



An Active Learning Trust School

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# NEALE-WADE ACADEMY

## SIXTH FORM

## HANDBOOK

## 2023-2024



## **WELCOME**

We are pleased to provide this handbook for Year 12 students, parents and carers which provides information regarding the expectations of Sixth Form study and procedures. It is not exhaustive, but we hope it gives all our stakeholders and interested parties some ideas about our Sixth Form. We believe that choosing to study at Neale-Wade Academy offers an excellent opportunity to grow, develop and succeed in your chosen studies and will be the gateway to your future career or higher education.

At Neale-Wade Academy we are proud to offer an extensive range of traditional A-Levels and Applied Level 3 courses. We aim to provide a quality experience that caters for the needs of the communities we serve. Our curriculum allows our students to develop independent study techniques and transferable skills in an encouraging and supportive environment.

In addition to the high-quality teaching, the Academy offers excellent facilities, including a modern well-equipped kitchen and common room, study spaces and a designated Sixth Form IT suite.

At the Academy you will have access to strong pastoral, careers, and academic support to enable you to reach your potential. This is offered through a dedicated Leadership Team and Form Tutors who track and monitor your progress throughout your time at the Academy. The team includes Dr Spibey (Head of Sixth Form), Mrs Gribble (Assistant Head of Sixth Form) and Mrs Ayres (Sixth Form Support Manager). You will also have access to student support and Sixth Form Learning Mentors should you need them.

Tutor sessions are timetabled in the school day. You are expected to attend all tutor sessions. The tutors will be your first port of call for all information and advice throughout your time as a Sixth Form student.

Your tutor will discuss your progress throughout the year during sixth form progress review meetings and through parents' evenings, academic mentoring, and the reporting process. In Year 13 it is the tutors who will help you through the process of applying to university or your chosen career route.

The Academy provides advice and guidance to all students in Sixth Form whether they are applying to university, looking for higher apprenticeships or entering employment. Mrs Parks, our careers advisor is always available to offer support and guidance. We run workshops on preparation for employment, as well as providing opportunities to visit national and local careers exhibitions. We work alongside universities and external agencies to ensure our students have the support and advice to make informed decisions about their next steps.

We hope that you find this handbook informative but if you do have any questions, please do not hesitate to ask either your subject teacher or a member of the Sixth Form team.

**Dr Spibey**

**Head of Sixth Form**

## **THE SIXTH FORM TEAM**

### **Mrs Paul**

Director of Sixth Form

[hpaul@neale-wade.org](mailto:hpaul@neale-wade.org)

### **Dr Spibey**

Head of Sixth Form

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### **Mrs Gribble**

Assistant Head of Sixth Form

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### **Mrs Ayres**

Sixth Form Support Manager

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### **Mrs Parks**

Careers Advisor and Support

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## **The Pastoral and Personal Development Team**

Mr Kenning

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Miss Stevenson

[l Stevenson@neale-wade.org](mailto:l Stevenson@neale-wade.org)

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## VISION AND VALUES

At Neale-Wade Academy it is our goal to develop character and confidence in our Sixth Form students and by working together we ensure that students can go on to their next steps and play a positive role within our community.

### Opportunity + Success = Pride + Confidence

Experience tells us that we are happiest when we are at our most confident. It is confidence in ourselves and others, that enables us to be proud of who we are and our community.

Being able to progress with our learning and approach the future with optimism is crucial, not only for our own wellbeing, but also ensuring we are successful in our ventures.

Confidence is learned. It is only through opportunity are we able to discover new talents, develop our interests or progress our learning. Providing a range of opportunities in and out of the classroom is fundamental to our curriculum at Neale-Wade.

Recognising our successes is how we embed and reinforce these attributes. It is only through the support and recognition from others, that we are able to have the courage and motivation to continue our development.

