



# Hammersmith Academy Sixth Form Student Handbook

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## WELCOME TO THE SIXTH FORM

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Our vision for the Sixth Form at Hammersmith Academy is to develop highly qualified, aspirational young adults who make outstanding progress and, as active citizens, take a lead within the community and are committed to giving 100% in everything they do.

We are committed to excellence in every aspect of Sixth Form life. Key Stage 5 is an important time of transition, personal commitment and growth. Students are expected to be motivated and to take increased responsibility for their own learning. If you are determined to succeed, we can offer you a Sixth Form experience which is challenging, varied, interesting and rewarding.

Many of our students have been at Hammersmith Academy since Year 7, but we welcome new students who wish to join our community from other schools. At present we have around 230 students in the Sixth Form.

We hope that our Sixth Form will interest and challenge you intellectually and develop your talents and leadership as you prepare for university, apprenticeships or employment. A well-equipped modern building provides excellent facilities. A separate Sixth Form Centre and mezzanine study space provides a high quality and professional learning environment. Further, our extensive extra-curricular offer provides enrichment through sport, charity, arts, technology and student leadership.


This *Sixth Form Handbook* has been written for you. Please read this handbook carefully. If you have any questions today, please ask staff or students. If you think of any questions after reading this, then please contact us at: [post16@hammersmithacademy.org](mailto:post16@hammersmithacademy.org)

Being at Hammersmith Academy Sixth Form is an opportunity to bring your skills, aptitudes, abilities and personality and add to our dynamic community of learning.

We are looking forward to getting to know you as you start your Sixth Form journey here.

Head of Sixth Form  
September 2023

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*“Hammersmith Academy is an inspiring place where ambitions are realised and students have exceptional opportunities that allow them to develop their individual characters and talents”*

*Ofsted*

## Values

We inspire pride and confidence in our students to achieve their full potential. Everyone in the Academy is responsible for modelling a positive and professional attitude at all times.

We create a stimulating and enriching learning environment where high expectations and challenge prepare students for a global society.

We succeed by developing a growth mind-set through the skills of resilience, resourcefulness, reflectiveness and reciprocity.

## KEY SIXTH FORM CONTACTS

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Mr G Kynaston	Headteacher	<a href="mailto:gkynaston@hammersmithacademy.org">gkynaston@hammersmithacademy.org</a>
Ms J Adolphus	Head of Sixth Form	<a href="mailto:jadolphus@hammersmithacademy.org">jadolphus@hammersmithacademy.org</a>
Mr S Flitton	Deputy Head of Sixth Form	<a href="mailto:sflitton@hammersmithacademy.org">sflitton@hammersmithacademy.org</a>
Ms S Harrowes	Head of Careers and Cultural Connections (UCAS)	<a href="mailto:sharrowes@hammersmithacademy.org">sharrowes@hammersmithacademy.org</a>
Ms H Ali	Careers Team	<a href="mailto:hali@hammersmithacademy.org">hali@hammersmithacademy.org</a>
Ms J McKenna	Attendance Officer	<a href="mailto:attendance@hammersmithacademy.org">attendance@hammersmithacademy.org</a>
Ms M Millar	Reception	<a href="mailto:reception@hammersmithacademy.org">reception@hammersmithacademy.org</a>
Mr B Bhutto	Academy Security	<a href="mailto:mitie240137@gmail.com">mitie240137@gmail.com</a>
Ms A Farhat	6F bursary	<a href="mailto:afarhat@hammersmithacademy.org">afarhat@hammersmithacademy.org</a>
Ms L Hrabankova	Data and Exams Manager (inc. access arrangements)	<a href="mailto:lhrabankova@hammersmithacademy.org">lhrabankova@hammersmithacademy.org</a>
Mr T Hillman	SENCO, 6F study skills	<a href="mailto:thillman@hammersmithacademy.org">thillman@hammersmithacademy.org</a>
Mr A Rafferty and the Facilities team	Facilities Manager and Team	<a href="mailto:facilities@hammersmithacademy.org">facilities@hammersmithacademy.org</a>
Mr C Wilson	Safeguarding Lead (DSL)	<a href="mailto:cwilson@hammersmithacademy.org">cwilson@hammersmithacademy.org</a>
David Njie	School Counsellor	<a href="mailto:dnjie@hammersmithacademy.org">dnjie@hammersmithacademy.org</a>
Ms R Hickman	School Psychologist	<a href="mailto:rhickman@hammersmithacademy.org">rhickman@hammersmithacademy.org</a>
Ms J Hall	Place 2 Be Counsellor	<a href="mailto:jhall@hammersmithacademy.org">jhall@hammersmithacademy.org</a>
Mr B Kastrati	IT director	<a href="mailto:bkastrati@hammersmithacademy.org">bkastrati@hammersmithacademy.org</a>
Ms A Ahmed	School medical contact	<a href="mailto:medical@hammersmithacademy.org">medical@hammersmithacademy.org</a>

