

# SIXTH FORM



DRAYTON MANOR HIGH SCHOOL



Enrolment Information Pack 2025







## CONTENTS



## CONTENTS

<b>WELCOME</b>	<b>4</b>
<b>CULTURE AND ETHOS</b>	<b>5</b>
School Values	6
Sixth Form Curriculum	7
Option Blocks	8
Course Changes	8
Pastoral Development Programme	9
Enrichment and Extra Curricular Activities	10
Preparation for University and Apprenticeships	11
The UCAS Process	12
University Destinations	13
Rewarding Students who Display School Values	14
House System	15
Student Leadership at Drayton Manor	16
Student Charter	17
Digital Charter	18
Safeguarding	19
<b>EXPECTATIONS</b>	<b>21</b>
Behaviour and Expectations in School	22
Attendance	23
Absence Procedures	23
Leave of Absence Sought for Exceptional Cause	23
Dress Code	24
Communications with Parents and Carers	25
<b>PREPARATION</b>	<b>27</b>
Organisation and Equipment	28
Independent Study and Sixth Form Privileges	28
Lunch Arrangement	29
Biometric Consent	29
Free School Meals	30
16 - 18 Bursery	





## Welcome from the Head

Dear Students, Parents and Carers,

It is with great pleasure that I welcome you to Drayton Manor Sixth Form. As Headteacher, I am immensely proud of our school's longstanding commitment to nurturing academic excellence, personal growth, and the holistic development of every student, based on the school's values of Ambition, Character, and Civic Virtue.

We are thrilled to have opened our state-of-the-art Sixth Form building in September 2024. This new facility embodies our dedication to providing an inspiring and supportive learning environment. With modern infrastructure, cutting-edge technology, and dedicated spaces for study and collaboration, the new building is a corner stone of your academic journey.

At Drayton Manor, we believe in shaping young minds to venture into the world as accomplished, confident, and capable individuals.

Our Sixth Form offers a dynamic and enriching environment, tailored to meet the diverse needs and aspirations of our students. Whether you are continuing your journey with us or joining from another institution, you will find that Drayton Manor provides an unparalleled range of academic, practical, cultural, and sporting opportunities.

The programme is meticulously crafted to support you through this critical transition at the end of Year 11. We ensure that students and parents/carers are well-informed about our admissions process, and we are proud to welcome over 50 new students from other schools each year. The diverse perspectives and experiences these students bring enrich our community and enhance the vibrant tapestry of life at Drayton Manor.

The courses we offer are designed to build on the foundation laid down during Key Stage 3 and 4, facilitating a smooth transition into higher education and employment. Our breadth of experience ensures that you are well-prepared to meet the challenges and opportunities of a rapidly changing world.

As you embark on this exciting new chapter, know that Drayton Manor is here to support and guide you through every step of the way. Together, we will strive for excellence, embrace opportunities, and create a future filled with promise and achievement.

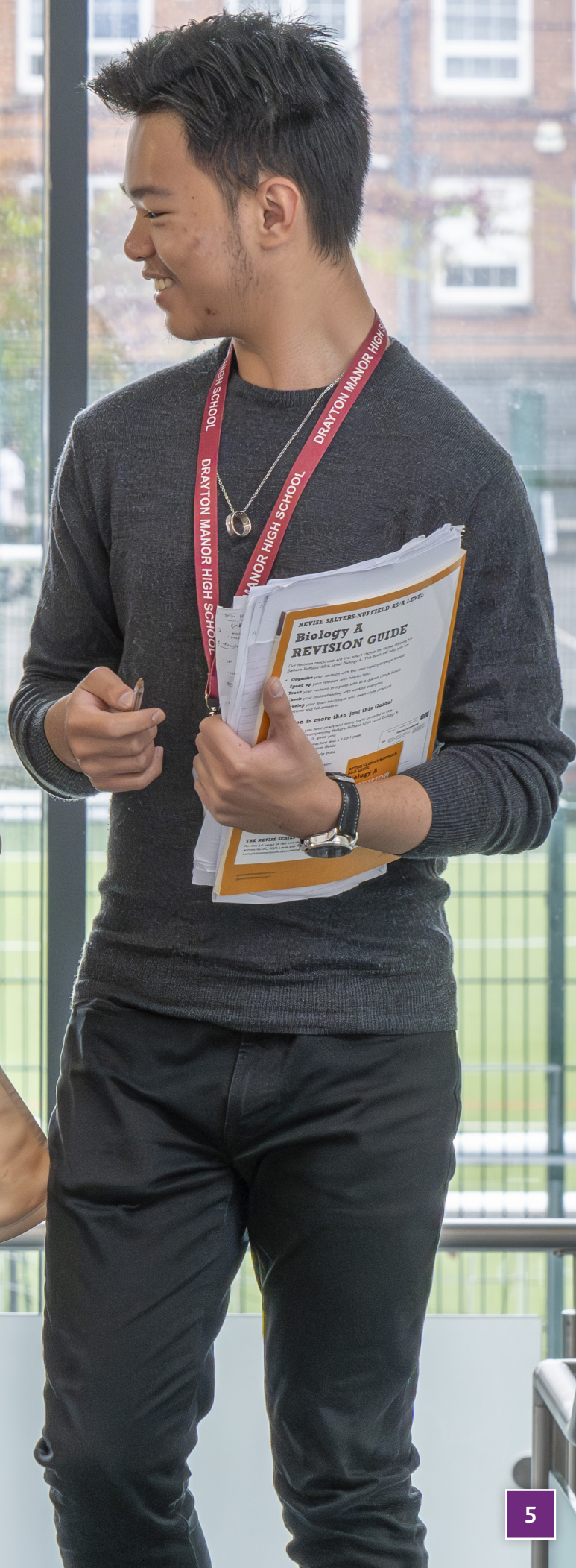
Welcome to Drayton Manor Sixth Form where your journey to becoming an accomplished individual begins.

Warm regards,

Lisa Mills  
Head



# Culture and Ethos





## School Values

The school's work is guided by our core values of Ambition, Character, and Civic Virtue. We pride ourselves in having inclusive practices which creates a supportive environment for all our students.

### Ambition

Ambitious learning; instilling in every student the fundamental importance of academic rigour and hard work in all they do, combined with the value of breadth in their studies and the commitment to doing their very best and being the best possible version of themselves.

