



**LONGSANDS
SIXTH FORM**

Astrea Academy Trust
INSPIRING BEYOND MEASURE



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LONGSANDS SIXTH FORM STUDENT HANDBOOK 2022-23

Welcome to the Longsands Sixth Form

We hope you have a very happy and successful time here. This handbook has been designed in consultation with students to provide you with some key messages about how the Sixth Form runs. This is not only to help you to settle in quickly, but also to give you information to support your studies throughout your time here. Please make time to read through it so you know what it contains. If you have any questions that are not answered by this handbook, then please come and ask a member of the Sixth Form team.

At Longsands, our core purpose is to secure the best possible experience, learning, and outcomes for every young person for whom we have responsibility. As such our Sixth Form focusses on academic excellence and preparing students for post 18 studies and the world of work. As a Sixth Form student, you are an integral part of Longsands. The contribution that you make impacts significantly upon the whole community. We expect you to take an active role in the Academy, which will make this one of the most enjoyable periods of your life.

Your time in the Sixth Form will pass very quickly, and it is important that you adjust to the demands of 16-19 education very quickly. Your Sixth Form tutors and teachers have a vast amount of experience in helping new Sixth Formers to adjust and you should seek out their help as they will always be pleased to provide advice and guidance. You must remember that a key element of Sixth Form life is openness and honesty; if you are experiencing pastoral or academic difficulties causing you to be behind with deadlines, please do come and talk to us.

Well done on the hard work that has got you this far and we look forward to sharing this next stage of your journey with you.

Dr Cullen and Mr Thomas
Sixth Form



Meet the Sixth Form Team



Mr T Walker

Head of Year 12

thomas.walker@astrea-longsands.org

Teacher of Physical Education and Psychology
University of Bedfordshire
BSc Sports Science and Coaching
QTS in Secondary Physical Education



Dr D Cullen

Head of Year 13

douglas.cullen@astrea-longsands.org

Teacher of Psychology
Bangor University: BSc Psychology;
MSc Research Methods in Cognitive Neuroscience; PhD Cognitive Science;
PGCE Secondary education;
PGC Coaching and mentoring; MCCT



Mrs S Alder

Student Support

suzanne.alder@astrea-longsands.org

The Open University
Further Education Introduction to Social Sciences



Mr E Smith

Inclusion & Wellbeing

edward.smith@astrea-longsands.org

University of Kent
BA American Studies (History)
MA American Studies



Mrs E Walton

Student Support Admin

elizabeth.walton@astrea-longsands.org

University of Hertfordshire
BSc Business and Law

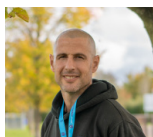


Mr S Highfield

Most Able Champion

samuel.highfield@astrea-longsands.org

Teacher of Science
BSc in Biology from University of Nottingham
PGCE from University of Cambridge



Mr M Simpson

Personal Development

michael.simpson@astrea-longsands.org

Teacher of Physical Education,
Sociology and Criminology
University of Worcester
BSc Physical Education and History
PGCE Secondary Physical Education

Ofsted says...

“*Students in the Sixth Form value their teachers’ hard work and expertise. Students explained that their teachers give up ‘all the extra hours that are needed’ to help them with their work.*”

Students achieve well. ”

The Learning Day

The teaching day commences at 08:45 and ends at 15:10.

However, the gate entrances will be accessible to those wishing to study before P1 from 8:00 until 17:00. These can only be accessed by swiping your student ID card on entry and exit.

Tutor Time

See tutor for details

Period 1

09:00 - 10:00

Period 2

10:00 - 11:00

BREAK

11:00 - 11:20

Period 3

11:20 - 12:20

Period 4

12:20 - 13:20

LUNCH

13:20 - 14:10

Period 5

14:10 - 15:10



Study Skills

You can be proud of achieving sufficiently strong GCSE grades to qualify for Level 3 courses in our Sixth Form. As you begin this next step of your education, it is vital for you to appreciate that the requirements of Level 3 courses are greater and that you will need commitment and diligence to be successful. You will need to take responsibility for your progress and undertake enough independent study to meet the demands of each of your subjects. Any periods on your timetable where you are not in lessons are designated as study periods where you should be using this non contact time to enhance and consolidate your learning.

