



Monmouth | Ysgol Gyfun
Comprehensive School | **Trefynwy**

"Learning to Lead our Lives"
"Dysgu Trwy Arwain"

SIXTH FORM

HANDBOOK

2017-2018



Term Dates

TERM	BEGINS	Finish for Half- Term	Return from Half-Term	ENDS
Autumn	Tuesday* 05.09.17	Friday 27.10.17	Monday 06.11.17	Friday 22.12.17
Spring	Tuesday 09.01.18	Thursday 15.02.18	Monday 26.02.18	Thursday 29.03.18
Summer	Monday 16.04.18	Friday 25.05.18	Monday 04.06.18	Tuesday 24.07.18

- * **Tuesday 05 September** start of Term for Y7 & Y12
- * **Wednesday 06 September** start of Term for Y8, Y9, Y10, Y11 & Y13

May Day – Monday 7th May 2018

Inset Days:

Monday 04 September 2017

Monday 08 January 2018

Friday 16 February 2018

Thursday 28 June 2018

Friday 29 June 2018

Useful Contacts

School address

Old Dixton Road
Monmouth
NP25 3YT

School switchboard

01600 775177

Absentee line

01600 775284

Sixth Form Office

01600 775184

Website

www.monmouthcomprehensive.org.uk

Email

monmouthcomp@monmouth.schoolsdu.org.uk



Contents

Sixth Form Vision.....	1
Standards and Expectations.....	1
Uniform.....	1
Sixth form contract.....	2
Attendance and Absence information.....	3
Transport.....	4
Education Maintenance Allowance (EMA)	4
Registration.....	5
Timetable.....	5
Course Changes.....	6
Timetable clashes.....	6
Study Space.....	6
Homework.....	6
Support at Home.....	7
Parents' Evenings.....	7
How your progress will be monitored.....	7
Progress and Target Setting Reports (PATS)..	8-11
UCAS tariff points.....	12
Examination re-sits and charging policy.....	13
Year Council.....	14
Extra-curricular Activities.....	14
Staff Absence.....	14
Webmail.....	15
Mobile Phones.....	15
Bring Your Own Device & Protocol.....	15
Careers and Higher Education.....	15
Key dates	16
Appendices.....	17-22



Map of school.....

23



Sixth Form vision statement

By choosing Monmouth Comprehensive School sixth form you are committing yourself to a successful academic pathway which will prepare you for university, employment or apprenticeship and beyond. As a '**professional student**' you are making choices about the where and what you study, how you study, and making a statement about what value you place upon your education. Our learners aspire and are committed to reaching their full potential. Students take their lead with their learning, developing both academic and personal skills for success in the sixth form and life beyond our school.

Standards & Expectations

Monmouth Comprehensive School is a learning community developing young people who are open, honest, trustworthy and independent. Our learning community has identified five Core Values that underpin our approaches to learning, the curriculum and to the way we build, maintain and repair relationships.

We Value

Respect
Freedom with Responsibility
Independence
Security
Success

The role of a Sixth-Former within our school community is an extremely important one.

As the most senior members of our school community, Sixth-Formers are expected to set an example to the younger year groups. There are high expectations in the way they:

- a) Abide by the Sixth Form dress code
- b) Behave sensibly and show respect to their teachers and fellow students; Build and maintain relationships with teachers and fellow students
- c) Complete all coursework and homework within the agreed timescales.

Uniform

School Uniform is compulsory for Sixth Form students and we have made every effort to ensure it is smart, practical and comfortable. Uniform also provides safety and security by identifying, at a glance, who should be on our site.



Full details of the uniform requirements for Year 12 (new uniform) and Year 13 (old uniform) can be found in the appendices and our website. We ask for support from parents in ensuring that all students come to school in correct uniform and with appropriate footwear, jewellery, hair and outerwear.



