



# The Sixth Form College

## Student Handbook 2020-21

### Our School Vision

*Our vision at All Hallows is to form happy, successful students who reach their full potential and leave the school with integrity and moral purpose. We want a whole school experience that everyone would wish for their own children. We put our students at the heart of everything we do, guided by the truth and love of Christ.*

# Welcome

## *Dear Class of 2022*

*We are excited to welcome you into the College. We are confident that you have made the right decision to pursue your studies at All Hallows, where we will support you to achieve your dreams and goals. We are looking forward to working with you to help you to realise your ambitions, be that at university, in apprenticeships, or the working world.*

*The purpose of this handbook is to provide you with insight into studying at the College. We have included key 'policies' that help to make sure that all of us meet the same shared goals and values in our time here. Please do take the time to read them and return the signed College Agreement in September.*

*Take care and enjoy the holidays.*

**Mrs Jones and Mrs A. Maxwell**

*The Sixth Form Team*

# Welcome (Continued)

## *A message from the Head Girl and Head Boy*

*For the both of us, All Hallows has always been a very friendly and welcoming place – in our view the College provides an exceptional balance between learning and socialising. Students have the opportunity to take part in a wide range of extra-curricular activities which helps to build skills, knowledge, confidence and importantly friendships.*

*Whilst the Sixth Form has a feeling of independence and has its own unique identity, it remains an integral part of the whole school. We believe that our school's strong community spirit will be further enhanced by the introduction of the House system which will help to integrate the lower school and Sixth Form.*

*The jump between Year 11 and the Sixth Form can be daunting especially if you are an external student, however, because of our strong sense of community you will always find someone willing to help you - whether that is help with work or perhaps just a chat. A real benefit of the Sixth Form at All Hallows is that its smaller class sizes allow teachers and students to get to know each other better and to form strong bonds. The Sixth Form is a place which promotes the importance of independent study - helping to equip students with crucial skills needed for both vocational and university courses.*

*The main social space in the Sixth Form is the common room - this is the social hub where everyone can mix at break and lunch or in free periods. Other spaces around the Sixth Form include Father Dan's Café and an outside seating area - these are place which can be used to take a break from work and socialise. Sixth Form students also have the opportunity to raise money for the local and wider community during RAG week (which normally takes place in the autumn term). Not only does this raise lots of money for charities but also provides a chance for students to get to know each other better.*

*Throughout our school career many teachers have gone the extra mile for us, so we are looking forward to going the extra mile for other students and improving life at All Hallows. As Head Girl and Head Boy we will work to ensure that together with the other senior students – there is always someone available for a chat or to lend a helping hand when you need it.*

*We hope you enjoy your time in the Sixth Form.*

*Louisa and Max*

## **Head Girl and Head Boy**



# Finding your feet

Here are some hints and tips to help you to find your feet quickly:

- The Sixth Form Team is comprised of:

Mrs Jones ( <b>LJO</b> ) – Director of Sixth Form	Mr Carney ( <b>CAR</b> ) – Key Stage 5 & Careers Lead
Mrs A. Maxwell ( <b>MAX</b> ) – Head of Year 12	Mrs Fitzpatrick ( <b>MFI</b> ) – Head of Year 13
Mr Surian ( <b>ASU</b> ) – LIA Students	Mrs Moore ( <b>SMO</b> ) – Sixth Form Administrator

- We operate a 'working day' whereby College begins at 0850 and the final lesson of the day finishes at 1515. However, the Study Centre and other College facilities are open to students from 0730 and until 1830 each day. Father Dan's Café is typically open throughout the day but closes before 1600.
- Most students will study three subjects at A Level and BTEC Level 3. There will be exceptional circumstances whereby a student completes four A Levels. As part of our guided learning hours, students are also timetabled with one RE period per week and well-being opportunities.
- In addition to your timetabled lessons, you will be allocated additional 'Independent Study' periods per week which we expect you to take in the Study Centre or in departmental independent spaces e.g. Photography's dark room. Independent Study attendance is monitored.
- Most students will also have a number of 'free periods' per week to be used to organise any administrative tasks that you need to accomplish e.g. applications for work experience or UCAS.
- You do not need to buy your own textbooks and course materials! Instead, pay a £40 book deposit at the start of Year 12. This will be reimbursed upon the safe return of our materials at the end of Year 13. This will save you a fortune.
- Students are welcome to bring in their personal devices as study aids e.g. laptops. The Sixth Form Centre has a Wi-Fi network – see the ICT Office to have permissions installed. We cannot take responsibility for your possessions.
- Students are permitted to use their mobile phones. Please limit their use to the Sixth Form Building since the rest of the school community are not allowed them. Leave your phone out of sight and 'on silent' during lessons so as not to provide a distraction.
- Father Dan's Café accepts cash, but we also have a cashless biometric 'finger-print' system. Be aware that you will not be able to use cash in the Canteen or at Madden's.
- We do not currently have parking facilities for College students. If you do drive to College, ensure that you park off-site considerably and notify Sixth Form Administrator of your car model and registration.

