



Sixth Form Guide

Key Procedures and Expectations
September 2025

Welcome to Sheldon Sixth Form

This booklet has been created to help you with the transition from Year 11 to Sixth Form and, for some of you, the transition to a new school.

The booklet outlines the key information you require to make your time in the Sixth Form a successful one.

This includes:

- Sixth Form ethos
- Enrolment
- Sixth Form lessons and tutor / year-group sessions
- Attendance
- Dress
- Study periods
- PE
- Opportunities, Enrichment, Student Leadership and Employment
- The Sixth Form team
- Conduct
- Bursary

Greater detail on the topics contained in this booklet, and other aspects of Sixth Form life, will be covered by your tutors and the sixth form team in future tutor sessions and assemblies.

Sheldon Sixth Form Ethos

Being the senior students within the whole school environment comes with great responsibility.

We expect our Sixth Form students to be role models to all school pupils, in terms of the way they conduct themselves, behave towards each other, the dedication they show towards their subject work, and a willingness to engage in, or lead, as many additional opportunities and events as possible.

We want you to inspire the next potential cohort of Sixth Form students.

The ethos of Sheldon Sixth Form can be described in three simple phrases:

Be Kind

Be Brave

Be the Best You

Another philosophy we promote in the sixth form is there is ***“always something to do”***. More on that later.

Enrolment

Sheldon Students

When you receive your GCSE results, there will be a note regarding your place in the Sixth Form. It will either:

- Confirm your place (you have achieved the required grades)
- Have a request to meet with Mr Spiers (this usually means there is an issue with one or more of your course choices)
- Inform you that you have not met the entry requirements for a place in the Sixth Form

External Students

You will need to email your GCSE results to us by noon on Friday 22 August. If we have not heard from you by then we will assume that you no longer wish to take up your place at Sheldon Sixth Form.

Please email: espiers@sheldonschool.co.uk

If any students (internal or external) wish to review their course choices, in light of results, please include this in your email.

Start in September

All Year 12 students will be expected in school at **8:30am on Thursday 4 September**.

Sixth Form lessons and Tutor / Year Group Sessions

Our School Day

Tutor session	8:30am–8:55am
P1	8:55am–9:45am
P2	9:45am–10:35am
Break	10:35am–10:55am
P3	10:55am–11:45am
P4	11:45am–12:35pm
Lunch	12:35pm–1:15pm
P5	1:20pm–2:10pm
P6	2:10pm–3:00pm

Sixth Form lessons are timetabled as either singles or doubles. Most often (but not always) you will have two teachers for a subject and these teachers will share the teaching requirements for that course.

Sixth Form tutor sessions take place three times a week, on Tuesdays, Wednesdays and Thursdays. This includes one fortnightly whole-year assembly. On these days, you must arrive in school by 8.30am.

On Mondays and Fridays there is no tutor session. Unless your tutor has arranged a 1:1 with you at that time, you may instead arrive at school for the start of your first lesson that day.

Core PE is compulsory and takes place fortnightly on a Wednesday afternoon (more on that later).

Extra lessons, for instance for an EPQ, will be on your timetable if you choose to join any of these courses or options.

Sometimes, there are additional compulsory whole-year sessions. For instance, we often host external speakers to deliver sessions about, for instance, post-18 options. Look out for notices about these to ensure you attend as required.

Tutor sessions, assemblies and any additional year-group sessions that we advertise are a core part of our Sixth Form life. During these, we deliver our Personal Development Curriculum, which includes:

- **Post-18** options and careers guidance
- **Skills development** – ranging from skills needed to be a successful Sixth Form student to skills needed to go out into the world and be more independent
- **Wellbeing** – this includes aspects of healthy relationships, risky behaviour and how to maintain positive mental and physical health
- **SPMC** – social, political, moral and community issues. This will include British values, political awareness, current affairs local issues.



Attendance

You are expected to attend all lessons, tutor sessions and compulsory whole-year sessions including assemblies and PE. Good attendance makes a huge difference to your academic progress, well-being, and sense of belonging within the Sixth Form and Sheldon communities.

