



FEARNHILL SIXTH FORM

Sixth Form student handbook



**A guide for all you need to know about your
Sixth Form journey**

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Welcome to the Sixth Form

Fearnhill school welcomes you to a thriving learning environment, where you are encouraged to grow, develop skills and where it is okay to be different. The values of the Fearnhill student are what underpins all aspects of school life and this continues into Sixth Form.

Fearnhill Sixth Form is a vibrant, friendly and engaging place where all students are valued and we work together to achieve excellence.

Ethos and Values

The educational vision at Fearnhill is rooted in the belief that ability is not fixed from birth and everyone can learn and progress more than they believe possible. We place a strong emphasis on building our students' belief in themselves and their potential. The way this vision is made a reality is through our focus on high expectations for all, continual challenge in learning, a culture of aspiration and the celebration of success. This is made possible on a daily basis by strong, cooperative relationships and communication at all levels in the school. We are a community where everyone is valued for what they can bring and accepted for who they are. We aim to educate the whole person, hence our emphasis on involvement in extracurricular activities as an expectation for every student, to help build the personal qualities and attributes that lead to success in adult life, alongside high academic standards. This vision helps us to grow 'The Fearnhill Student' – a young person ready to take their place in a challenging and complex world because of their understanding of themselves and others.

We have the highest expectations of our students and help them to develop as self-confident young adults with a strong sense of social, moral, spiritual and cultural values. We provide opportunities for our students to develop their leadership skills with the opportunity to be part of a proactive student leadership team, student voice and through an enrichment programme designed to develop personal, social and employability skills.

We hope that this handbook provides you with an overview of life in Fearnhill Sixth Form and serves as a helpful document to guide you through your two years with us.

Remember to look at the school website to find out more and to read our Fearnfile and Careerfile for information on what is happening in school.

Any questions you have that are not covered in this handbook, please email your tutors or your parents can ring reception.

School Address: Fearnhill school, Icknield Way, Letchworth Garden City, Hertfordshire, SG6 4BA

Telephone: (01462) 621200

Email: admin@fearnhill.herts.sch.uk

Key Contacts

Headteacher	Mr. Spencer
Head of Sixth Form	Mrs. Chilton laura.chilton10@fearnhill.herts.sch.uk
Sixth Form Coordinator	Mrs. Mackrell ellie.mackrell10@fearnhill.herts.sch.uk

Tutors

Mrs. Brownjohn	Catherine.brownjohn10@fearnhill.herts.sch.uk
Mrs. Lattimer	Hannah.lattimer10@fearnhill.herts.sch.uk
Mr. Monaghan	Michael.monaghan10@fearnhill.herts.sch.uk
Ms. Scott	Verity.scott10@fearnhill.herts.sch.uk

Your tutor is your first point of contact. They will see you every day and should be able to answer any questions which you may have. You can contact them via the email address above or through google classroom.

To report any absence your PARENTS/CARER should contact the school through either the Arbor Parents App or email admin@fearnhill.herts.sch.uk

Key dates

Date	Event
3/9/26	Induction day
30/9/26	Open evening
15/10/26	Post 18 Evening
3/11/26	Sixth form open evening
9/11/26	Year 13 mocks begin No study leave
16/12/26	Christmas Concert
January 27	Student leadership process begins
19/1/27	Year 13 parents evening
22/2/27	Year 13 mocks Students on Study leave
Feb	Volunteering Days x 2 Tuesdays in February tbc
11/3/27	Year 12 parents evening at Highfield
22/3/27	UCAS exhibition
30/4/27	Year 13 Leave
27/5/27	University of Herts day
7/6/27	Year 12 Mocks start No study leave

This list is not exhaustive and events will be added throughout the year

Transition into Sixth Form

Sixth Form is very different to GCSE's. It is a time of transition and growth. You will have fewer subjects, possibly new subjects, new people to get to know and where you will be responsible for managing independent study time. You may also have part-time work alongside your personal lives which makes it both an exciting but also daunting time. We recognise that this is a lot and we have support systems in place to help you with your post-16 journey.

You will be assigned a Tutor group with links to one of our four houses; Gorst, Howard, Neville and Pearsall. You will register with your tutor every day in the morning where you will be given information and helped with your UCAS / post A level plans. Your tutor is the first point of contact and should be able to answer most of your questions - if not they can direct you to someone who can.

