



**SIXTH
FORM
CENTRE**



**STUDENT HANDBOOK
2024-2025**

SIXTH FORM LEADERSHIP TEAM

Mrs N O'Connell

Head of Sixth Form



Email:

n.oconnell@stuart-bathurst.org.uk

Ms R Walsh

Head of Years 12 and 13



Email:

r.walsh@stuart-bathurst.org.uk

Miss S Dixon

Sixth Form Student Manager



Email:

s.dixon@stuart-bathurst.org.uk

SIXTH FORM TUTORS

12S – Mr P Sandhu

12J – Mr S Paskin

12B – Miss R Guy/Miss S Dixon

13S – Mrs B Masunga

13J – Ms R Walsh

13B - Mrs J Brookes/Mrs V Hussain

SIXTH FORM

STUDENT LEADERSHIP TEAM

			
Head Student Olivia		Head Student Emmanuela	
			
Student Leader: Fundraising Freya	Student Leader: Mentoring Zaine	Student Leader: Community Fayaaz	Student Leader: Events Jermaine

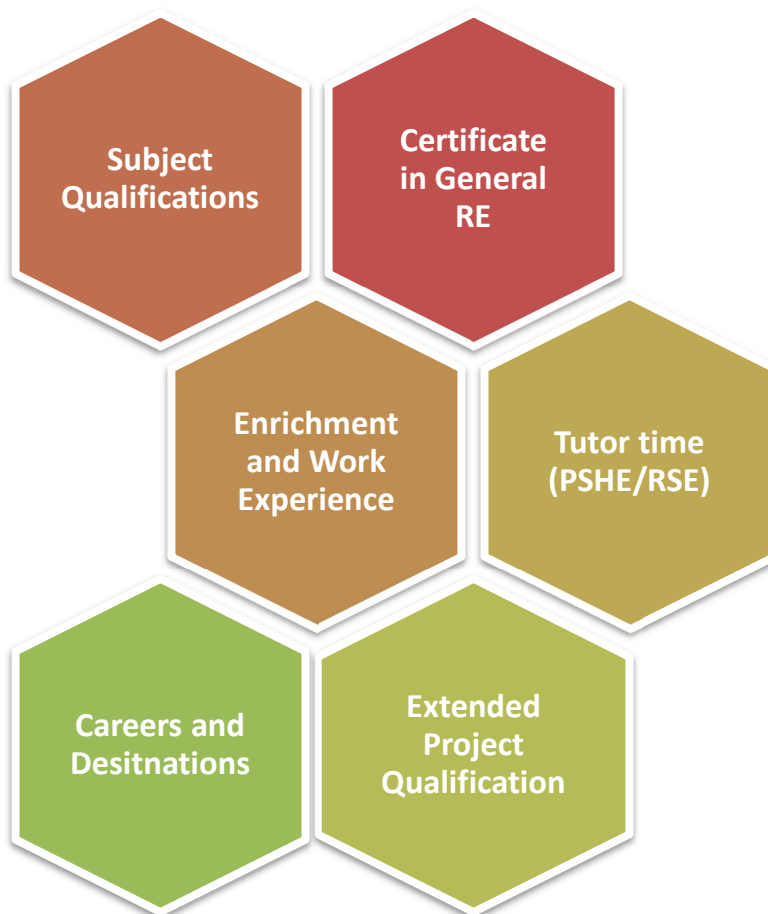
A CATHOLIC COMMUNITY

Whether new to Stuart Bathurst or not, you will be aware that we are a Catholic Sixth Form within a Catholic School. In essence this means that we are a religious community. We all benefit from this fact in a variety of ways. There will be times that you are required to attend services or practices for services i.e. Holy Days of Obligation such as Ash Wednesday. These are times when the whole of our community come together to worship. On other occasions, services will be voluntary (weekly masses). You will be required to participate in Form group and Year assemblies.



PROGRAMME OF STUDY

- All students should follow 3 or 4 A Level / Vocational qualifications in Year 12.
- Students will study the subjects chosen and will be assessed in a variety of ways, depending on the courses selected.
- If you are hoping to gain a degree level apprenticeship or apply to University you will be requested to show evidence that you have acquired a wide range of skills and interests.
- Therefore, it is important that you use the opportunities presented in Year 12 and Year 13 to ensure your successes in all six aspects of your programme of study. The six aspects are detailed below:



Home Learning

It is recommended that you spend 12-15 hours per week studying outside of the Sixth Form day.

