



The
Sixth Form
Plymouth School

Student
Handbook
2026

Welcome from the Head of Sixth Form

Welcome to all students joining us in Year 12 and to those returning for Year 13. We are delighted that you are joining us, and we look forward to you becoming part of our Sixth Form community.

At Plymstock School, our aim is to provide a broad and balanced curriculum, alongside a range of enrichment opportunities. We are committed to supporting you in reaching your full potential within a safe, supportive, and happy environment. Each of you is a valued individual, with goals that reflect your unique characteristics, qualities, and aspirations.

As a community, we foster high standards, positive relationships, and a mature sense of responsibility. As Sixth Form students, you are role models for the rest of the school. You are expected to meet your commitments in a manner that reflects your status as young adults, taking increasing responsibility for your own learning and personal development.

We welcome fresh ideas and encourage your involvement in the many aspects of daily school life. Your contributions help to strengthen our Sixth Form community and enrich the experience of all students.

This handbook provides information about many of the procedures, expectations, and opportunities that form an integral part of Sixth Form life. We encourage you to read it carefully and refer to it throughout your time with us.

We wish you every success and look forward to supporting you on your journey.



Mrs Beckie Littler
Head of Sixth Form



Mr Kris Chick
Assistant Headteacher – Sixth Form

Our Sixth Form Values

At Plymstock School Sixth Form, we believe success is built upon three simple principles:

Be Kind

Show respect, integrity and consideration for others.

Work Hard

Attend regularly, engage fully and make the most of every opportunity.

Aim High

Set ambitious goals and strive to achieve your full potential.

These values underpin everything we do and should guide the decisions students make both inside and outside of school.

A Message to Students

Sixth Form is different.

With increased independence comes increased responsibility. You will have greater freedom over how you manage your time, but you will also be expected to demonstrate the maturity, commitment and resilience required for successful Level 3 study.

The students who thrive in Sixth Form are not always the most naturally able. They are often the students who attend regularly, arrive on time, complete independent study consistently and engage positively with the support available to them.

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1. Sixth Form and Whole School Expectations

As members of Plymstock School Sixth Form, students are expected to uphold all school policies, procedures and expectations.

The freedoms associated with Sixth Form do not exempt students from the standards expected of all members of the Plymstock School community.

Behaviour that breaches school policy, including but not limited to smoking, vaping, possession or use of alcohol, possession or use of illegal substances, bullying, harassment, misuse of technology, unsafe conduct or behaviour that brings the school into disrepute, will be dealt with in accordance with the school's policies and procedures.

Students are expected to conduct themselves responsibly both on and off site and to act as positive role models for younger pupils and the wider community.

2. Attendance, Punctuality and Absence

The Importance of Attendance

At Plymstock School Sixth Form, we are committed to helping every student achieve their full potential. In return, students are expected to demonstrate the commitment, attendance and engagement required to be successful in Level 3 study.

Attendance is one of the strongest indicators of academic success. Students who attend regularly are more likely to make strong progress, achieve their target grades and successfully progress to their chosen destination after Sixth Form.

The Department for Education states:

“There is a clear link between poor attendance at school and lower academic achievement.”

Students are expected to maintain attendance of at least **96%** throughout their time in Sixth Form.

Attendance Expectations

Sixth Form study is a full-time commitment.

Students are expected to be on site by **08:35** each morning and attend registration from **08:40 – 09:10**, unless they are attending a timetabled consortium lesson elsewhere.

Consortium students who are timetabled to attend Plymstock School for Period 1 will be registered in their lesson.

All Sixth Form students are expected to be in school during Registration, Periods 1 and 2, regardless of whether they have timetabled lessons during these periods.

Periods 1 and 2 form part of the Sixth Form programme of study and are intended for:

- Independent study
- Directed study
- Homework completion
- Revision
- Academic support and intervention

Students who do not have timetabled lessons during these periods should make productive use of the study facilities available within the Sixth Form Centre and designated study areas around the school.

