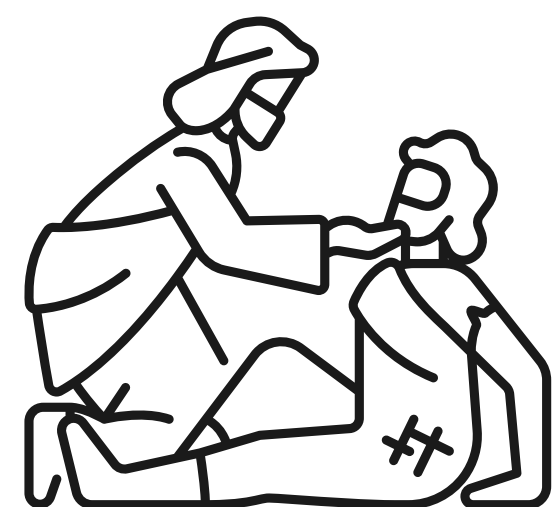
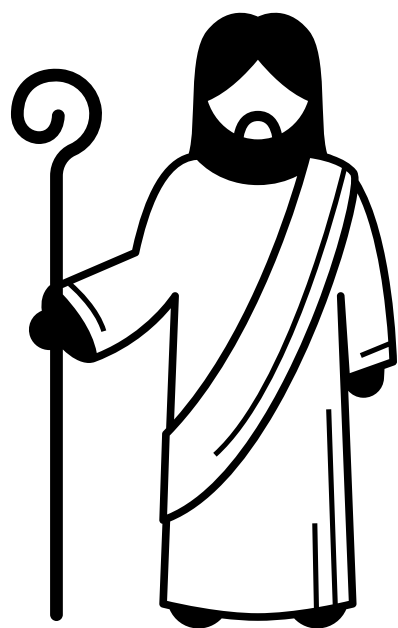
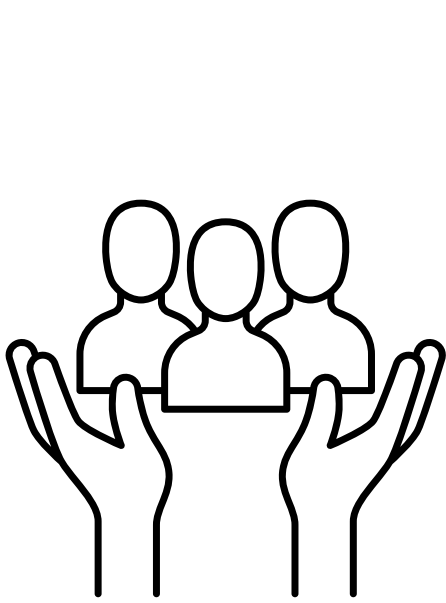




TUTOR PROGRAMME KNOWLEDGE BOOK





MEET THE TEAM

MRS PEDEN

Head of Sixth Form

MRS S SANDARS

Sixth Form Support Coordinator

DR T BURRELL

Post-18 Coodinator

TUTOR TEAM

Year 12 Tutors

Mr S Bounds
sbounds@ben.srscmat.co.uk

Ms Alex Slater
aslater@ben.srscmat.co.uk

Mr A Buxton
abuxton@ben.srscmat.co.uk

Mr B Fisher
bfisher@ben.srscmat.co.uk

Year 13 Tutors

Miss V Austin
vaustin@ben.srscmat.co.uk

Dr T Burrell
Tburrell@ben.srscmat.co.uk

Mrs C Burton
cburton@ben.srscmat.co.uk

Dr M Mistry
Mmistry@ben.srscmat.co.uk



OUR MISSION

WE EXPECT ALL STUDENTS TO MAKE VALUABLE CONTRIBUTIONS TO OUR COMMUNITY AND EMBODY OUR SIXTH FORM MISSION.



