

St Paul's Way Trust School

Sixth Form Handbook

In Accordance to Covid19 Guidance

Vision

The vision of St Paul's Way Trust School Sixth Form (SPWT6) is to provide a transformational education for our young people. The mission is to make the school 'the best place to learn in, the best place to work in and the best place to partner with'.

The sixth form hopes to achieve this by developing students through a unique curriculum and school experience enabling them to excel in the six graduate strands; Communication, Investigation, Networking, Participation, Scholarship and Vision.

Sixth formers will leave St Paul's Way Trust (SPWT) as confident, compassionate and highly skilled 'SPWT Graduates' who will make a positive impact in society. All teachers and support staff are committed, skilled and fulfilled individuals who enjoy their work and thrive on the successes of students.

This means:

- Sixth formers truly transform into role models and this should be apparent in every way: attendance, punctuality, conduct, achievements
- Sixth form leadership will include leading on school events, extra curricular activities and student voice. This is extended to advocacy and actively seeking change
- Our students are knowledgeable, active and competitive. Their literacy and communication allows them to use their knowledge and experiences to influence and excel
- Students are ready and prepared for global citizenship- they understand finance, politics and have a yearning to explore the world.

The SPWT6 Team

Ms Fatima Johura - Deputy Headteacher

Ms Nicola Coles- Head of Sixth Form and Year 13 Team Leader (Ho6)

Ms Athina Christou - Year 12 Team Leader (YTL)

Ms Shafia Khanam - Year 12 and 13 Student Achievement Coordinator (SAC)

Ms Nazia Uddin - Sixth form Administrator and Pastoral Support

Mr Nathaniel Darling - Co-Curriculum Coordinator for Sixth Form (CCC).

There are 5 form groups in Year 12 and 5 form groups in Year 13. Each group will have a tutor who will welcome students in at the start of year twelve and be the first point of contact for them throughout the year.

Timings of the Day- Covid 19

In accordance with the government Covid19 guidance to stagger students coming into and leaving the building, we are working on a shadow timetable for the Autumn term.

The Sixth form entrance will be open at 8:20am.

Dry Model							
Event	Time	Year 7	Year 8	Year 9	Year 10	Year 11	Sixth Form
Start of Day	8:15 - 8:55	8:15 - 8:55 Modular Gate Astro Modular	8:15 - 8:55 Bow Common Lane Playground 4	8:35 - 8:55 Tennis Court Gate Astro Bow	8:35 - 8:55 Modular Gate Playground 3	8:35 - 8:55 Red Stairs 4th Block	8:30 - 8:55 Sixth Form Entrance
Transition 1 to Period 1	8:55 - 9:00	Arrival for Line Up				Meet and Greet	
Period 1	9:00 - 9:50	Period 1					
Period 2	9:50 - 10:40	Period 2					
Transition 2 to Break	10:35 - 10:40	Transition to Break (No Bell)					
Break	10:40 - 10:50	BREAK					
Transition 3 to Period 3	10:50 - 11:00	Arrival for Line Up			Meet and Greet		
Period 3	11:00 - 11:50	Period 3					
Period 4	11:50 - 12:40	Period 4					
Lunch/Tutor	12:40 - 13:40	Lunch/Tutor					
Transition 4	13:40 - 13:50	Arrival for Line Up			Meet and Greet		
Period 5	13:50 - 14:40	Period 5			Period 5		
Period 6	14:40 - 15:30	Year 7 and 8 14:40 to 15:20		Year 9-11 14:40 - 15:30			Sixth Form 14:40 - 15:45

The school day is not different for sixth formers when there is wet weather.

Timings of the Day- after Covid19

Once restrictions are lifted, the school day will resume to normal (this could be subject to change as timings will gradually shift):

Proposed Model Actual Times
8:00am School building open to students
8:51am SPWT Late
8:57am Extreme late

Tutor Time and Registration 9:00 – 9:25am

Transition 1 all pupils (9:20 – 9:25am)
Period 1 (9:25 – 10:15am)
Period 2 (10:15 – 11:05am)

Break (20 mins)

Period 3 – (11:25am - 12:15pm)
Period 4 – (12:15 - 13:05pm)

Lunch (13:05-13:50pm ☞ 45 min)

Period 5 (13:50 - 14:40pm)
Period 6 (14:40 - 15:30pm)

Assemblies

There will be a joint assembly with Year 13 once a week. Assembly will be lead by different members of staff including:

- The Senior Leadership Team
- Head of Year 12
- Head of Sixth Form
- Other important teachers who lead on areas such as Personal Development and Careers in Education.

For the foreseeable future, assemblies will be delivered virtually.

LunchTime Arrangements

Due to Covid19, lunch time will be staggered. Sixth form lunch starts at 12:40pm and finishes at 1.15pm.

Students who qualify for Free School Meals (FSM) will be able to have a 'Grab and Go' lunch everyday. To minimise risk of transmission, The kitchens will not be cooking and serving hot meals.

Students who are not in receipt of FSM will need to ensure their school lunch card is topped up via Sims Pay or the topping up machine in the main building.

