



Handbook 2025/26

## Welcome

Welcome to Heathfield Sixth Form. This Handbook is designed to support students, parents and the College in having clear expectations regarding the processes and requirements of students who are studying with us. The Sixth Form experience is a short and intense period which sets students up for the next stages in their lives.

As a College we hugely appreciate proactive support from parents /carers. Even though students are beginning their journeys into independent study they will still need the necessary structures and guidance from home.

As for students they will have access to a team of supportive teachers and support staff. However, this team of people also have high standards. Therefore, students will need to ensure that they are fully committed to all areas of study and go above and beyond to reach their full potential.

# College Day and Timetable

## The College Day

The College day is timetabled from 8:35am until 3:05pm. Lessons can take place at any point during these hours and timetables may be altered during the academic year. It is important students are always available between these hours.

The College day is structured as below:

<b>Tutorial</b>	8:35am - 9:00am
<b>Lesson 1</b>	9:00am - 10:00am
<b>Lesson 2</b>	10:00am - 11:00am
<b>Break</b>	11:00am - 11:20am
<b>Lesson 3</b>	11:20am - 12:20pm
<b>Lesson 4</b>	12:20pm - 1:20pm
<b>Lunch</b>	1:20pm - 2:00pm
<b>Lesson 5</b>	2:00pm - 3:00pm

Students are expected to attend:

- All tutorial periods
- All timetabled lessons
- All timetabled independent study periods

Students must be in College between 8:35am and 11:00am. From 11:00am students may leave the College site during free time.

Spaces available for students to use outside of timetabled hours include:

<b>Study Room</b>	7:30am - 5:45pm
<b>Common Room</b>	8:00am - 5:00pm
<b>Library</b>	9:00am - 4:30pm

## Typical Timetable

The College runs a two-week timetable - Week A and Week B. Details can be found on the College website and in the College calendar.

### Year 12 Typical Timetable

- Ten tutorial sessions per fortnight including assemblies
- Nine hours of lessons per fortnight per subject
- One PSHEe lesson per fortnight from Term 1 - Term 4 increasing to one per week in Term 5
- One compulsory enrichment session per fortnight
- Timetabled independent study periods in the Study Room.

### Year 13 Typical Timetable

- Ten tutorial sessions per fortnight including assemblies
- Nine hours of lessons per fortnight per subject
- Two PSHEe lessons per fortnight up until the end of Term 4.
- Timetabled independent study periods in the Study Room.

On timetables independent study sessions will be identified. Students must register formally in the Study Room for that hour and remain in that space completing set work.

## Free Time and Free Periods

The privilege of leaving College site is given to a student after a successful enrolment period in Year 12. Students are permitted to leave the College site during free time after 11:00am.

The College has the right to withdraw this privilege at any time if a student's progress, attitude to learning or attendance is of concern.

# College Timetable Continued

## Tutorials

Tutorial is a compulsory part of Heathfield Sixth Form. This time is used to provide students with information about the Sixth Form including:

- Sharing important notices
- Updating students on calendared events in the Sixth Form
- Providing information on opportunities available.

This time is also used alongside assemblies to discuss wider issues including:

- Fundamental British Values and SMSC
- Positive well-being
- Revision and exam preparation techniques.

Students will be registered every day in Tutorial. For some tutorials students will not be required to remain with their tutor and can therefore plan their day. During these sessions students will meet individually with students or in small groups to discuss progress and next steps.

## Assemblies

Assemblies take place in the Sixth Form on a weekly basis. These assemblies are either held in Year Groups or as a whole College.

Assemblies are used to establish the ethos of the College whilst also supporting our Personal Development Curriculum. Visiting speakers are also invited in during this time.

## PSHEe

Personal, social, health and economic education is compulsory through students Sixth Form curriculum. These lessons equip students with the necessary skills and understanding to enjoy and thrive in their lives in, and beyond College.

Through these lessons students will cover a variety of topics including: my health, employer rights, online presence and medial literacy, substance use, consent and relationships. Focus from the end of Year 12 into Year 13 changes to Careers information and guidance.

Further details about the PSHEE Curriculum can be found on our website

[https://www.heathfieldcc.co.uk/?page\\_id=2296046](https://www.heathfieldcc.co.uk/?page_id=2296046)

# The Sixth Form Team

## Core Team

The following members of staff are on the Core Sixth Form Team.

