

The John Roan Sixth Form Student Handbook



**The John Roan School
Sixth Form**
The best in everyone™
Part of United Learning

Inspired. Confident. Ambitious.

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Welcome to The John Roan Sixth Form

The John Roan values every student who comes through our doors and welcomes them into our school family. Happiness. Friendship. Achievement. These were the aspirations of our founder, John Roan, when he bequeathed his estate to educate the town-born children of Greenwich all those years ago. They remain central to our ethos.

Our overarching focus is to get you to the destination of your dreams, whether that be university, an apprenticeship or in a workplace, and we want to set you up for success when you get there. We do this by providing an environment that challenges all students to reach their full potential. Our core principles are that all students should leave us feeling:

1. **Inspired** – students will be inspired by their teachers' commitment to their destinations
2. **Confident** – students will feel confident in their own abilities and prospects because of our teaching and curriculum
3. **Ambitious** – students will make ambitious life choices because of the opportunities that The John Roan Sixth Form provides

In addition, all members of the Sixth Form community should follow The John Roan School's wider PRIDE values which are:

1. **Pride** – students should take pride in our school, themselves, each other and our community
2. **Respect** – students should treat everyone in the school and wider community with respect
3. **Involved** – students should seek to be involved in every aspect of school life as active learners
4. **Determined** – students are always determined to bring out the best in themselves and each other
5. **Excellent** – students pursue excellence in all they do

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 these PRIDE values. We value your contributions and look forward to your proactive participation.

This handbook contains all the essential information needed to support success during your time at The John Roan 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 your time with us. A copy of this handbook is available for Parents/Carers on our website.

KEY CONTACTS

Ms Eleanor Porter Vice Principal, Outcomes eleanor.porter@thejohnroanschool.org.uk	Ms Rita Stibbe Head of Sixth Form rita.stibbe@thejohnroanschool.org.uk
Mr Kayne Buckstone Assistant Head of Sixth Form kayne.buckstone@thejohnroanschool.org.uk	Ms Phoebe Butler Assistant Head of Sixth Form phoebe.butler@thejohnroanschool.org.uk
Ms Donna McWilliams KS5 Pastoral Officer donna.mcwilliams@thejohnroanschool.org.uk	Ms Charlie Baxter KS5 Student Support Officer sharleen.baxter@thejohnroanschool.org.uk

BASIC EXPECTATIONS

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 also enable students to register on our fire procedure monitoring system.

It is therefore essential that students always have their badges and swipe in and out of the system. Furthermore, it is also part of our safeguarding policy, to enable younger students and staff to identify who they are.

Because of the importance of wearing a lanyard and ID badge to the safety and security of our school, failure to wear this at all times will result in a sanction.

Students must report lost, damaged or stolen ID Badges to Ms McWilliams as soon as possible. Replacement Lanyard and ID Badges will incur a charge on ParentPay, our online payment system.

Students are denied access to the school building without an ID Badge, so it is really important that this lanyard is remembered and visible at all times.



RESTRICTION ON MOBILE PHONE AND ELECTRONIC DEVICE USE

If we see it or hear it, you lose it for the day.



The John Roan Sixth School has restricted the use of mobile phones and electronic devices while on the school site. As role models for the whole school, Sixth Form students are expected to adhere to these restrictions.

However, as a Sixth Form privilege, **silent use of music is permitted in the independent study areas** and full use in social spaces during break and lunchtimes. Turn to the study and break out areas section of this guidebook for information on where you are able to study and listen to music.

Students may listen to music through headphones during study periods but should not have mobile phones visible. Students have a 10-minute grace period at the beginning of each study period, but after this should ensure that phones are out of site in a study period. Any phones visible during a study period after the initial grace period will be confiscated for the day and a detention will be issued. Air pods / headphones should never be worn in corridors and will be confiscated too. It is never acceptable to have a phone visible in lessons.

ATTENDANCE & PUNCTUALITY

We take attendance seriously at The John Roan Sixth Form. 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 (97%+) 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 8:25 and ends at 3:10. Students should remain on site for the whole day, except for lunch, and are required to study independently when not in lessons.

