

St Robert of Newminster Sixth Form College  
Welcome Pack.



# Sixth Form Welcome Pack

## **Contents**

Welcome to Sixth Form

Our Values

Meet the Team

Contact Information

Key Dates for the Year

Structure of the Day

Sixth Form Expectations

Absence Procedures

Uniform Policy and Ordering

Sixth Form Bursary

## Headteacher Welcome



Welcome to St Robert of Newminster Catholic School and Sixth Form College. We are a mixed Sixth Form of over 400 students, within an 11-18 school of nearly 1600 students in total. As well as providing post-16 study for our own Year 11 students, we also welcome a large number of students from a wide range of other schools, from a wide geographical area. St Robert's enjoys an excellent local and regional reputation. Our positive Catholic ethos, integral to all that we do, provides the basis for the highest standards of care, relationships and academic achievement.

We are proud of our Sixth Form's place within the community, and we provide a caring, inclusive, challenging and supportive environment for young adults to flourish and achieve excellence.

We offer an extremely varied curriculum, as well as a wide range of activities and personal development opportunities. We are committed in our drive to achieve the very best for our students, and our consistently high results, over many years, are testament to the quality of provision on offer. Our focus on high quality teaching throughout the Sixth Form provides a stimulating and challenging classroom experience, backed up by a strong pastoral and tutorial system.

We maintain high expectations and our calm, purposeful atmosphere allows students to develop the attitudes, skills and knowledge required to be successful independent learners. Furthermore, our recent build and refurbishment programme has ensured well-resourced specialist facilities for all our students.

Our goal is to help our students develop into well-rounded and well-educated young people with a strong set of values and morals. We aim to provide the highest quality of academic education, alongside the opportunity to grow spiritually, personally and socially. Our students go on to great things, and we look forward to welcoming you to be part of our learning community.

**Mr D Juric**  
**Headteacher**

## Head of Sixth Form Welcome



I would like to offer all of our new students a very warm welcome to St Robert of Newminster Sixth Form. The most exciting thing about this stage of your education is that it is time to focus on the subjects that interest you, learning key knowledge and skills in order to open the door to your future.

This Sixth Form values students who strive to 'let their light shine' both academically and through a range of extra-curricular activities which will develop your leadership and skills.

Whilst at St Roberts's Sixth Form you will be offered expert progression advice to prepare you for the next stage of your future whether that be university, apprenticeships or employment. You will be assigned a tutor from our dedicated tutor team to provide pastoral care and help guide you over the next two years.

We are very much looking forward to watching your progression at St Robert's at this very exciting time in your life.

**Mrs Chappell**  
**Head of Sixth Form**

## Head of Year Welcome



As your Head of Year I will be there to support and guide you over the next two years. My door is always open to come and see me. Your wellbeing is very important to us at St Robert's and I can support with any issues that are affecting your studies. I am looking forward to meeting all of you and helping you achieve your ambitions.

