

STUDENTS & PARENT/CARER HANDBOOK



Swarkestone Road, Chellaston, Derby, DE73 5UB
Telephone: 01332 702502

E-mail: SixthFormAdmin@chellaston.derby.sch.uk
Website: <http://www.chellaston.derby.sch.uk/sixth-form/>

2-3	<u>The Sixth Form Team</u>
4	<u>The Sixth Form Student Leadership Team</u>
6-7	<u>Ofsted, what to wear/bring to Sixth Form, Email and Wifi</u>
8	<u>Firefly and Mobile Phones</u>
9-10	<u>Laptops and Printing</u>
11	<u>The Shape of the Day</u>
12	<u>Coaching and Use of the Sixth Form</u>
13	<u>Sixth Form Study Areas</u>
14	<u>Volunteering, Student Leadership, and Rewards</u>
15	<u>Communication with Parents and Carers</u>
16	<u>Financial Support</u>
17-18	<u>Attendance and Punctuality</u>
19-20	<u>Safeguarding and Wellbeing</u>
21-23	<u>Assessments and Exams</u>
24-25	<u>Independent and Proactive Study</u>
26	<u>Frequently Asked Questions</u>

THE SIXTH FORM TEAM

Mrs Warren, Head of Sixth Form



As Head of Sixth Form, I'm proud to be the champion of our Sixth Form community — advocating for your success, celebrating your achievements, and ensuring that you have every opportunity to thrive both in and beyond the classroom.

My role is to lead every aspect of Sixth Form life: from admissions and curriculum design to behaviour, wellbeing, and progress tracking. I work closely with staff, students, and families to make sure that every learner receives the support, stretch, and guidance they need to fulfil their potential.

Whether it's through mentoring and coaching, academic interventions, or helping you prepare for exams, UCAS, careers, or work experience, I am here to help you move confidently towards your future. I also lead on building a strong Sixth Form identity — one that's built on ambition, inclusion, leadership, and opportunity.

My aim is to shape a Sixth Form culture where you feel inspired, respected, and empowered to be your best self. My door is always open — and I'm here to ensure you succeed.

My email address is e.warren@chellaston.derby.sch.uk

Mrs Tivey, Deputy Head of Sixth Form



As Deputy Head of Sixth Form, I am dedicated to, and 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 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 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, I encourage student voice and leadership to help shape our sixth form community.

My 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, and my job is to make sure everything behind the scenes runs smoothly so you can focus on your studies and get the most out of your time here. Each day, I check the registers and monitor attendance, making sure everyone is where they should be and contacting parents or carers if there are any concerns. I also keep track of punctuality, so if you arrive late too often, I'll be arranging detentions and helping you work on better timekeeping.

If you feel unwell during the day and think you need to go home, I'm the person you must come and see first. I'll make sure you're looked after, contact home, and arrange for you to leave safely. I also oversee our volunteering programme, helping you find suitable opportunities, recording your hours, and making sure your contributions are recognised.

Alongside all this, I'm the person who chases up missing forms, keeps important records up to date, shares key notices, and helps with the organisation of events and activities. You will find me in the Sixth Form office, ready to answer questions, solve problems, and make sure everything is in place to support you through Sixth Form. Think of me as your go-to person for keeping things organised, on track, and moving in the right direction.

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

SIXTH FORM STUDENT LEADERSHIP TEAM



Photo from left to right:

Ruby Walker, Akilah Kasujja, Alicia Banton, Sophia Macintosh-Watson, Harry Armstrong

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:

Alicia

"I think it's important to use your independent study periods effectively from the start. Unlike GCSEs, A-level subjects cover much more content. To make the most of your studies, you need to keep on top of your work and prepare properly for each end of topic test. It'll be very difficult to catch up later by cramming! Remember, everyone has the potential to do really well if you're willing to work hard and stay consistent."

Ruby

"You are never going through this alone. Sixth Form is a big step in maturity and learning, and while it brings new responsibilities, it offers opportunities for personal growth and discovering who you are. Be the best you can, no matter how it compares to others. These final two years will challenge and change you so get involved! Don't be afraid to step out your comfort zone. You don't need to have perfect grades or perfect days. Progress comes from trying consistently, even when it's tough!"

Harry

"Sixth Form goes by quicker than you think. You don't need to have everything figured out but try to stay on top of your work and enjoy the freedom and time with people around you. It might be the last time you're in such a familiar environment every day, so make the most of it without putting too much pressure on yourself."

