



# Little Heath School

SIXTH FORM

STUDENT  
HANDBOOK  
2025



# Welcome to Sixth Form

We very much hope your next two years of study are both enjoyable and informative to enable you to take the next step appropriate for you after your time with us.

As a Sixth Form, we are passionate about what we do and ensure all our students feel supported at all times. Excellent teaching and learning is at the heart of all that we do at Little Heath School; we pride ourselves on the very high standard of education that we offer to students in our Sixth Form.

**School Day - Students should arrive in school by 8:47am**

Time	
08:47 - 09:00	Morning registration
09:00 - 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 - 14:05	Lunch
14:05 - 14:25	Afternoon registration
14:25 - 15:25	Period 5

# Meet the Sixth Form Team...

Sixth Form telephone number 0118 943 9549



Mrs Chaventré  
Deputy Headteacher Key Stage 5  
[schaventre@littleheath.org.uk](mailto:schaventre@littleheath.org.uk)



Mr Jessop  
Head of Sixth Form  
[tjessop@littleheath.org.uk](mailto:tjessop@littleheath.org.uk)



Mrs Hickman  
KS5 Progress Leader  
[KS5progressleader@littleheath.org.uk](mailto:KS5progressleader@littleheath.org.uk)



Mrs Wombwell  
KS5 Study Manager  
[KS5studymanager@littleheath.org.uk](mailto:KS5studymanager@littleheath.org.uk)



Miss Gardner  
KS5 Student Services Support  
[KS5studentservices@littleheath.org.uk](mailto:KS5studentservices@littleheath.org.uk)



Mrs Taplin  
KS5 Administrator  
[Sixthform@littleheath.org.uk](mailto:Sixthform@littleheath.org.uk)

# Extra Support



Mrs Wooller  
Careers Lead

[ewooller@littleheath.org.uk](mailto:ewooller@littleheath.org.uk)



Mrs Dollymore  
Careers Coach

[edollymore@littleheath.org.uk](mailto:edollymore@littleheath.org.uk)



Mr Linz  
Student Wellbeing Lead  
[jlinz@littleheath.org.uk](mailto:jlinz@littleheath.org.uk)



Mrs Skeete  
Student Voice Assistant  
[cskeete@littleheath.org.uk](mailto:cskeete@littleheath.org.uk)

# Your Tutor

Your tutor is a key contact during your time in the Sixth Form. You will see them twice each day, for morning and afternoon registration. They are your first point of contact for any questions or concerns about Sixth Form life and your studies.

You will have regular 1-to-1 meetings with your tutor, to discuss your progress, ambitions for the future and the steps you need to take to achieve these. Your tutor will also write your reference, so they are a very important person to work alongside during your time in Sixth Form.

# Privileges and Responsibilities

## **Sixth Form Building**

This is a dedicated space for sole use by Sixth Form students, and it is the responsibility of all students to look after it. We ask that you respect this space and ensure it is treated appropriately.

## **Café 6 and Common Room**

The café and common room are open each day and can be used exclusively by Sixth Form students. You can purchase food/drinks from the café using card or their fingerprint. Throughout the building, particularly the café and common room, you should ensure all rubbish goes in a bin and the space is tidy for others to use.

## **Library and Computer Room**

These are also used exclusively by Sixth Form students and are silent study areas. Both rooms are open all day and allow students to complete independent computer based work or revision. The café and common room are more suited to group work and discussions.

***Eating and drinking is not permitted in the Library, classrooms or computer rooms.***

## **Lanyards**

Students are expected to wear their lanyards at all times for their own safety. Your lanyard will allow you access to school site via the electronic gates. It must also be used to tap in and out of the school when you arrive and leave. This is essential so we have an accurate list of students on site in case of an emergency.

The school is responsible for ensuring pupils are safeguarded against harm. All students who are not identifiable by uniform must wear a lanyard showing their picture.

**There is a £5 fee for a replacement lanyard. You must immediately inform school if you lose your lanyard, to cancel the card and prevent unauthorised access to the school.**

## **Lockers**

These are available to rent during your time in Sixth Form. There is a £5 refundable deposit, payable by cash or card. The deposit will be retained if you lose your key. These are allocated on a first come first served basis, with Year 13 getting priority.

## **Printing**

You will be given a print code when you join Sixth Form. This will enable you to print your own resources, photocopy and scan items, in the Sixth Form Library. Information can be found next to the printer.

