



**S. Peter's Collegiate School**  
A Church of England Academy



**6th Form  
Handbook  
2020-2021**



## **Welcome** to The Sixth Form

**We are delighted that you have chosen to attend our Sixth Form.**

We are very proud of the success of our Sixth Form students and each year the vast majority are successful in achieving excellent exam results and securing their chosen places at University or in further training. I have no doubt that you will make a superb contribution to our Sixth Form, be an excellent role model for our younger students and go on to achieve your full potential. The Sixth Form is a time of hard work and fun – I look forward to working with you and helping you realise your aspirations.

This booklet contains some relevant and important information about the Sixth Form and I would ask you to take note of some of the dates included.

Mrs Roberts Thomas & Mrs L Leek  
6th Form Team

## Contacting School

### For any inquiry contact Reception:

01902 558600 (Sixth Form Option 2)

### Email:

6thform@speters.org.uk

Please be aware that to enable our staff to work effectively, emails will be answered between 9am and 5pm, within five working days.

### Or write to:

S. Peter's Collegiate School  
Compton Park  
Compton Road West  
Wolverhampton  
WV3 9DU

Reception is open  
from 8.30am until  
4.00pm Monday  
to Friday



## Who's Who

- Mrs Roberts Thomas [lrthomas@speters.org.uk](mailto:lrthomas@speters.org.uk)
  - Mrs Leek [eleek@speters.org.uk](mailto:eleek@speters.org.uk)
  - Mrs Angela Basra Sixth Form Administrator
- } 6th Form Team

## Results Day & Enrolment **SUBJECT TO COVID-19**

**ALL students must keep checking email for the latest updates.**

### **GCSE Results Day, Thursday August 20th- Enrolment & Guidance**

Results will be emailed to all students at 8am. Along with individual consultation times.

### **New Students joining our 6th from**

On results day, new students will receive an email for an appointment on Thursday 20th or Friday 21st to enrol. Students will need to bring evidence of their results and collect an admissions form which **MUST** be returned on the first day back in September.

**If you attended S. Peter's in Yr 7 - 11 you do not need to complete and admission form.**

## First Week of Term **SUBJECT TO COVID-19 Pandemic**

September	
Tuesday 1st 2020	Inset Day
Wednesday 2nd 2020	Inset Day
Thursday 3rd 2020 (Uniform Required)	Enroll Y12 Students 6th Form Induction- Details to follow
Friday 4th	Mop up day. Summer task completion
w/c 7th September	6th Form Lessons begin - Details to follow.

## School Day

<b>8:40</b>	All students to be on school site.
<b>8:45- 9:00</b>	Worship/ Form time.
<b>9:00-9:50</b>	Period 1
<b>9:50-10:40</b>	Period 2
<b>10:40-11:00</b>	Morning Break
<b>11:00-11:50</b>	Period 3
<b>11:50-12:40</b>	Period 4
<b>12:40-1:30</b>	Lunch for all staff and students
<b>1:30-2:15</b>	Period 5
<b>2:15-3:00</b>	Period 6
<b>3:00</b>	End of school day



## School Terms & Holiday Dates 2020-2021

### Autumn Term 2020

- Term Time: Tuesday 1 September 2020 to Friday 23 October 2020  
**Half Term:** Monday 26 October 2020 to Friday 30 October 2020
- Term Time: Monday 2 November 2020 to Friday 18 December 2020

### Spring Term 2020

- Term Time: Monday 4 January 2021 to Friday 12 February 2021  
**Half Term:** Monday 15 February 2021 to Friday 19 February 2021
- Term Time: Monday 22 February 2021 to Thursday 1 April 2021

### Summer Term 2020

- Term Time: Monday 19 April 2021 to Friday 28 May 2021  
**Half Term:** Monday 31 May 2021 to Friday 4 June 2021
- Term Time: Monday 7 June 2021 to Wednesday 21 July 2021



Students and staff present a 'business-like' appearance when in school. In order to maintain an appropriate dress code, the school reserves the right to send home any students who fail to meet our standards.

## Female students

- **SUIT** Plain black only.  
Either, matching jacket and skirt (knee length and a tailored pencil skirt ONLY) or matching jacket and tailored trousers.
- **Dress** Plain black business style dresses maybe worn under a jacket. (Pencil skirt style and knee length.)
- **CARDIGAN OR V NECK JUMPER** Black – must fit under jacket.
- **BLOUSE** Plain white, business style. The blouse must cover the waistband of the skirt or trousers, no bare midriff.
- **SHOES** Plain black polishable and sensible styles only.  
No stiletto or high heels, sling-backs or sandals
- **NO BOOTS**
- **TIGHTS** should be flesh coloured or plain black  
(No patterned tights).