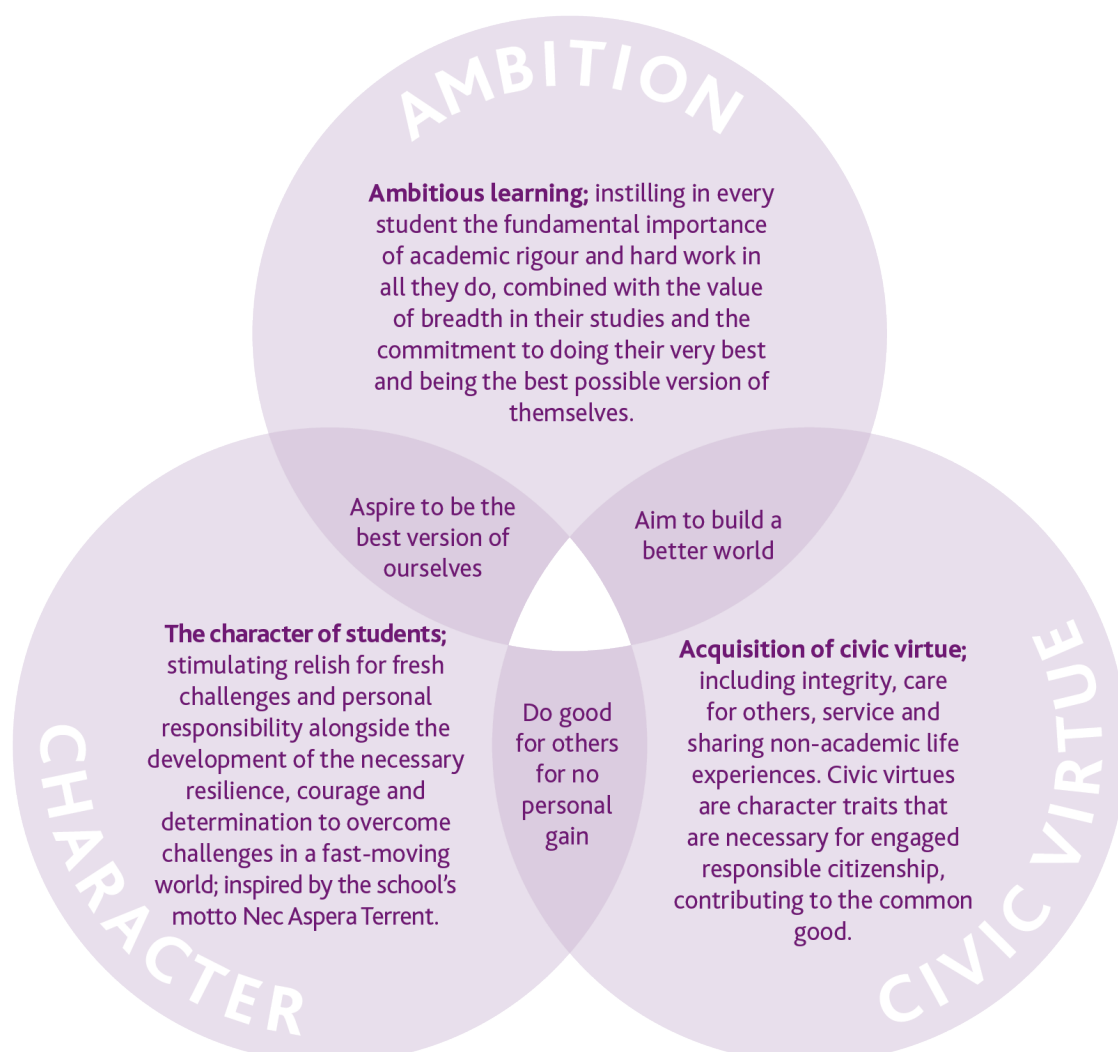
### Character

The character of students; stimulating relish for fresh challenges and personal responsibility alongside the development of the necessary resilience, courage and determination to overcome challenges in a fast-moving world; inspired by the school's motto *Nec Aspera Terrent*.

### Civic Virtue

Acquisition of civic virtue; including integrity, care for others, service and sharing non- academic life experiences. Civic virtues are character traits that are necessary for engaged responsible citizenship, contributing to the common good.

We are committed to producing personally rounded and highly knowledgeable students who strive to be exemplary citizens, contributing in all ways, and especially as role models within their communities and on the world stage.







## Sixth Form Curriculum

At Drayton Manor, we are committed to producing personally rounded and highly knowledgeable students who strive to be exemplary citizens, contributing in all ways, and especially as role models within their communities and on the world stage. Our aim in the Sixth Form is to promote breadth and balance in the programme of study and each student's programme is individually tailored to reflect this. The school offers 28 A Level and Vocational Courses. Every week students attend five hours of timetabled lessons in each of their subjects and are expected to complete an additional five hours of independent study for each subject. The Extended Project Qualification and CREST Award are popular qualifications offered in addition to students' subject choices.







## 2025 Option Blocks

Sixth Form timetables are structured using a number of option blocks to allow a wide range of subject combinations. Unfortunately, not all subject combinations are possible so students must choose a maximum of one subject per option block. Three subjects must be selected. Students may be allowed to select a fourth subject in exceptional circumstances. Universities, including those that are most selective, advise students to focus on three A Levels and will make offers on this basis.

Option A	✓	Option B	✓	Option C	✓	Option D	✓	Option E	✓
Applied General in Business (Vocational)		Applied General in Science (Vocational)		Biology		Biology		DT Product Design	
Computer Science		Art and Design		Chemistry		Geography		Maths	
English Literature		Chemistry		Economics		Government and Politics		Maths with Further Maths (with block A)	
German		Latin		French		Philosophy and Ethics		Media	
Maths with Further Maths (with block E)		Maths		History		Physics		Psychology	
Sociology		Physical Education		Music				Spanish	
		Psychology		Physics					

Please note these may be subject to change

## Course Changes

It is important to make the right subject choices, which is why appropriate entry requirements are set and students are expected to attend taster sessions at the Sixth Form Induction Day. Course changes are allowed in the first three weeks of term, however this is a hard deadline and changes beyond this date are not permitted under any circumstances. Beyond this time a change is detrimental to a students' overall progress as they have missed too much teaching time, homework and independent study.

