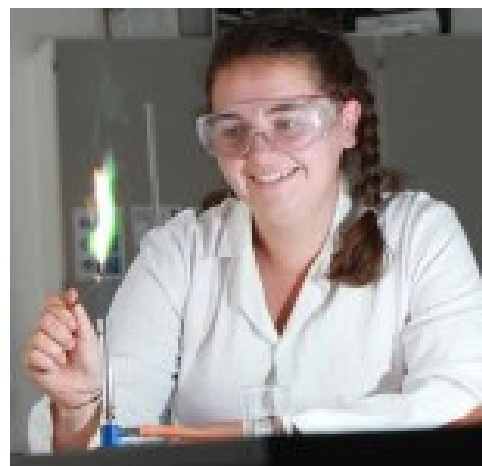
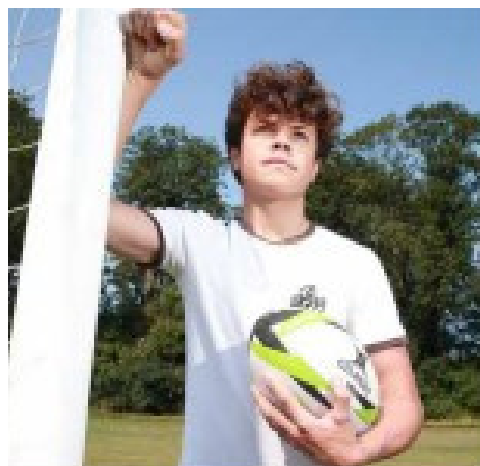




# Student Guide

2025-2026





# sixthform @latimer arts college



"Just believe in yourself.  
Even if you don't, **pretend  
that you do and, at some  
point, you will.**"

*VENUS WILLIAMS, THE FIRST AFRICAN  
AMERICAN WORLD NO. 1 TENNIS PLAYER*

# A Warm Welcome



**Welcome** to what will soon be the start of an exciting new academic year at The Latimer Arts College Sixth Form.

We look forward to greeting you in September where we are ready and waiting to support you in achieving success during your post-16 studies.

To help you with this, we have included information in this guide which we hope you will find useful, to get you Sixth Form ready.

This booklet should provide a guide to all you need to know about **Sixthform@Latimer** and enable you to continue on the road to success.



A dedicated team of staff will be on hand to guide, support, and challenge you in lessons, helping you to reach your full potential. Your time in the Sixth Form will pass quickly — just as the last five years have — so it's important to make a strong start from day one

We are here to nurture, guide and maybe give you a gentle nudge along the way, but it is important that we work as a team, in partnership, so that you have the best opportunities available to you when you have completed your Level 3 studies.

Work hard, learn lots and have fun along the way. I look forward to celebrating your A Level and BTEC success with you in the future.

**Kerry Gallon**  
**Assistant Principal: Sixth Form & Wider Curriculum**

# Sixth Form Team

## Here to help and Support you



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### **Sixth Form Leader**

We fully recognise the support you will need to reach your potential during your Sixth Form journey. You will be encouraged by a fully committed team of staff who will engage you in lessons and provide the challenge you need to meet the expectations of Sixth Form.

Latimer Sixth Form students leave us as well rounded individuals and we hope that you embrace all of the support and guidance that is available to you, to ensure that you do the same.

My role is to support you in your future destination plans and prepare you to become young adults through our Tutor Time Personal Development Programme. I will ensure you are given a voice on teaching and learning through our student forum and ensure you remain on the right path throughout your Sixth Form journey.

**[ctebbutt@latimer.org.uk](mailto:ctebbutt@latimer.org.uk)**

### **The Role of the Sixth Form Tutor**

Your tutor will be your first point of contact. They will provide guidance and support throughout your two years with us; continually monitoring your progress, sharing in celebrating your success and discussing any areas for development along the way.

### **The Role of the Sixth Form Centre Manager**

Miss Magee's role is to help Sixth Form students on a daily basis, organising resources, dealing with enquiries, monitoring attendance and supporting your development. You will come into contact with her regularly as you navigate your way through your Sixth Form studies and be sure to always check your e-mails to look out for the Miss Magee special.

