

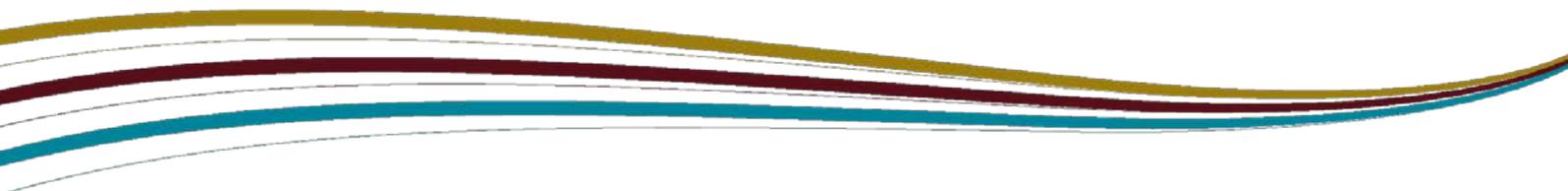


SIXTH FORM

Sixth Form FAQs

You said...	We said...
Who will be in charge of the Sixth Form at The Elizabethan?	Mr Dainty (Assistant Principal) will oversee the Sixth Form provision for students at The Elizabethan alongside a team of Sixth Form Tutors responsible for supporting the personal development sessions and applications to Higher Education establishments or employment in Year 13.
What is the official start date?	Wednesday 5 th September will be the start date for the new academic year. Students will be expected to arrive no later than 8.35am on the day where they will sign in at reception and make their way to the Sixth Form Common Room. We will then proceed to issue student timetables, timings of the day and any further relevant information. Lessons will commence at 10am.
What is the dress code for students?	See below for clarification on dress code requirements
Will I have to work with younger students?	We will not insist you work with the younger students in school although we would encourage you to adopt a sense of 'house' identity.
Which entrance should Sixth Form students use during the day?	<p>Reception will be the entrance used by Sixth Form students in order to ensure we have a clear signing in and out procedure. We are looking into the possibility of using electronic signing in/out at the staff entrance but in order to ensure we have correct safeguarding procedures in place (especially in the event of a fire/lock-down) we need to know who is on site.</p> <p>Students who wish to leave the site during the day must do so via reception, signing both in and out. We would encourage students to remain on-site throughout the day however and use the time for private study or revision purposes.</p>

Where can we park our car?	Spaces will be made available at the far end of the car park for students wishing to bring a vehicle to school. It is the student's responsibility to make the school aware that they intend to bring a vehicle on site and a permit will be issued which will need to be clearly displayed on the dashboard of the vehicle every day.
How long are lessons?	Lessons are 1 hour long and we operate a two week timetable
Where will we sit internal and external examinations?	Exams will be conducted in either the Hall or the Sixth Form Study Space. A PPE (Pre-public exam) is scheduled for wc. 12 th Nov 2018 and will last for approx. three weeks.
Can we access Wi-Fi in school?	Wi-Fi will be available on our 'Guest' server and access to this will be through logging in with your school username and password (issued in Sept). This will ensure that the required filtering and safeguarding processes remain in place.
Where will the Sixth Form toilets be located?	The toilets within the Common Room will be designated Ladies and the toilets outside the Common Room on the PE corridor will be designated Gents.
Can we use the cashless catering system?	We will re-instate the fingerprint system. We may need to re-scan fingers in the first week back so students will need to bring along cash for the first couple of weeks until we have everyone in our system and accounts re-activated. Students may wish to bring along their own cash to purchase items from the vending machines or if they chose to go out for lunch.
Who will be in charge of the Sixth Form Catering?	Jaki Green (Head of Catering Team) will coordinate vending machines and drinks throughout the day which can be purchased at the pods in the Dome. She will be responsible for the upkeep of the machines in the common room.



Can I still be employed at lunchtime?	If students wish to be Midday supervisors on site this is fine but we have a duty of care to ensure they have a lunch break. If students have study periods before or after lunch this could serve as their break, however if this is not the case we may insist that they are on duty for only half of lunch and rotate with another student who is in the same position in order to have the required break.
Will there be a Year 13 Prom?	A prom date has been added to the school calendar and this is set for the 27 th June to coincide with the Year 13 Leavers Assembly. Arrangements and a venue will be discussed early in the academic year with a student working party set up to organise the event.
When is the official Sixth Form Opening Event?	The official opening date is on 17 th September

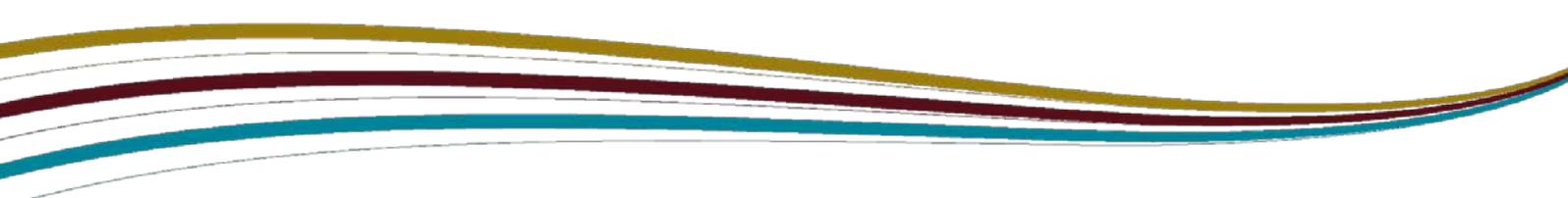
The Elizabethan Academy

Sixth Form Dress Code

Sixth form students are role models for students lower down school and as such the standards of dress are an important part of the ethos and culture of The Elizabethan.

Students are expected to regard Sixth Form dress requirements in a positive manner. The Elizabethan Academy has settled on a dress code that stops short of uniform or business dress. Instead, we have opted for a dress code that recognises the variety of dress considered appropriate in the workplaces our students will go on to work in.

Nevertheless, we do have some expectations that we expect ALL our students to meet:

- Ripped jeans are not permitted.
 - Tracksuits or tracksuit bottoms are not permitted.
 - Shorts are not permitted (unless a student is involved in a specific sporting event or activity).
 - Polo shirts or t-shirts should be plain and contain no logos others may find offensive.
 - Vests may not be worn as an outer garment and no mid-riffs should be visible.
 - Brightly coloured trainers are not permitted.
 - Flip-flops or 'sliders' may not be worn.
 - Hair styles should not be extreme in nature.
 - Hair colour should be reasonable.
 - While most jewellery is considered acceptable, students will be asked to remove items if an excessive amount is worn.
 - Students **MUST** wear their lanyards and ID visibly **AT ALL TIMES**. Their loss must be reported to the Pastoral team immediately. A small charge will be made for a replacement.
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Given the constantly evolving nature of fashion, The Elizabethan Academy reserves the right to add to these requirements and determine that particular items are not appropriate. Students are expected to exercise mature judgement in their choices. In instances of uncertainty, a member of the Sixth Form pastoral team should be consulted and will become an item on the Sixth Form Committee.

Students who come to school inappropriately dressed may be asked to go home to change. Students should accept that choosing to dress inappropriately puts them at risk of being sent home to change, with consequent loss of learning time.

Dress-up Friday

Every Friday students will be encouraged to attend school in smart business-style wear suitable for a professional environment. Again we expect students to view this as an opportunity to act as positive role models for the students lower down school.

As with any code of conduct, The Elizabethan Academy will review the information above at the end of the academic year and reserve the right to amend as necessary.

Mobile phone & bring your own devices (BYODs) Sixth Form code of conduct

A privilege of Sixth Form at The Elizabethan Academy is that you are entitled to bring a mobile phone to school. We appreciate these are an important element of people's lives in the modern age and can play a positive role in learning when used appropriately.

We know you will understand your responsibility as a role model to younger students who do not have this privilege and accept the code of conduct outlined below:

- Mobile phones may only be used in the Sixth Form specific spaces of the common room, the courtyard and the study space.
- Mobile phones should only be visible in class with the permission of the class teacher.
- Mobile phones should not disturb the learning of others and will be confiscated should this occur.
- All use of mobile devices and BYODs within school should adhere to the ICT user policy.
- The school does not accept any responsibility for loss or damage to such items brought into school.

