



SAINT FELIX SCHOOL  
SOUTHWOLD  
FOUNDED IN 1897

# Sixth Form Handbook

## Academic Year: 2020/2021

## **Support and Guidance**

During your time in Sixth Form, you will have a range of different people who are here to support you with your academic and personal development. **These are some of the key people who can help you navigate life at Sixth Form.**

- **Head of VI Form:** Mrs Treby has overall responsibility for the Sixth Form. As such, her roles are wide reaching but includes: developing academic and non-curricular opportunities for sixth form students; academic tracking, support and guidance; intervention; developing the tutor time programme; careers; UCAS applications and other post-18 opportunities; pastoral support; home-school link; mock exams and assessments. She is also the voice for the Sixth Form on the Senior Leadership Team.
- **Heads of School:** Georgia Pleasant and Henry Cole are your Heads of School. Their role is to represent the student body at Saint Felix and to provide opportunities for students to get involved with the wider community of the school. They also lead the Sixth Form council.
- **Personal Tutor:** You will be allocated a personal tutor who you will meet with every morning. The tutors for Sixth Form in 2020/2021 are: Mr McLean (12), Mr Lynch with Mr Duckett (12), Ms Bassett (13), Ms Roberts (13), and Mrs Dunn (13)
- **EAL:** Mrs Dunn supports students for whom English is not their first language. She leads the IELTS lessons and also supports our overseas students with their UCAS applications.
- **SEND and Safeguarding:** If you have any specific learning needs, you may receive support from our SENDCo Mrs Bland. Mrs Bland is also our Designated Safeguarding lead.

## **The Sixth Form School Day**

The Sixth Form school day follows the format of the Senior School, with 10 taught periods per day. School starts at 8:35am with registration following by tutor time, assembly or chapel.

You will have a minimum eight taught sessions per subject per week. You will also have periods allocated to careers, the EPQ (if applicable) and independent study time (prep). During your independent study time, you should be based in the study centre or the refectory (*see Use of Prep Time and the Study Centre for more information*)

Prep time takes place between 16:10 until 17:00 when you will be based in the study centre, unless you are directed to work with a member of staff in another area of the school. For example, photography students may be directed to spend some of their prep time in the art photography suite.

### **Absence of subject staff and Sixth Form Cover**

As with any institution, sometimes colleagues are unwell or absent from school. It is not in the procedures of the school to routinely cover Sixth Form lessons when colleagues are first absent as we believe that Sixth Form lessons need to be taught by subject specialists. On the occasions when lessons are unavoidably cancelled due to staff absence, work will be set by your class teacher on Canvas and students should complete this during the timetabled period/s in the study centre.

### **Registration Programme**

Morning tutor times are not just for registration, and you will engage with a number of activities with your tutor to develop skills and knowledge that will support your learning, as well as making you feel part of the school community.

Monday	Tuesday	Wednesday	Thursday	Friday
Assembly	Extended Tutor Time	Extended Tutor Time	Chapel	Extended Tutor Time: Notices and Celebrations

## **Expectation and Conduct**

### **Dress Code**

Sixth Form students do not have to wear the school uniform. However, all students must wear smart office wear. This includes a smart jacket for all students. Students who identify as male should wear a shirt and tie. Any skirts and dresses need to be at least knee length.

Students are not allowed to wear anything that is not considered office wear. This includes, but not exclusively, trainers or any type of casual shoes such as flip-flops, shorts, hoodies, any type of jean or denim wear, or leggings.

Students participating in sporting activities will be directed by their teacher as to what they should be wearing for these sessions. However, students must change and adhere to the Sixth Form dress code after they have finished their sport sessions.

### **Equipment**

You need to ensure that you are fully prepared for learning every day to make the most of your lessons and independent prep time. The following is the minimum expectation of equipment that you are expected to bring to each lesson:

- Pencil case with pens, pencil, ruler, rubber, pencil sharpener, glue, scissors and highlighters.
- File for each subject which is subdivided into each topic.
- Lined paper
- Diary
- Textbook as directed by your teacher

You will be allocated your own storage pigeonhole and workspace in the study centre. At the end of each school day you must clear your workspace completely, using your pigeonhole as needed, to allow surfaces to be cleaned properly.

