



## Saint Benedict Catholic Voluntary Academy-Sixth Form

### Student Handbook

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At Saint Benedict Catholic Voluntary Academy we will build up a loving community with Christ at its center; Develop potential to the full and strive for excellence; Work and play in harmony; And treat each other with dignity and justice.

## Sixth Form Prayer

Lord, we have been granted opportunities by the talents we possess and the environment in which we learn.

Give us the determination and belief in ourselves to make the most of our chances and to strive to reach our potential.

Let us remember that as stewards of our earth we are the future, and as such, with your light, guide us to make choices that are moral and just.

Encourage us to be a shining light for others and an example of what can be achieved for a better me, and for a better world.

Amen.

## Sixth Form Charity

**Project Arusha is our annual House charity, students will also vote for a local charity that they would like to support each year.**



Project Arusha was set up in 2004 with the aim of building relationships between Arusha, Tanzania and Derby. Primarily focused on education, since it began the charity has sponsored over 100 children to go to school. Over the years the number of schools it supports has grown and funds have assisted with much needed building maintenance and the purchasing of equipment and resources. In addition to this, there is now a medical clinic in the Maasai Land and in an area prone to drought, assistance has helped in times of famine



We are proud of the strong friendship that has developed between our two communities and every year students in year 13 can apply to spend 3 months in Tanzania, on completion of their A Levels. On average between 2 and 4 students are welcomed to Arusha, spending time by day teaching in our link schools and by evening socialising with young people, helping with homework, and experiencing the traditions and culture of the local people

***“If you see Arusha you’ll see poverty.  
If you look into Arusha you’ll find wonders.”***

## Welcome

Welcome to Saint Benedict Catholic Voluntary Academy Sixth Form, from all of the Sixth Form Team.

Whether you have joined us from another school or have been a member of our community for a number of years we are delighted you have chosen to continue your studies with us and look forward to supporting you in achieving your potential.

You have joined a very special place. We are not just a school, but a community who share in each other's successes and support each other in our challenges. We hope that at the end of your time with us, your experiences will allow you to take a confident step into the next stage of your lives. That we will have provided you with the opportunities to grow as a person, and the skills and grades to open doors beyond your hopes and expectations.

If we can offer you a few words of wisdom, it would be to take every opportunity without fear of failure; hit the ground running with your academic studies and to work with us to make your time here as fulfilling as possible.

The next two years will come with some challenging times. The gap between GCSE and Post 16 education is big, but we have faith in each and every one of you and remember you have us to guide, support and advise.

Good Luck and God Bless.

The Sixth Form Team.

## **The Sixth Form Team**

The Sixth Form team are a dedicated group of staff who are there to exclusively support the individual needs of every student. Daily contact means our team get to know every individual and can address the needs of every student to ensure the well-being and success of all.

### **Raising Standards Leader for Sixth Form:**

Mr Lewis Fenn Griffin

[lfenngriffin@saintben.derby.sch.uk](mailto:lfenngriffin@saintben.derby.sch.uk)

### **Head of Sixth Form:**

Mrs Natalie Robinson [nrobinson@saintben.derby.sch.uk](mailto:nrobinson@saintben.derby.sch.uk)

### **Deputy Head of Sixth Form:**

Miss Kathryn Difusco [kdifusco@saintben.derby.sch.uk](mailto:kdifusco@saintben.derby.sch.uk)

### **Personal Tutors:**

Miss Vanessa Austin

[vaustin@saintben.derby.sch.uk](mailto:vaustin@saintben.derby.sch.uk)

Mr Stephen Bounds

[sbounds@saintben.derby.sch.uk](mailto:sbounds@saintben.derby.sch.uk)

Mr Adam Buxton

[abuxton@saintben.derby.sch.uk](mailto:abuxton@saintben.derby.sch.uk)

Dr Mala Mistry

[Mmistry@saintben.derby.sch.uk](mailto:Mmistry@saintben.derby.sch.uk)

