



STUDENT HANDBOOK
2023/2024

INTRODUCTION

Welcome to Campion Sixth Form, an academic Sixth Form of Achievement, Character and Excellence. When enrolling in our Sixth Form you are committing to follow a complete programme of studies and activities associated with being a senior member of the school community role modelling our core values: Achievement, Character and Excellence. We value your contributions and look forward to your proactive participation.

Our goal is to develop skilled and educated young people prepared for university and adult working life. We do this by providing an environment that challenges all students to reach their full potential.

This handbook contains all the essential information needed to support success during your time in Campion Sixth Form. Please take time to read this thoroughly and keep it for future reference.

Sixth Form Staff, Tutors and Teachers will refer to this handbook during the course of the next two years.

A copy of this handbook is available for Parents/Carers on our website.

LANYARDS AND ID BADGES

Lanyards and ID Badges are issued to Sixth Form at the beginning of Year 12. They should be worn visibly at all times, and form part of our dress code. ID Badges is also part of our safeguarding policy, to enable younger students and staff to identify who they are.

Students must report lost, damaged or stolen ID Badges to the Sixth Form Office, Miss Stewart as soon as possible. Replacement Lanyard and ID Badges will incur a charge of £3.

Repeated failure to wear a lanyard in and around the school site could result in a 30-minute sanction.

RESTRICTION ON MOBILE PHONE AND ELECTRONIC DEVICE USE

Campion school has restricted the use of mobile phones and electronic devices while moving around the school site. As role models for the whole school, Sixth Form students are expected to adhere to these restrictions. However, silent use is permitted in the independent study areas and full use in the study room during break and lunchtimes only. Students may listen to music through headphones during study periods but should not have mobile phones visible. Please ensure that all devices and head/earphones are placed in your bag before you leave the Sixth Form centre. Students not following the above rules will have their phone confiscated, failure to hand the phone to a member of staff will result in Internal Exclusion.

CORE PRINCIPLES

Campion Sixth Form aims to provide a safe and secure learning environment where all students are challenged to achieve their best. The core principles outlined below are designed to support this key aim. As a member of Campion Sixth Form, you should:

1. Behave in a courteous and polite manner towards every person in the school to demonstrate: Achievement, Character and Excellent.
2. Play my part in the creation and maintenance of a safe, secure and friendly environment where all students can succeed.
3. Treat all areas of the school with respect.
4. Always follow the sixth form dress code (see separate advice)
5. Aim for 100% attendance to tutor time and lesson and not drop below 96%. Be punctual to all lessons and tutor time.

6. When absence is known in advance, please advise Mrs Stewart, Mrs Elliott or Miss Rooney. When absence is unplanned, ensure that parent(s)/carers(s) call 01604 633900 to report it (holidays are not permitted during term time).
7. Not exceed any more than 15 hours paid part-time work.
8. Visibly wear lanyards at all times when in school.
9. Take an active and positive role in your learning by using study periods productively and respecting the Study Room and Silent Study Rooms.
10. Take care of the sixth form areas by recycling, clearing up rubbish and food and avoiding any behaviour that might result in damage to and/or degradation of the spaces.
11. Act as an aspirational role model for younger students, representing yourself and the sixth form in the best possible light.
12. Only have phones visible in the sixth form area during break time, lunchtime, before and after school and outside of the school building – not when walking around the rest of the school and/or in view of other members of the school community.
13. Not smoke in the immediate environment of the school and especially not in the driveways/pathways that lead to the school.
14. Use ICT resources in a mature and sensible manner and only for the purposes of my studies, any breach of the E-safety code will incur a 60-minute sanction.
15. Take an active part in the life of the sixth form, tutor group and the school community through enrichment.

As a member of a subject group, you should:

1. Work hard to achieve at least MEG (Minimum Expected Grade) grades in all subjects.
2. Maintain a good effort of 2 or higher in all subjects.
3. Arrive on time for all lessons with all equipment necessary for learning to take place.
4. Bring the correct organised subject folder to every lesson.
5. Hand in all work set by deadlines and to the highest possible standard.
6. Ensure that you complete work that is set and covered when absent and where you know you will be absent, discuss with your teachers and ask for the work in advance.
7. Complete an absence form for all planned absences, signed by subject teachers and handed to Mrs Stewart.
8. Be willing to complete independent work beyond the classroom and what is set for homework.
9. Conduct independent study to further develop competence and understanding of subjects.

