



THE PRIORY ACADEMY

LSST

The Priory LSST Sixth Form Handbook

2024 - 2025

Welcome from the Year Heads of Sixth Form

Congratulations – you are about to embark on an exciting sixth form journey with us here at LSST.

The Priory Sixth Form team is committed to enabling students to improve their life chances and we are rightly very proud of our sixth form academic offer. LSST has fantastic facilities, including a large common room with its own canteen area, a well-being room, study areas and also computer rooms for independent study. Each year students leave us with a raft of excellent qualifications and make their way to destinations all over the world for university courses, degree apprenticeships, employment and travel.

Our Sixth Formers are characterised by their hard work, excellent attitude, willingness to get involved with lower school and making the most of the opportunities that the two years here provide. Be it the Duke of Edinburgh scheme, becoming a wellbeing ambassadors, subject ambassadors, volunteering in a subject area that they are passionate about, work experience placements or more of the many ways they can broaden their horizons whilst studying.

We have a dedicated team of staff looking after the Sixth Form, providing students with the guidance and advice they need in order to make decisions about their future. There are also many opportunities for students to gain valuable skills and experiences on top of their A-level courses, which allow them to compete for places in the difficult job and university market places.

This guide is designed in order to give parents and students sound advice on how to make the transition to Sixth Form successfully and prepare for the challenges which lie ahead. Advanced Level study is challenging but highly rewarding, and we aim to help students fulfil their potential during their two years in the Sixth Form.

We would advise you to read it with your son/daughter in preparation for the start of their sixth form studies.

We look forward to working with you for the next two years.

Miss L Bellamy
Head of Year 12

Mrs S Porter
Head of Year 13

Academy Ethos

Our daily life at the Priory Academy LSST is driven by our Academy Motto.

Courage and Courtesy

As senior students we expect our sixth form students to be outstanding role models for younger year groups and be excellent examples for our five Academy values.

Aspiration: Instilling an attitude of hard work and determination in pursuit of our goals.

Inspiration: Developing an enthusiasm for learning and igniting imagination to become our best.

Respect: Fostering a tolerant, helpful and polite approach to each other and the environment.

Resilience: Encouraging positive well-being and self-esteem.

Innovation: Nurturing confidence and bravery to embrace new challenges.

Your personal and professional development curriculum will help you to develop the personal qualities needed to form the foundation of how you can manage your well-being and manage the challenge that life brings as you grow into adulthood. This will be strengthened by the wide range of enrichment opportunities available to you and the on-going support provided by our pastoral teams.

It is important that you recognise that you are part of a wider community and that as part of a Priory Sixth Form, you will benefit from the opportunities and experiences that brings.

It is essential that you have access to the appropriate guidance as you move towards your next steps. Your offer includes high-quality guidance and support from our expert careers team. And finally, as we learn and develop the skills and attributes required to achieve success and embrace opportunities, our ambition is to strengthen your character so that you are confident, compassionate, and successful True Citizens of the World.

At the beginning of Year 12 you will be asked to sign the Sixth Form Learner Agreement. This document details your course choices, and you signing it marks your commitment to study here at LSST. Hard work and dedication along with excellent attendance in order to complete the agreed number of learning hours each week are vital if you are to be successful in your chosen academic courses.

The Sixth Form Team (2024-2025)

Sixth Form Pastoral Team	
Assistant Headteacher and SLT lead for Years 11-13	Mrs E Mellor
Head of Year 12	Miss L Bellamy
Head of Year 13	Mrs S Porter
Pastoral Manager Year 12	Mrs S Bilbie
Pastoral Manager Year 13	Mrs H Nuttall
Sixth Form Curriculum Support Assistant (Year 12)	Mrs E Metwally/Mrs P Jones/Mrs S Smith
Sixth Form Curriculum Support Assistant (Year 13)	Mrs H Woolley/Mrs M Brown
Academy Careers and Pathways Lead	Mrs A Billett
Academy Careers and Pathways Assistant	Mrs S Morgan-Brown
UCAS Early Entry Support	Miss M Tomlinson
Student Welfare Coordinator	Mrs J Staniland