Sixth form students are encouraged to leave the school site at lunch time, however they must return to school on time, by 1:10pm at the latest, ready for tutor time. Failure to do so may be deemed as truancy.

Signing In and Out

Students must sign in and out of the building at the sixth form reception desk at the following times:

- When leaving or returning at lunch time
- When leaving or returning from the Science Research Centre at any time.

Students do not need to sign out at the end of the day. Students who do not sign in or out will be issued a reminder.

Punctuality

Students at SPWT6 will be expected to follow the whole school punctuality policy outlined in the student planner.

Covid Model:

Arrive between 8:30am and 8:55am: On time. Get ready for the day and go to Period 1 for a 9:00am start.

8:56am onwards: Extreme late. One hour central reflection to be issued (Central reflections take place on Tuesday and Thursday).

After Covid 19:

Arrive before 8:50am: On time. Get ready for the day and go to form for a 9:00am start.

8:51- 8:57am: SPWT late. Get ready for the day and go to form for a 9:00am start. Attend a lunchtime detention **the same day** from 1:05 -1:35pm in the activity studio.

8:57am onwards: Extreme late. Attend one hour central reflection in the activity studio **the same day**.

Late to lessons

Students who arrive late to lessons or tutor time will be issued with a See Me. Students who have a see must attend a 15 minute detention after school on the same day.

Attendance

Sixth form students should endeavour to be in school every day and are expected to maintain a minimum of 97% attendance. If you are eligible for a bursary, you will not be able to receive the bursary unless you maintain at least 97% attendance.

Planned Absences: Students who have a valid reason to miss a day of school (e.g. a workshop organised by a university to which the student has signed up themselves) must seek permission by completing a planned absence form, a minimum of one week in advance of the proposed absence. This form can be obtained from Miss N Uddin and must be signed by the YTL. If the form is returned less than a week before the absence, the YTL may refuse permission.

Medical Appointments: Medical appointments should not be made during the school day. If the appointment cannot be rearranged, a planned absence form must be completed to secure permission. The school reserves the right to refuse permission to attend an appointment during a school day.

Illness: If students are genuinely unwell and are unable to come into school, they must make sure that a **parent or carer** calls the school by 8:30am for **each day** of absence. When the student returns to

school, they must bring a note signed by the parent or carer in order for the absence to be authorised as illness.

Planners

All sixth form students will be issued with a planner. It is compulsory for all students to have their planners with them on a daily basis. This should be checked every morning by form tutors. Class teachers will expect students to have their planners out during lessons to record homework.

Planners should be used by students to record homework and regular planner checks will take place to ensure this is being done. They will also be used at tutor time and for reflection.

Dress Code

- Lanyard
- Collared Shirt/blouse/abaya
- Tie (optional)
- Smart dress/skirt/trousers (no jeans or leather)
- Smart cardigan or smart jumper (no sweatshirts/ hoodies/ oversized items of clothing)
- Suit jacket/blazer (no leather or denim)
- Smart shoes (no trainers or open toes)
- No logos or slogans.

Coats should not be worn inside the school building at any time.

Incorrect uniform will result in a reminder. If a student is not suitably dressed they may be asked to return home to change.

Lanyards

All SPWT6 students will be expected to wear a pink lanyard with their ID card, at all times. Form tutors will check that all students are wearing their lanyards during registration. A reminder will be issued if the student is not wearing their lanyard. If a student does not have their lanyard, they should go to Miss N Uddin at the sixth form reception to exchange their phone for a lanyard for the day. Students can proactively do this when they arrive at school if they realise they have lost or forgotten their lanyard to avoid getting a reminder.

If a student has lost their lanyard or ID card, they must purchase a new one by the end of that week at a cost of £2. After this, they school will no longer lend them a lanyard and they will begin to accumulate reminders.

Lockers

Lockers are available for students. To obtain a locker students will need to pay a non refundable amount of £10 at the beginning of the Year and will be able to use this locker throughout their time at the sixth form. The money will go towards maintenance of the lockers.

Lockers must be used safely and respectfully.

Lockers will not be available in the first two weeks of a school year.

Behaviour Policy

The behaviour policy is on the school website. This will be shared with students and explained in detail at the start of year twelve.

Mobile Phone Policy

SPWT is a no-mobile phone school. This means that in the main building of the school you are not permitted to have your mobile phone visible at any time. If you are seen with your phone, it will be immediately confiscated. Phones can only be returned to students if their parents come to pick up the confiscated phone at the end of the day.

Mobile phones in the sixth form: We appreciate that sixth form students may need access to their phones throughout the day for the purposes of their schoolwork, therefore they are permitted to use their phones **within the sixth form area and any other designated study area only**. If you are unsure where you are allowed to use your phones, please check with your tutor or a member of the sixth form team. **This does not include form rooms.**

Students must put their phones on silent and put the phone, headphones, ear plug and wires away, out of sight when they are not in the study area/sixth form area. Walking around with phone, headphones, ear plug and wires away is not allowed.

Reward Policy

At SPWT6 students are expected to go above and beyond normal expectations. Students will be recognised for outstanding efforts and awarded points and opportunities to celebrate achievements.