**[smagee@latimer.org.uk](mailto:smagee@latimer.org.uk)**



# Being a Sixth Former



## To achieve success in Sixth Form you will need to:

- **Manage Your Time:** With fewer lessons and more independent study time, use spaces like the Sixth Form café or study zones to stay productive. The more you complete at school, the less to do at home.
- **Prioritise Tasks:** Tackle the most important work first, not just what's easiest or most enjoyable. Your learning and qualifications must stay top priority.
- **Meet Deadlines:** Staying on track avoids unnecessary stress and gives you the best chance of success.
- **Research Independently:** Go beyond set tasks — read, listen, and explore:

### Podcasts:

[BBC Radio 4](#) – In Our Time (broad academic topics)

[The Guardian – Today in Focus](#) (current affairs)

[The Daily – The New York Times](#) (global issues)

### Online Newspapers:

[The Guardian](#)

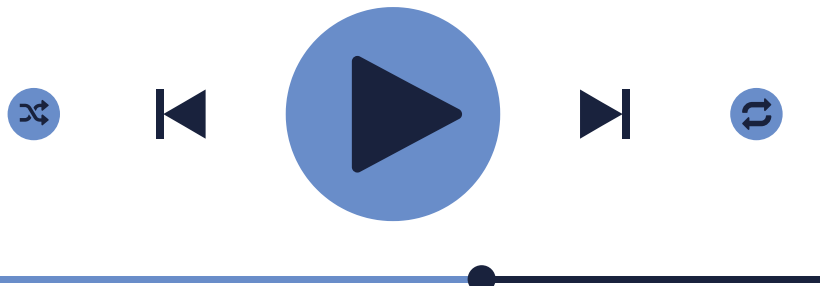
[BBC News](#)

### TED Talks:

[TED: Education Talks](#)

[TED: Science Talks](#)

[TED: Technology Talks](#)



Use the school library, subject specifications, revision guides, past papers and textbooks to support your research.

- **Stay Organised:** Keep tidy, clearly divided folders with contents pages to make revision easier. Present neat, legible work. Remember, unless your normal way of working in a lesson is to type most of you will be handwriting, so ensure you practice this skill.
- **Collaborate Effectively:** Engage fully in class, share ideas, and learn from others — teamwork enhances learning.
- **Revise Regularly:** Review notes and create revision materials from the start, not just before tests. Use SuperSix strategies often.
- **Seek Help:** Don't hesitate to ask for clarification or advice from staff; act on feedback to improve key skills.
- **Be a Role Model:** Set a positive example for younger students by being responsible, respectful, and courteous at all times.



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# Independent Study

In Sixth Form, you are responsible for managing your own learning — especially during independent study time in school. This doesn't mean sitting alone with a book or laptop. Try these approaches:

- **Review Class Content:** Use Super Six strategies to create revision materials and test yourself.
- **Prepare for Lessons:** Complete set tasks, read upcoming texts, and revise for tests.
- **Collaborate:** Study with friends, quiz each other, practice presentations, or lead group sessions.
- **Explore Further:** Try a [MOOC](#) (Massive Open Online Course), or join subject-related forums to deepen your knowledge.
- **Take Smart Breaks:** Use breakout zones to rest — but only after focused study.

## Sixth Form Centre Study Rooms:

Your designated Sixth Form Centre has two dedicated study zones; Group study & Silent Study

### Group Study Facilities:

- Desks laid out to support discussion
- Distraction free corner equipped with computers
- Laptops to support in study areas

### Expectations:

- Noise kept at a regular volume
- No eating/food in distraction free corner
- Laptops returned to trolley and placed on charge

### Silent Study Facilities:

- Desks laid out to support silent work
- 10 Computers

### Expectations:

- Silent/Library style study
- No eating/food in this zone

**\*Students using these spaces are responsible for ensuring these areas are left neat and tidy at the end of the day.**



# Get in the know



## Useful Resources:

- [Level 3 Past Exam Papers and Mark Schemes](#)
- [Level 3 Subject Specifications](#)
- **Revision Guides (where available):** On loan in the Sixth Form Centre
- **Unifrog & UCAS:** Online platforms that have a range of resources that can be used to explore the best post-18 courses and apprenticeships. Track your skills, make applications to Universities and write Personal Statements.