Your tutor will be responsible for talking to you about academic progress, attendance and helping you with your personal goals. They will also be writing references for you and helping with your UCAS application. They are a tool for you to use and to help you as much as they can.

You will have fewer subjects than at GCSE, but they are covered in much greater depth. Each subject taken will have 8/9 hours of lessons per fortnight with a minimum of 8 hours of independent study per subject per week being recommended. This time should be used to complete homework, going through notes, making revision tools or completing past paper questions.

Sixth Form is a time where you are also wanting to explore the world further so it is advisable to complete as much work as you can in school, making use of silent study spaces and the hours you can use after school.

You will also complete PSHE and careers insight sessions over the fortnight. These are compulsory and will be treated like any other lesson, however there will not be additional work required for these sessions.

Throughout all of this your teachers and the Sixth Form team will support you. This includes Mrs. Mackrell, our Sixth Form coordinator, who is based in the office in silent study and where needed Ms. Brown, our SEND coordinator.

The School Day

The Sixth Form areas are open from 8am to 4pm for students. Please make a member of staff aware if you are in the building before 8.15am or after 3pm and don't forget to sign in before 8.15am or sign out after 3pm.

8:30-8:50	Registration / Assembly
8:55-9:52	Period 1
9:57-10:55	Period 2
10:55-11:15	Break
11:15-12:12	Period 3
12:15-13:15	Period 4
13.15-14.00	Lunch
14:00-15:00	Period 5

You will have 8 lessons per subject per fortnight. You will also have a lesson on PSHE and Careers insight session over the fortnight. These are compulsory.

At other times students are expected to be working in the Sixth Form areas. You may be allowed to work from home during study periods after the first October half term if all criteria have been met.

Students are reminded that if you are in school before 8:15am or after 3:00pm you must sign in/out on the system in the front office.

If you are attending a lesson at Highfield you also must sign out and then back in when you return. This is for safety reasons and it is essential that you do this.

Highfield lesson times:

8:50	Period 1
9:50	Period 2
11:10	Period 3
12:10	Period 4
13:50	Period 5

Lanyards

You are required to wear a lanyard with your name and photograph on at all times while in school. This is essential for safeguarding and also allows you access to the building.

They are a required form of identification for all external exams and should be worn at all A level exams.

Should you forget your lanyard you must inform your tutor and collect a spare one which must be returned at the end of the day.

Students who fail to wear a lanyard or repeatedly forget their lanyard will receive sanctions.

If you lose your lanyard or it is damaged you must inform us immediately and a replacement will be given to you. You may be charged a replacement fee of £5.00.

Dress code/Equipment list

Sixth Formers at Fearnhill School are expected to set a positive example to our younger students at all times, which includes through their choice of attire. We have chosen a cost effective and accessible, smart professional dress code. Students not adhering to the dress code will be sent home to change and expected to return to school the same day. Students are responsible for catching up any missed work as a result.

Acceptable Attire in Sixth Form

- Polo shirt, Shirt, Smart top or blouse
- Plain jumper or cardigan (no hoodies)
- Knee length skirt or dress
- Tailored trousers
- Tailored cropped trousers
- Tailored knee length shorts
- Small brand logos
- Smart shoes suitable for an office
- Smart ankle boots
- Smart all black trainers
- Piercings should be minimal and not cause a health and safety breach

Unacceptable Attire in Sixth Form

- Leggings
- Tube skirts or Mini skirts
- Strappy, halter neck or off the shoulder tops
- Cropped tops
- Hoodies, Casual or baggy t-shirts
- Jeans or any other denim clothing
- Jogging bottoms
- Hot pants / Nike pro style shorts / cycling shorts Sports team shirts or kits Cargo / combat trousers
- Any transparent items of clothing,
- Large logos, Slogans / graphic designs / band logos
- Trainers except plain black
- Knee high boots / Uggs / similar style shoes, Crocs / sandals / sliders / flip flops

Students may travel to school in trainers or hoodies but must change into acceptable Sixth Form Attire immediately on arrival.