Students should understand that failure to adhere to these expectations or a serious misdemeanour, which threatens the safety or welfare of others, may result in some or all of the following:

1. Parent(s)/carer(s) will be contacted.
2. Can be placed in internal exclusion (IE) by a member of the sixth form team and SLT.
3. Be placed in sixth form detention.
4. May be removed from lessons and placed under the supervision of a member of the sixth form team.
5. May be placed on a sixth form Intervention to improve achievement.
6. Your place at Campion Sixth Form being reviewed.

Students and parents/carers should sign and return the Home/Sixth Form Agreement which will be sent out during the first week of the academic year.

ATTENDANCE & PUNCTUALITY

We take attendance seriously at Campion Sixth Form and have put a lot of time and energy into getting our procedures as efficient and effective as possible. Regular attendance at school is vital, without it the learning process becomes fragmented and students fail to make progress. Irregular attendance leads to pupils missing important lessons and therefore not fulfilling their true potential. Students with good attendance and better (96% +) on average achieve a grade higher than those without. In accordance with this, students are expected to attend every scheduled school session unless the absence is for medical reasons or a pre-agreed visit.

The school day starts at 8:30am and ends at 3:05pm. Students remain on site for the whole day and are expected to study independently when not in lessons.

If students are unable to attend school due to illness, a parent/carer should call the Sixth Form office on 01604833900 prior to 9am each day of their absence. Failure to do so before 9am will incur a text from Sixth Form and/or a truancy text message being issued. Should students need to book time off, this must be pre-arranged with the Sixth Form Office, who will update the records accordingly.

Attendance Rewards & Sanctions

- 100% Attendance Rewards – Half a term free Lunch Draw
- Good and better attendance - Reward Letter
- Good whole tutor attendance – Reward Breakfast, per half term
- Continued Good and Better attendance - Tangible Rewards e.g. Amazon Voucher
- Consistent Good attendance and punctuality – Reward Event
- Students arriving after 8.40am will make up the time in 'Academic Catch Up' on a designated evening after school
- Persistent poor attendance = Parental Contact/Parental Meeting
- Truancy from Lesson - 60 minutes Sanction

PUNCTUALITY

Students arriving after 8:40am will make up the time missed in 'Academic Catch Up' on a designated lunch time. Lateness after 9am and will result in a 45 minute Catch Up for each day late.

Persistent Poor Attendance

Attendance at 90% and below is classed as persistent poor attendance and will result in parental contact and in most cases the implementation of an attendance contract. The contract outlines the expectations for improvement and is to be signed by the student and parent – the contract will run over a six-week period and will be evaluated with parents at the end of this process.

If you have attendance is at or below 90% expect the following to happen:

Any absence from school will not to be authorised without evidence. This includes: medical appointments, interviews, university visits etc. Where possible these should be shown in advance and made outside of the school day.

Study Intervention – Persistent Poor Attendance

If a student has time off school for any reason, they will be expected to meet with their subject teacher(s) to catch up on any missed work. When a student's attendance drops below 95% students will have study intervention added to their timetable. It will be their responsibility to find the subject teacher, get the work they have missed completed and attend all study intervention timetabled. Failure to complete the work will result in detention/s being issued to provide a time for the missed work to be completed.

Repeated failure to complete work will result in parental meetings.

- Each half term students with more than 10 late arrivals to school will receive a letter home highlighting the number of times a student has been late to school and the requirement for improvement. Failure to show improvement over the following half term will result in parental meeting.
- Each half term students with less than 90% and less than 95% attendance will receive a letter home. Failure to show improvement over the following half term will result in parental meeting and an attendance contract.

Each half term students with 98%-100% attendance will receive a praise letter. Those with 100% attendance will be entered into the draw, five from each year are selected for free lunch on a Friday. Students with over 99% attendance at the end of the academic year will be invited to a reward event and those achieving 100% attendance at the end of the academic year will be entered into a prize draw.