SIXTH FORM CONTRACT

- I understand that the school will deliver good teaching in the subjects of my choice and will help me to work towards high outcomes.
- I understand that it is a requirement at Monmouth Comprehensive School that I attend registration at 8.45am every day and all scheduled assemblies.
- I understand that if I am ill, I should follow the Procedure for Absence as laid out in the Student Planner.
- I will endeavour to manage my time so that assignments are researched and completed on time.
- If unforeseen circumstances arise I will liaise with my tutor/teacher to make adjustments to my schedule.
- I will make every effort to inform my teachers of known future absence, and use a Student Trip Advice note.
- I will ensure that Mrs. Guest is consulted before any timetable changes are agreed.
- I will wear uniform as set out by the Governing Body of the School.
- I understand that if I am not in full uniform, I may be sent home.

PROCEDURE FOR ABSENCE

If you are ill

- On the first day of absence, your parent/guardian must telephone the school absence line on 01600 775284 and in the morning of each day of absence after that.
- If you are absent for more than a week, or if you are regularly missing lessons due to ill health then you must provide a doctor's note to confirm this.
- Regular single day absences are not acceptable.
- Doctors, Dental, Optician, etc, appointments must be arranged outside classes.

Absence due to other reasons

- Authorised absences must be approved in advance. An explanatory note from parent/guardian should be passed to the Sixth Form Office.
- For all Pre-planned absences a Student Trip Advice note should be completed.

Examples of authorised leave include

Hospital appointments, a university or job interview, attendance at a funeral or wedding of a close family member, driving test, severe transport disruption such as snow, course related work experience, family emergency.

Examples of unauthorised leave include

Holidays, paid work, leisure activities, birthdays and family celebrations, babysitting, driving lessons, missing the bus.

Student Name _____

Reg _____

Signature _____

Date _____



Attendance and Absence

The school day

To accommodate the wide range of options and choices available in Year 12 and 13, the timetable for Sixth Form runs from:-

8.45am - 3.00pm Monday, Wednesday and Friday

8.45am – 4.20pm Tuesday and Thursday
This will include a '**Period 6' lesson** for some courses, which runs from 3:20pm - 4:20pm

Full attendance at all registrations and timetabled lessons is compulsory for all students studying Sixth Form courses.

Progress on courses can be seriously affected by absences, and can have a serious impact on the grades that students eventually achieve.

There may however be times when students are unable to attend because they are unwell, and in these cases, the following actions should be taken: We require parents to notify us of absence of your son/daughter by:

- Telephoning 01600 775284 (the school absence line) on the first day of absence and in the morning of each day of absence after that.
- If they are missing for more than a week, or if they regularly need to miss lessons due to ill health then a Doctor's note should be provided to confirm this.
- Driving lessons and other routine appointments should be arranged outside timetabled lessons.

Please refer to Appendix 2 and 3 **FIRST DAY ABSENCE INFORMATION** for more detailed information.

Holidays during Term Time

Under guidance from the Local Authority and Welsh Government, the school is unable to authorise absence during term time.



Transport

Students living within Monmouthshire who would like to access home-school transport facilities that are provided by the County Council **must** complete a Post-16 Transport Application Form.

These forms are available from both the Sixth Form Office and the MCC Passenger Transport Unit.

The Passenger Transport Unit can be contacted as follows:-

Telephone 01633 644777

Fax 01633 644775

E-mail passengertransportunit@monmouthshire.gov.uk

For enquiries relating to the assessment or eligibility of transport, please contact the Passenger Transport Unit in the first instance.

Students living outside Monmouthshire should make their own travel arrangements. Should you require further information please contact the school's Transport Co-ordinator who may be able to provide relevant contact details for your area.

Education Maintenance Allowance (EMA)

You may be entitled to an EMA payment of £30 per week if you live in Wales. Please visit the Student Finance Wales website for full details of the allowance and information on how to apply:-

www.studentfinancewales.co.uk

Applications for EMA should be made via the Student Finance Wales website or alternatively application packs are available from Mrs Paul, Attendance Officer. Mrs Paul is based in the Progress Leaders' office opposite the Support Centre.

Students complete an EMA 'Learning Agreement' at the start of term which explains what they need to do for payments to be authorised.

Please note that students who live in England are not entitled to claim EMA. Students need full weekly attendance to qualify for payment for each week.