**Mrs Sykes**  
**Head of Year 12.**

## Sixth Form Values

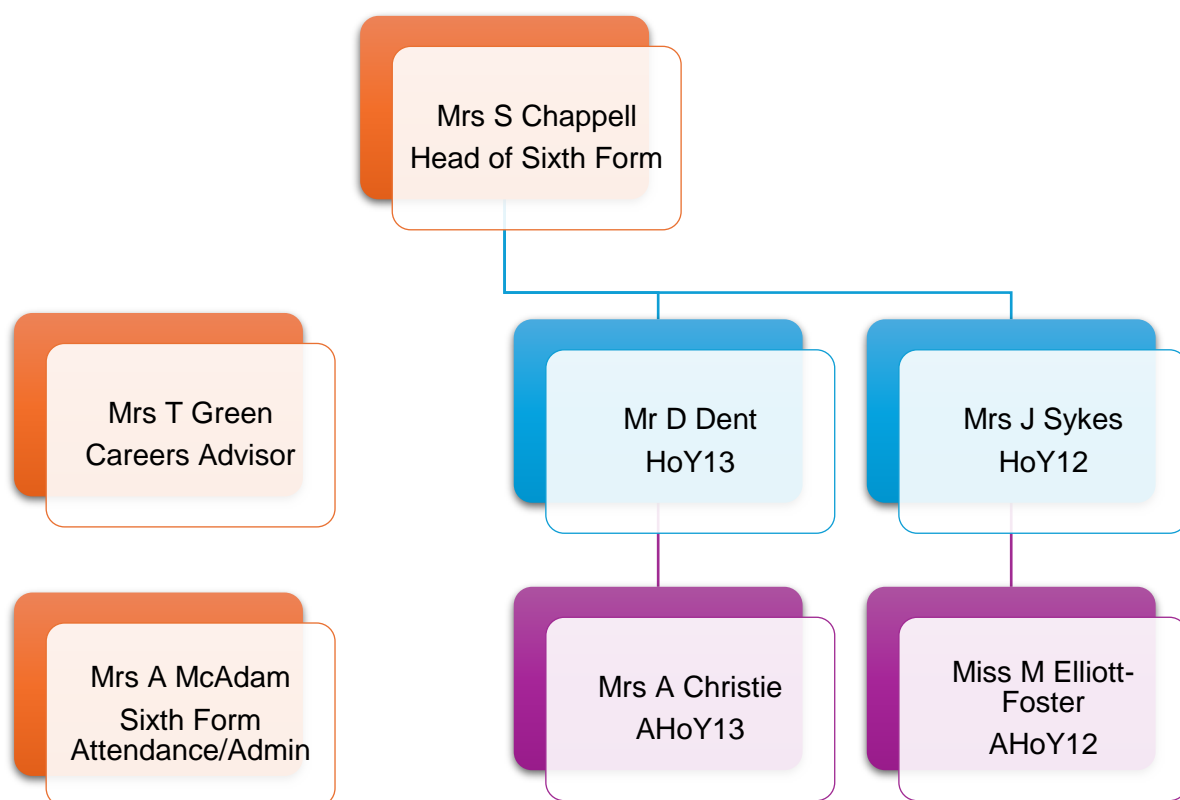
Our sixth form values reflect our expected sixth form standard. Our sixth form ethos and experience are all based around these core values below:

# Sixth Form Values



- **Aspire**- *Have high aspirations. Always strive to be the best version of yourself.*
- **Excellence**- *Study hard, be organised, actively participate in lessons. Use your study time productively to prepare for your next steps. Be accountable for catching up missed work.*
- **Respect**- *Attend all lessons, be on time, be professional. Respect your environment.*
- **Integrity**- *Always act in a responsible way. Always be a role model to our younger students. Always act with honesty and kindness.*
- **Vocation** – *"Let Your light Shine" through participation in academic and personal enrichment opportunities.*
- **Faith**- *Be respectful and accepting of the school's commitment to nurturing faith attending assemblies, Core RE and registration activities.*

## Meet the Team



### Key Contact Information

Sixth Form Telephone number: 0191 7161700 extension 182675

Email: [sixthform@str.bwcet.com](mailto:sixthform@str.bwcet.com)

### To report a student absence:

Telephone number: 0191 7161700

Select option 1

Then select option 3 and leave a voicemail for the Sixth Form Attendance Team.

