



THE LAMMAS
SCHOOL

VI Form Student Handbook

January 2023

Welcome to Lammas VI Form

1. Introduction

This handbook is intended to help you make a smooth transition into VI Form life at Lammas School. The transition from Year 11 into VI Form is a very exciting and challenging time.

It is worth reminding you that we have high expectations of our VI Form students and this guide is designed to help you to understand our expectations of you.

VI Form students also have certain privileges and are expected to be fully engaged in the community life of the school, taking on additional responsibilities whilst setting a good example to younger students.

Please read your handbook carefully and keep it as a point of reference throughout the final two years of your school education. In order to encourage a mature and self-disciplined attitude we expect our students to follow the VI Form Code of Conduct.

We hope you will enjoy your time at Lammas VI Form and make significant progress as both a learner and a young adult. It is our aim that students flourish and achieve their full potential.

Best wishes for the academic year.

Director of VI Form

2. VI Form Privileges

A VI Former is recognised as a young adult learner in the school. For this reason students enjoy certain privileges that are not available to the rest of the school. These include:

- The space and facilities of the VI Form Study where you may study in pleasant and comfortable surroundings.
- Access to the front entrance, library, canteen and VI Form toilets using the swipe card.
- The VI Form dress code allows students to wear business dress suitable for an office environment.
- Access to the VI Form Study Areas for homework and study before and after school.
- Access to the VI Form Common Room.
- Learn and Earn opportunities
- Offsite lunch opportunities
- Many opportunities to assist in extra responsibilities.
- Attendance at tutorial sessions to support individual students
- Access to the Fitness Suite after school.

3. Dress Code

All students will wear smart business dress to school. This means that they should wear something that would be suitable in an office environment.

Below are examples:

Acceptable	Not Acceptable
<ul style="list-style-type: none"> • Black Trousers/Black Skirt • White Shirt/blouse/Black tie • Black Jumper (optional) Black cardigan (optional) Black Shoes 	<ul style="list-style-type: none"> • Combat trousers/Cargo pants Shorts • Denim wear or jeans/T-Shirts • Collarless tops • Large printed logos or slogans Sportswear/tracksuits Plimsolls or canvas shoes Jeggings or leggings • Plunging necklines • Skin Tight items of clothing stomachs on display • Trainers (no, not even black!) Flip- flops or backless shoes • Stiletto / high heels

Lammas staff reserve the right to judge clothing or appearance as unsuitable.

4. VI Form Code of Conduct

You are a young adult learner whilst at Lammas VI Form and you are bound by set expectations and are seen to be a role model at all times. By joining Lammas VI Form, you have made a decision to be fully committed to your studies.

There is a requirement to have a clear set of expectations and rules in place to ensure that we all work together successfully, safely and enjoyably.

We expect all students to:

- To be responsible members of the school community and act as a role model at all times
- To be punctual to all lessons and tutorial
- To have excellent attendance to school and to lessons
- To follow the absence reporting procedure
- To be fully equipped for all lessons.
- To follow the dress code including wearing your lanyard and ID card



- To fully engage in the learning process by participating in lessons and learning, completing all work to a high standard and to act on any feedback from teaching staff
- To complete homework and wider study during study periods ensuring a very quiet learning environment.
- To take an active part in reviewing their progress.
- To be responsible for meeting deadlines with homework and all coursework requirements.
- To complete independent personalised study through research, wider reading or any other work required for the courses being studied
- To treat all environments with respect
- All mobile phones and devices are used responsibly and only in designated areas.
- To behave respectfully towards peers, teachers and all school staff
- To aim to achieve the highest personal success.
- To take part in enrichment activities
- To complete work experience
- To participate in the wider curriculum and engage in VI form activities
- To be part of the wider school and community by being involved in events and support

5. Academic Study and Time Management

Study must come first. Students enter VI Form to complete a programme of study and the first priority must be to complete this programme successfully.