## Home Study

Students who are on track in their subjects and have an excellent attendance record, will be given the opportunity to apply for Home Study. This allows them to study at home for 6 set periods and have 1 hour dedicated to wellbeing across the two week timetable. Invitations for home study will be sent out during the second half term in school. Incurring behaviour points, not following the dress code, unexplained absences and being late to registration/lessons could result in home study privileges being suspended.

## Digital devices

The school is mobile free, however, as Sixth Formers, you are allowed to use your mobile phone and headphones only while in the Sixth Form building. Normal school rules apply across the rest of school site, and phones/headphones should be kept out of sight in your bag. Any student seen using a phone or wearing headphones/AirPods will have them confiscated.

Students can access Wi-Fi across the school (as per our IT Acceptable Use Policy) using the BYOD Network. School Login details are used to access the Wi-Fi.

## Dress Code

All Sixth Form students are expected to adhere to the dress code. Behaviour points will be issued to students who fail to follow the dress code, and repeated instances will be followed up with sanctions. Please see below for details.

At Little Heath School, we want to encourage individuality in Sixth Form, whilst maintaining a smart appearance.

In order to comply with the dress code, the following items are **NOT** permitted:

- VESTS/STRAPPY TOPS/TANK TOPS
- STRAPLESS TOPS
- LOW CUT TOPS/DRESSES
- LEGGINGS (UNLESS UNDER DRESS/SKIRT)
- RIPPED DENIM
- FLIP FLOPS & CROCS
- SANDALS
- HATS
- EXTREME HAIR COLOUR OR STYLES
- SPORTSWEAR
- TRACKSUITS
- HOODIES
- JOGGING BOTTOMS
- SPORTS VESTS/TOPS
- SHORTS (UNLESS TAILORED OR KNEE LENGTH)
- LARGE LOGOS
- VISIBLE UNDERWEAR
- EXPOSED MIDRIFTS



# Communication

## Satchel One

This is used to set homework. The app should be downloaded onto your phone. Login details will be given to you in your first week at the school.

## Arbor

The Arbor app **must** be downloaded by all students and parents. We regularly send important messages through the app so it must be checked regularly. It can also be used to check your timetable, see any behaviour/praise points, and upcoming detentions.

## Emails

All students are given an Office 365 email account and this is a key way of communicating with you. Emails need to be checked **daily** to ensure you don't miss out on important information/updates. Please ensure you download the Outlook app to your phone and enable notifications.

***firstname.surname@littleheath.org.uk***

## Microsoft Teams

Microsoft Teams is used at the school. You will be advised on how and when to use it.

## Texts

We send any urgent messages and updates to students by text. Please make sure you have provided your personal mobile phone number during the application/enrolment process. If you change your number, please let a member of the Sixth Form team know and we can update your details.

## Digital Signage

Digital signage is used to promote events happening in Sixth Form and other important information. Please check the signs daily.

## ParentMail

This is used for all school payments. Parents/carers are able to add money to your account to allow finger print payment for food at Café 6. It is also used to pay for school trips and other items eg. school plays or stationery. Parents/carers will receive an activation email for their account. There is a ParentMail app and you will be given set up instructions.

# Leadership & Enrichment

## Leadership Roles

Students are expected to support staff and the wider school in a variety of roles and activities. You are role models for younger students and should behave accordingly.

We have a number of more formal leadership roles open to Sixth Form students, including:

- Head Students (Year 13)
- Deputy Head Students (Year 13)
- House Captains (Year 13)
- Deputy House Captains (Year 12)
- Prefects (Year 12)
- Mentors (Year 12)

These are great opportunities to contribute to the school community and gain valuable experience which can be used to support university and job applications.

Prefects are appointed in Year 12 who are given lots of opportunities. In Year 13 students can apply for the Senior Student Leadership team. This is a high-profile group of students who play a key role in making important decisions about development at the school.

A mentoring scheme, enables Year 12s to work with students from lower down the school. It helps to boost pupils confidence and communication as well as giving them an opportunity to meet new people.

There is a variety of committees/societies to join in Sixth Form - including but not limited to:

- **Social Committee** - (only for Year 13's)- Organise Ice Breakers, OAP Party and Prom
- **Diversity Society** - Organise and run Cultures day + evening
- **Eco Committee** - Ensuring the school is as eco friendly as possible and always finding ways to be more sustainable
- **Pride** - Discuss certain issues happening in relation to the LGBTQ+ community, while also providing a comfortable environment for people to speak freely.

There are also fantastic enrichment opportunities across the school e.g. soul choir, whole school production, music concerts and much more. Speak to KS5 Student Services Support and check the digital signage for more information.

