



SHIRE OAK ACADEMY
TURNING POTENTIAL INTO EXCELLENCE

SIXTH FORM HANDBOOK



QUALIFICATIONS

SKILLS

EXPERIENCES

 01543 452518
 POSTBOX@SHIREOAKACADEMY.CO.UK
 WWW.SHIREOAKACADEMY.CO.UK

**2026 -
2027**



Welcome

Dear Parents, Carers and Sixth Form Students

It is with great pleasure that I welcome you to Shire Oak Sixth Form. As Headteacher, I am incredibly proud of the opportunities we provide for our Sixth Form students—not only to excel academically, but to grow into confident, independent young adults ready to take on the world beyond school.

Our Sixth Form is built on high expectations, strong support, and a shared commitment to excellence. We offer a broad and ambitious curriculum, personalised guidance, and a wide range of enrichment experiences that help students shape their futures—whether that means university, apprenticeships, or the world of work.

At Shire Oak, we believe that success is about more than results. It's about developing the resilience, leadership, and integrity needed to thrive in today's fast-paced and competitive world. Through pastoral care, inspiring teaching, and opportunities for personal development, we support every student to find their path and pursue it with confidence.

We are excited to support your child through this important stage of their education and look forward to seeing them grow, achieve, and make a lasting impact as part of our thriving Sixth Form community.

Warm regards,
Mr M Everett
Headteacher





Welcome

Dear Parents, Carers and Sixth Form Students

Welcome to the next exciting chapter of your journey at Shire Oak Academy Sixth Form, where we are committed to empowering every ambition.

The Sixth Form Team are delighted to welcome you and support you through this important and transformative stage of your education. As you begin this new phase, you will have the opportunity to take greater ownership of your learning, develop independence, and challenge yourself both academically and personally.

Sixth Form is a significant milestone. It is a time to explore your chosen subjects in greater depth, build the skills needed for future success, and prepare for the next steps in your journey, whether that leads to university, an apprenticeship, further training, or the world of work.

At Shire Oak Academy, you will be part of a supportive, inclusive, and ambitious community that encourages every student to strive for excellence. We are dedicated to creating an environment where you can flourish, develop confidence, and achieve your full potential. Our experienced Sixth Form Team and Tutors will guide, challenge, and support you every step of the way, helping you to make informed decisions about your future.

We encourage you to embrace every opportunity available to you: engage fully in your studies, contribute to the wider life of the Academy, take on leadership responsibilities, and seek support whenever you need it. The experiences you gain during your time in Sixth Form will help shape not only your academic achievements but also the person you become.

We are proud to be part of your journey and look forward to celebrating your successes with you. Together, we will help you succeed, grow, thrive, and realise your aspirations.

Mrs L Todd
Head of Sixth Form



Mrs A Khan
Sixth Form Support



Mrs S Dullea
Careers Support





SHIRE OAK ACADEMY

TURNING POTENTIAL INTO EXCELLENCE

Contacts

<u>Sixth Form Team</u> Mrs L Todd Mrs A Khan	l.todd@soa.merciantrust.org.uk a.khan@soa.merciantrust.org.uk
<u>Careers Support</u> Mrs S Dullea	s.dullea@soa.merciantrust.org.uk
<u>Tutor Team</u> <u>Y12</u> - Mr C Hall, Mr S Hollis, Mrs C Koni, Mrs L Markham Moore <u>Y13</u> - Mr S Swann, Mrs J Waters, Mr P Trueman	C.hall@SOA.merciantrust.org.uk S.Hollis@soa.merciantrust.org.uk C.koni@SOA.merciantrust.org.uk L.markham-moore@SOA.merciantrust.org.uk M.swann@SOA.merciantrust.org.uk P.trueman@SOA.merciantrust.org.uk J.waters@SOA.merciantrust.org.uk

STUDENT ABSENCE If your child is absent for any reason, please use the number below to contact the academy before 9.10am with the following information: Who is calling. A contact number. The student's name. The student's year group or form group. Reason for absence. Student Absence number: 01543 452518



SHIRE OAK ACADEMY
TURNING POTENTIAL INTO EXCELLENCE

Ethos and Values

At Shire Oak Academy Sixth Form we are committed to the highest standards in everything we do. All our students should leave the Academy as articulate, aspirational individuals equipped for the modern world and able to make a positive contribution to their community.

