

“Vince In Bono Malum”  
“Overcome Evil with Good”

# St. Michael’s Catholic College Sixth Form Student Hand Book 2024-2025



*Bringing each student to the  
fullness of life through education*

## Welcome

Welcome to St Michael's Catholic College Sixth Form!

The next two years will be both exciting and critical for your academic careers. It is therefore important that you give 100% and make the most of all the opportunities that are offered to you in order for you to be successful in your Level 3 subjects as well as preparing you for university, apprenticeships or the world of work.

Good Luck!

### 6<sup>th</sup> Form Team

**Ms Corcoran – Principal**

**Head of Sixth Form for Academic and Pastoral support – Ms Rughooputh**

**Head of 6<sup>th</sup> Form for Careers/UCAS/Enrichment – Mr Smith**

**Head of Year 12 – Ms Osei**

**Head of Year 13 – Mr Williams**

**Tutors:**

**12A Mr Pillai NS8  
12C Mr Jeffery NG3**

**12B Ms Guembe/Ms S Carr NS1  
12D Mr Lomax/ Ms Bryant (PM) NG2**

**13A Ms Stewart S33  
13C Mr Davis S36**

**13B Ms Coulbeck S37  
13D Mr Zanella S34**

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**St. Michael's Catholic College**

### College Prayer

Lord, thank you for the gift of this day and the time to live and love in your world.

May we be brought to the fullness of life by the Salesian values taught to us by St John Bosco.

We ask St. Michael our protector to watch over us in our mission to overcome evil with good.

Amen

St. Michael, **pray for us**  
St. John Bosco, **pray for us**

## The School Day

8.40 am – 9.00am	AM Registration
9.0 am – 10.00 am	Lesson One
10.00 am – 11.00 am	Lesson Two
11.00 am – 11.15 am	BREAK
11.15 am – 12.15 pm	Lesson Three
12.15 pm – 1.15 pm	Lesson Four
1.15 pm – 2.15pm pm	LUNCH
2.15 pm – 3.15 pm	Lesson Five
3.15 pm – 3.25 pm	PM registration
3.30 pm – 4.30 pm	Study & Extra-curricular Clubs

Year 12  
and 13  
assembly is  
on Friday  
AM

Students  
MUST be  
off site by  
5pm

### Signing in and Out (Entrance and Exit by black gate on Sugar Lane)

All Sixth Formers MUST sign in and out at the beginning and end of each day (as well as in and out for lunch time). Please use the Inventory point by the back gate to do this.

This is for safeguarding reasons – we must know who is on site at all times in case there is an emergency.

## STUDENT ID PASS

For security reasons, all Sixth Form students are required to wear their photo ID passes at all times. These must be worn on the lanyard provided, so that they are visible.

These passes will allow access to the school site and permit students to leave the site at break and lunchtime.

Under no circumstance must a student "lend" his or her ID pass to another student or attempt to admit another person to the building, using the ID pass.

If the ID pass is lost, a member of the Sixth Form Team must be informed immediately, so that the pass can be disabled. If the ID pass is forgotten, the student must sign at reception for the day and wear a visitor lanyard.

**Any student attempting to contravene this system, which is in place for the security of all, will be subject to stringent disciplinary procedures, including the removal of off-site privileges.**

**If you forget your ID and lanyard, you must report to reception to sign in and receive a temporary lanyard. You will be asked to hand in your phone in exchange for the lanyard which will be returned at the end of the day. Please note replacement cards cost £10.**



# Lunch

KS5 pupils have break at 11-11.15am & lunch from 1.15 pm until 2.15 pm. The 6th canteen has a wide selection of food and drink at break and lunchtime

Please remember that you are not allowed to leave the canteen with any food – don't eat on the NT floor! Pupils are permitted to bring in their own sandwiches or any other food to college. Pupils can purchase the meal of the day and a drink or pudding for approximately £2.50 using our cashless system called Parent Pay. Students will use their biometric fingerprint to pay for their food at the tills. Credit for food can be topped up online using the Parent Pay system. No cash is accepted at the tills.

## St Michael's is a college with Salesian Values



RESPECT, UNDERSTANDING, AFFECTION and HUMOUR: RUAH

### Respect

Recognising and respecting the presence of Christ in every person.

### Understanding

Being committed to learning and striving for academic excellence.

### Affection

Sustaining high quality relationships as a result of loving kindness and consistent discipline.

### Humour

Developing resilience by maintaining a balanced and optimistic approach to life.

