

*The*  
*New Sixth* BATH  
ST GREGORY'S AND ST MARK'S

*The New Sixth*  
*Student Handbook*

September 2021

# *Welcome*

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This handbook has been designed to support your transition into The New Sixth. It is intended as a reference for different aspects of sixth form life.

Our values in The New Sixth are strongly rooted within the Christian tradition. These values are enshrined in our ethos. We are committed to developing and celebrating the gifts and talents of each and every individual and to providing you with a teaching and learning environment of the highest quality, one in which you will have every opportunity to fulfil your true potential.

Post 16 level study is rigorous and demanding so it is essential that from the very beginning you accept your responsibility as an independent learner who is committed to the highest standards of excellence.

Together, we will aim for success.

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# Overview

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## The Sixth Form Team

Director of Sixth Form, Saint Gregory's  
Deputy Head of Sixth Form  
Deputy Head of Sixth Form

Mrs L Staves  
Mr B Ackland (Head of Year 13)  
Dr S Brooks (Head of Year 12)

## The Tutors

Mrs M Bailey  
Mr C Boutland-Smith  
Mr S Burn  
Mr J Davis  
Mr J FitzGerald  
Mrs H Hillier-Brown  
Mr M Leaman  
Ms A Spurr

## Specialist Support

Sixth Form Administrator  
Oxbridge  
Medics  
Careers  
Careers Assistant

Mrs A Kinch  
Mrs L Staves  
Mr C Boutland Smith  
Mrs C Parker  
Mrs C Ruck

## St Gregory's Medical Staff

Medical Response Officer  
Nurse (Thursday)

Ms K Ackling  
Ms K Wilkinson

## New Sixth Contacts

LRC Direct Line  
Sick Line

01225 838 232  
01225 838 230

# The School Day

## The School Day

| The School Day & Lesson Times |  |
|-------------------------------|--|
| Monday – Friday               |  |
| 8:45 – 9:05                   | Tutor  |
| 9:05 – 10:05                  | Lesson 1   |
| 10:05 – 11:05                 | Lesson 2   |
| 11:05 – 11:30                 | Morning Break  |
| 11:30 – 12:30                 | Lesson 3   |
| 12:30 – 1:30                  | Lesson 4   |
| 1:30 – 2:10                   | Lunch Break  |
| 2:10 – 3:10                   | Lesson 5   |
| 3:15 – 4:15                   | Optional: Enrichment activities and/or supervised study in the LRC |

Our website has a more detailed calendar with a full listing of important dates including progress reports, educational visits and parent information evenings.

# *Life in The New Sixth*

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## **Sixth Form Code of Conduct**

Every day we expect students to:

- Always give maximum effort to academic studies.
- Be a respectful and considerate member of the school community.
- Set a positive example for the younger years.
- Always be polite and helpful.
- Be welcoming to all members of the community and visitors.
- Respect the right of each individual to explore and develop their faith and spirituality.

## **The School Day and Attendance**

The school day starts at 8.45am in Tutor and finishes at 3.10pm.

Year 12 students must attend all timetabled lessons including assembly, the Core Tutor Programme, Religion & Life lessons and Enrichment activities. You may leave site once all timetabled lessons have finished for the day.

You may leave site at lunchtime but must be back in plenty of time for your Period 5 lesson. If you do not have a lesson Period 5 then you are permitted to leave site for the day at lunchtime.

Year 13 may leave site after their last timetabled lesson of the day. Rules regarding attendance to Tutor and Assembly are different to those for Year 12 and are given below.

Remember, you are writing your own reference with everything you do in the sixth form. In today's competitive world, high levels of punctuality and attendance are not only expected, but are often demanded by employers. In order to reach your full potential, it is essential that you aspire towards 100% attendance.

## **Signing In and Out**

If you leave the site, you **MUST** sign out at the Learning Resource Centre (LRC). If you arrive at school after Tutor, you **MUST** sign in at the LRC. You must provide an acceptable reason – these will be queried and monitored.