12.1	Dr D Wenman
12.2	Mrs C Ertmann
12.3	Mrs A Rees
12.4	Miss J Bosier
12.5	Mrs J Marriott
12.6	Mrs R Cavill
12.7	Mr M McCoy
12.8	Mr N Millward
12.9	Mrs K Bentley
12.11	Mr W Crawford
12.12	Miss L Johnson

13.1	Mr S Craven / Mr P Clarke
13.2	Mr L Whitehead
13.3	Miss J Anderson
13.4	Miss E Phynn
13.5	Miss C Bell
13.6	Mrs E Howe
13.7	Mrs N Eglinton
13.8	Mrs J Canham
13.9	Miss S Nuttall
13.11	Mr P Rees
13.12	Mr P Ryland

Term Dates 2024-2025

Module 1	Wednesday 4th September 2024 to Friday 18th October 2024
Module 2	Monday 28th October 2024 to Friday 20th December 2024
Module 3	Tuesday 7th January 2025 to Friday 14th February 2025
Module 4	Monday 24th February 2025 to Friday 4th April 2025
Module 5	Tuesday 22nd April 2025 to Friday 23rd May 2025
Module 6	Monday 2nd June 2025 to Friday 18th July 2025

Key dates 2024-2025

Year 12

Event	Date
Year 12 Parents' Evening	6 th March 2025
Oxbridge Conference & University Visits	21 st March 2025
Year 12 Annual Exams	Week beginning 21 st April 2025
Future Pathways Post 18 Information Evening	TBC - 3 rd April 2025
A-level examinations (AS Further Maths and BTEC subjects)	TBC May-June 2025
Year 12 Written Reports	Module 6
A-level results	14 th August 2025

Year 13

Event	Year Group	Date
Academy deadline for Early Entry applications	Y13	30 th September 2024
Year 13 parents' evening	Y13	Thursday 10 th October 2025
Early entry UCAS deadline	Y13	15 th October 2024
University Early Entry Tests	Y13	Between September and November 2024. See Mrs Billett or Miss Bush for further information
Year 13 Mock examinations	Y13	January 2025
Academy deadline for all UCAS applications	Y13	18 th January 2025
Deadline for UCAS applications	Y13	31 st January 2025
Student finance opens	Y13	TBC February/Early March 2025
Year 13 Written Reports	Y13	End of Module 4
Deadline for all student finance applications	Y13	TBC May 2025
Reply to UCAS offers	Y13	TBC June 2025
A-level examinations	Both	TBC May-June 2025
Year 13 Prom	Y13	27 th June 2025 TBC
A-level results	Both	14 th August 2025

Sixth Form Dress Code

One of the core values at The Priory Academy LSST is *Aspiration*. We instil an attitude of hard work and determination in our students and this is reflected in our business style dress code. We want to prepare our students for work, present them as role models for lower school and as ambassadors within the wider academy community.

Parents/carers support their children when they choose to attend The Priory Academy LSST in the full knowledge of what our dress code requires of Sixth Form students. If students fall below our expected standards repeatedly, they may be asked to return home to change.

The student lanyard should be worn at all times for safeguarding those on site.

All students should wear a **two piece business style outfit** that can consist of:

- Jacket and skirt
- Jacket and dress
- Jacket and tailored trousers

Where a skirt or dress is worn this should be of an appropriate length for a work environment.

Where a tailored shirt is worn this should be tucked in and worn with a tie.

When a tailored shirt is not worn a smart top should be worn.

Formal jumpers may be worn under a jacket but should be of a V neck or crew neck style. Zip style jumpers, sweatshirts/hoodies or jumpers with logos are not permitted. Chunky jumpers that cannot be worn under a jacket are also not permitted.

Shoes or boots should cover the foot at the front and back and boots should not be in the style of 'Doc Martens'. Boots may be worn with a skirt or dress as well as with trousers as long as they are of a formal work style.

Hairstyles should be in accordance with smart business dress – any dye should be of a natural colour.

The Academy is responsible for ensuring that jewellery worn does not pose a risk to those on site. **Visible piercings should be restricted to ear studs or small hoop earrings; nose studs may be replaced with a clear retainer.** Please note permitted or non-visible jewellery may need to be removed for health and safety reasons as advised by the Academy.

If there is any debate about an item of clothing the Headteacher's decision is final.

Sixth Form routines

The following policies ensure students are supported in being able to uphold the core values of the Sixth Form.

