



# Cleeve Park School

Sixth Form Information

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Please email [sixthform@cleevepark-tkat.org](mailto:sixthform@cleevepark-tkat.org)



*Commitment, Pride, Success*

# PROSPECTUS

# 2020

# Welcome

Cleeve Park Sixth Form has the highest expectations of its students, encouraging all to aspire to be the best that they can be and to set goals with ambition and a determination to succeed. Academic excellence is our goal for all, whether following a traditional A Level pathway to university or a bespoke mixture of vocational and academic qualifications that allow access to high level apprenticeships or the workplace.

Aspirations to higher education are expertly supported to become impressively fully-rounded applications to the universities and colleges of their choice. Developing links with local grammar schools will enhance the existing annual applications to Oxbridge and Russell Group Universities.

Students have access to a private study suite equipped with 60 computers which is staffed by an experienced Study Supervisor. We have also introduced silent study rooms, timetabled for every period, to provide an environment for extended writing and literary learning for those students whose needs require a smaller environment. The students also have their own canteen which provides wholesome food and a more relaxed environment at break and lunch. Although our focus is clearly on academic excellence for all, the holistic development of the students that we serve is essential and valued. Students are encouraged to express themselves, celebrate diversity and widen their interests. Therefore, they also benefit from a wide range of extra-curricular activities including sporting activities, trips and visits. In recent years there have been trips to Amsterdam and Geneva.

Our students are supported and inspired to achieve by passionate and committed teaching and non-teaching adults. We ensure the monitoring and tracking of our students is frequent, rigorous and effective. Specific targets for improvement are set and explained thoroughly so that they are fully understood by our students. We continually strive to raise standards and expectations in order that our students have every opportunity to achieve and exceed their potential. The excellent support and guidance throughout Years 12 and 13 provide each member of our sixth form with the expert advice and guidance required to assist with the next step in their lives, be it university, apprenticeship or employment.

The majority of students that join us in Year 7 stay on to our sixth form but we warmly welcome students from other schools who are provided with a welcoming and highly effective transition into our Sixth Form. Our excellent pastoral care system ensures our students are happy, nurtured, valued and challenged to aspire to be the best that they can be. The Sixth Form contributions to the school, including the Year 7 mentor scheme, support with the lower school reading scheme and numerous fund raising activities all add to our school community.

Our sixth formers are the beating heart of our school. We look forward to welcoming you so that you experience our offer for yourself and immerse yourself in our unique and vibrant community of learners who, with expert teaching and support, strive to be the very best that they can be.



Jenni Tyler-Maher  
**Executive Head Teacher**



Carol Bonner  
**Head of School  
Cleeve Park School**

<b>Sixth Form Open Evening</b>	<b>Sixth Form Application Deadline</b>	<b>Sixth Form Advice and Guidance Events</b>	<b>Sixth Form Offer letters sent out</b>
<b>14<sup>th</sup> November 2019</b>	<b>Monday 16<sup>th</sup> December 2019</b>	<b>January/February 2020</b>	<b>March 2020</b>



As the Acting Head of Sixth Form, it gives me great pleasure in welcoming you to look at our Sixth Form provision for 2020.

Our students are our priority; their progress, their needs and well-being come above all else. We actively monitor our students' academic progress, attendance and punctuality, providing support and intervention where necessary to ensure students have the opportunity to reach their full potential.

Our aim within the Sixth Form is to develop every student so they become a fully rounded young adult by the time they leave us and take the next stage in their post school journey; whether that is university, apprenticeship or in the workplace. This transition is equally as important as their academic achievements and we feel it is our duty to prepare them for the world beyond secondary education.

My team and I cannot wait to meet our prospective 2020 students to answer any questions they may have regarding Cleeve Park School Sixth Form.

