



## Year 13 - Information Sheet

<b>Sixth Form Year Team</b>	<p>SLT Link for Sixth Form: Mrs Underwood – <a href="mailto:cunderwood@sponne.org.uk">cunderwood@sponne.org.uk</a> Miss Whitmore: Head of Sixth Form – <a href="mailto:kwhitmore@sponne.org.uk">kwhitmore@sponne.org.uk</a> Mr John: Assistant Head of Sixth Form - <a href="mailto:john@sponne.org.uk">john@sponne.org.uk</a> Mrs Freer: Sixth Form Administrator – <a href="mailto:jfreer@sponne.org.uk">jfreer@sponne.org.uk</a></p> <p><b>Year 13 Tutors:</b> Miss E Wood – <a href="mailto:ewood@sponne.org.uk">ewood@sponne.org.uk</a> Mrs Ward – <a href="mailto:hward@sponne.org.uk">hward@sponne.org.uk</a> Mrs Leeding - <a href="mailto:nleeding@sponne.org.uk">nleeding@sponne.org.uk</a> Mr MacPhail – <a href="mailto:rmacphail@sponne.org.uk">rmacphail@sponne.org.uk</a> Mrs Rowlands – <a href="mailto:srowlands@sponne.org.uk">srowlands@sponne.org.uk</a> (Mr Gallagher - Fridays and Mrs Fox - Monday-Thursday) Mr Sycamore-Howe – <a href="mailto:tsycamorehowe@sponne.org.uk">tsycamorehowe@sponne.org.uk</a></p> <p><b>Note: Form tutors should be the first point of contact for pastoral issues</b></p>
<b>Sixth Form Student Agreements</b>	All students and parents/carers need to sign a copy of the Home School Learning Agreement - 6th Form September 2021 - July 2022 within the Google Form <a href="#">Data Collection/Parental Permissions &amp; GDPR/Home School Agreement</a>
<b>Dress Code</b>	Sixth Form students are expected to represent the school at all times and dress in a way that is smart and appropriate for the environment, in line with the <a href="#">Sixth Form Dress Code</a> . This includes wearing lanyards at all times. We have enclosed a further copy for your information and this is also available on our website page.
<b>Attendance</b>	<ul style="list-style-type: none"><li>• The vast majority of our students achieve over 96% attendance and this is what we expect from all students as a minimum</li><li>• Students must be punctual to every lesson</li><li>• Students must attend all PM registrations, until October half term and assemblies Red Thursdays.,</li><li>• School must be informed on the first day of absence (Mrs Freer - extension 119)</li><li>• Holiday requests, <b>the law gives NO entitlement to parents to take their child on holiday during term time</b></li><li>• When the students turn 18, communication with parents/carers is still an important part of school life as they are still under school care/ruling</li></ul> <p>Students should use the signing in system (QR Code) when signing in and out of the school site.</p>
<b>Off Site Regulations</b>	All Year 13 students can come in for their first lesson of the day, eg period 2 and leave the school premises during non-contact time (not lessons, structured study or PSHE), break and lunchtime. They must use the QR code to sign in and out of the site. <b>Year 13 students will be in ALL registrations until October half term so that all Post-18 applications are completed.</b> ALL students <b>must sign in and out</b> of the school site.
<b>Study Periods</b>	All students have a number of study periods where they have no timetabled lessons. This is not a 'free' lesson and should be used for independent study. Students can use the Sixth Form Area or the LRC (except for break or period 4, until 12:35 pm).
<b>Mentoring</b>	It is compulsory that all students undertake mentoring at least once a fortnight. The students choose this themselves from: subject mentoring, lower school form mentoring, KS3 reading mentoring, or aiding with lower school homework club. Students have been sent a Google Form where they will identify their choice for this.
<b>Academic Mentoring</b>	Throughout the course of the year, Sixth Form Students will discuss their progress with their tutor during registration. There will be at least once during the year where tutors will write a formal comment on Go 4 Schools summarising their discussions with their tutees.
<b>Rewards</b>	Students will continue to be rewarded for positive behaviour using Sparks our reward system. Students will receive updated totals from their tutors on a regular basis. Sparks can be redeemed against a number of items including high street vouchers and towards Summer Ball tickets (Covid dependent). We are also introducing 'Student of the Term', whereby all subject teachers will give a name of an outstanding student in both Year 12 and 13. These names will then be put into a prize draw and two chosen to receive a prize. The other nominees will receive a positive letter home regarding their achievement.