Akilah

"It is also important to make sure you are organised throughout the whole year as the workload is heavier than GCSEs, so being on top of your notes, deadlines, and revision will help you keep up. It also reduces stress, knowing what you need to do and when, helping you feel more in control."

Sophia

"A-levels can be intense, so start by getting really organised with your notes and study schedule right from the start and don't be afraid to ask teachers for anything, they're here to help."

OFSTED



In September 2023, Chellaston Academy Sixth Form was rated 'Good' by Ofsted. In the report they noted that: 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.

WHAT TO BRING TO SIXTH FORM

Subject teachers will make known any specific equipment needed. It is advisable to have for each subject:

- A4 folders
- A4 paper
- Pens, pencils, and highlighters

WHAT TO WEAR

We expect you to take pride in your appearance and to set a good example to younger students in the school as well as to staff and external visitors. You are a role model in the school. In keeping with these principles, our uniform expectations are a standard of smart, professional attire, which allows students the flexibility to forgo full suits and ties.

- Tailored clothes.
- Suit Jackets/blazers and/or ties are not mandatory.
- Shirts, formal sleeved blouses, or sleeved tops required. Jumpers optional.
- Smart appropriate footwear.
- Clothes that would be seen in a professional work environment. For that reason, students would **not** be permitted to wear:
 - Casual clothing, e.g. jeans, joggers, leggings, vests, hoodies, t-shirts, crop tops, trainers, flip flops, sliders, crocs, trainers, or sandals. Toes need to be covered for health and safety reasons.
- All students must have a Sixth Form Lanyard.

The school reserves the right to decide whether any individual's choice of clothing is acceptable.



WEARING YOUR LANYARD

For safeguarding reasons, you are required to always wear a lanyard and access/identity card around your neck, as it is an essential form of identification. It is also used to access buildings and to pay for food. Should you forget or lose your lanyard, you **MUST** inform the Sixth Form administrator immediately as it is a safeguard concern and could result in a member of the public gaining access to the school building. Replacement lanyards can be purchased through ParentPay at a cost of £2.



IT ACCOUNTS & EMAIL

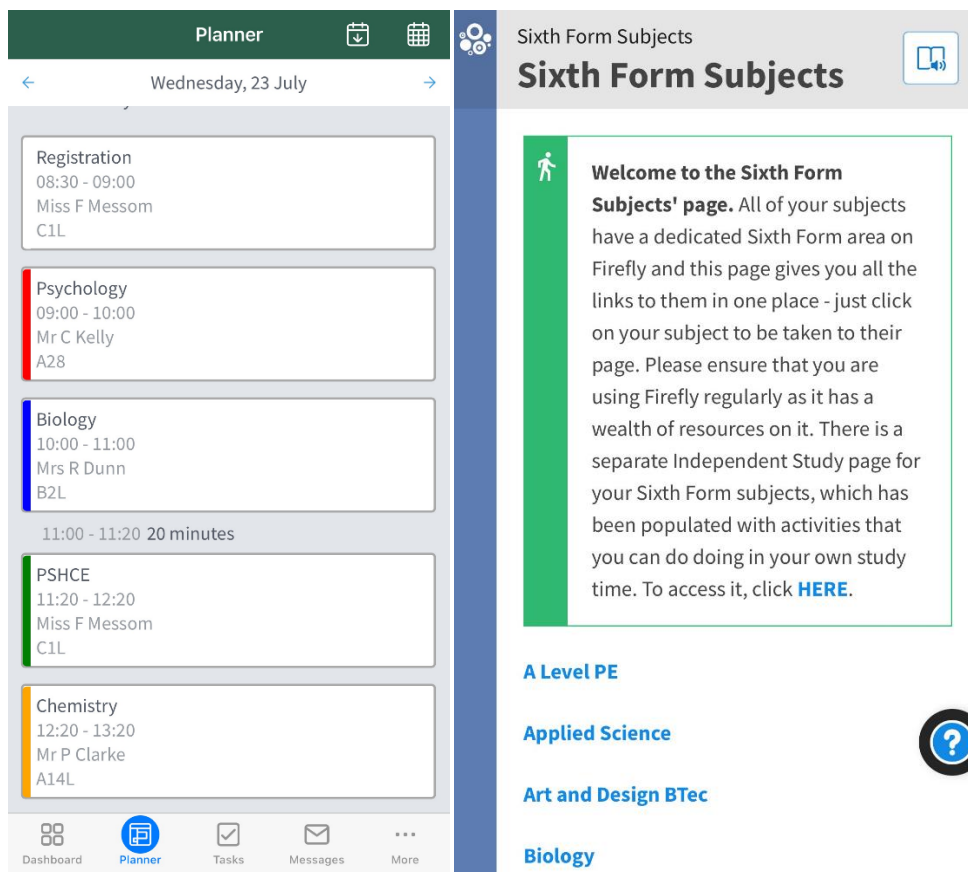
You will be issued with an IT login and email account at the start of the year. You are expected to check your email account daily for information from your subject teachers or from the wider Sixth Form Team. Please ensure you have downloaded the Outlook app to your phone.

