

# Woodrush Sixth Handbook



**We Empower** you as learners

**We Enrich** your learning

**You Achieve** to your potential

# Attendance

## Attendance and Punctuality

- **Registers:** We must know where all students are located at all times. All students must attend and register for:
  - All form times – register in form.
  - All lessons – register in lesson
  - All Independent and Peer Study – register in independent study
  - Wellbeing sessions – register in independent study
  - Enrichment – register in Sixth Form
- **Attendance:** Having a high attendance is vital for success. We expect attendance above 96%.
- **Absence:** If you are absent - your parents / carers should phone in and explain your absence on each day you are absent. We will phone home after 9:00am to the parents / carers of any student who is not in school and whose parents / carers have not given a reason. If no reason is given this will be registered as an unauthorised absence. If you are absent, it is your responsibility to catch up all notes and complete all work that was missed.
- **Attendance Escalation:** You must be here to learn. We will follow the escalation process outlined below when you have the following number of absences:

Days Missed	EOY Attendance	Attendance Intervention for lost learning will include
1-4	>98%	Meet with tutor after each absence in form
4-8	96 – 98%	Meeting with P16 Progress Leader. Phone call home made.
9-12	94 – 96%	Meeting with HOY. Phone call home made
12-16	92 – 94%	Meeting with SLT for P16. Parents/Carers present at the meeting.
>16	Below 92%	Meeting with Deputy / Headteacher. Parents/Carers present at the meeting.

Unauthorised absences, which can lead to fines, will also be consistently tracked in line with the Woodrush School policy and Department for Education guidelines.

- **Leave of absence:** If you need a leave of absence, you must collect and submit a leave of absence form from the P16 team. This should be handed in with a week's notice where possible to the P16 team. We will agree to a leave of absence for:
  - Medical appointments
  - Driving tests (but NOT driving lessons - these must not take place during the school day)
  - University open days / interviews
  - Family issues
  - Other situations will be dealt with on a case-by-case basis.
- **Part Time Jobs:** Your time at Woodrush Sixth is your priority - you are not allowed to go to any other place of work during the time you are at school. Part time jobs are fantastic for students to earn money, build up their C.V. and gain experience of the world of work but part time work must not interfere with your education. If we have concerns about the amount of part time work you are doing and if it interferes with your learning we will discuss this with you and parents/carers.

- **Punctuality:** P16 students are expected to be role models with regards to punctuality to school and lessons. You are expected to be here on time and to all lessons.
  - 8.25 Mon/Tues/Thurs/Friday (8.45am on Weds) and go straight to form to be registered by 8.30 (8.50am on a Weds).
  - Any student who arrives after registration at 8.30am (8.50am on weds) will receive a late mark.
  - If you arrive after 9.00am then you must sign in at reception this will be recorded as an unauthorised absence (code U).
  - You must be ready to learn in your lessons within 4 minutes of the bell. If you are not, then you will receive a late mark for that lesson. This will be a C1 which will count towards your SDR points total.

- **Attendance Codes:**

The following attendance codes will be the ones we most commonly use and will be applied in line with the Department for Education guidelines.

- **Code / \:** Present at the school / = morning session \ = afternoon session
- **Code L:** Late arrival before the register is closed
- **Code V:** Attending an educational visit or trip
- **Code P:** Participating in a sporting activity
- **Code W:** Attending work experience
- **Code B:** Attending any other approved educational activity
- **Code M:** Leave of absence for the purpose of attending a medical or dental appointment
- **Code J1:** Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
- **Code S:** Leave of absence for the purpose of studying for a public examination
- **Code X:** Non-compulsory school age pupil not required to attend school
- **Code G:** Holiday not granted by the school
- **Code N:** Reason for absence not yet established
- **Code O:** Absent in other or unknown circumstances
- **Code U:** Arrived in school after registration closed

### Signing In and Out

- **Lanyard + Badge.** You must wear your lanyard with your badge on, at all times so that we can identify who should / should not be onsite. This is to safeguard everyone that is on the school site.
- **Signing in/out.** P16 students are allowed to sign in and out of school at break and lunch times. You must individually swipe your badge to sign in and out and also use the paper sign-out sheet at student services. This is so we have a paper register and an electronic register that we can use to safeguard students at all times.
- **No tailgating.** You must not allow anyone to tailgate (follow) you into school to ensure the safeguarding of all people on site.
- **Front gate.** You must use the front gate at all times so we can see who is entering or leaving the school site. P16 students must not use the staff car park entrance.
- **Going home.** Only students who have been given leave of absence or who are coded out for their wellbeing period will be allowed to go home.