### The Neale-Wade Academy Way

To enable us to access the opportunities afforded to us and to be able to foster confidence and pride in ourselves and others, we, as a school community will be:

#### Ready

Ready to learn

Ready for the next phase of our lives

Ready for our next challenge / opportunity

#### Respectful

Respect ourselves

Respect others

Respect our environment

#### Safe

Keep ourselves safe and ensure others are safe

## EXPECTATIONS

As a member of Neale-Wade Academy Sixth Form, it is important that you always strive to achieve your full potential. Students have a vital role to play in the wider community, both by setting an example to our younger students and by taking on responsibilities within the wider Academy community. Students are expected to take responsibility for their own learning, and we expect them to work alongside staff, by being committed to their learning to achieve their full potential. If this is going to occur, it is important that students abide by the following terms:

- Attend all lessons, including independent study lessons.
- Be punctual to all lessons.
- Be fully prepared and equipped for all lessons and take individual responsibility to catch up on any missed work through absence or illness by proactively contacting/visiting subject teachers.
- Complete work by the deadlines that are set by subject teachers and tutors.
- Be prepared and have work to do when you do not have formal timetabled lessons.
- Work quietly and do not disturb other people in the Sixth Form area.
- Look after and respect all student areas, including those areas given specifically to the Sixth Form.
- Abide strictly to the published Sixth Form Dress Code which includes wearing the sixth form lanyard and ID cards that enable door entry to the Sixth Form.
- Use your lanyard/entry card to sign in and out of the Academy.
- Be engaged in study for approximately 35-40 hours per week.
- Take on the responsibilities of being senior members of the Academy community by abiding by all aspects of the Academy's code of conduct and being a role model to younger years.

By following these agreed expectations, we aim to create a culture of trust and co-operation between staff, students and parents that supports individuals during their time in the Sixth Form and beyond.

## **ROLE OF THE TUTOR**

Sixth Form Tutors play a central role in the life of a Sixth Form student, and it is important that students have an adult in school who they can approach when they need support or have concerns. We have dedicated tutors who have experience in working with our Sixth Form students.

The work done by the form tutor underpins the whole experience of the student in the Sixth Form affecting ultimately performance in academic subjects and influencing the ethos of the Sixth Form. As such Tutors aim to;

- Foster positive relationships.
- Deliver the pastoral programme to develop personal life skills.
- Encourage students to take increasing responsibility for their own learning.
- Have an awareness of significant achievements outside the academy and a knowledge of career aspirations.
- Encourage and support the development of the Sixth Form community through challenges and activities.

Tutors are required to be the front line of the Sixth Form in assuring that the Academy's routines and expectations are consistently applied particularly with regards to;

- Attendance and punctuality.
- Monitoring of academic achievement.
- Implementing dress code.
- Tracking student organisation, meeting of deadlines and ensuring student access to course materials.
- Contacting parents/carers as part of early intervention.
- UCAS application support.
- Personal statement advice.
- One to one conversations.
- Support with health and well-being.

## **PASTORAL PROGRAMME**

At Neale-Wade Academy we not only care about students' academic achievement but how we can support student development in gaining the skills necessary to be successful in the wider world. By joining our Sixth Form you have enrolled on our pastoral programme which runs throughout Year 12 and 13. The programme followed will enable students to progress onto their next steps with confidence and pride.

## **Year 12 Students**

Students in Year 12 have dedicated tutor periods embedded in the school day for delivery of the personal development programme and mentoring.

## **Year 13 Students**

Students in Year 13 have a weekly Tutorial lesson twice per week. In these sessions student progress is monitored, and a structured programme of academic and pastoral support is given by senior members of the Sixth Form team. These sessions are designed to give students support with UCAS and apprenticeship applications and will also support students in gaining essential life skills and information to support health and wellbeing. Attendance to these sessions is compulsory.

## **ENROLMENT**

We will support you in making informed decisions about what you would like to study based on your future goals and aspirations. During enrolment, you will have a meeting with a member of the Sixth Form team to discuss your choices to ensure that they will enable you to progress successfully onto the next step of your journey.

## **INDUCTION**

The Sixth Form will offer a very different challenge to what you have experienced during your GCSE's. To support you with your transition into Sixth Form life, your first day in September will be used to develop a variety of subject based skills that will support you in your studies for each of your chosen courses, these will continue in tutor time for the next few weeks.

## **CHANGING COURSES**

During enrolment we will discuss your choices with you to ensure that you are on the right programme of study, based on your qualifications, aspirations, and interests. However, we are aware that on occasions this does not always work out the way that you planned. If such a situation occurs and you wish to make a change to your courses, you need to speak to Dr Spibey. We will do our best to accommodate you where possible, timetable permitting.

The deadline for all course changes is the end of September. After this date no further changes will be made except in exceptional circumstances.

## **PUNCTUALITY**

Students are expected to be punctual to all lessons and tutor periods. Failure to arrive on time will result in a late mark (L) being issued on the registers with the minutes logged.

