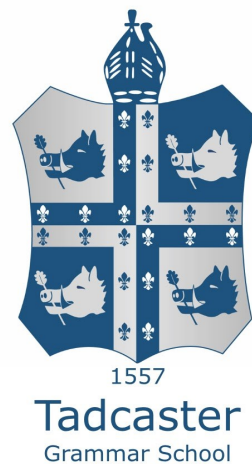


Be Your Best Self



Tadcaster

Grammar School

SIXTH FORM

Student Guide

Updated: September 2021



OUR VISION



1557
Tadcaster
Grammar School

BE YOUR BEST SELF

CORE VALUES

Ambition

To have
a desire to
achieve success.

Resilience

To show a
determination to
achieve success.

Responsibility

To take
ownership of
our actions.

Respect

To be considerate
to ourselves and
others.

Tadcaster Grammar School

Dear Sixth Former

Welcome to Tadcaster Grammar School Sixth Form, whether you are new to the School or continuing your education with us. You have made a positive decision to study Post-16 and it is our aim to ensure that you achieve your potential to allow you to progress to Higher Education or a chosen career as confident and mature individuals.

It is my responsibility to ensure you receive high quality teaching and learning, that your progress is closely monitored and we have systems in place to ensure you achieve your potential.

It also falls to me to ensure we look after your health and safety, so I hope you find the information in this booklet beneficial.

We are dedicated to ensuring your success. If you need any help or advice you can contact your tutor, or any member of the Sixth Form Team. I wish you the very best of luck on this important journey towards realising your potential and fulfilling those dreams and ambitions.

Yours sincerely

Ros Knapton

Assistant Headteacher : Director of Sixth Form



Tadcaster Grammar School

Sixth Form

Steps to Success

There is no magic formula in order to maximise the potential of you as a student, but we strongly believe that following the six simple steps listed below are fundamental in helping to achieve success.

Attendance & Punctuality

High Expectations

Preparation

Involvement

Respect

The Adult In You



1

ATTENDANCE & PUNCTUALITY

"Don't count the days, make the days count."

Muhammad Ali

This includes:

- All timetabled lessons
- Study Support Sessions
- Tutor Periods

Attendance falling below 95% has been shown to result in an average reduction in one A-Level grade per subject. This increases to two grades when attendance falls below 90%.

2

HIGH EXPECTATIONS

AMBITIOUS GOALS MAKE FOR OUTSTANDING ACHIEVEMENTS

"Will it be easy?"

Nope.

Will it be worth it?

Absolutely."

Unknown

- Complete work which reflects your best efforts
- Attend support sessions outside school hours when requested
- Keeping on top of classwork, homework and reading around your subject. Meet all deadlines.
- Be proactive and address areas of weakness.
- Get into good habits now - we estimate that each A level subject you take will require 4 hours of study outside the classroom per week.

The students who make the most progress are the ones who seek out help, advice or support whenever it is needed.

3

PREPARATION

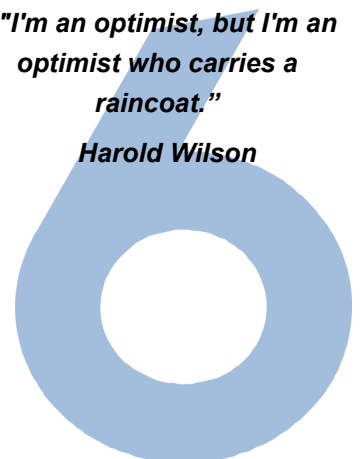
BE PREPARED

- **Effectively organise your time and work.**
- **Be fully equipped for all lessons.**

Think: Lanyard, Paper, A4 Folders, Pens & Pencils, Plastic Wallets, Subject Dividers, Specialist Equipment, e.g. calculator, art pad, etc.

"I'm an optimist, but I'm an optimist who carries a raincoat."

Harold Wilson



4

INVOLVEMENT GRAB EVERY BRANCH!