## Male Students

- **TROUSERS** Plain black
- **JACKET OR SUIT** Plain black
- **CARDIGAN OR V NECK JUMPER** Black – must fit under jacket
- **SHIRT** Plain white
- **S.PETER'S SIXTH FORM TIE** Available from Lads & Lasses, Wolverhampton
- **SHOES** Black polishable. No casual shoes or trainers
- **SOCKS** Dark grey or black

- No fashion jewellery is permitted. Small stud earrings only must be worn and chains must be kept inside blouses.
- No rings, nose studs, tattoos or body piercings.
- Coats must be removed in class.
- Make-up must be discreet, including nail varnish

## Attendance

**Good attendance and punctuality is the foundation of a successful time in Sixth Form. We monitor attendance closely and take action if we have any concerns. We report attendance rates to parents by email every four weeks.**

Students should arrive at all lessons and other timetabled sessions on time. All students must scan their ID card as they enter the building. Students arriving late should sign in at the Sixth Form Centre. Text messages will be sent to parents/carers for late arrivals and absences. Please try to arrange appointments, such as medical, hospital, dentist, outside of school hours or to avoid missing any lessons.

When students are not well enough to attend school, we request that **parents/guardians telephone or email the school by 9:30am** on the first day of absence followed by a letter on return to school.

There is a more detailed attendance policy available on the school website.





## Our Expectations

Sixth Form should be an enjoyable and productive stage in your education. As a Sixth Form student you will have more freedom and be given greater responsibility for your education than you have had previously. With that comes accountability and we do expect you to meet the following expectations.

- Attend and be punctual to all lessons
- Attend any extra timetabled sessions as required
- Wear the correct school uniform
- Develop good relationships with staff and students
- Complete all necessary work for your courses
- Work independently to further your achievement
- Act as a good role model for younger students

## Your Expectations

We hope you settle quickly into the Sixth Form, make friends, work hard and enjoy your time at S. Peter's. You can also expect the following:

- You will be taught by experienced A Level/BTEC teachers
- You will be guided and supported
- We will guide and help you through the UCAS process
- We will help you prepare for apprenticeships or employment
- We will put in measures and take action if we have concerns about your progress or attendance
- We will not allow you to stay on courses that you are not going to pass - we won't let you waste your time
- We will mentor and support you if it is needed
- You will be safe on the school site and we will teach you how to stay safe in your daily lives

## Safeguarding

At S. Peter's we are committed to the safeguarding of students, it is important that you feel able to do your best and achieve your true potential. It is equally important that you feel safe in the school environment. Everybody working in the school, whatever their role, has been trained and is aware that issues relating to protection of students are of the highest possible importance. S. Peter's School aims to prevent; protect and support all students by addressing child protection in the curriculum, pastoral activities and in the management of the school. Staff are vigilant for vulnerable students through training and information dissemination.

### What do I do if I have any concerns?

There are two boxes where students can post information to alert us to any concerns, worries or issues. You can also speak to any member of staff or a member of staff from the Safeguarding Team.



**Mrs J Cooke**



**Mrs L Leek**

**The Safeguarding Team**



**Mrs S Wilkes**



**Mrs J Smith**

## Work Experience

It is a Government requirement that all students enrolled in the Sixth Form undertake work experience. At S Peter's this will take place in the last week of the Year 12 Summer term, unless a student attains a specialist placement. Work experience can take many forms and most students manage to arrange a placement that will support and enhance their career ambitions.

You will be given more details of this at the beginning of Year 12 and you will have access to both the Wolverhampton Education Business Partnership and Unifrog databases of work experience providers.

## Unifrog

All our sixth form students have access to Unifrog. Unifrog brings into one place every undergraduate university course, apprenticeship, and college course in the UK. This makes it easy for students to compare and choose the best university courses, apprenticeships or further education courses for them. Additionally, the platform helps students successfully apply for these opportunities by writing their personal statement, applications and CVs and guiding them through the process, allowing teachers to give live feedback.



## Cashless Catering & Biometric Information

### **The Academy operates a Biometric Cashless System for the paying of school meals using Biostore.**

Biostore is a system which uses information about students as part of an automated recognition system. Fingerprint images will not be stored by the system (instead, a set of coordinates is translated into a string of numbers and encrypted). The encryption method used by the system is a high level, industry standard method. The data held could not be used to recreate a fingerprint image, nor could it be used in a forensic investigation. Biostore will comply with the Data Protection Act and the provisions of the Protection of Freedoms Act 2012.

In order to be able to use your son/daughter's biometric information the Academy is legally required to notify parents/carers of a student and obtain written consent of at least one parent/carer.

If you do not wish your son/daughter's biometric information to be processed by the school, or your son or daughter objects to such processing, by law the school has to provide an alternate option, which for this academy is a PIN number. Once your son/daughter ceases to use biometric recognition system, his/her biometric information will be securely deleted by the school.