Registration

Registration periods take place from 08.45 – 09.05 each day and are compulsory for all students.

Year 13 students may apply in writing to be excused from attending Registration on days where they have no scheduled lessons before 11.05am (first break). This application should be made via letter from a parent. Students wishing to take advantage of this option must have no attendance issues and receive authorisation from the Director of Sixth Form Studies once written parental authority to study at home on those specified days is provided.

Timetable

Daily Routine ~ Trefn Ddyddiol

	Year Group ~ Blwyddyn						
Time	7	8	9	10	11	12	13
08:45	Pastoral						
09:05	Pd1	Pd1	Pd1	Pd1	Pd1	Pd1	Pd1
10:05	Pd2	Pd2	Pd2	Pd2	Pd2	Pd2	Pd2
11:05	Break	Break	Break	Break	Break	Break	Break
11:30	Pd3	Pd3	Pd3	Pd3	Pd3	Pd3	Pd3
12:30	Lunch				Lunch	Lunch	Lunch
13:00		Pd4	Pd4	Pd4			
13:30	Pd4	Lunch	Lunch	Lunch	Pd4	Pd4	Pd4
14:00	Pd5	Pd5	Pd5	Pd5	Pd5	Pd5	Pd5
15:20						Pd6*	Pd6*

* Sixth Form students may have a 6th teaching lesson on Tuesdays and Thursdays depending on their course selection



Course changes

If a student wishes to change a course, they should firstly discuss this with their subject teacher and Form Tutor. Course changes are not recommended after the first few weeks of term.

If a student does not wish to continue with a subject, this should also be discussed with Mrs Guest, Director of Sixth Form Studies. All students must take a minimum of 3 advanced level or equivalent subjects alongside the Welsh Baccalaureate qualification.

Timetable clashes

In a minority of cases a student may have a lesson clash, due to their chosen combination of courses. Where this occurs students will be supported with keeping on top of their workload and liaising with course teachers, to ensure work is supplied with advice and guidance on how to complete it, ready for the next timetabled lesson. This ensures continuity with learning on both courses.

Study Space

The School provides a number of areas where Sixth Form students can study. Students have a study space within the Sixth Form Area in Pegasus Block.

The dining area in T Block is available for Sixth Form students to use throughout the day.

The Resource Centre is a quiet working area which Sixth Form students have access to throughout the day and after school.

The Resource Centre closes at 4.00pm Monday to Thursday and 4.00pm Friday.

Sixth Form students have exclusive use of the computers in the Resource Centre. Students are also able to make use of laptops. These are available to borrow directly from departments or from the Resource Centre.

Homework

All Sixth Form courses will require a great deal of independent study.

Although some of this can be carried out at school, students will also find it necessary to work at home.

Year 12 and Year 13 students are required to source their own homework planner. This may be an academic or working week planner, or a Homework App on personal electronic devices.

The amount of work set will vary depending on the combination of subjects, but as a general guide, students will need to spend at least 2 hours twice a



week on each of their subjects outside of timetabled lessons. This includes the Welsh Baccalaureate.

This time requirement will of course vary during the year, with a great deal more time being required as examinations approach and Controlled Assessment pieces are scheduled.

Support at Home

You can help your child by:

- Discussing their work and deadlines with them
- Ensuring they attend school on time, fully equipped and in the correct uniform
- Contacting the Form Tutor at an early stage if there are any problems which might affect progress, or if there are any concerns regarding subjects taken speaking to the Director of Sixth Form Studies.

Parents' Evenings

Year 13 Parents Evening Wednesday 04 October

Year 12 Parents Evening Tuesday 17 October

Each student is given an appointment sheet approximately one week before Parents' Evening so that appointments can be made for you with members of staff.

We encourage both parents and students to attend Parents' Evenings.

How your progress will be monitored

At Monmouth Comprehensive we aim to ensure that all Sixth Form students are fully supported in their progress through years 12 and 13, and that progress is reviewed regularly with subject teachers and Form Tutors.

Expectations of school work: You have a responsibility to meet deadlines set by your teachers, and to ensure that your work is of a suitable quality.