## SIXTH FORM EXPECTATIONS.

During your time at Hammersmith Academy you will be expected to meet the school's expectations as listed below. This booklet will outline these expectations in more detail. Should you be unsure regarding any of these, speak to a form tutor or the Sixth Form Team. You will be given a Sixth Form contract to sign in your first week here.

- Excellent attendance and good punctuality
- Participate fully in lessons and school life
- Work hard and make the most of the opportunities you are given
- Work hard to reach your maximum potential
- Undertake at least 4 hours of independent study per subject per week
- Be an active and responsible member of the Sixth Form and school community
- Always adhere to the Sixth Form dress code
- Observe the school rules
- Be a role model to younger students

## SIXTH FORM TIMINGS OF THE SCHOOL DAY.

Your timetable will follow the timings below.

- 1A Lesson - 8:30-9:50am
- 1B Lesson - 9:50-11:30am (breaktime = 10:40-11am)
- Tutor - 11:30-12pm
- 2A Lesson - 12:00-1:20pm (lunchtime = 1:20-2pm)
- 2B Lesson - 2-3:20pm

## ATTENDANCE AND PUNCTUALITY.

If you are ill, your parent/carer must email [attendance@hammersmithacademy.org](mailto:attendance@hammersmithacademy.org) or call the school and leave a message. **Sixth Form students cannot register their own absence.** When alerting the school, details explaining why you are absent from school should be given with as much detail about the illness. We may contact home to request more details if we are not content with the reasons given.

The school gates remain open until 8.30am in the morning and you are able to come onto the school site from 7.30am onwards.

The expectation is that you will be in your lesson at 8.30am ready to start your learning. You will be marked as late if you are not sat down at 8.30am.

You must attend every lesson or session that you have timetabled. Truancy will result in teachers contacting home and informing parents/carers. Lateness and absence from lessons will result in sanctions and persistent absence and lateness could jeopardize your place in the Sixth Form.

Requests for prolonged absence during term time will only be authorised in exceptional circumstances. All such requests for absence must be put in writing to the Headteacher (by your parents/carers) at

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least 3 weeks before the intended absence. You can get a form from reception for this. Each request will be considered on its individual merits and your parents/carers will receive a response in writing from the Headteacher. Requests for absence for one day's duration during term time should also be put in writing to the Headteacher, with at least 48 hours advance notice.

Authority for absence to undertake driving lessons during school time will not be given. However, time off, within reason, to take a **driving test** will be considered, providing sufficient notification in writing is received from parents/carers.

## ATTENDANCE POLICY.

	Risk	Attendance Boundary	Intervention and communication
<b>No action</b>	No risk	95-100%	None needed - bursary currently allowed with 92% and above
<b>Stage One</b>	Risk of underachievement	93-94.9%	Informal meeting (with tutor). Two week review.
<b>Stage Two</b>	Serious risk of underachievement	90-92.9%	Attendance letter 1 (initial warning sent home). Two week review.
<b>Stage Three</b>	Severe risk of underachievement	88% - 89.9%	Attendance letter 2 (second warning letter sent home plus phone call home from Head of Sixth Form). 6F attendance watchlist / report. Two week review.
<b>Stage Four</b>	Extreme risk of underachievement	85-87.9%	Attendance letter 3 (third warning letter sent home - meeting with Head of Sixth Form / Associate Headteacher). Two week review.
<b>Stage Five</b>	Meeting with Headteacher	0-84.9%	Meet with Headteacher and Associate Headteacher / Head of Sixth Form. Two week review.
<b>Stage Six</b>	Off roll	0-84.9% no improvement	Contact social services advisory support

## SIXTH FORM LIFE.

As the oldest cohort in the school, you are role models to younger learners and your conduct and attitude on site are important guidance for students in lower year groups. You need to take this very seriously. With the additional responsibilities attached to your age, there come some privileges only afforded to Sixth Form students.

