**7th Sept - 28th Sept**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | | | **Tuesday** | | **Wednesday** | | | **Thursday** | | | **Friday** | |
|  | **AM** | **P3** | **PM** | **AM** | **PM** | **AM** | **PM** | **P4** | **AM** | **P3** | **PM** | **AM** | **PM** |
| **YEAR 13** | **Registration** | **Enrichment** | **Registration** | **Registration** | **Registration**  **PD**  **Even - CD**  **Odd- EP**  **Assembly**  **Even - EP**  **Odd - CD** | **Registration** | **Registration**  **Whole School Assembly** |  | **Registration** |  | **Registration**  **Assembly** | **Registration** | **6th Form Social Time**  **(6th Form Area)** |
| **YEAR 12** | **Registration** |  | **Registration**  **Assembly** | **Registration** | **Registration** | **Employability** | **Registration** | **Enrichment** | **Registration** | **Registration** |

**1st October - 30th Nov**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | | | **Tuesday** | | **Wednesday** | | | **Thursday** | | | **Friday** | |
|  | **AM** | **P3** | **PM** | **AM** | **PM** | **AM** | **PM** | **P4** | **AM** | **P3** | **PM** | **AM** | **PM** |
| **YEAR 13** |  | **Enrichment** | **Registration** |  | **Registration**  **PD**  **Even - CD**  **Odd- EP**  **Assembly**  **Even - EP**  **Odd - CD** |  | **Registration**  **Whole School Assembly** |  |  |  | **Registration**  **Assembly** |  | **6th Form Social Time**  **(6th Form Area)** |
| **YEAR 12** | **Registration** |  | **Registration**  **Assembly** | **Registration** | **Registration** | **Employability** | **Registration** | **Enrichment** | **Registration** | **Registration** |

**3rd December onwards**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | | | **Tuesday** | | **Wednesday** | | | **Thursday** | | | **Friday** | |
|  | **AM** | **P3** | **PM** | **AM** | **PM** | **AM** | **PM** | **P4** | **AM** | **P3** | **PM** | **AM** | **PM** |
| **YEAR 13** | **Tutor /**  **Student**  **Meeting Slot** | **Enrichment** |  | **Tutor /**  **Student**  **Meeting Slot** | **Registration**  **PD (Yr 12)**  **Even - CD**  **Odd- EP**  **Assembly**  **Even - EP**  **Odd - CD** | **Tutor /**  **Student**  **Meeting Slot** | **Registration**  **Whole School Assembly** |  | **Tutor /**  **Student**  **Meeting Slot** |  | **Registration**  **Assembly** | **Tutor /**  **Student**  **Meeting Slot** | **6th Form Social Time**  **(6th Form Area)** |
| **YEAR 12** |  | **Registration**  **Assembly** | **Employability** | **Enrichment** | **Registration** |

Key points

**All Tutors will be available to Tutees between 08.30-08.50, Mon-Fri. and 12.10-12.30/40 Mon-Thurs.**

**REGISTRATION**

**AM**

* Y13 only need to register in the mornings until 28/09 (but Tutors may choose to retain Y13s who are not making sufficient progress with UCAS etc)
* Y12 only need to register in the mornings until 30/11

**PD/Afternoon Registration**

* Y12 Register Monday-Thursday at 12.10 throughout the year
* Y13 Register Monday-Thursday at 12.10 until 30/11 and then Tuesday-Thursday at 12.10 after that date
* All students expected to attend House Assemblies, Whole School Assemblies and Year Assemblies throughout the year
* PD to be delivered by Tutor on alternate Tuesdays to the whole tutor group until 30/11. Beyond this date Year 13 will not be expected to stay for PD
* Key messages/whole group tutoring can take place for Y12 on Thursday 12.10 and Y13 on Monday 12.10

**TUTOR/STUDENT MEETING SLOTS**

* From 12th November, onwards all AM registration slots are to be used by Tutors for one-to-one or small group meetings with students
* Meetings with Y13 students to discuss UCAS will take priority in the Autumn
* Meetings with Y12 to discuss EPQs will take priority in the Spring
* Tutors are, however, encouraged to be creative in their use of these slots
* Tutors should maintain records of any meetings with students

**ENRICHMENT**

* Y12 Enrichment will take place weekly throughout the year
* Y13 Enrichment will take place weekly until February half term. There will only be intermittent Enrichment basis after that date

**ASSEMBLIES**

* Y12 + Y13 register with Tutor before assembly
* Y12 Assembly will take place on Monday
* Y13 Assembly will take place on Thursday
* Tutor accompanies all students to Whole School Assembly. If there is no Assembly, students remain with Tutor

**EMPLOYABILITY**

* Sessions will take place on Wednesday P4 for Year 12

**MENTORING**

**Year 13**

* All Y12s to have a designated Y13 mentor from within their Tutor Group. Ideally they have at least one subject in common.
* As part of the transition to relaxing morning registration expectations, all student to identify a morning when they will work with a Tutor/Tutor Group lower down the school (08.40-08.50). Y13s are encouraged to do this from 01/10 to Christmas

**Year 12**

* Y12s are expected to do this from 03/12 to the end of Y12
* Students can potentially opt to also commit themselves to work like this in Weds 12.10 slots when there are no Whole School Assemblies - but they must first be register and then honour a commitment to work with a Tutor/Tutor Group
* From 01/10 all Y12s also expected to commit to one lesson a week when they will support a teacher