How we will help

Teachers will input data concerning your attendance, uniform and school work into SIMS (Student Information Management System). This information is passed to your Form Tutor, who will use it in the following ways:

- The first time there is a problem with your attendance, uniform or school work, your Form Tutor will discuss the problem with you.



- If there is a continuing problem with your attendance, uniform or school work, you will be referred to the Head of Sixth Form.
- If the problem persists, the Head of Sixth Form will write to your parent/guardian.
- If the problem is still not resolved, your parent/guardian will be called for interview to remedy the situation.

Progress Reports & Target Setting (PATS)

Progress and Target Setting Reports (PATS) give students the opportunity to monitor their own progress and manage targets which they set for themselves.

Students will set their own targets at the beginning of Year 12, based on their GCSE average point score and Minimum Expected Grades for A Level / BTEC.

Tutors will monitor and support students throughout the PATS process which takes place twice a year.

PATS reports are the culmination of students' meeting with teachers over the course of a week to discuss their performance and current attainment.

Individual subject targets are set during these discussions by students with the support of teachers.

At the end of this process students have scheduled individual interviews with their tutors in order to complete their PATS report.

Progress and Target Setting Reports (PATS) are sent home in December and April.

It is **your responsibility** to ensure that the termly report is completed within the progress fortnight set aside each term.

During Registration take some time to consider how you are doing in each subject. Fill out your strengths, weaknesses and targets for each of your subjects on the relevant pages in your planner.

Make sure you have a 5 minute review discussion for each subject with one of your teachers for this subject. Please take a positive role - Ask direct questions

What am I doing incorrectly?
Why am I doing this incorrectly?
How can I improve my grade?
What do I need to do?



Make an appointment with your Form Tutor. Using your subject interview notes, write out on file paper in DRAFT your own student comment to be reviewed by your Form Tutor for your report. Be as positive as possible.

Use this format:

1. Good points - strengths
2. Areas for development- what are you finding challenging?
3. Targets and actions required to achieve them

Consider your overall performance and not each subject individually. If one subject is very much out of line with the others, you may need to treat it separately.

At the interview, make sure you give your tutor a REALISTIC version of your actual progress and a summary of your future strategies.

Write your agreed 'student comment' section and discuss your tutor's comment so that this too can be written on the report.

Producing the report is a part of your personal development as a student. Only you can be held finally responsible for your progress and achievements. This process should help you direct and improve your performance for your future life.



PATS AUTUMN TERM

Subject/Unit _____ Teacher Signature _____
Attainment Grade: _____ Target Grade: _____
Strengths

Areas for development

Targets for next term

Subject/Unit _____ Teacher Signature _____
Attainment Grade: _____ Target Grade: _____
Strengths

Areas for development

Targets for next term

Subject/Unit _____ Teacher Signature _____
Attainment Grade: _____ Target Grade: _____
Strengths

Areas for development

Targets for next term

Subject/Unit _____ Teacher Signature _____
Attainment Grade: _____ Target Grade: _____
Strengths

Areas for development

Targets for next term



PATS SPRING TERM

Subject/Unit _____ Teacher Signature _____
Attainment Grade: _____ Target Grade: _____
Strengths

Areas for development

Targets for next term

Subject/Unit _____ Teacher Signature _____
Attainment Grade: _____ Target Grade: _____
Strengths

Areas for development

Targets for next term

Subject/Unit _____ Teacher Signature _____
Attainment Grade: _____ Target Grade: _____
Strengths

Areas for development

Targets for next term

Subject/Unit _____ Teacher Signature _____
Attainment Grade: _____ Target Grade: _____
Strengths

Areas for development

Targets for next term



UCAS Tariff points

A Level

New Tariff table: The process to which points are accrued has changed (AS points are lower equivalent to 40% split 60% A2)

Official title: Advanced GCE and Advanced VCE Grade	A level and Advanced Subsidiary VCE (AS) Tariff points	A level and Advanced VCE (A2) Tariff points
A*		56
A	20	48
B	16	40
C	12	32
D	10	24
E	6	16