Therefore, expect to be challenged about lateness and if this pattern continues, contact will be made with home. Persistent lateness to lessons could result in students being placed on a Stage 1 intervention and support programme (See details in Student Intervention).

## **ATTENDANCE**

- You must attend all lessons, form time and assemblies.
- If you are unable to attend school for any reason your parent/carer must inform the school by calling 01354 606000 before registration with a valid reason.
- Dental and medical appointments should wherever possible be made outside of school hours, if this is unavoidable, please provide an appointment card.
- Driving lessons and theory tests should not be made in lesson time and this will not be authorised.
- If you miss a lesson for any reason, you are expected to catch up with all work missed and it is your responsibility to collect this from your teachers and arrive prepared for the next lesson.
- Holidays should not be arranged during term time. Any request for leave of absence should be addressed to Dr Spibey in writing.
- If attendance falls below 95% and does not improve, this could result in you losing your place in the Sixth Form. Letters will be sent home to communicate this with parents/carers following the procedure below.
- Truancy of any sort is completely unacceptable and could result in you losing your place in the Sixth Form.

## **SIGNING IN AND OUT**

All students will be issued with a lanyard which contains a photo ID card and entry card which they must always wear. This is a compulsory safeguarding requirement. Students will be able to use their entry card to sign in and out of the academy during their non-timetabled lessons provided parental agreement has been received by the Academy through the Home School Agreement. A replacement card, will cost £3.00. The privilege of leaving the school site is dependent on students making sufficient progress in their subjects. Students failing to make the required progress could lose this privilege as directed by the Head of Sixth Form. Parents will be notified of this eventuality.

## **TEACHER ABSENCE**

If a teacher is absent, they will set work for you. You will be told whether the lesson will be covered by another teacher or whether you need to work independently in the classroom. Under no circumstances should you assume that you do not need to attend the lesson.



## **LEARNING AGREEMENT AND ATTENDANCE POLICY**

This is an agreement between you, your parents/carers and the Academy, which highlights the expectations of all parties involved in your learning process. You are expected to read this thoroughly with your parents/carers, sign and return the relevant copies at your enrolment appointment. A summary of the policy is listed below.

### **SIXTH FORM ATTENDANCE POLICY**

In order for students to meet their potential, regular attendance and punctuality is essential. The responsibility for ensuring this lies collectively with the student, parent/carers and the Academy. This attendance policy requires students to adhere to the same procedures as would be expected of them in the world of work. The policy applies to all Sixth Form students at the Academy. This policy ensures the safety and wellbeing of students at all times, according to safeguarding regulations.

#### **Failing to attend the Academy will:**

- Affect your overall progress and development.
- Hinder your success rate for your subject choices.
- Reduce your chances of entry into examinations.
- Restrict your opportunity to participate in Sixth Form events.
- May result in you being asked to leave the Academy for alternative Post 16 provision.

#### **The Academy expects all Sixth Form students to:**

- Attend all registration sessions and all lessons. 96% attendance is the target.
- Attend tutorial, mentoring and enrichment programmes.
- Adhere to procedures laid out in this policy for informing the Academy about unforeseen and foreseen absences.

#### **Authorised Absences**

- Illness (parents/carers must inform the Academy by 9.00am on the first and each day of absence if you are ill or unable to attend, by telephone on 01354 606000 or email [sayres@neale-wade.org](mailto:sayres@neale-wade.org). Please note unusual patterns of illness will be investigated).
- Specialist medical/dental appointments (an appointment card must be provided to authorise the absence prior to the appointment).
- A religious holiday if notified in advance (maximum 3 days).
- A visit to a university for an open day or interview (evidence of the day must be provided).
- A careers related interview (full-time employment only).
- Official practical driving tests (appointment card required for authorisation).
- Work experience if it is an integral part of the course and is unwaged.
- Attendance at a funeral.
- Participating in extra-curricular activities (e.g. drama, music, sport, volunteering) where this reflects a significant level of personal achievement.

***All authorised absence requests must be accompanied by a letter from parents/carers.***

### **Unauthorised Absences**

- Driving lessons and theory tests.
- GP and dental appointments (unless in an emergency).
- Part-time jobs/interviews.
- Holidays.
- Birthdays or similar celebrations.
- Babysitting younger siblings.

