



CLAIRES COURT SIXTH FORM

2023/2024

Key Information for Students



Your Place is *Here...*



Key Information

2023/2024

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Welcome to

Sixth Form

I am delighted to welcome you to our dynamic and successful Sixth Form! We strike the perfect balance by being small enough to provide a nurturing environment that promotes your development and success, while also being large enough to offer a rigorous and demanding academic setting that will challenge you.

The myriad opportunities we offer will enable you to flourish intellectually and personally. Over the course of your two years with us, you will uncover the confident and capable young person within you, just waiting to emerge. This informational booklet aims to assist you in starting your Sixth Form experience effectively and to provide your parents or guardians with an understanding of our expectations.

The Sixth Form Team consists of your Form Tutors, Academic and Pastoral leads, Head of Year and myself, subject teachers and a plethora of support staff. Each member of this team, including you as a student, contributes to creating a safe and secure community where every individual can thrive.

In our Sixth Form you will be highly valued and challenged. You will realise your ambitions, discover and hone your personal strengths and qualities, and make a difference during two pivotal years that will transform your future!

Gary Hope

Head of Sixth Form

gth@clairescourt.com

01628 327561



The Sixth Form Leadership Team



Mr Hope

Head of Sixth Form

My role is to ensure you have the happiest two years of your life! This is achieved through effective pastoral and academic care so you enjoy the best outcomes in a high nurture environment. My focus is for you to 'aim high' so I maintain regular subject teacher contact and track your academic progress. I coordinate, support and monitor the work of your personal tutor team, quality assuring your PSHE programme, organising events and delivering assemblies. I encourage and manage the Year 13 student leadership team too, meeting regularly with them to support their initiatives and provide a platform for the Sixth Form student voice. A varied enrichment programme and the opportunity to take an EPQ is the basis of your 'super curriculum' and enables you to present a compelling application through UCAS and to apprenticeship providers. I work on a one-to-one basis with all Year 13 students so you can realise your dreams and aspirations.

Email address: gth@clairescourt.net



Mrs Lamagna-Richardson,

Sixth Form Academic Lead

Claires Court Sixth Form encourages students to achieve and exceed their target grades so that they can leave Claires Court having fulfilled their potential. My primary focus, as Sixth Form Academic Lead, is to ensure students are equipped with the necessary skills and drive to leave Claires Court Sixth Form as young adults ready for the exciting challenges offered in the workplace, or at university. My role includes working closely with students, the pastoral team and heads of departments to track their progress, create effective intervention and provide regular feedback and assessment opportunities. I am also Head of Psychology.

Email address: rsl@clairescourt.net



Mr Hawkins

Sixth Form Pastoral Lead

The Sixth Form experience is about more than academic results. We encourage students to set themselves challenging personal goals and develop self belief in preparation for independent living. Pastoral care is provided by various staff. Every student has a tutor, access to the nursing team, the SF leadership team and their subject teachers. Through PSHE tutors enable students to grow as young adults. They discover acceptable levels of risk and are encouraged to consider how they can make a difference. PSHE topics include healthy living, finances and budgeting, RSE, careers and UCAS and apprenticeship application guidance. I have oversight of students' pastoral care, looking at data and information such as attitude to learning, rewards and sanctions, attendance and punctuality; but data is only part of the story. My door is always open to students as a conversation can often be the most effective strategy. I support students through personal issues, enabling them to progress, develop and thrive.

Email address: ewh@clairescourt.net



Mrs Austin-Smith

Head of Year 12

My role as Head of Year 12 is to support the effective transition from KS4 to KS5, so that we can focus on making our students' first year in 6th form as successful as possible. By the end of Year 12 this is over halfway through the all important two year journey from adolescence to adulthood; I will work with Year 12 through academic challenge, pastoral support, and an ever evolving enrichment of wider opportunities to help our fantastic students develop the realisation of their own capacity for positive impact. Year 12 is about ensuring students excel personally and academically, confident in the knowledge that they are ready for their exam year in Year 13, with a world of opportunities open to them.

