



The Sixth Form College

Student Handbook 2025-2026

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 from the Head of College

Welcome, or for many of you welcome back, to the Sixth Form College at All Hallows!

This handbook is for you whether you are joining Year 12 from Year 11 at All Hallows, joining us from a different school, or if you are a current student of ours moving from Year 12 into Year 13. Thank you for choosing to be a part of our community.

At All Hallows Sixth Form College, we are committed to supporting you in achieving 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, and hopefully to tell you everything you need to know. 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 keep this handbook as a useful reference guide during your time with us.



Mrs M Esho
Head of College

Welcome, from the Senior Students:

We hope you are excited to begin the next chapter in your lives...

Whether you have been at All Hallows before or are coming from other schools, we're sure you've seen our excellent results and passion within the College. However, we want to give you an insight as to what it's like to be a part of it all, from lessons to clubs and frees. Here is your "Guide to the College" from your Senior Students... (and no... we haven't been told what to say... promise!)

Our hardworking teachers work tirelessly through the year to help us all achieve our goals, building foundations of knowledge, confidence, and optimism throughout Sixth Form. Not only do these amazing teachers work through the school day to provide us with engaging lessons, but some also run extra-curricular activities. From bands to sports teams, there are many activities for us all to get involved in, but if we don't have what you're looking for, you can always start up your very own club!

A real benefit we have at All Hallows is our smaller class sizes. Not only can teachers provide a more focused learning experience, but they can get to know you individually and provide the support you might need. Fewer students in our classes allows us to form friendships and bonds across the year, strengthening our College community. All Hallows is a place that promotes independent study time, equipping you with crucial skills for vocational and university courses for your future.

We understand that the jump from Year 11 to Sixth Form can be daunting. Believe us...we were in your position last year! So that's why we've committed to do everything we can to make the transition easier academically, socially and pastorally. Our strong sense of community ensures you will always find someone willing to help you - whether that is help with work or perhaps just a chat! We as Senior Students are here to offer any support possible so, please don't hesitate to speak to any of us and it's not just us but every sixth former will do their best to make you feel as welcome as possible.

Now you are probably reading this thinking "wow...it's all about study here." We admit we are a high achieving College, pushing our students to reach their full potential. However, social spaces like Father Dan's bridge the gap between studying and socialising. It's an excellent area to unwind, socialise, and study with friends whilst getting a bite to eat. (Make sure you say hi to Penny!) As well as Father Dan's offering us a comfy inside space, we have our outdoor area to really enjoy not just in our summer months (to top up on those tans) but also in the winter months thanks to our new heaters.

Now, if you were previously student at All Hallows, you'll know about our famous All Hallows Week (formerly known as RAG week)! As sixth formers you will be given the opportunity to help raise money for local, national, and international charities through a range of fun events throughout the week. This unique charity event is personal to All Hallows and unites our community through prep, planning and perseverance in fun and sometimes "embarrassing" ways (but that's mostly the teachers!) Charity is at the heart of All Hallows and so many different fundraising events are run year-round, to not only raise money but to also bring the All Hallows community closer together.

A new favourite in our College is our Culture day, celebrating our diverse community and giving you the chance to express your own culture and customs. From traditional clothes to famous foods, the day is packed with new colourful experiences; feel free to express your culture any way you see fit. (Don't forget to bring your best dish, our favourite was Jollof rice!)

At All Hallows, our teachers have always gone the extra mile for us all, so we are looking forward to going the extra mile for other students and improving life for everyone in the College. We represent you! We are always trying to improve the Sixth Form experience for everyone. So, if you have any ideas or concerns let us know!

Enjoy your time at College! We Can't wait to get to know you!

Partha, Santana, Joseph and Will - your Senior Students

Key information

Covered in this section:

- Who's who?
- Structure of the day
- Tutor time
- What's on my timetable?
- Enrichment
- What do I do when I'm not in lessons?
- What's expected of me?
 - Dress
 - Attendance
 - Behaviour
- Leaving site
- Absences
- Devices
- Course materials
- Father Dan's
- Parking

Who's who?

