



Holy Family Catholic High School

Virgin's Lane, Thornton, Liverpool L23 4UL.
Tel: 0151 924 6451 Fax: 0151 932 1417
Headteacher: Mr M Symes BA(Hons), NPQH

22th August 2024

Dear Students and Parents/Guardians,

RE: ENROLMENT INTO SIXTH FORM

We are delighted that your son/daughter has chosen Holy Family Sixth Form for their next step in education. We are looking forward to guiding and helping them on their journey through sixth form.

Transition material to prepare students for their new subjects was given out during the taster sessions but is also available on the school website. We ask that students complete this and return it to their subject teachers on their first lesson back. This material will get them started on thinking about their chosen subject and preparing them for the work that will come in September.

The enrolment into Holy Family 6th Form will take place on **Wednesday 4th September** from 1pm – 3.15pm, students will be required to make their own way in to school using public transport, however the school bus will be available to take them home and from Thursday morning onwards. Lessons will start on **Thursday 5th September**, at 8.45am for form time. Please check the school website for bus routes and timings, if you require a bus, please get on without a pass on the first day and then students will be given passes during the first week back.

Please complete the induction questionnaire as soon as you can after results day. Please use your mobile phone to scan the QR code on the right.



We look forward to welcoming you into our Sixth Form on the 4th September. Enjoy your last couple of weeks of holiday. In the meantime, if you have any further questions, my email address is g.beddow@holyfamilhighschool.co.uk.

Yours Sincerely,

Gill Beddow

Head of Sixth Form



Holy Family Catholic High School

6th Form

Home - School Agreement



To: Parent/Guardian and Student

_____ will begin this agreement in September 2023 to help in assuring his/her success.

Expectations:

- Students are expected to attend sixth form from 8.45am – 3.15pm every day unless home study has been agreed. This is a minimum expectation and students may be required to work later at staff's request.
- Students must sign in for independent study as directed by their timetable. Students must use this time for individual or group study.
- Students are allowed to leave the premises for short periods of time (to go to the shop etc.) but must sign in and out. This is part of safeguarding and fire regulations and is therefore compulsory.
- If a student is absent then they must contact Becky Bell (01519326114) before 8.45am to report the absence and this should be followed up with a letter from parents.
- Where possible students must arrange medical appointments and driving tests outside of the school day.
- Any holiday requests during school term time will not be authorised and will therefore be classed as unauthorised absence.
- Students are expected to study at home for a minimum of 10-15 hours per week in order to be successful in completing their quoted guided learning hours.
- Students must meet all deadlines for coursework and homework and persistent failure to do so may result in students being excluded.
- In order to realise students' academic potential the amount of paid work that is done outside of school must be restricted and no paid work should be undertaken during school hours.
- Students are only permitted to eat and drink in the sixth form common room and not in the study areas.
- All sixth formers are expected to set an example to the rest of school in their conduct and standard of dress. Professional office wear in black and white (see uniform policy). **Failure to adhere to this will result in students being sent home to change.**
- Receiving and making phone calls should be done outside the school gates or if school related through the internal phone system. Mobile phones must not be out in lessons.
- Students are responsible for looking after the sixth form environment and keeping it clean and treating all property with respect.
- To use the school WhatsApp group respectfully and only use it for important messages.

Entitlements:

- In addition to students chosen subject, to enhance their sixth form study, students will be provided with
 - Impartial careers help and guidance
 - Personal social and health education

Copy for Parents and Students

- Students will be given ample opportunity to contribute to wider school life through extra-curricular activities, trips and volunteering.
- Students will be entered into public examinations so long as they satisfy the requirements of the course.
- Students will be given all necessary equipment, materials and basic stationary.

If continued or serious complaints regarding the conduct of students are received and further action is deemed necessary, the following outline procedure will be used:

- **Level 1 Response:** Pupils spoken to by head of year, letter and green contract issued to pupil and parent to sign.
- **Level 2 Response:** Pupil and Parents issued with an amber contract to sign. Parents invited in to discuss any issues.
- **Level 3 Response:** Serious or continuing problems will result in parents being asked to attend a formal final meeting where a final written warning will be issued along with a red contract to sign.
- **Permanent Exclusion:** Although it is very rare for things to reach this stage, if pupils are in continued breach of the home school agreement or a serious incident occurs this could trigger an exclusion.