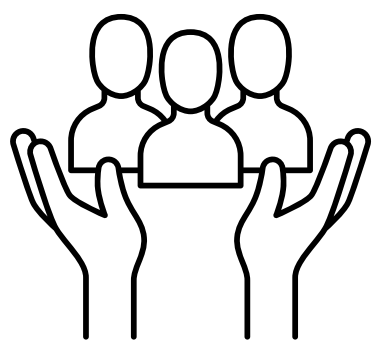
BE THE GOOD SHEPHERD

John 10:11-15: "I am the good shepherd. I know my own and my own know me, just as the Father knows me and I know the Father; and I lay down my life for the sheep."



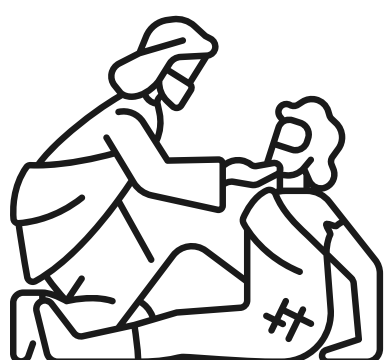
BE THE GOOD STEWARD

1 Corinthians 4:1: "This is how one should regard us, as servants of Christ and stewards of the mysteries of God."



BE THE GOOD SERVANT

Matthew 20:26: "Whoever wants to become great among you must be your servant first."



BE THE GOOD SAMARITAN

Luke 10:25-27: "Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind' and, 'Love your neighbor as yourself."



MONDAY Tutors or the Sixth Form Leadership Team will lead you in a thought for the week style reflection.

WEDNESDAY

Tutors will lead a PD session.

FRIDAY We will all gather as a year group in an assembly or celebration of the word.

- 1 Activities as directed above
- 2 Student lead worship – daily prayer
- 3 Strong Starts – greet on the door, session and resources ready
- 4 Calm Conclusions – daily prayer
- 5 High expectations – engagement, outdoor clothing off
- 6 Positive relationships – praise and check ins
- 7 Uniform and equipment check – daily, send to MAP if issues
- 8 Attendance, punctuality and behaviour discussed
- 9 Communication with home

WE ALSO HAVE A BESPOKE
PROGRAMME OF VIRTUAL
WORK EXPERIENCE!



DAILY PRAYERS

ALL PRAYERS BEGIN AND END WITH THE SIGN OF THE CROSS. THE WORD 'AMEN' IS SAID AT THE END AND COMES FROM THE LATIN AND GREEK WORD FOR 'I AGREE' OR 'SO BE IT'.

MONDAY

Student-led worship based on Word of the Week. Students are to be placed on a rota to read the prayer each week.

TUESDAY

We pray Lord that everything we do may be prompted by your inspiration, so that every prayer and work of ours may begin from you and be brought by you to completion.
Amen

WEDNESDAY

Holy Priest and Martyr, You have shown us the deep joy that comes from trusting in God, and the great things that can be done when we live how Jesus wants us to each day. Pray for us that we may also follow Jesus with the same commitment and love, so that we may experience his perfect loving friendship and then to have the courage, to share it with all we meet, "today not tomorrow."
Amen

THURSDAY

Lord, we have been granted opportunities by the talents we possess and the environment in which we learn. Give us the determination and belief in ourselves to make the most of our chances and to strive to reach our potential. Let us remember that as stewards of our earth we are the future, and as such, with your light, guide us to make choices that are moral and just. Encourage us to be a shining light for others and an example of what can be achieved for a better me, and for a better world.
Amen

FRIDAY

Prayer to be lead in CoW or Assembly

WE ALSO HAVE A BESPOKE
PROGRAMME OF VIRTUAL
WORK EXPERIENCE!



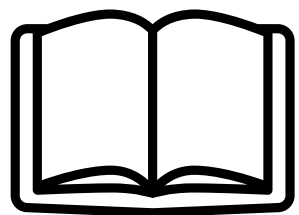
KEY DATE CALENDAR



EXPECTATIONS FOR PD

DURING PERSONAL DEVELOPMENT (PD), YOU WILL BE EXPLORING A RANGE OF TOPICS RELEVANT TO YOUR FUTURE SELF AND HEALTH.

NOTE-TAKING



Students are expected to make notes each session for PD. Whether those are brief reflections or the completion of worksheets, students should be recording these in your blue exercise books, using black ballpoint pen only.