Any student requiring financial assistance with the cost of school attire can make an application to the 16 – 19 Bursary Fund by emailing sixthform@fearnhill.herts.sch.uk

Acceptable Fearnhill Sixth Form PE Kit

- Plain t-shirt
- Plain polo shirt
- Plain sweatshirt
- Plain shorts
- Plain jogging bottoms
- Small brand logos

Unacceptable PE Kit in Sixth Form

- Hot pants / Nike pro style shorts
- Sports team shirts / kits Hoodies
- Strappy tops
- Large logos Slogan / graphic design t shirt

Equipment

- Multiple pens
- Multiple pencils
- Ruler
- Rubber
- Sharpener
- Folders for each subject
- Paper suitable for the subjects you are studying
- If doing Maths or science - a calculator

There may be subject specific equipment needed which you will be told by your subject teacher.

Lockers

We have a selection of lockers which you can use during your time in Sixth Form. They are in the silent study area. You will be assigned a locker on the first day of term. This will be yours to use throughout your time in sixth form.

It is your responsibility to keep it clean and tidy. We reserve the right to empty it if it becomes a health hazard!

Attendance and Punctuality

Students missing lessons are missing essential learning. Working at home is not a substitute for attending lessons. Catching up frequently proves impossible in Sixth Form. Talk to your teachers immediately if you are struggling with workload. We can't help if we don't know. Poor attendance leads to poor results.

Please note the following:

- If you are too ill to attend school your **parent or carer** needs to email the reason to the main school office admin@fearnhill.herts.sch.uk or log on Arbor before 8.30am.
- To attend Work Experience, University Open Days, Practical Driving Test or a planned medical appointment your parent or carer should email sixthform@fearnhill.herts.sch.uk confirming they are aware of the absence and where you will be on that day otherwise the absence will not be authorised. Students are responsible for contacting their subject teachers directly, in advance, to discuss the absence and arrange to catch up any missed work and ensure no essential assessments are missed.
- **Driving Lessons or Theory Tests** Time off for these will not be authorised and should not be scheduled between 8.30 am and 3.00pm regardless of whether you have earned autonomy.
- **Holidays during term time** These will not be authorised under any circumstances and we strongly advise against any time off during Sixth Form. Students taking time off are responsible for contacting their subject teachers directly, in advance, to discuss the absence and arrange to catch up any missed work and ensure no essential assessments are missed.
- **Expectations** Attendance is expected to remain above 97%. If your attendance falls below 90% this is classed as a serious concern and no further absences will be authorised without medical evidence. Students with attendance below 90% will be placed on an attendance monitoring report and if no improvements are made, you will be at risk of leaving Fearnhill Sixth Form.
- **Punctuality** Punctuality is as important as attendance. Students should be in their form rooms every morning no later than 8.30am. This is when valuable information is shared. Students frequently arriving late are often those who find themselves unprepared for lessons, important events and exams. Late arrivals without a reasonable explanation will result in an unauthorised absence and a detention. Students who are repeatedly late will be placed on an attendance monitoring report.

Students arriving late must sign in at the main school reception, then go directly to their form, assembly or lesson.

- If you become unwell during the school day please speak to Mrs Chilton, Mrs Mackrell or a member of the first aid team if we are unavailable. Students should not sign out of school without speaking to a member of staff.
- If you require First Aid during the school day please go to the main school office.
- **Truancy** All absences which are not accounted for are unauthorised (formerly known as truancy) and it is the student's responsibility to make sure all absences are explained by their parent or carer. Persistent truancy will jeopardise your place in Sixth Form.
- **Leaving Site during the school day** Students must remain on site from 8:30am to 3pm other than for lunch, attending a lesson at Highfield or approved, independent flexible study periods. They should always sign in and out at reception.