BTEC National

Extended Diploma	Diploma	Subsidiary Diploma	Tariff Points:
D*D*D*			168
D*D*D			160
D*DD			152
DDD			144
DDM			128
DMM	D*D*		112
MMM	DD		96
MMP	DM		80
		D*	56
	MM	D	48
	MP	M	32
	PP	P	16



Examination re-sits and charging policy

All re-sit examination entries will be made as a result of discussions taking place between the student, subject teacher and Subject Leader. The cost of any re-sit required by a student of compulsory school age will be met by the school. The school will also pay the entry fee for all first attempts at examinations / modules in KS5. The cost of any subsequent AS or A Level re-sit must be met in full by the student / parent. Taking a large number of retake examinations can detract from students making progress on new modules. Invoices will be issued and payment required prior to final examination entry. Absence from an examination caused by a student withdrawing themselves may incur a charge.

The subject leader for the following course(s) will sign to confirm that you have been entered for a re-sit exam.

Level : (GCSE / GCE)	Subject:	Module:	Signature of (Subject tutor)	Date:	Re-sit fee:

Level : (GCSE / GCE)	Subject:	Module:	Signature of (Subject tutor)	Date:	Re-sit fee:

Level : (GCSE / GCE)	Subject:	Module:	Signature of (Subject tutor)	Date:	Re-sit fee:



Year Council and Student Voice

Year Councils and the School Council exist to ensure that the voice of students is heard and that staff and students can work together to ensure the very best experience for all students and the continuing positive development of the school.

In September, Sixth Form students who are interested in acting as representatives for their Year Group are asked to apply for the posts.

The role of a Year Councillor is a very responsible one. A Year Councillor is a role model to other students. Every Year Council member is responsible for making things happen by:

- Finding out about the views of their Form group
- Representing those views at Year Council meetings
- Taking an active part in meetings and other events
- Giving feedback to their Form group

The School Council is made up of representatives of each of the Year Councils. Meetings of the Year Council and the School Council are held monthly.

Extra-Curricular Activities

Sixth Form students are encouraged to take the opportunity to broaden their experience and develop new skills by participating in our wide range of extra-curricular activities.

Extra-curricular activity and course information is provided to all students at the start of the academic year via their Form Tutors.

Additional information regarding extra-curricular opportunities is also provided through assemblies and on an on-going basis via Form Tutors. Many activities are scheduled after school on Tuesday and Thursdays.

Staff Absence

Although we try to keep disruption to a minimum, there will be times when staff absences occur.

Because of the specialist nature of Sixth Form teaching, we do not cover lessons in the case of short periods of staff absence.

Students must attend all lessons unless informed by the teacher in advance. If an absence is planned, students will be told in advance and be advised of appropriate work to complete.

If the absence is at short notice, work will be provided for students to complete.



Replacement teachers will be provided for long term absences.

Webmail

Students are issued with school email addresses when they join Monmouth Comprehensive School. Students may access their school emails from home via **Webmail**. Webmail is an option located on the Home Page of the school's website.

www.monmouthcomprehensive.org.uk

Mobile phones

Mobile phones are permitted in school, but students are expected to ensure they are used appropriately. They may be used effectively in some classes, but must not disturb lessons, Registration or Assemblies.

Mobile telephones are not permitted to be brought into an examination room under any circumstances.

Bring Your Own Device (BYOD)

Students who wish to use their own mobile device and access Internet using through the school's network must agree to the contents of the BYOD Protocol. Parents and students must sign and return the BYOD declaration and agreement. Forms are available from Reception.

Careers and Higher Education

The School provides:-

- Access to a Careers Wales Officer and advice and guidance about appropriate pathways.
- A Careers and Higher Education Fair which is held in the School in January.
- Opportunities for relevant work experience both within subjects and as part of students' overall careers guidance package.
- Higher Education support during our Summer Learning week to ensure that students understand how to research and apply for university courses.
- Parents Evening in Year 13 in which parents and students can discuss plans with Form Tutors and targets set for post Sixth Form.
- A Resource Centre where students can find brochures, prospectuses, computers and other resources to help them choose an appropriate pathway.



