

St. Paul's Sixth Form Handbook



WELCOME TO SIXTH FORM

Congratulations on your GCSE results if you are in Year 12 and welcome to St Paul's Sixth Form. Welcome back to Year 13 and well done on your AS mock results.

The purpose of this handbook is to acquaint you with the aspects of student life in the Sixth Form. In any community it is essential that people respect each other and so some basic guidelines are necessary to ensure a smooth running of our Sixth Form so that you may derive the maximum benefit from your time with us. It is essential that you and your parents/carers read this handbook carefully as it contains our expectations of our students in the Sixth Form.

Always keep in mind the main reason for returning to Sixth Form – to study and further your education. Your aim should be to do your best and make the most of every opportunity that you are given. There are many other aspects to Sixth Form life outside of lessons, and hopefully when you look back at your time with us you will be happy with the experiences that helped to shape you as a person.

We wish you every success,

Mr N Cockcroft

The Sixth Form Leadership and Pastoral Team

Head of Sixth Form: Mr N. Cockcroft

Assistant Head of Sixth Form: Mr P Morbey

Year 12 Tutors

12S: Mr Williams

12T: Mr White

12P: Mrs Orton

12A: Miss Jerman

Year 13 Tutors

13U: Mr Aston

13L: Mr Damji

13R: Mr Ouedraogo

13C: Mr Richardson

Sixth Form Daily Life

It is really important to remember that although you are now part of the Sixth Form community, you are still very much a part of the wider St Paul's whole-school community. You will have more freedom than you have previously had at school, and with this freedom comes responsibility. You are now a role model for the younger students within the school community – bear this in mind each day in the way that you conduct yourself.

1. Study Periods

Your personal timetable will have a small number of non-contact periods on it. These are known as 'study periods'. This is obviously a big change from years 7-11 and it is up to you to use your time wisely. You will find yourself under a lot of pressure from the work you are doing in years 12 and 13 and it is important that you have a healthy balance of work and relaxation. You must be careful not to waste your study time or you will begin to fall behind.

2. Where Can I Study?

- **The Silent Study Area**

The silent study area is exclusive to Sixth Form and is supervised by a member of staff at all times. There are computers and tables, however it is not an extension of the common room and there should be no eating or drinking in it. If you fall behind and teachers express concerns about your progress you will be required to be in this area for all of your study periods.

- **The Common Room**

Students are to use the common room as an alternative for silent study. Although we do not require you to work in silence here, the atmosphere should still be productive. There are laptops available in the common room and the area is regularly supervised.

- **The Learning Plaza**

This is available for students to use providing that it is not being used by the lower school classes. This area is also for silent study. In addition to this, the area is a whole school area and therefore you are not permitted to use mobile phones or headphones.

Remember: you should be working independently for four hours per subject per week outside of lesson time. If you find 'A' levels easy and have plenty of time to sit in the common room then you are not working hard enough and are unlikely to fulfil your potential! If students are found to be using this time inappropriately they will be required

to attend a lunchtime study session. If the problem continues a parental meeting will be called to address the situation and students will be required to have their study periods supervised.

3. You Study

You will receive your timetable on the first day of term. You will find on them your timetabled subjects (five hours a week per subject), PHSE, and enrichment. In your first PHSE lesson you will be required to allocate your study periods for each subject. Some of you may also have one or two YOU Study sessions on your timetable. For these sessions you must sign in and be in either the common room or the silent study area. This is not a punishment, it is simply related to the funding that we receive from the government.

4. Use of the Common Room

The Common Room is your room, but as the word suggests, it is 'common' to all Sixth Formers. Please respect it and treat it as you would treat your own living room at home. The care of the common room is the responsibility of each member of the Sixth Form. Please do not leave litter around and expect your friends and members of staff to clean up after you, and take care with the fixtures and fittings. No matter what time of day it is the room should be in a respectable condition. If the common room is left in an unacceptable state then it will be closed.

5. Use of Mobile Phones and Headphones

These can be used in the Sixth Form area, however as soon as you leave the area and enter spaces where the younger students are, the whole school rules on phones and headphones will apply. Some teachers may ask you to use your phones during classes to take pictures of notes, which is absolutely fine.

