



St Joseph's College



Sixth Form Handbook 2023 - 2024



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Registration and Tutor Periods

Year 12 & 13



Primary contact(s): Mrs Arthur, Ms O'Connor & Tutors

Academic year: 2023-2024

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
08:15-08:25	08:15-08:25	08:15-08:25	08:15-08:25	08:15-08:25
YEAR 12	YEAR 12	YEAR 12	YEAR 12	YEAR 12
<ul style="list-style-type: none"> Registration News Week Ahead 	<ul style="list-style-type: none"> Registration Attendance Persistent Absence 	<ul style="list-style-type: none"> Registration Quiz 	<ul style="list-style-type: none"> Registration Lateness Achievement & Behaviour 	<ul style="list-style-type: none"> Registration Weekly Reflection
08:30 – Ms O'Connor sends absence text for missing Y12 students 12:00 – Ms O'Connor updates all Y12 and Y13 AM registration marks				
12:45-13:15	12:45-13:15	12:45-13:15	12:45-13:15	12:45-13:15
YEAR 12 & 13	YEAR 13	YEAR 13	YEAR 12	YEAR 12
<ul style="list-style-type: none"> Assembly in the Chapel <p>Week 1: TAR/MFB</p> <p>Week 2: LWS/CME</p>	<ul style="list-style-type: none"> Registration Attendance Persistent Absence News 	<ul style="list-style-type: none"> Registration Achievement & Behaviour Quiz 	<ul style="list-style-type: none"> Registration Attendance Persistent Absence News 	<ul style="list-style-type: none"> Registration Achievement & Behaviour Quiz
14:00 – Ms O'Connor updates all Y12 and Y13 registration marks				

Attendance & Punctuality

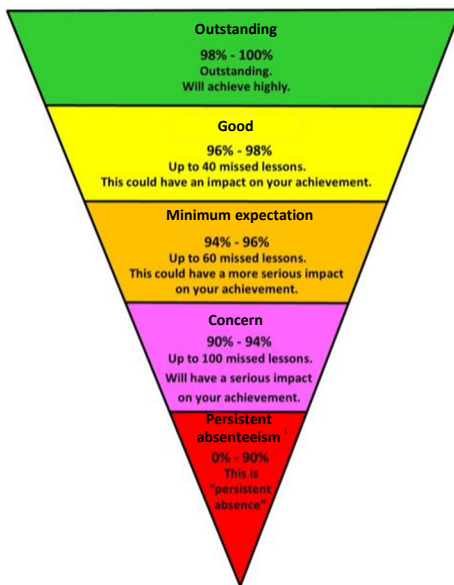
Year 12 & 13



Primary contact(s): Mr Mbewe, Mrs Arthur & Tutors

Academic year: 2023-2024

ATTENDANCE & PUNCTUALITY PROCEDURE



Students register for every timetabled lesson, either with the class teacher or Ms O'Connor in the study centre (students are only on site for timetabled lessons and registration).

Teachers take the register within the first ten minutes of the lesson (Ms O'Connor will monitor and email staff with missing marks)

Ms O'Connor will text, and Mrs Arthur will call home for all absent students, recording reasons for absence

General monitoring: Tutors will check the attendance tracker on TEAMS each week to monitor percentage attendance

Stage 1: Mrs Arthur will contact home for students of concern (attendance <95%) using a first notification letter, containing a **written warning of possible permanent exclusion**, and Tutors will monitor the students for two weeks

Stage 2: If there is no improvement after two weeks, Tutors will have a parental meeting (Stage 2 letter issued) and subsequently meet weekly with the student of concern, tracking and logging interventions on SIMS initiatives for six weeks

Stage 3: After six weeks, the Tutor will have a follow up parent meeting with Mr Mbewe. If there is still no improvement, a **second written warning of permanent exclusion will be issued** (Stage 3 letter issued). Monitoring will continue for three weeks

Stage 4: After three weeks, the Tutor will have a final parental review meeting with Miss Williams and the Associate Assistant Head for Attendance and Behaviour. If there is no improvement, this meeting will result in **permanent exclusion** from the Sixth Form

If there is a significant improvement in attendance students will be referred back to general monitoring

If there is a significant improvement in attendance students will be referred back to general monitoring. However, a further decrease in attendance will trigger a final parental review meeting

WHAT HAPPENS IF A STUDENT IS...

