



Student & Parent Handbook

2025/2026

Welcome to St Peter's High School and Sixth Form.

Our mission is to provide a rigorous and broad education within the context of a Christian environment. An understanding of the Roman Catholic faith, in line with the Gospel message, underpins the whole work of the school. Our main aim is to develop the self-esteem, dignity and respect of all members of the community by concentrating on each person's infinite worth in the eyes of God. Our school's Christian ethos underpins all its work and provides all members of the school community with a safe and happy learning environment.

Welcome from Head of Sixth Form



At St Peter's Sixth Form we pride ourselves on creating a community of support and open communication coupled with high expectations and a strong work ethic. We look forward to working with you over the next 2 years, ensuring you gain the experiences and opportunities that will guarantee you the very best possible future and unlock your vast potential. A commitment to your unique programme of study is an investment in your future.

We encourage you to have a broad range of interests no matter which subjects you choose and, alongside your academic studies we will help you to develop self-discipline, communication and leadership skills. The Sixth Form programme is designed to ensure that you settle in quickly and are given a platform to achieve your best. Tutors and teachers work with students on study and time-management skills. Progress updates will be provided regularly, and we will support you on your academic and personal journey in any way we can.

I am delighted that you chose us for Sixth Form. Get ready for a great two years. Welcome to the Green Army!

Mr Iain Fullerton
Head of Sixth Form

Welcome from the Head Students



Isaac Powrie

I wish to welcome you all to our Sixth Form. It is an honour for me to be able to represent such a diverse, and inclusive community of people as Head Student. My goal is for all pupils to achieve what you want, and what you need from here. Hopefully, I can support you on your journey towards that, and fulfil your dreams with useful advice, and my subcommittee. Of course, being a Sixth Former is not just about your grades. It is about you being a role model. It is about you utilising your time here with us. It is about you becoming who you want to be. One of our key mantras that I always remember is “unlock your potential”, and I hope you can unlock it with St Peter’s, myself and my four fellow Head Students.



Jess Foran

As one of the Head Students here at St Peter’s, I want to embody all of our school values and be a good representative of our community; setting and leading by example. I am a friendly, approachable individual who will be there to communicate and listen to all ideas from pupils as well as propose and logistically plan future ideas and events. I hope for the upcoming pupils coming into sixth form that it is an environment where everyone can learn to the best of ability as well as feel comfortable, happy and able to express themselves fully. I want to ensure everyone unlocks their full potential and grasps all the opportunities given to get the most out of their time at St Peters. Therefore, opening as many doors as possible and exposing them to many experiences.



Julia Hainthaler

As one of your Head Students here at St. Peter's, I am dedicated to fostering an environment where every individual within our community is encouraged to fulfil their full potential throughout their academic journey with us. One of my main aims is to create a structured mentoring programme between lower and upper school for academic goals. I believe our entire school, from Year 7 through to Year 13, should function as a well-integrated community. Our shared goals, faith, and determination truly intertwine and distinguish us from others.



Zainab Al-Mafrachi

I joined St Peter's at the start of Sixth Form as I wanted to be in a Sixth form that had a lot of choices and felt welcoming. As soon as I started, I knew that being here was the best place for me. When I was chosen as a Head Student, I wanted to make sure that students feel as I do; welcomed, comfortable and included in every way possible. My main focus is to provide many opportunities for all students to take part in and contribute to, as our school is all about community. We have a Culture Day and celebrate Children in Need Day which are great events that join us together whilst celebrating our differences. I hope to support these events and create new ones for the future.



Alfie Evans

As a Newly appointed head student, I believe I can be a role model to all types of people, no matter if you have been at this school for all 5 years or just joining St Peter's High School and Sixth Form Centre. My leadership skills allow me to hear all point of views and adapt according to these criticisms, making your experience at this school as comfortable and as optimised as possible for you. I hope to meet as many of you as possible in September and my job is to unlock your potential as much as possible in any and everything you do.

Who's Who

St Peter's Catholic High School & Sixth Form Centre



Mr McDermott
Principal



Mr Spanjers
Deputy Head



Mr Fullerton
Head of Sixth Form



Mr Jones
Deputy Head of Sixth Form



Mrs Williams
Head of Year 12



Mr Potter
Head of Year 13



Mrs Ewens
Progress Lead for
Sixth Form



Mrs Walton
Attendance Officer



Mrs Firks
Administrator



Mrs Judd
Administrator



Mrs Watkins
Librarian & EPQ
Co-ordinator



Mrs Beeton
Careers Officer

At St Peter's male staff are referred to as 'Sir', female staff as 'Madam'

Contact Details

Personnel

Head of Sixth Form	Mr I Fullerton	}	01452 509206
Assistant Head of Sixth Form	Mr C Jones		
Head of Year 13	Mrs J Williams		
Head of Year 12	Mr G Potter		
Attendance Officer	Mrs J Walton		01452 509249
Admin/Enquiries Assistant	Mrs R Firks/ Mrs T Judd		01452 509206
Examinations Officer	Mrs R Maddern		01452 509230
Careers Officer	Mrs S Beeton		01452 509224

Email contact:

General Enquires and Attendance – 6thform@sphs.uk.com

Chaplaincy

Welcome to the Chaplaincy at St Peter's Catholic High School and Sixth Form Centre!

The work of the chaplaincy in St Peter's covers the key areas of worship, pastoral support, spiritual leadership and outreach to the Diocesan and local community. It is from within these key areas that the many and varied chaplaincy activities emerge. The Chaplaincy supports, encourages and inspires the Catholic ethos that permeates all areas of St Peter's community.



Our Chaplain, Miss Baker, offers an 'open door', providing a welcome and support for all people in all situations. She is available and works with students and staff of all faiths and none. The Chaplaincy offers a 'listening ear' to provide time, help, support, encouragement and care so that St Peter's will be a happy faith filled place in which all can feel valued and respected.



Our Chaplain works with students to explore aspects of our identity and ethos through the General RE programme and through reflection and shared prayer experiences in tutor groups and assemblies.

The Chaplaincy at St Peter's provides a number of opportunities for students to become more engaged with their faith, and the faith life of the whole school and local community. As a Catholic Christian school we all come together to celebrate and share in times of worship throughout the academic year. Our Chaplain plans

our whole school Masses, Liturgies, Reconciliation Services and Retreat Programme for all students in Years 7, 9 and 12.

Chaplaincy also offers Sixth form students the opportunity to grow in leadership skills and global awareness through an accredited course with Clifton Diocese and CAFOD. There are many opportunities to contribute to compassionate outreach to those in need in our human family through the many different charity activities that happen in the St Peter's community. The Chaplaincy is situated at the top of the site and consists of the Chapel, the Chaplain's office and a meeting room. Drop in and say hello – everyone is welcome!



Support & Guidance

Your form tutor or Head of Year will usually be your first point of contact for both academic and pastoral support. St Peter's offers all students support when required through our student support services where counsellors are available on a referral basis.

Sixth Form Tutor Groups

Year 13 - Patron Saint - St. Oscar Romero

HOY	Mrs J Williams
13SC	Mr S Crabb
13EFN	Mr E Freeman/ Miss E Kent
13MPR	Mrs M Palmer
13CMD	Mr C McDonald
13RHD	Miss L Thomas
13JCS	Mr J Chambers
13KDM	Mr K Drumm

Year 12 - Patron Saint - St. Josephine Bakhita

HOY	Mr G Potter
12AAD	Mrs A Adams
12CPT	Mrs C Perfect
12GSK	Mrs G Skyrme
12REW	Mrs R Ewens
12WBS	Mrs W Briggs/Mrs J Sinclair
12PTR	Mr P Taylor
12EBN	Ms E Burton

The School Week

MONDAY - FRIDAY		
Start	End	Event
9:00	9:25	Registration
9:30	10:25	Period 1
10:30	11:25	Period 2
11:25	12:15	BREAK 1
12:15	13:10	Period 3
13:10	13:35	BREAK 2
13:35	14:30	Period 4
14:35	15:30	Period 5

Our Values

Respect
For ourselves, our community and our environment. Promoting the core value that all members of our sixth form and school have infinite worth.

Optimism
Hopefulness and confidence in the future. The willingness to try new things and to pursue a leadership role in our sixth form. Maximum effort, unlock your potential, and show a growth mindset in your approach to school life.









Community
Recognition that we are stronger together. Displaying commitment to supporting other students and being a positive example to the whole school, the people of Gloucester and the wider world.

Kindness
The bedrock of our mission. Treat others as you would like to be treated, look out for each other, take every opportunity to do something nice for someone else and oppose any form of bullying or discrimination.



In Sixth Form, our motto is '**Unlock Your Potential**'. Many of you will know exactly what you want to do when you finish Year 13, others will be completely undecided. That is ok. We will show you the best that is on offer from Universities, Apprenticeships and the world of work so that you can choose the future that is right for you. We will support you to unlock your potential as an academic, in extracurricular, as a human being and as a leader of tomorrow.









