

Stokesley Sixth Form Handbook 2023-24



**Stokesley School
& Sixth Form College**

Being the best we can be

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Introduction to Sixth Form

We offer a very warm welcome to returning Stokesley students, but also those joining us from other schools. Our ultimate aim is to support our young people to achieve their potential and progress to their next steps with confidence.

We have an approachable sixth form team who are available to offer dedicated and tailored support to each student. We wish to encourage a continued, mutually supportive relationship with parents and carers as they form a vital part of this sixth form journey.

Pastoral Information

Sixth Form Team 2023-24		
Mrs Jeal	Director of Sixth form	jjjeal@stk.arette.uk
Dr Reed	Assistant Headteacher	creed@stk.arette.uk
Mrs Briggs - 12 Hermes Mrs Brown- 12 Hermes Miss Clay - 12 Apollo Ms Dinsley - 12 Zeus Mr James - 12 Poseidon	Y12 Tutor Team	nbriggs@stk.arette.uk lbrown@stk.arette.uk bclay@stk.arette.uk sdinsley@stk.arette.uk ejames@stk.arette.uk
Mr Beattie - 13-Athena Mrs Fazakerley - 13 Demeter Mrs Tweddle - 13 Demeter Ms Hall - 13 Artemis Mrs Murphy - 13 Demeter Mr Stevens - 13 Hera	Y13 Tutor Team	dbeattie@stk.arette.uk afazakerley@stk.arette.uk ctweddle@stk.arette.uk chall@stk.arette.uk mstevens@stk.arette.uk
Mrs Tweddle	Y13 Tutor Team UCAS/Medicine Support	ctweddle@stk.arette.uk
Ms Stirling	Careers and WEX officer	mstirling@stk.arette.uk
Mrs Wheeler	Sixth Form Administrator	gwheeler@stk.arette.uk
Mrs L Bailey	OLC Manager	lbailey@stk.arette.uk

Pastoral Support

At Stokesley School, we are deeply committed to supporting our students' emotional wellbeing and positive mental health. Experiencing positive mental health and wellbeing means that our students are able to make the most of their time at school, allowing them to be the best that they can be. This can range from having informal chats about an issue of concern to referrals to external agencies. In the first instance, students should seek advice from their form tutor or Mrs Jeal, who will then be able to signpost to the appropriate service.

The **Wellbeing in Mind Team** are a team of specialists, based in school, who can provide the support for mental wellbeing, including workshops, group sessions and 1:1 appointments.

Information and support for both parents and students can be found on the school website:

<https://www.stokesleyschool.org/key-information/mental-health-wellbeing/>

Financial Support – 16-19 Bursary

We are an inclusive Sixth Form. We are determined to ensure that our sixth form students are not disadvantaged due to financial constraints. There is financial help available to those who satisfy certain criteria.

Students who have been eligible for Free School Meals in the previous six years may be eligible for financial assistance to aid with their studies: the buying of textbooks or fieldwork expenses for example.

Students from families with incomes below £21,000 p.a. may also be able to access additional financial help to support their education.

Please contact Mrs Jeal or the finance department for further information.

Tutor Programme

Tutor time is a vital and compulsory part of the college day at Stokesley Sixth form. These are times where key information and support are provided. Each day has a different focus and involves activities and resources to support our Sixth Form students.

Tutor times begin at 8.45 - 9.15

A failure to attend could compromise opportunities for students to leave site as part of the Agreed Absence Agreement.

DAY	Y12	Y13
Monday	Student service	Assertive mentoring
Tuesday	LIFE	
Wednesday	Assertive mentoring	Assertive mentoring
Thursday	Sixth Form Quiz	
Friday	ASSEMBLY	

Assertive Mentoring

There are 1:1 sessions between students and their form tutor at least once per half term. All aspects of sixth form life are discussed, offering advice, support and coaching. Targets will be agreed between the student and their tutor.

LIFE

Compulsory 16-19 PSHE provision is provided during LIFE sessions, covering many areas of life including financial education, sexual health education; preparation for next steps - careers and work experience, as well as learning to live independently

Assemblies

At Stokesley Sixth Form, we enjoy a wide variety of guest speakers, introductions to various careers as well as visits from universities. This gives valuable insight to inform our students' wider education.

