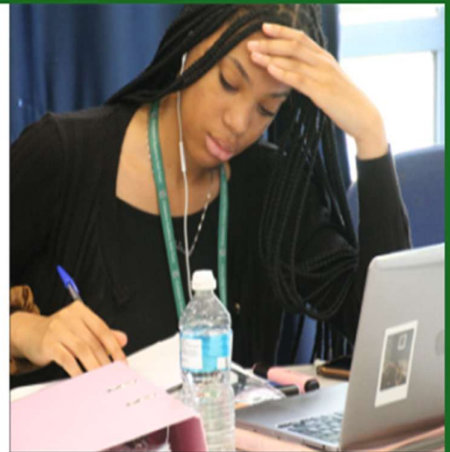




CHELLASTON ACADEMY SIXTH FORM



STUDENTS & PARENT/CARER HANDBOOK



3-4	<u>The Sixth Form Team</u>
5	<u>The Sixth Form Student Leadership Team</u>
6	<u>Ofsted, Dress code and essential equipment</u>
7	<u>IT accounts, WIFI, Password</u>
9	<u>Mobile phones, Sixth form laptops, printing</u>
10	<u>The Sixth Form Day</u>
11	<u>Coaching and Use of the Sixth Form study areas</u>
12-13	<u>Volunteering, Student Leadership, and Rewards</u>
14	<u>Communication with Parents and Carers & Financial Support</u>
15-16	<u>Attendance and Punctuality</u>
17	<u>Safeguarding and Wellbeing</u>
18-20	<u>Assessments and Exams</u>
21-22	<u>Independent and Proactive Study</u>
23	<u>Frequently Asked Questions</u>



THE SIXTH FORM TEAM

Mrs K. Grimwood, Assistant Headteacher - Head of Sixth Form



I am delighted to welcome you to another year at Chellaston Academy Sixth Form and, from July 2026, to take on the role of Head of Sixth Form.

Having been part of the Academy for 26 years, including the past seven years as a member of the Senior Leadership Team, I know our Sixth Form community well and am looking forward to working with you as you continue your journey with us.

Our aim is simple: to provide you with the support, challenge and opportunities you need to succeed, both academically and personally. We have high expectations of all our students, while recognising that everyone's journey through Sixth Form is different.

Whether you are continuing into Year 13 or beginning your Year 12 journey, we want you to make the most of everything Sixth Form has to offer. Alongside your studies, there are opportunities to develop your skills, take on leadership roles, get involved in enrichment and extracurricular activities, volunteer and prepare for your next steps.

Our coaching programme, personal development curriculum and careers guidance are all designed to help you make informed decisions about your future, whether that is university, an apprenticeship, employment or another pathway.

Throughout your time with us, we ask that you continue to demonstrate our core values of Integrity, Care and Excellence. These values underpin the way we work together and help create a Sixth Form community where everyone feels respected, supported and able to achieve their best.

This handbook contains the key information you need to help you stay organised, understand expectations and make the most of your time in Sixth Form. Please take the time to read it carefully and keep it somewhere accessible throughout the year.

I look forward to working with you and supporting you as you continue to grow, achieve and prepare for the next stage of your journey.

My email address is: k.grimwood@chellaston.derby.sch.uk



Mrs M. Tivey – Head of Year



As Head of years 12 & 13, I enjoy, supporting students in every aspect of their sixth form journey. My role is focused on ensuring all students feel safe, supported, and empowered to achieve their potential both academically and personally.

I oversee areas including attendance, behaviour, punctuality, and behaviour expectations, helping students develop positive habits that will serve them beyond school. I also lead on pastoral care, wellbeing, counselling support, and safeguarding, making sure every student has the right support in place.

In addition, I also help to coordinate enrichment activities, trips, personal development programmes, and prom, helping to create a vibrant and inclusive Sixth Form experience. I support students with key milestones including UCAS applications, work experience, and planning for life after sixth form, whether that's university, apprenticeships, or employment. Through the Student Council and other initiatives, we encourage student voice and leadership to help shape our sixth form community.

Our aim is to guide, challenge, and support students so they can thrive and leave Chellaston Academy Sixth Form as confident, capable students, who are ready for their next steps.