## Key Dates for the Year School Calendar 2024/2025

August 2024							
	Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

September 2024							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
35							1
36	2	3	4	5	6	7	8
37	9	10	11	12	13	14	15
38	16	17	18	19	20	21	22
39	23	24	25	26	27	28	29
40	30						

October 2024							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
40		1	2	3	4	5	6
41	7	8	9	10	11	12	13
42	14	15	16	17	18	19	20
43	21	22	23	24	25	26	27
44	28	29	30	31			

November 2024							
	Mo	Tu	We	Th	Fr	Sa	Su
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	

December 2024							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
48							1
49	2	3	4	5	6	7	8
50	9	10	11	12	13	14	15
51	16	17	18	19	20	21	22
52	23	24	25	26	27	28	29
1	30	31					

January 2025							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
1			1	2	3	4	5
2	6	7	8	9	10	11	12
3	13	14	15	16	17	18	19
4	20	21	22	23	24	25	26
5	27	28	29	30	31		

February 2025							
	Mo	Tu	We	Th	Fr	Sa	Su
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28		

March 2025							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
9						1	2
10	3	4	5	6	7	8	9
11	10	11	12	13	14	15	16
12	17	18	19	20	21	22	23
13	24	25	26	27	28	29	30
14	31						

April 2025							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
14		1	2	3	4	5	6
15	7	8	9	10	11	12	13
16	14	15	16	17	18	19	20
17	21	22	23	24	25	26	27
18	28	29	30				

May 2025							
	Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

June 2025							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
22							1
23	2	3	4	5	6	7	8
24	9	10	11	12	13	14	15
25	16	17	18	19	20	21	22
26	23	24	25	26	27	28	29
27	30						

July 2025							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
27		1	2	3	4	5	6
28	7	8	9	10	11	12	13
29	14	15	16	17	18	19	20
30	21	22	23	24	25	26	27
31	28	29	30	31			

School Holidays	
Bank Holidays	
INSET Days	2 <sup>nd</sup> & 3 <sup>rd</sup> September 2024 plus 2 more to be arranged.

## Key Dates for Year 12

Parents Information Evening : **18<sup>th</sup> September 2024**

Year 12 Baseline Assessments: **W/C 23<sup>rd</sup> September 2024**

Assessment 2: **W/C 13<sup>th</sup> January 2025**

Parents Evening: **12<sup>th</sup> March 2025**

Year 12 Report: **W/C 5<sup>th</sup> May 2025**

Year 12 Mock Exams: **W/C 16<sup>th</sup> June 2025**

Work Experience Week/Sixth Form Activities Week: **W/C 14<sup>th</sup> July 2025**

## Structure of the Day

The timings for our day at sixth form are:

**08.45** Students move to registration

**08.50** Students are registered -students who arrive later than this are recorded late to college.

**09.05** Lesson 1

**10.05** Lesson 2

**11.05** Break

**11.20** Lesson 3

**12.20** Lesson 4 or Lunch

**13.20** Lesson 5 or Lunch

**14.20** Lesson 6

**15.20** End of school day

## Lunch/Afternoons at Sixth Form

**Lunch-** Sixth Form pupils are allowed to leave site at lunchtime. They must sign out as they leave and sign back in once they arrive back to school. They are only allowed off site for one hour over the lunch period.

**Afternoon-** If pupils do not have a lesson on an afternoon they may choose to study from home. Pupils who use this privilege must sign out when exiting school site.\*\*

**\*\*All pupils will still be expected to be available if trips/visits are arranged for the whole day- 8.45am-3.20pm.**



## **Sixth Form Expectations**

### **Attendance Policy**

All sixth form students will attend school for registration at 8.50am each morning, regardless of which morning lessons they have. Further information on punctuality procedures can be found below.

We know that overall attendance matters. We want our pupils to benefit from the highest quality education to enable them to excel. We know that pupils who attend well have the best chances of success academically and socially. We aim to secure good attendance by building strong relationships with pupils, parents and carers so that we can support them to reduce any barriers to school attendance.

Our attendance target is 97% attendance for sixth form. Attendance lower than 90% is very concerning and means that the pupil meets the Department for Education's (DfE) criteria as persistently absent. This level of attendance means that a pupil is absent for nearly four weeks of school each year. That could be up to 100 lessons missed.