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.



The screenshot displays the Firefly app interface. On the left, a 'Planner' view shows a timetable for Wednesday, 23 July. The timetable includes the following sessions:

- Registration: 08:30 - 09:00, Miss F Messom, C1L
- Psychology: 09:00 - 10:00, Mr C Kelly, A28
- Biology: 10:00 - 11:00, Mrs R Dunn, B2L
- 11:00 - 11:20: 20 minutes
- PSHCE: 11:20 - 12:20, Miss F Messom, C1L
- Chemistry: 12:20 - 13:20, Mr P Clarke, A14L

At the bottom of the planner is a navigation bar with icons for Dashboard, Planner, Tasks, Messages, and More. On the right, the 'Sixth Form Subjects' page is shown, featuring a welcome message and links to various subject areas:

- Welcome to the Sixth Form Subjects' page.** All of your subjects have a dedicated Sixth Form area on Firefly and this page gives you all the links to them in one place - just click on your subject to be taken to their page. Please ensure that you are using Firefly regularly as it has a wealth of resources on it. There is a separate Independent Study page for your Sixth Form subjects, which has been populated with activities that you can do doing in your own study time. To access it, click [HERE](#).
- [A Level PE](#)
- [Applied Science](#)
- [Art and Design BTec](#)
- [Biology](#)

A circular help icon with a question mark is also visible next to the subject links.



MOBILE PHONES & HEADPHONES

Whilst you can bring a mobile phone and headphones / ear pods in designated Sixth Form only areas, they should not be used anywhere else. Phones should be in your bags and on silent during lesson time, unless your teacher specifically directs you to use them. Members of staff are entitled to confiscate mobile phones if they are used inappropriately. Headphones are NOT to be worn in class or across the main school site.



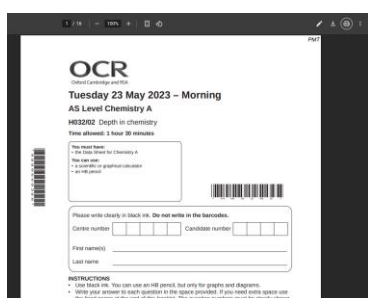
SIXTH FORM LAPTOPS

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. Below are step by step instructions on how to use the school printers:

1. Press the print icon on the top right of the document that you want to print off.



2. Select the destination as FollowMe-Student-Mono (if you want to print in black and white), or FollowMe-Student-Colour (if you want to print in colour).

Print 8 sheets of paper

Destination FollowMe-Student-M... ▾

Pages FollowMe-Student-Mono - [PRINT-01]

Copies Save as PDF

Colour Save to Google Drive

See more...