"Tell me and I'll forget, show me and I may remember, involve me and I'll learn."

Benjamin Franklin

- It's not just about the educational input.
- Buy into the many other exciting CV- enhancing and enrichment opportunities.
- Work experience.
- Put yourself ahead of the competition!

5

RESPECT EVERYONE SHOULD BE RESPECTED AS AN INDIVIDUAL

***The 3 Rs: Respect for self.
Respect for others.
Responsibility for all your actions.***

Dalai Lama

- Act as an ambassador for Sixth Form.
- Adopt a respectful approach to equipment, buildings and other people around the School.
- It's a two way process.

6

THE ADULT IN YOU ADULT APPROACH

***"It matters not what someone is born.
But what they grow up to be."***

Dumbledore – J. K Rowling

Prove your status.
Ensure work does not interfere with your progress.
Dress appropriately.

- Lanyards must be worn and be visible AT ALL TIMES.
- All students **must** sign in and out of School via the electronic InVentry system.
- All students must follow the school policy for reporting absence (planned and unplanned). Holidays must not be booked during term time.
- Prolonged absences severely jeopardise your chances of scoring the highest grades.
- Part time work should not impact on your ability to perform and participate in all aspects of school life. We recommend no more than 10 hours each week should be dedicated to part time jobs.

Useful Contact Information

School Website	www.tgs.starmat.uk	
School Phone Number	01937 833466	
Sixth Form Absence Line	01937 837691	
Headteacher	a.parkinson@tgs.starmat.uk	Mr Parkinson
Director of Sixth Form Assistant Head	r.knapton@tgs.starmat.uk	Mrs Knapton
Sixth Form Pastoral Leader	j.gadsby@tgs.starmat.uk	Mrs Gadsby
Sixth Form Attendance & Administrator	m.dawson@tgs.starmat.uk	Mrs Dawson
Bursary	j.gadsby@tgs.starmat.uk	Mrs Gadsby
Exam Officer	c.langford-smith@tgs.starmat.uk	Mrs Langford-Smith
CEIAG, Business & Community Links Manager	h.lawson@tgs.starmat.uk	Mrs Lawson
Careers Advisor	careers@tgs.starmat.uk	Mrs Mews
Medical	j.chauda@tgs.starmat.uk	Mrs Chauda
Calcaria Sixth Form Tutor (Year 12)	m.elsworth@tgs.starmat.uk n.randall@tgs.starmat.uk	Mr Elsworth Mrs Randall
Calcaria Sixth Form Tutor (Year 13)	a.crease@tgs.starmat.uk	Mr Crease
Dawson Sixth Form Tutor (Year 12)	p.mckenzie@tgs.starmat.uk n.randall@tgs.starmat.uk	Mrs McKenzie Mrs Randall
Dawson Sixth Form Tutor (Year 13)	k.holmes@tgs.starmat.uk	Mrs Holmes
Fairfax Sixth Form Tutor (Year 12)	g.dale@tgs.starmat.uk	Mr Dale
Fairfax Sixth Form Tutor (Year 13)	s.sharratt@tgs.starmat.uk	Mr Sharratt
Oglethorpe Sixth Form Tutor (Year 12)	l.bland@tgs.starmat.uk h.oconnor@tgs.starmat.uk	Mrs Bland Miss O'Connor
Oglethorpe Sixth Form Tutor (Year 13)	k.mitchell@tgs.starmat.uk b.thorp@tgs.starmat.uk	Mrs Mitchell Miss Thorp
Toulston Sixth Form Tutor (Year 12)	h.brydon@tgs.starmat.uk h.oconnor@tgs.starmat.uk	Ms Brydon Miss O'Connor
Toulston Sixth Form Tutor (Year 13)	j.kay@tgs.starmat.uk b.thorp@tgs.starmat.uk	Mrs Kay Miss Thorp

Rights and Responsibilities

Expectations of Students

We expect that you will.....