Attendance, punctuality and engagement should reflect a student's commitment to their studies and future aspirations.

Off-Site Privileges

Students may leave the school site after Period 2 **only if they have no timetabled lessons or other compulsory commitments to attend during that time.**

Students leaving the site must sign out and sign back in through InVentry or Main Reception for safeguarding and fire register purposes.

Off-site access is a Sixth Form privilege and may be withdrawn where attendance, punctuality, conduct, independent learning or academic progress give cause for concern.

Reporting Absence

Where absence is unavoidable, parents/carers should notify the school on the first day of absence.

The reason for absence and expected date of return should be provided.

Where a student is absent for two or more consecutive days, ongoing communication from a parent/carer is expected.

For absences known in advance, students and parents/carers are expected to **contact the Attendance team as early as possible.**

Attendance Team

studentabsence@plymstockschool.org.uk (please also CC rlittler@plymstockschool.org.uk)

(01752) 402679 – Option 1

Authorised Absence

Examples may include:

- Illness
- Medical or dental appointments
- Driving theory or practical tests
- Attendance at a funeral
- University open days, interviews or applicant events
- Other exceptional circumstances agreed by the school

Appropriate evidence may be requested where necessary.

Unauthorised Absence

Examples may include:

- Holidays during term time
- Part-time work
- Driving lessons
- Birthdays or celebrations
- Social events

A member of the Attendance Team or Sixth Form Team may contact parents/carers on the first day of any unauthorised absence as part of the school's attendance procedures.

Students should be aware that patterns of unauthorised absence will be challenged and may result in intervention, parental meetings and the removal of Sixth Form privileges, including site movement, attendance at social events and participation in enrichment activities.

Punctuality

Punctuality is an important part of successful Sixth Form study. Arriving on time ensures students are ready to learn, avoids disruption to others and helps develop the professional habits expected in further education and employment.

Students are expected to attend punctually to all lessons, registration periods, assemblies, PSHE sessions, intervention sessions and other Sixth Form commitments.

Students should organise their journeys and daily routines to ensure they arrive on time. Repeated lateness may result in intervention from the Sixth Form team and could be considered when providing references and supporting applications beyond Sixth Form.

Persistent lateness may result in:

- Contact with parents/carers
- Attendance or punctuality monitoring
- A punctuality report card
- Meetings with the Sixth Form team
- Restriction of Sixth Form privileges

Morning Procedures

The Sixth Form team will be available at the main gate between **08:20 and 08:40**. Students are expected to sign in using their InVentry card at the sign-in point next to the entry gate or in the Sixth Form Centre, before making their way to their tutor room for morning registration.

The main gate closes at **08:40**. Students arriving after this time should enter the school via the late gate (ECO entrance). Students arriving late without a valid reason will be recorded as late on the register and Class Charts, and should proceed directly to registration.

If students arrive after the late gate has closed, they must report to Main Reception, sign in and provide a valid reason for their lateness.

Where a student is aware in advance that they will be late due to an appointment or other authorised reason, the school should be informed beforehand and appropriate evidence may be requested.

Strong attendance and punctuality are key indicators of a student's commitment to their studies and are often referenced when supporting applications and progression beyond Sixth Form.

3. Monitoring Progress and Providing Support

Plymstock School Sixth Form is committed to identifying concerns early and providing timely support to help students succeed.

Academic progress is monitored through class assessments, mock examinations, formal examinations, Non-Examination Assessment (NEA) and whole-school assessment points.

Student conduct and engagement are monitored through the Post-16 Student Conduct Tracker. Subject teachers review each student's performance against a set of baseline expectations and record concerns where conduct, engagement or progress is regularly falling below the expected standard.

The Sixth Form team reviews this information every fortnight to identify patterns of concern and ensure support is implemented at the earliest opportunity.