LATE TO LESSON

Teachers: Record L code on the register. Ms O'Connor runs daily late report + detention. Mr Mbewe monitors and initiates stage 1, 2 and 3 lateness protocol (detailed above)

TRUANTING A LESSON

Teachers: Where it is suspected, (for example prior present marks in previous lesson registers) email Tutor and Mrs Arthur for follow up

Pastoral Team: Confirmed truancy will be recorded as KS5 truancy on SIMS, a parent call made and a SIMS initiative logged. Student to sit 60 minute detention with Mr Mbewe

Attendance & Punctuality

Year 12 & 13



Primary contact(s): Mr Mbewe, Mrs Arthur & Tutors

Academic year: 2023-2024

ABSENCE PROCEDURE

Sickness

Parent/Guardian to call Mrs Arthur on every day of the illness. Absences for longer than 3 days will require medical evidence

Medical Appointments

These must not be taken during the school day. Hospital visits will only be authorised with a copy of the appointment letter

University Open Days/ 1 day absence

Pupils must complete a "**one day absence request**" form and submit this to Mrs Arthur (on SIMS, copy to Tutor)

Request for ≥ 2 Days Absence

Pupils must complete an "**extended absence request**" form and meet with Sixth Form Leadership to discuss the request

The Sixth Form Team have the right to refuse requests for absence if a student's attendance or academic progress is below the expected standard

LATENESS & PERSISTENT TRUANCY

Mr Mbewe runs a weekly report for lateness and Pastoral Leaders check weekly for N code anomalies in registers for truancy

Ms O'Connor sends parental email with weekly minutes late and fortnightly Mr Mbewe analyses the number of late incidents. Single acts of truancy receive a 60 minute detention, a parental call and SIMS initiative log

Five recorded lates or two acts of truancy will initiate **Stage 1**, with a parental letter (with a **written warning of permanent exclusion**) and two weeks of pastoral monitoring. Pupils will also be placed in compulsory registration, where they will attend registration every day at 8 am with a member of the Sixth Form Team for the duration of the two week monitoring period.

Where there is no sustained improvement in punctuality (15 recorded lates) or a further incident of truancy, **Stage 2** will be initiated. This will include a **second written warning of permanent exclusion**, a parental meeting with the pastoral leader/Mr Mbewe and 6 weeks of pastoral monitoring with compulsory registration.

Where lateness and truancy persists following the 6 weeks of monitoring, **Stage 3** will be initiated. A **final written warning of permanent exclusion** will be issued, a parental meeting will be initiated with the Tutor and Miss Williams and a final three weeks of monitoring will occur. Failure of this monitoring period will result in **permanent exclusion** from the Sixth Form

EXPECTATIONS

Students within the Sixth Form are considered young adults who should be a model of good behaviour for students in younger years. As such, they are considered able to make informed choices and be able to adhere to the following expectations of their conduct:

1. 100 % attendance at all lessons and registration periods
2. Punctuality to registration and lessons
3. The completion of all classwork / coursework / homework on time
4. Responsible behaviour in and around the school
5. Respect for the College code of practice regarding dress code and electronic devices
6. Respect for all within the school community

PASTORAL SUPPORT

Failure to meet the expectations will trigger a number of support strategies, which may include but are not limited to:

- Learning Support Guidance and 1-1 Mentoring
- Timetabled supervised study during free periods
- Subject / pastoral letter of concern sent home
- Meetings with parents / carers
- Counselling
- Teacher-Pupil Mentoring Partnerships
- Reduced timetable / curriculum
- Subject Report
- Tutor Report
- Director of Sixth Form Report
- 6th Form Welfare Support