Assistant Headteacher: Head of College
Head of Year 13
Head of Year 12
Assistant Head of Year: College
Head of Careers
College Administrator
Father Dan's Catering Assistant

Mrs Esho
Mrs Fanshawe-Farr
Mr Carney
Mrs Fitzpatrick
Mrs Millar
Miss Evelyn-Wood
Mrs Warner (Penny)

Year 12 tutor team:

Mr Ellis, Mrs Maxwell, Mr Addison, Mrs Caulfield, Mr Bollard, Mr Darlington, Miss White, Mr Slater

Year 13 tutor team:

Mr Azevedo, Mr Spreadborough, Mrs Branney, Mrs Burrow, Mr Simpson, Miss Delfour, Mrs Green, Mrs Corrigan, Mrs Charman

Structure of the day

The College day runs from 8:45am to 3:15pm. The first bell, at 8:40, is your reminder to get going to your tutor room or assembly for an 8:45 start. There are three periods during the day, structured as follows:

8:45 – 9:10	Tutor time (assembly on Monday)
9:10 – 10:50	Period 1
10:50 – 11:10	Break
11:10 – 12:50	Period 2
12:50 – 1:35	Lunch
1:35 – 3:15	Period 3

You are required to attend all timetabled lessons, tutor times, and assemblies. The College is open for you to use outside of these times, from 8:00am to 6:00pm.

At the Head of Year's discretion, Year 13 students may leave College at lunchtime as long as they do not have lessons or other College commitments after lunch. Year 12 students are required to be in college from 8:45 – 3:15, regardless of 'free periods'.

Tutor time

Your tutor is your first port of call each day and will get to know you really well. They will guide you in managing your time and progress, and provide you with support, for example with the UCAS process. Tutor time is when you will receive key information about what's going on in College so it's really important that you are there each day on time.

What's on my timetable?

We operate a two-week timetable. Most students will study three subjects at A-level and/or BTEC Level 3. There may be exceptional circumstances whereby a student completes four A-levels. For the majority of subjects, you will have 6 x 100 minute lessons across the fortnight, which may be split between multiple teachers. In addition to this, every student has 1 x 100 minute lesson dedicated to Core RE. In Year 12, students also have 1 x 100 minute lesson for Next Steps, our bespoke programme focused on getting you ready for life after College.

Wednesday afternoons are dedicated to Personal Development. In Year 12, this consists of whole year-group talks for the first half term, and a selection of developmental opportunities for the rest of the year.

Enrichment

There are three strands to our Enrichment offer. First is Core RE, which is delivered in one timetabled lesson per fortnight. This is an opportunity to explore contemporary issues and debates, and gives you the opportunity to consider other perspectives about the pressing issues affecting all of us today. Secondly, in Year 12 you have one timetabled lesson of Next Steps. This is geared towards preparing you for life beyond College, and will cover topics such as presentation skills, finance, university applications, careers and apprenticeships, and writing a CV. Finally, we devote every Wednesday afternoon to Personal Development. During this time, you will have the opportunity to volunteer in your community, learn new skills, develop your speaking, take part in sports leadership, and countless other options.

What do I do when not in lessons?

Most students will have 9-10 periods across the fortnight when they are not in timetabled lessons. These will be a mixture of Independent Study periods and 'free' periods. You will be set a lot of work to be completed outside of your timetabled lessons, and are expected to be working in your Independent Study periods as well as in your own time outside of College hours. You can spend your Independent Study periods working in any of the workspaces in the College or in departments as appropriate. Students who are not utilising their non-directed time appropriately will be required to work under supervision for an agreed period of time. This is to help you manage the transition from Year 11 to Sixth Form, and to cope with the demands of study at Key Stage 5. We also want to help you to encourage habits for a healthy work-life balance; the more you complete during the College day, the more time you have for yourselves in the evening.

What's expected of me?

Dress

At All Hallows, we believe that dressing smartly puts us in the correct mindset for working hard, and helps students prepare for the world of work. Students should dress in a way that is appropriate to a working situation. Our dress code is therefore not as formal as a uniform, but it is more formal than casual clothes. By complying with this code, Sixth Form students set an excellent example to the rest of the school. You can find the detailed dress code as an Appendix to this handbook: **Appendix 1: College dress code**.

All Year 12 and Year 13 students are provided with a red or yellow lanyard. This is to help us fulfil our safeguarding responsibilities to you and the rest of our community, and they must be worn at all times. You must also use them to sign in and out using the iPads in the College and at front office.

Attendance

We expect all College students to attend all timetabled lessons, tutor times, and assemblies. Unauthorised absences will be dealt with in the first instance following the College Attendance and Behaviour management process which can be found here: **Appendix 3: Attendance and behaviour management processes**. More serious attendance issues will be dealt with in accordance with our College Attendance Policy which can be found here: **Appendix 2: Attendance policy**.

