

Sixth Form Handbook

for Students & Parents
2023/24



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Sixth Form Home-Academy Agreement

Lord Nelson Sixth Form College will:

- Provide a safe, healthy environment.
- Praise and reward learner achievement and success.
- Work with parents and learners to ensure that every learner achieves their full potential.
- Encourage and insist upon the highest standards of behaviour.
- Make lessons engaging and interesting.
- Report regularly to parents and learners on progress and explain what they need to improve.
- Keep parents and learners informed about academy activities.
- Develop mutually beneficial partnerships with employers and the community.
- Welcome parents as partners in the work of the academy and treat parents and learners with respect.
- Provide a balanced and relevant curriculum.
- Regularly seek the views of parents and learners on their experiences in the academy and feedback on how we have acted on recommendations.



Miss N. Palmer
Principal



Mr R. Timm
Assistant Principal – 6th Form

Parents/Carers will:

- Ensure that my son or daughter attends all timetabled lessons, on time, properly equipped and wearing attire that follows the dress code.
- Make the Sixth Form Team aware of any concerns that may affect my son or daughter's work or behaviour.
- Encourage my son or daughter to behave well and respect the rights of others to learn without disruption to lessons.
- Ensure my son or daughter completes their homework on time.
- Attend Parents' Evenings, Information Evenings and discussions about the progress made by my son or daughter.
- Communicate with academy staff in a climate of mutual respect.
- Work in partnership with the academy to promote the best interests of my son or daughter's education.
- Agree to my son or daughter being photographed for publicity purposes.
- Agree to follow the reporting procedure when in contact with the academy.

- Agree to all academy communications being delivered by other means rather than being posted where applicable.
- Ensure that contact is made with the Sixth Form Office on the day, if my son or daughter cannot attend Sixth Form for a particular reason.
- Allow us to contact your son or daughter via mobile.

Learners will:

- Follow codes of practice.
- Aim for 100% attendance and always be on time.
- Sign in and out using their identity cards. Sign out if they are leaving the academy site at any point during the day. They should also sign back in upon their return. Learners should always sign in immediately in the Sixth Form study centre.
- Adhere to the Sixth Form dress code and be aware that failure to do so will result in being sent home to change.
- Bring all equipment needed each day.
- Complete all classwork and homework to a high standard and to achieve their personal best.
- Attend all timetabled GCSE Mathematics or GCSE English resit lessons, if required to.
- Attend all timetabled examinations on time.
- Be proud of achievements and work with teachers to set targets for improvements.
- Attend all lessons on time, including study sessions.
- Be polite and helpful to others and be a good team member.
- Show the upmost respect to all staff, visitors and fellow learners in the academy.
- Keep the academy free of litter and respect all academy property.
- Take pride in being a valued member of the academy community.
- Agree to strictly adhere to the Acceptable Usage Policy for e-learning. If this is not followed access to ICT may be removed or restricted.
- Take responsibility for delivering communications to Parents/Carers.
- Not bring any student, member of staff or the academy into disrepute through any form of social media.
- Give consent to the academy and Norfolk County Council to retain my destination details.
- Provide their mobile number so that the academy can make contact when needed.

Sixth Form Attendance Policy

Full attendance is critical if you are to make the best use of your opportunities. Research shows that missing lessons has a seriously detrimental effect on your achievements.

All students have their attendance monitored rigorously and where necessary we invite parents/carers in to offer support and discuss any issues.

Reporting a Student Absence

If your son/daughter is absent, due to illness or an appointment, it is important that you contact us to inform us as soon as possible. Students are encouraged to communicate with their teachers about attendance, however, parent confirmation is necessary.

You may email the Sixth Form team on sixthform@ormistonvictoryacademy.co.uk or contact the Sixth Form office to report a student absence (direct dial 01603 343654).

Leave of Absence Requests

It is your responsibility to inform the Sixth Form Office, in advance, if you will not be in on a particular day or for a particular lesson. Failure to do so will result in an unauthorised absence and, if applicable, your weekly Bursary payment for Lunch being withheld for that week.

If you are aware of an absence in advance, please complete the 'Leave of Absence Request' form for Sixth Form. Copies are available from the Sixth Form Office.

Examples of absences which may be authorised in advance are:

- A medical appointment which cannot be made out of academy time.
- A religious holiday.
- Attendance at a funeral.
- A driving test (practical or theory test) but NOT driving lessons.
- A University interview or open day.

