

Saltash Sixth Form Student Handbook



www.saltash.net

Tenacity | Empathy | Aspiration | Motivation



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Message from Mrs Metters

I am delighted to welcome you to Saltash Sixth Form. Our Sixth Form is a vibrant and thriving community, where students are leaders, who are aspirational, both in learning and in life.

Sixth Form study is about a love of learning and a thirst for knowledge, but is also about growing independence. Here at Saltash that is supported by excellent facilities and a range of outstanding support structures. Students choose their personalised pathway from an exciting range of Level 3 courses, both traditional A Levels, and other Level 3 qualifications, and benefit from a strong supra-curricular offer. Our Sixth Form facilities encompass dedicated study spaces, small workshop classrooms, generous IT provision, a short loan library, social space and canteen outlet. All students also have access to the school's excellent gym and sports facilities.

Sixth Form study at Saltash is built around fostering aspirations and supporting students move on to the best and most exciting post-18 destinations. Our careers guidance is comprehensive, with life skills, 1:1 post-18 choices support, and expert Oxbridge, medicine and veterinary medicine support. Pastoral care is built in to our Sixth Form provision, with a dedicated 6th Form tutor team and excellent links to local youth organisations. We offer teaching through small class sizes, ensuring all students receive tailored, high-quality teaching, high levels of feedback and a truly bespoke learning experience.

At Saltash Sixth Form students live out our school ethos of 'broad horizons and confident leaders' with learning that goes beyond the classroom and leadership roles amongst our student body. We are proud to work in partnership with local universities and to run trips across the curriculum. Alongside their studies at Saltash, Sixth Formers are both role models and leaders amongst our students, becoming 'Subject Leaders,' Mental Health Ambassadors, Peer Readers, or taking up roles on our Head Student Team.

When students leave Saltash Community School and go on to their fabulous post-18 destinations, they do so with confidence in themselves as young adults, as well as in themselves as learners.

We are excited to welcome you here for this next exciting stage of your journey!

Emma Metters - Head of Sixth Form

Message from Mrs Del Gaudio

I am genuinely delighted that you are considering joining the Sixth Form at Saltash Community School.

During Year 11, you will make some important decisions about your future, and whilst there are many options open to you, I believe that Saltash Sixth Form is one of the best.

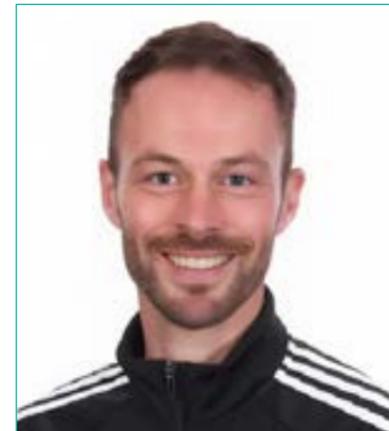
Part of our success is that students get a truly bespoke experience here. We offer a wide range of courses, and students are taught in small classes. We also ensure that all students have additional opportunities on their timetable, such as Duke of Edinburgh, the EPQ, volunteer work or the option to study a 4th subject at AS Level. This makes for a rich and rounded experience.

The Sixth Form at Saltash offers an adult environment where you will be continually encouraged and supported to realise your potential. We will have high expectations of you. You will all have responsibilities, and you will hold a privileged position as role models within the school. This will ensure that you leave us not only with a fantastic set of results, but you will have developed the confidence and character to realise your goals and aspirations, whatever they may be.

We are justifiably extremely proud of our sixth form students, and if you choose to join us, we are sure you will see why. If you think this may be the place for you, then we would be delighted to receive your application.

We look forward to seeing you here!

Sara Del Gaudio - Headteacher



Mr Dan Budd
Form Tutor – 6A1
PE Teacher



Miss Susan May
Form Tutor – 6K1
Head of Psychology



Mrs Katie Anderson
Form Tutor – 6D1
Head of History



Mr Mike Allen
Form Tutor – 6M1
Maths Teacher



Mrs Joanne Frazer
Sixth Form Administration



Mrs Corinne Shepherd
Key Stage Five Raising
Standards Lead



Code of Conduct

Broad Horizons, Confident Leaders.