*Please sign the Biometric-Catering consent with the main admission form to show that you have read, understood and give consent for your son/daughter's biometric to be taken and used by the school for administration of school meals, you understand that you can withdraw this consent at any time in writing to the school, and that if your son/daughter objects we will not collect or use their biometric information for inclusion on the automated system.*

## Home Study

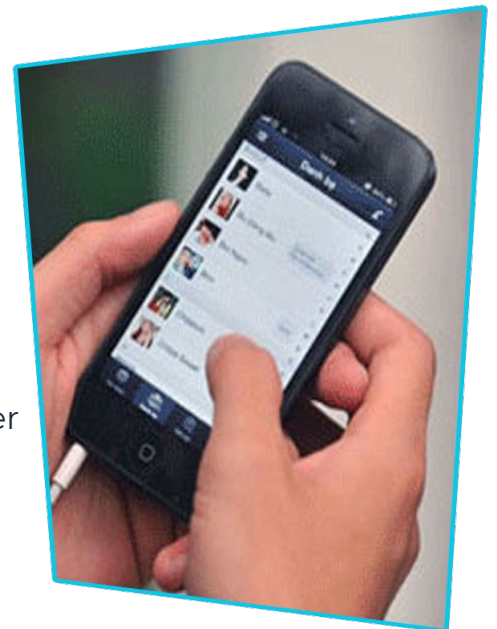
Home study or independent study time is an important feature of Sixth Form Life. It is vital that you do your own study outside of lessons. The most successful students are always the ones that work on their own initiative. They do more than the minimum and they use resources (internet, books, staff etc...) to go further with their learning. Home study allows you to choose to leave the site in your study periods. This will be based upon your progress in the first half term.

## ID Badges

All students are issued with an identification badge and lanyard. The badge should be worn **at all times** when you are on the school site. The badge **MUST** be used to sign in and out electronically (points in the Sixth Form Centre and main school reception) and used to sign you in quickly to the printers and photocopiers around the site.

## Use of Mobile Phones

Students may use mobile phones for work related purposes within the Sixth Form Centre. Students should not use their phones outside of these areas. If you do you may have your phone confiscated as per school policy.



## Student Bursary

If you find that financial circumstances are a barrier to you studying then we will help you access financial support. The government Bursary Fund supports 16 to 19 year olds who face financial difficulties and those who most need help are supported with the costs of staying in education.

At S. Peter's we are able to award discretionary bursaries to individual students. These awards are intended to help students stay in education by removing the financial barriers they may otherwise face. Awards can be made to help students with costs in the following areas:

- Transport
- Meals
- Books
- Equipment

Please speak to Angela or one of the Sixth Form team to find out more about how to apply.

## IT Usage

All students at S. Peter's are asked to sign an acceptable use policy.

The policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications for educational, personal and recreational use.
- that academy systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The academy will try to ensure that students will have good access to ICT to enhance their learning and will, in return, expect students to agree to be responsible users.

## Online Payment Access

At S.Peter's we now offer parents an online payment system. This allows you to check your child's balance and securely make payments for school funds, resources, trips and cashless catering using the Internet, via an easy to use website ([www.scopay.com/speters](http://www.scopay.com/speters)).

When your son/daughter starts school, they will be issued with a registration letter which contains a 'link code'. This code must be used on the payments portal when registering your child's details for the first time.

## Worship

S. Peter's is a Church of England School and Christian values underpin the ethos and the actions of all. Students of all faiths and no faith are welcome in the school and you will find a diverse mix of students of all faiths.

For the Sixth Form there are regular acts of worship and all students are welcome and encouraged to attend. On the final day of each term the whole school comes together in the morning for a service in St Peter's Collegiate Church, Wolverhampton. Following the service students begin their holidays.

In a recent SIAMS inspection, the following comments were made:

- Students appreciate the importance of worship and share the difference it makes in their individual lives. Some take their prayerful reflections into their lives out of school.
- Links with the church are very strong. The school family unites for Eucharist in St Peter's for special services celebrating the Christian calendar. These services are fully inclusive and support the pupils' understanding of the Trinity and Jesus as a spiritual guide.
- Music features strongly and staff and the older pupils describe them as inspirational. Students enjoy actively leading and participating in worship.

## Communication

We communicate with students and parents through a variety of means and It is important that you set certain things up from the beginning of your time in Year 12.

- Google Classroom - Access this through the school website and join the sixth form class
- Emails to your school email address - Accessed through the school website - set it up on your phone
- We regularly email newsletters and attendance information to both students and parents
- Do ensure we have an email address for your parents or carers
- Weekly briefings
- School website
- Letters to students and parents

## Social Media

The school has a presence on social media and uses it to promote the school and communicate important information. Please follow the school on Facebook, Instagram and Twitter.



[www.speters.org.uk](http://www.speters.org.uk)

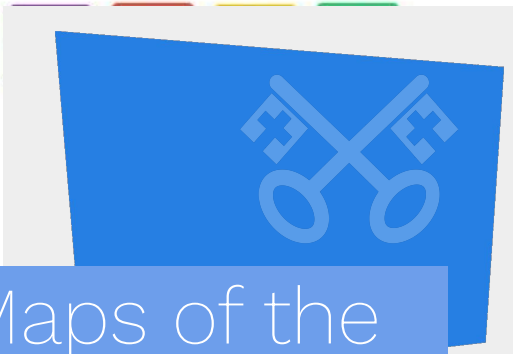
[www.facebook.com/SPetersSchool](https://www.facebook.com/SPetersSchool)