DISCUSSION



When students signed up to Sixth Form, they agreed to be involved and committed to all aspects of Sixth Form life including enrichment, work experience and any other activities as such set out by the Sixth Form team. This includes active participation in discussion sessions and completion of PD. Please use questioning strategies to ensure all students are fully participating.

FURTHER RESEARCH



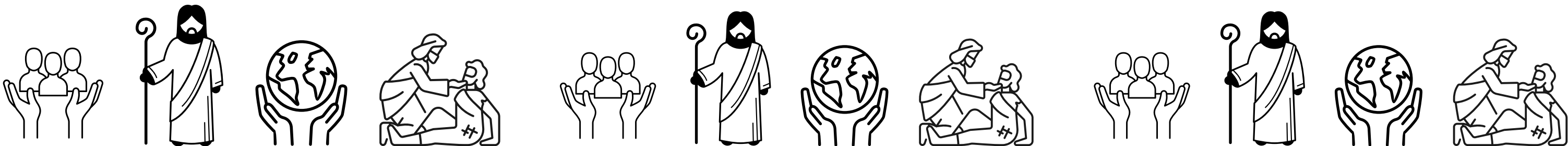
Following each PD session, there are further links and research websites suggested for wider reading. Please encourage all students to look further into topics we explore, or send them links in advance to read during their study time.

**WE WILL SHOW LOVE TO ONE ANOTHER
BY BEING PATIENT AND KIND,
NOT BY BEING RUDE, BOASTFUL OR PROUD.**

1 COR 13:13



QUICK CHECK SECTION





EXPECTATIONS FOR STUDY PERIODS

CREATING YOUR OWN ROUTINES SUPPORT YOUR
INDEPENDENT LEARNING; YOU SHOULD MAKE STUDY A HABIT.



ARRIVAL

All pupils should be inside the classroom by 6 minutes after the bell. At 6 minutes, close the door. Students must apologise before entering, and be marked late on the register.



SPACES

Students on Supervised Study Periods are expected to stay in the main study room. All other spaces in the Sixth Form Centre are silent learning spaces. Please respect the needs of students by remaining silent during work.



REGISTER

When registering for Study Periods and Supervised Study Periods, please use the biometric scanners located in the space.



ONLINE LEARNING

Students have access to the latest software for their subjects. They can access subject specific material on the platform from any PC.



ONE VOICE

Students are able to focus fully when the extraneous cognitive load is reduced. Talking is permitted, but students must ensure the Centre remains a place for purposeful learning.



MOBILE PHONES

Sixth Form students do not have permission to use their mobile phones in lessons or during study periods. Personal devices may be used in the Sixth Form Centre for the purpose of learning but will be confiscated if misused.

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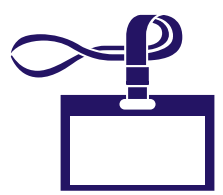
1 COR 13:13



EXPECTATIONS FOR ASSESSMENTS AND EXAMS

FORMAL ASSESSMENT WINDOWS (PPES) WILL TAKE PLACE AT VARIOUS POINTS IN THE YEAR.

GENERAL RULES FOR ALL PPES



6th form students must be wearing your school lanyard that shows your photo ID



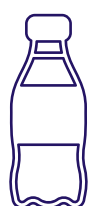
All exams start promptly AM -9AM or PM-1PM therefore you will need to be at your exam venue at least 10 minutes before hand.



Electronic devices including mobile phones and smart watches must be switched off and not on your person.



Check the equipment you need for each exam and remember to bring it in a clear (non- coloured) see through pencil case, including a calculator for the exams you are allowed to use one.



You may bring plain water to drink in a clear (non-coloured) label free bottle but no other items or food and drink will be allowed.



