

# LORD NELSON SIXTH FORM HANDBOOK 2025/26



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## Sixth Form Home-Academy Agreement

### Lord Nelson Sixth Form 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 O. Willis  
Assistant Principal – Head of 6<sup>th</sup> 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 room.
- 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 re-sit 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 utmost 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

Attendance is vital to achievement. Research shows that where attendance is below 90%, students are 73% less likely to achieve their potential. The government benchmark for acceptable attendance is set at 97%, and anything below 90% is classified as persistent absence.

As the table below illustrates, the loss of learning from regular absence is hugely damaging to a student's progress.

The chart below shows the hours of learning lost in relation to attendance in school.

Threshold Attendance	Actual Attendance	Whole Days Absent	Learning Hours Lost
100%	190 days	0	0
99%	188 days	2	10
98%	186 days	4	20
97%	184 days	6	30
96%	182.5 days	7.5	37.5
95%	180.5 days	9.5	47.5
94%	179 days	11	55
93%	177 days	13	65
92%	175 days	15	75
91%	173 days	17	85
90%	171 days	19	95
89%	169 days	21	105
88%	167 days	23	115
87%	165 days	25	125
86%	163 days	27	135
85%	161.5 days	28.5	142.5
84%	159.5 days	30.5	152.5
83%	158 days	32	160
82%	156 days	34	170
81%	154 days	36	180
80%	152 days	38	190

At Lord Nelson Sixth Form we maintain a culture of high attendance and have very clear processes for monitoring attendance and absence, and intervening where necessary, to ensure all our students achieve.

## **General Principles of attendance**

- The basic expectation is that students attend all lessons, form times, study periods, social action activities and any assemblies.
- The key to an effective system is communication. Students need to keep tutors and teachers informed of their movements and to forewarn them of any planned absence.
- The presumption is that any absence is considered unauthorised, unless a valid reason is given otherwise.
- If the absence can be foreseen, the student should contact the school in advance and ensure this has been agreed with the Sixth Form Team and a Leave of Absence Request completed.
- If the reason for absence could not have reasonably been foreseen, then the school should be contacted on the day in question before 9.00am.
- If the student fails to do this, the absence will not be authorised, until an acceptable explanation is provided.
- Any absence because of a holiday will be recorded as unauthorised.
- The following system is transparent and applies to all students.
- If attendance (along with behaviour and attainment) fall below an acceptable level, we reserve the right to refuse entry into Year 13.
- There is a clear process (outlined below) for those students who fail to meet attendance expectations.

## **Punctuality**

- Punctuality is always expected of students.
- If a student arrives for a lesson more than 15 minutes late this will be recorded as an unauthorised absence unless there is a transparent reason for lateness – for example, late-running buses.
- If a student arrives for registration more than 5 minutes late (i.e. 8.55am) they will be marked 'here' but the tutor will note the lateness. If lateness becomes an

issue in the eyes of the tutor, the matter will be raised with the 6th Form Team who will contact their parents.

### **Independent and offsite study**

As students move through sixth form, they are provided with the opportunity to have independent study that can take place off-site. This privilege is afforded only to those who meet the criteria put forward by the Sixth Form. The expectations around attendance for this to be allowed to happen are:

- Students must have attendance above 97% across the first two terms of Year 12 (or have evidence of exceptional circumstances that prevented this).
- Students must have proven their punctuality in the first two terms – students who cannot be trusted to be on time for lessons will not be allowed to leave the site.
- Any time the students leave the site before 3:00pm they must sign out. If they return to school for lessons, they must sign in. Students who fail to do so will have this privilege withdrawn.
- Students must maintain these expectations of attendance and punctuality; otherwise, this privilege will be withdrawn.

Failure to meet these expectations will result in students losing this privilege.

### **Communicating absence**

It is the parents' responsibility to inform us when their child will not be attending. If your child is absent due to illness, it is important that you contact us before 8:30am on the first day of absence, and on the morning of every day of absence thereafter.

You can report an absence the following way:

- Email: [sixthform@ormistonvictoryacademy.co.uk](mailto:sixthform@ormistonvictoryacademy.co.uk)
- Direct Dial: 01603 734150
- Text: 07584 502380

If your child has a medical appointment, we ask that you inform us prior to the appointment, wherever possible.

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 bursary Educational Support Payment being withheld for that day.

## **Leave of Absence Requests**

If you are aware of an absence in advance, please complete the Sixth Form 'Leave of Absence Request'. This can be found on the academy website.

