

The Forest Academy Sixth Form

Student Handbook

2017 – 2018 Edition

What We Expect From Our Students



The Forest Academy Sixth Form is a caring, supportive and ambitious learning community where every student is prepared for a lifetime of success.

We pride ourselves on our pastoral system and the individual care and support we offer all of our students. As a successfully developing sixth form we have the highest expectations of our students in all aspects of sixth form life.

All new and existing students should familiarise themselves with the guidelines and codes of conduct set out in this handbook



Beal High School
Woodford Bridge Road,
Ilford, Essex, IG4 5LP
Tel: 020 8551 4954
Email: admin@beal.redbridge.sch.uk
www.bealhighschool.co.uk



Beal Business Innovation Hub
Woodford Bridge Road,
Ilford, Essex, IG4 5LP
Tel: 020 8551 4954
Email: admin@BBIH.org
www.BBIH.org



North East London Teaching Alliance
Woodford Bridge Road,
Ilford, Essex, IG4 5LP
Tel: 020 8418 2617
Email: admin@nelta.co.uk
www.nelta.co.uk

The Forest Academy Sixth Form's Compelling vision for success

To Succeed at TFA Sixth Form, ALL Students MUST:

1. **Actively participate in all aspects of sixth form life.**
2. **Behave with HONESTY, INTEGRITY and MATURITY.**
3. **Strive for the best results academically, working their hardest to reach their full potential.**
4. **Serve the whole school community as a positive role model.**
5. **Achieve *at least 95%* attendance and punctuality.**



- Students must attend form time and assemblies and check the notice boards in the Study Zone and Flexi Room regularly for information and important dates.
- Tutors will also go through the Sixth Form PowerPoint with their form group every week.

Sixth Form IDs / EDPs (Electronic Door Pass) (REVISED)

- All Sixth Form students are required to have a photo ID card, which doubles as an electronic door pass, with lanyard, which must be worn at all times.
- All **new** students will have their photographs taken and IDs and lanyards issued within the first four weeks of term.
- A fee of £5.00 is charged to cover the cost of consumables.
- Any lost cards will need to be replaced at a further cost of £5.00 each.
- Sixth Form students must use their designated entrance / exit only

Sixth Form Student Planners

- Every student will be issued a planner, which has been specifically designed for The Forest Academy Sixth Form.
- All students should use their planner as an effective tool for studying, organising and communication between staff and parent(s)/carer(s)
- Planner checks will be carried out during the school year to ensure that the student is using it appropriately.
- Replacement planners (e.g. lost) will cost £5.00

Sixth Form Dress Code - Smart Business Wear (See page 7)

- Students who do not comply may be sent home to change.
- Smart Business Wear: tailored separates, hard soled (enclosed) shoes. No trainers.
- ALL clothing should be deemed appropriate by Sixth Form staff.
- No 'casual / social' clothing, no logos. **Hoodies and hats will be confiscated.**
- Male students **MUST** wear a visible tie and shirt with formal collar.
- Female students must **NOT** wear excessively short skirts (skirts must be tailored)
- Students should not wear excessive make-up or jewellery.
- MP3 Players/iPods etc. are not part of the dress code and headphones and wires should **not** be on display anywhere outside the Sixth Form Flexi Room
- Mobile phones *are* allowed in school but should be switched off during lessons and assembly. Phones may only be used in the Flexi Room or Youth Centre.
- Students must wear their sixth form lanyard and ID at all times.

