Equipment and Organisation Expectations for Sixth Form Students

All students should have the following equipment:

- pen
- green pen
- ruler
- A4 lined paper
- a file for school with a set of dividers (pack of 10)
- Separate files at home for each subject

Subjects will also need specific equipment e.g. a scientific calculator, protractor, compass, pencil, rubber, highlighters.

School file:

This is for your notes and handouts on the topics you are covering with each teacher at the moment.

In most cases, you will have two teachers per subject and you need to keep the notes separate as they may be covering unrelated topics. Therefore, it is essential to keep your notes separate.

You must have all the notes for your current topic for each teacher with you.

You must also always have all your KOs with you.

Keep a separate section in the file for your knowledge organisers. We recommend that you keep all of these in your file all the time so that you have them to hand for revision activities.

Subject files at home:

This is where you transfer your notes once a topic has been finished. We recommend a separate file and set of dividers for each subject.

Your teachers will give you a curriculum map for each subject which acts as a guide to the topics you will be covering.

Top tips from current students:

1. It can be helpful to have some plastic wallets to store things like vocab lists, formula books etc.
2. Get into the habit of hole punching handouts as soon as you return to the sixth form centre after your
3. lesson so that you don't lose them. Hole punches are available in the Sixth Form Office.
4. Put the date, subject and teacher on each handout so you know where to file them.
5. Each subject may have specific expectations, so make sure you understand what is needed.
6. Some students find it helpful to have a separate section in their files for past papers. Make a contents
7. page for this and you can tick off the past papers as you complete them.
8. Create a list of any topics or parts of topics that you find more difficult - this can help you focus your
9. revision. Create a list of key definitions and keep this at the front of your file, adding to it throughout the year.
10. When starting revision, it can be very helpful to print out a copy of the A level specification. Review each of the topics, and code them Red, Amber and Green depending on how confident you are with that topic. This again can help with revision planning.
11. The A level Hub has copies of the curriculum maps, KOs and revision resources.

Monitoring and support:

Your **subject teacher** will keep an eye on your notes and may take in your whole folder at times to check it is complete and that your improvements have been made.

Form tutors will check that you have your school file with you and that it is organised sensibly

Your **Head of Year** may ask to see your school file as part of a STAR review meeting.

Miss Boyle and **Mrs Fell** are available to support you with organisational issues.

Reviewed in May 2026