We appreciate that occasionally there are understandable reasons why students cannot attend school. However, all absences must be accounted for.

Unplanned absence

When a student is absent unexpectedly parents must contact the school by 8.30am on each morning of absence and explain the reason.

Tel: 01249 766020 - option 2

We will explain the signing out process in September if you unexpectedly need to leave the site during the day (for instance because you are feeling unwell) and will therefore miss a lesson or tutor session.

Planned Absence

The policy of the Sixth Form mirrors that of the whole school; no family holidays should be booked during term time. Student absence due to family holidays will be recorded as unauthorised.

However, there are often other reasons why students cannot attend lessons that are not due to illness. These may include:

- Doctor appointments
- Dentist appointments
- University open days
- Funerals
- Weddings

Where you have a degree of control, please try and book appointments outside of lessons (including PE).

If you have a planned absence, please complete the Leave of Absence form, found on the school website:

www.sheldonschool.co.uk/home/contact/leave-of-absence-requests

Driving lessons are not viewed as an acceptable reason for absence, but driving tests are, as they are determined by an external agency.

Punctuality

You are expected to arrive on time for all your tutor sessions and lessons. We will explain the process for any late arrivals in September.

Dress

Although we want students to have freedom of expression and promote individuality, we must understand we are part of an 11-18 years school and therefore what we wear must be suitable for that environment.

Therefore, please see below for guidance about what is suitable clothing:

- Students are expected to visibly **wear their own lanyard around their neck at all times** when on the school site
- Shirts / blouses / plain T-shirts / polo shirts / dresses
- Cardigans / jumpers
- Trousers / jeans / tailored shorts
- Skirts / dresses which are a suitable length
- Smart shoes or smart trainers

Examples of what is not suitable:

- Tracksuit bottoms, leggings
- Tops with bare midriffs
- Tops or dresses with straps, strapless or too revealing
- Outdoor coats inside school building
- Offensive slogans
- Nose / eyebrow rings, tongue piercings, extreme ear piercings
- Extreme haircuts or colours.

The decision as to what is, and is not, suitable and appropriate will rest with the Sixth Form team.

Lanyards and ID cards

Rationale

- The safety and well-being of students is our primary concern.
- We are situated on a large, open site.
- Staff and visitors are required to wear lanyards due to safeguarding requirements.
- Sixth Formers do not wear uniforms and therefore lanyards are needed in order to identify who is on site and safeguard the school community.

Benefits

- A safer, more secure environment.
- Students can use the ID cards to access the printers, photocopiers and locked doors / gates around the site.
On first use students will need to enter their login details and then the cards will be associated with their accounts and in future will simply need to be 'tapped' to release printing etc.

Expectations

- Students are expected to wear their own lanyard visibly around their neck when on the school site.
- The only exceptions to this are due to health and safety concerns, for example during sport, Design Technology practical work etc.
- Students who lose their lanyard/ID cards will need to pay £3 for a replacement via the Sixth Form office.
- Students who do not have their lanyard visibly around their necks but do have it with them will be asked to place it around their neck.
- Students who do not have their lanyard around their neck and who do not have it with them will be asked to leave the site or go and pay for a replacement.

Study Periods

One of the big differences in your Sixth Form timetable is the addition of study periods. During these periods (and on mornings when you do not have a compulsory tutor session or 1:1), you can choose whether to be on or off site.

At the start of Year 12, and throughout your time in the Sixth Form, we will support you in how best to manage your workload and weekly timetable. Study periods are there to ensure you can manage your workload, facilitate your understanding of your chosen subjects, and ensure you have time for non-academic endeavours which are important for your well-being.

We strongly advise you NOT to have any paid employment during the school day, as this could well end up clashing with compulsory sessions in school.

At Sheldon, we have a philosophy in the Sixth Form that there is “**always something to do**”. Research shows that the most successful students (i.e. those who make the most progress and/or get the highest grades) are doing between 20 and 25 hours of independent study by the end of Year 13. That may seem a lot, but it’s something that you build up to over the course of your A Levels.

Begin by aiming to do **5 Hours In** each of your subjects, beyond your timetabled lesson times. Divide this time into:

Consolidation – approx. 45 minutes – going back over your lesson notes soon after the lesson to check your understanding. Ask other students or the teacher to explain things. Check key terms online, make a mind map, make flash cards etc.

Reactive – approx. 3 hours – specific homework tasks set by a subject teacher

Proactive – approx. 1hr 15 minutes – extra tasks, individually chosen. i.e. wider reading / watching / listening, exam question planning etc.

To ensure you can work well when on-site, the **Sixth Form study area is for silent work only**. At times there is high demand for computers, therefore students may wish to bring in their own devices. There is often access to the library and free classrooms for study too.

Sometimes you might want to use your study periods to have a break from work. That is fine too. But do not waste the time you have been given to stay on top of your studies. Socialising should be outside (away from active classrooms), in the common room or off-site.

Sixth Form PE

PE is a compulsory part of your timetable and takes place on a Wednesday afternoon, once every fortnight.

Students can choose from a range of activities each term.

Physical activity, whether it is recreational or competitive, is important for the physical and mental wellbeing of students.

There will be representative sporting opportunities in traditional activities such as netball, hockey, football, rugby and athletics. There is also a tri-annual Varsity competition between Year 12 and Year 13 across a range of sports.



Opportunities, Enrichment, Student Leadership and Employment

Outside of sport, there are numerous other activities to engage in to further enhance your Sixth Form experience. These may include:

- Music – e.g. choir, orchestra etc.
- Mentoring – begins later in Year 12, coordinated by Dr Butler
- Ten Tors
- Duke of Edinburgh
- British Sign Language lessons
- Drama – school productions (performing and backstage)
- Charity fundraising and events
- Volunteering in the local community
- Work Experience (at the end of Year 12)
- EPQ – launched in Year 12 (exam board – AQA)
- University taster courses such as Access to Bristol and On Track to Bath
- Other university preparation, inc. Sutton Trust summer schools and online courses (e.g. via Future Learn)
- Maths challenges
- Summer excursion
- Debating club
- University / national competitions, e.g. university essay competitions
- Sheldon Scholars – a regular meeting for those aspiring to very competitive universities and courses

Engaging in such opportunities is great for your well-being and personal development, and it looks good on future CVs and job applications.

We welcome students putting forward their own suggestions of clubs or activities they would like to run.

You may well also seek paid employment whilst being a Sixth Form student. Employment can also help boost your CV, develop new skills and, of course, enable you to earn some money. It is important that any paid employment does not take place during school hours.

You should do approximately 12 hours maximum of paid employment per week – more than this will make it very difficult to manage your time and studies effectively.

At Sheldon, we have various opportunities for paid employment. These may include:

- Midday supervisors
- Working in the diner or refectory
- Displays – creating and maintaining displays around the site

Project 5000 – Volunteering

There is an expectation that students dedicate at least one period per week for some form of community work. We will plan this with you in September. We believe it is incredibly important to volunteer time and give back to the community, either within Sheldon or beyond.

The Sixth Form Team

Throughout your time in the Sixth Form, there is a network of staff on hand to support you both academically and emotionally.



Mr Eugene Spiers is the **Head of Sixth Form**. He is available for support and advice and he will be monitoring how you are getting on over the next two years.

espiers@sheldonschool.co.uk



Miss Ingrid Frater is your **Head of Year**. She will be the person who is told about any particularly good or bad news concerning how you are getting on, and is available for advice and support. She will be the main staff member liaising with teachers and your home.

ifrater@sheldonschool.co.uk



Mrs Jenny Coombs is the **Pastoral Lead**. Her main role is to offer support to Sixth Form students. Please see her if you have worries that you do not want to discuss with a member of the teaching staff.

jcoombs@sheldonschool.co.uk

You will see your **tutor** regularly and they will be your main source of pastoral support throughout your two years. This will include:

- Recording and monitoring attendance
- Regular 1:1s
- Monitoring progress
- Monitoring your wellbeing
- Discussing plans for your future and helping you set targets.
- Delivering our personal development curriculum
- Delivering important notices
- Supporting your post-18 decisions and applications
- Your **subject teachers** are also on hand to provide help with any academic concerns.

There are many other staff that are attached to this network of support that you may be directed towards or have access to including:



Miss Kate Witchell is our **Careers Adviser**. You can arrange an appointment with her independently or your tutor can refer you, to discuss post-18 options.

Conduct

Sixth Form students are ambassadors for the school; they are continually involved in both the whole-school and wider communities and are preparing for life after their Sixth Form studies. They act as crucial role models for lower school pupils. Therefore, we always expect our Sixth Form students to conduct themselves in an appropriate manner. We encourage and support them to Be Kind, Be Brave and Be the Best You.

Whole-school behaviour policies apply to the Sixth Form and can be found here:

www.sheldonschool.co.uk/home/information/rewards-and-sanctions



Sheldon School Sixth Form

16–19 Bursary Fund 2025–26

Sheldon School Sixth Form has a fund available to help support students from lower income backgrounds with their post-16 education. If your household income is below £30,000 a year you can apply for help from the fund. Students who are in receipt of free school meals will automatically be eligible for the Bursary but must still complete the application form.

Successful applicants will receive an initial payment in order to equip themselves for essentials at the start of the year. Each successful applicant will then have a 1-2-1 with their tutor to identify the specific support they require in order to reduce ‘barriers to learning’.

Examples of things the bursary can be spent on	Things that the government prohibit the use of bursary money for
<ul style="list-style-type: none">• Travel costs• Textbooks• Revision guides• Stationery, folders etc• Online educational subscriptions• Subject specific equipment or specialist clothing• Subsidising essential school trips• Subsidising university / apprenticeship etc open days	<ul style="list-style-type: none">• Learning support - services that institutions give to students - for example, counselling, mentoring or extra tutoring• Extracurricular activities where these are not essential to the students’ study programme• General household expenses

The exact amount each student will receive will depend on the number of applicants and each individuals' circumstances.

The level of support for subsidising trips / visits will depend on the funds available when an application is made. As a guideline we aim to provide at least 40% towards essential trips and university visits but this may vary depending on numbers applying (mileage for visits is paid at 40p per mile).

If you would like to apply for support from the fund, please complete the attached application form as soon as possible and attach up to date proof of income, details of Universal Credit etc. If your household income is just above the threshold but you still require support, please get in touch.

If you would like to know more, please contact the Sixth Form Office on 01249 766020 ext. 202

Finally....

We wish you all the best as you embark on your Sixth Form experience. Please remember that this is a two-year journey.

Some of you will make the transition from GCSE to A Level effortlessly. The reality for most is that study at A Level is demanding, and there will be times when you feel you are not coping. This is normal and it will get better if you talk to people about it and use all the support that is on offer.

We hope you have an amazing Sixth Form experience, and you achieve all that you need and want.



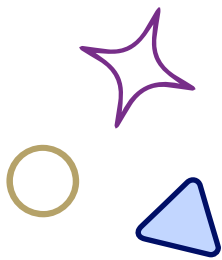
5 HOURS IN...

Research shows that the most successful students do between 20 and 25 hours of independent study per week by the end of Year 13. That may seem a lot, but it's something that you will build up to over the course of your A-Levels. In Year 12, you may begin with 15 hours per week. This is roughly 5 hours of independent study per A-Level.



CONSOLIDATE

secure new knowledge
soon after a lesson

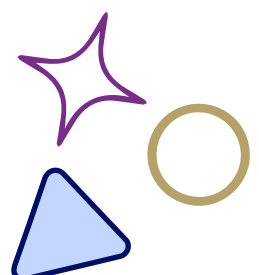


REACTIVE

react to homework your
teachers set – get it done!

PROACTIVE

wider reading, watching and
listening that deepens and
broadens knowledge and
understanding



Key Contacts

Head of Sixth Form

Mr Eugene Spiers

espiers@sheldonschool.co.uk

Head of Year 12

Miss Ingrid Frater

ifrater@sheldonschool.co.uk

Pastoral Lead

Mrs Jenny Coombs

jcoombs@sheldonschool.co.uk

Student Absence Line

01249 766020 – Option 2

www.sheldonschool.co.uk/sixth-form



Sheldon School

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