Monitoring of Attendance

Attendance	Category	Consequence
97-90%	Emerging concern.	Form tutor to meet with students to discuss concerns and identify any areas for support.
90-85%	Stage 1 Attendance Monitoring Programme initiated by Form Tutor.	Student and parents/carers notified of Stage 1 Attendance Monitoring and requirement to improve.
Below 85% Or no significant improvement from Stage 1 after 4 weeks	Stage 2 Attendance Monitoring Programme initiated by Head of Sixth Form.	Students and parents/carers meet with the Head of Sixth Form (online or in person). Academic progress review initiated by the Head of Sixth Form. Notification of Stage 2 Monitoring Programme and requirement to improve including Academic Progress. Temporary removal of flexible off-site study until substantial and consistent improvement of attendance is seen. Compulsory study support sessions identified.
Continuing decline of attendance following Stage 2 monitoring programme period and/or conditions of Curriculum Review letter not being met.	Attendance and Curriculum Review Panel	The Head of Sixth Form presents supporting evidence to the Head Teacher. Deadline and Conditions for sustaining place in Sixth Form agreed. Student and parent/carer required to attend meeting; Attendance and Curriculum Agreement issued.

		May include withdrawal from Sixth Form or a requirement to pay for exams.
Failure of Attendance and Curriculum Agreement.		Student removed from roll or a requirement to pay for exams.
20 continuous school days of unauthorised absence.		Student removed from roll.

Monitoring

You will be set a target grade for each subject based on your best 8 GCSE grades. These are aspirational grades which you should work hard towards. They are not target grades but grades you could achieve if you work consistently hard.

Students will be monitored throughout the year with half termly assessments. There will also be regular reports to parents in line with the school policy where ATL's and assessment grades will be shared.

Students will also be expected to meet with the head of Sixth Form regularly to discuss progress.

Year 12 will have mock exams in June. These are important exams as they will give a good indication of where you are and in the case of those wanting to apply for certain subjects or universities will provide the grades to go on your UCAS application.

This will also be a final indicator of your progression into year 13. We expect all students to achieve at least a pass (grade E) or above in each subject to progress into year 13.

In year 13 you will have mocks in November and March followed by external exams in May/June.

Some vocational subjects will have external exams throughout the 2 years which go towards your final grade.

To keep on target it is essential that you use your study time effectively and know how to respond to teacher feedback. If you are significantly below your target we will have intervention meetings which will involve setting targets with you and your parents to help you get back on track.

There will be regular folder checks from both your form tutor, subject teacher and SLT members.

Expectations

As part of Sixth Form there are certain things you can expect from your teachers but there are also expectations on you.

You can expect from us:

- Providing high-quality teaching and resources.
- Offering guidance on academic progress and future pathways.
- Monitoring attendance and academic progress.
- Communicating regularly with students and parents/carers.
- Providing extra curricular experiences which help broaden students opportunities

You are expected to:

- Attend all timetabled lessons and tutor sessions on time.
- Complete all classwork, homework and independent study to the best of your ability.
- Meet all deadlines and take responsibility for catching up on missed work.
- Engage actively in lessons and contribute positively to discussions in and out of the classroom.
- Dedicate sufficient time to independent study outside of lessons with a minimum of 8 hours per subject per week.
- Revise consistently and prepare thoroughly for assessments and exams.
- Seek help from teachers when needed and act on feedback to improve.
- Respect staff, fellow students, and the learning environment.
- Follow the Sixth Form dress code.
- Follow the Fearnhill school rules at all times.
- Use independent study periods effectively and remain in designated areas.
- Act as a positive role model and ambassador within the school, and wider community.
- Maintain attendance of 97% or above.
- Arrive on time for all lessons, tutor sessions, and assemblies.
- Parents and carers should provide details and evidence for any absences. Please refer to the Sixth Form Attendance Policy for full details.
- Check school communications (email, google classroom) before school each day and at least twice during the school day.
- Be prepared with the correct equipment for all lessons and assessments.
- Keep notes, folders, and resources well-organised.
- Take part in enrichment activities and extracurricular opportunities.
- Take an active role in developing skills such as time management, resilience, and independence.

Form time

Form time is a compulsory key part of our day at Fearnhill. You are expected to attend form at 8.30am every day. This is the time where vital information is given to you by your form tutors about careers, school events and provide you with wider pastoral support.. It allows us to have assemblies and begin work on UCAS or other next steps after your Sixth Form journey. Your form tutor will be responsible for your UCAS reference in year 13 so it is important that you get to know them.

There is a comprehensive programme of activities which are laid out below. This may change due to unforeseen circumstances but should generally be adhered to.