For all course changes a Course Change Request must be completed by the student, then signed by the Head of Faculty for both the subject being dropped and the new subject being selected as well as the Sixth Form Team. It must then be handed to the Deputy Headteacher for final approval. The process must be completed by the deadline and a course change is not confirmed until a new timetable has been issued. Course changes are subject to availability of places at the time of request.



## Pastoral Development Programme

In addition to their A Level courses, all students attend a daily tutor time and a weekly one-hour assembly. This time is used to provide students with a broad education to supplement their academic studies and prepare them well for independent life at university and in the workplace. The tutor time and assembly programme encompasses careers, university preparation, current affairs and an extensive PSHE curriculum. In Year 12 all students complete a week of work experience and attend a dedicated UCAS day to support the university application process. Students also take part in the Community Service Programme which involves mentoring younger students, peer reading, supporting in lessons and interventions and volunteering in the local community.

Students are encouraged to take advantage of a range of super-curricular opportunities, with many attending university summer schools, workplace internships and certified short courses delivered online. We regularly host inspirational speakers from the world of business and academia as well as our highly successful alumni who return to the school to share their personal and professional stories and words of wisdom with our student body. These speakers serve as aspirational role models who demonstrate to our students what is possible with hard work and determination and their stories are often inspired by our motto *Nec Aspera Terrent*.







## Enrichment and Extra Curricular Activities

Wednesday afternoons are dedicated to timetabled Sixth Form Enrichment. Students must select a minimum of one weekly enrichment activity from a broad range of choices such as sports clubs, creative arts, music performance, chess, debating and volunteering. They can also choose to complete the Extended Project Qualification, which is equivalent to half an A Level, or the CREST Award in Science. Students are encouraged to change their Enrichment option mid-year to give them access to a broad range of experiences to support their development.

In addition to the Enrichment Programme, students have the opportunity to take part in a wide range of extra-curricular activities beyond the Enrichment programme, participating in sport, performance and charitable events. Students who choose to take part in sporting activities can play at a recreational level or may be selected to represent the school in competitions.





## Preparation for University and Apprenticeships

All students are expected to complete a university application through the UCAS process, whatever their plans are beyond Sixth Form. This is because:

- the work done by students as they research their options and complete their UCAS Form will also form the basis of apprenticeship and job applications
- for students planning to take a gap year, the guidance and support with this process will be invaluable when they are making the application independently
- the reference and information uploaded to the UCAS system by staff will be used to support any reference required by the student
- students' plans often change and having an application prepared speeds up the process for late applications, including through the 'clearing' system

All students will attend presentations and participate in tutor time sessions to support them in making decisions about next steps, making applications and preparing for this transition. This includes presentations from universities, employers and organisations that help students to gain the skills and experience that will help them to succeed. Specific support and programmes are provided for students applying for healthcare professions (including medicine and dentistry), Law, creative subjects (including Art, Music and Photography) and those applying to Oxford or Cambridge (Oxbridge).

Students are encouraged to attend university visits and take advantage of other educational opportunities. The school organises trips for the whole year group and specific student groups including: the UCAS fair, Oxbridge colleges and other university campuses. This is in addition to subject specific educational visits. The school can support eligible students with travel expenses through the 16-18 Bursary.



## The UCAS Process

Students are guided through the UCAS application process by their tutors, under the supervision of their Head of Year. Key events to note are shown here:

SEPTEMBER YEAR 12

Careers and University information opportunities to gain experience

JANUARY YEAR 12

Internal preparation:  
application process starts

JULY YEAR 12

Student UCAS day  
Parent UCAS evening

OCTOBER YEAR 13

UCAS application deadline  
for early entry subjects

JANUARY YEAR 13

Equal consideration  
application deadline

OCTOBER TO MAY YEAR 13

Responses received  
from universities

AUGUST YEAR 13

RESULTS DAY





# UNIVERSITY DESTINATIONS 2024

**LANCASTER UNIVERSITY**  
Medicine and Surgery  
Marketing with Psychology  
Business Management  
Accounting and Finance

**UNIVERSITY OF MANCHESTER**  
Chemical Engineering

**UNIVERSITY OF SALFORD**  
Environmental Geography with Studies in the USA

**UNIVERSITY OF BIRMINGHAM**  
Biomedical Science  
Artificial Intelligence and Computer Science

**ASTON UNIVERSITY, BIRMINGHAM**  
Engineering and Applied Science Foundation Programme

**COVENTRY UNIVERSITY**  
Sociology and Criminology

**OXFORD BROOKES UNIVERSITY**  
Philosophy

**UNIVERSITY OF OXFORD**  
Physics

**SWANSEA UNIVERSITY**  
Chemical Engineering with a Foundation Year  
Chemistry  
Computer Science with a Year in Industry

**UNIVERSITY OF SOUTH WALES**  
Photography

**CARDIFF UNIVERSITY**  
Medicine  
Psychology  
English Literature

**UNIVERSITY OF BRISTOL**  
Politics and International Relations

**UNIVERSITY OF EXETER**  
Neuroscience  
Law  
Sociology and Criminology with Study Abroad  
Psychology with Professional Placement

**UNIVERSITY OF SOUTHAMPTON**  
Mechanical Engineering  
Nursing (Child)  
Mechanical Engineering / Aerospace with Industrial Placement Year

**UNIVERSITY OF WINCHESTER**  
Accounting and Finance

**UNIVERSITY OF BRIGHTON**  
Biomedical Science

**UNIVERSITY OF PORTSMOUTH**  
Architecture  
Sociology with Criminology

**UNIVERSITY OF ROEHAMPTON**  
LLB Law and Criminal Justice  
Cyber Security

**DURHAM UNIVERSITY**  
Computer Science  
Philosophy and Theology  
History with Foundation

**UNIVERSITY OF YORK**  
Biotechnology

**LEEDS BECKETT UNIVERSITY**  
Cyber Security  
Sport Business Management  
Sport Business Management  
Sport Business Management

