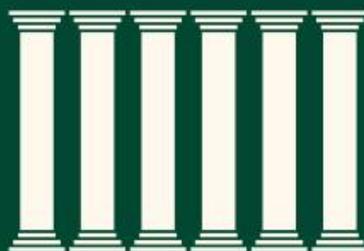


# 6th Form

# HANDBOOK

2021-2022



PREPARING EVERY STUDENT TO BE  
A PILLAR OF ANY COMMUNITY

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# 1. Vision and Values

At Ark Putney we have a holistic view of educating young people. Our mission statement is;

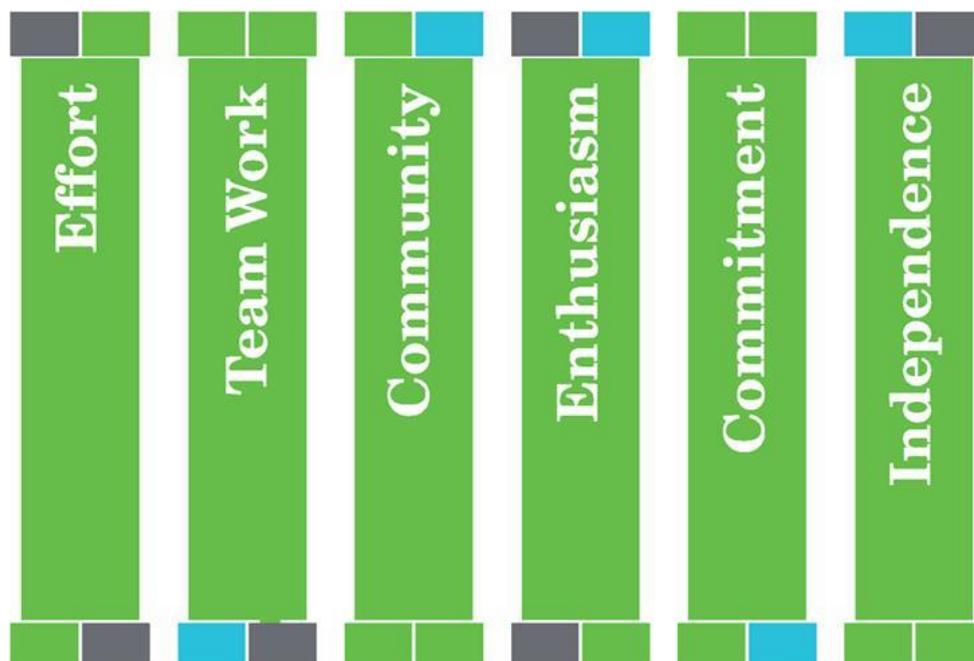
## *Preparing every student to be a pillar of any community*

By this we mean that we are focusing on developing students to be the very best they can be in all aspects of their lives; not only through academic progress but also by developing the soft skills that will enable students to be successful in the world, such as good manners and the ability to speak confidently, combined with the desire to participate through sport, the arts and contributing to charity and community projects. Our Sixth Form ethos is to nurture the 'entire student'.

This can be illustrated by our core purpose, which is to provide students with:

- An appreciation and curiosity for life and learning
- The courage and ambition to unlock and fulfil their potential
- A desire to contribute to society in a positive way
- A sense of self –awareness, combined with the integrity to be compassionate towards others

The main drivers for this are our Six Pillars as listed below. These permeate academy life and can be seen in everything that we do, think and say at Ark Putney Academy. They are also a focus of our assemblies, reflections and tutorial activities. They help to guide us in how we behave, what we do and what kind of people we want to be.



## 2. Our House System

On entry to Ark Putney Academy each student is placed in one of our four houses.

Each house is led by a member of staff and a student house captain from the Sixth Form.

The houses are a major part of the culture and ethos of the academy and we arrange extra-curricular events in which students can compete and gain positive behaviour points for their house.

Sixth Form students have a unique opportunity to help staff members create and run house activities for other pupils. These opportunities are a great way to develop your teamwork, leadership and organisational skills.

Students can also collect individual pillar points which contribute to their houses running total. At the end of each term, we have a number of house cups which are presented to the students in our final assemblies.