Mrs Charlotte Morris

[Cbanks@saintben.derby.sch.uk](mailto:Cbanks@saintben.derby.sch.uk)

Ms Alex Slater

[aslater@saintben.derby.sch.uk](mailto:aslater@saintben.derby.sch.uk)

Mr Michael Booth

[MBooth@saintben.derby.sch.uk](mailto:MBooth@saintben.derby.sch.uk)

### **Sixth Form Student Support:**

Mrs Lisa Burrows

[LBurrows@saintben.derby.sch.uk](mailto:LBurrows@saintben.derby.sch.uk)

Miss Emma Bunting

[EBunting@saintben.derby.sch.uk](mailto:EBunting@saintben.derby.sch.uk)

Elmwood reception

[Sixthform-Enquiries@saintben.derby.sch.uk](mailto:Sixthform-Enquiries@saintben.derby.sch.uk)

01332 543832

## Daily Schedule-Covid

- In September there will be a slight change to the daily schedule.
- This is to ensure that the school site is Covid secure at all times and is in line with governments recommendations.
- Students are expected to arrive at 8.30am (as normal)
- Students can purchase food from the tuck shop **ONLY**.
- Students designated breakout space is Elmwood

Time	Y12
08:34*	Move
08:40	Tutor
09:00*	Period 1
10:00	Period 2
10:30	Break
10:54	Move
11:00	Period 2
11:30*	Period 3
12:30*	Period 4
13:30	Lunch
13:54	Move
14:00	Period 5

Time	Y13
08:34*	Move
08:40	Tutor
09:00*	Period 1
10:00	Period 2
11:00	Break
11:24	Move
11:30*	Period 3
12:30*	Period 4
13:30	Lunch
13:54	Move
14:00	Period 5

## Daily Schedule

- Students are expected to arrive at 8.30am
- Buses leave at 3.10pm
- Late Bus 4.30pm – drop off point Derby City Centre

8.40am	Tutor Time
9am	Lesson 1
10am	Lesson 2
11am	Break
11.20am	Lesson 3
12.20am	Lesson 4
1.20pm	Lunch
2pm	Lesson 5
3pm	School Finishes

## Tutor Time Programme

- Each half term the tutor time programme will centre on a key area for development.
- Our assembly day is a Friday, where student's should report straight to the RLT.

Half Term	Theme
1 <sup>st</sup>	Learning Profile
2 <sup>nd</sup>	PPE preparation
3 <sup>rd</sup>	Next Steps
4 <sup>th</sup>	Destinations
5 <sup>th</sup>	World of Work
6 <sup>th</sup>	Celebrating success

## **Times and Dates**

Full details of the term dates and school events can be found on our school website ([www.saintben.derby.sch.uk](http://www.saintben.derby.sch.uk))

**Y12 Welcome Event for parents and Students** : Thursday 24<sup>th</sup> September 6pm

**Sixth Form Parents' Evening Year 12 and 13:** Wednesday 10<sup>th</sup> February 4pm

**Additional parents evening by Teacher Invite Year 12 and 13:** Wednesday 23<sup>rd</sup> March 4pm

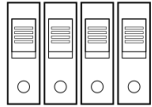
The February event will give parents/guardians an opportunity to discuss student progress with each subject teacher. We ask that parents/guardians make every effort to attend. Students will be asked to make relevant appointments prior to the events.

The additional parents' evening is for targeted students: where subject areas are concerned about the progress of a student, parents/guardians will be asked to attend appointments to discuss an action plan to support students in achieving their MEG (Minimum Expected Grade).



## A level Mind-set

Students will have collected a bridging task for each of their chosen subjects which should be completed over the summer and submitted to their subject teacher on the date agreed. This task is specifically designed to include all the skills necessary for a student to be successful within a subject. The independent nature reflects the requirements of Post 16 education and higher learning found at university. It is essential that this work is submitted on time with subject areas given the autonomy to penalise late submission.



### **Keep organised**

Keep to deadlines and organise your specification, independence notes, class notes and revision notes straight away. Use a diary to keep track of crucial deadlines.



