



# Sixth Form

**A Handbook for Success**

I would like to take this opportunity to introduce myself. My name is Mr Lander, I am an Assistant Headteacher and your new Head of Sixth Form for the forthcoming year.

Firstly, I want to acknowledge that you have had a challenging year, and it is my job to support each and everyone of you, along with your tutors and Miss Bosley to not only complete Year 13, but to complete it well. To this end, there will be a number of changes that will be put in place to support both your subject progress and your wellbeing.

We all work in a school or some of you, several schools, and it is important that our approach is correct in order to get the most out of each day. You are after all, in a place of work and enrolled to study full-time. For this reason, the changes outlined below will take effect once you return in September.

You will find that Sixth Form study requires more independence and organisation than your GCSE subjects did and so you will need to learn to manage your time effectively. Our purpose is to help you achieve your full potential, by providing a supportive and caring environment and a wide range of courses.

We hope we've covered everything you need to know, but if you have any questions, please just ask one of the Sixth Form team, we're here to help!



Mr C Lander  
Assistant Headteacher, Post 16

## Meet the Team:

### Year 13 Tutors



Mrs H Jarwood:  
[hjarwood@asap.org.uk](mailto:hjarwood@asap.org.uk) (Vocational)



Mrs H Kirtley:  
[hkirtley@asap.org.uk](mailto:hkirtley@asap.org.uk) (Academic)

### Sixth Form Team



Miss Bosley  
6<sup>th</sup> Form Administrator  
[cbosley@asap.org.uk](mailto:cbosley@asap.org.uk)  
Tel: 237176

