



**Denefield**  
Success for life



2025 - 2026

# Sixth Form Handbook

Information, advice and guidance for students  
and parents/carers



Denefield School

Long Lane, Tilehurst, Reading, Berkshire, RG31 6XY

Tel 0118 9413458 [www.denefield.org.uk](http://www.denefield.org.uk)



# CONTENTS

	Page
Letter of welcome and introduction	3
Meet the team	4
The school day	5
General Information	6 - 8
Term dates and key dates	9 - 10
Personal development - enrichment tutor programme	11
Dress code	12
Sixth Form bursary	13
Mobile phone policy	13
Student Leadership	13
Extended learning	14
Independent study	15
Assessment and reporting	15 - 16
Mental health and wellbeing	17
Rewards and sanctions	18 - 21
Careers and destinations	22

# WELCOME MESSAGE

---



## Mr M Peacock

Assistant Head - Head of Sixth Form

I would like to take this opportunity to welcome your young person back to the Sixth Form, if they are returning to us from Year 11, or to welcome them as a new student to the school.

The purpose of this guide is to provide you with more detailed information about the routines and policies of Denefield Sixth Form.

In the Sixth Form our aim is to build and maintain strong links between home and school. This guide should provide you with all the necessary information to ensure that your child is fully supported to reach their full potential.

In addition to this guide, please take some time to have a look at the school's website which is regularly updated with information for parents/carers and students.

Please feel free to contact us, either on 0118 9413458 or by email, should you have any queries.

Once this handbook has been read, please complete and submit the [Student and Parental Agreement](#), by Friday 12 September 2025 at the very latest.

Thank you for your continued support.



Mr M Peacock  
Assistant Head - Head of Sixth Form



# The Sixth Form Team



Mr M Peacock  
Assistant Head -  
Head of Sixth Form  
mpk@denefield.org.uk



Mr J Mundell  
Deputy Head of Sixth Form  
jml@denefield.org.uk



Mrs J Levey  
Welfare Manager  
jly@denefield.org.uk

Tutors are subject to confirmation in September 2025



RKN - Mr R Khan  
rkn@denefield.org.uk



L-RTR - Mr R Taylor  
rtr@denefield.org.uk



N-JCE - Miss J Colbourne  
jce@denefield.org.uk



LBT - Miss L Bennett  
lbt@denefield.org.uk



S-AWR - Mr A Wheeler  
awr@denefield.org.uk



SDR - Dr S Dover  
sdr@denefield.org.uk



JJN - Mrs J Jackson  
jjn@denefield.org.uk



MPR - Miss M Peear  
mpr@denefield.org.uk

# The school day

8.30am - 8.40am	1:1 academic tutorial
8.40am - 9.40am	Period 1
9.40am - 10.40am	Period 2
10.40am - 11.00am	Break
11.00am - 12.00pm	Period 3
12.00pm - 1.00pm	Period 4
1.00pm - 1.35pm	Lunch
1.35pm - 2.00pm	Tutor period
2.00pm - 3.00pm	Period 5



## 1:1 academic mentoring

In order to support students, they will have a half-termly 1:1 meeting with their tutor. Tutors will conduct a folder check, discuss the student's academic progress, their wellbeing, and provide guidance on post-18 destinations. These sessions will be arranged directly between the tutor and student, where they will be given a date. These will happen between 8.30am and 8.40am. Any concerns raised in these meetings will be communicated home.

# General information

## Enrichment

Every Wednesday afternoon (tutor and p5) is given over to enrichment. This will appear on the student’s timetable and it is a compulsory session. Each week there will be an external speaker or guest to give a talk or an interactive session on a range of exciting topics, from finances to careers and relationships. Students who fail to attend these sessions will be sanctioned (see Rewards and Sanctions). Students should expect to be in school until 3.00pm.

Following the talk, students have the opportunity to engage in a number of wellbeing activities, including football, netball, rounders and a number of wellbeing activities.

