



Welcome to  
Lakeview at Chilwell  
School



## Welcome to Chilwell School's Lakeview sixth form Congratulations on making a very wise choice for your further education!

I am pleased that you have chosen Lakeview and that you want to play a part in its continued success. It is a sixth form you can make a difference to.

At Lakeview we focus on the whole experience and strive to provide a tailored and individual approach to ensure you have the tools and confidence you need to be successful. At the heart of your experience will be demanding, well considered, challenging teaching that will help you to acquire and develop high quality skills to help you produce work of a consistently high standard. The pastoral team in the sixth form will provide you with support and direction to help you make the transition to sixth form studies a successful and rewarding experience. We are committed to extending your personal development through a wide set of experiences so that you are ready for your next steps, knowing the importance of being able to actively contribute to your community.

Your main priority at Lakeview is to get the best results you can. However, your experience and enjoyment of the sixth form should be broader than that of study. We want to see you grow as an individual and leave us with a great set of results and experiences that will allow you to move on into higher education or a career that is stimulating and fulfilling.

Please help us make this transition as smooth as possible by ensuring you complete the forms listed within this booklet. We will do our best to provide you with the opportunities and challenges you will need to make a success of your life at Chilwell's Lakeview and in the world of your future. We're here to excite minds for successful futures!

Yours sincerely

**David Phillips**  
Head teacher





## WELCOME FROM THE HEAD OF SIXTH FORM

I would like to take this opportunity to welcome and congratulate you in choosing to study at Lakeview sixth form at Chilwell. Post-16 is an exciting time of your life when you are narrowing your choices of study, gaining more independence and beginning to explore what you want out of life.

My vision as the Head of Sixth Form is to provide a learning environment in which you can flourish and be the best version of yourself. The sixth form here at Chilwell goes part way to realising this. The Lakeview building is a vibrant learning facility with plenty of space to study, socialise, as well as providing a central point for regular contact with members of the sixth form team. In addition, Lakeview is fortunate to have a team of hugely dedicated professionals who will provide you with high quality teaching and learning experiences, pastoral support and career guidance. A team of this nature is vital in ensuring you get the best possible experience during your time here.



Alongside your academic studies we aim to provide extra-curricular and enrichment opportunities that will enable you to leave Lakeview sixth form as a well-rounded, balanced and future ready young person. It is my ambition that each and every one of you will leave Lakeview sixth form with a unique personal brand; something which makes you stand out in a crowd. Hopefully together we can achieve this.

In time, I look forward to meeting you all in person and wish you all the very best in what is going to be both a challenging and rewarding two years of study. I hope this handbook goes some way to explain how we do things within the sixth form.

Yours sincerely,

**Jason Nichols**  
Head of Sixth Form

# SIXTH FORM MANAGEMENT

**Mr J Nichols, Head of Sixth Form**

**Mrs S Baxter-Williams, Deputy Head of Chilwell School**

**Mr Moss, Tutor**

**Ms Hepworth-Smith, Tutor**

**Mrs Foyster, Tutor**

**Mr. Lodge, Tutor**

**Mr I Batley, Tutor**

**Mrs E Ault, Tutor**

**Mr. Tetley, Tutor**

**Mrs K Tipping, Exams Officer**

**Mrs L Underdown, Careers Advisor**

**Mr R Wheatley, Network Manager**

**Mr M Lucas, ICT Manager**

## LIFE IN THE SIXTH FORM

### YEAR TWELVE

Students in year twelve generally study three subjects and follow a two year A level course. In addition pupils may study EPQ (Extended Project Qualification Level 3), Core Maths, re-sit English and/or Maths GCSE, PSHE and have timetabled (supervised) study sessions.

Subject 1	5 Periods
Subject 2	5 Periods
Subject 3	5 Periods
PSHCE	1 Period
Study	2 Periods
EPQ	2 Periods
ReSit	2 Periods

### YEAR THIRTEEN

Students in year thirteen continue to study the three subjects started in year twelve as part of the two year A level course. In addition pupils may study resit English and/or Maths GCSE, PSHCE and have timetabled (supervised) study sessions.