### Leaving/entering site

Whenever you enter or leave the site you must make sure that you sign in and out at reception. This is incredibly important in case of fire or emergencies. It is imperative that we know who is on site at any given point in the day.

If you have earned the right to go off site for lunch and you choose to exercise this right, you must make sure you return to your lessons on time (not just to the school gate on time). Returning late because of delays with the bus bringing you back from Shepherds Bush, delays with buying lunch off-site, or anything else connected to how you manage your time will not be accepted as a legitimate reason for lateness and will result in sanctions and removals of privileges.

If you are signing out to miss a lesson due to medical appointments etc. you must do this manually at reception and inform the member of staff there.

It is not permitted to bring hot food, bought externally, into school. Failure to adhere to this rule, will result in the food being disposed of.

### Societies and social life at Hammersmith Academy

Hammersmith Academy offers students a chance to get involved in a wide variety of clubs, societies and activities. We believe that for a student to be well-rounded and well-informed it is important that they engage in extra-curricular activities to broaden their outlook in and outside the school:

<https://www.hammersmithacademy.org/academy-life/session-3/>

There are a variety of societies and clubs that we have for you to get involved in. These groups meet regularly, support each other, and organise events throughout the year for students. Events include fundraisers, cultural days, sport, house competitions, mentoring and student leadership.

Other enrichment activities that the school runs include MedSoc, LawSoc, gardening, school library, Oxbridge prep, IntoUniversity, Mark Evison Foundation, British Exploring Society and so much more!

In the first term there will be an extra-curricular fair during which you can find out about different clubs and sign up. We expect all students to engage in the wide range of opportunities the school offers.

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## Wednesday afternoons

On Wednesday afternoon most students do not have lessons and you will be engaging in the Insight Programme. The Insight Programme takes place on Wednesday – usually from 12.10pm – 12.50pm, in the Theatre. It is a compulsory part of your timetable (unless you have another class).

Most weeks you will have a talk, designed to introduce you to different careers, ideas and opportunities. It is about making important connections and ultimately to help you access top universities and careers.

If you have a particular interest, please email Ms Harrowes and we'll try to get a great speaker in!

## Paid employment

Having a paid job during Sixth Form helps with learning how to manage your time, improving your confidence and people skills as well as giving you a sense of financial freedom. However, there must be a balance between the time spent on your academic studies and time spent in paid employment. We recommend a maximum of 12 hours a week in paid employment.

## PSHE and tutor overview

Over the year, you will cover many topics in your tutor time (11.30-12pm each day). Should there be any topics or subjects you feel uncomfortable with or have questions about please speak to your tutor.

Team Building	Celebrating Cultures	British Values
Sexism	Racism	LGBTQ+
Issues around body image	Healthy diet on a budget	Illness in young adults
Managing stress	Mental health issues	Harassment
Taking responsibility for sexual health	Periods and female reproductive health	Breast, testicular and cervical cancers
Contraception	Road safety	International Women's Day
Prevent/ radicalisation	Forced marriage, FGM, and honour-based violence	Gangs and the law
Bystander effect/ speaking out	Alcohol and drug use	Personal statement writing
National Careers Week	National Apprenticeship Week	CV writing
Careers and Unifrog	Interview skills	Job applications
Personal Privacy	Positive presence online	Targets for Year 13



## STUDENT SUPPORT – IN SCHOOL.

Various challenges may, and likely will, appear during your time in Sixth Form. Here at Hammersmith Academy we have lots of support in place to help you through these difficulties. Please seek the support you require as soon as possible so that we can act quickly and support you as best as we can.

The following is not a complete list. Please remember that any member of staff will listen to your needs so speak to whoever you feel most comfortable talking to and if you are in doubt as to where to go or who to see go to student reception and they will support you as best they can.