**UNIVERSITY OF LEEDS**  
Music  
Religion, Politics and Society

**UNIVERSITY OF DERBY**  
Psychology

**NOTTINGHAM TRENT UNIVERSITY**  
Business

**UNIVERSITY OF NOTTINGHAM**  
Medicine  
Engineering and Physical Sciences with Foundation Year

**LOUGHBOROUGH UNIVERSITY**  
Civil Engineering (with placement year) with Foundation Year

**UNIVERSITY OF LEICESTER**  
Medicine (with a foundation year)  
Financial Economics and Banking

**UNIVERSITY OF NORTHAMPTON**  
Advertising and Digital Marketing

**KEELE UNIVERSITY**  
Neuroscience and Psychology

**UNIVERSITY OF WARWICK**  
Politics and International Studies  
Sociology and Criminology

**UNIVERSITY OF ESSEX**  
Sport and Exercise Psychology

**UNIVERSITY OF READING**  
Accounting and Finance  
Pharmacy  
Biochemistry with Foundation

**MIDDLESEX UNIVERSITY**  
Cyber Security and Digital Forensics

**UNIVERSITY OF SUSSEX**  
Psychology  
Marketing and Management (with a professional placement year)

**UNIVERSITY OF KENT**  
Criminal Justice and Criminology  
Law  
Marketing with a Foundation Year

**UNIVERSITY OF SURREY**  
Computer Science  
Economics with Foundation Year  
Chemical Engineering  
Electrical and Electronic Engineering  
Biomedical Science  
International Relations  
Chemical Engineering with Foundation Year  
Biomedical Engineering with Foundation Year

**CITY, UNIVERSITY OF LONDON**  
Civil and Infrastructure Engineering  
Computer Science Foundation Programme  
Law LLB  
Introduction to Diagnostic and Therapeutic Radiography  
Computer Science (with Integrated Foundation Year)  
Law LLB  
International Politics  
Economics with Accounting  
Mathematics Finance and Economics (with Integrated Foundation Year)  
Computer Science

**BIRKBECK, UNIVERSITY OF LONDON**  
Economics with Foundation Year

**BRUNEL UNIVERSITY LONDON**  
Mathematics and Computing with an Integrated Foundation Year with Placement  
Criminology with Placement  
Marketing  
International Relations and History  
History and International Relations  
Music (Production)  
Computer Science (Artificial Intelligence)  
Sport, Health and Exercise Sciences (Physical Ed)  
Computer Science  
Computer Science (Artificial Intelligence)  
Civil Engineering

**GOLDSMITHS, UNIVERSITY OF LONDON**  
Social Science, Community Development and Youth Work

**UNIVERSITY OF GREENWICH**  
Computer Science (Cyber Security)

**IMPERIAL COLLEGE, LONDON**  
Economics, Finance and Data Science

**KINGSTON UNIVERSITY**  
Psychology

**KING'S COLLEGE LONDON, UNIVERSITY OF LONDON**  
Chemistry  
Computer Science with a Year in Industry  
Midwifery with Registration as a Midwife  
History  
Mathematics with Management & Finance  
International Development  
Sport and Exercise Medical Sciences

**KINGSTON UNIVERSITY**  
Biomedical Science  
Aviation Operations with Commercial Pilot Training  
Pharmacology  
Aerospace Engineering (Foundation)  
Computer Science and Artificial Intelligence with Foundation  
Pharmaceutical and Chemical Sciences Foundation Degree (Pre-Pharmacy)  
Fine Art  
Computer Science  
Forensic Science (Foundation)

**LONDON SOUTH BANK UNIVERSITY**  
Baking Science and Technology

**QUEEN MARY, UNIVERSITY OF LONDON**  
Chemical Engineering with Industrial Experience  
Digital and Technology Solutions (Data Analyst) Degree  
Apprenticeship  
Economics and Finance with a Year in Industry  
Computer Science with Industrial Experience  
Geography with Business Management  
Biomedical Sciences  
Chemistry

**ROYAL HOLLOWAY, UNIVERSITY OF LONDON**  
Computer Science  
Law  
Psychology  
Biomedical Sciences with Integrated Foundation Year  
English and Film Studies  
Film, Television and Digital Production  
Computer Science  
Accounting and Finance

**ROYAL VETERINARY COLLEGE, UNIVERSITY OF LONDON**  
Bioveterinary Sciences

**SOAD, UNIVERSITY OF LONDON**  
Business, Management, Economics & Law with Foundation Year  
Politics and World Philosophies  
Arabic and World Philosophies

**ST MARY'S UNIVERSITY, TWICKENHAM**  
Business Management and Marketing with Foundation Year  
Computer Science  
Computer Science

**UCL, UNIVERSITY COLLEGE LONDON**  
Linguistics  
Natural Sciences  
Pharmacy  
History  
Pharmacy  
Pharmacy  
Spanish and Latin American Studies

**UNIVERSITY OF THE ARTS, LONDON**  
Fine Art: Sculpture

**UNIVERSITY OF WEST LONDON**  
Psychology with Clinical and Counselling Skills

**UNIVERSITY OF WESTMINSTER, LONDON**  
Pharmacology and Physiology  
Biochemistry with Foundation  
Cyber Security and Forensics with Foundation  
Cognitive and Clinical Neuroscience





## Rewarding Students who Display School's Values

### Ethic of Excellence

Ethic of Excellence is awarded to students who have demonstrated significant effort and achieved well over a sustained period of time. It may also be awarded for one-off displays of excellence.

### The Spirit of Endeavour Award

The Spirit of Endeavour is awarded to students who have demonstrated perseverance and determination by putting in extra effort in an area of their schooling or have really tried to turn things round in terms of the three core pillars of the School's Ethos - Ambition, Character and Civic Virtue.

### The Draytonian Award

This award will be presented to a student who has been nominated for outstanding contribution to the school and to a student who has embodied the spirit and ethos of the school throughout the term. The award will be presented to one student from each Key Stage.

Students who receive awards will be invited to celebration events throughout the year.







## House System

Our House system plays a key part in Drayton Manor's culture and ethos. It establishes opportunities for engagement in extra-curricular activities, working with charities and providing leadership opportunities for students of all ages. It also enables us to teach students the values of Ambition, Character and Civic Virtue. A termly programme of events and activities is planned to include sports competitions, debates, baking, art and many others.

Each House has House Captains who display the school's values in everything they do, led by Student Heads of House in Year 13. These students are responsible for the promotion of the House system and design and organise whole school events. House Captains decide on a local charity that the House will support with the aim of students 'knowing' the charity and having a meaningful impact on fundraising and raising awareness.

The House Cup is awarded at the end of each term and a whole school celebration takes place. The winning house is decided using a combination of competition results, attendance, House Merits and other achievements.