More settings ▾

3. Press 'More settings' then 'Print on both sides' if you want your sheets to be double-sided.

Print 8 sheets of paper

Colour Colour

More settings ⬆

Paper size A4

Pages per sheet 1

Scale Default

Two-sided ☒ Print on both sides Flip on long edge

Options ☐ Print as image

Cancel Print

4. Sign in using the same username and password that you use to sign in to the school laptops.

Mobility Print Authentication

Sign in to print

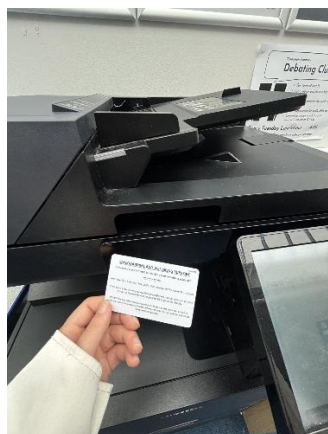
Username

Password

Sign in and print

Powered by PaperCut

5. Tap your lanyard card onto the black card reader on the printer, then use the touch screen and press print all.



THE SIXTH FORM DAY

	08-30 - 0900	0900 - 0930	0930 - 1000	1000 - 1030	1030 - 1100	1100 - 1120	1120 - 1150	1150 - 1220	1220 - 1250	1250 - 1320	1320 - 1400	1400 - 1430	1430 - 1500
Monday	Check In	P1	P1	P2	P2	Break	P3	P3	P4	P4	Lunch	P5	P5
Tuesday	P1	P1	P2	P2	PD	Break	P3	P3	P4	P4	Lunch	P5	P5
Wednesday	P1	P1	P2	P2	Check Up	Break	P3	P3	P4	P4	Lunch	P5	P5
Thursday	P1	P1	P2	P2	PD	Break	P3	P3	P4	P4	Lunch	P5	P5
Friday	P1	P1	P2	P2	Check Out	Break	P3	P3	P4	P4	Lunch	P5	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 at the latest.

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 arrival and departure times. You may choose to arrive before your first timetabled lesson and leave after your final lesson of the day.

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 during independent study sessions in the day. However, we will authorise driving tests both practical and theory.

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

Chellaston Academy follows a coaching model where all students benefit from having access to their coach and coaching group. These groups are smaller than a traditional form group (maximum of 15), vertical (across all year groups) and provide a 'Check in' on a Monday morning, a 'Check up' in the middle of the week and a 'Check out' on a Friday. Our vision is that by 0845 on a Monday morning every child will have had the opportunity to be listened to and to speak to others including with their skilled coach.

USE OF THE SIXTH FORM

The Sixth Form is housed in the C Block, whereby you have your own hall, canteen, and independent study area. We ask that you do all you can to keep the building in the best possible condition.

In practice, this means respecting the rooms and the general environment by:

- Putting litter in the bins provided
- Not sitting on tables or putting your feet on chairs
- Eating is only allowed in the C Hall
- Cleaning up any mess you make immediately, or reporting breakages to a member of staff
- Playing all ball games outside of the building



SIXTH FORM STUDY AREAS

- **The C Hall** is used for collaborative study. You can talk and work in groups in here. It is a more relaxed area to study in.
- **The ILC** (Independent Learning Centre) is a strictly SILENT area for independent study only.
- **The LRC** – the school library is housed in the main building (A Block) and there is an area in here for quiet study.
- **Free Rooms** – there will be free rooms available around the school which Sixth Form students can use for study with the teacher of the room's permission and provided that you respect the space leaving the room just as you found it.

Please note that students are only allowed to be in the C Block after 3pm, you cannot go to different areas around the school. You need to be either in the ILC, C Hall, or any of the C Block rooms on the top floor only. You need to have left site by 5:30pm at the latest.



VOLUNTEERING AND STUDENT LEADERSHIP

We actively encourage all our Sixth Form students to get involved in volunteering within the school community, as it builds valuable skills and strengthens the sense of belonging. Opportunities include the **Reader Leader** programme, where students support younger pupils with their reading development, as well as roles such as **Wellbeing Ambassadors**, **Prefects**, and **Subject Mentors** in English and Maths, helping to guide and support lower school students academically and emotionally. We also encourage Sixth Form students to set up clubs for the lower school to encourage a sense of community.

A new leadership/volunteering opportunity is to be a careers mentor for both the lower school and sixth form students. This is a great opportunity for sixth form students who have explored their desired career path to share their wealth of knowledge to others.

Career mentors are a great way for students to explore different career paths. Students can attend weekly, informal sessions with sixth form students who have decided on/researched their desired career path. Career mentors are able to give advice surrounding grade requirements, helpful super/extracurriculars, tips on how to get work experience in that sector, etc.

In addition, Sixth Formers can apply for prestigious leadership positions such as **Head Student for the Whole School** and **Head Student for the Sixth Form**. These highly sought-after roles offer the chance to represent the student body, lead initiatives, and work closely with staff on key school projects. Taking on any of these responsibilities demonstrates initiative, leadership, and a strong commitment to the wider school community—qualities that are highly valued by universities and employers alike.