The rewards system follows the steps below, with Awards day being a prestigious and highly celebrated reward:

Awards Day

Leadership, integrity and scholarship

Graduate rewards - Executive Headteacher, Governors, Community

Formal recognition, sign of recognition for increasingly sustained achievements

Year team leader, Director of Learning award, Faculty awards, golden gifts

Formal recognition, sign of recognition for sustained achievements

Student of the week, Above and Beyond, Attendance

Dine with style with visitors and senior members of the school community

Postcards

Teachers will write home with postcards of recognition at least once every half term

End and Send plenary

Frequent, in every lesson

Study Periods

Students have study periods throughout the week.

During study periods it is very important that students are located in one of the following places only:

- Sixth form study area (area surrounding the sixth form office) – this is a SILENT area
- Sixth form café (area surrounding sixth form reception desk) – this is a pair work area and students must use HUSHED voices
- The dining hall - This is a pair work area and students must use HUSHED voices

The dining hall will be used as an overflow area only during busy periods.

Speaking in the incorrect volume level will result in a reminder.

As a general rule, students should be in the sixth form study area during a study period. If they would like to use the library or the canteen they must have an 'out of sixth form' pass. It is up to the discretion of the SAC/YTL whether this pass will be issued.

A register will be taken at the beginning of every study period. Students should gather in the sixth form study area for the register before settling in a space to work or requesting an 'out of sixth form' pass.

Homework and Independent Learning

Clarity around time for setting homework and for consolidation tasks:

- Over two weeks a student studying 3 subjects has approximately 16 hours of timetabled study periods
- On top of this, students are expected to put in around 3 hours a day after/before school four days a week and around 4 hours a day on the weekend
- This allows students studying 3 subjects up to approx. 9 hours per subject, per week to work outside lessons.

Homework	8 hours per week per subject
Consolidation task	50 minutes per week per subject

Consolidation Task

Students will be set one consolidation task for each subject every week. This will need to be completed by students during study periods. Students will be encouraged to include consolidation periods into their timetable.

A consolidation task is designed to help students to recall prior knowledge and retain this. This could be exam practice, practice task, work using a knowledge organiser.

Students must record consolidation tasks and homework in their planners.

Taking Notes Using the Cornell Method

A Level study requires students to be independent learners. Students are often required to make notes on large amounts of information. All students are expected to use the Cornell Method of note taking as it is simple yet effective.

Note taking using the Cornell Method allows you to create effective notes that should prove useful for your revision

By requiring you to identify the main ideas and key words and a write a summary it focuses you to think about what you have just seen/heard/read

The link below provides a concise overview of how it works. We will provide you with Cornell Note taking paper but students can easily use lined paper.

Students will look at Cornell Note taking more closely in tutor time.

<https://www.youtube.com/watch?v=WtW9lyE04OQ>

SPWT Sixth Form Folder Expectations

Students are expected to have a folder for each subject. To help students organise themselves and stay organized, teachers will:

- Support students to organise their folder
- Provide a specification/ module criteria/ MTP for students to file at the front of the folder
- Give feedback for formative assessment each half-term
- Develop subject-specific literacy
- Set homework equating to eight hours per subject per week + a consolidation period.

Students should:

- Organise their work by module/unit, with labelled dividers
- Respond to teacher feedback
- Take pride in the appearance of the work: all sheets filed/ stored neatly
- Complete tasks to the best of their ability
- Complete eight hours of homework per subject per week + a consolidation period.

Computers

The Sixth Form has a number of computers available for use in the Cafe area. This will need to be used sensibly. There is a booking system in place, students will need to book in time for computer usage with Nazia.

Laptops are available for use in the study area. There are designated desks for the use of laptops. Laptops should not be removed from the sixth form area and must be used safely.

There is limited wifi available for use on the school laptops. This must not be used for hotpotting to avoid sanctions.

Key Facts

- Homework and other class materials will be delivered in a digital format on Google Classroom
- School work can be accessed at home and at school.

Enrichment

Enrichment sessions take place during lunch time and after school.

During this time students are encouraged to take part in a range of enrichment activities. These might include film clubs, sports activities or outside speakers. Students will be expected to track their participation in enrichment activities using Start.

START

All students have access to the START profile. START is a platform that will help you make more informed decisions about future study and career options and support the transition from education to employment.

Some useful areas for students to use on START include:

- Job Profiles: includes information such as qualifications needed for a particular job role, interactive activities and live vacancies. It also uses student's profile to help students understand whether skills/ratings match the job that is being considered
- What to Study: provides possible options and choices for future study
- Where to Learn: a map-based search for colleges/universities as well as qualifications and subjects in certain areas
- World of Work and Employability: Web links to websites/brand partners/articles.

Write START username and password below to keep it safe.

USERNAME:	
PASSWORD:	

Support

- Form tutor will see students everyday and will support students
- The year team: SAC, YTL, Ho6 are also available for to support students every day
- The deputy headteacher and all members of the senior leadership team will be able to support students when needed
- The school has a school counsellor and links to other professionals, such as a speech and language therapist, to ensure all students are healthy happy at sixth form and any barriers to learning are removed.

All members of staff are available to listen, support and guide sixth form students.