STAFFORD
SIXTH FORM

Sixth Form Induction Booklet

September 2026

The Weston Road Academy
Opening Minds

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Welcome to the Stafford Sixth Form.

The Stafford Sixth Form is a successful and supportive collaboration which encourages the best from all our students. The partner schools and academies in Stafford have been working successfully together for several years.

Our goal is to maximise your opportunities by ensuring you have access to the broadest possible curriculum.

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Please take your time and read each carefully, if you agree sign the form at the back and return to your Head of Sixth Form.

Your base Sixth Form will provide you with information relevant to that school, for example:

- Tutor/mentors
- Work Experience
- Enrichment Menus

We look forward to working with you in our sixth form and wish you every success in your academic journey.

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Sixth Form Expectations

Student Attendance:

Students should:

- Be present in all lessons;
- Not make appointments (including driving lessons) during the school day;
- In the event of ill health email staff for missed work. Parents/carers should contact base school by 9am;
- Be punctual, lateness may result in students being required to make up the time;
- Not take holidays during term time.

During Lessons:

Students should:

- Have all the necessary materials for the lesson, including folders/ text books/ homework/ assessments;
- Have mobile phones switched off and not visible in the lesson;
- Complete all of the work as directed by the member of staff;
- Not bring any food in to lessons;
- Bring water to drink as required

During Private Study:

Students should:

- Use their base school/ host school's study area, unless previously arranged with your Head of Sixth Form, to work independently e.g. completing homework/ revision notes/ independent reading/ research.

Use of ICT Facilities:

To be used in accordance with the ICT policies of the base or host school. All students should be aware that ICT facilities are monitored.

Y13 Progression and Attainment:

If your attendance/attitude/progress/attainment is not in line with the sixth form expectations the Stafford Sixth Form reserves the right to withhold progression into Y13 and repeat Y12.

If by the end of Y13 Spring half term it looks unlikely that you will achieve a grade at A-level, the sixth form reserves the right to enter you for an AS, if applicable. You will be required to pay for any re-sits, at the discretion of the sixth form.

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Dress Code

Although we do not expect sixth formers to wear uniform, we do expect a certain standard of dress. You are representatives of your school and role models within the school community.

Students could be refused entry to classrooms or sixth form schools if they are not dressed appropriately.

Dress Code:

Clothes should be suitable for a business/work environment therefore they should not be offensive or embarrassing to others:

- Trousers/jeans should be smart/casual, this does not allow rips/holes in jeans, tracksuits or sports leggings (unless required by the subject e.g. A level PE);
- There should be no offensive slogans on clothing;
- Skirts, shorts and tops should be of a suitable length, cropped tops are not permitted;
- Shoes should be of a sensible design;
- Casual headwear is not permitted within the school building.

This dress code applies to all members of the Stafford Sixth Form.

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Learner Agreement

As members of the Stafford Sixth Form all students have rights and responsibilities. These are:

Rights

- To be treated with respect, courtesy and consideration.
- To be provided with high quality lessons following structured programmes of study.
- To be set regular assessments, which will be returned within two weeks with constructive feedback explaining how to make further progress.
- To provide parents with one annual report and a review on progress.
- To be provided with a safe, stimulating and appropriate environment in which to study.
- To have opportunities to feedback any concerns about any aspect of courses.
- To be offered information, advice and guidance through a tutorial programme to support with transition to the next stage of education or employment.

Responsibilities

- To treat others and their property with respect and consideration.
- To dress appropriately, avoiding clothing which may be deemed offensive or inappropriate in a learning environment.
- To ensure punctual attendance to all lessons and reporting any legitimate absence to the appropriate people.*
- To show commitment and enthusiasm, working to full potential and meeting all deadlines set for work.
- To use Private Study time to develop work started in lessons and not to undertake employment during timetabled time.
- To abide by all relevant policies on use of Internet, AI, Mobile Phones, Smoking/Vaping and Student Discipline that are relevant to each partner institution.
- To wear visible photo-ID at all times.