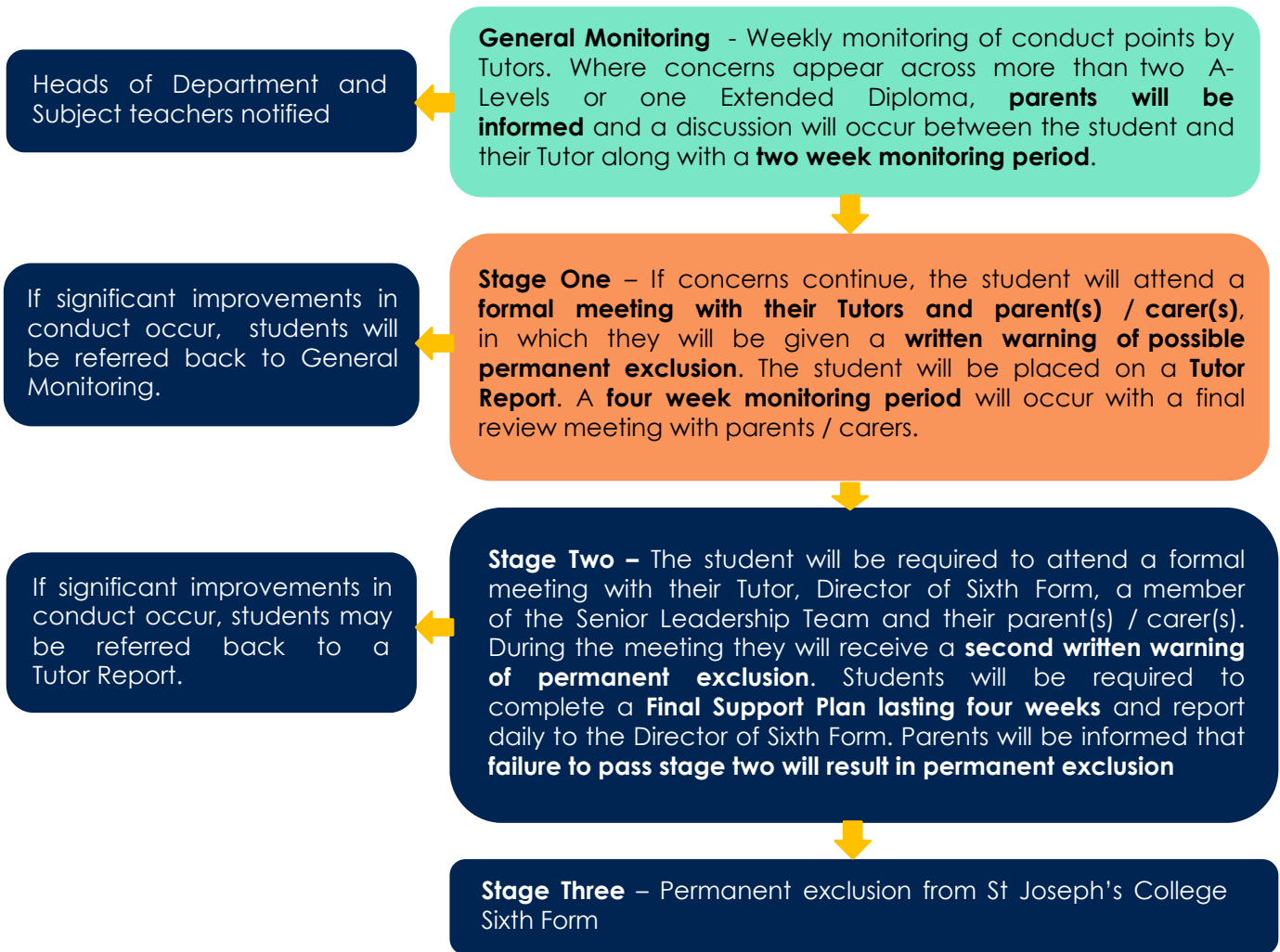
FIXED-TERM INTERNAL / EXTERNAL EXCLUSIONS

There may be circumstances where a student is excluded for a fixed term from Sixth Form. Conduct likely to lead to fixed term exclusions may include:

- Repeated truancy of detention; Threatening conduct; Rudeness to staff; Violence; Bullying; Vandalism; Racism; Homophobia; Sexism; Deliberate disobedience; Public displays of affection; Repeated disruption to the learning process; Conduct deemed to undermine the good order of the College.