- Attend all timetabled lessons/tutor sessions - we expect at least 95% attendance.
- Attend the period 1 tutor time session if you have a timetabled lesson during period 2.
- Sign in and out of the school site using the electronic InVentry system.

We also expect that you will....

- Be on time to all lessons, tutor period and make productive use of such time.
- Be fully prepared.
- Bring all necessary equipment.
- Be positive, interested and willing to learn.
- Be prepared to contribute to all activities, inside and outside the classroom.
- Take responsibility for your own learning and play your part in group activities.
- Make progress in all areas of study by working hard and meeting work deadlines.
- Let us know if there is any genuine reason why you cannot attend a lesson by calling the school to let us know on 01937 837691.
- Complete a Leave of Absence form for any pre-planned absences (reminder - holidays should not be taken during term time).
- Copy up notes and catch up straight away for any work that is missed for any reason.
- Set a good example and be role models for the rest of the school.
- Behave and dress in a way that is appropriate to an educational establishment.
- Offer practical support to the school and/or local community.
- Be aware of your role in school and the responsibility it carries.
- Understand your responsibility to adhere to the school's ICT Acceptable Use Agreement.
- Behave in a way that is appropriate for Sixth Formers when travelling to and from school and when walking around the school site.
- Wear your lanyard **at all times** and buy a new one should you lose it.



Rights and Responsibilities

Expectations of Staff

We will give you lots of support during your Post-16 education but if we don't think you are working hard enough or if we are concerned about something, we will have honest dialogue with you and set you rigorous targets.

In return for this level of commitment you can expect us to...

- Treat all students with respect and as individuals.
- Offer relevant support and refer to other members of the Sixth Form team where necessary.
- Arrive at lessons on time.
- Prepare your lessons thoroughly.
- Make lessons stimulating and engaging.
- Set realistic deadlines to enable you to plan and study efficiently.
- Mark your work within a reasonable timescale and in accordance with the whole school marking policy.
- Provide feedback so that you know how to improve and reach (or exceed) your target grade.
- Make sure you have covered all the relevant areas of the course.
- Value your ideas and contributions.
- Have high expectations of you.
- Set cover work if we are absent.



The School Day

ARRIVAL/REGISTRATION

You should arrive at school in good time for the start of your first lessons. Punctuality is one of '6 Steps to Success' (Success Step 1). When you arrive in school, you will sign in using the electronic system and go to your lesson.

Important: If in school, you **MUST** sign in electronically, even if you do not have any timetabled lessons. If you leave before the end of the school day, you **must sign out**, again using the electronic system.

Lesson 1 (Tutor time)	8.40 - 9.05
Lesson 2	9.05 - 10.05
Lesson 3	10.05 - 11.05
Lesson 4	11.05 - 12.05
Lunch	12.05 - 13.05
Lesson 5	13.05 - 14.05
Lesson 6	14.05 - 15.05
Sixth Form Study Area in	08.15 - 16.00

STUDY PERIODS/TUTOR TIME

Your timetable will show a number of independent study periods this is an opportunity to work on your Level 3 programme of study. Your teachers and tutor will help you structure this time but it is essential to use the facilities in the sixth form to complete your independent study tasks (make sure you refer regularly to the independent learning booklets each subject will issue to you.) If you use these periods effectively this will enable you continue with out of school interests and work experience.

If you have a job outside of school we recommend you do not do more than 10 hours per week.

Year 12: You must attend all timetabled lessons. You must study in and remain in school during independent study times and attend Tutor time every day for the first term. After your first report your Tutor may grant Study Leave.

Year 13: You must attend all timetabled lessons, included Guided Learning. You may study at home or at school during independent study times, however this can be reviewed at any time if expectations are not being met.

If you have a timetabled lesson during Period 2 you are expected to attend the Period 1 Tutor Time session. This is especially important as this is when information will be shared regarding UCAS, Careers opportunities and whole school news / issues.

MONITORING YOUR PROGRESS

It is important that you know how well you are progressing and it is vital you have the opportunity to discuss this with your Tutor.