# *Life in The New Sixth*

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If a Year 12 student does not have a lesson Period 5, and is choosing to remain on the school site, then they must sign in at the LRC.

If a Year 12 or Year 13 student goes out at lunchtime they must sign out and back in at the LRC.

As Year 13 students have more freedom, they must sign in and out accurately. Failure to do so may result in this privilege being withdrawn.

The signing in and out system is set up with your safety in mind. For example, in case of a fire, the school needs to know where you are during school hours. If you miss registration or have permission to leave the premises ALWAYS SIGN IN AND OUT at the Admin Desk located in the LRC.

## **Assemblies and Tutor Periods**

Assemblies are compulsory for all students in both Year 12 and 13. It is hoped that many of you will take leading roles in sixth form and lower school assemblies as the year develops.

For Year 12 students Tutor Periods are compulsory. The time spent with your tutor is very important in ensuring that you are fully supported to meet the demands of your academic course and also fully prepared for life beyond sixth form.

Year 13 students must attend all Tutor sessions as directed by the sixth form team.

## **Sickness or Unexpected Absences**

If you are unwell and not able to come to school you need to notify The New Sixth in one of the following ways:

- A parent or carer should call and leave a message giving the reason for the absence on The New Sixth Sickline: 01225 838230 before 10am.
- An email can be sent by a parent or carer to Mrs A Kinch [kincha@st-gregorys.org.uk](mailto:kincha@st-gregorys.org.uk)
- If a student is emailing about an absence they must cc their parent or carer.

Absence for holidays during term time is discouraged and will always be unauthorised (unless there are exceptional circumstance).



# *Life in The New Sixth*

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Attendance information forms part of any future reference from the school for employment or university. It is also required if you are claiming any financial bursary for studying post-16. If you wish to request permission for an absence in advance please apply at the LRC Admin Desk or email Mr Ackland or Dr Brooks.

## **Notices – Finding Out What’s On**

**Memo keeper:** Displayed during Tutor every day. This is how key notices for that day are shared with the community.

**Gateway Café Notice Board or TV:** For Year 13 students that are not required to attend Tutor – check daily.

**LRC Noticeboard:** Displays general non-urgent information - check weekly.

**The Fortnightly New Sixth Newsletter:** Contains notable dates, events and opportunities.

## **Emails**

Students are expected to check their school email account a minimum of twice a day, once in the morning and once in the afternoon.

This is a key channel of communication and it is your responsibility to be aware and to respond. It is recommended you download the Outlook 365 app to your phones to help with your organisation.

## **Dress Code**

Students must dress according to our Dress Code. The New Sixth is a professional environment and students should dress accordingly.

A full Dress Code can be viewed in this booklet or on the website. In particular please note that jeans, trainers, short skirts, revealing tops and hoodies are strictly forbidden.

If you are unsure speak to your Tutor or a Deputy Head of Sixth Form.

# *Life in The New Sixth*

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## **The Café**

Sixth Formers have a café in the Gateway building exclusively for their use. It is open at break and lunch. The café area can be used for group work during the day as an alternative to the quiet LRC.

## **Religion & Life lessons**

Every student has Religion & Life lessons as part of their timetable. These are compulsory sessions. The curriculum is designed to look at key issues and inspire debate. The modules for Religion & Life are diverse and regularly reviewed to make sure the programme is as engaging as possible.

A variety of world religions are explored and staff welcome student input to design and alter the curriculum to meet interests.

## **Enrichment**

Every Thursday Period 5, students have a timetabled Enrichment lesson. This is compulsory for Year 12 and optional for Year 13.

This is an opportunity to engage in an activity unrelated to A level subjects, to broaden your experience of sixth form.

The enrichment programme runs as a carousel of different activities which students spend six weeks enjoying. We are always keen to hear ideas students have for alternatives that could be included in the programme.

# *Studying at The New Sixth*

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## **Study time**

The difference between GCSE and Post-16 courses is significant. The key to success is having a positive work ethic and enthusiasm for your chosen subjects; you will need to read around the topics and immerse yourself in them. Independent learning/study is essential and may take a number of forms, but it is always designed to reinforce the core learning within the classroom rather than be an 'add on'.