Sixth Form students at Saltash are leaders amongst our school community – learners in the lower school look up to you as a stepping stone towards full adulthood. This is a responsibility which comes with both privileges and expectations. Privileges include having study periods, sole use of sixth form facilities, more freedom with your uniform, and extra-curricular opportunities not available to the lower school. The responsibilities that go alongside these are designed to encourage you to be role models to everyone in the lower school.

In the sixth form you are expected:

- To treat all students, staff, visitors and local residents with respect and consideration;
- To be smartly dressed at all times in accordance with the sixth form dress code;
- To wear your lanyard at all times during the school day;
- To participate fully in lessons, private study periods and enrichment activities;
- To act on feedback from teaching staff in a timely and effective manner;
- To complete all work set by the agreed deadlines;
- To work in 'Period 0' sessions to develop wider academic reading, research, revision and exam skills;
- To maintain the highest level of attendance and punctuality at all relevant school activities;
- To ensure that social and personal mobile phone use is limited to break times only. Mobile phones can be used to support independent study and when directed in lessons by class teachers, but students are reminded to be mindful of their use and respectful of others around them;
- To follow the sixth form procedures for registering and to inform the school of any absence at the earliest opportunity;
- To take care of the school buildings, resources, equipment and environment, and act in a safe manner at all times;
- Not to bring cigarettes, vapes, alcohol or illegal substances onto the school site.



Detention / Extra Study Periods

Learners are encouraged to take responsibility for their actions and own their mistakes. Breaches of the Sixth Form code of conduct will result in a one-hour after school detention after the first incident; subsequent incidents will result in contact home being made and a support plan offered to the student(s) in question.

Dress Code

At Saltash, the expectation for year 12 from 2025 is that the dress code for sixth form will be smart, business dress. In essence, we want our young people to dress for the professional environment to which they attend.

There are many reasons for this: from preparing students for the world of work, to fostering a more serious and mature attitude to study. Sixth Formers also play a huge part in setting the ethos of the school: they are our role models to whom our younger students should aspire and respect. A smart, mature dress code helps achieve this.

The dress code, therefore, aims to be smart and mature, but with the element of choice afforded to adults in most professions.

In the sixth form we therefore expect students to wear:

- A matching or non-matching tailored blazer and skirt / trousers. Lycra skirts are not part of the dress code and should be of professional length (just above the knee or longer.)
- A formal blouse, top or shirt with an appropriate neckline (no low-cut). A tie of choice may be worn.
- Dresses of professional length and style (just above the knee or longer, no low cut necklines) may be worn with a tailored blazer.
- Shoes should be formal and smart, or mirror the 'all-black with no tag' stipulation of lower school. Trainers, stiletto heels, backless or open-toed shoes are not permitted.
- Sixth Form ID card on official Saltash lanyard at all times
- Logos or slogans on clothes are not permitted.
- Leather or imitation leather; denim; leggings; jeans or jeans style trousers; shorts are not permitted.

Make up and jewellery must be suitable for the professional workplace, and all jewellery must be removed for sporting activities.

We understand that there may be concerns around purchasing clothes. As a school, we are happy to help any family who require assistance with purchasing clothes for sixth form. We would also point families in the direction of websites such as 'Vinted,' where jackets, suits and other business style clothes can be purchased extremely cheaply.

Staff reserve the right to have a conversation with you about your dress and support your choices about dressing appropriately for a working environment.

The Sixth Form School Day

Attendance and Study Periods

Attendance and Punctuality

All students are expected to be on site from 08:40 for morning registration, regardless of whether or not they have a timetabled lesson Period 1.

The timings of the school day incorporate an academic-focused Period 0 each morning, where Sixth Form students read widely and follow a program of practicing vital study skills. A shorter tutor period each afternoon follows a program of pastoral sessions. Attendance to these is compulsory.