## **Use of Prep Time and the Study Centre**

As a sixth form student you will have time allocated on your timetable for independent study. This time, alongside afternoon prep is for you to:

- Consolidate learning from classroom lessons;
- Further develop knowledge and understanding of material from class;
- Additional reading and research to support your studies;
- Organisation of your work, including writing up class notes as necessary;
- Completion of teacher directed prep tasks;
- NEA and EPQ work

You may also be directed to have intervention during this time with your subject teachers or Mrs Treby, or to work in an area of the school that allows you to continue work on practical tasks. Year 13 students may also use this time to work on university applications.

It is important to remember that the study centre is a space for all students and that we ensure that we are creating a respectful working environment that is conducive to purposeful study for all. This means that in the study centre you must:

- ✓ remember that this is not a socialising space;
- ✓ not distract others from their studies;
- ✓ work quietly;
- ✓ no mobile phones except for listening to music quietly;
- ✓ no gaming or watching any non-work related programmes/films/clips at any time;
- ✓ keep to your own workstation to maintain social distancing regulations
- ✓ keep your workstation tidy. It must be cleared completely at the end of each working day to allow the area to be cleaned properly. You need to put all your belongings into your personally allocated pigeonhole.
- ✓ no food or drink, except for bottled water.

Anyone who is not using the space appropriately will be asked to leave.

Pods can be booked for small group work via Mrs Treby. They are not to be used for socialising. The refectory can be used as a less formal work space. However, if you are not using this area appropriately you will be asked to leave and return to the study centre.

### **Prep Time for Boarders**

Evening boarding prep will take place in the study centre. The normal rules and routines for this space remain in place. Students can access the ICT room and art/photography spaces as appropriate.

### **Attitude to Learning**

In class and during independent prep time, we expect you to display a purposeful attitude, having brought with you any necessary equipment and textbooks and will not be distracted by mobile phones and other personal devices. We expect you to engage in all aspects of your lessons, concentrating and contributing fully to ensure a more successful and enjoyable learning experience for you and all members of the class.

Your teachers will set deadlines for independent prep work which will be shown on your personal calendar on Canvas. It is important that you meet all deadlines so that you are not falling behind in your studies.

### **Assessments and Intervention**

Throughout the school year, you will have many different opportunities to consolidate your learning, reviewing the work subject content and skills you have developed and to identify any areas that you may need additional support. This will include:

- Calendared end of term assessments and mock examinations;
- Timetabled assessment periods. You will get an assessment schedule in advance.
- Prep tasks set by your subject teachers.

Your progress will be monitored carefully by your subject teachers and Mrs Treby to ensure that we can put in place timely intervention to support you with reaching your full potential in your A level studies. This can take a number of different forms, dependent on your own individual needs. For example this may include directed use of prep time or regular one-to-one intervention meetings.

## **Conduct**

As a Sixth Form student, you are a role model to all other members of the school community and it is important that you behave as such both in and out of the classroom. Students must not use mobile phones around the school, except for in the refectory. You may also listen to quiet music through headphones in the study centre.

Students are not permitted to leave the school grounds during the school day without prior permission from the Head of VI Form. This will only be granted in exceptional circumstances. Any medical appointments, driving lessons etc. should be arranged outside of the school day

## **Attendance and Punctuality**

You will be registered by your tutor each morning and by your subject teacher for the session immediately after lunch. If there is a pattern of absence or lateness, we will put in place procedures to support you. Your attendance record will form part of your references, including for universities, at the end of your course. Absences that are known in advance, such as. hospital appointments, university interviews and driving tests, must be notified in advance to Mrs Treby who will authorise absence as appropriate. You should always endeavour to book doctors or dentist appointments out of school time.

You **must not** miss school for driving lessons, employment, concerts, festivals, holidays or other activities that will impinge on your studies.

Punctuality is important and you must attend all lessons and timetabled sessions on time. If you are late, you must make sure you sign in at the senior school Reception if you are late to school. We monitor punctuality, and a pattern of lateness could lead to an attendance and punctuality report.