Expectations

-  To support the Catholic ethos of the school, all students are expected to attend the end of year Mass, sixth form retreats and the Celebration Assembly. This is a crucial aspect of your choice to study at St Peter's Sixth Form.
-  Commit to your study programme at school and at home
-  Uphold and exemplify our ethos, rules and standards
-  Ensure you come to school every day, on time and ready for learning.
-  Follow our procedures fully, e.g. unavoidable absence procedure
-  Approach your teachers, tutors or Heads of Year early with any problems and work with us to resolve them
-  Support your school through participation in school events and giving your best at all times
-  Setting an example and upholding our values both inside and outside of school












St Peter's Sixth Form Learning Agreement

Agreement between the Sixth Form Centre and Students

The Sixth Form Centre will provide for you:

-  Initial and continuing guidance about courses to meet your needs.
-  Appropriate teaching, setting and marking of work.
-  Regular reports and assessments of progress which will take account of your abilities and your objectives for the future.
-  Further review of progress whenever necessary on request.
-  Facilities and resources for study and the encouragement to acquire sound learning skills and habits. (The centre is open and you are welcome to study from 8:00am to 4.30pm.
-  Careful and comprehensive advice and support about Higher Education and careers, a service which you can continue to use after you have left the College.
-  A willingness to talk to you and your parent(s)/guardian(s), both at regular published meetings and whenever you request an appointment.
-  Genuine concern for the welfare and development of all students. Staff are available for consultation and the help of outside agencies can be sought when needed. No student should ever feel that there is no one on the staff to turn to.

What we ask of you in order to ensure your own development and success:

-  Respect for others and their property at all times.
-  Prompt attendance at all timetabled classes and at each daily registration.
-  The fulfilment of all additional commitments undertaken, e.g. performance and wellbeing, additional courses, leadership
-  An understanding that no holidays are to be taken during any term time, including during the summer term of year 12 exams.
-  Real effort to maintain good standards of work and meet course requirements.
-  Completion on time of all homework, projects and assignments set.
-  Effective use of study time to follow up and consolidate work covered in class. (It is suggested as an approximate guideline, that an A-level or level 3 vocational subject needs five hours a week of independent study some of which can be completed in school)
-  Your availability to staff who need to see you.
-  Grades for all tests should be in line with potential grade or above. Failure may result in a re-sit, and ultimately your continuation on the course could be in question.
-  Engagement with our Habits for Learning curriculum
-  Show respect for the ethos of the school

I accept that dress, personal appearance and conduct must be in line with the school's dress code and philosophy.

SPHS Sixth Form Website

Our school website is our information hub. This is where you should go for anything you need to know about courses, events, deadlines and our ethos. It will be updated regularly and its use should become part of your school routine.

<https://www.6thform.sphs.uk.com/>

Ready to Learn (R2L) in sixth form

St. Peter's is a Ready to Learn (R2L) school. This means there is basic equipment that you must bring every day. As you might imagine, this varies a little in sixth form depending on what courses you take. Please see a full list of the compulsory items below.

KS5 Ready To Learn
Basic essentials
2 x Pen (Black or Blue)
1 x green pen
1 x pencil
1 x rubber
1 x 15cm ruler
1 x highlighter
1 x sharpener
1 x whiteboard pen
1 x ring binder per subject
Bespoke course requirements
A-Level Sciences
1 x Scientific calculator
A-Level Maths
1 x Scientific calculator
1 x protractor



Attendance Expectations

Please contact: Mrs J Walton/Sixth Form Attendance Officer

Tel: 01452 509249 Email: 6thform@sphs.uk.com

Attendance is monitored on a daily basis. Parents will automatically receive a truancy email if the student is not marked in at registration. Every absence from school has to be classified by the school (*not by the parents or carers*), as either authorised or unauthorised. This is why reasons for absence are always required, a yellow absence form must be completed on all occasions in advance unless it's an emergency appointment.

School must be contacted by a parent, carer or guardian on the first day of absence and all subsequent days (including part days missed) before 9:30am. Failure to contact the school will result in an unauthorised absence.

Daily Attendance

Students **must** be in school between the hours of 9:00am and 3:30pm Monday to Friday however permission is given to all students who do not have a lesson period 4 or 5 on a Monday to Friday to leave at the end beginning of break 2. Students must leave site promptly by 1:10pm. Please do not abuse this privilege because you will be sanctioned for truanting a timetabled lesson and your lanyard will be withdrawn preventing you from leaving site early or at break times.

New Year 12s student who have proven by October half term 2025 that your attendance, behaviour and work ethics is good will be allowed to leave site at 1:10pm if they have purchased a school lanyard. (Please refer to our Year 12 welcome letter regarding payment of £15 enrolment fee which contributes to the cost of each student(s) lanyard – enabling students to leave site at break 1 and 2).

Registration, Personal Development and Timetabled Lessons

Students **must** attend registration each morning from 9:00am-9:25am. Punctuality to the start of the day and timetabled lessons is essential.

Students are expected to attend every timetabled session published on their programme of study punctually, including tutor time, personal development and supervised study in the learning centre. Any student missing timetabled sessions without authorisation, will be referred to their Head of Year and an appropriate sanction will be applied accordingly for this truancy.

Attendance to study periods in the Learning Centre

All students who have study periods 1,2, or 3 on any day of Monday to Friday must register in the learning centre at the **start of each** lesson and work quietly in this area for the duration of that lesson. If you are not registered your absence will be recorded as unauthorised absence.

Attendance to GCSE retake Maths or English Timetabled lessons

GCSE retake Maths and English are a timetabled part of the sixth form curriculum. Attendance is **compulsory** for all sixth form students to these timetabled lessons as it is a government requirement that all students leaving education should have these qualifications.

Attendance Expectations

Procedures for Cover Lessons, due to teacher absence

If a teacher is out of school and the lesson is not covered by a replacement teacher **all students must go** to their timetabled lesson as usual, if the teacher does not appear after 10 minutes – **all students must go to the learning centre and sign in on a cover sheet** to obtain a mark for this timetabled lesson. Failure to do so will result in an unauthorised absence mark for this timetabled lesson. Students must **NOT** sign in fellow students. You must only sign in during the period of each lesson. Early sign in will result in an unauthorised absence on your record.

Absence due to illness

If a student is unwell, school should be contacted by a parent, carer or guardian on the first day (and any subsequent days) of absence (or where part of a day is to be missed) and before 9:30am. If this is not possible then you should bring in a note signed by a parent or guardian as soon as you return to school to give to the sixth form attendance officer.

If you fail to make school aware of your absence, then this will be recorded as an unauthorised absence. Upon your return you will be expected to collect and catch up on any work that was missed. All students **must** check EduLink for any work that has been set.

Other Absence

Non-emergency dental/doctors' appointments and driving lessons **should not** be arranged during the school day. Students may be asked to provide medical evidence in certain circumstances. **Holidays during term time will NOT be authorised.**

Planned Absence – Yellow Absence Form

It is understood that there are occasionally reasons for why you need to be absent from school. In such cases of known absence you must complete the yellow absence request form available from the sixth form reception or the learning centre. This form must be signed by the tutors of any lessons you will miss, parents/carers and head of year in advance of the planned absence. A yellow form is required for **ALL** absences even when a student has no lessons on their timetable. Students who have been absent must ensure that all missed work is followed up in liaison with subject teachers. All students **must** check Edulink for any work that has been set.

Punctuality to school and signing in/out on Watchtower

The St Peters' school day starts at 9am. Students **MUST** attend registration each morning from 9:00am – 9:25am. Punctuality is important, if you arrive late to school after 9am, you will be given a late mark on your register by your tutor and a next day afterschool detention sanction will be given. It is a legal requirement that we know who is in the school building at all times. **Students must make sure that they login to Watchtower, located in the main school Reception, each time they enter the building late and each time they leave the building early throughout the day for a planned absence.**

Poor attendance/punctuality will be dealt with over a progression of interventions. Please see full attendance policy on school website for further details.

Actions taken to address attendance issues

Attendance is monitored on a daily basis. Parents will automatically receive a truancy call if the student is not marked in at registration. As necessary, the Sixth Form Team will intervene in the following

1. Where poor attendance/punctuality is recorded the student will meet to discuss this with their form tutor. Appropriate targets will be set. Attendance/punctuality will then be monitored closely for 2 weeks. For regular lateness/attendance next day afterschool detentions will be given to students alternatively students will be placed on a Head of Year Report and lose their privileges.
2. If no improvement is noted within 2 weeks the student will be put on daily checks for a further 2 weeks. The Head of Year will review with the student each morning. Contact will be made with home by phone or email to inform parents/carers. Students will have additional privileges withdrawn.
3. Continued poor attendance/punctuality will result in a meeting between the student, parents/carers and the Head or Deputy of Sixth Form.
4. If there is no significant improvement and attendance falls below 90% the school reserves the right to charge for exam entries. If attendance falls below 85% this is deemed by the government to denote a persistent absentee and unless there are exceptional or extenuating circumstances students will **NOT** be entered for their examinations.