Any course in VI Form is a step up from work that students used to do in Year 11. Therefore, more time will be required for study. Advanced courses require the same amount of study outside of the lesson as inside.

Lessons will finish at 3.10pm and it is the student's responsibility to fit in the extra work during study periods, after school and at home over a seven day week.

Students will receive some non-contact time, a time when there is no lesson. This time is allocated as Private Study and students are expected to be working in the VI Form Study or within departments. We strongly recommend that students use this time to complete reading around the subject and set work.

Alongside academic study, we also teach Skills For Life which includes sessions on health and wellbeing, personal finance and careers.

If you are having any concerns or doubts about your course, you must speak to your teachers or tutors immediately. The latest date you would be able to change any course would be 25 September.

6. Enrichment

There is a range of different enrichment activities on offer.

Students will have the opportunity to complete the AQA Extended Project Qualification which is an excellent qualification highly recognised by universities and employers and students have the chance to earn up to 28 UCAS points.



All students will complete PiXL Edge Graduate Programme aimed at developing the skills of Leadership, Organisation, Resilience, Independence and Communication (LORIC).

ICEE (International Careers and Entrepreneur Events) work exclusively with Lammas students and run group sessions throughout the year. ICEE provides vital skills to succeed outside of the classroom. This includes practical sessions on careers, networking and managing your own personal brand, employability and communication skills.

There will be many other opportunities available during our enrichment sessions throughout the year.

7. Timings of the school day

8:30 - 9:00	Tutorial
9:00 - 10:00	Period 1
10:00 - 11:00	Period 2
11:00 - 11:20	Break
11:20 - 12:20	Period 3
12:20 - 13:20	Period 4
13:20 - 14:10	Lunch
14:10 - 15:10	Period 5

The VI Form Study is open from 7.30 am – 6pm – Monday – Friday and is available for students during these times.

8. Attendance and Punctuality

VI Form studies are demanding and due to the high content and demand, students are required to have full attendance to school. We expect 100% attendance to school and lessons. We track Attendance on a weekly basis and below is the attendance BRAG.

Attendance BRAG

100%	Outstanding
96 – 99%	Good
91 – 95%	Requires Improvement
< 90%	Cause for Concern

Outstanding Attendance =
Outstanding Attainment & Progress

Both Attendance and punctuality are an important part of self-discipline, which helps students, achieve their full potential. We expect all students to be on time to school, lessons, tutorials, meetings and any other scheduled appointment or commitment.

Punctuality

This is an essential part of good time management. School starts at 8.30am and VI Form students must to be on time to all lessons and tutorial.

We run a weekly detention for students who arrive late to school and to lessons. We calculate the amount of time a student is late over the week and the student will make up the lost learning time in a detention.

9. Absence

All absences **must** be authorised by parents/carers by telephoning the school on the first day and continuing to regularly update the school on their child’s health and attendance. Our Attendance Line is 020 8988 5860.

We **cannot** authorise any holidays or similar absences from school during term time. Such absences can result in a fixed penalty fine for parents/carers.

10. Assessment, Tracking and Reporting

On admission to VI Form, all students will be tracked using the Outstanding Lammas VI Form Criteria for the first 6 weeks to support transition into the new stage of education. VI Form Tutors will provide support where it is required.

Students are set Minimum Expected Target Grades on entry to VI Form. We track students every 6 weeks in VI Form. Students will receive an effort grade, a current attainment grade and a predicted attainment grade. This allows students to be fully aware of their current position and can reflect on their areas for improvement.

At each data point, a report is sent home for parents and there will be one full report a year. Students will reflect on their reports during tutorials and will focus on continual improvement.

Students will also complete one set of Pre Public Exams (PPEs) where they will receive a full set of grades. These exams will allow students to be aware of their current grade and they will be able reflect on how to improve towards the final exams.

An outstanding Lammas VI Form learner will fulfil the following A – F Criteria:

A	Attendance and Punctuality
	<ul style="list-style-type: none"> • Green = 95%+ • Amber = below 95% in either attendance and punctuality • Red = below 95% in both attendance and punctuality • Be punctual to registration, all timetabled lessons and all supervised study periods.



B	Behaviour
	<ul style="list-style-type: none"> • Demonstrate a readiness to learn: be prepared and organised for your learning. • Actively engage in tutorial and mentoring sessions. • Be an active role model: a learner who walks the talk in the corridor; a learner who only uses technology in the designated zones.
C	Community
	<ul style="list-style-type: none"> • promoting the school's values and being part of the house system • Be a role model to which others aspire to be, in and out of the classroom. • Work effectively in collaboration with peers and staff and work independently. • Engage in the life of the school inside and outside of the classroom.
D	Dress Code
	<ul style="list-style-type: none"> • Consistent in meeting the criteria of the VI Form dress code.
E	Engagement
	<ul style="list-style-type: none"> • Proactively seek new challenges. • Actively engage in all aspects of learning. • Demonstrate independent in both classroom and private study.
F	Finishing Learning
	<ul style="list-style-type: none"> • Go above and beyond the brief: ask questions, read widely around the topic. • Be proactive in responses to personalised feedback. • Complete and collate class notes and research. • Consistently present work to the highest standards. • Meet all subject, coursework and UCAS deadlines.

11. VI Form Study Referral

As previously mentioned, VI Form studies are demanding and do require students to spend additional hours studying in order to complete homework, reading, projects, coursework and to prepare for exams.

We know that many of our committed students will be ready and able to do this and will rise to the challenge.

The VI Form Study will be open every day from 7.30am until 6pm so that students can have access to a quiet and focused study area.

However, some students that may need extra assistance in their transition to VI Form study. Subject teachers will offer extra support and intervention classes but where a student is required to complete compulsory catch up or prep work, they will be required to attend the VI Form Study after school or may have directed Private Study Periods.

Students asked to attend the VI Form Study should arrive on time, with the assignment/piece of work and the equipment needed for the task and will remain until the work is completed.

We keep parents informed of any concerns in relation to achievement and progress.

12. Careers, Information and Guidance

We aim to provide all students with the opportunities and guidance in order to make an informed choice about their future pathway.

We offer lots of information and advice on apprenticeships, universities and routes into employment. We collaborate with many different organisations including Pathway CTM who support students providing mentors, internships and work experience. We provide many opportunities for careers and guidance through university led workshops and external agencies.

The VI Form Newsletter is released weekly and contains lots of careers related information, UCAS guidance, university masterclasses, open days, apprenticeship insight days, internships and students are actively encouraged to attend such events.

13. Financial Support

Each year we offer a Student Bursary so that we can offer financial support to students during their studies. Applications open in September and students should request application forms from the Director of VI Form.

14. VI Form Common Room

We provide a VI Form Common Room and this is a blended space for relaxation, food and drink and at times some group work. It is important to note that noise should be kept to a minimum as there will be lessons in adjacent rooms. It is also the responsibility of students to keep this area clean and tidy.

15. Dining Facilities

VI Form students will have access to the dining hall during lunch where they can purchase lunch. They can remain in the canteen or food can be taken to the VI Form Common Room. Students will be able to access the dining hall using their swipe card and do not need to queue.

All VI Formers are registered for cashless catering in order to pay for food and drink bought on site. Alternatively, Students may choose to bring in packed lunch or food they can heat in the microwave in the VI Form Common Room.

VI Form students have the privilege of going off site for lunch but must sign in and out at reception. Failure to return on time after lunch off site may result in a student losing this privilege.

16. VI Form Tutorial and Community

VI Form students will be in a year based tutor groups with a VI Form Tutor. During tutorial, there will be various activities including VI Form Assemblies.

The VI Form Tutor will be integral to your life as they will mentor and advise you on your progress through your post 16 studies. If you choose to go onto university/apprenticeship/employment, it will be your tutor who writes your UCAS/job reference.

Your tutor will be a valuable source of support – students should always contact the tutor if they have any concerns about wellbeing or learning.

There will also be a VI Form Student Leadership Team, led by Head Boy and Head Girl, which will represent VI form students on any issues.

All students will be involved in leadership and community responsibilities throughout the school community whether this be working as learning partners, monitors, duty supervisors or sports leaders in order to create a secure and happy learning environment for all.

17. Use of Technology

The term technology covers mobile phones, MP3s, iPods, Tablets, Headphones, Smart watches etc.

Throughout the school we encourage learning through new technologies but we have a policy in place for usage. The school has been divided into colour zones. We expect all VI Form Students to comply with these procedures and to act as role models at all times

GREEN ZONE – Responsible use of mobile phones will be allowed outside of the building before school, after school and at lunch and break, anywhere outside the building. The VI Form Common Room will be part of the **GREEN ZONE** but responsible usage is expected at all times.

AMBER ZONE - Before entering the building students must put their phones away, turn them on silent and remove any headphones. If a student is seen with any of the highlighted equipment in the corridors or the canteen then they will be confiscated and returned at the end of the day. However if the item is seen or heard after school then it will be confiscated and returned the next day.

RED ZONE - If a student has a mobile phone/ iPod/ Headphones out or heard in a lesson then they will be confiscated and kept in the school safe until a parent or guardian comes to collect it. Learning areas such as classrooms, sports halls and drama studios are known as the **RED ZONE** and the sanction is harder because there is a direct impact on learning.

18. Lockers and Security

We have 40 lockers available in the VI Form Common Room. In order to reserve a locker, please see the Director of VI Form. Lockers will be on a first come first serve basis. Students will be allocated a locker and one key. It is important not to lose the key. If this happens, you will be charged for the cost of replacing the lock barrel of the locker.



The responsibility of personal belongings lies with students and we encourage all students to look after belongings and keep them safe. Avoid bringing in high value items. The school is not responsible for any items that go missing or are damaged

19. Prohibited Items

VI Form Students are not allowed to bring the following items to school:

- Cigarettes, E-cigarettes, matches, cigarette lighters
- Replica weapons, weapons, fireworks
- Alcoholic drinks and non-prescription drugs

Lammas School is a smoke-free site; smoking is not permitted by adults or students on site. Students are not allowed to bring tobacco/cigarettes on site and are not permitted to smoke whilst being associated with the VI Form and School.

20. Fire Procedure

In the case of fire, all students follow the fire procedure. VI Form students should leave their belongings in classrooms, exit in a calm manner and leave via the nearest exit and make their way to the cage. Students are to line up in tutor groups in alphabetical order. Fire Procedures are classed as **RED ZONES**. We expect students to be attentive and follow all instructions at all times.

21. Cars/Motorbikes

We do not have sufficient space to offer car parking space to students and they are not permitted to bring vehicles onto the school site.

Driving lessons must be booked outside of school hours.

22. Useful Websites

Finance/Student Life:

<p>www.nus.org.uk - National Union of Students</p> <p>http://www.thestudentroom.co.uk – student community with advice at all levels</p>	<p>www.dfes.gov.uk/studentssupport - advice on finance</p> <p>www.slc.co.uk – student loans information</p> <p>www.studentbeans.com – student discounts</p>
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Higher Education/Apprenticeships/Other:

<p>www.ucas.com - info on HE courses and pathways, apply to university</p> <p>http://www.qca.org.uk – all about qualifications</p> <p>www.opendays.com – open days university</p>	<p>http://www.apprenticeships.jobs.uk.com – search for apprenticeships</p> <p>http://www.notgoingtouni.com – advice on alternative pathways to university</p>
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There are also many Twitter/Instagram accounts that are worth following:

- Many universities have their own official twitter account
- @universityopendays –all dates for university open days
- @uni_compare
- @Pure_potential – helps with university and career decisions
- @alevelmindset – success is about attitude – learning techniques/advice
- @ucas_online
- @adaptapp – revision timetable support/Q&A