

Sarum Academy Sixth Form



Student Handbook 2023-2024

Contains policy information on:

Attendance

Behaviour

Communication

Study Sessions

Exams/Mocks

Google Classroom

Common Room

Dress Code

Reporting Concerns

Attendance

Trigger	Action
<i>Attendance drops below 95%</i>	<i>Letter sent home</i>
<i>Attendance drops below 92%</i>	<i>Meeting with tutor</i>
<i>Attendance drops below 90%</i>	<i>Meeting with Academic Supervisor</i>
<i>Attendance drops below 88%</i>	<i>Meeting with parents and Head of Sixth Form</i>
<i>Attendance drops below 85%</i>	<i>Meeting with parents, Head of Sixth Form and Senior Leader</i>

- *Let Mrs Towers-Warner know if you are absent*
- *Work will be set to help you catch up*

Behaviour

Trigger	Action
<i>Not meeting standards (Eg. Phone out, missed deadline, disruption to lesson, frequently late, etc.)</i>	<i>Compulsory Study Session + possible meeting with Teacher</i>
<i>Continued lack of standards or missed Compulsory Study Session</i>	<i>Compulsory Study Day + meeting with Curriculum Team Leader</i>
<i>Continued lack of standards or missed Compulsory Study Day</i>	<i>Compulsory Study Week + meeting with Head of Sixth Form</i>
<i>Continued lack of standards or missed Compulsory Study Week</i>	<i>Meeting with Senior Leader</i>

Communication

- *Use Class Charts for day-to-day communication and announcements*
- *Make sure we have your up-to-date phone number for emergencies*

Study Sessions

- *Minimum of 2 sessions per week in the Study Centre*
- *Sign in and out with Mrs Towers-Warner*
- *Compulsory sessions booked if these are missed on a regular basis*

Exams/Mocks

Morning Exams		Afternoon Exams	
8:15	Students required in Mompesson	12:15	Students required in Mompesson
8:15 - 8:45	Food/drink provided	12:15 - 12:45	Food/drink provided
8:45 - 9:00	Warm-up (workbase, M1 or the petal)	12:45 - 13:00	Warm-up (workbase, M1 or the petal)
9:00 – exam end time	Exam	13:00 – exam end time	Exam
Exam end time	Quick chat/cool-down with Head of Sixth Form and Academic Supervisor	Exam end time	Quick chat/cool-down with Head of Sixth Form and Academic Supervisor

Google Classroom

- Use your school email address for Google Classroom (17isurname@sarumacademy.org or 18isurname@sarumacademy.org)
- Download it onto your phone/laptop to use it more freely

Common Room

- It is a shared space, clean up after yourself and make people feel welcome
- If there is any damage to the equipment, let Mrs Towers-Warner or Mr Filer know
- If you have ideas on things to add, let Mrs Towers-Warner or Mr Filer know

Dress Code

We don't require formal businesswear, but please remember that you're in a professional environment. If someone is able to see up it, down it, or through it, it isn't appropriate!

Reporting Concerns

Please report if you have any concerns about yourself or someone else, including:

- *Sexist, racist, homo/bi/transphobic or faith-based bullying*
- *Radicalisation*
- *Changes in behaviour, such as:*
 - *Social isolation*
 - *Acting out*
 - *Poor attendance*
 - *Change in vocabulary*
 - *Poor hygiene/untreated medical conditions*
- *Sharing of nude images*
- *Alcohol or drug misuse*
- *Sexual exploitation/sexualised language*
- *Cyberbullying*
- *Domestic violence*
- *Female genital mutilation (FGM)*
- *Self-harm*

The methods of reporting available to you are:

- *Speak to a member of staff (in-person or via Class Charts)*
- *Wellbeing feature on Class Charts*