## House Rewards system

- Our House system is used in the school to promote achievement of the students in its widest forms in a totally positive way, from the classroom to the sports field and helping out around the school to drama productions.
- Our House System is based around five house that are all linked to the Salesians Religious Order either as Saints or Blessed. The house system is vertical incorporating one form per year for each house. Competitions will range from Quizzes, debates, sporting events, department events and sports day. Each House will also have the opportunity to raise money for the college's selected charity.
- As well as this all students can collect house Points for achievement in one of the many areas outlined below. Each House will also record each student's amount of points and the top twenty students in each house each year will achieve a special Award.
- However received points can be lost for lack of effort and behaviour throughout the year for both the individual student and the House.

Name of House:	<b>Saint John Bosco (BC)</b>	<b>Saint Mary Mazzarello (MA)</b>	<b>Saint Dominic Savio (SA)</b>	<b>Blessed Laura Vicuna (VI)</b>	<b>Blessed Michael Rua (RU)</b>	<b>Blessed Alexandrina Maria Da Costa (DA)</b>
Saint of House:						

## 6<sup>th</sup> Form Dress Code:

### Young Men

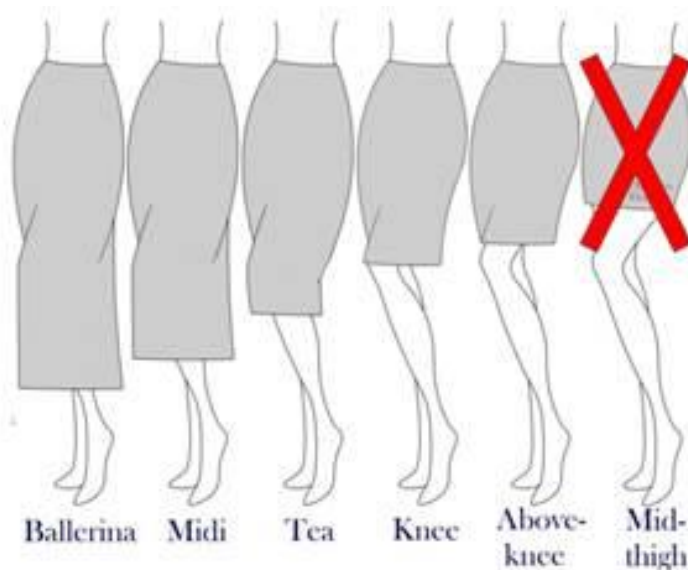
- Dark grey, navy or black suit (plain)
- Plain white or coloured, formal shirt with collar and buttons (no stripes)
- Smart, leather shoes
- Subtle jewellery/watches can be worn, including a small ear and nose studs

### Young Women

- Dark grey, navy or black suit (plain) – trousers or skirt/dress must be tailored and no shorter than above the knee. Hems must be straight. No jersey skirts, tube skirts, tennis style skirts or other tight-fitting skirts
- Leggings are not worn
- Plain white or coloured, formal blouse with collar and buttons (no designs)
- Smart, leather, low-heeled shoes or short boots in winter
- Subtle jewellery and make-up can be worn only, including small ear and nose studs
- Headbands, headscarves and other hair accessories must match the dress code colours

### All Students

- Outdoor coats are not worn within the College building and all clothing is free of logos or slogans
- Hairstyles should not be extreme e.g. a Mohican or unnaturally coloured
- Blazers are compulsory
- Jumpers must be navy, black or grey and worn with a shirt/blouse with visible collars
- No visible tattoos
- Trainers are not worn unless for sport
- No jeans
- No white socks