[@SPetersSchool](https://twitter.com/SPetersSchool)

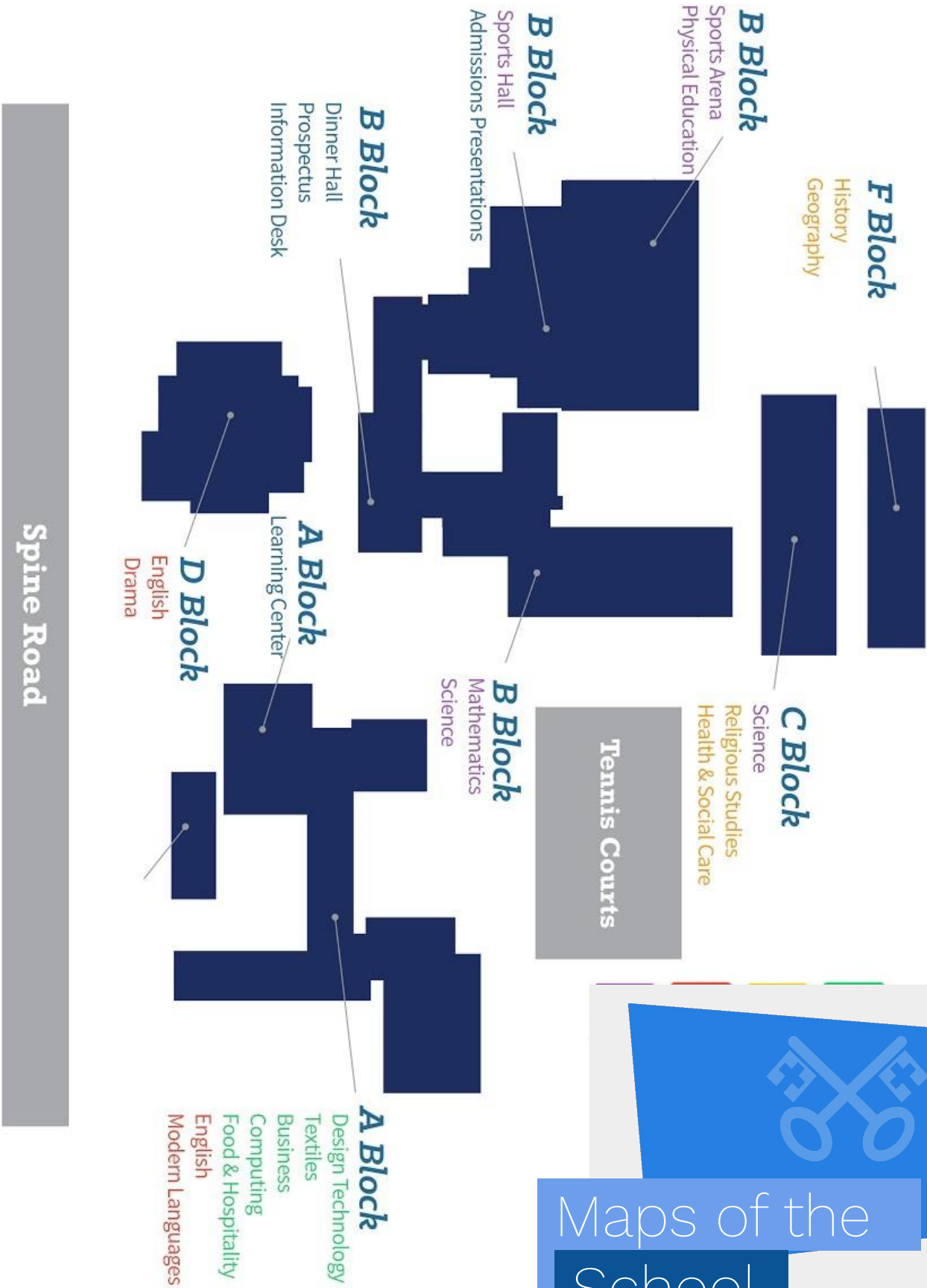
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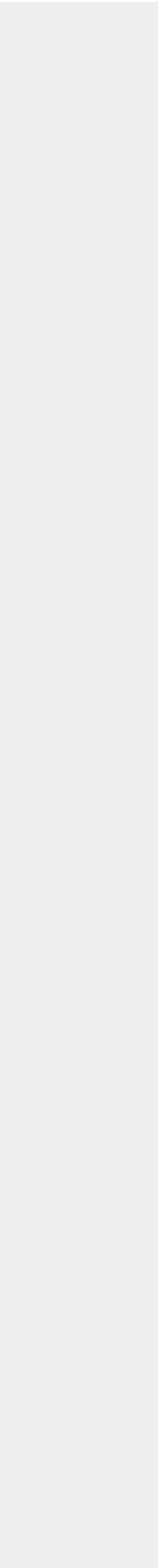






