



St Paul's

Sixth Form Handbook

Welcome

Dear Parents/Carers,

Welcome to St Paul's Sixth Form. We are delighted to have your child join us and look forward to supporting them through what we hope will be a successful and memorable Sixth Form experience.

At St Paul's, we are committed to providing strong academic and pastoral support. In return, we ask all students to contribute positively to our school community and make the most out of the opportunities available to them.

This handbook contains key information to help you, and your child navigate the start of Sixth Form life and understand what to expect over the coming months.

We wish your child every success during their time with us.

Kind regards,



Mrs F. Bhana

Assistant Principal and Head of Sixth Form



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The Sixth Form Mindset

School Prayer

This is what The Lord asks of you,
to act justly,
to love tenderly,
and to walk humbly with your god Micah:6

“Let your light shine before others.” – Matthew 5:16

Sixth Form, the St Paul’s way — with Christ at the heart of it all.

At St Paul’s, Sixth Form is more than exams — it’s about becoming the person God calls you to be. Inspired by our school prayer and motto, we encourage you to live with purpose, integrity, and faith.

Act Justly

Do what is right — even when it’s hard.
Stand for truth, fairness, and integrity in everything you do.

Reflect:

Am I honest in my work and actions?
Do I treat everyone fairly and with respect?

Love Tenderly

Lead with compassion
Kindness is strength. Support, listen, and build others up.

Reflect:

Am I caring and thoughtful in how I speak and act?
Do I help create a welcoming environment?

Walk Humbly

Stay grounded and open to growth.
Seek feedback, take responsibility, and learn from setbacks.

Reflect:

Am I willing to grow and ask for help?
Do I respect others and show gratitude?

Grow Faithfully

Strive to fulfil your potential.
With effort, reflection, and purpose, you become who you’re meant to be.

Reflect:

Do I make the most of my time and talents?
Am I committed to developing academically and spiritually?

Shine Brightly

Be a light to others.
Live your values. Make a difference through leadership, service, and example

Reflect:

Am I helping others to thrive?
Do my actions reflect who I want to become?

The School Day

Monday, Tuesday, Thursday and Friday

08.45 - 09.10	Registration & Form Time plus reading for all years
09.10 - 10.10	Lesson 1
10.10 - 11.10	Lesson 2
11.10 - 11.30	Break
11.30 - 12.30	Lesson 3
12.30 - 14.10	Lesson 4 (+ Lunch 1: 12.30 - 13.00)
12.30 - 14.10	Lesson 4 (+ Lunch 2: 13.05 - 13.35)
14.10 - 15.10	Lesson 5
15.10	School day finishes
15.30	Extra-curricular classes start

Wednesday

08.45 - 09.40	Registration & PSHE
09.45 - 10.35	Lesson 1
10.35 - 10.55	Break
10.55 - 11.50	Lesson 2
11.50 - 12.45	Lesson 3
12.45 - 14.15	Lesson 4 (+ Lunch 1: 12.45 - 13.15)
12.45 - 14.15	Lesson 4 (+ Lunch 2: 13.20 - 13.50)
14.15 - 15.10	Lesson 5
15.10	School day finishes
15.30	Extra-curricular classes start



Sixth Form Daily Life

As a member of the Sixth Form, you are now part of a vibrant and supportive community within St Paul's however, it is important to remember that you remain an integral part of the wider school community as well. With the greater independence that Sixth Form offers, comes increased responsibility. You are now a role model to younger students and your behaviour, attitude, and conduct, should reflect this at all times, by setting a positive example through your actions both in and out of the classroom.

Study Periods

Your timetable will include a number of non-contact sessions, referred to as study periods. This marks a significant shift from your experience in Years 7–11. These periods are provided to support your independent learning and must be used effectively. The demands of Sixth Form study in Years 12 and 13 can be considerable and it is essential to develop a routine, that balances academic work, with personal wellbeing. Poor use of study periods can quickly lead to falling behind, so take responsibility for managing your time wisely.

