



Hammersmith Academy Sixth Form Student Handbook

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WELCOME TO THE SIXTH FORM

Our vision for the Sixth Form at Hammersmith Academy is to develop highly qualified, aspirational young adults who make outstanding progress and, as active citizens, take a lead within the community and are committed to giving 100% in everything they do.

We are committed to excellence in every aspect of Sixth Form life. Key Stage 5 is an important time of transition, personal commitment and growth. Students are expected to be motivated and to take increased responsibility for their own learning. If you are determined to succeed, we can offer you a Sixth Form experience which is challenging, varied, interesting and rewarding.

Many of our students have been at Hammersmith Academy since Year 7, but we welcome new students who wish to join our community from other schools. At present we have around 230 students in the Sixth Form.


We hope that our Sixth Form will interest and challenge you intellectually and develop your talents and leadership as you prepare for university, apprenticeships or employment. A well-equipped modern building provides excellent facilities. A separate Sixth Form Centre and mezzanine study space provides a high quality and professional learning environment. Further, our extensive extra-curricular offer provides enrichment through sport, charity, arts, technology and student leadership.

This *Sixth Form Handbook* has been written for you. Please read this handbook carefully. If you have any questions today, please ask staff or students. If you think of any questions after reading this, then please contact us at: post16@hammersmithacademy.org

Being at Hammersmith Academy Sixth Form is an opportunity to bring your skills, aptitudes, abilities and personality and add to our dynamic community of learning.

We are looking forward to getting to know you as you start your Sixth Form journey here.

Head of Sixth Form
September 2024



"Hammersmith Academy is an inspiring place where ambitions are realised and students have exceptional opportunities that allow them to develop their individual characters and talents"

Ofsted

Values

We inspire pride and confidence in our students to achieve their full potential. Everyone in the Academy is responsible for modelling a positive and professional attitude at all times.

We create a stimulating and enriching learning environment where high expectations and challenge prepare students for a global society.

We succeed by developing a growth mind-set through the skills of resilience, resourcefulness, reflectiveness and reciprocity.

KEY SIXTH FORM CONTACTS

Mr G Kynaston	Headteacher	gkynaston@hammersmithacademy.org
Ms J Adolphus	Assistant Headteacher KS5	jadolphus@hammersmithacademy.org
Mr S Flitton	Associate Assistant Headteacher (Head of Sixth Form)	sflitton@hammersmithacademy.org
Ms S Harrowes	Head of Careers and Cultural Connections (UCAS)	sharrowes@hammersmithacademy.org
Ms H Ali	Careers Team	hali@hammersmithacademy.org
Ms J McKenna	Attendance Officer	attendance@hammersmithacademy.org
Ms M Millar	Reception	reception@hammersmithacademy.org
Mr B Bhutto	Academy Security	mitie240137@gmail.com
Ms A Farhat	6F bursary	afarhat@hammersmithacademy.org
Ms L Hrabankova	Data and Exams Manager (inc. access arrangements)	lhrabankova@hammersmithacademy.org
Mr T Hillman	SENCO, 6F study skills	thillman@hammersmithacademy.org
Mr A Rafferty and the Facilities team	Facilities Manager and Team	facilities@hammersmithacademy.org
Mr C Wilson	Safeguarding Lead (DSL)	cwilson@hammersmithacademy.org
David Njie	School Counsellor	dnjie@hammersmithacademy.org

SIXTH FORM EXPECTATIONS

During your time at Hammersmith Academy you will be expected to meet the school's expectations as listed below. This booklet will outline these expectations in more detail. Should you be unsure regarding any of these, speak to a form tutor or the Sixth Form Team. You will be given a Sixth Form contract to sign online during the enrolment process in your first week here.

- Excellent attendance and good punctuality
- Participate fully in lessons and school life
- Work hard and make the most of the opportunities you are given
- Work hard to reach your maximum potential
- Undertake at least 5 hours of independent study per subject per week
- Be an active and responsible member of the Sixth Form and school community
- Always adhere to the Sixth Form dress code
- Observe the school rules
- Be a role model to younger students

SIXTH FORM TIMINGS OF THE SCHOOL DAY

Your timetable will follow the timings below.