Failure to meet these responsibilities will be a breach of the Behaviour Policy for which sanctions will be imposed.

Persistently breaching these requirements in a way that seriously harms your education will put you at risk of permanent exclusion.

* Holidays should not be taken in term-time; overall attendance of less than 95% on a course may lead to non-entry in that subject, that academic year, as per the Attendance Sixth Form Policy.

Data Sharing

Where a student is required to attend another Stafford Sixth Form school for the delivery of part of their programme of study, relevant data may be shared between partner institutions. This processing is carried out where necessary for the purposes of delivering education, safeguarding and supporting student administration, in accordance with applicable data protection legislation.

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Transition Challenge

Every Y12 student will be expected to complete a transition challenge in each of your chosen subjects at the beginning of the course in September. The challenge will be an independent piece of work that is marked by the class teacher and is designed to prepare you for the step up to A-level study, and the challenges you may face. It is a crucial piece of work to show your teacher your commitment to the course and an opportunity for you to embrace your studies.

The transition challenge will either be passed or failed and teachers will report back to parents/carers in your first review on the effort applied to completing the task.

Should you not pass the transition challenge then your teacher will inform your head of sixth form who will discuss this with you and the action required moving forward. You may be set additional work to complete, your parents/carer may be invited in to discuss the results, and you could be placed on a contract depending on the circumstances. In some cases your suitability for the course may be questioned.

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16-19 Bursary Fund

Young people who need financial support to help them stay in education in the Sixth Form can apply to their school for the 16-19 Bursary Fund.

If you can answer 'YES' to ANY of these questions you may be eligible:

- Have you ever received Free School Meals?
- Have you ever been in care?
- Are you a carer?
- Are in receipt of benefits in your own right?
- Is your family's gross income £30,000 or less?

If you can answer 'YES', we may be able to help you with the cost of:

- Equipment and materials
- Course events and trips
- University and college open days
- UCAS registration
- Meals
- Transport
- Childcare costs (for students in receipt of Care to Learn)

FOR FURTHER INFORMATION AND AN APPLICATION FORM VISIT
https://www.staffordsixthformpartnership.co.uk/financial-support
OR SPEAK IN CONFIDENCE TO YOUR HEAD OF SIXTH FORM

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Transport

You will be expected to make your own way to the venue for your AM lessons.

If you are moving between Blessed William Howard Catholic High School and King Edward VI High School you will be expected to walk the short distance between these sites.

At 12:35pm we are running a free of charge minibus service that will transport you to your PM lesson venue.

There will be 2 minibuses running simultaneously, you will get on the bus that is traveling in the direction of the school where your PM lessons are held.

Bus route:

Minibus 1 – start at KE		**Minibus 2 – Start at SGB**	
Collection from:	Time:	Collection from:	Time:
KE - by the arch opposite the entrance gate	12:35pm	SGB - the bus parking	12:35pm
BWH - outside reception, inside barrier	12:45pm	WR - The bus park	12:45pm
WR - The bus parking inside the barrier	12:55pm	BWH - outside reception, inside barrier	12:55pm
SGB - the bus parking	13:00pm Final drop off	KE - by the arch opposite the entrance gate	13:00pm Final drop off

You will then make your own way home from whichever school your day finishes at.

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Photo and Video Consent Form

Occasionally, we may take photographs of the students at our 6th Form. We may use these images in our sixth form prospectus or in other printed publications that we produce, as well as on our website or on project display boards at our sixth form. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

From time to time, our sixth form may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Students will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

In compliance with the General Data Protection Regulation, we need your permission before we can photograph or make any recordings of your child for non-educational purposes.