6. Getting Involved

Your experience in the Sixth Form will be shaped not only by your academic work but also the opportunities you take to be involved outside of lessons. Each year there will be a number of activities offered to you by both your tutors and subject teachers. There will also be visits and talks associated with careers and higher education. We look to all our students to become more responsible, making positive contributions to the wider school community and developing their own leadership skills. In early September the roles of Head Boy and Head Girl and a Prefect team that will form the Sixth Form committee will be advertised. Details of the application process and the roles and responsibilities this entails will be shared with all Sixth Form students in the new academic year. Opportunities to work on a voluntary basis both in and out of school will be advertised in

the Sixth Form area; these opportunities, and the development of related skills, will enhance any job or University application.

7. Assemblies, PHSE and Enrichment

All Sixth Formers are required to take part in PHSE and enrichment activities. PHSE takes place during period four on Wednesday. At the end of enrichment we will normally have a year group assembly. PHSE is an important part of preparation for life after school. We regularly have inputs from our partner universities and other external providers who will give support on a range of topics such as financial management, staying healthy and stress management.

Enrichment takes place on a Tuesday during period two. We see the value of developing our students' experience outside the classroom and preparing them for life after St. Paul's. These experiences are also valuable when writing personal statements in year thirteen. Choices will be made during the first week of the academic year.

Previous options have included:

- Young Enterprise
- Food for Life
- Primary School Mentoring
- Debate
- Conversational Spanish
- First Aid

8. Careers and work experience

Mrs McDonagh and Mrs Gahir are the Careers Team based at St Paul's. Interviews with Careers Advisors can be arranged directly by visiting the Careers office in the Lydia's building. Please make use of Careers as they aim to help you make a successful transition into work or University.

Although the focus of the work Careers advisors do is on progression to Higher Education or into work, you can also talk to them about a whole range of issues that may be affecting you. The aim of the service is to help you fulfil your potential and help make your time at St. Paul's successful and enjoyable. You can also get advice on how to look for part time work, apprenticeships, finding additional work experience and taking a Gap Year.

Our Expectations

1. Registration and Punctuality

You will be assigned to a specific Tutor Group and will therefore have a personal Tutor. However, you should bear in mind that the Sixth Form Tutor Team work together and that any of us will be willing to help you at any time in whatever way we can. If we cannot help you ourselves, we will be able to arrange for you to receive help from the appropriate source.

All students MUST register with their tutor in their designated form room at the start of the morning session at 8:45am. Attendance for morning registration is compulsory. Meeting together every day gives you a sense of form identity and is a time when lasting relationships are formed. It is also an important time for the sharing of information. If you do not attend morning registration, you will lose 50% of your daily attendance. Not coming to registration will have a big effect on your overall attendance record.

Anyone who arrives late MUST sign in using the sheet in reception. Frequent late arrival will be dealt with in the same way as non-attendance. Persistent lateness will result in a Study catch up session. It can result in non-payment of support bursary and parental meetings with Sixth Form Leadership. Ultimately, it could lead to you not being entered for exams or being asked to leave our Sixth Form.

As a Sixth Form student, you are a full time student and must therefore attend on a regular basis. You are required to attend registration every day regardless of your timetable. You will almost certainly have some lessons each day, but you may also find that your timetable includes study periods during the afternoon (Period 5). If this is the case you may go home at 1.20pm. This will only apply after your first tracking report is released and we are happy you are making good progress. After this time, if we find that your academic work is suffering in any way then you will be required to attend school as normal and use the study facilities here.

2. Attendance

Attendance at lessons is obviously compulsory. Staff find poor attendance very frustrating because time is so short to deliver A level courses and they have not got time to revisit work that students miss. The issue is a simple one as far as we are concerned – you are in the Sixth Form primarily for academic study. If you are not in lessons then you are not going to succeed and fulfil your potential. Statistical evidence shows there is a direct relation between attendance and success. It is with these benefits in mind that we

require a minimum attendance of 95% over the course of the year. Any extended absence will need to be justified by a medical letter or another appropriate form of evidence.

3. Reporting Absence

Unforeseen illness or emergencies should be reported to the Main Office before 8:45am by parents/guardians and subsequently be supported with a note upon the students' return.