We are proud of our diverse community of students and staff. We are committed to creating an environment where individuals flourish and are treated with dignity and respect. We are committed to supporting British values of democracy, the rule of law, individual liberty, respect and tolerance. We want to celebrate our diverse community and culture and embrace our differences.

Our ethos is for every student to be ambitious and strive to be the best version of themselves. Sixth Form is a stepping stone to a brighter future, with hard work, resilience and support every student who attend Shire Oak Sixth Form can reach their full potential.

*Empowering
Every Ambition*



Subject options and expectations

CHANGES TO YOUR OPTIONS

Students select their options when they enrol to Sixth Form. Students have an opportunity to change options within the first 3 weeks of the school term; subject to their GCSE grades and space being available in the class. We believe this allows students an opportunity to be on the courses that are right for them.

Students will not be able to change courses beyond this point as they have signed up to a 2 year linear course. All students in Shire Oak Sixth Form are full-time students and must meet the government requirement of guided learning hours, which is the equivalent of studying 3 A levels.

Studying

The recommended study time outside of normal school hours is a minimum of 1 hour per day for every subject - at least 15 hours per week for three subjects.

- You are studying fewer subjects than you did at GCSE BUT there is so much more work to cover!
- You must plan your study time effectively – you need to use your time productively
- You will struggle to do well if you don't devote adequate time to private study outside of the classroom
- Private study is best done in peace and quiet and at regular intervals
- Private study should be used for homework, revision and super curricular activities to enhance your subject knowledge.

If you find you are devoting considerably more or less time than this to your studies then PLEASE come and discuss it with one of the Sixth Form Team.



Subject options and expectations

Study Periods:

- Year 12 students have 30 hours of lessons on their two week timetable. These are registered lessons and all students must attend. Supervised Study takes place in specific classrooms, where as Independent Study the Sixth Form Study area. **Students in Y12 are given the privilege of Home Study on their timetable, however this will be removed if students are not meeting the expectations of their teachers, tutors or the Sixth Form Team.**
- Year 13 students have 30 hours of lessons on their two week timetable. These are registered lessons and all students must attend. Supervised Study takes place in specific classrooms, where as Independent Study the Sixth Form Study area. **Students in Y13 are given the privilege of Home Study on their timetable, however this will be removed if students are not meeting the expectations of their teachers, tutors or the Sixth Form Team.**
- Failure to attend these sessions results in a Sixth Form detention the same as missing a subject lesson.
- Students must organise equipment, resources and technology to use in the all study sessions. Wi-Fi and laptops are available however we do advise students purchase their own device to use.

Independent Study Sessions

The KJ Study Room / Common Room is a multi use environment where students are expected to complete work quietly, however this will not always be a silent study area. The Library is a facility for the whole school and throughout the school day may be being used for lessons. This area is a QUIET area and can be used by Sixth Form during independent study session. Please remember eating, drinking, and mobile phones are not permitted in the Library.



Code of Conduct

Respect and Behaviour:

- I will uphold the Academy Values at all times.
- I will wear suitable 'business style' clothing as outlined in the 'dress code' section of the handbook.
- I will treat the Sixth Form Study Areas / Common room with respect and inform the Sixth Form team of any damage / mistreatment which occurs.
- I will behave in a mature and responsible manner at all times, recognising that I am a role model for younger students in the academy.
- I will treat all members of the school community with respect and kindness. Bullying, harassment, and discrimination of any kind are not tolerated.
- I will use polite and respectful language at all times. Offensive or abusive language is unacceptable.

Safeguarding:

- I will wear my I.D badge at all times whilst in the academy. The academy has the discretion to charge for replacement cards and lanyards.
- I understand that wilful damage to my ID badge is a disciplinary offence.
- I will provide the academy with accurate personal contact / next of kin details.
- Whilst in the academy I will uphold the laws regarding smoking, alcohol, weapons, drugs and anti-social behaviour.
- I will sign out of the academy if I leave the premises at any time, and sign back in again upon my return.
- I understand that any property I bring into the academy is my responsibility to look after and I will use my locker to store personal belongings. I understand that my locker may be subject to a search if the Head of Sixth Form believes that its use is inappropriate.
- I will familiarise myself with the academy safeguarding procedures and report any concerns accordingly



Code of Conduct

Attendance and Punctuality:

- A parent/carer will telephone the academy by no later than 9.00am if I am going to be absent on [01543 452518](tel:01543452518) and provide a reason for my absence.
- I will attend the academy for registration and I understand any references provided by the academy may be affected by poor attendance and/or punctuality.
- I understand that my attendance is expected to be 96% or higher.
- I understand it is my responsibility to follow signing in and out procedures
- I will attend every lesson on time.
- Where possible I will arrange medical appointments at a time that will not impact my lessons and I will give advance notice by completing the relevant form and provide evidence of the appointment.
- If I know I am going to be absent on a particular day, a 'request for absence' form must be completed before the day of absence and handed to the Sixth Form team for approval. The link for this is available via Teams.
- I will ensure that I collect work to be completed for the time I am going to be absent.

Progress and Effort:

- I will attend all student consultation evenings, review meetings and enrichment activities.
- I will work to the best of my ability at all times (including study time).
- I will meet deadlines for coursework as set out by my subject leader.
- I will not allow part-time work to affect my studies.
- I will inform the Sixth Form team of any problems relating to my studies or personal life which may affect my behaviour / effort in the academy.
- I understand progression to year 13 is subject to following the code of conduct.
- I understand that the courses I have chosen are 2-year courses and I will remain on them unless the Head of Sixth Form authorises otherwise. Failure to complete the course will result in being charged the 'entry fee' for that specific subject and any additional cost occurred for exam entries.



Code of Conduct

Use of Technology:

- I will use academy computers responsibly and internet access should be used only for educational purposes. Unauthorised access to inappropriate websites is prohibited.
- I understand that the use of mobile phones and AirPods/headphones is restricted to the Sixth Form centre only and they are prohibited for use in lessons.
- Students who do not comply with this Code of Conduct will be subject to appropriate action in line with the Sixth Form Intervention Policy

BRING YOUR OWN DEVICE (BYOD)

Sixth Form students have access to a number of supervised and independent study lessons, during which they have the opportunity to focus on coursework, homework tasks, assignments, ongoing revision and super curricular activities. As the nature of exam courses change and more materials are made available in digital form, students are increasingly required to use and to produce materials in digital form to aid learning. The school recognises the benefits of this and offers Sixth Form students the opportunity to use personal ICT devices in school to support learners. It is the intention of this policy to facilitate and support the use of personal ICT devices in school in continuance of individualised student learning. Sixth Form students can access the school Wi-Fi by connecting to: BYOD



Detentions

There are a small number of instances where students may be placed into a whole school detention. The majority of students will never be in a detention however, on rare occasion students may find they have been placed into detention they need to understand that this is a consequence of their actions and serve it promptly. To ensure you are not in detention please make note of the following incidents that will result in a whole school detention.

Punctuality

- Being late to school (after 8.40am) - same day break time detention.
- Lateness to lesson, after the register closes - following day break time detention.

Sixth form conduct concerns, which are listed below but not restricted to:

- Failing to attend a lesson or private study on your timetable.
- For leaving the building without permission. (This will result in a parental meeting and you will risk losing your Sixth Form place – this is a safeguarding issue).
- Confiscation of mobile phones. (from any member of staff)
- Uniform concerns (from any member of staff)
- Poor behaviour in or around the school premises and local community.

All of the above will result in a whole school detention for 30 minutes. If the conduct concern is severe parents will be informed and students will be placed in reset or suspended.

Detention process

- Students will be informed of the detention via the Sixth Form tutors / teachers or the MCAS app or students portal.
- Students may appeal the detention by speaking to the Sixth Form Team if they feel they have genuine reason for lateness for example.
- Parents will be informed of detentions via the MCAS app.



Student Opportunities

Sixth Form Enrichment activities play a vital role in the Sixth Form experience, supporting students' academic, personal, and professional development alongside their A-level or vocational studies. At Shire Oak Sixth Form, students are encouraged to embrace opportunities that will enhance their journey into the next steps of their education and adulthood. The following are examples of opportunities on offer:

- > **Student Leadership** - a team of senior students who work with SLT to improve all aspects of the academy.
- > **House Captains** - students can work with the house teams to run competitions and events.
- > **Subject Ambassadors** - individuals are selected by departments to represent subjects, these students may support by coordinating intervention or hosting clubs as well as speaking at school events such as open evenings.
- > **Work Experience/Placements** - students in Sixth Form are encouraged to complete work experience placements during the formal work experience week in the summer term. An additional week of work experience can be authorised during school time, however this must be agreed with the Sixth Form team. All work experience should be logged on Unifrog and signed off in advance.
- > **Trips / Visits** - students will have the opportunity to go on a range of trips and visits throughout their time in Sixth Form. Each subject will run minimum of one trip over the 2 year course. Sixth Form specific trips include a team building day in Y12 and a London residential in Y13.
- > **Career Guidance and Support** - students are lucky to be supported in their career journey by Mrs Dullea who is based in the Sixth Form building and will offer a wealth of guidance and support. We use Unifrog to track individual career paths, create CVs and complete virtual work experience.