My email address is m.tivey@chellaston.derby.sch.uk

Mrs Insley: Sixth Form Administrator



Hello, I'm your Sixth Form Administrator. My role is to help keep everything organised so you can focus on your studies and make the most of Sixth Form.

I monitor attendance and punctuality, contact parents/carers when needed, and follow up on concerns such as lateness. If you feel unwell and need to go home, come and see me first so I can contact home and make sure you leave safely.

I also manage the volunteering programme, including helping you find opportunities and recording your hours.

You'll also find me chasing missing forms, keeping records up to date, sharing important notices and helping organise Sixth Form events. Come and see me in the Sixth Form office if you have a question or need help with anything, come and see me. I'm here to keep things organised and help you stay on track.

My email address is k.insley@chellaston.derby.sch.uk



SIXTH FORM STUDENT LEADERSHIP TEAM



Photo from left to right:

Aaron Ali, Liz Williamson, Connie Derbyshire, Amina Rasul, Daniel Hall

The Sixth Form Student Leadership Team is here to ensure that all students' voices are heard. Whether you have ideas to put forward, concerns you would like addressed, or simply want a friendly face to talk to, the team is always available.

As student leaders, we'd each like to share a piece of advice that we've found valuable during our time in Sixth Form:

“Sixth form can be the source of significant emotion, whether it be distress or pure excitement the thought of it is major and the step from GCSE's to A levels is significant. Our sixth form is amazing that it is a family in which you won't feel alone, everyone is here to achieve their own individual goals too. Confide in others as well as having a balance of work and personal time, sixth form is only a short yet crucial stage, and that balance you have will make you feel so much better about yourself especially when time feels like it's flying by.”

Aaron Ali
— Head Student, Whole School

“Make sure to enjoy your freedom and spending time with your friends, but also to balance this with studying and workload effectively. Finding the right balance will help to ensure you have the best experience at sixth form!”

Ferishta
— Head Student – Main school

“Stepping into our sixth form is an incredibly enriching milestone, combining deeper academic focus with freedom, to sculpt your own future. Although the transition from year 11 may come with initial challenges, our school community is a truly supportive environment, where teachers and fellow students are always here to guide one another, so don't be embarrassed to reach out for help. Embrace the independence, look out for one another, and make unforgettable memories for life!”

Amina Rasul
— Deputy Head Student – Main school

“Build a sustainable routine early to enable success later. Make sure you stay organised and learn how to prioritise tasks. Staying on top of your workload rather than leaving everything to the last minute is key to achieving the grades you want to achieve. However, allow yourself time to rest and reset as Sixth form is challenging and you need breaks to allow you to perform consistently!”

Liz Williamson
— Head Student – Sixth form

“A-levels can feel overwhelming at times, but don't feel like you have to have everything figured out straight away. Try to find a balance between studying and enjoying sixth form, because looking after yourself is just as important as doing well academically. Make the most of the support around you, believe in yourself and remember that it's okay to have bad days!”

Connie Derbyshire
— Deputy Head Student – Sixth form

“You should make the most of every opportunity Sixth Form gives you. It can be easy to focus only on your grades, but getting involved in things outside of your lessons can make your time here more enjoyable and rewarding. At the same time try to stay organised and don't leave work until last minute. Most importantly, don't put too much pressure on yourself and ask for help when you need it and enjoy the experience along the way.”

Daniel Hall
— Deputy Head Student – Sixth form



OFSTED



In September 2023, Chellaston Academy Sixth Form was rated '**Good**' by Ofsted. The report noted:

"Students in the sixth form are highly positive about the education they receive. They benefit from teachers' expert subject knowledge. Students gain detailed knowledge across the subjects they study. They perform well in national examinations. Students support younger pupils by becoming reading buddies and well-being ambassadors. This benefits both students and pupils."

ESSENTIAL EQUIPMENT

Subject teachers will inform you of any specialist equipment required. For each subject, you should have:

- An A4 folder.
- A4 paper.
- Pens and pencils.
- A ruler.
- Highlighters.

SIXTH FORM DRESS CODE

Sixth Form students are expected to be **smart, professional and work-ready** at all times. As senior members of the school, students should take pride in their appearance and set a positive example to younger students, staff and visitors.