## Student Leadership at Drayton Manor High School

At Drayton Manor High School we take immense pride in the exceptional student leaders who contribute to our vibrant and inclusive community. These dedicated individuals embody the values of ambition, civic virtue and good character. They inspire peers through their dedication, passion and commitment to making a positive difference. Our student leaders showcase remarkable skills in communication, collaboration and problem-solving and their efforts contribute to a supportive and nurturing environment for all. We are truly proud of their accomplishments and the impact they have on our school.

### Head Boy and Head Girl

The most prestigious student leadership roles are the Senior Student leadership positions, which include the roles of Head Boy and Head Girl, as well as the roles of Deputy Head Boy and Deputy Head Girl. These students lead the Senior Student Team, give speeches to student and parent bodies at school events and are ambassadors for the school, greeting visitors and acting as role models.

### Heads of House

Heads of House are responsible for leading their respective House within the school. The role involves chairing meetings, spearheading initiatives and managing various projects to foster a sense of excellence and camaraderie among house members. Heads of House are role models for younger students, setting an example of exemplary conduct, integrity and school spirit, fostering a culture of respect, teamwork and academic excellence.

### Senior Wellbeing Ambassadors

Wellbeing ambassadors are students who promote positive mental health and wellbeing throughout the school. Senior Wellbeing Ambassadors lead a wider group of elected students, each with a particular focus, for instance anti-bullying, mental health, online safety or environmental. They work across the school as peer supporters and wellbeing campaigners, running events throughout the school and are at the very heart of our school's wellbeing. Senior Wellbeing Ambassadors are instrumental in creating a supportive and caring atmosphere within the school community.







## Student Charter - Our Values in Keeping us Safe and Well

As a student body, we are clear that we do not accept behaviours which deliberately hurt or upset a member of our community either physically, verbally or mentally.

These behaviours include:

- Spreading gossip or malicious rumours
- Deliberately causing anxiety by ignoring others or excluding them from friendship groups Being a member of an intimidating group
- Threatening, aggressive or intimidating behaviour, including inciting others to threaten or intimidate Creating an unsafe situation
- Name calling including making comments about someone's physical appearance
- Making fun of others and use 'banter' as an excuse to mock, ridicule or pass offensive comments Physical violence towards members of our community
- Interacting with organisations or groups that promote extreme views, hatred or violence
- Racist behaviours that harasses and offends ethnic backgrounds, religions, geographical origin or skin colour Sexist behaviours that demeans, intimidates or harms
- Homophobic, Biphobic and Transphobic behaviour showing intolerance towards others gender identity or sexual orientation
- Use of digital devices to send, post, or share negative, harmful, false, or inappropriate content online about a member of our community
- Invading personal space or unwelcome physical contact
- Revenge or retribution against a student that has reported incidents

If we see or experience these behaviours we:

- Tell your Form Tutor, Head of Year or another adult. The adult could be anybody who works at the school, or a parent or both
- Tell a Senior Wellbeing Ambassador who can be identified from the Student Leadership Team photograph



## Digital Charter - Our values in keeping us safe and well

As a student body, we are clear that we do not accept digital behaviours that deliberately hurt or upset a member of our community. Our Student Digital Charter reinforces our belief as a student body that the way we conduct ourselves in the virtual world is as important as the way we do in the real world. Inappropriate behavior in this domain can have long lasting effects on members of our community and serious consequences for us as individuals.

These behaviors can include:

- Sharing or spreading hateful content online, including spreading gossip or malicious rumors, posting threatening or intimidating messages or other digital content of a similar nature
- Do not advocate or by 'commenting' on or 'liking' negative hurtful discriminating messages of others. Do not create social media accounts that impersonate or pretend to be others
- Using the school email system for anything other than educational purposes.
- Inappropriately using all electronic devices in school or out of school, which includes playing games, using social media platforms, or searching for harmful or inappropriate content
- Sharing inappropriate media which may cause harm to another member of our community
- Participating in malicious activities online, which includes hateful comments on social media and within the comment area of any online platform
- Distributing malware within the school network or at home
- Do not share or give out any personal information or share images or information about others without their consent
- Being a part of a social media group or 'chat' which is not showing Digital Character
- Do not share images or information about others without consent

## Use of digital devices in Sixth Form

Mobile phones may only be used in the Sixth Form Building. If a phone is seen anywhere else on the school premises, it will be confiscated and returned at the end of the week, or on the following Friday in cases where it is confiscated on a Friday. Mobile phones, laptops, tablets and other electronic devices may only be used for study purposes. Using phones to make or receive voice or video calls or to play content so that it is audible to others is not allowed and will result in confiscation of the device. Students who wish to use their own laptop or tablet in school must sign the acceptable use agreement before accessing the school Wi-Fi.





## School Safeguarding

We recognise our responsibility to safeguard and promote the welfare of all children and young people and the role it plays in the wider safeguarding system. We will create a culture of vigilance and make sure that all necessary steps are taken to protect our students from harm so that every child and young person who attends the school is able to participate in an enjoyable and safe environment and realise their potential. To this end we will:

- establish and maintain a safe environment in which children can learn, develop and achieve, and where they are listened to
- staff in the school will take all welfare concerns seriously and encourage children and young people to talk about their worries
- always act in the best interest of the child
- educate students about how to keep themselves safe, including online through various teaching and learning opportunities
- ensure that all teaching and support staff are aware of the signs and symptoms of abuse and when a young person may be at risk of harm, know the correct procedure for referring concerns, or reporting any allegations against staff and receive appropriate training to enable them to carry out these requirements
- assess the risks and issues in the wider community when considering the well-being and safety of our students ensure we practice safer recruitment in checking the suitability of staff and volunteers to work with our students develop and then implement procedures for identifying and reporting cases, or suspected cases, of abuse or where a young person is at risk of harm
- support students who have been abused in accordance with their agreed child protection plan

The school acknowledges that safeguarding is everybody's responsibility and that the protection of the child is paramount. Parents and/or carers, students and staff should be aware that the school must take any reasonable action to ensure the safety of students.

## Prohibited Items

In school we prohibit certain behaviour connected with prohibited items including:

- Weapons
- Drugs which are illegal to take or supply
- Other substances which may not be illegal to take or supply but can be extremely harmful, including 'legal highs', tobacco and vapes

The school takes misconduct related to these items extremely seriously and incidents are dealt with in line with school policy. Any student who engages in any activity which facilitates or encourages use, possession or supply, or which interferes, or seeks to interfere, with the prevention or investigation of such activity, may receive a fixed term suspension or be permanently excluded. Policies relating to this can be found on the school website.