Further guidance on examinations rules and regulations can be found at:
<https://www.jcq.org.uk/exams-office/information-for-candidates-documents/>

These are also published on the school website under Exams Regulations :
<https://www.stbenedictderby.srscmat.co.uk/curriculum/exams-and-revision/#1645187242535-cc8ebccb-c6ed>

INTELLIGENT HEARTS
ACQUIRE KNOWLEDGE;
THE EARS OF THE WISE
SEE KNOWLEDGE

PROVERBS 18:15

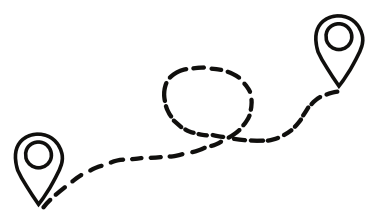


UCAS AND UNIFROG

UCAS recognises there are many pathways to higher education. By embracing the wide perspective of the student journey – which may take in an apprenticeship and employment – we can extend our support for non-traditional students.

We support students in making their application, completing personal statements and provide all students with a tutor reference.

All students will receive a 1-1 destination interview and will be support by Dr T Burrell through this process,



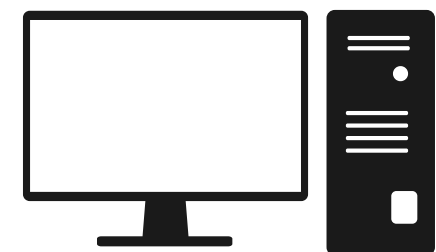
Unifrog brings into one place every apprenticeship, university course and college course in the UK, as well as career opportunities, such as MOOCs and School Leaver Programmes.

The platform makes it easy for students to write their CVs and Personal Statements and record their key skills.



Teachers can give their students feedback, and write references

Student will set up a Unifrog account and work on this area during 1 of their study periods each week. Form tutors will monitor their contributions to the platform



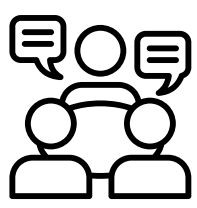
**INTELLIGENT HEARTS
ACQUIRE KNOWLEDGE;
THE EARS OF THE WISE
SEE KNOWLEDGE**

PROVERBS 18:15



THE SIXTH FORM CENTRE

WE ASK THAT ALL STUDENTS TREAT ALL FACILITIES HERE WITH RESPECT, LOOK AFTER THEM AND ENCOURAGE OTHERS TO DO SO TOO. WE WORK HARD TO KEEP THIS A PLEASANT PLACE FOR ALL TO STUDY IN.



Main Study Room

On the ground floor is the Main Quiet Study Room, with work stations, offering a working environment where quiet communication is allowed.



Silent Study Room

This room is available for students who want to be able to work in **total** silence.



Upstairs Study Room

Upstairs is a work room, which all students are allowed to use. This can be booked out for group work or used as an additional quiet room.



Common Room

We are pleased to be able to provide students with a common room for recreation time. This is a space for **break and lunchtime only**, and is not suitable for study. Whilst using the room, students should make sure that furniture and equipment are used correctly and the area is taken care of in regards to litter.

We reserve the right to restrict access to anyone who missuses the facilities.

WE WILL ENCOURAGE
ONE ANOTHER AND
BUILD EACH OTHER
UP.

1 THESS 5:11



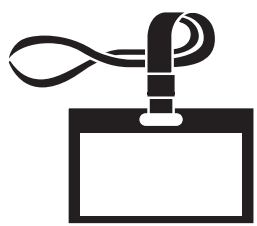
UNIFORM

WE EXPECT ALL STUDENTS TO MAINTAIN HIGH STANDARDS OF APPEARANCE AT ALL TIMES



The aim of the Sixth Form dress code is to ensure students are dressed smartly in preparation for the world of work. As role models for younger students and ambassadors for our academy, it is important that Sixth Form students reflect our professionalism and high aspirations.

Any concerns will be raised with the individual, we reserve the right to ask students to modify/change their dress if they do not meet the requirements of the Sixth Form dress code or send students home if necessary to change, which will affect their lesson attendance and learning time.



Lanyards must be worn at all times on school site.