CURRICULUM AND ASSESSMENT

The Sixth Form curriculum at Campion provides students with the opportunity to study subjects at A Level and Vocational Level 3.

Students will enrol in the September of Year 12 onto a minimum of three subjects (in rare exceptions at the school's discretion a student may be allowed to start with four), where formal assessment is at the end of two years for A Levels and throughout both years for vocational subjects. It is important to remember content at Level 3 is progressive and Year 13 content is more demanding than Year 12, therefore it is unlikely they will cope with the tougher material if they have not met the required level/standard during their first year of study.

In each subject, students are issued with a copy of the specification and a subject checklist. Students know what they need to know; they gradually accumulate the deep body of knowledge required for mastery of the subject. Our systematic tracking ensures that under-performance is promptly identified and tackled, particularly for pupils at risk of U grades. An assessment calendar is published at the beginning of each academic year to support students in thorough preparation for all examinations. Students will sit end of term assessments and formal mocks throughout year 12 and 13.

Where teacher assessments and internal data suggest a student is significantly underachieving in a subject, the school reserve the right to intervene and engage in discussion regarding that subject at any time during the Year 12 or Year 13 academic year. This is to enable more support to be given to ensure the subject(s) they remain on are more likely to be successful.

When a student is identified as requiring support in a particular subject, an agreement will be reached about the support to be offered alongside the required engagement from that student. The agreement may include conditions about levels of attendance, attitude to learning as well as attendance to additional lessons, study intervention sessions or submission of additional work. The academic monitoring process is outlined below.

In each reporting cycle students will receive effort grades 1- 4 (see grading sheet in reports for explanation) and predicted grades (what their outcome will most likely be at the end of the course if they continue to perform at the current level level).

ACADEMIC MONITORING

Effort and attainment against targets are used to identify students who are underachieving and require intervention. The stages of intervention are outlined below.

SUBJECT INTERVENTION

Students who are more than 1 grade below target and are attaining an effort grade of greater than 2.5 in one subject will be placed on 'notice to improve' in that subject. This plan will be discussed with the student, shared with parents and monitored at department level. Failure to improve on this plan could result in Stage 1 Sixth Form Intervention.

SIXTH FORM INTERVENTION

Stage 1: Two Grades below target in 2+ subjects and/or an average effort of greater than 2.5 in 2+ subjects.

Stage 1 is a supportive measure to enable students to improve their grades. It operates during an identified afternoon in the Silent Study Room. At this time, we do not allow electronic devices, head or earphones to be used. Students will have a consultation with Head of Sixth Form, and parents are informed of Stage 1 by letter.

Stage 2: Two Grades below target in 2+ subjects and/or an average effort of greater than 2.5 in 2+ subjects, for a second consecutive term.

Stage 2 is as above, including a parental meeting with a member of Sixth Form Staff to agree a bespoke action plan to support improvements. Parents are informed of Stage 2 by letter and receive a copy of the agreed action plan.

Stage 3: Two Grades below target in two or more subjects and/or an average effort of greater than 2.5 in 2+ subjects, for a third consecutive term.

Stage 3 is as above and will require a meeting with the Deputy Headteacher – SLT link to 6th Form to evaluate ways forward and discuss strategies to promote successfully continuing in Sixth Form at Campion School. Final Action plan implemented for a period of 1 half term (6 weeks) and suitability for continuing in 6th Form reviewed. Parents are informed of Stage 3 by letter and receive a copy of the agreed action plan.

Failed Stage 3 – Meet again with Deputy Headteacher to discuss purpose of continuing to attend Campion Sixth Form

In addition to the above, the following applies:

- Missed Homework/Course Work Deadline: 30 Min sanction
- Missing Folder: 30 Min sanction
- Truancy from Lessons: 60 Min sanction

Failure to uphold the school values as outlined in the whole school behaviour policy can also result in a sanction.

DETENTIONS

All parents are informed by text, the date of and reason for the detention as per the whole school system. Any student who cannot attend must discuss the reason for this with their respective Head of Year who

will make an informed decision on rescheduling at their discretion. Students failing to complete an upheld sanction within 2 weeks of it being set will be issued with a day in IE.

