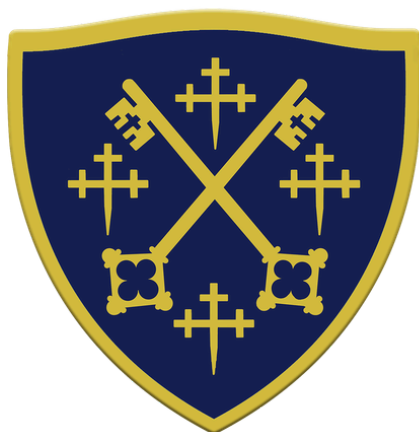




**BISHOP
STOPFORD
SCHOOL**
Sixth Form

faith | justice | responsibility | truth | compassion

Student Handbook

Name:

Form:

#BestOfBishop

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The School Day

8.35am	Registration in forms
8.55am	Period 1
9.55-10.15am	Break
10.15-11.15am	Period 2
11.15-12.15pm	Period 3
12.15-1.15pm	Lunchtime
1.15-2.15pm	Period 4
2.15-3.15pm	Period 5
3.15pm	End of Day

Expectations

#1

To arrive on school site by 8:35am, daily and attend all timetabled lessons, on time.

#2

To sign in and out of school site, using your lanyard. If you forget your lanyard, you must collect a spare one from the Sixth Form Office and sign in at Reception.

#3

To engage with the full Sixth Form curriculum, undertaking relevant private study.

#4

To communicate any absence to the Sixth Form Team, or class teachers where appropriate.

#5

To uphold all core values of the school: Faith, Justice, Responsibility, Compassion, Truth. Ensuring you are acting as role model to younger students.

Bishop Stopford School Sixth Form Dress Code and Lanyards

Introduction

Our Sixth Form students uphold the ethos of our School and are role models for younger students. The Dress Code is an important element of our identity and communicates what it means to belong to a professional learning community. Students are expected to conform to our Dress Code as part of belonging to our School. The Code has been designed with students. It is intended to ensure health and safety requirements are met as well as developing a professional approach to places of work and learning.

Lanyards

Sixth Form students are issued with a lanyard which holds their student ID card. They must wear this **at all times** whilst on site. They must also use it to 'sign in' on machines in the Sixth Form Centre, Reception or the Foyer on every occasion they come to the school site and when leaving: there are no exceptions to this rule. This is a vital safeguarding measure. Sixth Form students are not in timetabled lessons throughout the whole day, so this matter is particularly important.

Dress Code

Our Sixth Form Dress Code is smart and formal. We are aware of cost and actively promote recycling. Students can, for example, borrow jackets and ties from the Sixth Form Centre.

- A matching or non-matching tailored jacket.
- Tailored trousers, tailored skirt or a dress. (Skirts and dresses must be of an appropriate length for a school environment).
- Dark, plain tights must be worn with a tailored skirt or dress.
- A conventional shirt, blouse or formal top.
- Collared shirts to be worn with a tie.
- A plain knit jumper or cardigan can be worn under the tailored jacket.
- Smart leather or leather-look shoes or boots.
- Discrete make-up, nail varnish and jewellery.
- A single, discrete nose stud is allowed, but no other facial jewellery.
- Headwear for religious or medical reasons only.
- Natural hair colours.

The following are not permitted:

- Leather or imitation leather; denim; leggings or similar; jeans or jeans style trousers; shorts.
- T-shirts; sheer or see-through fabrics including lace; hoodies and sweatshirts, crop tops.
- Stiletto heels; Ugg footwear; trainers/plimsolls/canvas or similar; flip-flops/mules.
- Eye-brow studs, ear stretchers.
- No visible body art, such as tattoos.

If there is disputation about an item of clothing, the decisions about whether it is appropriate will lie with the school.



Dress Code Continued...