### **Parents and carers**

Parents and carers have a key role to play in ensuring good attendance. This means that any absences should only be for a very small number of allowable reasons, such as a pupil being too ill to attend school. Therefore, it is important that parents and carers:

- Make sure that their child attends sixth form every day on time.
- Ensure that their child returns to sixth form as quickly as possible after any period of illness and consider the NHS guidance on when it is necessary for a child to stay away from education due to ill health (Is my child too ill for school? – NHS) ([www.nhs.uk](http://www.nhs.uk))
- Do not expect the sixth form to automatically agree to any requests for absence or condone unjustified absence from sixth form.
- Work with the sixth form to reduce all identified barriers to non-attendance.
- Ensure that, where possible, appointments for their child (such as medical appointments) are made outside of the school day.
- Call the school (0191 7161700) to report any absence before 8.30am on the day of absence and advise when they anticipate that their child will be back in school.
- Provide at least two emergency contact numbers for their child.

## **Sixth Form Students Expectations**

Pupils are expected to attend sixth form regularly and on time. They should register at the appropriate times and attend all lessons in the school day promptly.

If pupils become aware of any barriers to them attending sixth form regularly, then they should talk to staff in school so that the right support can be identified and put in place.

## **Tracking Attendance in Sixth Form**

Pupil attendance in sixth form will be tracked each week and pupils updated weekly via tutors of their attendance figures. Parents can view attendance marks using the Arbor App and update letters will be sent out regularly by the sixth form team. Certificates will be sent out once a term to pupils who meet the trust attendance target. Parental meetings will be arranged if attendance scores are lower than 90% to discuss support for students in sixth form.

**\*\*Please be aware we are asked about attendance and punctuality in references in job/ apprenticeship applications.**

## **Punctuality**

Our punctuality procedures in sixth form are below:

- The bell sounds at 8:45am and students are expected to arrive to their form class for 8:50am.
- Any student arriving to sixth form after 8:50am must sign the late book at student reception. Mrs Chappell is on reception each morning to sign the pupils in as late.
- The Sixth Form student office will send a text message to parents on the day to inform them that their child was late for school (this does not apply to late buses or extenuating circumstances in which parents have informed the school).
- If a student is late on a second occasion in the same week, then they will be issued with an after-school supervised study detention on a Friday evening from 3:20pm – 4:00pm.
- Persistent punctuality issues during a half term, will lead to a parental letter which will outline the severity of the punctuality problems.
- If the punctuality does not improve, a meeting with Head of Year/Head of Sixth Form will be arranged.
- If there is still no improvement following parental meetings students will be placed on sixth form monitoring report which will be sent home each week and the sixth form privilege of leaving on an afternoon if free will be withdrawn.

## Sixth Form Pastoral Monitoring

Parents will receive information on students' progress, attitude and homework three times across each year.

### Rewards System

Students achievements in sixth form will be rewarded with achievement points which you will be able to see on the Arbor App. Our fantastic sixth form students will be rewarded each half term with certificates for achievements in each of the sixth form values:

- Aspire
- Excellence
- Integrity
- Respect
- Vocation
- Faith

### Monitoring System

The sixth form team used a staged system to monitor students who fall below our expected sixth form standard:

**Stage 1 Detention-** If a student fails below the expected standard in a subject lesson (e.g. homework, truancy etc) they will be placed on detention to catch up work and given a behaviour point. Parents/Carers will be informed via the Arbor App of this sanction,

**Stage 2 Subject Report-** If a student fails to attend detention or repeatedly falls below the expected standard in a subject they will be placed on subject report for a two-week period. Parents/Carers will be informed of this action by a parental phone call from the Head of Department and a copy of the report will be sent to parents.

**Stage 3 Head of Year Report-** If a student receives more than 2 unsatisfactory marks on subject report, or they fall below the expected standard in multiple subjects they will be placed on Head of Year report for a minimum of a two-week period. The Head of Year will communicate this with home via a phone call. The report will be sent home at the end of each week for parents to see. Detentions will be set for any unsatisfactory lessons.