Morning Registration

- All students should register with their tutor (or attend assembly) at 8.40 AM.
- Students who are late **MUST** sign in with Jenni Cook (Sixth Form Administrator / Pastoral Assistant) on the 'Late' sheet in the Sixth Form Study Zone, **regardless of what time they arrive** (i.e. not go straight to lesson and sign in retrospectively)

Afternoon Registration

- Students who are *not timetabled* for a lesson Period 5 must register with Jenni in the Study Zone from 1.25pm onwards.
- **Students who are late to morning registration will not be able to sign out until 3.15pm**
- **Continued rule breaking will mean HSP is withdrawn** (*See page 9*)

'Blank' Periods (REVISED)

- A blank period on a timetable means the student is free to decide how they use this time.
- Students **ARE** allowed off-site during these periods(s) but **MUST SIGN OUT on the blue sheets in the Study Zone**
- Failure to sign out, or returning late, will result in this privilege being revoked

Assemblies & Form Time

- Sixth Form assembly is every Friday and / or usually one other day.
- All students must attend Sixth Form assembly on the published days (as displayed on the notice board in the Study Zone and Flexi Room)
- Assemblies are a vital way of disseminating information to the whole sixth form cohort, celebrating success and hosting external speakers and organisations.
- In conjunction with our daily form time sessions, assemblies allow us to deliver our specifically designed sixth form PSHE and enrichment programme.

Attendance & Punctuality

- Attendance and punctuality at The Forest Academy Sixth Form are both monitored carefully and good attendance and punctuality will earn / retain additional privileges.
- A minimum standard of 95% attendance and punctuality are required. If sub-90% by the end of the year then re-enrolment will not be permitted.
- Two to three 'Late' marks in a week will result in a form tutor detention - ten minutes per late.
- Four to five 'late' marks in a week will result in a head of year detention after-school on Fridays, with 15 minutes per late mark.
- If a student is ill and unable to attend their parent / carer **MUST** call in before 10.00am. A message may be left on the Main School number or **Sixth Form Direct Line (020 8501 6672)**
- Parents / carers will be sent a text message if their child is not in school and follow-up calls will be made to seek an explanation.
- A parental note will be required when the student returns to school to authorise the absence.
- Sixth Form students are allowed to leave the school site during the day when they have a 'blank' period and/or at break and lunch times.
- Students **MUST** sign out and sign back in with Jenni. Students **cannot leave site when they have an 'SS' period or if their HSP has been revoked.** (*See pages 4,5 & 9*)
- Please do not book driving lessons or make an appointment during morning or afternoon sessions unless it is an absolute emergency.

In other situations The Forest Academy rules and common sense still apply.

Home Study Privilege (HSP) (REVISED)

- All students will start the year eligible for Home Study Privilege (HSP)
- This means that if a student does not have a timetabled lesson P5 they are allowed to SIGN OUT at the beginning of lunch - 1.25pm and leave site for the day.
- **Students MUST SIGN OUT on the blue sheets in the Study Zone.**
- There will be sanctions for students who **do not** sign out before leaving site as this is a legal Health & Safety requirement.
- Every half term HSP will be reviewed and any student who does not meet our expectations will have this privilege withdrawn, meaning they must remain on site until at least 14:50pm.
- Students who chose **not** to SIGN OUT at 1.25pm, or lose their eligibility for HSP, **MUST** ensure they attend afternoon registration with Jenni to secure their pm attendance mark.

Independent Supported Study Periods (known as 'SS') (REVISED)

- All students will be allocated Personal Study periods ('SS') on their timetable
- Students do NOT need to register for these sessions.
- Students **MUST** remain **on-site** during SS periods.

Sixth Form Silent Study Zone, Flexi Room & Room 51 (REVISED)

- These are Sixth Form only areas. Please treat them with respect and keep them tidy. **DO NOT** move furniture.
- Lower school students may not use these rooms - please do not encourage them and report any misuse immediately.
- The Flexi Room may be used for group work, reading, personal music (with headphones only)
The Study Zone is a silent work area; students are not permitted to use PCs for games, social media, or social networking in this area.
- The Canteen and Library are also available for Sixth Form students to use outside of their timetabled lessons; please follow instructions given by Catering staff / Librarian and be respectful at all times.
- The Study Zone is **NOT** to be used as a leisure space / break room during break or lunch.
- **NO EATING** is allowed in the Study Zone.
- **NO CHEWING GUM** is allowed in the Study Zone, Flexi Room or Room 51
- Sixth Form students have access to their own water cooler in the Study Zone.
- If sixth form areas are not kept tidy and free of rubbish, or used in the manners outlines, they will be closed.

