

Our Programme

- Who are we & what is the role of the Tutor?
 - What skills do you need to find success?
- What further support is provided in Sixth Form?
 - How else can parents support our students?

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What is the role of the Tutor?

- Academic Progress – the big picture
- Pastoral support and student welfare
 - Post-18 guidance, including UCAS
- Point of contact for subject teachers and parents

The eTutor System



- Sixth formers at TBSHS are encouraged to take ownership of their own targets and ongoing progress, and are responsible for the recording of **meeting logs** after each 1-1 meeting they receive.
- This is done via the **eTutor** system.
- These logs are then emailed home, to enable parents to support students as they work towards their goals.

<u>Meeting Type:</u>	Standard 1:1 Meeting With Tutor
<u>Meeting Purpose:</u>	A student has a standard 1:1 meeting with their form tutor to receive guidance and support in helping them to achieve their target grades.
<u>Meeting Date:</u>	06/09/2021
<u>Meeting Participants:</u>	██████████ and Mr P Harris
<u>Progress Towards Previous Targets:</u>	Discuss USA and scholarships.
<u>Other Issues Discussed:</u>	Disappointing Gateway exams and discussed why this was and what can be done, ██████████ highlighted that he lacked motivation when at home.
<u>Short-Term Target:</u>	Create a timetable for working at home to become more efficient and hopefully increase his motivation.
<u>Long-Term Target:</u>	Develop good working habits at home and identify areas of weakness in his knowledge from Y12 and recap these. Identify the KPT's for subjects in relation to the targeted grades that he wants to achieve.
<u>Staff Comments:</u>	██████████ has identified where he went wrong for his gateways and the issue of lacking motivation when working at home, he needs to create a timetable and be more organized which will help with his motivation levels. He needs to realise that for A levels he can't level his revision/work to the last minute as that won't work but a consistent approach is the way to succeed.

**What skills do you need to
develop in 6th Form?**

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What project management skills do you need in Sixth Form?

Skills that Sixth Form Students will work on in their Tutorial Programme

- Motivation
- Goal Setting
- Improving Productivity
- Organisation
- Revision Skills
- Reflective Learning
- Time Management and dealing with pressure
- Dealing and responding to failure

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The Six Stage Revision Process

'The Bread & Butter of your study periods'

Organised folder

Understand all
material

1) Complete notes

Use specification
as check list

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Condensing
existing notes

Mind maps

2) Learn and recall notes

Open book past
papers

Posters

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**3) Test and quiz yourself
on your own notes**

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4) Complete past papers or exam questions

Closed Books

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**5) Mark past papers or
review mark schemes**

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**6) Review weaknesses by
going back to step 2
(learn and recap notes)**

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The Six Stage Revision Process

'The Bread & Butter of your study periods'

- Sounds bland doesn't it?
- If revision is exciting then you probably aren't doing it right!
- Remember you should be motivated to revise as these are the subjects that you have picked to study for the next two years!

Year 12 is the bedrock for success at A-level

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What mistakes do students tend to make?

- Do not complete their notes early enough
- Spend too long only recalling information
 - Do not review their weaknesses
 - Start this process too late
- **DON'T MAKE EFFECTIVE USE OF THEIR STUDY PERIODS**

FACT

- The most successful pupils complete at least 4 rounds of steps 4/5/6 (complete, mark and review exam papers) before each module exam!!!
- 15 hours of independent study has been proven to be the minimum figure to get an A grade.

How we work together for successful learning:

- Work ethic + ability to **study** effectively
- There are life skills we want students to develop, but there are also project management skills!
 - *Two factors combined = SUCCESS*

**What other support is
provided?**

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The Academic Support Programme from SFMT

- Supportive programme for students who require **additional guidance** in order to reach their target grades
- Provide help in a variety of ways including **organisation, revision, examination techniques** and **time management**
 - **One-to-one interventions:** students will gain specific and tailored advice
- **Set short-term targets** to ensure steady progression towards their target grades
 - This is a **step above intervention and support by Subject Teachers**
- Programme runs **in addition to support offered by Subject Teachers** in departments

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The Academic Support Programme

Three tiers of support

Tier 1

- **Additional meeting with tutor** once each half term.
- Discussion of **independent study** and **folder checks**.
- Increased contact with home.

