

6th Form

HANDBOOK

2022-2023



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;

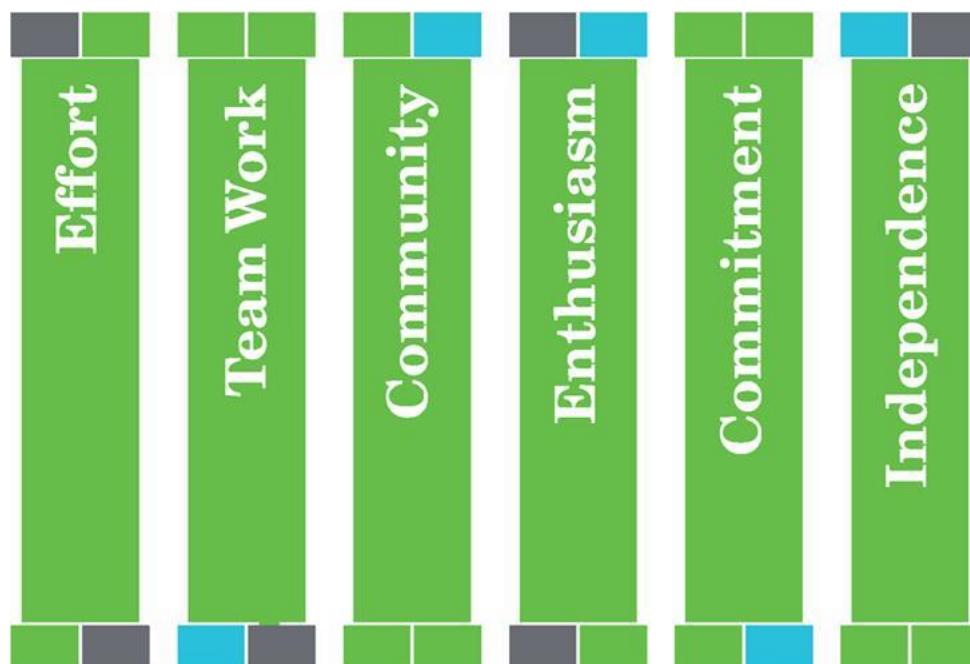
Preparing every student to be a pillar of any community

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. APA Term Dates 2022-23

Date	Event
Thursday 1 September 2022	Inset
Friday 2 September 2022	Inset
Monday 5 September 2022	First day for year 7 students
Tuesday 6 September 2022	Year 12 students return
Wednesday 7 September 2022	All other year groups return
Thursday 20 October 2022	Last day of half term for students
Friday 21 October 2022	Ark Network Inset
Monday 24 – Friday 28 October 2022	Half term
Monday 31 October 2022	Inset
Tuesday 1 November 2022	Students return
Monday 5 December 2022	Inset
Friday 16 December 2022	Last day of autumn term
Monday 19 December – Monday 2 January 2023	Christmas Holidays
Tuesday 3 January 2023	Inset
Wednesday 4 January 2023	Inset
Thursday 5 January 2023	Students return
Wednesday 1 February 2023	Ark Network Inset

Monday 13 – Friday 17 February 2023	Half term
Friday 31 March 2023	Last day of spring term
Monday 3 – Friday 14 April 2023	Easter Holidays
Monday 17 April 2023	Inset
Tuesday 18 April 2023	Students return
Monday 1 May 2023	Bank Holiday
Friday 26 May 2023	Last day of half term
Monday 29 May – Friday 2 June 2023	Half term
Thursday 6 July 2023	Ark Network Inset
Friday 21 July 2023	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.**

It is important that attendance is a school priority:

- to ensure that students maintain good levels of attendance so that they make outstanding progress
- to ensure that all members of the school community regularly attend in order that the central purpose of learning is not disrupted or interrupted
- to encourage a positive approach to attendance and punctuality by having a clear system of regular rewards
- to ensure that the environment, curriculum, and other factors within the Academy's control are monitored to ensure the promotion of good attendance
- to ensure that where attendance and punctuality fall short of accepted standards, procedures are followed, and sanctions are applied fairly and consistently.

Days missed	% Attendance	
0	100	Perfection
7	96 - 100	Good
10	95	Almost there
19	91 - 94	Concerned (risk of dropping 1 grade in each subject)
29	85 - 90	Seriously concerned (Poor attendance has a serious impact on education, work ethic and life chances)
38	80 - 84	
47	75	

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.