RELATIONAL APPROACH AND REWARDS

As members of the Sixth Form, students are expected to uphold high standards of behaviour at all times. You are leaders within the school community and should act as positive role models for younger students. This means showing respect to staff and peers, being punctual, dressing appropriately, and taking responsibility for your learning. Your conduct both in and outside the classroom should reflect maturity, integrity, and a commitment to the values of the school.

All students should be following the school values of **INTEGRITY**, **CARE**, and **EXCELLENCE**.

Each week, staff nominate Sixth Form students for the **‘Student of the Week’** award in recognition of their outstanding effort, attitude, or contribution to school life. Winners are celebrated across the Sixth Form, with their names proudly displayed on the Student of the Week board and rewarded with some Chellaston Academy goodies as a token of appreciation.

Sixth Form students also take part in the whole-school Rewards Days held at the end of each term. These events celebrate students' effort and hard work, with exciting activities and trips—including the popular ICE Festival in the summer. It's a great opportunity to relax, have fun, and be recognised for your dedication throughout the term.

COMMUNICATING WITH PARENTS & CARERS

We welcome parents and carers to contact us by phone, email or in person by pre-arranged appointment as the need arises and are always happy to discuss any concerns you may have:

Tel : 01332 702502 option 3 for Sixth Form

Email : sixthformadmin@chellaston.derby.sch.uk



CONTACTING PARENTS & CARERS

To have text alerts and emails informing you of important announcements, events and activities taking place, please accurately fill in the data form on Applicaa.

We ask that all parents/carers ensure that the details we held on the student's account are up to date and correct (home address, telephone number & email). It is the parent/carers' responsibility to ensure all these details are kept up to date so they can continue to receive communications from the school.

PHOTO, VIDEO & MEDICAL CONSENT

There are many trips and visits students can get involved in throughout their time in Sixth Form. In order for students to participate we ask that a photo, video & medical consent form is completed. This is also on Applicaa.

FINANCIAL SUPPORT

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.

FREE SCHOOL MEALS

You will need to re-apply for free school meals even if you previously received them at Chellaston or at another school. Please apply as soon as possible at the start of the new academic year via the government website.

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 – >18 DAYS OFF

“We are in school every day, unless we really can’t be.”

Maintaining good attendance (missing less than 18 days across the school year) is essential for success in the Sixth Form. High attendance ensures you stay on track with your learning, stay connected with your peers and teachers, and make the most of the opportunities available. Missing lessons can quickly lead to gaps in knowledge and increased pressure, so it's important to attend every day unless there's a genuine reason. Consistent attendance reflects commitment and responsibility—key qualities for future education or employment.

ABSENCE DUE TO ILLNESS

If you are unable to attend Sixth Form due to illness or unexpected absence a **parent/carer** (you cannot excuse yourself) must:

- Email the Sixth Form team on Sixthformadmin@chellaston.derby.sch.uk or telephone on 01332 702502 and select Option 3 by 8:25am on the day of your absence.
- You must make contact with school every day that you are absent.

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

ADVANCED NOTICE OF ABSENCE

If you know in advance that you are going to be absent for any reason you must seek authorisation from the Head of Sixth Form or the Deputy Head of Sixth Form prior to the day of absence to ensure the absence has been agreed. **You should obtain any work that is to be covered during the missed sessions.**

TERM TIME HOLIDAYS

Holidays during term time are not permitted. Should a request be necessary, this must be made in writing to the Headteacher and may only be granted due to extenuating circumstances.

SINGLE LESSONS MISSED

Students who miss individual lessons within the school day will be asked to provide an explanation for the absence. If there is no satisfactory explanation, you will need to make up the missed time during an after-

school detention. Parents/carers of students who repeatedly miss individual lessons will be contacted and this may result in a meeting.

PUNCTUALITY IN THE MORNING & TO LESSONS

You must arrive in Sixth Form **at least 5 minutes** before your first lesson of the day. You are expected to be punctual to all timetabled lessons. Being on time to lessons will not only make sure that you get the most out of your time with the subject teachers, but it is also an indication of your commitment and a mark of respect for your teachers and your peers. You also need to be aware that when employers or universities request future references, we are frequently asked to provide attendance and punctuality data.

To monitor attendance and punctuality, a register is taken at the start of every lesson in Sixth Form, and any latecomers will be marked as late. Two or more late marks in a day will result in a 25-minute lunch time detention. Three or more late marks in a week will result in a one-hour after school detention.