During Year 12 you will get 3 reports which inform you of your:

INTERVENTION PROGRAMME

If you are appearing to struggle in one or more subject areas after mentoring and discussions with tutors you may be referred to the Intervention Programme to work with Mrs Gadsby our Sixth Form Pastoral Leader. This is not a punishment but a purely supportive measure to ensure you achieve your full potential.



SIXTH FORM TUTORS

You will be assigned a designated Sixth Form Tutor. Your Tutor will see you during Tutor time (Lesson 1). The expectation for Year 12 students is that for the first term you will attend **every** Tutor period. If, after your first report in Year 12, your Tutor thinks you are making the necessary progress, Study Leave may be granted and you will only be required to attend if you have a period 2 lesson.

In Year 12 and Year 13, after each report, your Tutor will arrange one-to-one mentor sessions with you to discuss your progress and to identify any issues that you are facing. If they think you are not progressing adequately, Study Leave will be revoked. Your Tutor will be your first port of call for any issues you want to make us aware of. During the Tutor periods you will also be able to undertake leadership and mentor programme opportunities.

CURRICULUM

All your exams are linear. This means that you will be assessed on all the work you cover in Year 12 and Year 13 at the end of Year 13. Some of you will take 4 subjects through to full A level and again will be assessed at the end of Year 13.

Some of you will take 4 subjects in September and may make a decision drop one by the end of the transfer window at the end of September. After this date the expectation is you will take ALL the subjects as full A levels through to assessment at the end of Year 13 as full A levels. If there are concerns as to your suitability for the course your teachers and tutors will raise this with you.

ENRICHMENT

During Year 12 you will be expected to complete enrichment activities, e.g. mentoring or sports leadership. It is a really important part of developing as a young adult; having references and experience will enhance the completion of your UCAS, apprenticeships or future employment applications.

COMPUTER FILES/ICT ACCEPTABLE USE AGREEMENT

No student should ever divulge their network password to anyone. Logging on to someone else's network space is an invasion of that person's privacy and a serious breach of trust. Copying or tampering with any files in another person's network space calls into question the integrity of all computer-assisted learning within the school and is, therefore, a particularly serious offence.

Students are expected to abide by the rules on the use of ICT, by signing and adhering to the ICT Acceptable User Agreement, which includes prohibited activity on any social media platform. Students should refrain from posting comments about others that may be construed as bullying or which undermine fundamental British Values. Any indiscretions or attempts to bring the school into disrepute, through the posting of messages or photos on any such site will be dealt with by the Director of Sixth Form.

USB FLASH DRIVES

You are not allowed to bring USB Flash Drives into school for any reason. This is to avoid infecting the school's system with a computer virus and also to avoid inappropriate files and documents being brought into school.

MOBILE PHONES

Students may keep their phones with them but must ensure that they are on silent, not have them out or take video or photographs during lesson time, unless asked to do so by their teachers. Students must not use their phones (with or without earphones/earbuds) when walking around other areas of the school site. Students are, however, free to use their phones in the Sixth Form Centre at any time. It is, however, expressly forbidden for students to use mobile phones to photograph, film, record or share images of others at school via any media platform. Misuse of images is not permitted and is against school policy. The school can take no responsibility for mobile phones that are lost, stolen or damaged on the premises.

ABSENCE

Post-16 courses are very challenging and missing lessons has a significant impact on both your learning, the learning of others as well as the ability of the teacher to teach effectively. The high-level learning that takes place in lessons cannot be made up by borrowing notes. Catching-up is hard to do. It is therefore vital that you attend all lessons.

At Tadcaster Grammar School, in order for an attendance record to be deemed good, it must be 95% or above. Attendance is monitored with concerns being referred to Tutors and the Director of Sixth Form as appropriate.