University Open Day Visits

We actively encourage you to attend university and college open days. www.opendays.com and www.ucas.com are good places to find out when open days are taking place. You must apply to the attendance officer to request time off for these visits. **Students are allowed to attend up to three open days in an academic year. These must not however clash with retreats, internal/external examinations or school masses.**

Unauthorised Absence

The following reasons for absence will not be authorised (this list is not exhaustive):
Driving lessons
Shopping trips
Studying at home outside any allocated study leave
Holidays (see above)
Parents/carers keeping students off school unnecessarily
Truancy during the school day
Absences which have never been properly explained (unexplained absence)
Looking after siblings
Day trips
Birthdays
Work experience (excluding school organised work experience/enrichment)
Interviews (excluding college/university/apprenticeship interviews)

Any student with a continuous absence of longer than five school days is expected to provide a medical note in the case of illness before the absence will be authorised. Should a student require more than ten school days absence due to illness, parents/carers are expected to contact the school to discuss the student's ability to continue with their study programme. Cases will be considered on an individual basis. Any student with unauthorised continuous absence of longer than 20 school days will be assumed to have left the school and will be removed from the school roll.

A FULL COPY OF THE SIXTH FORM ATTENDANCE AND PUNCTUALITY POLICY CAN BE FOUND ON THE SCHOOL WEBSITE - [Policy Documents - St Peter's RC High School & Sixth Form Centre \(sphs.uk.com\)](http://Policy Documents - St Peter's RC High School & Sixth Form Centre (sphs.uk.com))

Sixth Form Dress Code

The Sixth Form Dress Code is compulsory for all members of the sixth form. The dress code has been devised to create an appropriate balance between smartness and the need to express individual style. As the most senior students in the school we insist on high standards of appearance and for students to be easily recognised within, and beyond, our school community.

This dress code is NOT optional

The following points provide guidance on what will and will not be acceptable:

SPHS SIXTH FORM STUDENT
School Crested Blazer available from Monkhouse School wear Specialists, Gloucester
Single colour skirt, trousers or dress Skirts/dresses must be of an appropriate business style and knee length or longer
Single colour buttoned shirt with collar, short or full-length sleeve, ties must be worn with shirts, top buttons fastened and shirt tucked into trousers OR Single colour top or blouse which must not be low-cut, exposing shoulders or reveal midriff. Full length or $\frac{3}{4}$ length sleeve
Jumper or cardigan (with no large logos) may be worn, <u>but cannot replace the school blazer</u>
School/office shoes – smart leather or leather-like material, No trainers/converse style shoes




The following items **ARE NOT** allowed:

Applying to all:

Hoodies, leather clothing, denim including jean-style trousers, leggings, shorts, playsuits, polo shirts, polo-necked jumpers, large logos, trainers, deck shoes, flip flops, 'Ugg' style boots, converse style shoes, Ear stretchers.

For some practical subjects such as Sport or Drama, teachers may wish you to wear a different set of clothes. This is at the discretion of your teacher and will only be allowed during that lesson and not before or after.

If a student's appearance is not acceptable the student will:

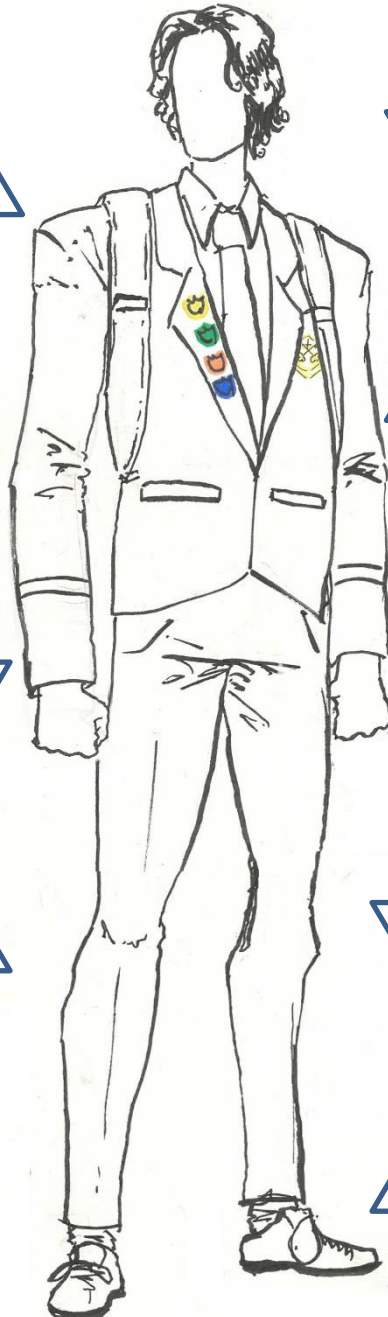
-  **Be sent home to change into an acceptable mode of dress**
-  **Receive a warning and/or be placed on the Sixth Form Student Support Plan (Full details available on the school website)**
-  **Contact made with home**

BLAZERS MUST BE WORN AT ALL TIMES UNLESS DIRECTED BY A MEMBER OF STAFF

A SPHS Sixth Form Student – Ethos & Character

Respect

For students and staff
For our environment
For yourself



Optimism

Sky high aspirations
& expectations of
yourself & others
SPHS better than
when you arrived

Community

Student leadership
Charity & Service
The Green Army

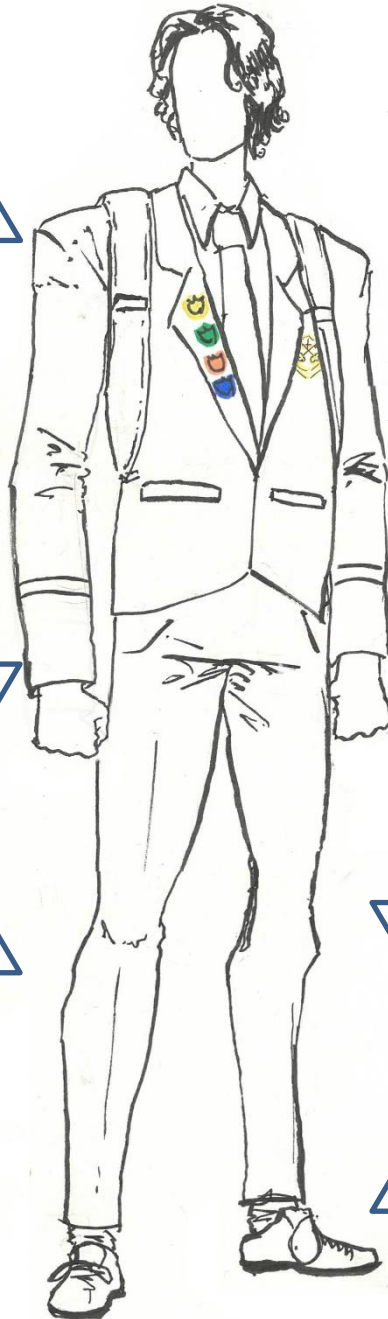
Kindness

Approachable
Trustworthy
An example to all

A SPHS Sixth Form Student - Academic

Respect

Attendance &
Punctuality
Dress code
Completion of work



Optimism

Look beyond your
target grade
Give your best every
time

Community

Silent study
Peer support
Academic tutoring in
the main school






Kindness

Balance of lessons,
extra-curricular and
social time

Study Guidance

Study Programme

Students at St. Peter's will follow an individual study programme that consists of:

-  3 or 4 A-Level or Vocational subjects
-  Dedicated timetabled independent study sessions (Lessons 1-3 every day)
-  Tutor time with academic guidance and pastoral support
-  A Performance and wellbeing option
-  A leadership responsibility

Study areas

The Learning Centre is dedicated to silent independent work at all times. There are computers, booths and work tables so students can select an area that suits the work you need to do. Talking and eating are not permitted in this area. You will be timetabled in here lessons 1-3 when you do not have a curriculum lesson.

The Library is available as an additional study area when not booked out. Please speak to Mrs Watkins to check availability before using.

The Forum is the sixth form canteen. It is available at break times and you are of course permitted to eat and drink here.

We ask students to respect these areas, keep them tidy, make use of the bins and **DO NOT** sit on tables.

How to study at SPHS Sixth Form

Level 3 courses – including A-Levels, BTECs, CTECs and AAQs – require a significant amount of independent study in order to be successful. At SPHS, much of this is completed in the learning centre in the mornings. If not in a timetabled lesson during period 1-3, students will be supervised in the Learning Centre where they will;

- Complete silent supervised study, with no phones visible
- Follow a structured study plan completed and agreed with their tutor at the beginning of September
- Utilise the SPHS Revision Strategies where appropriate i.e. Flashcards, Revision Clocks, The Cornell Method, Look, Cover, Write, Check and Pomodoro (coaching on how to use these most effectively will be part of study programmes for all students)
- Utilise study support resources e.g. Adapt, Unifrog and Up Learn (Y13 only) (coaching on how to use these most effectively will be part of study programmes for all students)
- Supervised study is compulsory at SPHS Sixth Form.

