



The John Fisher  
School Sixth Form

# Student Handbook

September 2023

Mr D Jackson – Director of Sixth Form  
Mr M Webb – Assistant Director of Sixth Form  
Mrs K Cooney - Pastoral Mentor & KS5  
Administrator



## WELCOME

Welcome to The John Fisher School Sixth Form. First and foremost, we'd like to thank you for choosing us as your destination for Post-16 studies. Whether you're a returning student from last year's cohort or a new student joining us from somewhere else, you are now a lifetime member of the 'Fisher Family'.

Founded in 1929, John Fisher is a school with a proud history. The school is outward looking and has a proven track record in providing high quality education for Sixth Form students. There is a strong pastoral system which aims to instil the Christian values of Service, Integrity, Respect and Selflessness. Our Sixth Form welcomes students of all faiths or none and is guided by the underlying principle from the Bible (Romans 2:6) that God will **“repay each person according to what they have done.”** In short, at the John Fisher School Sixth Form, we believe that respecting your rights brings with it reward.

We want your time with us to be rewarding and fulfilling and believe that Sixth Form life is a positive opportunity for you to approach a new chapter in your life. Whilst we are proud members of our wider-school community, our Sixth Form is not an extension of Y11. You will be given more responsibility for managing your own learning and we encourage you to seize the opportunities available to you.

We believe that your experience over the next two years is going to be vital in shaping your future as you begin the transition from compulsory education into the world of work. As a rights-respecting school that promotes British Values, you can be assured that your fundamental rights will be honoured at all times. You will also be treated with respect from the very start. In this relationship of mutual respect, we hope to see you reap the rewards that will inevitably follow.

In our quest to get you ready for the transition from compulsory education, we want to establish a relationship that is more like one between an employer and employee, rather than a school teacher and pupil. **[Our policies, procedures and structures have all been created with this in mind.](#)**

We are anticipating an excellent two years with you. You are about to enter the most important phase of your educational life. The bar is set high as Sixth Form success cannot be achieved without exceptional commitment and hard work, much like any future career you are aiming for. We have thought hard about the support you will need but ultimately, the most important factor in achieving this will be you!

Independent learning, self-motivation and self-control are the characteristics of the most successful student. We will support you closely; tracking your progress throughout the Sixth Form, in particular your work ethic. There may be a need for difficult conversation along the way, but we are all working towards the same goal; ensuring you can reach your potential. The most successful students are those who can build consistent learning routines and we would encourage you to establish these as quickly as possible.

Your potential must go beyond your academic syllabus: you will have the chance to engage in your chosen areas of study beyond the curriculum and the scope for intellectual and personal growth is enormous. You will have the chance to lead in the school and community, and every student has a role to play in upholding the ethos of the school and helping contribute to our positive and supportive community.

This Student Handbook has been put together to help you get to know the Sixth Form. It contains a wealth of information regarding our procedures and what to expect. Please use it to remind yourself of how things work and what is expected of you.

We look forward to working with you all.



Mr D Jackson  
*Director of Sixth Form*



Mr M Webb  
*Assistant Director of Sixth Form*



Mrs K Cooney  
*Pastoral Mentor & KS5 Administrator*



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## **Academic Malpractice**

In short, it is when a student deliberately tries to gain an academic advantage through any unfair and/or dishonest means.

- Academic malpractice includes (but is not limited to):
- Plagiarism
- Collusion
- Fabrication of results
- Falsification of results
- Anything else intended by those committing it to achieve credit that they do not properly deserve.

The following is directly taken from the UK Government’s website (Gov.uk) with regards to Academic Malpractice:

Malpractice can affect both qualification standards and confidence in qualifications. It undermines the hard work of students, teachers, schools, and colleges, and we take it very seriously...Schools and colleges have an important role to play in tackling malpractice. Exam boards rightly expect schools and colleges to take malpractice, and the risk of malpractice, seriously. They expect schools and colleges to have proper processes in place for investigating and dealing with allegations of malpractice. Exam boards will have their own rules for when and how exams and other assessments are conducted which schools and colleges must follow. Any breach of these rules can undermine the fair conduct of the assessments and the fair award of the qualifications and can result in the assessed work being rejected.

### **Plagiarism**

Plagiarism is the most common form of academic malpractice. It involves taking someone else’s words, thoughts or ideas and trying to pass them off as your own. It is a form of cheating which is taken very seriously. Markers can spot changes in the style of writing and use of language and are highly experienced subject specialists who are very familiar with work on the topic concerned. Furthermore, internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation. [If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties could be applied:](#)

- The piece of work will be awarded zero marks;
- You will be disqualified from that unit for the examination series in question;
- You will be disqualified from the whole subject for that examination series.

## **Attendance**

[As of May 2023, the average weekly number of hours worked by full-time workers in the United Kingdom was 36.7 hours \(statisa.com\).](#) At the John Fisher School Sixth Form, we expect students to be in school for a total of 33.3 hours per week. This includes a total of 5 hours of breaks per week (A 20-minute break and 40-minute lunch).