Attendance is defined as: participation in the programme of educational activities arranged by school. In addition to actual attendance of subject lessons, 'attendance' also covers:

- Assembly
- Tutor time
- Sports, musical or theatrical productions and trips etc. arranged by, or in conjunction with school and which form a part of your course
- Interviews and visits relating to further and/or higher education of which the Sixth Form administrator should be advised of these in advance to ensure your absence is authorised
- Work experience
- You **must sign in** electronically when you arrive in school.
- If you leave the school site at any time during the school day, you **must sign out** electronically (if you subsequently return, you must sign in again).

We understand that you may sometimes be absent for genuine and understandable reasons.

For all **planned absences**, you should see the Sixth Form Administrator in advance of the absence. If the absence is not planned (e.g. sickness) then your parents should contact the school on the first day and any subsequent days of illness by calling the school on 01937 837691 before 8.30am.

Absence from school sessions will only be authorised if:

- parents inform the school by telephone or email message for short illnesses – but evidence is likely to be required if absences are frequent
- a medical certificate is provided for absences of 5 days or longer.
- written evidence is provided beforehand of a dental, hospital or specialist appointment.
- evidence is presented that urgent (not routine) medical or dental treatment is required.

A Sixth Form Leave of Absence form (available from Mrs Dawson, Sixth Form Administrator) must be completed in advance of any planned absence, examples of which are as follows:

- evidence is provided in advance that a Driving Test is to be attended (the theory test should be organised to ensure the least disruption to lessons). NB: Driving lessons should be organised outside of lesson time.
- parents inform the school in advance of exceptional family circumstances .
- parents inform the school in advance of weddings of immediate family.
- parents inform the school in advance of the funeral of a close family relative or friend.
- religious observance is advised in advance.



Unauthorised absence will be recorded if *(this list is not exhaustive):*

- an absence is unexplained, i.e no contact has been made with school to provide a reason for absence
- a student is absent from a session without obtaining prior authorisation for absence
- a holiday/social event is taken during term-time
- a driving lesson, doctor/dentist appointment is arranged during a teaching period or a Period 1 Tutor session that you are expected to attend and without prior authorisation
- an interview for casual/part-time employment is attended during a teaching period or a tutor period you are expected to attend and without prior authorisation
- a period of part-time job training is attended
- missing lessons to complete coursework/homework
- babysitting younger siblings.

HOLIDAYS/LEAVE OF ABSENCE IN TERM TIME

You should not take holidays during term time as this impacts upon teaching , learning and outcomes. Holidays taken during term time will be recorded as unauthorised absence.

CAREERS GUIDANCE

Within the Sixth Form we have the support and help of our Careers Team, led by Mrs Lawson, with Careers Advisor, Miss Mew. If you feel it would be helpful to have a chat with them, about your future plans, or to find out what might be available in your area of interest or even to discuss and find out what your area of interest is, please complete the online appointment request form

<https://forms.gle/P3KkKTs2xJS5S9QTA>

During the year lots of information about the various routes into employment and higher education will be available to you. You will all have the opportunity in the summer term to complete a work experience placement. The ILC also carries a selection of university prospectuses, study guides, apprenticeship and employment information for you to access.

PASTORAL SUPPORT

There is an excellent structure in place which ensures pastoral support is available should you need extra support. you can get the pastoral support you need. This may be simply coming to talk about something that is happening or which is worrying you or to talk about the options available before making any decisions. Whatever the issue, we hope you feel you can come and talk firstly to your Tutor before anything gets “too big” to cope with and causes any further issues. We want to be able to support you as well as we can. Students who wish to discuss any issue affecting their wellbeing or happiness can meet with Mrs Gadsby, our Pastoral Leader for Sixth Form. Please feel free to pop in at any time.

The content of the conversation is normally confidential. Parents and teachers are not always informed. However, if the student consents and if Mrs Gadsby considers it helpful, information may be shared with parents and pastoral staff. Mrs Gadsby will pass on to the relevant authorities and parents any disclosures relating to violations of the law, child protection or the safety of others.