Where Can I Study?

- **The Silent Study Area:** a dedicated space for Sixth Form students and is supervised at all times, by a member of staff. This space is equipped with computers and individual study tables and is designed exclusively for quiet, independent study. It is not an extension of the Common Room and therefore, group work, conversations and collaborative activities, are not permitted. Students are expected to respect the purpose of this area and maintain a silent working environment, at all times.
- **The Common Room:** provides a more flexible working environment, offering space for both individual and collaborative study, as well as social interaction. It includes amenities such as a coffee machine and kitchenette, creating a mature and relaxed atmosphere. You are encouraged to use this space responsibly—to study, revise, and support one another in a respectful and focused manner. However, please note: if concerns are raised regarding your academic progress, you may be required to complete all of your study periods in the Silent Study Area to support your learning and ensure you remain on track.
- **The Learning Plaza:** a shared school space that Sixth Form students may use when it is not occupied by scheduled classes. It is intended primarily for silent, independent study. As this is a whole-school area, students are expected to be especially mindful of their behaviour, keeping noise to a minimum and maintaining a quiet, respectful atmosphere at all times. This space can provide a useful alternative environment for focused study and its appropriate use is a reflection of your maturity and responsibility, as Sixth Form students.
- **The Extended Study Room:** a recent addition to the Sixth Form facilities and is designed to support both collaborative and independent learning. It features grouped desks and large whiteboards, making it an ideal space for group study sessions and peer-led learning throughout the year. However, during the lead-up to examinations, this room is reconfigured into a silent, independent study space with exam-style desks to support intensive revision and exam preparation. Students have consistently valued the flexibility of this room, which adapts to meet their learning needs throughout the academic year.



Sixth Form Daily Life

As a Sixth Form student, you are expected to undertake a minimum of four hours of independent study per subject each week outside of lesson time.

This is essential for consolidating your learning, deepening your understanding, and preparing for assessments. If you find yourself with an abundance of free time or regularly socialising in the Common Room without balancing this with study, it is likely that you are not engaging with your subjects at the necessary depth—and as a result, you may fall short of your potential. Students who are found to be using their study time inappropriately or failing to meet academic expectations may be required to complete all of their study periods in the Silent Study Area under supervision.

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. The care of the common room is the responsibility of each student 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.

Use of Mobile Phones and Headphones

Mobile phones and headphones may be used within Sixth Form designated areas. However, once you leave these areas, the school-wide policy on mobile phones and headphones applies. If staff members see you using these devices outside the Sixth Form areas, they are fully entitled to enforce the school policy, which may include confiscation.

In some lessons, teachers may permit or request the use of mobile phones—for example, to take photos of notes. This is acceptable when directed by the teacher.

Getting Involved

Your time in the Sixth Form will be shaped not only by your academic studies but also by the opportunities you take to get involved beyond the classroom. Each year, a variety of activities are offered by both tutors and subject teachers. These may include enrichment programmes, career-focused events, university talks, and educational visits.

We encourage all students to take greater responsibility, contribute positively to the wider school community, and develop their leadership skills. Taking part in extracurricular opportunities helps build your character, broadens your experiences, and enhances your applications for UCAS, apprenticeships, or employment.

Popular activities have included the Extended Project Qualification (EPQ), charity sports matches, Model United Nations, Debate Club, Medical Societies, and many more.



Sixth Form Daily Life

Assemblies, PHSE, General R.E and Enrichment

All Sixth Formers are required to take part in PHSE General R.E and enrichment activities. General R.E takes place on Wednesday. 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.

Previous enrichment opportunities have included:

- Young Enterprise
- Cooking for University
- Primary School Mentoring
- Debate
- Volunteering at a care home
- First Aid

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. 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.

Supporting your well-being

Your form tutor is your first point of contact for support. You will see them every morning in form time and they are on hand, when you need them at other times. Mrs. Bhana is also a good source of advice and support. For more specialist support, we have our school counsellor, Chrysa and Ms Mitchell. Please see Mrs Bhana if you think you need to access this specialist services.