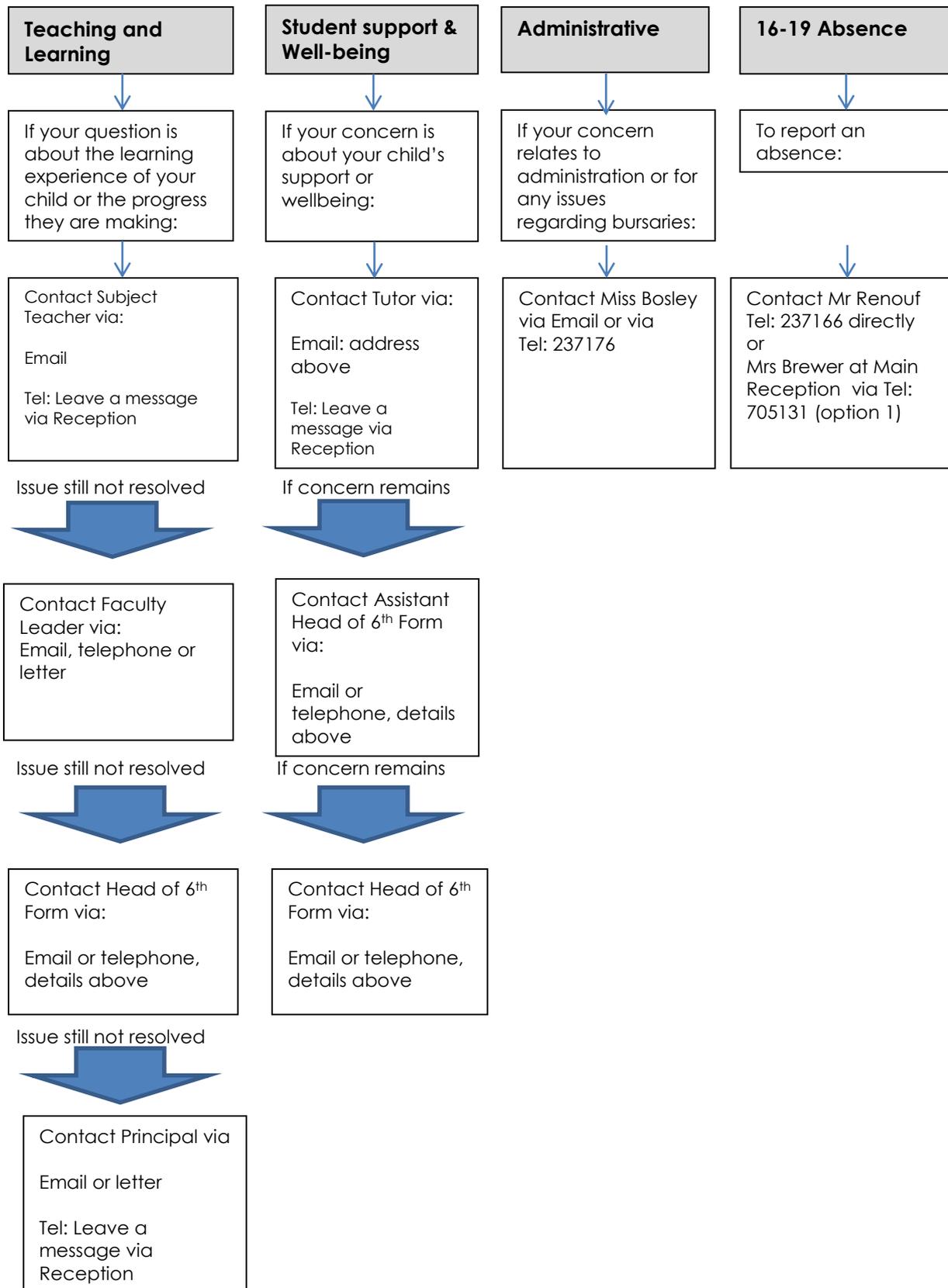


Mr Lander  
Head of 6<sup>th</sup> Form (Assistant Headteacher)  
[clander@asap.org.uk](mailto:clander@asap.org.uk)

If you need to talk to any of us, or have any questions for us about any aspect of Sixth Form life, you can pop in to see us in the Sixth Form block at any point during term time, or contact us by email if you need to.

## Who should I speak to?

We want to ensure any questions are answered as quickly as possible, so getting to the right person is essential. Here's how to do it....



## Some Questions Answered.....

### Registration and Attendance

We really want you to establish good habits and routines as part of Sixth Form life, so all "A" level students are expected to attend morning Registration with their tutor every day. Your tutors are there to mentor you, to offer advice and help, and it is important that you take advantage of their support as you continue your journey through A Level or vocational studies.

As a measure of the importance we put on regular contact with your tutors, we make sure that attendance at Registration counts towards the attendance percentage which is used to calculate monthly bursary payments.

All students will be expected to attend school, every day unless a parent/carer phones the absence line to explain why the student will not be attending. Students are expected to attend all timetabled lessons and any additional lessons arranged by staff to support their learning and progress. Punctuality is a clear indicator of being well-organised, and will be a key part of references which providers will be requesting in the future. Should a poor pattern of attendance be established, the Academy could choose to withdraw your place with us in the Sixth Form.

### Absence

We are centralising the collation of student absence. To support us with this, please either contact Mr Renouf, the Attendance Officer directly on 01752 237166 or the main school telephone number: 01752 705131 and select option 1 to leave your message.

The students' working day is from 8:40am – 3:10pm any appointments such a driving lesson or doctor's appointment need to be made outside these times. We are aware that there is less flexibility with hospital or orthodontist appointments for example and we will be understanding should these appointments take a student out of their learning. Students will be required to provide supporting evidence for any appointments made during the school day.

Absences will be authorised via a member of the Sixth Form team for the following:

- University/FE Interviews and Open Days (5 days maximum)
- Driving Tests (not lessons) – it is expected here that students only miss a few hours and return to school after the test, where appropriate
- Other extenuating circumstances can be discussed

### Active Tutorial

Active tutorial takes place every morning from 8.40 to 9am every day during Registration. Activities involving careers education, personal, social and health education, revision support and skills for life will be addressed.

It goes without saying that attendance to all of your lessons is absolutely essential. Not attending means you are missing vital learning opportunities, and not developing the skills you need to

cope with the demands of Sixth Form courses. Attendance is closely monitored and we will follow up immediately any students unexpectedly missing from sessions to ensure that they are safe.

