



A Handbook for  
Sixth Form  
September 2021

## TERM DATES 2019-20

### Autumn Term 2021

Boarders return	Tuesday September 2021	Y7-13
Start of Term	Wednesday 8 September	Y12/13
Quarter Term (Exeat)	Friday 24 September, 3.40pm - Sunday 26 September, 6.00pm	
Half Term	Friday 15 October, 3.40pm - Sunday 31 October, 6.00pm	
Three Quarter Term	Friday 19 November, 3.40pm - Sunday 21 November, 6.00pm	
End of Term	Friday 10 December 2021, 12.30pm	

### Spring Term 2022

Start of Term	Tuesday 4 January 2022 – Staff INSET Wednesday 5 January 2022 – Students return	
Quarter Term (Exeat)	Friday 21 January, 3.40pm - Sunday 23 January, 6.00pm	
Half Term	Friday 18 February, 3.40pm - Sunday 27 February, 6.00pm	
Three Quarter Term	Friday 18 March, 3.40pm - Sunday 20 March, 6.00pm	
End of Term	Thursday 8 April 2022, 12.30pm	

### Summer Term 2022

Start of Term	Monday 25 April 2022	
Quarter Term (Exeat)	Friday 30 April, 3.40pm - Sunday 1 <sup>st</sup> May 6.00pm	
Bank Holiday	Monday 2 May 2022	
Half Term	Friday 20 May, 3.40pm - Sunday 6 June, 6.00pm	
Three Quarter term	Thursday 24 June, 3.40pm – Tuesday 28 June, 6.00pm	
	Friday 25 June and Monday 27 June – Staff INSET	
<b>End of Term</b>	<b>Friday 15 July</b>	<b>2022, 12.30pm</b>

## **WELCOME TO SEXEY'S SIXTH FORM**

Before starting you will have lots of questions to ask. The answers to some of them are in this booklet. If not - don't be afraid to ask. Don't worry - there will be plenty of people to guide you.

We like students to be busy and get as much as they can out of their time in the Sixth Form. We strongly encourage you to participate in school activities to build confidence and self-esteem. There are so many things going on and we find that the students who put the most in, get the most out in terms of enjoyment, personal development and exam results. We encourage self-responsibility and the skills associated with becoming independent young people.

We look to Sixth Formers to set an example and develop leadership skills by helping to lead activities. Most importantly we want our students to have fun, achieve, feel comfortable and form friendships that will last their lifetime. Sixth Form students will be given all the support they need to settle into the new routines.

Your 6<sup>th</sup> Form Team includes: Mr Moise – Director of 6<sup>th</sup> Form, Mrs Elliott – Head of Key Stage 5, and Mrs Crombie – 6<sup>th</sup> Form Assistant.

### **Student Welfare and Safeguarding**

The Sixth Form staff provide a safe, secure environment with clear boundaries in which all students can take pride and feel a sense of belonging. Sexey's School is committed to safeguarding and promoting the welfare of all students with a comprehensive Safeguarding Policy and Child Protection procedures in place. All staff including support staff, supply staff, volunteers and governors are aware of this policy and procedures and share in this commitment. This policy is available to parents and students on the school website.

On occasions the school has to share welfare concerns with other agencies and work with them to support children. We will ensure that our concerns are discussed with parents/carers first unless we have reason to believe that doing so would not be in the interest of the student's welfare.

### **The Tutor System**

All Sixth Formers will be allocated a tutor who will be their main point of contact for two years.

Tutors will be kept informed by subject staff as to how you are progressing and will congratulate or cajole as necessary. Parents will be kept informed of your progress and on occasion it may be necessary to contact home if things are not going to plan.

Your Tutor will discuss academic and pastoral matters with you at regular tutor meetings. Please make sure you speak to your tutor if you have any concerns. You will also meet your tutor twice a day to register.

Tutors will guide you through the university application process (UCAS) and will write your references for university and jobs.

You are expected to attend all tutor periods.

## **Routine**

The **timetable** has a two-week cycle – Week A and Week B – of 50 one-hour lessons. Each A Level subject has nine lessons per fortnight.

**Lessons** begin at 8.40am and end at 3.40pm. Break is from 11.05-11.25am. Lunch is from 12.45-1.40pm.

Year 12 & 13 are required to attend the **tutor period** every morning at 8.40am. You will be informed who your tutor is and where to meet at the start of term. There is also a PSHE programme for Year 12 and Year 13 on Fridays, Week A period 4 (subject to timetable changes). All students are required to attend.

All students should spend their **study periods** in the Library or the Sixth Form Centre.

All students will be expected to nominate 9 study periods to work in the Sixth Form Centre or the library.

**A double period each week is** enrichment afternoon. There are a variety of sports and activities on offer, and you are expected to do at least one hour's activity. The sports can vary from team sports to relaxation activities such as Pilates. There may also be the opportunity to create your own club, see Mr Moise for more information.

Sixth Formers may have **lunch** either in the KDR or in the Sixth Form Centre or offsite (Covid restrictions allowing), as long as they sign out and return on time for afternoon registration.

## **Work Experience**

Increasingly universities and employers are asking for work experience. Work experience normally takes place in the last week of the Summer Term and you will be supported in your application process. However, all appropriate paperwork must be completed in advance and may take up to six weeks for County approval therefore you need to be organised.

## **Careers**

All Year 12 students will have individual careers guidance appointments with our careers advisor, Wendy Watson.

## **Counselling**

Sexey's has Emotional Literacy, Support Assistants (ELSA) who can provide additional support. An appointment can be arranged in the Sixth Form Centre. – Please ask for help no matter how small or big the problem may appear. We are here to support you.