[All UK workers are also entitled to a minimum of 5.6 weeks holiday per year \(https://www.gov.uk/holiday-entitlement-rights/holiday-pay-the-basics\).](https://www.gov.uk/holiday-entitlement-rights/holiday-pay-the-basics) At the John Fisher School students receive 14 week’s holiday per year. Authorised time off, in addition to these 14 weeks, will only be granted in exceptional circumstances.



We will support students by monitoring attendance and punctuality on a weekly basis, discouraging unauthorised absence, and ensuring there are effective procedures in place. Students who are identified as a concern will be met with and appropriate intervention will be put in place.

### Planned Absences

If a student is unable to attend school due to a medical appointment or valid reason this should be communicated and agreed in advance where possible. Requests for permission for the absence should be communicated to Mrs Cooney on [C.cooney@johnfisherschool.org](mailto:C.cooney@johnfisherschool.org) or via a letter.

### Unplanned Absences (illness etc)

If you are unable to attend school due to unforeseen circumstances this must be reported to Mrs Cooney before 10.00 am each day of the absence, this may be done via email [c.cooney@johnfisherschool.org](mailto:c.cooney@johnfisherschool.org) or on 020 8660 4555 and leaving a message.

Absences should not be reported by the student; the school remain in Loco Parentis regardless of age and we will always ask your parent / carer to report the absences themselves even if the student is over 18.

In some instances, it may be appropriate for us to send work home where absence may be prolonged. For us to do this, we do need to be kept well informed by the student and home throughout a prolonged illness.

The parents / carer of any student with an unexplained absence will be contacted via text on by 10.30, please ensure that we have an accurate up to date mobile number

### Term-Time Holidays

Your time in the Sixth Form is remarkably short compared to all you have to do. We cannot state too strongly our view that time taken out for family holidays at any stage of the year has a detrimental effect on student progress and we do not view requests of this sort lightly. This is particularly true of the second half of the summer term in Year 12. Progression to Year 13 is not automatic for any student. Any holiday taken in term time, will be marked as unauthorised and will be [recorded as such on future references](#).

### Working from Home

One of the rewards afforded to deserving Sixth formers is our working-at-home option. [Much like many employers, we are able to offer flexible working to those who we feel deserve it.](#) For Y12 students this would mean being able to leave the school site after 12.05 or their last lesson of the day (whichever comes last). For Y13 students this means being able to come in for their first lesson of the day or 12.05 (whichever comes first).

Under no circumstances should students be coming and going repeatedly during the school day, this reward does not extend to students popping out to go to the shop or home in between lessons.

This reward can only be granted to students who have earned it through a demonstration of respect for themselves and others. It can only be granted by the Director of Sixth Form and can be revoked at any time. Working from Home Rewards will be reviewed every Half-Term. There will be none in the first Half-Term and can be removed in-term if it is felt that students are no longer demonstrating the necessary respect.

Any student who has who needs to leave prior to 15.25 must seek permission from the Director of Sixth Form or the Assistant Director of Sixth Form who will inform Mrs Cooney.



## **Careers and Work Experience**

Work Experience is undertaken at the end of Year 12 and should be relevant to your plans for the future. Some placements need a great deal of forward planning, especially in medically-related areas and the media, so successful applications to prospective ‘employers’ may need to be sought months in advance. There are a number of companies offering virtual work experience programmes and we would encourage students to begin to research this as soon as possible.

We will be making use of the Unifrog programme to establish our careers research. This will be introduced at the start of Year 12, and offers students a variety of different resources and tools that can be used to begin to plan for future career opportunities. One week of your academic year will be dedicated to work experience.

### **[nationalcareersservice.direct.gov.uk](http://nationalcareersservice.direct.gov.uk)**

*National careers service*

### **[getingofar.gov.uk](http://getingofar.gov.uk) –**

*A guide on apprenticeships*

### **[parentalguidance.org.uk/](http://parentalguidance.org.uk/)**

*Careers information and advice from the Careers Writers Association with a mass of useful info for students aged 11–21. The website section has detailed links to specific employment sectors.*

### **[icould.com](http://icould.com)**

*Videos and info on a wide range of careers. Also includes quizzes to help generate ideas.*

### **[unifrog.org](http://unifrog.org)**

*A software platform that the Sixth form pays for which supports research into University choices and Apprenticeships*

### **[ucas.com](http://ucas.com)**

*Main site for university application with information for students and parents.*

*UCAS progress gives advice and information about training in employment and apprenticeships.*

### **[getmyfirstjob.co.uk](http://getmyfirstjob.co.uk)**

*Offers you a whole new way to find your first Apprenticeships & Traineeships job. Connecting you with the best employers and training providers.*