### Expectations

We expect you become independent learners, be involved in the life of the Sixth Form and the wider community and of course, be an excellent role model for lower school pupils.

Punctuality, organisation, hard work, meeting deadlines and good communication are all skills that future employers will want from you, so it's vital you develop them now.

What you can expect from us is that we will listen, help you make this transition to a more adult style of learning, and be on hand to help whenever you need us.

### Dress Code

There is no uniform in the Sixth Form, but we expect common sense and acceptable standards of dress. You are also role models for younger students and representatives of Sixth Form in the community. Your appearance therefore needs to be neat and tidy and must not be a health & safety hazard, and needs to show that you are on site to learn.

So, very high heeled shoes, extreme hair styles, bare midriffs, low cut tops, skimpy shorts and excessive piercings or tattoos are unacceptable, as are tee-shirts with offensive slogans. Students need to remember that, in the main, attending school is equivalent to working in an office and therefore clothing needs to reflect this.

It is an expectation that by attending All Saints Academy you are fully committed to upholding the expectations laid out above.

Should any of the areas outlined in this document cause us concern, you will be challenged to improve (as anyone would in a place of work) and if improvements are not made, you could be putting your place in the Sixth Form at risk.

### ID Badges and Security

This must be worn so we can see it at all times when you are on site, because as you are not in uniform all staff need to be able to identify you as a Sixth Form student and not an intruder.

Students are expected to sign-in and sign-out using the console at reception. You will be set up on the system which will then allow you to sign out should you need to attend another establishment for a lesson. Whilst on-site, students will also be registered for timetabled lessons through the day. Any lessons that are deemed 'non-contact' should be conducted on the school site, either in the Faculty area (with prior Head of Faculty approval), in the Library or in the Sixth Form Common Room. This will constitute 'remote supervision' and it is the responsibility of the student to liaise with their subject teachers/tutors to ensure they have work to complete during these times. **The only time students are permitted off-site during the school day is to travel to a partner school where a specific course has been timetabled at that specific time.**

## Behaviour

As you have chosen to attend the academy Sixth Form, we expect that you will behave in an exemplary fashion whilst attending the academy. We believe that as young adults, you can take full responsibility for your actions without the need for sanctions and we no longer apply the Ready to Learn system in the Sixth Form.

However when there are instances of inappropriate behaviour we will take appropriate action. This may involve informing parents, issuing a written warning, issuing a fixed term exclusion or, in the most extreme cases, moving to permanent exclusion.

Examples of poor behaviour, which will not be tolerated, include:

- Aggressive or abusive behaviour towards students or staff
- Smoking either on site or on the periphery of the site
- Illegal drug use of any kind
- Theft or damage to property
- Inappropriate use of social media to cause offence to staff or students or to bring the academy into disrepute.

## Student Voice

The Sixth Form team are always available to listen and keen to improve the student experience and to make sure that Sixth Form life is as rewarding and enjoyable as possible.

In the event that any aspect of your experience at the academy dissatisfies you, whether it be teaching, pastoral support or the provision of resources, we expect you to deal with this in a mature and appropriate manner. (The airing of grievances or concerns over social media platforms is not an appropriate way to address any issues). We will endeavour to listen carefully and to address any concerns that you may have.

We strive to ensure that the Sixth Form at All Saints is an inclusive community and to engender an ethos of openness and transparency built upon positive relationships between staff and students.

## Conduct in lessons

Firstly, students are expected to show respect by arriving punctually to lessons.

Whilst in lessons students should be challenged to show and apply their learning, in various contexts. They should engage positively with the subject content, their peers and their teacher/tutor. Effort, attention to detail and resilience are key ingredients to exceeding target grades and will be the expected norm from September.

## **Study outside Timetabled Sessions**

Studying at this level means that you will need to regularly spend as many hours of your own time on reading, research and assignments as you do in the classroom each week. We leave it to you to decide where you study; there is a quiet study room in the Sixth Form area, and a well-resourced study centre, as well as breakout spaces and IT rooms around the campus.