A serious incident may result in pupils being put on a level 2 or 3 response, bypassing level 1. Pupils may be placed on back on track report, attendance report or supervised study at any point within this process as deemed appropriate by their head of year.

I have read and understand the above conditions of the home-school agreement for Sixth Form

Signature of Student: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

Sixth Form Graduated Response

Stage of Graduated response	Actions Leading to that stage	Response
1	<ul style="list-style-type: none"> • Failure to meet coursework deadlines on more than one occasion. • Poor attendance/punctuality. • A minor behavioural incident in lessons/around school. • Monitoring has flagged up poor effort in lessons. 	<ul style="list-style-type: none"> • Issued with a green version of the amended contract to sign. • Placed on attendance or Back on Track card as appropriate. • Monitored for 4 weeks, if no improvement place on stage 2. • Supervised study/extended study as appropriate • Phone call home
2	<ul style="list-style-type: none"> • If stage 1 conditions are not met, pupils will move to stage 2. • Failure to meet coursework deadlines on multiple occasions or for multiple staff. • A further behaviour incident or a serious behaviour incident (automatically placed on stage 2). 	<ul style="list-style-type: none"> • Parents invited in for a meeting • First written warning sent home as a letter. • Pupil issued with an amber version of contract to sign. • Extended day and supervised study as appropriate. • All privileges of home study taken away. • Fixed term exclusion as appropriate
3	<ul style="list-style-type: none"> • If stage 2 conditions are not met, pupils will move to stage 3. • Staff now have serious concerns about student passing the course due to many missed deadlines. • A further behaviour incident after being placed on stage 2. • Verbal/physical abuse of staff or other students or bringing any contraband into school (can result in straight to stage 3 or permanent exclusion) • Vandalism/lack of respect for the environment to a serious extent. 	<ul style="list-style-type: none"> • Parents invited in for a further final meeting with a senior leader present. • Written final warning is issued. • Extended day as appropriate. • Regular mentoring meetings with tutor/HOY/POD • Senior Leadership Team Intervention • Pupil issued with a red version of the contract to sign. • Fixed term or permanent exclusion as appropriate.

N.B. pupils with poor attainment not linked to poor effort can be placed on back on track without being a stage 1 response.



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SIXTH FORM UNIFORM – COPY FOR PARENTS AND STUDENTS

Black or grey formal trousers White or black or grey polo shirt with collar White shirt Black or grey jumpers Black formal shoes (trainers or plain black sports' shoes are not allowed).	Black or grey formal work trousers, Black or grey skirts (knee length) Black or grey formal dresses Plain black tights/socks Black/ grey formal footwear (no sports' shoes) Plain black/ grey jumper or cardigan optional for winter
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Items not permitted: Trainers or sports shoes of any kind. This includes plain black trainers, converse, vans etc. Denim jeans, skirts or denim jackets Hooded tops T shirts without a collar Vest tops or crop tops Non formal skirts which are above the knee Gym wear Leggings
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Thank you for supporting the Sixth Form Dress code. We are aiming for a standard which would be appropriate in a formal, office environment. Therefore any casual clothing or footwear will not be accepted. Those who do not adhere to this policy will be asked by a member of the Sixth Form team to return home and change into something appropriate. Jewellery and make-up must be discreet and in keeping with the formality of a professional dress code. This is a Sixth Form privilege and may be withdrawn if abused.

Sixth Form Stationery List

General
Pens, pencils, rulers, rubbers, pencil sharpeners, set of coloured pencils, highlighters, glue stick. Lever arch files for notes, flash cards, dividers for folders (these will all help to keep you organised and help you to revise for assessments)
Maths
Graphical Calculator
Computer Science
2 x lever arch files, memory stick, access to a PC, laptop or tablet at home (if this is an issue please get in touch g.beddow@holyfamilyhighschool.co.uk)
Criminology
Lever arch folder
Biology/Chemistry/Physics
Lever arch file and Graphical calculator

If your subject does not appear, then no specific equipment is needed.

Please also download the outlook app on your phone and connect your email (16jbloggs@holyfamilyhighschool.co.uk). Staff will use email to communicate with you a lot more in Sixth form.

Please also ensure you have the Teams app downloaded as this is where all Sixth Form assignments and homework will be set.