- 1A Lesson - 8:30-9:50am
- 1B Lesson - 9:50-11:30am (breaktime = 10:40-11am)
- Tutor - 11:30-12pm
- 2A Lesson - 12:00-1:20pm (lunchtime = 1:20-2pm)
- 2B Lesson - 2-3:20pm

ATTENDANCE AND PUNCTUALITY

Hammersmith Academy promotes academic excellence and research shows that students who have high levels of attendance achieve higher grades. Specifically, that students with 85% attendance perform on average two grades worse than students with 95% attendance. All students are expected to have attendance of 97% and above.

We provide information about attendance and punctuality when asked to provide references for UCAS and other applications.

An exemplary record of attendance shows that a student is well-motivated, dedicated, organised and takes their responsibilities seriously.

If you have are feeling significantly unwell and unable to attend the Academy, your parent/carer must email attendance@hammersmithacademy.org or call the school and leave a message. **Sixth Form students cannot register their own absence.** When alerting the school, details explaining why you are absent from school should be given with as much detail about the illness. We may contact home to

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request more details if we are not content with the reasons given. If you are absent for more than three days medical evidence must be provided in order to authorise the absence.

You must attend every lesson or session that you have timetabled. Truancing will result in teachers contacting home to inform parents/carers, and a re-engagement session will set. Lateness and absence from lessons will result in sanctions and persistent absence and lateness could jeopardize your place in the Sixth Form.

Requests for prolonged absence during term time will only be authorised in exceptional circumstances. All such requests for absence must be put in writing to the Headteacher (by your parents/carers) at least 3 weeks before the intended absence. You can get a form from reception for this. Each request will be considered on its individual merits and your parents/carers will receive a response in writing from the Headteacher. Requests for absence for one day's duration during term time should also be put in writing to the Headteacher, with at least 48 hours advance notice.

Authority for absence to take on paid work, make routine appointments or have driving lessons during the school day will not be given.

In accordance with 16-19 funding guidance regulations 2023-24, students will be withdrawn from their programmes of study if they do not return to learning after being absent for 20 Academy days.

Also, in accordance with the EFSA funding guidance, students will lose their right to free examination entry or be withdrawn from their programmes if their attendance is unacceptable, or if it means they have not completed the necessary work.

ATTENDANCE POLICY

	Risk	Attendance Boundary	Intervention and communication
	No risk	95-100%	None needed - bursary currently provided with 92% and above
Stage One	Risk of underachievement	93-94.9%	Parental call and/or student meeting with tutor. Two week review.
Stage Two	Serious risk of underachievement	90-92.9%	Attendance letter 1 (initial warning sent home). Two week review.
Stage Three	Severe risk of underachievement	88% - 89.9%	Attendance letter 2 (second warning letter sent home plus phone call home/meeting - Head of Sixth Form). 6F attendance report. Two week review.
Stage Four	Extreme risk of underachievement	85-87.9%	Attendance letter 3 (third warning letter sent home - meeting with Head of Sixth Form / Headteacher). Two week review.
Stage Five	Meeting with Headteacher	0-84.9%	Meet with Headteacher and Head of Sixth Form. Two week review.
Stage Six	Off roll	0-84.9% (no improvement)	Contact local authority & social services advisory support

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Attendance Escalation

Teaching staff will follow the escalation process below. The process below is a guide and the actions taken and their timing will be at the discretion of the Academy.

1. If the student has truanted the lesson, the subject teacher will log an L2 'truanting lesson' on SIMs. In the event of truancy, a phone call home must be made by the subject teacher - log on SIMs and let HoD know. The student will be set a re-engagement session with a member of the Sixth Form team.
2. If a student's overall attendance to a specific subject is a concern, the subject teacher will call home in the first instance.
3. If there is further concern a meeting with the parent / carer and HOD – log on SIMs and let 6F team know
4. Escalate to the 6F Team if no improvement.

Sixth Form Tutors and the Sixth Form Team will also monitor the overall late marks logged and follow the systems in place based on the student's record. The process below is a guide and the actions taken and their timing will be at the discretion of the Academy.

1. Parental call and/or meeting with student (tutor or Sixth Form Team)
2. Attendance letter one
3. Parental meeting with Sixth Form Team (contract, removal of privileges and attendance report card)
4. Attendance letter two
5. Parental meeting with Headteacher (attendance report card)
6. Attendance letter three
7. Student taken off-roll and reported to local authority and social services support

PUNCTUALITY

For 1a lessons, students must arrive to the Academy by 8:20am. If a student has no 1a lesson they must arrive to the Academy by 9:40am. Students must be sat down in their lesson ready for learning by 8:30am if they have a 1a lesson, and by 9:50am if they have a 1b lesson.