**Stage 4 Head of Sixth Form Report-** Students who do not meet the standard consistently on Head of Year report will be placed on Head of Sixth Form report. Parents will be contacted by the Head of Sixth Form and a parental meeting will be arranged. The student will be set clear targets and monitored over a two-week period. Any student who still does not meet the standard will be reviewed by the head teacher and further sanctions will be given.

## **Learning Contract**

All students will sign a learning contract on arrival at sixth form which makes clear the standard all expect all students to achieve. This contract will remain in the student planner all year for students and parents/carers to view.

## **Transport to Sixth Form**

Most Sixth Form pupils arrive to college via the school bus. There are a large range of buses available. The timetables and destinations can be viewed using the school website link below:

**Bus Timetable:** <https://www.strobertofnewminster.co.uk/parents/buses/>

The school bus standard fare is £1 per journey. If students have a POP Card (<https://www.nexus.org.uk/ticket-information/pop>) they will get a reduced fare or they can purchase a day ticket for £1.10 for the return journey.

**\*\*Students who qualify for the sixth form bursary will receive free bus travel once the paperwork is completed.**

## **Sixth Form Car Park**

We do have a limited amount of car park spaces for sixth form students. The sixth form spaces are near the art classrooms in school and are taken on a 'first come first served basis'. To park on site students must register with Mrs McAdam in the Sixth Form office. They must bring evidence of their:

- Car Registration
- Car Insurance Documents
- Driving Licence

## Lunch at Sixth Form

We have a sixth form café open all day for our sixth form students to use. A sample menu can be seen below:

### Breakfast Menu

#### **Pain au chocolate OR Croissant**

*Freshly baked every morning and dusted with icing sugar £0.90*

#### **Bacon OR Sausage Bun**

*Oven baked sausages OR Grilled bacon in a bun £1.50*

#### **Savoury filled croissants:**

*Croissants filled with a choice of:*

*Ham OR Cheese £1.40*

*Ham & Cheese £1.50*

#### **Sausage & Egg Muffin.**

*Toasted English muffin filled with sausage patty, egg omelette and cheese £2.20*

#### **Toast & Butter**

*2 slices of bread toasted, served with butter portions £0.50 Add jam for £0.20*

#### **Toasted Bagel**

*Fresh bagel toasted, served with butter portions £0.75 Add jam for £0.20*

### Mid-morning Menu

Our breakfast menu is still [available](#)

during mid-morning, with the following additional items available.

#### **Various Toasties.**

*Ham OR Cheese £1.50*

*Ham & Cheese £1.50*

#### **Sausage Rolls**

*Freshly baked sausage rolls £1.20*

#### **Cheese & Onion Pastie.**

*Freshly baked daily £1.20(tbc)*

### Break Menu.

Most breakfast and mid-morning items will still be available during break time.

#### **Margherita Pizza**

*Freshly baked cheese & tomato pizza £1.50*

#### **Also available**

**A selection of hot & cold drinks**

**A selection of fresh fruit**

### Lunch Time Menu.

#### **Offered Daily**

Hand cut chips £2.00

#### **Add a sauce topping:**

Curry sauce, Gravy, baked beans

Or cheese £0.50 each

#### **Monday:**

Cheese and Tomato Pasta Bake served with garlic bread £2.20

**Panini of the day:** £2.30

BBQ Chicken topped with mozzarella.

**Wrap of the day:** £2.30

Chicken Tikka Wrap

**Street Box of the Day:** £2.30

Quorn Balti served with Basmati Rice, Onion Bhaji and Naan bread

#### **Tuesday:**

Pasta meatball bake topped with mozzarella served with Garlic bread. £2.20

**Panini of the day:** £2.30

Meat feast pizza panini

**Wrap of the day:** £2.30

Chicken Shawarma

**Street Box of the Day:** £2.30

Stir fried noodles topped with Salt & pepper shredded chicken.

