

# ST MARTIN'S SCHOOL SIXTH FORM

## INDUCTION BOOKLET

SEPTEMBER 2021



Welcome to St Martin's School Sixth Form. We hope you enjoy your time studying here and make the most of the opportunities St Martin's has to offer. Hopefully this booklet will answer some initial questions about the sixth form but if you have any other queries please ask in the sixth form office.

*Be The Best You Can Be*



## The Really Useful Page!

### Useful Contacts:

Mrs S Howells	Head of Sixth Form	<a href="mailto:showells@st-martins.essex.sch.uk">showells@st-martins.essex.sch.uk</a>
Miss H Jackson	Director of KS5	<a href="mailto:hjackson@st-martins.essex.sch.uk">hjackson@st-martins.essex.sch.uk</a>
Mrs J Page	Head of Year 12 /13	<a href="mailto:jpage@st-martins.essex.sch.uk">jpage@st-martins.essex.sch.uk</a>
Mrs E Stewart	Sixth Form Manager – EPQ	<a href="mailto:estewart@st-martins.essex.sch.uk">estewart@st-martins.essex.sch.uk</a>
Mr D Bourton	EPQ Assistant Co-ordinator	<a href="mailto:dbourton@st-martins.essex.sch.uk">dbourton@st-martins.essex.sch.uk</a>
Mrs V Power	Sixth Form Administrator	<a href="mailto:Sixthform@st-martins.essex.sch.uk">Sixthform@st-martins.essex.sch.uk</a>
Sixth Form Office	01277 238366	Fax No: 01277 238390

### The School Day:

08:25 – 8.50	Tutor Time (Assembly in North Hall on Tuesday)
08.50 -08.55	Movement time
08:55 – 9.55	Period One
9.55 – 10.00	Movement time
10.00 – 11.00	Period Two
11.00 – 11.20	Break
11.20 – 11.25	Movement time
11:25 – 12.25	Period Three
12.25 – 12.30	Movement time
12:30 – 13.30	Period Four
13:30 – 14.10	Lunch
14.10 – 14.15	Movement time
14:15 – 15.15	Period Five
15:15	End of School

### Break and Lunch:

Most students spend break and lunch in the common room or quiet room where the Bistro is open for snacks and light meals. Full meals are available to the whole school in the South building where you will be required to queue along with the rest of the school. We operate an ID card payment system or students can use debit or credit cards in the Bistro. All students will need to top up money using the cash point machine in the common room or on the website [www.parentpay.com](http://www.parentpay.com).



## **Head Boy and Head Girl**

*Head Boy and Girl along with their deputies will lead the school council. They will be your point of contact if you have an ideas or concerns about your time in sixth form. They will be working closely with the sixth form council and the management team to help enhance your experience during the next year.*

*At the end of Year 12 there will be an opportunity for you to apply for these prestigious roles.*

*Your Student leadership team for 2021/22*

**Head Boy:**                      **Michael Kafe**

**Head Girl:**                      **Karla Venter**

**Deputy Head Boy:**        **Oliver Grimes**

**Deputy Head Girl:**        **Amelia Stanley**



## Sixth Form Tutors

### Year 13

13 Roman 1	Miss Roberts	(RRO)	V003
13 Roman 2	Mrs Fernandez (Tue, Wed, Thu)	(SFE)	S109
	Mrs Carr (Mon, Fri)	(YCA)	S109
13 Quinlan 1	Mr Griffiths	(NGR)	S211
13 Quinlan 2	Miss Fearne	(RFE)	N103
13 Becket 1	Mr Ansell	(JAN)	S107
13 Becket 2	Ms Harman (Wed, Fri)	(AHA)	S111
	Mrs Clifford (Mon, Tue, Thu)	(ACL)	S111
13 Hunter 1	Mr Wilkinson	(TWI)	N001
13 Hunter 2	Mrs Rossiter (Tue, Wed, Thu)	(KRO)	N104
	Ms Farwa (Mon, Fri)	(UFA)	N104

### Year 12

12 Roman 1	Mr Neville	(RNE)	L102
12 Roman 2	Mr Lambert	(GLA)	V101
12 Quinlan 1	Ms Heath-Cottet	(SHC)	N107
12 Quinlan 2	Mr Bourton	(DBO)	N003
12 Becket 1	Mr Smith (Mon, Tue, Thu, Fri)	(MSM)	V103
	Mrs Kelly (Wed)	(MHU)	V103
12 Becket 2	Mrs Mercer (Mon, Tue, Fri)	(IME)	S104
	Mrs Davies (Wed, Thu)	(HDA)	S104
12 Hunter 1	Mrs Wilkinson	(LWI)	V105
12 Hunter 2	Mr Smith	(GSM)	S106

## **Finding Your Way Around.....**

You will probably find a lot of your lessons are in the sixth form building but you may have some lessons in other parts of the school, especially if you are doing a subject where you need specialist equipment such as science. Don't worry if you feel a little lost at first, you'll soon find your way around with our quick guide....

### **Sixth Form:**

All rooms start with a V.