**Mr J Luck,  
Acting Head of  
Sixth Form**

- A Level Economics**
- BTEC Photography**
- A Level Sociology**
- BTEC/A Level Business**
- A Level Biology**
- A Level French**
- OCR IT**
- A Level Chemistry**
- BTEC Health and Social Care**
- A Level Computer Science**
- A Level Physics**
- LIBF (London Institute of Banking and Finance) Level 3 Diploma in Financial Studies (DipFS)**
- A Level Mathematics**
- BTEC Applied Science**
- GCSE English & Maths Retakes**
- A Level English Literature**
- A Level Product Design**
- This is a sample of the courses we offer but are subject to student numbers*
- A Level English Language**
- OCR Diploma in Sport**
- A Level Fine Art**
- A Level Geography**
- BTEC Media**
- A Level History**
- OCR Performing Arts**
- A Level Philosophy & Ethics**
- BTEC Music**
- BTEC Psychology**

## Choosing the right course for you

It is important to choose the right pathway for your Post 16 study. Our Sixth Form team offers a transition programme which supports your decision making; it includes: Assemblies, Open Evenings, One to One discussions with senior members of staff, information from universities and apprenticeship advisors. The Sixth Form offers 4 Post 16 routes, these are: Vocational, Academic and Vocational, Academic and Russell Group Academic. Whilst the pathways are primarily Level 3 we offer Level 2, Maths and English GCSE re-take. Below are the pathway outline and entry requirements.

Path	Vocational	Vocational and Academic	Academic	Russell Group Academic
<b>Award Type</b>	<b>BTEC Level 3</b>	<b>Mixture of BTEC Level 3 and A Levels</b>	<b>A Levels</b>	<b>A Levels including at least 1 facilitating A Level</b>
<b>GCSE Maths &amp; English Requirement</b>	Minimum Grade 4 in English and Mathematics	Minimum Grade 5 in English and Mathematics	Minimum Grade 5 in English and Mathematics	Grade 5 or above in English and Mathematics
<b>Entry Requirement</b>	GCSE Grade 4 and above	Grade 4 and above for BTEC, Grade 5 and above for A Levels	Overall Grade 5 and Average Point Score of 5.0	Grade 6 and above at GCSE

Summer Examination Season	Sixth Form Induction Days	AS/A2 Results Day	GCSE Results Day	Sixth Form Enrolment Day
May to June 2020	early July 2020	13 <sup>th</sup> August 2020	20 <sup>th</sup> August 2020	20 <sup>th</sup> August 2020



**Our dedicated careers team are able to offer wide ranging advice and guidance that will prepare students for their next pathway. This includes:**

### **University Pathway**

- Access to higher education institutions through visits, seminars and contact with student ambassadors
- Comprehensive support through the UCAS process and guidance in writing personal statements
- Various partnerships which offer:
  - Seminars supporting applications to top universities, e.g. the Russell Group
  - Mock interviews with outside employers
  - Tutorials about university life including finances

### **Training/Employment Pathway**

- Access to regular visiting speakers from a wide range of careers and industries
- Access to high quality advice and guidance
- Support for work experience and internships
- Support with CV writing and applications for employment and apprenticeships
- Regularly updated information about apprenticeship and other training opportunities
- Workplace visits and two weeks work experience

All students embarking on both pathways will be expected to participate in various enrichment and extended learning activities.

## **Enrichment**

**We recognise that enrichment activities are essential if we are to prepare our students for the next phase of their lives. All students have an enrichment programme to follow, activities include:**

### **Leadership:**

Senior student leadership is active in the Sixth Form and impacts throughout the school by evidencing our commitment to British Values through the democratic election that involves hustings and a secret ballot. Our students are integral to the life of the school and contribute in many ways. For example, our student leaders help to mentor targeted students and become leading ambassadors of the school in a variety of events and capacities, exemplified by organising charity and sporting events and being active role models for the wider student body.

### **Health and Well-being:**

Physical Education and personal, social and health education programme

### **Creativity/Subject Specific:**

Young Enterprise, Individual music tuition, Arts Award Programme, Balfour Beatty Engineering Programme – Engineering Education Scheme

### **Social:**

Drama and musical productions, Sixth Form social events, trips and visits



## **The Sixth Form Team**

### **Senior Leadership of Key Stage 5**

**Mr J Barritt**  
SLT for KS5

**Mrs A Unger**  
Sixth Form Pastoral Lead & Careers

**Mr J Luck**  
Acting Head of  
Sixth Form

**Mrs J Adamthwaite**  
Sixth Form Study Supervisor

**Cleeve Park School Sixth Form**  
Bexley Lane, Sidcup  
Kent  
DA14 4JN

**020 8302 6418**  
[sixthform@cleevepark-tkat.org](mailto:sixthform@cleevepark-tkat.org)  
[www.cleevepark-tkat.org](http://www.cleevepark-tkat.org)

# The School Day

The School follows a two-week timetable – Week A and Week B.