Students must wear professional workplace clothing, including:

- Tailored trousers, skirts or other smart, tailored clothing.
- A shirt, formal sleeved blouse or other smart, sleeved top.
- Smart, closed-toe shoes.
- A Sixth Form lanyard at all times.

Jumpers, blazers, suit jackets and ties are optional. Full suits are not required.

Casual clothing is not appropriate. This includes jeans, joggers, leggings, hoodies, T-shirts, crop tops, trainers, flip-flops, sliders, Crocs and sandals.

The expectation is simple: dress as you would for a professional workplace. Students who do not meet this standard may be asked to change.



The school reserves the right to determine whether clothing meets the Sixth Form dress-code requirements.



SIXTH FORM LANYARDS AND ID CARDS

For safeguarding reasons, you must always wear your lanyard and access/identity card around your neck while on the school site. It is an essential form of identification and is also used to access buildings and pay for food. If your lanyard or card is lost or forgotten, you **must** inform the Sixth Form Administrator immediately. A missing access card presents a safeguarding risk, as it could be used by an unauthorised person to enter the school. Replacement lanyards can be purchased through ParentPay for **£2**.



IT ACCOUNTS & EMAIL

You will be issued with an IT login and email account at the start of the year. You are expected to check your email account **daily** for information from your subject teachers or from the wider Sixth Form Team. Please ensure you have downloaded the Outlook app to your phone.

WIFI PASSWORD

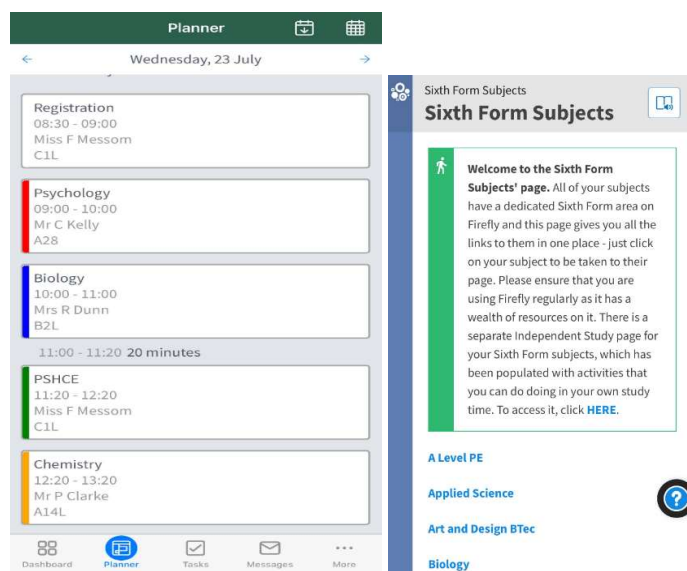
The WiFi is available for student devices to help with independent study. The WiFi is called 'SixthForm' – your username and password are the same as your Firefly login. There is usually a certificate that you need to



download. Information on how to do this should be sent by the IT team. If there are any issues, please contact the Sixth Form Team.

FIREFLY

Firefly is the platform used for viewing homework tasks and your timetable; it also has many resources that can help with independent learning. Firefly can be accessed by logging in through your web browser, or you can download the app onto your phone.



MOBILE PHONES & HEADPHONES

Mobile phones are only permitted in the C Hall and library. They must not be used in classrooms, corridors or any other area of the school. This includes airpods and smart watches.

If a Sixth Form student is seen using a mobile phone anywhere other than the C Hall and library, the phone will be confiscated in line with the school's mobile phone policy and can be collected from the Sixth Form Office at the end of the school day by a parent or carer.



SIXTH FORM LAPTOPS

The Sixth Form have 32 laptops that can be loaned out during lesson time. You need to sign them in and out correctly on the sheet that is on top of the trolley. These must be returned before you leave each day.

PRINTING

Each student has a printer budget of £5 per term which they can use to print off schoolwork, for example past paper questions, work sheets, homework etc. The most convenient printer for Sixth Form students to use is in the ILC.

