



The Sixth Form College

Student Handbook 2024-2025

Our School Vision

Our vision at All Hallows is to form happy, successful students who reach their full potential and leave the school with integrity and moral purpose. We want a whole school experience that everyone would wish for their own children. We put our students at the heart of everything we do, guided by the truth and love of Christ.

Welcome from the Head of College

We are so pleased to have you with us as we start the academic year 2024/2025, whether that be as a student entering Year 13 from Year 12, a Year 12 continuing your studies at All Hallows, or if you are joining us from another school.

Here we will support you to achieve your dreams and goals. We are looking forward to working with you to help you to realise your ambitions, be that at university, in apprenticeships, or the working world.

The purpose of this handbook is to provide you with insight into studying at the College. We have included key 'policies' that help to make sure that all of us meet the same shared goals and values in our time here. Please do take the time to read them and keep this handbook as a useful reference guide during your time with us.



Mrs M Esho
Head of College

Welcome to All Hallows, from the Senior Students:

We hope you are excited to begin the next chapter in your lives...

Whether you have been at All Hallows before or are coming from other schools, we're sure you've seen our excellent statistics and passion within the College. However, we want to give you an insight as to what it's like to be a part of it all, from lessons to clubs and frees. Here is your "Guide to the College" from your Senior Students... (and no... we haven't been told what to say... promise!)

Our hardworking teachers work tirelessly through the year to help us all achieve our goals, building foundations of knowledge, confidence, and optimism throughout our Sixth Form. Not only do these amazing teachers work through the school day to provide us with engaging lessons, but some also run extra-curricular activities. From bands to sports teams, there are many activities for us all to get involved in, but if we don't have what you're looking for, you can always start up your very own club!

A real benefit we have at All Hallows is our smaller class sizes. Not only can teachers provide a more focused learning experience, but they can get to know you individually and provide the support you might need. Less numbers in our classes allows us to form friendships and bonds across the year, strengthening our College community. All Hallows is a place that promotes independent study time, equipping you with crucial skills for vocational and university courses.

We understand that the jump from Year 11 to Year 12 can be daunting. Believe us...we were in your position last year! So that's why we've committed to do everything we can to make the transition easier both academically and socially. Our strong sense of community ensures you will always find someone willing to help you - whether that is help with work or perhaps just a chat! We as Senior Students are here to offer any support possible so, please don't hesitate to speak to any of us!

Now you are probably reading this thinking "wow...it's all about study here." We admit we are a high achieving college pushing our students to reach their full potential. However, social spaces like 'Father Dans' bridge the gap between studying and socialising. It's an excellent area to unwind, socialise, and study with friends whilst getting a bite to eat. (Make sure you say hi to Penny!) As well as 'Father Dans' offering us a comfy inside space, we have our outdoor area to really enjoy in our summer months to top up on those tans!

Now, if you were already student at All Hallows, you'll know about our famous RAG week! (Raising and Giving Week) As Sixth Formers you will be given the opportunity to help raise money for local, national, and international charities through our range of fun events throughout the week. This unique charity event is personal to All Hallows and unites our community through prep, planning and perseverance in fun and sometimes "embarrassing" ways (but that's mostly the teachers!)

At All Hallows, our teachers have always gone the extra mile for us all, so we are looking forward to going the extra mile for other students and improving life for everyone in the College. We represent you! We are always trying to improve the Sixth Form experience for everyone. So, if you have any ideas or concerns let us know!

Enjoy your time in College! We can't wait to get to know you!

Maz, Myles, Tallulah & Shashanka

Your Senior Students

Key information

Covered in this section:

- Who's who?
- Structure of the day
- Tutor time
- What's on my timetable?
- What do I do when I'm not in lessons?
- What's expected of me?
 - Dress
 - Attendance
 - Behaviour
- Leaving site
- Absences
- Devices
- Course materials
- Father Dan's
- Parking

Who's who?