### 3. Term Dates and Attendance

#### a. Term dates for 2021/2022 academic year:

Date	Event
Wednesday 1 September 2021	INSET
Thursday 2 September 2021	INSET
Friday 3 September 2021	INSET
Monday 6 September 2021	Year 7 & Year 12 Induction
Wednesday 8 September 2021	All other year groups return
Thursday 21 October 2021	Last day of half-term for students
Friday 22 October 2021	Ark network INSET DAY
<b>Monday 25<sup>th</sup> – Friday 29<sup>th</sup> October 2021</b>	<b>October Half term</b>
Monday 1 November 2021	INSET
Tuesday 2 November 2021	All students return to school
Friday 19 November 2021	Ark Network INSET DAY
Friday 3 December 2021	INSET
Friday 17 December 2021	Last day of Autumn term
<b>Monday 20<sup>th</sup> December – Monday 3<sup>rd</sup> January 2022</b>	<b>Christmas holidays</b>

Tuesday 4 January 2022	INSET
Wednesday 5 January 2022	INSET
Thursday 6 January 2022	All students return to school
Thursday 10 February 2022	Last day of half term for students
Friday 11 February 2022	Ark Network INSET
<b>Monday 14<sup>th</sup> February – Friday 18<sup>th</sup> February 2022</b>	<b>February Half term</b>
Monday 21 <sup>st</sup> February 2022	All students return to school
Friday 1 <sup>st</sup> April 2022	Last day of term for students
<b>Monday 4<sup>th</sup> April – Monday 18<sup>th</sup> April 2022</b>	<b>Easter holidays</b>
Tuesday 19 <sup>th</sup> April 2022	INSET
Wednesday 20 <sup>th</sup> April 2022	All students return to school
Monday 2 <sup>nd</sup> May 2022	May Day Bank Holiday
Friday 27 <sup>th</sup> May 2022	Last day of school for students
<b>Monday 30<sup>th</sup> May – Friday 3<sup>rd</sup> June 2022</b>	<b>May Half term</b>
Monday 6 <sup>th</sup> June 2022	All students return to school
Friday 1 <sup>st</sup> July 2022	Ark Network INSET
Friday 22 <sup>nd</sup> July 2022	Last day of Summer Term