DRESS CODE POLICY

While Champion Sixth Form does not have a set school uniform, we do expect our students to be professional and appropriately dressed within a school setting. Students are expected to wear office dress. To avoid any confusion as to what is intended by this term we clarify below:

All Students

- Trousers
- Skirts - no more than 10 cm above the knee
- Blouses/shirts, not t-shirts
- Cardigans and jumpers (plain, no large logos)
- Suits
- Dresses - no more than 10 cm above the knee
- Plain shoes/boots
- Tailored shorts/Chino shorts (knee length)
- Polo shirts
- Champion Sixth Form ID badge/lanyard **MUST** be worn at all times

REC PE Days

- Students should bring in their PE kit and change before the lesson
- Normal dress code applies after the lesson
- Champion Sixth Form lanyard must be visible at all times.

What not to wear

- Denim jeans/jackets of any colour
- Sports trainers or canvas shoes
- Casual shorts
- Hoodies
- Joggers/tracksuit bottoms
- Gym Wear
- Crop Tops
- Extreme hair colours
- No facial piercing except earrings
- Flipflops/sliders/crocs
- Judgements regarding professional dress will be made at the discretion of the Head of Sixth Form.

Make Up, Jewellery and Tattoos

- Make up is permitted and should be natural in appearance and not excessive.

- Jewellery is permitted but should not be excessive and cannot contravene health and safety regulations.
- Ear piercings and a nose stud/thin nose ring are permitted - no other piercing should be on display including industrial piercings.
- Tattoos should be covered where possible at all times.
- Acrylic/False Nails must not be longer than 2cm from the cuticle base.

All of these guidelines are to maintain a smart Sixth Form that demonstrates all of the right attitudes in school. Students will be asked to return home to change if they do not adhere to these guidelines or alternatively, they can choose to loan appropriate clothing from the Sixth Form Team.



SIXTH FORM AREAS

The **Study Room** is an area to engage in active study during your non-teaching periods or to meet up with peers at break and lunch, eating and drinking is permitted in here. Students must maintain a neat and tidy area at all times, and all litter recycled where possible or placed in the bin.

The **Library** is open 8.00am – 3.00pm Monday to Friday, (times are extended in the run up to and during exams). The Librarian Mrs. Capon (Library Manager) is on hand to help with resources and with research during these times. Priority is given to main school lessons, but it is available for Sixth Form use at all other times, including break and lunchtime. The Library stocks a wide range of fiction suitable for adult readers and non-fiction resources to support your studies. Students may borrow five books at a time for three weeks and may be renewed. Books can also be reserved via online at home. We have a selection of magazines available as well as academic journals for use in the Library. **No food or drink is allowed in this area.**

Sixth Form Classrooms are available for students to study in when not in use for the delivery of lessons. Students must not have phones or earphones on display or in use in these areas. And must treat the environment with respect. **No food or drink is allowed.**

PROGRAMMES OF STUDY AND ENRICHMENT

Most students will study three subjects for two years. Each subject has five periods of teaching each week.

WORK EXPERIENCE

Students work with careers to ensure they have suitable work experience. It is an enjoyable experience that supports CV's and gives an insight into possible career opportunities.

Students are required to secure a one-week work experience placement, scheduled for the summer Term. This needs to have been confirmed to Mrs Capon and Mrs Elliott, by the **end of May**, with relevant documentation completed. Work experience should be relevant to the field of employment students wish to explore Post Sixth Form/University.

WELLBEING

The student wellbeing room is located in the Sixth Form. Students can access the room throughout the day.

ASSEMBLY & TUTOR ACTIVITIES

Assembly is delivered once per week for Year 12 and Year 13. We also have a second slot to support deliveries from our numerous employers and university institutions to deliver information and guidance on study and work ethics. Interactive activities allow young adults to make informed choices relating to the decisions they may face both at sixth form and beyond.

Tutor time is at 8.40am Monday to Friday. During this time, students will develop a set of skills that will build on their motivation, productively and commitment to their future. A regular review of attendance and academic progress will also take place during this time. For some year 13 tutors, subject intervention will take place during this time.