Email address: sra@clairescourt.net



Mrs Hall

Sixth Form Office Manager

I deal with all admin and paperwork in the office as well as registering the Sixth Form every morning at the Sixth Form entrance with a cheery smile. I make sure internal exams are organised for you and run smoothly, that you get accurate reports and grade cards on time, and that parents' evenings and higher education evenings are well planned. The fun part of my job is helping student leaders and the social committee to organise Sixth Form Functions!

Email address: kyh@clairescourt.net



Mrs Wood

Sixth Form Administrator

I look after you in supervised study sessions as you use this valuable time to focus in depth on your chosen subjects in readiness for your lessons. You can work collaboratively in these sessions. On Monday evenings you can attend the Year 12 speaker programme; we invite a wide range of speakers to visit, including representatives from universities in this country and abroad, the army, photographers and apprenticeship advisors to name a few.

Email address: lyw@clairescourt.net



Mrs Duff and Mrs Rogers

Sixth Form Nurses

We are registered nurses with many years of experience in all aspects of nursing. We are here to ensure that all students health needs are supported throughout their time at Claires Court. Whether it is a physical or mental health need, support is available on an individual basis. Students can drop in to the medical room to speak to either of us in confidence about any health concern they may have. We also offer health education and we work closely with the school counselor, pastoral and sixth form teams to provide a holistic approach for your care. We are available in the medical room between 8.30am and 4pm - Monday to Friday.

Email addresses: ked@clairescourt.net or aer@clairescourt.net

Our Values

As a Sixth Form student you will be encouraged to:

AIM HIGH • BELIEVE IN YOURSELF • MAKE A DIFFERENCE

Aim High

Our students have enjoyed impressive academic success over the years, achieving top grades in a wide range of subjects, attending Oxbridge, Russell Group and other universities as well as taking advanced and higher level apprenticeships. Just take a look at our destinations map from last year on page 19.

Independent study, effective learning strategies, regular tracking, monitoring and mentoring not only equip you for the wider world of work but also for the demands of modern day life. Your personal tutor will spend time getting to know you and will give you support on a daily basis, but will also be there on those days when reaching your goal just seems a stretch too far. Our small class sizes mean that the teachers have plenty of time for you, they are experts in their field and share your passion for the subjects you are learning which makes for some really interesting lessons!

We are here to enable you to **aim high** in your studies and also in every other aspect of your life. Be the best you can be!

Believe in Yourself

Our Sixth Form is a community in which you can engage in new and challenging activities, discover your innate abilities and build greater self-esteem and resilience. We have a broad 'super' curriculum offering you opportunities to expand your academic knowledge and enrich your understanding. This is in addition to our exciting and inspiring extra-curricular activities, so be a participator and get involved because the more you invest in your personal development, the more you will grow.

We'll show you how to adopt the growth mindset; encourage you to try something different; master new skills; take up the challenge and ultimately increase your resolve and resilience. All you have to do is **believe in yourself!**

Our Values

As a Sixth Form student you will be encouraged to:

AIM HIGH • BELIEVE IN YOURSELF • MAKE A DIFFERENCE

Make a Difference

When you volunteer to help others, both parties benefit. You build empathy, leadership and communication skills and your beneficiaries enjoy opportunities they would otherwise have missed. You can help your immediate school community by coaching sport, listening to Junior readers or mentoring younger pupils. You could volunteer to support our wider school community too at fireworks night and 'the Summer Fete'. This is a team effort and enhances your ability to collaborate. In our local area, we work with the Lions Club of Maidenhead, Foodshare, Alexander Devine Children's Hospice and others. Our international charity is to support children attending school in Brufut, The Gambia. And if you have a 'pop up' charity idea, we will support you as well. You really **can make a difference!**



Academic Matters

Make sure you 'Aim High' in every aspect of your life, including your academic studies. Your attitude to learning is particularly important. Grit, determination and a strong work ethic gets noticed and rewarded. Beware of not stepping up - there are sanctions too and losing your liberty at lunchtime is no fun.

Your Subjects

On registration day in August you will register your place on your chosen courses with your subject teachers and participate in a variety of study skills workshops, to highlight the step up from GCSE to A Level and Level 3 work. Please bring along your Form 8 and any other reports concerning SEN or Exam Access Arrangements.

