

THE JOHN ROAN SIXTH FORM



Student Handbook **2022-2023**



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



School of
CHARACTER

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INTRODUCTION

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 every one 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 our core values: Pride, Respect, Involvement, Determination and Excellence. We value your contributions and look forward to your proactive participation.

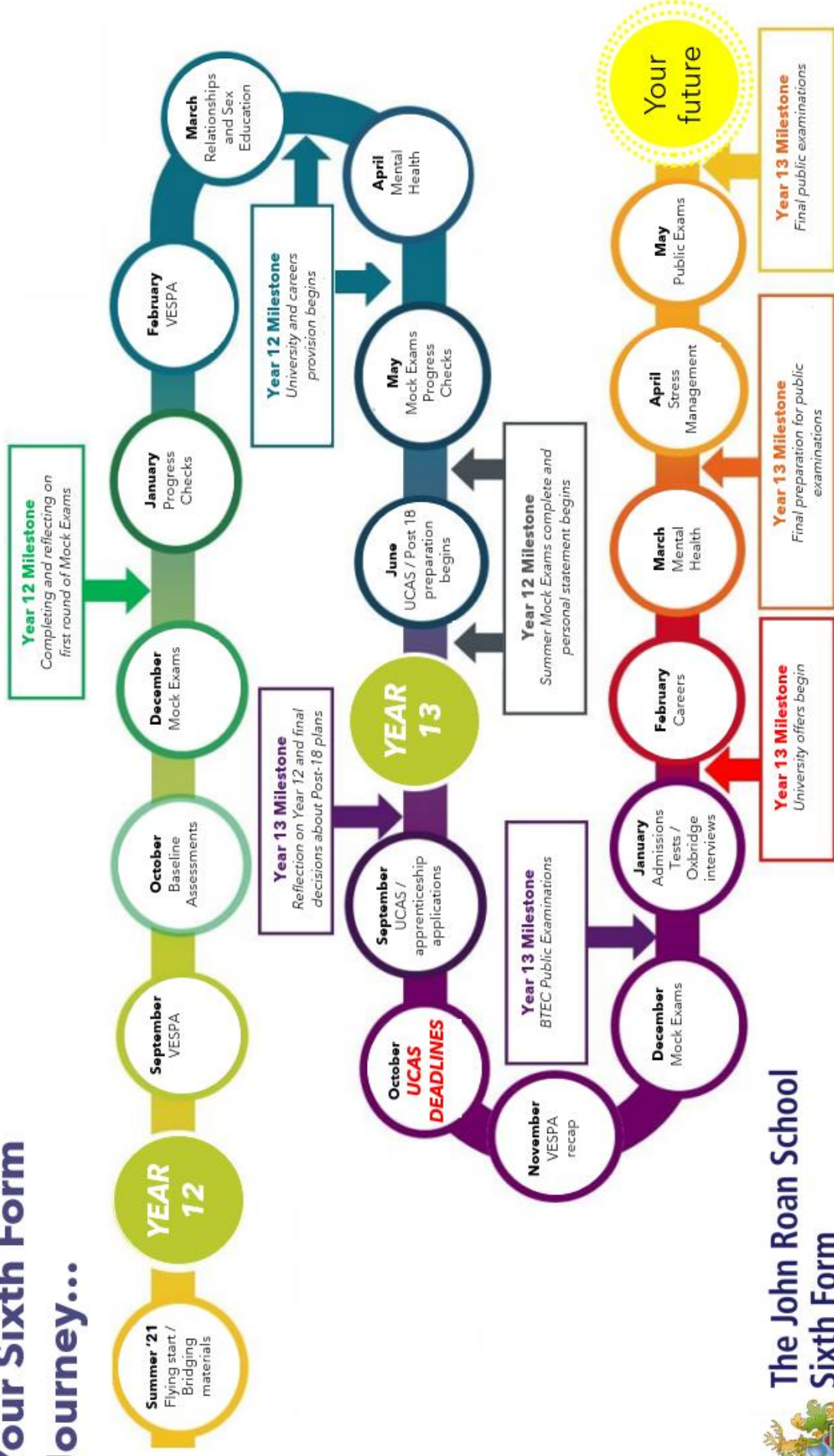
This handbook contains all the essential information needed to support success during your time in The John Roan Sixth Form. Please take time to read this thoroughly and keep it for future reference.