Subject 1	6 Periods
Subject 2	6 Periods
Subject 3	6 Periods
PSHCE	1 Period
ReSit	2 Periods





# HOW WE LEARN - RESOURCES

## GOOGLE CLASSROOM

All lessons and homework tasks are uploaded onto Google Classroom. This is an invaluable resource for you to go back over what you have been learning; identify where you need to check for understanding and to use alongside your class notes when revising.

You will be encouraged to use a range of study skills including for example, Cornell Notes, as a way of organising your learning.

## GOOGLE DRIVE

As well as Google Classroom you will also be expected to complete and submit work using Google Docs, Slides and possibly Sheets.

## CHROMEBOOKS

To help you manage your learning all Year 12 students are provided with a Chromebook. You will be required to make a deposit of £30 please see here for agreement.

## ROLE OF THE TUTOR

Your tutor will play a significant role in providing pastoral care and they will be your daily point of contact. There is no denying Post 16 study is challenging and there might be times when you need someone to talk to, or simply support and guide you. This is where your tutor often steps in. Your tutor will also be responsible for delivering elements of PSHE/RSE and will play an active role in university and/or apprenticeship applications. In essence, your tutor is like your surrogate parent who might nag you on an occasion, but with the very best intentions of ensuring you are doing the right thing to maximise your potential. It goes without saying that as the head of sixth form, I will be relying heavily on my tutors to make sure we support and guide you in every way we can.



## EXPECTATIONS

At Chilwell we have high expectations of all our students and this is part of what makes a successful sixth form. In my opinion, you are role models to those in the lower years; showing them what is the right way of doing things. As a sixth form student you will be expected to behave in a mature and responsible manner. Without going into great detail, I believe high expectations include high attendance, being punctual, having a positive attitude towards peers and staff, meeting deadlines, being in the appropriate dress and using mobile devices in a responsible way. Further, it is just as important that you have high expectations of yourself to reach your personal goals.

### ATTENDANCE

All students are expected to arrive at 8.40am for morning registration and tutorial activities. **This is not optional.**

One of the key ingredients to success is being in the classroom as much as possible. Nothing matches the dynamic of learning from experienced subject teachers and your fellow peers. Therefore, attendance is priority and here at Chilwell where we set a target of 95%. Any figure below this is likely to have a detrimental impact on your ability to follow a sequence of learning and ultimately affect your final grades. Students who fall below this target will be monitored closely and appropriate action taken. The attendance policy will be shared in a separate document.

Initially, all Yr 12 students are expected to be in 6<sup>th</sup> form until the end of the day. You will engage in subject lessons and enrichment as well as supervised study sessions. At this stage, we want to assess your ability to work independently and effectively, and we feel that having you on site all day will give us the opportunity to monitor this most accurately. At the end of the first half term, we will have gauged how students are working and will introduce an earned autonomy approach.



## PUNCTUALITY

Being on time is an important aspect of sixth form life, but also life in general. Here at Chilwell we expect students to respect the fact teachers have prepared lessons for your benefit, making it only right you are there on time to learn. This also includes tutor time which forms part of getting yourself ready for the day ahead, as well as it acting as a means to communicate several messages across the school week. Poor punctuality will be monitored closely and appropriate action taken.

## DEADLINES

The ability to meet deadlines is another important aspect of sixth form life, but also life in general. Here at Chilwell we expect students to submit work on time, unless there is a genuine reason for it not being so. Teachers work tirelessly and plan their working week around numerous commitments. Therefore, it is only right their time is respected and deadlines are met to allow them the appropriate time period to mark and give feedback. If deadlines are not met, teachers will reinforce expectations and report persistent offenders to the sixth form team.

## PAID EMPLOYMENT DURING SCHOOL TIME

As a full-time student at Chilwell sixth form you are not to partake in paid employment during the hours of the school day. You have chosen to study here and this must be your priority. The only exception to this is if you have taken on a paid role within the school e.g. lunchtime supervisor. In these circumstances, any paid role within the school must not impact on your timetabled lessons.

## USE OF SCHOOL ID

On GCSE results day, all applicants of the sixth form will have an identification photograph taken. This will assist in the issuing of identification badges on the first day of the academic year.