Sixth Form students are expected to attend full time and have access to the Study Room

<b>8.30-08.35</b>	Staff Briefing
<b>08.35-08.55</b>	Assembly/Registration & Form Tutor Time
<b>08.55-09.55</b>	Lesson 1
<b>09.55-10.55</b>	Lesson 2
<b>10.55-11.15</b>	Morning Break
<b>11.15-12.15</b>	Lesson 3
<b>12.15-13.00</b>	Lunch Break Years 7-8
<b>12.15-13.15</b>	Lesson 4 Years 9-11
<b>13.00-14.00</b>	Lesson 4 Years 7-8
<b>13.15-14.00</b>	Lunch Break Years 9-11
<b>14.00-15.00</b>	Lesson 5



Cleeve  
Park  
School

FOR OFFICE USE ONLY	
Application Received	
Reference Requested	
Reference Received	
Advice & Guidance Date	
Offer Sent	
Offer Accepted	

## Sixth Form Application Form 2020

Forename(s):			
Surname:			
Date of birth:		Gender:	
Address (incl. postcode):			
Telephone No:			
Email Address:			

Present School/College:	Name:
Attended (mm/yyyy):	Address:
From:            To:	
Referee: (i.e. Form Tutor/Head of Year)	Name: Role:

Qualifications				
Qualification	Subject	Completion Date	Predicted Grade	Actual Grade

[www.cleevepark-tkat.org](http://www.cleevepark-tkat.org)

Cleeve Park School, Bexley Lane  
Sidcup, Kent  
DA14 4JN

Tel: 020 8302 6418  
Fax: 020 8308 1571  
Email: [enquiries@cleevepark-tkat.org](mailto:enquiries@cleevepark-tkat.org)

Executive Headteacher: Mrs J Tyler-Maher BA (HON) NPSGH  
Head of School: Mrs C Bonner BA (HON)  
Company Registration Number: 6455757



In order of preference please indicate your subject choices in number order [1 to 4] along with two reserve choices [R1, R2]

### Level 3 Courses

A Level Economics	A Level Fine Art	A Level Biology	A Level Geography
BTEC/A Level Business	OCR Performing Arts	A Level Chemistry	A Level History
OCR IT	BTEC Music	A Level Physics	A Level Philosophy & Ethics
A Level Computer Science	BTEC Photography	BTEC Applied Science	BTEC Psychology
A Level Mathematics	BTEC Health & Social Care	A Level Product Design	A Level Sociology
A Level English Literature	BTEC Media	OCR Diploma in Sport	A Level French
A Level English Language	LIBF Level 3 Diploma in Financial Studies (DipFS)		

### Level 2 Courses

GCSE English	GCSE Mathematics
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<b>What is your preferred Post Sixteen destination</b> (number 1-4, 1 being your first choice)	<b>Cleeve Park Sixth Form</b>	<b>Sixth Form Other</b>	<b>College</b>	<b>Apprenticeship</b>
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**Additional Information – incl. SEN/Medical** (please continue on a separate sheet if necessary):

### Declaration

#### Student

I wish to apply to join the Sixth Form in September 2020

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

#### Parent

I consent to my son/daughter applying to join Sixth Form in September 2020

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parents Name:**

**Parents Address:**  
(if different to students)

Please complete and return this form to Cleeve Park School, Sixth Form Admissions or e-mail it to [sixthform@cleevepark-tkat.org](mailto:sixthform@cleevepark-tkat.org) by **Monday 16<sup>th</sup> DECEMBER 2019**

[www.cleevepark-tkat.org](http://www.cleevepark-tkat.org)

Cleeve Park School, Bexley Lane  
Sidcup, Kent  
DA14 4JN

Tel: 020 8302 6418  
Fax: 020 8308 1571  
Email: [enquiries@cleevepark-tkat.org](mailto:enquiries@cleevepark-tkat.org)

Executive Headteacher: Mrs J Tyler-Maher BA (HON) NPSH  
Head of School: Mrs C Bonner BA (HON)  
Company Registration Number: 6455757







# Sixth Form Bursary Fund

The 16 to 19 Bursary Fund is a government scheme to help young people facing financial hardship to stay in full-time education.