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

<p>Ms Eleanor Porter Associate Assistant Principal / Head of Sixth Form eleanor.porter@thejohnroanschool.org.uk</p>	<p>Ms R. Stibbe Head of Year 12 rita.stibbe@thejohnroanschool.org.uk</p>
<p>Ms D McWilliams KS5 Pastoral Officer donna.mcwilliams@thejohnroanschool.org.uk</p>	<p>Mr James Farrell Vice Principal / Outcomes jonathan.martin@thejohnroanschool.org.uk</p>

Your Sixth Form Journey...



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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 have their badges at all times 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 negative behaviour points which will escalate via the Sixth Form behaviour policy.

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 the study room during break and lunchtimes only. 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 and a detention will be issued. Air pods / head phones should never be worn in corridors and It is never acceptable to have phones out in lessons.

ATTENDANCE & PUNCTUALITY

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

The school day starts at 8:30 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 KS5 Pastoral Officer and Head of Year with reason for absence by 8am, or leave a message on 020 8516 7555. 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 and Form Tutor. The Sixth Form team will follow up with subject teachers if work has not be 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 90% 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 see through pencil case
- Black/Blue pens,
- Pencils,
- Rubber and Sharpener
- Highlighter pen
- 30cm Ruler,
- File Paper,
- Glue Stick
- Revision Cards
- Scientific Calculator – **Maths/Science/Business Students**
- Mini whiteboards – these are essentials for every lesson and will be provided by the school. They should be taken out at the beginning of a lesson.

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 material 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 has a dress code rather than a uniform. Our Sixth Form students are role models to students in younger years and in addition to their behaviour, attitude and maturity are also expected to set an example through their professional attire and the way in which they present themselves.

Details regarding the Sixth Form dress code are as follows:

- Formal dress (e.g., suits, ties etc) is encouraged
- Lanyards must be worn at all times
- Trousers must be smart and tailored but not tight
- Blouse, shirt, or smart top (for boys this must have a collar)
- Skirts and dresses may be worn just above the knee but must not reveal underwear
- Dark-coloured smart shoes in (real or mock) leather, patent leather or suede
- Hair must be a natural colour
- Smart crew, v or turtleneck jumpers are permitted
- Students must wear a formal jacket (such as a suit jacket or blazer) for use when moving through the building and in assemblies. This may be removed in lessons.

Jewellery, make up and facial hair

- Any earrings worn should be a small and light in size
- One discreet necklace or chain
- Rings are permitted but jewellery should not be excessive
- Make up should be discreet
- Facial hair is permitted but it must be well-maintained and remain tidy
- Acrylic or false nails should not be excessively long as to impede writing or typing
- Any synthetic eyelashes must be natural in appearance

The following items are **not** permitted within the dress code of The John Roan Sixth Form

Clothing	Footwear	Accessories
<ul style="list-style-type: none">• Sheer / mesh tops• Crop tops• Shorts• Hoodies• Tracksuit tops / bottoms• Sportswear / trousers with elasticated ankles• Vests• Low cut tops / off-the-shoulder tops / camisole tops with spaghetti straps• T-shirts• Tight or revealing outfits• Fleece jumpers• Jeans / Jeggings• Fishnet tights or laddered tights• Any clothing with holes in it• Any clothing featuring a logo• Denim	<ul style="list-style-type: none">• Trainers• Sliders• Mules• Ugg boots• Canvas footwear	<ul style="list-style-type: none">• Do-rags• Hats• Scarves• Large hoop earrings / large chains / heavy costume jewellery

Acceptable standards of dress remain at the discretion of the Sixth Form team and students who do not meet the dress code requirements **can expect to be sent home to change**. If you require clarification regarding a particular item of clothing before you purchase it, please feel free to email sixthforminfo@thejohnroanschool.org.uk and a member of the team will get back to you.

For any student who is concerned by the financial implications of this dress code, please come and speak to a member of the team. We will be launching our bursary promptly in the Autumn term and there is considerable allowance for students to purchase clothing related to the dress code.

THE SCHOOL DAY

- 08:00 – School Opens
- 08:27 - *Pips* – 3 minutes to first lesson
- 08:30 – *Pips* Period 1
- 09:20 – Period 2
- 10:10 – *Pips* Break
- 10:27 – *Pips* - Transition from the end of break
- 10:30 – *Pips* Period 3
- 11:20 – Period 4
- 12:10 – *Pips* - Lunch begins
- 12.52 - *Pips* - transition to registration




- 12:55– *Pips* - Tutor time begins
- 13:27 - *Pips* - Transition to period 5
- 13:30 - *Pips* Period 5 begins
- 14:20 – Period 6
- 3:10 – *Pips* End of the school day

HOMEWORK

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 homework will be set for students using Show My Homework which is available as an app which can be accessed via a mobile phone, or as a website that can be accessed via a computer. In some instances, homework will be set on software including Microsoft Teams. However, instructions for any homework set on these platforms will be repeated on Show My Homework to ensure consistency.