For the first half term everyone is on trial in their chosen subjects; you will be assessed before October half term to ensure you have chosen the right courses for you. Then you will have reduced your timetable from four subjects to three. The Sixth Form Team, your subject teachers and parents will also be involved in making this decision.

Independent Study

Your subject teachers will set extension tasks and homework for you to complete independently. Much of this work can be done in 'supervised study' during the school day. Certain study periods will be based in the library, where you should spend a significant and quality amount of time. You should be doing 15-20 hours of private study per week outside lessons to ensure you achieve the best grades you can.

Learning Support

The sooner we receive your Form 8 and any other reports including education psychologists reports, the sooner the SEN department can provide the support you need. As a baseline assessment all students will take a DASH test which provides 'detailed assessment of speed of handwriting'.

The Enrichment Programme

'Believe in Yourself' and whatever task you undertake, you will find you have the confidence to achieve your best. A number of activities can be enjoyed at lunchtime and after school. See below:

- Academic focused workshops
- Creative based groups
- Music related activities
- Sports clubs
- Independent living workshops
- Recreational sports activities
- Film club
- Careers speaker programme
- Study skills support groups
- Wellbeing workshops



Part Time Employment

A part time job is invaluable as you will discover the realities of being employed as well as developing numerous transferable skills, all of which broaden your experience and your CV. Just make sure you do no more than eight hours per week or your grades will suffer.

Careers

The focus on post 18 opportunities increases during the Lent term when you will use online resources, apps and discussions during tutorial times. There is also a speaker programme on Monday afternoons which you will be expected to attend. Visitors often present careers related ideas in our Sixth Form assembly, ranging from Oxbridge, Russell Group and other university admissions speakers to apprenticeship providers and employers. Time in PSHE is spent registering on UCAS and writing the first draft of your personal statement as well as taking apprenticeship workshops and signing onto www.apprenticeships.org.uk

Work Experience

We like to ensure your application is compelling and expect you to arrange work experience, quality over quantity, during the summer break between Year 12 and Year 13 which you can then weave into your personal statement.

Volunteering

This is when you can 'Make a Difference'. Duke of Edinburgh Awards, local charities including The Lions Club, The Alexander Devine Children's Hospice and supporting our work in The Gambia are a few means through which you can make a difference.

2019 was the first year that we have sent adventurers off to help develop an education centre in Brufut, The Gambia, working together with the Pearl Charity. They worked as teaching assistants and arranging activities at the school. During their free time, students saw hippos, crocodiles and birds. In addition, they learnt how to cook like the locals, create indigenous crafts and learnt how to hand dye fabric.



Pastoral Matters

The Week in View

- Monday: Sixth Form briefing
- Tuesday: Tutorial/PSHE
- Wednesday: Sixth Form briefing
- Thursday: Tutorial/PSHE
- Friday: Sixth Form assembly

Your form Tutor

- Delivers the tutorial programme
- Is available for individual meetings and support
- Tracks and monitors academic progress
- Collates and comments on reports
- Supports your UCAS and apprenticeship or employment applications
- Contributes to your reference

The Tutorial Programme

- Is led by your form tutor and the Sixth Form Team
- Includes the delivery of A Level and Level 3 study skills e.g. SMART goal setting, a positive attitude to learning, mastery, effective effort, important systems of study
- Encourages self awareness, understanding of personal, moral, spiritual and social issues
- Directs you to the various post 18 options available

Purpose

- To empower you to become confident and competent individuals, independent learners and informed global citizens with highly developed emotional intelligence and empathy

Content Delivery

- Workshops, discussion, research, presentations, and Q&A style tutorials take place twice each week

Individual Support Nurse

- Offers medical help and will guide you to appropriate mentoring providers or mental health professionals as and when required

Counsellor

- Confidential sessions can be arranged through the School Nurse by students to take place during your study periods

Coach/Mentor

- When deemed appropriate you can convene regular one to one meetings with a coach/mentor to support specific study skill development, such as time management, folder organisation etc.