If you are unwell and can not attend school, your parents or carer must call school reception before 8:20am. This needs to be done on each day of absence.

If you feel unwell during the school day, you need to report to the San where one of our registered nurses will assess you and decide whether you are well enough to return to your lessons, or you need to spend some time in the San or go home.

## **Communication**

You will be allocated your own school email account which you should use to communicate with your teachers; you must not use personal email accounts for this. This is the key way in which the Sixth Form team and your teachers will communicate with you so you need to get into the habit of checking your email at least once every day.

You will also be given an account for the online learning platform 'Canvas'. Each of your subjects will have their own area where teachers will share course materials, lesson resources and set homework. Grades for assignments will also be shown on Canvas so that you can track your individual progress throughout the year.

## **Subject Choices and Changes**

### **A Level Choices**

On entering the Sixth Form, our students typically choose 3 A Levels, with the addition of the Extended Project Qualification for some students who opt to study this.

However, due to the cancellation of the GCSE examinations in Summer 2020, we are conscious that students will join Year 12 without the experience of a full programme of external examinations. We are therefore introducing AS Level examinations at the end of Year 12 to offer students an experience of formal examinations to help them develop their confidence in being assessed in this way, before taking their final A Level examinations at the end of Year 13. This will also give students a formal indicator of their progress during the first year of Sixth Form, allowing for personalised intervention and support to ensure students are achieving their full academic potential by the end of Year 13.

This also presents the option of students being able to choose to study 4 subjects in Year 12 at AS Level and continuing with 3 into Year 13 and A Level. This will allow our most able students to be challenged further in their studies and also presents students who are uncertain about their future career plans with the opportunity to study a range of subjects in Year 12 prior to making their final A Level choices.

### **Subject Changes**

Students in year 12 will have until 18<sup>th</sup> September 2020 to finalise their subject. This allows nearly two weeks of lessons for you to experience to help you decide whether you have made the right decision about your final options. Any changes to subjects need to be discussed and agreed with Mrs Treby.

### **GCSE English Language and Maths Retakes**

Students who have not met the minimum national standards in GCSE Mathematics or English Language (Grade 4) will also have weekly timetabled classes in these subjects. Where it is appropriate, students will follow the IGCSE English curriculum.

### **EAL Support**

All overseas students will be given English Literacy tests and will have either timetabled IELTS lessons or be given the option of taking GCSE English Language. Students will also be given the chance to take the A Level of their first language.

## **Opportunities**

We want you to get the most out of Sixth Form life at Saint Felix and to enrich your experience beyond your subjects. Getting involved with the wider school community will not only help you feel settled and at home in your school, but it will also develop other personal skills and experiences that will help you develop individually. There are many opportunities for you to get involved with:

- Be a member of the Sixth Form Council and other student voice opportunities.
- Drama and Music, including school productions, orchestra and choirs.
- Sport
- In joining and helping to run a wide variety of clubs and groups in other year groups.
- Organising fund-raising events with our Head of Charities
- Volunteering as a Student Ambassador to assist with open events and representing the school.

### **Careers, UCAS and Future Pathways**

You will have Careers lessons timetabled with Mrs Treby each week. The way in which these are used will vary over the course of your time in Sixth Form. At the beginning of year 12, these will be used as one-to-one tutorial sessions so that we can get to know your ambitions and identify things that we need to ensure are in place to help you achieve this. This may include supporting you with arranging work experience, recommending additional research and reading that you can do. As we move into the Spring term of year 12, attention will shift to the UCAS application process. During the UCAS process, you will be allocated a UCAS tutor who will support you with writing your personal statement and reference writing.

# Saint Felix School Policy: The Use of Private Cars by Pupils

## – Driver Policy

**1. Journeys between home and school. Pupils may drive to and from school at both parental and school discretion.** This applies to journeys between pupils' homes and the school site during the normal school day and at other times to meet school commitments on school premises. Responsibility for ensuring that the pupil who brings his or her car to school has a full driving licence and is insured rests at all times with the parents. Evidence of a full driving licence and Fully Comprehensive insurance must be presented to the school office every year and when requesting the initial paperwork.