Lessons where a teacher is absent – ‘cover’ lessons

In the event of staff absence where a lesson is due to take place, the school will endeavour to cover this lesson with a specialist member of staff. However, when this is not possible students must use the Study Room to work independently for this hour. Please ensure you register with either Mrs Metters or Mrs Frazer at the start of this lesson.



Study Periods

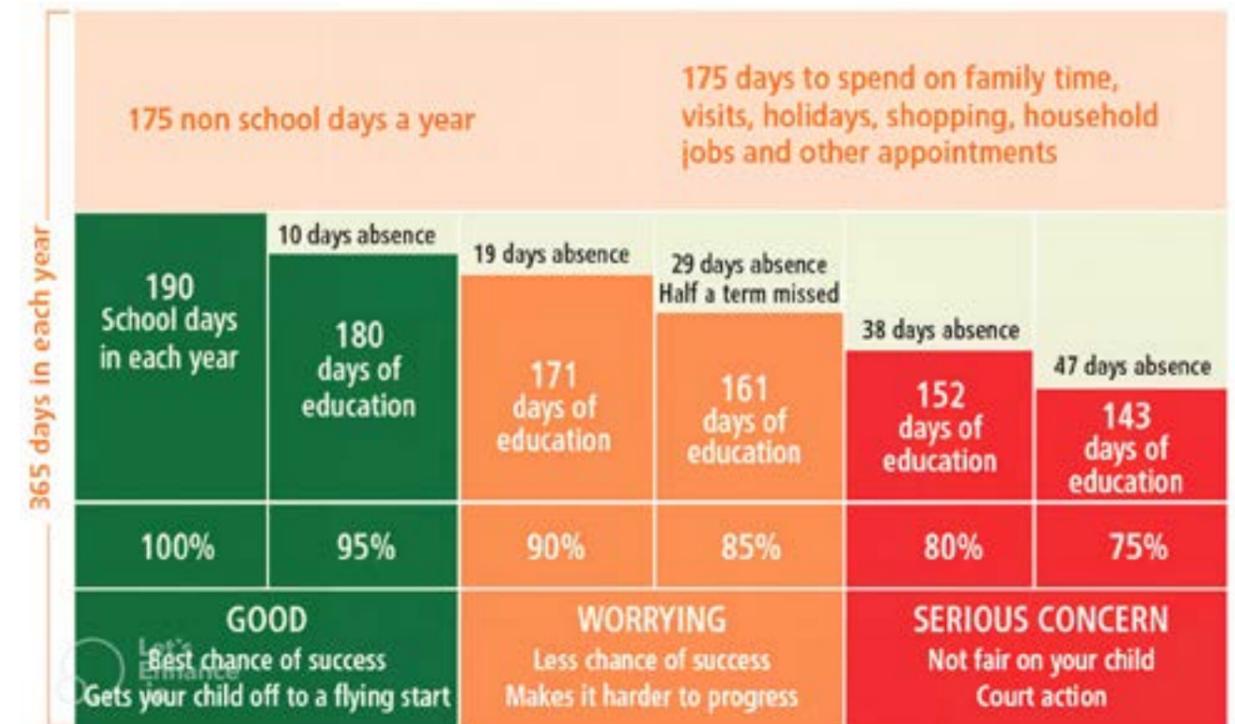
Independent study at A Level should be completed in a 1:1 ratio with lesson time. In other words, for every 55 minute lesson, a student should spend 55 minutes studying independently.

The best place for you to learn is in a classroom, with a subject specialist. Outside of these hours, the most sensible choice during the school day is to stay on the school site and use the Sixth Form-exclusive areas to complete your independent study. This will allow you to achieve an optimal school/home balance.

With this in mind, some independent study hours are timetabled, and we expect students to stay on site for these. Registers will be taken in the Study Room for these timetabled study periods.

As Sixth Formers, you have earned the privilege of a little more flexibility in your time and we encourage you to use this wisely.