Assistant Headteacher: Head of College
Head of Year 13
Head of Year 12
Assistant Head of Year: College
Head of Careers
College Administrator
Father Dan's Catering Assistant

Mrs Esho
Mrs Branney
Mrs Fanshawe-Farr
Mrs Fitzpatrick
Mr Carney
Miss Evelyn-Wood
Mrs Warner (Penny)

Year 12 tutor team:

Mr Azevedo, Mr Spreadborough, Mr Edwards, Miss Burrow, Mr Simpson, Miss Delfour, Mrs Green & Mrs Corrigan, Miss Charman

Year 13 tutor team:

Mr Ellis, Mr Addison, Mrs Caulfield, Mrs Sare & Mrs Rice, Mr Bollard, Mrs Dickson & Mrs Chaddock

Structure of the day

The College day runs from 8:45am to 3:15pm. The first bell, at 8:40, is your reminder to get going to your tutor room for an 8:45 start. There are three periods during the day, structured as follows:

8:45 – 9:10	Tutor time (assembly on Monday)
9:10 – 10:50	Period 1
10:50 – 11:10	Break
11:10 – 12:50	Period 2
12:50 – 1:35	Lunch
1:35 – 3:15	Period 3

You are required to attend all timetabled lessons, tutor times, and assemblies. The College is open for you to use outside of these times, from 8:00am to 6:00pm.

At the Head of Year's discretion, Year 13 students may leave College at lunchtime as long as they do not have lessons or other College commitments after lunch. Year 12 students are required to be in college from 8:45 – 3:15.

Tutor time

Your tutor is your first port of call each day and will get to know you really well. They will guide you in managing your time and progress, and provide you with support, for example with the UCAS process. Tutor time is when you will receive key information about what's going on in College so it's really important that you are there each day on time.

What's on my timetable?

We operate a two-week timetable. Most students will study three subjects at A-level and/or BTEC Level 3. There may be exceptional circumstances whereby a student completes four A-levels. As part of our guided learning hours, students are also timetabled with one general RE period fortnightly, and a period focussed on your study skills and preparation for next steps. Some students may also study the EPQ, which takes an additional period per fortnight. So, across the fortnight, your time might look like this:

Total periods: 30

Subject 1: 6

Subject 2: 6

Subject 3: 6

Core RE: 1

Next steps: 1

In addition, Year 12 students have Wednesday afternoons dedicated to Personal Development. This will comprise a combination of whole year-group talks and a variety of optional developmental opportunities.

What do I do when not in lessons?

This leaves you with 9-10 periods across the fortnight, which are a mixture of Independent Study periods and 'free' periods. You will be set a lot of work to be completed outside of your timetabled lessons, and are expected to be working in your Independent Study periods as well as in your own time outside of College hours. At the start of the year we will ask you to dedicate at least 5 of these periods to study, and mark them as such on your timetable. You can spend these periods working in any of the workspaces in the College or in departments as appropriate. Spot checks during Independent Study periods will be carried out, and students who are found to not be utilising their non-directed time appropriately will be required to work under supervision for an agreed period of time. This is to help you manage the transition from Year 11 to Sixth Form, and to cope with the demands of study at Key Stage 5. We also want to help you to encourage habits for a healthy work-life balance; the more you complete during the College day, the more time you have for yourselves in the evening.

What's expected of me?

Dress

At All Hallows, we believe that dressing smartly puts us in the correct mindset for working hard, and helps students prepare for the world of work. Students should dress in a way that is appropriate to a working situation. Our dress code is therefore not as formal as a uniform, but it is more formal than casual clothes. By complying with this code, Sixth Form students set an excellent example to the rest of the school. You can find the detailed dress code as an Appendix to this handbook: **Appendix 1: College dress code**.

All Year 12 and Year 13 students are provided with a red or yellow lanyard. This is to help us fulfil our safeguarding responsibilities to you and the rest of our community, and they must be worn at all times. You must also use them to sign in and out using the iPads in the College and at front office.

Attendance

We expect all College students to attend all timetabled lessons, tutor times, and assemblies. Unauthorised absences will be dealt with in the first instance following the College Attendance and Behaviour management process which can be found here: **Appendix 3: Attendance and behaviour management processes**. More serious attendance issues will be dealt with in accordance with our College Attendance Policy which can be found here: **Appendix 2: Attendance policy**.

Behaviour

We expect our Sixth Form students to conduct themselves in a way which is appropriate to their status as senior members of the All Hallows community, and as role models to our younger students. Poor behaviour will be dealt with by staff in accordance with the main school behaviour policy, available on the school website (<https://www.allhallows.net/policies.html>). Staff will also refer to the **Appendix 3: Attendance and behaviour management processes** to guide them as to the most appropriate course of action.

Leaving site

Sixth Form students are permitted to leave the College site at lunchtimes, but they must ensure that they are back on site for a punctual start for their afternoon lessons. This privilege may be removed or extended on a discretionary basis. Any student leaving site during the day must sign out and back in again upon their return.

At the Head of Year's discretion, Year 13 students may be allowed to go home at lunchtime if they have no afternoon lessons or after school commitments. Again, this privilege may be removed on a discretionary basis – therefore students must not make regular commitments for weekday afternoons, e.g. paid employment.