The Bursary Fund has two elements - the **Vulnerable Bursary** and the **Discretionary Bursary**.

## **Vulnerable Bursary - you could receive up to £1200 if:**

- you are in local authority care (in care) or
- you have recently left local authority care (care leaver) or
- you receive Income Support or Universal Credit in your own name or
- you are disabled and receive both Employment Support Allowance **AND** Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in your own name

## **Discretionary Bursary - you may be eligible for a discretionary bursary if:**

- you have been in receipt of Free School Meals or
- your household income is less than £25,000

*The awards will be dependent on good behaviour and good attendance.*

If you think you might be eligible for one of the Bursaries, please download an application form from our website or collect one from the Sixth Form Centre.

*If you have any questions please visit the Sixth Form area of our websites or speak to Mr Luck, Head of Sixth Form*



**All application forms for 2019/20 (with supporting documents) MUST be submitted by 18<sup>th</sup> October 2019**



<b>Name:</b>		<b>Address:</b>
<b>Date of Birth:</b>		
<b>Form:</b>		

**Bursary Applied for** (please tick one box only)

<b>Level 1</b> (Vulnerable)	For students in care, care leavers, students receiving income support or Universal Credit and disabled young people receiving <b>both</b> Employment Support Allowance and Disability Living Allowance or Personal Independence Payment.	<input type="checkbox"/>
<b>Level 2</b> (Discretionary)	For students who are entitled to Free School Meals / For students with a total household income of less than £25,000 per annum	<input type="checkbox"/>

If you are applying for a **Level 2** Bursary, please complete the next section to indicate what the bursary payments are needed for:

Category	Approximate Cost £	Category	Approximate Cost £
<i>Equipment/Books</i>	£	<i>Weekly Travel/Meal Costs</i>	£
<i>University Application Costs (eg. UCAS, Open Days etc)</i>	£	<i>Other:</i>	£

Please provide any other information that you think is relevant:

**Evidence (Please tick one of the following categories and include the requested evidence):**

<b>Level 1</b>	In care (looked after)	Written confirmation (e-mail or letter) from the relevant Local Authority confirming your status	<input type="checkbox"/>
<b>Level 1</b>	Care leaver	Written confirmation (e-mail or letter) from the relevant Local Authority confirming your status	<input type="checkbox"/>
<b>Level 1</b>	I (the student) receive income support or Universal Credit	Copy of the letter setting out the benefit(s) you are entitled to.	<input type="checkbox"/>
<b>Level 1</b>	I (the student) am disabled and receive Employment Support Allowance/Incapacity Benefit <b>and</b> Disability Living Allowance/PIP	Copy of the letter setting out the benefit(s) you are entitled to.	<input type="checkbox"/>
<b>Level 2</b>	Students entitled to Free School Meals	Entitlement Notice	<input type="checkbox"/>
<b>Level 2</b>	Students with total household income of less than £25,000 per annum	<b>All of the following:</b> P60(s) (both parents if applicable), SA302 (self-employed), Tax Credit Award Notice, Letter confirming Benefits or Universal Credits (if UC - 3 most recent monthly awards statements required)	<input type="checkbox"/>

**This section MUST BE completed for Level 2 Applications**

	Adult 1 (Parent/Carer)	Adult 2 (Parent/Carer)
<b>Name:</b>		
<b>Address:</b> (If different to student)		
<b>Relationship to student:</b>		
<b>Annual Income:</b>	£	£

**Student Bank Details – To be completed by all applicants**

<b>Account Holders Name:</b>			
<b>Name of Bank/Building Society and branch address:</b>			
<b>Account Number:</b>		<b>Sort Code:</b>	

## Declaration by Student

PLEASE ENSURE YOU READ THE FOLLOWING BEFORE SIGNING.