Any planned absences for legitimate reasons such as a religious observance or a University Open Day (Year 13) need to be applied for. This is easily done by collecting a form from the Sixth Form office and returning it to your form tutor. If there is no appropriate or satisfactory evidence to justify an absence from Sixth Form, this will be coded as 'Unauthorised'.

- All non-attendances will be noted and monitored. Phone calls will be made if there is no reason provided for absence in the morning.
- After investigation, if the reasons are not satisfactory you will be given a verbal warning and a letter will be sent home.
- Further non-attendance will mean your parents will be invited to interview to discuss your future.
- Failure to improve will lead to a final meeting and may lead to dismissal from the Sixth Form.

It is important to note that driving lessons are NOT an acceptable reason for missing lessons. If you are found to be missing lessons for this reason, the process above will be followed.

In addition, you should try wherever possible to schedule medical appointments around your timetabled lessons.

Finally, as stated there is a significant link between good attendance and academic achievement. If students are not attending then this will have a negative impact on end-of-course grades. We will be monitoring student attendance even more closely. If students have continued issues with punctuality in the morning and/or significant levels of unauthorised absence, we reserve the right to charge students for each individual subject exam entry.

Dress Code

As Leaders of the school, we expect our students to be role models to younger pupils. Coming to school dressed professionally is conducive to a productive community and therefore leads to better long-term achievement. The dress code is outlined below. It is an expectation that all our students comply with it. Any student who does not will be warned and if this is repeated sanctioned. (This may include being sent home to change). Persistent failure to follow the dress code will result in the issuing of a formal written warning. ***There are no changes from last year's information but a number of clarifications that are in bold type. It is important that students read this carefully before purchasing items before the term starts in September, especially the 'items not permitted section'.***

Items Permitted	Items not permitted
<p><i>Male students</i></p> <ul style="list-style-type: none"> • Smart trousers • Collared shirt • Suit Jacket or Blazer • Tie (optional) • Smart shoes • Smart plain jumper <p><i>Female students</i></p> <ul style="list-style-type: none"> • Smart trousers • Smart knee-length skirt/dress • Smart blouse shirt • Suit Jacket/Blazer • Smart shoes/ankle boots • Plain tights or socks • Leggings can be worn under a skirt or dress but not on their own 	<ul style="list-style-type: none"> • No Jeans regardless of colour or style • No denim at all including shirts/skirts/jackets • No Sweatshirts • No Jeggings • No polo shirts • No crop tops • No trainers/converse/pumps • No jelly shoes or flip flops • No facial piercings of any kind • No hoodies (these can be worn to school but must be removed when in the school building) • No hats/ baseball caps • No t-shirts or shorts • No leather jackets • No Ugg boots or similar • No overly tight or revealing clothes, including mini-skirts, revealing or low cut tops, including tops with thin straps

If there is any doubt about items on the dress code, it is important that you consult with Mr. Cockcroft beforehand. We require all of our students to fully comply.

How We Track Your Progress

1. Go4Schools

Teachers will be regularly assessing students against exam criteria, and these grades will be communicated via Go 4 schools and the current grade

In October, January and April you will receive a tracking report, which includes a learning profile which reflects your effort in and out of lessons and an actual predicted grades

2. Mock Exams

Year 12

They will take place during the last 2 weeks of June, when you will be on study leave. To move in to year 13 you will need to achieve a minimum of 3 D grades.

The grades that you get in your mock exams will be the predicted grades that go on to your university application the following year.

Year 13

Your mock exams will take place during the 2nd week of January. During this time you will be on study leave.

Final Words

We feel we stand out from other post 16 providers in Leicester as we take an extra pride in the relationships we build with our students, and the fact that our school ethos focuses on developing the whole person. Through our acts of collective worship, the day to day experience of lessons - where we encourage you to become resilient, independent thinkers, and the enrichment programme, we hope that when you leave St. Paul's you are equipped to deal with the next stage of your journey, be it University education, college or work place. We are sure that the time you spend with us will be both enjoyable and ultimately rewarding

Good Luck!

Mr N Cockcroft
Assistant Principal