To make a success of your A levels all students are expected to spend at least 21 hours per week on their studies. You are able to undertake independent study time during the school day, since you will be studying fewer subjects. You have the option to work in the Learning Resource Centre (LRC), the Café or in free classrooms with the agreement of a member of staff. Year 12 students will have six hours of supervised study a fortnight. During these sessions students must work in the LRC on independent tasks to further their progress in their A Levels.

No disruption to independent study will be tolerated; failing to use this time productively will be to the detriment of your success in your chosen course. Remember, there is no such thing as "I have no work" at sixth form level.

## **Independent Study at Home – Year 13 only**

Year 13 students have permission to study at home however attendance to timetabled lessons, and at registration and directed tutor periods is compulsory. This privilege may be removed if work or behaviour falls below our expected high standards.

## **Assessment and progress**

In order to help you assess how well your work is going and to monitor progress we use ALPS, a national assessment benchmark based on individual GCSE performance, to set a minimum expected target for students at A Level. If there are significant concerns about your progress or efforts, subject staff and/or the pastoral team will meet with you and your parents to discuss and agree strategies to support you.

Your subject teachers monitor your academic potential and progress and share with your Tutor. Interviews will be arranged on a regular basis to review your achievement, set targets and offer constructive advice and support. The aim is always to work with you to use your strengths to support you in your weakest areas.

# *Studying in The New Sixth*

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If you continue to under-perform you will be placed on an academic report for a three week period during which time your suitability for your chosen course will be stringently monitored.

## **The Enriched Curriculum offer**

At the New Sixth, we offer students the opportunity to engage in an additional course alongside their three A level subjects. Students can choose from the following options, all of which have significant benefit as they make university and job applications in the future:

### **The Extended Project Qualification (EPQ)**

This is increasingly recognised by the most competitive universities as an excellent addition to AS subject studies. Students will often choose a topic that compliments their future degree route, using it as an opportunity to show reading beyond AS subject content and demonstrating independent study skills. This course will appeal to you if you wish to complete an extended dissertation, research project or creative piece on a topic of your choosing and you wish to develop research skills which will enhance your readiness for university. It will be particularly useful for those students who are thinking of applying to Oxbridge, Medicine or other competitive courses.

### **AS/Core/Further Maths**

We are very fortunate to have such success in maths at GCSE and we capitalise on this in The New Sixth by making every effort to encourage students to continue their study of maths post-16. The enriched curriculum has something for everyone. The Core Maths programme is an engaging, real-life application of the subject; AS Maths offers more the opportunity to study the subject without committing to the full A level; and Further Maths supports exceptional mathematicians to continue to challenge themselves.

# Support

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## **Spiritual and Pastoral Support**

The Chaplaincy offer a programme of activities and retreats to invite you to continue to engage in the spiritual journey in a way which speaks to young people. The Chaplain works to provide a caring, welcoming, inclusive and stimulating environment. We hope that sixth formers will take part in the planning of activities and will help to form a student chaplaincy team.

## **Worship**

The New Sixth is a Christian sixth form and we expect all our sixth formers to respect the basic Christian values we hold dear. In tutor time you will be invited to take part in prayers and assemblies will have a Christian content and context.

We appreciate that sixth formers will be in very different places in their life and faith journey, so there is no sense of 'compulsion' about any aspects of Christian belief, just an understanding that what we stand for will be supported and valued.

From time to time there will be whole school Masses at Saint Gregory's which sixth formers are warmly invited to attend. We hope that sixth formers, working with the chaplains, will play an active role in preparing liturgies. There is also the option of engaging with an alternative worship offer designed and organised by the Christian Union.

## **Personal Tutors – Welfare and Progress**

Your Tutor is responsible for supporting and guiding you during your time in the sixth form and beyond into higher education or the work place. Your tutor is the person who has direct responsibility for your welfare and progress. She or he will help you settle into the sixth form, discuss your academic progress with you, write your reference when you apply for a job or for university and generally encourage you to make the most of school life. Your sixth form learning experience and development is not limited to the subjects you study, but also the rich range of opportunities The New Sixth will offer you in order to develop your confidence, preparing you for the next step.