There is an expectation that homework, assignments and pre-learning tasks are carried out to the deadline set. This is an important skill to grasp before moving on to the world of work or Higher Education. Individuals who want to better themselves by increasing their skill set, knowledge or understanding create further opportunities and have more to discuss at interview.

Students who have non-contact time are expected to use it for work. The students need to take some responsibility for their learning and ensure they have enough work to maximise their progress during these non-contact times. In order to minimise levels of stress, keeping on top of work and deadlines is key.

All students, unless studying at one of our partner establishments, will be expected to be in school from 8:40am (with tutors) until the end of the day at 3:10pm. We need to maximise the time you have left in order to reach or exceed your target grades. It is your responsibility to communicate with your teachers and tutors so you know what work needs completing, and to what standard so that when there is a non-contact period you can still be progressing towards success. There is no need to leave the site for food as we not only have a canteen open twice daily, but there is a vending machine available too. If you do not want to take up the offer of food on site, you are welcome to bring a packed lunch in to school with you, if you prefer.

## **Information, Advice and Guidance**

The Sixth Form at ASAP has a very good relationship with our expert careers advisor colleagues at Careers Southwest. A careers advisor comes into ASAP on a regular basis, and if you feel you would benefit from a friendly chat and some pointers on how to access your chosen career, then please see Miss Bosley to make an appointment.

## **Bursary & Care to Learn**

Information and application forms are available from Miss Bosley in the Sixth Form. Miss Bosley will be available in Sixth Form to help students with paperwork and the application process.

Eligible students will need to have their own bank account already set up before applying as payments cannot be made to anyone other than the student themselves.

Bursary is calculated monthly and is based on attendance to both registrations and timetabled sessions. Poor attendance, effort or behaviour and lack of progress can all result in a monthly payment being reduced or declined.

Please note that as the bursary account is in the student's name, we are only able to discuss payment information directly with the student or their nominated representative.

## Work Experience or Voluntary Work

Work experience is highly rated by employers, and regularly undertaking a placement can not only help you develop key employability skills but also can often lead to a job with an employer later on. For students considering UCAS, relevant voluntary work provides an added dimension to their application, actively demonstrating their passion for the career pathway.

What to do if:

- **I'm going to be absent from lessons or my placement?**

You or your parent should call the Sixth Form before 8:30am giving a reason for your absence. We will notify any partner sites on your behalf (ie Construction Training Southwest, Norpro Training etc). You are also expected to contact individual subject teaching staff yourself and catch up on missed work wherever possible.

Unexplained absences will result in phone calls to parents.

- **I missed the minibus transport between sites?**

Come up to the Sixth Form and speak to Miss Bosley. Unfortunately we are unable to provide taxi transport for individuals, unless it is an extreme circumstance, so please make every effort to arrive on time.

- **A lesson is cancelled?**

If a teacher is absent, work will be set for you. As a Sixth Form student you would be expected to be able to work independently if a lesson is unexpectedly cancelled and a cover teacher is not available.

- **I am unhappy in my studies in any way?**

In the first instance speak to your tutor and to subject staff *as soon as possible*.

If there continues to be a problem, Miss Bosley and Mr Lander are always available in the Sixth Form area to offer advice and to help you find solutions to problems, so don't be afraid to ask.

**IF YOU HAVE ANY OTHER QUESTIONS, PLEASE ASK A MEMBER OF THE SIXTH FORM TEAM.**

# PLE



In order to provide the broadest number of courses for our students we work with partner schools. This partnership is the Partnership for Learning and Education and consists of MAP, Torbridge High, Lipson Co-operative Academy and Sir John Hunt. All level 3 students are able to access courses across all schools. Where students need to move between schools during the school day we help with the transport arrangements but when students start or finish their day at a partner school we ask them to make their own travel arrangements.

Working in partnership means that attendance information is shared between schools, as is assessment data. The responsibility and accountability for All Saints Academy students remains with the 6<sup>th</sup> form at All Saints at all times. We work hard with our partner schools to make this shared arrangement as positive and seamless as possible.