Monday	Assembly
Tuesday	Study skills
Wednesday	The day / current events or mentoring
Thursday	Post 18
Friday	Whole school assembly

UCAS

Each year we publish a deadline for students to request staff feedback on their personal statement. It's important to note that the deadline is for students to submit a **final, polished statement** - we strongly recommend you start much earlier than that. We cannot write the statement for you. We can give feedback on a completed statement, if you submit it on time. Here are some tips to help you with the process.

UCAS Exhibition

Attend our annual UCAS Discovery Exhibition trip to London. Attend the breakout sessions they deliver on the day, visit lots of stalls, ask lots of questions. There is so much information available on this trip, and it's a great day out!

UCAS Day

Fully engage in our year 12 UCAS day. We are usually joined by a visiting speaker from a local university and last year they issued hard copies of a workbook that guides you through the process, step by step.

UCAS Website

Their website tells you where to start, how to structure, and what to include in a winning statement. There is lots of other helpful information and a handy checklist too.

Check Your University and Course Entry requirements

Once you've chosen which courses and universities you want to apply to, you must check the specific entry criteria for that University and that course. Course entry requirements can differ from one University to another. Your personal statement should then be tailored accordingly. Go to your first chosen University website, and search "UCAS Personal Statement advice". They all offer this service and it is tailored to their own specifications and preferences.

Unifrog

Log in to your Unifrog account and explore the full range of UCAS Personal Statement support. There is a lot of support available there including advice for parents and carers.

Google

There is a wealth of advice and examples out there. Start by searching "examples of UCAS personal statements to study... business management, history, criminology... etc " and take it from there. Remember your statement must be your own work but this can be helpful inspiration to get your statement off the ground if you are struggling.

Building Your Personal Statement

- 1st Draft
 - Write everything you've done
 - Include subjects, reading, experiences
- 2nd Draft
 - Improve the academic focus
 - Include Reflection (what you learned)
- Final Draft
 - Polished; check grammar and structure

What Makes a Strong Personal Statement?

- ✓ Focus on your subject
- ✓ Include super-curricular activities and experiences
- ✓ Show independent interest
- ✓ Reflect on experiences, tell them what you learned

What to Avoid?

- ✗ Listing activities without explanation
- ✗ Talking mostly about hobbies
- ✗ Being too generic

UCAS Tariffs

A Levels		Vocational Qualification		Extended Project Qualification (EPQ)		Core Maths	
Grade awarded	Points	Grade awarded	Points	Grade awarded	Points	Grade awarded	Points
A*	56	D*	56	A*	28		
A	48	D	48	A	24	A	20
B	40	M	32	B	20	B	16
C	32	P	16	C	16	C	12
D	24			D	12	D	10
E	16			E	8	E	6

There are other activities which can earn you UCAs points such as passing Music grade exams (grade 6 and above)

Change of subject

If you wish to change subjects you have until the 3rd week of September to do this. You need to discuss this with the Head of Sixth Form and the subject teachers. You must have clear academic reasons to change your subject.

Teacher Absence

If your teacher is absent for any reason, cover work will be set. It will either be on Google Classroom and/or it will be emailed to you directly.

It is your responsibility to register with either Mrs. Mackrell or Mrs. Chilton at the start of your lesson at the Sixth Form office. You will then be expected to complete the cover work in silent study.

If you do not register at the start of the lesson this will be treated as truancy.

Emails and Google Classroom

It is your responsibility to check your emails and google classroom. You should be doing this at least twice a day EVERY DAY.

Google classroom is our online homework and resource platform. This is where homework tasks will be set and be submitted. Teachers may also upload resources from your lessons and revision tools.

Both emails and google classroom can be on your mobile phones and it is a really good idea to get these set up ASAP.

If you forget your login details you must speak to Mr. Williams in the IT department

I have no work. What should I do?

It will be incredibly rare that you have no work to do outside of your lessons but if you do find yourself in that situation then there are a number of things you can do.

In Year 12

- Consolidating learning from lessons that day
- Recall activities
- Practice questions
- Further research around topics
- Reading ahead
- Planning how to use your time
- UCAS applications
- Unifrog courses

In Year 13

- Consolidating learning from lessons that day, yesterday, last week, last month, last year!
- Recall activities
- Completing NEA
- Practice questions
- Past papers
- Timed question practice
- Further research around topics
- Reading ahead
- Planning your time
- UCAS applications
- Unifrog courses

If you still feel that you have nothing more to do then each subject has produced a helpful set of suggestions which you can work through. These are on google classroom and copies are in silent study areas.

