



St Paul's

Sixth Form Handbook

2026–2027

Welcome

Dear Parents/Carers,

Welcome to St Paul's Catholic School and Sixth Form. We are delighted that your child has chosen to join our Sixth Form community and look forward to supporting them throughout this exciting stage of their educational journey.

At St Paul's, our vision is for every student to Achieve, Belong and Thrive. Through our Strong Foundations approach, students are encouraged to be known, be challenged, be supported and be inspired, enabling them to reach their full academic potential while developing the confidence, resilience and character to succeed beyond Sixth Form.

Our commitment extends far beyond excellent examination results. We provide high-quality teaching, personalised pastoral care, outstanding enrichment opportunities and comprehensive careers guidance, ensuring that every student is equipped with the knowledge, skills and experiences needed for university, apprenticeships or the world of work.

This handbook has been designed to help you and your child understand the expectations, opportunities and support available throughout their time with us. We value the partnership between home and school and believe that by working together, we can ensure every student flourishes both academically and personally.

We hope your child's time at St Paul's will be rewarding, inspiring and memorable, and that they leave us ready to make a positive contribution to society and embrace the opportunities that lie ahead.

We wish your family every success and look forward to sharing this journey with you.
God bless,

Mrs F. Bhana
**Assistant Principal &
Head of Sixth Form**

Miss A. Wood
Assistant Head of Sixth Form



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Spiritual Life & Ethos

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**

School Motto

"Let your light shine before others." – **Matthew 5:16**

Christ is at the heart of everything. 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.

We gather as a community of faith to listen to and put into practice the teachings of Jesus Christ as part of the mission of the Church. Following the Church's Calendar we worship together in public celebrations of the liturgy seeking to grow spiritually in faith, hope and love through the direction of the Holy Spirit.

Year 12 begin their year with a Welcome Mass celebrated and prepared together. During Advent, years 7–13 take part in a 'Waiting in Joyful Hope' Advent Service reflecting on people from the Old Testament. Our last week of Advent Term, sees us celebrate our annual Carol Service in the evening with families invited. During Advent in Form Prayer we use the CAFOD Advent Calendar for schools. At Epiphany we follow a Polish tradition of blessing all the doors in our school. On Ash Wednesday we begin our Lenten observances, with the blessing and distribution of ashes. During Lent all forms come to the Chapel for a Penitential Service. Year 13, before the exam season begins, celebrate a Community Celebration Mass with blessing of pens for their exams.

Our Feast Day, on the Feast of St Peter and St Paul, has the whole school gather for the celebration of Mass in the school sports hall. Our staff begin the academic year with a staff Mass in the Theatre. In guidance with the teachings of the Church, we respect and encourage our students of other faiths to develop in their own faith life, sharing our common aim of 'walking humbly with our God.'



Spiritual Life & Ethos

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?

Strong Foundations

Strong Foundations For Flourishing Futures Achieve. Belong. Thrive.

At St Paul's Sixth Form, Strong Foundations is more than a programme – it is our commitment to ensuring every student is equipped with the knowledge, skills and confidence to flourish both academically and personally.

The transition into Sixth Form—and later from Year 12 into Year 13—brings greater independence, higher expectations and exciting new opportunities. As students progress, they are expected to deepen their subject knowledge, take increasing ownership of their learning and make important decisions about their future. Through Strong Foundations, we provide the guidance, challenge and support needed at every stage, ensuring all students are equipped to succeed academically, grow personally and confidently prepare for university, apprenticeships or the world of work.

At St Paul's, you will:

Be Known

You are more than a number. We take the time to understand your strengths, aspirations and individual needs, ensuring you feel valued and included within our Sixth Form community.

Be Challenged

Our teachers will encourage you to think critically, embrace high expectations and push beyond your comfort zone so that you achieve your full potential.

Be Supported

From tutors and subject teachers to pastoral care and careers guidance, you will have access to personalised support whenever you need it, helping you overcome barriers and succeed with confidence.

Be Inspired

Whether through enrichment, leadership opportunities, volunteering, university preparation or work experience, we encourage you to explore your passions and develop ambitious plans for your future.

Our Sixth Form Values

Everything we do is underpinned by our shared values:

- Wisdom – making informed and thoughtful decisions.
- Respect – valuing ourselves and others.
- Responsibility – taking ownership of our actions and learning.
- Excellence – striving to be the very best we can be.
- Community – supporting one another and making a positive difference.

Preparing You for the Future

Strong Foundations is designed to help you develop far more than academic knowledge. You will build resilience, independence, leadership, communication and problem-solving skills that will enable you to Achieve, Belong and Thrive at St Paul's and in your future studies, career and wider life.