- **All student cars must be parked outside the Sports Hall.**
- Keys must be handed in to the School office on arrival and signed in and out.

**2. Journeys to fulfil school commitments off site during the normal day.** The school decides how pupils travel to and from school events and activities off site during the normal school day. The school will always provide transport for pupils, which may include travel by coach, minibus, public transport, staff cars or on foot.

**3. Journeys to fulfil school commitments off site outside of the normal school day.** The school also decides how pupils travel to and from school events and activities outside of the normal school day, and will always provide transport.

**4. Pupils may not** use their car for journeys to and from school within the normal school day (e.g. going off site at lunchtime).

**5. Pupils may not** take another pupil from the school as a passenger on any journey to fulfil a school commitment (including travel to and from school) unless permission has been sought and given by the parents of both the driver and the passenger, by the means of request forms attached to this policy.

**6. Breach of this policy** by a pupil will result in disciplinary proceedings and parents being asked in to see Senior Staff.

**Exceptions:**

- Where a school commitment falls partly or wholly outside the normal school day, parents may request permission for their son or daughter to drive to and / or from the event as appropriate.
- Permission is at the schools discretion and only on receipt by the Head of Sixth Form of the permission request form, signed by the parent.

**The use of private cars by pupils**

**– Passenger Policy**

**1. Journeys between home and school.** Pupils may travel to and from school as a passenger driven by another pupil at parental discretion. The school must be made aware of this agreement by an email from both parties to the Head of VI Form. This applies to journeys between pupil's homes and school during the normal school day and at other times to meet school commitments on school premises.

**2. Journeys to fulfil school commitments off site during the normal day.** The school decides how pupils travel to and from school events and activities off site during the normal school day. The school will always provide transport for pupils, which may include travel by coach, minibus, public transport, staff cars or on foot. No pupil may travel to such commitments as a passenger of another pupil.

**3. Journeys to fulfil school commitments off site outside of the normal school day.** The school also decides how pupils travel to and from school events and activities outside of the normal school day, and will always provide transport. No Pupil may travel to such commitments as a passenger of another pupil.

**4. Breach of this policy** by a pupil will result in disciplinary proceedings for both the driver and the passenger, and parents being asked in to see Senior Staff

**Exceptions:**

- Where a school commitment falls partly or wholly outside the normal school day, parents may request permission for their son or daughter to travel as a passenger in a car driven by another pupil to and / or from the event as appropriate.
- Permission is at the schools discretion and only on receipt by the Head of Sixth Form of the permission request form, signed by the parent. Where permission is granted, the pupil will be given a chit which must be shown to a member of staff on request.
- Permission can only be considered if the parents of the driver have included the names of the passengers in their permission request.

## **The use of private cars by pupils**

### **– Boarding Students Driver and Passengers**

1. **Journeys to and from school for the start / end of term.** The school will either make transport available to students using approved transport providers or will follow the usual drop off and collection procedures for other boarding students. All students wishing to use their own cars for this process must follow the drivers procedures outlined in Drivers (1).

- Keys must be handed in to the House Parent and signed in and out.

2. **During the normal school day** all previous procedures will apply.

3. **Outside of the normal school and when undertaking activities not directly associated with the school day** then all use of the car will be under the provision of approval gained from their House Parent (when on duty or another House Parent). All paper work must be completed as for day pupils. However, with parental permission, students may agree a termly completion of documents to allow for the agreement of named drivers and passengers. The school must be made aware of this agreement by an email from all parties to the Head of VI Form.

4. **Breach of this policy** by a pupil will result in disciplinary proceeding for both the driver and where applicable the passenger.

**Exceptions:**

- Permission is at the schools discretion and only on receipt by the pupils House Parent (or other House Parent on duty) of the permission request form, signed by the pupils parent. Where permission is granted, the pupil will be given a chit which must be shown to a member of staff on request.
- Permission can only be considered if the parents of the driver have included the names of the passengers in their permission request.