In addition to your Tutor, other support systems within The New Sixth are available to help you cope throughout your time here including the School Nurse or Academic mentors.

# *Support & Sixth Form Opportunities*

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## **Financial Support and Bursaries**

The 16-19 Bursary Fund is available to provide financial assistance to those students from low-income families. The bursary can help towards meeting the costs of books, uniform, attending trips, transport and attending interviews or university open days. The Bursary Policy and application form are published on our website. Further information can be obtained, in confidence, from the Sixth Form Administrator or the Finance Manager at Saint Gregory's or the School Business Manager at St Mark's.

There are also various bursaries and scholarships available for university applicants from low-income families; ask for details when applying to university in Year 13.

## **Leadership opportunities**

There are numerous opportunities to develop your leadership skills which will enhance your Sixth Form experience and prepare you for adult life. For example, you may wish to get involved with the Senior Team, the Duke of Edinburgh Award Scheme plus many of the activities in our Enrichment Programme (see below).

## **Heads of House and the Student Leadership Team**

Student leadership roles for Year 12 students are the prestigious Heads of House positions. Heads of House work with the lower school in organising House events and competitions. The Student Leadership Team is elected at the end of Year 12 and work together to enrich the experience of students in the sixth form and lower school. The Senior Leadership Team is overseen by the Chair and Vice Chair.

## **Enrichment**

We support the development of practical and transferable skills which will be valuable later in your life as a student and as an employee. Communication, numeracy and IT skills will be developed through your work in your academic subjects and the Core Tutor Programme. You will also have the opportunity to take further enrichment activities on Thursday afternoons throughout the school year.

Examples are:

- The Duke of Edinburgh Award
- Recreational sports
- Volunteering

# *Sixth Form Opportunities*

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- Year 7 Peer Reading programme
- Working with younger students
- International links with other colleges
- CAFOD Young leaders

## **Progression – Careers and UCAS**

Throughout Year 12 there is an extensive programme to support students to consider their next steps, whether that be university, apprenticeship applications or careers preparation.

For those considering a university application, training and guidance will be given on the development of your personal statement. As this forms the basis of any application to employment or to the UCAS system it is important that you have a good draft ready for the start of your final year in school. Preparing for the 'next step' will become the main focus of tutorial time with your form tutor in the autumn term of Year 13.

All students at The New Sixth have access to **Unifrog** which forms an important part of the progression programme.

Unifrog is an award-winning university course and apprenticeship choosing platform which makes it easy for students to choose the best five university courses and/or apprenticeships.

The tool pulls together an unparalleled breadth of data from sources such as The Guardian, UCAS, and the Department for Business, Innovation and Skills, allowing students to compare courses and apprenticeships side by side, and also helps students to avoid common application mistakes, such as not choosing universities offering a range of entry requirements. Access Unifrog by visiting – <https://www.unifrog.org/>.

All students are given the opportunity to attend a UCAS Convention in Year 12 to support the extensive research which is required to ensure that they apply for the most suitable courses in higher education.

# *Sixth Form Opportunities*

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## **Potential Oxbridge and Applicants for Medicine, Veterinary and Dentistry**

Aspiring candidates applying to Oxford or Cambridge University or to study Medicine, Dentistry or Veterinary Science must submit their UCAS applications by October in Year 13. A dedicated programme is on offer to help students make a competitive application.

## **Work Experience**

In the final week of Year 12, students are supported to complete a week of work experience. It is the students' responsibility to find a placement and to reflect on the lessons they have learnt. However, guidance is available for those struggling to find a placement. The value of work experience is undeniable and students see a significant benefit from being given this time.

Some work experience placements will not fit neatly into the calendared week. We welcome all requests for absence to complete work experience and consider them carefully.

## **Scholarships**

As part of our commitment to a broad and vibrant curriculum, accessible to all, we have developed the Sixth Form Scholarship Programme, a unique collaboration between The New Sixth and our corporate sponsors.