2017 – 2018 Key Dates

Autumn Term

Tuesday 05 September	Year 12 Course Registration & Induction Day
Wednesday 06 September	Year 13 return
Friday 29 September	UCAS Early Applicant school deadline
Wednesday 04 October	Year 13 Parents' Evening
Tuesday 17 October	Year 12 Parents Evening
Friday 20 October	UCAS application school deadline for Y13
Monday 13 November	Progress Week (PATS)
Monday 27 November	Progress Interviews Week
Tuesday 12 December	Progress Reports sent home

Spring Term

Thursday 18 January	Careers & Higher Education Fair
Thursday 01 February	Pre-Sixth Form Evening
Monday 26 February	Progress Week (PATS)
Monday 12 March	Progress Interviews Week
Thursday 28 March	Progress Reports sent home

Summer Term

Monday 14 May	Year 12 Study Leave starts
Friday 25 May	Year 13 Leavers Reception
Friday 25 May	Year 13 Leave
Monday 11 June	Year 12 Return
Monday 25- Wednesday 27 June	Summer Learning Days



Appendix 1

New Year 12 Uniform for 2017– 2018

Expectations

You have a responsibility to comply fully with the Sixth Form Uniform Policy, both in registration and lessons

Compulsory Wear

BOYS

Navy Boys contemporary MCS badged jacket
(Trutex Code ABB Nvy)

Available from Trutex Catalogue
or Ross Labels.

Plain 'Graphite Grey' slim leg or flat front Trousers
(Trutex Code TLT-GRY or TFF GRY)

Available from Trutex Catalogue
or Ross Labels. Tailored type.
No skinny trousers or jeans.

Light blue Formal collared Shirt
(Trutex Code TSE BLU, or TDE BLU)

Available from Trutex Catalogue
or elsewhere. To be worn with
new Sixth Form gold striped tie

Sixth Form striped clip on Tie
(William Turner code: 64966 D)

Gold thin stripe with MCS logo
Available from Ross Labels &
William Turner online

Shoes

Plain Black. No 'Trainer type'
wear. No boots

Belt

Must be black or grey and hold
up trousers

GIRLS

Navy Girls contemporary MCS badged jacket
(Trutex Code AGB Nvy)

Available from Trutex Catalogue
or Ross Labels

Senior Girls 'Graphite Grey' Trousers
(Trutex Code GTN-GRA)

Available from Trutex Catalogue
or Ross Labels. Tailored type. No
skinny trousers or jeans

Two pocket Pleated skirt
(Trutex Code GKS GRA)

Available from Trutex Catalogue
or Ross Labels

Back vent pencil 'Graphite Grey' Skirt
(Trutex Code GSA – HGY)

No stretch material for skirts
that allows the skirt to rise
above the knee. No denim, no
combats.



Light blue Fitted Blouse with collar
(Trutex Code LFB BLU, or HFB BLU)

Available from Trutex Catalogue
or elsewhere. To be worn with
new Sixth Form striped Tie

Sixth Form striped clip on Tie
(William Turner code: 64966 D)

Gold thin stripe with MCS logo
Available from Ross Labels and
William Turner online

Tights

Natural, grey or black. No
patterned tights

Shoes

Plain Black. Maximum Heel
6cms. No 'Trainer type' wear
No boots

Belt

Must be black or grey and hold
up trousers

Optional wear

Plain Coat or Waterproof

Black/Grey. No large designer
labels or bright colours.

Navy Cotton Blend MCS badged Jumper
(Trutex Code CAV NAVY)

Available from Trutex Catalogue
or Ross Labels

Jewellery

One pair of stud type earrings; No 'spacers'
One necklace to be worn underneath shirt or blouse
One 'band' type ring
A wristwatch
No other jewellery permitted

No jewellery permitted to be displayed in eyebrow, lip, nose or tongue

Hair Colour

Natural or dyed a natural colour
No bleaching or extreme colour

Piercings and Tattoos

No Facial piercings are permitted
If multiple ear piercings only a single pair of stud earrings to be worn
No visible tattoos permitted



Appendix 2

Absence Information for PARENTS

It is important that we all know

If your son or daughter does not arrive at school, staff have no way of knowing where they are, and if they are safe.