Enrichment/leadership opportunities

Throughout your 2 years in Sixth Form you will follow a programme of PSHE and insight sessions which will work to continue to build on what you have learnt previously. There will also be 10 hours a year of PRE.

There are numerous activities in school which you can take part in including but not limited to: the school show, sports clubs, music clubs, D of E and house competitions.

If there is a club that you wish to run then please see the Sixth Form team and we will do our best to facilitate this for you.

Leadership opportunities are available in the form of peer or younger years mentoring, taking part in GRIT mentoring, organising your own clubs. There are also opportunities to become house captains, subject captains, student council representatives or become part of the student leadership team.

Rewards

Rewards in Sixth Form are in line with the rest of the school. Students can take work to the proud table and/or ask their teachers for house points. Sixth Formers are eligible to take part in the weekly, half termly and termly draws.

Sixth Formers will also be given attendance cards which can be added to the proud table draw.

Faculties may also have their own rewards systems such as Humanities heroes which are decided by the class teacher on a half termly basis. Along with this there is also a celebration evening at the end of the summer term.

Earned autonomy

From October half term you will have the ability to earn the right to leave at 12.15pm if you have no lessons or other commitments period 4 and 5. Please be aware that this can and will be taken away if the criteria is not met or standards begin to slip.

Driving lessons or other appointments should NOT be booked at this time as something may come up in school and it needs to be cancelled at short notice.

To earn this privilege you need to meet the following criteria:

- Complete 2 hours of study time in silent study
- Attend all lessons/form on time.
- Meet all deadlines

Use of Technology

Mobile phones & headphones including airpods

As you are aware the government wants schools to be mobile phone free places. In Sixth Form your phone can be a helpful device when in lessons or during silent study periods. However, there are some rules around mobile phone use in school which you must adhere to.

- Devices should only be used in lessons with the teachers permission
- They are only to be out in Sixth Form silent study areas A7 and A8 - they are not allowed to be seen in the common room, corridors, the canteen or outside.
- Devices will be confiscated if seen in areas other than Sixth Form silent study and your parents will be expected to collect it at 4pm in line with the rest of the school.
- If you are using your mobile phone during a study period, you may be asked to show a member of staff that you are using it to support your study.
- Headphones including airpods should not be in use around the school. This also includes walking to form time. Again, these will be confiscated if seen.
- Please note that school is not liable for the misplacement or damage of your possessions while in school.

Appropriate ICT use

ICT use in school includes both school computers and any devices which you bring in and use to access the school wifi.

- ICT systems must be used for school purposes only.
- Only you should know your password.
- You must use your school email address when contacting staff.
- Be responsible for your behaviour when using ICT.
- Use Google Safe Search for all internet searches.
- All ICT communications with any member of the school network should be appropriate and not offensive or illegal material.
- Any inappropriate material will not be browsed, downloaded or uploaded. If you accidentally come across this material, let a member of staff know immediately.
- You are responsible for all material found in your user area.
- Your activity on the school network can be monitored and logged.

Arbor student app

All students must download and use the Arbor Student App as it is where you will find your timetable. Please follow these steps:

In the App Store, search:
Arbor Student App

Download the
Arbor Student App
(do not download the Arbor Parent App)

Log in using your usual
Fearnhill School email address
and password.

If your password does not
work, click:
Forgot Password
then follow the steps on
screen to reset your
password.

Arbor Student App
Education
★★★★★ 463
Arbor Education... Education

Arbor Parent App
Parent & Guardian Portal
★★★★★ 1.5K
Arbor Education... Education

Arbor
Hi, welcome to the
Arbor Student App 🌟

Email
Password
☐ Remember me
Log in
Forgot Password?

Version number: 1.0.3
[Having trouble logging in?](#)

If this does not work please contact a member of the Sixth Form team to help you.

Social Media

Social media is commonplace in today's society, however it does not have a place in school. Please follow the instructions outlined below for the use of social media in school.