## Use of AI & Plagiarism:

- **Artificial Intelligence (AI)** can be a valuable tool for researching information and enhancing your understanding of various subjects. However, it is important to use AI responsibly and ethically. While AI can assist in gathering information, it **should not be used to complete your assignments or assessments** and any student found in breach of these rules could face disqualification from the exam board.
- Official advice for students: [Joint Council for Qualifications \(JCQ\) guidelines](#)
- **Plagiarism** - Never get yourself in a situation where you are tempted to pass off the work of someone else as your own. In most cases plagiarism can be avoided by citing sources.
- In cases of plagiarism or misuse of AI, parents/carers will be informed and all plagiarised material will be ignored in determining a final mark for assessment.

### What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

**DON'T RISK IT!**



## REMEMBER

**Misusing AI is cheating!**

Know the rules

Talk to your teachers

Reference clearly



# Attendance

Maintaining excellent attendance is essential to your success in the Sixth Form. Our expectation is that all students achieve an attendance rate of **over 96%**.

To record your attendance, you will use our electronic system (Inventory), both in the morning and afternoon. There are two machines available: one located in the Sixth Form Centre and another on the ground floor of the Science block. In addition to electronic sign-ins, your subject teachers will also take registers during lessons to monitor your lesson attendance.

You must wear your student lanyard/card at all times. If you misplace it, report this immediately to the Sixth Form Centre Manager, who will issue a temporary replacement. This must be returned before you leave school on the same day.

## **Signing In:**

**Morning (AM):** Students must sign in on arrival before 8:30am or upon arrival from home study.

**Afternoon (PM):** All students must sign in again before 1:00pm.

## **Signing Out:**

If you have prior permission to leave the school site during the day (e.g. for Home Study), you must sign out and indicate the reason for your departure. You must also sign back in upon returning to school to comply with fire safety regulations.

If you feel unwell during the school day, report directly to the Sixth Form Centre Manager, who will contact your parent/carer.

**Note: You should only use the Visitors' Reception to sign in or out in exceptional circumstances.**

## **Reporting Absence**

If you are unable to attend school due to illness, your parent/carer must contact the school on the first day of absence and on each subsequent day. They can:

- Email: [absence@latimer.org.uk](mailto:absence@latimer.org.uk)
- Text: 07444 851655
- Call the 24-hour absence line: 01536 720300

## **Following an Absence**

It is your responsibility to inform your subject teachers and ensure you catch up on any missed work.

# Attendance



## Study Time

You are expected to attend school full-time every day, unless you have been granted home study. All timetabled lessons must be attended.

Independent study time should be used productively for academic work, unless you are contributing to a school activity. Study should take place in one of the designated Sixth Form Study Rooms.

## Tutor Time

Attendance at tutor sessions is mandatory. These sessions provide essential information and include a range of personal development activities designed to support your success in Sixth Form and prepare you for life after school.

## 10th Hour

Each subject includes an additional study hour over the fortnight. This time should be used collaboratively with your peers to complete tasks or activities recommended by your subject teachers.

## Driving Lessons

Driving lessons can be arranged, but they must not interfere with lessons, tutor time, or enrichment activities. If your overall performance does not meet expectations, this privilege may be withdrawn.

## Leave of Absence

Leave of absence during term time is only authorised in exceptional circumstances. A Leave of Absence Request Form, available from Miss Magee, must be submitted in advance.

## Medical or dental appointments

Evidence must be provided to the Sixth Form Centre Manager to ensure your absence is recorded correctly. Attendance is closely monitored, so appointments should be scheduled outside of school hours whenever possible. If unavoidable, try to attend school for either the morning or afternoon registration and arrange appointments during independent Study.