# School Term Dates



## ST MICHAEL'S CATHOLIC COLLEGE TERM AND HOLIDAY DATES FOR 2024-25



AUTUMN TERM 2024	HOLIDAYS
<p style="text-align: center;">Monday 2nd September 2024 to Friday 20<sup>th</sup> December 2024</p> <p><b>Start of Term Arrangements:</b></p> <p>Monday 2<sup>nd</sup> September <b>INSET day for staff</b></p> <p>Tuesday 3rd September <b>Start of term for Year 7 &amp; 12 students 9:30am</b></p> <p>Wednesday 4th September <b>Start of term for Year 8, 9, 10, 11 &amp; 13 students 8:40am</b></p> <p style="text-align: center;"><b>INSET DAYS:</b> Monday 2nd September 2024 Friday 25th October 2024</p>	<p style="text-align: center;"><b><u>HALF TERM</u></b> Monday 28<sup>th</sup> October 2024 to Friday 1<sup>st</sup> November 2024</p> <p style="text-align: center;"><b><u>CHRISTMAS</u></b> Monday 23<sup>rd</sup> December 2024 to Friday 3<sup>rd</sup> January 2025</p>
SPRING TERM 2025	HOLIDAYS
<p style="text-align: center;">Monday 6th January 2025 to Friday 4<sup>th</sup> April 2025</p> <p><b>Start of Term Arrangements:</b></p> <p>Monday 6th January: <b>Start of term for Year 11 &amp; 13 students 8:40am</b></p> <p>Tuesday 7th January: <b>Start of term for Years 7,8, 9, 10 &amp; 12 8:40am</b></p> <p style="text-align: center;">1 x INSET DAY TBC</p>	<p style="text-align: center;"><b><u>HALF TERM</u></b> Monday 16<sup>th</sup> February 2025 to Friday 21<sup>st</sup> February 2025</p> <p style="text-align: center;"><b><u>EASTER</u></b> Monday 7<sup>th</sup> April 2025 to Monday 21<sup>st</sup> April 2025</p>
SUMMER TERM 2025	HOLIDAYS
<p style="text-align: center;">Tuesday 22<sup>nd</sup> April 2025 to Tuesday 22<sup>nd</sup> July 2025</p> <p style="text-align: center;">2 x INSET DAYS TBC</p>	<p style="text-align: center;"><b><u>MAY DAY</u></b> Monday 5<sup>th</sup> May 2025 <i>(Bank Holiday)</i></p> <p style="text-align: center;"><b><u>HALF TERM</u></b> Monday 26<sup>th</sup> May 2025 to Friday 30<sup>th</sup> May 2025</p>

## **Attendance and Punctuality**

We expect 100% attendance and punctuality from all our pupils.

### **What happens if I need to be out of college for some reason?**

#### ***Leave of absence***

If you need to apply for authorised absence, your parent/carer must write a letter, to the Principal, explaining the reason for what should be an unusual request.

The Principal has delegated authority from the governors to approve some working days' authorised absence for certain reasons. These may include:

- Attendance at a sporting or artistic event;
- Family funerals, or similar.

Absence for holidays in term-time is very strongly discouraged. The Principal will never approve:

- Holidays which are booked in advance, without consultation with her;
- Holidays during years when there are external examinations.

In any case, the Principal reserves the right to refuse applications. Her decision is final. If she refuses permission and you take your son/daughter out of college, their absence will be reported to the Education Welfare Office as an unauthorised absence from college.

#### ***Medical appointments***

A letter is needed from parents giving the date and time plus the appointment card. This letter should then be given to their Leader of Learning to endorse.

Students should report to a member of staff in the Reception Area with their note to be signed out from college.

### **What should I do if you are unable to attend college?**

- Your parent/carer must phone the college as soon as possible to make us aware of the reason. The college number is 020 7237 6432
- Keep us informed of any serious developments.
- We are currently using a text messaging/Email service called Edulink whereby any absences will be sent to you via a text message. Also, we have an Attendance Officer within the college who will telephone your parent/carer on the day of absence if we have had no notification from a parent/carer. The Attendance Officer will telephone your parent/carer on the actual day of absence.
- Any unauthorised absence will be dealt with most severely and your parent/carer will be informed as soon as possible.

- Continued problems with attendance could result in the involvement of the Head of Inclusion, and the Education Welfare Service.

### What happens if you are late for college?

- You must report to Reception where a member of staff will record you as being late and mark you on the school late register. A detention will occur for one hour after college.
- Continued lates will result in students receiving an 8am start time.
  - Transport delays are not acceptable reasons for lateness. Please leave enough time for your journey to college to accommodate any short delays.

**Bursary payments are linked to attendance and punctuality - students whose attendance and/or punctuality fall below the college's expectation will not receive their bursary payments.**

# Academic expectations

In the Sixth Form the nature of study changes: students need to take a far greater level of individual responsibility for their education.

## Independence

A crucial part of this is that they develop independent learning skills by adopting a proactive approach and seeking new ways to extend their knowledge, as opposed to waiting to be "spoon-fed" information. The students who achieve the highest grades tend to be those who are conscious of the need for independent learning; it is therefore helpful if you encourage your son or daughter to adopt this approach from an early stage. Students should seek help from their subject teachers and Academic Tutors if they are struggling to work independently.

## Study periods

Students will have several non-contact periods on their timetable per week. These are study periods and should be used wisely, as students will have a lot of work to complete in their own time. They are not to be seen as "free" periods. Effective use of study periods will reduce the burden of work in the evenings and weekends.