It is essential that you get this approved by Mr Timm. Please also get it signed by your Subject Teachers if you are missing their lessons. The leave of absence form is available on the digital handbook.

The Sixth Form Team will make the final decision on whether your request is authorised.

Sixth Form Attendance Policy

Lesson Attendance

Step 1: If a student misses two consecutive lessons, contact needs to be made home by the subject teacher to find out the reason for the absence. If the group is shared a conversation between teachers may be required. If you have a double or three lessons in a day which a student misses, please call home.

Step 2: If a student missed 4 lessons in a row with no reason the subject teacher needs to call home to gain a reason for the absence - check previous session marks as the Sixth Form team will update marks.

Late: The first late please warn the student - the second time a student is late, they must complete the time they have missed during their free time.

Continue lateness: The fourth incident of lateness automatically directs the student to the Sixth Form referral process. This will lead to a conversation with parents.

Monitoring

Overall Sixth Form attendance will be monitored on a half termly basis, with any students falling below 90% being put on an Attendance Contract for the following half term. This will be reviewed half termly.

Students who miss a lesson will receive the following email:

Subject: Attendance Email **[DATE]**

Dear All,

Please could you let me know why you didn't attend one or more lessons today **[DAY/DATE]**.

A response to this email is expected within 24 hours.

If you do not respond or you give an unsatisfactory reason, your parents will be contacted.

Year 12s: [Date Specific Information]

Year 13s: [Date Specific Information]

Please report absences to: sixthform@ormistonvictoryacademy.co.uk or ring: 01603 734150

If you have been reported absent due to a change in timetabling, please let me know and this will be corrected on the register.

Attendance is directly correlated to attainment. Research indicates that a 5% absence rate can lead to a drop in achievement by at least 1 grade at advanced level, 10% 2 grades, etc.

Kind Regards,

If the student does not respond, the following email is sent to the student's primary contacts:

Subject: Attendance Notification for **[DAY/DATE]**

Dear All,

All 6th form students who were absent from one or more lessons **[DAY/DATE]**, were sent the email below. Your child or ward has not yet responded or has given an unsatisfactory reason for their absence. Please could we have a reason for their absence as soon as possible.

This email is automatically generated. Full attendance data can be sent on request.

[Attendance email follows here]

Lord Nelson Sixth Form Dress Code

Dress Code

We are very proud of our Sixth Form status and have high expectations of our students. This applies to work ethic and effort but also presentation and appearance. The Sixth Form is a place of study and work and the dress code reflects this.

- Shirt with collar, polo shirt or blouse – T-shirts are only acceptable if they are smart and appropriate. Tops that expose the stomach or reveal the chest are unacceptable as are strapless or backless tops.
- Trousers should be smart. Jeans should only be worn if they are smart and not ripped. No tracksuit bottoms should be worn.
- Leggings with a short top are not acceptable but leggings may be worn with a longer top.
- Skirts and dresses should be of a suitable length (roughly knee length or longer) and not have large slits.
- Shorts should be tailored and at least knee length.
- Shoes or boots should be sensible and appropriate for a place of work and study. Smart trainers are acceptable. Flip flops should not be worn. Shoes with a very high heel should also not be worn.
- Jumper or cardigan – smart sweatshirts are acceptable. Large logo's are not acceptable.
- Smart jacket/coat – hoodies should not be worn indoors, although they may be worn as outerwear. If the hoodie is OVA branded it may be worn indoors.
- Most jewellery is considered acceptable however students may be required to remove items if an excessive amount of jewellery is worn. Safe and sensible piercing is permitted.

It is the right of senior members of staff at the Academy to determine whether a particular item of dress is appropriate for the sixth form or not. Students who turn up to the college inappropriately dressed will be asked to go home and change, particularly if it is a repeat offence.

If you are unsure about whether an item of clothing is suitable, bring it in and ask.

Sixth Form Team and Contact Information

Sixth Form Team

Mr R. Timm Assistant Principal for Sixth Form	
Miss L. Wyer Deputy Head of Sixth Form	Mrs T. Lusher-Chamberlain Sixth Form Study Manager
Mr P. Harris 6th Form Mentor	Mrs A. Gallagher Sixth Form Coordinator

Contacting the Sixth Form Team

To get in touch with any member of the Sixth Form Team, please make contact via the Sixth Form Office using the following details:

Email: sixthform@ormistonvictoryacademy.co.uk

Tel: 01603 343654

Meetings for Parents and Students

Parents and Students are always welcome to seek an appointment with a member of the Sixth Form Team to discuss any issues of concern. To arrange a meeting, please contact the Sixth Form Team using the above email address or telephone number and an appointment will be arranged with the staff member you wish to see.