The Sixth Form Team will discuss attendance and punctuality data with you on a regular basis, and any concerns will be communicated home. Where you are consistently arriving late to your lessons contact will be made to parents/ carers by the Sixth Form Team to draw up an action plan of how to ensure this does not continue.



SAFEGUARDING AT CHELLASTON

At Chellaston Academy, we place the highest priority on safeguarding children. To keep our students safe, we need the support of our community.

How can you help?

Please inform us immediately if you have any concerns about a young person's safety, inside or outside of the Academy. Your help and support is extremely important to us. If we are made aware of issues, our trained staff can help to resolve any problems.

Please contact the Safeguarding Team at SafeguardingTeam@chellaston.derby.sch.uk if you have any concerns.

Our Safeguarding Team consists of:

Mr. P. Smith – Headteacher

Mrs D. Eyre – Deputy Headteacher and Designated Safeguarding Lead (DSL)

Mrs. K. Skinner – Deputy Designated Safeguarding Lead (DDSL)

Mrs. J. Amps – Child Protection Officer

Mrs. D. Burdis – Wellbeing Lead

Worried, Anxious, Concerned, Need Help?

STUDENT SERVICES TEAM

SAFEGUARDING TEAM



Mr P Smith
Headteacher



Mrs D Eyre
Deputy Headteacher
DSL Lead



Mrs K Skinner
Deputy Designated
Safeguarding Lead



Mrs D Burdis
Wellbeing Lead



Mrs J Amps
Child Protection Lead



Mr Burton
Head of Year



Mrs Dow
Head of Year



Miss Clowers
Head of Year



Mr Moran
Head of Year



Mrs Heywood
Head of Year



Mrs Warren
Head of 6th Form



Mrs Thery
Deputy head of 6th Form



Ms Marvill
Deputy Head of Year



Mr Coulson
Deputy Head of Year



Mr Roome
Deputy Head of Year



Ms Dennett
Deputy Head of Year



Mrs Batrick
Deputy Head of Year

Derby Social Care
01332 641 172
(Out of hours 01332 786 968)

keoth
Free, safe and anonymous online
support for young people keoth.com

childline
Available on the phone, by text
(weekdays 9am-5pm)

POLICE 101

Or you can speak to any member of staff



Chellaston Academy
Integrity • Care • Excellence

May 2023-v1

SIXTH FORM WELLBEING

Sixth Form can be an exciting and challenging time, so your wellbeing is a top priority. We encourage you to take care of your mental and physical health by maintaining a healthy balance between your studies and personal life. If you're feeling overwhelmed, don't hesitate to reach out—the Sixth Form team, our pastoral team, and all staff are here to support you. Remember, staying connected, managing your time well, and asking for help when needed are key to thriving during your time in Sixth Form.

As a Sixth Form team, we value your feedback, giving everyone the chance to share their thoughts. This is why the Sixth Form Leadership Team have come up with a new idea to gather suggestions. You'll find a box upstairs in the ILC, where you can drop in any ideas, or thoughts you have about new things for our Sixth Form; we'd love to hear from you! These can be anonymous, or you can write your name down with it so we could discuss it with you further. Any input, big or small, would be greatly appreciated.



ASSESSMENTS AND EXAMS

Assessment

Each subject will provide you with a clear assessment schedule for the year, outlining key dates and expectations. While these may vary between subjects, all in-class assessments—formal or informal—play an important role. They help teachers track your progress, identify areas where you may need extra support, and inform your predicted grades. Taking these assessments seriously gives you the best chance to improve and succeed.

Exams

Students will be required to sit formal mock exams in each subject with an exam component. These exams will take place at pre-arranged times. Both Year 12 and Year 13 have two formal sets of mock exams.

Year 12 mocks:

- January straight after the Christmas holidays.
- June

Year 13 mocks:

- December – just before we break up for the Christmas holidays.
- March

We are keen that all students are successful on their chosen courses and that they demonstrate the qualities needed to achieve at this level. Students failing to achieve at least a D (or equivalent) grade in **ALL** their mock exams in the summer of Year 12 may not be able to proceed into Year 13. This is not a decision taken lightly and will be made in consultation with subject teachers and parents/carers. Support and guidance will be provided to assess a student's future options including finding an alternative Sixth Form or college if required.