Each sponsor has made a significant commitment to supporting our students' academic learning experience through a combination of financial scholarship, formal mentoring, careers guidance and work experience in order to prepare students for the challenges, adventures and opportunities of the world of work. Scholarships are worth £500 each, provided in vouchers or through meeting a specific course expense, and will be awarded to students who demonstrate exceptional academic talent or community spirit and endeavour. These funds are to be provided to support our outstanding students in their studies and expand their opportunities beyond the classroom.

Applications are invited from exemplary candidates in Year 12 and Year 13 who play an active role in supporting the sixth form. Scholarships will be awarded in the autumn term. Each scholarship is designed to meet the specific interests of both the sponsor and the student; having reviewed the offers, students can apply for a specific scholarship or make an open application for consideration against all scholarships.



# *Maintaining Excellence*

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## **The New Sixth Learning Agreement**

All students are expected to sign and adhere to our Learning Agreement - the terms are given at the end of this booklet. There is a six-week probationary period which confirms your suitability for sixth form study. Please seek advice and guidance from your Tutor or the Director of Sixth Form if, during this time, you feel The New Sixth is not for you. If the subjects you have chosen are not suitable for you, there is a procedure in place for changing subjects if this is absolutely necessary, but a change should only be made during the first two weeks to minimise the amount of work missed.

We aim to strike a balance within the sixth form of being a part of a culture of learning with high expectations of participation and mutual respect, alongside helping you to develop the skills and independence which you will need when you leave us for university or employment. The Learning Agreement is a positive document which supports this balance and identifies your rights and responsibilities as a member of the sixth form.

## **Expectations of Behaviour**

As a sixth form student you will find that the attitude of staff towards you changes and you will find yourself very much in a working partnership. Every effort is made, in the time that you spend in The New Sixth, to encourage your development as a young adult. You will be treated with respect and consideration, and every member of staff has the right to expect the same in return. Unacceptable behaviour or attitude to study is dealt with by your tutor or subject teacher. If the problem or concern is not resolved at this level, it may be necessary to refer you to the Head of Sixth Form and your parents will be contacted.

Any behaviour which undermines positive relationships (threats, abuse, discriminatory behaviour and bullying) is not tolerated. Please note that behaviour of this kind will be dealt with firmly and could jeopardise your place in the sixth form. Detailed guidance on this can be found on the website.

## **Contacts and Medical Information**

The school keeps personal and confidential records of your contacts and medical information in accordance with GDPR. It is important these are kept up to date for your own safety. Please inform the Sixth Form Administrator if you move house, change your phone number, email address or GP Practice. Please also inform the

# *General Information*

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school office of any change in a reported medical condition or allergy.

## **Timetables**

You are all given a copy of your timetable. If you lose it a copy can be obtained from the LRC Admin Desk. If your timetable changes, please let The Sixth Form Administrator and your Tutor know immediately.

## **Driving lessons**

Driving lessons must be arranged after morning Tutor time and outside of lesson time. You must ensure you are back on site for a prompt arrival at your next lesson.

You are allowed to take a driving test during school time providing you attend for part of the school day as appropriate. Absences to complete driving theory tests will not be authorised.

## **Lockers**

Lockers are available to hire at a small cost. Keys are available from the Sixth Form Administrator. Please take care of your possessions and ensure that you have valuable items personally insured.

## **Printing and Photocopying**

Students are given printing credits at the start of the term and when this runs out you can buy more from the LRC Admin Desk.

## **Laptops/ICT**

We will expect you to sign the school's ICT Acceptable Use Policy which covers use of all ICT facilities and products.

## **Mobile phones/iPods**

Please be aware of the distraction which can be caused by the use of mobile phones and other devices. You are asked to switch off your mobiles in lessons and around the school grounds.

Sixth form students can use their mobile phones at break time and lunchtime, but we ask you to be mindful of younger students who are not allowed to use mobile phones in school at any time.