# Maps of the School



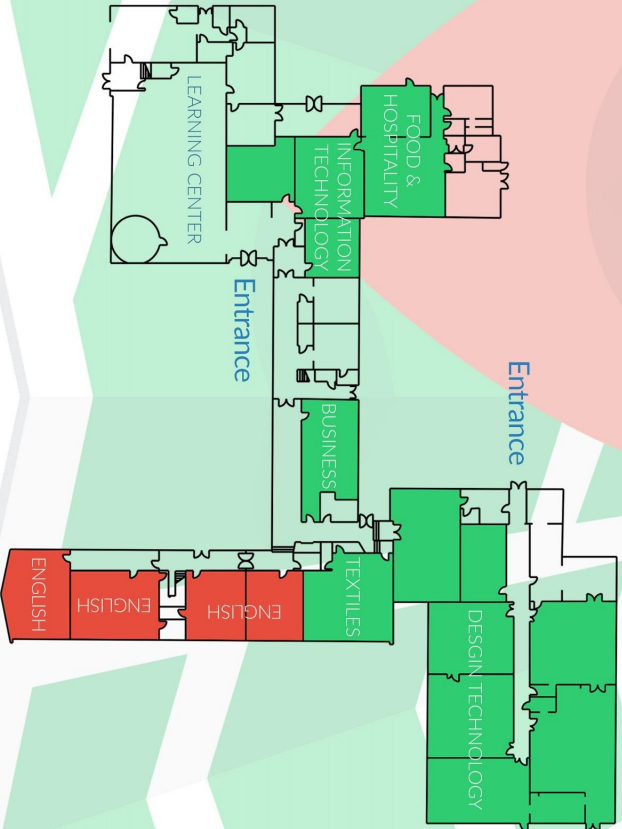


# A Block



## GROUND FLOOR

Design Technology  
Food & Hospitality  
Information Technology  
Textiles  
Business  
English