I CONFIRM THAT:

- All of the information contained in this application is correct and I give my permission for any of the information to be checked by my school. I understand that if any of the information provided is found to be false my payments could be stopped and steps taken to recover any payments already made.
- I understand that it is a serious offence to give false information and that to prevent and detect fraud my application may be shared with other organisations that control public funds.
- I understand that if I leave my school before the end of the Academic Year future payments will be stopped.
- I understand that details of my application may be shared with relevant members of staff at my school, but this will be a needs only basis.
- I have read the 16-19 Bursary Policy Notes and understand that my application may only be partly or not successful if there are high demands on my School's Bursary allocation.
- I meet the residency criteria as set out in the EFA Funding Regulation (refer to 4.1 of the Policy Notes).
- I understand that by signing below I am agreeing to meet the attendance, punctuality and/or behaviour requirements that are set out below.
- I confirm that the bank/building society account details above are for my own account. I authorise my school to use my bank/building society account details to make payments to me.

<b>Student signature:</b>		<b>Date:</b>	
<b>Parent's signature: (Adult 1)</b>		<b>Date:</b>	
<b>Parent's signature: (Adult 2)</b>		<b>Date:</b>	

## ATTENDANCE, PUNCTUALITY AND BEHAVIOUR REQUIREMENTS

In signing the application form you have agreed to the following conditions. You will need to meet these conditions to receive your full Bursary payments if your application is eligible.

### Attendance/Punctuality and Behaviour Conditions

- For each weekly payment 100% attendance is required, except for authorised absences (see below)
- If a student truants a lesson in a school day, this will count as an unauthorised absence and the payment for that week will not be made.
- If a student has any late marks in a week the payment will not be made for that week.
- If a student has a record of poor behaviour in a given week the payment will not be made for that week.

**Absence or lateness can be authorised, but it is your responsibility to clear any absences where necessary. Your payment(s) will not be released until you have done so.**

### Some examples of absences that may be authorised are:

◆ Medical appointments that cannot be arranged outside school hours, e.g. hospital appointments which are supported by an appointment card  
 ◆ Visit(s) to University for an interview or open day or other subject-related educational visit  
 ◆ Participation in extracurricular activity on behalf of your school/college, e.g. drama or sport, at a regional or national level  
 ◆ An unpaid work experience placement that is an integral part of your course  
 ◆ Attendance at a probation meeting  
 ◆ Attendance at the funeral of a relative or close friend  
 ◆ A driving test (Not theory test)  
 ◆ Study Leave  
 ◆ Religious festival - pertinent to your faith

**PLEASE RETURN THIS APPLICATION FORM IN A SEALED ENVELOPE TO MRS ADAMTHWAITE**

Office Use Only	
<b>Received:</b>	
<b>Checked:</b>	
<b>Authorised:</b>	
<b>Date:</b>	

# Dress Code:

Students in the Sixth Form are required to dress smartly to the standard required by a professional place of employment in business dress. Clothing should be neat and simple in style and jewellery should be unobtrusive. All clothing should be of a suitably restrained colour and style, smart trouser / skirt suits are ideally recommended.



## Girls

- **Shirts / tops:** smart, with sleeves (no thin straps) collared or high necked (no cleavage).
- **Skirts/dresses:** knee length or longer; no denim.
- **Tailored trousers:** no corduroy (or similar), canvas trousers or denim (or coloured jeans) or leg-ins.
- **Shoes:** appropriate for front line office attire; no trainers, ugg boots, flip-flops or canvas shoes.
- **Jackets:** appropriate for front line office wear; no hoodies.

## Boys

- **Suits:** including jacket and tailored trousers.
- **Shirt and tie.**
- **Shoes:** appropriate for front line office attire; no trainers or canvas shoes.
- **Waistcoat and/or jumper:** optional, can be worn instead of a jacket; no hoodies

## **General**

There is no stipulation about the colour/pattern of any of the above clothing, except that it would be considered appropriate for a front line office environment.

The expectation is that students will adhere to the above dress code when walking around the school. It is at the discretion of their class teacher to allow minor changes to the dress code once inside the classroom, laboratory, studio or workshop. In maintaining a smart appearance Sixth Form students should consider themselves role models to students in the rest of the school. The assistance of parents/carers in maintaining smart dress is very much appreciated.

**Hairstyles:** Hairstyles should be sensible. Extreme style and colour will NOT be permitted.

**Jewellery:** To be kept to a minimum.

We also ask that students do not use mobile phones or have headphones on around the school site (such as whilst moving between lessons). They should limit their usage to the Sixth Form areas (LRC2 and the café) at break and lunch-time.