All courses require research, reading, and revision of notes. Regardless of work set you should never say, 'I've got no work to do'.

You will also be provided with guided learning to help structure your independent learning time. At the start of year 12 you will take part in study skills workshops to enable you to transition smoothly from Key Stage 4 to Key Stage 5 and meet the demands of a more independent style of study.

Part Time Jobs

Part-time work is obviously very valuable. However, research suggests that anything over ten hours part- time work per week will have an adverse effect on your results next summer.

It is really important you consider this before taking on paid work. Sixth Form is an important time and we want to avoid 'burn out'.

DRESS CODE

The dress code is about appearance and attitude. You are expected to dress in accord with a place of work. All Sixth Form students are required to wear a suit and adhere to the following:

Unsuitable Clothing	Suitable Clothing	Mobile Phones
<ul style="list-style-type: none">× Jeans, denim style clothing, tracksuits, leggings or legging type wear.× Shorts and 3/4 length trousers.× Sweatshirts and Hoodies.× T-Shirts, sports tops or writing on tops (a small sized logo is acceptable.)× Trainers or hybrid trainers, canvas shoes, casual shoes, flip flops.× Outdoor hats, hoods or jackets should not be worn inside the building.× Skirts MUST be close to knee length. Short skirts are not allowed.	<ul style="list-style-type: none">✓ Fully buttoned shirts and plain tops for females.✓ Sixth Form Tie.✓ Black or dark coloured trousers, suits, skirts.✓ Smart shoes, sandals, boots.✓ Students studying sport must bring kit with them, not to be worn all day around school.	<ul style="list-style-type: none">✦ Sixth Form may use mobile phones only in the Sixth Form Centre, outside of their scheduled lessons.✦ They must not be used whilst walking around the school building or grounds.✦ In order to set an example to younger students, it is vital that this is adhered to.✦ Failure to do so will result in disciplinary consequences.



ATTENDANCE

Attendance at ALL lessons is essential. Your contract stipulates this.

Attendance Panel

Students failing to meet the expected 96% attendance and punctuality boundary will be invited with their parents, to have an attendance panel meeting with the Head of Sixth Form.

Targets will be set at this meeting and students placed on an attendance contract, which could result in the withdrawal of a place at Stuart Bathurst Catholic Sixth Form.

If for any genuine reason you cannot attend a lesson, the member of staff involved must be informed beforehand and you must also inform the Head of Sixth Form, by completing a yellow Leave of Absence form. Deliberate absence will be regarded as breaking your formal contract.

The sanctions in place are the same as those for leaving the premises without signing out or for leaving during the compulsory part of the Sixth Form day.

Attendance Measures

100-99% - Excellent

Your reference will highlight attendance as a real sign of commitment.

96%+ - Very Good Attendance

Attendance will be highlighted in any reference.

94%+ - Satisfactory Attendance

Be careful not to let it slip.

Below 92% - Attendance is a concern

Your form tutor will speak to you. You are beginning to endanger your reference and academic success.

Below 85% Attendance is a real concern

Unless your form tutor has clear evidence of medical issues, your parents will be contacted and deep concerns expressed. Continuation of your course is at risk. You will be placed on a contract.

Below 80% Continuation of your place is at risk

Unless there is a clear medical evidence to explain this very low level of attendance, the Head of Sixth Form will contact parents to arrange a formal meeting with them.

PUNCTUALITY

Arriving to school and lessons on time is a key aspect of your professionalism and conduct in school.

Punctuality Measures

0-5 Lates - Excellent Punctuality

This will be highlighted in any reference. If combined with excellent attendance, you will be rewarded and recognised for your commitment.