Exam Access Arrangements

If you have previously been eligible for exam access arrangements (extra time, reading support, writing support etc) you must notify the Exams Manager immediately on A.Scattergood@chellaston.derby.sch.uk. Chellaston Academy Sixth Form will endeavour to provide you with the same access you received at GCSE level, however, please note there is no guarantee.

COMPLETING COURSEWORK

Final deadlines are **FINAL**. If **coursework** is not handed in by the deadline, there is the possibility that the teacher will give a mark of **ZERO**. Final deadlines are set to allow teachers sufficient time to mark and submit the work.

PLAGIARISM POLICY

With increasing use of AI the problem of plagiarism has grown in recent years. Plagiarism is the unacknowledged copying from published sources (including the internet) or incomplete referencing. The two most common types of plagiarism we come across are students simply copying and pasting articles from the internet without referencing and copying another students' work and handing it in as your own.

To help you avoid plagiarism, the key is that it is fine to use sources from the internet or elsewhere, but you must reference where the information came from.

Should any students be found guilty of plagiarism the following action will be taken:

Copying from another student

Both students' work will not be marked and will need to be re-submitted. A letter will be sent home to your parents/ carers to inform them of the situation and our concerns.

Copying from the internet or any other source

Your work will not be marked and will need to be re-submitted, again a letter will be sent home.

Incomplete referencing

Your work will not be marked and will need to be re-submitted. You will be directed to information on how to reference properly.

In both these cases if this occurs in a coursework only subject you will lose the opportunity to re-draft your work and the re-submitted piece will be final.

Should any of these situations occur on more than one occasion the matter will be passed to the Head of Sixth Form. This may mean that work for a particular unit may be withdrawn or in extreme cases students may be removed from the course.

MISUSE OF AI

Students who misuse AI to the extent that the work they submit for assessment is not their own will have committed malpractice in accordance with JCQ regulations and could attract severe sanctions such as being disqualified from entry. Parents/Carers will be informed of all AI misuse.

Please see the information on the following page from the Exams Regulator, 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?



1 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

2 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

3 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

REMEMBER

Misusing AI is cheating!

Know the rules

Talk to your teachers

Reference clearly

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!



