

# Sixth Form

## Handbook





# WELCOME TO SIXTH FORM!

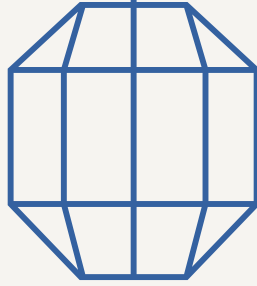
*This handbook is designed to give you the basic information you need to make a successful start to your post-16 courses.*

*Included are some rules and regulations to make the Sixth Form a happy place for all, so please make sure you read everything through and double check if there is anything you are unsure of.*





# Commons



04 *Academic Curriculum*

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05 *Support*

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06 *Enrichment*

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09 *Roles + Responsibilities*

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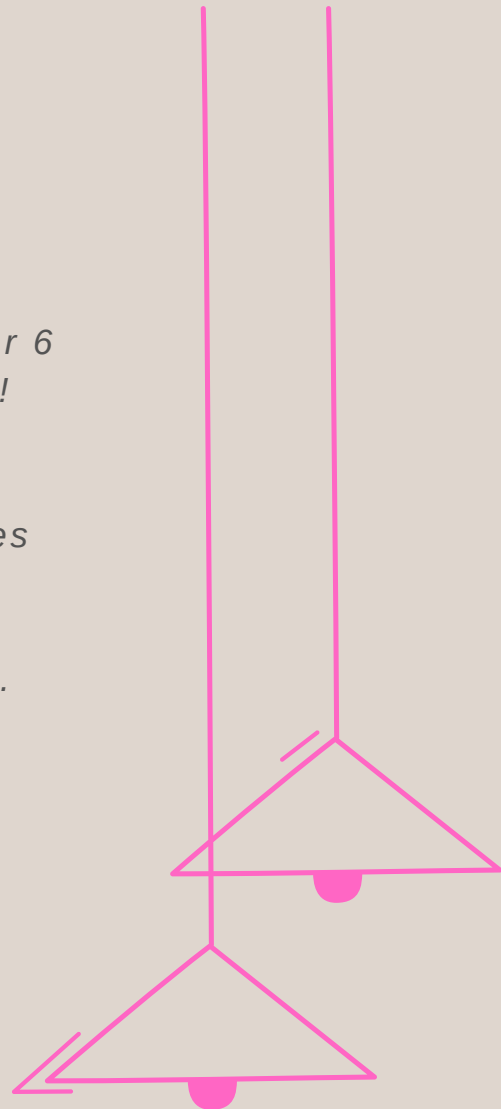
10 *Uniform + Other Expectations*



# SUBJECT CHOICES

*The move from GCSE to post-16 study is both exciting and challenging. Remember that your teachers are ready to support you, as are the Upper 6 – they know exactly what you will be going through!*

*Hopefully, you will settle quickly into your chosen subjects. If you have any worries about your choices make sure you talk to your tutor as quickly as possible so that any changes can be made swiftly. The sooner you can settle into a routine, the better.*



# 04

## STUDY PERIODS

*Unlike during your GCSEs, your timetable will now have gaps where you do not have scheduled lessons. These are your study periods and can be used to complete homework, develop coursework or undertake wider independent learning around your chosen subjects. There is always something you could be doing to benefit your learning and you can always ask your teachers for guidance if needed.*





**Target Setting**  
*You will have one-to-one discussions based on both your academic and your personal progress.*

# SUPPORT

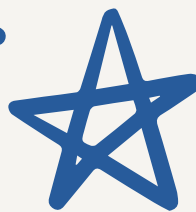
*We will support you in developing your potential, achieving your best academically, establishing clear post-18 options and becoming significant role models within the school community.*

## **Counselling**

*Mrs Simpson, our school counsellor, is here every Tuesday.*

*She is available to listen to any problems; don't be afraid to talk to her – she's heard all sorts!*

**The Tutor Team**  
*Please feel free to talk to any of the Sixth Form tutors. We are a team and we are all focused on helping you achieve your aims.*



05





# TUTORIALS

*Tutorials will be led by both the tutor team and a range of visiting speakers. They will focus on:*

- *Supporting your own personal development*
- *Preparing you for your post-18 choices*
- *Encouraging participation and cooperation in the wider life of the school*
- *Developing approaches to a healthy, safe lifestyle*
- *Reflecting the aims of the school as a whole*
- *Building collaborative and purposeful relationships with your peers and your teachers*
- *Sharing views on a variety of political, social and moral issues*







## EXTRA-CURRICULAR

*The chance to participate in extra-curricular opportunities is still available to Sixth Formers and is highly valuable when it comes to your post-18 references. You may even find that you want to plan, organise and run an extra-curricular opportunity of your own which would be a brilliant way to develop your skills. If this is the case, chat to one of the tutor team and we can support you in getting started.*

*We can also support you in finding work experience opportunities.*



# enrichment





## ADDITIONAL QUALIFICATIONS

*In addition to your subjects, you have the choice of two additional qualifications:*

- **Extended Project Qualification (EPQ)**
- **Higher Sports Leader**

*The EPQ is offered here at Westfield and the Higher Sports Leader is run at NSB.*



enrichment





# ROLES + RESPONSIBILITIES

## **Big Sister Little Sister**

*You will all be a mentor to an Upper 3 pupil this year, taking part in events with your 'little sisters' each half term. If you have any ideas about what these events should be, let Poppy Johnson (Deputy Head Girl) know.*