***Parents/carers will be notified of any unauthorised absences by the Academy.***

### **Leaving the Academy during the day**

- Students who feel unwell and wish to leave the Academy should inform the Sixth Form team. If your absence is supported, contact will be made with parents/carers.
- Students are expected to sign in and out Sixth Form
- Leaving the Academy during the day for a medical appointment without prior warning will not be authorised and confirmation from parents/carers will be required to allow the student to leave.

### **Rewards for good attendance**

- You are more likely to be successful on your chosen courses.
- If you are eligible for a bursary, payment is reliant on full attendance to lessons and registration, as well as behaviour and attitude in lessons.

**If your attendance becomes a noticeable problem action will be taken, namely:**

- Your attendance will be monitored more closely according to Academy policy.
- You and your parents/carers will be asked to come into the Academy for a meeting with the Assistant Principal – Head of Sixth Form.
- You may be asked to leave if your attendance is so poor that it is seriously hindering your progress.

***The list of acceptable and unacceptable absences is not exhaustive and the Academy reserves the right to amend the list and to monitor and investigate patterns of absence.***

## ACADEMY INTERVENTION PATHWAY

At Neale-Wade Academy we believe in supporting students to ensure they have the correct resources, organisational skills and behaviour for learning that will enable them to be successful in completing their studies. To ensure consistency for all our students we have implemented an early intervention strategy to identify and support students throughout their time in the Sixth Form. The programme follows 4 stages of intervention as set out in the table below. The process aims to be supportive with the best interest of the student paramount at each stage.

Stage of Intervention	Reasons for initiating intervention	Action
<b>Pre-Stage 1</b>	<ul style="list-style-type: none"> <li>• Early signs that a student is not coping with Level 3 study. (Teacher observation)</li> <li>• Early identification that attendance is falling below the expected 95%</li> </ul>	Informal conversation with student and subject staff or Sixth Form Leadership Team to; <ul style="list-style-type: none"> <li>• Ensure that students have access to all the necessary resources.</li> <li>• Identify any specific reason that may be affecting engagement.</li> <li>• Notification of early concern to Sixth Form Team.</li> <li>• Students informed that they are at risk of being placed on Stage 1. Improvement must be met within <b>1 week</b>.</li> </ul>
<b>Stage 1</b>	<ul style="list-style-type: none"> <li>• Students have not shown improvement from pre-stage 1.</li> <li>• Subject staff still have concerns over the progress of an individual student.</li> <li>• Continued low attendance.</li> <li>• Consistent lateness to lesson.</li> <li>• Regular non-completion of homework.</li> <li>• Truancy from a specific lesson.</li> <li>• Consistently poor engagement in lesson.</li> <li>• Failure to meet coursework deadlines.</li> <li>• Failure to attend intervention when invited.</li> </ul>	<ul style="list-style-type: none"> <li>• One to one meeting of subject staff or HOD with student.</li> <li>• 3 mutually agreed and measurable targets set.</li> <li>• <b>Two-week</b> deadline agreed for completion of targets and date set for follow up meeting.</li> <li>• Parents and Sixth Form Leadership Team informed of initiation of <b>Stage 1</b>.</li> <li>• Process logged and recorded in Sixth Form Tracking documentation.</li> <li>• <b>Students successfully meeting agreed targets within 2 weeks will not progress to Stage 2 and review is paused.</b></li> </ul>
<b>Stage 2</b>	<ul style="list-style-type: none"> <li>• Failure to meet targets from Stage 1 departmental report.</li> <li>• Multiple Stage 1 reports initiated from different departments.</li> <li>• General attendance falls below 90% in the absence of a mitigating reason.</li> <li>• Serious behaviour incident inside or outside of lesson.</li> </ul>	<ul style="list-style-type: none"> <li>• Sixth Form Leadership Team meeting with student.</li> <li>• Clear communication with parents /carers by email or telephone.</li> <li>• Consequences of not meeting Stage 2 targets within two weeks explained.</li> <li>• 2-week time window set to review progress against targets.</li> <li>• <b>Students meeting the agreed targets will not progress to Stage 3.</b></li> </ul>
<b>Stage 3</b>	<ul style="list-style-type: none"> <li>• No improvement has been observed on any of the targets agreed in Stages 1 and 2 and students are not making the progress required.</li> <li>• Attendance has further fallen below 80%</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting with students, parent/carers and Assistant Head and Head to discuss options for next steps.</li> <li>• Support offered though careers advisor to find alternative pathway more suitable to student.</li> </ul>

## **BEHAVIOUR IN THE SIXTH FORM**

Being in the sixth form provides not only a number of privileges that you haven't had during your time in lower school but also has a large responsibility that comes with it. As you are a member of the sixth form, the younger pupils will copy what you do and how you behave. It is therefore your responsibility to set them a good example.