Examples of KS5 homework

<p style="text-align: center;">Revision</p> <p style="text-align: center;"></p> <p>Revision homework tasks will enable you to consolidate your learning and eliminate gaps in subject knowledge, helping you to prepare for your exams.</p>	<p style="text-align: center;">Application</p> <p style="text-align: center;"></p> <p>Application homework tasks test for understanding of recently-acquired subject knowledge and develop your technique for exams.</p>	<p style="text-align: center;">Flipped-Learning</p> <p style="text-align: center;"></p> <p>Flipped learning homework tasks ensure that you are able to access challenging subject material and allow you to progress quickly through your course.</p>
<ul style="list-style-type: none"> ✓ 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 	<ul style="list-style-type: none"> ✓ 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 	<ul style="list-style-type: none"> ✓ 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 with the first aider/Post 16 team, 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 lose all privileges and will need to sit with a member of staff during lunch time for a term.

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 PayPoint 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 them to purchase additional items.

Breakfast can be purchased in the main school building 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 and Westcombe Park.

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

Scholarships

Supported by The John Roan Foundation, The John Roan Sixth Form offers scholarships to high achieving students across all subjects. Scholarships are worth £200 and are the equivalent in magazine subscriptions, books, events, and other initiatives that will ensure a student's university application and personal statement will be competitive.

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. Students can be awarded these Pride Points at any time during the school day but can expect to be rewarded for showcasing these values in tutor time and during lessons. Students with the most pride points are rewarded on a weekly basis during our whole school assembly.

The cornerstone of excellent academic performance at Sixth Form is attendance and punctuality. 100% attendance and punctuality will be rewarded at The John Roan Sixth Form on a weekly basis during our whole school assembly.

Special termly rewards will be arranged by the school for students who have shown terrific PRIDE values throughout the term.

Sanctions

One hour detentions to take place the following day between 3 & 4 pm will be issued in the case of the following:

- Being late to school
- Being late to a lesson
- Having incomplete or missing homework
- Missing equipment
- Not following the school dress code, which includes not wearing a lanyard

Students who do not attend a detention will be placed in School Based Reflection the following day.

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. Move to the Disruption Free Learning room. 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 DFL, 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 on a daily basis by the Sixth Form Team. Academic attainment is monitored continuously by subject teachers and the Head of Year with further analysis takes 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 three week period. Failure to pass tutor report will result in students 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 twice a week for three weeks for an academic study session for three weeks 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.

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 your non-teaching periods or to meet up with peers at break and lunch. Eating and drinking is permitted in here with the exception of hot food purchased off site.
- **The Study Sanctuary** is supervised by the KS5 Pastoral Officer and is a place for quiet individual work and will be equipped with computers. **No food or drink is allowed in this area.**
- **The Library** is a place for collaboration and team work. and is supervised by the Assistant Headteacher. **No food or drink is allowed in this area.**
- The **Silent Study Room** 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** 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.**

DATES FOR YOUR DIARY

Term dates can be found on the school website

Other key dates:

- 5th September – Parent Information Evening (Year 13)
- 12th September – Parent Information Evening (Year 12)
- 26th September – Pastoral Report sent to parents / carers
- 3rd October – 14th October – Baseline Assessments (Year 12)**
- 7th November – Year 12 GCSE resits (if applicable)**
- 21st November – Pastoral Report sent to parents / carers
- 5th – 16th December – Winter Mock Exams (Year 12 and 13)**
- 2nd January – 13th January – BTEC Public exams**
- 16th January – Academic and Pastoral Report sent to parents/carers
- 25th January – Year 13 Parents Evening
- 27th February – 10th March –Spring Mock Exams (Year 13 only)**
- 29th March – Year 12 Parents Evening
- 17th April – Year 13 Parents Information Evening (Destinations)
- 1st May – Pastoral Report sent to parents / carers
- 15th May – Public A-Level / BTEC Exams begin**
- 12th – 23rd June – UCAS Mock Exams (Year 12)**
- 10th July – Final Academic Report sent to parents / carers (Year 12)