Senior Prefects

- Sixth form students have the opportunity to apply to become Senior Prefects.
- Senior Prefects carry out a range of duties including lower school form group support, running the student stationery shop, break duties, sport support, Student Voice representatives, Academy ambassadors, organising charity events etc.
- The Senior Prefect team also consists of Head Boy and Head Girl, and their respective deputies. These students are responsible for running their teams.
- All Senior Prefects are required to be exemplary role models and attend fortnightly meetings.
- Senior Prefect status is a positive addition to UCAS applications and for inclusion in a CV.
- Replacements (e.g. lost) Senior Prefect badges will cost £1.50.

Enrichment Opportunities

- We pride ourselves on the number of opportunities we seek to offer our sixth form students.
- In addition to in-school events (Progression Days, Careers Events, Senior Prefect Duties etc.) we guarantee every Year 12 student the opportunity to undertake a one week work placement in the summer term.
- All Y12 students visit 'Skills London', at the ExCel Centre, and the Borough's 'Safe Drive, Stay Alive' presentation at the Kenneth More Theatre in their first term.
- Below are just a small number of the trips, events and opportunities which students enjoyed last year:
- Work shadowing placements at KPMG, Allen & Overy, Citigroup, Deutsche Bank, Kings College, Imperial College, The National Orthopaedic Hospital, Pret A Manger, and Financial Conduct Authority. Trips to Westminster University, Anglia Ruskin University and summer school placements at Oxford Maths Institute and Cambridge University.
- Subject-specific trips (e.g. Construction Skills Academy, Royal National Theatre, Bloomsbury Philosophy Conference, The Photographer's Gallery, Starbucks Head Office)
- Visiting external speakers from Wings of Hope, The Alzheimer's Society, Making the Leap, The Teenage Cancer Trust, Make-a-Wish Foundation, Malcolm Sweeting -Senior Partner, Clifford Chance Law, Barclays Life Skills, Jane Marshall - Admissions Tutor, Imperial College

SIMS Points

- 'SIMS' or *School Information Management System* is the education database we use at The Forest Academy.
- All staff can award positive points to students on SIMS for academic, pastoral, community, attendance, punctuality and behaviour efforts.
- These points accumulate throughout the year the student with the highest points at the end of year 12 and Year 13 are each awarded a Kindle Fire HD.
- Negative points can also be given for poor behaviour and /or failure to meet our expectations of a sixth form student (*as outlined in the handbook, along with school policy and within lessons*)
- Negative points are offset by positive points so students can get 'back on track'
- The Sixth Form Team and tutors monitor these points closely and intervene where necessary.

Examinations

- It is each student's responsibility to attend the exams for which they have been entered. Failure to do so may result in students /parents being charged examination entry fee(s) - £30.00 each, at the time of going to print.
- Students MUST bring necessary equipment to ALL exams and arrive at **8.30am** for a 9.00am timetabled exam and **1.00pm** for a 1.30pm timetabled exam.

2018 Exam Results Dates:

'A' Levels:	Thursday 16 th August 2018
GCSEs:	Thursday 23 rd August 2018

'Show My Homework'

- Homework is set electronically via our school website.
- Students and parents can view homeworks that have been set by clicking on the 'Show My Homework' logo the TFA homepage.
- Although all homework will be available for viewing without a password, each parent and student will have a login to allow them to do the following:
 - Download the homework & resources
 - Submit homework electronically
 - View their homework completion rate

If you have any problems with use of the site please contact Show my Homework on 0207 197 9550 (Mon - Fri) or email: help@showmyhomework.co.uk

Student Network Login & Email

- Every student is given their own, unique, login and password to access all PCs in the school and their email account.
- The Forest Academy mail provides all students with an email address which can be accessed from any computer that has Internet access. This address should be used for **school work only** and is the way you may also email staff.
- Your email address will be your network user name followed by **@theforestacademy.co.uk** and the password will be the same as you network login password.

