

Every day is an Interview

A guide to our CUC6 expectations



A	S	P	I	R	E
Attendance & Punctuality	Strive for success	Professionalism	Initiative	Resilience	Environment
WHAT IS THE EXPECTATION? 100% attendance and punctuality.	WHAT IS THE EXPECTATION? All class work and independent learning is completed to the highest possible standard.	WHAT IS THE EXPECTATION? Be passionate about your learning and model professional behaviours throughout the building.	WHAT IS THE EXPECTATION? Ask questions, contribute to discussions and actively seek help when you can't solve a problem.	WHAT IS THE EXPECTATION? Look for solutions when faced with challenges rather than ignoring them. Support your peers when the going gets tough.	WHAT IS THE EXPECTATION? Be proud of the CUC environment and play a role in keeping it tidy and professional.
HOW DO I ACHIEVE IT? Arrive at 8.55am at the latest every school day.	HOW DO I ACHIEVE IT? Maximum effort in all lessons and organising your time effectively in order to complete independent learning efficiently.	HOW DO I ACHIEVE IT? Following the ethos that "Every day is an interview"	HOW DO I ACHIEVE IT? Ask questions of your teachers and academic mentors. Be an active participant in project-based learning. Take advantage of all the opportunities the sixth form has to offer.	HOW DO I ACHIEVE IT? Speak to staff when a challenge seems unsurmountable. Be a positive influence on your peers by encouraging them.	HOW DO I ACHIEVE IT? Take all of your belongings with you from the classrooms and refectory areas. Straighten chairs and tables. Put rubbish into bins.
WHY DO I NEED TO DO IT? The world of work requires that you always attend and you're always on time.	WHY DO I NEED TO DO IT? Those who do not strive for success in the workplace stagnate in their roles and do not advance in their career.	WHY DO I NEED TO DO IT? Professional behaviours are essential in the workplace. They allow for a calm and productive working environment.	WHY DO I NEED TO DO IT? Passive learners who do not actively participate in lessons make less progress. Passive workers do not climb career ladders as quickly.	WHY DO I NEED TO DO IT? There will always be a level of stress to deal with in the workplace. Resilience is the key to battling through.	WHY DO I NEED TO DO IT? A tidy, professional environment makes for a more pleasant space to spend your time and a more productive workspace.

Life in the Sixth Form is different from Key Stage 4

You'll study fewer subjects in more detail and will be expected to work more independently, taking responsibility for your own learning. Staff at the Sixth Form are happy to help you at any time. As you're now working towards your career, we have different expectations for you. This expectations guide will help you understand our expectations for you around the building.

The promise

When you successfully graduate from CUC6, we guarantee:

A job: Many of our partners are looking for skilled entry level staff who fit with their vision and values.

An apprenticeship: Support to secure a higher level or degree apprenticeship to help you learn while you earn.

A university place: Students secure places at competitive universities due to their wide ranging experiences.

Session attendance

All students are expected to be present in each of their timetabled sessions. You should make sure you're in the correct room on your timetable throughout the normal school day. Your attendance in sessions is monitored in the same way as overall attendance.

Enrichment

A range of extra-curricular enrichment activities are available for you to choose from – these sessions will appear on all Sixth Form timetables.

Project-based learning

All students are scheduled to attend timetabled sessions of project-based learning each week. Your attendance at these sessions is mandatory.

EPQ

Many students will work towards achieving the Extended Project Qualification, which is an AS level, certificated qualification through the AQA exam board.

Independent learning

There will be sessions on your timetable that allow for independent learning while you're in the building. You have several choices during these times – the Learning Resource Centre (LRC) is available for silent study, the ground floor refectory space is suitable for quiet group work and you can also make use of breakout spaces within classrooms.

Absence procedure

If your absence from Sixth Form is unavoidable due to illness etc., you'll need to notify the the CUC6 team on 0151 230 1320 on the first day of your absence – let us know the reason for your absence and your likely date of return to school. This should be followed by an e-mail or phone call upon your return.