### Lunch Time Menu.

#### **Wednesday:**

Lasagne served with Garlic Bread £2.20

**Panini of the day:** £2.30

BBQ Pulled pork topped with mozzarella.

**Wrap of the day:** £2.30

Garlic and herb chicken wrap

**Street Box of the day:** £2.30

Coconut basmati sticky rice topped with crispy chicken fillet & a splash of Katsu curry sauce

#### **Thursday:**

Bolognese pasta bake served with garlic bread £2.20

**Panini of the day:** £2.30

Cajun chicken and roasted pepper panini.

**Wrap of the day:** £2.30

Yorkshire pudding wrap filled with roasted meat and stuffing.

**Street Box of the day:** £2.30

Chinese chicken curry served with egg fried rice and prawn crackers.

## Absence Procedures

### To report a student absence before 8.30am:

Telephone number: 0191 7161700

Select option 1

Then select option 3 and leave a voicemail for the Sixth Form Attendance Team.

### To report an upcoming appointment/absence

Students will not be permitted to leave sixth form for appointments unless it has been authorised by the Attendance team.

There are 2 ways to do this:

1. Sixth Form students can log an upcoming absence themselves by using the QR code on display across the sixth form buildings. It can also be viewed below. Evidence must be provided for appointments in school time.



### 2. Call the Sixth Form Attendance line:

Telephone number: 0191 7161700

Select option 1

Then select option 3 and leave a voicemail for the Sixth Form Attendance Team.

## **Uniform Policy and Ordering**

All students must adhere to the College uniform requirements. These requirements are:

- Red Sixth Form College polo, Black College hoodie or College jumper.
- Plain black trousers, which are formal dress trousers (not jeans, hipsters, denim or “skinny” type etc.).
- Plain black knee length skirt.
- Black, polishable shoes.

### **Uniform orders prior to September 2024**

You will be able to pre order sixth form uniform until 15th August, after this date uniform can be purchased on Registration Day. Payment can be made via parentpay if you have a St Roberts parentpay account. If you do not have a St Robert parentpay account, we can only accept cash payments.

### **Uniform orders after September 2024**

Payment for sixth form uniform can be made via parentpay. Once payment has been received students can collect their order from the sixth form office.

Please find a link to our sixth form uniform policy and price list.

<https://www.strobertofnewminster.co.uk/sixth-form/uniform/>

## **Sixth Form Bursary (16-9 Bursary)**

Support is available to eligible students from the 16 to 19 bursary fund. The information below is a summary of the full bursary policy which can be requested from [sixthform@str.bwcet.com](mailto:sixthform@str.bwcet.com).

### **Aim of the Fund**

The fund is intended to support students aged 16 to 19 in overcoming specific barriers to participation so they can remain in education.

We use the fund to provide students with support to fund:

- Transport to and from school
- Any educational visit (including costs of attending university interviews and open days) or Industrial/Work experience travel costs
- Books
- Equipment (including any specialist IT equipment)
- Uniform
- Field trips and other course-related costs

### **Eligibility**

Students are eligible for the bursary if specific criteria are met for example:

- Students in care or care leavers
- Receiving Income Support, or Universal Credit because they are financially supporting themselves or, financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
- Receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

We also will consider pupils who:

- Level of household income. Any student from a household eligible for Free School Meals where income is below £22,700 where there is one child or £26,300 where there are two or more children, will be given first priority. Any further students where household income falls between these limits and £40,000 will also be considered. A student, whose household income is above £40,000, may be considered in exceptional circumstances in consultation with the CFO.
  - Distance to travel between the student's home and the institution
  - The number of dependent children in the student's household
  - Whether the student has additional responsibilities that may mean they need extra help

A full list of criteria including evidence required is available from the sixth form office.