



Sixth Form Handbook

Sherburn High School



September 2024

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INTRODUCTION

Welcome to Sherburn High School Sixth Form. As you take the next step on your journey to success, we look forward to encouraging and guiding you on every step of that journey.

You have already made a wise decision about your future. You know that by joining our Sixth Form you will continue to receive the excellent academic and personal support you have grown used to throughout your time at Sherburn High School. We will now support you as you become more independent and begin to work towards your ambitions for the future.

Our vision for you is that you spend the next two years discovering and realising your full potential, whatever that may be. To help you achieve this, we will provide a wide range of personal, academic and social opportunities so that you can confidently make your own choices about your future. Make the most of every opportunity you are offered during your time here: discover new interests, make new friends - take a new direction! We will always challenge you to be the best you can be.

Our commitment to you is that we will provide you with first class teaching and assessment across all subjects; age appropriate, relevant personal development lessons and focused, bespoke preparation for higher education and the world of work. In return, you will take responsibility for your own learning and will challenge yourself to meet our high standards.

We believe that good communication with parents and carers is central to the achievement of our students. This handbook explains some important policies and procedures that will help you to get the most out of your time here. It sets out our high expectations with regard to attendance, punctuality and independent study. We have a strong pastoral team here in Sixth Form who will be able to deal with any queries or issues you may have so please do not hesitate to contact us.

We look forward to working with you in this new chapter.

Miss Jackson
Head of Sixth Form
lydia.jackson@shs.starmat.uk

THE SIXTH FORM TEAM

We are fortunate enough to have a very well-experienced Sixth Form team at Sherburn High School, comprising a Head of Sixth Form, Attendance and Pastoral Officer and Learning Mentors. The team are here every step of the way with our Sixth Form students and can advise, guide and support on all aspects of Sixth Form life.

USEFUL CONTACT DETAILS

Miss Jackson, Head of Sixth Form

lydia.jackson@shs.starmat.uk

Mrs Gaddas, Sixth Form Attendance and Pastoral Officer

rebecca.gaddas@shs.starmat.uk

Our offices are located in the Post 16 Centre.

Year 12 Mentors:

Mrs R Davies

rebecca.davies@shs.starmat.uk

Mr G Hall

graham.hall@shs.starmat.uk

Year 13 Mentors:

Mrs N Kesterton

natalie.kesterton@shs.starmat.uk

Mrs K Linskey

kim.linskey@shs.starmat.uk

THE SCHOOL DAY

ARRIVING AT THE SITE

Students should arrive at Sixth Form in good time for the start of their first lesson. All students **MUST** sign in/out using the electronic lanyard system every time they enter/leave the school site. This provides us with our fire evacuation lists and is a key part of our safeguarding procedures.

THE SCHOOL DAY

Period 1 (Mentoring and Assembly)	8.30 - 9.00
Period 2	9.00 – 10.00
Period 3	10.00 – 11.05
Break	11.05 – 11.20
Period 4	11.20 – 12.25
Lunch	12.25 – 12.55
Period 5	12.55 – 13.55
Period 6	13.55 – 15.00

STUDY PERIODS

Sixth Form timetables are made up of formal teaching periods and independent study sessions. Independent study sessions are not free time or time for a break, but an opportunity for students to work on their Level 3 programme of study. However, we appreciate that structuring this can sometimes be a challenge for students as they take the step up from KS4 to KS5. **Therefore, until the end of September, we ask that students spend their study sessions in school.** This allows the Sixth Form Tutor Team to work with students about how to best structure their day as well as providing students with the opportunity to build new friendships and partake in structured mentoring, study skills and wellbeing sessions. Once study leave has been granted students are free to spend their independent study time off site if they wish with their parents/carers permission.

LESSONS AT TADCASTER GRAMMAR SCHOOL

Transport is provided for students who have lessons at Tadcaster Grammar School. The bus times and the time of day are detailed below. All buses leave SHS from New Lane Car Park. All buses leave TGS from the area outside the Caretakers Lodge (near the main reception).