STUDENT SUPPORT BURSARY

The Bursary Fund is provided to financially assist students who have the greatest need with expenditure that is directly related to school life. This can include support with transport costs (including for University visits), the purchase of stationery and technology required for school (including, if needed, a laptop) and support with catering requirements.

Students can apply for the Bursary Fund when they join in September and the forms are available on the school website or from Mrs Gadsby, Sixth Form Pastoral Leader. The Bursary Fund is means tested and there are three groups of students eligible:

- Students who come from a household with a combined income of less than £28,000
- Students who are in care or are care leavers
- Students who qualify for Free School Meals (application forms are administered by North Yorkshire County Council and are available on their website)

CARS

Students who have a licence and drive to and from school, must complete a vehicle registration form (available from the Sixth Form Administrator) before bringing their car on to the premises. Please park considerately within the bays provided as space is limited.

SMOKING, VAPING, ALCOHOL & BANNED SUBSTANCES

Tadcaster Grammar School is a non-smoking establishment and it is illegal for any person to smoke or vape on the school site or on school transport. Incidents involving students who are caught smoking or vaping or in the company of students smoking cigarettes or e-cigarettes or in the event of finding or suspecting a student to be in possession of alcohol or a banned substance, will follow clearly understood procedure which will support the Drug and Substance Misuse Policy.

The school will not allow its site to be used for the production, supply or consumption of any controlled drug. There is no legal obligation to inform the police however, in certain circumstances, details regarding the people involved, together with as much information as possible, will be passed to the Police Liaison Officer, PC387 Kylie Boyle, or the Community Police Unit. Students may also be subject to a fixed term or permanent exclusion depending on the circumstances and the class of drug involved.

DRESS CODE

There is no school uniform but it is expected that, although your dress may be casual, your appearance will be smart. Remember, this is a working environment and you should dress suitably. All members of the sixth form act as both ambassadors for the school within the local community and important and influential role models for students in years 7 – 11. We recognise that self-expression and individuality is an important part of becoming an adult. Students are expected to dress in a manner that is appropriate for a site which is directly linked to accommodation for younger students. This means that offensive or explicit slogans and/or images on clothing should not be worn. Similarly, clothing that is particularly revealing and not considered 'work wear appropriate' will not be accepted. Students may be asked to go home and change if their clothing is deemed not to be appropriate. The Director of Sixth Form will act as arbiter if a decision concerning the appropriateness of any element of the dress code is required. Parents/carers who disagree with any ruling have the right to appeal to the Senior Leadership Team.

Tops	Tops must be modest with no thin straps and not low cut.	Compulsory
Bottoms	Full length bottoms should have no rips. Leggings, skirts, dresses	Compulsory
Footwear	Sensible shoes, trainer or pumps.	Compulsory
Jewellery / Adornments	Multiple face piercing are not permitted. Tattoos (permanent or semi-permanent) must not be visible.	Compulsory

LANYARDS AND MOVING AROUND SCHOOL

Lanyards **must be worn visibly** at all time as part of our safeguarding policy. Students will need to wear their lanyards at all times not only for security, but also to allow access to all areas of the school.

COMMUNICATION

Student Email

Each student is given a school email address and is expected to check this at least daily as essential information from the Sixth Form Team, their Tutor and teaching staff will be communicated in this way. Students should only use their school email to send appropriate emails between themselves and members of staff.

Correspondence/Letters Home

Almost all correspondence is sent in email format and parents are required to subscribe to our 'Letters Home' system, by providing an email address and selecting the Year Group and House that applies to their child/children. All letters will then arrive in their email inbox. Please Note: Each school year, parents will need to 'update their preferences' and select the next year group. To subscribe, go to www.tgs.starmat.uk and click on the 'Letters Home' or 'Parents' tab. Parents will also need to update their email address if that changes during the year.

CASHLESS CATERING

The school has a cashless catering system. FAQs and answers are detailed on the school website. The system is biometric so will recognise your thumb print. Payments can be made through ParentPay (please allow up to 48 hours for ParentPay to update the credit on the system).