Baseline Expectations

Students are expected to:

- Participate fully in lessons and engage actively with learning
- Arrive prepared for lessons with the correct equipment and resources
- Complete home learning, independent study, Up Learn assignments and other directed tasks on time and to an appropriate standard
- Demonstrate respectful and responsible conduct
- Make progress towards or beyond target grades
- Meet interim deadlines and quality expectations for assessed work

Intervention Process

The purpose of intervention is to identify concerns early, remove barriers to success and ensure students receive the support they need to thrive.

Stage 1 – Student Conversation

A member of staff will meet with the student to discuss concerns, identify barriers and agree actions for improvement.

Stage 2 – Parent Contact

Parents/carers will be informed of concerns and invited to support agreed actions.

Stage 3 – Referral to the Sixth Form Team

The student will be referred to the Sixth Form team for additional support and monitoring.

Stage 4 – Student Support Plan

A formal Student Support Plan may be implemented where concerns continue despite earlier intervention.

Class Charts

As well as providing access to homework and important student notices, Class Charts is used to record and communicate positive achievements and conduct information throughout Sixth Form.

Students may receive positive points for demonstrating the values of Plymstock School Sixth Form, making a positive contribution to lessons, showing excellent effort, demonstrating resilience, improving attendance, completing independent learning consistently or producing high-quality work.

Negative points may be issued for one-off incidents such as poor punctuality, lack of equipment, non-completion of home learning, failure to follow instructions, inappropriate use of mobile phones or other conduct concerns.

Whilst Class Charts records individual incidents and achievements, the Post-16 Student Conduct Tracker is used to identify ongoing patterns of concern.

Student Support Plan

A Student Support Plan is a structured partnership between the student, parents/carers, subject staff and the Sixth Form team.

The plan identifies barriers to success and sets clear targets, actions and review dates designed to support improvement.

Student Support Plans may be used to address concerns relating to attendance, punctuality, independent learning, conduct or academic performance.

Supervised Study

Supervised Study provides structured study time within the school day and is intended to support students who require additional academic guidance, improved study habits or closer monitoring. Students on Supervised Study will have their timetable amended for a fixed period of time, or until sufficient improvements have been made.

Students attending Supervised Study are expected to:

- Attend all scheduled sessions
- Complete directed work set by staff
- Use their time productively
- Engage positively with support provided

Working in Partnership

Successful intervention relies upon a strong partnership between students, parents/carers and the school.

Students are expected to engage positively with all support and intervention strategies implemented on their behalf, whilst parents/carers are encouraged to support agreed actions at home.

The aim of all intervention is to remove barriers to success and help students meet the expectations of Plymstock School Sixth Form.

Where concerns relating to attendance, punctuality, independent learning, conduct, engagement or academic progress persist despite appropriate support and intervention, a student's suitability for continued study within Plymstock School Sixth Form may be formally reviewed.

Change of Course

If you are considering dropping or changing a course it is essential that you speak to the Head of Sixth Form. You must continue to attend a course until a change has been formally agreed.

4. Dress Code

Students in Plymstock School Sixth Form are not required to wear school uniform. However, they are expected to dress in a manner appropriate to a professional educational environment.

As senior students within the school community, Sixth Form students are role models for younger pupils and represent both themselves and the Sixth Form.

Students should take pride in their appearance and dress in a way that reflects the values of Plymstock School: **Be Kind, Work Hard and Aim High.**

Students are expected to:

- Dress appropriately for a professional educational environment
- Wear clothing that is clean, tidy and suitable for the activities they are undertaking
- Consider the requirements of individual subjects when selecting appropriate clothing and footwear
- Wear their Sixth Form lanyard and identification badge around their neck and visible at all times whilst on site
- Ensure footwear is suitable for moving safely around the school site

The following items are not permitted:

- Clothing that is excessively revealing
- Crop tops
- Shorts that are excessively short or inappropriate for a professional educational environment
- Beachwear

- Flip-flops or similar footwear
- Hats or hoods worn indoors unless permission has been granted by a member of staff
- Clothing displaying offensive, inappropriate or potentially controversial slogans, images or messages

Visible piercings and tattoos are permitted. Students may be asked to cover tattoos whilst moving around the wider school site or when representing the school at formal events.

