



Stanground Academy

Sixth Form Handbook

Welcome to the Stanground Academy Sixth Form!

We welcome you as the senior members of a large and thriving 11-18 Academy. We hope your time with us will be successful and enjoyable and that your experience of the sixth form will be memorable.

The student handbook has been put together to help you get to know the sixth form and its procedures. As you settle into the sixth form there will be a great deal of information to take on board – the handbook contains most of what you need to know. Please use it to remind yourself of how things work and what is expected of you.

Ethos

The Stanground Academy students play a full and active part in the life and curriculum of the Academy as a whole. Stanground's statement of aims and values applies to all students and staff.

At post-16 this means that courses are open to students who apply from across the city, regardless of age, ability, gender, or background. Tutorial guidance and counselling are essential to ensure appropriate individual programmes of study, continuity, and progression.

Post 16 students should contribute fully to sixth form and Academy-wide activities. Post-16 students expect and receive a new relationship with teachers based on mutual trust, respect, and co-operation. There is a strong emphasis on personal maturity, judgement, and attitude.

Students must accept responsibility for their own work, life, and demeanour.

Students are judged, reported, and assessed on all their contributions.

Mr Firth and Mr Tee

PROCEDURES FOR SIXTH FORM

Tutor time

All students must attend all tutorials. This is where all important messages will be given.

When students accept a place in the Academy, they undertake to fulfil the Academy's expectations with regard to the following procedures. They agree to Attend registration punctually and attend all timetabled lessons.

Authorised Absence

In order to qualify for authorised absence, you need to complete an authorised absence form. This form is available from the sixth form and must be completed prior to the absence. An absence will be authorised on the following grounds:

- Funeral of an immediate family member
- Full time job, FE or HE interview
- Hospital appointment – with evidence
- Theory and practical driving test
- Religious observance
- Exceptional circumstances as approved by Head of Sixth Form

Routine doctor's and dentist's appointments should not be arranged during Academy time. Medical appointments will not be authorised unless accompanied by an appointment card/letter.

Sickness

- If you are unwell then you must ring 01733 821430 and use the 'sixth form absence line' option before 8.35am on each day of absence and leave a message on the answerphone.
- If you are ill for more than 5 continuous whole days, you must obtain a letter from your doctor.
- If you are ill during the day, you must get permission from the sixth form office to leave the Academy. You must sign out in reception when you leave the building.

Family Holidays

No holidays will be authorised for any student. Where it is absolutely unavoidable, in exceptional circumstances, for a family to take a holiday in term time, the request must be made to the principal at least one month in advance of the holiday. Students with attendance below 96%, even in these circumstances, will not be authorised.

SAFEGUARDING

Safeguarding is about ensuring that everyone is safe from harm – safe from bullying, safe from people who could abuse, safe from discrimination or harassment. We should all feel safe in our environment.

If you are ever concerned about your safety or wellbeing or about a friend, talk to someone – parent, another friend, a member of staff at school or older students at school – Student Leadership Team.

Talking helps... We can work together with other people to address the problems and **ensure everyone is safe.**



STANGROUND ACADEMY

Your Safeguarding Team

Do you have concerns or worries that you really need to share?

Please talk to your tutor, your head or deputy head of year, or find one of the safeguarding team below.

					
Ms Joannou DSL	Mr Tee Deputy DSL	Mrs De Paola Safeguarding & Attendance Officer	Mrs Fundira Deputy DSL	Mr Firth Deputy DSL	Miss O'Donnell Safeguarding Officer

ROLES AND RESPONSIBILITIES

Signing in and out

If students have a legitimate reason to leave the premises, they must see either Mr Firth or Mr Tee before they leave the building. They must sign out using the screens in main reception. On their return they must enter the building through main reception and sign in using the screens.

Study Periods

All students should sign into each study period using the daily QR code which can be found in the Study Area. Students are asked to do this as the bell rings or within the first 10 minutes of the lesson. Signing in will ensure we are able to support you during your independent study time.

Lunchtime Arrangements

Hot food, sandwiches and light snacks are available in the dining hall, and all hot food purchased from there must be eaten in the dining hall. Alternatively, students may bring in their own food. There are kettles and a microwave in the sixth form study area for students to use at break and lunch time. Students are responsible for cleaning up after they have used this equipment. No hot food or drink should be taken out of the study room. No takeaway food to be brought into the building. Students may also use the facilities at Powerleague, the Gym and some IT Suites.

Students are only allowed off site during lunch time. All students must return to the academy for their last lesson or study period of the day promptly.