Absences

Planned absences

Permission for any planned absences should be requested by email to sixthform@allhallows.net. Wherever possible, medical appointments should be made outside of normal College hours, or within free or Independent Study periods. Driving lessons must not be booked to take place during the College day. Driving tests may be booked to take place within the College day, however every effort should be made to ensure that they take place within free or Independent Study periods.

Students are permitted absence to attend two university Open Days per year or apprenticeship interviews. Parents must provide advance written request. Please note that most institutions schedule Open Days at weekends as well as midweek.

Any absence for exceptional circumstances (e.g. elite sporting events, funerals) must be requested in writing in advance. Holidays during term time will not be authorised.

Students are expected to be proactive in catching up on any work missed.

Unplanned absences

On the first day of absence parents/guardians should contact the College by 8:30am, and again on all subsequent days unless a doctor's note has been provided. Medical absence of three days or more requires evidence to support the absence (e.g. appointment confirmation, prescription with name and date visible).

Parents of a student who is absent from College without reason will be sent a text message on the day of absence. A reply via text, phone or email is expected stating the reason for the student's absence; if no reply is received, the absence will be recorded as an 'unauthorised absence' and the case dealt with as truancy.

Devices

Students are welcome to bring in their personal devices as study aids e.g. laptops or tablets. The Sixth Form College has a Wi-Fi network. We cannot take responsibility for your possessions.

Students are permitted to use their mobile phones in Independent Study periods and free periods whilst in the College building. We ask that students limit use of their phones to the Sixth Form College, since the rest of the school community are not allowed them. Please leave your phone out of sight and on silent during assemblies, registration sessions and lessons so as not to provide a distraction.

Course materials

All students should have an academic diary in order to keep a log of homework and important dates and deadlines. You do not need to buy your own textbooks and course materials. Instead, pay a £40 book deposit at the start of Year 12. This will be reimbursed upon the safe return of our materials at the end of Year 13. Your teachers can advise you on the stationery and materials you should have and how to organise your notes.

Father Dan's

Father Dan's Café has a cashless biometric finger-print system, or you can pay by debit card/contactless. College students may also use the main school catering facilities in the canteen and at Madden's, although payment can be made at these outlets via the biometric system only. Be aware that you will not be able to use cash in the Canteen, Madden's or Father Dan's.

Parking

We do not have parking facilities for College students. If you drive to College, ensure that you park off-site considerately and notify the College Administrator of your car model and registration.

Assessment and tracking

Target grades

A-levels and BTECs are graded differently from GCSEs. While A-levels are graded A*-E, BTECs are awarded Pass, Merit or Distinction. All students are set target grades at the beginning of their courses. These are generated based upon prior performance at GCSE and a national formula is applied. Please note these are aspirational and not a ceiling to achievement, nor are they shared with external bodies (e.g. UCAS).

Assessment

Subjects will regularly assess students' classwork and independent work and provide feedback. For many qualifications, these assessments will be exclusively internal and used to support students' learning and progress to prepare for the exam period at the end of their studies. For some A-level and BTEC courses there are external assessments and exams that are completed throughout the two-year programme of study.

There are two formal assessment periods used to prepare students for their external exams:

Year 12 Exams End of Summer Term (June 2025)

Year 13 Mock Exams Start of Spring Term (January 2025)

Reporting

Parents will receive five progress reports over the course of the two-year programmes of study. For the majority of qualifications offered, two of these will be based on the internal formal examinations detailed above.

These tracking reports will record current attainment plus an 'Attitude to learning' (ATL) score (1-4). There will also be one official Parents' Evening per year. Teachers may contact parents at other points. Similarly, parents are encouraged to contact the College with any concerns/queries regarding reporting.

Appendix 1: College dress code

At All Hallows, we believe that dressing smartly puts us in the correct mindset for working hard, and helps students prepare for the world of work.

Students should dress in a way that is appropriate to a working situation. Our dress code is therefore not as formal as a uniform, but it is more formal than casual clothes. By complying with this code, Sixth Form students set an excellent example to the rest of the school.

Examples of appropriate wear for College are:

- Suits (smart trousers with plain polo shirts are acceptable in place of suits in warmer weather)
- Smart trousers/skirts/dresses and tops/blouses/shirts
- Smart shoes or boots

The following are not permitted as part of our dress code:

- Denim
- Shorts
- Revealing clothing (midriffs/cleavage/underwear should not be visible)
- Very short skirts/dresses (above end of fingertip length when your arms are resting at your side)
- Sportswear
- Hoodies or sweatshirts
- Tracksuit or jogging bottoms
- Chunky knitwear (i.e. jumpers/cardigans that would not be suitable under a blazer)
- Strapless tops or tops with thin straps
- Flip flops
- Trainers
- Other casual footwear, e.g. Converse, UGGs or similar

Outerwear such as coats, hats and gloves may not be worn in lessons.