6-10 Lates - Punctuality is becoming a concern

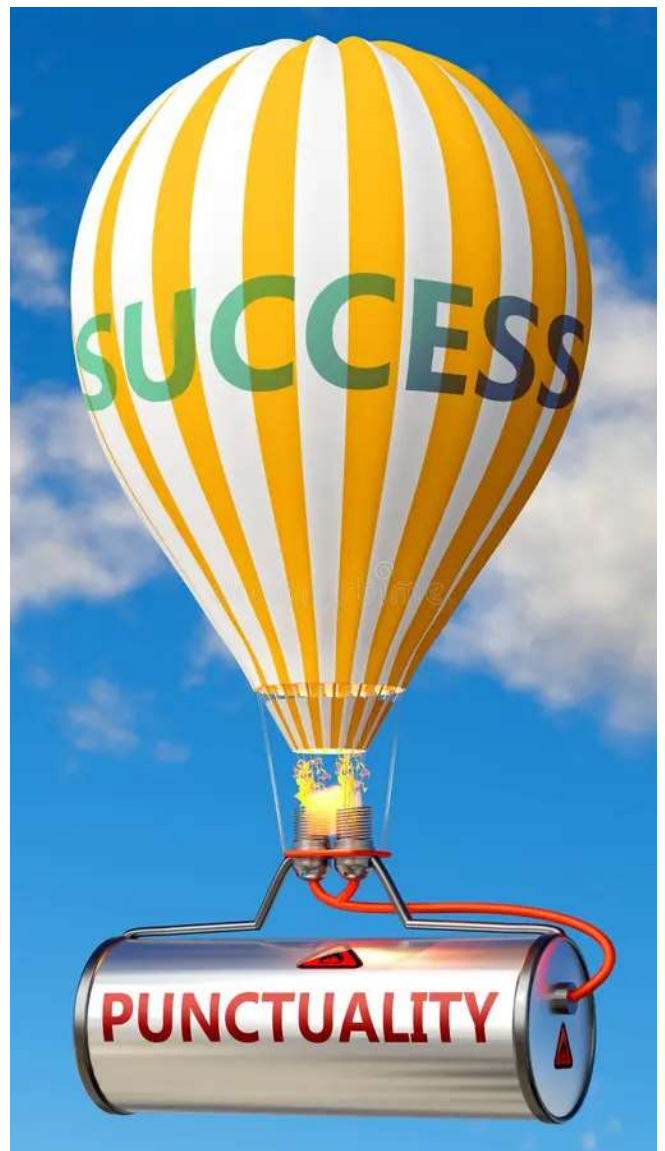
Your tutor will speak to you and target any causes of your poor punctuality.

11-15 Lates - Your lack of punctuality is unacceptable.

You will have a formal meeting with the Head of Sixth Form and you will be placed on a contract. Your parents will also be contacted. In addition, your reference to future employers/higher education institutions will be affected. If significant and immediate improvement does not occur, your place at Sixth Form will be at risk.

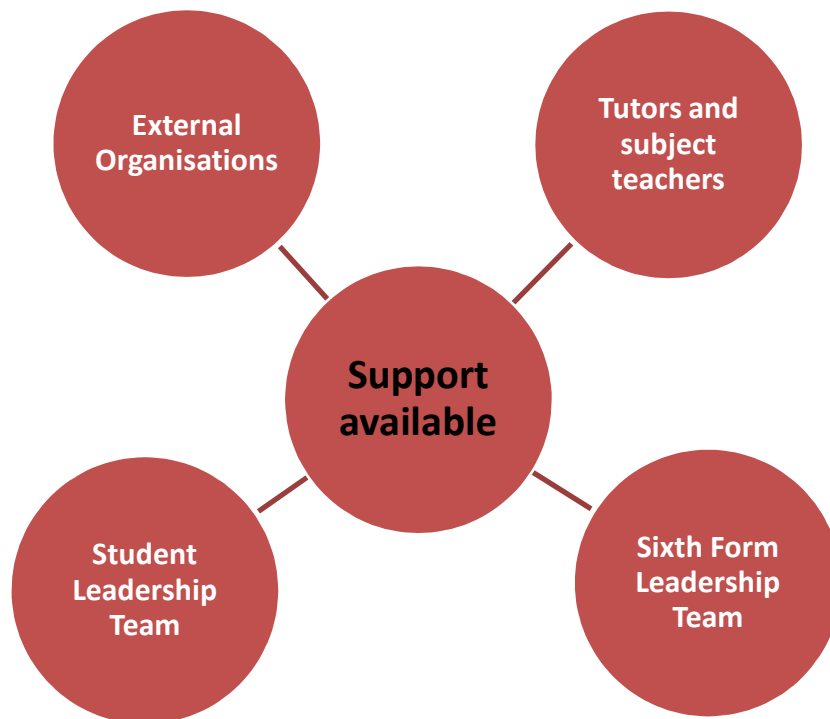
21+ Lates - You have ignored advice and sanctions.

