

# TRINITY

SIXTH FORM ACADEMY

## TSFA Year 12 Induction Guide

Academic Year 2023 – 2024



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## Welcome

Congratulations on gaining a place at Trinity Sixth Form Academy (TSFA), one of the fastest growing sixth form colleges in the country. Please take a moment to reflect on your achievements at secondary school and recognise the fact that you have just gained entry to one of the most academic sixth form colleges in the region! Well done and welcome!

To make your transition as welcoming and smooth as possible, we have produced this short guide, which should give you enough information to ensure that you feel informed about the systems we have at TSFA. I hope you find it useful.

Do not forget though, if you need any information that is not included within this guide, you can speak to our team either on arrival at the college or through email.

I am really excited to meet you all and once again, well done on your achievements at GCSE.

Warm wishes

Mike Fitzsimons  
Principal



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**Trinity Sixth Form Academy**

## Timeline of Induction

Now you have enrolled, you will start the process of being inducted into TSFA life.

Do not worry, we do not throw you in at the deep end and instead, try to gradually immerse you into college life by giving you chunks of information at a time and giving you space to find your feet and ask questions.

You will be assigned a Personal Progress Tutor (PPT), who will act as your 'go to' for all questions and queries. You will learn about your college timetable, when you need to be in college, what systems we operate at the college and most importantly, where your lessons will take place. You will also get to meet your teachers and fellow classmates.

Induction is spread over many days. Partly, this is so we can accommodate everyone in a personalised way and partly, it is so that we do not overload you with information.

Now you are a student at TSFA, you are always welcome on site. But we do not require you to be at college all the time. Like university, you only need to be in when you have a lesson or a wider curriculum session. We will explain that as part of your induction and provide you with personalised timetables. For now, though, the table below illustrates when you will be required to attend the college.

Students will find out via email which House they are in so they can attend the correct House Welcome Session. They will get to meet their Personal Progress Tutor during this session.

Students will be placed in one of 5 Houses – Dean Clough, Halifax Minster, Piece Hall, Shibden Hall and Wainhouse Tower.

Date	Time	Event	Who
Mon 4 Sep	10.00 to 11.00am	Assembly at Halifax Minster	All students
	12.30 to 2.30pm	Enrichment Fair at TSFA	All students
	2.45 to 4.00pm	Team Trials - football, netball, rugby at Trinity Academy Halifax	All students who wish to play for TSFA teams
Tue 5 Sep	9.00am to 12.00pm	Halifax Minster and Piece Hall Induction	All Halifax Minster and Piece Hall students*
	12.30 to 3.30pm	Shibden Hall and Wainhouse Tower Induction	All Shibden Hall and Wainhouse Tower students*
Wed 6 Sep	9.00am to 12pm	Dean Clough Induction**	All Dean Clough students*
	1.00 to 3.00pm	House Competitions	All students
Thur 7 Sep	9.05am	Lesson start	All students
*Students will be informed of their house on their email about their timetable			
**New time due to admission software issues			

## The College Day

We have designed our college day a little differently to what most of you will be used to. Lessons generally start a little bit later than in school, and like at university, they are longer in length. You will find it a little bit challenging at first but will quickly get used to it. This is what our college day looks like:

Y12 & Y13	
Period 1 (1 hr 25 min)	09:05 – 10:30
Break	10:30 - 10:45
Period 2 (1 hr 15 min)	10:45 - 12:00
Lunch	12:00 - 12:45
Period 3 (1 hr 15 min)	12:45 - 14:00
Break	14:00 - 14:15
Period 4 (1 hr 15 min)	14:15 - 15:30

Just because lessons start at 9:05am, doesn't mean students cannot come in earlier. We regularly see students working independently in the Achievement Centre (AC) from as early as 7:30am!

### **College opening times for independent study:**

7:30am – Achievement Centre Independent Study

4:30pm – College closes to students, except for the Achievement Centre. The Achievement Centre closes when the last member of staff leaves for the day.

## Your college Timetable

Typically, students will study three subjects at Level 3. For example, History, Geography and BTEC Sport.

Students will spend 5 hours and 10 minutes of face-to-face teaching per subject. This will be broken down into lessons over the course of the week.