### **[notgoingtouni.co.uk/](http://notgoingtouni.co.uk/)**

*Details of employers offering apprenticeships and training. Students can register to receive weekly updates.*

### **[apprenticeships.org.uk/](http://apprenticeships.org.uk/)**

*The main website that advertises all apprenticeship opportunities, can be searched by geographical region or by employment sector.*

### **[plotr.co.uk](http://plotr.co.uk)**

*Interactive careers site aimed at 11-24 year olds with lots of information.*

### **[prospects.ac.uk](http://prospects.ac.uk)**

*National service aimed at graduates but used effectively in schools and colleges.*

*Options with your subject can help with course choice.*

*Industry Insights gives information about future trends, graduate job prospects and individual jobs.*

### **[careercomp@nion.co.uk](mailto:careercomp@nion.co.uk)**

*Comprehensive database describing a range of careers and required qualifications.*

### **[stepintohenhs.nhs.uk/](http://stepintohenhs.nhs.uk/) and [www.nhscareers.nhs.uk/](http://www.nhscareers.nhs.uk/)**

*Two websites specifically designed for students with details about the jobs available in all areas of the NHS with links to universities. Lots of case studies of people who work for the NHS.*



## **Code of Conduct**

Students must adhere to the John Fisher Sixth Form Code of Conduct at all times. It should be treated in the same way as an employment contract. Any breach is effectively a breach of contract and will result in disciplinary action. As is the case with most employment contracts, any serious breach would be treated as gross misconduct and could result in the termination of contract. This could mean permanent exclusion from the Sixth Form.

**All students are expected to read, understand and sign this agreement no later than the end of the first week back in September:**

### Code of Conduct Agreement:

We expect Sixth Form students to recognise their responsibility as role-models and to exemplify the highest standards of personal conduct within the school environment. This is the same way that employees are expected to act professionally as they are representatives of a wider company. We hope that all students will become involved in the wider life of the school, beyond their academic studies, and will show leadership of their peers and with the lower school. You have chosen to be part of our Sixth Form and we hope that throughout your time here you will flourish, achieving academic success and developing into independent learners who will be able to cope with the demands of the modern world. The Sixth Form Code of Conduct should be signed on your first day and forms the foundation for you to be successful in our Sixth Form. Copies of this agreement are held by both the student and the school. What we expect of you:

- To set a good example to your peers in the Sixth Form and Years 7 to 11 through being a positive role model and trying to deliver the highest standards in all you do.
- To behave with courtesy, common sense and due regard for all members of our school community, visitors and local residents.
- To follow the Sixth Form policy for uniform and facial hair.
- To aim for 100% attendance and follow the stated policy for any authorised and/or unexpected absence.
- To adhere to the school’s policies, specifically with regard to signing in and signing out.
- To be punctual for all commitments and to attend school daily at 8.45 including.
- To attend all your subject lessons and if you know in advance that you will be absent (e.g. medical appointment, interview or open day) you must inform your tutor and subject teacher, making arrangements prior to the absence to complete any work missed before you return.
- To study as effectively as possible through full participation in lessons and private study.
- To strive to develop independent study skills.
- To complete all preparation, including background reading and research prior to the lessons.
- To meet deadlines and communicate effectively with subject staff should conflicting deadlines arise prior to the deadlines.
- To use the Sixth Form Centre and study areas appropriately ensuring they are left clean and tidy.
- Avoid using your mobile phone on the school site in any location other than the Sixth Form Common Room (downstairs in the Sixth Form Centre).

Failure to adhere to the Sixth Form code of Conduct will result in disciplinary action and may put your place within the sixth form at risk.






## Collective Worship

We believe that the sense of community is something that makes John Fisher Sixth Form a unique environment and so we celebrate this regularly. Students will have one collective worship session per week, where the year group is able to meet as a group, celebrate achievement, reflect on different aspects of school and general life and develop our ethos. All students are expected to attend and treat the Chapel with respect deserved for a place of worship.

## Contacts

The Sixth Form Team are based in the Sixth Form Centre and will usually be found there before, during and after school hours. Alternatively, they can be contacted via email. The majority of enquiries should initially be address to Mrs Cooney.

The Sixth Form Team:

Name:	Office/ Base	Likely Teaching Location:	Email:
Mr D Jackson  <i>Director of Sixth Form</i>	Sixth Form Common Room (downstairs)	Sir David Lane Building	d.jackson@johnfisherschool.org
Mr M Webb  <i>Assistant Director of Sixth Form</i>	Both	Sports Hall, Old Gym, Chapel Fields or Plough Lane	m.webb@johnfisherschool.org
Mrs K Cooney  <i>Pastoral Mentor &amp; KS5 Administrator</i>	Silent Study Area (Upstairs)	N/a	k.cooney@johnfisherschool.org

## Course Change

We have tried hard to ensure that all the courses you have chosen for Year 12 are the ones that will give you the best chance of success and we anticipate that for the majority of students these choices will remain in place throughout your time with us. In a few cases, however, there is sometimes a strong and clear case for exchanging one subject for another. It is important to realise that this is a major undertaking involving



teachers, yourself and parents and we will need to know that you have thought through the change in detail and are aware of the potential consequences in terms of career choices.