<b>Lockers</b>	Limited lockers are available for students. The cost of renting a locker will be £5.00 (price includes the padlock) for the duration of their time in Sixth Form and this should be available to pay on TSCO early September.
<b>Cashless catering</b>	Year 13 students can continue to use the canteen via cashless catering, which can be topped up on TSCO.
<b>Parents' Evening</b>	This will take place on: 8th November 2022
<b>Go4Schools</b>	Go4Schools is a web-based program that provides information to teachers, students and parents on the attendance, behaviour and progress of your child. It also has a homework diary with details of tasks to be completed and an archive of reports throughout the year. As the program is web based the information is live and is constantly being updated so that you can always have a clear picture of how your young person is at school. Access to this information is gained by ensuring that we have a valid email address registered with us. You can then set up your account by going to <a href="http://www.go4schools.com">www.go4schools.com</a> and clicking on the parent button in the top right hand corner and following the instructions. If you have any queries please email <a href="mailto:jhockton@sponne.org.uk">jhockton@sponne.org.uk</a>
<b>Student Welfare</b>	We care about the wellbeing of all students at Sponne. If you have any concerns, then the form tutor should be the first point of contact. Where students are facing difficulties, we will work with the student and offer support strategies. Should you require any support as a parent, please contact Anne-Louise James, who is our Parent Support Advisor via email: <a href="mailto:aljames@sponne.org.uk">aljames@sponne.org.uk</a> .
<b>Safeguarding</b>	We recognise our moral and statutory responsibility to safeguard and promote the welfare of all students. We endeavour to provide a safe and welcoming environment where young people are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. We have a dedicated Safeguarding Team, and Safeguarding concerns are reported and monitored using MyConcern – a secure and dedicated safeguarding system. The Designated Lead for the School is Mrs R. Chapman, and should be the first point of contact for all Safeguarding concerns: <a href="mailto:rchapman@sponne.org.uk">rchapman@sponne.org.uk</a>
<b>Faculty Leadership</b>	Business & Innovation – Mr McGrory <a href="mailto:amcgrory@sponne.org.uk">amcgrory@sponne.org.uk</a> English – Mr Gallagher – <a href="mailto:jgallagher@sponne.org.uk">jgallagher@sponne.org.uk</a> Arts & Languages – Ms Noble <a href="mailto:anoble@sponne.org.uk">anoble@sponne.org.uk</a> Humanities – Mr MacPhail – <a href="mailto:rmacphail@sponne.org.uk">rmacphail@sponne.org.uk</a> Maths – Mr Langman – <a href="mailto:alangman@sponne.org.uk">alangman@sponne.org.uk</a> PE – Mr Maybury – <a href="mailto:jmaybury@sponne.org.uk">jmaybury@sponne.org.uk</a> Science – Mrs Halling – <a href="mailto:shalling@sponne.org.uk">shalling@sponne.org.uk</a> SENCo – Mrs Farrell – <a href="mailto:yfarrell@sponne.org.uk">yfarrell@sponne.org.uk</a> <b>Note: Subjects teachers should be the first point of contact for subject issues</b>
<b>Dates for diary</b>	<b>2022</b> 3rd October - UCAS Conservatoire Music course deadline 15th October - Oxbridge courses deadline 8th November - Parents Evening December - Prize Giving (TBC) <b>2023</b> 4th - 13th January - Mock exams 25th January 2023 - UCAS deadline 1st March - Year Group photograph Summer Ball (TBC) - A-level exam season August 2023 - A-level results day