<b>Director of Key Stage Five</b>
Mr Paul Evason <a href="mailto:pevason@heathfieldcc.co.uk">pevason@heathfieldcc.co.uk</a>
<b>Head of Year 12 and Year 13</b>
Ms Samantha White <a href="mailto:swhite@heathfieldcc.co.uk">swhite@heathfieldcc.co.uk</a>
<b>Pastoral Manager</b> Monday - Friday 8:30am - 3:30pm
Miss Karen Reed <a href="mailto:kreed@heathfieldcc.co.uk">kreed@heathfieldcc.co.uk</a>
<b>Study Manager &amp; Attendance Officer</b> Monday - Friday 8.30am - 2:30pm
Mrs Emma Goodhew <a href="mailto:egoodhew@heathfieldcc.co.uk">egoodhew@heathfieldcc.co.uk</a>
<b>Sixth Form Administrator</b> Monday - Thursday 9.30am - 1.00pm
Mrs Sarah Jackson <a href="mailto:sjackson@heathfieldcc.co.uk">sjackson@heathfieldcc.co.uk</a>

In urgent circumstances please contact the main College reception by using the following details.

<b>College Reception</b> Monday - Friday 8:00am - 5:00pm
01435 866066 <a href="mailto:office@heathfieldcc.co.uk">office@heathfieldcc.co.uk</a>

## Tutor Team 2025-26

Please contact tutors using email addresses below.

<b>YEAR 12</b>
<b>12SAV - Ms C Savage &amp; Mrs J Hall</b> <a href="mailto:csavage@heathfieldcc.co.uk">csavage@heathfieldcc.co.uk</a> <a href="mailto:jhall@heathfieldcc.co.uk">jhall@heathfieldcc.co.uk</a>
<b>12COO - Mr N Cook &amp; Ms J Taylor</b> <a href="mailto:ncook@heathfieldcc.co.uk">ncook@heathfieldcc.co.uk</a> <a href="mailto:jtaylor@heathfieldcc.co.uk">jtaylor@heathfieldcc.co.uk</a>
<b>12RID - Mrs K Ridgwell</b> <a href="mailto:kridgwell@heathfieldcc.co.uk">kridgwell@heathfieldcc.co.uk</a>
<b>12PER - Mr O Perkins</b> <a href="mailto:operkins@heathfieldcc.co.uk">operkins@heathfieldcc.co.uk</a>
<b>12PED - Mr P Pedley</b> <a href="mailto:ppedley@heathfieldcc.co.uk">ppedley@heathfieldcc.co.uk</a>
<b>12CAU - Mr D Causton</b> <a href="mailto:dcauston@heathfieldcc.co.uk">dcauston@heathfieldcc.co.uk</a>
<b>12TUR - Mrs L Turner &amp; Mrs J Hall</b> <a href="mailto:lturner@heathfieldcc.co.uk">lturner@heathfieldcc.co.uk</a> <a href="mailto:jhall@heathfieldcc.co.uk">jhall@heathfieldcc.co.uk</a>
<b>YEAR 12</b>
<b>13DAM - Mrs A Damazer</b> <a href="mailto:adamazer@heathfieldcc.co.uk">adamazer@heathfieldcc.co.uk</a>
<b>13DUD - Mr G Dudding</b> <a href="mailto:gdudding@heathfieldcc.co.uk">gdudding@heathfieldcc.co.uk</a>
<b>13JME - Mr D James</b> <a href="mailto:djames@heathfieldcc.co.uk">djames@heathfieldcc.co.uk</a>
<b>13WAY - Mrs K Wayne</b> <a href="mailto:kwayne@heathfieldcc.co.uk">kwayne@heathfieldcc.co.uk</a>
<b>13OCO - Mrs N O'Connell &amp; Ms J Taylor</b> <a href="mailto:noconnell@heathfieldcc.co.uk">noconnell@heathfieldcc.co.uk</a> <a href="mailto:jtaylor@heathfieldcc.co.uk">jtaylor@heathfieldcc.co.uk</a>
<b>13TYL - Ms D Taylor &amp; Mrs J Hall</b> <a href="mailto:dtaylor@heathfieldcc.co.uk">dtaylor@heathfieldcc.co.uk</a> <a href="mailto:jhall@heathfieldcc.co.uk">jhall@heathfieldcc.co.uk</a>
<b>13SMI - Mrs E Smith</b> <a href="mailto:esmith@heathfieldcc.co.uk">esmith@heathfieldcc.co.uk</a>

# Communication

## Communication with College

Effective dialogue between the College and Students parents/carers is vital in ensuring their success. Parents/Carers may wish to contact the College to seek advice, support or raise a concern. We will endeavor to respond to queries as quickly as possible during College hours.