Let them know if your son or daughter will be absent, and keep them informed.

Parents are responsible for a student's attendance at school, and for contacting the school promptly if a student cannot attend.

What can I do?

Telephone the school as soon as possible on the first day of absence if your son or daughter cannot attend.

Alternatively, try to get a message to the school by sending a note with another student.

If the student is absent for more than three days, please ensure the school is regularly updated.

If you are having difficulties, please let the school know. They will treat all matters in the strictest confidence.

Who can I speak to at the school?

To report an absence, the school Attendance Officer is the most appropriate person.

Tel: 01600 775284

If you have a problem which may affect your son or daughter's attendance, their Form Tutor is the first point of contact via the main school switchboard or via the Sixth Form Office.



Appendix 3

Absence Information for STUDENTS

If you are ill

- On the first day of absence, your parent/guardian must telephone the school absence line on **01600 775284** and in the morning of each day of absence after that.
- If you are absent for more than a week, or if you are regularly missing lessons due to ill health then you must provide a doctor's note to confirm this.
- Regular single day absences are not acceptable.
- Doctors, Dental, Optician, etc, appointments must be arranged outside classes.

Authorised Absence

Authorised absences must be approved in advance. An explanatory note from your parent/guardian should be passed to the Sixth Form Office.

Examples of authorised leave include

Hospital appointments, a university or job interview, open days, attendance at a funeral or wedding of a close family member, driving test, severe transport disruption such as snow, course related work experience, family emergency.

Examples of unauthorised leave include

Holidays, paid work, leisure activities, birthdays and family celebrations, babysitting, driving lessons, missing the bus, routine doctor or dental appointments.

Planned absence

When you agree to go on any trip during term time (Subject Trip, University Open Day, etc) you must get permission from your teachers of your proposed absence.

Sixth Form Student Trip Advice Notes should be completed for any term time trips and are available from Reception or the Sixth Form Office. Once you have completed this form and your Subject teachers have signed it, please return the completed form to the Sixth Form Office.

