

# Stokesley Sixth Form Handbook



**Stokesley School  
& Sixth Form College**

Being the best we can be

## 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 2024-25		
Dr Reed	Assistant Headteacher	<a href="mailto:creed@stokesley-alt.uk">creed@stokesley-alt.uk</a>
Mrs Jeal	Director of Key Stage 5	<a href="mailto:jjeal@stokesley-alt.uk">jjeal@stokesley-alt.uk</a>
Mr Dinsdale	Head of Year	<a href="mailto:jdinsdale@stokesley-alt.uk">jdinsdale@stokesley-alt.uk</a>
Mrs Tweddle	UCAS/Medicine Support	<a href="mailto:ctweddle@stokesley-alt.uk">ctweddle@stokesley-alt.uk</a>
Ms Stirling	Careers and WEX officer	<a href="mailto:mstirling@stokesley-alt.uk">mstirling@stokesley-alt.uk</a>
Mrs Wheeler	Sixth Form Administrator	<a href="mailto:gwheeler@stokesley-alt.uk">gwheeler@stokesley-alt.uk</a>
Mrs L Bailey	OLC Manager	<a href="mailto:lbailey@stokesley-alt.uk">lbailey@stokesley-alt.uk</a>

## 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	<b>Student service</b> <b>Mentoring</b> <b>LIFE</b> <b>Sixth Form Quiz</b> <b>ASSEMBLY</b>	
Tuesday		
Wednesday		
Thursday		
Friday		

## 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

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 on-line 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 workplaces skills to develop, as well as providing support for post-18 applications for university, apprenticeships or employment.

## Curriculum Information

### Everyone must attend:

- Tutor times
- 3 subjects @ 4 hours per week (BTEC/A level) - 4 subjects in some cases.
- 6 agreed '**directed study periods**' – independent directed study; two per subject per week
- AS Level Core Maths (if not taking A Level Maths), but are taking science subjects, including Psychology and Geography or an EPQ (Extended Project Qualification)

## Equipment

Students are expected to have the following equipment for their studies. There is a student shop in the Sixth Form Office.