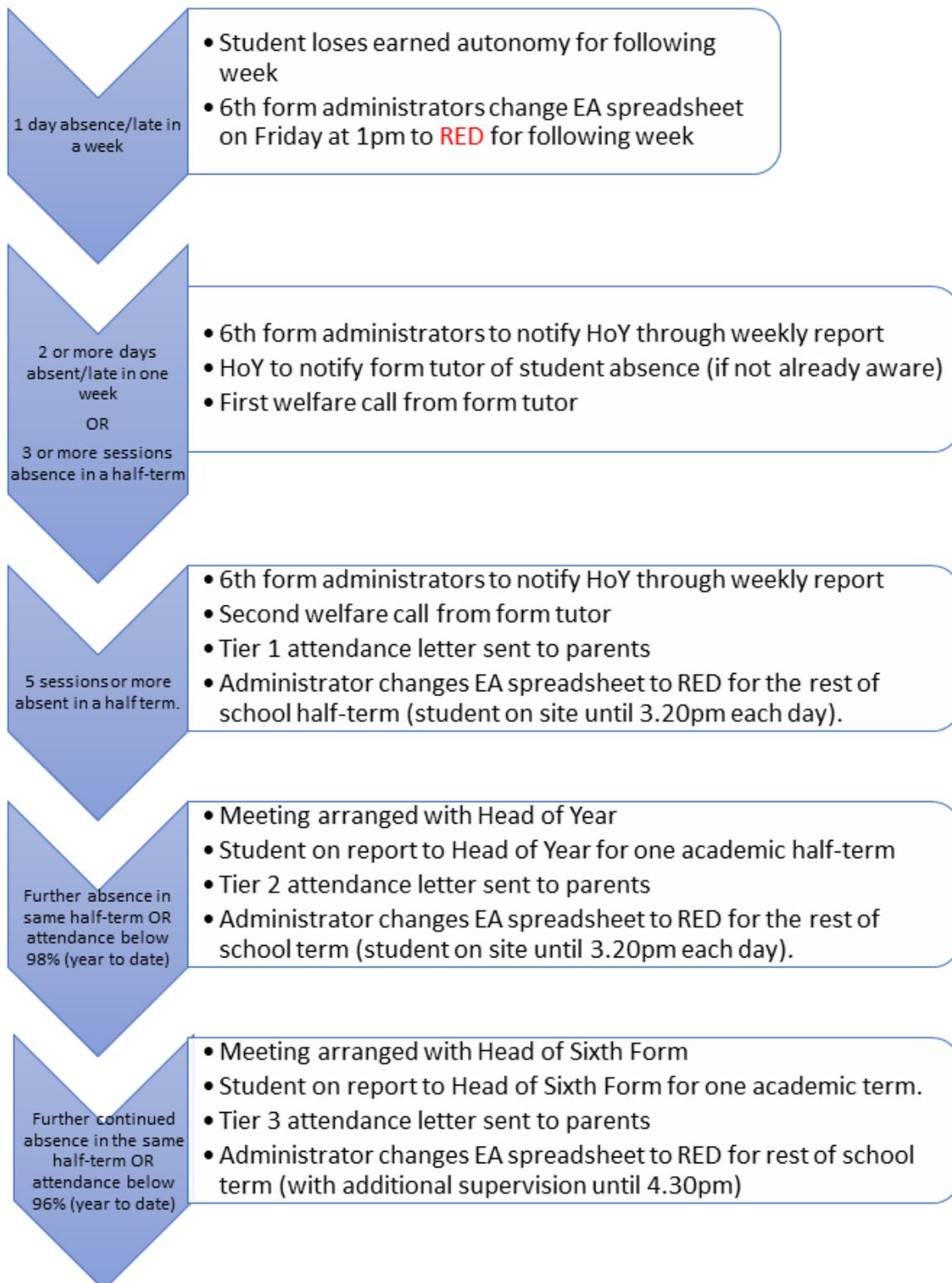
## **b. Attendance Expectations**

We expect our students to attend school 100% of the time. Students are set individual targets of 98% attendance. The reason why our expectations are so high is simply because *if you are not in school then you are not learning.*

Teachers will go above and beyond to help you achieve your post-18 aspirations. We can only do that if you are in school, on time, every day.

- All students are expected to make every reasonable effort to attend school each day. If students are unable to attend due to an unforeseen event (e.g. sickness) their guardian must contact Ms Scully on each day of absence on 020 8788 3421 (Ext: 190)
- Students are expected to discuss with their tutor, in advance, if they have any commitments or obligations that will prevent them from attending school and the student's guardian must inform the school in writing of any planned absence.
- We expect all appointments (medical and dental) to be organised outside of lesson time to avoid missed learning.
- Additionally, students are expected to inform all subject staff prior to known absences, and to ensure that they catch up with class and independent work missed due to any absence.
- Students should not take holiday, arrange work experience or arrange driving lessons during term time.
- Students are encouraged to visit university open days where possible. To avoid disruption to learning we ask students to limit the number of visits during term-time (1 per academic year).
- Students are expected to be punctual for all lessons and registration periods. We expect all students to be on site by 8.25am for 8.30am morning registration. Lateness will result in a loss of privileges and students will attend Compulsory Catch Up for one hour on the same day.

### c. Attendance Process



### c. The School Day

School finishes at 3.00pm (Monday-Wednesday), 4.00pm (Thursday) and 2.00pm (Friday). All students are expected to arrive on time and attend all morning tutor periods beginning at 8:30am.

Monday-Thursday		Friday	
<b>8.30 – 8.50</b>	Tutor	<b>8.30 – 8.50</b>	Tutor
<b>8.50 – 9.40</b>	Period 1	<b>8.50 – 9.40</b>	Period 1
<b>9.40-10.30</b>	Period 2	<b>9.40-10.30</b>	Period 2
<b>10.30-10.50</b>	<b>Break</b>	<b>10.30-10.50</b>	<b>Break</b>
<b>10.50-11.40</b>	Period 3	<b>10.50-11.40</b>	Period 3
<b>11.40-12.30</b>	Period 4	<b>11.40-12.30</b>	Period 4
<b>12.30-1.20</b>	<b>Lunch break</b>	<b>12.30-1.10</b>	<b>Lunch break</b>
<b>1.20-2.10</b>	Period 5	<b>1.10-2.00</b>	Period 5
<b>3.10-4.00</b>	Period 7 (Y13 - Thursday only)		

### d. Parents' Evening

Sixth Form students are expected to attend Parents' Evening with their parents. This is an opportunity for both student and parents to discuss your progress. We run two parents' evenings for each year group held on:

Year Group	1 <sup>st</sup> event	2 <sup>nd</sup> event
12	Wednesday 22 <sup>nd</sup> January 2022	Wednesday 8 <sup>th</sup> June 2022
13	Wednesday 1 <sup>st</sup> December 2021	Wednesday 4 <sup>th</sup> May 2022

### e. Signing in and out

Students **must not** leave the school site without signing out.

If going off-site for lunch you must sign out with the member of staff at the main gate. If you are expecting to be off-site at any other time, then you must obtain authorisation from Ms Scully. Evidence will be required supplied by a parent or guardian.

We are required to contact home and/or the police if students are unaccounted for so, if you are delayed or unexpectedly absent, it is essential that you ring the school.

## **f. Contacts**

Main Reception	020 8788 3421
Absences	0208 788 3421 ext. 190 <a href="mailto:c.scully@arkputneyacademy.org">c.scully@arkputneyacademy.org</a>
Assistant Principal – Head of Sixth Form	Mr Alex Knight <a href="mailto:a.knight@arkputneyacademy.org">a.knight@arkputneyacademy.org</a>
Head of Year 13	Ms Georgie Bingham <a href="mailto:g.bingham@arkputneyacademy.org">g.bingham@arkputneyacademy.org</a>
Head of Year 12	Ms Megan Boocock <a href="mailto:m.boocock@arkputneyacademy.org">m.boocock@arkputneyacademy.org</a>
Careers and Destinations Lead	Ms Saoirse Rout <a href="mailto:s.rout@arkputneyacademy.org">s.rout@arkputneyacademy.org</a>

## 4. Earned Autonomy

### a. Probationary Passport

The probationary period for Y12 runs for the first three weeks of term and includes a series of baseline assessments taking place from 20<sup>th</sup>-24<sup>th</sup> September. Providing you pass these assessments, complete your bridging projects and demonstrate excellent standards of attendance, punctuality and behaviour your permanent place will be confirmed in early October.