Tier 2

- **Additional meeting with SFMT** at least once each half term.
- 1hr **weekly supervised study**.

Tier 3

- **Additional meeting with tutor** once each half term.
- Meet with STM each week in **Homework Club** (Thursday after school – 3:30-5:30pm).

Other key members of staff to support you:

- **Claire Jonas** – *Careers Advisor*
- **Fiona Price** – *Post-18 Coordinator & Competitive Admissions Supervisor (former Oxbridge student herself)*
- **Lauren Bishop** – *School Librarian – support for EPQ and research materials*
- **Alison Matthews** – *SENCo*
- **Leanne Luppi** – *Exams Officer*

Not sure? – Your tutor or SFMT

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How else can parents
support our students?

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Regular ways to stay in contact

- Parents will receive a weekly electronic **Parental Bulletin**
- Sixth Form parents and students will also receive a regular Post-18 Bulletin by email that provides more specific information for Sixth Formers to help them plan their next steps and strengthen their applications for university, apprenticeships or jobs
- Interim and full reports for students and parents are made available (in PDF format) via the 'Bromcom MIS' App/Website App and the Student-Gateway website (TBSHS Timetable/Reports) respectively

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TBSHS Parent Portal

September 2022



Bromcom

my  at
childsschool.com ✓

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**This year, we have replaced MYEd and
Show My Homework with Bromcom.**

Bromcom is our new MIS.

The logo for "my child at school.com" is displayed within a white rectangular box with a thin grey border. It features the text "my" in grey, "child" in red with a grey silhouette of a child inside the letter 'i', "at" in grey, "school" in red, and ".com" in grey. A red checkmark is positioned to the right of the word "school".

**Bromcom's Parent Portal and
Student Portal will serve as a one stop
shop for key information about your child.**

The logo for "my child's school.com" is displayed within a white rounded rectangle. It includes the text "my" in grey, "child's" in red with a white silhouette of a child inside the letter 'i', "at" in grey, and "school.com" in red with a red checkmark above the 'l'.

my child's school.com

Parent/Carer Evening Appointment Booking

More functions to be added over the next 12 months

- Dashboard
- Data Collection Form
- Announcements
- Attendance
- Behaviour
- Homework
- Parents Evening
- Reports
- Timetable
- Academic Calendar

Attendance
Is J at school?

Period	Subject
AM	Tutor Group
PM	Tutor Group

Check Attendance

Report Absence

Report Students Absence

Behaviour
Js recent behaviour

Date	Description
09/05/22	S01-Verbal
27/04/22	Reviewing Work
21/04/22	Black And Gold Spirit
01/04/22	Collaborate To Everyone's Benefit
31/03/22	Reviewing Work

Live House Points and Behaviour Marks

Homework
Does J have homework?

No Homework data found

All Homework tasks and deadlines

Timetable
What is J up to?

Period	Subject
AM	Tutor Group

Your child's timetable

Classes
J's Classes

Class Name	Class Details
9A/Hi1	History

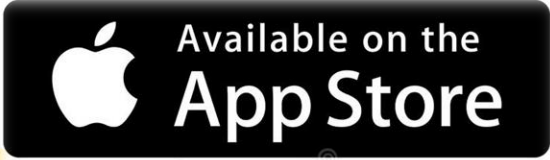
1	Tutorial Group
2	Business Studies
3	Science
4	Mathematics

Reports
How is J performing?