- 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

## **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.

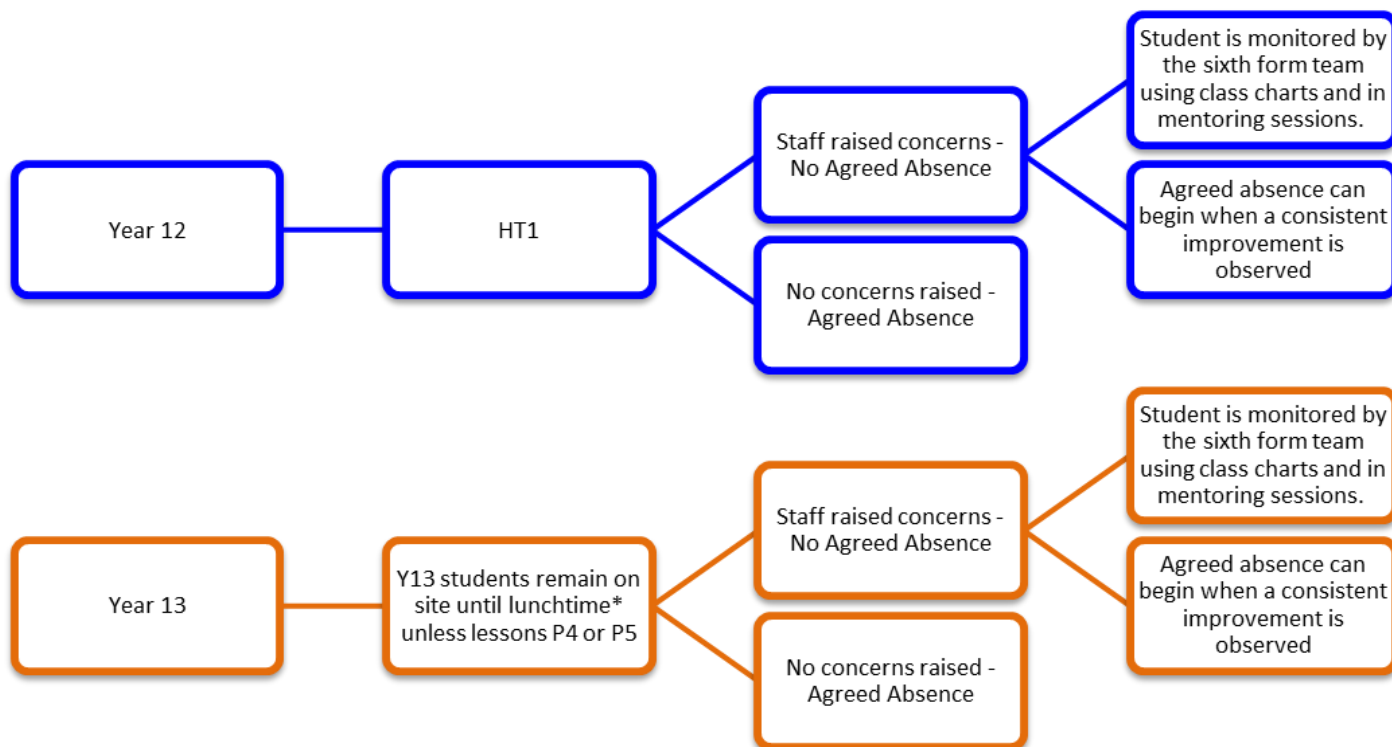
- If a student is unexpectedly absent, **PARENTS/CARERS** must contact school via [sixthformattendance@stokesley-alt.uk](mailto:sixthformattendance@stokesley-alt.uk) by 8.30am or contact the main school in the usual way. **Students cannot authorise their own absences.**
  - Students who are absent and 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/repeated absences due to illness, students may be requested to provide a doctor's letter. If the situation continues the school will contact parents.
- 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.
- 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 [sixthformattendance@stokesley-alt.uk](mailto:sixthformattendance@stokesley-alt.uk) and Head of Year as soon as possible. Parents will be contacted by the Sixth Form Team whenever there is any doubt or concern regarding a student's absence.
- Failure to attend any lesson without a good reason can result in **removal of agreed absences.**

## **Special Circumstances for Absence**

Reason for absence	Will this be authorised?	Supporting documentation required
Illness	Yes	Evidence such as doctor's notes may be requested
Medical Appointments	Yes	An email should be sent to <a href="mailto:sixthformattendance@stokesley-alt.uk">sixthformattendance@stokesley-alt.uk</a> 24 hrs in advance
Family Bereavement	Yes	An email should be sent to <a href="mailto:sixthformattendance@stokesley-alt.uk">sixthformattendance@stokesley-alt.uk</a>
Driving lessons	Only in communication with sixth form team	Please email <a href="mailto:sixthformattendance@stokesley-alt.uk">sixthformattendance@stokesley-alt.uk</a> Please arrange outside of tutor times, lessons and study periods
Driving test - <b>practical</b>	Yes	An email should be sent one week in advance
Driving test - <b>theory</b>	No	Theory tests are available outside of school hours
University Open Days and summer schools	At the discretion of the sixth form team	An email should be sent to <a href="mailto:sixthformattendance@stokesley-alt.uk">sixthformattendance@stokesley-alt.uk</a> a week in advance
Examinations, job interviews, extracurricular activities/exams	At the discretion of the sixth form team	An email should be sent to <a href="mailto:sixthformattendance@stokesley-alt.uk">sixthformattendance@stokesley-alt.uk</a> at least one week in advance
Other: Holidays, Birthdays, Taking care of younger siblings	No	Not applicable

### 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.



## Additional Information

### **Dress Code**

Sixth Form students are not required to wear a uniform. However, they must take pride in their appearance and are expected to dress in a manner that is smart/casual, comfortable yet purposeful, and suitable for a school working day. Lanyards are a compulsory part of the Sixth Form dress code. 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 on ParentPay.

Appearance is about perception and the expectation is that students will respect decisions made by the Sixth Form Team, without dispute, should concerns over dress code be raised. Sixth Formers are regarded as role models for students lower down the school and their appearance should reflect this.

### **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 helps to organise a prom to celebrate everyone's experiences of school and college.