All students are issued with an identification badge and lanyard. These must be worn at all times. The badge will give you access to Lakeview and will allow you to sign in and sign out at times other than registration if you

leave the school site. There will be regular spot checks to ensure that identification badges are being used appropriately as this is a safeguarding protection.

If the identification badge is misplaced or lost, this must be reported immediately. There will be a £5 charge to have a replacement issued.

## IF YOU MOVE HOUSE/CHANGE DETAILS

It is imperative that you keep the school informed of any changes to the details you complete on the confidential form such as address, changes in telephone numbers, especially emergency telephone numbers. It is a requirement for the school to have the up to date contact information for at least two adults for each child.





# LAKEVIEW

## FACILITIES

Lakeview is a sixth form facility designed to enhance learning for all post-16 students at Chilwell School. There are specific classrooms for all faculty areas including three science laboratories and a media suite. Additionally there are areas throughout Lakeview where students can work quietly or collaboratively in small groups. There is a common room and attached kitchen

## LOCKERS

Within the sixth form common area you will have access to a bank of lockers. These can be rented from school for a refundable charge of £5. You will be responsible for the key and if lost there will be a £5 charge to have a replacement issued.

## THE BISTRO

All sixth form students have access to the Bistro throughout the day. The Bistro is open between 8.30am and 14:30pm.

Students can pay for a range of meals, drinks and snacks through the school payment system, bank cards or through their phone.

## QUIET STUDY AND WELL BEING HUB

A space is available with access to subject text books, wider reading materials and board games, designed to help students relax and work in relative peace.



# HOW TO STUDY

At Chilwell we want to promote independent learning in a nurturing environment. Your tutors and teachers have a wealth of experience and they will be providing you with plenty of advice about what is the best way to study individual subjects. We appreciate that every student is unique and there is no 'one size fits all' approach when it comes to effective study. However, please take note of these basic tips which will really help you cope with Post 16 study. These will be developed further throughout the school year.

## GET ORGANISED

Invest in a diary and use it to keep track of current assignments and homework deadlines. Make sure you have all the relevant equipment to actively participate in your classes. Simply packing your bag in the evening can really help for the following morning.

## ATTEND LESSONS

Poor attendance is detrimental to your learning and achievement. Gaps in your knowledge will start to appear and links between topics become difficult to grasp.

## TAKE NOTES

Remember to practice active listening by focusing on what your teacher is sharing and take notes as needed. Good notes help store information in your long-term memory at the time you write them. They will also be important for reviewing when completing homework, assessments, assignments and exams. It can often help to condense your notes after class to make them clear and easy to follow. Underline or highlight key points when doing so. If you miss a lesson, ask a peer for their notes and/or speak to the teacher.

## TALK TO THE TEACHER AND ASK QUESTIONS

Remember your teacher is a resource, so make effective use of them. Don't be afraid to ask questions to clarify understanding and/or challenge concepts.

## SPACE OUT YOUR STUDYING

Break up your study load over several days. Research shows it helps to retain information far more readily than attempting to cram your workload in one long session. This also supports the ability to deeply ingrain information and retain it for the long term.

## CREATE A STUDY PLAN AND STICK TO IT

This is really helpful for time management and will support you in reaching your learning goals. Having a plan also helps with the motivation to study, keeping you organised around other hobbies and commitments and breaking your study into manageable blocks so nothing is rushed or last minute.

## DON'T JUST RE-READ, BUT STUDY

Simply re-reading isn't engaging with your notes. Try using active learning techniques like creating concept maps and diagrams, explain concepts to yourself step by step, formulating questions and problems you can come back to and solve, create a quiz and become a teacher by teaching your peers.



## **SET UP A QUIET STUDY PLACE AND SWITCH OFF YOUR MOBILE PHONE**

It is important to have a designated study area that is free from distraction and will allow you to study effectively. The Lakeview building has places for this purpose and there will be other places to go and find quiet time. Having such places creates the mind set of being ready to get your head down to learn. Mobile phones can be a huge distraction to learning, therefore switch it off (or at least turn off the notifications).