You are expected to study and revise for 30 hours each week, including:

16 hours per week – timetabled lessons and enrichment

15 hours per week – independent study (5 hours per subject per week)

This means that you will be completing a minimum of five hours of independent study per subject per week.

We provide the following areas for your study:

<p>GROUND FLOOR Cafe Area</p> <p>This is a relaxed space for students to eat, drink and study.</p> <p>The Coffee Cube Cafe accepts contactless payment and ParentPay.</p>	<p>FIRST FLOOR Quiet Area</p> <p>This is a quiet space for independent or small group work, with minimal and quiet conversations.</p> <p>Drinks and snacks can be eaten here.</p>
<p>SECOND FLOOR Silent Area</p> <p>This is a silent study space for Year 12 and 13 students to complete independent study. Please avoid creating noise from your mobile phones, headphones or electronic devices. The photocopier can be found on this floor.</p>	<p>THIRD FLOOR Silent Area</p> <p>This is a silent study space for Year 12 and 13 students to complete independent study. Please avoid creating noise from your mobile phones, headphones or electronic devices. The photocopier can be found on this floor.</p>
<p>THE LIBRARY Quiet Area</p> <p>Longsands operates a high-quality Library with a number of very useful resources. All Sixth Form students will be allowed to use the Library during the day (when it is not used for lessons) and before and after the learning day for silent study. Please adhere to the following:</p> <ol style="list-style-type: none"> 1. No eating or drinking is permitted at any time. 2. Students are not allowed to use their mobile phone in the Library. 3. Students must adhere politely and respectfully to requests from all staff whilst they use the Library. 4. Please remember that Sixth Form students are expected to set an example to younger students at all times. 	

Tutor Programme

When you enrol in our Sixth Form you will be given a tutor. Your tutor is there to help you make the best use of your time in order that you gain the maximum benefit from your Sixth Form experience. Tutors work alongside students in a partnership. You should aim to make use of their help and develop a good working relationship with them. They are your main point of contact and are there to support you through your Sixth Form journey.

During tutor time, students will have the opportunity to explore a variety of important topics including:

- Post 18 destinations support
- Applications to University and further education, including Unifrog and UCAS
- Application support and guidance for apprenticeships
- Student finance and financial planning
- Personal Development
- Revision techniques that work and exam preparation
- Employment skills and applications processes
- Student health and wellbeing

Assemblies

In addition to the tutor programme, students will have a weekly assembly. Attendance is compulsory as the assemblies are used to give further support to the tutor programme. Students will be notified of any changes to the assembly schedule where appropriate.

Attendance, Absence and Illness

Regularly attending Sixth Form is the foundation of educational success. High attendance is celebrated throughout the year and we expect students to achieve 96% attendance or above. Our Attendance Policy can be viewed on the school website.

Students with excellent attendance will benefit in the following ways:

- Good references for further education or employment
- Continuity of learning, making progress easier, and enhancing performance in assessments and examinations
- Not missing out on events and social activities which help to build long-lasting friendships.

If you are unexpectedly unwell or unable to attend a lesson or a whole day, we ask that your parents/carers notify us with the reason for your absence. We remind students that it must be a parent or carer who contacts the school with information about their absence, as we need parental consent for any absences that do occur.

Medical/Dental/Planned Appointments

All unavoidable absences, that are not due to illness, must be arranged with the school by completing a Sixth Form Absence Request form. These forms are available from outside the Sixth Form offices.

If it is unavoidable for you to miss a lesson/s:

- Complete an absence request form explaining the reason for the absence and stating the day/s and time/s that will be affected and hand this form to Mrs Walton.
- Speak to the teacher of every lesson that you will be missing and agree the work you will complete to cover your absence
- Catch up on work missed due to leave of absence from Longsands Sixth Form.