Communication

An active partnership between Form Tutors and the Sixth Form team with your parents or guardians is central to ensuring you thrive in our Sixth Form. There are a number of ways in which to achieve this.

General Matters

Telephone and Email

In the event of absence, your parent or guardian should contact the Sixth Form Office Manager on 01628 327560 or sixthform@clairescourt.net

Bulletin

A weekly Bulletin will be sent to your parents via email each Friday afternoon with an update on what has happened during the week and future events and dates for their diary.

Website and App

Our website is the central source and access point for most information. We also have the Claires Court App which can be downloaded at the App Store or Google Play. There you will find all the latest news as well as quick links to the school calendar, menus, sports portal and coach booking.

Sports Results

A link to the results of fixtures can be found on the Bulletin.

Calendar

You and your parents can see key annual and termly dates on the School calendar: www.schl.cc/5w

Parent Portal

The payment portal is available for your parents to pay for trips, lunches, snacks: www.clairescourt.oasis-software.co.uk/users/login

Academic Matters

Parent Evenings

There are two Parent Evenings each academic year, one during the first half of the autumn term, the other after mock exams.

Reports

- October: A Grade Card indicating your current attitude to learning
- January: A Full Report following your first full term and practice exams
- March: A Results Card which carries your mock exam results
- July: A Full Report summarising your attitude and attainment in Year 12

Other Matters

Student Voice

Regular meetings are held with representatives from each tutor group and the Heads of School and Student Leaders in Year 13 to raise and discuss issues affecting the student body. Your views are passed on to the Head of Sixth Form for consideration and action, where appropriate.

Use of Mobile Devices

You will be given a Chromebook to use during your time in Sixth Form. It is your responsibility to ensure it is charged and in sound working order, ready for use in lessons should it be required. You will have your own Google account with access to the suite of Google apps relevant to your learning.

Mobile phones should be on silent and either in your locker or in your bag during lessons; they can only be used if your teacher directs you to do so. You should not use your mobile phone outside and in public areas and you risk it being confiscated if you are seen using it.

Headphones/buds should not be worn whilst walking around the Sixth Form Centre for your own safety.



Travel to School

Coaches

Numerous routes are covered by our School coach service. A full list of routes and stops can be found on our website.

Drop off and Pick up

If you are having a lift from your parent or guardian to and from school, please ask them to pick you up on one of the adjacent roads, rather than on the School site, which does become busy and congested at such times.

Bicycles

There is a bicycle rack, at the front of the School, to which you can padlock your bicycle for the duration of the School day.

Student Drivers

Driving to school is a privilege that can be revoked by the Head of Sixth Form at any time. Once you have passed your test and opt to drive to and from school, you and your parent or guardian need to advise the Sixth Form Office Manager at sixthform@clairescourt.net and complete a 'Permission to Drive' document. There are various parking restrictions on the roads around the school site which you should be mindful of. It is essential that you do not give lifts to other students during the School day - a shuttle bus service operates to negate any need for you to do so. Please ask to see our Driving Policy.

Dress Code

Business Dress

If you dress smart you will think smart! So your appearance matters, especially as you are role models for the rest of the School and ambassadors for the Sixth Form in the wider community.



Formal Business Dress

Formal business dress is worn on Mondays and to all significant School events including Speech Day, Carol Service, Commemoration Service, and the Year 12 Celebration. A suit (matching jacket and trousers) with a shirt and tie with smart business shoes should be worn or a suit (matching jacket and trousers/skirt/dress of modest length) with collared blouse and smart business shoes is to be worn.



Casual Business Dress

Casual business dress can be worn Tuesday to Friday which comprises of chinos, a blazer, plain polo shirt (collared) and smart business shoes with the option to wear a shirt and team tie on match days. A combination of skirt/dress (modest length), or trousers with a jacket (does not need to match) with smart business shoes (no trainers) is the alternative.

Drama Students

Drama blacks can be ordered via Mrs Magda Olivier on mco@clairescourt.net

Sports Kit

Team and Recreational Sports Wear

Claire's Court sports teams have specific representational kits which will be provided by your sport specific coaches, at a cost, at the appropriate time. If you prefer to play recreational sport on Wednesday and Friday afternoons you can wear your own kit; make sure it is smart as you will be using public facilities.