Tadcaster/Sherburn 6th Form Buses	
Morning lessons	
For SHS students: Morning bus to TGS leaves SHS New Lane car park	Depart SHS 8:20 Arrive TGS 8:40
For TGS students: Morning bus to SHS leaves TGS (bus park)	Depart TGS 8.40 Arrive SHS 9:00
For SHS students: Return bus from behind TGS 6th form to SHS	Depart TGS 12.20 Arrive SHS 12:40
Afternoon lessons	
For SHS students: Afternoon bus to TGS leaves SHS New Lane car park	Depart SHS 12.40 Arrive TGS 13:00
For TGS students: Afternoon bus to TGS leaves SHS New Lane Car Park	Depart SHS 14.50 Arrive TGS 15:10
For SHS students: Return bus from TGS bus park to SHS	Depart TGS 15.15 Arrive SHS 15:35

TGS Lesson Times	
Lesson 1 (Tutor Time)	08:40 – 09:05
Lesson 2	09:05 – 10:05
Lesson 3	10:05 – 11:05
Lesson 4	11:05 – 12:05
Lunch	12:05 – 13:10
Lesson 5	13:10 – 14:10
Lesson 6	14:10 - 15:10

STUDENT SUPPORT & ASSESSMENT

SIXTH FORM MENTORS

Every student is assigned a Mentor. The Mentors will see their tutor group during mentoring time to discuss progress and to identify any issues the student is facing and will be their first port of call for any issues you want to make us aware of. The Mentors will also work with any students who may be finding it difficult to adjust to Sixth Form demands and will work with students on the Intervention Programme. Our Mentors are available to provide advice on independent study and revision techniques.

We realise that students need to be given time to become individuals, but we are also aware that time needs to be given to cover issues of a young adult's life. This may include career pathways, democracy, tolerance, rules and regulations, study skills, charity work, and much more besides.

PASTORAL SUPPORT

The Sixth Form team has a dedicated Pastoral Officer for KS5, who is located within the Sixth Form Centre. Students can access this support if they need to talk to someone or share any concerns they may have. Our Pastoral Officer is also able to signpost to outside agencies when required.

Students who wish to discuss any issue affecting their well being or happiness are free to pop in at any time to see our Pastoral Officer. The content of the conversation is normally confidential. Parents and teachers are not always informed. However, if the student consents and it is considered helpful, information may be shared with parents and pastoral staff. The Pastoral Officer will pass on to the relevant authorities and parents any disclosures relating to violations of the law, child protection or the safety of others.

ASSESSMENT

All students now have to embark on a two year linear study programme. It is therefore very important that each student is aware of the grade they should be able to achieve. Regular assessment of a student's performance is vital and ensures that a student is working towards their target grade and is in line to achieve their true potential.

As all A level courses are 2 year linear courses, regular assessment is important to highlight areas for development. These will be taken regularly through classwork, independent study sessions and formally in PPE assessment weeks as well as during Assessment Hours.

ASSESSMENT HOURS

Throughout their 2 year study programme, students will undertake one Assessment Hour per fortnight, per subject. Work for these sessions is set by the subject teachers and may include exam practice, essay writing, further research or directed revision, helping to better prepare students for their upcoming examinations.

INTERVENTION SUPPORT PROGRAMME

Students who are identified by staff as needing extra curriculum support in more than one subject can be provided a programme of support through the intervention process to ensure students reach their full potential.

CAREERS

Careers guidance in Sixth Form is supported by staff in the Careers Department and is provided via the mentoring programme, assemblies and employer / HE engagement through the work experience programme. Careers interviews are available every Friday and take place during a half hour appointment with our careers adviser. Requests to book a time slot should be made via the online [booking request form](#).

16-19 BURSARY

The Bursary Fund is provided to financially assist students who have the greatest need with expenditure that is directly related to school life. Support is bespoke and can include support with transport costs (including for University visits), the purchase of stationery and technology required for school (including, if needed, a laptop) and support with catering requirements.