# Behaviour

## Uniform:

Woodrush Sixth Uniform is professional dress.

- Woodrush Sixth Form Lanyard and Badge
- Blouse/ collared shirt/polo-shirt
- Smart top/jumper/cardigan
- Blazer / Jacket / Tie (optional)
- Smart tailored trousers/chinos
- Smart skirt/dress/trousers
- Jewellery should be discrete in keeping with professional attire. Earrings should be studs/sleepers
- Smart sensible shoes / smart plain black polishable trainers (same as whole school policy)
  
- Coats must not be worn in form / lessons / in the P16 study space.

The following are **not** permitted:

- Jeans / leggings / tracksuit / cargos
- T-shirts
- Hoodies
- Sportswear
- Clothing with large logos / graphics
- No other trainers other than smart plain black polishable trainers
- No footwear other than listed above
- Visible midriffs

If we determine that you are not dressing professionally, we will ask that you rectify your attire. If problems persist you will be sanctioned and a meeting will be arranged with your parents / carers. It remains the discretion of the school to enforce this uniform policy

## Mobile Phones + Technology.

- **Study aid:** You are allowed to use your mobile phones as a study aid in the silent study area only. You must not use them in lessons (unless allowed by your teacher), in toilets or corridors around school, or in other P16 study spaces. Phones should, therefore, not be seen around the school until you have exited the school gate. By restricting the use of mobile phones we will safeguard you and support your mental health and help you develop more positive relationships with your peers. You may also use your mobile phone at break and lunch times in the P16 study spaces only.
- **Tablets + Laptops:** Students may choose to bring in tablets / laptops and can use these in all the P16 study spaces because these are easier for us to visually monitor than mobile phones. They must be used for work purposes and always used appropriately.
- **Headphones:** Some students choose to use airpods/headphones to listen to music when studying or to cancel out noise. These can be used in the P16 study spaces but must not be used around the rest of the school.
- **Computer Rooms:** In the P16 study spaces we have 2 computer rooms which provide access to desktop computers from which students can work and print resources. These computers should be used responsibly and for study purposes. You must not eat / drink when using these computers.
- **Safeguarding:** Your internet use will be continuously monitored by the school when you use the school Wi-Fi. If you use your own 4G/5G/Wi-Fi/hotspot we will monitor this by having staff present in the P16 study spaces to ensure that materials being accessed are not harmful or inappropriate. If

harmful / inappropriate use of technology/internet is suspected or reported we will investigate and sanction accordingly. This is to safeguard you and all people in school.

- **Around school:** You must not use your mobile phones / headphones / airpods around the lower school so that you set an example to students in years 7-11. If you are seen with these around school, they will be confiscated and can be collected at the end of the day from student services.
- **Offsite:** P16 students are allowed offsite at break and lunch. P16 students can access their phones offsite but must remember that they are responsible for their use and should always act responsibly and use phones / social media in a safe and respectful manner.

## Behaviour in Lessons / Around School

You are expected to follow the whole school behaviour policy and ensure that you are Woodrush Ready:

- **Ready:** attendance above 96%, punctual and ready to learn. You are organised with equipment and learning materials.
- **Productive:** You should always be productive and make the most of your lessons, independent study and peer study periods and enrichment. You must complete independent study at home.
- **Respectful:** polite to staff, students and visitors and respectful of the school environment and learning opportunities. You reflect and learn from your mistakes – academic and personal.
- **Reflective:** you should reflect on your learning, progress and attitude and continually try to improve.
- **Safe:** you must always behave sensibly and safely to ensure safeguarding of all people on site.

## Celebrations and Rewards

We believe that we should celebrate and reward our students to build the positive ethos that is fundamental to all that we do at Woodrush Sixth.

- **Weekly Celebrations:** Staff will log an achievement points each lesson for students who are learning well. Each lesson a single A2 may be awarded to the student who has impressed the most. This will be celebrated in assemblies each week. We will also celebrate birthdays, special events such as passing driving tests and university / apprenticeship / job offers in assembly and any other achievements in / out of school.
- **Half Term Celebrations:** At the end of each half term we will have a celebration assembly and present "Naked Bakes" voucher prizes for the students with:
  - Most achievement points (random draw if more than 1 student tied)
  - Highest attendance (random draw for those above 98%)
  - Highest punctuality (random draw for those above 98%)
- **End of Term Celebration:** At the end of each term we will have a celebration assembly in which staff will give shout outs to individuals who have impressed the most and we will have "Naked Bakes" voucher prizes for the students with:
  - Most achievement points (random draw if more than 1 student tied)
  - Highest attendance (random draw for those above 98%)
  - Highest punctuality (random draw for those above 98%)
  - Highest progress (determined by comparing attainment vs working at grade)
  - Highest attainment (based upon working at grade attainment)
  - Grit award (for the student who has demonstrated resilience and overcome challenges)
  - Zest award (for the student who has shown that sparkle and gone above and beyond what is expected of them)
  - Outstanding student award (to the student who is excelling in all areas)