THE SIXTH FORM DAY

	8:30 - 9:00am	9:00 – 9:30am	9:30- 10:00am	10:00- 10:30am	10:30 – 11:00am	11:00- 11:20am	11:20- 12:20pm	12:20- 1:20pm	1:20- 2:00pm	2:00- 3:00pm
Monday	Coach check-in	P1	P1	P2	P2	Break	P3	P4	Lunch	P5
Tuesday	PD	P1	P1	P2	P2	Break	P3	P4	Lunch	P5
Wednesday	PD	P1	P1	P2	P2	Break	P3	P4	Lunch	P5
Thursday	PD	P1	P1	P2	P2	Break	P3	P4	Lunch	P5
Friday	P1	P1	P2	P2	Coach check-out	Break	P3	P4	Lunch	P5

Students may arrive at school and access the Sixth Form area, C Block, from 8:00am onwards. After school, students are welcome to remain on site to study but must stay in C Block and must leave the school by 5:30pm.

We strongly encourage students to be in school throughout the day to make the most of their Sixth Form studies. However, as young adults, you are afforded some flexibility with your departure times and can leave after your last lesson provided all your work is UpToDate and you are on target.

After-School Arrangements

After 3.00pm, Sixth Form students must remain in C Block. Students may use C Hall, the ILC or rooms on the top floor of C Block only; other areas of the school are out of bounds.

All students must leave the school site by **5.15pm at the latest**.



Please note: **You are not permitted to come and go during the school day.**

For example, if you have lessons in Period 2 and Period 4 only, you must arrive by 9:55am and may leave after your Period 4 lesson at 1:20pm. You may not leave the site between these lessons and return later. We **do not** permit students to have driving lessons or paid employment during the school day. However, we will authorise your practical driving test (there is more scope for theory lessons and these will not be authorised)).

Lunch and Break time Arrangements:

- Students are allowed to leave the school site at lunchtime.
- Students **must** remain on site during break time.



Site Access:

Sixth Form students must enter and exit the school using the biometric turnstile, except at the start and end of the day when all school gates are open. The turnstile is digitally monitored to ensure students are following site access rules. A member of the Sixth Form Team also monitors the turnstile at the start of lunch to ensure students are signing out properly and to prevent queue jumping.

COACHING

At Chellaston Academy, every student belongs to a small, vertical coaching group led by a dedicated member of staff. Each group includes around 15 students drawn from across all year groups, allowing strong and supportive relationships to develop.

Students meet for a weekly **Check-in** on Monday morning and a **Check-out** on Friday. These sessions provide opportunities to reflect, celebrate successes and prepare for the week ahead.

Sixth-form students are encouraged to act as positive role models and may choose to help lead games and activities during Friday's Check-out.



USE OF THE SIXTH FORM

The Sixth Form is based in C Block, where students have access to their own hall, canteen and Independent Learning Centre (ILC). We ask everyone to take pride in these shared facilities and help keep them in the best possible condition.

Please respect the rooms, furnishings and wider environment by:

- Placing all litter in the bins provided.
- Using furniture appropriately, do not sit on tables or place your feet on chairs.
- Eating only in C Hall.
- Cleaning up any mess immediately and reporting breakages to a member of staff.
- Playing all ball games outside the building.

SIXTH FORM STUDY AREAS



Sixth Form students have access to several study spaces:

- **C Hall** is a relaxed, collaborative study area where students may talk and work together.
- **The Independent Learning Centre (ILC)** is a strictly silent space for independent study only.
- **The Learning Resource Centre (LRC)**, located in the main building (A Block), includes an area for quiet study.
- **Available classrooms** around the school may be used for study with the permission of the teacher responsible for the room. Students must respect these spaces and leave them exactly as they found them.



VOLUNTEERING AND STUDENT LEADERSHIP

We actively encourage all Sixth Form students to contribute to the wider school community. Volunteering develops valuable skills, builds confidence and strengthens students' sense of belonging.

Opportunities include:

- Supporting younger pupils' reading development through the **Reader Leader programme**.
- Serving as a **Wellbeing Ambassador** or **Prefect**.
- Becoming a **Subject Mentor** in English or Maths and providing academic guidance to younger students.
- Establishing and leading clubs for students in the lower school.
- Becoming a **Careers Mentor** for lower-school or Sixth Form students.