- Most students study 3 A-levels (some may do more, with permission from the Academy)
- All students will have a minimum of four supervised study periods on their timetable.
- Form Time is compulsory for all sixth form students and they should be in their form rooms from 8.20am every morning ready for a prompt 8.30am start.

Common Room and Study Facilities

The common room is a fantastic facility, which students can use during unsupervised study periods, break and lunch times. The common room is a social and also a study space for all and therefore the noise level must be respectful and students must not play music or other audio aloud in these areas during the Academy day.

We have study facilities available and students will undertake a minimum of four sessions of supervised study periods per week during Sixth Form. (One per subject and one additional session)

We would expect, of course, that students take full responsibility for the upkeep of these areas and keep them clean for the others to use. There are plenty of bins provided.

Behaviour on and off site

As senior students we expect our Sixth Formers to set a positive example to the rest of the Academy in their conduct, behaviour and dress. We will take breaches of these expectations seriously.

Students should always:

- a. Move around Academy and the local area in an orderly way
- b. Speak to other members of the Academy and local community in a respectful manner
- c. Treat the Academy site and local area with respect, which includes keeping noise to a minimum, not dropping litter or leaving litter on tables or in the common room and leaving communal areas clean and tidy
- d. Ensure attire/clothing follows the Academy's dress code at all times

Leaving the Academy site

Year 12 students may leave the Academy site during lunchtime, provided they sign out using the sheet at sixth form reception. Year 13 students may leave the Academy site during break, lunch and unsupervised study periods, provided they sign out at reception.

Smokers/vapers are reminded that, on request from local authorities and residents, students must not smoke on Urban St, Clayton Rd, the grassland next to Urban St, near the primary school or near Tesco.

Driving lessons

If a student wants to learn to drive, they may be able to arrange driving lessons during Academy time. We ask that students use the following procedures to apply for time out of Academy:

1. Find a suitable free period in the timetable and allocate that as your driving hour
2. Obtain an application form from the Head of Year – get parents to sign it
3. If the Head of Year is happy that this will not impact upon your studies then permission will be granted

Students must not leave site for driving lessons before permission has been granted.

Parking

Students should adhere to the Highway Code and the parking restrictions, which are in place on Urban Street and outside the Sixth Form reception. They should not park on the zig-zag lines or block the turning space for

the road up behind the sports centre. This entrance to the Academy is used for delivery vehicles and emergency vehicles and easy access is required at all times.

If students park in a manner that means they are obstructing the highway or local businesses then they will be asked to go and move their car and find an alternative parking space. If there is evidence of continued improper parking then students might be asked to find an alternative means of transport to school.

Parental Information - Communication

In Touch

The 'In Touch Communication System' enables the Academy to correspond with parents/carers via email and text message. We use the text message system for first day absence and attendance communication. In the event that your child is absent from the Academy and we have not had any correspondence from you a text message will be sent to a designated contact and you will be able to reply to the text message to confirm the reason for your child's absence and their expected return date. The email system will be used for sending out letters from the Academy.

For each child the Academy will have a designated contact (the parent/carer who is priority 1 on the contact list) and a designated email address and mobile number. This can be changed at any time by visiting main reception and speaking with one of our receptionists. Parents/carers will be able to 'opt out' of this system; in this instance, parents/carers will receive paper communication.

Sims Parent App and ParentPay

These are two systems which parents/carers can use which help communications and process payments made towards activities for our students. These both link with our school information management system (SIMS) which means all information is accurate and up to date.

SIMS Parent App

Our parent app and website will allow parents/carers to access information at their own convenience via smartphone, tablet or PC – anytime, anywhere.

You can also review and request changes to the data held direct from a smartphone/website.

What information is on SIMS Parent App?

- Academy term, inset dates and contact details available at the click of a button;
- Access to update contact details, so we always have the most up-to-date information in case of emergency;
- If parents have more than one child at school, access to information for all the children, from the same app;
- As the module progresses a view of assessment information, as it is published, normally at the end of a module.

ParentPay

ParentPay is web based and will ensure parents/carers can make payments securely for trips and events, as well as providing consent. Once registered parents/carers will be able to make payments easily and securely online rather than give students cash/cheques to bring into the Academy. This is also how parents/carers pay for their children to use the academy's catering facilities using a biometric till system. Children do not use

cash in the dining rooms but instead use the 'credit' parents have added using ParentPay. It is used for all academy trip/event payments, payments towards Priory Leisure, CCF and DoE activities.