# Dress Code

*Sixth Form College students are leaders in the wider All Hallows community. Your dress and appearance must, therefore, be appropriate to support and encourage the ethos of the school.*

*We see performance benefits to dressing smartly. The perception that a dress code demonstrates professionalism is supported by studies that show that wearing formal clothing is associated with enhanced cognitive processing (Slepian, M. L. et al. (2015)) – better learning.*

*The following applies Monday to Friday throughout the year.*

## **Boys**

- *Suit or tailored trousers and blazer*
- *Collared shirt and tie*
- *Polished leather shoes and dark socks*
- *V-neck jumpers can be worn under jackets (if necessary).*

## **Girls**

- *Trouser suit, tailored knee-length skirt or dress*
- *Blazer*
- *Work-appropriate blouse*
- *Polished leather shoes*

*Students may also wear 'athletic wear' during Games or if using the facilities outside of the College Day. There may be occasional 'non-uniform' days in which students will be permitted to wear casual clothing.*

*It is beyond the scope of this document to provide guidance on every eventuality. In the event of dispute, the Heads of Year and/or Senior Leadership will act as arbiters. Students will be asked to go home and change their clothes or appearance if they are inappropriately dressed.*

# Attendance Policy

## Expectations

1. Lessons run from 0850 to 1515 every day. However, the College operates a 'working day' philosophy where we encourage students to work in our facilities before and beyond timetabled lessons.
2. Attendance is required to be punctual for all of their timetabled contact, including lessons, tutor periods, assemblies as well as RE and Games sessions. We also require students to complete a number of directed 'Independent Studies' periods each week in our study facilities.
3. Sixth Form students have off-site privileges at lunchtime. Their return must be prompt for the start of lessons in the afternoon. This privilege may be removed or extended on a discretionary basis.
4. Students must sign in and out at the Sixth Form Reception if arriving late or leaving earlier than 1515.
5. When absent, all students are expected to catch up on work missed by proactively asking for 'catch up' work directly from their class teachers.

## Unplanned Absence

1. On the first day of absence parents/guardians are expected to contact the College by 0830 and again on all subsequent days unless a doctor's note has been provided. Medical absence of three days or more require evidence to support the absence (e.g. appointment confirmation, prescription with name and date visible)
2. Parents of a student who is absent from College without reason will be sent a text message on the day of absence. A reply via telephone or email is expected stating the reason for the students' absence; if no reply is received, this will be recorded as an 'Unauthorised absence' and the case dealt with as truancy.

## Medical appointments

1. We request that medical appointments be made outside of College hours. However, the College recognises that this is not always possible. We require written notification in advance.

## Special circumstances

1. Students are permitted absence to attend two university Open Days per year. Parents must provide advance written request. Most institutions schedule Open Days at weekends as well as midweek.
2. Driving lessons are not to be scheduled during the College Day. We will permit students to book Driving Tests during the College Day but require written request in advance.
3. Any absence for exceptional circumstances (e.g. elite sporting events, funerals) must be requested in writing in advance. Holidays during term time will not be authorised.