Following fixed term external exclusions, parents / carers will be expected to attend a formal readmission meeting.

CONDUCT PROCEDURE



PERMANENT EXCLUSIONS

The Headteacher may decide that a permanent exclusion is necessary because:

- All other steps to encourage the student to obey the school rules have failed

OR

- Allowing the student to remain in school would be seriously detrimental to the education or welfare of others in the school;
- Persistent and defiant conduct including homophobic, sexist or racist bullying;
- Serious actual or threatened violence against a student or member of staff;
- Sexual misconduct;
- Supply or possession of an illegal substances;
- Carrying an offensive weapon.

Dress Code & Electronic Devices

Year 12 & 13



Primary contact(s): Tutors, Mrs Arthur, Mr Mbewe & Miss Williams

Academic year: 2023-2024

DRESS CODE

Sixth Form students are role models. This means members of the Sixth Form must maintain consistently high personal standards of presentation and attire.

The aim is for students to be guided by the principles of modern formal/business attire. There should be a clear distinction between what is worn for socialising and what would be worn within a formal workplace. It is essential clothes are smart and clean. Hair styles should be presentable and well kept. Hair dye should be restricted to natural colours.

Whilst we encourage creative expression and individualism, certain clothing and bodily artwork are prohibited and are outlined below.

UNACCEPTABLE DRESS

- Sportswear of any form (branded or unbranded)
- T-shirts and denim (including jeans)
- Hooded tops (zip-through or pull-over)
- Trainers, flip flops / sliders, canvas shoes (such as plimsolls or Converse®. Shoes must have closed toes.
- All hats including Durags and bandanas, caps and beanies. (Knitted winter hats may be worn during cold weather but must be removed upon entering the school premises.)
- Necklines and dress / skirt length should be respectable
- Midriffs and shoulders should be covered at all times. Clothing that is too revealing or likely to cause embarrassment must be avoided
- Students should not have any visible body piercings other than pierced ears with simple studs.
- Visible tattooing
- Lines in eyebrows

Sixth Form attire is subject to regular review. Where clothing is deemed to be inappropriate, the final decision will rest with the Sixth Form Pastoral Team.



Dress Code & Electronic Devices

Year 12 & 13



Primary contact(s): Tutors, Mrs Arthur, Mr Mbewe & Miss Williams

Academic year: 2023-2024

INCORRECT DRESS

Teacher

If a student turns up in inappropriate attire (including missing lanyard) please send them home and email Mrs Arthur, who will add a note to the register and inform parents

Student

Sign out via the electronic system and go home immediately to rectify your business dress

Mrs Arthur

Place a note on the student register stating that they have left site to correct their uniform and phone home to notify parents. Place a behaviour point on SIMS

ELECTRONIC DEVICES / BANNED ITEMS / CONFISCATION



Mobile devices + headphones

- ✓ Can be used in the Sixth Form study centre
- ✓ Can be used in class as a learning aid (at the discretion of the teacher)
- Cannot be used in communal areas / main school library / main school canteen / corridors



Outdoor coats can be worn, providing they are in-keeping with the dress code and are not puffy or could be misinterpreted as a hoodie. Flip-flops and sliders are not permitted, and all outdoor hats must be removed upon entry to the school site. Students may go off-site at lunch but outside food may not be brought back onto the school premises.

Banned items and electronic devices being used incorrectly will be confiscated by staff and can be collected at the end of the day from the staff member who confiscated it. All confiscations must be logged on SIMS for Tutors to follow up on.