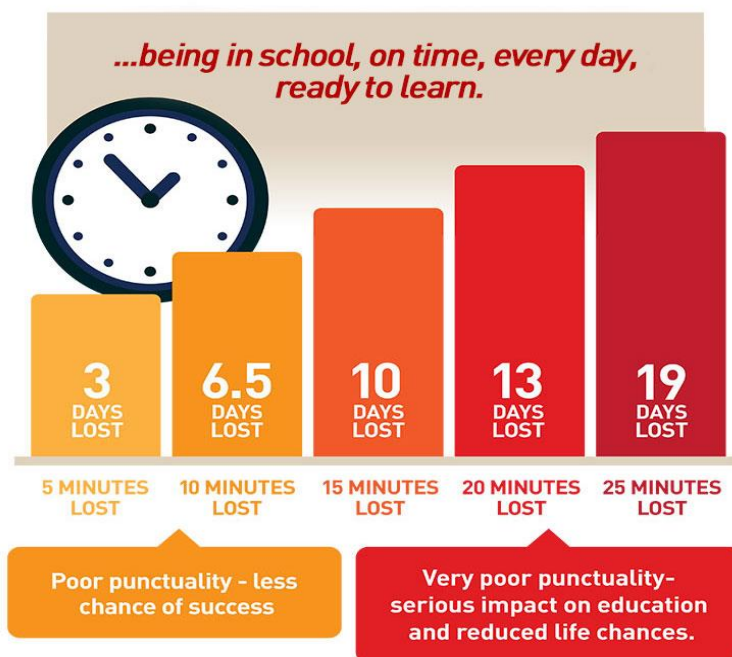
c. Punctuality Expectations

All students should be in school no later than 8.28am

After 8:50am the school gates are closed and so the student needs to go straight to the office of the Attendance Manager to sign in and be issued with a late slip before they go to lesson.

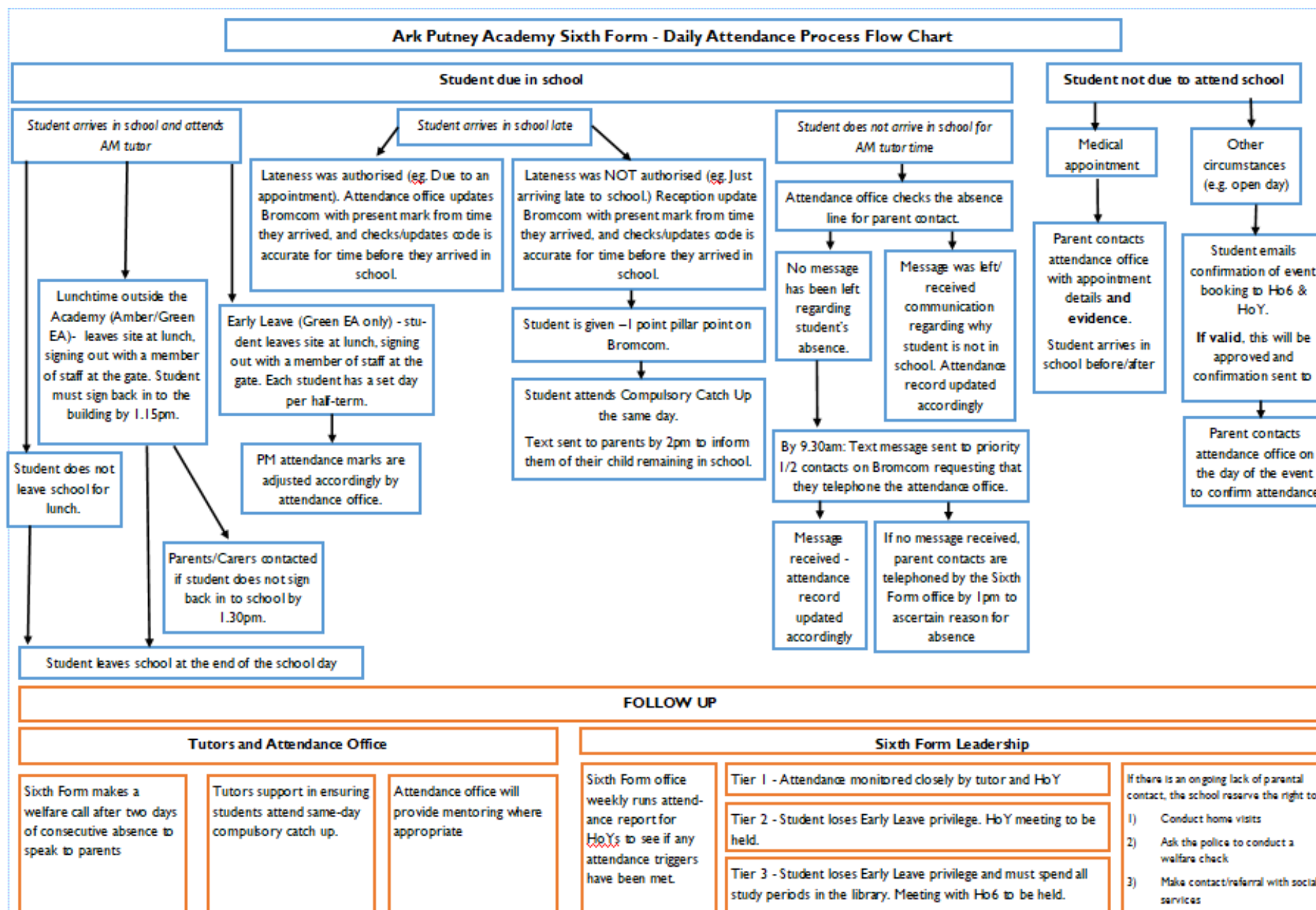
Reporting your child's lateness does not mean they will not be given a late sanction. It is at the school's discretion whether the reason is valid or not. For example, over-sleeping or tiredness are not considered valid reasons for lateness.