Enrichment Programme – ASPIRE

Some of our sixth formers are doing some fantastic community work within the academy, from supporting assemblies and Year 7 maths lessons, through to Year 11 languages. Through discussion with students and staff we have decided to expand this fantastic work to the whole of the year group. In the upcoming weeks our Year 12 students will have an 'ASPIRE' session placed on their timetable. In these sessions students will be allocated roles to support lower school students. This is a great way of working on their leadership skills as well as some fantastic evidence on their potential CV and UCAs applications.

Year 13 students are welcome to take part in 'ASPIRE' however, for this cohort it will be on a voluntary basis as we're very aware of the pressures that the last year of sixth form places on some students.

Dress Code

The Stanground Academy dress code for Sixth Form students embodies our belief that students' appearance should reflect the smart, professional environment in which they work. As such, students are required to wear 'business dress' whilst in the Academy. Further information can be found on the academy's website.

16-19 BURSARY

Payments

In Care, a care leaver, or receive an allowance - If you're in care, a care leaver, on income support or receiving either Employment Support Allowance or Disability Living Allowance, you will be entitled to receive the guaranteed 16-19 Bursary directly from the Academy.

Discretionary bursaries will be awarded as a full or part contribution towards the cost of the following types of expenditure where young people are unable to meet those costs through any other means.

This may include:

- Transport
- UCAS fees
- Meals at the Academy
- Uniform
- Equipment and materials required to complete the course
- Educational visits or work-related activities that are a compulsory element of the programme of study.
- Other expenses approved by the Academy that are related to supporting attendance & Participation
- Stationery will be provided for those who need it

Guaranteed Bursary

16-19 Guaranteed Bursary Payment will be authorised by co-ordinators and paid monthly, providing students have attended, and been punctual to, all tutorials and timetabled lessons or followed the procedures in the 16-19 Bursary agreement. Please note that no payments will be made until student and parent have signed and returned the 16-19 Bursary agreement.

If students are ill, they must phone the Academy on 01733 821430, each day of absence, or payment will be withheld. Absence of 5 consecutive days, even if there is a weekend between, will cause payment to be cancelled.

If a student only attends for part weeks with no explained reason for the absence, this will result in a part payment of the Guaranteed Bursary and part payment for any transport costs accrued.

ACADEMIC EXPECTATIONS

Study Commitment

Whatever course students follow the work is demanding. Students must be clear about the commitment they are taking on and must be prepared to commit themselves to approximately twenty hours of private study per week. Students who achieve the best grades in the sixth form are the ones who use the library and supplement their work with background reading.

Study PLUS

We're always continuing to look at our facilities in the Sixth Form especially when it comes to IT resources and rooming. We have launched a programme called 'StudyPLUS'. This gives students allocated timetabled lessons and rooming for each of their subjects. Subject teachers will place work on teams which students will be expected to complete as part of their independent learning time.

Course Changes

The process by which students have chosen their courses for this year has been a long and thorough one and we anticipate that for almost everyone these choices will remain in place throughout your time with us. In a few cases, however, there is sometimes a strong and clear case for exchanging one subject for another.

What should students do if they feel a change is necessary?

First, they should give their choices enough time to settle down. You cannot safely judge a subject for some weeks; the transition to sixth form study doesn't happen in a few days, it takes different amounts of time for different subjects.

Students wishing to change courses should follow an established procedure. After discussions with their parents, students should organise a meeting with Mr Firth and Mr Tee to discuss changing courses. Students should also inform subject areas before changes can be authorised. Changes of timetable may only be possible if they are agreed by Mr Firth and Mr Tee. Students should not simply stop going to lessons.

Continuation on your course

Progression to a second year is not automatic for any student; each student must pass his/her course to the required standard of Grade D or Merit at Btec or CambTec, anything below this will be at the discretion of Mr Firth and Mr Tee and the relevant heads of departments.

Part-time jobs

Some students take on a part-time job (evenings or Saturdays) during their time in the sixth form. Whilst this brings financial rewards and a valuable insight into the world of work, it does come with a warning! Post 16 courses are very demanding and require consistent effort and application. If students are applying for part-time employment, they must avoid excessive or late hours. It is strongly advised that a student works no more than 10-12 hours a week. It is important to be aware that research shows students who spend more than 10 hours a week in a part time job will detrimentally affect their studies.

