

RP6th



Student Handbook



Sir Robert Pattinson Academy

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The Sixth Form Day

8:38am – Present in the Academy

8:40am – Present in form room

8:45am – Registration

9:05am – Period 1

10:10am – Period 2

11:10am - Break

11:40am – Period 3

12:40am – Break 2

1:10pm – Period 4

14:15pm – Period 5

You are required to remain on site until after Break 2 and until you have attended your last lesson of the day. Many students choose to stay after and, indeed, past the end of the school day.

Attendance/LOA

You are expected to be in the Academy no later than 8:38am and be prompt, to arrive at your tutor room for 8:40am with register to be taken at 8:45am. Tutor time is a comprehensive programme of activities to support you in your academic and personal development. These sessions are compulsory.

High levels of attendance are important to maximise your Academy progress and achievement. As with the main school, attendance is monitored. You are expected to be punctual to both registration and lessons. In the sixth form, we register each lesson and study periods. Phone calls are made to parents/carers for any student who is marked absent after 9:30am. If you are unwell or unable to attend for any other reason, a parent/carer must contact the Academy on 01522 882020 – option 2 – attendance line, or text 07526 750764.

If you arrive late, please ensure you sign in at main reception. If you are late to school or any lesson three or more times, RP6th privileges will be lost (such as leaving early).

Doctors' appointments, dental appointments and driving lessons should be booked outside of the Academy Day, with the exceptions of emergencies and orthodontist appointments. For this type of appointment, a Leave of Absence form will need to be completed and given to Mrs Lewis. This can be obtained via the Academy website.

Provided you are meeting our attendance expectation of 95% and the academic expectation of being on track in all your subjects, you will be able to:

- Leave site at lunchtimes by handing in your lanyard at student reception
- Leave site after you have attended your last lesson of the day (if parental consent has been given)

Please complete a Leave of Absence form if you are going to be absent from a lesson for **any** reason. These yellow forms can be collected from the Sixth Form Hub from Mrs Lewis. These need to be completed **at least a week** before the anticipated absence and handed to Mrs Lewis.

These must be signed by the relevant teacher(s) so they are aware of your absence and can discuss the work to be completed. Evidence of all anticipated absences must be provided

(please attach to LOA). These may also be emailed to clewis@srpa.co.uk. Leave of Absence requests will then be signed off by Mr Griffiths and Miss Burch.

As with the main school, holidays during term time will not be authorised. On days where students are required to be in the Academy, Leave of Absence requests may not be authorised (e.g., enrichment week, transition days etc.) Please refer to the Academy's Attendance Policy via our website.

Lunch/hot food/canteen

All students have access to the canteen before the start of the day as well as at Break 1 and 2. In addition, Aspens provide a full service in the common room. For Health & Safety, hot food purchased off site cannot be brought onto the premises. The kitchen facilities located in the sixth form common room are available to be used by all sixth form students.

Food can be purchased in the canteen or the common room. However, there is no eating or drinking in corridors.

Signing in/out procedures

If you become ill during the day:

1. Go to the medical room where staff will contact parents/carers so they can make arrangements to collect you. Photo ID will be required on arrival (if no ID is available, please agree a unique password to be used).
2. You will need to remain in the medical room until collection
3. Reception will check ID of your parent/carer on arrival
4. Reception will phone the medical room to confirm ID/Password to enable you to be released, at which point, you must sign out at Main Reception
5. If you need to go home by taxi:
 - Parents/carers are to book a taxi and let us know the name of the company and driver's name. You should stay in the medical room until the taxi arrives
 - When the taxi arrives, Reception will notify the medical room at which point you must sign out at Main Reception.
6. You will not be permitted to walk home alone.

Cover

In the event of a teacher absence, work will be provided for you to complete, and a teacher assigned to register and monitor progress during that lesson. For either planned or unplanned absence, students will be left or set work by a member of the department. Students are to complete this work in the Academy and will not be able to leave the Academy during this lesson.