The Sixth Form Team will also contact Parents and Students, if we have any concerns and may invite you to attend a meeting to discuss.

Sixth Form Facilities

The Sixth Form Study Facilities are available to students at all times except for when they are in timetabled lessons. In the main study centre, there are two rooms with computers and tables. There is also a common room with a soft seating area and facilities for refreshments including a fridge, microwave oven and a kettle.

As these areas are occupied by Sixth Formers throughout the day, we expect them to treat the areas with respect.

Students must:

- Wash any used crockery.
- Place rubbish in the bins provided.
- Take personal items with them at the end of the day.
- Show respect to other students whilst studying and keep noise to a minimum.

16-19 Bursary Fund

16 – 19 Bursary Guidelines for Applications

Lord Nelson Sixth Form College will target the 16 – 19 Bursary to ensure that it reaches students who face significant barriers to participating in education and will target funds to help the students in greatest need. In doing so we have a duty to ensure that the money is spent in ways which help to break down the barriers and deal with the costs of being in education.

Applications must be submitted in full by 30th September 2022. Applications made after this date will be considered providing sufficient funds are available.

There are 2 different funds which are available to students.

1. Vulnerable Student Bursaries (known as VSB)

Students will qualify for this bursary if they fall into one of the following categories; young people in care, care leavers, young people in receipt of income support or universal credit or disabled young people in receipt of Disability Living Allowance (DLA), Personal Independence Payments (PIP) or Employment Support Allowance (ESA). The student must be aged 16, 17 or 18 on 31st August before that academic year to qualify.

Where students fall into this category they are entitled to a flat rate bursary of £1,200 of which the payment terms will be agreed on an individual basis with the Assistant Principal – Sixth Form and the student.

Students must provide official confirmation of their qualification for a VSB, for example a letter from the local authority or a letter from the Department of Work & Pensions (DWP) stating which benefit the young person is entitled to. Please note students cannot self-certify.

2. Discretionary Fund (known as a “bursary”)

Lord Nelson Sixth Form College will operate a discretionary payment system for specific educational purposes.

Eligibility will be determined via this formal application. Eligibility for the bursary is based on gross annual household income and the family circumstances. We will be operating two levels of bursary funding based on income bands. Free School Meals from Year 11 is not an automatic acceptance for bursary; students must apply for the bursary in Year 12 and re-apply in Year 13.

Examples of acceptable supporting evidence for the Discretionary Fund are:

- A full T602E Tax Credit Award Notice (TCAN) for the young person's household. This document from HM Revenue & Customs details entitlement to Tax Credits and shows the total income for the year.
- Other Income Support or Universal Credit award letters that show evidence of income.
- P60 End of Year Certificate for all adults in the young person's household who contribute to household costs. This certificate is a statement of earnings from an employer. It must be for the correct adult(s) and for the correct Tax Year (to 5 April 2022). The income will be shown as Total for the Year.

- Payslips from the previous 3 months.
- Self Assessment Tax Calculation (SA302). This is the equivalent of the P60 for self employed people. It must be for the correct adult(s) and for the correct Tax Year. The income will be shown as Total for the Year.
- Evidence of other benefits, pension awards, etc.

Level A

You could receive this level of funding if you have a gross annual household income of £18,000 or less and meet the qualifying condition requirements as detailed below. If you are in this category you can expect to receive £2 for lunch for every day your child attends school during term time. This will be paid into your child's bank account on a 4 weekly basis. You can also apply for additional support for the items specified below up to a maximum of £150 per academic year.

Level B

You could receive this level of funding if you have a gross annual household income of £18,001 to £24,000 and meet the qualifying condition requirements as detailed below. If you are in this category you can claim for the items specified below up to a maximum of £300 per academic year.

Specified items covered by the Bursary

Bursaries from Lord Nelson Sixth Form College can only be spent on certain items which are deemed to be the costs of accessing education. They are:

1. Lunch whilst at Sixth Form
2. Stationery
3. Equipment
4. Books
5. UCAS/University visits or interviews
6. Trips (directly related to your course – not extra-curricular)
7. Transport to and from Sixth Form
8. Any other exceptional items, as agreed by the Assistant Principal - Sixth Form

Contingency Fund

Any student meeting general eligibility requirements and facing financial hardship due to exceptional reason or circumstance change can apply to access the contingency funds on an individual basis by submitting an application in writing.