### **Work on your exam technique**

Know the exam board you are studying, access past papers and practice different questions ahead of time.



### **Don't be afraid to ask questions**

Take control of your learning, ask questions when you don't understand something, be proactive during lessons and use the expertise and experience around you.



### **Understand your strengths and weaknesses**

This will take some trial and error, listen to feedback constructively as you try out new ways of working, use a variety of independence templates to experiment and discover which study methods suit you best

## Challenge and Support Promise

There are 3 primary objectives for a student's time with us at Saint Benedict Sixth Form:



To be academically successful



To Develop cultural capital



To prepare for life beyond compulsory education

All students, when they join us in Year 12, are set Minimum Expected Grades (MEGs). These MEGs are based on their average GCSE grades. We will **challenge** students to strive to achieve or surpass MEGs. To achieve or surpass MEGs we expect students to:



Maintain an attendance of at least 95%



Attend all timetabled lessons and tutor periods on time



Complete all work to a high standard



Use study periods effectively.



Engage with subject and sixth form staff to ensure progress



Adhere to Sixth Form policy

## Challenge and Support Promise

To support student progress we encourage students to make use of our facilities in Elmwood until 4.10 pm each day, and our library facilities until 5.00pm. We will **support** students to achieve or surpass MEGs. To do this we will:



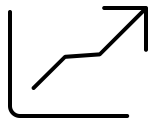
Provide students with exam board course material and an outline of key submission dates where applicable.



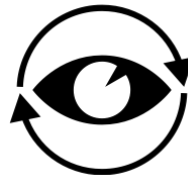
Teach engaging lessons.



Set diagnostic independence work as required



Monitor each student's progress.



Review progress and initiate intervention when required.



Mark work regularly, giving detailed feedback to support improvement.

Students should talk to their subject teacher, personal tutor, or any of the Sixth Form Team if they have any concerns about the progress they are making.

## Dress Code

At Saint Benedict we want to prepare students for the work place and life beyond school. As part of this process, we have a policy of maintaining a professional dress code. As a young adult, Saint Benedict Sixth Form respects your right to express your individuality, but asks you to express this in a way that is appropriate for the school.

- Tailored suit, smart trousers, tailored skirt or business dress and tailored jacket. No jeans.
- Collared shirt and tie or a blouse and/or plain business style jumper
- Shoes, not trainers, pumps or sandals.
- A suitable coat may be worn in cold or wet weather. Hoodies, cardigans, tracksuit tops or denim jackets must not be worn.
- One single stud in each ear lobe is accepted; no other visible piercings are allowed. This includes nose and teeth studs or jewels.- PE/Creative Arts may have additional safety rules regarding piercings.
- Hair must not have patterns or be dyed with bright or unnatural colours.
- Logos or slogans are not permitted.

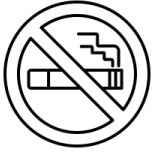
We require skirts, blouses and jumpers to be of a modest length.  
Necklines must be appropriate for the workplace

Your Sixth Form ID card and lanyard must be worn and visible at all times. For safe guarding purposes

If you misplace or forget your card, a temporary one must be obtained from Elmwood Reception **before morning registration**. The cost of replacement is £1.50, with £1.00 being refunded when returned, and 50p being donated to our house charity (Project Arusha).

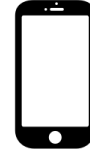
***We reserve the right to send students home to get changed if they do not comply with the dress code.***

# Expectations



## **Smoking and Vaping**

Smoking and vaping are not allowed anywhere on the school site, nor in the immediate vicinity of the school site, including the jitty between North Block and South Block.



## **Mobiles and Digital Devices**

Students may use mobiles in the common room in Elmwood and in the silent study rooms at the discretion of the Elmwood staff. This is on the condition that the mobile phone does not cause distraction or impede on academic progress and are used to support learning.

Mobiles **MUST** be turned off or on silent and out of sight during all lessons.