## Persistent Absence

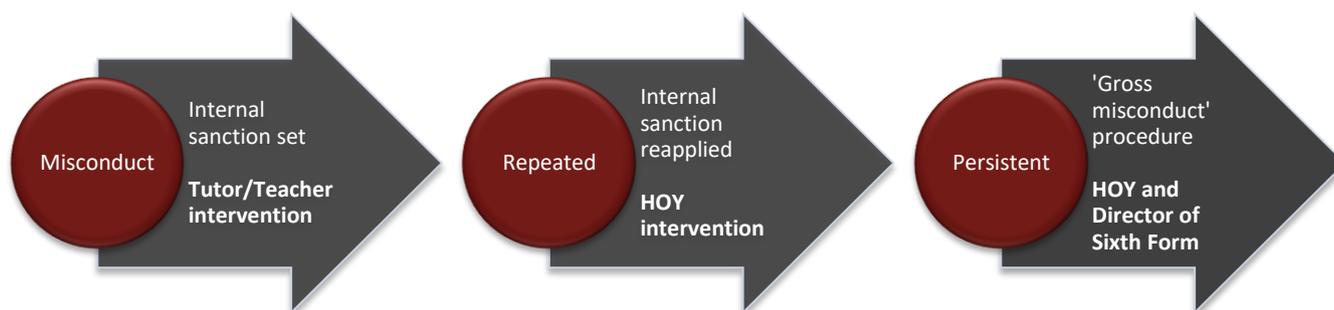
1. If an individual student's attendance falls below 95%, the College will contact parents to inform them that their student is at risk of 'persistent absence'. The College will meet with the student to establish an action plan with clear and appropriate targets for improvement.
2. If an individual student's attendance falls to 90% or lower, we classify this as 'persistent absence' which is dealt with in line with the Student Conduct Policy. Persistent absence may result in a student being charged for their examination entries and/or their College place being withdrawn.

# Student Conduct Policy

## Misconduct

Student conduct that is unacceptable to the College.

Example of Misconduct	Example of Internal sanction
Academic neglect e.g. failure to complete work, unwarranted lateness.	'Period 7' to be issued: this triggers an extended day (to 4.15) the following day. Students report to the Sixth Form Reception at 3.15.
Misuse of electronic devices.	Confiscation of the item to be returned at the discretion of the Head of Year (HOY). The College takes no responsibility for students' possessions.
Non-compliance with the Dress Code.	Student to leave the premises and return in the correct attire. The College has a small stock of 'spare clothes' for emergencies.



## Gross misconduct

Misconduct that is serious enough to make any further working relationship or trust impossible.

1. Persistent misconduct
2. Bringing drugs, alcohol or offensive weapons onto the premises
3. Repeated failure to engage in qualifications
4. Bullying or harassment of any member of the school community, verbally or physically
5. Persistent absence or truancy
6. Vandalism (including graffiti), theft or abuse of the College's IT Network system
7. Cheating or plagiarism.



Examples provided above are not exhaustive

# Student Progress & Assessment Policy

## Target Grades

A Levels and BTECs are graded differently from GCSEs. While A Levels are graded A\*-E, BTECs are awarded Pass, Merit or Distinction. All students are set Target Grades at the beginning of their courses. These are generated based upon prior performance at GCSE and a national formula is applied. Please note these are aspirational and not a ceiling to achievement, nor are they shared with external bodies (e.g. UCAS).

## Assessment

Subjects will regularly assess students' classwork and independent work in order to provide feedback. For many qualifications, these assessments will be exclusively internal and used to support students' learning and progress to prepare for the exam period at the end of their studies. For some A Level and BTEC courses there are external assessments and exams that are completed throughout the two-year programme of study.

In addition, there will be two formal 'Mock Exam' weeks used to prepare students for their external exams

Year 12 Exams	End of Summer Term (June 2021)
Year 13 Mock Exams	Start of Spring Term (January 2022)

## Reporting

Parents and guardians will receive five progress reports over the course of the two-year programmes of study. For the majority of qualifications offered, two of these will be based on internal formal examinations: The Year 12 Exams and the Year 13 Mock Exams.

Term	Year 12	Year 13
Autumn	Tracking 1	Tracking 1
Spring	Tracking 2	Tracking 2
Summer	Tracking 3	

These Tracking reports will record current attainment plus an 'Attitude to learning' (ATL) score (1-4). There will also be one official Parents' Evening per year. Teachers may contact parents at other points. Similarly, parents are encouraged to contact the College with any concerns/queries regarding reporting.

## Progress

All students are enrolled onto two-year programmes leading to A Level or BTEC qualifications. Students are guaranteed progression onto the second year (Year 13) if the following requirements are met:

1. 90% attendance or above
2. Minimum average 'ATL' score of 2 ('Good')
3. Compliance with Student Conduct Policy.

In rare cases where students meet the above criteria yet are projected to complete the two years without passing their intended qualification, the College may advise students against continuation and support them to select alternative pathways. Requests to 'retake' will be considered under exceptional circumstances and at the discretion of the College.