During the probationary period it is essential you demonstrate that you are adapting to A Level/BTEC study demands, organising your time, meeting deadlines and contributing positively to Sixth Form life. Failure to uphold these standards may result in further interventions or alternative provision being sought.

### b. Earned Autonomy

We believe that those students who demonstrate APA values should be rewarded with greater freedom as they show their ability to manage their studies independently.

Students must remain on site throughout the Academy day unless they have earned exit privileges as set out below. All students in Year 12 will start the year on AMBER and have the opportunity to move to GREEN after October half-term permitting early departure and a reduction in supervised study time.

	Criteria	Y12 Autonomy	Y13 Autonomy
<b>GREEN</b>	<ul style="list-style-type: none"> <li>Academically on target</li> <li>Attendance &gt; 96%</li> <li>Punctuality &gt; 90%</li> <li>Outstanding commitment</li> </ul>	<ul style="list-style-type: none"> <li>8 supervised study periods per week</li> <li>Permission to be off-site at lunchtime.</li> <li>Permission to work in the café unsupervised</li> <li>'Early Leave' lunchtime departure 1 day a week.</li> </ul>	<ul style="list-style-type: none"> <li>6 supervised study periods per week</li> <li>Permission to work in the café unsupervised</li> <li>Permission to be off-site at lunchtime.</li> <li>'Early Leave' lunchtime departure 2 days per week.</li> </ul>
<b>AMBER</b>	<ul style="list-style-type: none"> <li>Academically close to target</li> <li>Attendance &lt; 96%</li> <li>Punctuality &lt; 90%</li> </ul>	<ul style="list-style-type: none"> <li>8 supervised study sessions per week</li> <li>No study periods to be spent in the café</li> <li>Permission to be off-site at lunchtime.</li> </ul>	<ul style="list-style-type: none"> <li>6 supervised study sessions per week</li> <li>No study periods to be spent in the café</li> <li>Permission to be off-site at lunchtime.</li> <li>'Early Leave' lunchtime departure 1 days per week.</li> </ul>
<b>RED</b>	<ul style="list-style-type: none"> <li>Cause for concern relating to either academics and/or punctuality and/or attendance and/or behaviour</li> </ul>	<ul style="list-style-type: none"> <li>Supervised during all non-contact time in library</li> <li>On site throughout school day</li> <li>Report to tutor/SLT</li> </ul>	<ul style="list-style-type: none"> <li>Supervised during all non-contact time</li> <li>On site throughout school day</li> <li>Report to tutor/SLT</li> </ul>

### c. Study periods

You may have as many as 15 study periods per week. Success in Sixth Form is heavily dependent on how well you use those Study Periods. During your study periods you should ensure that:

- All of your formal set homework has been completed to the best possible standard
- You have made notes on every lesson you have been in
- You have completed any pre-reading for upcoming lessons
- All your notes and files are well organised
- That you are fully prepared for upcoming assessments
- That you have reviewed areas of weakness from previous assessments
- That you have fully researched your post-18 options, summer schools and internships.

**Supervised study periods:** You will be told how many periods of supervised study you must complete per week. All students will start with 8 periods. These must be completed in the library or in the common room. You are expected to be working with focus and in silence. It is up to you when you complete these study periods but you must ensure that you sign in to the library with Miss Sparrowhawk, or into the common room with the 6<sup>th</sup> Form Team and that you have completed your requirement before the end of Friday. If you are away on a trip or a visit it is your responsibility to ensure that you plan supervised study periods around this.

**Unsupervised study periods:** Your remaining periods are unsupervised. During this time, you can work in: subject areas or computer rooms (with the permission of a supervising teacher) and the area outside the library. Students should not be in the visitors' area around reception.

Please remember that these are **study periods** and should not be used for playing games, either inside or outside. If you cannot use your unsupervised study periods well, your number of supervised study periods will increase.

#### **d. Homework**

The most successful students at Sixth Forms across the UK put in a minimum of five hours independent study per week in each of their A-level subjects and fifteen hours per week for a BTEC course. We expect you to follow this as part of your own routine. Much of this will come to you in the form of homework.

All homework will be uploaded to Microsoft Teams Assignments. You will be guided on how to use this during your Year 12 induction days.

Absence on the day that homework is set or due to be handed in is not an excuse for non-submission as all homework is visible online.