# Expectations





## Behaviour and Expectations in School

A high standard of behaviour is essential on the way to and from school (especially on public transport) as well as on the school site. Students are expected to adhere to the school's Wider Community Code and to show respect for others, to teachers, non-teaching staff, students and members of the public at all times. Sixth Form students should display a high standard of behaviour as part of their efforts to show good character and model appropriate behaviour for lower school students. Students are responsible for their own standards of behaviour and will be rewarded for good behaviour.

Students are expected to move around the site calmly and with pace and purpose. Physical contact with other students, for example holding hands or putting an arm around shoulders is not allowed. Around the school site students communicate in a calm voice to support our purposeful atmosphere. Sixth Form students are required to adhere to the dress code at all times, including travel to and from school. For safeguarding reasons it is essential that they have their lanyard displayed round their neck and clearly visible on the outside of their clothing while in school.

In lessons, students must work hard and follow all staff instructions the first time. Students enter classrooms in silence, get all their equipment out ready for the lesson and start work on the 'do now' activity that is provided. Students must spend study periods in a designated study area and be engaged in suitable independent study activities.

At the end of the school day students are to travel straight home from school without waiting around. To support the welfare of students, association with any outsider (apart from parents) is strictly forbidden. Under no circumstances should our students visit any other school at any time unless this has been authorised in advance. At the bus stop students form a line allowing the public to board the buses first. Students must not visit any shops close to the school.







## Attendance

Full time and punctual attendance throughout the term is essential. Students should only be absent if they are unfit to attend school or for an approved activity linked to their education. Medical and dental appointments must be arranged outside of school hours and absences will only be signed off for orthodontic or emergency treatment.

Students are encouraged to attend university visits and take advantage of other educational opportunities. The Sixth Form Team will make a decision on whether to approve absence from school to attend these activities based on students' academic progress and attendance record, as well as the timing of the proposed absence.

Absences during published examination periods will not be authorised.

## Absence Procedures

Sixth Form provides an important transition to university and the workplace. We therefore use systems that recognise students' increasing maturity and the responsibilities that go with that. For planned absences students must complete the Sixth Form Absence Request Form and submit it at least 48 hours in advance of the planned absence.

- Student completes the form with details of reason for absence, date, time and lessons to be missed. This should also be signed by a parent or guardian
- Student asks subject teachers for affected lessons to sign the form, noting work to be completed
- Student submits the form to their Head of Year with evidence of the appointment
- For authorised absences the form is passed to the Sixth Form administration team who will record an authorised absence

For emergency absences at short notice (for example serious illness) parents should inform the school by telephone or using the MyEd App or email [studentabsence@draytonmanorhighschool.co.uk](mailto:studentabsence@draytonmanorhighschool.co.uk).

## Leave of Absence Sought for an Exceptional Cause

In accordance with guidance from the Department of Education the Head may not grant any leave of absence during term time unless there are exceptional circumstances. If a leave of absence is sought, an application should be sent to the Head of Year no later than 48 hours before the leave of absence is required. Parents are not permitted to withdraw their children from school to go on holiday during term time.



## Sixth Form Dress Code

The school has a smart casual dress code for Sixth Form students. We expect them to take care over their dress and appearance and to be well presented at all times. As the most senior students in the school, Sixth Formers are role models for younger year groups so it is important that clothes and shoes are clean and in good repair with no extremes of fashion. Students will be asked to return home to change if their appearance is not aligned with the dress code.

Items not aligned with the smart casual dress code and therefore not permitted include but are not limited to:

- Sports clothing including leggings, tracksuit bottoms and football shirts
- Any item of clothing with a hood. Outdoor coats may have hoods but must not be worn indoors at any time
- Hot pants, short skirts and dresses
- Bare midriffs, low cut, strappy or off the shoulder tops
- Tights with holes or ladders
- Hats of any sort
- Trousers worn below the hips
- Ripped or patched jeans
- Flip flops and sliders
- Clothing with large graphics, logos or slogans
- Shaved eyebrows, including lines

In addition:

- Earrings must be discreet; piercings should be limited to the ears only
- Natural hair colour and styling appropriate for smart casual
- Footwear should be appropriate for smart casual

Form tutors, Heads of Year and Head of Sixth Form in consultation with the Head will judge what dress is acceptable.