Examples of suitable items of clothing, which adhere to our dress code*



£20 Asda



£14 ASDA George



£7.50 ASDA George



£18 Sainsburys



£14 New Look



£16 Sainsburys
TU



£49 Suit Jacket
Matalan



£16 Next



£20 Peacocks



£10 Peacocks



£6 Tie Matalan



£30 M&S Shirt and
Tie set



Blazer £22.50
ASDA, George



Pencil Skirt
£25 Next



Dress £16
Peacock



£32 Sainsburys
TU



£18 Peacocks



Form Time

Form Time takes place every morning from 8.35am-8.55am

You will be assigned a form on your first day in Sixth Form and registration is Monday to Friday. On Wednesdays we hold a weekly Assembly, either in the Sports Hall or Main Hall. Both Form Time and Assembly are a compulsory part of your programme of study in Sixth Form.

Every week your attendance, punctuality, organisation, uniform and general conduct will be monitored by your Form Tutor and Head of Year. Any concerns will be forwarded on to the Head of Sixth Form.

There is a weekly form time schedule which you will be expected to contribute to. Your Form Tutor will lead this. As we are a Church of England school, some activities will have a religious or spiritual focus.

Monday	Building for success/Private Study
Tuesday	Collective Worship/Enrichment Logs
Wednesday	Assembly
Thursday	Weekly Spotlight
Friday	Quiz



Facilities for Sixth Formers

What areas can you use for independent study?

- Study Centre
- Collaborative Work Room
- Olive Grove
- Library
- Free Rooms- Timetable available in the Sixth Form foyer from September.

Each area has its own set of expectations and rules on use of technology.

What areas can you use before school, during break or lunch?

- Collaborative Work Room
- Common Room
- Library
- Study Centre
- Olive Grove - Dedicated Sixth Form Cafe
- Outside areas around school, including the patio outside the Sixth Form Centre.

Please note Common Room is closed during lesson times to all students. Your study periods should be used to consolidate learning.



Mobile Phone Use

You are able to use your mobile phone and headphones in the Sixth Form Centre.

Mobile phone use is not permitted elsewhere in the school. You can use your mobile phone in the Sixth Form Coffee shop, when paying for any items.

You are permitted to use your mobile phone in the Canteen and Library, for work purposes, if lower school students are not present.

If you are using your mobile phones, or wearing headphones around school site they may be confiscated by a member of staff. If this happens, they will be returned to the Sixth Form Office for you to collect at the end of the day.



Organisation

There are a number of items that you MUST provide for yourself in order to ensure you are suitably organised. Use the checklist below to ensure that you are organised, equipped and ready to start learning.

Item	Purpose	✓
Lined Paper/A4 Notepad	You will need to provide your own paper to make notes on in lessons	
Lever arch file per subject	For every subject ensure you have a large lever arch folder and bring it to every lesson. Folders will be checked by teachers on a regular basis.	
Dividers	Use these to separate out topics and units in your subject files.	
A pencil case, with: pens (blue or black), a green pen (for peer marking), pencils, eraser, highlighters and ruler.	In the sixth form you should provide your own stationary. Please don't turn up to lessons without a pen.	
Diary/weekly planner	To help organise your free time and homework tasks.	
Mini whiteboard and whiteboard pen	For activities in lessons	
Calculator	For Maths, Science(s), Business, Geography or Psychology.	
Textbooks	There will be a range of textbook resources required for your course. Your teachers will share these with you in September.	



Effective Revision

Take the revision questionnaire below to find out what techniques you use the most for revision. Each technique requires a different skill: c = content, s = skills. f = feedback. Where possible, try and have a blend of all three revision techniques. What changes do you need to make to your revision from GCSE to A-Level?

Revision Tasks	Tech	Always	Sometimes	Never
Reading through notes	C			
Using online resources	C			
Using textbooks	C			
Mind Maps and diagrams	C			
Making/Re Making notes	C			
Highlighting	C			
Flash Card	C			
Revision posters/walls	C			
Writing exam answers under timed conditions.	S			
Reading Model answers	S			
Planning out answers to past exam questions	S			
Marking your own work with mark scheme	F			
Studying mark schemes or examiners reports	F			
Working with other students	F			
One to one discussion with teachers	F			
Creating your own exam question.	F			

Effective Revision

Use a combination of content, skills and feedback techniques.

Make your own revision notes and condense them onto one side of paper

Test yourself! Practice recalling material and answering exam questions regularly.