Habits for Learning Curriculum

For all students to benefit from attending our Sixth Form they must listen to all advice, attend all lessons and try their best. The key to achieving success, which is to graduate to their first-choice destination with an exemplary behaviour record is building the right habits. The best habits are those that are motivational, productive and long lasting so that success can be redefined as they pass through different stages of their lives. Good habits will require prioritising change as they will be asked to work differently, commit to a plan and sustain that plan, therefore demonstrating the desirable behaviours expected of a St. Peter's Sixth Form Student.

To support them through the process of transitioning from Year 11 students to Sixth Form Students a curriculum has been written that ensures all students are recognised and supported in their unique journey. There is a programme of skill development, careers advice and 1:1 meetings with their form tutor. The methods applied require pupils to take greater responsibility for their learning and develop their understanding of what is required to succeed. We will use an evidence-based approach as it indicates that explicitly teaching strategies to help plan, monitor and evaluate specific aspects of their learning can be effective. To this end we will work through the VESPA System that suggests five behaviours and characteristics that all students need to be successful. Qualities such as:

- VISION – they know what they want to achieve.
- EFFORT – put in many hours of proactive independent study.
- SYSTEMS – they organise their learning resources and their time.
- PRACTICE – they practice and develop their skills.
- ATTITUDE – they respond constructively to setbacks.

Their form tutors will lead them through activities that educate, encourage personal reflection and engages all students. Students who score highly in these qualities can make significant academic progress, unlocking potential they never realised was possible. Ultimately, any person who has maximised their God given abilities did so with hard work, sometimes with less skill but always a greater work ethic than those who did not achieve success.



ST PETER'S TEACHING
AND LEARNING

Deep Learning

SMART STUDY STRATEGIES

IN SUBJECTS

Regular use of agreed revision strategies.

These are:

- Flash cards
- Cornell notes
- Pomodoro
- LCWC
- Knowledge Organisers



IN FORM

Form tutors will help tutees discover their motivations and passions, to gain clarity about their future, through vision tasks that explore their interests and identities.

- Opportunities for students to create a vision board
- Revisit their 'why' in form time regularly
- Opportunities for independent study

AT HOME

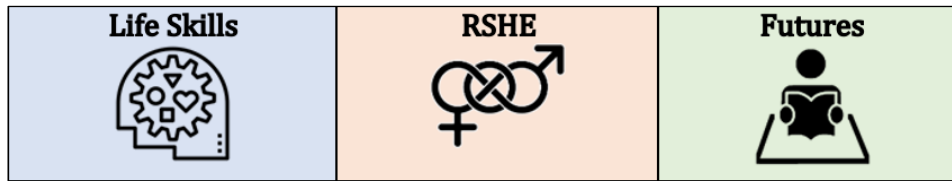
Independent work set using these strategies

- Clear pre-assessment tasks
- Regular hmk set using these strategies
- Parents/carers revision and support workshops



Assemblies, Personal Development and RSE

Students will attend a year group assembly once a fortnight led by your Head of Year. This includes a comprehensive super-curricular programme. These take place every Tuesday Week 2 (Year 12) and Wednesday Week 2 (Year 13). Students will also follow a comprehensive Personal Development and Relationships, and Sex Education curriculum. An overview of these programmes is outlined below.



Y12 Wednesday week 2

Y13 Thursday week 2

DATE	YEAR 12 TOPIC	DATE	YEAR 13 TOPIC
10 th September 2025	Welcome to the Green Army – expectations of St Peter’s sixth form (IFN / GP)	11 th September 2025	Goals for the academic year – a re-introduction to studies at St Peter’s (IFN /JW)
25 th September 2025 (change of day as Sarah B not available)	Careers – What should you be doing now? SB An introduction to the careers programme in the 6 th form	24 th September 2025 (change of day as Sarah B not available)	UCAS and apprenticeships – what should you be doing now? JW
8 th October 2025	Children in Need preparation CJ / head students An introduction to Children in Need day at St Peter’s and the importance of giving / Giving Tree	9 th October 2025	Children in Need preparation CJ/ head students A re-introduction to Children in Need day at St Peter’s and the importance of giving / Giving Tree
12 th November 2025	Well-being 1 JRT (Coping with 6th form) In this on-going series of assemblies, students are given	13 th November 2025	Well-being 1 JRT (Year 13 and pressure) In this on-going series of assemblies, students are given strategies to deal with mental health issues

	strategies to deal with mental health issues		
26 th November 2025	AP1 preparations IF	27 th November 2025	Fundamental British values BS In this assembly, students are made aware of what fundamental British values are, including democracy, liberty, respect, and tolerance.
10 th December 2025	Well-being 2 JRT (keeping calm at Xmas) In this on-going series of assemblies, students are given strategies to deal with mental health issues	11 th December 2025	Well-being 2 JRT (keeping calm at Xmas) In this on-going series of assemblies, students are given strategies to deal with mental health issues
7 th January 2026	Welcome back and new resolutions GP	8 th January 2026	Consent KV In this assembly, students are given a reminder of what consent is, and how to give consent or say 'no'.
21 st January 2026	Sexual Harassment KV In this assembly, students are made aware of what sexual harassment is, and why it is harmful.	22 nd January 2026	Preparation for AP2 IF
4 th February 2026	LGBTQ BS In this assembly, students will explore the issues of gender identity and sexual	5 th February 2026	Radicalisation BS In this assembly, students are made aware of what radicalisation is, and the signs to look out for that someone might be susceptible to radicalisation.

	orientation in a positive manner.		
25 th February 2026	Sexual Health Dr Gian-Luca Bertone In this assembly, students are made aware of the dangers of unsafe sexual practices, and the risks and ways to protect themselves.	26 th February 2026	Sexual Health Dr Gian-Luca Bertone In this assembly, students are made aware of the dangers of unsafe sexual practices, and the risks and ways to protect themselves.
11 th March 2026	Careers check in – SB What should you be doing now?	12 th March 2026	Careers check in – SB What should you be doing now?
25 th March 2026	Consent KV In this assembly, students are made aware of what consent is, and how to give consent or say 'no'.	26 th March 2026	Managing your money JVI In this assembly, students will be taught about finances, and how to manage their money.
22 nd April 2026	Well-being 3 JRT In this on-going series of assemblies, students are given strategies to deal with mental health issues	23 rd April 2026	Police issues in Gloucestershire Police representatives from Gloucester constabulary will be giving a talk about the issues young people in the city face, such as knife crime and drugs
6 th May 2026	Prelim preparation IFN	7 th May 2026	Well-being 3 JRT Preparing to say goodbye In this on-going series of assemblies, students are given

	Preparation assembly for pre-lim examinations		strategies to deal with mental health issues
20 th May 2026	UCAS introduction CJ / IF An introduction to our UCAS programme	21 st May 2026	TBC
10 th June 2026	Police issues in Gloucestershire Police representatives from Gloucester constabulary will be giving a talk about the issues young people in the city face, such as knife crime and drugs		
24 th June 2026	TBC		
8 th July 2026	Summer goodbyes GP		

Recap and Revision slots:

Year 12 recap slot 1 – Revision skills REW
Thursday 16th October

Year 13 recap slot 1 – Revision skills REW
Friday 17th October

Year 12 recap slot 2 – Revision skills REW
Monday 8th December

Year 13 recap slot 2 – Revision skills REW
Tuesday 9th December

Year 12 slot 3 – Recap of sexual harassment / LGBTQ CJ
Wednesday 11th February

Year 13 slot 3 – Recap of consent and FBV IF
Thursday 12th February

Year 12 slot 4 – Revision skills REW
Wednesday 18th March

Year 13 slot 4 - Revision skills REW
Thursday 19th March

Year 12 slot 5 – Recap of consent CJ
Wednesday 13th May

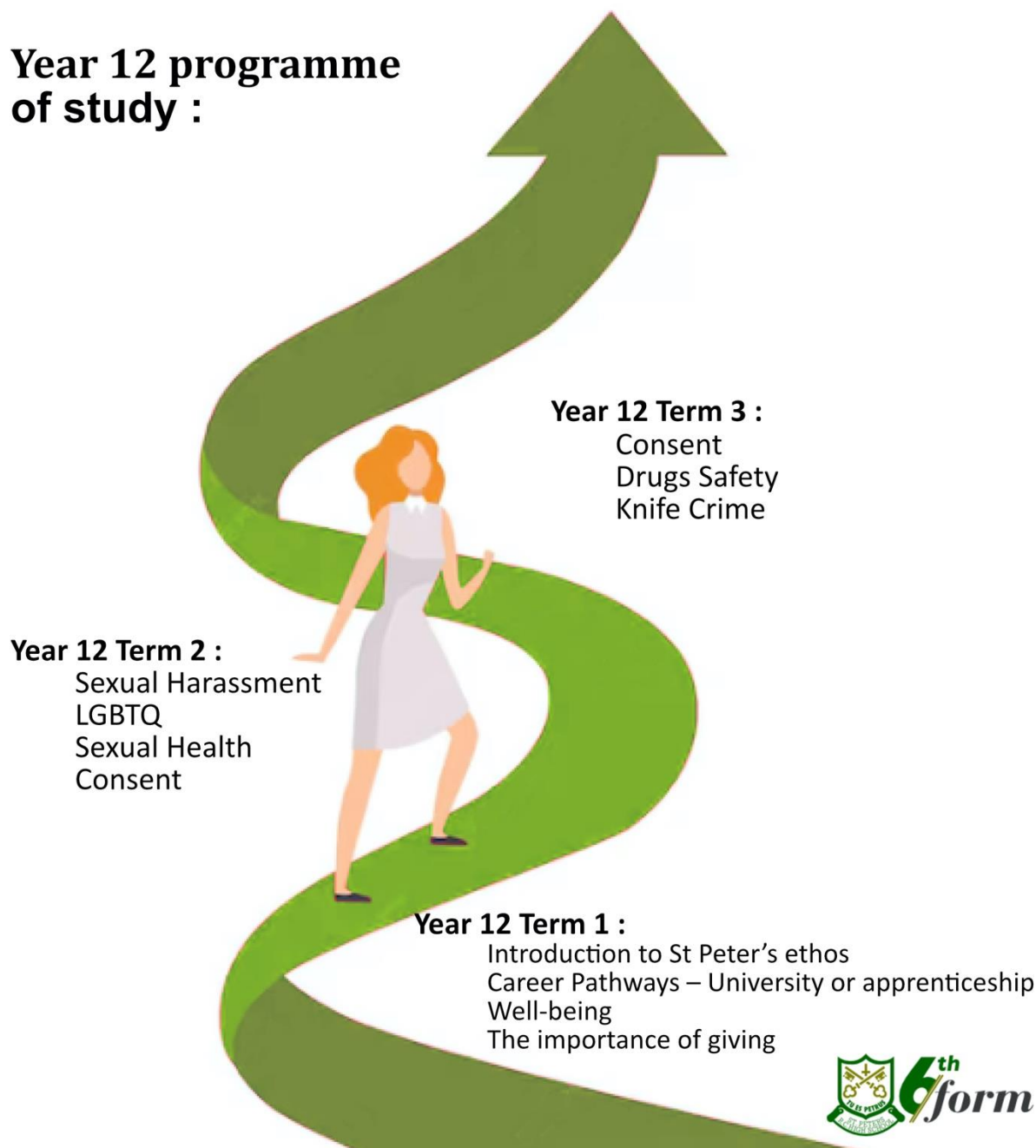
St Peter's Sixth Form KS5 PSHE Curriculum Overview

'For I know the plans I have for you..plans to give you hope and a future' (Jeremiah 29:11)

Aims : To ensure that Year 12 and 13 have the skills and knowledge and personal development needed for independent living or the next stage in their educational journey, in line with a Catholic anthropology.

Implementation : A range of topics that follow the statutory content, delivered through a series of 20 minute assemblies and 20 minute follow up tutorials

Year 12 programme of study :



By the end of the term, students will be able to :	Year 12 Term 1	Year 12 Term 2	Year 12 Term 3
Understand the key points of the topic :	<p>Introduction to St Peter's ethos</p> <p>Career Pathways</p> <p>Well-being</p> <p>The importance of giving</p>	<p>Sexual Harassment</p> <p>LGBTQ</p> <p>Sexual Health</p> <p>Knife Crime</p> <p>Consent</p>	<p>Drugs Safety</p> <p>Exam preparation</p>
Know the key words :	<p>ROCK values – Respect, Optimism, Community, Kindness.</p> <p>Benefits of different pathways, university, apprenticeship, employability skills, interviews.</p> <p>Mental Health, anxiety, stress, where to find help.</p> <p>Charity, kindness</p>	<p>What is sexual harassment? Impact of harassment and students' role in challenging it</p> <p>The rights of LGBTQ, Homophobic bullying, same sex parenting</p> <p>Safe and unsafe sexual practices. Ways for young people to protect themselves. Types of infection and warning signs. Monogamy.</p> <p>Understand the emotional and physical consequences of carrying a knife, and how people are affected by knife crime and violence</p> <p>What consent means. How to give consent or say 'no'</p>	<p>What is substance misuse? Drugs and their effects and classification</p>
Demonstrate excellence in these skills :	Follow up tutorial time sessions will check understanding through Q and A with tutor	Follow up tutorial time sessions will check understanding through Q and A with tutor	Follow up tutorial time sessions will check understanding through Q and A with tutor

Year 13 programme of study :

Year 13 Term 2 :

Consent
Radicalisation
Managing your money
Sexual Health

Year 13 Term 3 :

Well-being
Drug Safety
Knife Crime
Exam preparation

Year 13 Term 1 :








Career Pathways – University or apprenticeship
Fundamental British Values
The importance of giving



By the end of the term, students will be able to :	Year 13 Term 1	Year 13 Term 2	Year 13 Term 3
Understand the key points of the topic :	Career Pathways Fundamental British Values The importance of giving	Consent Radicalisation Managing your money Sexual Health	Well-being reminder Exam preparation
Know the key words :	UCAS, personal statement, choices, degree,	What consent means. How to give consent or say 'no' Prevent, radicalism, extremism, warning signs Bank account options, reading bank statements, minimum wage, payslips, tax, pensions, needs and wants, budgeting, credit and debt Safe and unsafe sexual practices. Ways for young people to protect themselves. Types of infection and warning signs. Monogamy.	Mental Health, anxiety, stress, where to find help.
Demonstrate excellence in these skills :	Follow up tutorial time sessions will check understanding through Q and A with tutor	Follow up tutorial time sessions will check understanding through Q and A with tutor	Follow up tutorial time sessions will check understanding through Q and A with tutor

Breaks & Privileges





In St Peter's we expect students to meet a high set of standards with regards to conduct and academic progress. Should these be met, this will unlock various privileges. These include:

-  Bespoke study block and exclusive Costa café
-  Free Microsoft Office licence
-  Early finish from 1.10pm on days when you have no timetabled lesson period 4 and/or 5
-  Starting from October half term (Year 12), passes to leave the site during morning and afternoon breaks
-  Home study programme (Year 13 only until summer term)
-  Nominations for the ROCK award
-  First dismissal at end of day

Naturally, if expectations are not met, these privileges can be withheld or revoked.

Performance and Wellbeing

All students will be encouraged to participate in an extra-curricular activity every Wednesday afternoon (Period 5 only). Students can choose from:

-  Sport – both school team sport and recreational
-  Duke of Edinburgh Award
-  Extended Project (EPQ)
-  Careers Ted Talks delivered by Alumni

Leadership Programme

An important part of our catholic ethos is the principle of service to one's community. All sixth form students are expected to take on a leadership role within school, where they can work with their peers or lower school students, and lead the rest of the school community through example. There are many different leadership roles available, such as helping younger pupils to read as part of the reading programme, acting as a teaching assistant in lower school lessons, working with the CAFOD group, or running the school shop. Not only are these duties important in giving back to the school community and promoting the sixth form as role models for lower school, they also show responsibility and commitment when applying for university and employment. Later in the year, all students have the opportunity to apply for one of our four coveted Head student roles, or to become a student leader for the sixth form.

Ethos, Mass and Retreats

As previously stated, our masses and retreats are very important to our unique ethos and every sixth form student, of all faiths and none, are invited to attend and be respectful.

Each of our year groups has a patron saint, and part of form time this year will be devoted to finding out about their lives and what we can learn from them.

Our saints are:

St Josephine Bakhita (Year 12) was a former Sudanese slave who was known for her smile, and was the first African woman to be made a saint in modern times. She died in 1947.

St Oscar Romero (Year 13) was the Archbishop of San Salvador and spoke out against poverty, social injustice, assassinations and torture. He was himself assassinated in 1980. Archbishop Romero will be canonised (made a saint) in October 2018.

General RE in Year 12 and Year 13

Welcome to St Peter's Sixth Form General RE programme,

As you are aware, part of your commitment to Sixth Form life is following the General Religious Education programme. But what is this course about?

Essentially, it is an opportunity for you to reflect on a variety of issues and current affairs linked to **religion, morality, ethics and spirituality**. This course is for **everyone**, and it does not matter if you are a practising Catholic, a member of a different Christian denomination or faith group, somebody who has no faith or if you are still in the process of exploring what you believe. This time is for the opening up of discussion, in a secure atmosphere, where all persons are respected, become more informed, share and justify opinions, and take the opportunity to reflect, challenge ideas and debate. At the heart of Catholic faith is **Catholic social teaching** – making the World a better place for all, building the **common good**.

We have a wonderful group of experts coming into School to speak to you about a variety of topics that **you** care about; animal rights, poverty, helping those in need, charity, communities working together and above all else exploring our shared mission of harmony, love and respect for all. For many of you this may well be a challenging journey because over the year we will progress through many topics using a variety of methods of exploration. It is usually at the end of the year, when we look back, that we can see how far we have travelled - intellectually, emotionally and spiritually. The spiritual journey is something that embraces the whole of our life as a person; this course aims to allow you to focus on how human experiences have the potential to help us grow internally, so that externally we are there for others in many ways.

The Aims of General Religious Education Programme:

- The St Peter's way encourages **deep learning, deep values and deep experience**, and the general RE programme delivers this to all. This enables our sixth form to become the **leaders** for a common future.
- To have an opportunity to learn about different Christian views and World Faith perspectives on contemporary moral issues and how we build a Common Good
- To develop our critical thinking skills, and practice them in classroom debates and discussions
- To enable each student to reflect critically on the ultimate questions of life and critically examine a variety of responses.
- To enable each student to develop and articulate his/her living values and awareness of the possible inner contradictions.
- To enable each student to appreciate the relationship between religious belief, personal faith and lived experience.
- To enable each student to explore and to respect key beliefs and practices from their own faiths but also other faiths and non-faith traditions.
- To enable each student to develop the skills and attitudes to respond to the opportunities, responsibilities and experiences of adult life.
- To consider on a local level how we address global concerns.







'I have come in order that you might have life — life in all its fullness.'

John 10:10










Careers

The Careers Department staff offer impartial careers advice and guidance to all sixth form students.

The aim of careers guidance is to:

-  Help raise your aspirations and awareness of the full range of post 18 opportunities available to you.
-  To help you to plan the steps you need to take to get from where you are to where you want to go.
-  To help you to remain engaged in your education and motivated to achieve your potential by having a better understanding of career opportunities, the world of work and the benefits of lifelong learning.
-  To enable you to have a better understanding of local, national and global labour markets, how to access labour market information and to understand the impact of labour market information when making your career decisions,
-  To assist you to identify and develop your career management, employability and enterprise skills.
-  To support you to make a successful transition into a positive destination.

The aim of the careers interview is to discuss:

-  Your qualifications - those gained and those you are predicted to achieve.
-  Post 18 options – their advantages and disadvantages.
-  Your skills, qualities, ambitions and aspirations.
-  Your career ideas if you have them or how to generate ideas if you do not.
-  How to research “Careers” and “Option” information.
-  How to complete a CV or help with interviews.
-  How to research labour market information and job sectors.
-  How to compile a Career Action Plan and set SMART objectives.
-  How to devise a back-up plan – just in case!

Careers appointments are booked during your study periods and generally last for half an hour. You can self-refer for a guidance interview – email Mrs Beeton, Head of Careers direct on sbeeton@sphs.uk.com or call in to the Careers Office situated by RE classrooms and the sixth form. The careers department is open on Tuesdays, Thursdays and Fridays.

UCAS (Universities and Colleges Admissions Service)

UCAS processes applications to study full-time courses at universities, colleges and conservatories in the UK. Students studying for A levels or Level 3 qualifications should consider university as one of their options.

All Year 12 students will begin this process in the Summer Term.

It is recommended that parents/carers check out the UCAS Parent Guide online which can be found on: <https://www.ucas.com/ucas/undergraduate/getting-started/ucas-undergraduate-advice-parents-and-guardians>

This website will give information about the role of UCAS, allow parents to sign up for a monthly newsletter, download the Parent Guide and get information on student finance.

Students not applying to university will have separate careers guidance for apprenticeships and entry into the workplace.

Open Days

We actively encourage you to attend university and college open days. www.opendays.com and www.ucas.com are good places to find out when open days are taking place. You must apply to the attendance officer to request time off for these visits. **Students are allowed to attend up to three open days in an academic year. These must not however clash with retreats, internal/external examinations or school masses.**

Elevate Education

We work with Elevate Education to support our students on their journey to unlock their academic potential. Elevate have improved student performance at over 2000 schools in the UK through their programme of high impact study skills workshops. Each session is presented by an undergraduate at a top university and this means that they can share practical examples and tips on the step up from GCSE to A level and BTEC level 3 courses and share tips that are transferable to university level study. Each study method is informed by research and is designed to put the necessary habits and strategies in place. We expect students to attend the workshops and refer to the key content from the Elevate study booklets regularly in order to maximise their learning both during lessons and when working independently. Elevate also provide online resources and sessions for students and parents which provides further opportunities for enhancement.



Unifrog

In keeping with our commitment to provide students with outstanding careers guidance and tailored support when choosing their next step after school, we will now be using Unifrog; an award-winning, online careers platform. All students in Years 7, 8, 9, 10, 11,12 and 13 now have access to this excellent website.

Unifrog brings into one place every undergraduate university course, apprenticeship, and college course in the UK, as well as other opportunities, such as School Leaver Programmes, MOOCs and every college at Oxford and Cambridge. This make it easy for students to compare and choose the best university courses, apprenticeships or further education courses for them. They can also explore exciting opportunities further afield by looking at English taught undergraduate programmes available in Europe and the USA.

Additionally, the platform helps students successfully apply for these opportunities by writing their personal statement, applications and CVs and guiding them through the process, allowing teachers to give live feedback.



Up Learn

We have recently purchased an Up Learn license for every student taking Maths, Economics, Psychology, Biology, Physics and Chemistry. Up Learn is a revolutionary online independent learning and revision platform for A-Level students.

Your child now has access to hundreds of online video lessons covering their A Level course, available any time on the computer. Up Learn is best used to complement what students are learning in the classroom to ensure your child gets the best grade possible.

The platform can support them with:

- Video lessons to help them understand new topics, break down complex material and ensure students are coming to class ready to stretch their knowledge beyond the basics.
- Quizzes and Summary content to make sure they are memorising course content and have mastered more tricky topics
- Exam how-tos, mark scheme breakdowns and practice papers (created exclusively for Up Learn by official examiners) ensure that students are comfortable with the jump in exam technique from GCSE to A Level

Up Learn builds their courses using cutting-edge technology and robust research from the field of cognitive science to make sure students are learning as effectively as possible. The platform uses artificial intelligence to track students' progress and personalise their learning schedule for maximum results.

Students will be using Up Learn in their independent study periods but it would also be hugely beneficial for them to use it during weekends and holidays to maximise their potential. It is recommended that a student spends 3 hours per week, per Up Learn course to fully utilise the platform's benefits. Your support in ensuring they make the most of the platform will be greatly beneficial in helping to encourage productive study habits



Adapt

Adapt is the only all-in-one revision app designed to help students study smarter, not harder. It provides personalised revision plans, teacher-written content, and practice questions for all UK national curriculum subjects and exam boards—eliminating the need to search for study materials.

Adapt helps Years 11 and 13 stay on track for their final exams with a structured, effective revision strategy. For Years 10 and 12, starting early builds strong independent study habits, setting them up for GCSE and A-Level success—without the cost of a tutor.

The Adapt student app is available on iOS and Android, while the Parent Portal is browser-based and can be accessed from any device.



EPQ (Extended Project Qualification)

The extended project is a research qualification that equates to half an A-Level and is offered as part of enrichment. It can be completed on a topic of the candidate's choice, and students completing an EPQ gain on average 1/3 of a grade higher in their A-Level subjects. This qualification is extremely highly regarded by Russell Group universities. For more information, please see Mrs Watkins.

Library Facilities

The Library is run by a qualified Librarian Mrs Catherine Watkins and is staffed during the school day Monday to Friday during term time.

Situated at the back of the learning centre and linked by a small corridor, or accessed by the entrance next to the sports field, the library provides a range of resources both in hard copy; books, magazines and journals, and online in the form of subscription databases. These can be searched for and accessed in the case of online resources from the library catalogue which can be found online here <https://stpetershighschool.oliverasp.co.uk>. Online resources can also be accessed from home from the school website.

The library is supervised is a silent/quiet work space it has comfortable seating areas for readers as well as 15 computers and a number of tables to work at.







Students may use the library during their lesson-based study periods (if the library is not in use for a lesson or event) and during break times. However, during break times priority for computer access in the library is for lower school students and is only available if booked.

Resources available:

The resources for sixth form students are focus on non-fiction to support the curriculum and to encourage a breadth and depth of reading for specific subject areas and potential career interest. The fiction collection has classics at its core but also includes prize winning titles as well as providing a range of popular adult novels and familiar young adult fiction. Sixth form students are not limited to borrowing sixth form resources.

Careers resources complement the school's career service and include university prospectuses and information about apprenticeships and applying for work, there is also a small collection of books on general career information and books covering applications and interviews for both work and higher education.

Library Rules:

-  No food or drink – students will be asked to leave the library if they wish to eat.
-  Keep noise to a minimum/work in silence.
-  Please don't sit on desks.
-  Tidy up after yourself; please leave your workspace how you wish to find it.
-  Respect other library users.
-  If you need help ASK

Sixth form students may borrow up to 6 items at a time for a period of four weeks.

Loans can be renewed and will be lent for a further 4 weeks. If a book is not in stock students can request its purchase. If a book is on loan students can request a reservation.

Overdue Notices

We do not charge for late return of books. If a book is overdue we will send reminders, if a book is not returned or is lost or damaged we will charge for a replacement cover.

Mental Health

We understand that at times during your studies you may feel under pressure. The sixth form team and your tutors are always here to listen to you. Our student support services are here to provide support to all students and you can be referred to a counsellor by speaking to your Head of Year.