BTEC Sports Student Wear

Due to the practical component of the BTEC Sports programme, if you take this course you can wear the Claire's Court BTEC sports kit. Available for you to order from Hawkinsport.



Sports Development Programme

Sports Development Programme have an SDP kit. Available for you to order from Hawkinsport.



FAB Academy

Students in the FAB Academy have their own kit. Contact Mr Chris Hoy at cmh@clairescourt.net for more details.



Living Tennis Players

Living tennis players should wear the branded Living Tennis kit or business dress. Contact Miss Cox at jmc@clairescourt.net for more details.

What to Bring

Stationery

- A folder per subject with dividers and plastic wallets
- An archive folder to keep at home
- Black pens, pencils, highlighters
- 30cm ruler
- Eraser (Tippex fluid or pens are not permitted in school)
- A calculator
- Hole punch
- Stapler

General

- Combination padlock for locker
- Charged Chromebook and charger (provided by Claires Court)
- Water bottle



GCSE Results & Registration Day

Once you have collected your GCSE results you or your parents or guardian should telephone or email the Sixth Form Office Manager on 01628 327560 or sixthform@clairescourt.net to confirm you have the grades required to study your chosen A Level and/or Level 3 courses.

If you have reconsidered your subjects for any reason, you or your parents or guardian should contact the Head of Sixth Form via telephone on 01628 327561 or email on gth@clairescourt.net to discuss the matter further. Wherever possible and providing the subject change(s) is appropriate, adjustments to your programme of study will be considered.

You will also need to:

- Sign up for **resit** English and/or Maths if necessary
- Hand in any **SEN** related reports and documentation including your Form 8
- Bring your completed **medical form** to hand in
- Elect your **sports choices** for games afternoons for the autumn term
- Choose the **enrichment activity**(ies) you would like to join
- Indicate your interest in being considered for the **EPQ**