Behaviour

We expect our Sixth Form students to conduct themselves in a way which is appropriate to their status as senior members of the All Hallows community, and as role models to our younger students. Poor behaviour will be dealt with by staff in accordance with the main school behaviour policy, available on the school website (<https://www.allhallows.net/policies.html>). Staff will also refer to the **Appendix 3: Attendance and behaviour management processes** to guide them as to the most appropriate course of action.

Leaving site

Sixth Form students are permitted to leave the College site at lunchtimes, but they must ensure that they are back on site for a punctual start for their afternoon lessons. This privilege may be removed or extended on a discretionary basis. Any student leaving site during the day must sign out and back in again upon their return.

At the Head of Year's discretion, Year 13 students may be allowed to go home at lunchtime if they have no afternoon lessons or after school commitments. Again, this privilege may be removed on a discretionary basis – therefore students must not make regular commitments for weekday afternoons, such as paid employment.

Absences

Planned absences

Permission for any planned absences should be requested by email to sixthform@allhallows.net. Wherever possible, medical appointments should be made outside of normal College hours, or within free or Independent Study periods. Driving lessons must not be booked to take place during the College day. Driving tests may be booked to take place within the College day, however every effort should be made to ensure that they take place within free or Independent Study periods.

Students are permitted absence to attend two university Open Days per year or apprenticeship interviews. Parents must provide advance written request. Please note that most institutions schedule Open Days at weekends as well as midweek.

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.

Students are expected to be proactive in catching up on any work missed.

Unplanned absences

On the first day of absence parents/guardians should contact the College by 8:30am, and again on all subsequent days unless a doctor's note has been provided. Please note that students cannot report their own sickness absence. Medical absence of three days or more requires evidence to support the absence (e.g. appointment confirmation, prescription with name and date visible).

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 text, phone or email is expected stating the reason for the student's absence; if no reply is received, the absence will be recorded as an 'unauthorised absence' and the case dealt with as truancy.

Devices

Students are welcome to bring in their personal devices as study aids e.g. laptops or tablets. The Sixth Form College has a Wi-Fi network. We cannot take responsibility for your possessions.

Students are permitted to use their mobile phones in Independent Study periods and free periods whilst in the College building. We ask that students limit use of their phones to the Sixth Form College, since the rest of the school community are not allowed them. Please leave your phone out of sight and in silent mode during assemblies, registration sessions and lessons so as not to provide a distraction.

Course materials

All students should have an academic diary in order to keep a log of homework and important dates and deadlines. Your teachers can advise you on the resources, stationery and materials you should have and how to organise your notes.

Father Dan's

Father Dan's Café has a cashless biometric finger-print system, or you can pay by debit card/contactless. College students may also use the main school catering facilities in the canteen and at Madden's, although payment can be made at these outlets via the biometric system only. Be aware that you will not be able to use cash in the Canteen, Madden's or Father Dan's.

Parking

We do not have parking facilities for College students. If you drive to College, ensure that you park off-site considerately and notify the College Administrator of your car model and registration.

Assessment and tracking

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 and 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.

There are two formal assessment periods used to prepare students for their external exams:

Year 12 Exams End of Summer Term (June 2026)

Year 13 Mock Exams Start of Spring Term (January 2026)

Reporting

Parents 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 the internal formal examinations detailed above.

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.

Appendix 1: College dress code

At All Hallows, we believe that dressing smartly puts us in the correct mindset for working hard, and helps students prepare for the world of work.

Students should dress in a way that is appropriate to a working situation. Our dress code is therefore not as formal as a uniform, but it is more formal than casual clothes. By complying with this code, Sixth Form students set an excellent example to the rest of the school.

Examples of appropriate wear for College are:

- Suits (smart trousers with plain polo shirts are acceptable in place of suits in warmer weather)
- Smart trousers/skirts/dresses and tops/blouses/shirts
- Smart shoes or boots

The following are not permitted as part of our dress code:

- Denim
- Shorts
- Revealing clothing (midriffs/cleavage/underwear should not be visible)
- Very short skirts/dresses (above end of fingertip length when your arms are resting at your side)
- Sportswear
- Hoodies or sweatshirts
- Tracksuit or jogging bottoms
- Chunky knitwear (i.e. jumpers/cardigans that would not be suitable under a blazer)
- Strapless tops or tops with thin straps
- Flip flops
- Trainers
- Other casual footwear, e.g. Converse, UGGs or similar

Outerwear such as coats, hats and gloves may not be worn in lessons.