Based on legislation from 2007, the site of St Joseph's College is a smoke-free workplace. Smoking of any kind (including Vape and other electronic smoking devices) is forbidden on site and within five metres of the school entrances.

HOMEWORK / COURSEWORK / INDEPENDENT STUDY



Homework

Set regularly by class teachers. Failure to submit on time will result in a **KS5 homework detention** (45 mins) with Ms O'Connor on a Monday at 14:45



Coursework / NEA

Coursework/NEA deadlines must be adhered to. Failure to submit on time will result in a **KS5 coursework detention** (45 mins) with Ms O'Connor on a Monday at 14:45



Independent Study

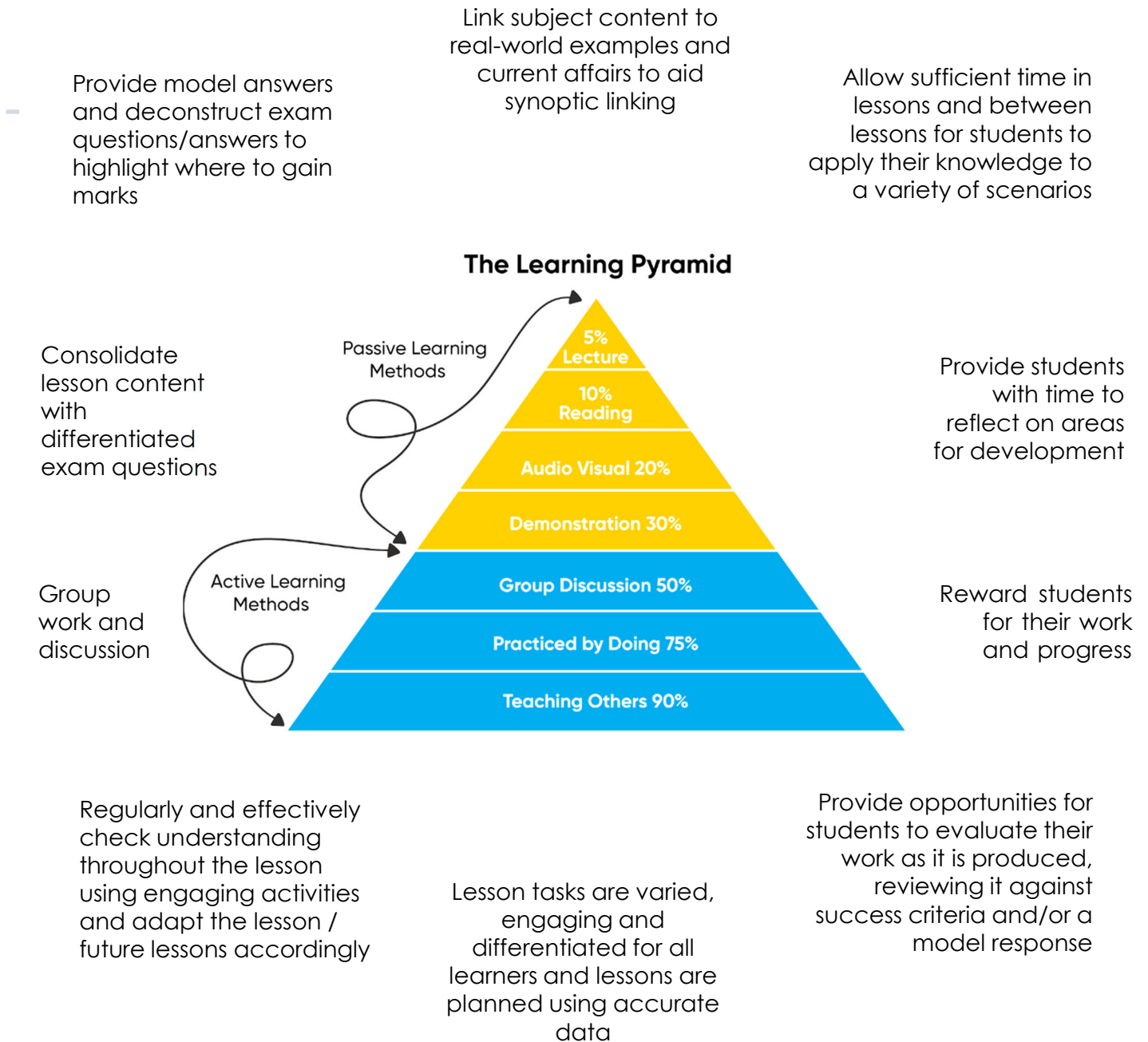
To succeed at post-16 studies you must put in additional time and effort. For every hour of lessons you should do at least 2 hours of independent study