## Swipe System

Students will register using a new swipe system with their ID badges. It is imperative that all students swipe in as this system is used to record attendance and in the event of an emergency (eg fire alarm). It is the student’s responsibility to ensure they swipe in and out daily. They must swipe in as soon as they arrive on school premises, and swipe out immediately whenever they leave. Parents/carers will receive a text if they have not swiped in.

## Attendance and punctuality

If a Sixth Form student is absent, parents/carers must report this as soon as possible via one of the following means:

- via the ClassCharts app
- email to [absence@denefield.org.uk](mailto:absence@denefield.org.uk)
- call the school on 0118 9413458 before 8.30am.

If a student is late to a session, the student must report to the Welfare Manager in the Sixth Form Office and swipe in before going to their lesson. They will be marked with an ‘L’.

The most successful students have the best attendance. If students are not present in school they cannot learn. The target for each Year 12 students is 95% attendance. If a student is absent, the parent/carer must provide a written explanation or report the absence via the channels above.

## Medical appointments

All non-emergency medical and dental appointments must be scheduled outside of school hours (after 3.00pm). Medical evidence (in the form of a screenshot of the email/text reminder) must be provided to Mrs Levey at least 24 hours in advance. If no evidence is provided, students will be marked absent with an unauthorised mark and set an Extended Day. In the event of an emergency, medical evidence is still required and should be sent to Mrs Levey as soon as possible.

## Illness

If a student feels unwell, they need to go to medical to be checked. Medical will make a decision if a student is not well enough and can be sent home. Students are not allowed to leave school if they feel unwell without going to medical first. If they choose to leave without going to medical first this will be marked as an unauthorised absence and a sanction will apply.

Attendance	Equivalent days missed	Equivalent lessons missed
95%	10 days	27 lessons
90%	19 days	51 lessons
85%	29 days	78 lessons
80%	38 days	102 lessons

### **Family holidays**

Absence from school has a negative effect on learning. We are unable to authorise holidays in term time. If you know in advance of an unavoidable absence, please contact the Welfare Manager (Mrs Levey) in writing.

### **University Open Days**

We can authorise student absence from school for up to three individual days across Year 12 and Year 13, for students to attend an official university open day. If a student wants to book a place to attend an official University Open Day, they will need to send the confirmation email they receive to Mrs Levey so she can authorise the absence. We are unable to authorise absence for students to take a self-guided tour of a campus or university.



### **Driving lessons and tests**

If students are learning to drive, they must organise their lessons so as not to interfere with their timetable. Students must allow a clear window either side of their lesson. Students must arrange theory tests in their own free time. We can authorise absence for students to sit their practical driving test, providing we receive evidence. Please email this to Mrs Levey at least 24 hours in advance.

### **Medicines**

We have staff trained in first aid to deal with accidents; we do not, however, have a nurse and no staff are medically qualified. We are not allowed to give students any medicine (including paracetamol) without prior written consent from parents/carers. Please let the school know immediately of any changes in contact information, emergency numbers or doctor's surgery. It is very important that the information we hold is accurate.



## **PPEs (Pre-Public Examinations) and Study Leave**

### **Year 12**

Year 12 PPEs take place during Term 6, with students having study leave for the week in which they occur. These PPEs give students the chance to sit a representative exam for each A Level subject, and to work out strengths and areas for improvement for the coming year. It also contributes to the teacher's professional judgement about a predicted grade for UCAS or apprenticeship application.

### **2025 to 2026 - Year 12 PPE dates:**

Monday 22 June – Friday 26 June (study leave all week)



### **Year 13**

Students in Year 13 will sit two sets of PPEs during the year, one in Term 2 and the other in Term 4. This will give students valuable practice in sitting the exams, and provide important data for staff to plan their teaching and revision in the final few terms.