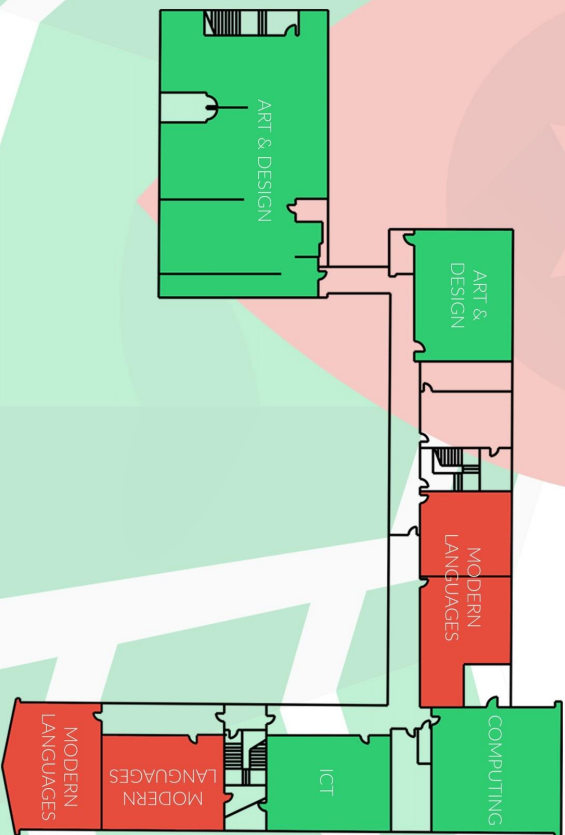


# A Block



## FIRST FLOOR

Art & Design  
Computing  
Information Technology  
Modern Languages



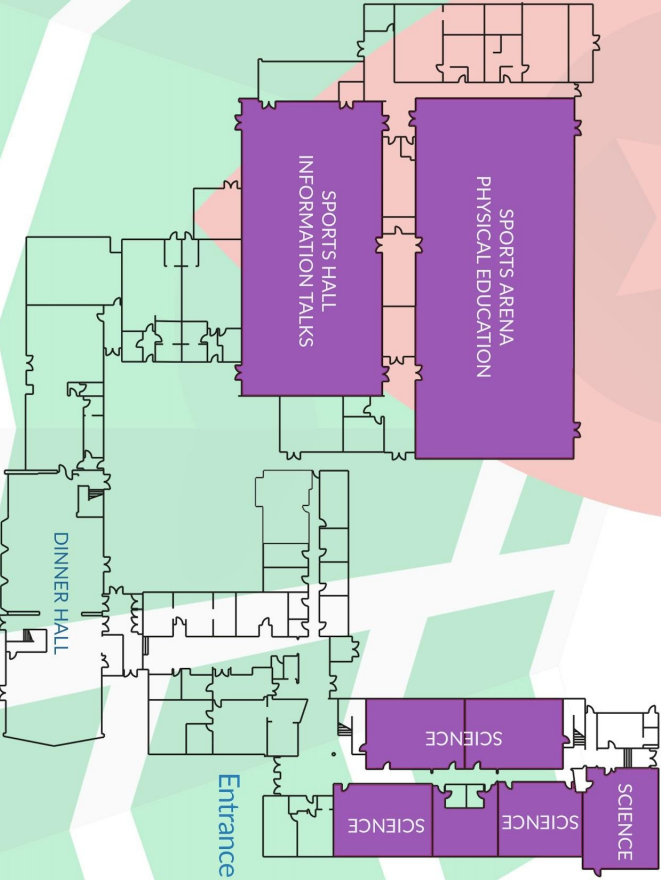
# B Block



## GROUND FLOOR

Physical Education  
Science

Information Talks

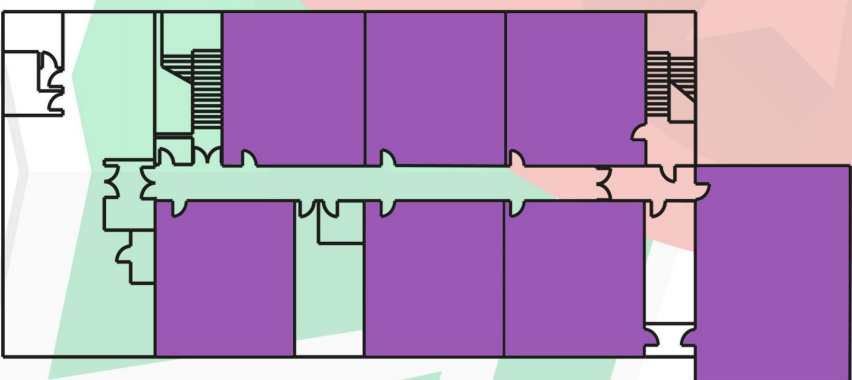


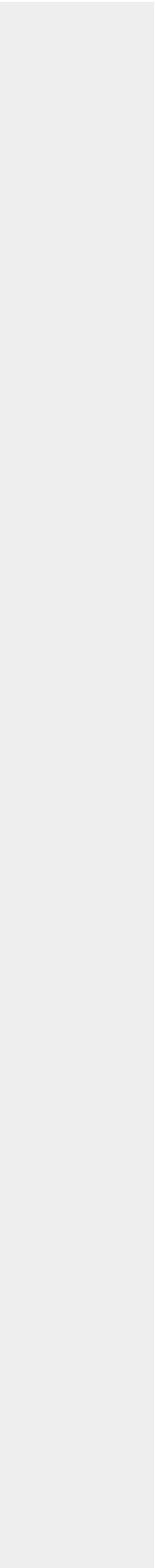