If you feel a change is necessary, remember, there needs to be a clear rationale behind your decision. Allow time for your original choices to settle and to begin to build routine. If you start to feel that a choice is necessary, talk to your teacher and explain your thoughts. We have a supportive teaching staff, who can all offer advice and want the best for you. Remember to consider, whether the difficulties you may be facing are personal or similar to all students. Always consider the reasons why you chose a subject, and if these remain the same then, evaluate whether a change is necessary.

If you still feel that you need to change the subject, ask your tutor to raise the matter with Mr Jackson and he will arrange a time when you will be able to explore the possibilities.

Any subject changes are dependent available of places in the course you wish to change to, whether it fits in the option blocks and meeting the entry requirements. However, if we agree that your change of mind is appropriate, we will do our best to make the change possible in consultation with the relevant members of staff.

A subject change form (available from Mr Jackson) must be completed and signed by the relevant parties prior to any switch. All timetabled lessons must be attended to this point. All changes should be agreed before the end of September, and it is the student's responsibility to catch up with the rest of the class as quickly as possible.

## **Driving**

During Year 12 many of you will begin to learn to drive, driving lessons must not be arranged within school hours including any early finish you may have. Authorised absence will be granted for theory tests upon proof but not for any additional driving lessons.

Once you pass your driving tests and may want to travel by to school by car or bike. You must notify the school of your bike or car registration number and park considerately on a road close to the school but not on the school site. Students should not be returning to their car during the school day.

## **Employment**

Some students take on a part-time job (evenings or weekends) during their time in the Sixth Form. Whilst this brings financial rewards and a valuable insight into the world of work, it does come with a warning. Courses post-16 are demanding and require consistent effort and application. If you are applying for part-time employment, you must avoid excessive or late hours. Students should not be working more than a maximum of 12 hours a week, any hours above this will directly impact your academic performance.

Your priority must be your academic work – the next two years is your chance to prove yourself.

In the same way that most employers prohibit second jobs that clash with their working hours, the John Fisher School does not permit paid work between the hours of 8.30 and 15.30 (Mon-Fri) during term time.



## **Fire Procedures**

If a continuous bell sounds, go directly to your Fire Assembly Point which is in the main Playground. For your safety, you must evacuate buildings in a calm and orderly manner, immediately on hearing the alarm, leaving the building by the nearest exit. At the Assembly Point, please find your tutor, line up in alphabetical order within your tutor group, and stand in silence, so staff can ensure you are accounted for.

If you are off site for any reason and you have not signed out, this becomes a health and safety breach, as well, as safeguarding concern. As such it would result in disciplinary action being taken against individuals.

## **Form Tutors**

One of the most important people you will meet in the Sixth Form is your tutor. Everyone is part of a tutor group and your tutor will be your first point of contact throughout the course. They will get to know your hopes and aspirations as soon as possible and review your progress on a regular basis.

<b>Year 12 DoSF &amp; SLT Link: D Jackson &amp; A Dean</b>		
12NDA	Nicole Davis	2
12JSA	James Sayers	111
12YCA	Yolanda Castro	54
12CHT	Chloe Hatwal	30
12APA	Andy Paul	1
12CHA	Chris Harwood	171

<b>Year 13 DoSF &amp; SLT Link:D Jackson &amp; A Dean</b>		
13SWL	Sebastian Williams	112A
13CJA	Chandler James	3
13ARE	Allan Rebello	21
13GAM	George Amankwa	73
13VSY	Verne Bruce Sylvester	109
13FMO	Fatema Mozammel	231

## **Health and Support**

A counselling service is available to all students in the Sixth Form. If something is worrying you, no matter how small, and it is upsetting the balance in your life, a chat with your tutor or a member of the Sixth Form team may be all you need by way of support and to get things back on track.

If your troubles are more worrying than that; you are feeling vulnerable or unsafe, or are worried about your mental health and wellbeing, you can speak to the Sixth Form Team who can help organise support either within the school or via external agencies. You can also make use of the Time to Talk box, found in the Sixth Form Centre.

Further information can be found below:

- **Chat Health** – contraception, smoke stop, alcohol, bereavement, mental health etc. Text: 07480635511
- **Relationships, drugs, money, mental health** – [www.themix.org.uk](http://www.themix.org.uk)
- **Mental health** – <https://youngminds.org.uk>



- **Mental health including suicide** – [www.samaritans.org](http://www.samaritans.org)
- **Mental health app** – <https://www.headspace.com>
- **Mental health** – [www.thecalmzone.net](http://www.thecalmzone.net)
- **Self harm** – [www.nshn.co.uk](http://www.nshn.co.uk)
- **Eating disorders** – <https://beateatingdisorders.org.uk>

The school nurse runs drop-in sessions offering advice and support for all physical and mental health issues. Please speak to the Sixth Form team to book an appointment.