### **2025 to 2026 - Year 13 PPE dates:**

First set: Monday 8 December to Friday 12 December (study leave all week).

Second set: Tuesday 24 February to 27 February (study leave all week).

Year 13 will go on study leave from Monday 11 May. From 11 May, students will only be required in for lessons until they have taken the paper for that subject. Students are still welcome to attend Independent Study sessions in the Library, should they wish.

# Autumn term

	Start	End
INSET	Monday 1 September Tuesday 2 September	
<b>Term 1</b>	Wednesday 3 September - Year 7 students only Thursday 4 September - Year 7 and year 12 students only Friday 5 September - all students return	Friday 24 October
Autumn break	Monday 27 October	Tuesday 4 November
<b>Term 2</b>	Wednesday 5 November	Friday 19 December
Christmas break	Monday 22 December	Friday 2 January 2026

# Spring term

	Start	End
<b>Term 3</b>	Monday 5 January - late start, 9.28am at the gate	Friday 13 February
Spring break	Monday 16 February	Friday 20 February
<b>Term 4</b>	Monday 23 February	Friday 27 March
Easter break	Monday 30 March	Monday 10 April

# Summer term

	Start	End
<b>Term 5</b>	Monday 13 April - late start, 9.28am at the gate	Friday 22 May
Bank Holiday	Monday 4 May	
Summer Break	Monday 25 May	Friday 29 May
<b>Term 6</b>	Monday 1 June	Friday 17 July

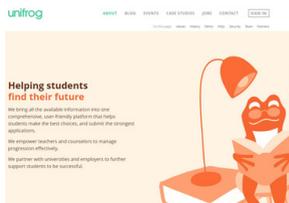
# Key dates

Year 12	Term	Year 13
<ul style="list-style-type: none"> <li>Academic resilience workshops.</li> <li>Baseline assessments - Monitoring: E1-4 and EL concern Y/N.</li> <li>Restart a Heart.</li> <li>How to succeed in Sixth Form workshops.</li> </ul>	<b>Term 1</b>	<ul style="list-style-type: none"> <li>Monday 22 September - Parent/carer &amp; Student information evening</li> <li>UCAS early deadline.</li> <li>Restart a Heart.</li> <li>Newbury Expo.</li> </ul>
<ul style="list-style-type: none"> <li>Ice breaker event.</li> </ul>	<b>Term 2</b>	<ul style="list-style-type: none"> <li>Ice breaker event.</li> <li>Year 13 PPEs (I).</li> <li>Monitoring: PPE and predicted).</li> <li>Internal UCAS deadline - Friday 5 December.</li> </ul>
<ul style="list-style-type: none"> <li>BTEC Exams.</li> <li>Monitoring.</li> </ul>	<b>Term 3</b>	<ul style="list-style-type: none"> <li>Parents' Evening - Thursday 22 January</li> <li>Interventions (clinic, rewards, recognition).</li> <li>UCAS deadline - Wednesday 14 January.</li> </ul>
<ul style="list-style-type: none"> <li>Parents' Evening - Thursday 19 March.</li> <li>KS5 Awards evening - Thursday 12 March.</li> </ul>	<b>Term 4</b>	<ul style="list-style-type: none"> <li>Year 13 PPEs (II) (Monitoring: PPE and predicted).</li> <li>KS5 Awards evening - Thursday 12 March.</li> </ul>
<ul style="list-style-type: none"> <li>UCAS trip - Wednesday 22 April - TBC.</li> </ul>	<b>Term 5</b>	<ul style="list-style-type: none"> <li>Photography Exam - Wednesday 22 April.</li> <li>Art Exam - Tuesday 28 April.</li> </ul>
<ul style="list-style-type: none"> <li>Work experience.</li> <li>Next steps preparation.</li> <li>Year 12 PPEs (Monitoring: PPE and predicted).</li> <li>Interventions (clinic, rewards, recognition).</li> </ul>	<b>Term 6</b>	<ul style="list-style-type: none"> <li>Leavers' breakfast - Friday 26 June.</li> <li>Summer Ball - July - TBC.</li> </ul>

# Personal development - enrichment tutor programme

## Destinations

We dedicate one tutor period to researching post-18 destinations. Unifrog is the tool we use to explore apprenticeships, degrees and employment in one place. It allows students to browse opportunities based on their potential grades, areas of interest and location. There are also tools to build soft skills like leadership and articulatory. Tutors and the Sixth Form Team will track students' progress on Unifrog and discuss it with them regularly.