#### **e. Compulsory Catch Up:**

Compulsory Catch Up (CCU) is organised daily by the Sixth Form team at the end of the school day for 1 hour. 90% of entries into CCU last year were for arriving late to school, failing to complete supervised study periods and failing to submit homework...all avoidable reasons. Failing to attend CCU is a serious misdemeanour and will result in the loss of privileges.

## 5. Assessment and Data

### a. Assessment and reflection:

You will have an assessment at least each half term. You will be told whether your work during that period is **above, at** or **below** your target grade for the course. After each assessment you will be asked to reflect on your attainment and discuss your results with your tutor and subject teachers if you need more support or to attend interventions.

You will have more formal **cumulative** assessments at three points during the year. These will be based on formal A-level/BTEC exams and will cover all material covered since the beginning of Year 12.

W/C	Title	Type	Feedback
6 <sup>th</sup> September	Y12 Resit Examinations	Assess understanding of Y12 content	Final course decisions
20 <sup>th</sup> -24 <sup>th</sup> September	Y12 Passport Assessment	Unit assessment	Probationary passport completion (Y12)
w/b 11 <sup>th</sup> October	AUT 1	Y12 and Y13 Unit test	Above, at, below
2 <sup>nd</sup> – 12 <sup>th</sup> November	Y13 Mock Exams	Cumulative Y12 and Y13 content	Graded
10 <sup>th</sup> -14 <sup>th</sup> January	Y12 Spring Exams	Cumulative assessment Y12 content	Graded
w/b 7 <sup>th</sup> February	SPR 1	Y12 and Y13 Unit test	Above, at, below
2 <sup>nd</sup> March – 16 <sup>th</sup> March	Y13 Mock Exams	Cumulative assessment	Graded
w/b 23 <sup>rd</sup> May	SUMMER 1	Y12 and Y13 Unit test	Above, at, below
20 <sup>th</sup> June – 30 <sup>th</sup> June	SUMMER 2	Year 12 End of Year Examinations - Cumulative assessment	Graded

After each cumulative assessment point you will be given:

- An **Attitude to Learning** (ATL) mark for classwork, homework and behaviour. An ATL of 1 is excellent while 4 is unsatisfactory. No Sixth Form student should expect to receive any 3s or 4s!
- A **Current Attainment** grade (A\*-U and D\*D\*D\*-U). This reflects the mark you would get (on the content covered so far) in your final exam if you were to sit it now.
- A **Prediction** grade (A\*-U and D\*D\*D\*-U). This reflects the mark you are expected to get at the end of Year 13.

- A **Target** grade (A\*-C and D\*D\*D\*-PPP). This reflects the grade that you should get at the end of Year 13 if you make the expected level of progress from GCSE.

## b. Target grades

Your tutor will give you your target grades for each subject at the beginning of the year. These are determined by your average GCSE result and, if you meet these grades, you will have made good progress since GCSE.

GCSE results	A-level targets	BTEC targets
Mostly 8s and 9s	A*	D*D*D*
Average of 7	A	D*D*D*
Average of a high 6	B	D*D*D*
Average of a low 6	B/C	D*D*D
Average of a 5	C	D*DD
Average of a 4	C	DDD

We aim to give you the widest possible choices for your post-18 options and we will focus relentlessly on academic progress. The table below gives some examples of entrance requirements for universities:

University	Course	A-level requirements	BTEC requirements
Oxford	Politics, philosophy and Economics	AAA + interview + test	N/A
Sheffield	Medicine	AAA + UKCAT + interview	N/A
Lancaster	Sport science	AAB	DDD
Southampton	Accounting and Finance	AAB	DDD
De Montfort	English Literature	BBC	DDD + English Lit. A-level

### **c. Equipment:**

You are expected to be fully equipped for all lessons. You will be supplied with exercise books where required but you are responsible for the purchase of calculators, pens, pencils, folders, lined paper and textbooks. Stationery is available for sale through Wisepay and the Sixth Form Office if needed.

Well organised notes are essential for revision. You are expected to have one folder for each subject. Please ensure that your folders are kept organised and maintained. Your subject folder should be brought to every lesson and should be visible on your desk. Your tutor will ask to see your folders at least once every half-term. Your folders should be divided into sections and include sections for:

- A copy of the syllabus
- Class notes
- Wider reading/wider exam practise
- All marked work: in class assignments, marked homework, termly assessments.

We recommend that you get a school locker in which to keep your equipment to avoid bringing folders in and out of school each day. You can get a locker key from reception on payment of a £10 deposit.