The cut off for arriving on time into the academy (at the gate) is 8.25am if a student has a 1a lesson, and 9:45am if they have a 1b lesson. Anyone that arrives after 8.25am or 9:45am will receive a late mark and an L2 'Late to school' will be logged on SIMS.

Learning begins at 8.30am, or 9:50am, and if a student is not in their classroom ready to learn by this time they will be marked as late. If a student arrives significantly late to any lesson (after 10 minutes), their teacher may direct them to work independently in the Sixth Form Centre for the remainder of the lesson.

Anyone with a valid reason for being late (e.g. medical appointment or family emergency) will go to reception and sign-in, where they will receive a late slip. Evidence of absence must be provided via email to attendance@hammersmithacademy.org or via phone call to Hammersmith Academy reception. This will be updated on the register once received. Bad traffic, getting up late or missing the bus/train are not valid reasons for being late.

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Subject teachers monitor / log late students in lesson.

Students who are repeatedly late may also have the privilege to leave the Academy site for lunch removed for a period of time, until a significant improvement in punctuality is evidence. This decision will be made by the Sixth Form Team.

Punctuality Escalation

Teaching staff will follow the escalation process below. The process below is a guide and the actions taken and their timing will be at the discretion of the Academy.

5. Log L2 on SIMs for 'Late to lesson' Phone call home by subject teacher – log on SIMs and let HoD know
6. Meeting with parent and HOD – log on SIMs and let 6F team know
7. Escalate to the 6F Team as no improvement.

Sixth Form Tutors and the Sixth Form Team will also monitor the overall late marks logged and follow the systems in place based on the student's record. The process below is a guide and the actions taken and their timing will be at the discretion of the Academy.

8. Re-engagement session with a member of the Sixth Form Team
9. Parental call (punctuality report card)
10. Parental meeting (contract and punctuality report card)
11. Removal of privileges
12. Academy Focus Room (Internal Exclusion)

SIXTH FORM LIFE

As the oldest cohort in the school, you are role models to younger learners and your conduct and attitude on site are important guidance for students in lower year groups. You need to take this very seriously. With the additional responsibilities attached to your age, there come some privileges only afforded to Sixth Form students.

Leaving/Entering Site

The safety of all students is of upmost importance, and it is vital that the Academy is aware of the movements of each student when entering and leaving the Academy site. All students are provided with a lanyard and ID badge, which they must wear at all times. The ID badge is a crucial safeguarding measure so that all staff and visitors at the Academy can identify Sixth Form students at all times.

Whenever you enter or leave the site you must make sure that you sign in and out at reception. This is incredibly important in case of fire or emergencies. It is imperative that we know who is on site at any given point in the day.

Students in Year 12 are unable to leave the Academy site for lunch for at least the first half term (September to October). The Sixth Form Team will review this and make the final decision as to when Year 12 students are permitted to leave the Academy site for lunch.

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Year 12 students will need to use the Academy canteen to purchase food and drink. They should top-up their ParentPay pay in order to pay for items. Students may be able to pay by card if required.

The conduct logs for all Year 12 students will be reviewed after the October half term break, and any students that have not met the standards and expectations of the Academy will not be permitted to leave for lunch until further notice. This will be kept under review and will be at the discretion of the Sixth Form Team once a significant improvement is evident.

Students in Year 13 are permitted to leave the Academy site for lunch, unless this privilege is revoked by the Sixth Form Team.

If applicable students are permitted to leave the Academy site for lunch between 1:20pm and 1:55pm.

Students must return to the Academy site by 1:55pm, and be sat down in their 2b lesson ready for learning by 2pm. If a student arrives to their 2b lesson after 2:05pm they will receive an L2 'Late to lesson' which may result in a re-engagement session with the Sixth Form Team.

Food & Drink

Sixth Form students are not permitted to bring **any** food or drink to the Academy except for a bottle of water / refillable water bottle.

If a student wishes to purchase food or drink during the Academy day they can do so from the canteen during break and lunch time. Students will need to use the Academy canteen to purchase food and drink. They should top-up their ParentPay pay in order to pay for items. Students may be able to pay by card if required.