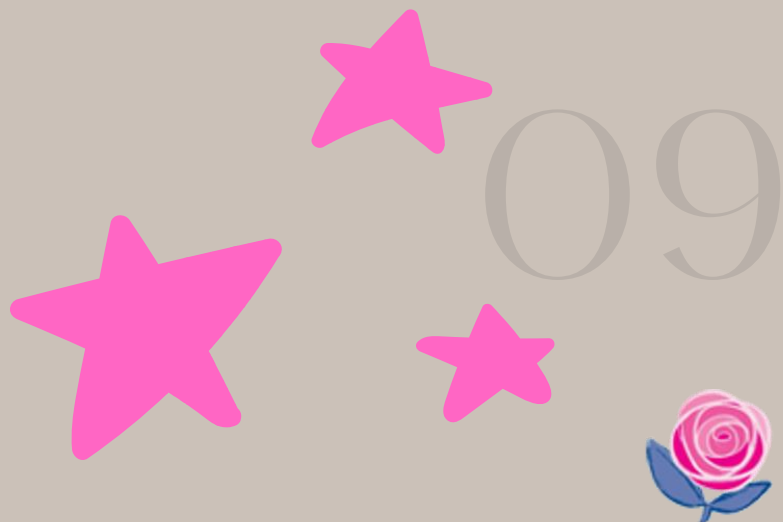
## **House Captains**

*The House Captain roles are exclusive to Lower 6 students and elections will take place in the first full week of term in September. House Captains play a significant role in supporting the school's Stretch and Challenge initiative and encouraging a real sense of community.*

## **Sixth Form Leadership Team**

*Led by Charlotte (Head Girl) and Poppy (Deputy), the following Prefect roles are available for students across the Sixth Form:*

- Round Square
- Junior House
- Humanities
- Languages and Performing Arts
- PE and Creative Arts
- STEM
- Wellbeing and Inclusion
- Community and Events
- Marketing and Communication



# expectations

## Uniform

*You are role models for the rest of the school, and it is therefore really important that you wear the correct uniform:*

- *Navy blue Westfield blazer*
- **Tailored** *navy blue or black skirt or trousers*
- *Navy blue or black tights **must** be worn with a skirt (no over the knee/knee length socks or white ankle socks)*
- *Pink Westfield shirt or own shirt but:*
  - *It must be appropriate for a professional environment (i.e. no t-shirts, no writing, no crop tops, no strappy tops)*
  - *It must be able to be worn under a blazer*
- *Navy blue Westfield jumper or own complementary jumper/cardigan which can be worn with the blazer*
- *Black shoes (flat or low heels)*

### **PE Uniform**

- *Westfield PE kit can be worn OR*
- *Plain black or navy sportswear is acceptable*

*PE uniform should ONLY be worn on days when you have scheduled games lessons or an extra-curricular sports activity.*





# expectations

## Around School

### **Common Room**

*The Common Room is your responsibility so make sure all rubbish goes into the bin, the washing up gets done straight away and belongings are safely stored in your lockers.*

### **Mobile Phones**

*You are allowed your mobile phones when other pupils aren't – therefore it is hugely important that you don't use your phones in the corridors, the dining room or anywhere else it's not appropriate.*

### **Assemblies**

*The younger pupils look up to you, so it is important that you attend assemblies wearing the correct uniform, with your phones away and ready to listen attentively.*

### **Registration + Punctuality**

*It is important that you are on time for both morning and afternoon registration, regardless of what your timetable is for the rest of the day. There is no policy of only coming into school for lessons. This year, tutor groups will register in the following rooms:*

- **L6 CL – RCIT**
- **L6 EF – Drama**
- **U6 DS – Art**
- **U6 SS – RPE**

*Morning registration will be with your tutors at **8.30am** and will take place in your form room. Afternoon registration will be in the Common Room at **1.00pm**. You must be on top of your time management and be ready for lessons before the bell goes.*



# expectations

Away from  
School

## Signing in and out

You are allowed off-site at lunchtime, for lessons at NSB and from 2.10pm (if you don't have lessons) but not during your study periods. You must sign in and out at reception.

## Driving Lessons and Cars

These must not take place during lessons, tutorials, registration or assembly. If you can't avoid them happening during a study period, ask for approval from Mrs Morell.

There's no on-site parking for Sixth Form students; the best place to park is at the bottom of Kenton Road. If you are bringing your own car, make sure we have your registration number in case our neighbours contact us about parking.

## Absence

**University Open Days / Interviews:** If you know you are going to be absent (e.g. visiting a university), make sure you let your tutor know in advance. You also need to see the teachers of the lessons you will miss so that you do not fall behind with work.

**Illness:** If you are unwell and unable to come into school, your parent / carer needs to phone the office or email your tutor / Mrs Morell to explain the absence. If you become ill during the day, you must see your tutor / Mrs Morell before taking any action.

**Medical / Dental appointments:** These should not be happening during lesson times, including tutorials. If you are missing part of the school day for an appointment, we will need confirmation of the appointment (letter, email, appointment time screenshot).





# The School Day

Monday, Tuesday, Wednesday, Thursday		Friday	
Time	Period	Time	Period
8.30 – 8.35	Registration	8.30 – 8.35	Registration
8.35 – 8.50	Assembly/Form Time/Meetings	8.35 – 8.50	Assembly/Form Time/Meetings
8.50 – 9.50	1	8.50 – 9.50	1
9.50 – 10.05	Break	9.50 – 10.05	Break
10.05 – 11.05	2	10.05 – 11.05	2
11.05 – 12.05	3	11.05 – 12.05	3
12.05 – 1.05	Lunch	12.05 – 1.05	Lunch
1.05 – 2.05	4	1.05 – 2.05	4
2.05 – 2.10	Short Break	2.05 – 2.10	Short Break
2.10 – 3.10	5	2.10 – 3.10	5
3.10 – 3.40	6	3.10 – 3.15	Registration for Upper 3
3.40 – 3.45	Registration for Upper 3		

