

Parent Glossary

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4. Prospective and new students - induction

1. The LaSWAP Schools

LSU	La Sainte Union School
WES	William Ellis School
PHS	Parliament Hill School
ABS	Acland Burghley School

2. Staff Roles

6th Form Administrator	Specialist administrator for sixth formers dealing with bursary information. The central point of contact for students and parents/carers with general queries.
6th Form Attendance Officer	Monitors sixth form attendance and deals with absence notifications and attendance records.
Director	Senior member of staff responsible for sixth form studies. In addition to the Director of LaSWAP, there is a Director for each school who is a member of the school Senior Leadership team.
HE Adviser	Gives general guidance re university/ careers via tutorial and assemblies. Provides one to one guidance appointments to meet each student's individual needs in finding their best university place. As a specialist professional, the HE Adviser is able to provide expert knowledge on the fast changing university admissions scene.
Head of Year 12 or 13	Member of staff responsible for the overall pastoral and academic day to day care for each student in their year group.
Tutor	A member of the teaching staff allocated to oversee the student's progress overall on their study programme. This includes overall academic learning and pastoral support. Tutorial occurs once a week on a Monday morning for one hour. Tutors should be the first point of contact regarding a particular student issue.

3. Assessment

ALPS	A national system for calculating the expected final grades, using a large sixth form student data set. Grades are calculated based on GCSE results. An alternative system is ALIS. LaSWAP uses ALPS to calculate student target grades. Student progress will be judged against target grades and will be provided to parents at each assessment report point. Further details for calculating ALPs can be found in the website parent pages and in the student planner.
Current grade	A teacher given grade based on current performance in assessments and class.
Predicted grade	The final qualification grade that the teacher is predicting the student will get.
Progress Review	The period of time when teachers give progress grades and tutors collate for a progress picture of each student on their entire study programme. Tutors then discuss overall progress and relevant action plans with the student. Heads of Year take an overview and report to parents / carers.
Target grades	The grades that the student should be working to achieve, based on their GCSE average point score.

4. Prospective and new students (chronologically June – September)

Taster Day	A day of subject taster lessons in June for new admission students to give them a taste of the sixth form lessons in their likely course choices. An important day for them to ensure they enrol on the right Study Programme for their needs. It is also an opportunity to meet the other LaSWAP students and taste the enrichment fayre.
Summer Assignments	The key first assignment for the students in each subject, set on Taster Day and available on the website (what to study/course descriptions) from this day. The submission deadline for each assignment is the first course lesson in September. Criteria for assessment are given so as to ensure that students fully understand what the course will require of them. This allows them to make informed decisions about their courses prior to enrolment. The commitment shown by students in these assignments is an important factor for teachers to judge student performance during induction.
Enrolment	The legal process of formally enrolling as a LaSWAP student but also the guidance process to ensure each student is on the right study programme for their needs – their next steps and their skills for success.
Sixth Form Skills Induction Day	The first day in the base school, in the first week of September, prior to timetable distribution. The purpose is to start to learn the essentials for sixth form study and understand what is required to pass induction.
Tutor Interview Day	A one to one introductory meeting with the tutor in the second week of September. Timetables are given out at this meeting.
Induction	The September celebration event for all students who have successfully passed the

Graduation

LaSWAP induction period. Parents will be fully informed and involved for any students who are in danger of not being successful at sixth form and not graduating induction.