We acknowledge the essential role that good school attendance plays in academic and personal development for Post 16 students. Promoting regular attendance is a key component in students' employability skills and work ethic. Consistent high levels of attendance and excellent punctuality are characteristics of students who achieve above or in-line with their potential. **Research shows that poor attendance and punctuality have a serious and detrimental effect on outcomes.** Attendance falling below 95% has been shown to result in an average reduction of one grade at A level per subject and this increases to two grades when attendance falls below 90%. Our attendance target is set at an aspirational level of 96% to ensure the best possible outcomes for our students.

# Sixth Form Dress Code



As role models to younger years, we expect our Sixth Form students to dress in smart attire, appropriate for the school working environment.

**In addition to this, in order to support with our safeguarding responsibilities, lanyards must be worn at all times whilst in school.**

## **Tops:**

- ☒ Smart blouse, top or shirt (ties optional). Smart polo shirt. Smart cardigans or jumpers.
- ☐ T-shirts with large logos, slogans or graphics. Denim, crop tops, vest tops, transparent tops, or beachwear. Oversized tops, hoodies or sweatshirts, casual style sportswear, are not permitted.

## **Bottoms:**

- ☒ Smart skirts (and any spilt) when worn, should be nearer to the knee in length than the hip or smart trousers. Tights when worn should be plain.
- ☐ Jeans, joggers/leggings, cargo trousers, denim, leather/faux-leather are not permitted. Shorts are not permitted. Short/mini skirts are not permitted.

## **Dresses:**

- ☒ Smart in style (and any splits) if worn should be nearer to the knee in length than the hip.
- ☐ Beachwear style dresses are not permitted.

## **Footwear:**

- ☒ Formal style shoes, plain black trainers and formal sandals. Boots may be worn provided they are smart and not excessive in height.
- ☐ Casual footwear such as flip flops, other trainers, or canvas shoes are not permitted.

## **Outerwear:**

- ☒ Coats, jackets, or sweaters should be appropriate for a professional environment. **Outerwear to be removed in all study areas and classrooms.**
- ☐ Hoodies, or other overly casual outerwear, such as leather, biker or denim jackets are not permitted.

# Sixth Form Dress Code

## Additional Information



### Other Expectations:

- Ear Stretchers and nose septum piercings are **not permitted**. Other ear & nose piercings are permitted, however should be discreet. No other facial piercings will be permitted.
- Other jewellery is permitted, but should be kept to a minimum.
- Hair should be styled & coloured appropriately for the school environment.
- Nail polish is permitted but should be professional in manner. Excessively long pointed nails that could pose a safety hazard are **not permitted**.

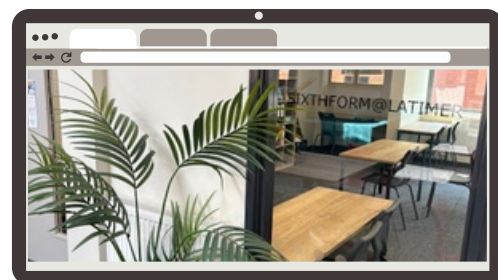
Students are encouraged to express their individuality within the parameters of this dress code while maintaining a professional appearance.

Should you have any questions relating to what may be acceptable as part of the Dress Code, you are advised to speak to the Sixth Form Centre Manager, Sixth Form Leader or Assistant Principal: Sixth Form **prior** to making any purchases.

Where there are breaches of the School's Sixth Form Dress Code, sanctions in line with the school's behaviour policy will be applied accordingly. **This may mean that you are sent home to change or removed from circulation and not permitted to attend timetabled lessons.**

### Valuables:

Please note that Sixth Form Students are permitted to bring mobile devices and laptops into School. Mobile phones should only be accessed in the Sixth Form Centre or Sixth Form Café. We do encourage you to respect each other's property, and we do take reasonable steps to ensure the safety of such items, however, if items become lost or damaged, we cannot accept liability for this. Personal property brought into the School is done so at the owner's risk.