Careers Mentors share their knowledge with students who are interested in exploring particular career paths. Through weekly informal sessions, mentors can offer guidance on entry and grade requirements, useful extracurricular and super-curricular activities, and ways to gain relevant work experience. This role is particularly suited to Sixth Form students who have thoroughly researched or decided upon their intended career path.

Sixth Form students may also apply for prestigious leadership positions, including **Whole-School Head Student** and **Sixth Form Head Student**. These highly sought-after roles provide opportunities to represent the student body, lead initiatives and work closely with staff on key school projects.

Taking on these responsibilities demonstrates initiative, leadership and a strong commitment to the wider school community, qualities that are highly valued by universities and employers.



BEHAVIOUR, VALUES AND RECOGNITION

As members of the Sixth Form, students are expected to maintain high standards of behaviour at all times. As leaders within the school community, Sixth Form students should act as positive role models for younger pupils. This means:

- Treating staff and fellow students with respect.
- Arriving punctually and dressing appropriately.
- Taking responsibility for their learning.
- Demonstrating maturity and integrity both inside and outside the classroom.

All students are expected to embody Chellaston Academy's core values of **Integrity, Care and Excellence**.

STUDENT OF THE WEEK

Each week, staff nominate Sixth Form students for the **Student of the Week** award. This recognises outstanding effort, a positive attitude or a valuable contribution to school life. Winners are celebrated across the Sixth Form, with their names displayed on the Student of the Week board.

REWARD DAYS

Sixth Form students also participate in whole-school **Rewards Days** at the end of each term. These events celebrate sustained effort, achievement and hard work through a variety of activities and trips, including the popular **ICE Festival** in the summer. Rewards Days give students an opportunity to relax, enjoy time with their peers and receive recognition for their dedication throughout the term.



CONTACTING THE SIXTH FORM TEAM

We welcome communication from parents and carers by telephone or email, or in person through a pre-arranged appointment. Please contact us whenever the need arises; we are always happy to offer support and discuss any questions or concerns you may have.

Tel : 01332 702502 option 3 for Sixth Form

Email : sixthformadmin@chellaston.derby.sch.uk

KEEPING YOUR CONTACT

To receive text and email notifications about important announcements, events and activities, please complete the data form on **Applicaa** accurately.

Parents and carers are responsible for ensuring that the contact details held on each student's account, including home address, telephone number and email address - remain accurate and up to date. Please inform the school promptly of any changes so that you continue to receive all relevant communications.

PHOTO, VIDEO & MEDICAL CONSENT

Sixth Form students have opportunities to take part in a wide range of trips and visits. To enable students to participate, parents and carers must complete the **photography, video and medical consent form** on Applica.

THE SIXTH FORM BURSARY

For more information, please refer to our bursary guidance available on the school website. If you are eligible, the bursary can be used to help cover the cost of school-related expenses, such as textbooks, equipment, travel, or other resources that support your learning. It's designed to ensure all students have what they need to succeed in Sixth Form.



TRAVEL & TRANSPORT

If you receive the Sixth Form bursary, this can be used to part or fully fund travel costs.

Derby City Transport offer student bus cards: <https://www.derby.gov.uk/education-and-learning/schools-and-colleges/transport-for-16-19-year-olds/>

ATTENDANCE

“We are in school every day unless we really cannot be.”

Good attendance is essential for success in the Sixth Form. Attending regularly helps you to:

- Remain on track with your learning.
- Stay connected with your teachers and peers.
- Make the most of the opportunities available.
- Avoid gaps in knowledge and additional pressure.

Students should attend school every day unless there is a genuine reason for absence. Consistent attendance demonstrates commitment and responsibility - qualities valued in further education and employment.

REPORTING AN ABSENCE

If you are unable to attend Sixth Form because of illness or an unexpected absence, a parent or carer must notify the school; students cannot report their own absence.

Your parent or carer must:

- Email the Sixth Form team at Sixthformadmin@chellaston.derby.sch.uk
- or call **01332 702502**, selecting **Option 3**, by **8.25 am** on the day of the absence.
- Contact the school on each subsequent day that you remain absent.

Students unexpectedly needing to go home during the school day must report to the Sixth Form Office to obtain permission **BEFORE** leaving.



PLANNED ABSENCE

If you know in advance that you will be absent, you must seek approval from the Head of Sixth Form or your Head of Year before the date of your absence.