Other useful numbers are:

Childline	www.childline.org.uk	0800 1111
Samaritans	www.samaritans.org.uk	08457 909090 National/ 01452 306333 Glos/ 01242 515777 Chelt
Teens in Crisis	www.teensincrisis.org.uk	01594 546117
Children & Young People's Service (CYPS)	www.2gether.nhs.uk/cyps	01242 894272
Gloucestershire Eating Disorders Service	www.2gether.nhs.uk/eatingdisorders	01242 634242
Anxiety UK	www.phobics-society.org.uk www.anxietyuk.org.uk	08444 775774
Citizen's Advice Bureau	www.citizensadvice.org.uk	
Winston's Wish	www.winstonswish.org.uk	08452 030405
Muslim Youth Helpline	www.myh.org.uk	0808 8082008
Young Minds Matter Chat (Text)	07480 635723 https://www.ghc.nhs.uk/our-teams-and-services/children-and-young-people/camhs/young-minds-matter/	

We also offer workshops for managing exam related anxiety. If you are interested or want to find out more please discuss with your form tutor.



Safeguarding

It is a safeguarding requirement for all Sixth Form students to visibly wear their crested blazer to make them easily recognisable to main school students and staff. For safeguarding and security reasons, students must not bring external visitors onto the school site.

If you have a concern over the wellbeing of yourself or a fellow student please discuss with your tutor or a member of the sixth form team.

Examinations

Internal preliminary exams are held in early June during Year 12. An internal examination will be set in each subject you take. Whilst this examination does not contribute to your overall A-Level/BTEC grade, it is still extremely important because:

-  This grade will form the basis of UCAS predicted grades and those provided on employment and apprenticeship references.
-  It gives a clear snapshot of the progress you have made at the mid-way point of your challenging 2-year courses.

If you achieve a U (Unclassified) grade, you **WILL NOT** be permitted to continue to Year 13 in that subject. Multiple U grades will seriously risk your place in Year 13.

Year 13 formal mock exams will be held either side of Christmas.

External examinations for A-Levels (BTECs/Tech courses take place across the 2 years) begin in May of Year 13

Bursary

The Government has provided some money for schools and colleges to allocate to young people who need financial support to stay on in education. St Peter's recognises that offering financial support to students requires sensitivity and respect. Our policy is based on advice provided by the Education Funding Agency and sets out how we will administer and distribute these funds.

An application form and full policy can be obtained from outside Sixth Form Reception.

Computer Access

There are a number of computers available to sixth formers for private study. Within 2 weeks of starting you will be issued with a user name and password. On first log-in you will be asked to create a new password. If you forget your password you need to contact IT Services to get your password reset. Your username and password are needed when using WatchTower (the attendance registration system in reception), 24 hour school and accessing the photocopiers. (see also Photocopying/Printer Credits section).

Mobile Telephones/Personal belongings

The use of mobile phones is not permitted within lessons unless authorised by the teacher. Mobile phones must not be used in the main part of the school; they can only be used in the sixth form centre. They may be used to play music, using headphones in study areas within the Sixth Form as long as noise does not disturb others. St Peter's High School will not be responsible for the loss or damage to any personal equipment. **Students on Stage 4 of either the Academic or Pastoral Support Plan will be required to submit their phone at the start of each school day.**

Photocopying/Printing credits

There are a number of photocopiers around the site which students can use for printing, scanning and photocopying. Students are issued £6 per term of printer credits, if you need more please go directly to IT Services. If a photocopier is jammed please DO NOT attempt to unjam – contact IT Services.

Cyber Bullying

We operate a zero tolerance of misuse of public networking sites that cause distress, exclusion or upset to others. This also applies to the use of social media both inside and outside of school. Our behaviour policy will be used to apply sanctions if appropriate.

Plagiarism

Plagiarism occurs when you submit an assignment or piece of work that contains work that is not your own and you do not acknowledge the source(s). This includes books, film/TV, music and websites. The school views plagiarism as **very serious** and will result in a formal investigation and possible disqualification from your course. Plagiarism in externally assessed work risks the grades of all students on the course, not just the individual at fault.

Employment – Part-time employment

As a young adult we realise many students want to earn money by taking on part-time work and profit from the benefits and skills you gain in working. However, please remember you are a full-time student and therefore work shifts must not be organised during the school day. Equally you cannot leave school early in order to get to work on time or have time off school for interviews. Please ensure you give yourself enough time to leave school at 3:30pm and reach your place of work.

As you move into Year 13 and closer to your A-level examinations it is recommended that you either stop work or reduce your time in order to spend enough time studying and revising in order to reach your full potential.

Vehicles

If you have a car, moped or motorbike then you must register your vehicle and sign an agreement with the Sixth Form Office. If you need to park in the surrounding roads, please show consideration for the local residents. Do not park over driveways or too close to junctions. Be considerate with your driving style and speed on school premises. You must not attempt to leave site between 3:30pm and 3:50pm. The school reserves the right to refuse students to bring a vehicle on site.




If you are caught driving without due care and attention on site you will automatically be placed on **Stage 3 of the Pastoral Support Plan** and will, at a minimum, lose your right to drive on site for a full term.

References

We are happy to provide references for students as they progress onto employment, university or college. We always provide accurate and supportive references based on fact. We will write references praising your ability to work hard, study diligently, your attitude to work and of course attendance and punctuality but we can only base this information on the data we hold for you. UCAS references are written by the sixth form team. If you require a reference please inform a member of staff **before** you add their name to your application.

Pages for Parents/Carers








Please take the opportunity to browse this handbook. There is a lot of information regarding student attendance and behaviour which requires the support of parents and carers. If you have any queries, please contact any member of the sixth form team who will do their best to help. In particular you may be interested in:

-  Year 12 preliminary exam results and Year 13 mock exam results are crucial indicators of progress and should be discussed carefully with your son/daughter.
-  Where a student falls below our expectations regarding conduct they may be placed on a **Student Support Plan (SSP)**. Full details are on page 27
-  We expect parents to support us in our ethos, and in our rules regarding behaviour and attendance. Student absence must only be authorised by parents where it is completely unavoidable, and we thank you in advance for encouraging your son/daughter to attend school retreats, masses and sports days.

Communication

We will regularly communicate with you regarding attendance and current performance. Academic progress/attendance reports are sent home via students three times per year. Results of preliminary and mock examinations will also be sent home. We will also use your email address to send you communications from the whole school every term. If you don't receive them please contact the school or you will miss out on useful information.

Expectations



-  To support the Catholic ethos of the school, all students are expected to attend the end of year Mass, sixth form retreats and the Celebration Assembly. This is a crucial aspect of your choice to study at St Peter's Sixth Form.
-  Support learning at home
-  Support the school rules
-  Ensure students come to school every day, on time, ready for learning.
-  Approach the school early with problems and work with staff to resolve them
-  Support the school through participation in school events and attendance at Parents Evenings
-  To support good communication between home and school

EduLink



EduLink is a way for parents to view assessment, behaviour and attendance data for their child.

Parents can sign up for EduLink One in two ways: through a web browser or by using the app:

-  Web browser - Go to edulinkone.com and enter your school's code, which was emailed to you when your account was created. If you don't have a direct link, you can enter your school's ID or postcode and click Next. Then, enter the login details your school sent you.
-  App - Download the EduLink One app from the App Store or Google Play. Open the app and click the Enrol link at the bottom of the login screen. The school office will send you a unique enrollment code by letter or message. Enter the school ID or postcode and click Next. Then, enter the login details your school sent you.

ParentPay

The school operates a 'cashless catering' system. Students use a touch screen to identify themselves through a secure biometric system and the cost of their purchase is deducted from an account managed by parents/carers. Parents must set up an account within ParentPay and pay money into the new account, students will need to have biometric measurements taken so they can trigger the account when they wish to buy food. Parental permission is required in order for biometric data to be taken.

Paperwork seeking parental permission is handed out during Y12 enrolment, any queries should be directed to our finance office (finance@sphs.uk.com or 01452 509216).

Students who do not register will need to ensure they bring a packed lunch with them.

UCAS (Universities and Colleges Admissions Service)

UCAS processes applications to study full-time courses at universities, colleges and conservatories in the UK. Students studying for A levels or Level 3 qualifications should consider university as one of their options.

All Year 12 students will begin this process in the Summer Term.

It is recommended that parents/carers check out the UCAS Parent Guide online which can be found on:

<https://www.ucas.com/ucas/undergraduate/getting-started/ucas-undergraduate-advice-parents-and-guardians>

This website will give information about the role of UCAS, allow parents to sign up for a monthly newsletter, download the Parent Guide and get information on student finance.

Academic Monitoring for Sixth Form Students

Overview

Occasionally, student in sixth form will require additional monitoring and support to ensure they stay on track. This academic report system aims to support students who are facing academic challenges, helping them improve their performance over a specified period through systematic support and accountability. This will involve setting clear targets, regular check-ins, and a final review.

