

**Thorpe St Andrew
Sixth Form**



**Sixth Form
Handbook
2020 - 2021**

Year 12

Due to the COVID outbreak and the government guidance as to how schools, Sixth Forms and colleges can operate some aspects of the curriculum and how the Sixth Form operates on a daily basis may be subject to change, and therefore differ from this document.

We will of course update all parents and students on any changes as they arise.

A Welcome from the Head of Sixth Form

Moving into our Sixth Form, we believe, will give students further opportunities not only of gaining further qualifications, but also to develop into a mature and self-reliant individual. This requires the learning of skills as much as knowledge. We believe it will be important that students do not see life in the Sixth Form as an end in itself, but a stepping stone to further/higher education, or into employment, apprenticeship or training.

To this end, students will experience:

- Access to a wide curriculum choice with excellent teaching, supported by quality facilities and resources.
- Support and guidance to ensure students are placed on a programme appropriate to their needs within the curriculum on offer.
- A rich programme beyond academic qualifications, geared toward individual needs and interests.
- The benefits of a school which has a proven record of academic success.
- Quality teaching, in the classroom and beyond, that will encourage students to have high aspirations.
- Individual and regular quality mentoring for students, both in academic subjects and in Personal Development activities.
- Careers and pathways guidance, including, if chosen, highly successful UCAS support for university applications.
- A Sixth Form which constantly strives to provide students with an outstanding educational experience which will prepare them for their chosen path.

Ms B Bernard
Deputy Principal

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The Sixth Form Team

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Assistant Head of Sixth Form – Year 12

Mr Kaye Telephone: 01603 497767
Email: sixthformtsa@yare-edu.org.uk

Assistant Head of Sixth Form – Year 13

Miss Woodcock Telephone: 01603 497767
Email: sixthformtsa@yare-edu.org.uk

Student Guidance Officer

Mrs Batson Telephone: 01603 497769
Email: sixthformtsa@yare-edu.org.uk

Administration Assistant – Sixth Form

Mrs Wheatley Telephone: 01603 497767
Email: sixthformtsa@yare-edu.org.uk

Examination Officer

Ms Youngs Telephone: 01603 497742
Email: exams-tsa@yare-edu.org.uk

Absence Line: 01603 497722

Pathway Guidance Co-ordinator (including work experience coordinator)

Ms Emmerson Telephone: 01603 497702
Email: kemmerson9nrd@yare-edu.org.uk

Who Can I Talk to?



Head of Year 12 Mr Kaye

- I am a Year 12 student with concerns about my Sixth Form studies
- End of Year 12 examinations
- Progression into Year 13
- Ambassador queries

Sixth Form Guidance Officer Mrs Batson

- Pastoral Issues (Mental and physical health worries, work-life balance, bullying, settling-in concerns)
- Safeguarding concerns
- Attendance and lateness

Subject Mentors

- Subject specific support
- Subject mentoring
- Target setting (Expected Level of Performance (ELP) and attitude grades)
- Extended Learning Lessons queries

Pathway Guidance Co-ordinator Miss Emmerson

- Work experience support
- Post 18 support
- Employment/apprenticeship application guidance

Head of Year 13 Miss Woodcock

- I am a Year 13 student with concerns about my Sixth Form studies
- Revision support
- Post-18 support: University, employment and apprenticeships
- Vocational education queries
- Team 6 queries

Sixth Form Administration Mrs Wheatley

- Bursary queries
- School minibus/ transport issues
- Parent Consultation Evening queries
- Parking Permit
- Identification Badges

Personal Development Tutors

- General pastoral issues
- Personal mentoring
- Employment, Apprenticeship and University references
- Post 18 Support

Examination and Data Office

- Timetable issues
- Examination entries and retakes
- Remarks and clerical checks
- Examination Timetable (clashes, location, date and time)
- Examination fees and payments
- Examination support (extra time, special arrangements)



Ethos

The Sixth Form promotes a Growth Mindset in order to help students feel empowered and committed to their studies, with the VOICE concept:

- V – Vision
- O – Organisation
- I – Identify
- C – Consolidation
- E – Effort

Communication

In addition to the contact details included on pages 1 and 2, the following means of communication assist in ensuring parents are kept up to date with the school and students' progress:

- [The School Website](#)
- [My Child at School](#)
This is the Sixth Form system for parents to view students' attendance, reports/assessments, examinations, timetable and making appointments for parent consultation evenings. My Child at School is accessed via the school website or by clicking [here](#). Login details and passwords will be sent to parents in September.
- [Show My Homework](#)
This is an area where homework will be placed by teachers with the details of deadlines and can be accessed by students and parents. Show my Homework is accessed via the school website or by clicking [here](#).
- Newsletters (available on the Parents area of the website)
- Regular emails from the Sixth Form Team regarding events, visits and other notifications.

Roles and Responsibilities

The Sixth Form and School

Thorpe St Andrew School and Sixth form will:

- Provide access to a wide curriculum choice with excellent teaching, supported by quality facilities and resources
- Offer support and guidance to ensure you are placed on a programme appropriate to your personal needs within the curriculum on offer
- Provide a rich programme beyond academic qualifications geared to your needs and interests
- Ensure you achieve the benefits of a Sixth Form which has a proven record of academic success
- Provide quality teaching in the classroom and beyond, that will motivate and challenge you to aspire to high ambitions and achievements
- Implement individual and regular quality mentoring of you, both in academic subjects and personal development activities
- Supply careers guidance, including, if you choose so, a highly successful UCAS process for University applications
- Communicate with home regularly on aspects of Sixth Form life including students' progress, achievement, attendance and pastoral issues (where necessary and appropriate)
- Provide a Sixth Form which constantly strives to deliver you with an outstanding educational experience that will prepare you for your chosen path ahead.

Students

As a young adult and student at Thorpe St Andrew School and Sixth Form, I will:

- Take responsibility, with my teachers, for my learning
- Show a positive attitude at all times
- Use study periods and homework time to further my understanding of the topic being covered
- Work hard and go beyond the minimum effort to ensure I succeed
- Strive to achieve the best of my ability
- Meet deadlines for work to ensure no coursework, when applicable, falls below my Target Grade
- Maintain a work/life balance which is effective in ensuring my academic success
- Set an example to younger students, contribute to the wider school community and follow the rules of the school, this includes adhering to the no smoking policy in and around the school
- Make full use of my Mentoring and Personal Development sessions to support my development
- Follow procedures to report any absence
- Ensure paid work and driving lessons are not undertaken during school hours
- Not act in a way which could/might bring the reputation of the school into disrepute
- Treat school staff, fellow students, property and resources with respect
- Avoid taking holidays during school time
- Inform the Sixth Form Team of any outside commitments or extra-curriculum activities which may have an impact on my learning.

Parents

Parents are a critical partner in the programme and are encouraged to:

- Support and encourage their son/daughter to achieve their potential
- Recognise that Sixth Form study is a full time education
- Support the school in the expectation that students attend lessons, assemblies and personal development sessions
- Maintain close communication with the Sixth Form on aspects that affect students' progress, including pastoral issues
- Monitor their son's/daughter's work/life balance and ensure any paid work does not interfere with their studies
- Support the Sixth Form by not taking their son/daughter on holiday during term time
- Report any absences to the Sixth Form.

Curriculum

The school day starts at 8.25am and finishes at 3.05 pm. However, sometimes lessons are timetabled after school with a Period 6 (3.15 pm - 4.15 pm).

Personal Development (PD) sessions and assemblies take place:

Monday (Week 1 and 2)	1.35 pm – 2.00 pm	PD Session with Tutor
Tuesday (Week 1)	1.35 pm – 2.00 pm	PD Session with Tutor
Tuesday (Week 2)	1.35 pm – 2.00 pm	Assembly South Site Hall

Personal Development one-to-one meetings will take place Wednesdays and Fridays (by appointment with the Tutor).

For every hour taught, it is expected that students to complete the same amount of work of independent study, identified on a student's timetable as *iStudy* (see page 5 for more information on iStudy).