Problem	Who to see
Subject concerns	Your subject teacher and Head of Department. Speak to them at the end of the lesson or send them an email.
Pastoral, emotional, and personal concerns	Speak to your form tutor or the Sixth Form Team. We also have incredible pastoral support from David and his team as well as Jennifer from Place2Be. See the contact list at the start of the handbook for booking an appointment or self-referring.
Careers/Apprenticeship/University advice	The Careers Team are based in the Sixth Form Centre.
Feeling overwhelmed with workload	Speak to your subject teachers to get specific advice. Also speak to your tutor or the sixth Form Team. Create a priority list. If necessary, get support from friends too.
Feeling Unwell	Go to reception for medical advice when unwell and they will contact home should you need to leave early.
Attendance concerns	Please email Ms McKenna on <a href="mailto:attendance@hammersmithacademy.org">attendance@hammersmithacademy.org</a> She is based in the admin department by reception.
Lost Items	Reception is where all lost property or confiscated property is kept.
Safeguarding Issue	If you feel you or someone else is at risk of harm then please speak to the Sixth Form Team based in the Sixth Form Centre. In the event of not being able to find them, seek out any other member of staff you trust.
Anything else, or just unsure	Speak to your tutor, the Sixth Form Team or any trusted adult within the building.

Please reach out so that we can provide you with the right support and help. You are not alone.

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## STUDENT SUPPORT – OUTSIDE OF SCHOOL.

<b>Crisis / Emergency /Suicide</b>			
Police & Ambulance	999		Contact if you or someone else is in immediate danger
Young Minds Text Services	Text 85258		Texts answered by trained volunteers and are free
Samaritans	116 123	<a href="mailto:Jo@Samaritans.org">Jo@Samaritans.org</a>	<a href="https://www.samaritans.org">https://www.samaritans.org</a>
CALM	0800585858		<a href="http://www.thecalmzone.net">www.thecalmzone.net</a>
<b>Bereavement services</b>			
CRUSE	08088081677	<a href="mailto:helpline@cruse.org">helpline@cruse.org</a>	<a href="http://www.cruse.org.uk">www.cruse.org.uk</a>
SOBS	03001115065	<a href="mailto:sobs.support@hotmail.com">sobs.support@hotmail.com</a>	<a href="http://www.uk-sobs.org.uk">www.uk-sobs.org.uk</a>
<b>Depression</b>			
Mind	03001233393 TEXT: 86463	<a href="mailto:info@mind.org">info@mind.org</a>	<a href="http://www.mind.org.uk">www.mind.org.uk</a>
Young Minds	08088025544	<a href="mailto:ymenquiries@youngminds.org.uk">ymenquiries@youngminds.org.uk</a>	<a href="http://www.youngminds.org.uk">www.youngminds.org.uk</a>
The Mix	08088084994		<a href="http://www.themix.org.uk">www.themix.org.uk</a>
<b>Anxiety</b>			
Anxiety UK	08444775774		<a href="http://www.anxietyuk.org.uk">www.anxietyuk.org.uk</a>
No Panic	08449674848		

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CBT Online			<a href="http://www.getselfhelp.org.uk">www.getselfhelp.org.uk</a>
<b>Self-Harm</b>			
Self-injury Support	TEXT: 0780047290	<a href="http://www.selfinjurysupport.org.uk/tessform">www.selfinjurysupport.org.uk/tessform</a>	<a href="http://www.selfinjurysupport.org.uk">www.selfinjurysupport.org.uk</a>
<b>Eating Disorders</b>			
ABC	03000111213		<a href="http://www.anorexiabulimiare.org.uk">www.anorexiabulimiare.org.uk</a>
b-eat	08088010677	<a href="mailto:Help@b-eat.co.uk">Help@b-eat.co.uk</a>	<a href="http://www.b-eat.co.uk">www.b-eat.co.uk</a>
<b>Psychosis</b>			
Rethink	03005000927	<a href="mailto:Info@rethink.org">Info@rethink.org</a>	<a href="http://www.rethink.org">www.rethink.org</a>
SaneLine	03003047000		<a href="http://www.sane.org.uk">www.sane.org.uk</a>
Hearing Voices	01142718210	<a href="mailto:Nhvm@hotmail.com">Nhvm@hotmail.com</a>	<a href="http://www.hearing-voices.org">www.hearing-voices.org</a>
<b>Online Counselling</b>			
Kooth			<a href="http://www.kooth.com">www.kooth.com</a>
LGBT+ Support LGBT Foundation	03453303030	<a href="mailto:Helpline@lgbt.foundation">Helpline@lgbt.foundation</a>	<a href="https://lgbt.foundation/">https://lgbt.foundation/</a>
Stonewall			<a href="http://www.stonewall.org.uk">www.stonewall.org.uk</a>

## MONITORING AND REPORTING PROGRESS.

Over the course of your time at Hammersmith Academy you will receive multiple reports and have several sets of mocks to prepare you for your exams and life beyond sixth form. These will be based on data collected throughout your time here. These will be sent home via email to your parents/carers. Reports come out three times per year (modules 2, 4 and 6) and include a predicted grade and target grade. They also include a score for engagement in learning. This is graded 1 to 4, with 1 being the best and 4 being a significant concern.