# Careers

## Careers Department

The Careers Department is based in the Business block and is open 8am-4pm Monday - Friday.

The Careers Lead works in the Sixth Form Library every Thursday and our Careers Coach is based in S4 on certain Tuesdays throughout the year. You can book an appointment to meet with either of them through your tutor or by dropping them an email.

Various speakers, trips and career based events are organised throughout your time in the Sixth Form. Particular highlights include Futures Day and the careers fair which are held towards the end of year 12. Please make sure that you take full advantage of these, be proactive and engage as much as you can.

Year 12 Work Experience week runs in June, students are asked to find their own placements but help can be provided by the Careers Lead if you are having difficulty. There is a weekly Careers Bulletin. It is recommended that you read through it to ensure you don't miss out on great opportunities to enhance your CV or Personal Statement.

Information evenings are held throughout Year 12 & 13 for Oxbridge applicants, as well as support from an admissions tutor at Cambridge university. Speak to your tutors or the Head of Sixth Form for more information.

# Bursary

If you are eligible for free school meals or your circumstances meet other criteria, you may be able to apply for financial support from the 16-19 Bursary Fund.

This fund is intended to support young people who face the greatest barriers to continuing in education post-16, and is intended for the costs of transport, meals, books, equipment and other course-related costs. Applications should be made through the Sixth Form bursary portal. Please email [sixthform@littleheath.org.uk](mailto:sixthform@littleheath.org.uk) or speak to a member of the Sixth Form Team for more information.

# Special Educational Needs & Disabilities

## **Additional Support**

Some students need additional support in order to make progress and achieve success. At Little Heath School support is tailored to students' particular and personal needs. A variety of support services are available in school to support students, including but not limited to, a school counsellor, educational psychologist, teaching assistants and a specialist inclusion department.

All students at the school, including those with special educational needs, are encouraged to work in partnership with staff, and communication is an important element of this. Students are encouraged to speak to their tutor, Head of Year or a member of the Inclusion team if they are experiencing difficulties. Parents are also encouraged to work closely with the Inclusion department and Sixth Form team to discuss any issues that may arise in relation to their child's learning.

## **Educational Health and Care plan (EHCP)**

The school reviews the provision for individual students who have an EHCP in partnership with the student, their parents and other relevant agencies, as outlined in the 2014 SEND Code of Practice.

# Medications & Allergies

## **Emergency/Other Medications**

All students should carry emergency medication in their bag. For any life threatening allergies or medical conditions the school must keep a set of emergency medication on school site. Emergency or spare medication/small equipment can be kept in a locked medical cabinet or fridge in reception. For example, EpiPen (autoinjectors), inhalers, insulin etc.

**Please make sure you immediately inform a member of the Sixth Form Team if you have any allergies or medical conditions.**

## **Paracetamol**

The school is no longer able to administer paracetamol and do not hold any on site, so please ensure you have your own supply, if you need it.

## **First Aid**

The school has trained First Aiders on site to deal with any minor injuries. Parents/Carers are immediately notified of any serious incidents.

# Expectations

## Attendance and Punctuality

As a full-time student, you need to be in school all day; every day. Students must arrive on time for their lessons and registration periods. Registration is compulsory: they are important times for sharing information, assemblies, and to work with your tutor and registration group.

In line with Department of Education guidance, students are expected to maintain a minimum of 96% attendance. When a student's attendance falls below this level, parents are contacted and a stepped approach is implemented to improve attendance. If a student is placed on the attendance monitoring programme, and their attendance falls below 85% without medical evidence or authorised circumstances, they may be asked to pay for their own examination entries.

The impact of missing Sixth Form lessons is significant, due to the amount of content covered in each lesson, and repeated absence will affect the final grades you are able to achieve.

## Study Periods

You will have some periods without timetabled lessons and you are expected to undertake independent study in the Sixth Form at those times. Information about making the most of your study periods is shared during tutor times and assemblies in the first couple of weeks of term and throughout your Sixth Form journey. **We do not operate a policy of only coming into school for lessons.**

## Behaviour and Sanctions

As senior students within the school community, Sixth Form students must act as role models for the rest of the school. This includes following the school's behaviour policy, which is available on the school website. Behaviour issues will be followed up appropriately and sanctions issued where necessary.

If students are in school and do not attend their lesson, this will be considered truancy and will be sanctioned in line with the school's behaviour policy. Instances of repeated lateness are followed up with sanctions.

By choosing to attend Little Heath School Sixth Form, you and your parents/carers agree to the school's Home-School Agreement and Sixth Form contract. This agreement covers expectations of all students within the school. These documents are available to you when you complete the enrolment form.