Societies and social life at Hammersmith Academy

Hammersmith Academy offers students a chance to get involved in a wide variety of clubs, societies and activities. We believe that for a student to be well-rounded and well-informed it is important that they engage in extra-curricular activities to broaden their outlook in and outside the school:

<https://www.hammersmithacademy.org/academy-life/session-3/>

There are a variety of societies and clubs that we have for you to get involved in. These groups meet regularly, support each other, and organise events throughout the year for students. Events include fundraisers, cultural days, sport, house competitions, mentoring and student leadership.

Other enrichment activities that the school runs include MedSoc, LawSoc, gardening, school library, Oxbridge prep, IntoUniversity, Mark Evison Foundation, British Exploring Society and so much more!

In the first term there will be an extra-curricular fair during which you can find out about different clubs and sign up. We expect all students to engage in the wide range of opportunities the school offers.

Wednesday afternoons

On Wednesday afternoon most students do not have lessons and you will be engaging in the Insight Programme. The Insight Programme takes place on Wednesday – usually from 12.10pm – 12.50pm, in the Theatre. It is a compulsory part of your timetable (unless you have another class).

Most weeks you will have a talk, designed to introduce you to different careers, ideas and opportunities. It is about making important connections and ultimately to help you access top universities and careers.

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If you have a particular interest, please email Ms Harrowes and we'll try to get a great speaker in!

Paid employment

Having a paid job during Sixth Form helps with learning how to manage your time, improving your confidence and people skills as well as giving you a sense of financial freedom. However, there must be a balance between the time spent on your academic studies and time spent in paid employment. In all regards your education will always be the priority and any paid work should take on with this in mind.

PSHE and tutor overview

Over the year, you will cover many topics in your tutor time (11.30-12pm each day). Should there be any topics or subjects you feel uncomfortable with or have questions about please speak to your tutor.

Team Building	Celebrating Cultures	British Values
Sexism	Racism	LGBTQ+
Issues around body image	Healthy diet on a budget	Illness in young adults
Managing stress	Mental health issues	Harassment
Taking responsibility for sexual health	Periods and female reproductive health	Breast, testicular and cervical cancers
Contraception	Road safety	International Women's Day
Prevent/ radicalisation	Forced marriage, FGM, and honour-based violence	Gangs and the law
Bystander effect/ speaking out	Alcohol and drug use	Personal statement writing
National Careers Week	National Apprenticeship Week	CV writing
Careers and Unifrog	Interview skills	Job applications
Personal Privacy	Positive presence online	Targets for Year 13

STUDENT SUPPORT – IN SCHOOL

Various challenges may, and likely will, appear during your time in Sixth Form. Here at Hammersmith Academy we have lots of support in place to help you through these difficulties. Please seek the support you require as soon as possible so that we can act quickly and support you as best as we can.

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The following is not a complete list. Please remember that any member of staff will listen to your needs so speak to whoever you feel most comfortable talking to and if you are in doubt as to where to go or who to see go to student reception and they will support you as best they can.

Problem	Who to see
Subject concerns	Your subject teacher and Head of Department. Speak to them at the end of the lesson or send them an email.
Pastoral, emotional, and personal concerns	Speak to your form tutor or the Sixth Form Team. We also have incredible pastoral support from David and his team as well as Place2Be. See the contact list at the start of the handbook for booking an appointment or self-referring.
Careers/Apprenticeship/University advice	The Careers Team are based in the Sixth Form Centre.
Feeling overwhelmed with workload	Speak to your subject teachers to get specific advice. Also speak to your tutor or the sixth Form Team. Create a priority list. If necessary, get support from friends too.
Feeling Unwell	Go to reception for medical advice when unwell and they will contact home should you need to leave early.
Attendance concerns	Please email Ms McKenna on attendance@hammersmithacademy.org She is based in the admin department by reception.
Lost Items	Reception is where all lost property or confiscated property is kept.
Safeguarding Issue	If you feel you or someone else is at risk of harm then please speak to the Sixth Form Team based in the Sixth Form Centre. In the event of not being able to find them, seek out any other member of staff you trust.
Anything else, or just unsure	Speak to your tutor, the Sixth Form Team or any trusted adult within the building.

Please reach out so that we can provide you with the right support and help. You are not alone.



STUDENT SUPPORT – OUTSIDE OF SCHOOL.

