

The Elms Academy

Sixth Form Handbook



Handbook 2022-23



The Elms Academy

The best in everyone™

Part of United Learning

Welcome

A very warm welcome to students and parents. We are delighted that you have chosen The Elms Academy for the next stage of your educational career where we live by the motto '**be exceptional**'. We are excited about the next two years and promise to ensure the **experience is rewarding** and will enable you to **fulfil your unlimited potential**.

The Elms Academy Sixth Form is an **inclusive learning environment** where we put the student at the heart of everything we do. We have an **unrelenting focus on high standards** and set the highest standards for student conduct, academic progress and encourage and facilitate enrichment opportunities.

These guiding principles are central to every decision we make, and are encapsulated in our vision for the Sixth Form, our mission and the values we live by.

Please read through this handbook to familiarise yourself with the way we work. If you have any questions, please do not hesitate to contact either of us.

Rebecca White
Assistant Principal

Pete Mathershaw
Vice Principal

Our Vision

Students will **be exceptional** and have the ambition, drive and opportunity to 'climb the mountain' to the **best universities and professions**.

Our Mission

The Elms Academy students **strive for their own personal best**. They **make healthy, wise and principled choices** that lead to **happy and fulfilled lives**. The Elms academy fosters **self-discipline, creativity, high-self esteem, determination and confidence** so that students make a positive contribution to global society.

Our Values

Our values are played out on a daily basis by fostering five key habits. Our habits

Commitment to progress

- Resilient
- Aim to overcome obstacles

Excellence in thinking

- Use all learning time effectively
- Work beyond the subject curriculum

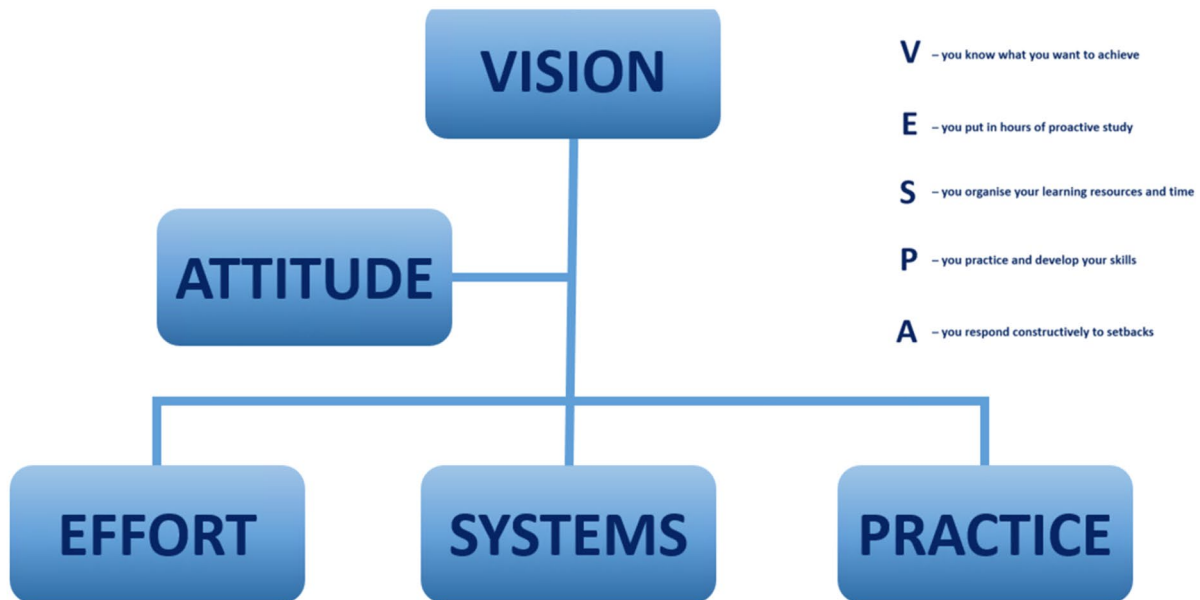
Honourable leadership

- Role models for the school
- Display integrity



Our Habits

In order to achieve our mission we use the VESPA model that emphasises the important of attitude and practice in for successfully achieving a student's vision. We have **very clear expectations of students can do this based on our five habits. These habits lead to a happy and fulfilled life; they are easy to do once, but take resilience, integrity and commitment to do every day.**



1. Be on time in business dress 2. Bring your equipment 3. Meet all deadlines 4. Be polite 5. Work hard and help others learn