### **Examples of absences which may be authorised in advance are:**

- A medical appointment which cannot be arranged outside of academy time (Evidence Required).
- 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, in advance, by the Sixth Form Attendance Lead. Please also inform your Subject Teachers (once leave is approved) if you will be missing their lessons.

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

## **Sixth Form Attendance Policy**

### **Communicating concerns**

- Where a student is missing from form-time (and there has been no communication of a reason for this), parents can expect to receive a text message indicating their child is not in school by no later than 10am.
- Where students have not arrived at a lesson when expected, a missing email will be sent out to check the student is not in school and then a text message will be sent home informing parents.
- Parents can expect regular updates on attendance throughout the reporting cycle. However, where there are concerns parents will be contacted and appropriate measures will be put in place (see below).

### **Registering Students attendance**



- All staff will complete 6<sup>th</sup> form registers within the first ten minutes of lesson
- Any unexplained absences will be followed up by 6<sup>th</sup> Form team
- It is the expectation that where students have been given permission to complete independent study, they sign in and out. Failure to do so will lead to the removal of this privilege.

Attendance which does not meet 6<sup>th</sup> form expectations will follow our attendance pathway as follows:

## **Attendance pathway**

**Level 1 – Attendance drops below 97% and shows no upward trend.** Form Tutor to discuss in form time and to speak to parents/refer to sixth form team if there are further concerns.

**Level 2 – Attendance drops below 93%.**

- Sixth form will write to parents raising concern.
- A follow-up phone call will be arranged.
- The APSP (1-2) process may begin where appropriate. (4-6 weeks to see improvement)

**Level 3 – If no improvement after 4 weeks or attendance drops below 90%.**

- A letter of warning will be sent to parents, and a meeting with the Sixth Form Team will be arranged.
- APSP 3 process begins if not already in place. (4-6 weeks to see improvement)
- Warning given that if attendance does not improve, they may be removed.

**Level 4 – If no improvement after 4 weeks or attendance drops below 80%**

- Parent meeting with Head of Sixth Form.
- APSP Level 4 put in place
- If no improvement the school will not pay for exam entry
- School to being investigating alternative provisions if there is no improvement

**Level 5 – If no improvement after 4 weeks or attendance drops below 70%**

- Parent meeting with Head of Sixth Form and Head Teacher.
- Final Warning
- APSP Level 5 put in place
- Alternative provision support put in place

### **Lord Nelson Sixth Form 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 logos 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.

Sixth Form staff at the academy can determine whether a particular item of dress is appropriate for the Sixth Form, or not. Students who are inappropriately dressed will be asked to go home to change into appropriate clothing and then return to school.

## **Sixth Form Team and Contact Information**

### **Sixth Form Leaders**

#### **MR O WILLIS**

Senior Assistant Principal/Head of Sixth Form

#### **MISS A HAZELL**

Assistant Principal for KS4

#### **MISS L WYER**

Deputy Head of Sixth Form

### **Support & Pastoral Staff**

#### **MR R TIMM**

KS4/KS5 Vocational Outcomes

#### **MRS R WILLIS**

Sixth Form Leadership & Enrichment Lead

#### **MISS S BURKE**

Senior HOYB, Attendance & Pastoral Lead & DDSL

#### **MRS T LUSHER-CHAMBERLAIN**

Destinations & University Liaison Lead

#### **MR P HARRIS**

KS5 Mentor & DDSL

#### **MRS A GALLAGHER**

Sixth Form Bursary & Finance Lead

#### **MRS L MCDOWELL**

Sixth Form PA

#### **MISS E CORK**

KS4/5 Mentor

### **CONTACTING THE TEAM**

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

Email: [headofsixthform@ormistonvictoryacademy.co.uk](mailto:headofsixthform@ormistonvictoryacademy.co.uk)

Tel: 01603 734150

### **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 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 always available to students 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 for refreshments including a vending machine, pool table, 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 should ideally be submitted in full by 30th September 2025. Applications made after this date will be considered providing sufficient funds are available.

Please note - if you are in receipt of any benefits, these will not be affected if your child is awarded a bursary.

There are two different funds which are available to students.

### **1. Vulnerable Student Bursaries (known as VSB)**

Students may 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 bursary of up to £1,200 (the amount awarded is assessed on an individual needs basis).

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.

***Parents/Carers will also be asked to provide evidence of income/benefits/savings so that financial need can be assessed.***

### **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. If you haven't previously been entitled to free school meals, you could still be entitled to a bursary.