## EXAM INFORMATION.

During your time at Hammersmith Academy you will sit multiple mocks as well as your public exams in the summer of Year 13. Some of you will sit BTEC exams in Year 12 and in spring of Year 13. These exams will usually take place in the sports hall or Theatre.

Should you need to speak to someone about exams or access arrangements you will need to speak to Ms Hrabankova (Data and Exams Manager) who can be found on the second floor in S36. You can also email her on [hrabankova@hammersmithacademy.org](mailto:hrabankova@hammersmithacademy.org)

## STUDY SKILLS.

You can be justly proud of achieving good GCSE grades to qualify for A Level or BTEC course in our Sixth Form. However, it is vital for you to appreciate that the requirements of post 16 study are much greater and require commitment and diligence. You will need to work consistently hard if you are to achieve your potential. You will also need to take responsibility for your progress and undertake independent study.

You are expected to work: a 28-hour week as a minimum:

- 16 hours per week –timetabled lessons/enrichment/Insight/independent study
- 30 minutes of tutor time every day
- 12 hours per week – independent study outside of school

This means that you will be completing a minimum of four hours of independent study per subject per week. The school provides the following areas for your study:

## STUDY SPACES.

As sixth form students there are 2 Sixth Form only locations that you can study in. Either the Sixth Form Centre (6FC) or the Mezzanine. They are located in the in the center of the school on the first floor. The 6FC is a quiet, independent working space and the Mezzanine is for group and collaborative working. These spaces are open for work from 8am till 5pm Monday to Friday.

The Sixth Form Centre is where you will find the Sixth Form Team and the Careers Team offices.

## ONLINE TOOLS AND RESOURCES.

During your time at Hammersmith Academy you will use many different websites and tools to support your learning. You will be given login details at the start of the year. It is vital that you have these details and login to make sure they work. If they do not speak to your tutor or a member of the Sixth Form Team to resolve the issue as soon as possible. Listed below are ones that everyone will be expected to be using, other subjects may have other resources that are used.

### **Unifrog – [www.unifrog.org](http://www.unifrog.org)**

Unifrog is a platform that is used to help you with your next steps after Sixth Form. The platform has access to many different resources whether that be for university, apprenticeships, or another route. You will be expected to use this platform regularly to update your plans and ideas for the future. Unifrog will allow staff to support you as you explore your future.

Unifrog will also be used for writing personal statements for students going to university. There are many resources on Unifrog for this. Unifrog allows staff to provide feedback and track your progress as you write your personal statement.

### **Microsoft Outlook**

This is the school email client and is often how staff will communicate with you. As in the world of work, it should be checked regularly and emails responded to promptly. Please remember to follow professional email protocol when sending messages. Start with 'Dear Mr/Ms Surname' and finish with 'Many thanks, Your Name (Form group)'

For both Emails and Teams please be aware that staff will respond during working hours. Please don't expect responses beyond 4pm even though many of us do work later.

### **Satchel One (Show My Homework - SMHW)**

As you might expect from the name of this programme this will be used by teachers for homework. Teachers will put homework on SMHW and you may be expected to submit work as well. For those of you with smart phones it is strongly suggested you download the app so you stay on top of your independent learning tasks.

### **Microsoft Teams and SharePoint**

SharePoint and Microsoft Teams will be used throughout your time here. Each of your classes will have their own area and team that your teachers will use to share resources and communicate with you at times. You will also be in a variety of other teams such as full year group and Sixth Form. Societies and Co-Curricular activities may also have their own for members.

You need to be checking this on a daily basis to keep up to date with messages and notifications from staff as well as using SharePoint to access lesson resources, curriculum maps and revision / exam packs.

For those of you with smart phones it is strongly suggested you download the SharePoint and MS Teams app so you do not need to manually log in daily.

## Subject platforms.

You will be given subject specific platforms to use for revision and content support. Please use these platforms as they are so useful to support your learning and they will help you to be independent in your learning.

