



30 September 2022

Dear Parent/Guardian

### **Sixth Form Programme of Study**

We are delighted that your child has chosen Maiden Erlegh Sixth Form for their A levels and technical courses and we sincerely hope that they are settling in well. The feedback that we have been receiving from their form tutors and subject teachers has been overwhelmingly positive and they have given us a fantastic first impression!

We look forward to supporting your child in achieving academic success and guiding them in choosing their future career path. We will also be supporting their mental health and wellbeing. With this in mind, if you have any concerns or there is something you think we should be aware of, either now or in the future, please do not hesitate to contact us via our shared email address: [MESyear12@maidenerleghtrust.org](mailto:MESyear12@maidenerleghtrust.org)

While subject lessons are undoubtedly the most important part of the Sixth Form programme of study, there are also a number of other key elements that it comprises of, which we wanted to share with you. These include:

- Supervised study
- ILPs (Individual Learning Plans)
- The Personal Development Programme
- Work experience
- Community service

### **Subject Lessons**

Most students will have 25 hours of lessons per fortnight. Excellent attendance and punctuality are key to academic success, so we ask that as far as possible students do not attend medical appointments or otherwise during lesson time. If this is unavoidable, we ask that you notify the Attendance Officer - [mesattendance@maidenerleghtrust.org](mailto:mesattendance@maidenerleghtrust.org) 3 days in advance. If your child is absent from school due to illness, please contact the Attendance Officer each morning that they are absent. Sixth Form students are unable to authorise their own absence. Upon their return to school, it is important that they are pro-active in collecting missed work, catching up as soon as possible and seeking clarification if there is anything they do not understand.

Any student who wishes to change one of their KS5 options, must complete a form, which requires a parent signature as well as the head of department of the subject they wish to leave and the one they wish to join. Not all option requests will be possible because of class sizes and option columns. **Friday 14 October is the deadline** for all option changes to be made, however, we would like to stress that changing options should not be undertaken lightly, and involves the student independently catching up with any missed class and home work.

### Supervised Study

Supervised study takes place in our dedicated Sixth Form Study Area. Students will have 3 hours of supervised study added to their timetable. These are periods that must be spent in the study area; however, they may choose to spend more time there. Supervised study is a valuable opportunity for students to complete independent work such as wider reading, practice papers and teacher guided work, to support their studies. We encourage students to keep their discussions focused and their voices low, to create a respectful environment in which all students may focus without distraction. Those who study art, photography, design technology, theatre studies and computer science may spend their timetabled study periods in department areas, but must sign in at the department upon arrival, so that we have an accurate record of where they are.

### Individual Learning Plans (ILP)

Students will complete 3 ILPs during Year 12. These are opportunities for students to reflect upon their Data Collection Point (DCP) reports, to identify their strengths in each subject and to discuss, with their tutors, SMART (Specific, Measurable, Achievable, Realistic, Time-limited) targets for how to improve further.

### Personal Development Programme

All students at Maiden Erlegh receive one hour Personal Development lesson each week, which is delivered by their form tutor. This term our topic is 'Flourishing as a Sixth Former', covering the following:

1. Flourishing as a Sixth Form student
2. Who am I now? Managing identity and self-concept
3. Student Skills – Personal organisation
4. Study Skills – Effective notetaking
5. Study Skills – Revision theory & techniques
6. Managing mental health
7. How and why we should celebrate cultural diversity

The full KS5 Personal Development Programme of study can be found [here](#).

In addition, they will also have important careers related, virtual assemblies to help prepare them for what they may wish to do when they leave Maiden Erlegh.

### Post 18 Destination Planning

Experience has taught us that having a goal gives students a greater sense of the purpose of their studies and the value of securing the grades necessary for their next steps. It is for this reason that we encourage students to begin thinking about their post-Maiden Erlegh plans from the very start of Year 12.

Students will be supported by Mr Gomm, UCAS Co-Ordinator and Mrs Finlason, Trust Careers Advisor, who will deliver timely assemblies to support students in understanding the UCAS and apprenticeship application process. Mrs Finlason also offers support with wider post 18 destination planning as well as careers meetings.

### Work Experience

Students are encouraged to complete 30 hours of work experience, ideally during the school holiday, at some point during Year 12 or 13. Virtual work experience places are now also widely available, giving students the opportunity to complete work experience in person or virtually.

We highly value work experience as it helps to prepare students for the world of work and gives them a taste of their chosen field of interest. It also provides them with the opportunity to develop new skills and gives them a point of reference that may set them apart in interviews and applications for UCAS, apprenticeships or jobs.

### Community Service

All Year 12 students are expected to complete one hour of community service per week, to support the Maiden Erlegh school community. This will give students the opportunity to develop their interpersonal skills and soft skills that many employers look for. Their contribution to the life of the school will be invaluable to the students they support. Form tutors have already shared with students a variety of community service opportunities.

### Year Ahead Meeting

It was lovely to see so many of you at our Year Ahead Meeting on 12 September and to be able to deliver this in person once again, after some time having these as virtual, online events. If you were unable to join us, the power point that was shared can be found [here](#).

Yours sincerely



Mrs Hill  
Co-Head of Year 12



Mrs Garner  
Co-Head of Year 12