Student lanyards must be worn at all times.

The final decision on whether a student's attire is acceptable lies with the Sixth Form College staff.

Appendix 2: Attendance policy

Please refer in the first instance to the main school attendance policy and behaviour policy:

<https://www.allhallows.net/policies.html>

In addition to the guidelines set out in those policies, the following applies specifically to students in the Sixth Form College.

Our expectation is that students have 100% attendance and are punctual to all their scheduled commitments, including form time, lessons, assemblies, Core RE, Next Steps and Independent Study periods.

Dealing with poor attendance and punctuality

The College will contact the parents of any student whose attendance or punctuality is causing concern. Parents may be asked to attend a meeting to discuss attendance data.

Students whose attendance or punctuality is causing concern will be set clear and appropriate targets for improvement, and will be supported to achieve these targets.

Institutions are entitled to charge students aged 16-18 in full time education for compulsory examination fees in the following circumstances:

1. institutions can apply reasonable conditions of attendance in order to qualify for free examination entry.
2. institutions can charge for examinations and resits as follows:
 - 2.1. where the required attendance or completion of work has not been achieved;
 - 2.2. where the student fails without good reason to sit the examination for which the institution has paid;
 - 2.3. where a student re-sits an examination resulting from an initial examination failure;
 - 2.4. where a student re-sits an exam with the aim of achieving marginal improvements in grades.

Students whose attendance falls below 90% by the time examination or assessment entries are made may therefore be required to pay a contribution towards the cost of assessment.

Persistent refusal to meet the attendance requirements of the College will constitute misbehaviour or serious misbehaviour, as per the school behaviour policy (<https://www.allhallows.net/policies.html>). This will result in appropriate sanctions, and is likely to jeopardise your future at the College.

Appendix 3: Attendance and behaviour management processes

All Hallows Sixth Form College: Attendance and behaviour management processes

Attendance and punctuality – registration and assemblies			
Tier	Description	Staff	Action
1	Infrequent	Tutor	Discussion with student re. reasons
2	Emerging pattern	Tutor & MEV	Tutor to phone home, MEV to follow up with email home, HOY made aware
3	Persistent	HOY & MEV	HOY to discuss with student, detention set. MEV to follow up with email home
4	Continuing persistent	HOY	HOY to phone / meet with parents
5	Continuing persistent	HOC	HOC's discretion for next steps

Attendance and punctuality – in lessons – <u>when marked present in college (including Next Steps and RE)</u>			
Tier	Description	Staff	Action
1	Infrequent or late 1-2	Teacher	Speak to student about reasons, lateness logged on Arbor
2	Emerging pattern 2-3	Teacher	Log on Arbor, set detention(s) – inform MEV if unable to inform student, cc HOY
3	Persistent 3-4	Teacher / HOD	Teacher, HOD and student to meet and discuss plan to catch up. Email home to inform, cc HOY
4	Continuing	HOY	HOY communicate with HOD and other subjects for feedback, HOY to arrange meeting with parents
5	Continuing persistent	HOC	HOC's discretion for next steps

Behavioural issues / standard of work / work ethic – in lessons			
Tier	Description	Staff	Action
1	Behaviour / lack of focus / poor standard	Teacher	Speak with student, give clear targets
2	Continuing	Teacher	Log on Arbor, set detention
3	Removed from lesson	Teacher / HOD	Teacher / HOD to phone home and agree targets. Detentions set. HOY informed.
4	Continuing / higher level	HOY	HOY communicate with HOD and other subjects for feedback, HOY to arrange meeting with parents
5	Continuing persistent	HOC	HOC's discretion for next steps

Lack of homework			
Tier	Description	Staff	Action
1	Infrequent 1-2	Teacher	Log on Arbor, set detention / catch up time with teacher
2	Emerging pattern 2-3	Teacher	As above, plus phone home. HOY made aware.
3	Persistent 3-4	Teacher / HOD	Teacher, HOD and student to meet and discuss plan to catch up. Email home to inform, cc HOY
4	Continuing	HOY	HOY to meet with student, free periods to be re-assigned for an agreed period, parents informed
5	Continuing persistent	HOC	HOC's discretion for next steps

All of the above should be set in the context of known pastoral issues where appropriate