FEMALE

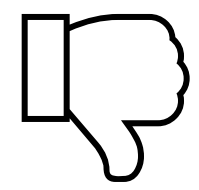
Plain suit jacket
Smart shirt or top with sleeves (no cropped tops, slogan t-shirts or vests)
Plain jumper (optional)
Smart trousers or knee-length skirt, dress or shorts
Plain flat shoes
Single stud earrings and clear nose stud caps only

MALE

Plain suit jacket
Smart shirt
Plain jumper (optional)
Smart trousers
Plain flat formal shoes
Single stud earrings and clear nose stud caps only

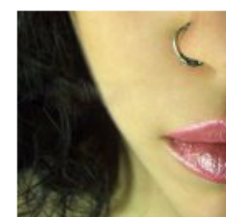
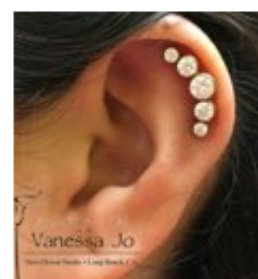
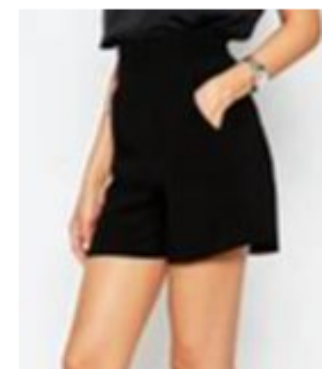


UNIFORM



THE FOLLOWING WEAR IS NOT PERMITTED

- Hoodies (including when worn as an additional layer)
- Denim in any form
- Leggings/Jeggings, jogging bottoms
- Short skirts/dresses
- Lycra stretch skirt/ dresses
- Slogan top/T-shirts
- Crop tops/Vest tops
- Shorts
- Trainers, sandals or pumps
- Overly high heels
- Hats or baseball caps
- Multiple ear or facial piercings
- UGG style boots



WE WILL ENCOURAGE
ONE ANOTHER AND
BUILD EACH OTHER
UP.

1 THESS 5:11



ATTENDANCE

SIXTH FORM STUDENTS ARE EXPECTED TO MAINTAIN AT LEAST 97% ATTENDANCE

Students are expected to be on school site from 8.30am to 3.00pm every day.

Students will be registered for all timetabled lessons. If a student does not have a timetabled lesson, they must sign in using the online register system located in the Library and Elmwood. This is the responsibility of the student and will effect their overall attendance.

If a student is going to be absent...

They need to complete a 'Request for Absence' form, available from Elmwood.

Doctor or dentist appointments should not be scheduled in lesson time or Independent Study time – except in an absolute emergency. Driving lessons or similar appointments should not be made during the school day.

If a student arrives late without a mitigated reason, they will be issued a lunchtime detention for that same day.



THIS IS WHAT ALL STUDENTS AGREED TO UPON ENROLMENT:

This learning agreement sets out the expectations of our sixth form. To confirm your enrolment to Saint Benedict Catholic Voluntary Academy Sixth Form, you must agree to the following terms and conditions:

- To uphold the Catholic ethos of our academy as the Good Shepherd, the Good Samaritan, the Good Servant and the Good Steward. This includes attending and participation with Core RE lessons.
- To be respectful of your peers and staff at all times.
- To follow the sixth form dress code of smart wear and maintain professional standards.
- To maintain an attendance of 97% and above and be punctual to all lessons.
- To be prepared for all timetabled lessons, study periods and form time. This includes ensuring homework and independent work is completed to a high standard.
- To always conduct yourself in an appropriate manner and be a role model to all members of our community.
- To complete and produce work that is in line with A Level expectations on time and to the best of your ability.
- To be involved and committed to all aspects of Sixth Form life including enrichment, work experience and any other activities as such set out by the Sixth Form team.
- To follow and adhere to Sixth Form behaviour policies.

We reserve the right to withdraw a student's place in our Sixth form for breaching our code of conduct and attendance policies.

By agreeing to these terms, you are entering a contract with Saint Benedict Sixth Form. If you do not adhere to these terms once you are enrolled with us, we have the right to withdraw your contract and subsequent Programme of Study.

Signed (Student)

Kind Regards,
Mrs Maria peden

**AS ONE BODY IN CHRIST WE
WILL ENSURE THAT NO
MEMBER OF OUR
COMMUNITY IS LEFT BEHIND
1 COR 12:12**