Student lanyards must be worn at all times.

The final decision on whether a student's attire is acceptable lies with the Sixth Form College staff.

Appendix 2: Attendance policy

Please refer in the first instance to the main school attendance policy and behaviour policy:

<https://www.allhallows.net/policies.html>

In addition to the guidelines set out in those policies, the following applies specifically to students in the Sixth Form College.

Our expectation is that students have 100% attendance and are punctual to all their scheduled commitments, including form time, lessons, assemblies, Core RE, Next Steps and Independent Study periods.

Dealing with poor attendance and punctuality

The College will contact the parents of any student whose attendance or punctuality is causing concern. Parents may be asked to attend a meeting to discuss attendance data.

Students whose attendance or punctuality is causing concern will be set clear and appropriate targets for improvement and will be supported to achieve these targets.

Institutions are entitled to charge students aged 16-18 in full time education for compulsory examination fees in the following circumstances:

1. institutions can apply reasonable conditions of attendance in order to qualify for free examination entry.
2. institutions can charge for examinations and resits as follows:
 - 2.1. where the required attendance or completion of work has not been achieved;
 - 2.2. where the student fails without good reason to sit the examination for which the institution has paid;
 - 2.3. where a student re-sits an examination resulting from an initial examination failure;
 - 2.4. where a student re-sits an exam with the aim of achieving marginal improvements in grades.

Students whose attendance falls below 90% by the time examination or assessment entries are made may therefore be required to pay a contribution towards the cost of assessment.

Persistent refusal to meet the attendance requirements of the College will constitute misbehaviour or serious misbehaviour, as per the school behaviour policy (<https://www.allhallows.net/policies.html>). This will result in appropriate sanctions, and is likely to jeopardise your future at the College.

Appendix 3: Attendance and behaviour management processes

All Hallows Sixth Form College: Attendance and behaviour management processes

Attendance and punctuality – registration and assemblies

Tier	Description	Staff	Action
1	Infrequent	Tutor	Discussion with student re. reasons
2	Emerging pattern	Tutor & MEV	Tutor to phone home, MEV to follow up with email home, HOY made aware
3	Persistent	HOY & MEV	HOY to discuss with student, sanction set. MEV to follow up with email home
4	Continuing	HOY	HOY to phone / meet with parents
5	Continuing persistent	HOC	HOC's discretion for next steps

Attendance and punctuality – in lessons – when marked present in college (including Next Steps and RE)

Tier	Description	Staff	Action
1	Infrequent or late 1-2	Teacher	Speak to student about reasons, lateness logged on Arbor
2	Emerging pattern 2-3	Teacher	Log on Arbor, AHOY/HOY to set truancy detention or other appropriate sanction
3	Persistent 3-4	Teacher / HOD	Teacher, HOD and student to meet and discuss plan to catch up. Email home to inform, cc HOY
4	Continuing	HOY	HOY communicate with HOD and other subjects for feedback, HOY to arrange meeting with parents
5	Continuing persistent	HOC	HOC's discretion for next steps

Expectations / standard of work / work ethic – in lessons

Tier	Description	Staff	Action
1	Behaviour / lack of focus / poor standard	Teacher	Speak with student, give clear targets
2	Continuing	Teacher	Log on Arbor, set sanction, inform HOY
3	Removed from lesson	Teacher / HOD	Teacher / HOD to phone home and agree targets. HOY informed and sanction set
4	Continuing / higher level	HOY	HOY communicate with HOD and other subjects for feedback, HOY to arrange meeting with parents
5	Continuing persistent	HOC	HOC's discretion for next steps

Lack of homework / concerns re homework quality

Tier	Description	Staff	Action
1	Infrequent 1-2	Teacher	Log on Arbor, set detention / catch up time with teacher (<i>please note there are no centralised College homework detentions</i>)
2	Emerging pattern 2-3	Teacher	As above, plus phone home. HOY made aware.
3	Persistent 3-4	Teacher / HOD	As above, plus teacher, HOD and student to meet and discuss plan to catch up. Email home to inform, cc HOY
4	Continuing	HOY	HOY to meet with student, free periods to be re-assigned for an agreed period, parents informed
5	Continuing persistent	HOC	HOC's discretion for next steps

All of the above should be set in the context of known pastoral issues where appropriate