If an emergency appointment is arranged, the school must be notified immediately by email or phone. You may email the Attendance Manager, Form Tutor or Head of Year. Alternatively, you can leave a message with the school's receptionist or on the absent line. A student will be given a late sanction if we did not receive **prior notification**.



DID YOU KNOW? If you are 15 minutes late each day you will have missed a full 2 weeks of school in one year?

c. Attendance Process



d. 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	
8.55 – 9.45	Period 1	8.30 – 9.20	Period 1
9.45-10.35	Period 2	9.20-10.10	Period 2
10.35-10.55	Break	10.10-10.30	Break
10.55-11.45	Period 3	10.30-11.20	Period 3
11.45-12.35	Period 4	11.20-12.10	Period 4
12.35-1.25	Lunch break	12.10-1.00	Lunch break
1.25-2.15	Period 5	1.00-1.50	Period 5
2.15-3.05	Period 6	1.50-2.40	Period 6
3.05-3.20	PM Tutor		

e. 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 st event	2 nd event
12	Wednesday 11 th January 2023	
13	Wednesday 7 th December 2023	Wednesday 29 th March 2023

f. 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.

g. Contacts

Main Reception	020 8788 3421
Absences	0208 788 3421 ext. 190 c.scully@arkputneyacademy.org
Assistant Principal – Head of Sixth Form	Mr Alex Knight a.knight@arkputneyacademy.org
Head of Year 12	Ms Sarah Blair s.blair@arkputneyacademy.org
Head of Year 13	Ms Megan Boocock m.boocock@arkputneyacademy.org
Careers and Destinations Lead	Ms Saoirse Rout s.rout@arkputneyacademy.org

4. Earned Autonomy

a. Initial Reflection Period

The Initial Reflection Period (IRP) runs for the first three weeks of term and is an opportunity for you to reflect on your time in Sixth Form and any further support you may need to be successful in your studies here. It is important that you demonstrate in this time that you are adapting to A Level/BTEC study demands, organising your time, meeting deadlines and contributing positively to Sixth Form life. The IRP will include a series of baseline assessments in each subject to allow teachers to identify gaps in your knowledge and target interventions and support where needed.

During the IRP, you may choose to alter your study pathway (changing to/from an A-Level/BTEC/Mixed Pathway) or change your chosen subjects. Following the IRP, you will not be able to alter your subject pathways.

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 independently.