With this in mind, your timetable in September will state that certain study periods must be spent in the Study Room, having registered and planned some work to complete. Other periods on your timetable may be labelled as 'Common Room' and in these periods you have more flexibility to choose how to spend your time.



Academic Expectations

Your A Level subjects form the majority of your timetabled hours, and as such should be your top priority for the two years of Sixth Form study.

As a general rule, apply a 1:1 ratio of timetabled lessons to independent study: for every 55 minute lesson complete 55 minutes of extra study in that topic.

Target Grades

Your target grades are generated through an external data management system called Alps, using your GCSE grades as a starting point. This ensures that your set target grade is fair and realistic, while providing you with an appropriately aspirational goal.

Please discuss with your subject teachers what your target grade is, when you start lessons in September of Year 12.



Support Plans

Assessment points are built into units of work across all subjects, and are used to help teachers gauge how much course content you have successfully been able to recall and apply in exam-style conditions.

If the quality of work in these assessments is significantly below standard (2 or more grades below target), then your subject teacher, form tutor and the Head of Sixth Form will work with you and your parents on a support plan to help get you back on track. These support plans will be bespoke to each student, and may include:

- Lesson attendance monitoring
- Content-specific targets, including retaking of assessments
- Instructions or task lists for study periods
- Support at home from parents/carers.

Mock Exams

End of Year 12 mock exams are an important assessment point as they give you and your teachers a broader overview of how effectively you are learning. The Sixth Form team have a responsibility to you to ensure you are getting the most out of your education, therefore any U grades (ungraded) achieved in mock exams may result in the Sixth Form team recommending that you reconsider your place or courses of study.

Academic Expectations: Supplementary Options

In addition to your three 'core' subjects, you have a fourth option to decide on at the start of Year 12. This option has four choices: the EPQ course, a further AS Level, Core Maths or the Duke of Edinburgh Silver Award.

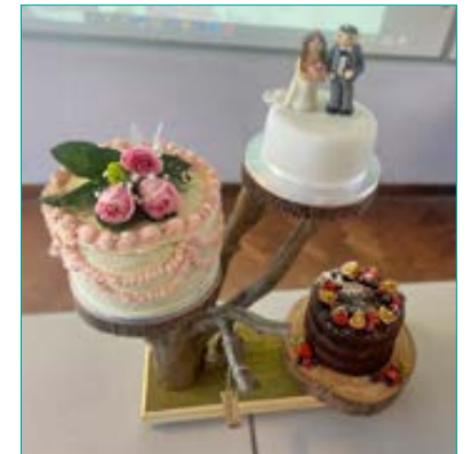
Each of the three pathways requires around six hours of study per week – some of this is timetabled and some will be in your own study time.

The EPQ – Extended Project Qualification

This is a project-style course which teaches you further skills in research, independent study and project management that are vital for students considering the University pathway. An EPQ is worth half UCAS points compared with full A Level courses and can be counted towards your UCAS points total. The course begins and ends in Year 12, with you taking the lead on a research project in a topic area of your choice. You will be assigned a member of staff as an academic mentor who will check on your progress and offer general advice, as well as having regular taught study skills sessions.

AS Levels

AS Levels are a smaller portion of a full A Level which take a year to complete. Final, external exams in these are in the summer of Year 12. They are worth half UCAS points compared with full A Level courses and can be counted towards your UCAS points total. If you choose the AS Level pathway you will attend timetabled lessons in that subject, and learn just as if you were completing the full A Level. Please see the Head of Sixth Form for a list of subjects that can currently offer an AS Level pathway. Note: due to the exam registration process, once an AS Level course is chosen it cannot be swapped around for one of your other choices.