## Current Affairs



## Current affairs

Students spend a session exploring the world around them through the news. Tutors will select the most interesting and relevant stories from the recent news and there will be the opportunity to discuss them as a group. Additionally, students are supported to develop valuable critical thinking skills by considering the origin of the news (broadsheet or tabloid newspaper, tv, online etc).

## Assembly

Each week the Sixth Form Team hold an assembly for students. This could be an important event in the news that week, guidance on upcoming exams, or announcements for students.



## Success for Life

Our Success for Life programme supports students in their personal development. With a range of sessions on topics from revision to voting to sexual health, these sessions give students the knowledge they need at this stage of their lives.

## Student leadership

To integrate our Sixth Form with the wider school community we have developed a Student Leadership Programme for all students. We offer students a wide range of activities from which to choose as part of their programme. These are:

- Peer mentoring (Pastoral or Academic)
- Numeracy support.
- Mental Health First Aid.
- Paired reading.

Year 12 students will participate in these sessions during a Monday PM tutor time. Year 13 will participate in a Thursday PM tutor.

To the right is a table showing the tutor programme for each year group.

	Year 12	Year 13
Monday	SLP	Destinations
Tuesday	SfL	SfL
Wednesday	Enrichment	Enrichment/destinations
Thursday	Destinations	SLP
Friday	Assembly	Assembly

# Dress code

## **Business-like dress**

Denefield Sixth Form students are role models for younger students, and their standards of dress are an important part of the culture of our Sixth Form. We are a Sixth Form based on a school site that has high standards of dress as part of their values and ethos, and we expect Sixth Form students to lead the community by example. We also believe that the way we dress influences our mind-set, which feeds into the belief that a focused working day allows students to live rich and varied lives in their own time. We have a dress code that stops short of a prescriptive uniform, with the aim to have a smart appearance that allows a degree of personal expression.

It is impossible to cover all bases here. The Head of Sixth Form, and Sixth Form Team, will make the final decision as to whether an item of clothing falls within the spirit of business-like dress.

- Our intention is to allow freedom of expression within these boundaries. For example, coloured or patterned trousers, provided they are smart in cut and material, would be acceptable.
- There will be concessions to 'summer dress' to ensure comfort when temperatures become extreme.
- Outer layers for subjects which have a practical element (Sciences, Art, Product Design) will be available to protect clothing.

What is allowed:

- Smart, work-oriented and comfortable shoes (including plain all black trainers or plain all black canvas shoes with no coloured logo).
- Smart trousers or skirt.
- Chinos or cargo trousers.
- Jeans (not ripped).
- Smart dress.
- Smart collared shirt and tie, blouse or smart top (high neckline and covered shoulders).
- A jacket/blazer, jumper OR cardigan with no visible logo.
- Single nose piercing.
- Plain T-shirt.
- Plain smart tailored shorts (Term 6 only).
- Suit (trouser or skirt suit).
- Smart outdoor coat.

What is not permitted:

- Ripped clothing.
- T-shirts with large logos.
- Hoodies.
- Clothing with slogans or logos that aren't subtle.
- Clothing that is overly revealing, including exposing bare midriff or chest.
- Hats and other headwear (except for parentally confirmed religious or medical reasons).
- Strappy tops, vests or dresses.
- Sportswear e.g. tracksuits, hooded tops, football shirts.
- Leggings or jeggings.
- More than one facial piercing or extremes of hair style/unnatural hair colour.