You will be expected to:

- Set an example of good study habits.
- Act in a mature and responsible way, both in and outside of the Academy.
- Always be polite and considerate.
- Be dressed professionally (see dress code).
- Take part in enrichment activities.
- Do as you are asked by all adults in the school.
- Do not wear earphones or use mobile phones in any areas of the school other than the Sixth Form area or Sixth Form common room.
- Do not bring inappropriate items into school.

## **HEADPHONES AND PHONES**

Phones and headphones can only be used in the Sixth Form area and are not allowed in areas of the school utilised by students in the lower year groups.

## **MONITORING AGAINST TARGETS**

You will be given target grades per subject based on your GCSE achievement and will be expected to work towards achieving these grades. Your teachers will regularly mark and assess your work to gauge how you are performing in their subject. We will also collect feedback on your effort per subject.

If you are working below your target grade you will be expected to work collaboratively with your teacher and seek appropriate time where you can get additional support to achieve your target grade. This may be during study periods or after school at a time that is most convenient for both.

We will monitor your progress regularly and carefully and if we feel that you need extra support, we will put support in place for you.

If you are considerably below target, we will invite your parents/carers to a meeting to discuss your progress and review your situation. As part of this meeting, we will collaboratively plan a suitable strategy to meet your individual needs and set some clear targets to get you back on track (see Intervention Strategy).

## **INDEPENDENT STUDY EXPECTATIONS**

One of the privileges of being in the Sixth Form is that you do not have a full programme of study. If you are in Year 12 you will choose 3 subjects with 5 lessons a week per subject. The remaining hours are study periods and should be used for personal independent study, EPQ or other enrichment activities. This time can be spent in the Sixth Form study rooms for quiet study, the Sixth Form common room for group study and you will also have access to the computers in 207.

Students will be expected to spend at least 4 hours per week, per subject, completing independent study. Some of this time will be in school and the remainder will be in your own time. In addition to this you will be expected to:

- Make full use of your study periods.
- Prepare for your lessons – this may include further reading. Your preparation for your lessons is vital to your success. Home learning should extend and reinforce your learning.
- Read around your subject. This will help you pass your exams and gain a deeper understanding of the topic, not to mention help you prepare for university.
- Each subject will provide you with a reading list. Ask your teacher what you should be reading.
- If you get a job during your studies, this has to be outside of school hours.

## **PROGRESS AND ASSESSMENT**

Regular checks on student progress are made throughout the year. Progress in lessons will be tracked via a number of different assessment points each term. Teachers will use these assessments to monitor the student's progress. This data will be used by the Sixth Form team to look for potential problems or patterns, to enable intervention and support to be put in place to help every student reach their potential.

### **Year 12**

Students are expected to prepare well for the April mocks as they will form part of the overall performance grades for future predicted grades for the UCAS application.

### **Year 13**

Formal mock examination take place in January. You will be expected to plan and prepare for these exams as they will inform you on how well you are progressing compared to your targets. They will also inform us if you require additional support to meet the requirements for your chosen university course or employment.

### **Year 12 and 13 Vocational Courses**

Vocational courses have strict deadlines for assignment completion. You will be notified of these dates in advance, and you must ensure you meet these deadlines.

## **UNCONDITIONAL UCAS OFFERS**

Students applying to university may receive an unconditional offer for their course. Students must be aware that they still need to take the exams for this offer to be valid. Most of our students will not reduce their effort because of this, as their exam results are with them for life and are needed beyond getting a university place. However, if students do reduce their work ethic with a drop in attendance to lessons and effort, they will be at risk of not being entered for their final examinations.

## **PARENT/CARER CONSULTATIONS**

Working with parents and students in a collaborative way makes an important contribution to the success of students. Parent consultations are usually held in January and April, and we encourage high attendance to these events. The dates of the event will be sent out in advance for parents/carers to sign up to attend.

## **UNIVERSITY VISITS**

We advise students to visit universities at the weekends and during holiday periods. Permission to attend university interviews, open days or courses at any other time must be requested before the visit, through the sixth form office. Academy led visits to universities will also take place in the summer term.