## **TEST YOURSELF**

Get someone to test you or test yourself; this is great for knowledge retrieval and helps long term retention. Practice, practice, practice is key. Using past papers, mark schemes and examiners reports will make a substantial difference to your ability to apply what you have learnt, as well preparing you for mock and real exams.

## **FIND A STUDY BUDDY OR JOIN A STUDY GROUP**

One of the best ways to study is to share the experience with your peers. It benefits to find a study buddy and/or form a study group with like minded people. This helps keep you motivated, to stay accountable, to test what you know, to challenge and offer advice and to share resources such as textbooks.



## PASTORAL CARE

As well as your academic progress, emotional health and wellbeing is a priority at Chilwell. If you feel you are struggling at any point, in the first instance, you can speak to your tutor. As the head of sixth form I will also be a point of contact when times are proving difficult. In addition, Post 16 students have access to the school counsellor on an appointment basis.

As a Post 16 team we are interested in your development as a whole person; both growth of character and intellect. Alongside your chosen courses you will have a dedicated PSHE/RSE lessons on your timetable where you will get the opportunity to learn about several important topics such as being physical and mental wellbeing, internet safety, healthy eating, drugs and alcohol, living in a wider world, first aid, professional skills, voting and driving safety. In early September and October of Year 13, there will be time allocated to write personal statements for university and applications for apprenticeships.

In tutor time each morning you will follow a programme designed to support your emotional well-being, future ready skills such as presentation and building confidence, as well as develop your understanding of current issues in society today. In addition, to support this and other aspects of PSHE/RSE, there will be discovery days where the timetable is suspended for the day. On these days we will look to invite guest speakers who can provide their invaluable experience on a range of subject matters which will help support your learning journey at Chilwell.

Throughout your two years of study your tutor will play a crucial role in supporting your pastoral needs. They will arrange one to one mentoring sessions with you, but also have regular conversations about your progress and general well-being. They will also be the person to write your reference for university and employment. On this note, it helps to keep this person on side!

# DIARY DATES - 2024/2025

<b><i>Autumn Term begins:</i></b>	<b><i>Wednesday 4<sup>th</sup> September 2024 (Y7 and Y12)</i></b>
<b><i>Autumn Term begins:</i></b>	<b><i>Thursday 5<sup>th</sup> September 2024 (Y8, Y9, Y10, Y11 and Y13)</i></b>
<b><i>Half Term:</i></b>	<b><i>Monday 21<sup>st</sup> October – Friday 1<sup>st</sup> November 2024</i></b>
<b><i>Autumn Term ends:</i></b>	<b><i>Friday 20<sup>th</sup> December 2024</i></b>
<b><i>Spring Term begins:</i></b>	<b><i>Tuesday 7<sup>th</sup> January 2025</i></b>
<b><i>Half Term:</i></b>	<b><i>Monday 17<sup>th</sup> – Friday 21<sup>st</sup> February 2025</i></b>
<b><i>Spring Term ends:</i></b>	<b><i>Friday 4<sup>th</sup> April 2025</i></b>
<b><i>Summer Term begins:</i></b>	<b><i>Tuesday 22<sup>nd</sup> April 2025</i></b>
<b><i>May Day bank holiday:</i></b>	<b><i>Monday 5<sup>th</sup> May 2025</i></b>
<b><i>Half Term:</i></b>	<b><i>Monday 26<sup>th</sup> May to Friday 30<sup>th</sup> May 2025</i></b>
<b><i>Summer Term ends:</i></b>	<b><i>Friday 25<sup>th</sup> July 2025</i></b>
<b><i>INSET Days</i></b>	<b><i>Monday 2<sup>nd</sup> Sept, Tuesday 3<sup>rd</sup> September, Monday 6<sup>th</sup> January, Monday 28<sup>th</sup> July and Tuesday 29<sup>th</sup> July</i></b>



# Contact Us

Chilwell School  
Queens Road West  
Chilwell  
Nottingham  
NG9 5AL

Tel: 0115 9252698

Email: [office@chilwellschool.co.uk](mailto:office@chilwellschool.co.uk)