Students must remain on site throughout the Academy day unless they have earned privileges as set out below. All students in Year 12 will start the year on AMBER and can move to GREEN after October half-term; permitting early departure and greater flexibility in how they spend their study periods.

	Criteria	Y12 Autonomy	Y13 Autonomy
GREEN	<ul style="list-style-type: none"> Academically on target in most subjects No concerns re: attendance <i>OR attendance tier 1</i> Outstanding commitment ATL average c. 1.5 	<ul style="list-style-type: none"> 8 supervised study periods per week Permission to be off-site during lunchtime. Permission to work in the Sixth Form café 'Early Leave' lunchtime departure 1 day a week. 	<ul style="list-style-type: none"> 8 supervised study periods per week Permission to work in the Sixth Form café Permission to be off-site during lunchtime. 'Early Leave' lunchtime departure up to 2 days per week.
AMBER	<ul style="list-style-type: none"> Academically below in two subjects Attendance tier 2 Lack of commitment to learning and behaviour ATL average c1.5-2.5 	<ul style="list-style-type: none"> 8 supervised study sessions per week No study periods to be spent in the Sixth Form café Permission to be off-site during lunchtime. No 'Early Leave' lunchtime departure 1 day a week. Report to Tutor if needed 	<ul style="list-style-type: none"> 8 supervised study periods per week No study periods to be spent in the café Permission to be off-site at lunchtime. 'Early Leave' lunchtime departure up to 1 days per week. Report to Tutor if needed
RED	<ul style="list-style-type: none"> Academically below target in all subjects Attendance tier 3 Poor behaviour in/around the academy and its community ATL average c.2.5-4 	<ul style="list-style-type: none"> Supervised during all non-contact time in library On site throughout school day Report to HoY Report to SLT (Ho6) if escalated 	<ul style="list-style-type: none"> Supervised during all non-contact time in library On site throughout school day Report to HoY/SLT (Ho6) if necessary

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. These should 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 6th 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. Please remember that these are **study periods** and should not be used for playing games, either inside or outside. If you cannot use your supervised study periods well, you may be asked to complete all of these in the Library.

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 twice per week by the Sixth Form team at the end of the school day for 1 hour (Tuesday and Thursday). 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. A text will be sent each Tuesday and Thursday afternoon to notify parents that students will be attending CCU. 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
05/09/22	Y12 Resit Examinations	Assess understanding of Y12 content	Final course decisions
19/09/22	Y12 IRP	Unit assessment	
14/11/22	Y12/Y13 Mock Exams	Cumulative Y12 and Y13 content	Graded
January 2023	Year 12 BTEC Examinations	Public Examinations	Exam Result
27/02/23	Y13 Mock Exams	Cumulative assessment	Graded
27/02/23	Year 12 BTEC Mock Examinations	Cumulative assessment	Graded
13/03/23	Y12 Spring Exams	Cumulative assessment Y12 content	Graded
May 2023	Year 13 Public Examinations	Public Examinations	Exam Result
19/06/23	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*DD
Average of a 5	C	DDD
Average of a 4	C	DDM

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. Reading Age Data and Reading for Pleasure

At the beginning of Year 12 and Year 13, all students complete an NGRT reading assessment to inform us of their reading age and allow us to best support students in subject lessons to improve their ability to read. Based on this data, students may be identified for further targeted interventions to support their reading ability.

Research shows that reading for pleasure is strongly associated with developing students' cultural capital, academic attainment and one of the key levers contributing to social mobility. In order to close the disadvantage gap (1 in 5 students do not own a book at home, Alex Quigley, *Closing the Reading Gap*), reading for pleasure will support our aims of developing students' fluency when reading, along with their cultural capital and engagement with reading texts that explore diverse issues and perspectives reflected in wider society. Across all year groups at KS3-KS5, students have three AM tutor time sessions (25 minutes each) dedicated to reading for pleasure.