Please use the following information to guide your query. If you are unsure who to direct your query to please contact the Sixth Form Administrator.

<b>Reporting an un-planned absence</b>
<a href="mailto:6attendance@heathfieldcc.co.uk">6attendance@heathfieldcc.co.uk</a> 01435 866066 Ext 1272
<b>Bursary</b>
Pastoral Manager
<b>Application &amp; Enrolment</b>
<a href="mailto:6enrolment@heathfieldcc.co.uk">6enrolment@heathfieldcc.co.uk</a>
<b>Health &amp; Welfare of Students</b>
Pastoral Manager
<b>Transport</b>
Pastoral Manager
<b>Independent Study Support</b>
Study Manager
<b>Attendance Queries</b>
Study Manager
<b>Progress Concerns</b>
Tutor in the first instance
<b>Subject Progress Concerns</b>
Subject Teachers (contact details available on the College website)
<b>Attitude to Learning Concerns</b>
Tutor in the first instance






During the College day members of teaching staff may not be available to take your call. Please direct any urgent queries through the Pastoral Manager, Study Manager / Attendance Officer or the Sixth Form Administrator.

## Raising a Concern

Please follow the guidance on the College website for raising a concern. If you would like to discuss it with a member of the Sixth Form team please contact us using the details on the previous page.

## Communication with Students






Effective communication is an important part of ensuring students are supported to make the required progress at Heathfield Sixth Form. It is a student's responsibility to check all communication methods regularly to stay up-to date with all events, activities and expectations.

	<p><b>Tutorial</b> An important part of our communication with students is Monday morning Tutorial which is always full of notices for the short and medium term. All tutorials are compulsory, however, every Monday students are expected to stay for the full 20 minutes.</p>
	<p><b>Email</b> It is a requirement that students check their emails on a daily basis. This should be during their free time at College. Emails are sent to students regarding progression opportunities and to clarify information and process. Individual emails will also be sent by tutors and the Sixth Form Team.</p>
	<p><b>Phone</b> We request students mobile numbers at enrolment and will call or text for the following reasons:</p> <ul style="list-style-type: none"> <li>- Attendance (missing from lessons or College)</li> <li>- Reminders (Return to College dates etc)</li> <li>- Emergency Closures / Transport</li> <li>- Positive communication</li> </ul>
 	<p><b>Learning Platforms</b> <b>Google Classroom</b> is our main platform for students accessing work. Subjects will also direct students to internal subject websites. <b>Arbor</b> is used for setting of deadlines and accessing information such as reports and exam timetables.</p>

## Communication Continued...

### Communication with Parents

The College will communicate with parents in a number of different ways. It is important that all details held on the College system are accurate to allow parents/carers to receive all the necessary information.

	<b>Letter</b> Letters will be sent to parents / carers via email, unless paper copies are requested. Letters are also placed on the College Website for reference.
	<b>Heathfield Headlines</b> Heathfield Headlines is our College Newsletter. This is released every fortnight and includes information about events and activities that have taken place across the whole College.
	<b>Email</b> We will communicate directly with parents / carers using email. This will be from members of the Sixth Form team, teachers, tutors and administrative staff. All copies of letters and Heathfield Headlines will also be sent to parents / carers via email.
	<b>Events</b> On occasions we will run events where information will be shared. This includes Induction Evening, Parents Evenings and Progression Evening. Information about these events will be sent via email.
	<b>Learning Platforms</b> <b>Arbor</b> is our Management Information System. This is the primary software for parents/carers to access information about their child. This includes reports, exam information and also logged behaviour and attendance records.