Use of study periods

You will have periods during the day where you will have no timetabled lessons. These times are 'study sessions' and should be used appropriately. The sixth form study rooms will be available throughout the day. Please ensure that you are using the spaces sensibly and are giving consideration of other students working.

A self-signing register outside the Sixth Form Hub is taken at the start of each period so that all students are accounted for as part of our fire procedures. This register must be completed within the first 3 minutes. Students are not permitted to sign the register for anyone else except themselves.

Homework and the Effective Revision Cycle

Each week you will be set homework tasks from your subject teachers.

These tasks should average approx 9 hours per subject.

Your independent study periods are timetabled to support you in getting on top of this work during school hours.

Homework at RP6th will be set based on the effective revision cycle.

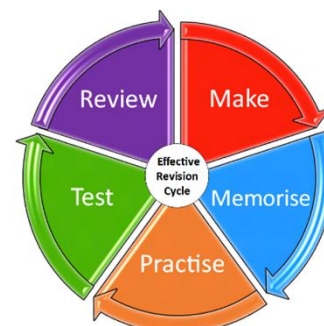
This is to support you in developing the knowledge and skills required to be successful in your chosen subjects.

All homework will be set of GO for Schools, and this must be completed and submitted on the deadline set by your teachers.

Need support with your homework? Please talk to your subject teachers if you are ever unsure or need support. Please also speak to your R2L tutor.

The Effective Revision Cycle

The effective revision cycle is a structured approach to reviewing and reinforcing learning that helps students retain information, deepen understanding, and improve performance. Its purpose is to break revision into manageable stages—such as reviewing content, identifying gaps, practicing retrieval, and refining knowledge—so that learning becomes more active, spaced out over time, and tailored to individual needs. This method boosts long-term memory, reduces exam stress, and builds confidence by turning revision into a purposeful and strategic process.



IT Information

ICT Availability

There are a bank of laptops available from each study room for use during study periods, before and after school. Please return all IT and plug in to recharge after use, to be considerate of others.

Logins

New students joining us will be issued with a username and password that will enable you to use the IT systems. A 6-digit code will be required for print services on site.

Print credit

Please contact our IT Team in the IT office, next to main reception.

SRPA Sixth Form Dress Code

All SRPA Sixth Form students take pride in our reputation within the local community. Our dress code establishes a sense of academy pride and identifies sixth form students within our academy community.

The minimum dress code requires sixth form students to wear clothing appropriate with a professional work environment and in keeping with the Academy's expectations.

The following criteria is to be applied by all students:

- to model appropriate professional dress which is at least in accordance with business/office standards
- Suit trousers and a smart shirt/polo shirt or blouse and jacket/cardigan. Many of our students choose to wear a tie.
- Dress or Skirt (of an appropriate length).
- A smart shirt or blouse and jacket/cardigan may be worn with skirt/trousers
- Shoes should be smart, formal, closed toe and clean. Shoes with a heel must not exceed 2 inches

Some further guidance is below:

- Flip flops, open-toed shoes / sandals and trainers (and other forms of sport shoes) are not considered appropriate, safe footwear
- Hair must be neat, and a natural, single colour
- If socks / tights are required. They should be plain and dark. Steel toe capped boots and Dr Martens boots are not permitted
- Vest tops, camisoles, sleeveless tops etc are not permitted
- No t-shirts or leggings
- No tight jersey style skirts or dresses
- No large logos or clothes that are excessively worn or faded
- Shorts are not appropriate, unless taking part in enrichment/sport activities
- No jeans or denim in general
- No explicit exposure e.g. cleavage, midriff, dress too short, underwear visible, etc.
- Make-up should be subtle, and nails should not be excessive in length or extreme in design or colour
- Jewellery should be minimal and discreet, simple earring in each ear lobe
- No facial piercings (including nose piercings), spacers or visible tattoos
- No hats worn indoors
- Shoulders must be covered
- No hoodies, sweatshirts or tracksuits
- No ripped fabric in any clothes, no leather, pleather or denim

Any Issues relating to the minimum dress code will be managed by the Sixth Form Team.