PARENTPAY

Parents can make secure online payments by debit or credit card for any payments made to school, e.g. school visits, resources (revision guides, etc), school meals), therefore eliminating the need for you to bring cash into school. Every parent will have a unique login which allows you to view all payments made to the school and school letters home in relation to any payments required. School menus and the food purchased can be viewed and payments made by logging onto www.parentpay.com or via the link on the school website.

PARENTS' EVENINGS

Making appointments for Parents' Evenings is also completed electronically. The 'Parents' link on the school website leads to an online booking system where parents can make 10 minute appointments with subject staff. Parents will be notified in advance of the date and time of each evening.

PARENTAL CONSENT FOR LOCAL EDUCATIONAL VISITS

We require parental consent to be given electronically, via the completion of an online form, for students to participate in local school events and educational visits. An individual visit consent and medical information form will be needed for a limited number of visits and this will be advised as required. The parental consent for educational visits letter can be accessed on the school website under the 'Parents' tab/useful forms/parental consent for educational visits.

PROCEDURE FOR BAD WEATHER CLOSURE

In severe weather conditions:

- Information will be posted on the school website.
- If the school is CLOSED students will NOT be allowed on site.
- If the school is OPEN but fewer students are expected to come in, the Sixth Form snow base is S1.
- Sixth Form students are required to remain in S1 until directed otherwise.
- Lessons will continue as normal but virtually through G-Meets / Google Classroom.

PROCEDURE FOR EARLY CLOSURE

- Information will be posted on the school website.
- Students will be informed of the time of closure.
- Students are to make contact with their parents to arrange a pick up or to let them know they are going home either by bus, walking or will be driving home (if applicable).
- Students who travel by bus should go to S1 until they receive notification of the arrival of their bus.
- If students are unable to contact parents, they should go to the Sixth Form Office where staff will assist.
- Lessons will continue as normal but virtually through G-Meets / Google Classroom.

STUDENT REPORTS - LEVEL DESCRIPTORS

		Attitude to Learning
1	Outstanding	<ul style="list-style-type: none">- Shows considerable effort in classwork at all times and has a positive, committed, diligent and conscientious attitude.- Tasks are completed to a high standard (relative to ability).- Works independently and takes responsibility for own learning.- Demonstrates an eagerness to improve and acts upon advice offered.- Positive comment(s) will have been placed on Classcharts.
2	Good	<ul style="list-style-type: none">- Always shows the effort required; at times considerable effort is shown.- Tasks are completed to a standard appropriate for ability and at times this standard is exceeded.- Works independently and has started to take responsibility for own learning- Conscientious and seeks to improve.
3	Need for Improvement	A student who gains a level 3 will at times have achieved level 2 but at other times achieved level 4 for attitude to learning, or they will have a mixture of attributes from the level 2 and level 4 descriptors. This level represents a student who is on the boundary between positive and negative outcomes and as such will benefit from discussion to ensure improvement is made in this area.
4	Concerns	<ul style="list-style-type: none">- Effort shown is below that which is required to maximise performance; underachievement is likely as a result.- Some tasks are completed to a standard appropriate to the students' level of ability; at times this standard is not met.- Does not always take responsibility for their own learning; needs support to improve focus when working independently.- Subject or whole school sanctions will have been used.
5	Serious Concerns	<ul style="list-style-type: none">- Effort shown is unacceptable- Tasks are regularly completed to a low standard (relative to ability).- Fails to work independently; does not take responsibility for their learning.- Attitude to learning issues will have been logged on Classcharts.- Subject and/or whole school sanctions will have been used.