My Network Login _____ My Password _____

MLE - 'Fronter'

Fronter is a Managed Learning Environment (MLE) which allows students and staff to upload files, resources and documents; share information and have 'rooms' for specific areas (such as Student Voice etc.)

- Fronter can be accessed from any computer with Internet access, allowing students to work easily between home and school. Students can also save documents (accessible only by them) as an additional 'back up' for work.
- Quick links to both The Forest Academy email and Fronter can be found on The Forest Academy website: **www.theforestacademy.org** or direct access to Fronter: www.fronter.com/Redbridge
- **To log in to Fronter:** New students will be issued with user names especially for Fronter. The first time new students log into Fronter, they will need to enter the password "fronter"; they will then have to change this to their network login password.

Sixth Form Dress Code

'Smart Business Wear'



Not permitted:

- Jeans
 - leggings
 - Jeggings
 - Trainers, 'Converse' or 'Vans'
 - Sweatshirts
 - T-Shirts
 - Polo shirts
 - Tops with logos
 - Combat or 'Social' trousers
 - Shorts
 - Vest tops
 - Sleeveless or 'strappy' tops
 - Denim
 - Hats
 - Short skirts
 - Playsuits
 - Maxi dresses
 - Sandals
- All Hats & Hoodies will be confiscated**

MALE

Shirt, long or short sleeved (*with a collar*)

Tie

Tailored trousers

Tailored Jacket (*optional*)

Smart sweater
(*tie must be visible*)

Hard-soled shoes

Sixth Form ID & Lanyard

FEMALE

Smart shirt or top

Appropriate length skirt

Tailored trousers

Tailored Jacket (*optional*)

Smart sweater /
cardigan

Hard-soled shoes

Sixth Form ID & Lanyard

REMEMBER:

No 'social' or 'casual' clothing

Students will be sent home to change if their dress is deemed inappropriate



Network and Internet Use Policy

All Internet sites, favourite links, home folders and ANY other contents / files / folders / executables are scanned and filtered on The Forest Academy ICT Network. The Network Administrator has full access, control and permissions over the above. You are personally responsible for ALL contents within your user area - if you believe someone knows your username and password you must inform a Network Administrator immediately.

Rules for Responsible Computer Use

- I will only access the network with my assigned login and password, which I will keep secret.
- I will only use the computers at TFA for school and homework.
- I will not bring data from outside school on portable media, unless I have been given permission.
- I will not attempt to gain unauthorised access to the Hainault Forest High School network or any other computer system within school.
- I will not try to access, corrupt or destroy other people's files.
- I will use TFA's resources responsibly at all times.
- I understand that the school will check my computer files and monitor any computers that I work on for inappropriate use.
- I understand that any inappropriate use may result in disciplinary action.
- I will not violate the privacy or disrupt the work of other users.
- I will not load unauthorised software/applications on the network or computers.
- I will not print out any documents that are NOT work related.
- I will take care not to cause damage to computer equipment, networks or furniture and will report immediately any accidental damage.
- I will not violate laws relating to copyright, data protection or computer misuse.

Rules for Responsible Internet Use

- I will be responsible in my use of electronic communications (examples: e-mails, Instant Messaging, Blogging, Message Board Submissions and Newsgroup Conversations). I will not send any material that is inappropriate.
- I will not use offensive or threatening language in my electronic communications. All communications I send will be polite and responsible.
- I will not give out personal information about myself particularly my home address in any electronic communications.
- I will report any unpleasant material or messages sent to me, in confidence if necessary, so as to help protect other students and myself.
- I will not visit websites that contain unsuitable material. If I am unsure that a site is suitable, I will ask a member of staff.
- I will not participate in any Internet chat rooms.
- I will not download unauthorised files into my user area (examples: software, games, music, screensavers, zipped/winrar files, executables, etc.).
- During lessons and club times I will ONLY use the Internet for school work. Using the Internet for other purposes is allowed at the discretion of a member of staff. If I want to use the Internet for any other purpose, I will ask permission first.
- I will not take information from the Internet and pass it off as my own work.
- I will report any misuse of the Internet immediately to a member of staff.