You will have a formal meeting with the Head of Sixth Form and your parents. Your continuation with courses and suitability for Sixth Form will be called into question.



HELP AND SUPPORT

A-Level study can be demanding and we all need help sometimes! There are lots of ways to seek the support that feels right for you. Some of these options are detailed below:



External Support

- **Anxiety UK**

www.anxietyuk.org.uk

- **Child Line**

www.childline.co.uk or call 0800 1111

- **Papyrus**

www.papyrus-uk.org

- **Young Minds**

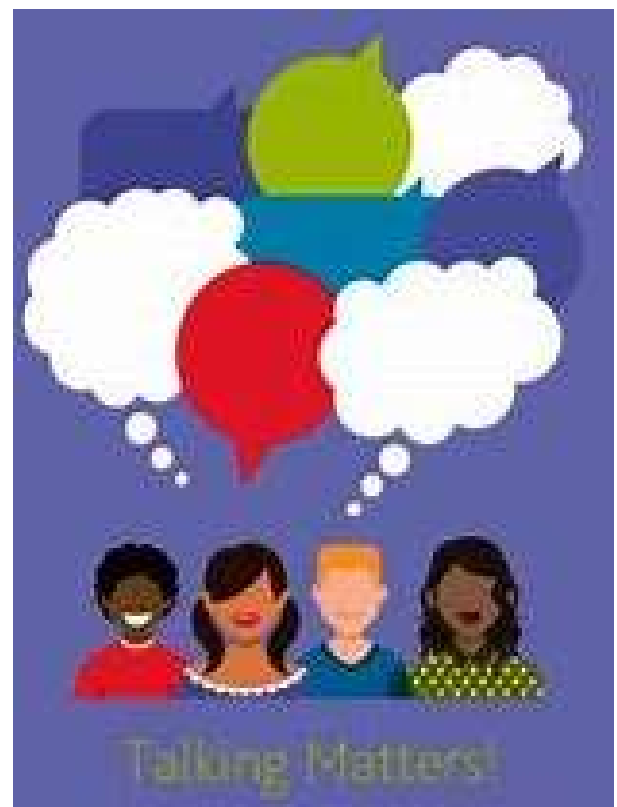
www.youngminds.org.uk

- **Samaritans**

www.samaritans.org or call 116 123

- **Kooth**

www.kooth.com



BURSARY GUIDANCE

16 – 19 Bursary Fund

As you may be aware, the government made changes to the financial support available to sixth form students with lower than average household income, in 2011. This is called the 16-19 Bursary Fund.

Background

The amount of funding available for each school to distribute through the bursary funding has been determined by the government. In total, the amount available for distribution does not match the amount available previously under the old system of EMA. Stuart Bathurst is therefore committed to distributing the bursary fund to those students with the greatest need. The notes here give further detail on the bursary fund, how applications can be made and how decisions will be reached.

SBCHS Bursary

Eligibility

To be eligible to be considered to receive a bursary a student:

- must be under 19 on the 31st August in the academic year in which he/she starts the programme of study
- must satisfy YPLA residency criteria

To continue to receive an agreed instalment-based bursary a student must satisfy the following conditions:

- The student must not have unauthorised and unexplained absence or lateness from lessons or from school
- The student must not have broken the terms of the Sixth Form contract

Bursaries are paid either through instalments (where appropriate) or by a one-off payment in support of a specific need, as outlined in letters of application. At the end of each term a review will be made of how well these conditions have been met and adjustments may be made to any agreed future allocation.

To apply, go to the school website or see Miss Dixon for further support.

A DISCIPLINARY CODE FOR SIXTH FORM

A disciplinary system for sixth form is based on workplace codes of conduct for professional adults.

There is a graduated approach to student misconduct. For serious matters one or more stages may be omitted.

STEP ONE: VERBAL WARNING

Given by a subject teacher or a form teacher. Not recorded on the students 'file'.

Not necessarily reported to Assistant Principal (Sixth Form) or pastoral staff.

May be reported by the teacher to parents or guardians of a student, for example at a parental consultation evening.

Sanctions may include supervised private study or compulsory intervention.

STEP TWO: OFFICIAL WRITTEN WARNING

Given by the Sixth Form Leadership Team.

Warning recorded on student's 'file' and an

official letter sent to parent/carers of the student.