Duration: 5 weeks

System Components:

Stage 1

1. Initial Assessment and Targets

o **Criteria for Placement on Academic Probation:**

- Low grades (e.g., below a certain threshold e.g.-1.00 VA or U grade in APs)
- Consistent underperformance in classwork, assignments or coursework
- Poor prelim results
- Failure to meet subject-specific deadlines

2. Report Structure:

- o **Student's Name:**
- o **Tutor Group/Subject (s):**
- o **Date of Report Start:**
- o **Date of Report End:**
- o **Overall Academic Performance:**
 - A brief overview of the student's current academic standing and performance.

3. Targets for Improvement:

- o Specific, measurable targets based on the student's weak areas, for example:
 - Achieve at least 70% in upcoming coursework/assignments.

- Submit all pending assignments within the next two weeks.
 - Attend a certain number of academic support sessions.
 - Show improvement in specific subject areas (e.g., Math, English).
4. **Action Plan:**
- **Weekly Meetings/Check-ins:** Meetings with a personal tutor or academic mentor every week to track progress.
 - **Study Plan:** Develop a personalized study timetable based on the student's weaknesses and strengths.
 - **Support Resources:**
 - Access to tutoring sessions.
 - Study skills workshops.
 - Online resources.
 - **Parent/Guardian Communication:**
 - Inform the student's parents or guardians about the probation status and targets.
5. **Mid-Report Review (Week 3):**
- Review the progress made toward targets.
 - Discuss if targets need to be adjusted.
 - Consider additional support or intervention if targets are not being met.
6. **Final Review (Week 5):**
- **Review of Academic Progress:** Has the student met their targets?
 - **Outcomes:**
 - **Improved:** The student has met the targets and will continue without probation.
 - **Partially Improved:** Some progress, but still needs work. Set new targets or extend probation.
 - **No Improvement:** The student has failed to meet the targets, and further action (such as academic mentoring/adjustment to programme of study) will be considered.
7. **Stage 2 meeting with HoKS5:**
- Meeting with students and parents where continued place in sixth form will be considered.

Head of Year Report System (Lateness & Absence)

Overview

The Head of Year report system is designed to monitor and address issues related to persistent lateness and absence. The objective is to provide structured support for students to improve attendance and punctuality, ensuring they meet the expectations of the school.

Duration: 5 weeks

Stage 1

System Components:

1. **Initial Assessment and Targets**
 - **Criteria for Placement on Head of Year Report:**

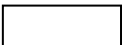




- Persistent lateness (e.g., more than 3 late arrivals per week).
 - Frequent absence (e.g., more than 5 days in a month).
 - Unexplained or unauthorized absence.
2. **Report Structure:**
- **Student's Name:**
 - **Tutor Group:**
 - **Start Date of Report:**
 - **End Date of Report:**
 - **Attendance Record:**
 - Include details of attendance over the past term.
 - Highlight patterns or trends in absence/lateness.
3. **Targets for Improvement:**
- **Attendance Goal:** Achieve a minimum attendance percentage (e.g., 95%) for the next 5 weeks.
 - **Punctuality Goal:** Arrive on time for all lessons (no more than 2 lates per week).
 - **Engagement Goal:** Participate in after-school programs to improve engagement (optional, based on severity).
4. **Action Plan:**
- **Attendance Monitoring:** Close tracking of attendance and lateness, with weekly reports provided to the Head of Year.
 - **Student-Teacher Check-ins:** Regular weekly check-ins with a designated teacher or mentor to discuss barriers to attendance and punctuality.
 - **Support Resources:**
 - Access to SSS if there are underlying issues (e.g., mental health, bullying).
 - Engage in a "catch-up" session to address missed lessons (if absences are frequent).
5. **Mid-Report Review (Week 3):**
- **Review:** Evaluate the student's progress toward their attendance and punctuality goals.
 - **Adjustments:** Modify the action plan if needed, including providing additional support or modifying the attendance targets.
6. **Final Review (Week 5):**
- **Review of Attendance & Punctuality:** Has the student met their goals regarding attendance and punctuality?
 - **Outcomes:**
 - **Improved:** If the student has improved, they will be removed from the report and continue with regular attendance.
 - **Partially Improved:** If some improvement has been made, but the student still falls short, they may be placed on another review cycle or additional support may be provided.
 - **No Improvement:** If no improvement is seen, further action may be taken, including a formal meeting with the student's parents/guardians and consideration for disciplinary measures (e.g., detention, reduced privileges).
7. **Stage 2 meeting with HoKS5:**
- Meeting with students and parents where continued place in sixth form will be considered.

Provisional Dates

Wednesday 3 rd September	Year 12 Induction Day
Thursday 4 th September	Year 13 lessons start – Week 1
Thursday 11 th September	Year 12 Tutor, Parents Information evening
Friday 19 th September	Whole School Mass
Friday 26 th September	School Pictures
Wednesday 22 nd October	END OF TERM ONE
Thursday 23 rd & Friday 24 th October	SCHOOL CLOSED FOR INSET
Monday 3 rd November	START OF TERM TWO
W/C 10 th November	Year 13 AP1 assessment week
Monday, Tuesday, Wed 10 th , 11 th , 12 th November	6 th Form Open Week
Friday 21 st November	Children in Need
Thursday 27 th November	Year 13 Parents Evening
Friday 28 th November	SCHOOL CLOSED FOR INSET
Nov/Dec 2025	Year 12 AP1 assessment week
Friday 19 th December	END OF TERM TWO
Monday 5 th January	SCHOOL CLOSED FOR INSET
Tuesday 6 th January	START OF TERM THREE
Friday 6 th February	St. Josephine Bakhita Feast Day (Year 12)
W/C 9 th February	Year 13 AP2 assessment week
Friday 13 th February	END OF TERM THREE
Monday 23 rd February	START OF TERM FOUR
Friday 20 th March	St. Oscar Romero Feast Day (Year 13)
Friday 27 th March	END OF TERM FOUR
Monday 13 th April	START OF TERM FIVE
Thursday 16 th April	Year 12 Parents Evening
Monday 4 th May	BANK HOLIDAY
Friday 22 nd May	END OF TERM FIVE
Monday 1 st June	START OF TERM SIX
W/C 1 st June	Year 12 AP2 assessment week
Friday 17 th July	END OF TERM SIX
Monday 20 th July	SCHOOL CLOSED FOR INSET

SCHOOL TERMS AND HOLIDAYS 2025/2026

SEPTEMBER						OCTOBER					NOVEMBER					
Mon	1	8	15	22	29	Mon	6	13	20	27	Mon	3	10	17	24	
Tues	2	9	16	23	30	Tues	7	14	21	28	Tues	4	11	18	25	
Wed	3	10	17	24		Wed	1	8	15	22	29	Wed	5	12	19	26
Thur	4	11	18	25		Thur	2	9	16	23	30	Thur	6	13	20	27
Fri	5	12	19	26		Fri	3	10	17	24	31	Fri	7	14	21	28
Sat	30	6	13	20	27	Sat	4	11	18	25	Sat	1	8	15	22	29
Sun	31	7	14	21	28	Sun	5	12	19	26	Sun	2	9	16	23	30
DECEMBER						JANUARY					FEBRUARY					
Mon	1	8	15	22	29	Mon	5	12	19	26	Mon	2	9	16	23	
Tues	2	9	16	23	30	Tues	6	13	20	27	Tues	3	10	17	24	
Wed	3	10	17	24	31	Wed	7	14	21	28	Wed	4	11	18	25	
Thur	4	11	18	25		Thur	1	8	15	22	29	Thur	5	12	19	26
Fri	5	12	19	26		Fri	2	9	16	23	30	Fri	6	13	20	27
Sat	6	13	20	27	Sat	3	10	17	24	31	Sat	7	14	21	28	
Sun	7	14	21	28	Sun	4	11	18	25	Sun	1	8	15	22		
MARCH						APRIL					MAY					
Mon	2	9	16	23		Mon	30	6	13	20	27	Mon	4	11	18	25
Tues	3	10	17	24		Tues	31	7	14	21	28	Tues	5	12	19	26
Wed	4	11	18	25		Wed	1	8	15	22	29	Wed	6	13	20	27
Thur	5	12	19	26		Thur	2	9	16	23	30	Thur	7	14	21	28
Fri	6	13	20	27		Fri	3	10	17	24	Fri	1	8	15	22	29
Sat	7	14	21	28	Sat	4	11	18	25	Sat	2	9	16	23		
Sun	1	8	15	22	29	Sun	5	12	19	26	Sun	3	10	17	24	
JUNE						JULY					AUGUST					
Mon	1	8	15	22	29	Mon	6	13	20	27	Mon	3	10	17	24	
Tues	2	9	16	23	30	Tues	7	14	21	28	Tues	4	11	18	25	
Wed	3	10	17	24		Wed	1	8	15	22	29	Wed	5	12	19	26
Thur	4	11	18	25		Thur	2	9	16	23	30	Thur	6	13	20	27
Fri	5	12	19	26		Fri	3	10	17	24	31	Fri	7	14	21	28
Sat	30	6	13	20	27	Sat	4	11	18	25	Sat	1	8	15	22	29
Sun	31	7	14	21	28	Sun	5	12	19	26	Sun	2	9	16	23	30

Term Time		School Holidays		Week 1	
Bank Holiday		Inset Days		Week 2	