INDEPENDENT STUDY/ PROACTIVE STUDY

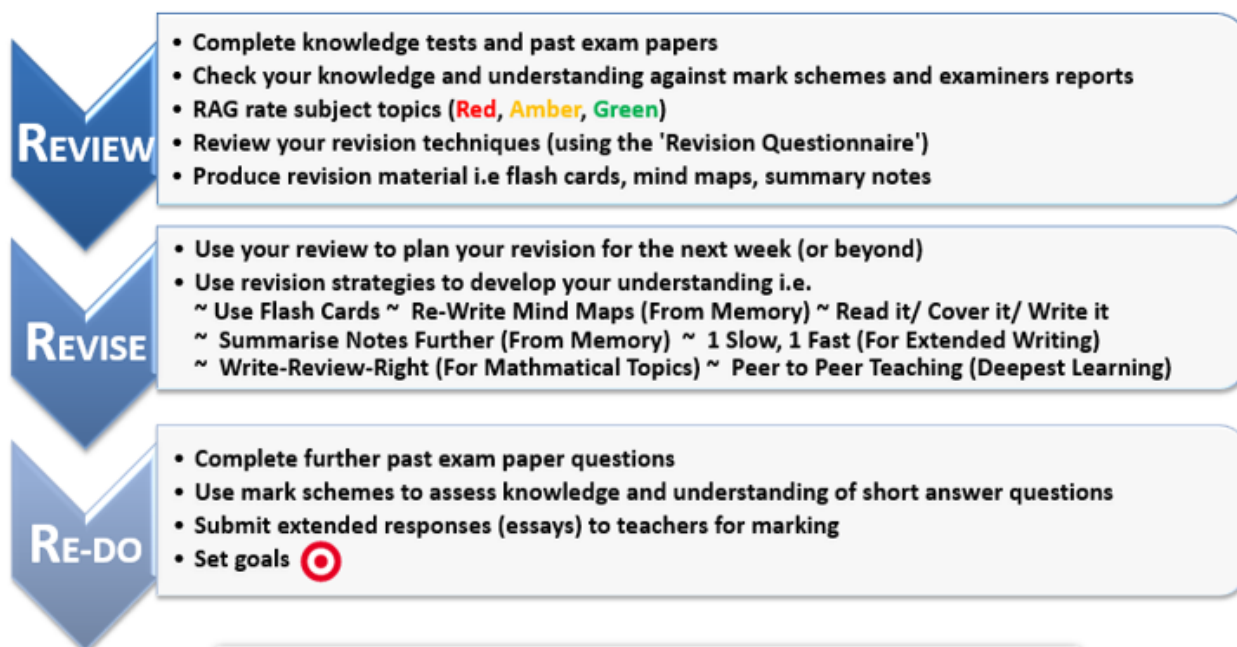


Students are expected to complete at least 5 hours of independent study per subject per week.

Homework should be the first independent study that all students complete. After this is complete, students are expected to complete Proactive Study, which is work they set themselves to further develop their knowledge and fulfil the requirements of the course. To support our students effective use of independent study, teachers will guide you on how to best use your time focussing on:


1. The **3 Rs of exam preparation (pg. 25)** and the application of knowledge through exam questions, mark schemes and examiners reports.
2. **Proactive Study ideas (pg. 25)**. Tasks that can be completed during study periods to improve progress and attainment.
3. **Independent Learning page on Firefly**. We also have a dedicated page on Firefly where each subject has populated a page with lots of ideas and activities that you can be doing in your Independent Learning time.

THE 3 R'S OF EXAM PREPERATION



Swap between topics for greater impact!

PROACTIVE STUDY PLAN

Proactive study plan	
<ol style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <u>Write-Review-Right</u> <ul style="list-style-type: none"> 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 <i>Right</i> (from memory) <u>Slow-Slow-Fast</u> <ul style="list-style-type: none"> o Using the mark scheme or examiners report, write your perfect answer <i>Slowly</i> o Read your perfect answer then without looking at it again, try to memorise as much of it as possible by writing it out <i>Slowly</i> 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 (<i>Fast</i>) 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 <ul style="list-style-type: none"> o Mind mapping o Flash cards o Paired revision and testing 10. Practice subject 'Key Skills' 11. Using subject textbooks 12. Unifrog – Read, Watch, <u>Listen</u> tool, Know how Library, Webinars 13. Up Learn – Maths, Biology, Chemistry, Physics, Economics, Psychology 	<div style="border: 1px solid black; padding: 5px; text-align: center;">Proactive Study</div> 

FREQUENTLY ASKED QUESTIONS

What do I do with my ‘free time’?

There is an expectation in Sixth Form that you commit to at least the same number of hours of independent study as you have contact time with our teachers. This means that the 10 hours in the classroom per fortnight for your 3 subjects should be matched by 10 hours outside of the classroom. Consequently, during study periods, you are expected to either work from home or use one of the study rooms available in Sixth Form.

Are there any enrichment opportunities available?

Whilst in our Sixth Form, you will be given the opportunity to take part in a number of enrichment activities such as cooking and volunteer work. As competition for training and university places is fierce, very often institutions distinguish between candidates by looking at their participation in other activities, for example through a volunteer programme or by developing leadership skills through sports and mentoring.

I’m not from Chellaston and I am afraid that I might not make any new friends

During the Summer term before starting Sixth Form, all students will be invited to a taster day. This is an opportunity for you to meet other internal and external students. You’ll be shown around the building and will have the chance to attend sample lessons to get a feel for Sixth Form study and to meet and chat with some members of staff. When term starts officially, you will already know some friendly faces and we will continue to support you with the transition. We are a friendly Sixth Form, so meeting other students is easy. Should you have any concerns, do not hesitate to speak to a member of staff.

What if I decide I don’t like one of the subjects I have chosen?

We appreciate that this sometimes happens. If you decide that you would like to change one of your subjects, we ask you let this be known to the Head of Sixth Form within the first two weeks of term as by then you should have a clear idea of whether your choices are suitable. We will endeavour to find you an alternative to fit in with timetabling. Please take note that a clash on timetable may mean that we will not be able to accommodate all requests.

I have no idea what I want to do in the future

The Sixth Form team and our Careers Leader are on hand for guidance on topics such as further education, higher education, apprenticeships, career pathways, or gap years. Advice can also be sought for application processes, personal statement writing and CV advice, as well as interview skills, support in gathering relevant work experience and completion of references.