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Crisis / Emergency /Suicide			
Police & Ambulance	999		Contact if you or someone else is in immediate danger
Young Minds Text Services	Text 85258		Texts answered by trained volunteers and are free
Samaritans	116 123	Jo@Samaritans.org	https://www.samaritans.org
CALM	0800585858		www.thecalmzone.net
Bereavement services			
CRUSE	08088081677	helpline@cruse.org	www.cruse.org.uk
SOBS	03001115065	sobs.support@hotmail.com	www.uk-sobs.org.uk
Depression			
Mind	03001233393 TEXT: 86463	info@mind.org	www.mind.org.uk
Young Minds	08088025544	ymenquiries@youngminds.org.uk	www.youngminds.org.uk
The Mix	08088084994		www.themix.org.uk
Anxiety			
Anxiety UK	08444775774		www.anxietyuk.org.uk
No Panic	08449674848		
CBT Online			www.getselfhelp.org.uk
Self-Harm			

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Self-injury Support	TEXT: 0780047290	www.selfinjurysupport.org.uk/tessform	www.selfinjurysupport.org.uk
Eating Disorders			
ABC	03000111213		www.anorexiabulimiare.org.uk
b-eat	08088010677	Help@b-eat.co.uk	www.b-eat.co.uk
Psychosis			
Rethink	03005000927	Info@rethink.org	www.rethink.org
SaneLine	03003047000		www.sane.org.uk
Hearing Voices	01142718210	Nhvm@hotmail.com	www.hearing-voices.org
Online Counselling			
Kooth			www.kooth.com
LGBT+ Support LGBT Foundation	03453303030	Helpline@lgbt.foundation	https://lgbt.foundation/
Stonewall			www.stonewall.org.uk

MONITORING AND REPORTING PROGRESS

Over the course of your time at Hammersmith Academy you will receive multiple reports and have several sets of mocks to prepare you for your exams and life beyond sixth form. These will be based on data collected throughout your time here. These will be sent home via email to your parents/carers.

Reports come out three times per year (modules 2, 4 and 6) and include a predicted grade and target grade. They also include a score for engagement in learning. This is graded 1 to 4, with 1 being outstanding and 4 being poor.

EXAM INFORMATION

During your time at Hammersmith Academy you will sit multiple mocks as well as your public exams in the summer of Year 13. Some of you will sit BTEC exams in Year 12 and Year 13. These exams will usually take place in the sports hall or Theatre.

Should you need to speak to someone about exams or access arrangements you will need to speak to Ms Hrabankova (Data and Exams Manager) who can be found on the second floor in S36. You can also email her on hrabankova@hammersmithacademy.org

STUDY SKILLS

You can be justly proud of achieving good GCSE grades to qualify for A Level or BTEC course in our Sixth Form. However, it is vital for you to appreciate that the requirements of post 16 study are much greater and require commitment and diligence. You will need to work consistently hard if you are to achieve your potential. You will also need to take responsibility for your progress and undertake independent study.

You are expected to work: a 35-hour week as a minimum:

- 16 hours per week –timetabled lessons/enrichment/Insight/independent study
- 30 minutes of tutor time every day
- 15 hours per week – independent study outside of school

This means that you will be completing a minimum of five hours of independent study per subject per week. The school provides the following areas for your study:

STUDY SPACES

As sixth form students there are two Sixth Form only locations that you can study in. Either the Sixth Form Centre (6FC) or the Mezzanine. They are located in the center of the school on the first floor. The 6FC is a silent, independent working space and the Mezzanine is for group and collaborative working. These spaces are open for work from 8am till 5pm Monday to Friday.

The Sixth Form Centre is where you will find the Sixth Form Team and the Careers Team offices.

ONLINE TOOLS AND RESOURCES

During your time at Hammersmith Academy you will use many different websites and tools to support your learning. You will be given login details at the start of the year. It is vital that you have these details and login to make sure they work. If they do not speak to your tutor or a member of the Sixth Form Team to resolve the issue as soon as possible. Listed below are ones that everyone will be expected to be using, other subjects may have other resources that are used.

Unifrog – www.unifrog.org

Unifrog is a platform that is used to help you with your next steps after Sixth Form. The platform has access to many different resources whether that be for university, apprenticeships, or another route. You will be expected to use this platform regularly to update your plans and ideas for the future. Unifrog will allow staff to support you as you explore your future.

Unifrog will also be used for writing personal statements for students going to university. There are many resources on Unifrog for this. Unifrog allows staff to provide feedback and track your progress as you write your personal statement.

Microsoft Outlook

This is the school email client and is often how staff will communicate with you. As in the world of work, it should be checked regularly and emails responded to promptly. Please remember to follow professional email protocol when sending messages. Start with 'Dear Mr/Ms Surname' and finish with 'Many thanks, Your Name (Form group)'

For both Emails and Teams please be aware that staff will respond during working hours. Please don't expect responses beyond 4pm even though many of us do work later.