### Financial Payments / Permissions

The College uses Arbor to take payment information and permissions for trips, resources, etc. Arbor information will be sent to all parents in September of the enrolment year. For any questions regarding Arbor payments please contact the Finance Department using the main College telephone number or by email at [financeoffice@heathfieldcc.co.uk](mailto:financeoffice@heathfieldcc.co.uk)

# Attendance Expectations

## Attendance to College

Attendance at College is vital to students' success. The following procedures outline the processes for reporting absences along with the procedure for when attendance concerns are raised.

It is expected that students at Heathfield Sixth Form attend:

- All timetabled lessons
- All timetabled LRC lessons
- All Tutorials and Assemblies
- All whole year group events when planned in the College Calendar.

Our attendance figures are calculated based on the attendance of all of the above. Any form of absence from compulsory sessions will impact overall attendance.

## Attendance Routines

- Students must attend Tutorial every day and arrive on time at 8.35am. Students who are later for registration must sign in at the LRC and then attend Tutorial.
- If a student arrives late at College during the day they must sign in at the LRC and attend their timetabled lessons. If they have a free period they must attend the LRC.
- Students are only allowed off site in free periods and free time after 11.00am.
- Students must remain in College for all lessons and study periods. All sessions allocated to the LRC must be taken in the LRC. A formal register will take place at the start of each lesson.

## Reporting a Planned Absence

To report a planned absence a Planned Absence Form must be completed. These are available on the College Website and in the LRC. Evidence of the absence reason must be attached to the form or shown to a member of the Sixth Form team.

Planned absences are:

- Hospital Appointments
- Driving Tests
- University Visits and Interviews
- Work Experience
- Funerals

## Attendance to College

Planned absences are not:

- Driving lessons: it is a student's responsibility to ensure all driving lessons do not take place during compulsory sessions or between 8.35am and 11.00am.
- Holidays: planned holidays during term time will be unauthorised apart from in exceptional circumstances.
- Employment during College hours: any employment should take place outside of College hours. This is the case for any training employers may request students complete.

It is important students understand that timetables may change at any point during the academic year. Therefore, periods that are allocated as free may change at any point.

We request that parents/carers are fully aware of the impact that term time holiday can have. Prolonged periods of absence will impact on students progress and learning. Any missed content will have to be caught up by students independently resulting in missed input in lessons.

## University Visits

Visiting universities is a vital part of student's decision making process. However, multiple visits can lead to missed learning. We ask students and families to consider this when arranging visits. We will authorise three University visits per student in the first instance.

## Work Experience

Work experience is a valuable part of Sixth Form study. To support students with completing work experience the College finishes a week earlier at the end of Year 12. We highly recommend students use this time, and their summer break, to plan for work experience opportunities.

However, it is appreciated that some employers and careers require students to complete experience during term time. For us to support this, students must complete a Planned Absence Form and discuss it with a member of the Sixth Form Team. Decisions on whether this is authorised will be based on students' attendance at that time.

## Attendance Expectations

### Reporting an Unplanned Absence

An unplanned absence must be reported on the day of the absence by 9.00am by the student or the parent/carer contacting the College. Contact can be made by:

- Phone: 01435 866066 ext 1272
- Email: [6attendance@heathfieldcc.co.uk](mailto:6attendance@heathfieldcc.co.uk)

At any point where a student contacts the College regarding an absence will acknowledge this with a response digitally and include parents/carers in that response.

Any unplanned absences that we are not alerted to on the day will be followed up with contact with the student and parents/carer. These will be coded as unauthorised until a reason has been given.

### Illness during the College day

Students must report any illness during the College day to a member of the Sixth Form Team or through Student Services. This will be recorded on their attendance record.

Students must not leave the College site without reporting illness to a member of staff.

### Requests for Attendance

When completing references, we are often asked for students' attendance. Attendance figures will be based on the compulsory periods outlined above. It is important that students understand that absences will be recorded as unauthorised if they do not follow the expectations outlined.

## Attendance Responsibilities

### Students Responsibilities

It is the student's responsibility, with support from their Parents/Carers, to report absences as outlined in our procedures.

It is the students responsibility to effectively communicate absences with teachers in the following way:

- **Planned Absence:** Communicated prior to the absence taking place. Students should arrange time to meet with the member of staff to discuss the work that will be missed and any deadlines that will need to be met.
- **Unplanned Absence:** Communicated on the day of the absence wherever possible. Students should inform teachers of their absence. Students should speak to teachers when arriving back in College to ask for the work that has been missed and any deadlines that they need to meet.