## Reward Wellbeing Periods

- We want to reward those students who are meeting our expectations and demonstrating the independent learning skills that we are working hard to develop. Students who meet the following criteria will receive a bonus wellbeing period to recognise the independence and maturity that you are demonstrating.
- Criteria
  - Attendance **and** punctuality > 96%
  - Positive Progress **or** attainment of at least BBB
  - All 1's in your Woodrush Ready Report
- This will be reviewed and updated after each synoptic assessment / mock exam window.

## Sanctions – Same Day Resolutions (SDR)

- On the rare occasions that P16 students fall below the standards we expect they will be sanctioned in line with the whole school behaviour policy.
- Students will receive consequence points and an SDR will be logged. If a P16 student gets 2 or more consequence points they will receive a same day resolution.
- P16 Students will be escorted at the end of their period 5 or 6 lesson and be escorted to the SDR room where they will serve their sanction.
- If you fail to attend this sanction, then it will be escalated in line with the whole school behaviour policy.

## Behaviour Escalation

- Behaviour data will be reviewed weekly.
- Tutors / Pastoral Leaders will discuss low level behaviour incidents
- Higher profile incidents / Students causing concern will lead to a meeting with the Head of Sixth Form / Engagement Leaders
- If no improvement occurs a meeting with the SLT link for P16 will take place.
- Parents/Carers may be invited into meetings to discuss a student's behaviour persistently falling below expectations.

# Curriculum

## Your Timetable

At Woodrush Sixth we want to empower you so that you become independent learners and so that you develop into confident adults ready to take up employment, start an apprenticeship or to go to university. Sixth form is a time to further develop your study skills and personal time management so that you can transition to your next steps. To do this your timetable is very different to how it is structured in years 7-11. The table below shows the elements that will appear on your timetable.

	3 A-Levels	4-A-Levels	3 A-Levels +EPQ	3 A-Levels + Mandarin
<b>Total periods in a fortnight in school (including P6 enrichment)</b>	52	52	52	52
<b>Total Lessons</b>	27	36	29	31
<b>Enrichment per fortnight</b>	3	3	3	3
<b>Independent study per fortnight</b>	9	5	9	9
<b>Peer student per fortnight</b>	9	5	7	6
<b>Volunteering per fortnight</b>	2	1	2	1
<b>Wellbeing per fortnight</b>	2	2	2	2
<b>Independent study at home per evening (Mon - Fri)</b>	1	2	1.5	1.5

**Lessons:** For each subject you take you will have 9 x 60 minute lessons a fortnight.

**Enrichment:** You will have 3 enrichment lessons per week. Two of these will be enrichment rotations where you opt into enrichment for a term and one of these will be Careers Education Information Advice and Guidance (CEIAG) enrichment. This takes place on Week A Wednesday Period 5 and 6 and Week B Wednesday Period 6.

**Independent Study:** You will have periods of independent study on your timetable. This is where you will work independently in the silent study workspace. This is a time for silent, focused study and is crucial to your success at Woodrush Sixth. P16 studies are designed to be challenging so you must put in hard work to be successful.

**Peer study:** You will have periods of peer study on your timetable. This is where you will work in the P16 peer study spaces and will work with your peers so that you can learn collaboratively in a more relaxed, but still focused environment.

**Volunteering:** You will have 1 hour a week of volunteering. This must be done within school so that you contribute to the wider school community. Volunteering opportunities include:

- Subject specialist support
- Reading Support for reluctant readers
- Student services support
- Site support (e.g. litter picking)
- Prefect Duties
- Breakfast club
- Lunch / After school Extracurricular clubs