# Mobile phone policy

Students in the Sixth Form are permitted to use their phones in the following contexts:

- For work purposes in the Study Room (not the Library for Independent Study).
- In the Common Room.
- When approved by a teacher.

We understand that Sixth Form students may need to take personal calls during the school day related to work or other reasons. If this is the case, the student must speak with a member of the Sixth Form Team to find a private space. Students who use their mobile phone outside of these situations will have their phone confiscated. On the first occasion students will pick up their phone from Mrs Levey at the end of the day. For any subsequent offences, the student's parent/carer will need to collect the phone.

## No smoking/vaping policy

Smoking or vaping is not permitted at any time on or immediately outside the school premises.

# Sixth Form Bursary

In March 2011 the Government announced a new 16-19 Bursary Fund scheme to provide financial assistance to those young people who face a financial barrier to continuing in education or training post-16. The scheme has been put in place as a partial replacement for the Education Maintenance Allowance, which closed to new applicants on 1 January 2011.

The 16-19 Bursary Fund has been allocated by the Education Funding Agency (EFA), the funding agency for 16-19 education and training. We are committed to ensuring the fund is used to support financially disadvantaged young people taking up or continuing in their education or training post-16 and achieving their learning aim(s). The contact at Denefield for all 16-19 Bursary support/enquiries is Mr E Bradley: EBY@denefield.org.uk. Forms for financial assistance can be obtained from the Welfare Manager in the Sixth Form office, or the school website.

# Student leadership

To integrate our Sixth Form with the wider school community we have developed a Student Leadership Programme for all students. We offer students a wide range of activities from which to choose as part of their programme. These are:

- Peer mentoring (Pastoral or Academic)
- Numeracy support.
- Mental Health First Aid.
- Paired reading.

Year 12 students will participate in these sessions during a Monday PM tutor time. Year 13 will participate in a Thursday PM tutor.

	Year 12	Year 13
Monday	SLP	Destinations
Tuesday	SfL	SfL
Wednesday	Enrichment	Enrichment/ destinations
Thursday	Destinations	SLP
Friday	Assembly	Assembly

To the right is a table showing the tutor programme for each year group.

# Extended learning/wider reading

Extended learning and Independent Study are vital components of life at Denefield Sixth Form. Students can expect a substantial amount of work outside lessons to support their studies. For every one hour lesson students should receive one hour of extended learning or wider reading.

Extended learning is an important part of the learning process. It is integral to effective knowledge recall, deliberate practice of exam questions and preparation for assessment. The regular setting and marking of extended learning encourages:

- consolidation and extension of learning
- revision of content
- independent learning
- self-discipline, personal organisation and responsibility.

As part of your consolidation of learning, the class teacher may expect you to read extensively around the chosen subject area. Denefield has high expectations regarding extended learning. It is set regularly across all curriculum areas according to the needs of the students. All curriculum areas plan extended learning tasks which are:

- varied and meaningful to facilitate progression in learning across a range of subject skills
- fully integrated with lesson planning
- supported with Knowledge Organisers and other key study documents
- based on knowledge recall and exam practice
- shared with students in such a way that they understand the purpose of the work and anticipated learning outcomes
- appropriate to the needs of the students
- marked in accordance with the school's marking policy
- regularly review your notes.



Typical extended learning tasks may include:

- the creation of revision material (flash cards, mind maps, fact files, posters etc) from key materials
- quizzes (using apps like Educake, Tassomai, EverLearner etc)
- the completion of exam questions and self-assessment using a mark scheme
- comprehension questions connected to a key text
- background/wider reading for a topic
- the revision of key materials (quiz questions, knowledge organisers, flash cards etc.) in preparation for an assessment.



If students do not complete their extended learning to the standard expected by the teacher, they will be set a sanction (see Rewards and Sanctions).