The Head of Sixth Form and Senior Leadership Team will make the final decision regarding the suitability of any item of clothing, footwear or personal presentation where there is uncertainty regarding this dress code.

Sixth Form Identification

All students will be issued with a Sixth Form identification card and lanyard.

Students are expected to:

- Wear their Sixth Form lanyard and identification badge around their neck, ensuring both are visible at all times whilst on site
- Present identification if requested by a member of staff
- Report lost identification cards or lanyards immediately

If you forget your ID card and lanyard, you must borrow a temporary pass from the Sixth Form Centre and return it at the end of the school day

Replacement ID cards and lanyards are available at a cost of £1.50, payable through ParentPay

5. Sixth Form Facilities

The Sixth Form Centre

The Sixth Form Centre is a dedicated space for members of Plymstock School Sixth Form and is designed to support both independent study and social interaction.

Students are expected to take pride in the facilities available to them and treat them with respect. Any damage must be reported immediately.

Students are expected to leave all Sixth Form facilities in a condition that they would be happy to find them.

Kitchen Facilities

Students are expected to:

- Clean up after themselves
- Wash and return any cups, cutlery or equipment used
- Dispose of rubbish appropriately

The continued availability of kitchen facilities relies upon students using them responsibly.

Food and Drink

Food and hot drinks may be consumed within the Sixth Form Centre and designated Sixth Form areas.

Food and hot drinks should not be taken into lessons unless permission has been given by a member of staff.

Energy drinks remain prohibited during lessons in Plymstock School Sixth Form.

Quiet Study Rooms

Quiet study rooms are available throughout the school site to provide access to silent study spaces.

Students using these facilities are expected to:

- Work silently
- Respect staff and students using the room
- Leave the room clean and tidy
- Follow instructions given by staff

Toilets

The Sixth Form toilets are for the exclusive use of Year 12 and 13 students. All students are expected to help maintain a clean, tidy and respectful environment.

Any damage, vandalism, vaping, or smoking in the toilets is unacceptable and will result in appropriate sanctions. Serious or repeated misuse may lead to the temporary closure of the facilities and further disciplinary action.

Library Resource Centre

The Library Resource Centre provides study spaces, computers and access to a range of learning resources.

During study periods, students are expected to select a study environment that supports productive independent learning.

Printing

Students are allocated a printing allowance each term.

Students who exceed their allocation should speak to a member of the Sixth Form team.

Students are encouraged to consider environmental impact and only print materials that are necessary.

Lockers and Fobs

Lockers and fobs are available to purchase through ParentPay.

Students are responsible for the security of their locker, key, and fob at all times. Any loss, damage, or misuse should be reported immediately to the Sixth Form Office.

Refundable deposits are required for locker keys and fobs and will be returned once the items have been handed back at the end of use. Deposits are £10 for locker keys and £5 for fobs.

Transport and Parking

There is no parking available on site for Sixth Form students.

Students choosing to drive to school are expected to park legally, safely and with consideration for residents and the wider community.

Students are expected to demonstrate the same high standards of conduct when travelling to and from school as they do whilst on site.

Fire Procedures

Please ensure that you are fully aware of the procedures to follow in the event of a fire alarm. Fire evacuation instructions are displayed in all rooms and should be read carefully.

It is imperative that you sign in and out whenever you enter or leave the school site. This is an essential part of our health and safety procedures. Failure to follow these procedures may place staff, fellow students, and emergency services personnel at risk in the event of an evacuation or other emergency.

If the fire alarm sounds:

- Remain calm and follow staff instructions immediately
- Leave the building using the safest and nearest available exit
- Do not stop to collect personal belongings
- Proceed directly to the Rugby Pitch and line up with your tutor group
- Remain silent during the evacuation and registration process

- Set a positive example for the rest of the school by behaving responsibly and respectfully at all times
- Do not re-enter the building until instructed to do so by a member of staff

Your cooperation is essential in ensuring the safety of everyone on site.