SHIRE OAK ACADEMY

TURNING POTENTIAL INTO EXCELLENCE

Enrichment Opportunities

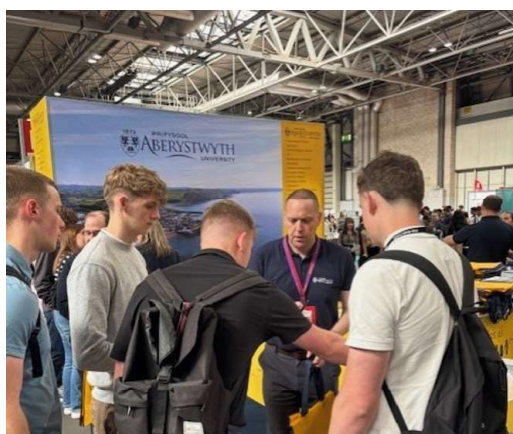
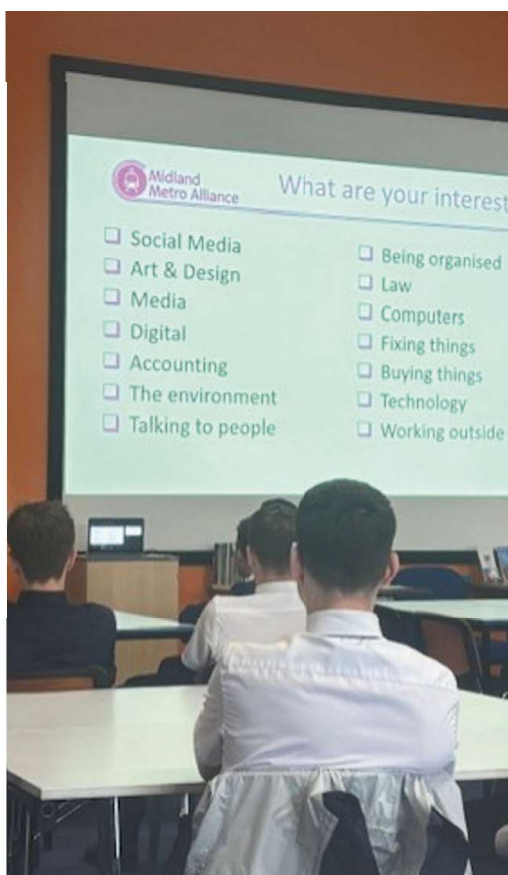




SHIRE OAK ACADEMY

TURNING POTENTIAL INTO EXCELLENCE

Enrichment Opportunities





SHIRE OAK ACADEMY

TURNING POTENTIAL INTO EXCELLENCE

Student Leadership

Year 13 Student Leaders act as positive role models and ambassadors for the Sixth Form. They support the smooth running of sixth form life, represent student voice, and contribute to events, assemblies, and the wider school community.

The 2026-2027 Student Leader Team consists of Head Students Olivia Ali, Darci Jackson, Esme Sledge and Leigha Tranter, with Deputy Head Students Ben Faulkner and Harry Moore.



Student Leaders



Mental Health & Wellbeing

Shire Oak Academy continues to be dedicated to promoting wellbeing and mental health throughout the school. In line with our ethos, we are committed to young people benefiting from exceptional opportunities and students having an equal opportunity to achieve their potential. These values are only achievable if we execute making our wellbeing and education a priority.

- Access to one to one pastoral support from the Sixth Form Team
- Regular assemblies promoting the importance of wellbeing and mindfulness
- Mindfulness techniques sessions from a qualified expert
- Outside agency support and information
- Referral programme for vulnerable students

Our top ten actions to support good mental health

These simple actions may help lift your mood and improve your ability to cope with life. Try a couple and find which works best for you.

1. PLAN SOMETHING TO LOOK FORWARD TO

Making plans for things we enjoy can increase our sense of hope, which is important for our mental health. It could be a plan to sit down with a cup of tea and take a quiet five minutes, or a long-term plan for an ambitious trip. Whether it's a big or small goal, the important thing is to plan it.



2. EAT WELL

One of the simplest ways to improve mental health is by eating a healthy, balanced diet. Not only can it support your emotional health, but introducing small habits, such as staying hydrated or having fruit snacks, can help make changes stick easier.

3. GET CLOSER TO NATURE

Spending time in nature can boost your mood, lessen stress, and help you concentrate.



4. GET GOOD SLEEP

Good quality sleep helps your brain work better, lifts your mood, and is good for your overall health.



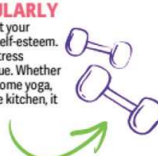
5. GET CREATIVE

Spending time on creative activities is a great way to help ease stress and anxiety. Carve out some time to listen to music, paint, sing, or do whatever you enjoy most.



6. MOVE REGULARLY

Being active can boost your mood and raise your self-esteem. It's also an effective stress management technique. Whether you go for a walk, do some yoga, or vigorously clean the kitchen, it all counts.



7. TRY MINDFULNESS

Being fully aware in the present moment can positively change the way you feel about life and how you approach challenges. Aim to notice the colour of the sky, the sound of leaves, or the feeling of your feet on the ground.



8. MAKE TIME FOR FRIENDS

Having good relationships with others can help you feel like you belong, allow you to share experiences, and receive emotional support. It's a great reason to have a catch-up with a friend on the phone.



9. BE KIND

Bad days happen to everyone. If you're having a tough time, remember to treat yourself with kindness and understanding. You're doing the best you can.



10. TALK THINGS OVER WITH SOMEONE YOU TRUST

It can take a lot of courage to tell someone else how we're feeling or what we're finding hard. Just talking things through with a person we trust can feel like a relief and make us feel less alone.





SHIRE OAK ACADEMY

TURNING POTENTIAL INTO EXCELLENCE

Academy Day

MON, TUES, THURS, FRI		WEDNESDAY	
08:35 - 09:10	FORM + PSHE	08:35 - 08:45	FORM
09:10 - 10:10	PERIOD 1	08:45 - 09:40	PERIOD 1
10:10 - 11:10	PERIOD 2	09:40 - 10:35	PERIOD 2
11:10 - 11:30	BREAK	10:35 - 10:55	BREAK
11:30 - 12:30	PERIOD 3	10:55 - 11:50	PERIOD 3
12:30 - 13:30	PERIOD 4	11:50 - 12:45	PERIOD 4
13:30 - 14:15	LUNCH	12:45 - 13:30	LUNCH
14:15 - 15:15	PERIOD 5	13:30 - 14:25	PERIOD 5

STUDENT ABSENCE If your child is absent for any reason, please use the number below to contact the academy before 9.10am with the following information: Who is calling. A contact number. The student's name. The student's year group or form group. Reason for absence. Student Absence number: 01543 452518



Tutor Programme

Year 12 Form Time 26/27

WEEK 1

Monday	Tuesday	Wednesday	Thursday	Friday
35 minutes	35 minutes	10 minutes	35 minutes	35 minutes
SOA Time - Settle, Organise, Achieve.	SOA Time - Settle, Organise, Achieve.	SOA Time - Settle, Organise, Achieve.	SOA Time - Settle, Organise, Achieve.	SOA Time - Settle, Organise, Achieve.
Personal Development	Personal Development	Registration	VESPA skills	Sixth Form Briefing

WEEK 2

Monday	Tuesday	Wednesday	Thursday	Friday
35 minutes	35 minutes	10 minutes	35 minutes	35 minutes
SOA Time - Settle, Organise, Achieve.	SOA Time - Settle, Organise, Achieve.	SOA Time - Settle, Organise, Achieve.	SOA Time - Settle, Organise, Achieve.	SOA Time - Settle, Organise, Achieve.
Personal Development	Personal Development	Registration	VESPA Skills	Assembly KJ Common Room