Our Expectations

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. Two late arrivals will be dealt with in the same way as non-attendance and will result in an after school detention. 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 2:10pm. This will only apply after your first tracking report is released (December) 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.

Attendance

Attendance at all lessons is compulsory. Staff find poor attendance particularly frustrating, as A Level courses are intensive and time limited. Teachers cannot be expected to revisit material for students who miss lessons unnecessarily.

The principle is simple: you are in the Sixth Form primarily for academic study. If you are not in lessons, you are unlikely to achieve your full potential. Statistical evidence consistently shows a direct link between high attendance and academic success. With this in mind, we require a **minimum attendance rate of 95%** across the academic year. Any extended absences must be supported by a medical letter or other appropriate evidence.



Our Expectations

Reporting Absence For Parents

All students should be onsite before 8.45am. In the case of genuine illness, parents must telephone the school office on 0116 2414057, Option 1 'Absences', before 8:30am. If you are ill for more than one day, it is important that parents ring school each morning you are not in.

Should you be ill for more than 3 consecutive days, we will require medical evidence (unless there is a listed Medical Evidence, then it will be required from day 1). If this cannot be provided, you will be marked as an Unauthorised Absence.

Any planned absences for legitimate reasons such as a religious observance or a University Open Day (Year 13) will need parents to call to let us know.

- All non-attendances will be noted and monitored. Phone calls will be made, if there is no reason provided for an 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 above process 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.

Any queries or concerns regarding school attendance should be directed to Miss Bates, our Attendance Officer in the first instance at: vbates@st-pauls.leicester.sch.uk



A Level Study Skills & Expectations

A Levels demand more than classroom time. Independent study is essential for success — it's where knowledge is deepened, confidence is built, and your future is shaped.

How Much Should I Study?

If you're taking:

- 3 A Levels – Aim for 12–15 hours of independent study per week
- 4 A Levels – Aim for 16–20 hours per week

That's around 4–5 hours per subject, every week, outside lessons.

What Counts as Independent Study?

- Reviewing and organising notes
- Completing homework and extension tasks
- Making revision resources (e.g. flashcards, mind maps)
- Practising past questions with mark schemes
- Reading beyond the syllabus
- Attending study clinics or workshops

What We Expect from You

- Meet all deadlines
- Use study periods productively
- Keep well-organised notes and folders
- Act on feedback
- Be proactive and seek help when needed
- Balance study with rest and wellbeing

Study Smart

- Plan weekly study time
- Break work into short, focused sessions
- Review topics regularly — don't cram
- Learn actively: quiz, summarise, teach
- Use all available support (teachers, resources, peers)

Success in Sixth Form comes from commitment, independence, and faith in your potential.

Extra-Curricular & Enrichment

Unlock Your Potential at St Paul's Catholic School and Sixth Form

At St Paul's, we believe education goes beyond exams. Our dynamic Enrichment Programme helps you grow as a confident, independent learner while developing essential life and career skills.

Why Choose Enrichment?

This isn't just extra-curricular—it's essential preparation for your future:

- Gain key skills: build communication, critical thinking, problem-solving, and resilience
- Discover new interests: explore new activities or turn passions into EPQ projects or hobbies
- Boost confidence: develop leadership, teamwork, and creativity in a supportive environment
- Stand out: impress universities and employers with initiative and proactivity
- Have fun: relax, socialise, and enjoy meaningful, engaging experiences

What's on Offer?

Enrichment is built into your weekly timetable. Choose from a wide variety of opportunities:

- Join Sixth Form sports teams or complete DofE Gold
- Take part in school productions and creative projects
- Lead or join student societies and connect with like-minded peers
- Volunteer in community projects and gain real-world empathy and purpose
- Build independence and confidence with public speaking, creative thinking, and research challenges

Lifelong Benefits

Through enrichment, you'll develop:

- Resilience, adaptability, and resourcefulness
- Skills valued by employers: leadership, communication, and collaboration

A powerful personal story for university and job applications



Dress code

The dress code is outlined below. It is an expectation that all our students comply and 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.