Parents/Carer with older children already in attendance will not have to register again for either system when other family members join the Academy. Parents/carers who are new to the Academy with students joining Year 12 will receive an invitation to register for the Parent App and ParentPay.

Satchel:One

Satchel:One is an all-in-one platform designed to make life easier for students, teachers, and parents. Here's how we use it in our academy:

- **Homework Management:** Teachers assign and track homework. Students can easily see their assignments and deadlines, and as parents, you can stay informed about your child's homework, helping them stay on top of their tasks.
- **Awarding House Points:** We celebrate student achievements and positive behaviour by awarding house points. You can see the house points your child earns and join in celebrating their successes.
- **Student Notices:** Important notices and announcements are shared through Satchel:One, ensuring students never miss out on crucial information. As parents/carers you too, will have access to these notices.
- **Detentions and Behaviour Logging:** Our staff log detentions and track student behaviour through the platform. You will be able to view any logged detentions or behaviour notes, so you're always aware of your child's conduct at school.

Students can sign in easily using their Microsoft 365 school account, ensuring secure and seamless access. Parents/carers will be provided with a parental code which will link your logon to your child. With Satchel:One, you'll have a clear window into your child's school life, making it easier than ever to support their education.

Sixth Form Bursary applications

Application forms and further guidance about the sixth form bursary can be found on the Academy website. Applications are made via the Applicaa system used for the initial application process. If you have any further queries then please ask your child to speak to their pastoral manager Mrs Bilbie (Year 12) in the first instance. sbilbie@prioryacademies.co.uk or Mrs Nuttall (Year 13) hnuttall@prioryacademies.co.uk

Supporting your child in sixth form

Sixth Form is a time when students want to be treated more as adults, with increased independence and ability to make choices for themselves. These choices can be important life choices, such as which A-levels to study, whether to go to university or not and which course or career they wish to pursue. We allow students to take more responsibility for themselves and their choices as they progress through the Sixth Form, but they do still require the support of all of those around them throughout this time. To that end, you can offer support by:

1. Ensuring students get to the Academy by 8.30am every day
2. Obtaining from your child a copy of their timetable and the name of their form tutor.
3. Ensuring they are prepared for the day ahead: correctly dressed, with pens, paper and books as required by subjects
4. Checking progress in the module grades and discussing any issues that are arising

5. Arranging where possible all medical appointments for outside of Academy hours – attendance figures to lessons will be commented on in references to universities and employers
6. Making sure part time work does not interfere with Academy work (part time work cannot be undertaken during Academy hours)
7. Ensuring any absences are called in on the day and are backed up by a note from yourselves (Academy policy on family holidays remains the same for sixth formers)
8. Helping them to organise their independent study time and revision at home
9. Keeping a close eye on how they are coping during the high-pressure times of the year
10. Arranging any driving lessons within Academy time during unsupervised study periods, with permission from yourselves and the Academy.
11. Contacting the Academy if you have any questions or concerns at all

Attendance and Punctuality procedures

- Attendance at form time at 8.30am every morning is compulsory. (even if they do not have a lesson period 1)
- If they are late in the morning then they will lose the right to sign out at lunchtime.
- Repeated lateness in the morning will result in sanctions such as losing free periods during the school day.
- Study sessions are part of their timetabled hours and are therefore compulsory. If they miss a study period without a valid reason then they will be asked to make up the time for the relevant department and submit the work asap.
- All absences from school must still be approved by parents (see notes above)
- If attendance drops below 95% students will need to meet with a member of the pastoral team.
- If attendance drops below 85% then parents will be invited in to meet with the pastoral team to make an attendance action plan.
- If attendance does not improve with the action plan, then a further meeting will take place to discuss viability of sixth form place going forwards, along with any necessary changes to examination entries.

Academic progress policy

We expect all students to work hard and aim to reach their academic potential. In order to make sure that happens, the Academy will:

1. Offer advice and guidance on subject choices in order to ensure that students are on the right courses
2. Monitor and track the progress and effort of students whilst on their courses
3. Intervene when necessary to support students in improving their performance

How will progress be monitored?