Calendar

Academic Calendar 2022 - 2023

STAFF TRAINING DAY
 SCHOOL HOLIDAY
 BANK HOLIDAY
 SCHOOL DAY

SEPTEMBER 2022						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER 2022						
M	T	W	T	F	S	S
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31						

NOVEMBER 2022						
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DECEMBER 2022						
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JANUARY 2023						
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30	31					

FEBRUARY 2023						
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27	28					

MARCH 2023						
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APRIL 2023						
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MAY 2023						
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29	30	31				

JUNE 2023						
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JULY 2023						
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24	25	26	27	28	29	30
31						

AUGUST 2023						
M	T	W	T	F	S	S
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21	22	23	24	25	26	27
28	29	30	31			

Home-School Promise

We know that student success depends upon the **partnership of school, student and parents**. We know that a strong relationship between school and parent built **through clear expectations and support**. As such we ask that you read and sign the home-school agreement in order for your child to take up their place at The Elms Academy. We appreciate parental support and endeavour to communicate frequently with you.

For safeguarding reasons, it is crucial that students **sign into and out of the building** every time they enter and exit. It is also imperative that students wear their **ID cards at all times**. It is the responsibility of the student to keep their ID card and report it lost if necessary. A replacement will be provided at a small cost.

Lockers will be provided to all Sixth Form students in the Sixth Form area. They must not use lockers in other areas of the school. Students bring valuables to school at their own risk and the **school accepts no responsibility for them**. This includes **chromebooks**.



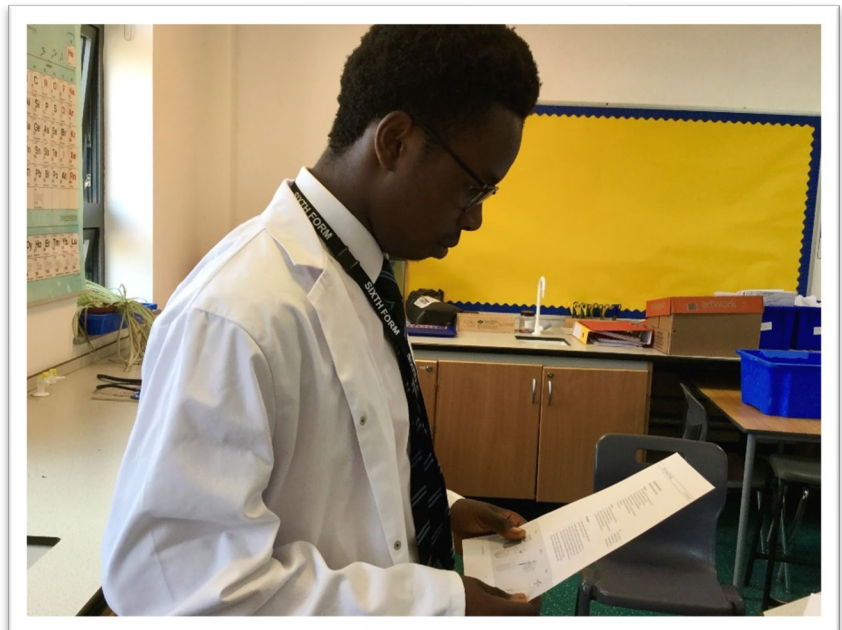
Sixth Form

Academic Progress

Although progress is monitored throughout the year, students in **Year 12 will have three Assessment Points** in the course of the year and **Year 13 will have two Assessment points before their final exams** in May and June. It is crucial for student progress that they are fully prepared for these Assessment Points as they generate the most accurate data predicting student outcomes. **Results of the Assessment Points are used to inform course changes, subject interventions, parent meetings and UCAS predicted grades.**

Independent Study

One of the biggest changes from Year 11 for a Sixth Form student is timetabled Independent Study. KS5 courses are very demanding and it is necessary to timetable Independent Study lessons in the Sixth Form Study area. During these lessons, students are expected to **adhere to library conditions**. They are expected to stay in their seats focused on their work, as they would in a taught lesson. They are not expected to talk or communicate with other students. Independent Study periods are supervised by a teacher or member of SLT.



The ability to work independently is crucial for success at university and the workplace.

Homework

Sixth Form students will receive homework every single lesson. This should result in students being given at least additional 6 hours of homework a week from their subject teachers.

Research shows that students who achieve the top grades complete on average between **6 – 8 hours of independent study** a week per subject.