### College Responsibilities

As a College we will ensure that we communicate effectively with students, parents and carers regarding attendance. This will be in the form of:

- Email communication for when students are missing at the start of the day, from a compulsory lesson.
- Phone communication (as above when required)
- Updating information on attendance figures through the reporting cycle
- Meetings when attendance is of concern or needs support owing to extenuating circumstances (eg Health)

To highlight any attendance concerns we run fortnightly reporting and meetings may take place with tutors or the Sixth Form Team.

# Student Conduct

## Code of Conduct

We expect all students to sign the College Code of Conduct when joining Heathfield Sixth Form. This code covers our basic expectations of students. A copy of the Code of Conduct can be found at the end of this handbook.

## Driving and Parking

When students are driving themselves to College, they must apply for a parking permit. These are issued by the Sixth Form Team. The parking permit does not guarantee a car parking space but allows us to recognise and locate students cars on the premises.

Students are permitted to park on the Leisure Centre Care Park in designated spaces and safely on the roads around College. Students must not park on the main College Car Park or in the layby at the front of College.

The College runs a voluntary one-way student in the morning and afternoon to support buses and associated traffic to move easily around the College. We ask students to abide by this one-way system at these times.

Any dangerous driving reported to us by members of the College or the local community will be reported in the first instance to the student and parent/carer/ Further incidents may be passed onto the Police.

## Smoking and Vaping

Heathfield Community College is a no smoking and vaping site. The site includes all buildings, outside spaces and entrances to and from the building.

To respect the wider College environment, the College community and our neighbours' students are not permitted to smoke or vape in the local vicinity of College. Students should not gather in large groups in any of these areas.

## Alcohol and Illegal Substances

Students are not to have consumed or have on their persons evidence of alcohol or illegal substances. At any point where we have concerns regarding the above we will follow guidance in the Colleges Behaviour for Learning Policy.

## Consequences and Sanctions

We expect students in the Sixth Form to be mature and responsible members of the College Community. However, where required appropriate consequences and sanctions will be used when deemed necessary.

For high level infringements or persistent defiance of our Code of Conduct suspensions will be used and, in appropriate circumstances, students may lose their place at the College.

# Student Dress Code

## Code of Conduct

Heathfield Sixth Form asks students to dress appropriately for a College environment. This statement is in line with the Staff Dress Code.

*“Dress should promote a positive and professional image; not wear anything likely to be viewed as offensive, revealing or provocative; nothing that distracts, causes embarrassment or gives rise to misunderstanding; clothing is absent of any political or otherwise contentious slogans; is compliant with professional standards and is not considered to be discriminatory.”*

In addition to the above:

### **We always expect students to:**

- Wear the College lanyard
- Wear clothes that are suitable for a safe learning environment
- Ensure subject specific criteria are considered (for example work in science laboratories, art and technology workshops and practical PE lessons)

### **Basic Expectations and Guidance**

Whilst on College site we request that students ensure that:

- Caps/hats are not worn in lessons
- Hoods are not worn up on college site including hoodies and coats.
- Only closed toed shoes should be worn on College site.
- Headphones are removed in all taught sessions, tutorials and assemblies and when in conversation with members of staff.

### **If we need to address concerns regarding the dress code we will:**

- Ask the teacher to inform the Sixth Form team of any concerns.
- Address concerns privately with students in the first instance.

# Student Dress Code

## Lanyard

As a College we have a legal responsibility to ensure that young people and staff are safeguarded against harm. As such, every adult or student who is not identifiable by the College uniform must wear a lanyard with their image on it around their neck. As such, all Sixth Form students must wear their College lanyard and at all times they are on the College site.

College lanyards are also designed to allow students access into Sixth Form areas of the College and also as part of our attendance procedures.

Sanctions will be issued for students who persistently forget to wear their lanyard on site.

## Forgotten Lanyard

Students who forget their lanyard must see a member of the Sixth form team as soon as they arrive at College. They will be issued with a temporary lanyard. This will be logged and monitored.

## Lost Lanyards

Students who have lost their lanyard must pay £2.50 for a replacement. Students must see a member of the Sixth Form Team to receive a new lanyard.