As well as lessons, students might work or do some form of volunteering. They will also need to attend a compulsory Trinity+ lesson once per week with their fellow 'House' mates and may choose to opt into an enrichment (football has been used as the example below). This example timetable would look something like this:

	Monday	Tuesday	Wednesday	Thursday	Friday
AM Lesson	History	BETC Sport	Geography	Trinity+	<i>Opportunity to work or volunteer</i>
PM Lesson	Geography			History	BTEC Sport
After College	History Achieve		<i>Football Enrichment</i>	Geography Achieve	

### Achieve

Achieve is an additional 1-hour lesson teachers offer to specific students about specific topics. They take place after the normal academy day for one hour and attendance is compulsory if you are invited.

### TAP time

TAP stands for Teacher Access Point. TAP time means that you have opportunities to meet with your teachers away from your lessons. This gives you and your teachers an opportunity to arrange to meet privately or as a small group, to go over class work or independent study that you are struggling with or want to get better at. TAP has not been included within the example timetable above.

### Independent Study

Teachers will eventually set students 5 hours of independent study each week per subject, but we like to build up to this over the first term of college. Independent study, in terms of frequency, quantity and depth, is probably the biggest change from secondary education, but it is also a major contributor to your overall success. Your teachers will set it and check that it has been completed every week. We offer extensive support with independent study through our Trinity+ programme.

### Trinity+

The PPT team deliver crucial, statutory programmes that include:

- Personal Development
- Monitoring meetings with staff
- Self-Appraisal
- Life Ready Lesson
- Literary message

For more details of what is included in the Trinity+ programme, please refer to our [Trinity+ guide](#).

### **Work Experience and Volunteering**

We encourage work experience and volunteering opportunities. All students in Year 12 will need to engage in some form of work experience or volunteering work to pass graduation, and the length of our lessons make booking in these sorts of opportunities easier. Please speak to your PPT for more information on what opportunities exist.

### **Enrichment**

The Trinity Enrich programme offers a huge range of opportunities for students to get involved in around their core curriculum lessons. During induction, there will be an opportunity to attend an enrichment fair, and sign up for sports, activities, clubs and trips as you see fit. For more details of what is included in the Trinity Enrich, please refer to our [Trinity Enrich guide](#).

## What Really Helps

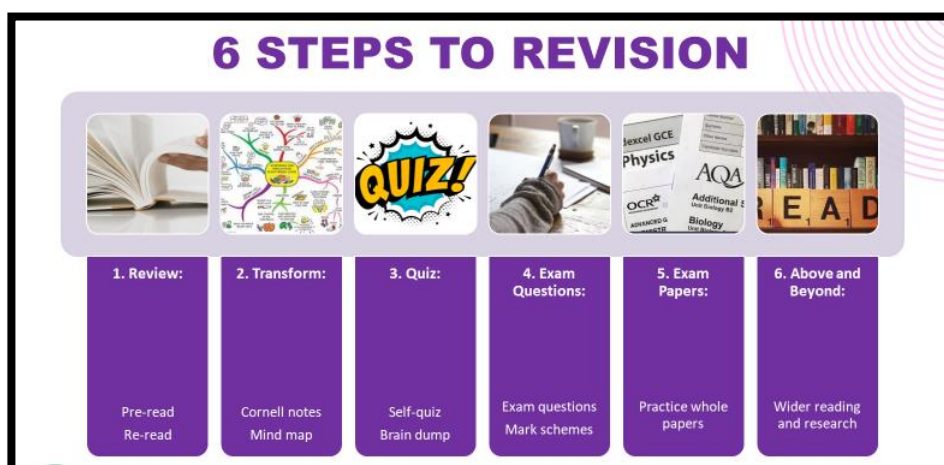
### Tip #1: Independent Study

Research suggests that the students who perform best commit to at least 5 hours of independent study per week, per subject. Ideally, this should not all take place in one sitting and independent study will be set in a manner where it can be spread across your week. It is our aim to gradually build and embed the necessary skills needed for you to be able to do this as soon as possible. So, our first tip would be to stay on top of your independent study and to make completing it a habit that sticks.

### Tip #2: Revision

Revision will be included within your weekly independent study quota, but there is no such thing as too much revision. At TSFA, we will teach you to revise using our very own '6 Steps to Revision'. These are:

1. **Review:** You are encouraged to go over previous lesson content after your lessons to make sure that the knowledge has been remembered.
2. **Transform:** Using flashcards, mind-maps, and Cornell notes will help to embed knowledge into your long-term memory. We will teach you how to use these methods successfully.
3. **Quiz:** Using regular low stakes testing or quizzing will really help develop strong neural pathways between the short- and long-term memory.
4. **Exam Questions:** When you are ready, try an exam question to see how confident you are in applying the knowledge you have learned. We will set this for you as you progress and only when you are ready.
5. **Exam Papers:** This is not something to start with and is more frequently set as independent study in the latter part of Y13.
6. **Above and Beyond:** Students are expected to go above and beyond in their independent study through extras like podcasts, videos, visits, and supplementary reading.



