

All Saints Catholic High School



Year 13 Handbook

Dear Student

I would like to warmly welcome you to Y13 at All Saints Sixth Form and I look forward to working with you over the coming year. . We will be working hard as a team to make sure you feel prepared, supported and ready for the year ahead.

This year will be one of the busiest and most important of your academic life and will lead you towards the next stage of your learning or out into the world of work. It is therefore vital that you approach your studies with enthusiasm and determination. I expect excellent attendance and a positive commitment to your studies. We have a successful sixth form with high expectations, excellent teaching and a wide range of courses and it is my hope that you will also continue to fully integrate yourself into the life of the school.

As a school, we are here to help you achieve your aspirations and together with yourselves, we will work as a partnership to ensure that you make the most of the opportunities presented to you in Y13. We hope that you will make the most of the school sports facilities and that you will integrate with the lower years through activities such as the paired reading scheme and sports coaching.

We will continue to work with you individually to improve the student Sixth Form experience at All Saints and therefore I look forward to discussing your comments and suggestions.

May I wish you all the very best for Y13.

Best Wishes

Mrs M Broadhurst

Mrs M Broadhurst
Director of Post 16
Assistant Headteacher

Code of Conduct

Responsibilities:

- As senior members of the school, you are expected to be good role models to the lower school.
- Form groups will take part in leading assemblies on a rolling rota.
- The sixth form study area will be kept in good order and remain a productive working environment for all. No takeaway food, such as McDonalds is allowed in school.

Dress Code:

- You should dress appropriately for the school environment.

Expectations:

- Attendance is compulsory to all lessons, tutorials and assemblies. For more information please see the **Attendance Procedure** on the school website.
- You are expected to be punctual and fully equipped for all of your lessons.
- Work deadlines should be adhered to and difficulties should be dealt with well in advance with your subject teachers. Missed deadlines may result in confining your study periods to school and/or you being placed on a monitoring contract.
- You will be issued with a photo ID card which must be worn on a lanyard at all times. Your ID card will also open the main doors, give you access to the printers and be used to purchase food at the dining room tills. You must report any lost cards to reception.

Study periods:

- Depending on the number of subjects you study, you will have some study periods on your timetable. Study periods are to be used for private study and homework. You should not organise paid work during this time, as study periods are not available all year. You may find that you are required in school for one to one or small group tuition, or that the whole year group is involved in an activity. Study periods are reallocated to school for students who do not adhere to our expectations.

Changing Subjects:

- All subject changes must be discussed and agreed with Mrs Broadhurst. There may be an option to change subjects in September or pick up an AS, subject to class sizes and the entry requirements.

Parking / Bikes:

- Parking of cars on the school site is not available for sixth formers. Push-bikes can be brought onto the school site and should be stored in the bike store. If you travel by push bike or motorbike, please see Mrs Voyse for storage / parking details.

Attendance Procedure

An excellent record of attendance is vital for all students at All Saints Sixth Form. The next two years will be some of the most important and busy of your educational life and our aim is for you to leave All Saints equipped with the best set of qualifications and experiences possible.

We know from experience that excellent attendance makes a major contribution to excellent results for you. Therefore, we have outlined our **Attendance Procedure** in the document on the school website, in the sixth form area. Please make sure that you read it and that you understand it. Your learning agreement with the school states that you have read and understood the procedure, so please ask if you have any questions.

What do I do in my free lessons that are not home study periods?

Your free time in school should be used for a variety of activities, such as doing homework, independent study or research or meeting with subject teachers. Many students find that it is easier to work in their free periods in school so that they have more spare time in the evenings. It is also helpful to work with friends on your course. You will need some time away from your studies to relax and the sixth form areas are open for you to use during the school day. There will also be opportunities to use the sporting facilities.

What happens if my subject teacher is away?

If for any reason your subject teacher is unable to attend your lesson, work will be set for you. Information on staff absences is emailed to students each morning before 8.00am.

How will my attendance be monitored?

