



Headlands Sixth Form Year 12 Tutor Activities.

Tutor Meeting every other Friday

MONDAY - Inter Tutor Knockout Quiz

TUESDAY - Contemporary News Items

WEDNESDAY - EPQ when arranged otherwise Tutor activity

THURSDAY - Skills base - Using ideas from following list

FRIDAY - 1 week Assembly 1 week Societies for students and Tutor meeting for Tutors

Tutor periods will be spent in Tutor Room unless another planned presentation is taking place - further details about these will be provided each week both to tutors and on the Bulletin.

SESSION WB	SKILL	RATIONALE	ACTIVITY	WORKSHEET/POWER POINT
Session 1	Motivation Resilience	Attitude and motivation play a large part in student success. Those who know why they are here or have specific goals seem to perform better.	<ul style="list-style-type: none"> Look at the list of statements then make a yes/no response. Summarise their motivations for coming back to sixth form. Discuss as a class. 	Yes
Session 2	Target setting	All students need to be aware of what they are aiming for. They should be realistic but aspiring to be the best they can be.	<ul style="list-style-type: none"> Complete the ALPS target setting sheets. They should then discuss with subject teachers. These are the targets they will be tracked against. 	ALPS sheets
Session 3	Organisation Folder Checks	Too many students do not keep well organised folders.	<ul style="list-style-type: none"> Discuss the various methods for keeping notes/information. Discuss the need for well organised notes/files. 	Yes

			<ul style="list-style-type: none"> Go through list of equipment. Inform students that folders will be checked regularly. 	
Session 4	Time Management	<p>Planning what to do with non-contact time. Making time to study at home. How to prioritise tasks and keep to deadlines.</p> <p>Taking responsibility for how they use their time as they get older and have more freedom.</p>	<ul style="list-style-type: none"> Students to fill in various time sheets and blank timetables. Discuss and compare their work to how teachers have to have short, mid and long term plans. 	Yes
Session 5	Note making	We sometimes assume they know how to do this but many of them struggle and just end up copying huge chunks of text.	<ul style="list-style-type: none"> Generic advice about how this can be done and why. Discuss. Give them a newspaper article or a chapter from a book and get them to summarise it or write down key points. Compare what they did. Introduce to techniques like SQ4R - survey, question, read, recite, (w)rite, review as a way to read with purpose and summarise. 	Yes
Session 6	Reading	Encouragement to read more widely; the set texts to consolidate what has been covered in class but also more widely around the subject.	<ul style="list-style-type: none"> Discuss the difference between skim, scan and depth reading. They should be able to find reading lists from their various subjects. Discussion Self-assess A2L What changes do they need to make? 	
	Self-reflection	Think about how they have “stepped-up” to the new challenges of post 16 learning.		
Session 7	Writing	Improve quality of written work.	<ul style="list-style-type: none"> Discuss requirements of each subject - do they know. Is it multiple choice, short answers or extended essay style? Discuss the various ways questions can be asked. Introduce them to Blooms taxonomy of higher order thinking/questioning. 	Yes
Session 8	Avoiding plagiarism	<p>They need to be aware that it is not acceptable to copy the work/ideas of others.</p> <p>How to reference and how to create a bibliography.</p>	<ul style="list-style-type: none"> Go through the conventions of referencing. Have some books in the room from which they could make a bibliography or visit the library to do this. Discuss plagiarism - use note sheet. Implications if found to have plagiarised work. 	Yes

<p>Session 9</p>	<p>Communication - Presentations</p>	<p>Interviews for jobs and universities often include some form of presentation as do assessments at university. These will continue up to Christmas.</p>	<ul style="list-style-type: none"> • Discuss what makes a good presentation for them as recipient. • Discuss voice and body language. • Students to prepare presentations on chosen topics individually or in groups to present to the rest of the group (maximum 15 minutes). ✓ Scientific Discoveries ✓ What is science? (Theory, hypothesis, experiment etc.) ✓ The role of the local government ✓ How does central government work? ✓ What happens in elections? ✓ Energy production ✓ Global warming and greenhouse gases ✓ Health, fitness, life expectancy, medical developments ✓ Food production ✓ World population ✓ Health care ✓ Pollution and the environment ✓ Transport ✓ Media and communication (social media, books, tablets, Wikipedia etc.) ✓ Roles of the press ✓ Fact and fiction ✓ Arts - the purpose of (film, drama, TV, poetry, novels, painting, architecture, music, sculpture) 	<p>Yes</p> <p>Yes - see list of ideas (left)</p>
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Session 10	Revision	Links to the need for organisation throughout the course not just during final days before exams.	<ul style="list-style-type: none"> • Discuss techniques used at GCSE, did they work. • Discuss methods of revision that will help them retain and recall information. 	Yes
Session 11	Well-being and stress	They need to know who to go to for help and speak up sooner rather than later if they encounter problems.	<ul style="list-style-type: none"> • Discuss healthy eating, exercise and the need for some relaxation. • Part-time jobs and the need to not over commit themselves. • What is stress? • How can we avoid getting stressed about school work? 	Yes
Session 12	Academic progress tutorials	To discuss current progress, A2L and attendance and review the formative comments made by subject teachers. Follow-up any issues with parents or staff as necessary. Accurate records to be kept of discussion and passed to Katie or Claire for scanning.	One to one tutorial with form tutor.	Yes All data and copies of comments for each student provided. Pro-forma provided.
Session 13	Academic progress tutorials	As above	As above	
Session 14	Life Skills	To consider what it means to be a good citizen in terms of their school, local and wider community.	<ul style="list-style-type: none"> • What contribution are you making to your Sixth Form, your School? • What contribution are you making to your local community? 	

	Revision	Students need to have a revision timetable written-up and checked by tutor	<ul style="list-style-type: none"> • How can you make a difference to the wider community? • Produce timetable that covers all subjects in any format the student prefers. 	
Session 15	Folder checks	Checking students organisation of notes is organised for revision purposes	<ul style="list-style-type: none"> • One to one with tutor - refer issues to subject teachers • Students showing each other their folders and identifying good practice and areas for development. 	Yes - checklist provided with section for feedback
Session 16	Revision for PPEs	Students need to have a revision timetable written-up and checked by tutor	<ul style="list-style-type: none"> • Produce timetable that covers all subjects in any format the student prefers. 	Yes
Session 17	Cooking healthy meals on a budget	Students to do an activity to explore costs of various foods and plan meals that are healthy and do not blow the average student budget.	<ul style="list-style-type: none"> • Ready steady cook type activity- creativity • Planning menus for a week on a fixed budget • Healthy foods 	Yes
Session 18	Skills for learning - wider reading	University lecturers often say that A Level students lack reading skills, particularly when dealing with long texts.	<ul style="list-style-type: none"> • Discuss why we are reading something - purpose. • Activity to break down an extended piece of written material. • How do we express an opinion? • How do you present an argument with evidence? 	Yes
Session 19	Academic progress tutorials	To discuss current progress, A2L and attendance and review the formative comments made by subject teachers. Follow-up any issues with parents or staff as necessary. Accurate records to be kept of discussion and passed to Claire or Katie for scanning.	One to one tutorial with form tutor.	Yes All data and copies of comments for each student provided. Proforma provided.
Session 20	Academic progress tutorials	As above	As above.	
Session 21	Re-visit target grades	Students need to be fully aware of what skills and knowledge they need to demonstrate in each subject to meet or exceed their target grades.	Student review booklet used for students to focus on their learning behaviour and what specific things they need to perform well in the exam or improve their coursework. List of 3 things they need to improve.	Yes
Session 22	Careers	Students need to regularly re-visit their career aspirations and consider their potential grades and future	<ul style="list-style-type: none"> • Careers/progression routes sheet provided by careers manager. 	Yes

		progression routes.	<ul style="list-style-type: none"> • Interviews arranged with Careers Manager if needed. • Explore websites for careers and progression routes information. Advice and guidance. 	
Session 23	Fixed and growth mind sets	Many students want to be successful in the Sixth Form but do not always know how and their mind set affects the way they approach their learning and motivation.	<ul style="list-style-type: none"> • Activity to assess what type of mind set students have • Explore and discuss the different mind- set characteristics • Discuss famous successful people and what is the key to their success? 	Yes
Session 24	Revision for PPEs	Students need to have a revision timetable written-up and checked by tutor	<ul style="list-style-type: none"> • Produce timetable that covers all subjects in any format the student prefers. 	Yes
Session 25	Revision for PPEs	Students need to have a revision timetable written-up and checked by tutor	<ul style="list-style-type: none"> • Produce timetable that covers all subjects in any format the student prefers. 	Yes
Session 26	Social media	Students spend much of their time on the internet on social media sites but are they using them safely and securely to protect themselves and their personal information?	<ul style="list-style-type: none"> • Debate the good, the bad and the ugly! Consider all aspects of social media. • How might your use of social media affect your future employment prospects? 	
Session 27	Safe driving	Many students are new drivers, learner drivers or intend to start driving in the next 12 months. They are amongst a very high risk age category for having an accident. We need to raise awareness of potential risks.	<ul style="list-style-type: none"> • Consider the facts - number of young people injured or killed in road accidents • Discuss issues such as peer pressure and risk taking. 	Yes
Session 28	Students will need support and encouragement to develop effective methods for retaining and being able to recall information.	Explore different methods of revision Do not underestimate the humble pen and paper and practice writing for 2 or 3 hours - legibly!	Yes	Yes
Session 29	Academic progress tutorials	To discuss current progress, A2L and attendance and review the formative comments made by subject teachers.	One to one tutorial with form tutor.	Yes All data and copies of

		Follow-up any issues with parents or staff as necessary. Accurate records to be kept of discussion and passed to Claire or Katie for scanning.		comments for each student provided. Proforma provided.
Session 30	Progression routes	Students need to be aware of all the possible routes available to them when they leave the 6 th form.	<ul style="list-style-type: none"> • Apprenticeships • Further Education • Higher Education Russell Group	Yes
Session 31	Preparing for work experience	Students need to be prepared for gaining the most out of their work experience and creating the best impression they can to their placement "employer".	<ul style="list-style-type: none"> • Issues such as confidentiality and use of social networking sites in relation to employment. Punctuality, reliability, independence and initiative - discuss skills valued highly by employers.	Yes
Session 32	Work experience week	Tutors to check on their tutees - phone call to employer to check everything is going well.	Refer any problems to Helen Musgrave.	
Session 33	Personal statements/CV	Students will need a well written personal statement and or CV to apply for their progression route to FE, HE or employment.	Draft structure of personal statement One to one discussion with tutors and advice from subject teachers and Mrs Musgrave	Yes
Session 35/36	Personal statements/CV Student Finance update	As above To ensure students are fully informed of the financial arrangements relating to applying to and going to University.	As above	Yes Yes - resources on Student Finance practitioner's website.