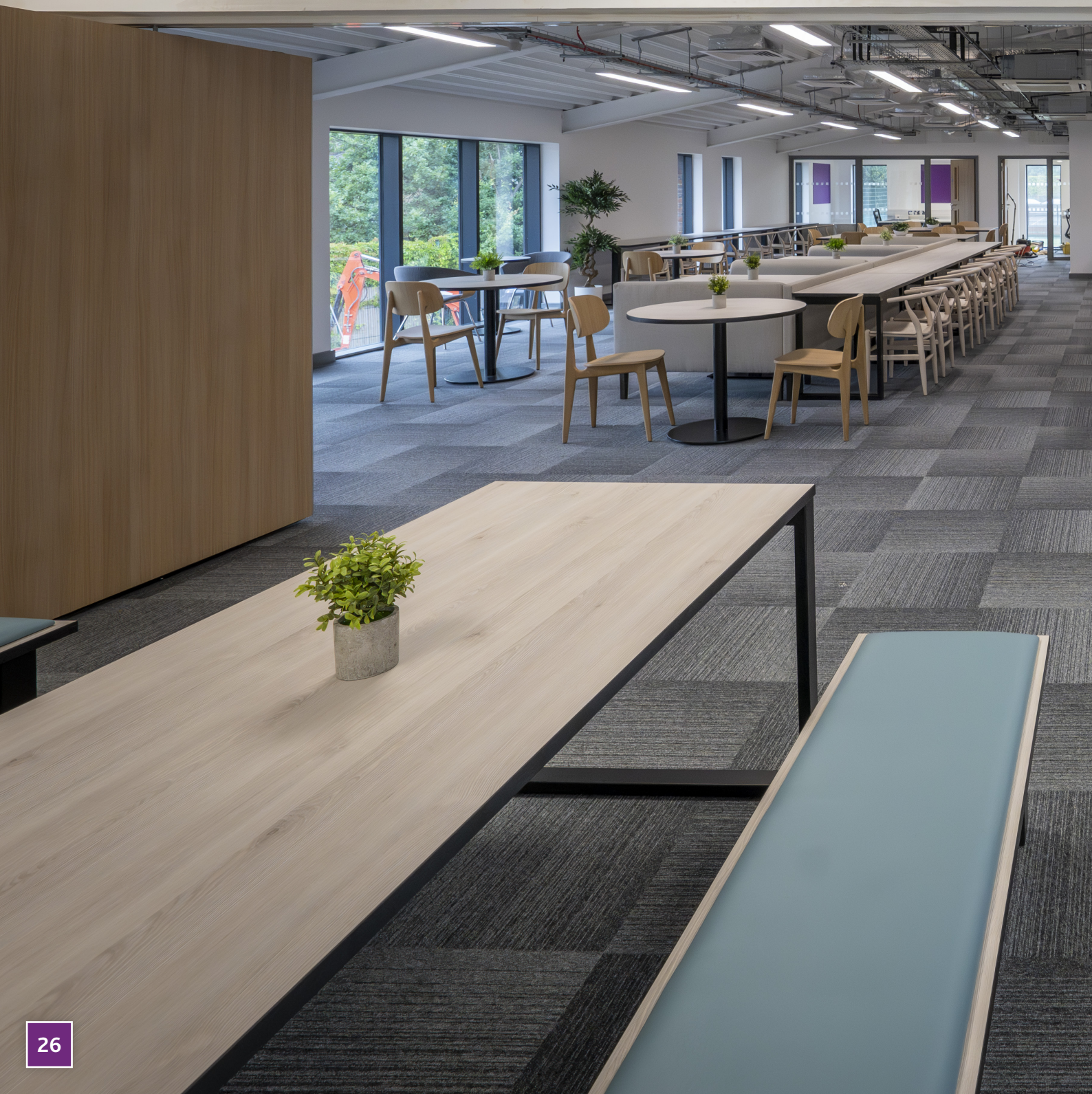


## Communication With Parents and Carers

The school newsletter is sent to parents and carers every half term. The letter provides updates of news and events from the term as well as information for the upcoming term. The school also sends a weekly bulletin of events which parents can attend and which keep them updated on school activities. The address of our school website, which is regularly updated with key information is [www.draytonmanorhighschool.co.uk](http://www.draytonmanorhighschool.co.uk) and a blog keeps parents and carers up to date on our latest news and achievements. It is essential that the school has an up to date email address and mobile telephone number for contacting parents. A report on the progress of Sixth Form students is sent home to parents and carers once a term and timed to provide up to date data following examinations and assessments.

Sixth Form students are encouraged to communicate directly with their teachers, Form Tutor and Head of Year to find information and resolve issues. This helps them to develop independence and supports their transition to university and the workplace. Students should use appropriate formal communication formats when sending emails to members of staff. The school also continues to welcome close cooperation between teacher and parents and it is helpful to hear from parents about matters concerning their child or children. Subject teachers or form tutors should usually be contacted in the first instance using the school email address: [adminoffice@draytonmanorhighschool.co.uk](mailto:adminoffice@draytonmanorhighschool.co.uk) and marking their communication for the attention of the relevant member of staff. Unresolved or individual issues should be referred to Heads of Faculty/Year.

