

SEXEY'S
SIXTH

A Handbook for Sixth Form September 2026

(Updated 16/06/2026)

TERM DATES 2026/27

Autumn Term

Boarders return	Sunday 6 September 2026
Start of Term	Monday 7 September 2026
Exeat	Friday 25 September, 3.40pm – Sunday 27 September, 6.00pm
Half Term	Thursday 15 October, 3.40pm – Sunday 1 November, 6.00pm
Exeat	Friday 20 November, 3.40pm – Sunday 22 November, 6.00pm
End of Term	Friday 11 December 2026 @ 12.30pm

Spring Term

Boarders return	Sunday 3 January 2027, 6.00pm
Start of Term	Monday 4 January 2027
Exeat	Thursday 21 January, 3.40pm – Sunday 24 January, 6.00pm
Half Term	Friday 12 February, 3.40pm – Sunday 21 February, 6.00pm
Exeat	Friday 12 March, 3.40pm – Sunday 14 March, 6.00pm
End of Term	Thursday 25 March 2027 @ 12.30pm

Summer Term

Boarders return	Sunday 11 April 2027, 6.00pm
Start of Term	Monday 12 April 2027
Exeat	Friday 30 April, 3.40pm – Monday 3 May, 6.00pm
Bank Holiday	Monday 3 May 2027
Half Term	Friday 28 May, 3.40pm – Sunday 6 June, 6.00pm
Exeat	Friday 25 June, 3.40pm – Monday 28 June, 6.00pm
End of Term	Friday 16 July 2027 @ 12.30pm

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 6th Form Team includes:

- Mr McLeish – Director of 6th Form
- Mrs Crombie – 6th Form Manager

Head Teacher – Mr Clayson
Deputy Head Teacher – Dr Murray
Designated Safeguarding Lead – Mr Carpenter

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. Please ensure you have an Arbor log-in.

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/Apprenticeship process (UCAS) and will write your references for university and jobs.

You are expected to attend all tutor periods.

Lower 6th students will be allocated a pathway, in order that you tutor can give you appropriate guidance on how to prepare for your next steps.

Bring Your Own Device

You may bring a laptop/tablet and are welcome to connect via the school Wi-Fi system. Please make sure they are labelled and covered on your parents' house insurance. Headphones **should not** be worn (and will be confiscated), and phones should not be out while moving around the School site.

Routine

The **timetable** has a two-week cycle – Week A and Week B – of 50 one-hour lessons. Each A Level subject has 8 lessons per fortnight in Yr12 and 9 hours in Yr13.

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

Lower and Upper 6th are required to attend **tutor period** every morning at 8.40am and every afternoon at 12:45pm. You will be informed who your tutor is and where to meet at the start of term. There is also a PSHE programme for Lower and Upper 6th Friday, Week A period 1 (subject to timetable changes). All students are required to attend. PSHE is Personal, Social, Health Education and covers a wide range of topics that better prepare our 6th Form students for life as young adults, such as understanding mortgages to coping with changes in relationships.

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

All 6th Form students will be expected to nominate 9 study periods per fortnight to work in the Sixth Form Centre, study rooms or the library. Free periods are when additional study, medical appointments or driving lessons should occur.

A double period each week is enrichment afternoon (currently Thursdays). There are a variety of sports and activities on offer. The sports can vary from team sports to relaxation activities such as Pilates. On Thursdays **ONLY**, 6th formers may wear their sportswear into Sixth Form.

Sixth Formers may have **lunch** either in the KDR or in the Sixth Form Centre or offsite, as long as they sign out and return on time for afternoon registration, are up to date with all classwork, and their attendance is above 95%. Otherwise students may be gated at the discretion of the Director of 6th Form.

Work Experience

Increasingly universities and employers are asking for work experience. This year you will complete your work experience the week before the Easter holidays. It is a good idea to organise this as soon as possible.

Careers

All Lower 6th students will have individual careers guidance appointments with our careers advisor, Wendy Watson.

Help and Support

Sexey's has Pastoral Support Assistants and Mrs Crombie who are able to provide additional support. Please ask for help no matter how small or big the problem may appear. We are here to support you. Pastoral can be found in the main building, past the library on the right.

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 – Located in the main school building, past the library.

The Medical Centre is staffed by:

Mrs Mora Sandiford RGN – Health Centre Manager
Mrs Kathy Arnold – Health and Wellbeing Assistant
Counsellor – Mrs Carol Lesley

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

08:00 – 08:40
11:05 – 11:25
12:25 – 13:20

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

The Health Centre provides:

Advice on general health and wellbeing
Administration of Medications and arranges for repeat prescriptions for Boarding students
Respond to sporting injuries and minor injuries
Symptom relief for minor ailments
When appropriate, compiles Care Plans for students with long term conditions
Counselling

Hospital referrals are made by GP surgery.