Take a break! Your brain cannot concentrate for long periods. Have a rest break every 2 hours.

Treat yourself! After every block of revision reward yourself with a chocolate bar or an hour watching TV!

Make a revision timetable and **STICK** to it. No excuses.

Practise! Complete the same exam question over and over. You should notice you get better each time! Try them against the clock.

Prioritise! Don't keep revising the topics you're confident on. Tackle the tricky topics you're less confident on first!

Use Acronyms Mnemonics and Memory short cuts where you can help the information stick in your long term memory.



The A Level Mindset

A Levels are not like GCSEs and require you to be more independent in your learning.

There are five aspects that make up a successful A -Level student - VESPA! This will be covered in more detail in your Transitions and Careers lessons.



What does my programme of study look like at Bishop Stopford Sixth Form?



Bishop Stopford Sixth Form

Programme of Study and Wider Curriculum



Programme of Study

Alongside your chosen subjects for A-Level study you will also have the following lessons on a fortnightly basis. All of these lessons are compulsory.

- Core PE
- Transitions and Careers (Tutorial)
- Life and Ethics (PSHE)

Core PE:

PE lessons are a chance to have a break from study and get involved in recreation activities to build confidence, enhance teamworking skills and spend time having fun. We fully support and recognise the benefits of physical exercise for wellbeing and believe that this aspect of our curriculum is an excellent addition.

PE Kit: Sixth form students are to wear clothing that is appropriate for physical activity and school. For example, shorts/jogging bottoms, a sports top or t-shirt and **trainers**. No other footwear is suitable.

Transitions and Careers (Tutorial)

This lesson will initially help support your transition to A-Level study. It will help equip you with tools for Independent Learning. Subsequently, we will explore Post-18 Options and life after Bishop. We aim to equip you with the tools to prepare you for UCAS applications, applying for jobs, life as a student at Bishop and guide you through next steps after A-Levels, whatever that may be.

Life and Ethics (PHSE)

PHSE in the sixth form enables pupils to understand the importance and practical application of physical and mental wellbeing. It also includes relationship, health and sex education, equality and diversity education. It is a compulsory component of Post-16 Study.



Enrichment

Enrichment is an opportunity for you to enrich your curriculum beyond A-Level study. This can be through volunteering, complementary qualifications or leadership opportunities. The purpose is to provide you with additional skills that will benefit you when leave Sixth Form.

What enrichment opportunities are there for me at BSS?

There are a vast range of enrichment opportunities for you to undertake.

These include:

- A role on the student leadership team.
- Volunteering to support in lower school lessons.
- Volunteering to support other areas of the school, such as reprographics.
- Supporting staff run clubs.
- Helping in the Chapel or supporting the chaplaincy.
- Running a society.
- Mentoring a student.
- Being part of the student ambassador programme.
- Being a reading buddy for Year 7 students.

This list is not exhaustive. You are welcome to undertake enrichment in the local community too, but speak to your tutor about this.

How many hours of enrichment should I be doing ?

You should be undertaking at least 1 hour on enrichment per fortnight, however, for some students it may be more appropriate to complete 1 hour per week (especially those who are applying for university courses which require specific experience). Remember, your enrichment is designed to supplement the rest of your curriculum. It is therefore important you pick something that interests you!

How do I record my enrichment ?

You will be issued with an enrichment log that will be checked by your tutor in registration fortnightly. You are responsible for getting your logs signed by the member of staff in charge.



EPQ

What Is An EPQ ?

EPQ is an A-level standard standalone qualification designed to extend and develop students' abilities beyond the A-level syllabus and prepare for university or future career.

- It's worth half an A-level (28 UCAS points)
- It's recognised by universities and employers
- Many universities make lower A-level offers to students undertaking an EPQ.
- Graded A*-U

How it works :

The EPQ is a research-based project qualification that can focus on any area of interest as chosen by the student. You need to achieve the following in order to submit a successful project.

- Complete an independent written project of approx. 5000 words
- Complete accurate & detailed project records – explaining your process, decisions, planning, structure
- Maintain an accurate & detailed log of your work
- Deliver an accurate & detailed presentation at the end of the process

Why do an EPQ ?