Our attendance policy is as follows:

- Parents should email both the KS5 Pastoral Officer and Head of Year with reason for absence by 8am or leave a message on 020 8516 7591. **All absences must be confirmed by a parent.**
- Once absence has been confirmed by a parent, students should email relevant subject teachers asking for the work to be sent to them, cc'ing in their Head of Year. The Sixth Form team will follow up with subject teachers if work has not been provided for an absent student.
- For any hospital appointments / other appointments students must provide proof of appointment, either with a confirmation email or text message in advance of the absence.
- Any absences for a student with attendance below 95% will be unauthorised unless a doctor's note is provided for illness.

EQUIPMENT & TEXTBOOKS

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
- Large pencil case
- Black/Green pens
- Pencils
- Rubber and Sharpener
- Highlighter pens
- 30cm Ruler
- File Paper
- Glue Stick
- Revision Cards
- Scientific Calculator – **Maths/Science/Business/Economics Students**
- Mini whiteboard pen

It is the responsibility of sixth form students to ensure that they come to school with the necessary basic equipment for the subjects being studied. All materials, including textbooks, will be provided by subject teachers at the beginning of the year on loan. Students may borrow additional books and supporting materials from the school library. Students are expected to take care of the books and materials provided on loan and to return them to the relevant member of staff at the agreed date. In the case of lost/damaged materials, students will be asked to pay for a replacement copy.

DRESS CODE

The John Roan Sixth Form Professional Dress Code

At The John Roan Sixth Form, we uphold a clear and comprehensive dress code to instil a strong sense of professionalism and high expectations. As role models for younger students, our Sixth Formers are expected to lead by example – not only through their behaviour, attitude, and maturity, but also in the way they dress and present themselves.

Dress Smart <i>Present yourself with intention, professionalism, and style.</i>	Be Confident <i>Feel comfortable, polished, and proud of how you present yourself.</i>	Stay Focused <i>Maintain a look that supports learning, ambition, and high standards.</i>
▪ Formal dress is encouraged, e.g. suits, ties, smart skirts/ trousers ▪ A formal jacket (e.g., blazer or suit jacket) must be worn when moving through the building and in assemblies ▪ Trousers must be smart and tailored ▪ Skirts and dresses must be close to knee-length or longer ▪ Shirts and blouses must be smart ▪ Smart crew neck, V-neck and turtleneck jumpers are permitted ▪ Dark-coloured smart shoes must be worn ▪ Lanyards must be worn at all times	▪ Hair must be a natural colour ▪ Earrings must be small and light in size ▪ One discreet necklace or chain is permitted ▪ Rings are allowed but jewellery must not be excessive ▪ Makeup should be natural and discreet ▪ Facial hair must be well-maintained and tidy ▪ Any false eyelashes must appear to be natural	▪ Acrylic or false nails must be no longer than 2cm from the cuticle base ▪ Clothing should not be tight or revealing ▪ Perfume/cologne must not be used in excess ▪ Hair accessories (if worn) should be simple and subtle ▪ Overall appearance should reflect a mindset for learning and leadership

The John Roan Sixth Form Team reserves the right to determine acceptable standards of dress and students who do not comply with the dress code can expect to be sent home to change. If you require clarification regarding a particular item of clothing before you purchase/wear in, please email sixthforminfo@thejohnroanschool.org.uk and a member of the team will get back to you.

For any student who is concerned about the financial implications of the dress code, please come and speak to a member of the team. We will be continuing the Bursary Fund this year to support students in making necessary purchases to adhere to the dress code.

THE SCHOOL DAY

08:00 – School Opens
08:25 – All students on site
08:27 - *Pips* – 3 minutes to tutor time
08:30 – Registration
09:00 – Period 1
10:40 – Break
10:57 – *Pips* - Transition from the end of break
11:00 – Period 2
12:40 – Lunch
13:27 - *Pips* - Transition to period 3
13:30 - Period 3 begins
15:10 – End of the school day

HOME LEARNING

At The John Roan Sixth Form we aim to teach students to become independent learners who use their private study time effectively. Students will be given guidance and support with creating revision schedules, effective note taking, essay writing and academic literacy, but will also be expected to practise and demonstrate these in their home learning. As a benchmark, students should expect to receive an amount of homework per subject that is equivalent to the number of contact hours that they receive in school: **six hours per subject which amounts to 18 hours per week.**

All home learning will be set for students using Satchel which is available as an app and can be accessed via a mobile phone, or as a website. In some instances, home learning will be set on software including Microsoft Teams. However, instructions for any home learning set on these platforms will be repeated on Satchel to ensure consistency.