## SIXTH FORM DRESS CODE

Our sixth form are student leaders in the school community. Their dress and appearance must therefore be appropriate to support and encourage the ethos of the school and the uniform and appearance policies in operation in Years 7 to 11.

We do not expect you to wear a uniform for school, but we do expect you to follow this dress code as you are ambassadors for the Academy, and you set the standards which aspiring learners in lower year groups will follow.

Sixth form students are required to always wear their ID badge when in the Academy.

<b>Item</b>	<b>Not Appropriate</b>
Trousers/Shorts	Ripped jeans Ripped shorts Beach/swim shorts Leggings
Skirts/Dresses	Clothing more than 5cm above the knee
Tights	Fishnet tights Over the knee/knee high socks Stockings
Tops	Strapless tops Vest tops Off the shoulder tops Low cut tops Crop tops
Footwear	Shoes with heels higher than 5cm Flip flops Strappy sandals Backless shoes
Hairstyles	No extreme hair styles/colour
Body Art	Visible tattoos
Body Piercings	Obvious piercings such as nose, eyebrow, tongue, and other body piercings can be a health & safety hazard and are therefore not acceptable

Health & safety requirements may dictate that there are specific subject regulations as regards jewellery, false nails etc.

If the dress code has been breached, we will follow the appropriate routes:

- The sixth form team are responsible for the monitoring of the dress code, they will highlight this to students in the first instance and inform parents if this continues.
- Students may be asked to go home and change if no improvement.
- The Head of Sixth Form reserves the right to ask students who persistently do not adhere to the dress code, to leave the Academy.

## **IN CASE OF EMERGENCY**

If the fire alarm sounds, make your way to the nearest exit following the arrangements given by the teacher for that classroom. You must return to your lesson unless specific instructions are given otherwise.

## **ENRICHMENT**

When applying for university, apprenticeships or jobs, it is extremely important to sell yourself as an individual. Wherever you see yourself after life in the Sixth Form, institutions and employers want to know what makes you stand out. This is where enrichment helps.

Neale-Wade Academy provides the opportunity to develop skills outside of the classroom. You will be expected to sign up for at least one of the following:

- Student Leadership
- Extended Project Qualification
- Level 3 Core Mathematics

## **STUDENT LEADERS**

You will have the opportunity to become a Student Leader, enabling you to give your views and shape the way Sixth Form works.

## **COMMUNICATION**

A good link between home and school is vital and you will be expected to give your contact information during enrolment so that we have up to date records for you. If you change your contact details at any point, it is your responsibility to pass this information on to Mrs Ayres who will update your school record.

We will advise parents via email of key events and dates. You can also look on the school website for further updates.

## **ELECTRONIC ITEMS**

You are allowed to have mobile phones at school, but these must only be used in the allocated areas which are the Sixth Form floor and the Sixth Form Common Room. Earphones can also be used in these areas only. Phones and earphones should not be visible around the school; you are expected to set a good example to younger students.

Please note that the use of mobile phones in the Sixth Form area is limited to using headphones to listen to music while working. This area is for personal, quiet, and independent studies and therefore calls are not to be made or accepted in this area. Whole school rules for mobiles apply to all sixth formers around the rest of the school site. If a Sixth Form student uses a mobile phone in an out of bounds area, they will follow the same procedures and sanctions as the lower school.



## **E-SAFETY**

Computers have been provided in the Sixth Form Learning Centre to support your studies. You may also have access to computers in your subject studies. When using school computers, you are expected to use the equipment for:

- Class work
- Coursework
- Independent studies
- Homework

All content you access on the internet must be relevant to your studies and inoffensive.

## **16-19 BURSARIES**

If you have been receiving free school meals or if you have an identifiable financial need, you may be entitled to the 16-19 bursary. Mrs Ayres and Dr Spibey can provide application forms and information regarding the application process. You will need to provide proof of household income to support your application, details are contained in the form.

## **FOOD AND DRINK**

### **ParentPay**

The Academy operates the ParentPay system for the purchase of food and drink from the canteen. Please see a member of the Sixth Form team if you need any assistance.

### **Sixth Form Study Rooms**

No food or drink is to be consumed in the Sixth Form study rooms.

### **Sixth Form Common Room**

You can consume food and drink in the Sixth Form common room. It is your responsibility to dispose of your waste appropriately. If you do not respect and look after **your** area, we will close it for the following day.

