cheaper 1, 7 and 28 day tickets for young people.

Apply now and be ready to go in September. It's quick and easy to apply online and the pass will be despatched within 11 days of your completed application been received. Go to:

**[www.travelsouthyorkshire.com/1618](http://www.travelsouthyorkshire.com/1618)**

## **Reporting and Mentoring**

Throughout your time in the sixth form you will receive regular feedback and guidance about your progress from your subject teachers and from your tutors. This is to enable you to stay on track and to have a clear view of how far you have progressed.

Regular review sessions will take place as well as a parents evening in January. This will be an opportunity for parents and carers to come into school to discuss your progress in one-to-one meetings with your subject teachers and form tutors. You are encouraged to attend these meetings.

## **PSHE & Careers Guidance**

Personal, social, health and economic (PSHE) education in the Sixth Form is delivered in different ways. These may involve study skills training, visiting speakers or study groups, dealing with issues as diverse as driving safety, mental wellbeing, criminal law or cooking for students.

The school also provides guidance and support with formulating students' future plans. This includes guest speakers, university and apprenticeship events, as well as a programme of one-to-one meetings between students and our Careers Adviser, Cerys Evans. Careers guidance and information forms a very important part of the overall enrichment programme.

### **Careers guidance:**

Progression guidance is primarily provided by the student's form tutor. Most tutor time sessions are focussed on researching and considering future options. Also, a wide range of guest speakers will attend briefings to provide information and advice. We are also very lucky to have access to Mrs Evans, the school's specialist careers adviser. Students can arrange career guidance appointments with Mrs Evans at the Sixth Form office.

# Learning In the Sixth Form

## A Level Courses & BTEC

You will undertake on average 3 A Level / BTEC subject courses. Some students may, under certain circumstances take 4 subjects, or 3 A levels / BTEC plus an Extended Project Qualification (Further details will be provided later in the Y12 year).

The type of studying and learning that you will encounter in the Sixth Form is different to studying and learning at GCSE. You will be expected to take much more responsibility for your own learning; teachers will expect different things from you.

You will be given advice on how to become an independent learner. It is important that you develop the skills of independence because doing so will have a direct impact on your success, both at A Level / BTEC and in the future.

We will expect you to meet the following criteria:

- Be on time for all lessons
- Attend all timetabled lessons
- Be prepared with the relevant equipment and materials
- Meet deadlines for the completion and submission of assignments
- Work to your best ability
- Use your study periods effectively
- Ask for support or guidance if you need it.

## Study Periods

The school day is constructed of 5 one hour lesson periods. As a general rule, each subject you take will have five one hour lessons per week. The number of study periods on your timetable depends on the number of A Levels / BTEC you are studying.

In order to achieve your potential you will be required to put in a minimum of three to four study hours per subject, outside of lessons, per week. This is one of the reasons why it is so important that you acquire the skills of an independent learner.

Most of our past students find that using the study period to get homework done earlier in the day is a lot more effective than leaving it until you are at home when you are tired and most likely want to relax. It's a much better way of getting work done on time and to a higher quality.

### What should you do in your study periods?

- Write up and re-read lesson notes
- Prepare essays
- Complete homework
- Research background information, read around the subject and make further notes
- Practice essential exam skills

You need to make the most of the learning opportunities that are offered to you, and using your study periods wisely will be beneficial when you come to look at university, college or employment

opportunities. Your teachers will be more than happy to support you in your learning. If you have an issue or need help with your A Levels / BTECs, your first port of call should be your subject teacher.

The jump from GCSE to A Levels / BTEC is a big one and subject teachers aim to make the transition as easy and gradual as is feasible, but you will help yourself the most if you try to keep up with the work you are given, review work you have already done, and speak to your subject teachers if you find something difficult.