Students can apply for the Bursary Fund at the start of each academic year in Sixth Form. The forms are available on the school website and will be emailed to all Sixth Form students in the first week of term. The Bursary Fund is means tested and there are three groups of students eligible:

- Students who come from a household with a combined income of less than £28,000
- Students who are in care or are caregivers
- Students who qualify for Free School Meals (application forms are administered by North Yorkshire County Council and are available on their website)

POST-16 (SIXTH FORM) TRANSPORT

If your child is attending our Sixth Form and travelling to and from school using school transport, please be aware you will need to pay for Post-16 transport to and from school. Students eligible for the 16-19 Bursary Fund may be entitled to help with transport costs.

Travel on our school services is managed directly by Passenger Transport, Harrogate (0300 131 2131). They have contracts with the following bus companies:

- Oz Travel
- Arriva
- Stringers
- Reliance Motor Services
- York Pullman

Queries regarding bus passes and how and when to apply should be directed towards Passenger Transport (see above)

PROGRESS EVENINGS

Making appointments for Progress Evenings is also completed electronically. The 'School Cloud' link on the school website leads to an online booking system where parents/carers/guardians can select the teachers they wish to see and a time to do so. Parents/carers/guardians will be notified in advance of the date and time of each evening.

STUDENT DETAILS AND PARENTAL CONSENT

We require all Sixth Form students to have up to date personal details, contact information and parental consent forms upon joining us. We require parental consent to be given for a number of activities both in and out of school. Students are required to complete a [Post-16 Enrolment Form](#) as soon as possible after confirming the Sixth Form place, ideally before the start of the autumn term in September.

SCHOOL PROCESSES, PROCEDURES & POLICIES

ATTENDANCE AND PUNCTUALITY

Good attendance is a key factor in success and, as such, we expect extremely high standards. The expectation is for a student to have 96% attendance as a minimum and we expect all to strive for 100% attendance. Of course, punctuality both at the start of the day and in all lessons is equally important.

A student's attendance will be subject to weekly checks by their Tutor. If their attendance falls below 96% for 3 consecutive weeks, then this will be investigated and parents/carers contacted. Please see Appendix 1 for further details.

Should a student be absent for any reason, the absence must be reported to Mrs Butterworth by 8.30am on the morning of the absence and for each subsequent day of absence thereafter. If student absence has not been reported prior to lesson registration a text will be sent to parents to inform them that their child has not been registered in school. Absences can be reported via the school absence line (01977 682442) or to the Attendance Officer directly (01977 687936).

Students are permitted to self-certify for an absence of one day. If the absence extends into a second day this must be reported by a parent/carers.

If a student needs to leave before the end of the school day for a medical appointment or because they feel unwell, they must inform the Attendance Officer and sign out using the InVentry system before leaving the school site.

In the event of a known absence, e.g. university open day, interview, driving test, funeral service, etc., students must email admin@shs.starmat.uk and complete a [student absence form](#) and provide the necessary evidence, **in advance** of the day of absence.

In the event of a teacher absence, work may be set via Google Classroom for students to complete at home. If students come into school they are expected to sign in electronically as well as on the individual lesson register provided in the

Sixth Form Centre and collect any paper-based work left for the lesson. Students choosing to complete work at home will be recorded as not required to attend.

In the event of any absence, students should email the staff member(s) to ask for the work they will miss because of their absence.