Homework should always supplement student learning. This means it may take the form of research for upcoming learning in lessons, consolidation activities which cement the student's learning in lesson, or it may test student knowledge in the form of quizzing, mock exams or knowledge acquisition.

Sixth Form Attendance and Punctuality

Your attendance to school has a direct impact on your academic progress. **Sixth Form courses are demanding** and require full attendance. Attendance and punctuality are also an important part of self-discipline and help the student achieve their full potential. **Students cannot make appointments during lesson time or take holiday during term time.** Students missing lessons will not do as well in their chosen subjects and can affect their career paths in later life. Poor attendance may result in students being placed on an attendance report or an attendance contract, as well as meetings between the Head of Year and Parents/Carers.

There is a direct correlation between attendance and attainment.

Attendance	Days Missed	Lessons Missed
100%	0 days	0 lessons
95%	10 days	30 lessons
90%	20 days	60 lessons
85%	30 days	90 lessons
80%	40 days	120 lessons

Attendance will be monitored over six-week periods, but intervention may begin when deemed necessary.

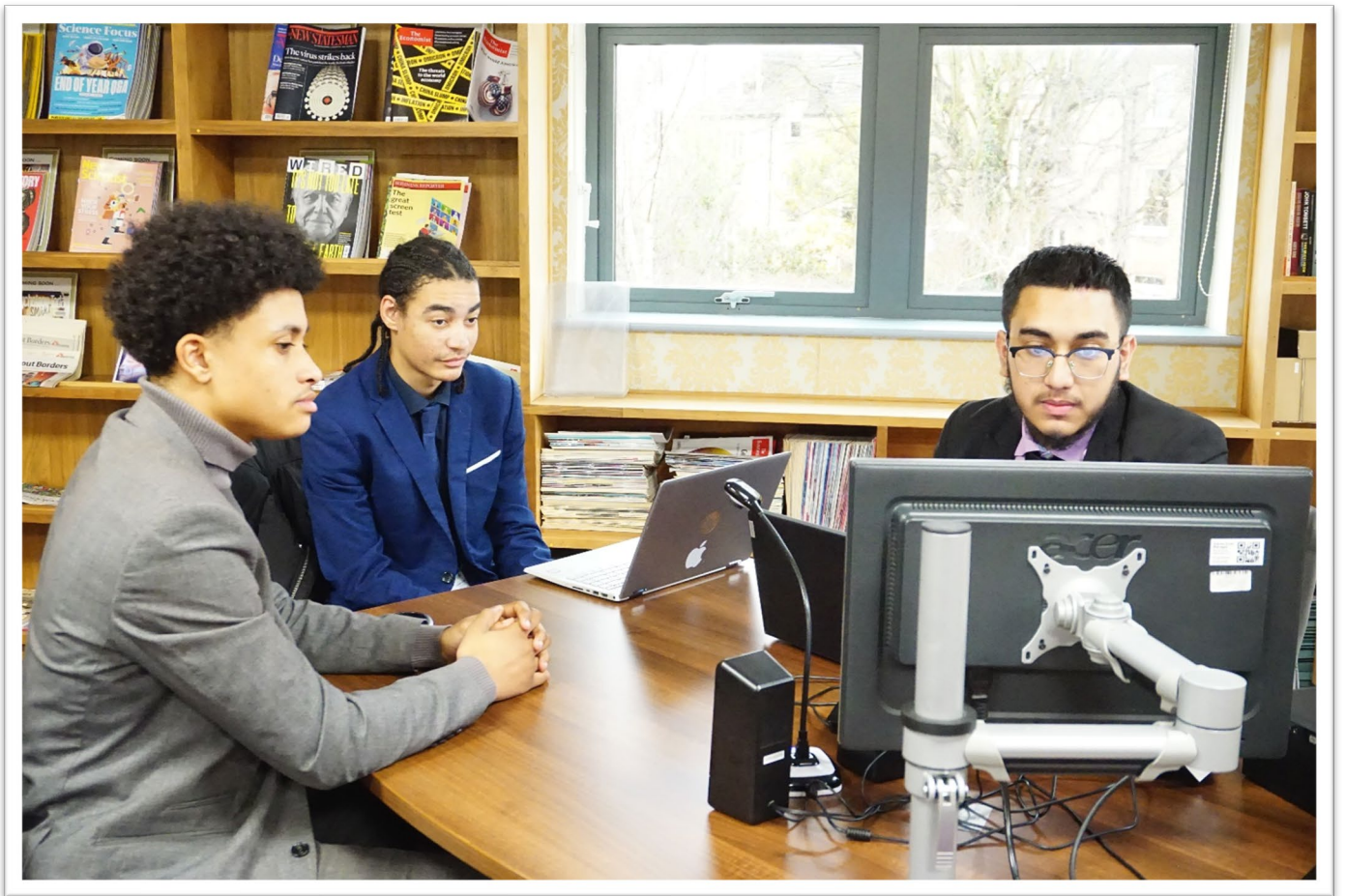
Stage	Trigger	Action
Stage 1	Attendance drops below 95%	<ul style="list-style-type: none"> • Call home to parents • Letter sent home outlining stages of attendance intervention • Verbal warning given to student
Stage 2	Attendance drops below 95% for six consecutive weeks Or attendance drops below 85% at any point	<ul style="list-style-type: none"> • Parent meeting outlining need to improve attendance
Stage 3	Attendance continues to be below 95%	<ul style="list-style-type: none"> • Parent meeting outlining seriousness of attendance problem and costings for exams
Stage 4	Attendance remains below 95%	<ul style="list-style-type: none"> • Parent meeting with Vice Principal • Students pay for their own exam entry