Please tick the section on the Signature Page on page 12 if you consent to:

1. Your child's photograph appearing in the Stafford Sixth Form prospectus and other printed publications that are produced for promotional purposes or on project display boards
2. Your child's image appearing on the Stafford Sixth Form's website
3. Your child's image being recorded on video or webcam
4. Your child's image appearing in the media (for example photographs in newspapers/ media websites, moving images on television and voice recordings on radio
5. Your child's image appearing on social media accounts.

If you do not consent to all of the above, please indicate on the signature page those you do consent to.

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies

Conditions of use

1. You can withdraw your consent at any time by making a written notice to the Stafford Sixth Form.
2. We will not use the personal details or names of any child or adult in a photographic image on video, on our website, in our sixth form prospectus or in any of our other printed publications without good reason. For example, we may include the full name of a pupil in a newsletter to parents if the pupil has won an award.
3. If we name a pupil in the text, we will not use a photograph of that student to accompany the article without good reason. (See point 2 above.)
4. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our sixth form prospectus or in other printed publications.
5. We may include pictures of pupils and teachers that have been drawn by the pupils.
6. We may use group or class photographs or footage with very general labels, such as “a science lesson” or “making Christmas decorations”.
7. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

Please note

i. The press, in certain circumstances are exempt from the Data Protection Act and may want to include the names and personal details of students and adults in the media.

ii. Parents, family members and friends taking photographs of students within sixth form events, such as plays and sports day for their personal, domestic use are also exempt from the Data Protection Act and therefore do not need to gain consent.

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Wellbeing, Welfare and Safeguarding

The safety and wellbeing of all of our students and staff is of the upmost importance at The Stafford Sixth Form. We fully comprehend our responsibility to promote the welfare of all young people and to keep them safe. We believe that ensuring our students feel safe is fundamental in enabling them to achieve their potential both socially and academically. We are committed to providing an environment for students in which they can learn, develop and achieve, and where they are safeguarded, supported and are enabled to disclose if they are being harmed in some way.

Things that may affect your wellbeing include: physical, emotional and mental health concerns, self-harm, low self-esteem, stress, anger, bullying, family problems and inappropriate adult behaviour.

If you have any concerns that may affect your wellbeing, welfare or safety please speak to your Head of Sixth Form or contact a Designated Safeguarding Lead (DSL) immediately.

Blessed William Howard Catholic High School:
Head of Sixth Form – Mrs. Rachel Broomhall rab@bwh.staffs.sch.uk
DSL – Mrs Sian Readyhough sre@bwh.staffs.sch.uk
DDSL – Mrs Sarah Phillip sre@bwh.staffs.sch.uk

King Edward VI High School:
Head of Sixth Form – Mr. Dave Abel abel.d@kevi.org.uk
DSL – Mrs. Shona Christey christey.s@kevi.org.uk

Sir Graham Balfour School:
Head of Sixth Form – Mrs. Regan Jones rjones@sirgrahambalfour.staffs.sch.uk
Miss. E Simmons ESimmons@sirgrahambalfour.staffs.sch.uk
DSL – Mrs. Sharon Metcalfe smetcalfe@sirgrahambalfour.staffs.sch.uk

The Weston Road Academy:
Head of Sixth Form – Mr. Chris Gibbard cgibbard@westonroad.staffs.sch.uk
DSL – Mr. Martin Smith msmith@westonroad.staffs.sch.uk

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Key Dates

Parents Evenings:

	Y12	Y13
Blessed William Howard Catholic High School	21/01/2027	21/01/2027
King Edwards VI High School	26/01/2027	26/01/2027
Sir Graham Balfour High School	04/05/2027	03/11/2026
The Weston Road Academy	27/04/2027	10/11/2026

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Signature Section

Having read this induction booklet I accept to abide by the terms in the following sections (please tick those you agree to):

- ☐ Sixth Form Expectations
- ☐ Dress Code
- ☐ Learner Agreement
- ☐ Data Sharing
- ☐ Transport

Photo and Video Consent:

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5

Signed (Student): Date:

Name: Base school:

Signed (Parent/Guardian): Date:

Name: Relationship to student: