



# Parents' Guide

Dear Parents,

A very warm welcome to the new academic year at Crickhowell High School. I hope that you find this Parents' Guide useful.

Students achieve outstanding results at Crickhowell High School. This is not in the least due to the fact that we have high expectations of all students. Our Handbook gives guidance to students regarding what is expected of them in terms of their studies and general behaviour. Please read these so that we can ensure that staff, students and parents are all 'singing from the same hymn sheet'! A copy is available on the Sixth Form website.

We aim to provide an environment that helps your son / daughter make a smooth and confident transition to university, work or further training. We want to achieve the best possible partnership between the school, students and parents and communication is therefore very important to us. You will receive a regular Sixth Form Bulletin via **Schoop and your contact email** which will provide you with updated information and news. This is in addition to the weekly bulletin sent out to students. Working together with you, we hope to achieve the highest level of care and support for your son / daughter. I look forward to meeting you at Consultation Evenings but please do not hesitate to contact me in the meantime.

Kate Thomas  
Director of Sixth Form

#### Sixth Form Personnel

##### Director of Sixth Form

Mrs Kate Thomas

[Katet@crickhowell-hs.powys.sch.uk](mailto:Katet@crickhowell-hs.powys.sch.uk)

##### Deputy Directors of Sixth Form

Mrs Cerianne Greenway (Year 13) [ceriannec@crickhowell-hs.powys.sch.uk](mailto:ceriannec@crickhowell-hs.powys.sch.uk)

Mrs Georgia Walker (Year 12) [georgiaw@crickhowell-hs.powys.sch.uk](mailto:georgiaw@crickhowell-hs.powys.sch.uk)

##### Year 12 Tutors

Miss Phillips  
Mr Sims  
Ms Taylor  
Mrs Turnbull  
Mr Hart

##### Year 13 Tutors

Miss Bethel  
Mr Neill  
Mrs Maguire

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##### Sixth Form Manager

Sharon Webb [sharonw@crickhowell-hs.powys.sch.uk](mailto:sharonw@crickhowell-hs.powys.sch.uk)

##### Sixth Form Coordinator

Cerys Probert [CerysP@chs.wales](mailto:CerysP@chs.wales)

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##### Examinations Officer

Entries, resits, fees

Jay Shipley [jays@crickhowell-hs.powys.sch.uk](mailto:jays@crickhowell-hs.powys.sch.uk)

In the first year of the Sixth Form many students find the change in approach to study unsettles them. Staff will expect work to be completed on time and this should be the bare minimum to achieve success on their course. All students should be giving about 16 hours minimum a week (four hours per course) to their studies at home. We encourage students to think of post-16 education as a full time job (after all, that's what they could be doing instead) and they should therefore spend 40 hours a week on their studies.

Young people spend only a limited amount of time in lessons ...

38/52 - weeks in the year

5/7 - days in every week

4/24 - hours in every day

This adds up to approximately **8%** of their time... this leaves **92% outside lesson contact time**. How do they use this time to learn? It will make a **BIG** difference.

### **Target Setting and Monitoring**

At the beginning of the Autumn Term, subject teachers will set a minimum target grade (based on GCSE performance). These are recorded on Go4Schools and your son/daughter's progress is tracked against this target. Tutors will meet with students regularly to help them monitor their progress using a tracking sheet. Discussing this with your son/daughter would be a valuable way to support them in this process. Please note that this target grade may be adjusted throughout the academic year and is regarded as the minimum attainment. It is not the predicted grade used for UCAS applications which will be discussed in the September of Year 13.

Subject teachers will review your son/ daughter's progress regularly and complete progress checks which also track attendance and punctuality. The results of these will be available on Go4Schools. If they are underachieving, they will be interviewed and they may be put on 'Course Support' or 'Course Review' which you will be informed about. Please see the Sixth Form Handbook for full details.

If students are considering changing courses then they should discuss their plans with their tutor and then with the Head of Sixth Form. A change of this kind must not be made lightly and they are strongly advised not to change courses beyond the first 5 weeks of term as too much ground will have to be made up. Only if we are satisfied that they have thought through all the issues surrounding a change of subject, and discussed them with you, the parents, will they be allowed to make a subject change. They will need to complete a **Course Change** Form which must be completed by their subject teachers with comments about the proposed change. This then needs to be signed by you as parent/guardian and a member of the Sixth Form team.

### **Health**

If a student's performance in examinations is likely to be affected by illness or any other circumstances, please let us know. A **Doctor's Note** may be required but we can inform **Examination Boards** and **Universities** of **adverse circumstances** which can be taken into account. It is very difficult to do anything after the event! We need to alert the Examination Boards and Universities before decisions are made.

### **Sixth Form Centre**

Our Sixth Form Centre is available to students throughout the school day whenever they do not have a timetabled lesson. There is a social area and a working area as well as a silent work area in the Sixth Form/Staff Work Room.

### **AS and A2 Courses**

In Wales, A levels are still 'unitised' and you take units at the end of Year 12 and then Year 13 rather than sitting exams at the end of two years.

The Advanced Subsidiary (AS) is a stand-alone qualification and is valued as 40% of a full A Level qualification. It has two or three units (assessed at the standard expected for a student half way through an A level course) that contribute to the full A level. The A2 is the second half of a full A level qualification. It also has two or three units (assessed at the standard expected for a student at the end of a full A level course) that makes up the full A level qualification (the other 60%).

It is also possible to achieve A\* at A Level (but not AS). To gain an A\*, students must achieve over 90% **in their A2 modules**. It is also not possible to decline a grade and students must enter ALL AS subjects on their UCAS form. This

transparency with admissions tutors means that it is very important that students achieve consistently at AS in all of their chosen subjects.

Year 12 is therefore a vitally important year and can't ever be seen as a settling in period. It is incredibly difficult in Year 13 to make up ground lost in Year 12. For example, if a student achieved a C grade at AS (e.g. 209), in order to achieve an A grade overall, they would need to achieve a total of 271/300 in Year 13 to reach the A grade boundary of 480. This is an almost unattainable target since it would effectively mean achieving 90% in all units which are intrinsically tougher at A2. In addition, AS results are used by universities in their selection process. Competitive universities only tend to select candidates with top AS level grades and the grades for individual units will be required on UCAS forms.

It is possible to resit units in Year 13 but one has to weigh the (possible) advantage of improving a mark against the disadvantage of preparation time and a very over-burdened exam period.

### **Exam Results**

We are available after the AS and A2 results in August to offer advice on the best way forward and also hold an Induction Week for Year 13 to go through their AS results and formulate a plan for the year ahead.

### **Myth Busters!**

#### ✎ **"I don't have a lesson today"**

Sometimes subject staff are absent due to exam courses, trips or illness. Classes will ALWAYS have work set and it will USUALLY be covered by another member of staff. The Director of Learning will register the students and check that they are clear about the work they are doing. Students are expected to remain in the classroom and complete the work. Occasionally, if staff know they are going to absent, they may post the work in Teams. In this instance, with the teacher's permission, they may work from home but must not miss any other taught lessons in school.

#### ✎ **"You can wear whatever you like"**

We are very proud of our Sixth Form and want our students to reflect the high standards across the school. They should therefore be APPROPRIATELY dressed.

#### ✎ **"I don't need to be in for registration"**

We appreciate that students may not have lessons until 12.30pm on some days. However, we do expect students to nominate TWO registration periods each week to attend. This is an important time for students to meet with their tutors as well hear notices, receive UCAS guidance and have their mentor interviews. All students need to attend their 1:1 interviews with their mentor.

#### ✎ **"I don't need to go to my Welsh Bacc lessons"**

Students have two Welsh Bacc lessons a week in Year 12 and one a week in Year 13. The Welsh Baccalaureate is compulsory at Crickhowell and each year students rely on this qualification to first receive offers and then, in many cases, to achieve that offer.

#### ✎ **"There's a cleaner to do that"**

Everyone has a shared responsibility for the Sixth Form area. Picking up after yourself, not dropping litter and being considerate are taken as given. I'm sure you feel the same way at home!

## **Pastoral Programme**

### **Year 12**

#### **Autumn Term**

**INDUCTION:** The first half of the term is spent settling in, determining priorities and establishing an effective pattern of study.

**GUIDANCE EVENING:** In early September there is a Guidance Evening at which parents will meet the Pastoral Team and learn more details about the Sixth Form programme.

**MONITORING:** Academic progress is reviewed each half term and you can view these reports on Go4Schools. All

students have an individual meeting with their mentor every half term.

The Tutor Time programme will focus on the transition to A Levels and the Tutor Team Quiz as well as an introduction to the Welsh BaccaLaureate and the seven embedded skills.

### Spring Term

HIGHER EDUCATION: Conference Day to introduce students to researching, choosing and applying for HE. There is also an information evening for parents. Each student begins to collect information on courses that interest them, and may arrange to attend up to three university Open Days in term time.

The pastoral programme will focus on: using the UCAS/ Progression resources and producing a CV as well as revision strategies and preparing for exams.

There will also be individual interviews with the Careers Officers and Guidance Staff.

Full reports are issued at the end of January and there is a Consultation Evening on Thursday 9<sup>th</sup> MArch where you can meet subject teachers to discuss progress.

### Summer Term

Further focus on HE: completing application forms, Sponsorship, taking a GAP year.

Pastoral programme focuses on completion of personal statements which are submitted before the end of term.

In June Year 12 are given study leave for the period of AS examinations.

A2 courses begin.

### Year 13

#### Autumn Term

Higher Education applications submitted before half term.

University interviews begin, and **any** student called for a university interview will be offered further interview practice within School.

Academic progress is reviewed at half-term and again at Christmas and you will receive feedback from this.

#### Spring Term

Focus days on Student Life and Finance

University interviews continue and offers are made through UCAS.

#### Summer Term

Reports are issued in April.

Students make final decisions about UCAS offers they are holding.

Study leave and public examinations begin in mid May.

## The School Day

Registration:	8.35am
Lesson 1:	9.05am - 10.05am
Lesson 2:	10.05am - 11.05am
Break:	11.05am - 11.30am
Lesson 3:	11.30am - 12.30pm
Lesson 4:	12.30pm - 1.30pm
Lunch:	1.30pm - 2.30pm
Lesson 5:	2.30pm - 3.30pm

### Self Management of Time:

Students who do not have lessons may leave the site in their free periods provided they sign out and in (either electronically or at the main office). ***It is very important that students attend all of their timetabled lessons – there is a great deal to cover at 'A' level in a relatively short space of time. If students do miss a lesson without permission,***

***then the teacher will report it to their tutor and action will follow.***

### **Part-Time Jobs**

We appreciate that many 16-19 year olds like to earn some money to increase their independence. However, national research suggests that the progress of students involved in a part-time job for more than 8 - 10 hours a week could suffer dramatically and by as much as one grade. Please monitor the amount of paid part-time work your son / daughter is undertaking.

### **Student Absence**

We register attendance electronically and also record attendance for each lesson. If any concerns about attendance arise we will discuss these with the student and will contact you with a letter detailing absences. Please note that currently our monitoring reports only show **overall** attendance which doesn't take account of free lessons etc. Therefore please don't worry if these figures look worryingly low. If we are worried, we will be in touch! If you have any concerns about your son or daughter's attendance, please contact their tutor in the first instance. If your son or daughter is absent from school, they must notify us via the online form <http://www.crickhowell-hs.powys.sch.uk/sixthform/absences/> . Alternatively, you can telephone 01873813539 – a 24 hour voicemail service – but the former method is preferred. This will then be recorded as an *authorised* absence, providing the reason given is acceptable, e.g. an unchangeable medical appointment, an interview or university Open Day, a Driving Test.

Requests for absence to attend university Open Days will normally be granted (subject to a maximum of **three** school days lost per year), and students must email me to confirm. They should also see their subject teachers as a courtesy. Again, please email me to request absence.

### **Support**

Students who face difficulties that they cannot easily resolve themselves will find that the staff are always willing to listen and try to help them. If you feel there is a particular problem that you would like to help us to solve, your son's or daughter's tutor is the first port of call.

### **Sixth Form Dress Code**

We expect members of the Sixth Form to dress appropriately for school and to demonstrate an appropriate level of discretion in terms of the amount of 'skin' on view.

### **Rules for Sixth Formers Driving Cars to School**

We appreciate that many sixth formers will pass their driving test whilst at Crickhowell and will start driving to school. In the interest of Health and Safety, we have very strict guidelines which must be followed. If your son or daughter wishes to drive to school, they must apply to park on the school site. Students must not miss school lessons for driving lessons. Students may however arrange a lesson prior to a test. They should notify us via the absence form if they have a test during lesson time. Sixth Formers may not drive on the school site between 8.20am and 8.45am and 3.15pm and 3.45pm and must park legally and considerately in residential areas.

### **Development**

We are always looking to improve the provision of the Sixth Form at Crickhowell High School and welcome feedback and ideas from parents. Each June, Year 13 parents complete an evaluation of their son/ daughter's time in the Sixth Form and we use their feedback to inform our development plans for the following year. In addition, we are always seeking suggestions and ideas from parents and would welcome your input as Work Experience placements, Career Mentors, 'Mock' Interviewers or to accompany our students on trips - if you think you can make a contribution, we would be delighted to hear from you.

### **Conclusion**

Crickhowell Sixth Form is a vibrant and happy place to be. We are very proud of our students' academic achievements and the valuable contribution they make to our school and the wider world. We very much look forward to assisting them on the next stage of their journey and honestly believe that we can only do

so if we have a productive partnership with yourselves. We look forward to working closely with you.

### Timetable 2022-23

Monday	Tuesday	Wednesday	Thursday	Friday
A	D	C	E	B
B	E	A	D	C

### AS

A	B	C	D	E
Chemistry		Art	History	English Literature
Drama	Music	Biology	Maths	Geography
Law	Maths	Design Technology	Further Maths	Physics
Psychology	RS	ICT *	Business	Film Studies
Sociology	PE	Photography	Health & Social Care	Mandarin*
Computer Science *		English Lit & Lang		Welsh
		Criminology		
		Food & Nutrition		
<b>SPORTS BTEC LEVEL 3</b>				

### A2

A	B	C	D	E
Chemistry	Business Studies	Biology	Geography	English Literature
History	French	DT	RS	Physics
Drama	Maths	Health & Social Care	Further Maths	PE
ICT	Music	Computer Science	Maths	Law

Biology	Psychology	English Lit & Lang	Food & Nutrition	German
Sociology		Mandarin	Art	Film Studies
		Criminology		
Level 3 Diploma in Sport (2 A Level Equivalent) / Level 3 Extended Diploma in Sport (3 A Level Equivalent)				

	<b>Morning (Lesson 1 &amp; 2)</b>	<b>Lesson 3</b>	<b>Afternoon (Lesson 4 &amp; 5)</b>
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

**NOTES**