# *General Information*

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## **University Open Days**

When considering university applications in the summer term of Year 12 and autumn term of Year 13, you may wish to attend open days. These visits can be very worthwhile and can give you a clear picture of what the course involves and how well suited you will be to it. We will authorise two absences per academic year to facilitate.

## **Part-time work**

Some students take on a part-time job (evenings or Saturdays) during their time in the sixth form. Whilst this brings financial rewards and a valuable insight into the world of work, it does come with a warning! Post-16 courses are demanding and require consistent effort and application. If you are applying for part-time employment, we would recommend no more than 10 hours per week. You must avoid excessive or late hours as your priority must always be your A level studies.

## **Care of your environment**

As young adults we expect you to take care of your environment at all times and to show respect to others by ensuring that you leave all working or relaxing areas in good order. We expect your co-operation at all times in resolving any issues should they arise with regards to your use of the LRC, The Well or indeed any part of the school grounds.

## **Smoking**

The school buildings, grounds, and all nearby residential streets are strictly no smoking areas for all students.

## **Alcohol / illegal substances**

It is the school's policy to inform the Police in cases involving the sale or consumption of controlled drugs within the school grounds. In addition, students must not enter licensed premises during the school day. Alcohol/drugs must not be brought onto the school site under any circumstances.

Failure to comply with this expectation will result in suspension and possible exclusion. Please see our policy on our website for further details.

## **Fire regulations**

Please become familiar with the fire regulations for each part of the school buildings and grounds, in particular the assembly points and evacuation routes.

# Dress Code

## New Sixth Dress Code

**Sixth form students are required to dress smartly as they are role models to younger students.**

You should dress smartly and modestly with the respect of others in mind, as you would for a professional work environment. We ask that sixth formers work within the spirit of the dress code and embrace the flexibility it presents without abusing it.

If you are not sure if your outfit is suitable, ask yourself if you would be confident walking into an interview for your dream job in it.

**If not, then it isn't right for The New Sixth.**

| <b>BOYS' REQUIREMENTS</b><br>The following are acceptable:  | <b>GIRLS' REQUIREMENTS</b><br>The following are acceptable:   |
|---|---|
| <ul style="list-style-type: none"><li>• Formal business wear appropriate for the workplace. E.g. suit trousers and a shirt with tie or open collar.</li><li>• Buttoned shirt with tie or open collar: long or short sleeved.</li><li>• Tailored, suit-style trousers or smart chinos.</li><li>• Plain jumper or cardigan may be worn.</li><li>• Shoes must be formal and smart.</li></ul> | <ul style="list-style-type: none"><li>• Formal business wear appropriate for the workplace. E.g. smart blouse/top with skirt or trousers.</li><li>• Skirts and dresses must be tailored and of an appropriate business style and length (mid-thigh)</li><li>• Tailored, suit-style trousers.</li><li>• Plain jumper or cardigan may be worn.</li><li>• Shoes or boots must be formal and smart.</li></ul> |
| <p>Hair must be appropriate to a professional environment<br/>Piercings must be discreet</p>  |   |

# *Dress Code*

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## **Not Acceptable**

For clarification the following items are not allowed:

Stretchy-style miniskirts, vest/strappy tops, tops that are low cut or expose the midriff, leather skirts or trousers, cargo pants or denim including white or black jean-style trousers, see-through linen trousers, shorts, cut-off or ripped trousers, large designer logos, hoodies, trainers, casual "deck" shoes, flip flops, "Ugg-style" boots.

Outdoor coats, jackets, hats and scarves should NOT be worn in the school building.

### **This list is not exhaustive and is subject to change**

Fashions change so the list of unacceptable items is **not exhaustive** and staff will decide whether or not your appearance is acceptable. If errors of judgement are made with your school attire, you may be asked to go home and change.