PHSE takes place one morning per week and is tailored to the experiences of 16-18 year olds, covering issues such as sex and relationships; online safety; health and wellbeing, including mental health; drugs and alcohol; personal financial management; democracy and extremism. Students are supported to grow as responsible young adults preparing to take a place in society. For year 13, this will be covered during weekly assemblies.

EXTENDED PROJECT QUALIFICATION

EPQ is a valuable process to prepare university applicants for the rigour of study at under-graduate level. This is a standalone qualification, which carries UCAS points. It is highly regarded by universities as it develops many of the skills required to study at degree level. From architecture to comic books, criminology to gaming, EPQ is unique in that students have the freedom to choose a topic of their choice.

We offer this opportunity to all Year 12 students who meet the necessary criteria. All successful applicants will receive a 1:1 mentor for the duration of the process and attend timetabled skilled lessons each fortnight.

DESTINATIONS

Young people are encouraged to aim high and given meaningful and practical guidance as to the options open to them and the steps they need to take to achieve their goals. The Sixth Form Team will expertly support and guide students through options for university entry, careers and employment-based training opportunities and both communicates these impartially and effectively and support students to develop their own knowledge,

understanding and thinking. There is a coherent timeline of support for careers and university access, delivered by leaders, teachers and appropriate external speakers all of whom have secure knowledge of Higher Education, apprenticeships and careers. Young people are supported to visit universities and the school engages well with higher education and widening participation opportunities, including promoting the highest status and most selective universities to students. Specialist support is provided on A Level results day to ensure that each student secures their best possible employment or educational destination.

OXBRIDGE AND TOP UNIVERSITIES PROGRAMME

We are very proud of the number of students who go on, to study at Russell group universities and look to support all students in doing so. Those who achieve top grades at GCSE (7's, 8's and 9's) are in a position to apply to Oxbridge. All students and parents will have the opportunity to attend an information evening and those with the appropriate qualifications will be fully supported to prepare for the rigorous Oxbridge and Russell Group interview and application process through our bespoke Oxbridge Programme.

EDUCATIONAL SIXTH FORM TRIPS

Subjects run their own educational trips throughout the academic year, in addition the Sixth Form team will require students to attend trips, which relate to either specific career choices or Higher Education options.

In order to attend, your parents will need to have a Parent Pay account and an up to date off-site consent form.

Calendar of events can be found in the common room from early September.

EQUIPMENT

To ensure students are ready and prepared to learn, you should equip yourself with the following:

A BAG LARGE ENOUGH TO CARRY FOLDERS AND TEXTBOOKS REQUIRED FOR EACH LESSON

- Lined paper
- Highlighters
- Ring binder folders for each subject
- Plastic wallets
- A clear pencil case
- Revision cards
- Black pens – essential for assessments and exams
- Whiteboard pens
- Red pens –essential for both verbal and written feedback
- Ruler
- Glue stick
- Calculator (essential for maths/sciences/ business, economics, geography, financial studies and psychology students)

FREE SCHOOL MEALS

Students who received free school meals in Year 11 do not automatically roll over to Year 12/13. In order to continue receiving free meals you need to reapply to Northamptonshire County Council. Visit www.northamptonshire.gov.uk/en/councilservices/educationandlearning/parents/school-meals to make an application.

BURSARY

Financial support is available to some students via the 16 to 19 Bursary Fund. Payments are made directly to student's bank accounts and is usually a one-off payment.

Eligibility depends on one of the following criteria:

1. Students who are currently on free school meals. See note above.
2. Students of a parent/carer who are in receipt of Tax Credits or Universal credit.
3. Students who are or have recently been under the care of the local authority.

Students who wish to apply should collect an application form from the Sixth Form Office and return it together with any necessary documentation to Mrs D Stewart.

CONTACT DETAILS:

Sixth Form Office: 01604 833900

Mrs K Bradley-Smith k.bradley@campion.northants.sch.uk
SLT link to Sixth Form

Mrs D Elliott d.elliott@campion.northants.sch.uk
Head of Sixth Form

Miss G Rooney g.rooney@campion.northants.sch.uk
Deputy Head of Sixth Form

Mrs D Stewart d.stewart@campion.northants.sch.uk
Sixth Form Manager

Miss D Briden d.briden@campion.northants.sch.uk
UCAS & EPQ coordinator