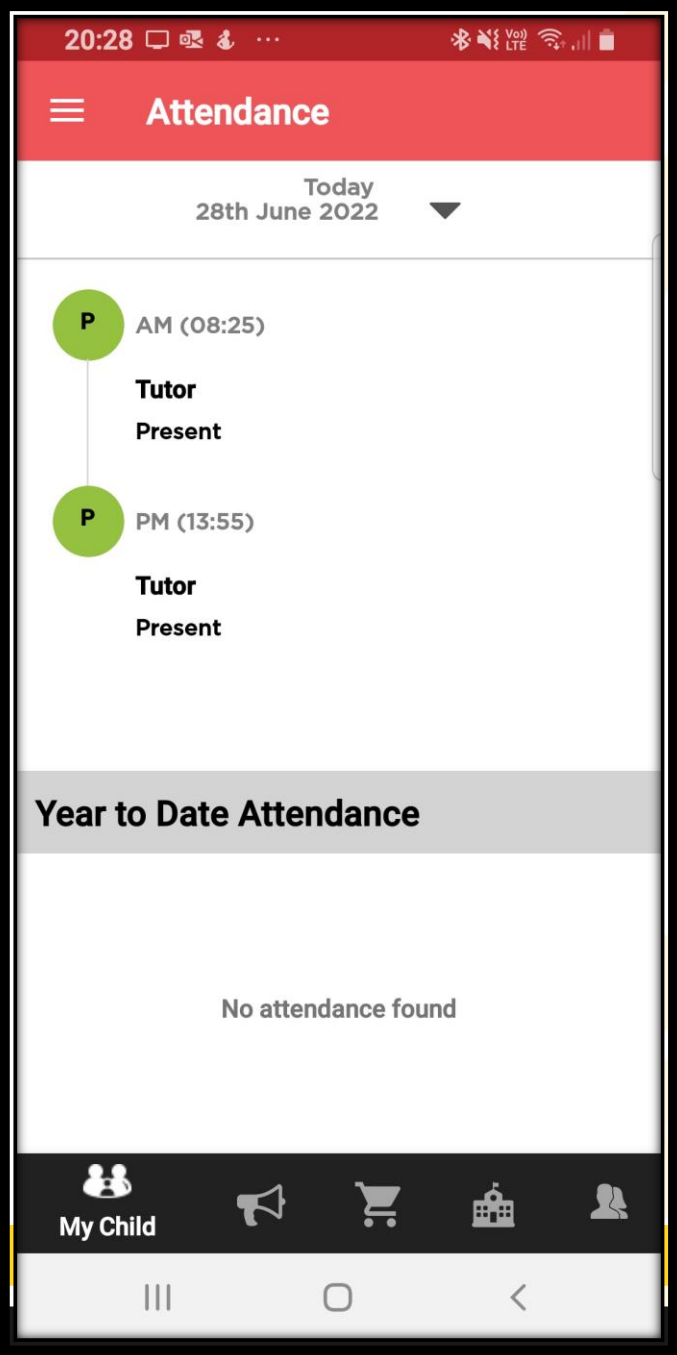
No Reports data found

End of year reports

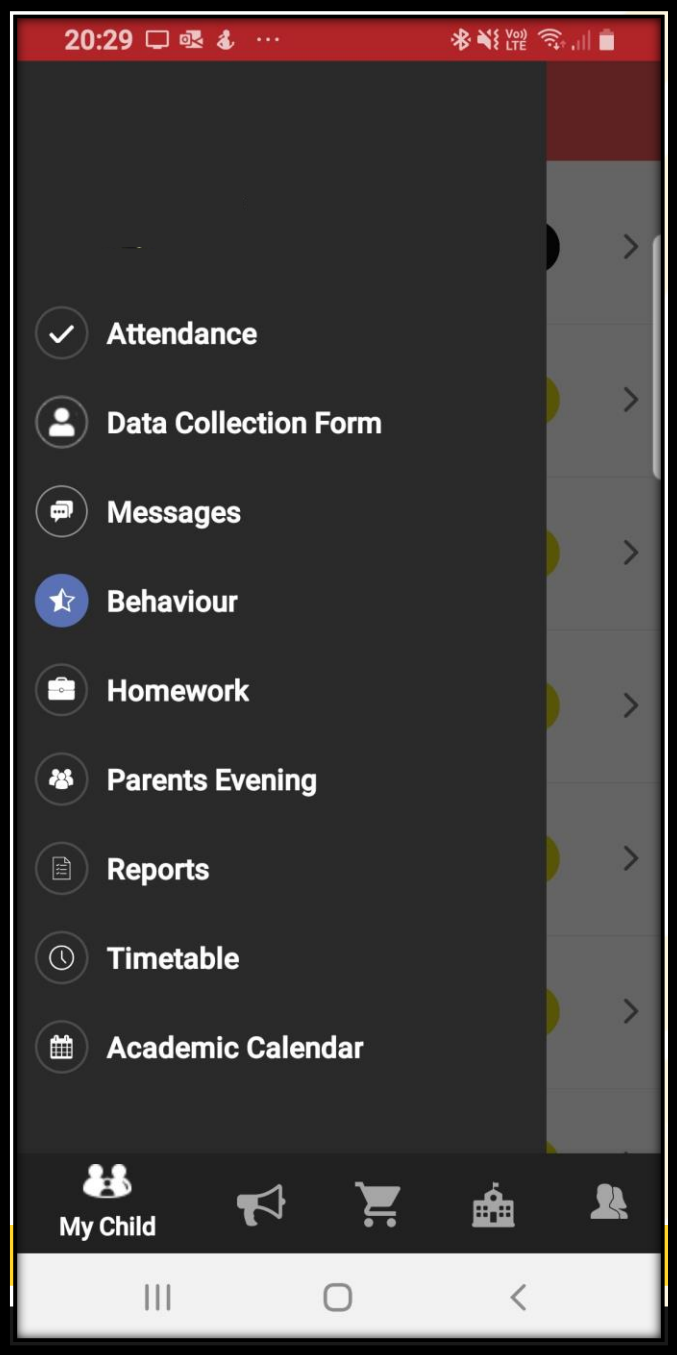
TBSHS Parent Portal Mobile App



TBSHS Parent Portal Mobile App

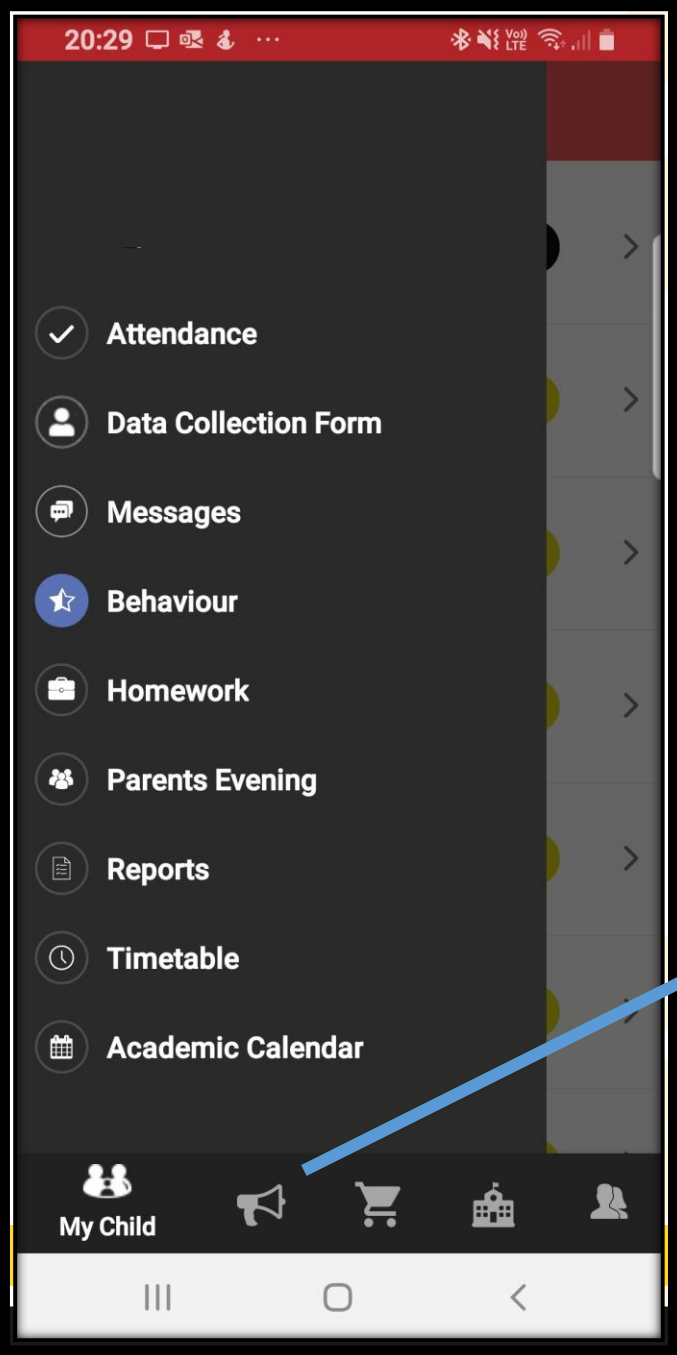


The same information is available within the app.



Reporting Student Absence

Tap the 'loud hailer' and follow the link to our absence page.



Reporting Student Absence



12:09 [status icons]

library.tbshs.herts.sch.uk

TBSHS Absence

Reporting Student Absence

Please provide the details requested below. Uploading a photograph of medical evidence where available.

Absence - Student Forename and Surname:
Please Type Student Forename and Surname.

Absence - Student Year/Reg:
Student Year and Reg Group.
Absence - Date:
Date of the absence. Click To Change Date.
Absence - Brief Description:
Absence - Parent/Carer Name:
Name of Parent/Carer reporting the absence.
Absence - Parent/Carer Contact:

[Navigation icons]

How do I set up the TBSHS Parent Portal?

You will receive an email with login details and short video guide in the next 10 days.



How else can parents support our students?

- Successful students should be completing at least 15 hours of independent study a week. This time needs to be evenly spread across chosen subjects.
- Help your son/daughter avoid distractions whilst at home!
 - Ask to see their folders!

Folders should....

- Have a clearly labelled A4 File for each subject, with topic dividers
- Have the specification/syllabus at the front of the folder
- Have smaller file(s) with dividers for weekly note taking
- File notes into the main subject binder weekly (ensuring they have any necessary information with them for the next lesson)

Folder checks do take place at school and can result in detentions!

SIXTH FORM FOLDER REVIEW Year 12

THIS DOCUMENT SHOULD BE KEPT IN FRONT OF STUDENT'S FOLDER!

<i>ORGANISATION</i>	<i>CRITERION MET/</i>
Is work in a secure <u>folder</u> ?	Yes / No
Is a <u>specification</u> included in the file?	Yes / No
Is the work <u>organised</u> into sections relating to the specification?	Yes / No
Is work titled and are subheadings used?	Yes / No
Are the notes summarised in the student's own words with key points distinguished?	Yes / No
Is the <u>classwork/note taking</u> complete?	Yes / No
Is the <u>homework</u> complete?	Yes / No
Is there evidence of a bank of past examination questions developing?	Yes / No
<i>OPTIONAL SUBJECT – SPECIFIC CRITERIA:</i>	
	Yes / No

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How to get in contact

- `tutor.name@tbshs.org`
- For another member of staff, please email `office@tbshs.org` and write - *'Please forward to (name)'* in the title.