PART-TIME WORK

Level 3 qualifications are a major commitment. The typical format is that a student will need to study independently for 1 hour per every hour they spend in class with their subject tutors. This means they should be studying independently for 5 hours/subject per week, which is the equivalent to just over two hours per day (including weekends). If a student uses their independent study periods sensibly during their school day, this should mean they would still have time for social activities and part-time work. **However, we would recommend no more than 10 hours/week of part-time work and the expectation is that no paid work is undertaken during the school day.**

DRESS CODE

Students are expected to dress appropriately. We recognise that self-expression and individuality is an important part of becoming an adult. However, we request that you adhere to the following dress code:

- Trousers, shorts, skirts, dress and tops must be appropriate for a school / working environment
- Sensible shoes, trainers, pumps should be worn
- Hats/hoods should not be worn indoors
- Offensive or explicit slogans and / or images on clothing should not be worn
- Lanyards must be worn visibly at all times

LANYARDS

Each student will be given a lanyard, incorporating electronic access, which will allow them entry to all areas of the school through our electronic gate system and, for safeguarding purposes, will be used to sign them in and out of school using the electronic (InVentry) system. As an adult on the site, all Sixth Form students are **required to visibly wear their Post 16 lanyard at all times**. This is a requirement of the school's safeguarding policy.

If for any reason students forget to bring their lanyards with them, they must report to the Attendance Officer to collect a temporary lanyard and sign in manually using the electronic reporting system at the Main Reception.

In the event of a lanyard getting lost replacements can be ordered. Students must report their misplaced lanyard to a member of the Sixth Form Team so another can be arranged. Replacement lanyards cost £5 each , payable through ParentPay.

CAR PARKING

Students who have passed their driving test and want to drive to and from Sherburn High School must complete a [vehicle registration form](#). Please use the New Lane car park (LS25 6AG) and park within the designated bays. Bringing cars on the school site requires responsibility and as such, we expect all students to drive safely and with regard for the safety of others. As a representative of Sherburn High School, it goes without saying that any reckless driving on the school site or in the immediate vicinity will result in revocation of permission to bring a motor vehicle to school. Parents will be informed accordingly. Any vehicle damaged and not reported to school will be reported to the police.

EQUIPMENT

Studying A levels successfully requires effective organisational skills. To assist with this, we ask that you purchase suitable files to keep your notes in. A4 ring binders will soon get full, so it's best to invest in one lever arch file per subject.

Although you may not be required to bring these with you each lesson, you will be expected to have A4 lined paper, pens, highlighters and any other specific equipment required for your chosen subjects. Some subject-specific items will be available to purchase through ParentPay.

PARENTPAY

Parents can make secure online payments by debit or credit card for any payments made to school, e.g. school visits, resources (revision guides, etc), school meals), therefore eliminating the need for your child to bring cash into school. Every parent will have a unique login which allows you to view all

payments made to the school and school letters home in relation to any payments required. School menus and the food purchased by your child can be viewed and payments made by logging onto www.parentpay.com or via the link on the school website.

CATERING

The school canteen serves both a break and lunch menu. The school has a cashless catering system. The system is biometric so will recognise student's thumbprints. Online payments can be made through ParentPay (please allow up to 48 hours for ParentPay to update the credit on the system). In the Sixth Form, cash payments can also be accepted. In addition, we provide a cold drinks vending machine and a snack machine, all of which accept both cash and card payments. Hot and cold water are both available free of charge on demand.

ALLERGY AWARENESS

Please remember that we are a nut-free school and therefore nuts or products containing nuts should not be brought onto the school site.

COMMUNICATION

Student Email: Each student is given a school email address which will be used for any communication between a student, their subject teachers, Tutor, Head of Sixth Form or Sixth Form office. Students must check their email at least daily as essential information will be communicated in this way. Students should only use their school email to send appropriate emails between themselves and members of staff. Students are unable to receive emails from non-starmat email addresses. Students who study at Tadcaster will receive a Tadcaster email address too.

Correspondence/Letters Home: All correspondence is sent in email format. Please make sure we have an up-to-date email address for all contacts by completing the [Post-16 Enrolment Form](#)

ACCEPTABLE USE POLICY

All students will be expected to sign the [Acceptable Use Policy](#). Inappropriate use of IT could lead to students being banned from the use of IT provision in school.