V002, V003 and V004 & the Computer room, Library (and Miss Jackson's office), Toilets, Disabled Toilet are all ground floor, main building, here you will also find Mrs Page, Head of Year 12 and Year 13 and Mrs Power, Sixth Form Administrator in the sixth form office (off the common room)

V101-V107 & Mrs Howells' office – upstairs, main building

V108-V109 – access up the stairs adjacent to the common room

### **South Building:**

All rooms begin with a S. Those on the ground floor start with a 'S0', first floor 'S1' and second floor 'S2'. South Hall and main school reception

### **North Building:**

All rooms begin with a N. Those on the ground floor start with 'N0' etc.

The Exams Office and North Hall can be found here.

### **Philosophy Building:**

All room numbers begin with a R.

### **Creative Arts Building:**

All room numbers begin with a C.

### **Sixth Form Office:**

This is situated off the common room, by the Bistro, please speak to Mrs Power, the Sixth Form Administrator regarding any issues you may have i.e. appointments etc. Signing in/out sheets are situated outside the sixth form office, under the gazebos.



## **Important Information**

### **Expectations:**

As sixth form students you will be expected to manage your own time, progress, responsibilities and workload. Things we expect of you:

- Ensure you attend **registration every day**.
- Attend **ALL** lessons including focus days and PSHE workshops.
- Be punctual.
- Treat staff and students with respect.
- Treat all the facilities, including the common room, with respect, particularly when it comes to picking up your litter.
- Be aware of your attitude to learning.
- Wear your school lanyard at all times.

**Dress Code:** Please adhere to the dress code. You are expected to dress **smartly** as you would if you were working in an office environment.

### **What should you wear:**

Tailored trousers  
Smart shoes/boots  
A tie (males must wear a tie at all times)  
Shirt with collar, tucked in and top button fastened  
Smart jacket  
V neck jumper/cardigan  
Smart tops  
Smart skirts of suitable length (stretchy skirts are only permitted if they are of suitable length)  
Smart dresses of suitable length

### **What you are not permitted to wear:**

Denim/leather/leather look  
Jean-style trousers  
Leggings  
Shorts/Skorts  
Trainers  
Open-toed shoes  
Doc Martin boots or similar  
Hoodies  
Round neck jumpers  
Oversized/casual jumpers/knitwear  
T-shirts or polo shirts, including those with a slogan  
Hats/caps  
Tops with very thin straps or that expose midriff  
Extremes of hairstyle, hair colour, facial piercings or ear spacer

**The final decision about whether a student's attire is suitable is decided by the sixth form team.**

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### Attendance:

- It is **your** responsibility to make sure you are registered in the morning. You should register **in form via your tutor** each morning on arrival at school. If you arrive after registration, please sign in using the green form in the sixth form office.
- If you have a study period on a period 5 lesson and intend to stay please “tick” yourself in on the appropriate sheet.
- If you are absent from school, your parents/carers should ring the sixth form office and inform us of the nature of your absence.
- You must bring a note into school from your parents/carers the following day and give it to your form tutor or ask your parents to send Mrs Power an email.
- If you are ill during the school day, you should see your Head of Year (Mrs Page), Miss Jackson or Mrs Howells to give you permission to go home. You DO NOT need to go to the medical room. If none of the above staff are available, please see Mrs Power who will then contact one of them. You must then sign out. It is important to do this so that we have accurate records of who is in the building in case of a fire.
- You can leave the site at lunchtime. Please make sure you sign out and sign back in on return and within plenty of time for your lessons.
- If you have a medical appointment during the day please sign out. You will need an appointment card or confirmation from parents to support the appointment.

### Private Study:

- During your private study lessons you are expected to be working. You can work at the tables in the common room, in the library, the computer room or within some departments.
- You may leave to go home after your last lesson of the day once written permission from a person with parental responsibility has been processed by the office. **This will only be allowed after the first three weeks of the Autumn Term.**
- You **may not** sign out during any other study period without prior consent from Mrs Howells, Miss Jackson or Mrs Page.

### Security Gates:

- The school site is fenced and gated for security purposes – however, sixth form students are allowed to leave site early and in Y13 are allocated late starts. The gates are only opened for sixth form students to leave or return at the times shown below, students are not allowed to leave site at any other time (unless for pre-advised appointments):

**START OF DAY** 07:30am until 08:25 am

**BREAK** 11:00am until 11:05am

**START OF LUNCH** 13:30am until 13:35 am

**END OF LUNCH** 14:00am until 14:05am

**END OF DAY**

### Driving:

- You should arrange driving lessons outside of school hours. **You are not allowed to miss your subject lessons for driving lessons.**
- If you have a driving test (practical or theory), please bring a copy of the confirmation letter or email to the office to explain your absence in advance.
- When you pass your test you need to complete the appropriate forms from the sixth form office and bring them along with your insurance documents and driving certificate to Mrs Howells before you bring your car to school. **This only applies to Year 13 students.**

### Computer Access:

In the first week you will be given access to the school computer network, the virtual learning environment and internet. Change your password straight away and don't give it out to anyone. If you attended St Martin's, your password should still work. WiFi access will be available to connect a laptop or iPad to during the first half-term. Laptops will also be available, situated in lockers in the common room, these must be signed out and back with Mrs Power in the Sixth Form Office.

### Library:

The library is for SILENT study – please respect this. If you need to chat use the computer room or common room. The library also has all the prospectuses for universities and colleges and is also the place you can find Miss Jackson's office.



*Be The Best You Can Be*