Lateness

Students should arrive at Longsands before 08:40, ready for a prompt start at 08:45 each school-day morning.

Persistent lateness to registration and/or lessons will be followed up with a meeting with the school attendance officer and or the student's Head of Year.



E-Learning Platforms

Longsands Sixth Form uses the Microsoft Office Suite via the Office 365 platform. Students can access their accounts both on and off-site using the same username and password. To access your school email and files from home, please go to the school website and click on the Staff/Student login at the top of the page and choose the Office 365 option. If you enter your username and password you will be able to access Outlook through the app launcher found on the left of the window.

Featured below you will find the different apps that are used through the Office 365 platform along with other frequently used applications:

Office 365 platform



OUTLOOK This is our email sever for staff and students. Students are required the check their emails daily and this is one of the main uses of communication with Sixth Form students.



FORMS Can be used by the Sixth Form team to gather feedback through surveys, or departments for assessments and quizzes.



ONEDRIVE This is the storage for individual students documents and work. The OneDrive can be accessed anywhere with an internet connection and is a safer way to save and access work rather than running the risk of losing/corrupting items.



TEAMS Is the 'online classroom.' Teams is a central online group where teachers can upload video presentations or live lessons. Materials and student files can also be used in Teams.

Post-18 Destinations



Unifrog is a web-based app that includes tools to search for degree and apprenticeship opportunities. It includes an extensive careers library and advice on how to apply for apprenticeships and degrees. Students in Year 12 will be provided with username and sign-up details during the autumn term.



UCAS hub is the new web site that supports students with both degree and apprenticeship applications. Students can create an account in Year 12 and then use the same account to apply for university courses through the main UCAS web pages.

Dress Code

Our academic standards are high at Longsands Sixth Form and with that comes high expectations of our students. This applies to work ethic and effort but also presentation and appearance. As the most senior students in the school, Sixth Form students represent the values and ethos expected at Longsands.

It is important to maintain high standards of personal appearance; the Sixth Form is a place of study and work and the dress code reflects that. The general principle is that all students should wear an appropriate smart dress for school. Please note that students are not permitted to wear items of clothing with offensive logos/images. In some instances, students who attend Sixth Form inappropriately dressed may be asked to go home and change.

Student lanyards must be worn at all times when on the Longsands site, for safeguarding, gate access and photocopying.

The following are permitted:

- ✓ Smart Jeans, trousers or tracksuits
- ✓ Shorts and skirts
- ✓ Shirts, blouses, t-shirts and jumpers
- ✓ Smart trainers and shoes

Most jewellery is considered acceptable, however, students may be required to remove items if they are engaged in a practical activity where the jewellery represents a health and safety risk to themselves or others.

Students should also wear appropriate clothing for practical lessons in PE, Sport, Geography/Geology and Science subjects.

ID cards and lanyards

Student lanyards and ID cards must be worn at all times when on the Longsands site, for safeguarding, gate access and photocopying. Students must scan in using the Biostore boxes each time they enter and leave the school site.

The Biostore boxes can be found on the ground floor of the Sixth Form block and on entry by the Six Doors.



Enrichment (Wednesday Period 5)

Sixth Form students have a wide range of opportunities to develop their skills outside the classroom. We provide a wide and interesting range of enrichment opportunities at Sixth Form level.