Exam Entries

Exam entries are paid by the Academy for all subjects taken as part of a student's timetable. However, where students' level of commitment or standard of work is below that expected by the Academy, they may be asked to pay for their own entry or, in extreme cases, they may be withdrawn from the subject altogether. All students who have not yet achieved a grade 4 or above will be expected to study English or maths GCSE. This is a compulsory part of their programme.

STUDENTS' RESPONSIBILITIES

Privileges and Responsibilities

Enrolling on a post-16 course provides them with many opportunities and privileges but also imposes responsibilities: -

- a) to themselves – to develop their abilities as far as possible
- b) to the rest of the Academy. We expect students to set an example for other pupils
- c) all students are expected to follow the code of conduct of the Academy

Litter

We strive to provide a clean and safe working environment for all students. We ask all our sixth formers to treat our designated areas and the whole academy with respect and to clear up their rubbish from the rooms. We have almost 100 rubbish bins on site and are encouraging all students to use them! Historically we have spent much money on employing extra site cleaners and vermin control to manage the disturbing amount of litter that is dropped daily. However, against the backdrop of rising costs this expenditure is now difficult to maintain. Additionally, we have spent money on removing chewing gum from around the academy. Money spent on these services is money that cannot be spent enhancing pupil's learning experiences here at the academy; educational resources which include teaching staff, support staff, books, IT equipment, sports equipment, Trips and Visits and further rewards.

Mobile Phones

Students are allowed mobile phones in the sixth form study areas only.

Student ID badges

All students will be expected to wear and display their Identity Badges at all times.

Cars/Motorbikes

If students wish to bring a car or motorbike on site, they will need to complete a form giving details of ownership and insurance of the vehicle. These forms are available from the sixth form office. Students should arrive and leave the Academy when it is quiet (i.e. wait until the buses have left in the evening). Sixth form students should adhere to the 10mph limit with the Academy grounds. Sixth form students are expected to use the Powerleague car park.

Student Leadership

Stanground has a well-established students' committee with a long record of successful events and accomplishments. The group contains a mix of Year 12 and 13, elected to represent the student body from all form groups. The group is always looking for help and advice. Minutes of the meetings are discussed in tutorial. The aim of the group is to co-ordinate the various social and fundraising activities and other exciting ventures! Every year students choose a charity and organise events to raise money. The committee welcomes suggestions for new fundraising ideas.

The head students will be selected from the sixth form students after an interview with the principal. Head students are leadership roles. They will be the leaders of the senior students at the Stanground Academy. Deputy head students will also be chosen from sixth form students.

There are opportunities for other students to take on whole academy roles. Some students may wish to be involved in the following roles: Subject mentoring, Becoming a 'buddy', Form reps on the sixth form committee, Paired reading and/or TA work in lessons.

This list is not exhaustive, wherever students can act as positive role models it would be welcomed by the Academy. Any role of this kind would be looked upon favourably by universities and employers.

UCAS Week

Students receive a guidance programme for university applications. This involves a Higher Education evening, visiting speakers from universities, guidance from tutors in writing personal statements and a university visit. This is usually the third week before the end of the term. Attendance for the full week is compulsory.

Work Experience

Work Experience is a valuable part of a student's programme. Not only does it give students an opportunity to study their areas of career interest in more depth, but also future employers/tutors seek evidence of students' commitment and knowledge of their chosen option. A work placement is organised for all year 12 students, and this is usually planned the last two weeks of the school year.

This is compulsory for all Year 12 students.

This process will begin in January, and it is the students' responsibility to secure their own work placement

MONITORING PROGRESS

Assessments

Students will receive a three progress reports throughout the academic year indicating their attitude to learning and attainment. Students will be completing a review sheet which will involve setting targets in each subject.

Academic Causes for Concern

During their time here there may be concerns about the student's work and their tutor will need to be informed. Concerns will be discussed with the student's form tutor and monitored by Mr Firth and Mr Tee. Depending on the severity of the concern other action may be taken, this may result in students being removed from courses. As you can see, we expect a high standard from all our students – and this is important to your success.

Targeted and Group Interventions

There are a number of interventions that take place across the academic year including workshops and interventions delivered by academy staff and external providers. They will focus on a holistic approach to learning and wider life skills through study, preparation, revision techniques, stress reduction, independent learning and organisation.

And finally.....

Your time in the sixth form will present you with many opportunities: seize them! Get involved, don't sit on the side-lines, set out to make new friends – and don't forget to give your work your very best time and effort. Use your time here to the full – and if you do, I am sure it will be a rewarding and enjoyable experience. We wish you all the best!