The skills gained from an EPQ not only enhance a student's academic profile but also prepare them for the demands of university and the workforce. These skills demonstrate a student's ability to engage in independent study, manage complex tasks, and communicate effectively, making them more competitive in university applications and future job markets.

In some cases the EPQ can contribute towards entry requirements at some universities. This would be worth checking on the UCAS website before applying.

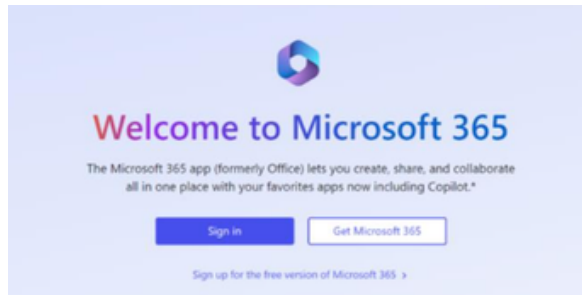


Accessing EduLink

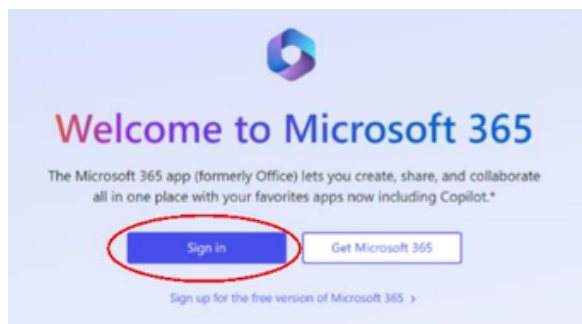
All students will have an EduLink account, which allows you to see your timetable, achievement points, behaviour points and detentions. It is also used by staff to send messages and is linked to your school email account. Your parents will have a parent account, where they can also see your data.

If you are new to Bishop please see the steps below, to allow you and your parents to access your accounts:

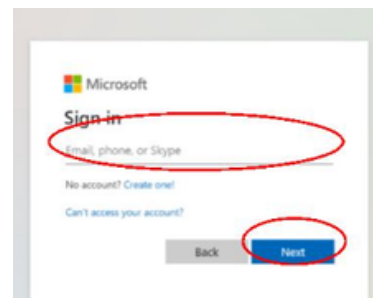
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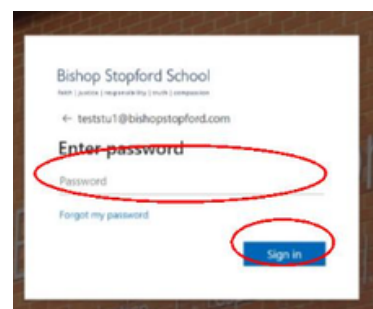
2. Click Sign in



3. Type your email address in then click Next



4. Type your Password in then click Sign in



Your School Email Account

Your school email needs to be checked daily. it is vital you regularly check this, for updates from the Sixth Form team and teachers.

You can download the outlook app on your phone.

We will use email to contact you about the following:

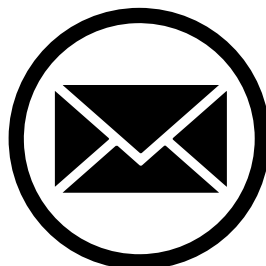
- Volunteering opportunities
- Work Experience
- University Open Days
- Detentions
- Room Changes
- Queries on attendance
- Achievement points
- Important dates and events
- Wellbeing Wednesday

If you are new to Bishop you will be issued an email address and temporary password to set up your account within the first two weeks of term.

Important Email Addresses

Please make a note of the following email addresses for Sixth Form students:

kwhitehead@bishopstopford.com	- Head of Sixth Form
lmcnab@bishopstopford.com	- Head of Year 12
sstyles@bishopstopford.com	- Head of Year 13
studentabsence@bishopstopford.com	- Reporting absence (Parents only)
ksmith@bishopstopford.com	- Transport and bursary queries



Absence & Late Procedures

Absence due to illness

Please get a parent to report your absence to school. This can be done on your parent's Edulink, through emailing studentabsence@bishopstopford.com or by phoning school and leaving a voice mail.