**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 2024). 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 **£20,001 to £26,000** and meet the qualifying condition requirements as detailed below. If you are in this category, you can claim for the items specified below.

### **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. Specialist clothing (e.g. Beauty uniform, protective clothing)
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 six weeks before they are able to receive bursary payments, however, applications should, ideally, 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 Mrs Gallagher in the Study Room.

Students will be advised, in writing, of the outcome of their application. 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. You can also apply for a monthly bus pass.

*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 producing this form (August 2025) this information was correct; however, all information is subject to change.*



## Sixth Form Locker Rental Policy

There are 60 lockers located in the Sixth Form building. The cost to rent a locker is £10. This includes a £5 deposit which is refundable upon return of the locker key and inspection of the locker to ensure it has not been damaged in any way.

Once a locker is rented, it will stay with the student for the duration of their time at Sixth Form. They will not need to pay for it each 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 can be allocated a new locker in the Sixth Form building at no additional charge, if there is availability (unless you had your deposit returned at the end of Year 11, in which case, a deposit of £5 will be requested).

There are a limited number of lockers available, and they will be issued on a first come, first served basis.

If you had a main school locker and we are unable to offer you a locker in Sixth Form, you will be given a refund form to have your £5 deposit refunded (if you haven't already done this).

### **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. This includes a £5 deposit which is refundable on return of the locker key. **PLEASE DO NOT PAY UNTIL IT IS CONFIRMED THERE IS A LOCKER AVAILABLE.**
- Students will be given a key upon issue of the locker.
- If you lose your key, you need to inform Mrs Gallagher, and your £5 deposit will be used to order a replacement. In this instance, your deposit will be non-returnable.
- Lockers are not to be accessed during your lessons.
- Any damage must be reported to Mrs Gallagher immediately.
- Cost of any repairs will be levied on the hirer, unless damage has been caused by a third party.

- Lockers must be locked when unattended.
- Any food and drink stored in lockers must be removed by the end of each day.
- Damp/wet clothing must 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 always kept clean.
- Lockers are allocated to an individual only. You are not permitted to give your key to anyone else.
- If you no longer require your locker, it must be emptied, any damage should be reported and the key returned, whereby a £5 deposit will be returned (after completion of the refund form) following an inspection of the locker.
- 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.
- The academy accepts no responsibility for the loss or damage to anything stored in the lockers.
- If you would like to rent a locker, please complete the 'Sixth Form Locker Rental Application Form which can be found on the academy website.

## Academy Day

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 8.10-8.30am.
Lesson 1	9.00-10.00	Registers are taken at the start of every lesson.
Lesson 2	10.00-11:00	Registers are taken at the start of every lesson.
Break	11.00-11.20	
Lesson 3	11.25-12.25	Registers are taken at the start of every lesson.
Lesson 4	12.25-1:25	Registers are taken at the start of every lesson.
Lunch A	12.25-12.55 (7&9)	If sixth form students do not have a Lesson 4, they may have lunch in the canteen at any time between 12.25-1:55pm  When sixth form students, do have a Lesson 4, they must have their lunch between 1.25-1.55pm.
Lunch B	1.25-1.55 (Y9,10&11)	
Lesson 5	2.00-3.00	Registers are taken at the start of every lesson.
Lesson 6	3.00-4.00	Registers are taken at the start of every lesson.

## Careers

### **The UCAS Process**

Every 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](mailto:careersguidance@ormistonvictoryacademy.co.uk) or speak to Mr Arger.

### **Morning Careers Buzz**

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
- **Break Duties** Students who volunteer to complete lunch duties help keep the academy safe while visibly showing young students the high expectations and standards.
- **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.
- **Helping in the Community:** There is an even wider range of voluntary work that students may take part in.

## 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 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.

**Students can only park on site once documentation has been seen and a parking permit issued.**

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

1. The student should complete the Motor Vehicles application form (on the academy website) after reading the conditions. By submitting the form students are agreeing to the terms of the policy.

2. The student must email a copy of their insurance and driving licence to [a.gallagher@ormistonvictoryacademy.co.uk](mailto:a.gallagher@ormistonvictoryacademy.co.uk)
3. The student will be informed of the decision and copies of the relevant information will be saved electronically.
4. A parking permit will be issued to the student. Students may only park on site whilst displaying their parking permit. In the event of losing a parking permit, please see Mrs Gallagher for a replacement.
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 certificate.
  - d. 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

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 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.
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