## SIMS parent app.

For parents with a smart phone, we strongly advise you download the SIMS parent app to keep on top of attendance for your son/daughter. Login details will be given at the start of the year.

## SIXTH FORM DRESS CODE.

All Sixth Form students are encouraged to take a pride in their personal appearance. Students must be appropriately dressed at all times, as if working in a professional environment. Sixth Form students are role models for the rest of the academy and as such need to be smartly presented at all times. Identity cards with lanyards must be visible at all times. Students may dress consistently in accordance with their gender presentation.

Students will be sent home to change by a member of staff if they do not conform to the Dress Code. They will be sent to reception and a parent/carer will be called/emailed to let them know. They will be issued with a behaviour point.

The Senior Leadership Team reserve the right to take appropriate action to ensure all students dress appropriately to enhance the reputation and reinforce the ethos of Hammersmith Academy. It is beyond the scope of the Policy to provide guidance on every eventuality. In the event of queries, the Sixth Form Team or SLT Sixth Form link will act as the arbiter. If you fail to comply with these guidelines you will be dealt with in line with the Sixth Form Behaviour Policy.

### Dress Code:

- Lanyard and name badge worn at all times (*note = this is provided by the academy*)
- Smart trousers / skirt / dress / abaya (*note = if an abaya is worn, clothes must be smart underneath. If a skirt / dress is worn it will need to be (minimum length) just above the knee*)
- Long or short sleeved smart collared shirt / blouse (*note = top button can be undone*)
- Smart plain jumper / cardigan or suit jacket / blazer
- Smart shoes (*note = no trainers*)
- Students taking part in enrichment sessions or BTEC Sport practical lessons may wear modest sports clothing with trainers

### Piercings and jewellery:

- Discreet / modest jewellery is allowed e.g. small studs or rings in ears, eyebrows or nose
- Appropriate hair, make up and nails for professional environment

### Not allowed:

- No casual clothing (*e.g. fleece, sweatshirt, hoody, sportswear, trainers*)
- No large slogans / visible motifs / lettering on tops

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- No gloves, headphones, hats, caps. They all must be removed before entering the academy and placed in lockers or bags
- No revealing clothing (e.g. *shirts / trousers / tops / skirts / dresses*)

## LATE POLICY.

- Students arrive at school at 8:20. This gives you time to drop off your coat and get to your 1a lesson for 8.30am
- The cut off for arriving on time into the academy (at the gate) is 8.27am. Anyone that arrives after 8.27am will receive a late mark from the gate monitor
- The gate will shut at 8.30am
- Learning begins at 8.30am and if you are not in your classroom ready to learn at 8.30am you will be marked as late
- Anyone with a valid reason for being late (e.g. medical appointment or family emergency) will go to reception and get a slip. Evidence of absence must be provided via email to [attendance@hammersmithacademy.org](mailto:attendance@hammersmithacademy.org) or via phone call to Hammersmith Academy reception. This will be updated on the register once received
- Bad traffic, getting up late and missing the bus is not a valid reason for being late
- You will be able to enter their lesson if you are late (for whatever reason), but you will be given a late mark and a reflection from your class teacher (on SIMs this will be logged as 'L2 – poor punctuality to class')
- Subject teachers will monitor / log your punctuality to lessons. If you are late to lessons, then you will be set a reflection by the teacher

## Escalation.

If punctuality does not improve then staff will go through the following channels:

1. Reflection from your teacher (time / date to be agreed between you and the teacher)
2. Phone call home will be made by subject teacher / tutor – log on SIMs and let HoCo / HoD know
3. Meeting with parent and HOD – log on SIMs and let 6F team know
4. Escalate to the 6F Team as no improvement.