## **Health**

We encourage a healthy lifestyle (and a great deal of fun) by providing a wide range of activities and promoting healthy eating. We work with the Health Centre to pay attention to the physical and emotional health of the students.

## **Sexey's School Health Centre**

The Medical Centre is staffed by:

Doctor Gompertz  
Mrs Mora Sandiford, RGN  
Mrs Kathy Arnold – Health and Wellbeing Assistant  
Mrs Heather Sanger – Health and Wellbeing Assistant  
Counsellors - Matt Thacker and Carol Lesley

Nurses are always available, but we try to see our patients in our specific clinic times, which are during break time and lunch times follows:

08:00 – 08:30

11:05 – 11:20

12:30 – 13:30

16:00 – 16:30

Routine dental and eye examinations should be made in holiday time.

The Health Centre provides:

Advise on general health and wellbeing  
Administration of Medications and arranges for repeat prescriptions for Boarding students  
Responds to sporting injuries and minor injuries  
Provides symptom relief for minor ailments  
When appropriate compiles Care Plans for students with long term conditions  
Counselling

Hospital referrals are made by Dr Gompertz

Contraceptive advice is available from the Public Health School Nurse  
Routine Immunisations are arranged through Somerset SAINT (School Aged Immunisation Nursing Team)

There is a two dormitory sanatorium for boarders who are unwell and unable to attend school. For students who are anxious or upset we provide a quiet room. When day students are unwell, they are NOT admitted to the wards; Health Centre staff will contact their parents/guardians for them to be collected from school. We are unable to send students home unaccompanied and advise that they are not left alone whilst unwell.

You can contact the Health Centre on 01749 814146 or email [healthcentrestaff@sexey.somerset.sch.uk](mailto:healthcentrestaff@sexey.somerset.sch.uk)

Boarding students need to remember that the “matrons” in each of the Boarding Houses are not medical matrons so students will need to contact the Health Centre regarding any medical matters. This remains confidential.

**Where to find us:** Next to Cliff Boarding House

**What to do if your son/daughter is ill at home (Boarders):**

Please do not bring students who are ill back into school since this puts every other student at risk.

**Medication:**

All medicines must be handed in to the Health Centre.

## Absence Procedures for Sixth Form

In order for a student to make maximum academic progress and social and emotional development they should attend school daily. Each day missed results in missed learning opportunities. As a school we set our students the attendance target of 95%, many students exceed this. However, we understand that at times people are ill and unable to attend school. To support you in reporting your son or daughters' absence we have established a number of ways for you to do this. When reporting your son or daughters' absence it is essential that you share with us the following information: -

- **Student's name, Student's tutor group and Reason for absence**

Please can we ask that you notify us as soon as possible about any absence, before 8:40am using one of the following methods:

- Email us on [absence@sexeyes.somerset.sch.uk](mailto:absence@sexeyes.somerset.sch.uk)
- Complete the sickness notification form online using the link <http://www.sexeyes.somerset.sch.uk/parentalinfo/sickness-notification>
- **Call 01749 813393 and press number 1. Please be aware that periods of absence notified via voicemail/phone call must be followed up in writing either by an email or a letter from a parent/guardian on their child's return.** A sickness absence cannot be authorised until an explanatory letter has been received and authorised absence needs to have medical evidence such as a doctors note.

### Signing In and Out of School

It is a legal requirement that we know who is in the school building at all times. Students must make sure that they sign in each time they enter School then sign out each time they leave the School throughout the day. Sixth Form students may sign out at lunchtimes. If any student fails to sign in and out appropriately, or takes advantage of the system in anyway, this arrangement will be retracted and the student will be required to remain in school, all day, every day.

### Planned Absences

We ask you to avoid booking medical appointments during the school day, however we are aware that at times this is not possible. For planned absences from school or lessons, such as dental/medical appointments or other legitimate reasons, you should provide an appointment card, letter or signed compliments slip from the dentist/hospital confirming your appointment. If this is not provided, then unfortunately we are unable to authorise the absence.

### Driving Lessons

Driving lessons may only be booked in your lunch hour or 'free' period, not during lesson time, sixth form games or 'study' period. In the event of a student's attendance falling below an acceptable level of 95%, parents will be contacted and in some cases strategies such as an attendance report card will be implemented to support the student.

### Health Centre

Students may not sign themselves out if they feel unwell. The Health Centre must deem the student unfit to be in School in order for them to be sent home with illness. Day students may only attend the Health Centre at break time and lunch time, unless it is an emergency or have a known condition. Boarders may go to the Health centre at 8am, break time, lunchtime and after school.

### Term time leave

We ask that Parents do not ask for leave during term time. Should leave be required you must seek permission prior to taking the leave. A sixth Form term-time leave application form is available on our website. This should be completed and sent to the Attendance Officer via email on [absence@sexeyes.somerset.sch.uk](mailto:absence@sexeyes.somerset.sch.uk) or passed to the school reception. If leave is requested in term time, the school holds the right to not authorise this absence in line with School and Government Policy.

**Sixth Form Dress Code**

The school uniform policy for the whole school is currently under review and will be shared when it is completed. In the meantime, the Sixth Form dress code is smart/casual wear. If in doubt, you should imagine that you are going for an interview and dress accordingly.

Most of our rules are about being considerate of the rights, feelings and possessions of the people you are working with - if you manage that then you won't go far wrong. Others are for your safety.

The Governors of the school have adopted a No Smoking Policy on the school campus which applies to staff as well as students. The school is an equal opportunities employer - we will not tolerate behaviour that discriminates against any group.

All conduct which tends to bring discredit upon the School, whether on the school premises or elsewhere, will be treated as a breach of the school rules. When a student's behaviour is causing particular concern, the school will seek to involve the parents at the earliest appropriate time.

**And finally...  
We look forward to seeing you in September!**