## Subjects

- **Subjects:** You will study 3 or 4 A-Levels/Vocational Qualifications. Most students will study 3 A-Levels. We do, however, allow a small number of students who perform exceptionally well in their GCSEs, to study 4 A-Levels. For those uncertain of their options, we will also allow you to start 4 A-Levels and then drop one within the first 4 weeks of the new academic year. You will have 9 x 60 minute lessons a fortnight for each of your subject choices.
- **Folders/Portfolios:** You are expected to have a book / folder / portfolio for each lesson you study. This should contain;
  - Specification + subject specific documents e.g. formula sheets, periodic tables
  - Curriculum overview
  - Class notes
  - Homework / Independent Study
  - Assessments
  - Revision
- **Independent Study:** For every lesson you will be set 1 hour of independent study (homework). This may seem daunting, but if you use your independent study and peer study periods effectively this will limit the amount of independent study you need to do at home. Incomplete independent study will be sanctioned with a C2 by your teachers, unless a reason has been communicated and agreed in advance.
- **Lessons:** Every lesson is vital and if you miss a lesson, you will miss a large amount of complex content. You must catch up on any work you have missed. In lessons you must be focused and every P16 lesson must be a disruption free environment so that everyone can achieve.

**Wellbeing:** You will have 1 hour a week of wellbeing. This is time for you to focus upon your physical and mental health. In this time, you can. This will be subject to parental and P16 consent so that we know where you are at all times. It will appear as Code X on your attendance register. This will be tracked and reviewed half termly.

- You can choose to use this time to study in school
- Go to the gym (P16 students get a discount at the Gym in the Hub)
- Play games in the wellbeing area of the P16 study space (whilst being respectful of those studying)
- Go to the library or read a book in the P16 study spaces
- Go to Naked Bakes Cafe in the Hub
- Take a walk offsite
- Have a driving lesson / test (if this does not encroach upon subsequent lessons)
- Play sport offsite
- Volunteer offsite (not paid employment)

This self-directed wellbeing provision can and will be reviewed for off-site activities in conjunction with any behaviour and engagement concerns.

## Tutorial Programme

You will be in forms with year 12 and year 13 students and we run a bespoke programme which is an important part of our Woodrush Sixth personal development curriculum. The tutorial programme is shown below:

Day	Activity
Monday	Character development / Independent Study
Tuesday	Assembly + Weekly Notices
Wednesday	Registration in form
Thursday	PSHE / CEIAG (year 12 and 13
Friday	Fun Fridays (quizzes, competitions, wellbeing, team building etc)

Attendance to tutor time is compulsory because this is your AM roll call mark which counts towards your attendance statistics and because this program helps develop you as a learner. You must be in form by 8.30am. If you arrive after 8.30am you will be marked as late.

## Tutors

- SF1: Mr Cook
- SF2: Mrs Roberts
- SF3: Mr Moss
- SF4: Mr Borg

Your tutor is your first port of call for support. You should feel confident in being able to talk to them about pastoral and academic successes and challenges. They will always be supportive and ensure that you are always safe in our sixth form.

## PSHE

Thursday form time is dedicated for PSHE, and we follow the "My Journey of Life" PSHE scheme. Year 12 and Year 13 PSHE will be delivered separately so that we can run a 2 year curriculum with no repetition of topics. This means your PSHE tutor group on Thursdays will be different to your normal tutor group. PSHE is important in your personal development, and you must engage positively with these sessions.

PSHE Topic	What's covered?
Health and Wellbeing	<ul style="list-style-type: none"><li>• Self-concept</li><li>• Mental health and emotional wellbeing</li><li>• Healthy Lifestyles</li><li>• Managing risk and personal safety</li><li>• Sexual Health</li><li>• Drugs, alcohol and tobacco</li></ul>
Relationships	<ul style="list-style-type: none"><li>• Relationship values</li><li>• Forming and maintaining respectful relationships</li><li>• Consent</li><li>• Contraception and parenthood</li><li>• Bullying abuse and discrimination</li></ul>
Living in the Wider World	<ul style="list-style-type: none"><li>• Choices and pathways</li><li>• Work and careers</li><li>• Employment rights and responsibilities</li><li>• Financial choices</li><li>• Media literacy and digital resilience</li></ul>

## Enrichment

Three lessons a fortnight are dedicated to enrichment. This is a compulsory aspect of Woodrush Sixth and we expect all students to participate fully during enrichment sessions. These sessions are designed to provide opportunities for students to learn beyond their qualifications and to develop new skills and build new relationships with P16 students.