Satchel One (Show My Homework - SMHW)

As you might expect from the name of this programme this will be used by teachers for homework. Teachers will put homework on SMHW and you may be expected to submit work as well. For those of you with smart phones it is strongly suggested you download the app so you stay on top of your independent learning tasks.

Microsoft Teams and SharePoint

SharePoint and Microsoft Teams will be used throughout your time here. Each of your classes will have their own area and team that your teachers will use to share resources and communicate with you at times. You will also be in a variety of other teams such as full year group and Sixth Form. Societies and Co-Curricular activities may also have their own for members.

You need to be checking this on a daily basis to keep up to date with messages and notifications from staff as well as using SharePoint to access lesson resources, curriculum maps and revision / exam packs.

For those of you with smart phones it is strongly suggested you download the SharePoint and MS Teams app so you do not need to manually log in daily.

Subject platforms

You will be given subject specific platforms to use for revision and content support. Please use these platforms as they are so useful to support your learning and they will help you to be independent in your learning.

SIMS parent app

For parents with a smart phone, we strongly advise you download the SIMS parent app to keep on top of attendance for your son/daughter. Login details will be given at the start of the year.

SIXTH FORM DRESS CODE

All Sixth Form students are encouraged to take a pride in their personal appearance. Students must be appropriately dressed at all times, as if working in a professional environment. Sixth Form students are role models for the rest of the Academy and as such need to be smartly presented at all times. Identity cards with lanyards must be visible at all times. Students may dress consistently in accordance with their gender presentation.

Students will be sent home to change by a member of staff if they do not conform to the Dress Code. They will be sent to reception and a parent / carer will be called let them know. They will be issued with a behaviour point (record on SIMs as L1 'Uniform').

The Senior Leadership Team and Sixth Form Team reserve the right to take appropriate action to ensure all students dress appropriately to enhance the reputation and reinforce the ethos of Hammersmith Academy.

It is beyond the scope of the Policy to provide guidance on every eventuality. In the event of queries, the Sixth Form Team or a member of SLT will act as the arbiter. If you fail to comply with these guidelines you will be dealt with in line with the Academy Behaviour Policy.

Dress Code:

- Lanyard and name badge worn at all times (*note = this is provided by the academy*)
- Smart trousers / skirt / dress / abaya (*note = if an abaya is worn, clothes must be smart underneath. If a skirt / dress is worn it will need to be (minimum length) just above the knee*)
- Long or short sleeved smart collared shirt / blouse (*note = top button can be undone*)
- Smart plain jumper / cardigan or suit jacket / blazer
- Smart shoes (*note = no trainers, UGG boots, vans or converses*)
- Students taking part in enrichment sessions or BTEC Sport practical lessons may bring additional modest sports clothing to change into whilst taking part in these activities/lessons.

Piercings and jewellery:

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- Discreet / modest jewellery is allowed e.g. small studs or rings in ears, eyebrows or nose
- Appropriate hair, make up and nails for professional environment

Not allowed:

- No casual clothing (e.g. *fleece, sweatshirt, hoody, sportswear, trainers*)
- No slogans / visible motifs / lettering on tops
- No gloves, scarves, hats, caps, durags and bandannas. They all must be removed before entering the Academy and placed in lockers or bags
- No revealing clothing (e.g. *shirts / trousers / tops / skirts / dresses*)
- No piercings in the following places: bridge, anti-eyebrow, monro, dimple, medusa, labaret (see picture for further clarification)

SIXTH FORM BEHAVIOUR

The Academy Behaviour Policy applies for all students, this includes all Sixth Form students who will be held accountable by the same policy. Sixth Form students are expected to take a leadership role in the Academy and set the highest standards and expectations as role models to their peers; especially younger students in the Academy.

Teaching staff will follow the Academy procedures for managing behaviour. If behaviour does not improve then staff will go through the following channels. The process below is a guide and the actions taken and their timing will be at the discretion of the Academy.

1. Log L1 or L2 on SIMs as per Academy Behaviour Policy
2. A re-engagement session can be set and the member of staff will be expected to arrange a restorative conversation with the student prior to the next lesson. Staff can seek support from their HoD department in the first instance, and the Sixth Form team if required.
3. Phone call home by subject teacher – log on SIMs and let HoD know
4. Meeting with parent and HOD – log on SIMs and let 6F team know
5. Escalate to the 6F Team as no improvement

Sixth Form Tutors and the Sixth Form Team will also monitor the overall logs and follow the systems in place based on the student's record. The process below is a guide and the actions taken and their timing will be at the discretion of the Academy.