Examples of KS5 home learning

Revision  Revision tasks will enable you to consolidate your learning and eliminate gaps in subject knowledge, helping you to prepare for your exams.	Application  Application tasks test for understanding of recently acquired subject knowledge and develop your technique for exams.	Flipped-Learning  Flipped learning tasks ensure that you are able to access challenging subject material and allow you to progress quickly through your course.
✓ Consolidating notes / developing Cornell notes ✓ Creating mind maps and flashcards ✓ Creating / revising from knowledge organisers ✓ Creating glossaries of terms ✓ Creating flow charts ✓ Creating a topic quiz ✓ Revising for a topic quiz ✓ Completing past papers	✓ An essay or question plan ✓ An essay question ✓ Completing past papers ✓ Preparing a presentation for a lesson ✓ Completing coursework or another assignment for a deadline ✓ Independent or guided research on a lesson topic ✓ Completing a topic quiz	✓ Preparation of notes in advance of a next lesson ✓ Answering comprehension questions ahead of a new topic ✓ Preparing a presentation for a lesson ✓ Independent or guided research ahead of a lesson

HEALTH ADVICE

First Aid is located by the main school reception area. If a student feels unwell, during the day they should either inform their teacher or go to see a member of staff at reception. If necessary, students will be sent home, and parents/carers will be informed. If students have a medical condition, they need to inform the Sixth Form, so this is recorded on the medical register. If they are taking medicines, they must leave them in reception, clearly marked with their name, the dosage and frequency. This includes a spare asthma inhaler, epi-pen or similar.

Smoking / vaping / the use of e-cigarettes is not permitted in the school grounds, including nearby residential streets. Any student caught smoking or vaping in the school grounds or on nearby residential streets will be sanctioned.

DINING

The John Roan uses the ParentPay system in order to remove all cash and cheque transactions from the school. This method is used to pay for food purchase. This can be done online using ParentPay, or with cash at local stores where you see the Pay Point logo or at a designated computer at the school. If you are entitled to free school meals, this entitlement will automatically be added to your account, but you can add more funds to enable you to purchase additional items.

Breakfast can be purchased from 8.00am– 8:20am. Students at The John Roan Sixth Form have access to their own kitchenette for preparing their own food and to vending machines. Hot food is available for Sixth Form students during break and lunch time at Maze Hill.

COMMUNICATION

The Post 16 team will convey important information to students via the following ways;

- Assemblies
- Registration notices
- E-mails and text messages to students
- E-mails, text messages, letters, and phone calls home to parents
- The school website, Twitter, and Instagram

Students should make sure that the school is notified of any changes to parents/carers email addresses and other contact details as soon as possible.

PART TIME EMPLOYMENT

Part time work can be a useful experience and a useful source of income for post-16 students. However, this does need to be managed carefully as studying sixth form courses requires a serious time commitment. **You should not work more than 10 hours per week.**

ENRICHMENT

In line with our vision statement, we are committed to our students leaving us inspired, confident and ambitious because of our commitment to their destinations.

The Sixth Form team will work throughout your time with us to:

- Invite high quality inspirational speakers to speak to you about their careers and life experiences
- To offer student leadership opportunities such as prefects and school captains
- To create volunteering opportunities both within and outside of The John Roan School
- To offer sports, arts, music, and other enrichment opportunities to our students

BURSARY

We remain committed to helping all students have the highest level of education as well as encouraging ambitious life choices. As part of this, we have a generous bursary within United Learning. Any student facing financial hardship is able to apply for our bursary. If approved, students are able to buy materials to help improve their education such as:

- Additional books and other materials to support their subject
- Furniture / accessories to create a positive learning environment at home
- Clothes for school
- Technology (reviewed on a case-by-case basis)

REWARDS, SUPPORT AND SANCTIONS

Rewards

In accordance with the whole-school rewards policy at The John Roan School, students at The John Roan Sixth Form will be awarded unlimited Pride Points as they show the qualities of being: Proud, Respectful, Involved, Determined and Excellent.