# Independent study

All students at Denefield Sixth Form complete a number of Independent Study periods on their timetable. This is to support students in their transition from Year 11 to Year 12 in managing the new, independent style of learning.

Students will take part in a workshop in September of Year 12 to learn practical techniques to thrive in their A Levels and BTECs.

Year 12	Year 13
six hours per cycle	*six hours per cycle
*depending on your effort, progress and attainment	

Year 12 students have six periods of Independent Study per cycle, and Year 13 students have six, depending on their progress. This reduction between Year 12 and Year 13 allows students to manage their own workload whilst retaining a structure in their school day to support their studies.

If teachers have concerns that a student is struggling to manage their learning, the Sixth Form Team will discuss this with them and may add additional Independent Study periods to their timetable as a supportive measure.

These Independent Study sessions take place in the Library, which is equipped with computers and desk space. Students are encouraged to bring laptops or tablets to complete work, if they wish.

Independent Study sessions are monitored by a member of staff, who will take a register and monitor the atmosphere. Students must work in silence and not use their mobile phones or headphones.

Students must arrive promptly to their study periods, and bring enough work with them to be working for an hour.



## Assessment and reporting

Students are assessed regularly in each subject. Most students will sit an end-of-topic assessment each half term, which will yield a grade. These grades give a very rough indication of how students are performing.

In lessons, teachers use every opportunity in the lesson to evaluate students' understanding. These can be both planned and spontaneous opportunities. There are a number of methods they can use, which include, for example:

- asking students questions
- talking with students, eg 'I like the way you have...'
- live marking, ie marking with you in the lesson
- using a visualiser or scanned work to share ideas mini quizzes.

### How we create an effective learning culture

Silent work

No mobile phones

No headphones

Focused work for the hour

No food

Use laptops/tablets







### What does this mean in between lessons?

Teachers use the time between lessons to assess a student's understanding of what was taught in their lesson. In the past this would usually be a piece of extended learning which the student completed and then submitted; the homework was then marked in detail by the teacher and, because of the time this took, returned to the student several weeks later.

This means teachers have to use other methods to assess students' understanding from one lesson to the next. These could include, for example:

- A 'silent and solo' starter: at the start of the lesson there is a mini quiz on what students have learnt previously, to assess where the students are and then adapt the lesson to respond to this.
- Online learning: eg Educake, Mathswatch.

Staff in each department have agreed the feedback methods that they will use for their particular subject, drawing on their own professional expertise and the best shared practice available.

### What is DIRT time?

DIRT stands for 'Dedicated Improvement and Reflection Time'. This is the time that teachers give to students in lessons, for students to act on the feedback they have been given. This could involve correcting errors, developing explanations, answering additional questions that the teacher has set. It is the expectation that all students will respond to all assessment marking in red pen.



### Reporting

Students in the Sixth Form will receive reports with the following information:

- Current average grade (A\*-U/D\*-Fail).
- PPE grade (A\*-U).
- Targets.

This information will be used by the Sixth Form Team to recognise the hard work and effort of our students, as well as to intervene and support students who are not making the progress they should be.

# Mental health and wellbeing

We take student wellbeing and mental health very seriously at Denefield. The Success for Life part of the tutor programme regularly features mental health discussions and practical advice to promote wellbeing.

We are fortunate enough to have a supportive Welfare Manager in the Sixth Form, who is available for students to discuss any issues they have. No problem is too big or too small. We have also found that students find the websites and apps listed below helpful:



[Mind](#)



[West Berks directory - Emotional Health Academy \(EHA\) and Health Triage \(EHT\)](#)



[TellMi: Better Mental Health on the App Store](#)

[TellMi: Better Mental Health - Apps on Google Play](#)

Our weekly enrichment slot each Wednesday afternoon offers students a wellbeing session. With a variety of options, our students can relax and do something they enjoy to balance out the demands of their studies.