## **ID Badges**

In the same way that businesses only allow access to certain areas for their employees and not members of the public, the school site is the same. Therefore, all Sixth Form are required to wear their ID badges and lanyard while on the School site – the badges must be clearly visible at all times. This will also be used to allow you to sign into school. If you forget your ID + lanyard, you should inform the Sixth Form Team. If you lose them, you will have to buy a replacement which costs £5.00.

## **Leisure**

### Sixth Form Centre

The Sixth Form Centre was renovated at a cost of around £100,000 in the summer of 2023. The upgraded facilities included, but are not limited to; vending machines, tv screens, air-conditioning units, improved seating, upgraded ICT facilities, board games, and more. At a time when budgets were squeezed and funds were hard to raise, we invested in the Sixth Form as we believe it is an investment in you. The facilities are for use by you and your peers alone, no other students are allowed to enter the Sixth Form Centre without supervision. We hope you enjoy the much-improved environment. All we ask is that you show it the same level of respect that you would your own property, or the property of your employer.

### The Sixth Form Silent Study Area –

The upstairs section has access to ICT facilities and is supervised by Mrs Cooney and another member of staff. Here students are expected to study individually and in silence and are not permitted to use headphones or mobile phones unless they have been given explicit permission by a member of staff. This helps create a positive a constructive working environment and it is expected that all students follow these expectations to ensure everyone has a quiet place to work during private study.

All students are welcome to use this area as much or as little as they please. Please note that whilst the facilities are allocated on a first-come-first-served basis, students who have been removed from the Sixth Form Centre must report to this room for every period when they are not in a lesson.

The Silent Study Area should be treated in the same way that a communal office would be treated in a place of employment.

### The Sixth Form Common Room –

The downstairs area of the centre is a leisure area for Sixth Form students. There is no expectation that students use this area for studying. Social interactions are a key part of building effective relationships and so we encourage students to use this area to engage with friends. Mobile phones can be used (inline with the electronic devices policy) but must not be used anywhere else on the school site. Food and drink may be consumed; however, all litter must be placed in the bins. Students are encouraged to make use of the games which are provided, but must ensure all pieces are returned to the box when finished.



The Sixth Form Common Room is only available to students who are demonstrating a mutually respectful relationship. Any students demoted to basis rights will be prohibited from entering the Common Room for any reason. This includes break and lunchtime. Students prohibited from the Common Room must use the Quad playground or Outside Seating Area during break and lunch times.

The Sixth Form Common Room should be treated in the same way that a staff room would be treated in a place of employment.

### Sports Facilities

Sixth Form students who demonstrate a mutually respectful relationship are welcome to use the PE Department’s sports facilities before, during and after school. This must be done in accordance with the PE Department’s booking procedure and terms of use. For more information please contact Mr T Street (Director of Wider Participation).

### Lessons for Life

As part of our mission to prepare students for the transition away from compulsory education, we offer a “Lessons for Life” programme. This will take place once a week in our team meeting which is held during registration. This will be delivered by the Director of Sixth Form in every team meeting. It will offer student informative assemblies on a range of topics to prepare them for adulthood. Tutors will then follow up discussions with students in their tutor periods in between each “Lesson for Life”. All resources will be uploaded to the Google Classroom for students to access at later times.

Each Half-Term will focus on a different topic. Below are some of the topics which will be covered:

- Money Matters
- Travel the World
- Safe Driving
- Fighting Fraud
- Stepping onto the Property Ladder
- Healthy Hygiene
- Taking Vices with Virtues
- Maintaining Mental Health
- Maintaining Physical Health
- The Rule of Law
- Your Right to Vote
- Preparing for Parenthood

### Mobile Phones & Personal Devices

In the same way that most businesses prohibit or limit the use of personal phones during working hours, there are also restrictions at JFS. With the exception of the Sixth Form Common Room only, the JFS whole-school policy on mobile phones applies to all Sixth Form Students. The policy is as follows:

It is recommended that mobile phones are not brought into school by students.

However, if parents feel that it is necessary for pupils to bring mobile phones to school, we suggest that only the cheapest models are used. Expensive brands should be avoided. We also suggest that phones are protected with security markings and codes.

