



Sir Robert Pattinson Academy

Sixth Form

2020-2021

Systems for Success

Attendance/LOA

You are expected to be in the Academy no later than 8.43am and be prompt to attend tutor time for 8.45am. You are required to stay on site until 3.15pm. Many students choose to stay after the end of the school day to work in study groups. Tutor time, as well as weekly briefings, are essential for updates, important notices and for pastoral and academic support.

High levels of attendance are important to maximise progress and achievement. As with the main school, attendance is monitored. You are expected to be punctual to both registration and lessons. In the sixth form, we register each and text messages are sent home to parents for any student who is marked absent after 9:30am. If you are unwell or unable to attend for any other reason please let us know on 01522 804693 as soon as possible.

If you arrive late, please ensure you sign in. Sign in logs are at student reception.

Doctors/Dental appointments should be booked outside of the Academy day with the exceptions of emergencies and orthodontist appointments.

Provided you are meeting our attendance expectation of 95% and the academic expectation of being on track in all of your subjects, you will be able to:

- Leave site at lunchtimes by handing in your lanyard at student reception
- Arrange driving lessons in study periods by completing a LOA form

Please complete a leave of absence form if you are going to be absent from a lesson for **any** reason. These yellow forms can be collected from student reception. These need to be completed **at least a week** before the anticipated absence and handed into Miss Brown. You should have each lesson that you're planning to miss signed by the relevant teacher so they're aware of your absence and can discuss the work to be completed. Evidence of all anticipated absences must be provided (please attach to LOA). These may also be emailed to attendance@srpa.co.uk.

As with the main school, holidays during term time will not be authorised.

The Academy Day

8:45am – Registration

9:00am – Period 1

10:05am – Period 2

11:05am Break

11:25am – Period 3

12:25am – Lunch

1:10pm – Period 4

14:15pm – Period 5

Cover

In the event of a teacher absence, work will be left for you to complete and a teacher assigned to register and monitor progress during that lesson. For either planned or unplanned absence, students will be left or set work by a member of the department. Attendance will be recorded and followed up by the class teacher at the next lesson.

Dress code:

Our Sixth Form students, as the head of our academy community and role models to our younger pupils, are expected to wear business dress including:

- suit trousers and a smart shirt/polo shirt or blouse and jacket/cardigan. Many of our students choose to wear a tie and you are welcome to.
- dress
- skirt and a smart shirt or blouse and jacket/cardigan.

Logos should be unobtrusive

No ripped fabric in any clothes

No leather, pleather or denim

No facial piercings, spacers or visible tattoos

No extremes of hair colour (natural colours only) or fashion

Footwear should be appropriate (not trainers/canvas) and provide adequate protection with an enclosed heel and toe

No hats worn indoors

Shoulders must be covered

No hoodies, sweatshirts or tracksuits

PLEASE NOTE THAT, AT THE TIME OF WRITING, THERE ARE SOME COVID-19 CHANGES IN PLACE. IT IS ANTICIPATED THAT THIS WILL BE SHORT TERM. PLEASE SEE THE WEBSITE FOR FURTHER INFORMATION – **STUDENT TAB, OUR UNIFORM.**

Employment:

You are expected to balance paid employment with your studies, and paid employment should not exceed 10 hours per week. You are not permitted to leave the site between the hours of 8.43am – 3.15pm for paid employment. There is widespread evidence of the impact of paid employment beyond these levels on academic achievement and progress.

Enrichment and PSHE:

There are a wide range of opportunities available to students throughout the year to develop a range of skills. As part of a House team at SRPA, we look forward to seeing you involved in the activities on offer.

We are proud to be a Careers Mark Platinum provider and as part of our careers education and guidance, you may request an appointment with our careers advisor, Mrs Todd at any time.

If you need a reference, please speak to your tutor in the first instance.

Fire Alarm:

Upon hearing the alarm, please make your way to the tennis courts in the playground area in front of the field. Line up according to your sixth form tutor group labelled on the fence. Please remember to model to the younger pupils.

ICT Availability

The computers are available to use in the sixth form study room. There are also a bank of laptops and surface pros available to use from the Library for use during study periods, before and after school.

Lanyards:

You will be issued a lanyard with your photo ID in September. For site security, lanyards must be visible at all times within the Academy and will be checked upon entering the site. Should you leave the site for lunch, hand your lanyard in at reception and collect upon your return. If you do not have your ID badge with you for any reason then you will be expected to collect a temporary ID pass which is valid for the day from student reception. You will not be admitted to school or examinations without this.

Logins

New students joining us will be issued with a username and password that will enable you to use the IT systems. A 6 digit code will be required for print services on site.

Lunch/hot food/canteen

All students have access to the canteen before the start of the day, break and lunch times. For Health & Safety, hot food purchased off site cannot be brought on to the premises. The snack bar located in the sixth form common room offers a wide choice of drinks and snacks.

Mobile phone policy:

To minimise disruption and to protect all of our pupils, please only access your mobile phone in the Sixth Form areas (Resources and Common Room) for work purposes except during break and lunch. Please do not access your phone in any other areas, If you are seen with your mobile phone in the corridor you will be asked to put it away.

Signing in/out procedures

If you become ill during the day:

1. Go to the medical room where Mrs Smith will contact parents so they can make arrangements to collect you. Photo ID will be required on arrival (if no ID is available then agree a unique password to be used).
2. You will need to be kept in the medical room until collection
3. Reception will check ID of your parent etc. on arrival
4. Reception will phone the medical room to confirm ID/Password to enable you to be released at which point you must sign out at student reception
5. Mrs Smith will sign you out on Go for Schools and backfill for the time that you have been in the medical room
6. If you need to go home by taxi:
 - Parents are to book a taxi and let us know the name of the company and driver's name. **NB STAFF ARE UNABLE TO BOOK A TAXI ON BEHALF OF STUDENT OR PARENT**
 - You should stay in the medical room until the taxi arrives
 - When the taxi arrives, Reception will notify the medical room at which point you must sign out with the sixth form office
 - Mrs Smith will sign you out student on SIMS and backfill as above
7. You will not be permitted to walk home alone.

PLEASE NOTE: If signing out procedures are not followed for reasons of illness the absence will be recorded as unauthorised.

Transport/Car Park

You continue to have access to the buses; please contact the bus company directly if you wish to use this service.

If you wish to bring a car or moped onto site you must obtain a parking permit form from the sixth form office. This should be completed and signed by parents before being returned to the sixth form office for processing. You will then be issued with a red permit that must be displayed on your dashboard/moped/motorcycle. **All necessary motor insurance must be in place.**

The spaces at the front of the building (visitor/bus bays) should not be used by sixth form students. There are parking facilities on the left upon entry to the Academy sign-posted sixth form overflow parking. Using the Academy car park is done so at your own risk; the Academy is not responsible for any damage.

Use of study periods

You will have periods during the day where you will have no timetabled lessons. These times are 'study sessions' and should be used appropriately. The Sixth Form Study Room and Sixth Form Common Room will be available to you to study during these times. **Food and drink are only permitted in the sixth form common room.** A register is taken for each of the study periods so that all students are accounted for as part of our fire procedures.

Other important information

If you have any concerns, the Sixth Form team are here to support you. Your tutor is the first port of call for any questions or queries you may have alongside Mrs Gadsby, who leads sixth form wellbeing and is available to offer support and to signpost to available services.

Please note that, if you have financial difficulties, you can apply for the Sixth Form Bursary at any time. This information will be shared with you at the start of September.