Where you know about your absence in advance, such as hospital or dental appointments, you'll need to provide notice in advance to your coach. However, medical appointments must not be made in Sixth Form time, unless it's unavoidable.

Informing parents

If you miss lessons, arrive late or don't turn up for coaching, causing concern to coaches, your parents will be contacted. Initially this will be by text message or e-mail, to inform them of the situation. This will be followed up by either a phone call or letter and you and a parent will be requested to attend a meeting with a member of the CUC6 team.

If you're unwell during the school day

Students who are unwell must see a member of the CUC6 team or report to reception. Your parents will be contacted in the normal way before permission is given to go home – you should then sign out. Students mustn't go home without permission.

Courses and open days

Our students are permitted to attend a maximum of three open days at universities during school time. Where trips, open days or courses occur during school time, you should obtain a permission slip from student services and make sure that it's signed by the appropriate subject teacher for the lessons you'll be missing. This should be handed back to your coach.

If this procedure is not followed, your absence will be recorded as 'unauthorised'.

Placements and work experience

You'll have the opportunity to take on placements with our partner companies throughout the year – they're an essential tool in building experience in your chosen pathway. You can also organise your own placements, but they must be checked and approved by a member of the CUC6 team. If you need a reference to be written for a placement, part time job or other activity, you can ask your coach to complete it.

Requesting time away from school during term time

Permission will not be given for any requests to take a student out of school for a holiday. You can apply for special leave of absence for important events and religious observances.

Your request for special leave must be made in writing to the principal. If you're taken out of school without permission, the school reserves the right to take you off roll, in accordance with the attendance policy.

Dress code

Sixth form students are role models in the school and the local community. You should set the tone for the younger students to aspire to – wear clothing that is smart, in keeping with expectations for a professional working environment.

For clarity, examples of the expectations for dress include:

- Students should wear professional business dress
- Coats, hoodies, and hats should be removed when you're in the building
- Jeans and t-shirts are not acceptable
- No sportswear (including trainers) should be worn whilst you're in the building (unless participating in a pre-arranged sporting event, and this should only be the case throughout the event itself)
- No offensive slogans or oversized logos should be visible on clothing
- No low-cut or strappy tops
- No inappropriately short skirts (midriffs should also not be visible)
- Underwear should not be visible
- Leggings should be covered to an appropriate length
- No excessive facial piercings or large hooped or tunnel earrings (including stretcher type earrings/ body modifications)
- Hair colours and styles must not be extreme in nature

These examples are not an exhaustive list and the CUC6 team will make decisions on the appropriateness of students' dress. Students who don't demonstrate these expectations will be asked to return home to change. Where this is unfeasible, you'll follow an alternative timetable whilst in the building and will be required to complete work independently of their scheduled timetable. You are responsible for catching up on any study or practical sessions missed as a result.

IT Access

Students will be given a username and password for the school GoogleMail e-mail system. They should access their account daily to ensure that they receive important messages and careers / higher education advice. When contacting staff in school, students should do so via their school account. There will be a Google Classroom that all sixth form students are invited to and all contact that needs to be made across a year group will be posted there.

Personal devices

You mustn't use any personal electronic equipment when you are in lessons, unless given permission by the teacher.

Personal electronic devices must not be used in LRC – with the exception of personal tablets or laptops, which may be used for work purposes. All other electronic equipment, including mobile phones, must be switched off during these times.

If equipment is used at inappropriate times, it will be confiscated for the day and returned at 3.50. A second confiscation results in a ban for the remainder of the week.

CUC6 Team:

Dr Jonathan Moore: Head of Sixth Form

Sam Forrest – Leader of KS5 Inclusion

Sean Clegg – Leader of KS5 Pastoral Care

Christine Jackson – Leader of Destinations

Wellbeing

An experienced team of staff is available to help with issues of wellbeing and they'll regularly monitor your progress. Coaches are your first point of contact for any concerns you might have, both pastoral and academic.

Staff will do their best to offer help or will put you in touch with someone else who can offer support. If it's appropriate, teaching staff can be alerted, as your work may be affected. However, this isn't always necessary and you may request that teachers are not informed, as this may be a confidential issue.