Any pupil choosing to bring a mobile phone into school is expected to abide by the following rules which control the use of mobile phones:



- Mobile phones may only be brought into school so that pupils can contact parents on their way to and from school, but they must be switched off before they come in through the school gates and kept switched off throughout the school day. They must not be switched on again until the pupil has left the school premises.
- Parents needing to contact pupils during the school day should telephone the school in the usual way and not try to contact the pupils directly.
- Any pupil found using a mobile phone at any time during the school day, will have that phone confiscated. In the first instance this will be for one week. If there is a second offence the phone will be confiscated for two weeks. The phone will be kept in the school safe in the general office. A letter will be sent home explaining when it can be collected.
- Students who bring a mobile phone to school should make every effort to reduce the risk of theft during school hours. Students who carry mobile phones are advised to keep them well concealed.
- If pupils bring phones in to school it is their responsibility to hand them in to the teacher during PE & Games lessons.
- The school accepts no responsibility for replacing lost, stolen or damaged mobile phones. Any mobile phone that is brought in to school will be at the owner's risk. It will not always be possible for staff to investigate the loss of mobile phones.
- Any students caught using a mobile phone to cheat in exams or assessments will face disciplinary action by the school and the exam board.
- Sixth-form students will be allowed phones, but they must only be used in the sixth-form common room during break and lunch times.
- MP3 players, headphones and similar electronic devices are not allowed for pupils in Years 7-11.

On occasion, a teacher may give permission for identified pupil(s) to use a mobile phone for curriculum purposes. Examples include: photographing art work, recording drama or music compositions, for PE or Science practical, GCSEPod revision sessions, etc. The teacher will set clear guidelines for such activities and it is the responsibility of the pupil to ensure that their mobile is turned off immediately at the end of the task. The school's normal sanctions, as outlined above, will apply for any pupil who abuses the use of their mobile phone in a period when they have been given permission by a teacher for curriculum use only.

#### Personal Devices (Laptops, Tablets and Other Electronic Devices)

Students at the John Fisher Sixth Form are expected to follow the whole-school Bring Your Own Device policy. This is outlined below:

The John Fisher School is committed to providing a learning environment that creates opportunities to support and extend learning at school and beyond. As part of this commitment, we understand that it is important that staff and Sixth Form students can use their own technology (laptop, smart phone, and tablet). This element of the school's ICT provision is a privilege extended to Sixth Form students and as such there are rules associated with this 'Bring Your Own Device' (BYOD) approach that, if broken or abused, will result in that privilege being taken away and school sanctions applied.

This is a voluntary privilege and particular note should be made of the fact that the school accepts no responsibility for the loss, theft or damage of any phone, laptop, tablet or other device brought into school.

This BYOD policy complements the rules laid down in the ICT Policy. Sixth Form students will be required to sign an Acceptable Use Agreement form before being given permission to use their device, [much in the same way that most employment contracts contain similar clauses.](#)



## Terms and Conditions

1. The school is providing wireless connectivity to staff members as a guest service and offers no guarantees that any use of the wireless connection is in any way secure or that any privacy can be protected when using this wireless connection.
2. Staff use of the school's wireless network is entirely at the risk of the user and the school is not responsible for any loss of any information that may arise from the use of the wireless connection, or from any loss, injury or damage resulting from use of the wireless connection.
3. All users of the school's network are bound by the school's ICT Acceptable Use Policy. In signing that you agree to the BYOD policy you are agreeing to all of the above cautions and policies as they pertain to non-school devices.
4. Sixth Form students and staff who do not accept the terms of service will not be able to use their own devices.
5. When on the wireless network, staff will have filtered internet access just as they would on a school owned device.
6. Use of the device in lesson time is entirely at the discretion of the teacher. If the teacher asks you not to use your device then you must follow those instructions.
7. The use of a personal ICT device is not to be a distraction in any way to teachers or students. Personal devices must not disrupt class or private study time in any way. Playing games or other non-school work related activities are not permitted.
8. Students shall not attempt to circumvent the school's network security. This includes setting up proxies and downloading programmes to bypass security.
9. The school has the right to take action against anyone involved in incidents of inappropriate behaviour that are covered in the BYOD Acceptable Use Agreement or school Behaviour Policy, whether in school or out of school, (examples would be cyber bullying, use of images or personal information).
10. Students must check their device daily for basic Health and Safety compliance to ensure it is free from defects. Any personal device that has obvious Health and Safety defects should not be brought into school.
11. Any failure to comply with this Acceptable Use Policy Agreement will be subject to disciplinary action. This may include loss of access to the school network/internet for staff, detentions, exclusions for students, contact with parents and in the event of illegal activities, involvement of the police.
12. The school reserves the right to search the content of any mobile or handheld devices on the school premises where there is a reasonable suspicion that it may contain inappropriate material including, but not limited to, those which promote pornography, gambling, violence, bullying or discrimination of any form.
13. Students are not to access web sites that promote extremism, radicalisation or terrorism using their device on the school's premises.
14. Students must not submit or publish personal information about themselves or others (including 'selfies') unless part of an approved educational activity. This includes using apps, micro-blogging sites such as Twitter, blogging, social networking, personal web pages, e-mail systems, SMS, online forums and chat or any other web based public information and collaboration systems and any app services.
15. Students must not access, store or share 'unsuitable' or illegal material on any school IT system or their own tablet or personal telephony device. Unsuitable material includes (but is not restricted to)



gambling, pornography, promotion of bullying, sexual exploitation, extreme violence or sites inciting hatred of a particular group. Where internet access is gained outside of the school network eg. via Mobile3G/4G, the same rules apply in terms of not accessing ‘unsuitable’ material.