		Behaviour
1	Outstanding	<ul style="list-style-type: none"> - Responds immediately to instructions; there is no disruptive behaviour. - Behaviour consistently helps themselves and others to learn; highly considerate and supportive of other students. - Treats all members of staff and other students with consideration and respect. - Student focus is always on the lesson; this is an outstanding factor in their successful learning.
2	Good	<ul style="list-style-type: none"> - Sets consistently high standards for themselves; responds quickly and well when any additional guidance from staff is given about how to conduct themselves. - Behaviour consistently helps themselves and others to learn. - Treats all members of staff and other students with consideration and respect. - Student focus makes a strong contribution to good learning in the lesson.
3	Need for Improvement	A student who gains a level 3 will at times have achieved level 2 but at other times achieved level 4 for behaviour, or they will have a mixture of attributes from the level 2 and 4 descriptors. This level represents a student who is on the boundary between positive and negative outcomes and as such will benefit from discussion to ensure improvement is made in this area.
4	Concerns	<ul style="list-style-type: none"> - Requires frequent reminders in order to correct behaviours and focus on learning. - Poor or inappropriate behaviour on a number of occasions inhibits progress. - May have been impolite; shown a lack of consideration and respect for others. - Subject or whole school sanctions may have been used.
5	Serious Concerns	<ul style="list-style-type: none"> - Behaviour is regularly unacceptable and causes disruption, preventing themselves and others from learning. - Often fails to follow instructions. - May have shown a complete lack of respect for others. - Behaviour for learning issues will have been logged on Classcharts - Subject and/or whole school sanctions will have been used.

		Homework
1	Outstanding	<ul style="list-style-type: none"> - All homework has been completed to deadlines. - Work submitted is of a high standard (relative to ability). - Work demonstrates consistently high levels of effort. - Work sometimes goes beyond what was expected (e.g. evidence of background reading, completions of extensions tasks).
2	Good	<ul style="list-style-type: none"> - All homework has been completed to deadlines. - Work submitted is of a standard appropriate for ability; at times this standard is exceeded. - Work demonstrates high levels of effort.
3	Need for Improvement	A student who gains a level 3 will at times have achieved level 2 but at other times achieved level 4 for homework, or they will have a mixture of attributes from the level 2 and level 4 descriptors. This level represents a student who is on the boundary between positive and negative outcomes and as such will benefit from discussion to ensure improvement is made in this area.
4	Concerns	<ul style="list-style-type: none"> - There are gaps in the homework record and/or homework is sometimes handed in late. - Some tasks are completed to a level below the student's level of ability. - Effort shown in homework is below that which is required. - Homework concerns will have been communicated to parents. - Subject or whole school sanctions may have been used.
5	Serious Concerns	<ul style="list-style-type: none"> - There are significant gaps in the record of homework completed. - Homework is regularly completed to a low standard (relative to their ability). - Effort shown for homework is poor. - Homework issues will have been logged on Classcharts. - Subject and/or whole school sanctions will have been used.

		Coursework / Controlled Assessment
1	Outstanding	<ul style="list-style-type: none"> - All coursework / controlled assessment has been completed to deadlines. - The standard of coursework / controlled assessment exceeds the student's target grade.
2	Good	<ul style="list-style-type: none"> - All coursework / controlled assessment has been completed to deadlines. - The standard of coursework / controlled assessment meets the target grade of the student.
3	Need for Improvement	A student who gains a level 3 will at times have achieved level 2 but at other times achieved level 4 for attitude to learning, or they will have a mixture of attributes from the level 2 and level 4 descriptors. This level represents a student who is on the boundary between positive and negative outcomes and as such will benefit from discussion to ensure improvement is made in this area.
4	Concerns	<ul style="list-style-type: none"> - Elements of the required coursework / controlled assessment are missing. - The standard of coursework / controlled assessment is below the student's target grade. - Subject or whole school sanctions may be have been used.
5	Serious Concerns	<ul style="list-style-type: none"> - Substantial elements of the coursework / controlled assessment are missing. - The standard of coursework / controlled assessment is well below the student's target grade. - Coursework / controlled assessment concerns will have been communicated to parents. CTL/HoY will also be aware of the concerns. - Coursework / controlled assessment issues will have been logged on Classcharts. - Subject and / or whole school sanctions will have been used.

