



St Ignatius
Catholic School

Sixth Form
Handbook 2022

A MESSAGE FROM MR. EMBLETON, VICE PRINCIPAL OF SECONDARY

Welcome to the Sixth Form and a particularly warm welcome to those who have joined our school for the first time. For a number of years now St. Ignatius Catholic School has been able to place graduating Sixth Form students in good universities and colleges around the world, with a number of our students receiving scholarships in the process. We are proud of the reputation of our school within the community as a caring Catholic school with high standards and expectations in all aspects of its life and work. We expect nothing less from you than that, as a member of the Sixth Form, you will play your own part in maintaining this reputation by being a conscientious and hard-working student and an excellent leader and role model for our younger students.

It is imperative that you are aware of how critical your AS level results are to universities and colleges when they consider the merits of your application along with the thousands of others they receive. Furthermore, those of you who receive government scholarships and who wish to complete two years of Sixth Form now have to achieve minimum academic grades if you are to receive another scholarship for Year 13. As a Sixth Form student you will be given certain privileges that reflect your maturity and status, however these must be earned. The school will monitor your progress and conduct very carefully and will work hard to support you, but you must play your part in the process and parents will be regularly informed about how you are performing.

You should expect that you will be more rigorously challenged by the academic demands of the Advanced level courses in comparison to iGCSE or CXC, and therefore you will only be successful if you adopt a mature and determined approach to studying, meeting deadlines and managing your time effectively. Specifically, this means that you will be given target grades that you will be expected to achieve and the school will regularly monitor your progress in achieving them. During any study periods in the Sixth Form Common Room you will be expected to be seen working quietly and diligently, without having to be reminded of the need to do so. You should consider any non-productive study period to be time that you have fallen behind, and therefore the importance of an enthusiastic and conscientious approach to work and the use of your non-contact time from the first week of term onwards cannot be overstated.

However, the Sixth Form is about more than simply completing your academic work. It is our hope that through participating in many of the experiences and activities that the Sixth Form provides that you will have matured as a young adult and will be thoroughly prepared for higher education and employment. Try to get involved both as a leader and as an enthusiastic participant in as many activities as you can, whether as a Eucharistic Minister, prefect, through community service or through extra-curricular activities since, along with your academic performance, evidence of such experience is highly valued by those in universities and employment who will ultimately review your applications.

I hope you will relish the fresh challenges that the Sixth Form provides and that you ultimately look back on it as an important, successful and enjoyable part of your life! I wish you well and, along with all of the staff, look forward to working with you.

Mr P.Embleton – Head of Secondary (Years 7-13)



A MESSAGE FROM MRS GOODWIN, HEAD OF SIXTH FORM

Welcome to St Ignatius Sixth Form! I am really looking forward to working closely with you over the next two years. Sixth form life will be very different to the school life you will have ever experienced before, whilst it is generally considered challenging, I can guarantee it will be one of the most interesting and exciting times of your whole school career, in which life-long friendships are built and a more in depth knowledge is gained in your chosen subjects.

Here at St Ignatius Sixth Form, we take very seriously our commitment to promoting a culture of learning and growth and expect the highest standards from our students in terms of commitment and enthusiasm. Life in this outstanding, diverse and vibrant Sixth Form is based on firm values and provides not only outstanding academic opportunities, but also an environment that enables each student to achieve their full potential, further develop essential life skills and mature as young people.

Studying in the Sixth form will also enable you to become far more independent and will thoroughly prepare you for any future studies you may undertake. Your teachers will guide your studies; they will continue to insist on high standards and that you meet the deadlines you are given but you will be encouraged to develop greater personal responsibility and self motivation to build your capacity for independent study. Remember, the way that you use your study time in the Sixth Form is the secret to examination success.

The Sixth Form Experience encompasses academic, extra-curricular and social activities. Our aim is twofold: to help you achieve the best possible academic qualifications whilst giving you every opportunity to develop as a person. Our motto is "Instaurare Omnia in Christo" – to establish all things in Christ. This is something we model as a staff and expect our students to follow. We will give you the support and guidance you need to achieve your target grades and where you have a passion for learning we will ensure you have the right environment and support to do it.

Each year the vast majority of students in Year 11 move into the Sixth Form but we also welcome a significant number of students from other schools. You will find this a warm and friendly environment and you will quickly settle into the Sixth Form. Our students are a lively and diverse group of people but new students bring new perspectives and a particular vibrancy into the senior year group. Each new student is allocated a St Ignatius "buddy" to give them as much support as possible. All new students quickly become integrated into the school community and make strong, lasting friendships.

Make the most of your time and the opportunities available to you in the Sixth form, enjoy it but most of all succeed!

Mrs S Goodwin (Head of Sixth Form)

TERM DATES FOR 2022-2023

Christmas Term: Thursday 1st September -Friday 16th December (inclusive)

Half Term: Friday 21st October (INSET day) -Friday 28th October (inclusive)

Easter Term: Wednesday 4th January– Friday 31st March (inclusive)

Half Term : Monday 20th February -Friday 24th February (inclusive)

Summer Term: Monday 17th April– -Friday 30th June

Public Holidays: Monday November 14th Remembrance Day, January 23rd National Heroes Day,(TBC)
Monday 15th May Discovery day (TBC) and Monday June 12th Queens Birthday (TBC).

January 16th– 27th Mock Exams (TBC)

Around 25th April First AS Exams Begin but there will be practical and oral examinations before Easter.

AS and A2 Students should remember to think carefully about taking holidays in the February half term and at Easter as your teachers may have revision workshops for you and this is a vital examination preparation time.

THE DAILY TIMES

7:55 – 8:05 a.m.	Registration
8:05 – 8:55 a.m.	Period 1
8:55 – 9:45 a.m.	Period 2
9:45 – 10:05 a.m.	Break (Canteen)
10:00 a.m.	Warning Bell
10:05 – 10:55 a.m.	Period 3
10:55 – 11:45 a.m.	Period 4
11:45 a.m. – 12:30 p.m.	Period 5 *(45 mins)
12:30 – 1:25 p.m.	Lunch
1:20 p.m.	Warning Bell
1:25 – 1:30 p.m.	p.m. registration
1:30 – 2:20 p.m.	Period 6
2:20 – 3:05 p.m.	Period 7 *(45 mins) Twilight Class



	MON	TUES	WED	THURS	FRI
Reg					
1		MASS			
2					
BREAK					
3					
4					
5			Tutorial/ Assembly		
LUNCH					
Reg					
6					PE
7	Study skills				PE

PUNCTUALITY/ATTENDANCE

1. PUNCTUALITY

In order to receive important information and announcements it is essential that students arrive to school on time and are in registration no later than **7:55 am**. Students who are deemed late twice in 5 days, a.m. or p.m., must stay in school on Friday lunchtimes. Parents will be contacted if the problem persists.



2. ATTENDANCE AND HOLIDAYS

We believe that full and punctual attendance can enhance your academic performance. You are required to be in school by **7.45 each morning for registration at 7.55am**

Students are expected to attend school regularly and aim for 100% attendance.

We cannot support any request for you to be taken out of school for a holiday during term time. We believe that any absences can only have a detrimental effect on your education. Requests for absences will only be authorised in exceptional circumstances.

Students who leave the school site without permission, or who do not return to campus by the end of lunch or break, will lose the privilege to leave school at lunchtime and break for one week. Regular spot checks will take place throughout the year.



3. APPOINTMENTS AND ILLNESS

If a student has a doctor's appointment and must leave the campus during the school day they should notify their tutor in advance and the **sign out and back in after the appointment at reception**.

If a student becomes ill during the day they must have a parent email/phone their tutor or Head of Year and then sign out at reception when leaving campus.

In the case of emergency the first available staff member should be notified of their leaving campus.

It is the student's responsibility to inform all subject teachers of the absence due to illness and you must catch up on all work missed during the lessons and complete all the homework set, once you are better.

GRADUATION:

In order to graduate, students must have:

- completed the full two year programme and 20 hours of community service
- 90% attendance unless they produce medical notes to cover absences beyond this amount
- a reasonable level of punctuality
- demonstrated passing grades on internal assessments in a minimum of 2 A Level courses or 4 AS courses by the end of the two year programme

Attendance and punctuality are two important areas which universities enquire about and therefore will appear on university references from the school. Schools are not interested in students who cannot maintain excellent attendance as this is a good indicator of success for them.



STAFF

Head of Secondary (Years 7-13)	Mr. Peter Embleton
Head of Sixth Form	Mrs Suzanne Goodwin suzanne.goodwin@st-ignatius.com
Sixth Form Tutors	12 W (TBC) 12 X (TBC) 12 Y (TBC) 12 Z (TBC) 13 W James Lillington 13 X Dominique Chenier 13 Y Alistair Macleod 13 Z Abigail Chatwin
Head of Guidance	Mrs. Artuch
Examinations Officer	Ms. Chenier
Community Service Coordinator)	Mr Macleod (Co-Curricular
Physical Education	Mr Kelly
Director of Technology	Edu 365
Librarian	Ms. Taylor



The Role of the Tutor:

Students are placed into tutor groups for registration and tutorial time.

A tutor is there to guide and help students as well as to monitor progress and attendance. They are an excellent source of advice, great listeners and will encourage you to get involved in the school community. In addition, they will monitor your academic, social and personal development and your university applications and meet with you periodically to discuss your progress.

Expectations of Students:

Subject Teachers and Tutors expect the following of students:

- To do homework assignments promptly and to meet all deadlines. Please see 6th form homework policy. (page 8)
- To ask for clarification when you do not understand
- To attend all lessons and to be on time.
- To do additional work outside of class time to support your courses. This should be **at least 6 hours per subject per week** during regular weeks and more during exam preparation.
- To explain absences and to give notice of any absences known in advance. To get caught up on missed work as a priority.
- To bring all required materials to class.
- To take note of and act on the advice of the teacher.
- To achieve an appropriate **balance of effort in your subjects.**

MONITORING YOUR PROGRESS



- When you join St Ignatius Catholic School Sixth Form we will set you target grades. These are the grades you should be striving to achieve. It may not always be easy for you to hit these target grades but we want you to refuse to settle for second best and develop an attitude that is focused on excelling in your learning. When we assess your performance throughout the year we will report on how your current performance measures up against your target grades.
- We have a half termly tracking and monitoring system for Sixth Form. This means that every half term your subject teachers will give you either an effort grade or an effort and an end of year predicted grade based on the work you have been doing in class and/or assessment. This information will be shared with your parents and then during some of the Parents' evenings this information will be discussed.
- With the data collected, your form tutor and I will monitor your progress and check any problem areas. If it seems that you are struggling in a particular area we will implement strategies to help and monitor their impact. Your parents may be informed if we think they can help you to organize your time more effectively at home in order to improve your assessment results.
- Those who succeed are the ones who are determined to keep going and to try new strategies with the aims of eventually hitting that target grade in their examination results.
- Your commitment to each subject, reflecting interest, involvement and effort will also be reported on in assessments and reports. Low scores in these areas means that your tutors, teachers and the Head of Sixth Form will intervene to turn this around and re-motivate you.



THE CURRICULUM

ACADEMIC COURSES

Many students go from finding school fairly easy and attaining excellent I/GCSE and CXC results, to suddenly getting D's and E's during their first term. The secret to success is how well you prepare and adapt to the new program.

Teachers' expectations of sixth formers differ from those you are used to. You'll be expected to work more independently, however your teachers are still very approachable and willing to assist you. Study sessions are allocated in the timetable to help you manage your work load and Year 12 students will be required to attend these supervised study periods each day when you are not in timetabled lessons to settle you into a good routine.

Two examination boards are used by the school, CIE (Cambridge) and WJEC (Welsh). There is no longer an opportunity to retake AS examinations for WJEC examinations in January so all students must remember the first attempt is most important.

All students are required to take a minimum of 3 AS/A2 courses. Students are encouraged to take 4 courses in Year 12 to help keep their options open for Year 13 should they wish to let one go later. **It is critical to check the entry requirements for the universities you intend to apply to in order to ensure you have taken the correct courses.**

Use <http://sat.collegeboard.org/practice> to find more information on questions and check out the SAT or ACT guide books available in the library for more thorough practice.

St. Ignatius Catholic School Code: 866124

USING STUDY PERIODS

Effective time management is an essential skill that needs to be appreciated and applied from the beginning of the Sixth Form. Students must use study periods to catch up on reading, note-taking and assignments, otherwise it will be inevitable that the workload will become unmanageable. If you find yourself without any homework, you should be reading ahead, revising material, working on your Wider Independent Study, researching potential universities or working on your personal statement.

We expect students to understand that these periods are not 'free' periods (as is the common terminology) and should certainly not be considered times when students can leave the site or distract other students. All year 12 students and Year 13 students will be required to attend the supervised study periods where attendance will be taken. **Students who cannot make good use of their study time will be required to report to additional supervised study periods after school**

We hope that you will take the advice of older students who have ignored this guidance but later suffered as a result.



Use your study periods wisely!

UNIVERSITY PREP AND SCHOLARSHIPS

This year every student in the Sixth Form will have tutorial periods dedicated for university preparation. These periods are designed to help students make choices for their future, particularly with respect to higher education and course selection. Students can then make appointments with Mrs. Artuch to discuss their applications further.

The Year 12 programme is aimed at researching higher education institutions, identifying entry requirements, tracking progress to meeting these requirements and writing a personal statement for university applications.

The Year 13 programme focuses on the completing applications, writing a resume and cover letter, applying for scholarships and interviewing for scholarships or jobs.

Please see the handbook/guide on University Guidance for further information on university applications.

HOMework AND COURSEWORK POLICY

- Homework and Coursework are set in order to help you develop the skills to work on your own. The tasks you are set will consolidate and reinforce your learning . **Neither homework nor coursework are optional.** We expect you to take pride in your work and make sure it is given to your teachers on time. You will be provided with guidelines for the time to be spent on homework, a computer, on which you can access Epraise which will also have all your homework and due dates on. These tools are designed to help you-use them.
- If your homework is not handed in on the due date your subject teacher **might decide to give you a one day extension to complete the work.** Failure to hand in the homework on the date will mean that you are automatically placed in a supervised study session **during and/or after school.** This is compulsory and takes precedence over any after school activity. Attending a supervised study session is not a punishment –it is there to help you complete your work and to help you develop the study habits so you can complete future tasks on time. All students struggle with homework on some occasions and subject teachers will always support you to help you understand.
- After you have been familiarized with your courses you should start to become used to the assessment demands. Independent study of **6 hours for each subject over and above any homework** is what is needed to achieve the highest grades as both AS and A Levels.

- Form Tutors will:

Take an interest in / monitor progress.

Check you are regularly completing homework in a timely fashion

- Subject Leaders will:

Monitor and support the appropriate setting of homework and marking;

Carry out regular reviews of students Files to ensure that homework is completed;

Deal appropriately with student non-compliance and keep Tutors informed.

Before you start your AS/A2 studies stock up on essentials you will need for each lesson.

⇒ Black pens

⇒ Highlighter pens

⇒ Ring Binders (ask your teacher for the size)

⇒ Ruler

⇒ File dividers

⇒ Dictionary

⇒ Scientific Calculator

Communication: Every student has an email address. The school and your teachers will regularly send you information/ homework by email or by epraise messages **check your inbox and epraise messages at least once in the school day,** there will be no excuses about missed deadlines/requests that have been sent 48 hours in advance and you have not seen them due to not checking your email.

We will also be using epraise to set your homework on– so you need to make sure that you are checking this portal several times a day to see what work you have to complete.

REWARDS AND SANCTIONS

REWARDS



1. EPRAISE HOUSE POINTS

Epraise points will be awarded on the basis of consistent or exceptional effort for academic work. Points will be awarded for an A for particularly important pieces of work such as homework, assessed work or projects. Points can be awarded for consistently meeting deadlines for major pieces of assessed coursework, homework or project work.

2. STUDENT OF THE WEEK

Nomination for student of the week will be given for taking part in leadership roles, demonstrating initiative or representing the school well in the wider community.

3. RECORDING OF POINTS

Students should keep track of their by looking at the student profile on Epraise. Tutors and teachers will enter points directly into the electronic tracking system (Epraise). The maximum number of points issued for one reward is 3 points.

4. PRESENTATION OF CERTIFICATES

Students will receive Bronze, Silver, Gold and Platinum certificates once the number of points for that certificate had been achieved. The award also appears electronically on the student's Epraise profile.

10 Epraise points = 1 Civvy pass. **Students cannot come to school in civvy until they have been awarded the pass.**

SANCTIONS

1. SANCTIONS FOR KEY LENGTHY PIECES OF WORK SUCH AS PROJECTS, COURSEWORK AND ASSESSED WORK

- a. If work is not completed or handed in on time the student will get a sanction
- b. If, however, the student has a genuine problem with completing the major piece of work, he/she must personally meet and discuss the problem with the teacher. This must be at least 24 hours before the set deadline for the work.
- c. If in the teacher's opinion the reason offered is reasonable then an extension date will be given.

2. SANCTIONS FOR OTHER MINOR PIECES OF WORK

- a. Students are expected to complete all work set.
- b. The first time a student fails to attempt a homework the teacher will issue a warning and will expect the piece of work to be given in the next day— a demerit will be issues if the work is not handed in at all.
- c. The second time a piece of work is missing or there is a lack of effort, the subject teacher will record this issue in the student's electronic file and issue a lunch detention.
- d. If the problem still continues, the subject leader will issue an after-school detention and will speak to the student to find out what the problem is.
- e. If the situation still continues the class teacher will phone and if the situation does not improve or further issues arise, the Subject leader, class teacher and Head of 6th Form will arrange a meeting with parents and student

3. SANCTIONS FOR OTHER OFFENCES

- a. Subject teachers and tutors may remove one or more of a student's privileges for other offences.
- b. Serious offences such as skipping classes, going off campus during a study period or inappropriate behaviour will be forwarded to the Head of Sixth Form.

PHYSICAL EDUCATION

Activities will be arranged in consultation with the students and Mr Kelly. These will take place on Friday from 1.30pm-3pm. All students are expected to participate.



RELIGIOUS LIFE

St Ignatius is a Catholic school which welcomes students of all faiths or none. As part of our Catholic ethos we do expect that students respect our Christian values and support the spiritual life of the school. There are three basic components of Religious Life in the Sixth Form. These are prayer, spiritual activities and compulsory Sixth Form Lessons.

Prayer - Sixth Formers are expected to participate in all prayer activities with a respectful and co-operative attitude.

Mass - Mass is compulsory for all students and takes place every Tuesday morning. Regardless of denomination all students are expected to show respect and be role models for younger students.

Sixth Form RE - This is a non-academic lesson where students are encouraged to develop, practice and deepen their own religious beliefs, spiritual development and philosophical thought irrespective of their personal denominational faith. These lessons/ retreat type reflections will be scheduled during tutorial time.



COMMUNITY SERVICE

This year **ALL students** will be required to complete 20 hours of service over the 2 year programme prior to graduation, however it is recommended that you complete it in the first term of Year 12 before exams are upon you.

Decisions about the nature of the Community Service are left to the students to negotiate although it is intended that service placements are to be school based.

Some examples: Assisting a teacher in a primary or secondary lesson

Paired reading with an individual student

Prefect duties

Assist with an extra-curricular activity

Peer mentoring programme



CONTRIBUTING TO THE LIFE OF THE SCHOOL

GETTING INVOLVED

All Sixth Form students need to get involved in some aspect of student life at the school. This can range from being a prefect, student council member or a member of the concert band to assisting with charitable fund raisers throughout the year. We expect our students to be role models for the younger students both academically and in their contribution to school life. We recognise the top student(s) for their contribution at graduation.

MENTORING

The mentoring scheme is an opportunity for students to pass on their skills, knowledge and experiences to a younger student within the school. Mentoring is a voluntary one to one relationship with a person who would benefit from listening to you as a positive role model. Students who are interested in becoming a mentor will be trained in the fall term and then paired with a younger student by the Head of Lower School.

PREFECTS

The prefect system is made up of selected Sixth Form students who have been through a successful interview process.

Prefects have a visible role around the school in both supervision and as role models for the younger students. Prefects will act as extensions of the teaching staff by helping in a supervisory capacity, such as at break and lunchtimes, as well as on other occasions throughout the year. In addition, teams of prefects help to run service areas such as hospitality, extra-curricular activities for younger students and liturgy and service. Sixth form students who are not prefects can assist with these groups as part of their community service.

By being a prefect you will demonstrate your ability to lead others, take responsibility and support the day-to-day running of the school. Prefects will be allocated specific privileges as a reward for their service and this aspect of their work will be recognized in all university and scholarship applications.

SCHOOL COUNCIL

At St. Ignatius we like everyone to know that they have a 'voice' in the running of the school. This is particularly true of the Sixth Form students whose greater experience and maturity can help to provide us with fresh ideas that will, hopefully, keep the school a happy working environment. The school council consists of tutor representatives who are elected from each tutor group. The aim of the council is to bring issues and ideas to the attention of the school's Senior Management, particularly issues surrounding aspects of student life.

We hope that you will make a positive contribution to the school through the student council or prefect system.

CHRISTMAS

We all recognize that Christmas is a time for giving. Each tutor group will be required to decorate and fill a hamper for a local family. In addition, the Sixth Form students organize and run a play or talent show for the other students to enjoy. This event is not the responsibility of the prefect team, rather all students are expected to contribute in some way.



SIXTH FORM SCHOOL UNIFORM (YEAR 12 AND 13)

The Sixth form uniform is a white shirt with the school emblem and navy pants or skirts. The uniform will be available for purchase from the Uniform shop (please see the schedule in the office for times).

BOYS

- White Oxford Shirts with the school logo embroidered on the front left
- Navy blue trousers
- Black belt with a plain buckle
- Unisex sweater (Navy with the school logo)
- Footwear should be all black with white socks or black socks that cover the ankle
- PE kit: Required for PE and house competitions—House T – Shirts and school navy sports shorts and trainers

GIRLS

- White Oxford Shirts with the school logo embroidered on the front left
- Navy blue Skirts and/or Navy blue trousers
- Unisex sweater (Navy with the school logo)
- Footwear should be all black with white or black socks that cover the ankle
- PE kit: Required for PE and house competitions—House T – Shirts (available for purchase in the Uniform Shop) and school navy sports shorts and sneakers (new students will be assigned to a house and must purchase the correct house shirt)

In addition for both: hair must be tidy, shirts tucked in at all times, the only jewelry items permitted are a class ring, a slim chain with a religious pendant and small hoop or stud earrings for girls. Tattoos are not to be visible.

NON-UNIFORM POLICY / CIVVY PASSES

This is seen as valuable, motivational and important by both students and staff. Students are expected to respect the views of others and follow non uniform policy. Students who break these guidelines or who, in the opinion of the Head of Year and/or Head of Secondary, are dressed inappropriately will either be sent home or removed from lessons that day. Examples of —inappropriate attire are as follows:

Girls – attire should be modest and befitting a school environment:

- Clothing should not, at any time, reveal bare stomachs or hips.
- Skirts or shorts must be worn no higher than the top of the knees.
- No T-shirts or hats are allowed with wording that is offensive to staff or students.
- No ripped jeans/trousers to be worn
- Halter tops or spaghetti straps, if worn, must be covered with an over shirt.
- No excessively tight or revealing clothes.
- Normal jewellery rules apply.
- Hats must not be worn.

Boys:

- No T-shirts are allowed with wording that is offensive to staff or students.
- No ripped jeans/trousers to be worn
- Pants must not be worn below the hip.
- Normal jewellery rules apply.
- Hats must not be worn.

Prior to the day that the non-uniform is being worn, students must obtain and carry a signed and dated pass from their Tutor.

Civvy days are not allowed on Tuesdays because students attend Mass.



PRIVILEGES

Sixth Form students are provided with several privileges as outlines below.

1. LEAVING CAMPUS

Sixth Form students may leave the school site on the following conditions:

1. Permission to leave the school site at break and lunchtime requires parental consent at the start of the year using the reply slip provided. **A new form must be completed each year.**
2. School uniform must be worn properly at all times.
3. Students must not leave school before the bell nor return to the school after the bell rings at the end of break or lunchtime.
4. Responsible behaviour is essential at all times.
5. Students must **SIGN OUT** and then **SIGN IN** again at the security office by the front gate.
6. If a student leaves during the day for a medical appointment or any other authorized reason, the student must sign out and back in at the reception desk.

2. CARS

Another Sixth Form privilege is the opportunity to bring a car to school and travel with other students to and from school. We require that all drivers are covered by insurance and this insurance allows them to carry fellow students as passengers. In addition, we request that all parents sign a permission slip indicating if you are permitted to carry passengers. **If your circumstances change during the year (ex: you get your license) then you must get your parents to sign a new permission slip so that our records are up to date.**

Students must also recognize that parking is only available in the 2 outer school parking lots and **no car should be brought into the compound nearest the school building, this includes to pick up or drop off students.**



Any student being dropped off or picked up between the hours of 7:45 and 3:15 should do so in the church car park and not in the compound nearest the school.

3. BREAK & LUNCH

During break and lunch the Sixth Form have the following privileges:

1. Sixth Form students can go to the front of the lunch queue from 12:45 p.m. (after primary students are done)
2. Food can be taken out of the canteen.
3. Food can be eaten in the Sixth form common room

Students who have a duty over break or lunch are permitted to eat during the following period provided they do not have a class. **Those without a duty are required to complete their meal during the allotted time and use study periods to study, not to eat.**

4. USE OF THE COMMON ROOM

Sixth Form students have their own common room which is exclusively for use by them. During lesson times and study periods this area becomes a study area for **quiet reading or other work**. We expect all students to respect this – distracting behaviour will not be accepted or tolerated. Phones for music are permitted however music cannot be played out loud during lesson time. Students found texting, watching non-subject related videos or playing games during study time will be asked to leave. Repeated offenses will result in further loss of privileges and contact home. **Cell phones may be confiscated if they are being used inappropriately.**



At break and lunch times students may relax more, play music and eat in the common room but must make every effort to ensure that the area remains tidy by disposing of garbage in the nearby bins. Graffiti and damage to school property will not be tolerated. **Students involved in such behaviour or who distract others during study periods will not be permitted to use the room. If the room is left untidy at the end of the day, or if the cleaning staff complain about the state of the room, then the room will be locked the following day.**

We hope that you will enjoy this privilege but will also respect that others wish to enjoy it too!

START OF THE YEAR

LOCKERS

The Sixth Form Common Room has a number of lockers for students to use. Tutors will issue you a locker at the start of the year. Students can purchase their own combination lock and must give the combination to their tutor so that the school can access it should this be required. Students are not to write on or in the lockers or to glue/permanently affix pictures or other objects to the lockers, **including inside**. Food must never be left in the lockers overnight, a fridge has been provided for storing food.



LAPTOPS

Students are issued with a laptop and charger at the start of the year. It is the student's responsibility to keep the laptop safe and free from damage. Lockers have been provided in the common room for storage and the IT centre also has a storage area during lunch and break if you prefer. Laptops are not to be left in the hallways at any time. When carrying laptops in the hallways they are to be enclosed in the sleeve provided.

COURSE SELECTIONS

Students must finalize all course selections within the first 3 days of school. Trying to switch courses after they are well underway is not only a bad idea but often not possible since you will have missed too much material.

PERMISSIONS

At the start of the year you will be issued with a permission letter that will need to be signed by your parent/guardian before you are allowed to go off campus during break and lunch, drive other students in your car or ride as a passenger in another student's car. **Returning Year 13 students must also have this resigned**. Should you wish to change your permissions during the year, for example when you get your driver's license, you must get a new form from your tutor and have the sheet re-signed.

RESITTING EXAMINATIONS

Students wishing to resit an examination or module must liaise **directly with the subject teacher and the examinations officer (Ms. Chenier)** to ensure they are entered for the examination. There may be a fee associated with the resit exam depending on the board and date of resit.



GOVERNMENT SCHOLARSHIPS

Students on a government scholarship for the Sixth Form programme need to **liaise with the government scholarship office to ensure that all documents have been submitted**. The school office will submit Year 12 results for those students continuing the scholarship into Year 13.

VISITORS

Students are not permitted to bring visitors to the campus without prior approval from the Head of Year. In addition, siblings and friends that are enrolled at St. Ignatius are not permitted in the Common Room.

VALUABLE ITEMS

Students should refrain from bringing valuable personal items or large amounts of cash into school with them. Phones and other similar devices are permitted in the Common Room or during quiet study time in another room only. Headphones and phones **must not be used in the hallways**. Cameras are only allowed for special occasions with prior permission. Valuable items must never be left unattended. It is the responsibility of the student to ensure that these items are secured. Lockers are available to students for this purpose.

CHEWING GUM

Chewing gum is **forbidden** on school grounds at any time.

EMERGENCY PROCEDURES

FIRE

In the event of a fire alarm, students are to evacuate the building immediately in a calm and quiet manner according to the evacuation route posted in that room. Do not bring your belongings with you. Students are then to assemble in silence on the back court lined up by tutor group at the marked location on the court. Tutors will then register their groups. Should the alarm sound during break or lunch, those students off campus must be on the sign out record at reception so that the administration knows you are off campus and not trapped in a room.

Remember that Sixth Form students set an example for other students and as such you should be quick, quiet and assist in maintaining calm.



EARTHQUAKE

In the event of an earthquake, students should evacuate the building by the nearest exit and assemble away from the building either on the back court or front parking lot, whichever is closer. Remain calm and quiet so as to receive further instruction from staff and/or emergency persons.