Through a structured approach to reading for pleasure across all key stages we want to create a culture where reading is not only seen as the key to acquiring knowledge, but also through the collaborative reading approach one from which students can derive great pleasure. During their time in Sixth Form, students will experience a carousel of 5 texts, one each term, over the course of two years. These books have been chosen in line with the Times Bestseller book list and are aimed at developing students' cultural capital and understanding of society.

f. The broader curriculum:

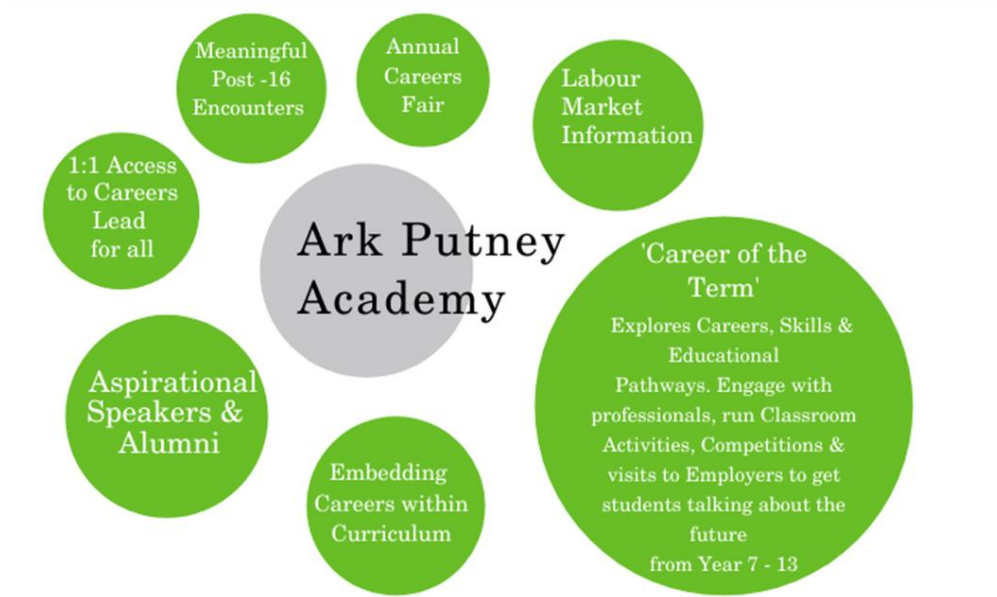
It is all too easy to focus exclusively on those final exams at the expense of developing your professional, social and cultural skills. APA Sixth Form provides you with a wide broadening curriculum:

- 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.

g. 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. Behaviour:

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

- You are working, and seen to be working, during study periods
- **Mobile phones can only be used in the Sixth Form area. In the rest of the school, they should be ‘not seen, not heard’.** Your phone may be confiscated by any member of staff if you are using it around the building and it will be passed to your Head of Year.
- No headphones/airpods are in sight outside of the Common Room.
- You have no physical contact with other students
- You assist staff when younger students are moving around the academy during the school day
- Any items you do not require for lessons are stored in your locker (including coats and sports kit)

b. Dress Code

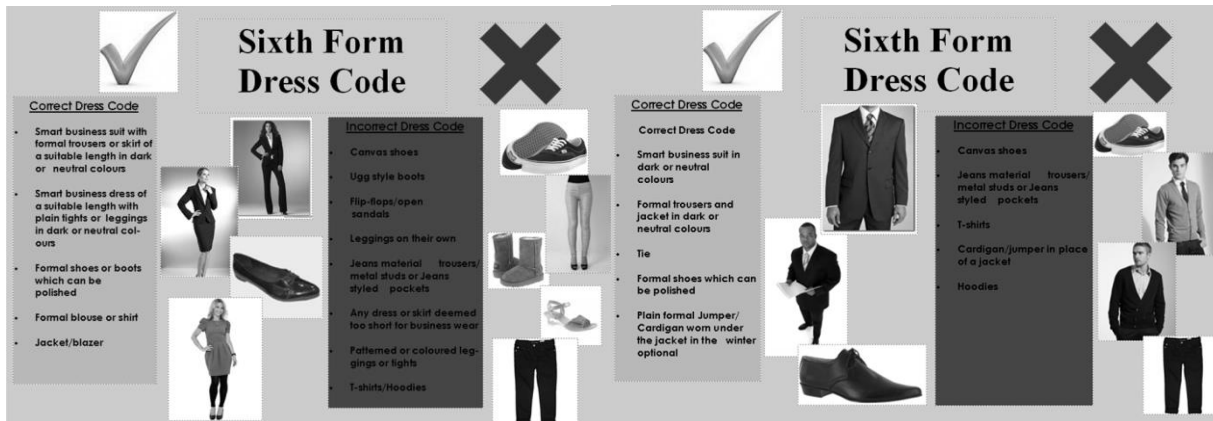
Sixth Form students are role models for the younger students around the academy. You are not required to wear school uniform but must dress professionally at all times.