You should also speak to your teachers beforehand and obtain details of any work that will be covered during the sessions you miss.

TERM TIME HOLIDAYS

Holidays during term time are not permitted. In exceptional circumstances, a written request may be submitted to the Headteacher for consideration. Authorisation will be granted only where there are extenuating circumstances.

MISSING LESSONS

Students who miss an individual lesson during the school day will be required to explain their absence. If a satisfactory explanation is not provided, the missed time must be made up during an after-school detention. Where a student repeatedly misses lessons, their parent or carer will be contacted and may be invited to attend a meeting with the Sixth Form team.

PUNCTUALITY

You must arrive at Sixth Form at least five minutes before your first lesson and be punctual for every timetabled session. Arriving on time allows you to benefit fully from your lessons and demonstrates commitment and respect for your teachers and peers. Universities and employers may also request information about your attendance and punctuality when seeking references.

A register is taken at the start of every lesson, and students who arrive after the lesson has begun will be marked as late.

- Two or more late marks in one day will result in a 25-minute lunchtime detention.



- Three or more late marks in one week will result in a one-hour after-school detention.

The Sixth Form team will regularly review your attendance and punctuality. Any concerns will be communicated to your parent or carer. If you are consistently late, the Sixth Form team will work with you and your parent or carer to agree an action plan for improvement.

SAFEGUARDING

At Chellaston Academy, safeguarding and the welfare of our students are our highest priorities. We rely on the support of our whole school community to help keep every young person safe.

How You Can Help

Please inform us immediately if you have any concerns about a young person's safety or wellbeing, whether these relate to something inside or outside the Academy. Every concern is important. When we are made aware of a potential issue, our trained staff can provide appropriate support and take action where necessary.

Please contact the Safeguarding Team at SafeguardingTeam@chellaston.derby.sch.uk

if you have any concerns. our Safeguarding Team consists of:

Mr. D. Leese – Headteacher d.leese@chellaston.derby.sch.uk

Mrs D. Eyre – Deputy Headteacher and Designated Safeguarding Lead (DSL) d.eyre@chellaston.derby.sch.uk

Mrs. K. Skinner – Deputy Designated Safeguarding Lead (DDSL) k.skinner@chellaston.derby.sch.uk

Mrs. J. Amps – Child Protection Officer j.amps@chellaston.derby.sch.uk

Mrs. D. Burdis – Wellbeing Lead d.burdis@chellaston.derby.sch.uk

WELLBEING AND STUDENT VOICE

Sixth Form can be both exciting and challenging, so your wellbeing is a priority. We encourage you to look after your mental and physical health by maintaining a healthy balance between your studies and personal life.

If you feel overwhelmed or need support, please speak to a member of the Sixth Form team, the pastoral team or another trusted member of staff. Staying connected, managing your time effectively and asking for help when needed will support you in making the most of your Sixth Form experience.

We also value your feedback and want every student to have the opportunity to share their views. A suggestion box is located upstairs in the ILC, where you can submit ideas about how we might improve or develop the Sixth Form. Suggestions may be anonymous, or you can include your name if you would like a member of the team to discuss your idea with you.





All feedback, big or small, is welcomed and appreciated.

ASSESSMENTS AND EXAMS

Assessment

Each subject will provide a clear annual assessment schedule outlining key dates and expectations. Although assessment arrangements may vary between subjects, all formal and informal in-class assessments are important. They enable teachers to monitor your progress, identify areas where you may need additional support and inform your predicted grades.

Taking every assessment seriously will give you the best opportunity to develop, improve and succeed.

Mock Examinations

Students will sit formal mock examinations in each subject that includes an examination component. Both Year 12 and Year 13 have two formal mock examination periods each year.

Year group Mock examination periods

Year 12	December immediately before the Christmas holidays, and June (14-25 th)
Year 13	December immediately before the Christmas holidays, and the first week in March

Students are expected to demonstrate the commitment and academic progress required to succeed on their chosen courses. Students who do not achieve at least a grade D, or equivalent, in **all** their Year 12 summer mock examinations may not be able to progress to Year 13.