Safeguarding at Stokesley

As a school we promote a culture of safety and support. There is a designated safeguarding team at Stokesley School and Sixth Form. All staff are here to help students, parents or carers with any concerns or worries about issues in school, in the community, at home or online. Mrs Myers is the Designated Safeguarding Lead and Mr Burns, Mrs McGreal and Mrs Wilkinson are Deputy Designated Safeguarding Leads. Students can report any concerns via the 'Report Abuse' button on the student dashboard.

Praise and Recognition

We recognise and reward the conduct and values demonstrated on a daily basis by many of our students in a variety of ways. This includes house points, opportunities to become House Captains and rewards trips, amongst others. We are delighted to hear of achievements in and out of school hours and seek to celebrate these as a school during both weekly and termly celebration assemblies.

Student Leadership

There are many opportunities for Sixth Form students to develop their leadership and communication skills in and around the school community. As role models to younger students, Sixth Form students are welcomed to become involved in House activities, Student Service and lead the Student Leadership Team.

Careers and Work Experience

Part of the sixth form offer at Stokesley School is that we are proud to offer dedicated and bespoke careers guidance for all students whatever their destination might be post-19.

There are regular updates in our designated classroom as well as face to face conversations with our experienced team. To further develop their employability skills and experience the workplace first hand, we now offer each Year 12 student a work experience placement in the summer term. This provides opportunities for work places skills to develop, as well as providing support for post-18 applications for university, apprenticeships or employment.



Curriculum Information

Qualifications

To qualify as a full time sixth form student:

Everyone **must attend**:

- 3 subjects @ 4 hours per week (BTEC/A level) - 4 subjects in some cases.
- 3 agreed '**5th periods**' – independent directed study; one per subject per week
- Tutor times

Students **should**:

- Take AS Level Core Maths (if not taking A Level Maths), but are taking science subjects, including Psychology and Geography
- Complete an EPQ (Extended Project Qualification)

Equipment

Students are expected to have the following equipment for their studies.

- A planner (provided)
- A4 lined paper
- A4 files - standard/lever arch - at least one per subject
- File dividers
- Plastic wallets
- Basic stationery
- Calculator (there is a specific calculator required for Maths – please see Maths Dept.)
- Textbooks - subject teachers will provide details

There is a student shop in the Sixth Form Office.

Attendance and Punctuality Information

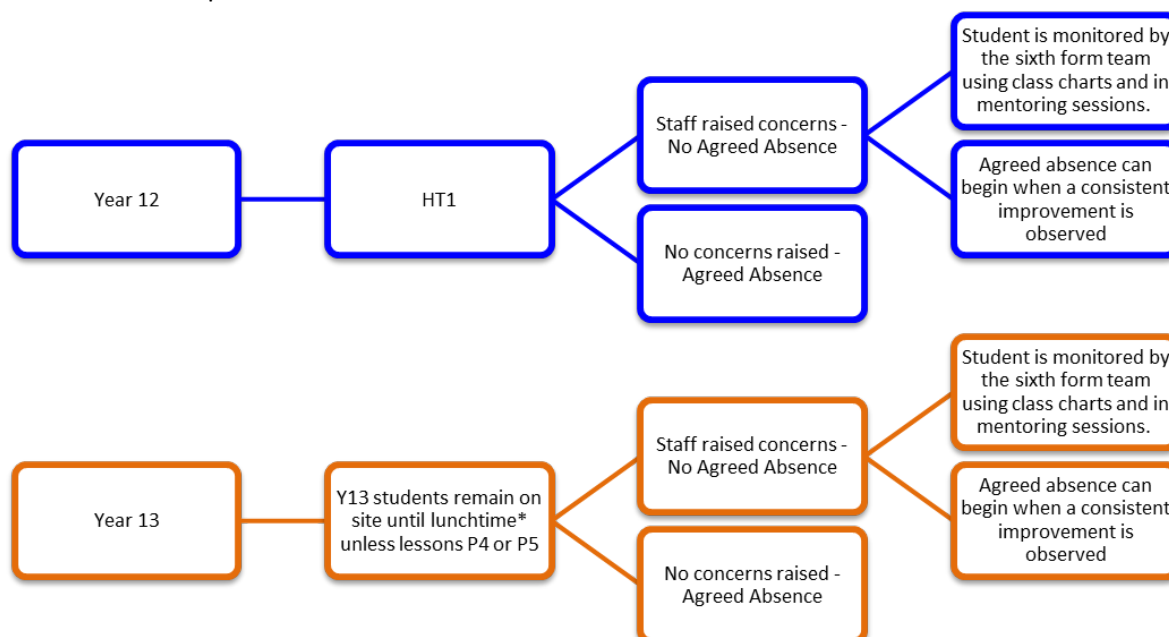
Both attendance and punctuality affect academic performance as well as establish good values in later life. Attendance and punctuality to lessons and tutor times are monitored by the sixth form team.