Safeguarding & Child Protection

The designated staff responsible for Child Protection at The Forest Academy are:

Mrs L Thompson (Vice Principal) or Mr D Taylor (Vice Principal)



Telephone: 020 8500 4266 Fax: 020 8500 0036

Email: admin@theforestacademy.org Website: www.theforestacademy.org

The School Day

All Sixth Form students are expected to be in school between 08:40 and 15:15 unless they have specific permission from a member of the SFT or have signed out for HSP

Start	08:40
Am Registration / Assembly	08:45 - 9:05
Period 1	09:05 - 10:05
Period 2	10:05 - 11:05
Break	11:05 - 11:25
Period 3	11:25 - 12:25
Period 4	12:25 - 13:25
Lunch	13:25 - 14:10 (Sign out for HSP)
Period 5	14:15 - 15:15 OR
Pm Reg (with Jenni)	14:50 - 15:10 (if still on on-site) <i>or 15:15pm if late for am reg earlier in the day</i>



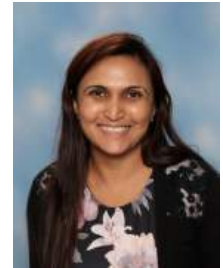
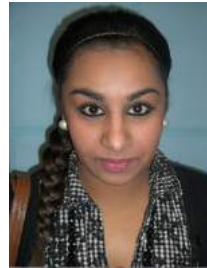
Sixth Form Staff Team (SFT)



Mr E MacLeod
Miss T English
Mr A Shorey
Miss Jenni Cook

Director of Sixth Form & Assistant Principal
Head of Year 12
Head of Year 13
Sixth Form Administrator / Pastoral Assistant

Progression Mentors (Form Tutors)



Mr K Dignon

Mr E Johnstone

Miss A Amin

Mrs S Charles/
Mrs Z Placide

Mrs S Filek

Mrs B Desai



Mr D Clarke

Mrs A Ikhatalor

Ms K Tai

Ms H Goodall

Mrs B Saad

Mr G Whelan

Contact Information - To report an absence, general enquiries and first point of contact

Sixth Form Direct Line: 020 8501 6672

Email: j.cook@theforestacademy.co.uk

The Forest Academy 16 - 19 Bursary Fund

Students in one of the following categories may apply for the 16 - 19 Bursary which offers financial support to Learners. The young person must be aged under 19 years on 31st August 2017 to apply. **Full guidelines and application forms are available from the Sixth Form Study Zone.** Please contact Jenni Cook (Sixth Form Administrator) with any queries regarding the Bursary application process.

1. Learners in Vulnerable Groups:

- Young people in care,
- Care leavers
- Young people in receipt of income support (or Universal Credit) **in their own name**
- Disabled young people in receipt of Employment Support Allowance, who are also in receipt of Disability Living Allowance, (or Personal Independence Payments)
- Young people with LDD but who are not in receipt of ESA or DLA or PIP
- Young Carers
- Teenage Parents who are not in receipt of income support
- Young Offenders.

2. Learners in receipt of free school meals and/or whose families receive income-related benefits and/ or whose family income is below £16,190 per year.

3. Learners whose family income is below £21,000 per year.

A sliding scale of weekly-equivalent payment is attributed to each group. The Learner will receive one lump sum payment, at the end of each term or half term as directed, for each week they have met eligibility criteria.

Eligibility Criteria

Students **MUST** meet all of the following conditions **each week** in order to be receive their level of award:

- **Attendance** - 90% minimum
- **Punctuality** - no more than one late mark per week
- **Behaviour** - not in breach The Forest Academy's code of conduct, behaviour policy, Sixth Form student expectations (no negative SIMS points.)

Deadline for applications: Friday 22nd September 2017



Assessment, Tracking and Reporting

The Forest Academy has a rigorous and established tracking system. The nature of this system supports the dialogue teachers maintain with students and parents/carers about progression.