If students are absent from the Academy, parents/carers should telephone the academy on 020 7819 4715 by 8.30am and leave a message or speak to Mr. Ajai-Ajagbe giving the reason for the absence.

If you are in receipt of a bursary, unauthorised absences may affect this payment. Parents should be aware that repeated authorised absences will need to be discussed in person with a member of the Sixth Form team and would require supporting medical evidence.

Upon return, it is the responsibility of students to contact their subject teachers and catch up with any missed work

Punctuality



Students must be on time to every lesson. If a student is less than 15 minutes late to any lesson, the students will have a 30 minutes lunchtime isolation or after school detention on the same day. If a student is more than 30 minutes late, the student will have an **hour detention on the same day**. If a student misses a detention, they must return to school with a parent the next day.

Chromebooks

Sixth Form students will be given a chromebook at the start of the year to bring with them to school every day in exchange for a deposit. **This is a privilege only awarded to our Sixth Form students and is in recognition of our trust in them and of their leadership of lower school students.** Chromebooks can be an extremely useful learning aid for independent study at school and at home. **The care of this chromebook will be the responsibility of the student including damage or loss.** It should be ready charged for lessons every day. Sixth Form students must sign an 'Acceptable Use of IT' agreement and must adhere to its terms of responsible use and chromebook care.

Behaviour Policy

Every student deserves disruption free learning every minute of every day. As a result, we have a **zero-tolerance policy** to disruptive behaviour in lessons and independent study. Students will receive one warning for any disruptive behaviour in a lesson. If they have to receive another warning, they will be excluded. Parents will receive a call from a member of SLT informing them of this and to arrange a reintegration meeting before the student can return to school.

Sixth Form No Excuses Sanctions			
Lunch Isolation (Same Day)	Sixth Form Detention 1 hour (Same Day)	Sixth Form Detention 2 hours	Exclusion
Lateness between 0 – 15 minutes	No Homework or Incomplete Homework		W2 from Lesson or Independent Study
Shirt untucked	Missed BTEC Deadline <i>(including assignment brief)</i>		Missed Detention
Not wearing a blazer in specified areas	No equipment/textbook or missing equipment/textbook	Missing a lesson	Red Line – rudeness to staff
Wearing coat inside			Red Line – walking away from staff
Wearing headphones inside	Late by more than 15 minutes		Red Line – refusal to follow instructions incl. handing over phone
Chewing gum			
No sign in or out			

If a mobile phone is seen by a member of staff in the corridor (before, during or after school, in a lesson or tutor time, or during independent study in the sixth form common room) you must hand over the phone and your parent will need to come and collect it.

Mobile Phones

Sixth Form students can bring mobile phones into school and are allowed to use them **before school, at break, at lunch and after school only in the Sixth Form Home Room.**

If a phone is **seen or heard** at any other time or in any other part of the school, including the playground, it will be **confiscated by a member of staff** and will only be returned to a parent. Failure to hand over a phone when requested may result in the student being sent home.

Lunch time privilege

Students with excellent attendance and behaviour will be allowed off-site during lunch time

No hot-food is allowed into the Sixth Form area

Cold food may be consumed in the Sixth Form Home Room at lunch and break times only. The Sixth Form team expects that all waste is placed directly in the bins in the Home Room. If food or litter is found left around the Home Room, the team may seek to review this policy.

Dress Code

It is important that we uphold excellent standards of professionalism in the way we dress to ensure that we are in the right mindset for academic study and future success. As a result, we have high expectations of students' dress code.

Business Dress

*A professional attitude to school will lead to faster progress to your goals
Successful people know the power of presentation*



Business suit jacket or blazer

Blazer / Jacket to be worn *on the way / on arrival to school*, when moving around the building and during formal occasions such as assembly and meetings



Collared shirt & tie
(Shirt must always be tucked in)



Fine-knit v-neck jumper or cardigan



Smart formal tailored trousers, knee-length dress or skirt
Stretchy / lycra type fabrics are not permitted



Traditional Dress



Formal shirt / blouse



Dark coloured formal footwear of suede or polishable leather with a dark coloured sole

Headphones, earpods and mobile phones should not be visible except the Sixth Form area *at break and lunch*



Coats, scarves and trainers must be taken off **before** entering the school building. If a student is wearing these items in the school building, they will be confiscated by a member of staff.

Trousers, leggings, jeggings made of stretchy material will not be allowed.

Skirts or dresses made of stretchy material will not be allowed.

Skirts or dresses must be knee-length.

Trainers or casual shoes are not allowed. Shoes must have a dark sole.

Bursary

Mandatory Bursary Fund

The 16 to 19 Bursary Fund provides financial support to help students overcome specific barriers to participation so they can remain in education. The government's view is that the post-16 bursary is primarily to support disadvantaged young people, a post-16 equivalent of the pupil premium.

Young people qualify for a mandatory bursary if they are;

- In public care.
- Are claiming the DLA and ESA, (Employment Support Allowance)
- Are in receipt of ESA and Personal Independence Payment (PIP)
- Or are on Income Support in their own right

Discretionary Bursary Fund

Students may be eligible for financial support at the discretion of the Academy. The Academy will be responsible for awarding bursaries to students. The academy sets the conditions for students to receive the bursary, decides the amount and when bursaries are paid. Please see our Bursary Policy on the website for more information.

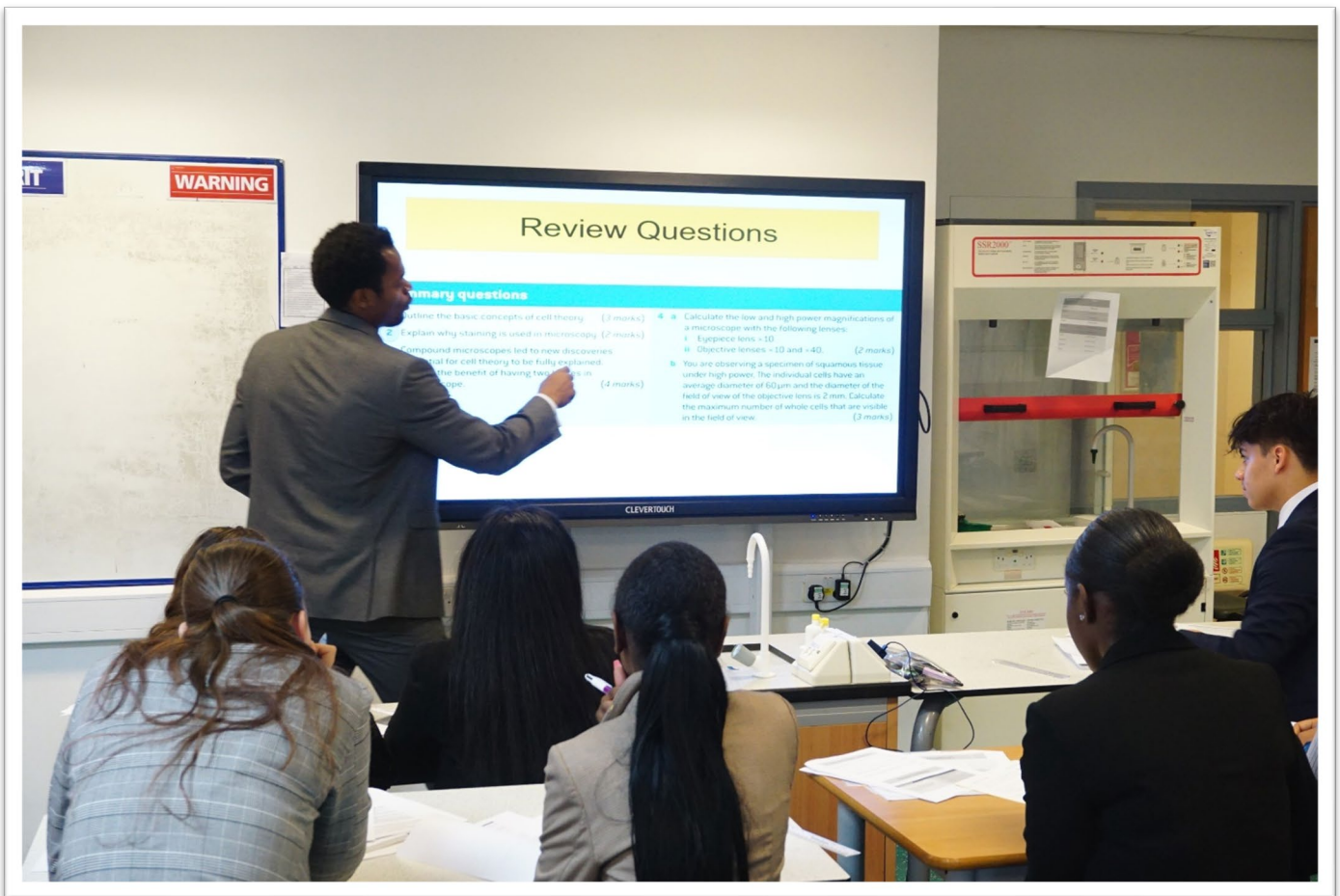
For an application form and further details please contact the Sixth Form Administrator Vernon Ajai-Ajagbe on 020 7819 4715 or vernon.ajai-ajagbe@theelmsacademy.org



Enrichment and Careers

Pastoral Care

Pastoral care is at the core of the Sixth Form and we take time to get to know students as individuals. Every student has a personal tutor whom they see daily, and Head of Year who will continually monitor both academic and personal welfare. Our **PSHE curriculum** is a crucial element in developing students who **make healthy, wise and principled choices that lead to happy and fulfilled lives**. As such we are invested in educating Sixth Form students about mental health issues, sexual health, personal finance, drug and alcohol awareness, and current affairs, amongst many other important topics.



Enrichment

In line with our mission that *'The Elms Academy fosters self-discipline, creativity, high-self esteem, determination and confidence so that students make a positive contribution to global society'*, we ensure that students become involved in a range of enrichment activities that are both extra and super-curricular. We are very lucky to have a dedicated person who looks after the enrichment offer for Sixth Form students, and who maintains excellent relations with some of the most prestigious organisations and businesses in the capital. As a result, every student will have a personalised enrichment interview with opportunities made available. It is imperative that students engage in these opportunities to build confidence and a profile for their university personal statement.



Careers

All students have access to the Russell Room, the Sixth Form specific careers library, in which students can spend time researching university pathways that suit their ambitions or sit and write their personal statements with support from our Careers Co-ordinator, Ms Kotocova.

In addition to this, every student will receive a personalised meeting with our Careers Coordinator, both on request and during the UCAS process. Ms Kotocova provides individualised and timely information about university and careers opportunities.



Code of Conduct

Sixth Formers are the leaders of the school and as such **we expect exemplary behaviour** around the building and in the **neighbourhood**.

- Students should walk to and from school quietly and **respectfully** keeping noise to a minimum, being considerate of pavement space and not dropping litter. They should not be in groups of five or more.
- The Elms Academy is a **smoke-free site**. Smoking is not permitted by anyone on-site. Students are not permitted to smoke within view of the site or when representing the school on any occasion. Breaches of these rules are regarded very seriously.
- Students are **not allowed to bring the following to school**: cigarettes, matches, cigarette lighters and aerosol sprays, toy weapons, weapons, fireworks, alcoholic drinks and non-prescription drugs, and chewing gum.
- **Driving lessons** should not be booked during the normal school day, regardless of whether a student has a timetabled lesson or not. Due to the restriction in space, the Sixth Form does not have any car parking facilities for students. Please drive responsibly in the area, do not block in any of the neighbours and only park in safe places. Traffic Wardens do operate in the local area.

Part-time Employment

Part time work can be a useful experience for post-16 students teaching time-management and independence, however this does need to be **managed carefully** as studying Sixth Form courses requires serious time commitment. We recommend students not work during crucial revision periods before exams, no more than 10 hours a week and only at weekends.