6. Student Leadership and Student Voice

The Senate

The Senate provides students with an opportunity to contribute to the development of Sixth Form life and represent the views of their peers.

Regular meetings are held throughout the year and all students are welcome to attend.

Sixth Form Leadership Team

Students have the opportunity to apply for positions within the Sixth Form Leadership Team.

Leadership opportunities may include:

- Student leadership
- Academic mentoring
- Fundraising and charity events
- Wellbeing
- Diversity and inclusion
- Supporting younger students

7. Leaving Plymstock School Sixth Form

Level 3 study programmes are designed as two-year courses, with most qualifications assessed at the end of Year 13.

Students considering leaving before the end of their programme of study should discuss this with their Tutor and the Head of Sixth Form as early as possible.

Students leaving Sixth Form at any stage are required to complete the school's leavers process to ensure school property is returned and destination information can be recorded accurately.

The availability of qualifications at the end of Year 12 varies between courses and cannot be guaranteed. Students should seek advice before making any decisions regarding an early departure from Sixth Form.

8. Key Contacts

Head of Sixth Form

Mrs Beckie Littler

Rlittler@plymstockschool.org.uk

(01752) 495041

Assistant Headteacher - Sixth Form

Mr Kris Chick

Kchick@plymstockschool.org.uk

(01752) 402679

Attendance Team

studentabsence@plymstockschool.org.uk

Main School Reception

(01752) 402679

Appendix A – Learning Agreement

Plymstock School Sixth Form: Learning Agreement

Introduction

Welcome to Plymstock School Sixth Form.

Sixth Form offers students greater independence, opportunity and responsibility as they prepare for university, apprenticeships, employment and other post-18 pathways.

This agreement outlines the expectations of all students studying at Plymstock School Sixth Form. By signing this document, students and parents/carers acknowledge their commitment to working in partnership with the school to support academic success, personal development and positive conduct.

Our Commitment

Plymstock School Sixth Form will:

- Provide high-quality teaching, support and guidance
- Support students in achieving their academic and personal goals
- Provide careers education, information, advice and guidance
- Monitor progress and communicate concerns and successes with students and parents/carers
- Provide intervention and support where concerns arise
- Maintain a safe, supportive and ambitious learning environment

Student Expectations

As a student of Plymstock School Sixth Form, you are expected to:

Attendance and Punctuality

- Maintain attendance of at least 96%

- Attend all lessons, registration periods, PSHE sessions, assemblies and other compulsory activities
- Attend all intervention sessions, supervised study sessions and meetings when directed to do so
- Arrive punctually for all lessons and commitments
- Ensure that parents/carers inform the school of any absence
- Understand that Sixth Form study is a full-time commitment and that attendance, punctuality and engagement should reflect this
- If attendance falls below 80% (without genuine explanations for absence), students will be responsible for payment of exam entry fees

Independent Learning

- Complete a minimum of 15 hours of independent study each week outside of lessons
- Use study periods productively
- Complete all classwork, homework, coursework, Non-Examination Assessment (NEA), Up Learn assignments and independent learning tasks by the deadlines set
- Act upon feedback and seek support when required
- Understand that independent learning is a compulsory component of Sixth Form study and is essential to academic success

Conduct

- Demonstrate respect towards staff, students, visitors and the wider community
- Follow all school policies, procedures and expectations
- Demonstrate the values of Plymstock School: Be Kind, Work Hard and Aim High
- Act as a positive role model for younger students
- Conduct yourself responsibly both on and off site
- Refrain from behaviour that may bring the school or its members into disrepute

Dress Code and Identification

- Adhere to the Sixth Form Dress Code
- Wear your Sixth Form lanyard and identification badge around your neck, ensuring both are visible at all times whilst on site

Mobile Phones and Technology

- Use mobile phones only within designated Sixth Form areas
- Not use mobile phones whilst moving around the school site or within lower school areas
- Use Artificial Intelligence (AI) responsibly and ethically to support learning
- Ensure all submitted work accurately reflects your own knowledge, understanding and skills
- Follow school and examination board guidance regarding the use of AI

Support and Intervention

Plymstock School Sixth Form is committed to identifying concerns early and providing timely support to help students succeed.