Core Maths

Core Maths is intended for students who have passed GCSE Mathematics at grade 4 or better, but who have not chosen to study AS or A level Mathematics. It can be studied in a single year or over a two-year period and can be taken alongside A levels or other qualifications, including vocational courses

Duke of Edinburgh Silver

The Duke of Edinburgh Award is a long-standing British institution which is achieved through a combination of physical activities, activities designed to learn different skills, volunteering and the famous expeditions. The D of E Award is globally recognised and gives you the opportunity to develop the 'soft skills' that can make all the difference in workplaces, university applications and the wider world. Note: although time will be built into your timetable for Duke of Edinburgh activities, due to the nature of the award a significant number of the hours you spend on the course will occur outside of school time, including some weekends of the year.

Compulsory Learning: Futures, PD, AfL

To supplement your academic studies, the following subjects will also form part of your weekly timetable. These lessons are compulsory, and attendance will be monitored.

These sessions work best when students are actively engaged in them and contributing positively – you get back what you put in.

Futures Course

This runs once per fortnight, separately for Year 12 and Year 13. The topics can vary, and these sessions are sometimes taken by guest speakers. In Year 12 the focus is on how you can make the most of your remaining time in school, with a focus on leadership opportunities tied to the lower school. In Year 13, the focus turns to preparation for life in the adult world, whether at University, in a degree-level apprenticeship or in work.



PSHE (Personal, Social, Health and Economic Education)

In a similar way to PSHE lessons at the lower school, this taught programme covers a range of different topics. Time is also given within these sessions for writing personal statements ready for either a UCAS application or an application for any other destination.

Active for Life

The PE Department run a dedicated AfL session for Sixth Form only, on a Wednesday afternoon. Sessions are varied and can be chosen on the day: the Sports Hall is usually used for basketball, dodgeball or other team-based activities; the gym is open to all students; some students go down to the astro for football. For those who prefer it, a nature walk around the local area also takes place in this hour. As with other sessions, attendance is compulsory. An active lifestyle is a crucial cornerstone of any successful student, and the opportunity to get moving after a day of study should not be missed.

Other schools and institutions in the local area also run sports activities on a Wednesday afternoon. There will be opportunities for football, rugby, and other sports teams and competitors to take part in local leagues. Please speak to the PE Department for more details.



Student Opportunities

Your time in Saltash Sixth Form can be seen as two halves: in Year 12, look to gain as much from your school environment as you can by both giving back and taking up any opportunities that you are interested in. In Year 13, begin to focus those opportunities taken on securing your best future.

As well as your compulsory studies and chosen A Level options, there are a wealth of extra opportunities available to you to take part in. Employers and university admissions teams are always looking for that little 'extra' from prospective employees or students, and it may be that taking part in the opportunities listed below makes all the difference to your future.

Student Leadership

The Head Student and Sixth Form Leadership Team are an important part of Sixth Form life, representing the student body in a variety of ways including fund raising, social activities and the end of year celebration events (including prom).



Sixth Form Teams

Wednesday afternoons across the city of Plymouth are active/sports sessions for many institutions, including most Sixth Forms, colleges and universities. This means that Saltash Sixth Form will be represented by a range of teams across different sporting leagues – check in with TEAM PE to find out more.

House Leaders

We are proud of our growing House system at Saltash and need Sixth Form leaders to step into lead roles in weekly activities, competitions and assemblies.

School Council

The School Council works alongside councils from across the Trust to represent many schools in South East Cornwall. If you would like to ensure that the voice of the Sixth Form is heard when decisions around the school are made, then School Council is for you.

Integration with Lower School

Each subject area in the school needs Sixth Form leaders. These will be positive ambassadors for the subject, supporting in lessons with lower year groups and helping with extra-curricular activities within that subject.

Support for Students

Academic

Your first point of contact for any difficulty with your courses should be your subject teacher. Although you are encouraged to practice independence and take responsibility for your own learning, we are all here to help and it is vital that you tell us as soon as possible should you begin to struggle.

If you are struggling in more than one subject, please speak to your form tutor who will be able to support you with a broader overview of all of your subjects.

There is also some academic mentoring support available, which will be allocated on a bespoke basis through the Sixth Form office. Please contact Mrs Metters if you would like to be considered for this.