- If a student is unexpectedly absent, **PARENTS/CARERS** must contact school via sixthform-stk@arete.uk by 8.30am or contact the main school in the usual way. **Students cannot authorise their own absences.**
 - Students who are absent and have not called in will be sent a text message by the Sixth Form Administrator or school attendance officer on that same day.
 - Parents/carers will be contacted to query absences longer than 5 consecutive school days
 - Attendance below 95% triggers attendance procedures; the sixth form team will intervene as appropriate.
 - In the case of prolonged or repeated absences due to illness, students may be requested to provide a doctor's letter for confirmation. If the situation continues the school will contact parents to discuss the issue.
- Stokesley Sixth Form attendance agreement states that should attendance fall below 80%, a student may be eligible for the costs of exam entry fees. Entry fees are refunded upon passing with a student's expected grade.
- Stokesley Sixth Form students are expected to attend all lessons on time, all of the time. This includes a student's designated independent study periods and tutor times.
 - On arrival at school, all students should sign in using their identification (ID) cards.
 - Lanyards with ID cards must be worn by each student at all times. In the event of the loss of an ID card, students must report this immediately and replace this at a cost of £5.
- Students are expected to report to a member of staff should they become ill during the school day. They **should not** leave the site without doing so.
- Requests to leave school during the school day must be made to sixthform@stokesleyschool.org and form tutor as soon as possible. Parents will be contacted by the Sixth Form Tutor or Sixth Form Administrator whenever there is any doubt or concern regarding a student's absence.
- Failure to attend any lesson without a good reason can result in **compulsory catch up sessions, CCU**. Lateness to 3 or more lessons in one week will result in a **CCU**.

Agreed Absence

One of the ways we foster a culture of mutual respect and promote independence, is allowing students to leave the school site, should they not have any timetabled lessons. This privilege is one that is based upon both student performance academically and their behaviour and attitudes towards learning.

After each half term, student progress is reviewed and permissions to leave site are granted if expectations are being met. Students must attend form time and all compulsory lessons. They are permitted to leave site at lunchtime, **IF** they have no lessons timetabled period 4 or 5.



Special Circumstances for Absence

Please refer to the table below for special circumstances:

Reason for absence	Will this absence be authorised?	Supporting documentation required
Illness	Yes - students are encouraged to attend unless they are clearly unable to	Evidence such as doctor's notes may be requested to authorise the absence
Medical issues e.g. doctor, dental, opticians, orthodontist, appointments & funerals	Yes	An email should be sent to sixthform@stokesleyschool.org 24 hrs in advance
Driving lessons	Only in communication with the sixth form team	Please email sixthform@stokesleyschool.org Please arrange outside of tutor times, lessons and study periods
Driving test - practical	Yes	An email should be sent to at least one week in advance
Driving test - theory	No	Theory tests are easier to secure outside of school hours so will not be authorised
University Open Days and summer schools	At the discretion of the sixth form team	An email should be sent to sixthform@stokesleyschool.org at least one week in advance
Other i.e. examinations, job interviews, participation in extracurricular activities/exams, rehearsal for events relating to schools etc.	At the discretion of the sixth form team	An email should be sent to sixthform@stokesleyschool.org at least one week in advance
Holidays	No	
Birthdays or similar celebrations	No	
Awaiting deliveries or maintenance work at home (e.g. boiler fixed) on behalf of parent	No	
Taking care of younger siblings	No	