Quotes from previous students:

***“When you first join the sixth form it’s exciting. You have free study periods, your own common room and café, you don’t have to wear uniform, but most of all you have freedom. But do not be fooled, the workload is pretty intense. Don’t just sit around in your free periods, actually do the work!! There is no way that you won’t have work to do, there is always notes or reading to be done.”***

***“I do French, English and Psychology and there is never a day when I don’t have work to do. At the beginning the workload was okay and I thought I had all the time in the world, but this year flew by and I realised just how much work needs to be done. It creeps up on you, but it is okay if you’ve put the work in throughout the year, rather than just leaving it until the end.”***

## UCAS

Throughout sixth form, the term UCAS will be mentioned frequently. This is the central organisation through which applications are processed for entry into higher education (go to [www.ucas.ac.uk](http://www.ucas.ac.uk) for further details).

Each university course applied for will be managed and completed through UCAS. Every course at every university specifies the grades or UCAS points which a student must achieve in order to be accepted onto that course. These requirements vary depending on numerous factors. However, the grades or UCAS points are only the minimum requirement a student needs to achieve and may not guarantee a place on the course.

Please visit the UCAS website for more information about UCAS points.

## Enrichment Programme

We are committed to the full development of our students, in and out of the classroom. Every student at our sixth form will complete the full enrichment programme, by taking part in activities and events which will allow them to achieve each of the following modules.

### Work Experience (Spring Term)

All students will take place in a period of experience in the workplace. We will talk to you about how to arrange your work experience, and we will provide support if you need it. We would expect at least 5 days of work experience in a relevant field for your career aspirations. Where physical work experience isn't possible, we will make you aware of virtual alternatives.

### Big Challenge

An opportunity to win personal rewards and "the big prize" for operating a business with your friends. Each business will be given a £25 cash investment as a starter towards your business objectives of increasing that amount by making as much profit as possible, within the BIG Challenge time frame, employing teamwork, innovation and entrepreneurship using any legal means.

### University / Training

At least 2 visits to HE/FE/Apprenticeship/ Foundation Year providers.

### School & Community

At least 5 hours of voluntary commitment made to the school or wider community.

### Super-Curricular

At least 5 hours developing an interest from within the Curriculum.

### Extra-Curricular

At least ten hours developing an interest beyond the curriculum.

These activities will also enable students to demonstrate the following ten key skills for employment.

### Key Skills

<b>Resilience</b>	Recovers from setbacks. Copes with deadlines and other pressures
<b>Confidence</b>	Able to put forward own ideas. Approaches tasks with positivity and optimism
<b>Communication</b>	Listens thoughtfully and respectfully. Adapts approach depending on audience
<b>Self-Management</b>	Meets deadlines and attends all sessions. Takes responsibility for own actions
<b>Literacy, Numeracy</b>	Expresses ideas effectively. Applies numerical and technological principles
<b>Critical Thinking</b>	Asks perceptive questions. Offers creative solutions to problems
<b>Creativity</b>	Demonstrates imagination and originality. Adapts approach where necessary
<b>Responsibility</b>	Shows integrity and trustworthiness. Can be relied upon to complete tasks
<b>Teamwork</b>	Builds positive relationships. Gives and receives instructions positively
<b>Empathy/Citizenship</b>	Considers the needs of others. Makes ethical decisions



## FAQs

### **What do I do if I want to change one of my A Level subjects?**

Your form tutor, subject teachers and parents are the best people to talk to initially. After you have thought about this issue fully you will need to talk to your Head of Year, Ms Robinson

### **What if I don't have a clue about what to do after A Levels/ BTEC?**

You can chat with our Careers Adviser, Cerys Evans. Cerys will guide you through your post-18 and career options and the application processes for university, college, apprenticeship or other work-related options. The tutor time programme will also help you to explore your options and develop career management skills for the future.

### **Who can I talk to about an issue I have?**

Start with your form tutor or another member of staff with whom you feel comfortable. For medical issues there is the school nurse. We also have our Sixth Form Pastoral Team, Miss Cookson & Mr Stevens who will be available to chat with you.