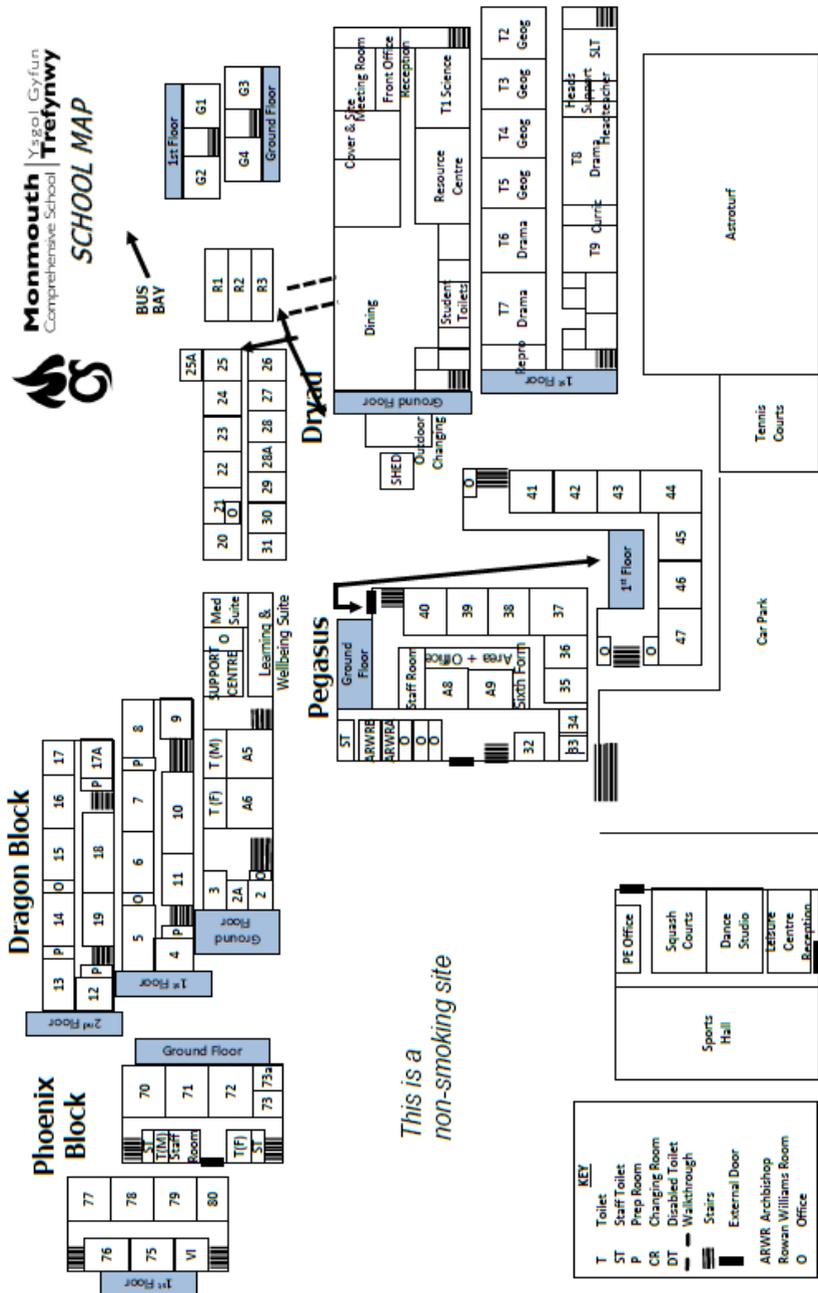


Two Week Timetable Yr Amserlen				
Week A/B	Week Commencing			Notes
A	Monday	04 September	2017	
B	Llun	11 Medi	2017	
A	Monday	18 September	2017	
B	Llun	25 Medi	2017	
A	Monday	2 October	2017	
B	Llun	9 Hydref	2017	
A	Monday	16 October	2017	
B	Llun	23 Hydref	2017	
	Monday	30 October	2017	Half Term
A	Llun	6 Tachwedd	2017	
B	Monday	13 November	2017	
A	Llun	20 Tachwedd	2017	
B	Monday	27 November	2017	
A	Llun	04 Rhagfyr	2017	
B	Monday	11 December	2017	
A	Llun	18 Rhagfyr	2017	
	Monday	25 December	2017	Christmas Holiday
	Llun	01 Ionawr	2018	Gwyliau'r Nadolig
B	Monday	08 January	2018	
A	Llun	15 Ionawr	2018	
B	Monday	22 January	2018	
A	Llun	29 Ionawr	2018	
B	Monday	05 February	2018	



Two Week Timetable Yr Amserlen

Week A/B	Week Commencing			Notes
A	Llun	12 Chwefror	2018	
Monday		19 February		Half Term
B	Llun	26 Chwefror	2018	
A	Monday	05 March	2018	
B	Llun	12 Mawrth	2018	
A	Monday	19 March	2018	
B	Llun	26 Mawrth	2018	
Monday		02 April	2018	Easter Holiday
Llun		09 Ebrill	2018	Gwyliau'r Pasg
A	Monday	16 April	2018	
B	Llun	23 Ebrill	2018	
A	Monday	30 April	2018	
B	Llun	07 Mai	2018	
A	Monday	14 May	2018	
B	Llun	21 Mai	2018	
Monday		28 May	2018	Half Term
A	Llun	04 Mehefin	2018	
B	Monday	11 June	2018	
A	Llun	18 Mehefin	2018	
B	Monday	25 June	2018	
A	Llun	02 Gorffennaf	2018	
B	Monday	9 July	2018	
A	Llun	16 Gorffennaf	2018	



This is a non-smoking site

KEY

T	Toilet
ST	Staff Toilet
P	Prep Room
CR	Changing Room
DT	Disabled Toilet
---	Walkthrough
	Stairs
▬	External Door
ARWR	Archbishop Rowan Williams Room
O	Office

PE Office
Sports Hall
Squash Courts
Dance Studio
Leisure Centre Reception