This includes the provision of:

- Extra-curricular activities
- Sports team representation
- Academic writing (MOOC)
- Fundraising
- Volunteering
- The opportunity to complete work experience
- A number of specific Sixth Form day and residential trips which includes several trips abroad

Health, Wellbeing & Support

Mr Smith and Mrs Alder help to support the wellbeing services available to all our Sixth Form students. If you need to talk to someone about your mental health or require support of any kind, then you can go to the Sixth Form building where they are both situated; alternatively you can reach out to either of them in person or by emailing them via Edward.Smith@astrea-longsands.org or Suzanne.Alder@astrea-longsands.org and they will get back to you as soon as possible. Listed below are some of the best mental health support services you can access who have a wealth of resources at their disposal:

- **Mind** – Hosts a dedicated student section full of resources and information.
 - o Email: info@mind.org.uk
- **Centre33** – An organisation that offers services based in Cambridge that specialises in supporting young people up to the age of 25.
 - o Email: help@centre33.org.uk
- **NHS** – Provides a wealth of information and support for your mental health, including access to IAPT and wellbeing exercises.

Every member of the Longsands Sixth Form has the right to learn in a safe, secure and caring environment in order to realise their true potential in all aspects of Longsands life, free from humiliation, intimidation and abuse. They also have the responsibility to contribute, in whatever way they can to the protection and maintenance of such an environment. Therefore, Longsands does not tolerate bullying, including cyber bullying, and all incidents are taken seriously.

As well as speaking to any member of staff, students can also use our designated email address to raise issues: TellUs@astrea-longsands.org

IT Accounts and Email

All students will be issued with an IT log on and email account at the start of the year. Students are expected to check their account daily for information from their subject teachers or from the wider Sixth Form team.

Lockers

There are lockers provided in the café area on the ground floor of the Sixth Form building. Students should see Mr Smith to arrange the use of a locker, and pay a £5 deposit at the Sixth Form admin centre, which will be returned upon handing back the key at the end of the year.

Mobile Phones

Sixth Form students may use their phones in the Sixth Form block and with their teacher's permission during a lesson or tutor time, if a task requires the use of their phone or the internet. Students should not use their mobile phones in any other part of the Academy, including corridors, car parks, and the library. Members of staff are required to confiscate a Sixth Form student's mobile phone if it has been used outside of the Sixth Form block or without permission.

Headphones are NOT to be worn when moving between locations on the school site. If a student is seen wearing headphones, the member of staff is required to confiscate them. Confiscated items can be collected from student services after the student's last lesson that day. Students may be required to hand in their mobile or headphones for a second day depending on the circumstances of the confiscation.



Part-Time Employment

We recognise the importance of part time work and value the opportunity it offers to students to develop their independence and teamworking skills. Being employed between the ages of 16 and 19 is one of the best predictors of employment during your twenties.

We ask that students do not work during the learning day of 08:45 to 16:10.

We also recommend that students do not work for more than 12 hours each week as this has been correlated with higher chances of dropping out and a failure to make good progress.

Post-18 Destinations

We have an extensive careers programme in the Sixth Form and begin helping students to consider what their future pathway options during the Autumn term of Year 12, through assemblies and activities in the destinations portal Unifrog.

During the Spring term of Year 12, all students and parents will be invited to a Future Pathways event to discover more about the different pathways and important considerations like Student Finance.

If you would like a careers meetings you can request one with your Tutor or Head of Year at any time during the school year.

Work Experience

All students have an opportunity to complete a week's work experience at the end of Year 12. This should be arranged privately and as far as possible, linked to any potential future career.

Vehicle Parking on Site

Students are allowed to park their vehicles on site after acquiring a car parking permit. Students must use the designated Sixth Form student parking spaces, that are labelled in front of the Sports Pavilion. There is also extra parking available outside of the main gate, opposite to the bus bays. Sixth Form car parking permits can be collected from Mrs Walton.



16-19 Bursary

This is a government run scheme. The 16 to 19 Bursary Fund supports the most financially disadvantaged 16-to-19-year-olds and those young people who most need help with the costs of staying in education. There are 2 types of 16 to 19 bursaries:

- a vulnerable bursary of up to £1,200 a year for young people in one of the defined vulnerable groups.
- discretionary bursaries that institutions award to meet individual needs. For example, transport, meals, books and equipment.