# Student Expectations

## Fire Evacuation

The College will run practice Fire Evacuations during the course of the academic year. At the start of term all Sixth Form students will conduct a run through to confirm the routine and procedure of a Fire Evacuation.

Students must ensure that they follow all expectations for signing out of the building to allow for staff to confirm accurate attendance.

## Lockdown Procedures

Alongside Fire Evacuation the College will also run practice Lockdown Procedures. These are put in place if the College needs to secure the site.

As with Fire Evacuations students must ensure they follow all instructions from members of staff.

*If any students have concerns or worries about either of the processes above, they can speak to a member of the Sixth Form Team.*

# Preparing to Study








## Lanyard

To support students with their preparation to study the following outlines the requirements for equipment and materials. This should ensure that students can complete work set by teachers and also work effectively in independent study lessons.

For the start of Year 12 students also need to complete the necessary tasks and reading explained in the Transition Work booklet which is on the College website.

## Expected Stationery

To make the most of lessons and independent study time students should have the following materials with them at all times when in College.

	Pens (Black /Blue)
	Coloured Pens
	Pencils
	Highlighters
	Lined Paper / Note Book
	Revision Cards
	Post Its
Ruler Eraser Calculator + Subject specific equipment	




## Examination Materials

It is important students are fully prepared for their examinations. They should have the basic stationery required for their exams plus a clear plastic pencil case. Formal examination rules are in place for all mock examinations.

Examination packs can be purchased from the Sixth Form team in the LRC

## Expected Folders

Students are required to have two folders per subject as a minimum. A daily folder and a decant folder. When subject request notes students are required to bring both folders when requested for checking.

	Daily Folder Standard ring binder
	Decant Folder Lever arch folder
	Dividers A set of dividers per folder
	Plastic Wallets Have a set of 10 per folder

## Daily Folders

Daily folders are the folders that should be bought into College for every lesson. These folders:

- Must contain all current notes for the subject (a terms worth / a projects worth)
- Must contain all assessments in the subject for the whole course. This includes mocks and tests.
- Must contain all revision materials being produced for the current topic.
- Must contain a copy of the subject Personalised Learning Checklist which shows evidence of review.

# Preparing to Study

## Decant Folders

Decant folders stay at home unless requested to be viewed for folder checks. Decant folders should include:

- Notes from topics completed which are divided and organised effectively.
- Revision materials for all prior notes.
- Subject specification and other subject specific materials.

## Digital Note Taking







We are aware that some students will prefer to make notes digitally. We are happy for students to use digital notes alongside of the folders highlighted above. Students will complete assessments on paper and will produce revision materials that are not digital therefore folders and writing materials will still have a purpose.

### Rules for Digital Note Taking

- Ensure notes are backed up regularly. We would recommend using a cloud-based storage system which automatically saves work.
- Set up folders on the device which makes it easy to organise notes. This should be by subject and by topic laid out in the same way as a paper folder.
- Print. Students will need to print notes for Decant Folders. This allows for more effective revision but will also mean that students are able to study effectively without the need for a digital device.

## ICT Access and College WiFi

The College operates a comprehensive ICT Network with hardware and software to support students through their time with us. The information below explains some of the important elements of this network and how students can use and access them. The information should be read with reference to the College Acceptable Use Policy.

	<p><b>Email</b> When enrolled all students will receive a College email account. This College account will use the @heathfieldcc.co.uk prefix. We highly recommend that students use this account for their College based work and communications only.</p>
	<p><b>Cloud Based Systems</b> When enrolled all students will receive access to Google Drive and Office 365 through their College accounts. This should allow them to access and complete work using the necessary generic software required. A number of subjects require students to use Google Docs to complete work. Usernames and passwords are the same as students would use on College based systems.</p>
	<p><b>Printing / Scanning</b> Students have access to black and white and colour printing in the LRC. Students will need to add credit to their accounts to print. This can be completed in the finance office. Students studying art and photography also have access to printers in the department.</p>
	<p><b>Computer Access</b> Students have access to PC's in the LRC and in the library. A large proportion of students bring their own devices to College to access during their independent study. Students are welcome to do this but the College takes no responsibility for loss or damage of personal belongings.</p>
	<p><b>WiFi Access</b> Students are permitted to have access to the College Wi-Fi. Log in details can be given by visiting Network Services.</p>
	<p><b>Learning Platforms</b> Google Classroom will be used in College for lesson resources. Links will be given to students to internal subject websites when required.</p>

# Preparing to Study

## Network Services

If students have any difficulties with their IT access or which to assign a device to the College WiFi they will need to visit Network Services. We have a team of IT technicians who are able to support and answer any questions students may have. Network Services is based in the IT block at the College.