A typical A Level programme of study is as follows:

- Students study 10 taught lessons
- Each fortnight they have one Extended Learning Lesson (ELL) per subject studied (see page 6 for more information on ELL lessons)
- Students have one enrichment course (one or two hours per week)
- Students have one hour of academic coaching per week
- Students on the General Pathway will have an additional hour each week to work towards the Award of Personal Effectiveness, which carries UCAS points
- Personal Development time takes place on a Tuesday and Thursday, with an assembly every other Tuesday
- On a Monday or Friday, during Personal Development time, students will receive one-to-one mentoring with their Personal Development tutor (once a half-term)
- The remainder of a student's timetable will be made up of iStudy (see Page 5 for more details on iStudy)

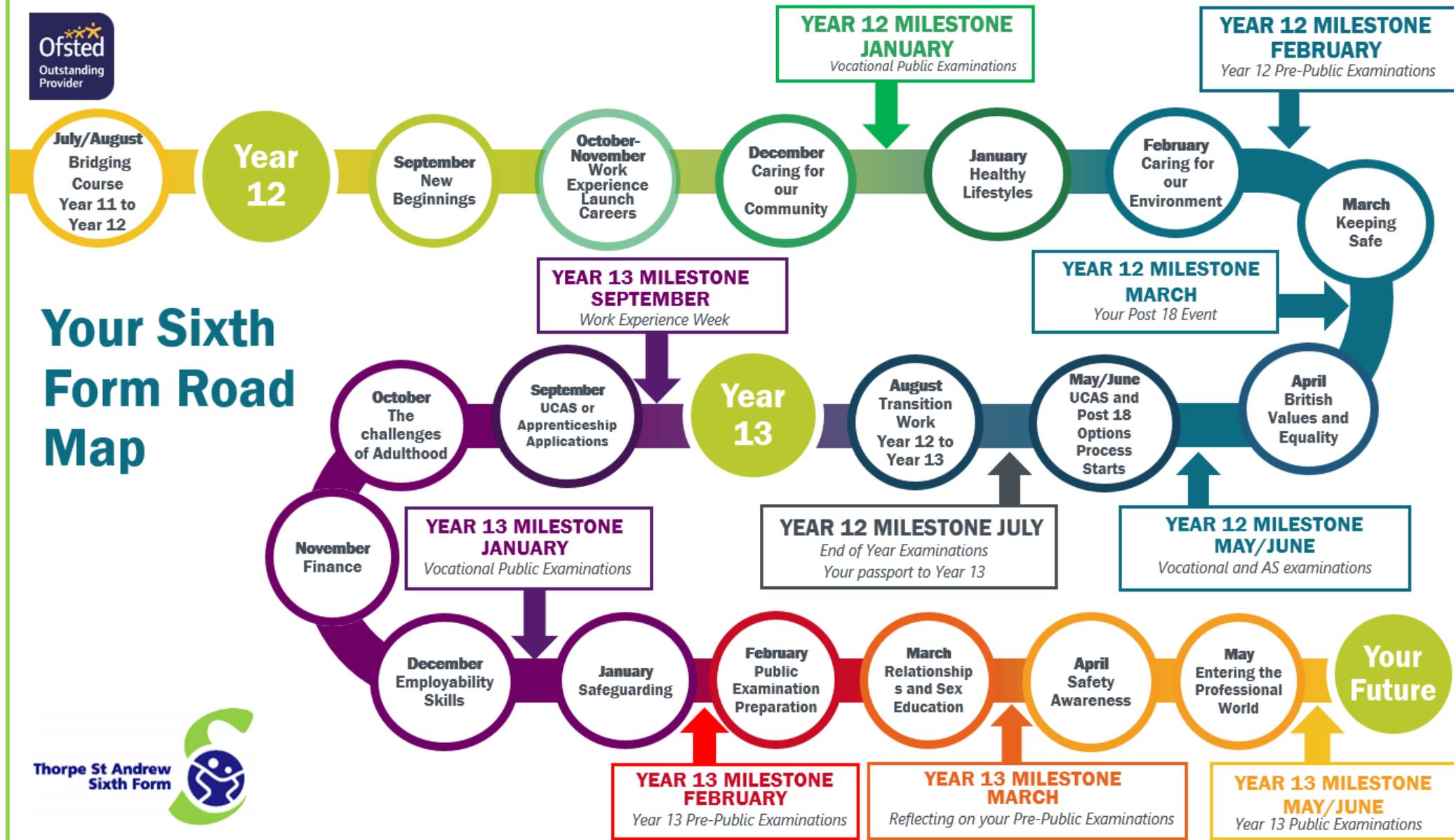
The curriculum for students on the Advanced Specialist Qualification (ASQ) is as follows:

- Students spend four days in school, and one day on a work placement (two days for Advanced Specialist Qualification in Child Care and Education T Level)
- Personal Development time takes place on a Tuesday and Thursday, with an assembly every other Tuesday
- On a Monday or Friday, during Personal Development time, students will receive one-to-one mentoring with their Personal Development tutor (once a half-term)



Your Sixth Form Road Map

Thorpe St Andrew Sixth Form



iStudy

iStudy periods will be identified on a student's timetable. During iStudy periods, students are expected to:

- Reread and highlight their notes, draw mind maps from previous lessons
- Undertake background reading and research as recommended by their teachers to enhance their understanding of the topics currently being covered
- Keep a file for each subject up to date, ensuring it is orderly and user-friendly when they need to revise
- Complete homework and coursework in order to meet **all deadlines**
- Undertake focused revision prior to examinations
- Independent Learning Areas are available throughout the school for students to use during iStudy periods

Please note that the Sixth Form Team reserve the right to utilise students' independent study periods within a more structured lesson environment, as and when required, to ensure progress.

Extended Learning Lessons (ELL)

Each A Level or Specialist Qualification subject is allocated one Extended Learning Lesson a fortnight. The Extended Learning Lessons are designed to deepen students' learning beyond the classroom in a formal setting. This is in addition to iStudy or other private study. There is a requirement for an outcome from the Extended Learning Lessons to show that students have increased their knowledge in each session. The Extended Learning Lessons are timetabled and count towards students' number of Guided Learning Hours. As a result, attendance is **compulsory and is monitored**.

*****This Extended Learning Lesson constitutes 34 hours of the A Level Course. This is a significant amount of time which cannot afford to be a lost learning opportunity *****

During these Extended Learning Lessons, students will be able to work on a variety of activities, as directed by their subject teachers. These could include:

- Use of Personalised Checklists: Students could be set a test regularly in Extended Learning Lessons to assess their knowledge and thereafter personalised targets can be set by their teachers for them to improve on
- Flipped Learning: Students could be set an activity, or asked to prepare a task ready for the next taught lesson
- Massive On-Line Open Courses (MOOC): Students could be asked to complete a MOOC during these lessons and show evidence of learning
- Study Groups: Students could be set work to complete as a group to research different aspects of the topic currently studied, in order to present their research to the rest of the class in the next lesson
- Cooperative Learning: Students could be asked to work together to try and figure out solutions to a problem presented to them
- Debates: Students could be asked to stage a debate where they could show their critical thinking about concepts and aspects of the subject studied

Personal Learning Checklist (PLC)

A PLC is a simple and effective tool for identifying the extent to which students feel confident about the course content. Students can rate themselves (red, amber or green) on a skill or topic according to how secure they feel about it. Their teachers can then adapt any teaching accordingly. Teachers can also rate the students, once work has been marked, in order to offer simple and effective feedback on a topic or subject.

Grading and Progress Reporting

Target Grades (TG)

These are the grades that students should aim to achieve in each subject at the end of their programme of study.

Expected Level of Performance (ELP)

These are the grades which should be achieved should students continue to work at the current level of performance.

Attitude Grades

1 – Outstanding attitude in class

2 – Good attitude in class

3 – Room for improvement

4 – Inadequate/Poor Attitude

Progress reports will be obtained throughout the year with Year 12 students having two data collections.

Reports will be published electronically in December and March. These will be available from the [My Child at School](#) portal.

These reports will detail the Target Grades, Expected Level of Performance (ELPs) and Attitude grades of the student which are valuable in ensuring progress.