Pastoral

We are passionate about supporting all of our students at Saltash Sixth Form, and believe that love is the key to any support that we can give you. Your form tutor should be your main contact for any issues, or you can speak to any member of the Sixth Form team, or any teacher. We can offer some in-school support as well as links to outside agencies. No problem is too big or small – we are here to help.

Financial

The 16 to 19 Bursary Fund is made available from the Government through the Education Skills Funding Agency (ESFA) and provides financial support to help students overcome specific financial barriers to participation so they can remain in education.

There are two types of 16 to 19 bursaries and a student must be aged 16 or over but under 19 at 31 August 2025 to be eligible for help from the bursary fund in the 2025-26 academic year:

- Bursaries for defined vulnerable groups – students in care or care leavers, students receiving Income Support or Universal Credit because they are financially supporting themselves, and students receiving Disability Living Allowance or PIP payments.
- Discretionary bursaries which the Trust award to meet individual needs; for example, help with the cost of transport, meals, books and equipment.

If your total gross household income is below £75,000 you will be able to apply for a bursary award. A letter and relevant paperwork regarding this will be given out in the first week of September – any later applications can still be made via Mrs Frazer in the Sixth Form office.

Other Information for Students

Changing Courses and Options

A Level courses of study are a significant undertaking, and it is very difficult to simply “catch up” if you start a course late. With this in mind, the opportunity to switch options is only open to Year 12 students within the first three weeks of study in September: all course changes must be in place by the end of September at the very latest.

Changes to other options, such as EPQ, will be considered on a case-by-case basis dependent on the student and their particular needs.

Driving Lessons

Driving lessons must not be booked to begin or end during the school day. If you have early morning lessons these must finish before 08:40 so that you are on time for registration. Lessons can begin from 15:00 when the normal school day ends.



Part-Time Jobs

It is common for students once they turn 16 to maintain a part-time job to provide supplementary income. However, attendance at Saltash Sixth Form is a full-time commitment, and students on a full-time timetable are expected to complete a minimum of 35 hours of study per week, including timetabled lessons and independent study.

Shifts with employers should not be scheduled for school hours (08:30 – 15:00) under any circumstances.

Should students find themselves in financial difficulty at any point, for any reason, please contact your form tutor or Mrs Metters.



Lockers (when available)

Lockers are available for students who wish to have a storage place for books and possessions. The locker space for Sixth Form students is located just outside of the Study Room, next to the toilets. There is a rental charge of £5.00 towards the costs of maintenance of the lockers. Students should speak with the Sixth Form Administrator regarding purchase of locker keys (limited number available).

Other Information for Students

ICT Access – Own Devices

You are welcome to bring your own laptop or tablet to school, for work and study purposes. In order to get your device working on the school network, the following conditions must be met:

- Antivirus software must be installed – any brand EXCEPT McAfee
- All Windows/Apple updates must be applied
- A Smoothwall certificate must be installed on your machine – this is done by ICT Support and does not affect your machine when not connected to the school network.

Should you choose to bring your own devices to school, please note that the school accepts no liability for any loss or damage – all devices remain your responsibility.

Destinations and Alumni

TEAM Sixth Form are keen to keep in touch once you have left us for the big wide world. Please provide a personal email address (not your school one) to Tracey Parry – tparry@saltashcloud.net so that we can add you to our alumni network. We will also be using the online platform Unifrog to support with this.



Transport

For students aged 16-18, Cornwall Council provides a subsidised travel scheme for eligible students.

Please search 'Cornwall Council Post-16 Travel Assistance' for more details.



Parents Guide: Making Contact with School

How do I make contact with the school?

There may be times when you need to contact the school. Main Reception can be contacted on **01752 843715** between 08:00 and 16:00. Please note that a list of information is available at www.saltash.net. To assist us in dealing with your enquiry effectively please use the examples below:

Sixth Form – General Enquiries

Contact Mrs E Metters, Head of Sixth Form on **01752 843715 (Ext 280)**, email: emetters@saltashcloud.net

Contact Sixth Form Administrator on **01752 843715 (Ext 221)**, email: 6thformadmin@saltashcloud.net

The main school reception will also forward any queries you may have that involve the Sixth Form: **01752 843715** email: enquiries@saltashcloud.net

What if my child is late?