### **d. Ark Chromebook:**

As part of the wider Ark Network, every student at Ark Putney Academy is loaned a Chromebook device for the duration of their time in the Sixth Form. It is expected that Sixth Form students will bring their Chromebook (and charger) to school each day as part of their normal equipment. The Ark Chromebook should be used for the following purposes:

1. Completing homework tasks at home and in school
2. Completing coursework at home and in school
3. Making notes during lessons (with your teachers' agreement)
4. Accessing online resources - both in lessons and during independent study
5. Using the online resources gallery provided by SPark:  
<https://arkschools.sharepoint.com/sites/spark>

All activity on your Chromebook is monitored for safeguarding purposes. Further details about your Chromebook device are outlined in the agreement which is signed by all parents before receiving your Chromebook.

### e. The broader curriculum:

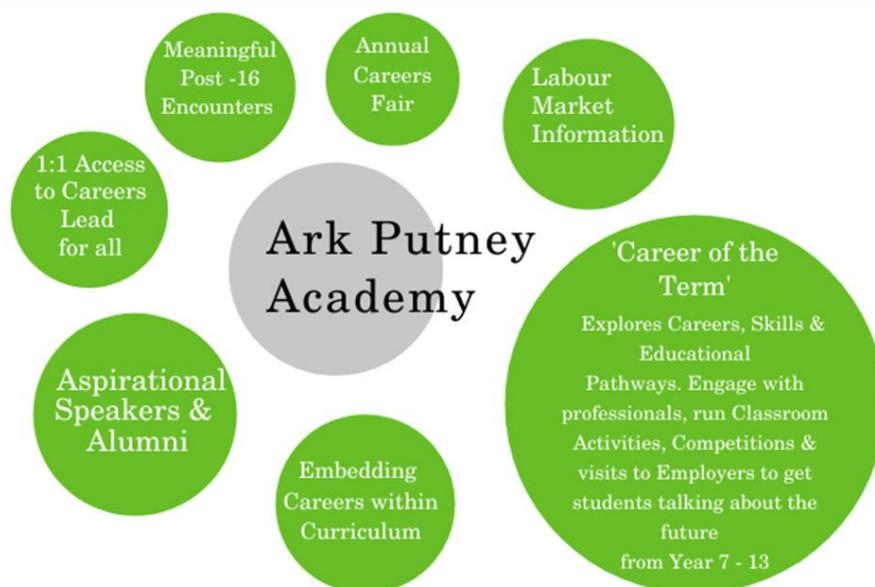
It is all too easy to focus exclusively on those final exams at the expense of developing your professional, social and cultural skills. APA Sixth Form provides you with a wide broadening curriculum:

- APA Forum takes place each Thursday morning from 8.50am to 9.40am. Guest speakers will attend to inspire, motivate and inform our sixth form students. This can take the form of either whole year group assemblies or small group workshops. Please do let us know of any ideas of individuals you would be keen for us to invite!
- All Year 12 students have a compulsory enrichment session on their timetable – Wednesday afternoons (1.20pm-3.10pm). During this time, students will select either 2 x 6 months, or 1 year enrichment project with a number of different community, wellbeing and super curricular offerings. Examples of activities available include school sports team training, peer mentoring and the Extended Project Qualification.

### f. Destinations at APA

At APA we actively encourage you to take up opportunities that help with your personal development and assist you in making informed decisions about your future. We have a full-time, qualified, careers lead on hand to assist you in identifying a range of pathways and experiences.

Your destinations journey will build through curriculum learning, labour market information, super-curricular activities, employer and university engagement, work experience and 1:1 careers guidance. We have an extensive list of employers and universities within the Ark network that will engage with you during your time in Sixth Form. Your post-18 pathway is your choice, and so we aim to give you as much information and support as possible to help you in that process.



## 6. Professional Conduct

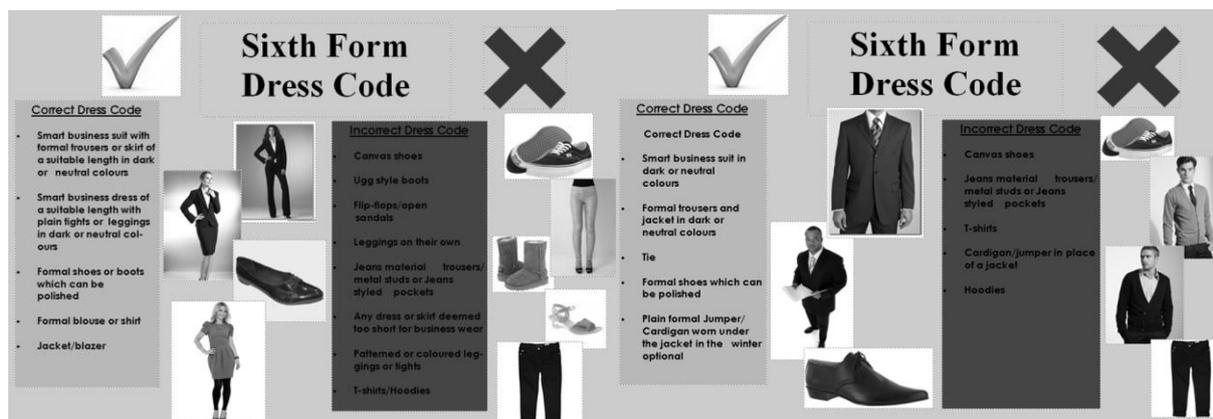
### a. Dress code and behaviour:

You are expected to model excellent standards of behaviour around the academy. Please ensure that:

- You have no physical contact with other students
- You are working, and seen to be working, during study periods
- You assist staff when younger students are moving around the academy during the school day
- Mobile phones are off and out of sight – the only place they can be used is in the Sixth Form Common Room at lunchtime and breaktime. They should not be used outside on the school premises.
- No headphones are in sight outside of the Common Room.

Sixth Form students are role models for the younger students around the academy. You are not required to wear school uniform but must dress professionally at all times. The following is not an exhaustive list of what it means to dress professionally – so please seek advice if you are unsure.

- Please do not wear outdoor coats in the building – they should come off on entering the building and be put back on when leaving.
- No piercings should be visible with the exception of small studs/hoops in the earlobe and/or a small stud in the nose.
- Hair-dye is permitted provided that it is not in marked contrast to the hair's natural colour. Lines and shapes must not be cut into students' hair.



If you come into school dressed inappropriately your tutor will send you to the Head of Sixth Form and you will be asked to either borrow some uniform, or go home and change.

You will be provided with a photographic ID card. This should be worn on a lanyard around your neck at all times while you are on school premises. This is essential to maintain the security of the site. If you forget your ID card, please inform reception who will issue you with a visitor's pass. If you lose your ID card, please inform reception. You will be charged £10 for a replacement.

## **b. The Common Room**

The Common Room is a privilege that only Sixth Form have access to. Please do not bring in visitors or students from younger years. It relies on you managing yourself and others to make sure it is a productive place to work and a pleasant space to take time-out from your study.

Outside break and lunchtime, the common room is a place for you to work quietly.

Please treat the room responsibly ensuring that all rubbish goes in the bin and that all furniture is rearranged if it is moved. Please clean the kitchen area after use.

No hot food should be taken in to the Common Room at any time. No hot food purchased outside the Academy should be brought on to the school site.

## **c. Electronics and mobile phones:**

You are welcome to bring your mobile phone to school but must ensure that you only use it in the Sixth Form Common Room during break and lunch. When doing private study in the Sixth Form area you may use your phone to listen to music, but it must not be on display.

Lower school pupils are not allowed to use mobile phones at all on the school site, so they must be 'not seen and not heard' except at break and lunch in the Common Room. If you are seen with a mobile phone outside of the Common Room, you will be issued with a negative behaviour point. A second occurrence in the same week will result in you being asked to hand your phone to a member of the Sixth Form team at the start of each day.

You are encouraged to bring your Chromebook to school or another laptop or tablet. You can connect to the school network over wi-fi. Please see the IT technician to set this up. Whether on your own device or a school computer you are agreeing to abide by the school's IT policies and should not attempt to access inappropriate content.

## **d. Use of ICT in School**

Whilst access to the internet is provided to support lessons this must be used responsibly. All internet activity is closely monitored and should not be used for any of the following:

- Online Chat/Messaging
- Giving out personal information
- Downloading and installing software or viruses

- Any of the above activity, in addition to anything else which is deemed an unacceptable use of the school computers, will be reported to the relevant member of staff and dealt with appropriately.
- Students are not, under any circumstance, allowed to play online games during lesson time.
- Email access is provided for use both within and outside the Academy but must be used appropriately and for school work only. Always ensure you are polite, use appropriate language and never reveal any personal information about yourself. Student email within the school is not considered to be private and is actively monitored. Inappropriate use of the system will be passed on to the relevant staff member.
- Never upload photos or videos taken within school grounds, or containing any members of staff, to online social networking and file sharing websites (such as Facebook, YouTube etc.)
- Never share your password with anyone, or ask anyone else for their password. If you forget your password or think someone may know it speak to a member of the IT department immediately
- Never attempt to access files or programmes for which you have not been granted access.

#### **e. Email:**

All Sixth Form students have an @arkputneyacademy.org email. This **must** be checked at least daily. Your subject teachers and your tutors will be emailing you work, opportunities and vital information. We recommend that you configure your phone/device to pick up these e-mails directly.