### **I need to miss school for some reason. Is that okay?**

If you have a medical appointment or you need to miss school, you must visit the sixth form office first and complete a Meadowhead Sixth Form Absence Request.

### **Can I drive to school?**

If you are using your own car, please be aware that car parking is not allowed in the school. You must park at your own risk, outside of the school.

### **My school bag is pretty heavy with my books and folders....what can I do?**

There are lockers available in the Sixth Form Centre for students. Please see the finance team for details.

### **Do I need a PE kit for Sixth Form?**

There is no compulsory PE in Sixth Form, so you will only need a kit if you know you will be continuing with a specific sport / sports.

### **What do I do if I want to use the computers?**

All students are issued an ID and a password for the school system.

### **Where can I study in my study periods?**

The quiet room on the upper sixth form floor is available for you to study in your study period. This is a quiet room and no food or drink is allowed in this room. The Library is also open if reference materials are required.

# Top Advice for New Sixth Formers – 8 Ways to Make the Most of Year 12

## 1. Managing the leap from GCSE to A Levels.

The start of sixth form is the ideal time to get into some good study habits, as these will help you get the best possible A-level/BTEC grades, as well as standing you in good stead for University. Get into a routine that incorporates plenty of study time, and use “To Do” lists to help maximise your productivity and prioritise homework tasks. One of the best things you can do when you start A-levels/BTEC is to revise as you go along, as this will reduce your revision workload nearer to exam time by ensuring that you learn it properly first time round. After a class, read up on what you learned to consolidate your new knowledge, and make flashcards with short snippets of useful information on each topic. These will be useful when you revise, both days and months down the line.

## 2. Make use of all available resources.

When it comes to A-level/BTEC study, you don't just have to rely on textbooks to get you through your course material. Try to utilise as many different resources as you can, as this will give you different ways of looking at the syllabus that will help you absorb information more easily. For example, YouTube is full of videos explaining A-level/BTEC concepts. Other kinds of resources you could use might include revision guides, webinars, the library and museums, to name but a few.

## 3. Make the most of free periods.

Free periods in your school timetable will probably be a novelty for you, but you shouldn't waste them. Use them productively to write up your notes from class and to get homework done, as this reduces the amount of homework you need to do when you get home, and frees up time to spend on reading more widely and developing new knowledge and skills in preparation for university.

## 4. Don't leave past papers to the last minute

Past papers are a really useful way of gauging what level you're working at, and they get you used to the style of questions you can expect in the real exam. They're going to be tougher than GCSE exam questions, so it's a good idea to start getting used to them now. They also give you practice at working out timings for questions. Try to start taking past papers early on, whenever you reach the end of each module. This forces you to revise what you've done for that module.

## 5. Build a good relationship with your teachers.

In a year's time, your teachers will be writing your university reference for you, and it's vital you give them a good impression, with an admirable attitude and making a real effort to produce outstanding work. Ask them for extra work, speak out in class with intelligent opinions, and hand homework in early.

## **6. Get a strong backpack and locker.**

You're going to be carrying around a lot of books and folders, so you'll make life easier if you have a backpack rather than a bag that has a shoulder strap. Lockers are available in the sixth form which will provide you with a handy location to keep your essentials.

## **7. Try to make time for a part-time job.**

A Saturday job while you're in Sixth Form doesn't just give you some extra pocket money, it allows you to develop non-academic skills that will be useful for your future career. This might include customer service and sales skills, as well as working within a team. Such skills are essential in business but make sure you don't take on too many hours! Please try to limit any part time work to a maximum of 8 hours per week.

## **8. Enjoy it.**

Sixth Form is a time when you've finally left behind any subjects you disliked at GCSE and you're now able to concentrate on subjects that genuinely interest you. For some of you, this might be the start of a lifelong love of a subject. Although A-Levels are harder work than GCSEs you'll probably find that you really enjoy Sixth Form and the new challenges that it brings. It's also a time to make the most of home comforts and spending time with your parents and friends before you move on to new adventures. Enjoy it and do your best!



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