The Academy is the final arbiter regarding uniform decisions. Students who do not meet the expectations regarding dress and appearance can be sent home for the issue to be resolved or can work in the RP6th area while we contact parent/carer for support.

Lanyards:

You will be issued a lanyard with your photo ID in September. For site security, lanyards must be visible at all times within the Academy and will be checked upon entering the site. Should you leave the site for lunch, hand your lanyard in at reception and collect upon your return. If you do not have your ID badge with you for any reason, then you will be expected to collect a

temporary ID pass which is valid for the day from the Main Reception. You will not be admitted to the Academy or examinations without this.

Careers, Enrichment and PD:

We are proud to be a Careers Mark Platinum provider and as part of our careers education and guidance, you may request an appointment with our Careers Director Mrs Mather, at any time.

If you need a reference, please speak to your tutor in the first instance.

There are a wide range of enrichment opportunities available to students throughout the year to develop a range of skills. We look forward to seeing you involved in the activities on offer.

On Wednesdays, students participating in enrichment activities should wear activewear and can change in the PE changing rooms before their session.

Suitable activewear includes:

- Shorts (no more than 10 cm above the knee)
- T-shirts (not vests or crop tops)
- Tracksuit bottoms
- Leggings, provided they are worn with a longer top

When enrichment uniform is required, students may also wear a plain hoodie or a hoodie with only a small logo.

Please note:

- Underwear must not be visible at any time.
- Normal expectations regarding jewellery and make-up continue to apply.

Useful Contact Information

Head of Sixth Form	Mr J Griffiths	jgriffiths@srpa.co.uk
Director of Sixth Form	Miss G Burch	gburch@srpa.co.uk
Sixth Form Administrator	Mrs C Lewis	clewis@srpa.co.uk
Director of Careers	Mrs S Mather	smather@srpa.co.uk
Year 12 Tutor Team		
Mr Smith (D of E)	Mr Smith	asmith1@srpa.co.uk
Mrs Baldwin (EPQ)	Mrs Baldwin	hbaldwin@srpa.co.uk
Year 13 Tutor Team	Mrs Ali	nali@srpa.co.uk
Mrs Ali + Mrs Mather	Mrs Mather	smather@srpa.co.uk

Other important information

Employment:

You are expected to balance paid employment with your studies, and paid employment should not exceed 10 hours per week. You are not permitted to leave the site between the hours of 8.38am – 3.15pm for paid employment. There is widespread evidence of the impact of paid employment beyond these levels on academic achievement and progress.

Fire Alarm:

Upon hearing the alarm, please make your way to the tennis courts in the playground area in front of the field. Line up according to your sixth form tutor group next to the three-storey block. Please remember to model appropriate behaviour to our younger pupils.

Mobile phone policy:

To minimise disruption and to protect all of our pupils, please only access your mobile phone in the sixth form study spaces and common room. Please do not access your phone in any other areas.

Transport/Car Park:

You continue to have access to the buses; please contact the bus company directly if you wish to use this service.

If you wish to bring a car or moped onto site you must obtain a parking permit form from the Sixth Form Hub. This should be completed and signed by students before being returned for processing. You will then be issued with a red permit that must be displayed on your dashboard/ moped/ motorcycle. All necessary motor insurance must be in place.

Sixth form students should only use parking spaces in the overflow parking area. Using the overflow car park is done so at your own risk; the Academy is not responsible for any damage. Parking inside the ANPR gates is not permitted.

Sixth Form Bursary:

Please note that, if you have financial difficulties, you can apply for the Sixth Form Bursary at any time. This information will be shared with you at the start of September. Details can also be shared if you visit the Sixth Form Hub or by emailing clewis@srpa.co.uk.