Sixth Form Team will also monitor the overall late marks logged and follow the systems in place based on your record:

1. Parental call
2. Parental meeting
3. 6F report / removal of privileges
4. Internal exclusion

## SIXTH FORM BEHAVIOUR.

Staff will follow the academy procedures for managing your behaviour. If behaviour does not improve then staff will go through the following channels with you:

1. Log L1 on SIMs
2. No improvement? A reflection can be set (and the teacher can choose when to sit the 6F reflection with you e.g. break / lunch / before school / after school) and they will resolve this with a restorative conversation
3. Phone call home by subject teacher / tutor
4. Meeting with parent and HOD
5. Escalate to the 6F Team as no improvement

## SIXTH FORM PHONE USE.

For Sixth form you are only able to use phones in the Sixth Form Centre and the Mezzanine. The following procedures will be followed if a student does not meet these expectations:

- The phone will be confiscated and taken to reception where the student's name and year group will be recorded.
- Reception will allow the Sixth Form student to pick up their phone at the end of their timetabled day (proof must be shown of their last lesson if not 2B)
- There are no exceptions to this rule
- Reception will keep a log of all phones confiscated

### **You must obey the following rules if you bring your mobile phone to school**

1. You must follow the Code of Conduct in using mobile phones in school.
2. You may not use your mobile phone during lessons unless the teacher specifically allows you to.
3. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other students.
4. You must not take photos or recordings (either video or audio) of school staff or other students without their consent.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Do not share your phone's passwords or access codes with anyone else.
7. Do not use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating students or staff via:
8. a. Email    b. Text/messaging app    c. Social media
9. Do not use your phone to send or receive anything that may be criminal (for instance, by 'sexting').
10. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
11. Do not use vulgar, obscene, or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
12. Do not use your phone to view or share pornography or other harmful content.



# HAMMERSMITH ACADEMY SIXTH FORM STUDENT HANDBOOK

13. You must comply with a request by a member of staff to switch off, or give a phone in. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
14. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store these appropriately, or turn them over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.
15. Do not give out your number or friends' numbers to people you do not know, especially on Social Media apps or Chat Rooms.
16. If you get texts which upset you, do not reply, but keep a record and tell an adult. In serious cases you can report it to the police.
17. If you receive a rude or embarrassing image or text about someone do not forward it on to others.
18. 17. Distributing sexual images of other young people is harassment and illegal. If you receive something like this, tell an adult immediately.

## SOCIAL MEDIA / OUT OF SCHOOL PRESENCE.

In the current digital age, we expect you to keep a safe and sensible digital footprint. While a member of the school whether it is in person or online you are not to bring the school into disrepute. This could be via social media memes or videos that are shared publicly in which you can be identified. Future employers will be looking through your social media, so it is vital that you have appropriate privacy settings and be considerate of what mark you are leaving on the internet associated with yourself.

While a member of the school, you are representing Hammersmith Academy at all times. Should behavior or incidents outside of school occur then the school could sanction you further based on what has occurred.

## BURSARY.

This fund is open to all students in Years 12 and 13 but is specifically aimed at supporting the most disadvantaged students in post-16 education. It is available throughout the academic year, but we would encourage all students to apply at the beginning of the year to get the maximum 10 payments over 12 months. Further details and application forms can be found on the school website. The eligibility criteria is set out in the guidance notes. Students facing genuine financial difficulties may be awarded financial support to help them in their post-16 studies. They must provide evidence of their financial background and of the items they wish to purchase. Anyone receiving the bursary must get 92% or above in their attendance to get the payment each month.

## HOUSES.

Each of the houses at Hammersmith Academy are named after inspirational figures in history. You will be in a form of people in the same house as you. Throughout the year there will be house events, sporting events such as bake sales, Race for Life, football or other activities such as debating or chess tournaments.

- Purple – McQueen
- Yellow – Lovelace
- Red – Johnson
- Blue – Khan
- Green – Attenborough

## DRIVING.

If you have a parental meeting, there is no space to park onsite, so we would strongly suggest using public transport. The school does not offer on-site parking for students and you will have to pay for parking on the streets surrounding the academy if you pass your driving test and gain access to a car. As with leaving at break and lunch there is no leeway for not being able to find parking as a valid reason for being late. If you are driving, you must leave time for traffic and finding parking.

## UNIVERSITY / CAREER VISITS.

Over the course of your time at Hammersmith Academy you may find yourself needing to visit universities or job fairs to best explore your future options. Each academic year we will authorise absences during school time for this, but this needs to be agreed by the careers team a week in advance of the event.

## STUDENT LEADERSHIP TEAM.

In our sixth form the student leadership team are expected to lead by example and be model students. Student Leaders are selected from Year 12 before the Year 13 team goes on study leave. In order to be in the students, you must meet the following criteria as the minimum.

- Excellent behavior throughout the year
- High Levels of attendance in every subject
- Academic excellence and strong work ethic throughout the year

Involvement in extra-curricular activities and career opportunities