If you need to go home unwell during the school day

Come and talk to your Head of Year – Mrs. McNab (or any of the staff in the sixth form office). We have a duty of care to see you before you go home.

Absence for medical appointments

Where possible please arrange appointments in your study periods or outside of school hours. Please can parents email Mrs McNab as your Head of Year to inform us of the appointment if you are leaving during the school day.

Driving

Driving lessons can be booked during your study periods, but please inform your Head of Year if you are leaving site during the school day. We understand that driving tests are harder to schedule – please speak Mrs McNab about this.

Remember to sign in and out.

Late Procedures for Sixth Form

You need to sign in everyday between 8.15am and 8.35am everyday.

Your punctuality is monitored daily by your Head of Year.

Any student that signs in later (after 8.35am) or fails to sign in is issued a pastoral detention. Any student who signs in after 8.55am without contacting their Head of Year is automatically issued a Whole School Detention.

Any second incident of lateness during the same week results in a Whole School detention, which are held Friday lunchtimes 12.15-1.15pm.

If lateness is a persistent issue and students are repeatedly late over a two week period they will be placed on a Head of Year report, have their study contract revoked and contact will be made home.



Pastoral Support

As Sixth Form students you have the following members of staff available to support you:

- Form Tutor
- Head of Year 12- Mrs McNab
- Head of Year 13 - Mrs Styles
- Head of Sixth Form - Miss Whitehead
- Your trusted adult.

There are a range of local services you can access, if you feel that you need additional support. Initial information can be found in the Mental Health Support Booklet, issued on Induction Day. We have more copies of these in the Sixth Form Office, should you require them.

Your Head of Year can support you with a range of pastoral needs, from panic attacks and anxiety to financial concerns. Please speak to them if you require any additional support.



Youth Works (a counselling service) attend school every Thursday 9-1pm and appointments can be booked via Mrs McNab. These are on a fortnightly basis and you are initially given 6 sessions. The sessions are student led and confidential and are free to students.



Key Dates 2026/27

Autumn	Winter	Spring	Summer
Thursday 3rd September Start of Term for Year 12 8.30am	Tuesday 3rd– Monday 9th November GCSE English and Maths Resit dates	Tuesday 5th January Start Back: 8.30am	Monday 12th April Start Back: 8.30am
Wednesday 9th September Parents Information Evening 6.00pm (Main Hall)	Monday 9th November Start back at 8.30am	Friday 12th February Break up for Half Term 3.15pm	Wednesday 14th April / Thursday 15th April UCAS Exhibition Trip
Thursday 17th September Celebration of Achievement Evening	Tuesday 17th November Sixth Form Open Evening 5.30-8pm	Monday 22nd February Start Back 8.30am	Thursday 13th May Progress Review Evening
Friday 18th September 'Introduction to Higher Education' – Sheffield University	Tuesday 24th – Thursday 26th November Sixth Form Open Mornings	Friday 26th February What Career and What University Careers Conference, NEC Birmingham	Friday 21st May Year 12 Elevate Session
Wednesday 23rd September Year 12 Conference Day	Friday 27th November Year 12 "Transition report" Issued	Thursday 25th March Report 2 Issued	Friday 28th May Break Up for Half-Term 3.15pm
Friday 25th September Lunchtime- Clubs & Societies Fair, Main Hall	Friday 18th December Break up for Christmas 12.15pm	Thursday 25th March Break Up for Easter 3.15pm	Monday 7th June Start Back: 8.30am
Friday 9th October Teacher Training Day			Thursday 10th June Post 18 options evening.
Friday 23rd October Break up for Half Term 3.15pm			Monday 20th – Friday 25th June Mock Exams
			Monday 28th June Year 11 into 12 Induction Day
			Monday 12th July until Friday 15th July Work Experience Week
			Tuesday 20th July Report 3 Issued
			Friday 23rd July Aston University Talk - Personal Statements
			Friday 23rd July Break Up for Summer 3.15pm