1. Re-engagement session with a member of the Sixth Form Team
2. Parental call
3. Parental meeting (contract and behaviour report card)
4. Removal of privileges
5. Academy Focus Room (Internal Exclusion)
6. Suspension

Independent Learning

Students are expected to complete 5 hours of independent learning and independent study for each subject that they study every week.

HAMMERSMITH ACADEMY SIXTH FORM STUDENT HANDBOOK

Students are provided with a planner and should use this to organise their time effectively. Students are allocated one tutor time session each week to use their planner with the support of their tutor. Students should check Satchel One every day to identify the independent learning that they have been set, ensuring that they meet the given deadline. Students should be aware and keep record of all key dates and deadlines throughout the academic year.

Students should refer to the independent learning and study booklet, or ask their subject teacher, if they are unsure about what is expected of them. Any subject teacher can set a re-engagement session for a lack of or inadequate independent learning or coursework.

Re-engagement Sessions

A weekly re-engagement session takes place every Wednesday at 2pm in the Sixth Form Centre for 1 hour and 20 minutes. Re-engagement sessions provide the opportunity for the student to reflect on the standards and expectations of the Sixth Form for example in relation to punctuality, independent learning or behaviour; whichever is applicable.

Students will use the session to address the area of concern and meet with a member of the Sixth Form Team. Re-engagement sessions are generally allocated weekly based on reviewing the SIMs logs of a student from Wednesday to Tuesday each week. The sessions are allocated at the discretion of the Sixth Form Team once the review has taken place.

Please note that re-engagement sessions are given at the discretion of the Sixth Form Team, and can issued and take place outside of the allocated weekly session.

SIXTH FORM MOBILE PHONE & HEADPHONE USE

Sixth Form students are the only students in the Academy who are permitted to use their mobile phone and headphones whilst on the Academy site. This privilege comes with greater responsibility around the usage of these items during the Academy day. Sixth Form students are only able to use a mobile phone or headphones to support them in their studies and **must only** be used in the Sixth Form Centre and on the Mezzanine **Under no circumstances should a student record footage or take photographs of any description whilst on the Academy site.**

The following procedures will be followed if a student does not meet these expectations:

- The mobile phone or headphones will be confiscated and taken to reception where the student's name and year group will be recorded.
- Reception will allow the Sixth Form student to pick up their item(s) at the end of their timetabled day (proof must be shown of their last lesson if not 2B)
- There are no exceptions to this rule, and an L2 'refusal to co-operate' will be logged on SIMs
- Reception will keep a log of all items that have been confiscated
- If a student persists in failing to meet this standard they will be required to give their mobile phone to a member of the Sixth Form team, or use a YONDA pouch, at the beginning of each day when they enter the Academy site. In these circumstances a student will only be permitted to have their phone returned to them at the end of each Academy day

You must obey the following rules if you bring your mobile phone to school

1. You must follow the Code of Conduct in using mobile phones in school.
2. You may not use your mobile phone during lessons unless the teacher specifically allows you to.
3. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other students.
4. You must not take photos or recordings (either video or audio) of school staff or other students without their consent.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Do not share your phone's passwords or access codes with anyone else.
7. Do not use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating students or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
9. Do not use your phone to send or receive anything that may be criminal (for instance, by 'sexting').
10. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
11. Do not use vulgar, obscene, or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
12. Do not use your phone to view or share pornography or other harmful content.
13. You must comply with a request by a member of staff to switch off, or give a phone in. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
14. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store these appropriately, or turn them over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.
15. Do not give out your number or friends' numbers to people you do not know, especially on Social Media apps or Chat Rooms.
16. If you get texts which upset you, do not reply, but keep a record and tell an adult. In serious cases you can report it to the police.
17. If you receive a rude or embarrassing image or text about someone do not forward it on to others.
18. 17. Distributing sexual images of other young people is harassment and illegal. If you receive something like this, tell an adult immediately.

SOCIAL MEDIA / OUT OF SCHOOL PRESENCE.