## **Private Study**

Private Study is optional at the John Fisher Sixth Form for all students who demonstrate a mutually respectful relationship. Students are encouraged to use the Silent Study Area for private study, however they are also welcome to use the Common Room if they feel this is suitable.

For students who fail demonstrate a mutually respectful relationship, they will be required to attend the Silent Study Area for all periods apart from their lessons. This will be supervised and register will be taken. Failure to do so will be treated as truancy and will result in disciplinary action.

Whilst students are more than welcome to study with their subject teachers in rooms around the school, this is only possible under supervision of the teacher. Under no circumstances should students be using classrooms that are vacant. These are places of work for staff and much like designated offices in a workplace, should not be used by others. Sixth Form students may only be unsupervised in the Common Room.

## **Punctuality**

All students should aim to be on the school site before 08.40am each day to ensure they are ready to attend registration or assemblies promptly at 08.45am. This will ensure that students are prepared for the day ahead and do not miss out on important information or support that will be available during registration.

### **Lateness**

Tutor Registration begins at 08:45 and we ask that students arrive to this promptly. Any student who arrives to their form room after this time will be marked as late. Tutors will also record the total minutes late (starting from 08:45) E.g. a student arriving at 08:51 would be marked as 6 minutes late.

In the same way that an employer would require any late employee to compensate for all the time that they are late, students will be required to make-up all minutes lost due to tardiness. This will be with the Director of Sixth Form on a Friday afternoon starting at 3.25pm. Persistent lateness or failure to compensate the lost time, will become a disciplinary issue with the Director of Sixth Form. It is the responsibility of students to know if they have been marked late and to attend on a Friday afternoon if necessary.

### **Signing in**

If a student arrives late after this time it is imperative that they sign-in with Mrs Cooney in the sixth form centre before attending any classes. As a matter of safeguarding; in the case of an emergency, we must know exactly who is on site.

## **RRR System (Rights, Respect, Rewards)**

Our Sixth Form welcomes students of all faiths or none and is guided by the underlying principle from the Bible (Romans 2:6) that God will “replay each person according to what they have done. In short, at the John Fisher School Sixth Form, we believe that respecting your rights brings with it reward.

In our quest to get you ready for the transition from compulsory education, we want to establish a relationship that is more like one between an employer and employee, rather than a school teacher and pupil. As mentioned in my welcome, our policies, procedures and structures have all been created with this in mind.



The Sixth Form operates a three-level approach which we call the RRR; Rights, Respect and Rewards. Poor behaviour and attitude will see students moved to a “rights” level, whilst positive behaviour and attitude will see students promoted to the “rewards” level. All students begin life at the John Fisher Sixth Form on “Respect” level. Please see the diagram below for a better understanding of what each level entails.

Form Tutors will be monitoring the conduct and behaviour points of students in their form, in the same way that a (Human Resources) HR Manager would do so in a work-place environment. In the same way that a workplace might initially address concerns with an informal chat, your tutor will also be the first to intervene in the case of any concerns. Please do not see your tutors as ‘teachers telling you off’ but rather as a line manager who is making you aware of an issue that can still be addressed through self-reflection and change.

RRR Programme Levels Explained –

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**Rewards –**

- Relaxed Registration for Y13 (ability to arrive any time up to 10.25)
- Early Dismissal for Y12 (ability to go home any time after 12.05)
- UCAS Priority Assistance
- Option for self-led enrichment off-site

**Respect –**

- Access to the Sixth Form Common Room from 8.15am – 4pm
- Freedom to use the leisure facilities in the Sixth Form Centre
- Access to the Sixth-Form Centre canteen at break and lunch
- Choice of supervised study with a teacher during non-contract periods
- Ability to use the PE Department facilities when free & arranged with PE Dept.
- Ability to access ICT Facilities & Silent Study Working Area throughout the day

**Rights –**

- Protections of all fundamental Human Rights (i.e. freedom of speech, opinion, expression, association, religion etc.)
- Right to Education through:
  - access to subject-specialist staff for all lessons
  - Compulsory supervised study in the Silent Study Working Area, upstairs in the Sixth Form Centre 9.05 – 3.25.
- Right to rest and leisure in the playground areas of the school site from 8.30am – 3.25 pm
- Right to food and water in the Quad between 10-10.20am and 12.05-12.35pm
- Right to health through access to healthy-living facilities during weekly enrichment
- Right to Life through the ‘Lessons for Life’ every week

*At the John Fisher School Sixth Form, we believe that respecting your rights brings with it reward.*

**School Day**

John Fisher School Sixth Form Students follow the same school day at students in Y10 and Y11, whilst Y7-9 students have different time for breaktime, lunchtime, period 2 and period 4.