Qualifying condition requirements

Eligible students will need to complete a qualifying learning period of 6 weeks before they are able to receive Bursary payments, however, applications should be submitted in full by the deadline of 30th September. Bursary payments will be backdated to the beginning of the Autumn term subject to all conditions being met during the initial six weeks. New students to the Lord Nelson Sixth Form College may submit an application on admission and approval will be subject to funding availability. In a case of extreme hardship, consideration will be given for payment in advance of the six week period.

Application Process and Payments

All applications for a bursary fund payment are to be made to the Sixth Form Office.

Students will be advised, in writing, of the outcome of their application. All eligible bursary payments will be made via BACS transfers and students must provide bank details when applying. Cheques are not issued and support can be given to any student who wishes to open a bank account for the purposes of bursary payments.

For the specified items detailed above, these will be sourced and provided by the academy procurement system. Subsequent claims cannot be made by producing a receipt. Where the academy agrees to reimburse transport costs to and from the Sixth Form, this will be completed via BACS transfer at the next available opportunity, upon receipt of the bus ticket.

Please note that Lord Nelson Sixth Form College guarantees that all personal information will be stored securely and will remain strictly confidential. At the time of printing (August 2022) this information was correct, however, all information is subject to change.

Sixth Form Locker Rental Policy

There are 60 lockers located in the Main Study Room which are reserved for Sixth Form students. The cost to rent a locker is £10.00, which includes a £5 deposit which is refundable upon return of the locker key.

Once a locker is rented, it will stay with the student for the duration of their time at the academy although they will not need to pay for it each academic year. If you are joining the Sixth Form as an existing Victory student and you have already paid for a locker in the main school, you will be allocated a new locker in the Sixth Form, free of charge.

The conditions of renting a locker are:

- The locker remains the property of Ormiston Victory Academy
- The cost to rent a locker is £10.00, which includes a £5 deposit which is refundable on return of the locker key.
- Students will be given a key on issue of the locker.
- If you lose your key, you must inform the Sixth Form Office and a charge of £5 will be made for a replacement.
- Lockers are not to be accessed during lesson times.
- Any damage must be reported to the Sixth Form Office immediately.
- Cost of any repairs will be levied on the hirer, unless it is clear that damage has been caused by a third party.
- Lockers must be locked when unattended.
- The academy accepts no responsibility for the loss or damage to anything stored in the lockers.
- Any food and drink stored in lockers must be removed at the end of each day.
- Damp/wet clothing should be stored in plastic bags and be removed by the end of each day.
- Hirers should not write on the lockers either externally or internally. Nor should any other form of decoration be applied.
- Lockers should be kept clean at all times.
- Lockers are allocated to an individual only. Sharing is not recommended.
- The academy reserves the right to open the lockers at any time. Where possible this will be done in the presence of the student concerned.

If you would like to rent a locker, please complete the 'Sixth Form Locker Rental Application Form' and return with the payment of £10 in a sealed envelope (with your name written on it) to the Sixth Form Office.

Safeguarding and Child Protection

It is extremely important that we know the whereabouts of students at all times throughout the academy day. As Sixth Formers have several study lessons a week it is imperative that they sign in and out at the start and end of each session. Students should sign in and out with Mr Timm or Mrs Lusher-Chamberlain. Students must make us aware of where they will be studying.

If a student needs to leave the site for any reason, they must sign out with a valid reason at the main gate. If this does not happen, they are seriously breaching the school procedures and could find themselves being removed from Sixth Form. Please work with us to ensure safety at all times.

Academy Day

Assembly	Monday P5	All Sixth Form students are expected to attend assembly during this time.
Breakfast / Morning Study	8.00-9.00	The Sixth Form Common Room and Study Facilities open at 8.00am. Breakfast is served in the academy canteen from 8.10-8.40am.
Lesson 1	9.00-09.55	Registers are taken at the start of every lesson.
Lesson 2	09:55-10:50	Registers are taken at the start of every lesson.
Break	10:50-11.10	
Lesson 3	11.10-12.05	Registers are taken at the start of every lesson.
Lesson 4	12.05-13:00	Registers are taken at the start of every lesson.
Lunch A	12.05-12.35 (7&8)	If sixth form students do not have a Lesson 4, they may have lunch in the canteen at any time between 12.15-1:45pm When sixth form students, do have a Lesson 4, they must have their lunch between 1.15-1.45pm.
Lunch B	1.30-1.55 (Y9,10&11)	
Lesson 5	1.55-2.45	Registers are taken at the start of every lesson.
Lesson 6	2.45-3.45	Registers are taken at the start of every lesson.