Your attendance will be monitored on a weekly basis by your subject teachers, your form tutor, Head of Year, Miss Butler and Mrs Broadhurst

Your attendance at form time for morning registration, assemblies and tutorial time is vital. During tutorial and registration, your tutor will give you all of the necessary information for that week and it is also an opportunity for one to one mentoring and developing relationships. We will be following a tutorial programme throughout the year, which will provide you with guidance for the transition into the Sixth Form and also help you with planning your next steps. Both the weekly assemblies and tutorials enable us to come together as a community and over the next year, several speakers will be invited to join us. Your form group will also be asked to lead assemblies.

If you miss a lesson* due to unauthorised absence, your form tutor will be contacted immediately. If this becomes a common occurrence you will be interviewed by Mrs Broadhurst and an appropriate contract will be put in place. This may involve the removal of your home study periods and / or a subject report. In all cases, your parent / carer will be contacted. Consecutive contracts, or contracts that are contravened, will involve an interview with Mr Pender.

* 'lesson' includes your A Level / BTEC studies, General RE, tutorial and enrichment.

**ATTENDANCE IS EASY – DON'T MAKE LIFE DIFFICULT
FOR YOURSELF**

ALL SAINTS SCHOOL DAY

Time	Period
8.30—9.30	P1
9.30—10.30	P2
10.30—10.50	Break or form
10.50—11.10	Break or form
11.10—12.10	P3
12.10—1.00	Lunch
1.00—2.00	P4
2.00—3.00	P5
3.00—4.00	P6
4.00	End of Day

Useful Information

Sixth Form Toilets

There are toilets specifically for sixth form students only to use, these are located through the Common Room at the far end of the corridor, the codes to enter the toilets are:

Male **C3467**

Female **C2349Z**

Keeping Safe and Well

We take safety and wellbeing very seriously in All Saints Sixth Form, Miss Butler, the Pastoral Assistant is available for any well being concerns. We encourage students to report any incidents of harassment, bullying or unkind behaviour to any member of the Sixth Form team. Although cases are rare they will always be taken seriously.

Class Charts

Class Charts allows you to keep track of your achievements and behaviour, buy rewards from the Reward Store, stay on top of your homework, view your timetable, check your attendance, create wellbeing submissions and view announcements from school.

You will receive a student code to log into your account during your first week in school.

There is a Class Charts User Guide on the school website in the sixth form area under Useful Information .

Parent Pay

Parents / Carers will have received a letter with a student specific code on, you will need to create an account on parent pay using this code in order to purchase food and drink, pay for lockers, trips, etc.

Pastoral Support

If you're having a bad day, need someone to talk to, worried about your mental health or just need some tissues, Miss Butler is our Pastoral support in sixth form.

Sanitary Products

These are available Free of Charge from the sixth form team / offices.

Medical Room

Ms Ashmore is our medical personnel on site and works from the medical room near the downstairs student toilets.

Student Bursary

Overview

You could get a bursary to help with education-related costs if you are aged 16 to 19

There are 2 types of 16 to 19 bursary, **vulnerable student bursary and discretionary bursary**

How your bursary is paid

We will buy you all the equipment you need along with any other costs needed for your studies. We will pay transport costs and buy any equipment that will help you access your education, as required.

Eligibility

If you are in one of these groups, you can apply for a **vulnerable bursary**: in care, care leavers, getting Income Support, or Universal Credit because you're financially supporting yourself or are financially supporting yourself and someone who is dependent on you and living with you, for example, your child or your partner or you are getting Disability Living Allowance or Personal Independence Payments and Employment and Support Allowance or Universal Credit, (you must be getting both of these benefits in your own right).

If you aren't in one of the defined vulnerable groups, but you need financial help to stay in education, you can apply for a **discretionary bursary** from Mrs Voyse in school.

The criteria is based on your family's income; if your parents get benefits or if you currently receive free school meals or have had them in the past, it is likely that you will qualify. You will be asked for evidence of your family's household income on your application.

How to claim the Bursary

You can collect an application form from the sixth form office, from **Mrs Voyse** when you start in September, forms will also be available on results day in August.

Further information

If you have a question you can also contact the Education Funding Agency (EFA).

enquiries.efa@education.gsi.gov.uk