Interim Reports (IRs) are completed each term by all subject teachers who enter end of course predicted grades as well as comments and targets into the tracking system. The Director of Sixth Form, Head of Year 12 and Year 13 and Heads of Department analyse this data and intervene where necessary to ensure personalised learning is effectively impacting on results.

Mentoring meetings are held by form tutors once a term with each individual student in order to track their progression and ensure underachievement is challenged. Parents are welcome to attend these meetings with the students. Heads of Year and the Director of Sixth Form meet with individuals who are underachieving in two subjects or more.

We greatly appreciate parental support and positively encourage two-way communication. We are happy to make appointments for parents / carers to meet with Mr Macleod (Director of Sixth Form) outside of the formal events shown above throughout the year.

ALPS ('The 'A' Level Performance System')

We use ALPS minimum target grades - calculated using average GCSE point scores and normalised against 200,000 students across the UK to set targets, monitor regularly and evaluate progress, of individuals and departments.

Students are motivate to be aspirational and exceed their minimum target grade at every opportunity

Destinations

All of our students are supported through the UCAS (university application) process with dedicated mentors, referees and tutors. Students who do not opt for the university pathway are given 1:1 support with applications for apprenticeships and employment



Term Dates & Holidays:

- Autumn Term 2017

1st Half Term: Tues 5th Sept (Y13 - 2.15pm), Fri 8th Sept (Y12 - 8.45am)

Half Term: Monday 23rd October - Friday 27th October

2nd Half Term: Monday 30th October - Friday 15th December

Mon 18th, Tuesday 19th and Wednesday 20th - taken as Staff INSET Days

- Spring Term 2018

1st Half Term: Tuesday 2nd January - Friday 9th February

Half Term: Monday 12th February - Friday 16th February

2nd Half Term: Monday 19th February - Friday 29th March

Friday 26th January - Staff INSET Day (School CLOSED to students)

- Summer Term 2018

1st Half Term: Monday 16th April - Friday 25th May

Half Term: Monday 28th May - Friday 1st June

2nd Half Term: Monday 4th June - Friday 20th July

Monday 7th May - Bank Holiday (Spring Bank Holiday)

Important Dates: *(these may be subject to change)*

- 'Settle in' Interim Reports - IR1: Friday 29th September 2017
- Year 12 Change of Course(s) Deadline: Friday 29th September 2017
- Year 12 Trip - 'Safe Drive, Stay Alive': Thursday 5th Oct 2017, (12:00 - 15:30)
- Year 12 Trip - 'Skills 2017' (ExCel): Friday 24th November 2017, (11:30 - 15:30)
- Sixth Form Progression Evening: Tuesday 3rd October 2017
- IR2: (Sixth Form Reports): Tuesday 28th November 2017
- Sixth Form Open Evening: Tuesday 28th November 2017
- Year 13 Mock Exams: Monday 11th Dec - Fri 15th Dec 2017 (1 week)
- Sixth Form Parents' Evening: Tuesday 6th February 2018, (16:00 - 19:00)
- Year 12 & Year 13 Mock Exams: Thurs 1st - Fri 9th March 2018 (2 weeks)
- School Celebration Evening: Tuesday 20th March 2018 (18:00 - 20:00)
- IR3: (Year 12) Friday 9th March 2018
- Year 12 Study Leave: Monday 14th May - Friday 18th June 2018
- Year 12 Work Experience Week: Monday 11th - Friday 15th June 2018
- Sixth Form Summer Ball: Thursday 12th July 2018
- Year 12 Progression Days: 22nd, 25th & 26th June 2018

UCAS DEADLINES (*University application process*)

15 October 2017

- Applications for Oxford, Cambridge or most courses in medicine, dentistry and veterinary medicine/science should arrive at UCAS by 18:00 (UK time). The reference needs to be completed before the application can be sent to UCAS.