# *Student Learning Agreement*

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This identifies your rights and responsibilities as a member of the sixth form. The terms of the agreement are shown below:

Under this agreement The New Sixth will endeavour to provide:

- A programme of courses that are delivered by suitably qualified and effective members of staff using appropriate facilities and resources.
- A friendly, caring, supportive environment.
- A Sixth Form Tutor who monitors your progress, provides guidance and assistance in setting targets for improvements.
- The provision of structured guidance for the use of private study time, including the regular setting and marking of formal work done during private study time.
- Support in developing good study skills.
- Support for any special educational needs you may have.
- The opportunity to take part in an enrichment programme to extend your learning beyond academia.
- A thorough UCAS/careers programme for your progression beyond the sixth form.
- The opportunity at least once a year for your parents/carers to come in to school with you to discuss your progress.
- Termly snapshot reports during the 2 years of study to keep you informed of your progress.
- The opportunity to apply for the 16-19 bursary to assist towards the cost of books, equipment, compulsory trips, uniform and transport. Note that awards are discretionary and based on household income and individual circumstances.

In return you will be expected to:

- Maintain high levels of attendance (over 94%).
- Treat all members of the school community with utmost respect.
- Attend all lessons punctually. This includes Tutor and Religion & Life.
- Adhere to the expectations of students as laid down in the Sixth Form Code of Conduct including the Dress Code.
- Accept responsibility for your own learning with the support of your teachers.
- Complete all work to the required standard by the required deadline by using your time, in school and at home, effectively.
- Comply with the attendance expectations relevant to your year group.

# *Student Learning Agreement*

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- Act as a positive role model for younger students and behave in a manner which befits a Sixth Form student.
- Get involved in extra-curricular activities/leadership programmes to improve your key skills.
- Respect the individual rights of all members of the school community and be involved in activities within the community.
- Accept that you will be asked to leave the sixth form if the above conditions are repeatedly not met.

At the beginning of each academic year in The New Sixth, students are required to complete a Google Form to confirm their acceptance of the learning agreement.

# Student Support Structures

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Sometimes we all need a little help and support to enable us to achieve to the best of our ability. All support measures are put in place to help you achieve your full potential.

## Period 6 System

Period 6 is a sixth form intervention that's purpose is to support students to improve their working habits, to make up for lost lesson time or to catch up on work. Period 6 is split into two categories:

1. Pastoral
2. Academic

### 1. A Pastoral Period 6 can be awarded for the following:

- Continued Poor punctuality
- Truancy from lesson
- Poor behaviour around school site
- Poor language
- Rudeness to staff
- Not turning up to a Period 6

A pastoral Period 6 will be sat in the LRC between 3.15 and 4.15. The student must turn up and use this hour to complete any work outstanding. This must be done in silence.

Pastoral Period 6 will run twice a week and students will be given flexibility to attend either or, if required, both.

### 2. An Academic Period 6 can be awarded for the following:

- Continued lack of effort in a subjects lesson
- Missing homework/assignment deadlines (missed first and second deadline for an assignment. This resets for each assignment)
- Not turning up to a Period 6

An Academic Period 6 will be sat in faculties between 3.15 and 4.15. This can be in the form of supported study sessions provided by the subject or as an organised silent study session by the subject.

An academic P6 is issued to aid students in their studies by providing extra time and space within the faculty.



# Student Support Structures

## Attendance/Punctuality/Behaviour Sanctions

3. P6 in a term (reset each term) leads to the following:

### Tutor Report - 2 weeks

- Targets
- Phone call home from Tutor and tutor meets student
- P6/faculty supported study once a week

### HOY Report - 2 weeks

- Targets
- Phone call home from HOY and HOY meets student
- P6/faculty supported study once a week

### Added information

1. If students do not meet their targets: Move to next stage.
2. If students show improvement but not significant enough: Each stage can be extended by two weeks to allow more time for improvement.
3. If students show significant improvement: Student will move back a stage/come off report.
4. If students do not meet targets on a Stage 3 report a formal meeting will be called with Director of Sixth Form to consider appropriate next steps.

### Stage 1 Report - 4 weeks

- Targets
- Initial parent meeting with HOY
- HOY meet weekly with student
- P6/faculty supported study twice a week

### Stage 2 Report - 6 weeks

- Targets
- Initial parent meeting with HOY
- HOY meet weekly with student
- Phone call home from HOY bi-weekly
- P6/faculty supported study twice a week
- All study periods supervised in LRC

### Stage 3 Report - 8 weeks

- Targets
- Initial parent meeting with HOY/HOS
- HOY/HOS meet weekly with student
- Phone call home from HOY weekly
- P6/faculty supported study twice a week
- All study periods supervised in LRC

# Student Support Structures

## Academic/Faculty Sanctions

3. Faculty P6 (reset each term) or Grade 3 for Attitude to Learning (ATL) or Progress in a progress report triggers the Faculty Report below.

If all subjects are flagged the student will go straight to Stage 1 Report minimum and will be overseen by the pastoral team.

### Faculty Report - 4 weeks

- Targets
- Phone call home from teacher and teachers meet with student
- Faculty supported study once a week

### HOF Report - 4 weeks

- Targets
- Phone call home from HOF and HOF meets with student
- Faculty supported study once a week

### Added information

1. If students do not meet their targets: Move to next stage.
2. If students show improvement but not significant enough: Each stage can be extended by 2 weeks to allow more time for improvement.
3. If students show significant improvement: Student will move back a stage/come off report.
4. If students do not meet targets on a Stage 3 report a formal meeting will be called with Director of Sixth Form to consider appropriate next steps.
5. HOY/HOS in charge from Stage 1 if multiple subjects concerns.
6. HOF in charge from Stage 1 if single subject concern.

### Stage 1 Report - 4 weeks

- Targets
- Initial parent meeting with HOY/HOF
- HOY/HOF meet weekly with student
- Phone call home from HOY/HOF bi-weekly
- Faculty supported study twice a week

### Stage 2 Report - 6 weeks

- Targets
- Initial parent meeting with HOY/HOF
- HOY/HOF meet weekly with student
- Phone call home from HOY/HOF weekly
- Faculty supported study twice a week
- All study periods supervised in LRC

### Stage 3 Report - 8 weeks

- Targets
- Initial parent meeting with HOS/HOF
- HOS/HOF meet weekly with student
- Phone call home from HOS/HOF weekly
- Faculty supported study twice a week
- All study periods supervised in LRC

# Term Dates

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## Term 1

|                           |  |
|---------------------------|--|
| Thursday 2 September 2021 | INSET Day (school CLOSED to students)          |
| Friday 3 September 2021   | Term 1 Begins for students in Year 7 & 12 only |
| Monday 6 September 2021   | All students in all years in school            |
| Friday 1 October 2021     | INSET Day (school CLOSED to students)          |
| Friday 22 October 2021    | Term 1 Ends                                    |

## Term 2

|                         |                                       |
|-------------------------|---------------------------------------|
| Monday 1 November 2021  | Term 2 Begins                         |
| Friday 26 November 2021 | INSET Day (school CLOSED to students) |
| Friday 17 December 2021 | Term 2 Ends (13:30 finish)            |

## Term 3

|                          |                                       |
|--------------------------|---------------------------------------|
| Tuesday 4 January 2022   | INSET Day (school CLOSED to students) |
| Wednesday 5 January 2022 | Term 3 Begins (all students)          |
| Friday 18 February 2022  | Term 3 Ends                           |

## Term 4

|                         |                              |
|-------------------------|------------------------------|
| Monday 28 February 2022 | Term 4 Begins                |
| Friday 8 April 2022     | End of Term 4 (13:30 finish) |

## Term 5

|                      |  |
|----------------------|--|
| Monday 25 April 2022 | Term 5 Begins                            |
| Friday 29 April 2022 | INSET Day (school CLOSED to students)    |
| Monday 2 May 2022    | Bank Holiday (school CLOSED to students) |
| Friday 27 May 2022   | Term 5 Ends                              |

## Term 6

|                     |                            |
|---------------------|----------------------------|
| Monday 6 June 2022  | Term 6 Begins              |
| Friday 22 July 2022 | Term 6 Ends (13:30 finish) |

Due to the current COVID-19 situation INSET days are subject to additions or change if required.



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