It is important that students read this carefully before purchasing items before the term starts in August.

Items not permitted

- No hats / baseball caps
- No flip flops
- No overly revealing clothes
- No crass / offensive logos or wording
- No ripped style of clothing

All decisions about appropriateness for school remain with the Sixth Form Team and their decisions are final.

If there is any doubt about items not permitted on the dress code, it is important that you consult with Mrs Bhana beforehand. We require all of our students to fully comply.





Tracking your progress

Arbor

Teachers will be regularly assessing students against exam criteria, and these grades will be communicated via Arbor along with their Target Grades, Actual Predicted Grades, Current Grades and Mock Exam Grades.

You will receive three Tracking Reports throughout the year, including a Learning Profile which reflects effort in and out of lessons and Actual Predicted Grades.

Mock Exams

- Year 12: They will take place during the summer term Pentecost, when you will be on study leave. To move into Year 13, you will need to achieve a pass in all three subjects. 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 after the Christmas holidays in the new year. During this time, you will be on study leave.

Contact with Parents

Year 12

- Welcome and Information Evening (Monday 8th September 5pm – 6pm in school). An opportunity for parents to meet staff, hear about the year ahead, and understand key expectations.
- Tutor Meetings (October). A short meeting to discuss how your child has settled in. Tutors will share feedback gathered from subject teachers. (is this online or in person)
- Parents' Evening (May). A chance to meet subject teachers and discuss progress in detail.

Year 13

- Post-18 Information Evening (Virtual, September). Guidance on university, apprenticeships, and other post-18 pathways.
- Parents' Evening (February). Subject-specific discussions on progress and preparation for final assessments (online or in person)



Post 18 Pathway

At St Paul's Catholic School and Sixth Form, we recognise that every student is on their own unique journey of discovery. Our goal is to guide and support them in making confident and informed choices for life after Sixth Form, whether that involves university, apprenticeships, employment, or a gap year.

University Support and UCAS Applications

From April in Year 12, students begin the university application process. We provide:

- Step-by-step guidance on researching university courses
- Support with selecting suitable universities
- Personal statement workshops and one-to-one feedback
- Help with completing UCAS applications
- How to apply for student financial aid

Our staff are committed to ensuring students feel confident and well-prepared throughout this important journey.

Apprenticeship and Employment Preparation

We recognise the value of vocational routes and provide dedicated support through:

- Drop-in sessions focused on current opportunities
- Workshops on CV writing and application techniques
- Guidance on preparing for Teams and in-person interviews
- Training in presentation skills and workplace communication

These sessions aim to build students' confidence and readiness for the world of work.

Gap Year Guidance

For students considering a gap year, we offer:

- Exploration of enriching and purposeful gap year opportunities
- Planning sessions to help students structure their time effectively
- Advice on volunteering, travel, internships, and personal development

We ensure students understand how to use this time to grow and gain valuable experience, before pursuing further education or employment.

Final Words

We believe St Paul's stands out among post-16 providers in Leicester, because of the strong relationships we build with our students and our commitment to developing the whole person. Our school ethos is rooted in care, support, and high expectations—both academically and personally.

When you leave St Paul's, we hope you feel confident and well-prepared for the next stage of your journey, whether that's university, further education, an apprenticeship, or the workplace. We're confident that your time with us will be enjoyable, enriching, and ultimately rewarding.

Good luck and God Bless!



2025–2026 Term Dates



Term dates 2025–2026



AUGUST						
M	T	W	T	F	S	S
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SEPTEMBER						
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DECEMBER						
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JANUARY						
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FEBRUARY						
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MAY						
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JUNE						
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JULY						
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Holidays

Bank Holiday

5 INSET/Training days in total. 3 are set on this CMAT calendar inset/training days. **Schools will determine when the 10 hours will be disaggregated time after school**