**Timetable: The School day will be the following for all Y12 and Y13 students:**

<b>Form Until 08.45 - 9.05</b>	<b>Period 1 9.10 - 10.00</b>	<b>Break 10.05 - 10.25</b>	<b>Period 2 10.25 - 11.15</b>	<b>Period 3 11.15 - 12.05</b>	<b>Lunch 12.05 - 12.45</b>	<b>Period 4 12.45 - 13.35</b>	<b>Period 5 13.40 - 14.30</b>	<b>Period 6 14.35 - 15.25*</b>
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**\*Students on “rewards” level, who are not in a timetabled lesson, are allowed to leave at 3pm to help ease congestion with lower years.**



**Entry point:** Students will enter the school site via the Pedestrian Gate

**Outdoor areas:** Students who wish to be outside during break and lunch can spend their time in the Sixth Form Outdoor Area (outside the Common Room). For those who have their right to enter the Common Room withdrawn, they may also use the Quad Playground to purchase food, but must return to the outdoor seating area.

## **Service Programme**

We aim to develop our students holistically and believe it is important for students to play an active role in the school community. The service scheme is designed to encourage student participation and celebrate student success. Please see the scheme outline below. All service activities are to be recorded by staff as a “Sixth Form Community Service” Achievement point on edulink. Each student also needs to meet the following requirements to be entitled to their service reward.

## **Uniform & Appearance**

### Uniform

The John Fisher School Sixth Form has uniform and appearance expectations, much the same as most work-places do. Wearing this uniform will associate you with JFS and therefore means members of the public identify you with the wider reputation of the school. [This is the same reason that most businesses have a uniform/dress code.](#) Students must adhere to this policy at all times, except for mufti-days. If students come to work in more suitable clothing (e.g. trainers, bikewear, etc.), they must ensure that they are fully compliant with the following, before they leave their tutor room at 9.05:

Students must be wearing:

- A black blazer with the school logo
- Tailored trousers only: no chinos, jeans, leggings or stretched trousers.
- Collared white shirt.
- Full-length school neck tie.
- Black shoes which can be polished (no trainers)

Students must not wear:

- Hoodies
- Jumpers with logos (including JFS)
- Any form of visible Jewellery (e.g. Earrings, chains, bracelets, rings, etc.)
- Face coverings such as balaclavas or full-face masks
- Accessories (combs, man-bags, etc.)

Students may wear (if they wish to):

- A jumper or cardigan in a fine weave (plain, v neck, no sweatshirt material)
- A wristwatch (except for during examinations)
- A nose and mouth facemask
- Coats, hats, scarfs and gloves during cold weather when outdoors only

### Personal Appearance

Whilst the school has a strict uniform policy, we also encourage students to embrace their identity in a way that makes them feel comfortable. At the John Fisher School, we believe that no one is the same, but every one is equal. We therefore ask that students are mindful of the following with regards to their personal appearance, [in line with employment laws regarding uniform and the Equalities Act.](#)

- Coats, hats and scarves must be removed on entering the school buildings to ensure that the



environment can be kept to a temperature that is suitable for all.

- Visible jewelry is forbidden, unless it is related to sincere religious observance.
- Any nasal or other facial piercing must be removed to minimize the rise of infection to others.
- Students may have facial hair, but it should be maintained for hygiene reason. We encourage facial hair to be minimal in order to help students maintain hygiene.
- Hairstyles should be considerate of others. Under no circumstance may students have patterns, logos or phrases shaved into their hairstyles. Likewise, those with long hair must keep it neatly tied whilst on the school site for reasons of hygiene.

The final decision in relation to the Dress Code rests with a member of the Sixth Form team.

**Withdrawals**

Whilst we expect students to succeed and do our utmost to ensure a good match between students and the subjects/courses they study, we do recognise that there may be changes of circumstance that mean that some students find themselves on courses which turn out not to be so well-matched to their interests, aspirations and attitudes to learning. If teachers and tutors feel that this is the case and that the situation is irreparable, the school may elect to withdraw the student from a course and not enter them for that examination. This is effectively the same as an ineffective employee being made redundant by their employer. This would not be done lightly, and there would have been repeated contact between the teacher and tutor with the student and parents. This process would also have required students to have completed an Academic Report Programme.

A student might be withdrawn from one or more courses. A letter will be sent to parents/carers alerting them that a withdrawal is under consideration. The letter will detail issues and highlight expectations to redeem the situation, within a time limit. Appeals may be made, in writing, to the Director Sixth Form, Mr D Jackson.

**Final Word**

I hope you have found the information in this handbook of use. Please do not worry about remember every minute detail. Please use it as a point of reference for all enquiries. In the meantime, I will leave you with our guiding motto, and wish you every success for the next two years and the future:

**Romans 2:6**

*God will “repay each person according to what they have done.”*