Any decision about progression will be carefully considered in consultation with subject teachers, the student, and their parents or carers. Support and guidance will be provided to explore the student's next steps, including alternative Sixth Form or college courses where appropriate.

Exam Access Arrangements

If you have previously been eligible for exam access arrangements such as extra time, reading support or writing support, you must notify the Exams Officer immediately at A.Scattergood@chellaston.derby.sch.uk

Chellaston Academy Sixth Form will endeavour to provide the same access you received at GCSE level, however, please note these cannot be guaranteed. Please do speak to Mrs Grimwood and Miss Starbuck (SEND CO).



COURSEWORK DEADLINES

Final deadlines are **final**. If coursework is not submitted by the stated deadline, it may receive a mark of **zero**.

Deadlines are set to ensure teachers have sufficient time to mark and submit all work.

PLAGIARISM AND THE USE OF AI

With the increasing use of artificial intelligence (AI), concerns about plagiarism have grown in recent years. Plagiarism includes copying from published sources, including websites or AI-generated content, without acknowledgement, as well as incomplete or inaccurate referencing.

The most common examples are:

- Copying and pasting online material without referencing the source.
- Copying another student's work and submitting it as your own.
- Using AI-generated content without acknowledgement or where its use is not permitted.

You may use information from the internet and other appropriate sources, but you must clearly acknowledge and reference where it came from.

If a student is found to have plagiarised, the following action will be taken:

Copying from another student

Neither student's work will be marked. Both students will be required to resubmit their work, and a letter will be sent to their parents or carers explaining the situation and our concerns.

Copying from the internet, AI or another source

The work will not be marked and must be resubmitted. A letter will also be sent to the student's parents or carers.

Incomplete referencing



The work will not be marked and must be resubmitted. The student will be directed to guidance on how to reference sources correctly.

In all these cases, if the work is for a coursework-only subject, the student will lose the opportunity to redraft it. The resubmitted work will be treated as final.

If any of these situations occurs more than once, the matter will be referred to the Head of Sixth Form. This may result in work for a particular unit being withdrawn or, in extreme cases, the student being removed from the course.

MISUSE OF ARTIFICIAL INTELLIGENCE

Students who misuse AI by submitting work for assessment that is not their own will have committed malpractice under JCQ regulations. This may result in severe sanctions, including disqualification from the relevant qualification.

Parents or carers will be informed of all instances of AI misuse.

Please see the information on the following page from the Exams Regulator, JCQ.

JCQ AI and Assessments
A quick guide for students

What is AI?

- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased

How can AI be misused in assessments?

AI misuse is when you take something made using AI and say it's your own work.

THIS IS CHEATING!

How do I make sure I don't misuse AI?

- Know the rules**
 - You're **not allowed** to use AI tools when you're in an exam
 - Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
 - Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work
- Reference reference reference!**
 - If you're allowed to use AI tools, you must reference them clearly
 - Name the AI tool you used
 - Add the date you generated the content
 - Explain how you used it
 - Save a screenshot of the questions you asked and the answers you got
- Declare it's all your own work**
 - When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references.

What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

DON'T RISK IT!

REMEMBER
Misusing AI is cheating!
Know the rules
Talk to your teachers
Reference clearly



INDEPENDENT STUDY

Students are expected to complete at least **five hours of independent study per subject each week**.

Homework should always be completed first. Students should then undertake **Proactive Study** - self-directed work that develops their knowledge, supports their progress and helps them meet the requirements of the course.

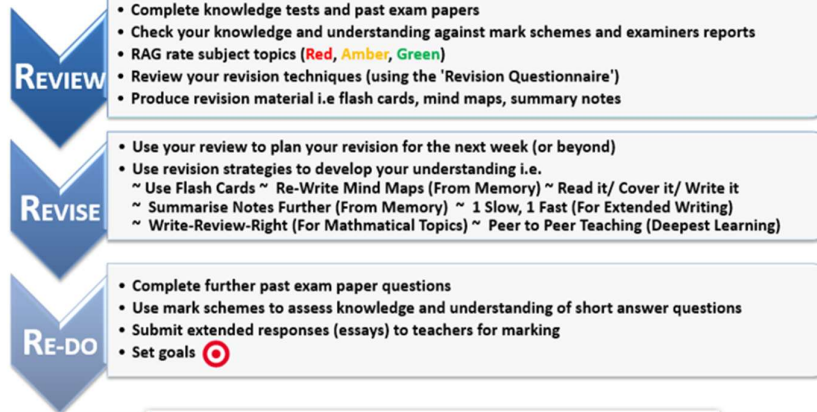
Teachers will help students use their independent study time effectively by providing guidance on:

1. **The three Rs of exam preparation** (page 25), including applying knowledge through exam questions, mark schemes and examiners' reports.
2. **Proactive Study ideas** (page 25) - tasks that can be completed during study periods to improve progress and attainment.
3. **The Independent Learning pages on Firefly**, where each subject provides suggested activities and resources for students to use during independent study time.





THE 3 R'S OF EXAM PREPARATION



Swap between topics for greater impact!

Proactive study plan

1. Producing a weekly, subject specific study plan
2. Summarise and analyse notes using the Cornell method
3. Weekly review of strengths and weaknesses identifying topics that they do and do not understand
4. Further reading/ Journals
5. DIRT (Dedicated Independent Research Task)
6. Content 'Practice'.
 - Suggested approaches:
 - o Mind maps
 - o Flash cards
 - o Video clips
 - o Paired or group revision
 - o Paired teaching
7. Multiple Choice Questions and Short Answered Question from workbook and/or past papers
8. Essay writing from workbook and/or past papers
 - Suggested approaches include:
 - Write-Review-Right**
 - o Write your answer to the question
 - o Review your answer using the mark scheme and/or examiners report and examine the differences. Where exactly do you go wrong? What is the result of that error? Where does it lead? How does your first attempt look different?
 - o Now answer the question Right (from memory)
 - Slow-Slow-Fast**
 - o Using the mark scheme or examiners report, write your perfect answer Slowly
 - o Read your perfect answer then without looking at it again, try to memorise as much of it as possible by writing it out Slowly again
 - o Compare both of your answers and examine the differences between them. Where exactly do you go wrong? What is the result of that error? Where does it lead?
 - o Set a stopwatch and then write your final answer (Fast) under timed condition. This should be based on how long it should take you to answer that question in an exam.
9. Learning the mark scheme (learn and then re-learn) from past papers and studying the examiners reports (read and then understand).
 - Suggested approaches
 - o Mind mapping
 - o Flash cards
 - o Paired revision and testing
10. Practice subject 'Key Skills'
11. Using subject textbooks
12. Unifrog - Read, Watch, Listen tool, Know how Library, Webinars
13. Up Learn - Maths, Biology, Chemistry, Physics, Economics, Psychology

Proactive Study

Classwork Directed Study (homework)

Proactive Study (Work You Set Yourself)



FREQUENTLY ASKED QUESTIONS (FAQ'S)

What should I do with my 'free' time?

Sixth Form students should spend at least as much time studying independently as they spend in lessons. For each subject, around **10 hours of teaching per fortnight should be matched by 10 hours of independent study.**

During study periods, you should work from home or in one of the Sixth Form study rooms.

Are enrichment opportunities available?

Yes. You can take part in activities such as **cooking, volunteering, sport and mentoring.**

Enrichment can strengthen university, apprenticeship and training applications while helping you develop valuable **leadership, teamwork and communication skills.**

I am not currently a Chellaston student and am worried that I might not make new friends.

Before starting Sixth Form, you will be invited to a **taster day** where you can meet other students, tour the facilities, attend sample lessons and speak to staff.

This means you will already recognise some friendly faces when you start. We are a welcoming Sixth Form and will support you throughout your transition.

What if I decide that I do not like one of my chosen subjects?

If you would like to change a subject, speak to the **Head of Sixth Form within the first two weeks of term.**

We will try to find a suitable alternative, although timetable clashes may mean that not every change is possible.

What if I do not know what I want to do in the future?

Don't worry – you do not need to have everything planned. The Sixth Form team and our Careers Leader, **Mrs Shillingford**, can provide advice and guidance on:

- University and further education
- Apprenticeships and career pathways
- Gap years and work experience
- Applications, personal statements and CVs
- Interviews and references

Mrs Shillingford can be contacted at j.shillingford@chellaston.derby.sch.uk.