Possible sanctions may include temporarily suspension from privileges, restricted use of facilities, or being placed on 'report'.

STEP THREE: OFFICIAL WRITTEN CONTRACT

Given by the Head of Sixth Form.

Students will be placed on report and will require daily action on the part of the student.

STEP FOUR: EXCLUSION FOR MISCONDUCT

The Head of Sixth Form may insist that a student should stay away from school, or not attend all or part of their course, for a given period. Serious misconduct may result in a recommendation to the Headteacher that he exclude the student

concerned.

STEP FIVE: REMOVAL FROM ROLL

If a student consistently fails to work to an approved standard, or to complete essential modules/assignments, he/she may be required to withdraw from the school roll.

However, in keeping with our mission as a Catholic School, we believe that the interests and wellbeing of the students are paramount, and therefore discussion with all parties concerned, including parents, would be sought in an attempt to resolve problems before reaching that point.



SIXTH FORM CONTRACT



By accepting your place at Stuart Bathurst Catholic High School, you are agreeing to the conditions below:

This agreement identifies the service, support and contribution which students, parents and teachers may reasonably expect in order to help fulfil our Sixth Form mission.

Stuart Bathurst Catholic High School undertakes to provide a distinctly Catholic ethos, with strong emphasis upon religious, spiritual and moral development. It has high quality teaching and programmes of academic study, suited to the ability of each student in line with the demands of examination syllabuses. We provide an opportunity for spiritual development through the General RE Programme, liturgies, and the ethos of the school.

Academic advice, careers guidance and appropriate marking of work includes:

- ☼ *Reliable and impartial advice about future choices and routes post-18*
- ☼ *Clear and accurate information about: courses and qualifications, facilities and entry requirements, ensuring each student is following the most suitable programme of study*
- ☼ *Regular assessment of students' work in line with published assessment and marking policies within the school and Sixth Form*
- ☼ *Rules, expectations and arrangements for security and safety*

A programme of PSHE and RSE will be provided as standard which students will have the right to withdraw from if necessary.

Students will receive prompt alerts of any causes for concern. This may include attendance or lack of worth ethic.

Opportunities are created to contribute to decision-making processes within the school, through the work of the Student Leadership Team.

This Contract and Parents

The role of the parent evolves through secondary school, as more responsibility can be accepted by the student as an emerging adult. However, parents may still support students in the following ways:

By supporting the school's Catholic ethos; its systems of rewards and sanctions, and reinforcing, as necessary, the school's expectation of conduct, attendance and dress. It is expected that a parent will take an interest in the student's work and in supporting their studies where possible. It is important that parents monitor school work, and the balance of part-time jobs with school study.

Parents will be asked to attend consultation evenings and parental information evenings. We ask that they share concerns about health, education and conduct with the Sixth Form Team, as soon as those concerns arise.

This Contract and the Student

By the time of entry to the Sixth Form, students have taken much more responsibility for their own lives. The agreement recognises this development and seeks to support students in their emerging adulthood, mirroring the workplace. Stuart Bathurst Catholic High School expects the following:

Students must attend school. An average of **96%** attendance is expected of all students. Students must be punctual with their attendance to school and lessons. Lateness will be met with appropriate sanctions. Students must be mindful that appointments are not permitted during the school day unless previously signed off by The Sixth Form Team.

Students will work alongside staff and other students to support the Catholic Ethos of the school. Student must make responsible use of none contact time by reading around subjects and looking into furthering their education journey, via guided learning. Students must not disrupt or distract others from learning, in any working environment within the school. Students are expected to complete all work and coursework completed on time.

Students must comply with health and safety regulations such as signing in and out at reception during the school day. Students are not permitted to leave site without permission from The Sixth Form Team.

Students must have respect for themselves and others at all times throughout the school day.

Stuart Bathurst Catholic High School Sixth Form has a clear uniform policy which must be adhered to at all times. Sanctions will be put in place if the uniform policy is not adhered too.

Students are expected to show their support for extracurricular activities and accept any reasonable demands these may make on their own time, to broaden and enrich their experiences.

Students should observe the non-smoking and alcohol-free environment of the school and be especially mindful of the example they set to younger students in our school community.

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I agree to the conditions set out in the Sixth Form Contract.

Student Name (Print): _____

Student Signature: _____

Parent Signature: _____

Date Signed: _____