# B Block



## FIRST FLOOR

Mathematics





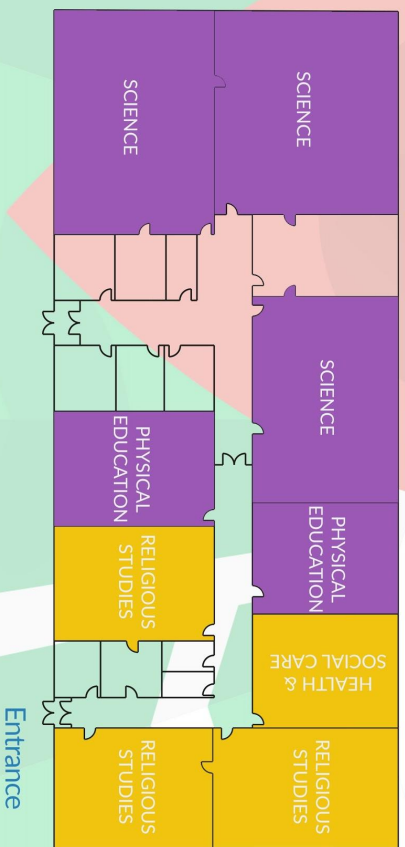
# C Block



## GROUND FLOOR

Physical Education  
Science

Religious Studies  
Health & Social Care

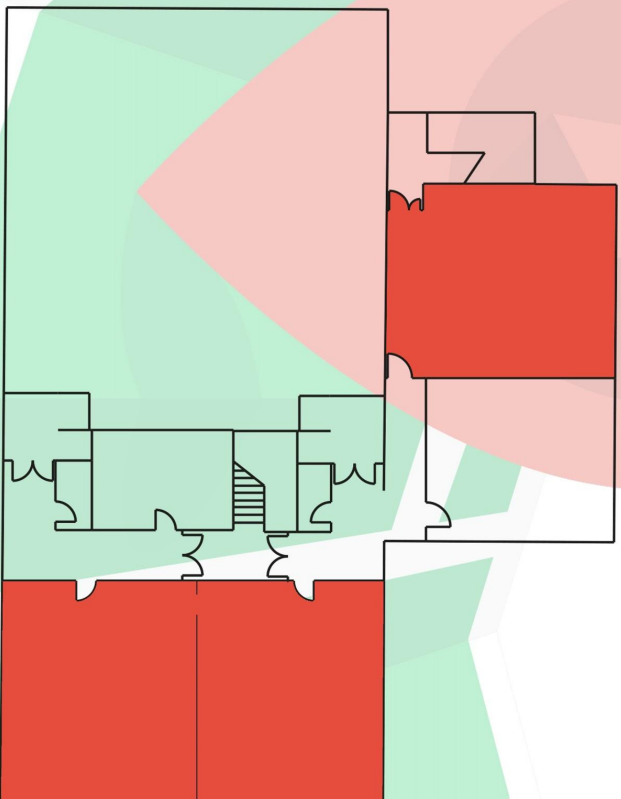


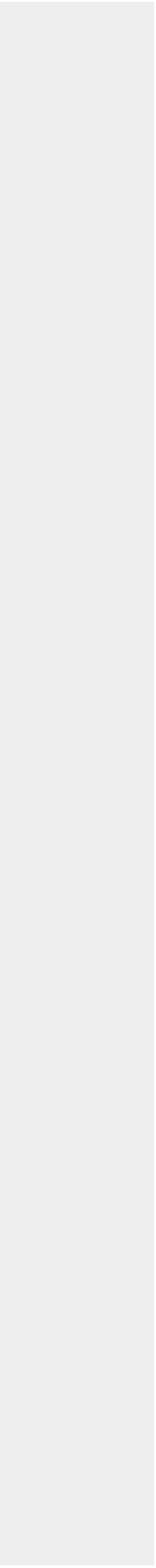
# D Block



## FIRST FLOOR

English



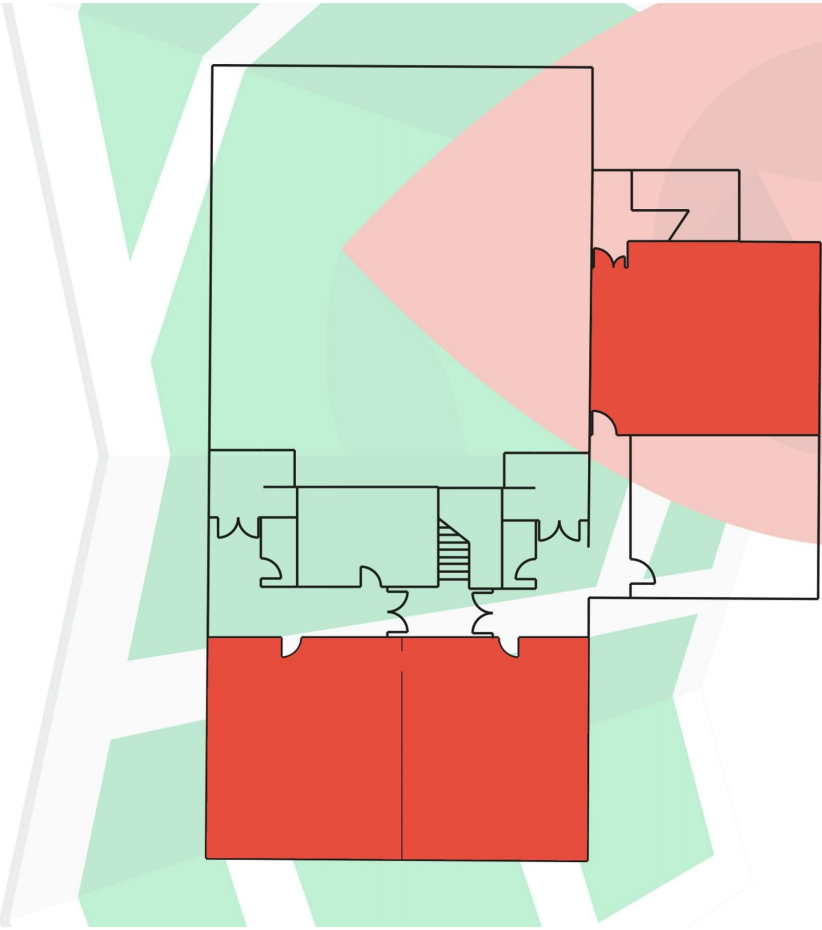


# D Block



FIRST FLOOR