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

There are two rooms in the Health Centre 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@sexeys.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: Main School

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 sufficient 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:-

- **Students name, Students tutor group and Reason for absence**

Unforeseen absences
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@sexeys.somerset.sch.uk
- Complete the sickness notification form online using the link http://www.sexeys.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 doctor's note.

Planned Absences
Term time leave forms for planned absences should be submitted ahead of time through the school website here: https://www.sexeys.somerset.sch.uk/parents/absence-procedures/

This would be absences such as:

- Driving test
- Medical appointments
- University open days
- Family funeral

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.

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.

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.

Sanctions for failure to meet attendance requirements

Stage 1 – Tutor Intervention

Warning issued for attendance figures below 95%.

- Poor attendance can be raised by Tutor, subject teacher, Head of Year.

The Tutor should address the issue of poor attendance by meeting with the student and give the student a warning about their attendance and contact the parent/carer to make the aware of the situation. Weekly attendance monitoring data is issued by the 6th form administrator.

Stage 2 – Year Team Intervention

1st written warning sent to parents / carers

- If a student continues to have attendance figures of below 95% and above 5% unauthorised absence, despite the opportunity to rectify this.

Parents will be invited to a meeting with Director of 6th Form and Tutor. Students will be given a 1st written warning. Any privileges will be removed at this point.

An attendance report card may be issued if felt useful and monitored for 4 weeks.

Stage 3 – Director of 6th Form

2nd written warning

- Failure to meet the requirements of the attendance agreement

A letter will be sent to the parent/carer of the student informing them of the situation and inviting them to a meeting to discuss the concerns.

Student will meet with Director of Sixth with parent / carer. The tutor will also be invited.

Continuation of privileges removed.

Stage 4 – Headteacher

Possible request to leave 6th Form

- If a student falls below 80% attendance.

Appropriate disciplinary proceedings will be decided by the SLT. The parents / carers of the student will be involved in the process.

Driving Lessons
Driving lessons may only be booked in your lunch hour or free periods, not during lesson time, tutor time/PSHE, sixth form games, or study periods.

Driving and Other Students
Students must complete a Driving Permit form, collected from Mrs Crombie or online. This must include car details as well as insurance documents.
Students are not permitted to carry other students as passengers to and from School without the written permission of their parents/guardian and the passenger's parents/guardian.
Students are required to notify the School of any passenger who may be travelling with them to and from School on a regular basis.
Throughout the year students will pass their test and it is vital that updates are completed via the Online forms available on the 6th Form Website, you can also speak to Mrs Crombie who will be able to guide you on what is required.
Failure to follow the guidelines of driving and parking safely in the top carpark or during the 6th Form day, when visiting other venues may result in driving privileges being revoked.

Driving Sanctions
Stage 1 – 1st time not meeting driving requirements

- Loss of social time via a set detention and/or gating

Stage 2 – 2nd time not meeting driving requirements

- Loss of privileges during the day to only allow the student to drive to and from 6th form.
- Keys handed into 6th Form Office 08:30-15:40

Stage 3 – 3rd time not meeting driving requirements

- Removal of driving privilege and permit, requiring the student to find alternative ways to get to 6th form. This will be reviewed every 4 weeks and reinstated if suitable.

At all stages, parents / carers will be informed as well as tutors.

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 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@sexeys.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

We encourage students to dress appropriately for a place of learning. Students dress code is smart/casual, comfortable yet purposeful, and suitable for a school working day. Students are asked to adapt their dress code depending on the circumstance, a visit to church requires a different mode of dress to an afternoon of sport. When walking around school site, students should be upholding a good impression to lower school students.

Students must wear the 6th form lanyard at all times around the school site.

Lessons/Tutor time/Walking around school site:

- Smart/casual
- No sportswear
- No hoodies

Assembly/Church/Collective Worship/Representing the school e.g. tours/speech day:

- Shoulders should be covered
- Smart trousers/skirt, shorts are not permitted
- Collared shirt
- A tailored jacket/blazer or smart cardigan

6th form centre, study rooms & library:

- Casual dress code is permitted e.g. hoodies

At all times:

- No visible midriffs
- Shoes must be clean and in good condition. Sandals/variants are not permitted. High heels are not permitted.
- Skirts/dresses should be mid-thigh length minimum.
- Loungewear is not appropriate.
- Light make-up.
- Football shirts or any tops that have offensive decoration or wording are not permitted.
- Body art must not be visible.
- No holes in clothing.
- Staff will notify students of the appropriate dress code for school trips.
- Protective clothing should be worn when required in practical lessons *e.g.* DT/Art

SCHOOL RULES

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!