## Backing Up Work / Preventing Loss of Work

It is vitally important that students who produce work on personal computers back it up regularly. Some subjects require students to complete work on specific cloud based applications to prevent loss. Students should ensure important work is either:

- Saved regularly directly onto the College network
- Uploaded into Google Drive / One Drive regularly
- Completed in a cloud based application to ensure saving takes place on a regular basis.

## Overview

Being prepared for A Level study is an important component for success. However, active engagement in all parts of learning will lead to students developing the required knowledge and skills to make the most progress in their subjects.

## Lessons

Students are expected to be fully prepared for each lesson that is timetabled. Basic expectations require students to have the necessary books and equipment.

Engagement in the lessons is also expected. Students should actively contribute to class and group discussions and listen to teacher's advice and feedback regarding their work. Full engagement in the lessons will allow you to enjoy your subjects but also gain the most from this time.

Missing lessons is sufficient justification for the College to contact parents / carers and, in serious cases, to ask students to leave the course. This also takes into consideration overall punctuality and attendance.

## Homework & Independent Study

Students will be set work in most lessons that is to be completed in independent study time. This work should be completed as addition to ongoing revision materials. Work can be completed at home or in the LRC but should always be completed for the deadlines set.

If a student says "I've got nothing to do" it is not true! Students should aim to complete all work set and then move onto ongoing revision. Revision should take into account recapping notes, discussing topics, answering exam questions and preparing materials to allow for success in final examinations.

## Concerns Regarding Progress

When there are concerns with progress contact will be made by subject teachers in the first instance. Our procedures will then expect students to meet targets set. If these targets are not set students will move through the process. The final stages of the process involve meetings with parents/carers and the Sixth Form Team.

# Sixth Form Bursary

## Overview

The College receives funding from Government to support students with their education.

Students can be eligible to receive a bursary if:

- They are over 16 and under 19 years of age on 31 August 2024
- They are in care, leaving care or in receipt of Income Support in their own name or in receipt of Employment Support Allowance and Disability Living Allowance
- Have a household income of £30,000 or less

For students to be considered for the Bursary students must complete the application form that can be found on the College website ([http://www.heathfieldcc.co.uk/?page\\_id=3157](http://www.heathfieldcc.co.uk/?page_id=3157))

This gives further information regarding the bursary and how the College manages applications. Further details can be gained from speaking to Karen Reed (Pastoral Manager).

The Bursary can be applied for at any point during the academic year to take into account changes in family circumstances. Please do contact us to discuss this if required.

# Facilities

## The LRC

The LRC is a Sixth Form only area. This is your silent work environment where you can study effectively independently.

You must attend the LRC during compulsory timetabled sessions. You can also use the LRC before and after College.

### LRC Rules

- The LRC is a silent work space. If you are not working you will be asked to leave. If this is during a timetabled session it will be recorded as an unauthorised absence.
- No food is allowed in the LRC. Water bottles are allowed but no other drinks.
- The LRC resources must be treated with care. Any resources that are borrowed must be returned when finished with.

## The Common Room

The Common Room is a Sixth Form only area. This environment is for free time and can be used for socialising or as a work environment.

Students using the Common Room should be reminded that it is their responsibility to keep the environment clean and tidy.

## Café Six

Café Six is the Sixth Form Café and is open at break and lunch times. Students can purchase food and drink from Café Six using the Cashless Catering system or by Debit Card.

## Room 50

Room 50 is a small teaching space in the Common Room. Occasionally, this is used for timetabled lessons. When free students are welcome to use the room and the IT facilities available in the room.

## The College Field / Grounds

The College Field and Grounds are available to students during break time and lunch time. Students are not permitted to use the field during lesson time.

If students are using outside spaces outside of lunch and break they must be quiet and considerate of lessons taking place.

# Facilities

## Classrooms and IT Rooms

Students have access to a wide range of facilities for lessons. Students must treat these environments with care and consideration. Classrooms should not be entered without a member of staff.