- Online bullying will not be tolerated.
- Never take photographs, videos or voice recordings of staff or other students.
- Never use pre-existing photographs, videos or voice recordings of staff or other students without permission.
- Never publish pictures of people in school uniforms.
- Do not deliberately post things to offend anyone in our school or local community.
- You will be held accountable for any inappropriate use of social media which brings the school into disrepute and sanctions will be put in place.
- Tik-Toks, reels or snap stories should not be filmed on school site.
- Social Media is a brilliant thing to be involved in, but consider how appropriate it is to post something. Remember, you are a role model!

Outside visitors

Our school is a secure and safe site. As such, no visitors should be brought onto site. This includes former students.

If you are found to have brought someone from outside the school community into our school you will likely face a fixed term exclusion.

Role models

You are the top group of students in the school and as such the younger years see you as a role model. Make sure that your behaviour is always fantastic even when you think nobody else is watching. The younger students look up to you, so please be the best that you can be in all areas at all times.

There are plenty of opportunities to work with younger students in this school.

All students will have the opportunity to volunteer in the school: Peer Mentoring, Paired Reading, Paired Numeracy or upkeep of the school.

If you want to be part of the leadership team you will need to prove to the Sixth Form Team that you are responsible, sensible and reliable.

Bursaries

The Sixth Form team has a number of bursaries they can offer to students who are facing hardship. These could include helping to buy equipment, travel to open days or interviews, help with the cost of trips.

If you think you may need help with an area of finance then please come and speak to either Mrs. Chilton or Mrs. Mackrell to help you fill in the form to apply for the bursary.

Driving

Driving lessons must NOT be arranged during the school day 8.30am - 3.00pm. Study periods are not to be used for driving lessons even if you have earned autonomy and leave as this could be cancelled at any point.

You may take time off of school for your driving test, but must follow the Request for Absence procedure.

When you pass your driving test you may drive to school and park in the car park at the front of the school. You MUST email Mrs. Mackrell / Mrs. Chilton with your car make, model, colour and registration number. Please learn to park properly and responsibly. If any accidents do occur on school grounds please inform us straight away.

Other important information

Fire drill & Lock down drill

If the fire alarm sounds please make your way to the tennis courts at the side of the school. Line up with your tutor group in alphabetical order. Please leave the building at the closest safe exit.

If the lock down signal goes please follow the instructions of your class teacher. If you are in the Sixth Form areas please go to the coffee shop. If in the silent study please go to the library.

Breakfast Club

School operates a free breakfast club every day from 8am in the school canteen. This includes toast, bagels, and cereal. We would encourage all students to use this to ensure that they are properly fuelled for the day ahead.

Allergy awareness

There are a number of students at Fearnhill, including in the Sixth Form who have life-threatening allergies to certain foods. These include but are not limited to nuts, kiwi, and sesame. The school is a NUT FREE site, including in the Sixth Form areas.

Please inform us of any allergies which you may have.

Forbidden items

The following items are forbidden in school: laser pens, weapons of any kind, including toy weapons, other items which the school deems dangerous or distracting, chewing gum, e-cigarettes / vapes, aerosols, tobacco, matches or lighters, alcohol, other drugs or drug paraphernalia of any kind unless on prescription.

Medication

Any prescribed medication which needs to be held in school (for example an epi-pen) will need to be handed to reception with a completed form from your parent / carer. Medicines should be clearly marked with your name, form and prescriber's instructions. All medication should be in the original packaging.

Stages of intervention

Stage 1 Meet with form tutor/teacher	Attendance between 97-90% - students will be monitored by form tutor Late for lessons, Not completing work, truancy from a lesson
Stage 2 Meet with Head of Sixth Form	Attendance 90-85% - parents informed of attendance issues. Student monitored by HOS Continued lateness to lessons, numerous pieces of work not completed, repeated truancy. Failure to follow instructions, disruption of learning and rudeness to staff.
Stage 3 Meet with Head of Sixth Form and SLT	Attendance below 85% Failure to improve from stage 2 or a major behaviour incident occurs
Stage 4 Sixth Form contract	Failure to improve from stage 3 Possible request to leave Sixth Form if the student is persistently not meeting the contract expectations from school and refuses to engage with interventions.