We also offer students the chance to support the younger years with their wellbeing through the Mental Health First Aid programme. This is run by two Mental Health Ambassadors in the Sixth Form and Ms Netton. For more information, please contact [dnn@denefield.org.uk](mailto:dnn@denefield.org.uk).

## Rewards and sanctions

At Denefield we believe in rewarding hard work and good effort. Here are the rewards systems we use...

### Rewards policy

#### ***Above and Beyond - weekly notice***

Staff will award positive points to students for effort, work and achievement in their subject. Tutors and the Sixth Form Team will also award points for helping staff with tours etc.

- Regularly helping with events.
- Regularly going Above and Beyond.
- Helping staff with events.
- Running clubs.
- Mentoring students.
- Going Above and Beyond generally!

- Good effort.
- Positive contribution to the lesson.
- Good EL.
- Evidence of excellent revision.
- Wider reading.
- Good progress/attainment in a topic test.
- Helping with tours.
- Supporting with lower school.
- Helping with school events.

## Postcards

Students who regularly go above and beyond in and out of lessons will be sent postcards home in recognition of their excellent contribution. Students who have made good progress and/or achieved well will receive these following their PPEs.



## Termly draw

Students who have received multiple positive points or a post card in the half-term will be entered in the prize draw. The winner will be selected at random during the end-of-term assembly, and will receive a £15 All4One gift card.

- Received three nominations for *Above and Beyond* in that half-term.
- Receive one postcard home in that half-term.

## Rewards pizza banquet

In recognition of the outstanding achievements of our students, we will hold a rewards 'pizza banquet' with the Sixth Form Team, at certain points in the year.



These will be held for students who have excelled in the following areas:

- Progress and/or attainment in the PPEs
- Engagement and attainment in the monitoring data
- Significant contribution to school life (e.g. Ambassadors, tours, Open Evening)

### Win your Summer Ball ticket

These will be awarded to the top student in each year group for a combination of the following things:

- attendance
- punctuality
- engagement
- progress
- contribution to school life.



### Pride of Denefield - KS5 Awards Evening

Our annual awards ceremony gives us the opportunity to celebrate the brilliant academic and extra-curricular achievements of our students. There will be subject awards for outstanding achievement, awards for extra-curricular achievement, and awards for contribution to school life.



- Give 100% in your subject.
- Show passion and enthusiasm for the subject.
- Contribute in your subject area (Open Evening etc).
- Go above and beyond with EL and wider reading.



### Sanctions Policy

We believe that students need to be held accountable if they do not meet the expectations of the Sixth Form. As such, we have developed a behaviour policy to support students in getting it right. We operate an Extended Day system and a tiered contract system.

### Extended Day

At Denefield the first sanction for conduct that falls below our high expectations is the Extended Day. We run an Extended Day every Tuesday and Thursday from 3.00pm - 4.00pm. Teachers will set these for students who have not met the expectations in one of these areas:

- defiance (flouting dress code, misuse of phone/headphones)
- truancy (lesson, tutor period, Independent study period, Enrichment)
- incomplete EL
- persistent lateness (three late marks in a half term).

If a student fails to attend their Extended Day, they will be internally suspended for the following school day, which will mean that they are in school from 8.30am until 3.00pm, as well as sitting their detention after that. Students will be expected to bring enough work to last the day. There will be no access to phones, laptops or computers. Work will need to be in paper or textbook form. If a student fails to comply with these expectations, they will likely be externally suspended.

### Persistent issues

If a student is set extended days on a regular basis, they will be invited to a meeting with their parents/carers and the Sixth Form Team to discuss the best course of action.

### Poor punctuality

If a student arrives late to a session, they will be marked on the register with an 'L' and the number of minutes late will be recorded.

If students are persistently late, they will be placed on a punctuality contract for a minimum of two weeks,

If students continue to arrive late for sessions, they will escalate to the next tier of the contract.