Additional Information

Dress Code

Sixth form dress code
<p>Our dress code reflects the expectations of wider society and has been produced in collaboration between students and staff.</p> <p>Taking into account health and safety, it serves to prepare students for the reality of workplace expectations whilst also acknowledging that sixth form students are young adults wishing to express their personalities. The dress code is applicable to all students, regardless of their gender.</p> <p>Students are expected to attend in clothes suitable to our professional working environment.</p> <p>Some examples of items that don't meet the expectations are:</p> <ul style="list-style-type: none">• short shorts and short skirts;• full tracksuits;• low cut tops;• tops that don't meet the top of your trousers/skirt/shorts;• items of clothing with slogans or images which could cause offence;• visible facial piercings;• unnatural hair colours;• extreme hairstyles (if you're unsure, ask before you have it cut!). <p>Students are expected to wear clothing that meets the standards of our dress code. Falling short of these standards will result in students being politely and discreetly asked to go home to change.</p>

Bistro and Facilities

Sixth Form students have exclusive use of the Bistro facility within the Sixth Form Centre. Students can purchase hot and cold food, drinks and snacks during break and lunchtime. ParentPay or contactless payments are accepted. There are 2 study areas and a common room available for independent study.

Mobile Phones

Students can use their phones freely in the sixth form block, but are asked not to use their phones around the school in common areas or without a teacher's permission in lessons.

Permission should be sought before charging up a device in a classroom.

Part-Time Employment

Whilst we encourage our students to gain valuable experience and skills from part time employment, a full time sixth form student's priority and main focus must remain around their academic study. It is advised that the number of hours worked should not exceed 10 hours per week. This is to avoid impact upon academic performance. Part time employment opportunities exist within the school community and are advertised regularly. Students are not permitted to partake in part time employment during school hours.

Sports and Clubs

We continue to offer sports opportunities to students, as well as the opportunity to lead a sports club, become a coach or to form a Sixth Form team.

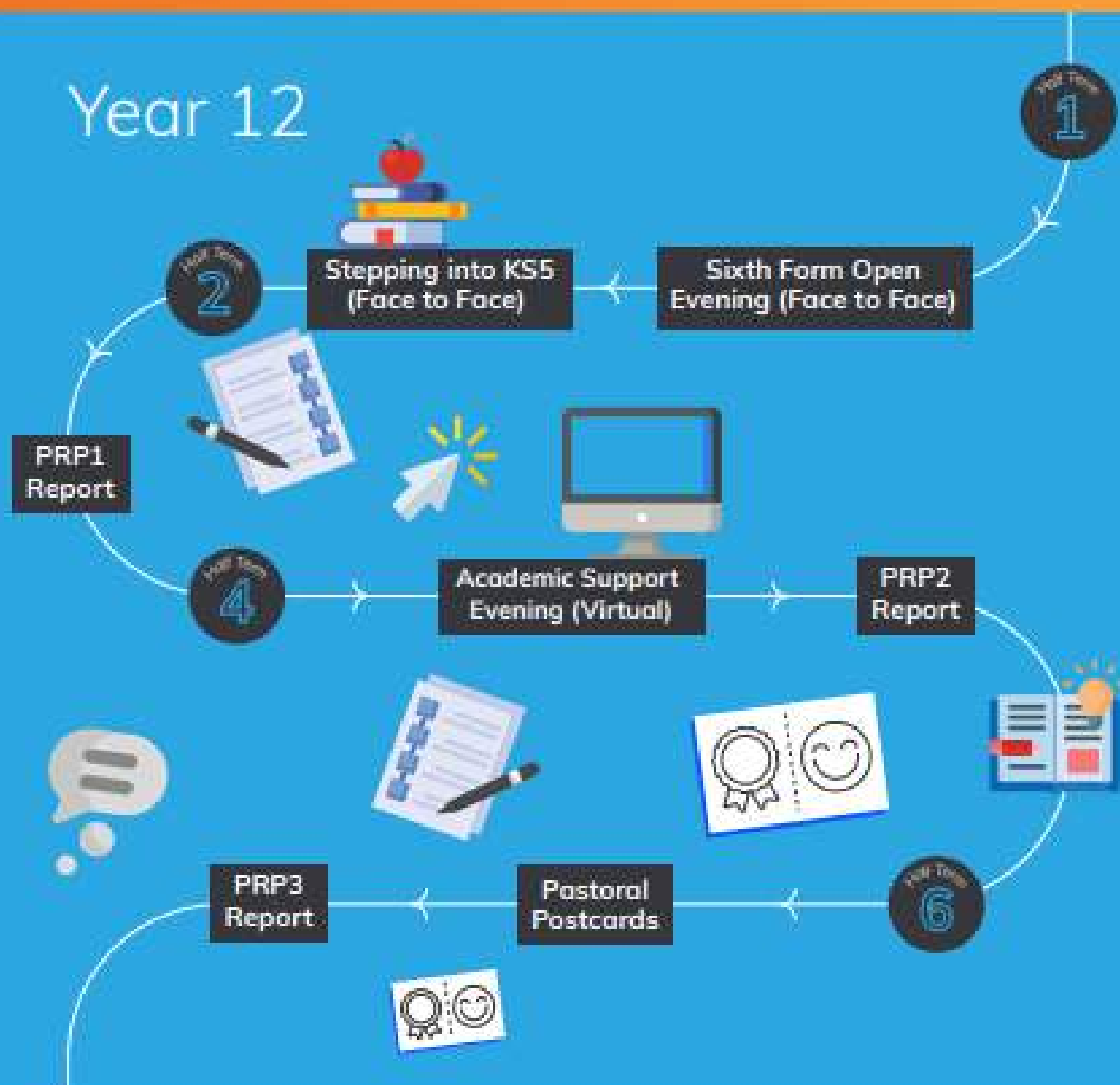
Graduation and Prom

At the end of sixth form, we celebrate all students' achievements, ranging from academic successes to the wider skills acquired during their time at Stokesley. Additionally, the prom committee help to organise a prom to celebrate everyone's experiences of school and college.

Stokesley School & Sixth Form College

Parental Journey

Year 12

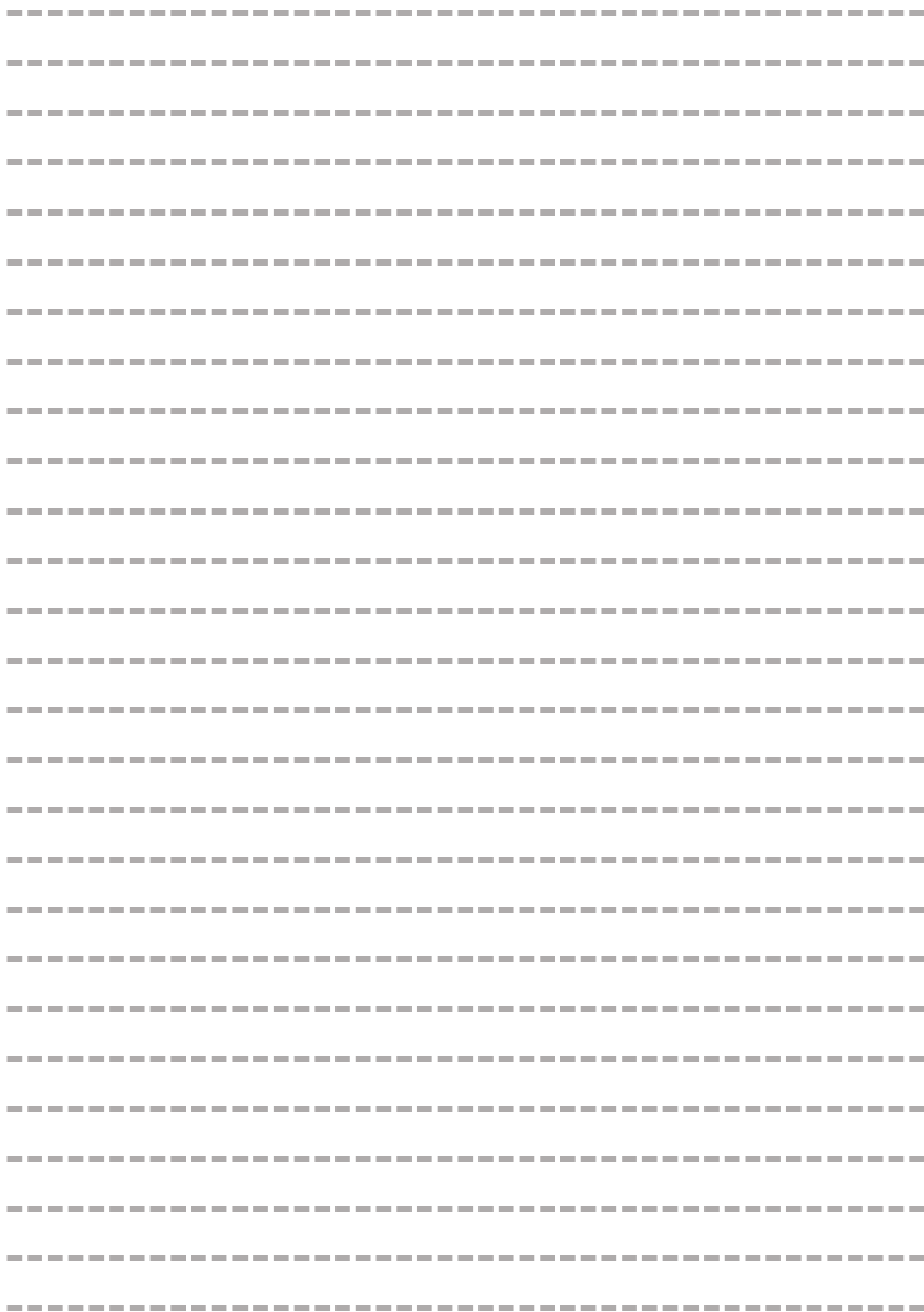


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General notes

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SIXTH FORM LEARNING AGREEMENT CONFIDENTIAL



Section 1 – Student details – please complete in block capitals

Surname _____ Forename _____ Known as _____

Student Mobile _____ Gender/Pronoun _____ Date of Birth _____

Home Address _____

Post Code _____ Time at current address _____ Years _____ Months

Please tick this box to confirm you have been a UK/EU Resident for the last three years. If you're unable to confirm, please set out your residency and entitlement to funded education in a separate letter and return with this completed agreement.

Section 2 – Special Educational Needs & Disabilities (SEND) and medical information

Please record details of any medical conditions and/or additional learning needs. Include additional details on a separate sheet if required.

Section 3 – Trips and Visits

Subject to appropriate risk assessments, students may have the opportunity to take part in low risk educational trips and visits, either in fully insured staff vehicles, the school mini bus or on coaches. In the case of emergency, health information and parent/carer details on the students' record will be referred to. By signing below, parents/carers agree to their child's participation in such trips and visits and also agree to keep school updated with students' medical information and contact details. For trips ranked of higher risk, additional parental permission will be sought.

Section 4 - Educational Learning Aim

All students are expected to follow a two year Academic Programme of Study from September 2023, comprising 3 A Level/BTEC subjects in Year 12 as discussed and agreed during the pre-entry consultation. Students will normally continue with the same subjects into Year 13.

An individual timetable will confirm planned study periods amounting to a minimum of **540** hours per annum which will include the following:

Educational Activity	Periods per Week	Y12 hrs per Annum	Y13 hrs per Annum
Form Time & Guidance	2.5	95	77.5
Y12 – 3 x A Levels/BTEC + 3 Study periods, Core Maths or 4 x A Levels	4 per subject	minimum 570	
Y13 – 3 x A Levels/BTEC	4 per subject		465
Private Study Yr12 – 3hrs / Yr13-3 hrs	3	114	93
Total		779	636

SIXTH FORM ATTENDANCE & EXPECTATIONS

I have referred to the Sixth Form expectations and agree to the policies detailed, including but not limited to those regarding Attendance, Behaviour and Dress Code and that I may be subject to sanctions if I do not comply with these expectations.

If I am applying for a Bursary, I understand that this form provides evidence for my application. I confirm that I have read the school's Privacy Notice ([ALT Protection Policy and Privacy Notice](#)) and understand that the school will process personal data in accordance with GDPR requirements. I understand that the school may share some details with my parents, to support my progression, and for funding, training, employment and research purposes. I understand that if I am new to the school, I will be obliged to provide evidence of my identity and qualifications.

Signature of Student

Signature of Parent/Carer

Date

Agreed by the Director of Sixth Form _____ Date _____