## Home study

Students should be studying at home during the evenings and at weekends. As a general rule, students should spend around fifteen hours a week studying (based on 3 A Levels), in addition to lesson time; sometimes it will need to be more than this. All students will have some study periods in the normal school day, during which time some of their study commitment can be fulfilled.

**"I have no work to do!"** This can really never be the case and is a comment never heard from successful learners.

Students should be engaged in four main forms of study:

- homework or coursework assignments for which a deadline is set.
- ongoing coursework preparation.
- reviewing and adding to their notes and 'reading around' the subject.
- ongoing revision: practising problems; completing additional past paper questions and revising key terms and ideas; creating revision materials, such as flashcards.

Independent study periods – students have 2 each week. Students should use their time purposefully. Students should be on the NT floor for these periods and not wondering around.



## **Sixth Form Study Session Protocols**

You MUST attend all of your timetabled study sessions by registering with your designated teacher. Failure to do so will generate a truancy mark on SIMS.

You MUST complete meaningful work during your study sessions. Please see your subject Google Classrooms for work, NT12 for reading material and the school website for reading recommendations in your subjects.

You can use your phone for leaning purposes only – DO Not play games/ watch non-educational videos/message friends etc.

Only bottled drinks are allowed in study sessions.

If studying in a free NT classroom, all doors MUST remain open if there is no member of staff in the room.

You must be sat down and ready to begin work within 5 minutes of the study beginning.

## **Sixth Form Behaviour Expectations**

The college expectation is that all students who enter the sixth form will have 100% attendance and punctuality, both to college and to lessons. All assignments, including homework and preparation tasks must be completed punctually and to a high standard. Conduct in lessons should demonstrate readiness to learn and intellectual participation. Where these expectations are not met and this in turn results in underperformance, students may face disciplinary action which may result in permanent exclusion.

### **Sixth Form Lesson Expectations**

As with KS3 & KS4 we expect all sixth form students to strive to demonstrate the RUAH principals, all students should take pride in themselves by demonstrating excellent behaviour and attitudes to learning. Similarly, to the rest of the College, sixth form students are expected to;

- Arrive on time
- Arrive with all necessary equipment/books
- Arrive with completed homework or additional reading
- Follow sixth form dress code at all times (no headphones, airpods or phones out in lessons or on the corridors).
- Follow all teacher instructions

- Apply yourself fully to all tasks throughout the lesson
- Contribute to the lesson and work with others in a collaborative manner.

### **Mobile phones**

Sixth form students are an integral part of the college pastoral system, working closely with students in younger year groups, it is therefore important that they have exemplary behaviour as they are role models. Students in KS3 & KS4 are not allowed to have mobile phones out in the building, sixth form students therefore are not allowed to have their phones out where there are other students, e.g. the corridors and on the stairs. As with the rest of the college, phones should also not be out in lessons unless with teacher permission.

You can only use your phone in the New building canteen and NT floor.

### **Sixth form Negative behaviour mentions**

Same as above; internal exclusion will take place in the APB for sixth form students as per the rest of college.

### **Sixth form Late to Lessons and College Procedure**

Same as above. If you are more than 5 minutes late to a lesson, you will not be allowed into the lesson and will receive a late mention. Please go to NT12 to complete work and you must ensure you catch up with the work missed.

### **Saturday Detentions**

Year 12/13 students will receive a Saturday detention for incurring 5 mentions in a week (see above).

Year 12/13 students who are late to their Saturday detention, will be sent home. Students will need to do the detention on the following Saturday. There will be a five-minute grace period but students arriving at 9.06 or later will be deemed as late.

Missed Saturday detentions will result in Yr12/13 students being internally excluded on the Monday or Tuesday after the missed Saturday detention (unless a parent/carer informs the college with a valid reason of why the detention is being missed).

Year 12/13 students who persistently miss their Saturday detention, and have been internally excluded twice, will receive a 2-day external exclusion.

### **Hierarchy:**

Repeated infringement of one or more academic expectations as recorded on SIMS: Tutor report and / or removal of free periods.

Continued infringement or another episode of infringement: on report to Leaders of Learning then to Head of Sixth Form if persistent and parental involvement throughout.

Repeated infringement of academic expectations combined with underachievement: referral to Principal and Academic board. Result: warning orally and in writing.