We celebrate student success at the end of each term both with a wide range of rewards. Students who have demonstrated terrific PRIDE values throughout the term and have excellent attendance and punctuality and those who have made good progress will be rewarded.

Sanctions

Level 1 detentions (30 minutes) will be issued in the case of the following:

- Being late to school
- Being late to a lesson/ tutor time
- Missing equipment
- Not following the school dress code, which includes not wearing a lanyard

Level 2 detentions (60 minutes) will be issued in the case of the following:

- Having incomplete or missing home learning
- Being more than 15 minutes late to school
- A mobile phone being seen or heard outside social time

Students who do not attend a detention will be issued with a 2-hour SLT detention which will take place on Friday until 5:15pm.

Disruption Free Learning

Our school policy is that every student is entitled to Disruption Free Learning. Behaviour that is considered disruptive either in a lesson or a study session will incur the following:

1. First warning
2. Second warning
3. Move to the Reflection Room at Westcombe Park. Any student who moves to this room will remain there for a full school day and will not be able to attend any lessons during this time.

If a student is moved to the Reflection Room, the subject teacher will contact home, and the Head of Year will be informed. A reconciliation will be arranged within 24 hours which will set targets for behavioural improvements.

Pastoral and Academic Support

Data regarding attendance, punctuality and behaviour is analysed daily by the Sixth Form Team. Academic attainment is monitored continuously by subject teachers and the Head of Year with further analysis taking place after each round of mock exams. If areas of concern become apparent, the Sixth Form team will implement one or more of the following support mechanisms:

1. Pastoral Support Plan

Any student whose attendance, punctuality or behaviour is concerning will be placed on report to their form tutor. This support plan will focus on specific areas of improvement and will last over a two-week period. Failure to pass tutor report will result in a student being placed on report to the Head of Year and Assistant Headteacher. Reports failed at this level escalate to parental meetings and may result in a student's place at the John Roan Sixth Form being reviewed.

2. Academic Support Plan

Any student whose academic attainment is below what is expected for their ability will be placed on an academic support plan. This support plan will be developed with subject teachers to provide personalised tasks and guidance for a student to improve their attainment. Students will be required to stay behind after school in order to support academic attainment. If a student fails to complete an academic support plan, further after-school academic study sessions will be added, and further targets will be set.

3. Study Club

Students who are below target in one or more subjects after each assessment point will be invited to attend Study Club. This is a supervised after-school club where students will complete targeted revision activities set by subject teachers.

STUDY AND BREAK OUT AREAS

The John Roan Sixth Form is equipped with a range of study spaces to help you make the most of your study periods and for your use before and after school.

- **The Balcony** is an area to engage in active study during social time or to meet up with peers at break and lunch. Eating and drinking is permitted here with the exception of hot food. Students are not permitted to use this space during lessons or study periods.
- **The Study Sanctuary (M108)** is supervised by a member of staff and is a place for quiet individual work and is equipped with computers. **No food or drink is allowed in this area.**
- **The Library** is a place for collaboration and small group work. **No food or drink is allowed in this area.**
- The **Silent Study Room (M004)** is a study space dedicated to silence and independence. This space is for students who are able to understand that they need a quiet and peaceful space, free of any distractions, in order to work. **No food or drink is allowed in this area.**
- There are two **computer rooms (M002 and M006)** available for student independent work. Please note that if a lesson is taking place in the computer room, students will need to ask the permission of the teacher before entering. **No food or drink is allowed in this area.**
- There is a Mac Suite available for music students **only**. The key can be retrieved from the KS5 Pastoral Officer. **No food or drink is allowed in this area.**
- Art and Textiles students **only** are allowed to use the art block outside of lessons. **No food or drink is allowed in this area.**