English



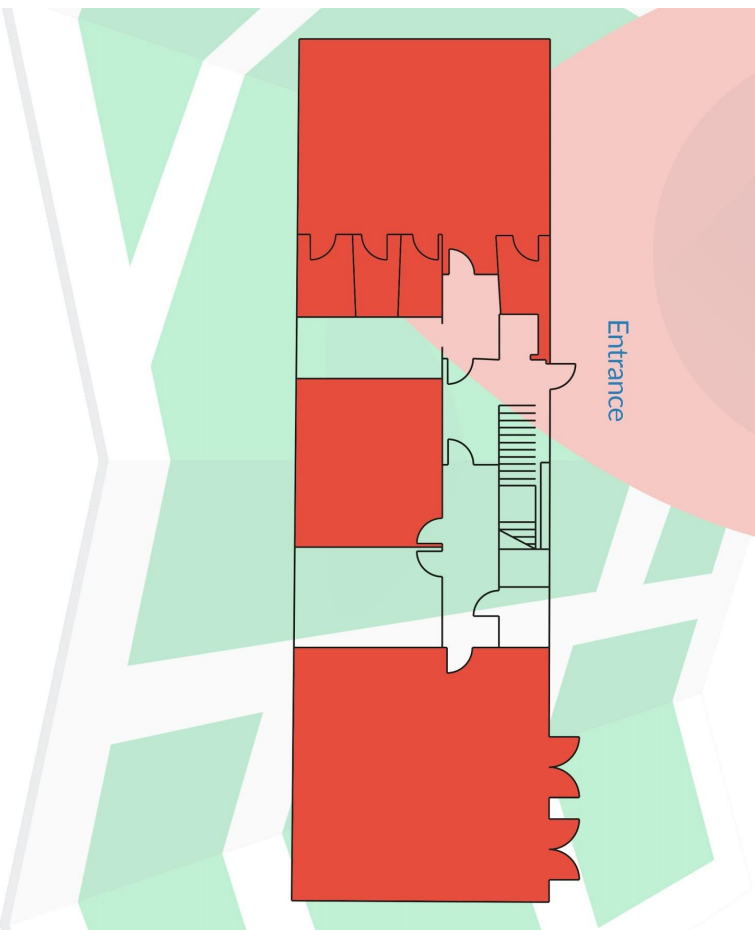
# E Block

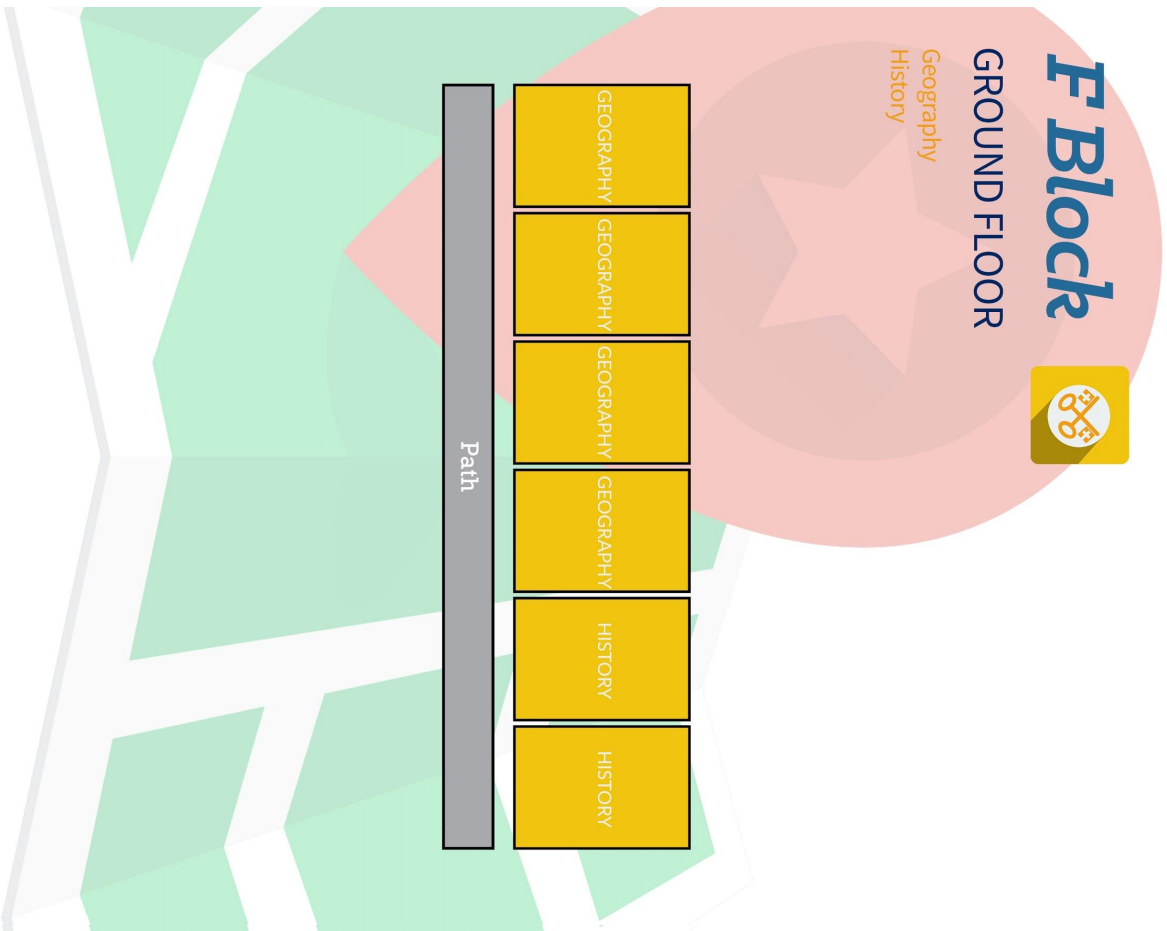


GROUND FLOOR

Music

Entrance





S. Peter's Collegiate School  
Compton Park  
Compton Road West  
Wolverhampton  
WV3 9DU

01902 558600

[speters@speters.org.uk](mailto:speters@speters.org.uk)

[6thform@speters.org.uk](mailto:6thform@speters.org.uk)