Headphones and earphones should not be worn, except in Elmwood.



## **Cyber Safety**

Students should have an entitlement to safe Internet access at all times and it is important that students know how to keep safe when using new technology.

Students need to be aware that Social Networking Sites can be accessed by many others.

If inappropriate content is found, which is derogatory to Saint Benedict CVA, staff or students and is reported, this will be followed up immediately with students and their families.

You can learn more about Internet safety by visiting the following sites:

[www.ceop.gov.uk](http://www.ceop.gov.uk)

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) [www.getnetwise.org](http://www.getnetwise.org)

[www.childnet.com](http://www.childnet.com)

# Attendance

- Students are expected to be on school site from 8.30am to 3.00pm every day.
- For safeguarding purposes it is essential that students sign off site, when leaving site for an agreed appointment at Elmwood.
- For safeguarding purposes it is essential that students sign off site and onsite at the cabin when leaving site during lunchtime.
- Students will be registered for all timetabled lessons.
- If a student does not have a timetabled lesson, they must sign in using the online register system located in the Library and Elmwood. This is the responsibility of the student and will effect their overall attendance.
- Doctor or dentist appointments should not be scheduled in lesson time or Independent Study time – except in an absolute emergency.
- Driving lessons or similar appointments should not be made during the school day.
- If a student is going to be absent for any other reason, they need to complete a 'Request for Absence' form, available from Elmwood.
- Holidays taken during term time will be marked as unauthorised absence, as will any other absence without a completed form.

## Form Time attendance

- Form Time is a valuable part of your day and will provide the pastoral care that is essential during your time here.
- Your personal tutor will support you in all aspects of A level life and attendance is compulsory.
- Where there is x3 occasions of lateness or absence in a half term period, you will attend a Punctuality meeting on a Friday evening with the Sixth Form team.
- Where there is persistent lateness or absence to Form Time a formal meeting with yourself, parents and the Sixth Form Team will be arranged.

## Arriving Late

- If a student arrives late or needs to leave site during the school day for authorised circumstances (apart from lunchtime when he/she may sign out at the Student Services Cabin) They MUST sign in/out at ELMWOOD. This is essential for the safety of all our students, so that we are aware of who is on/off the school site.
- If a student is late without a mitigated reason, they will be issued a lunchtime detention for that same day.

## Attendance Policy

Attendance is vital for students to achieve. We expect students to maintain a 95% attendance for the duration of their studies and will monitor and support students when this is identified as an issue. In addition, the following will also be closely monitored.

Concern	Outline	Action
Termly Absence	Three periods of absence or 6 or more days of absence over two periods.	Further absence in the term will not be authorised by the school without a doctors' note.
Extended Absence	Singular period of absence exceeding 5 days.	Further absence will not be authorised and a doctor's note must be provided.
Patterns of Absence	Attendance data shows a pattern of absence such as regular Monday's or form time.	Attendance Meeting with Head and Deputy Head of Sixth Form. Phone call home.



## **Attendance Policy-Continued**

Our current attendance procedure is outlined below.

### **Stage 1 – Informal Warning.**

Daily Monitoring by form tutors for missed lessons and 1 hour detention issued.

### **Stage 2 - Formal intervention.**

Attendance drops below 95%. Students will attend a formal attendance meeting with Head/Deputy Head of Sixth Form.  
Intervention package agreed upon. Letter sent home.

### **Stage 3 – Final Warning.**

Attendance continues to be a concern. Parental meeting with intervention package agreed upon.

### **Stage 4 – Referral to Sixth Form Committee**

Evidence presented. Decision made on exam fee withdrawal.

## Illness

- If a student is unable to attend due to illness, we must receive a phone call (01332 543832) before 8.35am on the first, and all subsequent days (unless agreed otherwise).
- Please ensure that the student's full name, form and reason for absence are given CLEARLY.
- Parents will receive a truancy call if a student has not been marked present for tutor time, signed in late at Elmwood, or if we have not received a phone call.
- If a student becomes unwell during the day we will expect student's to be collected by parents/guardian. Unless, you give parental consent for them to make their own way home.
- If following a first aid assessment we believe it is not appropriate for the student to make their own way home, we will expect parents/guardian to collect student's.