15 January 2018

- Applications for the majority of undergraduate courses should arrive at UCAS by 18:00 (UK time) on this day (check course details in our search tool for the correct deadline). The reference needs to be completed before the application can be sent to UCAS.

25 February 2018

- Extra starts for eligible applicants.

24 March 2018

- Some art and design courses have a 24 March deadline; applications should arrive at UCAS by 18:00 (UK time). (Others have a 15 January deadline - check course details in UCAS search tool to confirm the correct deadline.) The reference needs to be completed before the application can be sent to UCAS.

30 June 2018

- If an application is sent to UCAS by 18:00 (UK time) on this day, they'll send it to the chosen universities or colleges. Applications received after this date will automatically be entered into Clearing.

4 July 2018

- Last date for applicants to add an Extra choice.

31 August 2018

- The deadline for any remaining conditions to be met - otherwise the university or college might not accept the applicant - this day also marks the end of Adjustment.

20 September 2018

- The final deadline for applications to 2017 courses. Applications must arrive at UCAS by 18:00 (UK time).
- 23 October 2018

The deadline for adding Clearing choices, and for universities or colleges to accept applicants in Clearing.

REMEMBER!

You cannot click 'pay and send', and complete your application, until you have given £24.00 to Jenni Cook (*exact money or cheque payable to 'The Forest Academy'*) and she signs your yellow form which you then give to your Head of Year.

USEFUL CONTACTS

- **UCAS:** www.ucas.com 0870 1122211
- **Student Finance:** www.studentfinanceengland.co.uk 0845 300 50 90
- **LBR Awards Team:** (*FSM*) 020 8708 3114
- **Careers Service:** 020 8708 2718

Timetable

<u>WEEK 1</u>	Monday	Tuesday	Wednes day	Thursday	Friday
Registration / Assembly 08.40 – 9.05					
Period 1: 09.05 – 10.05					
Period 2: 10.05 – 11.05					
Break 11.05 – 11.25					
Period 3: 11.25 – 12.25					
Period 4: 12.25 – 13.25					
Lunch 13.25 – 14.10					
Period 5*: 14.15 – 15.15					

<u>WEEK 2</u>	Monday	Tuesday	Wednes day	Thursday	Friday
Registration / Assembly 08.40 – 9.05					
Period 1: 09.05 – 10.05					
Period 2: 10.05 – 11.05					
Break 11.05 – 11.25					
Period 3: 11.25 – 12.25					
Period 4: 12.25 – 13.25					
Lunch 13.25 – 14.10					
Period 5*: 14.15 – 15.15					

** Students with no lesson Period 5: see 'Afternoon Registration' (pg3)*



'BRIDGING THE GAP' (for Year 12, Level 3 Students)

SUMMER WORK TO COMPLETE BEFORE SEPTEMBER

In order to prepare you for the start of Level 3 courses in September you are required to complete the bridging work for each of the subjects you have enrolled for.

You can access this work via our website: www.theforestacademy.org or the following link:

<http://www.theforestacademy.org/teaching-learning/sixth-form/sixth-form-summer-bridging-work-2017/>

Password: forest17

Work for all your chosen Level 3 subjects **MUST** be completed and brought with you on the first day of term. The work will be marked by your subject teacher and form the basis of your first assessment. Failure to hand in the bridging work will result in detention until the work is completed.

If you have any queries relating to your bridging work, during the summer holidays, you may email:

Mr E Macleod (Director of Sixth Form, Assistant Principal)
e.macleod@theforestacademy.co.uk

We'll see you in September.....

Start Dates & Times

Year 12: *Friday 8th September 2017 at 8.45am in the Main Hall*

Year 13: *Tuesday 5th September 2017 at 2.15pm in the Main Hall*

If you change your mind about joining us in September

You have now officially enrolled for the autumn term and we will put everything in place for you to start with us in September.

However, if you change your mind or accept a place elsewhere, *please* contact us IMMEDIATELY by emailing: j.cook@theforestacademy.co.uk

This will save us a great deal of time with administration and would be much appreciated.