1. Launch “students’ email” icon from desktop (on school computer) to access Office Portal. If accessing from home go to [portal.office.com](http://portal.office.com).
2. Username login is [number.initial.surname@arkputneyacademy.org](mailto:number.initial.surname@arkputneyacademy.org)
3. Password is the same as school computer login



#### **f. The Cafeteria:**

The cafeteria operates throughout the day and provides freshly made paninis and other light snacks are available at low cost. In order to use the canteen you must provide a scan of your fingerprint. Your account can then be topped up online using Wisepay. Please ensure that you check whether you are eligible for Free School Meals – not only will this entitle you to free lunches it will also put you in a favourable position when applying for universities, apprenticeships and summer schools.

### **g. Bursaries:**

APA Sixth Form operates a bursary scheme to assist students experiencing financial hardship with equipment for school, school trips and transport.

A vulnerable bursary of up to £1,200.00 (per academic year) is available for students who meet the following criteria:

- Is a young person in care
- Is a young care leaver (previously in care or foster care)
- Is in receipt of Income Support or Universal Credit in their own right and are financially supporting themselves and anyone who is dependent upon and living with them
- Is in receipt of Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

Discretionary bursaries (£100-£300 per year) are available to students entitled to free school meals or demonstrating other financial hardship.

- To qualify for the discretionary bursary, your total household income must be less than £25,000.00.
- Students with a total household income of less than £20,000.00 per year could receive up to £750.00 per year.
- Students with a total household income between £20,000.01 and £24,999.99 per year could receive up to £350.00 per year.

A hardship bursary ('exceptional circumstances' payment) is available to support students in financial hardship with one-off payments throughout their time in the sixth form.

- The maximum hardship bursary claim per student is £200 during a 2-year course.

Bursaries will be paid three or four times per year at the end of each term. Our bursary application form is available to be completed online through the school website (<https://arkputney.org/page-strips/finance>). Receipt of the bursary is dependent on maintaining high attendance and meeting expected standards for effort and behaviour.

### **h. Paid work:**

Sixth Form students often learn a great deal from having a paid job alongside their studies and we are very happy to support you write a CV and prepare for interview.

Please ensure you limit your paid work to no more than 8 hours per week during term-time: students find that going above 8 hours per week seriously impacts on their academic progress.

Please ensure that any evening paid work or caring responsibilities do not require you to leave school before 4.30 pm as intervention sessions, compulsory catch up and clubs will often run until then.

## **i. Student voice and student leadership:**

Nominations for student leadership positions will be held early in the academic year – positions include:

### **Senior Prefects**

- Head Students – who lead and manage the student leadership team and act as the public face of the student body at school events
- House Captains – who support the roles fulfilled by Head Boy and Head Girl and lead their Houses
- Prom lead prefect (Y13 only) – who is responsible for organising the class of 2021 prom

### **Ambassadors (Y12):**

- House ambassadors – a team of students who work alongside the Heads of Houses to run competitions and activities for lower school students
- Current affairs ambassadors – a team of students who write and deliver current affairs sessions during morning tutor times to Year 7 form groups.

A thriving Sixth Form relies on activities run **by** students **for** students. If you have always thought about running a film club, a table tennis society, a crazy golf championship, a science challenge...this won't only provide a vigorous Sixth Form but it will also show your leadership skills when applying for jobs and universities. Please discuss your proposals with the Head of Sixth Form – bursaries of up to £200 are available for equipment and competition entry!

Sixth Form is an opportunity for you to collaborate with your teachers to get the best outcomes for you in later life. If you have any concerns, you should raise them with your subject teacher in the first instance.

Every half-term we will conduct a feedback panel with a random selection of students and share the results. If you would like to be on a panel then please let the Head of Sixth Form know. Our doors are always open if you have any concerns, comments or suggestions – or even if you want to say thank you to a member of staff.

## **j. Emotional wellbeing:**

Many students come across some emotional difficulties at times during their Sixth Form career. This is not something to be ashamed of and we will always seek to support you if you are dealing with stress, anxiety, depression or other emotional concerns. Please speak to the Sixth Form Pastoral team in the first instance who can seek confidential and specialist support on your behalf. If you are uncomfortable speaking to the Sixth Form Pastoral Team then please contact Ms Charles directly.

## **k. Safeguarding**

No concern is too small, and we always investigate all reports. Should you wish to report any concerns for yourself or someone else you are worried about you can contact the following people:

Ms Boocock – Head of Year 12  
Ms Bingham – Head of Year 13  
Mr Knight – Assistant Principal  
Head of Sixth Form

Ms Charles – Deputy  
Designated Safeguarding Lead  
Ms White – Vice Principal,  
Designated Safeguarding Lead



# metoyou



is our new confidential  
email system for students  
to talk about problems or solutions

[metoyou@arkputneyacademy.org](mailto:metoyou@arkputneyacademy.org)

If you would prefer to report concerns anonymously, then you can do so using the following email address: [metoyou@arkputneyacademy.org](mailto:metoyou@arkputneyacademy.org)

***We are delighted that you are returning to, or joining, APA to complete your studies. If you have any queries or concerns please raise them with the Sixth Form team.***