FACILITIES & CONDUCT IN COMMUNAL AREAS

Area	Opening time	Facilities	Expectations
Sixth Form Study Centre	7:00 – 15:00	<ul style="list-style-type: none"> Quiet study area 	<ul style="list-style-type: none"> Students will be working independently Electronic devices are permitted
Sixth Form ICT Suite	7:00 – 15:30 (when not in use by a 6 th form class)	<ul style="list-style-type: none"> Computers Printer Projector for practice presentations 	<ul style="list-style-type: none"> Electronic devices are permitted If a staff member allows you to use a computer when a lesson is in progress, you must not disturb the lesson and must abide by the expectations of the teacher
Silent Supervised Study classroom (behind main study centre)	8:25 – 12:45 (students will be timetabled into this room)	<ul style="list-style-type: none"> Silent independent study Laptops A-level / Level 3 textbooks 	<ul style="list-style-type: none"> Students will be working in silence Electronic devices are permitted Ms O'Connor will support students with relevant resources Laptops will not be removed from the area
Main School Library	TBC	<ul style="list-style-type: none"> Quiet study area Extensive range of reading material 	<ul style="list-style-type: none"> Electronic devices and headphones are not permitted Entry to the library is at the discretion of the staff member on duty

SIXTH FORM LESSON EXPECTATIONS

High-level teaching and learning is at the heart of every student's success at St Joseph's College. As such, students, staff and parents all contributed to the design of our Sixth Form Lesson Expectation. Below are the details of what we, as a Sixth form, expect to see in every lesson.





ASSESSMENTS / EXAMNATIONS / PARENT EVENINGS

Date	Event / Deadline	Notes
25/09/23	Y12 KS5 Information Evening	
02/10/23	Y12 Course Change Deadline	This is the final date that students can switch courses
09/10/23	Y13 Strive for Success Evening	
16/10/23	Y12 TMF1 Assessment Week	
20/10/23	INSET DAY (Ethos Day)	College closed to students
23/10/23	HALF TERM	
30/10/23	INSET DAY	College closed to students
31/10/23	INSET DAY	College closed to students
06/11/23	Y13 Spanish/Mandarin Speaking Exams	
13/11/23	Y13 PPE1 (Mock Examinations)	A Level students on study leave (vocational lessons as normal)
27/11/23	Y12 TMF2 Assessment Week	
19/12/23	Y13 Parents Evening	
22/12/23	CHRISTMAS BREAK	
08/01/24	INSET DAY	Wellbeing day for staff and students
09/01/24	Y13 TMF1 Assessment Week	
22/01/24	Y12 Spanish/Mandarin Speaking Exams	
29/01/23	Y12 PPE1 (Mock Examinations)	
12/02/24	HALF TERM	
19/02/24	Y13 Spanish/Mandarin Speaking Exams	
26/02/24	Y13 PPE2 (Mock Examinations)	A Level students on study leave (vocational lessons as normal)
11/03/24	Y12 TMF3 Assessment Week	
25/03/24	Y13 Final Assembly	
29/03/24	EASTER BREAK	

Key Dates Continued...