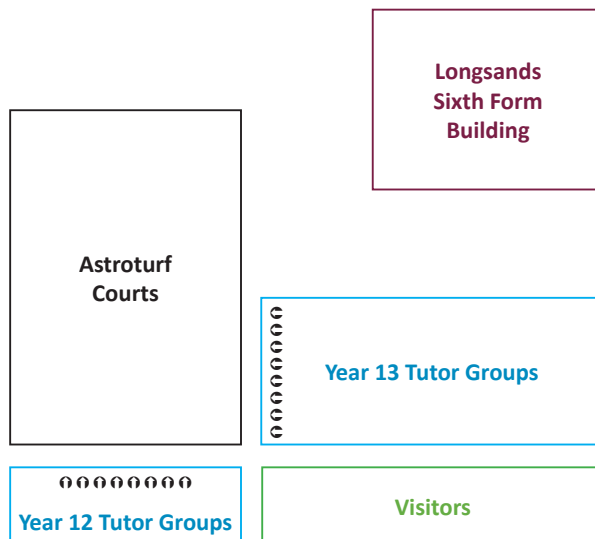
Educational institutions are responsible for managing both types of bursary. If you would like further information or an application form please speak to Mr Smith, the Sixth Form Inclusion and Wellbeing Officer and he will be able to advise you.

More information can also be found on the Government website: www.gov.uk <https://www.gov.uk/1619-bursary-fund>

Fire Alarm Procedure

If the fire alarm sounds, we ask that all students in the Sixth Form block immediately vacate the block and assemble on the grass by the astroturf football courts.

Tutors should make their way to the astroturf courts and make sure that their tutor group are in alphabetical order and standing in a quiet and orderly fashion.



Behaviour expectations

Every student in our Sixth Form deserves to feel safe, happy and able to enjoy their time with us. We will not tolerate behaviour which disrupts the learning of others and equally, we consider any behaviour that might cause offence or harm to another person, as a breach of the standards we expect our students to strive to achieve. In order to assist with the management of academic concerns we have a centralised system which tracks work owed by students and organises a catchup session. Where a student is finding it particularly difficult to meet expectations, we work more closely with the student and their family to ensure they have every opportunity to succeed.

A student failing to meet the academic expectations of the Sixth Form will be offered different levels of support following the stages described below.

Stage 1	Classroom teacher issues a C2 for failing to meet expectations and the student attends a support session with a member of the Sixth Form team to complete the work to the expected standard
Stage 2	Failure to attend stage 1 meeting or work still not up to expectations. The student has a meeting with their HOY and a new support session is arranged.
Stage 3	Failure to attend stage 2 meeting or work still not up to expectations. A parental meeting between the HOY, parent/carer and student is arranged. An after school catch up session is set up.
Stage 4	Failure to attend the stage 3 meeting or work is still not up to expectations. A student progress review meeting is arranged where the student will be required to meet with a careers advisor and all of the possible future pathways discussed to determine which is the most suitable for the student.

Computing code of conduct

We ask Sixth Form students to keep their passwords private; to avoid plagiarism (copying from friends or online sources); to not access or download material that is in breach of copyright law; to not access, download or share inappropriate material; to not download or install any software on the school computers; to not tamper with or damage any computer hardware or software; and to not use Sixth Form systems or resources for profit-making activities.

We would like to remind students that it is good practice to ensure that all of your work is backed up your OneDrive area.

Tobacco, Vaping, and illegal substances

We remind students that the Longsands site is both smoke- and vape-free and that they are not permitted to smoke or vape anywhere inside the school boundary. We also do not tolerate the bringing, use or selling of illegal substances anywhere within the school boundary.

Energy drinks and take-aways

Sixth Form students are asked not to bring energy drinks and take-aways onto the Longsands site.

Praise and Rewards

We want students to be proud of their achievements. Our rewards are based around our House System. House points can be awarded to students for:

- Working Hard
- Being Kind
- Achieving More

We highly value all the achievements of our Sixth Form students, whether these be in academia, volunteering, participation, enrichment activities, or in representing the Sixth Form. All House Points go towards the grand total for one of our five Houses in the House Cup competition.