If issues persist, students will be invited to a meeting with their parents/carers and the Sixth Form Team to discuss the best course of action.

### Poor attendance

If a student's attendance to school falls below 95%, the Tutor will contact parents/carers to discuss why this is the case.

### Not abiding by the dress code

If a student accrues three marks for not abiding by the dress code, they will receive an Extended Day.

Minutes Late	Sanction
1 - 9 minutes	Late mark (3 lates = 30 minutes)
10 - 29 minutes	30 minutes
30 minutes+	1 hour

### Conduct in Independent Study

If a student decides not to follow the rules in Independent Study sessions in the library, they will be removed and sent to the Sixth Form Team and a sanction will be applied.

## Contract system

We operate a three-tiered contract system to support students who are not getting it right back, on the path to success. These work with support from staff, parents/carers and the students to address EL, attendance, punctuality etc.

<b>Tier 1 Tutor/Welfare Manager</b>	<b>Tier 2 Deputy Head of Sixth Form</b>	<b>Tier 3 Head of Sixth Form</b>
The Tutor/Welfare Manager will set targets to address a particular ongoing issue.	The DHoSF will oversee a contract for a student who has failed the Tier 1.	The Head of Sixth Form contract is the final opportunity for students to get it right.
These targets will be reviewed after a period of at least two weeks.	The DHoSF will set targets and impose more severe sanctions for not meeting expectations.	Students will be in school from 8.30am until 3.00pm each day and will need to report to the Head of Sixth Form every day.
If a student has made significant improvement, the contract will end.	If a student has made significant improvement, the contract will end.	If students fail to meet the terms of this contract their place in Denefield Sixth Form will be reviewed.
If a student has made some improvement but there are still some issues they will remain on contract for a further two week period.	If a student has made some improvement but there are still some issues they will escalate to Tier 3 of the contract system.	
If there is no improvement after the extended two week period, students will progress to Tier 2 of the contract system.		

# Careers and destinations

We are proud at Denefield to be a destinations-focussed Sixth Form. We are committed to providing a platform to ensure that students are able to make informed decisions regarding their next steps. Our main tool to facilitate this is [Unifrog](#).

Each week there is a tutor session dedicated to careers and destinations. The termly 1:1 academic mentoring meeting between students and tutors will focus on the next steps students can take to secure their destination of choice.

Tutors and the Welfare Manager can also give support and advice; please ask to speak to them if you need this. Mrs Jackson is the independent careers advisor at Denefield, and she is happy to arrange 1:1 appointments to discuss opportunities. Her email address is [jjn@denefield.org.uk](mailto:jjn@denefield.org.uk).

Please see the school calendar on the website for careers events arranged over the coming year.

Opportunities will be placed for students and parents/carers to view on the [Denefield Futures Bulletin Board \(padlet.com\)](#).



## The Russell Group

For students who aspire to study at the UK's leading universities, we offer a Russell Group programme. This guides students in their preparation for applications, offering wider reading suggestions, support with work experience, and information on admissions tests.



The bookshelves of our Reading Bank are packed with book reviews by Unir students (and a few tutors thrown in for good measure). They've chosen books which they either read before they came to Oxford, or they wish they had. Explore the reviews below or select a subject area such as Humanities or Social Sciences, followed by a specific subject (Classics, English, etc). Why not explore our Resources Hub too.

# RUSSELL GROUP

If students or parents/carers wish to find out more about the Russell Group Programme, please contact Mr Peacock.

## Apprenticeships

We have a series of enrichment talks from local representatives of national companies, as well as professionals who teach students about the labour market.

We have regular sessions on employability skills, including how to navigate an interview, and how to write a CV.

If students or parents/carers wish to find out more about the apprenticeship programme, please contact Mr Mundell.





# LET'S WORK **TOGETHER**

to achieve Success for Life

[www.denefield.org.uk](http://www.denefield.org.uk)