In the current digital age, we expect you to keep a safe and sensible digital footprint. While a member of the school whether it is in person or online you are not to bring the school into disrepute. This could be via social media memes or videos that are shared publicly in which you can be identified. Future employers will be looking through your social media, so it is vital that you have appropriate privacy settings and be considerate of what mark you are leaving on the internet associated with yourself.

While a member of the school, you are representing Hammersmith Academy at all times. Should behavior or incidents outside of school occur then the school could sanction you further based on what has occurred.

BURSARY

This fund is open to all students in Years 12 and 13 but is specifically aimed at supporting the most disadvantaged students in Post-16 education. It is available throughout the academic year for new applicants who experience a change in circumstance. Otherwise all students must apply in the first half term of the new academic year. Students who are awarded the bursary will receive a maximum 10 payments over 12 months on the basis that they meet the Academy expectations around attendance and punctuality. Further details and application forms can be found on the school website. The eligibility criteria is set out in the guidance notes. Students facing genuine financial difficulties may be awarded financial support to help them in their post-16 studies. They must provide evidence of their financial background and of the items they wish to purchase. Anyone receiving the bursary must get 92% or above in their attendance to get the payment each month.

HOUSES

Each of the houses at Hammersmith Academy are named after inspirational figures in history. You will be in a form of people in the same house as you. Throughout the year there will be house events, sporting events such as bake sales, Race for Life, football or other activities such as debating or chess tournaments.

- Purple – McQueen
- Yellow – Lovelace
- Red – Johnson
- Blue – Khan
- Green – Attenborough

DRIVING

If you have a parental meeting, there is no space to park onsite, so we would strongly suggest using public transport. The school does not offer on-site parking for students and you will have to pay for parking on the streets surrounding the academy if you pass your driving test and gain access to a vehicle.

UNIVERSITY / CAREER VISITS

Over the course of your time at Hammersmith Academy you may find yourself needing to visit universities or job fairs to best explore your future options. Each academic year we will authorise absences during school time for this, but this needs to be agreed by the careers team a week in advance of the event.

STUDENT LEADERSHIP TEAM

In our sixth form the student leadership team are expected to lead by example and be model students. Student Leaders are selected from Year 12 before they begin Year 13. In order to be in the students, you must meet the following criteria as the minimum.

- Excellent behavior throughout the year

- High Levels of attendance in every subject
- Academic excellence and strong work ethic throughout the year
- Involvement in extra-curricular activities and career opportunities

PREDICTED GRADES & PROGRESSION INTO YEAR 13

Predicted Grades

A crucial part of the UCAS application are student's predicted grades. They play a significant role in university admission decisions, as they give universities an indication of a student's academic potential, and are submitted as part of the application process.

At Hammersmith Academy, we determine A Level predicted grades by increasing a student's module 6 (end of year) mock examination grade by one grade, for example if they achieve a grade B, their UCAS prediction will be a grade A. This method is based on the understanding that students often make substantial progress in their final year of study, and it allows us to account for this expected improvement.

The exception to this is for students who study BTEC or practical qualifications (Art, Photography, DT, Sport, ICT and Business). In regards to BTEC qualifications, predicted grades are calculated using Pearson's BTEC calculator, on the basis that students achieve the same examination and coursework grade in Year 13 as they have achieved in the examination and coursework units completed in Year 12. For practical subjects these will be decided by the subject leader based upon the end of year exam grade and coursework assignments submitted by the end of Year 12.

The system we have for predicted grades is used consistently and is designed to accurately reflect each student's ability to ensure fairness for all students. Therefore, it is imperative that all Year 12 students take their M6 Mock Examinations seriously and work hard to ensure they reflect their best effort.

Progression into Year 13

Our courses are designed as two-year programmes, with the aim of preparing students for their A-Level examinations at the end of Year 13. However, we understand that each student's journey is unique, and we strive to provide opportunities that cater to their individual needs and progress.

Our primary goal is to ensure that every student is on a path that best suits their academic potential and future aspirations. In light of the results of the module two assessments, we are considering entering some students for AS examinations based on their current achievement.

AS examinations, although not a requirement, can be used in addition to our internal module six mock examinations (end of year) to assess whether a student's progress is on track to meet the minimum grade requirement of DDD at the end of Year 12, in order to progress into Year 13.

We will be in contact with the parents/carers of the students concerned to discuss the possibility of them being entered for AS examinations shortly. Once we have the module 6 (end of year) mock examination results we will contact the parents/carers of students where there is a concern regarding their suitability for progression onto A2 courses in Year 13.