Careers

The UCAS Process

Each student in the Sixth Form who wishes to apply to University, must follow the UCAS process to submit their application.

Year 12

Students are introduced to UCAS in the Spring Term of Year 12. During the Summer Term of Year 12, students begin to research potential University courses and attend University Open Days.

Year 13

A Parents' Information Evening (drop in session) for students wishing to apply to University will be held in conjunction with the Sixth Form parent's evening in the Autumn Term. The

Information evening will cover the UCAS application, Student finance and the accommodation process

Over the first half of the Autumn Term the Sixth Form team will look specifically at students' personal statements. Help and guidance will be available up to the Christmas break but cannot be guaranteed into the new year. Ideally, the academy policy is that all personal statements should be completed by October half-term..

Careers Adviser

Our Careers Adviser is available for all students. It doesn't matter whether you are unsure of what you want to do or whether you already have a pathway in mind – our Careers Adviser will still be able to help.

Appointments are available on request, to book an appointment please email careersguidance@ormistonvictoryacademy.co.uk or speak to Mr Arger.

Working Lunches

Working Lunches are a chance for our students to meet with professionals to listen and ask questions about their experiences and dealings within the working world. Working Lunches are informal in nature and are an opportunity to gain an insight into possible careers for the future. You may even start to build connections to help you later on. The topics discussed can be wide ranging, but mainly focus on the speaker's background in terms of education and careers, and how this enabled them to get to the position they are now in. Working Lunch events will be advertised to students when they are organised and we encourage all students to attend.

Voluntary Work

We expect all Sixth Formers to take part in at least one hour of voluntary work, either in school or outside of school. Voluntary Work is a very great opportunity for students to gain invaluable experience that they will be able to include on their current or future UCAS/job applications. Voluntary Work also helps students to:

- Gain confidence
- Make a difference
- Meet different kinds of people and make new friends.
- Be part of a community
- Learn new skills
- Take on a challenge
- Have fun!

Voluntary work may take place in the form of:

- **In Class Support:**
Helping a teacher with a particular group or class – if you are interested in this, please speak to individual teachers to see if there are any particular lessons that you would be able to support in.
- **Break Duties**
Students who volunteer to complete Lunch Duties help keep the academy safe while visibly showing young students the high expectations and standards. Students will be provided with a free lunch.
- **Reading Mentoring:**

Taking part in the reading mentoring scheme – this involves being a positive role model to your younger peers, helping them to become confident with reading. You must be a committed Sixth Former who is available during form times. If you are interested, please speak to Mrs Cole in the Library.

- **Communications for the Academy:**

Please speak to Miss Hawes (Principal's PA) if you are interested in writing articles for the Fortnightly Newsletter for students and parents, or speak to Mr Arger if you are interested in helping with social media/web design, photography/videoing or graphic design.

- **Helping in the Community:**

There is an even wider range of voluntary work that students may take part in. You will need to organise this yourself and let your Form Tutor know what you will be doing.

Pastoral Care

The Sixth Form recognises its responsibility to provide effective support and guidance for all students and to have effective pastoral arrangements in place.

The Sixth Form Team is responsible for the day-to-day immediate pastoral care of students, although it is important that all members of staff are aware of pastoral care issues and take action to support students. It is vital that a strong sense of trust is developed between these parties so that students feel able to express their concerns. Teaching staff meet regularly so that academic, organisational and pastoral concerns can be quickly and effectively communicated and discussed.

Students know that they may also approach the Sixth Form Team directly if they wish.

Students are free to approach any member of staff about a pastoral issue, and this teacher will liaise with the Sixth Form Team.

Student Use of Motor Vehicles Policy

This policy is in order to make provision for sixth form students to drive to the academy by motor vehicle, yet sustain a safe environment for students, staff and visitors to the academy.

Until the Assistant Principal for Sixth Form has seen all the vehicle documents and has agreed to the contract, a student must not bring their vehicle into the academy grounds.

If a student would like to park a motor vehicle on academy property:

1. The student should complete the contract with vehicle details, read the conditions, sign and also obtain parents/carers' signature. A copy of the contract can be downloaded from the academy website.
2. The student must bring in a copy of their insurance and driving licence.
3. The student must hand in the form, together with the items mentioned in 2. to the Sixth Form Office.
4. The student will be informed of the decision and copies of the relevant information will be stored in the Sixth Form office.