### Student Parking:

Students will be permitted to park on site, although spaces may be limited. Spaces will be on a first come, first served basis and you will need to acquire a parking permit from our Sixth Form Centre Manager; Miss Magee.

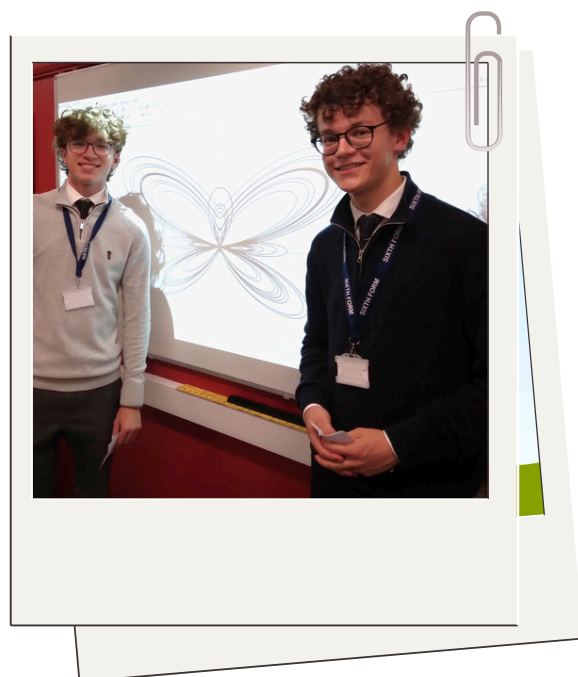
# Enrichment



**In Sixth Form, we strongly believe in the value of enrichment.** As a Sixth Form student, you are expected to actively participate in activities that support and enhance our school community and provide you with a variety of valuable experiences.

## Contribution:

Every week, you are required to dedicate at least one hour to making a positive impact, whether it's assisting younger students in their studies or supporting staff members outside the classroom. These contributions not only benefit the individuals you help but also foster a culture of support and collaboration within our community. By logging your contributions, you can track your involvement, reflect on your impact, and strengthen your personal statement for future endeavours. This may lead to being rewarded with additional home study.



## Enrichment:

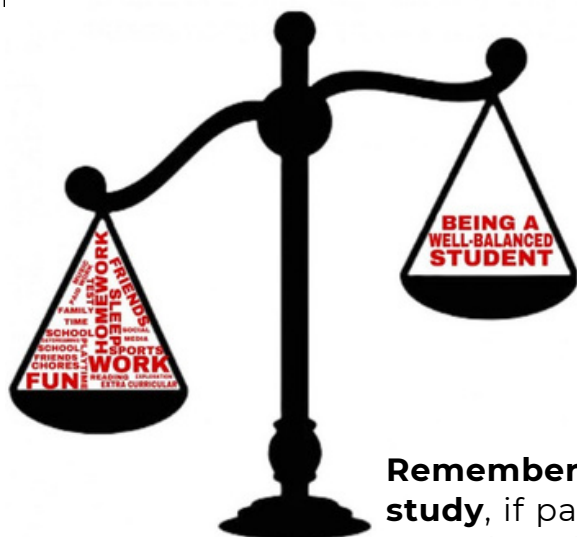
On Wednesday afternoon, our compulsory Sixth Form Enrichment Programme offers you a range of activities and opportunities to choose from. You can participate in Health and Fitness sessions, attend talks by Guest Speakers, life skills workshops, or explore various subjects through Online Learning.

Details of the 2024-25 activities can be found in our [Enrichment Booklet](#).

The Sixth Form Enrichment Programme not only offers you, a variety of enjoyable experiences, it can also have a valuable impact on your personal growth and future prospects.

By providing this platform for exploration and self-development, we aim to foster well-rounded, engaged and motivated individuals who are prepared to excel in their academic journey and beyond.

# Work - Life Balance



## Part-Time Work

We appreciate that you may undertake part-time jobs to give you some financial independence. However, you need to ensure that you are working a sensible number of hours and that it is not interfering with your studies.

**Remember, you have chosen to be in the Sixth Form to study**, if paid work becomes a priority, then you may need to consider whether staying on in education is the right option for you.

### **The Benefits:**

Can improve or help develop particular personal characteristics, including responsibility, work organisation, resilience and time management, which could in return enhance school achievements.

### **The Disadvantages:**

May reduce the time available for educational activity and independent study and therefore could lead to lower educational achievements

### **Work Experience:**

All year 12 students will have the opportunity to undertake a **careers based** work placement designed to develop your employability skills, increase your appreciation of the commercial world and inspire future career choices. During this period, there will be no lessons – each day students will be at the workplace of the host employer.

We hope that you will gain a valuable insight into the world of work and be provided an opportunity to expand your learning from the classroom into the work environment. Following your placement and once back in school, you will have time to reflect on your experience, participating in a robust evaluation process.

You will also benefit from having the opportunity to create a presentation to your peers, showcasing what you have gained from your work experience placement.

# Learning Agreement



The Learning Agreement aims to establish a clear understanding and mutual expectations between the student, the school and parents/carers. It outlines the responsibilities and commitments required to support the student's academic success, personal development and overall well-being during their time in the sixth form.

This agreement serves to promote a collaborative and supportive environment, fostering a sense of accountability and commitment from all parties involved.

## Student Responsibilities

### Attendance and Punctuality:

- Attend School from 8:25am to 3:00pm (except when on time-tabled Home Study).
- Ensure at least 96% attendance to all lessons, 10th Hour, independent study, enrichment and PDP sessions.
- Be consistent and punctual on arrival to the school and all lessons. Ensure you or a parent/carer report any absence confirmation as outlined on Pages **6 and 7**.
- Ensure you sign in & out when arriving/leaving school as outlined on **Page 6**.

### Academic Commitment:

- Work to the best of your ability in every lesson, independent study in school and at home.
- Aim to reach or exceed target grades in assessments.
- Complete all assignments, coursework, and exams and meet all deadlines.
- Organise work to complete during independent study.
- Seek help from teachers and utilise available resources when needed.
- Ensure mobile phones are only used to support learning during independent study.
- Ensure independent study is completed in designated study areas and ensure that this is completed without disturbing others.

### Behaviour and Conduct:

- Behave in a way that is responsible and sets an example to other students.
- Adhere to the school's policies, including the Behaviour, Dress Code, ICT Acceptable Use and AI policy.
- By responding proactively to guidance & support offered.

### Personal Development:

- Engage in extracurricular activities and enrichment programs offered by the school.
- Take responsibility for personal health and well-being, balancing academic and personal life.
- Set personal and academic goals and work towards achieving them.

# Learning Agreement



## School Responsibilities

### Teaching and Learning:

- Provide high-quality teaching and learning experiences, with a well-structured curriculum.
- Offer regular feedback on assignments and assessments to help students improve.
- Create a supportive and inclusive learning environment.

### Support and Guidance:

- Offer academic support through 1:1 feedback sessions, and resources.
- Provide pastoral care and mentoring to support students' well-being.
- Guide students in their career planning and higher education applications.

### Communication:

- Maintain open lines of communication with students and parents/guardians.
- Inform parents/guardians about student progress, attendance, and any concerns.
- Provide timely updates on school policies, events, and important dates.

## Parents/Carer Responsibilities

### Support and Encouragement:

- Encourage and support your child in their academic endeavours and personal growth.
- Provide a conducive environment at home for studying and completing assignments.
- Motivate your child to participate in school activities and take responsibility for their learning.

### Communication:

- Stay informed about your child's progress by attending SPRE and reviewing reports.
- Communicate any concerns or issues that may affect your child's performance or well-being to the school.
- Support the school's policies and reinforce the importance of adhering to the learning agreement.

By signing this agreement, all parties acknowledge their responsibilities and commit to supporting the student's educational journey in the sixth form.

**Tutor Signature .....**

**Date:.....**

**Student Signature .....**

**Date .....**

**Parent/Carer Signature .....**

**Date .....**



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