Special subject prizes are awarded at our annual Awards Evening and we hold a number of events throughout the year to celebrate our students' effort and achievement.

Photocopying and printing

Students are permitted to use the school photocopiers to print their work. Each week students will receive a small number of free printing credits. These credits do not carry over to subsequent weeks, so we encourage students to print any resources that they require throughout the year. The most accessible photocopiers for Sixth Form students to use can be found on the second floor of the Sixth Form block and the Longsands Library.

Monitoring and Reporting Progress

During your time in the Sixth Form there are various points when staff will report in different ways on your progress, how hard you are working and what grades you are likely to gain at the end of your courses.

For each one of your subjects, you will receive a Target Grade. This grade is set by comparing what students gained nationally in their Level 3 courses when they started from the same GCSE performance as you. These are not predicted grades for you. They are a base-line against which you and your teachers can track your progress. On average, our students achieve at least one grade above this baseline and many of our students achieve two or even three grades above this. In addition, at regular intervals, your teachers will give you a Teacher Forecast Grade. This is the grade that they think is the most likely outcome for you at the end of the course in Year 13. This enables you to see how much progress you are making. These are reported regularly, along with an Attitude to Learning Grade for each subject studied.

The Sixth Form team will monitor student progress very carefully to ensure that all students achieve their full potential.

Examinations

All students will be issued with guidance regarding examination procedures and an individual timetable will be emailed to each student. Longsands pays all examination entry fees, with the exception of re-sits. Any query relating to examinations should be directed to Mrs Carpenter, Exams Manager via margaret.carpenter@astrea-longsands.org.



Belonging

In order to create a sense of teamwork, belonging and to inspire students, we have created a new house system that all students and staff will feel proud to be part of. Exciting and enriching, houses will be led by Captains, Vice Captains and Junior Vice Captains who will lead their house through our core values.

AUSTEN House	represents the Longsands values of cultural understanding and creativity
DARWIN House	represents the Longsands values of dedication, perseverance and hard work
HAWKING House	represents the Longsands value of achievement
SEACOLE House	represents the Longsands values of respect and development of moral awareness
TURING House	represents the Longsands values of skills and appreciation of diversity

There will be many different activities and events organised this year through the house system encompassing all aspects of our core values and House points will be awarded to students who display positive behaviours, all of which will contribute to the House Cup being awarded to the winning House at the end of the academic year.



Social Events and Celebrations

We are very proud of the number of events which we are able to offer throughout the school year.

During the Autumn Term students can look out for the Inter Sixth Form Quiz and Wear It Pink. During the Spring Term we run Sporting enrichment activities, and in the Summer Term we finish the year in style with the Paint Run, Year 12 Celebration and the Year 13 Prom.



Term Dates for Academic Year 2022-23

Autumn Term 2022

Thursday 1 September 2022 to Wednesday 21 December 2022

Thursday 1 September 2022 - Staff Training Day. (No Students in school.)

Friday 2 September 2022 - Staff Training Day. (No Students in school.)

Monday 5 September 2022 - Year 7 in school.

Tuesday 6 September 2022 - All students in school.

Friday 7 October 2022 - Staff Training Day. (No Students in school.)