Year 12 & 13



Primary contact(s): Tutors, Mrs Arthur & Miss Williams

Academic year: 2023-2024

ASSESSMENTS / EXAMNATIONS / PARENT EVENINGS

Date	Event / Deadline	Notes
22/04/24	Y12 TMF4 Assessment Week	
29/04/24	Y13 Spanish/Mandarin Speaking Exams	
06/05/24	Y13 Study Leave	Final release date TBC
27/05/24	HALF TERM	
10/06/24	Y12 Spanish/Mandarin Speaking Exams	
17/06/24	Y12 End of Year PPE2 (Mock Examinations)	A Level students on study leave (vocational lessons as normal)
15/08/24	A LEVEL RESULTS DAY	

Additional Information

Year 12 & 13



Primary contact(s): Tutors, Mrs Arthur, Mr Mbewe & Miss Williams

Academic year: 2023-2024

SIXTH FORM PASTORAL STAFF CONTACT DETAILS

Miss L Williams	Associate Assistant Head - Director of Sixth Form A-level Geography	lwilliams@sjc.ac 6@sjc.ac
Mr C Mbewe	Deputy Head of Sixth Form A-level Art	cmbewe@sjc.ac 6@sjc.ac
Mrs Z Arthur	Deputy Head of Sixth Form - Operations	zarthur@sjc.a 6@sjc.ac
Mr A Lipscombe	Tutor - Beulah Head of Biology	alipscombe@sjc.ac
Mr O Austin	Tutor – Hill Mandarin Lead	oaustin@sjc.ac
Ms E Stevenson	Tutor – Dane Head of History	estevenson@sjc.ac
Mr J Davies	Tutor – Brooklands A-level Maths & Level 3 Engineering	jdavies1@sjc.ac
Mrs E Owen	Tutor – Grange A-level English & Level 3 Creative Digital Media	eowen@sjc.ac
Mr A Monk	Tutor – Netherton Head of PE	amonk@sjc.ac
Ms A O'Connor	Sixth Form Study Support Supervisor	aoconnor@sjc.ac
Mrs C Kane	Headteacher (<i>Maternity Leave</i>) A-level Economics	ckane@sjc.ac
Mr G Mantillas	Acting Headteacher	gmantillas@sjc.ac
Mr T Arthur	Director of Spirituality A-level philosophy and Ethics	tarthur@sjc.ac
Mr K Amoo-Gottfried	Examination Officer	kamoo-gottfried@sjc.ac

Additional Information

Year 12 & 13



Primary contact(s): Tutors, Mrs Arthur, Mr Mbewe & Miss Williams

Academic year: 2023-2024

SIXTH FORM TEACHING STAFF CONTACT DETAILS

Subject	Lead Teacher	Email Address
Art & Photography	Ms H King	hking@sjc.ac
Applied Science	Mr A Daly	adaly@sjc.ac
Biology	Mr A Lipscombe	alipscombe@sjc.ac
Business Studies	Ms J Ampah	jampah@sjc.ac
Chemistry & Physics	Miss M Wilkins	mwilkins@sjc.ac
Computing	Ms A Carvalho Pais	acarvalhopais@sjc.ac
Economics	Ms J Ampah	jampah@sjc.ac
Engineering	Mr K Dampthey	kdampthey@sjc.ac
English	Ms E Howard	ehoward@sjc.ac
Extended Diploma in Sport	Mr A Monk	amonk@sjc.ac
Geography	Ms H Corner	hcorner@sjc.ac
History	Ms E Stevenson	estevenson@sjc.ac
Mandarin	Mr O Austin	oaustin@sjc.ac
Mathematics	Mr Justin Davies	jdavies1@sjc.ac
Music	Mr N Arnaoutis	narnaoutis@sjc.ac
Philosophy & Ethics (RE)	Mr T Arthur	tarthur@sjc.ac
Politics	Ms S Davey	sdavey@sjc.ac
Psychology	Ms L Stephen	lstephen@sjc.ac
SENCO	Ms B Musamadya	bmusamadya@sjc.ac
Spanish	Miss L Otero	lrodriguezotero@sjc.ac