A Typical Day

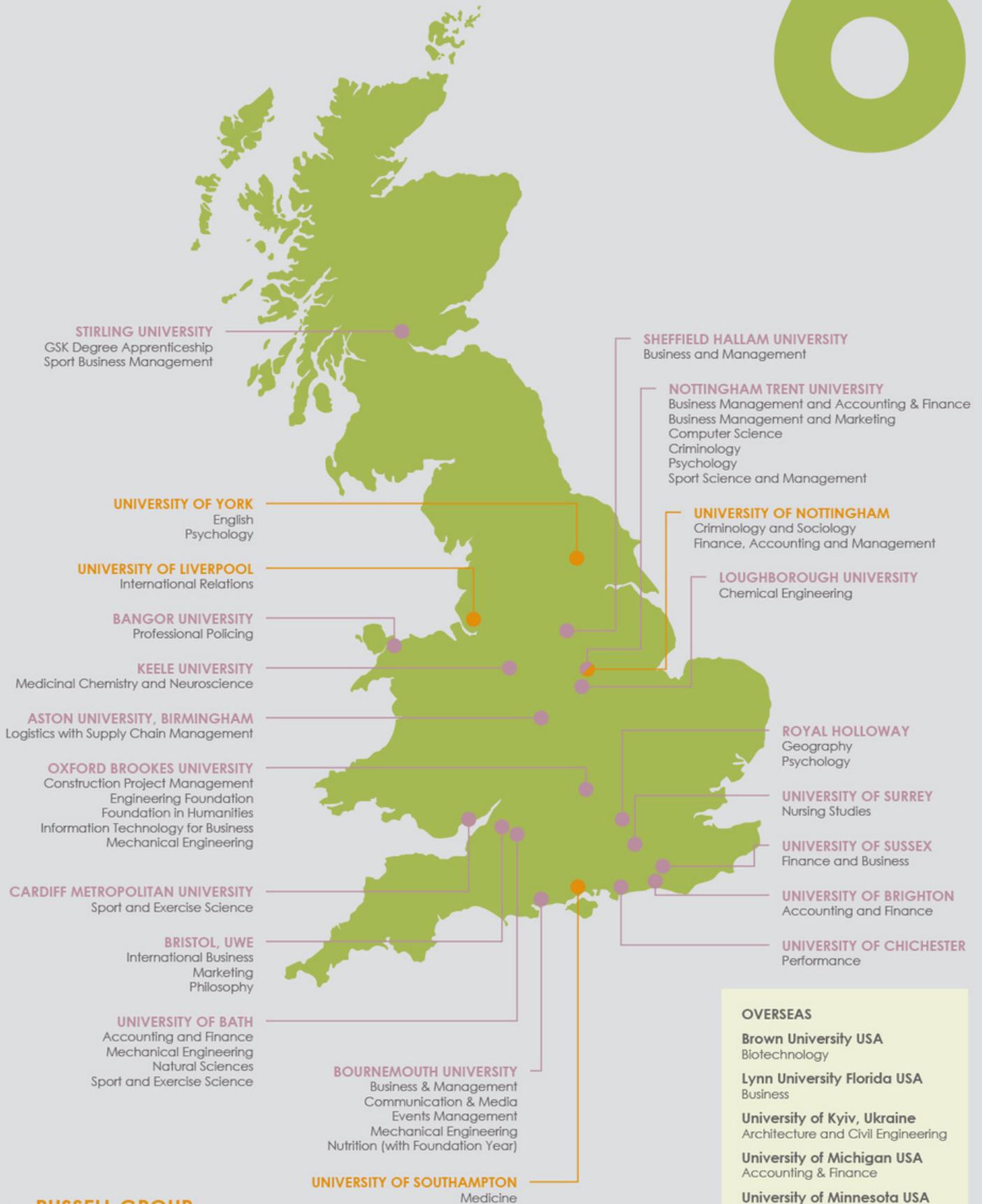
First Day of Term

Below is an outline of a typical day in the Sixth Form so you know what to expect when you begin studying in the Sixth Form.

	Monday	Tuesday	Wednesday	Thursday	Friday
1 9.10am - 10.10am					
2 10.30am - 11.30am					
3 11.50am - 12.50pm					
4 1.40pm - 2.40pm			Games		Games
5 3pm - 4pm					

- You will have four lessons per subject, per week
- When you are not in a taught lesson you will go to 'supervised study'; the library may be available to use
- Please bring any snacks and drinks required with you to school. The No.6 Bistro is used exclusively by Sixth Form students
- Wednesday and Friday afternoons are for team sports and/or recreational games
- Use your Google Calendar app to record your personal timetable and Google Classroom to note down homework and soft and final deadlines
- Printing is available in the Sixth Form Centre

CLAIRES COURT SIXTH FORM STUDENT DESTINATIONS 2022



Student and Parent Comments

"Words could not express the confidence and motivation we've seen in our son since joining Sixth Form. The Sixth Form is not only the academic, but also the wholeness of each individual."

"Thank you so much for everything you do for me every day. Greeting me with a smile every morning and making me part of the Claires Court family. I have loved every minute here and will miss it tremendously!"

"Thank you all for the excellent support that Claires Court Sixth Form has given my son. He has thoroughly enjoyed his time here and will have very fond memories of it. Thanks to his excellent results he is now heading off to the University of Birmingham to study Mechanical Engineering."

"I have gained so much self-confidence and independence over these two years and you have been there for me all the way. You are the reason I'm confident enough to survive uni next year!"

"When I joined I wasn't confident, but the Sixth Form has given me the confidence to move on to the next stage in my life. I've been very happy to be a part of the family atmosphere."



Clares Court Locations



Clares Court Juniors

Ridgeway, The Thicket
Maidenhead
SL6 3QE
(satnav SL6 4QQ)
01628 327400

Clares Court Nursery, Senior Girls & Sixth Form

1 College Avenue
Maidenhead
SL6 6AW
01628 327500

Clares Court Senior Boys

Ray Mill Road East
Maidenhead
SL6 8TE
01628 327600

Your place *awaits...*



We look forward to welcoming you very soon.

Correct at time of printing July 2023