- 5. If any situation occurs whereby the terms of the contract are broken, the student will no longer be allowed to bring the vehicle to the academy. Parents/Carers will be informed of this and the reasons why.**

I may drive and park on the academy site, provided I follow these conditions. I will:

1. Travel at under 5mph whilst on the academy premises
2. Always wear a helmet and appropriate protective clothing (mopeds/motorbikes).
3. Drive sensibly, exercising extreme caution and moving slowly around and near to the academy site. Particular attention must be given to the safety of pedestrians on the site.
4. Not allow any other person to ride as a passenger on the vehicle (mopeds/motorbikes).
5. Park **ONLY** in the designated student car park, which is by the wildlife garden behind the yellow sentry box.
6. Not congregate around the vehicles, in the car park, at any time.
7. Always be aware of the number of children on site, extreme vigilance is essential.
8. Follow the Highway Code.
9. Assume all financial responsibility for the motor vehicle should it be damaged by vandalism or theft.
10. Understand that if I fail to drive in the manner required, the Assistant Principal for Sixth Form may prohibit my vehicle from being used on the academy site.
11. Provide the following documentation when applying for a permit to use the vehicle on the academy site:
 - a. Driving Licence
 - b. Certificate of completion of an approved training course for motor vehicles in categories A or P.
 - c. Motor vehicle insurance cover note.
 - d. MOT certificate if applicable.
 - e. Proof that vehicle is taxed.

Monitoring Progress

The Sixth Form Team regularly monitors the progress being made by each student. If a student is underachieving, they will be referred by the Subject Teacher to the Sixth Form Team. Additional periods of supervised study may be placed on a Sixth Former's timetable. Students are expected to attend until their Subject Teachers' are satisfied that the student is making good progress.

Reports

A report detailing your son/daughter's progress is published every 6 weeks. Each report will include:

- **Predicted** – The grade a student is predicted to gain at the end of their course. This is based on: their current level of work; their teacher's professional judgement as to their likely progression and the student continuing their current level of effort.

- **Current** – The grade a student is currently working at. This is based on their current level of work.
- **Target** – The grade a student should be attempting to achieve by the end of their course. All targets should be challenging.

Attitude to Learning (ATL)

1. Consistently works hard and has an outstanding attitude to learning.
2. Usually works hard and has a positive attitude to learning.
3. Sometimes works hard but has an inconsistent attitude to learning.
4. Rarely works hard and has a poor attitude to learning.
5. The student has been absent for long periods so it is difficult to judge the Student's attitude to learning.

Detailed Feedback

In order to share detailed feedback from staff, it is recommended that students take their course folders or marked assessments home on a regular basis. This allows both the quality of students completed work and staff's written feedback, including points for development, to be seen. We also strongly advise that you attend Parents' Evenings in order to speak to Subject Teachers.

Next Steps

Where there is a gap between Predicted and Target, discussions should focus on action points to support students in reducing that gap.

Acknowledgement should be given to progression; if a student is not yet on target but they have made progress this is positive.

- Possible action points for students could be:
 - Subject specific (from feedback in student's books):
 - Mathematics; practice using integration to find the area under a curve.
 - History; explain the similarities and differences of both the content and provenance of the source.
- Philosophy and Ethics; give a range of philosophical arguments ensuring you refer back to the question and evaluate the effectiveness of the argument.
- General:
 - Attend after school mathematics revision on Thursdays, until the end of term.
 - Bring specific science revision to do in form time.
 - Read a Spanish newspaper once a week.
 - Bring art portfolio up to date by Christmas.

Sixth Form Referral Process

Step 1: Subject teacher raises concerns with student regarding underachievement in class. Subject teacher to have a conversation with the student and make a telephone call home to Parent/Carer(s).

Step 2: If underachievement continues Subject teacher will make a further telephone call home to parents. Subject teacher will complete Referral Google document – this also involves a 30 minute department referral supervised by the Subject teacher.

Step 3: If student is still underachieving, student will be referred to Sixth Form Referral. Subject Teacher to inform Parent/Carer(s)

Step 4: If there is still no improvement, there will be a meeting with the Assistant Principal for Sixth Form and the student to discuss their position at Sixth Form.

Step 5: If there continues to be no improvement in attitude, effort or attendance, Assistant Principal for Sixth Form will meet parents/(carers) and explain that the student will be removed from the course with immediate effect.

If student resolves issue at any stage of the process, they will exit the referral process