## COVID 19

- If students have any symptoms-call for first Aid (student to be sent to isolation room)
- Students must follow Gov guidance on isolation if they or family (including siblings) have symptoms
- Track and trace system to be followed

## Study Periods



Within these hours students will be guided as to the content and type of independent study they are required to complete. We encourage all students use the Independence templates .

Details can be found at

[www.saintben.derby.sch.uk/content/independence](http://www.saintben.derby.sch.uk/content/independence) .

This prepares students for the demands of university, while also allowing students to recognise the step between key stage 4 and 5, in which the latter places a much greater emphasis on learning outside the classroom, with lessons facilitating that learning

Study periods are timetabled, student are expected to sign in using the electronic registers and use this time to consolidate their learning.

Students to maintain 1m distance to other students

Students to maintain 2m distance to Admin desk



Students will also allocate 1 hour a week for career guidance

During this hour students will be expected to undertake MOOCS (Massive open online courses).

MOOCS provide a flexible way to learn new skills, advance your career opportunities and deliver a quality educational experience which will provide a breadth of knowledge of careers available to you and subsequently improve your UCAS/Apprenticeship application.

## PPEs (Pre Public Exams)

### Y12

PPEs All students- WB 24<sup>th</sup> June

### Y13

PPEs All students –WB 7<sup>th</sup> December

Y13 Targeted PPEs- WB 23<sup>rs</sup> February

Y13 Targeted PPEs- WB 19<sup>th</sup> April

Y13 Walking, Talking, Mocks (WTM) – WB17<sup>th</sup> May

- PPEs prepare students for their A level examinations.
- PPEs will follow a formal timetable and students are expected to attend those exams in full uniform including their lanyard
- Students will be expected to prepare for their PPEs and follow a revision timetable in preparation
- As was the case during the Covid-19 pandemic-PPE results may be used to make a formal teacher assessed grade in the unfortunate event that a student cannot attend the official exam.

**\*\*\*These are provisional dates and subject to change based on government guidance and Ofqual arrangements \*\*\***

## Termly Commendations



At Saint Benedict Sixth Form we want you to know that we recognise your hard work



Each term we issue commendations for academic achievement and 100% Attendance.



Personal tutors issue their own recommendations for awards and the weekly voucher scheme which can be spent in the tuck shop.



We also have a rewards system whereby teachers/Elmwood support staff can also recognise success.

This is monitored each half term.

# Elmwood Facilities

We ask that all students treat all facilities here with respect, look after them and encourage others to do so too. We work hard to keep this a pleasant place for all to study in.

On the ground floor is the Main Quiet Study Room, with work stations, offering a working environment where quiet communication is allowed. NO phone policy in this room.

A Silent Study Room is available for students who want to be able to work in total silence.

Upstairs is a work room, which all students are allowed to use. This can be booked out for group work or used as an additional quiet room

We have a NO eating and policy in all of the study areas. A bottle of water is permitted.

We are pleased to be able to provide students with a common room for recreation time.

Whilst the room is for the students, they should make sure that furniture and equipment are used correctly and the area is taken care of in regards to litter. We reserve the right to restrict access to anyone who missuses the facilities

The Common Room is open at break and lunchtime.

# The Library

Sixth Form Students may use the Library for quiet study when they do not have a taught lesson. No phone policy.

Access to the Library at break and lunch time is reserved for lower school students.

Our Library is open from 8.40am-4.00pm daily. Extended opening hours are offered to our Sixth Form students until 5.00pm.

Students are able to borrow four resources at any one time. In addition to this, there is a large study space and access laptops, desktops and netbooks, that are all connected to the school network and Wi-Fi.

Students can gain access to the library catalogue to view their library account or search for resources from any Just click on Internet Explorer, Online Library, Heritage Online.

There is a Careers resource area within the Academy Library area and it has a wide range of Higher Education literature, information on occupations and apprenticeships and we are well equipped to support students with their UCAS applications.

A full programme of post A Level options will take place throughout the academic year with sessions dedicated to UCAS, Higher Apprenticeships and Life Beyond Sixth Form.

## The Library Staff:

### **Librarian and Learning Centre Manager**

Dr T Burrell (Full-time)

[TJBurrell@saintben.derby.sch.uk](mailto:TJBurrell@saintben.derby.sch.uk)

### **Academy Careers Advisor**

Lydia Gretton (Part-time)

[lgretton@saintben.derby.sch.uk](mailto:lgretton@saintben.derby.sch.uk)

## **Making Progress-Period 6**

We expect all our students to work hard, and hand in completed homework on time at the level expected.

If these expectations are not met, staff in the first instance will give you an opportunity to rectify this and hand in missing or substandard work to them by 9am the following day.

If the missed deadline or substandard work is not met following that opportunity, students will be set a Period 6 for that day. A text message will be sent home informing the primary contact (usually a parent and also the student).

Students will be expected to report to Elmwood at 3.10 pm the day the Period 6 is set, and work silently for an hour improving the substandard piece of work or completing the work for the said missed deadline.

If a student does not complete the Period 6, without good reason this will be then transferred to a Sixth Form detention or Senior staff detention where necessary.

Where a student is repeatedly issued with a P6 from either one or more than one subject in a four week period, a formal meeting will be arranged to discuss and if necessary, an intervention plan implemented.

### **Stage 1 - opportunity**

Opportunity-work to be handed in by 9am to relevant member of staff

### **Stage 2 –Action**

Opportunity not utilised-P6 set and completed that day-3:10pm.

### **Stage 3 –Intervention**

Multiple period 6s issued within a 4 week period triggers a formal meeting and supervised study of all non taught lessons.

### **Stage 4 – Parental Support**

Continual period 6 issued results in a parental meeting. Action plan agreed.



## Enrichment Opportunities

At Saint Benedict Sixth Form we are committed to developing the whole person.

We encourage students to take every opportunity offered to them. We believe that responsibilities add strengths, and that whilst work in subject areas is the key academic focus, experience gained out of the classroom is also vital to student development.

Evidence of having been involved in Enrichment is something which adds breadth and weight to UCAS/apprenticeship applications, CVs and job applications.

We expect all students to be actively involved in form time, Sixth Form activities, whole school community link activities and our Enrichment programme.

Throughout the year students will be allocated 1 hour a week on their timetable to Enrichment. Every half term, students will be given the opportunity to change their Enrichment experience to allow for a wide variety of experiences and to develop a multitude of transferable skills.

The full programme of Enrichment opportunities will be made available to students in September.

**\*\*\*Please note that this programme may be suspended under covid restrictions and dependent on government guidance on bubbles.**

## Work Experience

- All Y12 students will be expected to participate in our work experience programme
- This will take place: WB 5<sup>th</sup> July
- Students are expected to research potential career pathways and base their work experience on this.
- We expect that during this time in the work place students uphold and promote the ethos of our Sixth Form
- We expect students to attend the placement as agreed and if ill during this time students must follow the absence policy of the company and our Sixth Form.

Our Work experience programme is monitored by Lisa Burrows –Sixth Form support staff.

For more information please contact:

Mrs Lisa Burrows

[LBurrows@saintben.derby.sch.uk](mailto:LBurrows@saintben.derby.sch.uk)

**\*\*\*Please note that the work experience programme may be adjusted to reflect Covid restrictions and government guidance.**

## UCAS

Our services support young people making post-16 choices, as well as those applying for undergraduate courses.

UCAS recognises there are many pathways to higher education. By embracing the wide perspective of the student journey – which may take in an apprenticeship and employment – we can extend our support for non-traditional students.

We support students in making their application, completing personal statements and provide all students with a tutor reference.

All students will receive a 1-1 destination interview and will be support by Dr T Burrell through this process,

For more information and to access the parent guide:  
<https://www.ucas.com/undergraduate/applying-university/ucas-undergraduate-advice-parents-and-guardians>

For more information and to access the student guide:  
<https://www.ucas.com/advisers/guides-resources-and-training/guides-and-resources>

## Unifrog



Unifrog brings into one place every apprenticeship, university course and college course in the UK, as well as career opportunities, such as MOOCs and School Leaver Programmes.



The platform makes it easy for students to write their CVs and Personal Statements and record their key skills.



Teachers can give their students feedback, and write references



Student will set up a Unifrog account and work on this area during 1 of their study periods each week. Form tutors will monitor their contributions to the platform

## The 16-19 Bursary Fund

This fund is set up to provide assistance to students whose access to education is inhibited by financial constraints or barriers.

A question and answer sheet giving further information regarding eligibility for the 16-19 Bursary Fund, along with application forms for 2020/2021 are available from Elmwood Reception.

The closing date for 2020/2021 applications is Wednesday 30<sup>th</sup> September

However, should a student's circumstances change within the year, we will consider late applications.

Students progressing to **Year 13 must make another application**, if eligible, for their second year of study.

Payment of bursaries is dependent on maintaining an attendance of 95% and above. Payment will not be made if a student's attendance falls below this level.

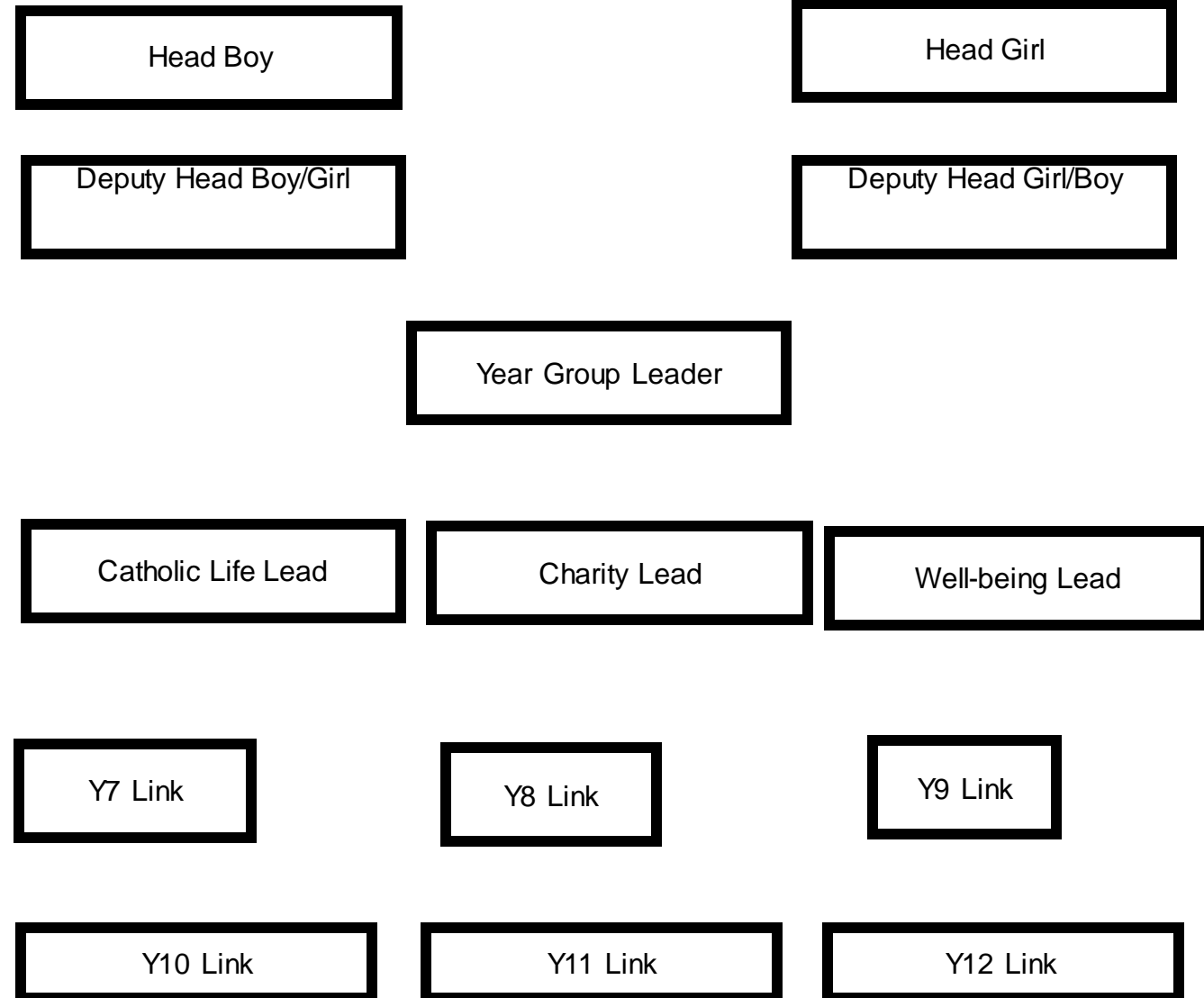
Please contact Elmwood staff, if you would like more information.