Please write a brief note of explanation or email the Sixth Form Administrator – 6thformadmin@saltashcloud.net.

On arrival in school your child will need to sign in with their ID badge immediately.

I need to speak to my child's form tutor

Contact the Sixth Form Administrator on **01752 843715 (Ext 207)** who will take a message and ask for the Form Tutor to be in touch with you either via phone call or email.

I need to speak to one of my child's subject teachers

In the first instance, please contact the Head of Department for the relevant subject – these can be found under the 'Contact' link on the school website.

I have a safeguarding concern

If you are concerned about the safety or welfare of any student, in the lower school or Sixth Form, contact our Designated Safeguarding Lead Nick Evans: nevans@saltashcloud.net or Deputy DSL Dani King: dking@saltashcloud.net



Parent Guide: Absences

Absences

If your child is going to be absent from school, please:

1. Call our Sixth Form Administrator, **01752 843715 on Ext 221** or
The school's Attendance Administrator, on **01752 843715 on Ext: 241**.

For the safeguarding of all students, the school requires parents/carers to phone/ email 6thformadmin@saltashcloud.net the school on EACH day of absence.

2. If the Sixth Form Administrator is on the phone or away from their desk, please leave a message on the answerphone. The following information will be needed:

- Name of student
- Tutor group
- Reason for absence (please inform the school of any infectious or contagious illness occurring in the household)
- Relationship of caller to student

3. If a student is sent home from school through illness and is still unfit for school the following day, please telephone the school as stated above. For safeguarding purposes, the school does not automatically assume the student is going to be absent the following day.

4. Planned Term Absences – The regulations with regard to term time absence state:-
“Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher will determine the number of days a student can be away from school and any leave of absence is granted entirely at the Headteacher's discretion”.

If you plan to take your child/children out of school you will need to complete an 'Absence Request form'. The form can be obtained from the Sixth Form office, Reception or online at www.saltash.net under 'Information>Attendance'. The form should be returned to the Head of Sixth Form as long before the planned absence as possible.

You should be aware that parents/carers can be fined for taking children out of school during term time without prior consent from the school.



Parents Guide: Other Information

Medical information & consent to administer medicines

If your child requires medication in the school day you will need to complete a 'consent to administer medicines form'.

Medication brought into school should be handed to Mrs Booth at Student Services together with a signed consent form stating:-

- The type of medication
- Amount and time the medication should be given.

Medication should not be kept in students' bags. (Exceptions to this rule will be made for students needing to carry inhalers and Epipens).

If your child becomes unwell during the course of the school day, they must always report to Mrs Booth in Reception, after obtaining permission from their class teacher, in the first instance. If Mrs Booth feels that it is necessary, she will contact the parent/carer. The parent/carer may then be asked to collect their child from school. Any Sixth Form students returning home must also inform a member of staff in the Sixth Form office.

Payments to school

Any payments made to the school for trips, canteen facilities etc should be made via the online ParentPay System.

Parental Support

We understand that A Level study is a step up for our young people, and can mean changes to routines at home as well. We also recognise that our students, joining us post-16, are at a stage in life that can look quite different to earlier years. The team at Saltash are here to help – drop us an email at any time if there is anything regarding your child that you would like to discuss with us.





Headteacher - Sara Del Gaudio

Head of Sixth Form - Emma Metters

Saltash Sixth Form

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Saltash

Cornwall

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E-mail: enquiries@saltashcloud.net

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Saltash 
Sixth
Form



Saltash Sixth Form is a member of SMART (South East Cornwall Multi Academy Regional Trust). SMART is an exempt charity and a company limited by guarantee, registered in England and Wales with company number 7542166. The registered office is at Liskeard School & Community College, Luxstowe, Liskeard, Cornwall PL14 3EA. Tel: 01579 325732.