

**ST MARTIN'S SCHOOL SIXTH FORM  
INDUCTION BOOKLET**

**SEPTEMBER 2020**



Welcome to the Sixth Form St Martin's School. 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:

<b>08:25 – 8.50</b>	<b>Tutor Time (Assembly in North on Tuesday)</b>
08.50 -08.55	Movement time
08:55 – 9.55	Period One
9.55 – 10.00	Movement time
10.00 – 11.00	Period Two
<b>11.00 – 11.20</b>	<b>Break</b>
11.20 – 11.25	Movement time
11:25 – 12.25	Period Three
12.25 – 12.30	Movement time
12:30 – 13.30	Period Four
<b>13:30 – 14.00</b>	<b>Lunch Y12/Y13</b>
14.00 – 14.10	Movement time
14:10 – 15.15	Period Five
<b>15:00/15:15</b>	<b>Year 12/13 End of School</b>

### Break and Lunch:

Most students spend break and lunch in their designated areas 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 2020/21*

**Head Boys: Luke Willett and Callum Sowden**

**Head Girl: Madison Manning and Macy Collins**

**Deputy Head Boy: Aaron Thomas**

**Deputy Head Girls: Katie Gold and Aradhana Krishna Rao**

## Sixth Form Tutors

### Year 13

13R1	Mr Lambert (GLA)	V101
13R2	Mrs Cullum (ACU)	
	Mrs Mercer (IME)	V103
13Q1	Mr Lynagh (ALY)	V102
13Q2	Mr Bourton (DBO)	N003
13B1	Mr Neville (RNE)	L103
13B2	Miss Weatherley (JWY)	S204
13H1	Mrs Wilkinson (LWI)	V105
13H2	Mr Smith (GSM)	S106

### Year 12

12R1	Miss Roberts (RRO)	V003
12R2	Miss Stannard (ISD)	R003
12Q1	Mr Griffiths (NGR)	S211
12Q2	Miss Fearne (RFE)	N103
12B1	Mr Ansell (JAN)	S107
12B2	Miss Harman (AHA)	S111
	Mrs Clifford (ACL)	
12H1	Mr Wilkinson (TWI)	N001
12H2	Mr Smith (MSM)	N104
	Mrs Rossiter (KRO)	

## **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 have start with a V.

Quiet room, Library (and Miss Jackson's office), Toilets, Sixth Form Office– V002, V003 and V004 are all ground floor, main building

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

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



### **South Building:**

All room numbers begin with a S. Those on the ground floor start with a 'S0', first floor 'S1' and second floor 'S2'

### **North Building:**

All room numbers 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.

## Important Information

### **Expectations:**

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

- Ensure you are registered 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.

**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. **You will be told to go home and change if we feel your dress is unsuitable.**

### **Boys:**

<b><u>DO</u> Wear</b>	<b><u>DO NOT</u> Wear</b>
Smart, plain tailored trousers	Jeans or denim/ cargo style trousers/ shorts/ cropped trousers/Chinos
Shirt (tucked in) & Tie	Polo shirts / T-shirts/ sports vests
Plain Jacket or Waistcoat, v-neck jumper	Hooded jumpers, <b>round neck</b> jumpers
Shoes or Smart boots with socks	Trainers/canvas shoes or sandals/ Doc Martens

### **Girls:**

<b><u>DO</u> Wear</b>	<b><u>DO NOT</u> Wear</b>
Tailored skirt or dress (suitable length)	Sun-dresses/ leggings with tunic top
Full length trousers	Jeans/ denim-style trousers / shorts/ cropped trousers, leggings/chinos
Blouse or smart top	Polo shirts / T-shirts/ vest tops/ strapless tops/ tops with spaghetti straps/ bare midriff
Plain Jacket, smart cardigan	Hooded jumpers
Shoes or Smart boots under trousers	Trainers / Ugg-style boots /flip flops / sandals/ canvas shoes

### More on the Dress Code....

- Extremes of hair style or unnatural colours are not permitted.
- Body piercing should be covered and no visible facial piercings should be worn (a single nose stud is permitted).
- No ear stretchers.

### Attendance:

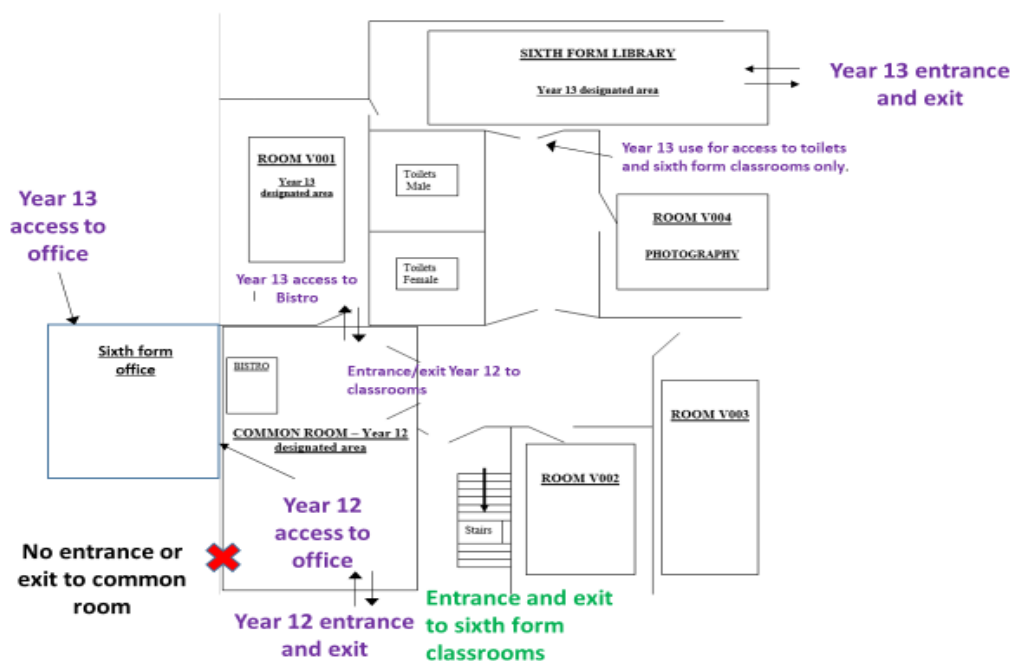
- It is **your** responsibility to make sure you are registered in the morning. You should register **in form via your tutor** each morning on arrival at school. If you arrive after registration, please sign in using the green form in the office.
- If you have a study period on a period 5 lesson and intend to stay please “tick” yourself in on the appropriate sheet.
- If you are absent from school, your parents 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 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 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 quiet room or within some departments.
- You may leave to go home on your 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.

## Sixth Form Access Arrangements for Y12 and Y13



### 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.

*Be The Best You Can Be*