# Student Leadership Team

Students are appointed to be part of the Student Leadership Team. As part of this team, students will be selected for the positions of Head Boy/ Head Girl and their Deputies.

These students represent the school, particularly at events throughout the year, and will also lead the Student Senate. They will work pro-actively on behalf of the student body and the school to increase the voice of the student body and influence positive change within the school.

Information is posted in Elmwood at the start of the year as to who the Student Leadership Team are and applications for the following year's team are invited towards the end of the Summer Term.



## Photocopying and Printing



Sixth Form students are able to obtain printer credits from the IT Helpdesk.

There is a printer and photocopier located in the main study room at Elmwood and the Library which can be used at any time.



We ask that students notify Elmwood Reception immediately of any problems or faults occurring so that these can be rectified quickly.

## **Parking**

- There is a limited parking area for students. If a student wishes to park on site they will need to provide the following documents to the School Office before bringing their vehicle on site: Driving licence, insurance details and full vehicle details.
- Students MUST adhere to the Academy site 5mph speed limit. Certain restrictions as to where students are able to park on site will apply.
- We ask that students are respectful of our neighbours and do not park in residential areas.
- Students cannot drive on and off the school site during the day unless they are leaving to attend an authorised appointment.

## **Catering**

- Sixth Form students are allowed certain privileges in the Catering Department.
- In the Tuck Shop students are allowed to purchase some foods which are not available to Year 7-11 pupils and under no circumstances should be bought on their behalf.
- Salad bar/jacket potatoes are available from 1.00pm and the main 'Dish of the Day' is available from 1.10pm
- A Microwave is available in the common room, we expect this to be cleaned after use..

## **Covid restrictions**

- Sixth Form students will have exclusive access to the tuck shop.
- Students will not be able to use the canteen during this time.
- Student will not be able to leave site to visit park farm during these times.



## **What happens if I have a problem?**

We have an incredibly dedicated and supportive Sixth Form team, all of whom will go above and beyond to ensure the welfare and academic success of students is at the forefront of their actions.

On occasions, problems and issues arise where students need support. We are here to help and welcome communication with both students and parents/guardians at the earliest opportunity to assist wherever we can. If students or parents have any concerns or worries, please don't hesitate to contact us.

### **Raising Standards Leader for Sixth Form:**

Mr Lewis Fenn Griffin

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### **Head of Sixth Form:**

Mrs Natalie Robinson [nrobinson@saintben.derby.sch.uk](mailto:nrobinson@saintben.derby.sch.uk)

### **Deputy Head of Sixth Form:**

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### **Sixth Form Student Support:**

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