Alongside the reports there will also be one Parent Consultation Evening, in December.

Pre-Public Examinations

These take place usually at the end of February/early March.

Why do they matter?

The Pre-Public Examinations are of utmost importance and must be taken extremely seriously.

Below are nine reasons why Pre-Public examinations do matter:

1. Personalised Learning Checklist

They will give a clear picture of strengths and areas to target revision for the actual Public Examination

2. Improve Revision Skills

They will allow students to test proof the revision techniques employed so far and then re-adjust if necessary

3. Relieve the Study Pressure

It is well understood that students are more likely to retain something if they learn it spaced (separated) over time, rather than cramming all revision into the last minute

4. Improve Subject Knowledge

It is a fact that *"you learn from your mistakes"*, therefore your Pre-Public Examinations will help you identify the areas you need to address, so mistakes made are not replicated in the final examinations

5. Time Saver

They will cut down the amount of revision that students will need to do for the examinations

6. Relieve the Pressure of Examination Conditions

It is proven that Pre-Public Examinations can reduce test anxiety. *"The more you are accustomed to sitting for a period of time, answering test questions, and pacing yourself, the more comfortable you will feel when you actually sit down to take the test."*

7. Test vs Study

It is a surprising fact that taking a test can actually be more beneficial to learning than spending the same amount of time studying

8. Pre-Public Examination Grades are Important

Should students be unable to sit the Public Examination in the Summer Term, examination boards can use Pre-Public Examination grades to allocate a grade.

Universities can offer conditional offers based on students' Pre-Public Examinations grades

9. Are Students Ready to Progress into Year 13?

Pre-Public Examinations (as well as End of Year Examinations) will inform as to whether or not a student can progress into Year 13

Year 12 Examination Information

Students will take examinations at the end of Year 13 and will be examined over the two year contents.

Students studying four A Levels or equivalent:

- Students will take the AS examination in the subject if they know, or think, they want to discontinue in Year 13.
- The school will pay the entries for one subject only; if students wish to take more, then a private entry* can be made.
- Conversations about examination entries will begin during the first Preparing for Success/Parent Consultation Evening.
- Subject Mentors will review the status and examination entry slips will be issued to students.
- Examination entries will be agreed and signed off by students.
- Every student will take an End of Year Examination in the three remaining subjects studied in the year.
- Students will continue to attend lessons in the subject they have taken the AS examination in until the end of the year until the results are known in August. This will give students the flexibility and opportunity to make an informed decision on their subject choices for Year 13.

Students studying three A Levels or equivalent:

Students need not take the AS examination unless any of the following criteria applies:

- i. They are planning on leaving the Sixth Form at the end of Year 12 (so that they can gain qualifications out of their one year of study).

In this case, private entries* will have to be made, with a refund (at the basic rate and minus an administration fee) if a pass grade (E) is achieved in the public examination.

- ii. They are at risk of not progressing into Year 13 or attendance is below 95%.

In this case, in discussion with students, parents/carers and the sixth Form Team, students will be given the option to enter all public examinations at the end of Year 12. If the decision is to take all examinations, private entries* will need to be made.

If the student leaves at the end of Year 12, a refund will be made if a pass grade (E) is achieved in the Public Examination.

If the student stays, there will be no refund as the school will pay for the full examinations at the end of Year 13.

* Private Entries – Definition: The examination entry will be at students' own costs. When a refund is to be made, this will be at the basic rate, single fee, minus the administration cost for processing the entry.

Examination Entries

Timeline

Early December: Conversations with students regarding examinations entries will start at the Preparing for Success/Parent Consultation Evening.

Early January: Subject Mentors initial indication of whether students should take the AS examination.

Early February: Examination entries are issued to students.

Mid-February: Examination entries are agreed and signed by students.

For students who will sit AS Public Examinations these will take place during May and June.

Students will be issued with an examination timetable to ensure that they are aware, in advance, of the dates, times and locations of their examinations. Students have the responsibility of checking the timetable carefully; any problems can be discussed in advance with the Examinations Officer.

Students will sign their examination entries. Please note you or the student must pay any re-sit entries or charges for a late change.

If a student withdraws from a subject, after an entry has been made, fails to complete coursework, or fails to attend an examination, you may be required to pay the unnecessary fees.

End of Year Examinations

Students who are **not** taking the Public Examination, will take an End of Year Examination to assess their knowledge.

The End of Year Examinations will take place at the end of June, beginning of July. Venues will be confirmed nearer the time. The papers will be marked by teachers using the Boards' Mark Scheme and moderated within the department, to ensure accuracy of the grade given.

It is critical that students take their End of Year Examinations very seriously as this could inform whether a student can progress into Year 13.

This result will be taken into account alongside the Public Examination results, in August. Please see page ten for more details on progression into Year 13.

Progression into Year 13

The progress of all Year 12 students will be monitored throughout the year and progress into Year 13 will be reviewed, based on examination grades achieved (either End of Year Examinations, Year 12 Public Examinations or External Examinations, if taken), attitude grades and attendance. Students wanting to achieve a pass grade at the end of their A Level studies, should look to gain grades A – E in their Public Examinations or End of Year Examinations.

Students taking four subjects will decide in February which AS examination to take and will drop this subject once the result is known in August.

Students studying three subjects will continue with these subjects for the full two years.

Should a student feel their progress is not as expected or the school has concerns based on attitude and/or attendance the following options are available:

- An alternative programme in the school for a further two years (if places are available after the new Year 12 intake)
- A programme of study with an alternative provider
- An apprenticeship or work placed training with an identified provider

Should these options require consideration, the school will involve parents and offer the support of the Sixth Form Team and the school's Pathway Guidance Co-ordinator.

Work Experience

In response to a growing need for work-related learning for students in Years 12 and 13, and to an increasing demand from universities, colleges, apprenticeship providers and employers, students will undertake a **compulsory** self-generated week of Work Experience in the Autumn Term of Year 13. We appreciate that many of our Sixth Form students have paid employment but we do not regard this as 'Work Experience' as the latter is designed to bridge the gap between education and the world of work.

We will provide help and support in class, online and in person. Students can approach Miss Emmerson (Pathway Guidance Co-ordinator), when seeking advice, discussing ideas, selecting organisations, writing speculative letters and emails, writing Curriculum Vitae's and arranging interviews. The Work Experience programme is launched to Year 12 students in October. Parents will also be emailed with more information at this time.

The deadline to submit all paperwork to Miss Emmerson will be **sent to you**.

Attendance

Please see the Attendance Procedure which is on the [Sixth Form website](#) for more information.

Safeguarding Protocol – Identification Badges

For safeguarding purposes, all Sixth Form students will be required to wear a student identification badge when on the school premises at Thorpe St Andrew School and Sixth Form. When on the school site, but not in lessons, students will need to swipe their identification badges to sign in and out in one of the following venues:

- The Sixth Form Centre (North Site)
- The Sixth Form Learning Resources Centre (North Site)
- The Sixth Form Computer Room (South Site)
- The double doors by the Sixth Form toilets (South Site)

The identification badge will be free of charge and students will be able to use them to prove they are in full time education and to obtain discounts in shops and gym memberships. Please be aware replacement badges for those lost or damaged will be charged at £5.00 and a £2.00 charge to replace the lanyard.

Frequently asked questions:

“What happens if I forget my identification badge?”

You must report to the Sixth Form Office immediately on arrival, where a visitor badge will be issued for that day.

“What happens if I lose my identification badge?”

You must report the loss immediately to the Sixth Form Office, where a visitor badge will be issued for that day and be charged a one off £5.00 fee for a replacement badge to be re-printed.

“What if I lose or break my lanyard?”

You will need to purchase a replacement from the Sixth Form Office at the cost of £2.00.

“How is my identification badge to be worn?”

Your badge must be visible to all staff at all times, therefore worn around your neck on a black lanyard, which will be provided to you.

Illness During the School Day

Should students need to leave the school during the day for an emergency appointment or illness, they must sign out at the following location:

North Site Medical Room

The school will not allow the student to leave until they have spoken to a parent to confirm the appointment or the action being taken in regards to the student illness. If illness persists, parents should inform the school of the absence on each day of illness, via the absence line. More information on illness during the school day can be found in the Attendance Procedure on the [school website](#).

Dress Code and Appearance

The dress code for the Sixth Form is one of a 'modern workplace'. We understand and respect that students wish to retain their individuality and to have greater freedom compared to their time at high school. We also believe that a serious place of learning should look and feel professional at all times. A 'modern workplace' dress code means precisely that; clothing which should be considered appropriate in a modern office environment. This does not have to mean a formal suit and tie, it is simply smart, professional attire. The test would be, is this appropriate for the workplace?

The following is considered to be inappropriate dress for the Sixth Form:

- Extreme hair colour/styles
- Facial piercings
- Flip-flops (as a matter of Health and Safety)
- Short skirts/dresses/shorts that are above the mid-thigh
- Torn jeans
- Clothing bearing extreme slogans or symbols which may cause offence to others
- Low cut tops and tops which expose the midriff

Wearing inappropriate clothing may result in a student being asked to return home to change.

Support

Personal Development Tutors

Should parents/carers have any concerns regarding students studies in the Sixth Form, the first port of call is the student's Personal Development Tutor. Parents/carers will have the opportunity to meet the Personal Development Tutor in September at the 'Meet the Tutor Evening'.

Attendance at Personal Development sessions is critical and compulsory. Students will receive one-to-one mentoring on Monday and Friday with their Tutors to discuss Target Grades (TG), Expected Levels of Performance (ELP), setting targets, discuss progress, work experience, and any difficulties encountered. This time is also used for the Tutor to build a picture of students' aims and aspirations, in order to offer tailored references, advice and support through applications to university, apprenticeships or employment.

Subject Mentors

Every student will have a dedicated subject mentor in each of their subjects who is responsible for writing reports, setting Expected Level of Performance (ELP), reference writing, and speaking with you at Parent Consultation Evening.

Peer-to-Peer Support

This is available via departments and involves support from students in the year above. Students should talk to their Subject Mentors if they feel that they would benefit from such a scheme.

Beyond Sixth Form

We support students through a number of processes: UCAS, apprenticeships, job applications as well as Curriculum Vitae and Personal Statement writing.

Students are emailed weekly with our Post 18 Newsletter "*Futures*" with opportunities in these areas. They also have access to our dedicated Pathway Guidance Co-ordinator, Ms Emmerson via their Personal Development Tutor's, the Sixth Form Team or self-referral by clicking [here](#).

Every March, the Sixth Form organise a Post 18 event where students can follow a tailored programme for their next steps Post 18. This event will cover apprenticeships, Careers, Gap Years and the launch of the UCAS application process to universities. A career fair is organised in the afternoon.

UCAS

All details on the UCAS process will be provided to parents/carers during our UCAS conference evening in March of Year 12.

16-19 Bursary Fund

The Government has allocated each school with limited funds for the 16-19 Bursary which aims to support young people who face significant financial barriers to continue in education Post-16. There are two different Bursary Funds which are available to students:

Mandatory Bursary

This Bursary is for students who face the most serious financial barriers and are considered the most vulnerable. Students who fall into the following categories will qualify and be eligible to receive a bursary of up to £1,200 a year:

A young person in care

A care leaver

A young person in receipt of Income Support or Universal Credit in their own name

A disabled learner in receipt of Employment Support Allowance and Disability Living Allowance/or Personal Independence Payments.

A student must be aged 16, 17 or 18 on 31 August before the academic year they require the Bursary for to qualify.

Discretionary Bursary

Eligibility for the Discretionary Bursary takes into account various aspects of family income and evidence of this will be required to process applications. For the last academic year, the threshold of household income to be eligible is up to £25,000 per annum.

Please note, students can only apply to one type of Bursary fund.

It is our intention to process applications and advise students via their school email address early October. Please keep any receipts for bus passes or items purchased in the meantime as we will be able to meet the cost retrospectively as long as we have proof of purchase, should you be eligible.

For more information, please click [here](#) or contact Mrs Wheatley on 01603 497767.

Please click [here](#) to access the school's website for details of the 16-19 Bursary scheme for further guidelines and an application form. A detailed email will be sent to all students and parents/carers in September.

Independent Learning Areas

Sixth Form students have full and sole use of the following areas:

- Sixth Form Centre
- Sixth Form Library within the Learning Resource Centre
- Sixth Form Computer room on the South Site

The Traffic Light System is in use within these areas at all times:

- Red area is for silent study
- Amber area is where students can work and discuss in groups about subject-related issues
- Green is an area for quiet socialising.

Technology

- All students are issued with a personal username and password to access the school's ICT network.
- All students must use the computers in line with the school's Acceptable Use Policy which they have signed to state the terms are understood.
- Bring your Own Device: The Sixth Form areas are equipped with Wi-Fi so that students can bring their own devices (laptops, tablets) in order to work during their study periods. Please note that all personal items are brought into school at the student's own risk; the school is not liable for any loss or damage caused.
- Printing: All Sixth Form Study areas are equipped with printers. A £15 printing allocation is given to students at the beginning of the year. Students are able to purchase more credit online through ParentPay or cash at the Finance Office during lunch and break.

Text Books

- If students are provided with course textbooks from their subject teachers, these resources must be treated carefully and looked after.
- If students wish to annotate their textbooks, they must purchase their own copy.
- Once students leave the Sixth Form, all text books and equipment will need to be returned.
- The student will be liable for the cost to replace any items loaned which are not returned or are returned in a bad condition.

Learning Partnership Agreement

- All students will be required to sign this agreement when starting in September.
- Students must adhere to the requirements on this document at all times.

Mobile Phones and Personal Technologies

- Mobile phones are not to be used during lessons for personal use.
- In lessons, personal technologies are only to be used if authorised by the teacher.
- All personal items are brought into school at the student's own risk; the school is not liable for any loss or damage caused.

Smoking

Smoking (or the 'smoking' of electronic cigarettes) is not permitted on, or within 150 metres of, any part of the school premises.

Travel and Parking

- Moped, Motorbikes and Cars require a Parking Permit which is available from the Sixth Form Office.
- Vehicles should only be parked in the car park off Pound Lane and no other area of the school site or surrounding areas. Parking is not advised on the road near the school.
- [Post 16 Travel Scheme](#) (source: Norfolk County Council)

Who is Eligible?

The Post 16 travel scheme offers support to students who study at school Sixth Forms, Sixth Form colleges and further education colleges. To qualify for the Post 16 travel scheme, students must:

- Live in Norfolk at least three miles from the Sixth Form or college (this is measured by the nearest walking route as determined by the Council). Transport will also be provided for Easton College students living outside Norfolk, if a student travels on the direct routes funded by the College.
- Be studying full-time (at least 540 hours per year supervised study – approximately 14 hours per week).
- Be under 19 years of age on 1 September, or under 25 years of age for students with Special Educational Needs (SEN) (transport will be provided up to the end of the course year in which the student reaches 19 or 25).
- Be studying a course of further education, not an HND, HNC or degree course.
- Travel on a core route determined by us.

You can apply to start using Post 16 transport at any time. When paying in full, or in three instalments, the amount you will need to pay will be reduced after each half term.

For more information and to apply for this scheme click [here](#).

Cycling Allowance

A cycling allowance is available for any student resident in Norfolk who qualifies for support under the general school and college transport policy but cycles to school instead. Parents must be sure that students will be able to cycle to school safely. How much grant you will receive depends on when you apply during the school year.

- Before October half term - £200.00
- After October half term but before February half term - £130.00
- After February half term but before May half term - £60.00

You cannot apply for the current school year after the last day of the spring term. For example, at the start of the Easter holidays, but you will be able to apply for the following school year.

If you receive a cycling allowance you will not get any other help with transport. Parents will need to decide how students will get to school when they cannot cycle – for example, in bad weather.

For more information and to apply for this allowance click [here](#).

ParentPay

This is an online payment facility where you can pay for school expenses such as visits and additional printing. Details of your ParentPay account and logins will be sent to parents in September.