## **SMOKING AND ILLEGAL SUBSTANCES**

Smoking and vaping are strictly forbidden on the school site. If you are found to be smoking, this could jeopardise your position in the school.

We operate a no tolerance policy to the possession and use of illegal substances on the Academy site. Any students found to be either under the influence or in possession of illegal substances will be dealt with by our safeguarding team and could lose their place in Sixth Form.

## **PART TIME EMPLOYMENT**

There are many benefits to students working part time, but it is important that students do not take on too many hours or responsibilities outside of the academy. We recommend that part-time employment should be limited to no more than 8-10 hours per week. Research and our own experience confirm that this has an adverse effect on student's work and their academic performance.

Students should under no circumstances agree to part-time work during the academy day, as in joining the sixth form they are agreeing to be full-time students. Failure to restrict work could result in a review of a student's place at the academy. Please make potential employers aware of these restrictions at the interview stage.

## **CAR PARK**

Once Sixth Form students have passed their driving test, they are permitted to drive to the Academy and park in the car park. Students must ensure they have insurance and tax for their car. Students must give their registration details to Mrs Ayres. Failure to drive or park safely within the Academy grounds will result in this privilege being withdrawn.

## **USEFUL WEBSITES**

### **HEALTH AND WELLBEING AND RELATIONSHIPS**

[www.childline.org.uk](http://www.childline.org.uk)  
[www.youngminds.org.uk](http://www.youngminds.org.uk)  
[www.b-eat.co.uk](http://www.b-eat.co.uk)  
[www.talktofrank.com](http://www.talktofrank.com)  
[www.themix.org.uk](http://www.themix.org.uk)  
[www.youngandfree.org.uk](http://www.youngandfree.org.uk)  
[www.thekitetrust.org.uk](http://www.thekitetrust.org.uk)  
[youthinspired@pcvs.co.uk](mailto:youthinspired@pcvs.co.uk)  
[www.mermaidsuk.org.uk](http://www.mermaidsuk.org.uk)  
[www.centre33.org.uk](http://www.centre33.org.uk)  
[www.allsortsyouth.org.uk](http://www.allsortsyouth.org.uk)  
[www.ntyn.org.uk](http://www.ntyn.org.uk)  
[www.genderedintelligence.co.uk](http://www.genderedintelligence.co.uk)  
[www.mentalhealth.org.uk](http://www.mentalhealth.org.uk)  
[www.themix.org.uk](http://www.themix.org.uk)  
[www.giveusashout.org](http://www.giveusashout.org)  
[www.youthoria.org](http://www.youthoria.org)

### **UNIVERSITY AND APPRENTICESHIPS**

<https://amazingapprenticeships.com/careers/>  
[www.ucas.com](http://www.ucas.com)  
[www.barclayslifeskills.com](http://www.barclayslifeskills.com)  
[www.unifrog.org](http://www.unifrog.org)  
[www.notgoingtouni.co.uk](http://www.notgoingtouni.co.uk)  
[www.apprenticeships.gov.uk](http://www.apprenticeships.gov.uk)  
[www.gov.uk/student-finance](http://www.gov.uk/student-finance)  
[www.whatuni.com](http://www.whatuni.com)  
[www.apprenticeshipguide.co.uk](http://www.apprenticeshipguide.co.uk)  
[www.thestudentroom.co.uk](http://www.thestudentroom.co.uk)

### **EMPLOYABILITY**

[www.nationalcareersservice.direct.gov.uk](http://www.nationalcareersservice.direct.gov.uk)  
[www.plotr.co.uk](http://www.plotr.co.uk)  
[www.cv-library.co.uk](http://www.cv-library.co.uk)  
[www.allthetopbananas.com](http://www.allthetopbananas.com)  
[www.careerjet.co.uk](http://www.careerjet.co.uk)  
[www.jobmanji.co.uk](http://www.jobmanji.co.uk)  
[www.jobsgopublic.com](http://www.jobsgopublic.com)  
[www.jobs.nhs.uk](http://www.jobs.nhs.uk)  
[www.monsterjobs.co.uk](http://www.monsterjobs.co.uk)  
[www.totaljobs.com](http://www.totaljobs.com)  
[www.indeed.co.uk](http://www.indeed.co.uk)  
[www.jobsite.co.uk](http://www.jobsite.co.uk)