Students will be monitored throughout their course to make sure they are working to their potential and that they show evidence of being able to successfully complete the course. Evidence looked at will include:

- Module attainment grades
- Attitude to Learning grades (effort rated as 4 is a concern although consistently performing with an effort rated as 3 may also highlight possible concerns)
- Attendance data (anything less than 95% can be considered a concern)
- Mock examination data (grades U and E are causes for concern or where grades are two or more below target level)
- Teacher assessments during the course (persistent U/E grades or grades that are two or more grades below target)

Should a student be a concern for any of the reasons shown above, and fail to show improvement, the Academy may withdraw the student from the course.

What happens if underachievement fails to improve?

Where underachievement is consistent or spread across multiple subjects due to a lack of engagement, low effort or low attendance (under 85%) then, as a last resort, a student may be withdrawn from a course or courses. This is because they are unlikely to complete the course successfully. Parents/carers will always be fully informed of the situation before a decision is made.

In the unlikely event that a student is withdrawn from several courses, their place at the Academy may no longer be viable. In this instance, we would work with the student to help support them in finding alternative education or training.

Independent Study and Study room expectations

Preparing to study

- Even though students are studying fewer subjects now, the volume of work will increase rapidly.
- Students will often be required to work from ring binder folders – so a plentiful supply of paper, dividers, staplers and hole punches at home is useful.
- Students should have a bag that is big enough to carry text books and a ring binder file
- Students should take a ring binder file to lessons – keep notes and handouts in that for a short time then transfer to a subject specific file at home, keeping notes in the right order! Date all work!
- Students should use a lever arch file for each subject to store notes and materials
- Teachers will expect to see student files at regular intervals.
- Students will need to write in black biro for all examinations.

Code of Conduct for Supervised Study

1. Arrive promptly at the start of the session and make sure you have registered with the member of staff.
2. Ensure you have plenty of work to do – we do have materials in the study rooms available for you to use
3. Drinks should be water only and there should be **no eating in the room** under any circumstances.
4. Sit quietly at a desk and work productively – please do not disturb any other students
5. You may listen to music through headphones so long as they can't be heard by or shared with another student
6. Laptops and tablets may be used – but not to watch films or play games
7. Mobile phone usage should be kept to a minimum as you have access to a computer. If mobile phones are to be used for music, then they should be out of sight or laid flat on the desk.
8. Adhere to the same rules as a lesson. Do not ask to leave to go to the toilet or fill up your water bottle.
9. Coats should not be worn in the study room unless there is extreme weather and you have been informed that you may do so by the member of staff on duty.
10. Members of staff should be addressed with manners and courtesy. They are there to help you should you need any support or advice.

Work to complete in study sessions

When in supervised study you should use your time productively. Subject teachers will indicate where work can be found for each study period and you should know when to submit it each week. Your general study period is a valuable additional time slot, which could be used to do some of the following tasks:

- Make precis/summary notes of lessons
- Engage in further reading and note making from text books
- Read around the subject by bringing library or other books to study sessions
- Make revision cards or other revision aids for use in the run up to examinations
- Plan answers to examination questions and other tasks set by teachers
- Research essays or other problems set by teachers
- Read novels and other books which support the learning in the subject

Further guidance on independent study, time management and revision skills can be found on the sixth form Sharepoint pages and will form part of their Personal Development work during Form Time.

Appendix A – Driving Lessons Permission

Dear Parent/Carer,

At the Priory Academy LSST we have a policy of allowing students to take driving lessons during Academy time. This policy is based on the conditions that the driving lesson is taken in a regular slot and that this slot falls in one of the students' free periods. The Academy reserves the right to remove permission if the students' attendance or effort levels fall below an acceptable standard. We would appreciate if you could please complete and sign the form below and return to the Sixth Form office for permission to be granted.

Yours faithfully,

Miss L Bellamy and Mrs S Porter

Name:		Form:	
Driving School/Instructor			
Requested Driving Lesson	Day:	Time/Period:	
Permission granted	Yes		No
Signed	Student:		
	Parent/Carer:		
	HOY:		
Date approved by HOY			
Date passed practical test			
If driving to and from school.	Make of vehicle	Model and colour of vehicle	
	Registration of vehicle		