All students have equal access to wearing the academy uniform regardless of their culture, race, religion, gender, disability or ability. We ensure that the set uniform respects other policies such as equality, race relations, sex discrimination and allows for individual sets of circumstances for all groups and individuals. Ark Putney Academy is committed to creating a positive climate that will enable everyone to work free from discrimination and harassment to achieve their full potential. Consideration has been given to how the uniform can be adapted for those who have a disability or who wish to express a cultural, religious or racial identity within the framework of an academy whilst fostering cohesion, safety and a sense of community.

The ethos of our Sixth Form dress code is ‘interview ready’ – we expect all students to arrive to school in the same attire they would wear for success at a job or university interview.

The following is not an exhaustive list of what it means to *dress professionally with some additional guidance and images* – 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 ear and/or a small stud facial piercing (such as in the nose).
- Hair-dye is permitted provided that it is a 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 for the day, 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.

c. 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 of break and lunchtime, the common room is a place for you to engage in **quiet, focused work**. The area with group tables can be used for group work and quiet conversation.

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 into the Common Room apart from specified areas. No hot food purchased outside the Academy should be brought on to the school site.

During mock and public examination times, the Common Room is a silent working space.

d. 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 Sixth Form area. If you are seen with a mobile phone outside of the Sixth Form area, you will be issued with a negative behaviour point and your phone potentially confiscated for the day. 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 expected 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.

e. Use of Lockers in School

All Sixth Form students are **required** to have their own locker during their time in the Sixth Form based in the Sixth Form area. This locker costs £10 (to be paid online) which will be refunded upon return of the locker key at the end of Year 13. Replacement locker keys can be purchased for £10. Your locker should be used to store all of your valuable items, folders and outdoor clothing. **Students must not share lockers or pass the key to their locker to any other third party.**

f. 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.

g. 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.
2. Username login is number.initial.surname@arkputneyacademy.org
3. Password is the same as school computer login



h. The Sixth Form Cafe

The café operates throughout the day and provides freshly made paninis and other light snacks are available at low cost. In order to use the cafe 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.

i. 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.

j. 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.

k. Sixth Form Council and student leadership:

The Sixth Form Student Council is made up of whole school student leaders and Y12 ambassadors. Each half-term the council meet twice with senior leadership in order to discuss sixth form matters and suggest potential solutions/improvements for the benefit of the students.

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

Student Leaders

- Head Students – who lead and manage the student leadership team and act as the public face of the student body at school events
- Deputy Head Students – who support the roles fulfilled by Head student and Head student and lead their Houses

Ambassadors (Y12):

- House Reps – a team of students who work alongside the Heads of Houses to run competitions and activities for lower school students.
- House reps are responsible for specific areas of sixth form/whole school, including:
 - Wellbeing
 - Current Affairs
 - Careers

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.

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.

k. 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.

We have access to a counselling team who work closely with students to provide additional support. 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 one of the Safeguarding Leads directly.

k. Safeguarding

When leaving/entering the building during the school day, you must ensure that you are signed in or out by a member of staff. It is important that you do not allow any other people to enter or exit the school site, and immediately raise any concerns to reception if this happens.

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

Ms Blair – Head of Year 12

Ms Boocock – Head of Year 13

Mr Knight – Assistant Principal Head of Sixth Form

Mr Knight, Ms Gelder, Ms Brown – Deputy Designated Safeguarding Leads

Ms White – Vice Principal, Designated Safeguarding Lead



The image contains the 'metoyou' logo in pink, a vertical bar with 'Commitment' and 'Independence' labels, and text describing it as a confidential email system for students. To the right is a speech bubble containing the terms: 'Positive feedback', 'bullying', 'worried', 'confession', and 'improvements'.

metoyou
is our new confidential
email system for students
to talk about problems or solutions
metoyou@arkputneyacademy.org

Positive feedback
bullying
worried
confession
improvements

If you would prefer to report concerns anonymously, then you can do so using the following email address: 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.