Students, parents and carers will need to download and use Satchel One as praise points, behaviour concerns and sanctions will be communicated home via this platform.

# Absence

## Illness

If you are unwell and unable to come into school, you or your parent/carer must phone the school on 0118 942 7337 or email [KS5absence@littleheath.org.uk](mailto:KS5absence@littleheath.org.uk) before 9am that day, explaining your absence and when you hope to return. The Sixth Form team will contact home for students who are absent and have not notified school.

***If you become ill when you are at school, you are not allowed to leave school site without speaking to a member of the Sixth Form team first. It is important for the school to assess whether or not parents/carers need to be contacted.***

## Absence Request Forms

***A request form must be completed for all planned absences, including those listed below.***

It is available from Sixth Form reception. This should be signed by Head of Sixth Form or KS5 Progress Leader for approval, at least 48 hours in advance of the absence.

## Educational visits

If you know you are going to be absent (e.g. visiting a university), you still require permission to attend. Please ensure you speak to your tutor/mentor beforehand.

## Medical appointments

Medical or dental appointments should ideally not be scheduled during school hours, except in emergencies. In cases of repeated absence, you may be asked to provide proof of medical appointments.

## Driving Lessons

Driving lessons can be arranged during study periods, as long as they do not make you late or overlap with timetabled subject lessons. Theory tests and driving tests should be attempted to be booked outside of lesson time but we understand how difficult this can be, so you should complete an absence form for this absence. This absence will be authorised as long as your overall attendance is at least 95%.

## Holiday Requests

There is a separate process for requests for holidays during term time. ***A Leave of Absence Request Form*** is available from Sixth Form reception or via the website [littleheath.org.uk/attendance](http://littleheath.org.uk/attendance). This needs to be emailed to the Attendance Officer at [attendance@littleheath.org.uk](mailto:attendance@littleheath.org.uk) for approval by the Headteacher.

# FAQs

## **What do I need to bring to my lessons?**

You are expected to come to your lessons with all the books, textbooks and pre-reading you need. In addition to this, you should bring a day folder, lined paper, basic stationery (pen, pencil, ruler, highlighter) and any subject specific equipment that you may need.

## **Can I go home in my study periods?**

You may not leave school site unless you have been granted home study. You may then go home to study during the periods you have agreed with our KS5 Study Manager. Your home study privilege will be removed if you don't abide by the rules of the Sixth Form contract.

## **How am I assessed throughout my time in Sixth Form?**

When you join Year 12, you will be given personalised target grades for each of your subjects, which are based on your GCSE grades.

You will be assessed regularly, through homework and in-class tests, and will have formal assessments at the end of Year 12. There are also formal Pre-Public Examinations (PPEs) in September and January of Year 13.

Progress reports are sent to you and your parents/carers each term. These reports will give a current grade and details of any concerns your teachers may have.

## **Can my coursework deadline be extended?**

It is extremely important that you meet your deadlines and discuss your progress and any concerns with your teachers. Deadlines are not negotiable and any extensions will only be agreed in advance, in exceptional circumstances.

## **What is an EPQ and how do I find out more information?**

Extended Project Qualification (EPQ) allows students to lead their own project by planning and carrying out research on a topic of their choosing. It is worth half of an A Level (28 UCAS points) and is designed to bridge the gap between Sixth Form and University. They are often recognised by employers and universities and sometimes issue lower grade offers to students undertaking an EPQ. It is voluntary and will be launched towards the end of Year 12.

## **What support is available to me?**

Your tutor and subject teachers are available to support you throughout your time in the Sixth Form. Extra support includes: 1:1 support; supervised study; progress meetings; mentoring; wellbeing support; Mental Health First Aiders; In house counselling; well-being post box. If you feel you need any extra support, please speak to a member of the Sixth Form team.

# FAQs

## **What student financial support is available for Year 12 & 13?**

Free School Meals will continue with students. As mentioned previously students are able to apply for a Bursary. Please refer back to the Bursary section. You can also sign up to Uni Days and Student Beans with your school email to get discounts in restaurants and shops.

## **What happens if I want to change my course?**

Sometimes students find that they have chosen the wrong course. If a request to change course is made before 30th September, as long as there is space on the new course, and you have the required grades, the school will happily facilitate your request. Later requests will be discussed on a case-by-case basis. All requests to change courses must be made to the Head of Sixth Form.

*If you think of any further questions which are not included here, please speak to your tutor or a member of the Sixth Form team.*

# LITTLE HEATH SCHOOL