Where concerns arise relating to attendance, punctuality, independent learning, conduct, engagement or academic progress, support may include:

- Student conversations
- Parent/carers communication
- Attendance or punctuality monitoring
- Academic mentoring
- Supervised study
- Student Support Plans
- Meetings with the Sixth Form team
- Restriction of Sixth Form privileges, including off-site access during the school day

Students are expected to engage positively with all support and intervention strategies implemented on their behalf.

Where concerns relating to attendance, punctuality, independent learning, conduct, engagement or academic progress persist despite appropriate support and intervention, a student's suitability for continued study within Plymstock School Sixth Form may be formally reviewed.

Declaration

By signing this agreement, I confirm that I have read and understood the expectations outlined within the Plymstock School Sixth Form Handbook and agree to uphold these standards throughout my time in Sixth Form.

I understand that Sixth Form study is a full-time commitment and that attendance, punctuality, independent learning, conduct and engagement are essential to my success.

I understand that failure to meet the expectations outlined in this agreement may result in support, intervention and a review of my continued membership of Plymstock School Sixth Form.

Student Declaration

I have read and understood the expectations outlined in this agreement and agree to uphold them throughout my time in Plymstock School Sixth Form.

Student Name: _____

Student Signature: _____

Date: _____

Declaration can also be signed online through the following link:

[Plymstock School Sixth Form - Learning Agreement 2026/2027 – Fill out form](#)

