

# “Meet the Tutor”

## Year 12



**NORTH BRISTOL**  
Post 16 Centre

**Welcome to 12 JOD**

My name is Ms Jory

# Role of the Post 16 Tutor

- Be first point of contact with parents
- A daily/weekly check in
- Monitor students attendance
- Monitor students progress
- Support students next steps
- Support students wellbeing



# When is tutor time and what happens?

- 8.25am
- All students should attend everyday UNLESS have Cotham lesson Period 1 or 2

(Term 1 and 2, After Christmas, Year 12 will select 2 mornings a week to attend morning registration and be available for a one to one at least once a term. If poor attendance and punctuality during term 3, 4 and 5 then you will be expected to come back in to tutor everyday.

- Assemblies
- Weekly and termly notices
- Community activities and events e.g. Quiz
- PSHE topics
- Study skills support
- 1:1 meetings



# Key points of information at Post 16 - School day

| <i>Time</i>   | <i>Redland Green learning community</i> | <i>Time</i> | <i>Cotham learning community</i> |
|---|---|-------------|----------------------------------|
| 8.25  | Tutor registration                      | 8.30        | Tutor registration               |
| 8.45  | <i>Period 1</i>                         | 8.45        | <i>Period 1</i>                  |
| 9.45  | <i>Period 2</i>                         | 9.45        | <i>Period 2</i>                  |
| 10.45   | <i>Break time</i>                       | 10.45       | <i>Break time</i>                |
| 11.05   | <i>Period 3</i>                         | 11.05       | <i>Period 3</i>                  |
| 12.05   | <i>Period 4</i>                         | 12.05       | <i>Period 4</i>                  |
| 13.05   | <i>Lunch</i>                            | 13.05       | <i>Lunch</i>                     |
| 14.05   | <i>Period 5</i>                         | 13.45       | <i>Period 5</i>                  |
| 15.05   | <i>End of school day</i>                | 14.45       | <i>End of school day</i>         |
| <i>In some instances, lessons will be taught in the twilight period (after the end of the school day)</i> |   |             |                                  |



# Key points of information at Post 16 -Attendance

- Minimum expectation for attendance: **95%** (you should aim for 100%)
- Compulsory sessions are morning registration 8.25am (**Everyday in first two terms**), lessons directed study, “Futures hour” and study skills sessions, core programme, assembly, enrichment, upgrade (if applicable).
- If a student is unwell:
  - A parent must contact (phone or email) RGS Post 16 reception every morning that you are ill.
- A parent will receive a text for every unauthorised absence.
- If you know your child is going to be absent, they must complete an ‘absence in advance’ form.
- Students whose attendance falls below 95% (**including morning tutor time**) will be closely monitored and placed on an intervention strategy as appropriate. **If students are late twice in a week, a letter will be sent home.**



# Key points of information at Post 16

## -Attendance continued

### Examples of authorised absences:

- Hospital appointment
- Emergency doctor / dentist appointments
- University open day / interview
- Funeral of close family relative
- Driving test (not lessons)
- Important religious festivals

Absence line  
0117 353 3474  
or  
post16@redlandgreen.bristol.s  
ch.uk

### Examples of unauthorised absences:

- Holidays
- Part time work\*
- Leisure activities such as festival, birthdays
- Driving lessons
- Routine doctor / dentist appointments

\* Part time work should not take place within school hours



# Learning this Year

**Big difference from Year 11 - independent learning. This can include:**

- Completing homework assignments
- Assigned reading tasks
- Podcasts / youtube videos
- Past exam papers
- MOOCs

All covered in Post 16 study skills session (offered to all students during first term)





# Independent Study

- Each student assigned Directed Study, Futures time and Study Periods (blanks)
- 2F1, 2 breakout areas, the Hub, the Atrium and classrooms available for in school study
- They can use this time to:
  - Complete homework
  - Review notes
  - Read ahead
  - Organise notes
  - Discuss work with classmates
  - Revise for tests
- Any blank period on a timetable students should still use for study
- A quiet space at home will help - please let us know any issues when we audit home study

**\*\*For every hour in the classroom students should match it with 1 hour of independent study. E.G, 4 hours of Eng lit a week = 4 hours of independent study for English a week\*\***



# Skills for success at Post 16

- Organisation
- Note taking
- Research
- Reading
- Writing
- Use of numbers and statistics
- Revision
- Planning for your own personal development
- Managing stress



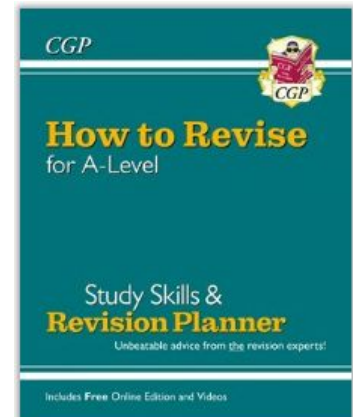
# Useful items...

- We try to ensure that all students have access to a textbook.
- Teachers will let students know about other useful resources for specific subjects.

Other useful things to have ready for the start of teaching:

- Pens, pencils, highlighters
- A4 lined paper
- Folders for each subject
- One divided folder to carry with you

Bursary available to help



# Other healthy study habits...

Developing healthy study habits are essential to ensuring students get the most out of their Post 16 studies. It sets them up to stay on track, engage intellectually with their subjects, and prevent students from becoming from overwhelmed.

**Develop healthy routines, balance their studies with self-care, and look after their wellbeing. Here are 7 great healthy study habits;**

1. Breaks
2. Staying active
3. Healthy diet
4. Sleep
5. Managing your time/give yourself enough time to study
6. Organisation of space
7. Working in a different way (i.e Review, revise and repeat, practise answering questions under exam conditions, making use of ALL available resources)



Buy a ring binder and ask your teacher to go through what sections it can be divided up into

Talk about what you have learned with your classmates after lessons – it helps it all sink in

Buy a really loud alarm clock!

Get organised from day 1 and don't forget about deadlines!

Don't be put off by the first two weeks – it does get easier!

**The Voice of  
hindsight  
Y13 students**

Use your study periods to keep on top of your work – don't waste it

Talk to your teachers for help – they're really helpful!

Don't be scared to admit if you don't understand something