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 you are not time tabled for the full face to face taught hours in a week, in a particular subject, it is expected you will use the hours where you are not face to face, undertaking subject specific tasks; these will be set by your teacher with a deadline given. Please ensure that you use the dedicated time on your timetable to complete any work set.

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 Library:** 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.



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 only. 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.

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 attend registration, PHSE, General R.E and enrichment activities. General R.E takes place on Wednesday. There will be times in the year where we will 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:

- Model UN
- Cooking for University
- Primary School Mentoring
- Debate Club
- 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 and Miss Wood are also a good source of advice and support. For more specialist support, we have our school counsellor, Chrysa and Mental Health Worker, Eshe. Please see Mrs Bhana or Miss Wood, if you think you need to access to these 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, unless this is a dedicated subject specific study period. 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. Please see sixth form attendance policy.



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



The Sixth Form Mindset

A Achieve. B belong. C Thrive.

Success in Sixth Form is built on the habits you develop every day. While lessons provide the foundation, it is your independent study, organisation and commitment that will enable you to reach your full potential.

At St Paul's, our Strong Foundations approach encourages every student to be known, be challenged, be supported and be inspired, helping you develop the confidence and resilience needed for success in higher education, apprenticeships and future careers.

Independent Study Expectations

To achieve the best outcomes, students should aim for:

- 3 A Levels: 12–15 hours of independent study each week
- 4 A Levels: 16–20 hours of independent study each week

This equates to approximately 4–5 hours per subject per week, outside of timetabled lessons.

Effective Independent Study Includes:

- Reviewing and organising class notes
- Completing homework and extension activities
- Creating revision resources such as flashcards and mind maps
- Practising exam questions and using mark schemes
- Reading around your subjects and extending your knowledge
- Attending intervention sessions, study clinics and workshops

Our Expectations

We expect every Sixth Form student to:

- Meet deadlines and complete work to a high standard
- Use study periods effectively and independently
- Keep notes and folders organised
- Respond positively to feedback and act upon it
- Seek support when needed and take responsibility for their learning
- Maintain a healthy balance between study, enrichment and wellbeing

Building Strong Foundations

By developing positive study habits and embracing challenge, you will gain the knowledge, skills and confidence to achieve your ambitions, belong to a supportive community and thrive in whatever path you choose next.

Extra-Curricular & Enrichment

Achieve. Belong. Thrive.

At St Paul's, enrichment is an essential part of our Strong Foundations approach. Through our dedicated Tuesday Period 5 Enrichment Session, students develop the confidence, skills and experiences needed to succeed beyond Sixth Form.

Why get involved?

Enrichment helps you to:

- Develop leadership, resilience and teamwork.
- Explore new interests and career pathways.
- Build confidence and independence.
- Strengthen university, apprenticeship and job applications.
- Make a positive impact in the school and wider community.

Opportunities include:

- Student-led clubs and societies
- Volunteering and community projects
- Sports and wellbeing activities
- Creative arts and performances
- Public speaking and leadership
- Duke of Edinburgh Gold Award
- Mentoring and academic enrichment

We also celebrate learning beyond school, recognising the value of part-time work, volunteering, work experience and community service in helping students grow and prepare for the future.

At St Paul's, enrichment empowers every student to Achieve, Belong and Thrive, becoming confident, compassionate and ambitious young adults ready for their next step.



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 or Miss Wood 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, OCTA 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 OCTA 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

We believe that strong communication between home and school is key to ensuring every student can Achieve, Belong and Thrive. Throughout the year, we provide a range of opportunities for parents and carers to stay informed and involved.

Year 12

- Welcome and Information Evening – Meet key staff, learn about Sixth Form expectations and gain an overview of the year ahead.
- Tutor Review Meetings – A short meeting with your child's tutor to discuss how they have settled into Sixth Form, drawing on feedback from subject teachers. (Held online.)
- Parents' Evening (two) – Meet subject teachers to discuss academic progress, strengths and next steps.

Year 13

- Post-18 Information Evening (September – Virtual) – Guidance on university applications, apprenticeships, gap years and other progression routes.
- Parents' Evening – An opportunity to discuss progress with subject teachers and preparation for final examinations.

Ongoing Communication

Parents and carers are encouraged to contact subject teachers, tutors or Heads of Department at any point during the year if they have questions or concerns. Likewise, if staff have concerns about a student's academic progress, attendance or wellbeing, they will make contact promptly to ensure appropriate support is in place.



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 faith, 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!



2026–2027 Term Dates

AUGUST						
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DECEMBER						
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JANUARY						
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FEBRUARY						
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MARCH						
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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'