Our #2 tip would be to review your class notes after every lesson in the first few weeks and again, to make this a habit that sticks.



**Tip #3: Say Yes**

Change is difficult for us as human beings, but the best things in life come with great challenge. Try and find yourself saying yes to new opportunities. Step outside of your comfort zone whenever you can and see every new situation as a new opportunity. Do not forget to always ask for support to as and when you need it. A-Level study catches every student out at some point, but it is the best of us that bounce straight back up and seek support.

**Tip #4: Be Nice**

The culture at TSFA is probably the first thing you notice as you walk through our doors. There is a sense of purpose and professionalism, but all within a welcoming and caring community. The college brings out the best in us all and that stems from the most important part of our college community: Our People. Relationships are important at Trinity Sixth Form, so invest in yours. Support your friends and take a positive approach to your relationships with your teachers. We are all in this together.

**Tip #5: Keep Organised Folders**

You will need at least one separate folder for each subject that you study (in most instances, you will need multiple folders per subject, depending on what subjects you study). Folders are often a representation of your final grade, and we value well kept, organised folders that allow for good independent study and revision.

## Key People

To give you an idea of who is who, and to provide a face to a name, we have listed some of the key groups of people that you will be working closely with during your induction. Feel free to direct questions and emails to particular staff members if you wish.

### Senior Leadership Group (SLG):



Mr Fitzsimons

*Principal*



Miss Saville

*Vice Principal*



Mrs Golding-Smith

*Vice Principal*



Mr Palmer

*Assistant Principal*



Mrs Smith

*Associate Assistant Principal*

### Our Safeguarding Team:



Mrs Smith

*DSL / Associate Assistant  
Principal*



Miss Armstead

*Safeguarding & Welfare  
Manager / Deputy DSL*



Mr Fitzsimons

*Principal*



Miss Brand

*Personal Progress Tutor*



Mrs Morse

*SENCo*

### Personal Progress Tutors (PPTs):

**PERSONAL PROGRESS TUTORS (PPT)**

 Georgina Moore Senior PPT	 Jennie Bicknell Senior PPT	
 Louisa King Dean Clough PPT	 Zoe Brand Piece Hall PPT	 Maya Fireman Wainhouse Tower PPT
 Sarah Whaites Shibden Hall PPT	 Tom Watson Piece Hall Associate PPT	 Liam Read Halifax Minster PPT

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**SENCo Team:**



**Mrs Morse**

*SENCo*

**Year Leaders:**



**Mrs Ryan**  
Year 12 Leader



**Miss Wilson**  
Year 13 Leader


**Head Students:**



## Assessment in Year 12:

As a Year 12 student, you will sit 3 Progress Check (PC) assessments across 6 terms. Each PC has a subsequent Assessment Window (AW), where we tell you about your working at grade in comparison to your target grade. A report is sent to you and your parents detailing your performance after each PC.

The Year 12 Assessment Calendar showing PC weeks (purple boxes):

		Trinity Sixth Form Academy - Term Dates 2023 / 2024																				
<b>2023</b>		SEPTEMBER				OCTOBER					NOVEMBER				DECEMBER							
Monday		28	4	11	18	25	2	9	16	23	30	6	13	20	27	4	11	18	25			
Tuesday		29	5	12	19	26	3	10	17	24	31	7	14	21	28	5	12	19	26			
Wednesday		30	6	13	20	27	4	11	18	25	1	8	15	22	29	6	13	20	27			
Thursday		24*	31	7	14	21	28	5	12	19	26	2	9	16	23	30	7	14	21	28		
Friday		25	1	8	15	22	29	6	13	20	27	3	10	17	24	1	8	15	22	29		
<b>2024</b>		JANUARY				FEBRUARY					MARCH				APRIL							
Monday		1	8	15	22	29	5	12	19	26	4	11	18	25	1	8	15	22	29			
Tuesday		2	9	16	23	30	6	13	20	27	5	12	19	26	2	9	16	23	30			
Wednesday		3	10	17	24	31	7	14	21	28	6	13	20	27	3	10	17	24				
Thursday		4	11	18	25	1	8	15	22	29	7	14	21	28	4	11	18	25				
Friday		5	12	19	26	2	9	16	23	1	8	15	22	29	5	12	19	26				
<b>2024</b>		MAY				JUNE					JULY				AUGUST							
Monday		6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19	26				
Tuesday		7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27				
Wednesday		1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28			
Thursday		2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22*	29			
Friday		3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23	30			
		<ul style="list-style-type: none"> <li><span style="display: inline-block; width: 15px; height: 10px; background-color: #4a4a8a; border: 1px solid black; margin-right: 5px;"></span> = Academy holidays - closed to students</li> <li><span style="display: inline-block; width: 15px; height: 10px; background-color: #e91e63; border: 1px solid black; margin-right: 5px;"></span> = Staff training days - closed to students</li> <li><span style="display: inline-block; width: 15px; height: 10px; background-color: #e91e63; border: 1px solid black; text-align: center; line-height: 10px; font-size: 8px; margin-right: 5px;">*</span> = Student Enrolment days</li> <li><span style="display: inline-block; width: 15px; height: 10px; background-color: #a9a9a9; border: 1px solid black; margin-right: 5px;"></span> = Bank holidays</li> </ul>																				