Enrichment	Examples of session
Wednesday Week A Enrichment Session 1	Careers Education Information Advice and Guidance (CEIAG)
Wednesday Week A Enrichment Session 2	Enrichment Rotations could include <ul style="list-style-type: none"><li>• Sport / Sports Leadership</li><li>• Kickboxing Fitness</li><li>• Technology</li><li>• Creative arts</li><li>• Student Societies</li></ul>
Wednesday Week B Enrichment Session 3	Enrichment Rotations could include <ul style="list-style-type: none"><li>• Sport / Sport Leadership</li><li>• Kickboxing Fitness</li><li>• Technology</li><li>• Creative arts</li><li>• Student Societies</li></ul>
Extended Project Qualification	Students who enrol to complete the EPQ will have 1 hour a week timetabled to study EPQ
Mandarin HSK	Students who have studied Mandarin GCSE have the option to study Mandarin HSK Level 4/5. This will be schedules on your timetable.

We also arrange for enrichment trips such as to the Houses of Parliament, go-karting and Winter Wonderland, masterclasses, external speakers and activities during enrichment time. In the last year we have had visits from BMW apprentices, taken part in tree planting with the Tree Council, a presentation by a film maker who directed a film about period poverty and a powerful discussion about the crisis in the Middle East from a charity called "Solutions not Sides". Every two years we offer a residential trip abroad and we plan to offer a trip to New York in 2027 as part of our enrichment offer. We also offer the Career Ready scheme which supports students with employability skills, and provides mentoring from professionals and a paid internship. You will be able to sign up for this in September, but more information can be found here: <https://careerready.org.uk/our-programme/>

## Pastoral Support

We appreciate that A-Level study can bring worries and turbulence at times. That is why we have a dedicated P16 pastoral team. You can always go to any member of staff in the school for support but in the P16 team we have the following staff who are always here to support you:

- Mrs Ashley: Head of P16 (Academic) and Mr James: Head of P16 (Personal Development)
- Mrs Robinson and Mrs Ashman: Engagement / Pastoral leaders
- Mr Cooper: CEIAG support
- Your tutors and subject teachers
- Mrs Kaur: Head of Sixth Form
- Mr Roche: Assistant Head, senior line manager for P16

If you wish to make an anonymous report, or feel more confident reporting an issue online rather than in person you can use the SHARP system to log a report.

\*\* Please note this handbook may be subject to change as we seek to continually improve Woodrush Sixth. Students will be informed when we review and change our policies and processes \*\*

# WELFARE @ WOODRUSH

## WOODRUSH HIGH SCHOOL

### SUPPORTING OUR SCHOOL COMMUNITY



We are passionate about supporting the social, emotional and mental health of all people in our community, from students and staff to parents and carers. Here are a number of useful links for you to explore if you feel you need help or support.

#### MENTAL HEALTH



**Koath**  
Anonymous support for mental health issues



**Young Minds**  
Support and advice for wellbeing and supporting others



**Samaritans**  
Supporting People in crisis



**Papyrus**  
Confidential Crisis prevention advice



**Forward Thinking Birmingham CAMHS** - Mental Health Support for 0-25 year olds



**Headspace**  
Mindfulness and meditation (subscription)



**Health for Teens**  
Health tips for teenagers who are concerned about self harm



**Alumina**  
Free self harm advice as well as support if you are in crisis

#### WELFARE



**Barnardos**  
Finding help for young people



**NSPCC**  
Preventing abuse and helping those affected to recover



**Childline**  
Supporting young people with health wellbeing and relationships



**Missing People**  
Support for anyone missing or thinking of going missing

#### ONLINE SAFETY



**NSPCC Remove**  
Advice on how to remove unwanted nude photos online



**CEOP**  
Child Exploitation and Online Protection

## BEREAVEMENT



**Ruth Strauss Foundation**  
Supporting families facing the death of a parent from cancer



**Rip Rap**  
Supporting children when a parent has cancer



**Winston's Wish**  
Supporting children suffering from grief

## BULLYING



**Cybersmile**  
Support with cyber / online bullying



**National Bullying Helpline**  
Support for students and parents



**Kidscape**  
Advice for parents and carers with bullying

## RELATIONSHIPS & SEXUAL HEALTH



**Shore**  
A safe place for teenagers worried about sexual behaviour



**Stop It Now**  
Helping prevent child sexual abuse



**Mermaids**  
Supporting transgender, nonbinary and gender-diverse children, young people, and their families



**Karma Nirvana**  
Helpline and advice for Honour Based Abuse

## STAYING SAFE



**Educate Against Hate**  
Help safeguard students from radicalisation



**Smoke Free (NHS)**  
Helping people with addiction to Smoking



**Talk to Frank**  
Information about drugs and drug addiction



**Beat**  
UK Eating Disorder Charity - Advice and support

## Contact Us

[wellbeing@woodrush.org](mailto:wellbeing@woodrush.org)  
**The SHARP System**