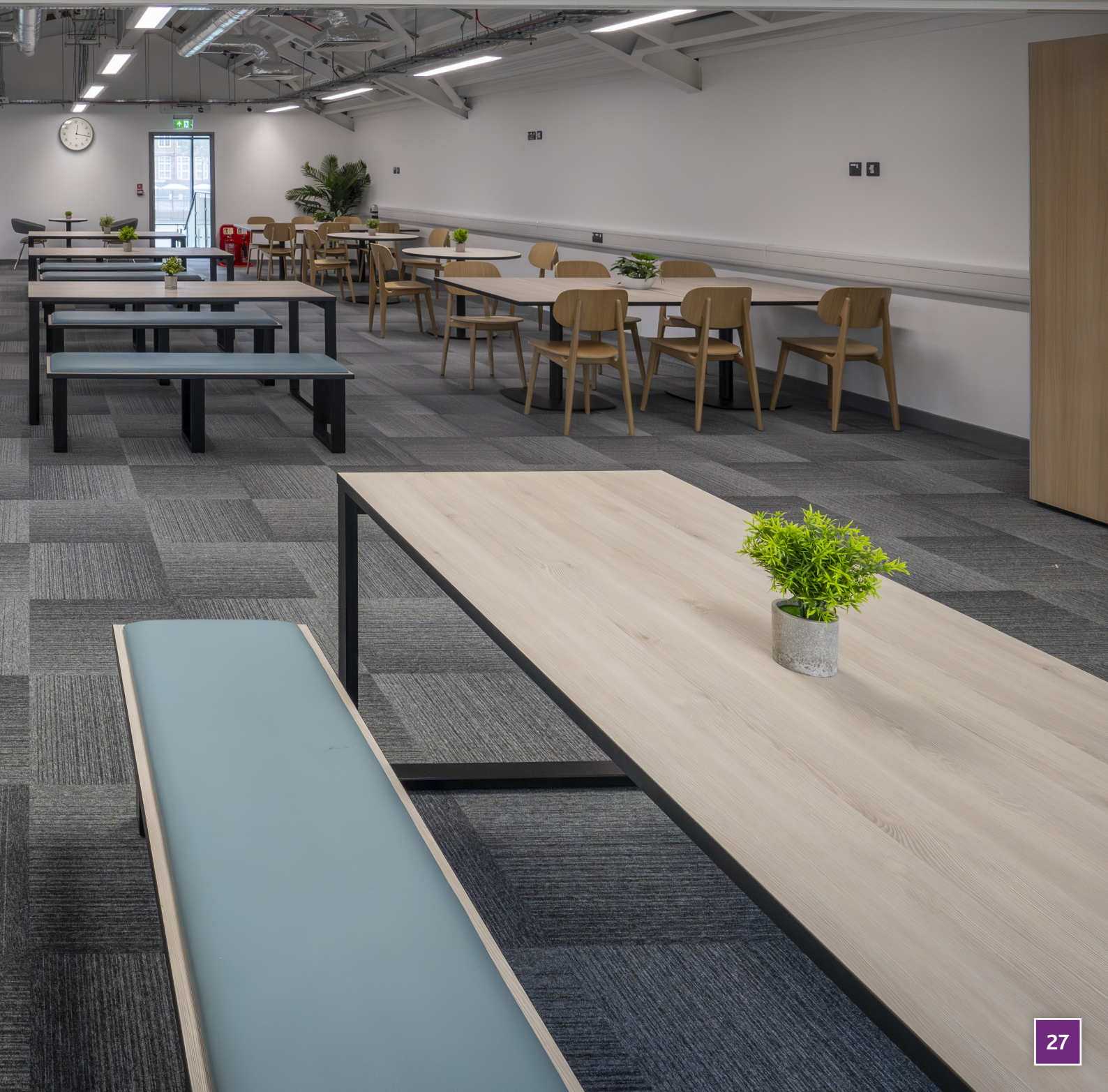








# Preparation





## Organisation and Equipment

Students must come to school appropriately equipped for all their lessons. Every student will be placed in a tutor group and their form tutor will act as a personal tutor to individual students, working under the guidance of the Head of Year who is responsible for the welfare, progress and discipline of all students in their year.

All students must bring the following equipment to school every day:

- Subject working folders, organised using dividers
- Black or blue pens, pencils, pencil sharpener, eraser and green biro
- Subject specific stationary (eg. calculator, colouring pencils, drawing instruments)
- Subject specific items as advised by subject teachers (eg. revision guides, art portfolio)
- Suitable school bag

For some subjects text books are issued. These are signed for by students and must be returned promptly at the end of the course. Lost or damaged books will be charged at full replacement cost. This also applies to library books. Equipment and folder checks are carried out regularly by Form Tutors.

## Independent Study and Sixth Form Privileges

Students will participate in a full programme of study comprised of timetabled lessons, a broad and ambitious pastoral programme and enrichment activities. Homework is set using an online tool called Satchel One. In addition to their timetabled studies students are expected to undertake five hours of independent study for each subject every week. In order to succeed at Sixth Form it is essential that students use independent study periods effectively to complete homework and broader independent work. Guidance for students on how to study effectively and manage their time appropriately is provided by the Sixth Form Team.

When students are not in a lesson or taking their lunch break they must be settled in a dedicated study area and working quietly. A collaborative quiet study area and a separate silent study area are provided in the new Sixth Form Building. Students may also use the Library which has an area, the Leveson Level, dedicated to Year 13 students. Study areas are open before school, throughout the school day and after school.

Students who demonstrate excellent study habits, are making good progress and displaying good character may be given Sixth Form Privileges. Students with privileges have permission to leave the school site after 12.30pm when they do not have lessons. Sixth Form students must enter and leave site using the dedicated Sixth Form entrance only. This is activated for students with privileges at the start and end of the school day, five minutes before each period starts and for ten minutes after each period finishes. Entry and exit from site is not permitted at other times.





## Lunch Arrangements

Sixth Form students have a flexible lunch period. They must select a period when they will take lunch every day and mark this on their timetable.

- The school has a self-service Dining Hall with a wide range of choices, including healthy options. Students pay at the counter using their ParentPay account according to the cost of the food chosen
- The Sixth Form building has a cafe serving lunches, snacks and drinks. Payment at the cafe is also via a ParentPay account
- A packed lunch may be brought to school and eaten in the Dining Hall, Sixth Form Cafe or outside

The school catering service runs the food provision in both the Dining Hall and Sixth Form Cafe. They have been selected for their healthy eating policy and quality food. Their menu is varied and nutritious, offering excellent value for money. The school operates a cashless catering system using Biometrics and parents will need to fund students' accounts through ParentPay.

In order to make it easier for parents and carers to make payments to the school and reduce the number of cash payments in school, we request that you use our e-payment method using a debit or credit card. This can be done using the ParentPay website. If you already have a ParentPay account you can continue to use this, using the 'add a child' tab if your account is with another school or for another child. If you are new to ParentPay, you can activate your secure online account using the unique activation username and password which the school will provide.

## Biometric Consent

The cashless catering system is designed to streamline the process for students buying meals and snacks and allows parents and carers to see what their child is eating. To access the cashless catering system, students will need to have their finger measurements (biometric reading) taken. Once a student has selected their meal they will place their index finger on the biometric reader at the till. This will then display their account on the screen and debit the relevant amount. In line with the school's Privacy Notice we require the consent of at least one parent in order that the biometric information of a child to be processed. Please be assured that this information remains within the school and that the biometric information taken is an algorithm and not the actual finger print. For new students, a parent will need to complete a Biometric Consent Form.





## Free School Meals

It is important that students who are entitled to Free School Meals are registered for these as this provides a number of benefits:

- A healthy meal every day
- Entitlement to the 16-18 Bursary
- Financial assistance with trips
- Support with travel costs for university visits
- Free of charge UCAS Application
- Assists with entitlement for a contextual (reduced) offer from universities

Information about entitlement to free school meals can be obtained online in the education section at

[www.ealing.gov.uk](http://www.ealing.gov.uk).

All completed forms should be returned directly to Ealing Education Department in order for meals to commence. Students entitled to a free school meal will be provided with a meal for the appropriate value each day.

## 16-18 Bursary

The 16-19 Student Bursary Fund is a government-funded scheme, allowing payments to be made to students in financially challenging circumstances to support them in their post-16 learning. Students must meet certain school and government criteria in order to qualify. There are three types of bursary, all of which must be applied for through the school application system. Students will need to confirm eligibility every year.

Students who receive Free School Meals, or who have received these in the last six years are eligible for a Level 2 Bursary. Students who are in care or recent care leavers or independently in receipt of certain benefits are eligible for a Level 1 Bursary. All students in receipt of a bursary can apply for a Level 3 Discretionary Bursary to cover specific expenses such as educational visits.

Bursary application forms are available in the Sixth Form Centre and should be completed at the start of the academic year. Decisions on eligibility are made within 14 days.

Bursary payments are made half-termly and are subject to excellent attendance, punctuality and conduct. Deductions are made where attendance and punctuality are not at expected levels. Where behaviour or effort is deemed to have fallen short of the school's expectations payment may be withheld with immediate effect.









Scan the QR code to find your Year 12 induction work. This must be completed before your first lesson.



**DRAYTON MANOR HIGH SCHOOL**

Drayton Bridge Road, London W7 1EU