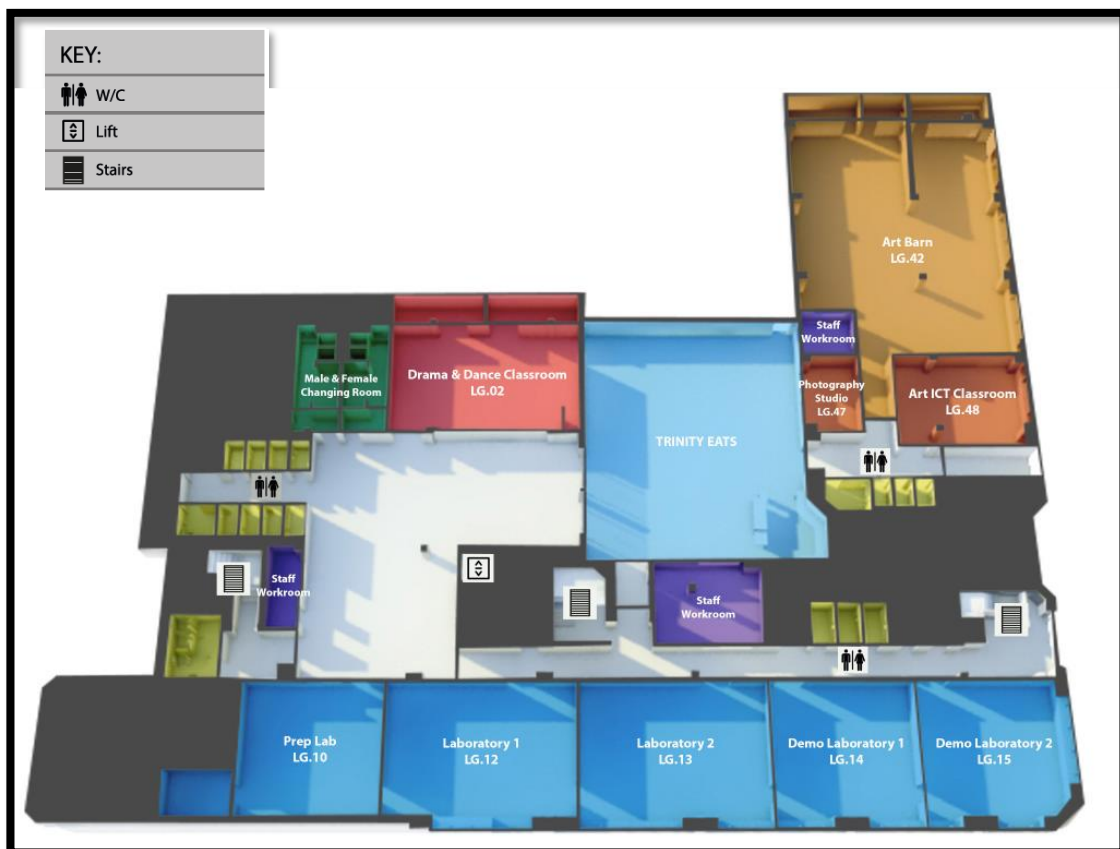
## Getting Around

### Discover Halifax

We are based right in the centre of Halifax, which means we benefit from excellent transport links via bus and train service. There are lots of shops, restaurants, and public spaces in the town centre which all members of our college community can enjoy. We have a fantastic reputation within the local community, and local employers particularly value TSFA students, which makes us very proud.

### The college

#### Lower ground floor:



## Ground floor:



## First Floor:



## Second floor:

