



Stepney All Saints

Sixth Form

Year 13 Handbook

We will achieve excellence and inspire generations

WE LEARN TOGETHER WE PRAY TOGETHER **WE ACHIEVE TOGETHER**

“Do unto others as you would have them do unto you.”

Luke 6:31

Welcome to Year 13

Dear Year 13

Welcome to the start of Year 13. This will be an exciting and challenging year, perhaps the most challenging you have experienced to date. Our aim is to ensure you have the skills you need go on to university or an apprenticeship of your choice. We also want our students to leave us well-rounded individuals with the character traits that will ensure they succeed in life.

You know already that the school has the highest standards of progress and conduct. These do not dip in Year 13. We continue to be very proud of what our students have achieved over the years. I have no doubt that you will also make the school proud of your conduct, effort and attainment this year.

Ms K Rowley-Conwy

Assistant Head teacher

The Sixth Form Team

Contact email: sixthform@stepneyallsaints.school

Telephone: 020 7790 6712

Mr Siaw

Deputy Headteacher with responsibility for the Sixth Form

Ms Rowley-Conwy

Assistant Headteacher

Mr Iqbal

Head of Yr13

Mr Rothern

Behaviour and Progress Officer (BPO) for the Sixth Form

Contents

Welcome to Stepnet All Saints Sixth Form	3
The Sixth Form Team	4
School Term Dates and Key Dates for Year 13 2020-2021	6
What does the school expect of you?	6
Timings of the school day	10
What pastoral support is available to you?	11
Sending emails to teachers	13
Financial Support	14
Independent Study Section	16

School Term Dates and Key Dates for Year 13 - 2020 - 21

Autumn Term:

Year 13 Induction:	Thursday 4 th September
Year 13 Lessons begin	Monday 7 th September
Half term	26 th – 30 th October 2020
Last day of term	Friday 18 th December 2020

Spring Term:

Start of Spring Term	Monday 5 th January 2021 (ARD)
Half term	15 th - 19 th February 2021
Last day of term	Friday 26 th March 2021

Summer Term:

Start of Summer term	Monday 12 th April 2021
Estimated date of Eid –al-Fitr	Wed 12 th /Thurs 13 th May 2021
Half term	31 st May – 4 th June 2021
End of Summer Term	16 th July 2021

What does the school expect of you?

Stepney All Saints Sixth Form has very high expectations of all our students. Our Sixth Form students are key role models to all other students in both the school and local community. As such, the school expects you to behave in a way that promotes positive attitudes to learning and behaviour at all times.

Please read the list below carefully.

These expectations are also outlined in the Home-School Agreement, which each student in the Sixth Form must agree to.

1. Attendance

There is a proven link between attendance to school and academic achievement. Students are expected to have an average attendance of 96% or above to all lessons, tutorials, assemblies and the enrichment programme. A full copy of the attendance policy will be given to you when you enrol, but a summary is below:

- Students must have at least 100% attendance to all lessons, supervised study sessions, morning tutor time, assemblies and All Saints Futures events
- In the event of a student being unwell, the parent/carer of the student should call the student absence number and leave a message stating the student's name and reason for absence by 8.30am. It is not acceptable for a student to call or email themselves.
- Students are expected to make all appointments, medical or otherwise, outside of school time. In the event of this being impossible, the student must provide the school attendance officer with written evidence of the appointment at least 24 hours in advance of it.
- Attendance below 98% will lead to intervention from the Sixth Form team and will affect the student's ability to get their 16-19 Bursary payments



2. Punctuality

Being punctual, or on time, to all classes is a key expectation of Stepney All Saints Sixth Form and is an important organisational skill to develop. Being late to lessons is both disruptive and demonstrates a lack of consideration for both the teacher and other students. Students are expected to be on time to all lessons, including morning tutor time, assemblies and PSHE lessons

3. Conduct and behaviour

The expectations of our Sixth Form students are extremely high. Students must:

- Enter the classroom calmly
- Sit where instructed, taking out exercise books/folders, planners and equipment
- Use their planner to record homework
- Remove all outdoor wear and place bags on the floor
- Keep mobile phones or any other electronic equipment off and in bags
- Listen to the teacher and follow instructions the first time of asking
- Pack away in an orderly fashion and wait in silence to be dismissed

The conduct of sixth form students around the school is expected at all times to set a good example to younger members of the school community. Sixth form students should therefore:

- Speak quietly and calmly, both when in the building and when outside school
- Use appropriate language, both to their fellow students and to staff

Students are permitted to leave the site at break and lunch. During this time, and after school, students are expected to continue to maintain the high standards of behaviour that they do during school. This means that during break and lunch, and after school:

- Students are not allowed to smoke, use e-cigarettes or vapes whilst off site for break and lunch.
- **Students are not allowed to park their cars outside school. Any cars should be parked well away from the school.**
- Students should not invite students from other schools to meet them outside of school during break and lunch
- Students should speak calmly and quietly, and use appropriate language
- Students should not invite students from other schools to gather with them during break, lunch or after school
- Students are not permitted to park their cars directly outside of school. No student should be gathered by a car at the start of school.

- Students should not gather or stand on the pavements outside the Sixth Form entrance, so that members of the public are not blocked from using the pavement
- Students should, at all times, behave in a way that promotes a positive attitude to learning

Failure to adhere to these expectations will be taken very seriously by the Sixth Form Team.

4. Equipment

Good organisation is very important in ensuring academic success and it is expected that students bring the following equipment, which will be checked on a regular basis, to all of their lessons:

- An appropriate bag for school. This should be large enough to fit an A4 exercise book or folder
- Pencil case
- Planner
- Textbook and folder /exercise book



There are a large number of lockers available for students to use in the Sixth Form site.

Students who wish to have a locker should speak to Mr Rothon.

5. Independent study

To succeed at Key Stage 5 it is imperative that all students are completing regular independent study that either helps them to prepare for, or consolidate their learning in class. Students are expected to:

- Complete all work set by class teachers
- Ensure that all independent study is handed in on time to a high standard and is presentable
- Spend their Supervised Study periods productively working in their allocated room
- Use the 'KS5 Independent Learning Resources' to complete additional independent study beyond their regular homework tasks. These are available both electronically in the Student Shared area, and from the VLE in paper form.

Timings of the school day

Students should arrive at school at 8.30am each day.

The day is then structured as follows:

8.40am-9.00am	Tutor Time
9.00am-10.00am	Period 1
10.00am-10.20am	Break
10.20am-11.20am	Period 2
11.20am-12.20am	Period 3
12.20pm-12.50pm	Lunch
12.50pm-1.50pm	Period 4
1.50pm-2.50pm	Period 5
3.00pm- 5.00pm	School open for extension classes, after school activities, and private study

During break and lunch, students can use the Sixth Form Café to purchase food and drinks, and can also use the Quiet Room and East Playground as a space to relax and socialise in. Students are also permitted to go off site during this time, but must, of course, be back in time for lessons.

Students should **not** bring in hot food from outside to eat in school.

What pastoral support is available to you?



There is lots of support available to you to help you with the transition from Year 12 to Year 13. It is important that you ask for help if you feel you are struggling with your workload. Your tutor is your first point of call for help. You can also speak to Ms Rowley-Conwy, Mr Iqbal, Mr Rothern, our school counsellor.

Your Tutor

Your Tutor is there to help you. You will meet your tutor every morning between 8.40am-9.00am. Attendance is compulsory.

It is vital that you keep your tutor informed about your extra-curricular activities and community projects; s/he will be writing your employment or higher education reference, so the more information they have about you, the more detailed and personal will be your reference.

The Sixth Form team

The Sixth Form Team are also on hand to help with any questions or queries you may have.

Supervised Study

Supervised Study takes place in the Study Centre or a designated classroom, and is supervised by a member of staff. All students are expected to be in supervised study during periods in which they do not have a lesson. We have a number of course books and other resources for you to use to help you get up to target in your subjects. Supervised Study is a timetabled lesson and a register is taken. Failure to attend will affect your overall attendance.

Counselling

For students who feel they need additional support, and are perhaps struggling with a personal issue, we have counselling support available. Students can be referred from any member of staff. Please speak to your tutor for further details.

Sending emails to teachers

Whilst you are in sixth form you may find that you email teachers more than you have been used to. It is important that you write formally and follow the guidelines below.

8 Golden Rules to follow

1. Always start by saying “Dear Ms / Mr ...”, never use “Hi”
2. Make sure that you always use formal language
3. Lay out your email as if it were a formal letter
4. Use appropriate grammar and punctuation
5. Make sure your email is about a piece of homework or classwork, or to ask for a reference
7. If you are ever unsure if you should be sending an email, go and speak to your teacher, rather than email them
8. Sign off your email formally, for example
 - Yours sincerely
 - Regards
 - Many thanks
 - Thank you for your help



Financial Support

Free School Meals

In order to be entitled to statutory free school meals you or your parents must be in receipt of one of the following:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999

The Guaranteed element of State Pension Credit

Child Tax Credit, provided that you are not entitled to Working Tax Credit and have an annual income of £16,190 or less.

Tower Hamlets Educational Maintenance Allowance

The Tower Hamlets Educational Maintenance Allowance (THEMA), previously known as the Mayor's Education Award (MEA), is designed to help students stay in further education after their GCSEs.

With the THEMA, you could receive £400 a year to help towards the costs of studying, for example, whether you need books, a travel card or money to pay for field trips.

If you are attending all your lessons, you will be paid two instalments of £200 (the first payments will be issued between February to March 2015 and the second payments will be issued between April to May 2015) and because it is a grant, you don't need to pay any of it back.

In order to be eligible for the THEMA you need to:

- be 16 to 19 years old
- have been living in Tower Hamlets for at least three years
- be attending school or college come from a family with a household income of less than around £20,817
- apply for an award as soon as possible - an application must be received within three months from your date of enrolment

16-19 Bursary

The 16 to 19 Bursary Fund supports the most financially disadvantaged 16 to 19 year-olds and those young people who most need help with the costs of staying in education.

Students who meet the criteria could receive up to £1200.

Payments are made after you have attended a term of sixth form, demonstrating your commitment to your course.

For further information, please speak to Mrs Hall or Mr Rothon

Independent Study Section

This section has some different activities for you to do in your Supervised Study sessions. Your teachers will set you work, of course, but the activities below will help you structure your time and use it carefully. You should always be doing something related to studying during Supervised Study.

During Supervised Study, you are expected to work in silence. You may be asked to sit in a particular place.

The activities that are acceptable during Supervised Study are:

- Completing homework
- Note taking from a course textbook
- Reading key texts (e.g. for English A Level)
- Doing extended reading
- Completing tasks from the 'KS5 Independence Resources'
- Listening to academic podcasts
- Watching academic TED talks
- Completing 'MOOCs' (Massive Online Open Courses)

The activities that are not acceptable are:

- Playing any games online
- Watching videos online, with the exception of Ted Talks. If you need to watch a video for your subject homework, you should speak to the member of staff who is supervising your study session to ask permission.
- Using social media online
- Listening to music online

If the member of staff who is supervising your study decides that your activity is not appropriate, you will need to change the activity you are completing.