Year 13 Form Time 26/27

WEEK 1

Monday	Tuesday	Wednesday	Thursday	Friday
35 minutes	35 minutes	10 minutes	35 minutes	35 minutes
SOA Time - Settle, Organise, Achieve.	SOA Time - Settle, Organise, Achieve.	SOA Time - Settle, Organise, Achieve.	SOA Time - Settle, Organise, Achieve.	SOA Time - Settle, Organise, Achieve.
Personal Development	Personal Development	Registration	Next Steps	Assembly KJ Common Room

WEEK 2

Monday	Tuesday	Wednesday	Thursday	Friday
35 minutes	35 minutes	10 minutes	35 minutes	35 minutes
SOA Time - Settle, Organise, Achieve.	SOA Time - Settle, Organise, Achieve.	SOA Time - Settle, Organise, Achieve.	SOA Time - Settle, Organise, Achieve.	SOA Time - Settle, Organise, Achieve.
Personal Development	Personal Development	Registration	Next Steps	Sixth Form Briefing



Sixth Form Dress Code

Shire Oak Academy, Sixth Form is a core part of our academy; this is reflected in the active participation of Year 12 and Year 13 students across the whole academy.

Sixth Form students are role models for our younger students. It is therefore important that they present the highest standard of dress, behaviour and respect. Sixth Form students are leaders of learning within the academy.

Considering this our Dress Code requires students to wear clothing that is in keeping with a business environment, and is smart, comfortable and appropriate to wear to an academy comprising of young people aged 11-18.

Key features of the Dress Code - examples are provided but not limited to:

Female Attire:

- Blouse or jumper
- Skirt or dress (of appropriate length; no shorter than just above the knee)
- Trousers
- Appropriate cultural dress

Male Attire:

- Smart jumper and collared shirt
- Collared shirt and tie
- Jacket/trousers or suit
- Appropriate cultural dress

Shoes - Leather or synthetic alternative with an appropriate heel, no open toes or sling backs or heels above 2 inches; no trainers, boots or canvas shoes allowed.

Specific Requirements

- Cultural headwear only (no caps/hats)
- Coats must be removed on entry to the academy.
- Shoulders and stomach always covered
- No denim
- No sportswear, beachwear or shorts
- No extreme piercings (face piercings to be worn with a clear plastic piercing retainer)



Student Equipment

Students will need to have the following equipment with them every day:

- Diary / planner
- Notebook
- Laptop / ipad / mobile device
- Black pens
- Green pens
- Pencils
- Eraser
- Ruler
- Protractor
- Glue stick
- Highlighter
- Scientific calculator (specific instructions for this will be provided by Science and Maths departments)
- Pencil case – students must write their name on their pencil case.





16-19 Bursary

The 16-19 Bursary Fund is available to eligible students in Years 12 and 13 to help with the costs of continuing in education. The fund is intended to support students who may face financial barriers to learning and is awarded based on household income and individual circumstances.

Shire Oak School administers the bursary on behalf of the Department for Education. Funding is limited, and all applications are assessed in line with national eligibility criteria. Students wishing to apply should complete an application through the Applicaa Bursary 16+ online portal.

DON'T MISS OUT!

Funding to support students aged 16-19 with...



WHAT YOU NEED TO DO...



- ✓ Find out if you will be eligible by scanning the QR code
- ✓ Go through the simple application process this Summer term
- ✓ Don't miss out on the funding to support your learning



Cashless Payment system

ParentPay is an on-line service using a very secure website, www.parentpay.com. You can also pay cash at local stores where you see the PayPoint logo.

Your username and password (you will have the option to change your password) will be issued by the academy in a separate letter.

The cashless system will use biometrics based on finger scan recognition technology.

Payments for catering, trips, music lessons etc. are all made through this system. We do not accept cash or cheques.

This has many benefits including:

A faster lunch and break time service

- The money that is on your child's account can only be spent on meals.
- Only your child can access their money.
- If your child is eligible for free school meals no one is aware of this as the money is automatically credited onto their account each day.

This is not a fingerprint.

How does finger scan technology work? A numerical value is derived from points on the child's finger when it is placed on a reading device. This is a set of numbers (usually 16) that is stored. Every time your child has their finger re-read, a numerical value is generated again unique to your child.

Please Note: Schools do not keep an image of the fingerprint. The biometric data is securely stored and will not be shared with any other agency. The biometric data will be destroyed when your child leaves the academy. Cashless catering systems are very common in schools and workplaces and are extremely popular. If you have any further queries about the system or object to your child being part of this process please contact the school.