Sustained failure to meet the pass grades within two or more subjects (if studying a CTEC equivalent to 3 A Levels, failure to meet expectations in this subject alone) due to systemic infringement of academic expectations: Warning of fixed term or permanent exclusion. Placed on White report for a period of time.

Continuous non-attendance together with ongoing failure to do assignments and work to St Michael's standards and expectations will lead to non-entry of exams. Where students fail to fulfil all requirements and standards, parents may be asked to pay for the exam fee.

### **Considerations for entry into Year 13 from Year 12:**

Entry to Year 13 from Year 12 is dependent on success (a passing grade of E and above in all subjects and in line with a student's MTGs) in the internal summer examinations and students must meet the 6<sup>th</sup> Form behaviour/conduct expectations (93% and above attendance and punctuality and less than 60 negative mentions). Where this is not achieved, students will be supported on to alternative courses or will be supported to resit Year 12. The College will review students' behaviour and academic attainment following the November/December and Easter mock exams in Year 13 to also see whether or not a student needs to resit the academic year or drop a subject in order to ensure overall success in their Level 3 courses/subjects.

## **Chromebooks and Digital Agreement**

You can hire a Chromebook for the 2 years of your 6<sup>th</sup> Form study for a £60 deposit (payments via Parent Pay).

The deposit will be refunded once your Chromebook (including charger and locker key) are returned and in good condition.

Damaged or lost Chromebooks will result in deposits not being refunded and payments needing to be made for a replacement.

Lost keys are £10 (payments via Parent Pay).

All students must complete the Digital Agreement form to ensure that they abide by our safety policy. Any student who breaks the digital agreement will incur the relevant sanction (Please see the behaviour and e-safety policies).

## Pastoral Support

If you need help & support, you can speak with your form tutor or Head of Year.

You can also speak to anyone in the Inclusion department:

Ms Nottage – Designated Safeguarding Lead

Ms Freegard – Deputy Designated Safeguarding Lead

Ms Chabaud – School Nurse & Mental health Lead

Ms Carr – Attendance Officer & medical first aider

Ms Murtaugh – School counsellor

Ms Chilton-Higgins – TAP and Bereavement support

Ms Rughooputh – Safeguarding Officer

Mr Daly – Safeguarding Officer

Mr Kelly – Safeguarding Officer

Ms Hayden - Safeguarding Officer

If you find it difficult speaking to someone face-to-face, you can use SHARP to ask for help.

<https://stmichaelscollege.thesharpsystem.com>

NB: All internal students MUST inform the college of any new medical issues. All External students MUST complete a medical form and let the school nurse know of any medical issues.

# SUCCESSFUL STUDY

**Enjoy the challenges, be positive and make a commitment to your study. The rewards will be great!**

Success requires you do take an active part in your own learning. Tutors and subject tutors will support you and give you feedback on the progress you are making. Remember to talk through ideas and plan your time effectively.

## Organise Your Time

Naturally, you want to make the most of your opportunities whilst in the Sixth Form. Using your time effectively will help you concentrate on your goals and realise your expectations.

**“AM I MAKING THE BEST USE OF MY TIME?”**

## Personal Action Plan

You need to translate long-term goals and expectations into everyday activities, and so produce your personal action plan. Use schedules to map out your action plan.

### Annual Schedule:

An annual schedule will provide an overall framework in which to work.

### Weekly Schedule:

A weekly schedule will identify your regular commitments and the time left to undertake remaining activities.

### Daily Schedule:

A daily schedule will help you to plan and re-plan effectively.






Consider the length of time available; the priorities of work to be done; the type of work to be undertaken; and the amount of consecutive time each task requires.

## Planning & Preparation

- Draw up a weekly schedule of fixed activities.
- Try to complete at least one major task each day.
- Concentrate on the most important work.
- Undertake important and difficult tasks when you are at your best.
- Set time limits for tasks and stick to them.
- Begin as early as possible.
- Split work into small units so you can see your progress.
- Prepare for work by having all you need at hand.
- Work in an environment in which you feel comfortable.
- Do things well.
- Avoid interrupting yourself.
- Jot down a suddenly remembered job or idea for later attention.

## WHAT IS THE POMODORO TECHNIQUE?

A method for staying focused and mentally fresh

- |        |   |   |
|--------|---|---|
| STEP 1 |  | Pick a task   |
| STEP 2 |  | Set a 25-minute timer                               |
| STEP 3 |  | Work on your task until the time is up              |
| STEP 4 |  | Take a 5 minute break                               |
| STEP 5 |  | Every 4 pomodoros, take a longer 15-30 minute break |