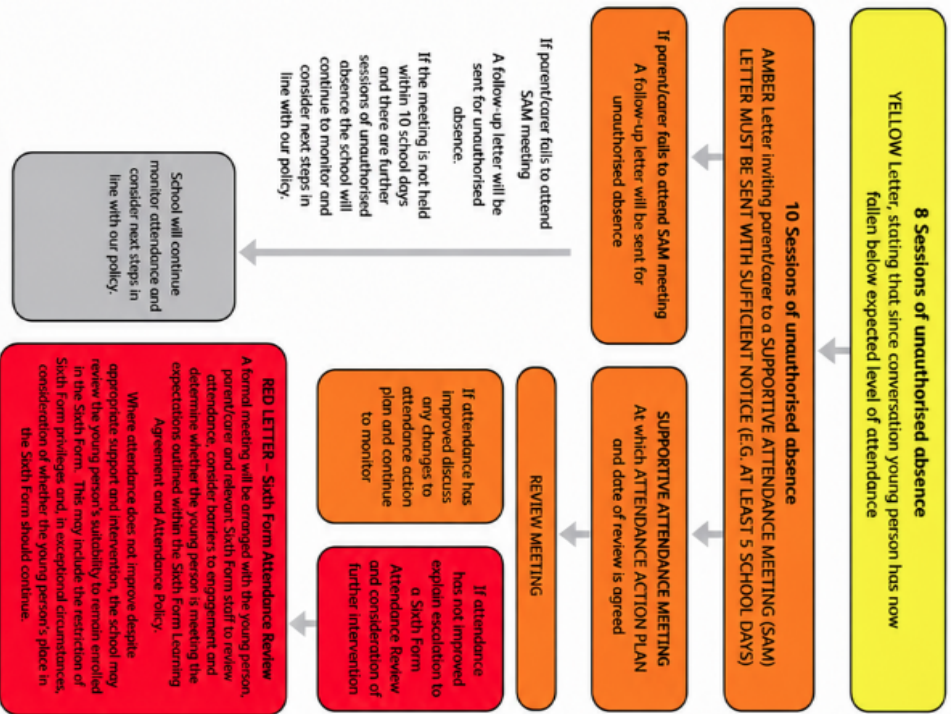
Sixth Form Intervention Pathway

Supporting every student to succeed

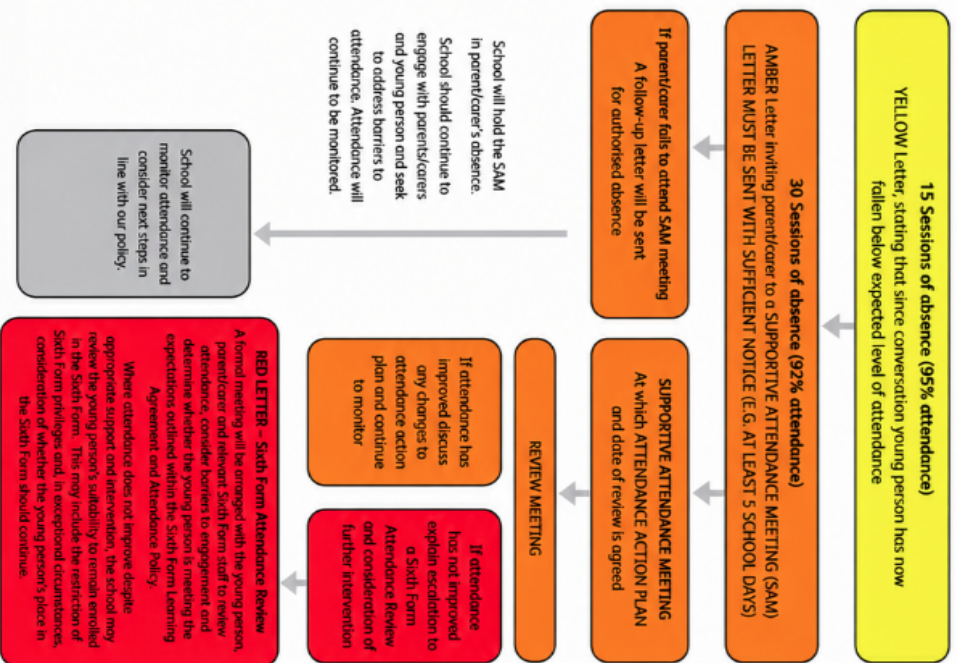


Appendix C – Attendance Process

Sixth Form Attendance Flowchart – Unauthorised Absence



Sixth Form Attendance Flowchart – Authorised Absences



Appendix D – SAM Record Form

Sixth Form Individual Attendance Action Plan

Name of Student	
Year Group	
Date of Meeting	
Attendees	

This Individual Attendance Plan is a formal agreement between (school)
and (Parent/Carer(s)) in respect of
..... (Student)

This plan has been offered due to concerns relating to (Student)'s attendance. Their
current attendance is% which includes sessions of authorised absence and sessions of
unauthorised absence.

The aim of this plan is to:

- improve attendance, working towards the expected Westcountry Schools Trust attendance target of 97%
- ensure that there are no further unauthorised absences

1) Concerns

Record the barriers to coming to school. Ask parents and student to explain what each day is like for them; what prevents them from coming in to school on the days they aren't in? Refer to the Sixth Form handbook to reaffirm our Sixth Form expectations.

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2) Support Plan

How can we motivate the student to attend school? Discuss referrals to outside agencies that could offer support. You should record any means by which you have identified and offered support

3) Actions

(Use SMART targets wherever possible: **S**pecific, **M**easurable, **A**chievable, **R**elevant and **T**ime-bound)

Agreed action	To be actioned by (staff, student, parent)	Date to be actioned by

This attendance action plan will be reviewed on (date) at (time)
(all parties to agree a date and time before signing)

Signed (Sixth Form)

Print Name: Date

Signed (Parent 1)

Print Name: Date

Signed (Parent 2)

Print Name: Date

Signed (Student)

Print Name: Date