Half term: 24 October to 28 October 2022

Christmas holiday: 22 December 2022 to 3 January 2023

Spring Term 2023

Wednesday 4 January 2023 to Friday 31 March 2023

Half term: Half Term 13 February to 17 February 2023

Easter holiday: 3 April to 14 April 2023

Summer Term 2023

Monday 17 April 2023 to Wednesday 19 July 2023

May Day: Monday 1 May 2023

Half term: 29 May to 2 June 2023

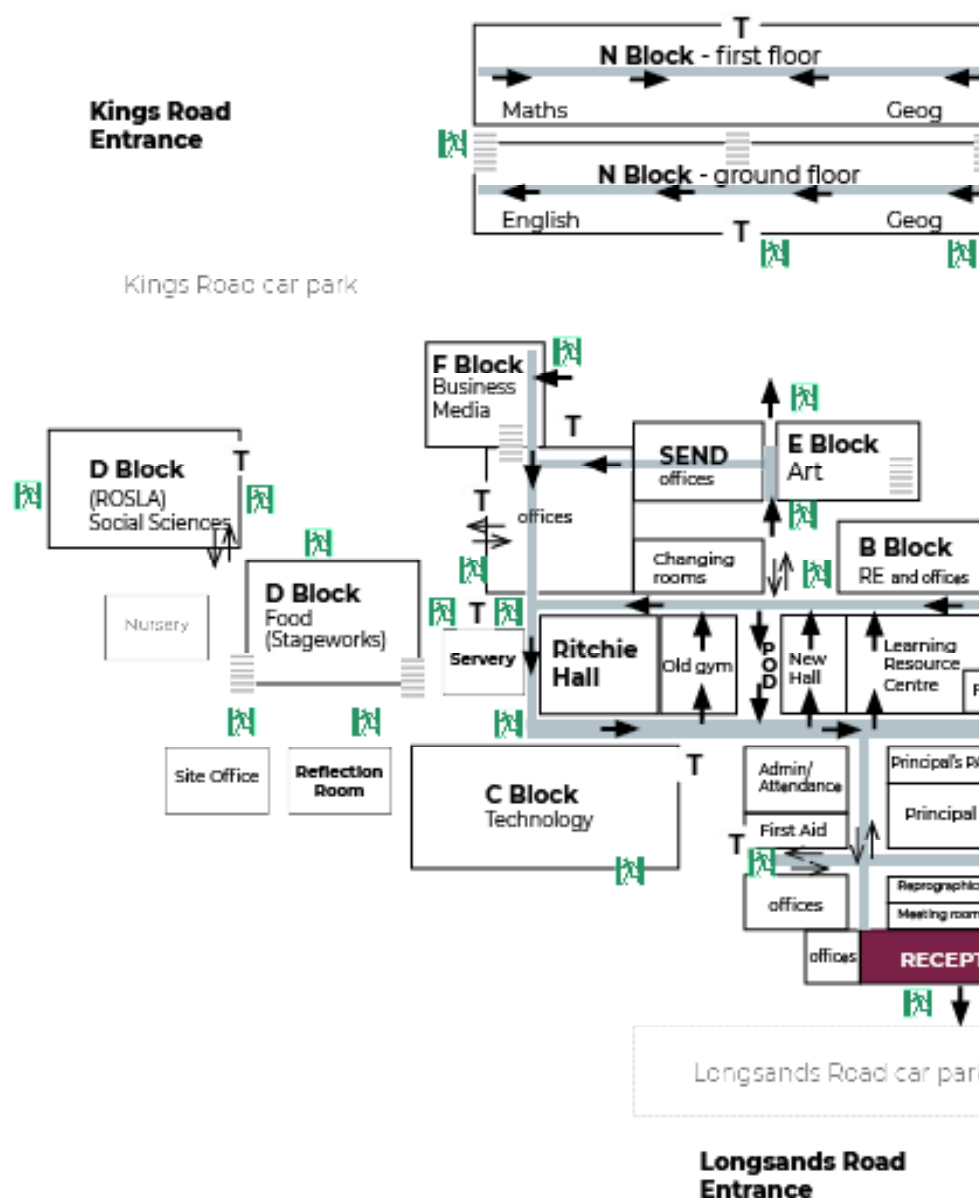
The following dates below will be disaggregated across the year:

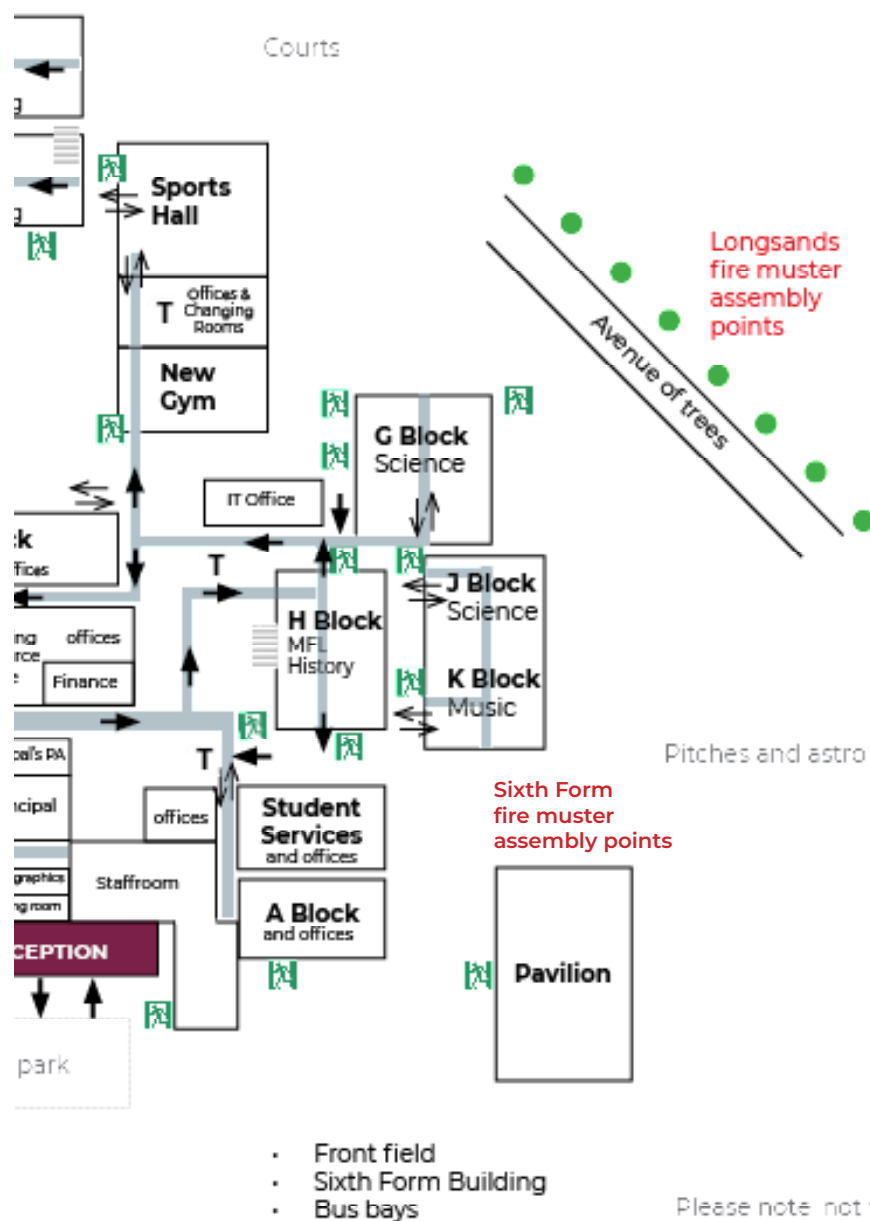
*Monday 17 July 2023 - Staff Training Day.
(No Students in school.)*

*Tuesday 18 July 2023 - Staff Training Day.
(No Students in school.)*

*Wednesday 19 July 2023 - Staff Training Day.
(No Students in school.)*







Timetable Week A						
	Monday	Tuesday	Wednesday	Thursday	Friday	
Lesson 1						
Lesson 2						
Lesson 3						
Lesson 4						
Lesson 5						
Lesson 6						

Timetable Week B						
	Monday	Tuesday	Wednesday	Thursday	Friday	
Lesson 1						
Lesson 2						
Lesson 3						
Lesson 4						
Lesson 5						
Lesson 6						

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@longsandssixth



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