USB FLASH DRIVES

Students are not allowed to bring USB Flash Drives into school, for any reason. This is to avoid infecting the school's system with a computer virus and also to avoid inappropriate files and documents being brought into school.

MOBILE PHONES

We expect students to use their mobile phones sensibly and appropriately. Students should ensure that their phones are on silent and may not have them out or take videos or photographs during lesson time, unless asked to do so by their teachers. It is expressly forbidden for students to use mobile phones to photograph, film, record or share images of others at school via any media platform. Misuse of images is not permitted and is against school policy.

Students, like staff, should not use their mobile phones, or listen to music with or without earphones, whilst walking around the school, however, students are free to use their phone in the Sixth Form Centre.

The school can take no responsibility for mobile phones that are lost, stolen or damaged on the premises.

SMOKING, ALCOHOL & BANNED SUBSTANCES

Sherburn High School is a non-smoking establishment and it is illegal for any person to smoke on or in the immediate vicinity of the school site or on school transport. This includes vaping. Incidents involving students who are caught smoking/vaping or in the company of students smoking/vaping or in the event of finding or suspecting a student to be in possession of alcohol or a banned substance, will follow a clearly understood procedure which will support the Drug and Substance Misuse Policy. Students may be subject to a fixed term or permanent exclusion depending on circumstances and the substance involved.

PROCEDURE FOR BAD WEATHER CLOSURE

In severe weather conditions:

- Information will be posted on the school website.
- If the school is CLOSED students will NOT be allowed on site.
- If the school is OPEN but fewer students are expected to come in, Sixth Form snow base is the common room.
- Sixth Form students are required to remain in the common room until directed otherwise.
- Lesson work will be set via Google Classroom.

PROCEDURE FOR UNEXPECTED EARLY CLOSURE

- Information will be posted on the school website.
- Students will be informed of the time of closure.
- Students are to make contact with their parents to arrange a pick up or to let them know they are going home
- Students who travel by bus should go to the common room until they receive notification of the arrival of their bus.
- If students are unable to contact parents, they should go to the Sixth Form Office where staff will assist.
- Lesson work will be set via Google Classroom.

Appendix 1: Attendance Policy

To have the best possible chance in Sixth Form, you should be in school by 8.25am and in Period 1 ready to start learning at **8.30am**. For every minute that you are late you are **losing learning time**. This will significantly affect your progress.

Attendance falling **below 95%** has been shown to result in an average **reduction of one A Level grade per subject**. This increases to two grades when attendance falls below 90%. At Sherburn High School, we consider **92%** or below creates **a serious risk of underachievement**.

Our benchmarks for attendance are as follows:

Exceptional	100%
Very Good	96% - 99%
Potential to Improve	92% - 95%
Must Improve	92% and below

SHS Attendance Policy

Stage 1	<p>If your weekly attendance is under 96% for any 3 weeks in a row</p> <ul style="list-style-type: none"> ● An email will be sent home highlighting concerns ● Mentors will meet with students to discuss attendance
Stage 2	<p>If your weekly attendance drops below 96% for a further 2 weeks:</p> <ul style="list-style-type: none"> ● Mentors will phone home to discuss concerns ● You will no longer be able to self-certify your absence
Stage 3	<p>If your weekly attendance drops below 96% for more than half a term:</p> <ul style="list-style-type: none"> ● Parents invited to a meeting with Sixth Form Attendance and Pastoral Leader & Tutor ● An attendance plan will be agreed
Stage 4	<p>If no improvements are made:</p> <ul style="list-style-type: none"> ● Parents and student will attend a meeting with the Head of Sixth Form to discuss the next steps and the viability of your place and chances of success in Sixth Form.

SELF CERTIFICATION

Students are permitted to self-certify for an absence of one day. If the absence extends into a second day this must be reported by a parent/carer.

In the event of a known absence, e.g. university open day, interview, driving test, funeral service etc. students must collect a leave of absence form, complete and return it to the Sixth Form Office, **in advance** of the day of absence.