## Sixth Form Classrooms (Room 40's)

At some points during the year Sixth Form students will have access to the Sixth Form teaching block during break and lunch time. We kindly ask students to leave these environments as they found them and place all food rubbish in outside bins.

# Transport

## College Run Bus Service

Heathfield Sixth Form runs two services in conjunction with local bus companies. Students in receipt of the 16-19 bursary can have help with transport costs. The services are partially subsidised by the College for all students.

Further details on the routes available can be found on the College. Any concerns or queries regarding the College Run services can be directed to Karen Reed, Pastoral Manager.

## Local Authority Bus Services

A large number of buses serve Heathfield Community College. An outline of the routes can be found in the transport booklet on the College website.

Queries regarding these routes can be directed to East Sussex Country Council on 0345 60 80 190

## Citizen Card

If you are under 19, you can use this card to buy a discounted East Sussex Freedom bus ticket from the bus driver. This ticket gives you unlimited travel on almost any bus in East Sussex for seven days in a row, including weekends. Applications can be made online, follow the link below.

The Unique Code for Heathfield CC applications is - HEA63F

When asked to choose your verifier, please select either Sarah Jackson, Sixth Form Administrator or Karen Reed, Pastoral Manager.  
[www.citizencard.com/e-form](http://www.citizencard.com/e-form)

# Frequently Asked Questions

## Any Other Questions?

The following includes some of the most common questions asked about the Sixth Form. If there are any further questions, please contact the College.

## Attendance

### How do I sign in at the start of the day?

Signing in at the start of the day takes place during compulsory registration at 8.35am. If your tutor is absent on the day please attend the LRC and sign in. Attendance to tutorial contributes to your overall attendance at College.

### Where do I go during study periods?

Any study period timetabled must take place in the LRC. These are allocated on your timetable. A register will take place in the LRC to confirm your attendance. Attendance to timetabled LRC sessions contributes to your overall attendance at College.

### Can I leave College at break and lunchtime?

Yes. All students are expected on site from 8.35am until 11.00pm. Students are then able to leave the site during break, lunch and free periods. The College has the right to remove this privilege at any time.

Please note during the Year 12 Induction Period students are required on site at all times apart from social times.

### What do I do if I leave the College site?

If you leave the College site after 11.00am you must leave through the Main Reception and Sign Out. This is our record of students on site therefore it will be used in the event of fire. When leaving the College site students must be quiet and courteous to other members of the College community and visitors in this area.

### What do I do if I need time off College?

Firstly, check that it can be an agreed planned absence (see attendance procedures). Completed a planned absence form and hand it to a member of the Sixth Form Team. We will request evidence of the absence and require all forms three days before the absence takes place. The outcome of the planned absence will be emailed to you.

### What do I do if I am late?

If you are late enter the College through the Main Reception and sign in at the LRC. If you have a lesson attend the lesson. If not report to the LRC.

## Bursary

### Who do I see if I have a question about the bursary?

Miss Reed (Pastoral manager) can answer any questions regarding the bursary.

### How can I apply for the Bursary?

The bursary application form is available on the College website or paper copies can be printed in the LRC. Complete the form with your parents/carers and submit it with the required evidence.

### I am not sure if my purchase can be covered by the Bursary. What should I do?

Check! We are allowed to award bursary based on need. There are limitations and restrictions, however, we will always aim to support students where possible.

## Examinations

### Who do I contact if I have issues with exams?

If you are unsure about exams you can talk to the Exams Office which is based in the main College foyer. Alternatively, you can speak to a member of the Sixth Form team.

### Who do I speak to about exam access arrangements?

Initially, speak to the Pastoral Manager. Assessments for exam access arrangements take place early in the academic year.

## Independent Study

### I have LRC periods on my timetable. What are these for?

These are compulsory periods of independent study. They take place in the LRC and you should complete set work, review materials and produce revision resources during these periods. You should never have nothing to do!

### Where can I work during my free time?

LRC periods are registered and you must work in the LRC during these lessons. For free periods you can work in the LRC or the Common Room. Year 13 can also access the Library. Some subjects will make areas available to you in the subject area.

# Expectations & Code of Conduct 2025/26

Heathfield Sixth Form aims to provide a safe and secure community where all students are challenged to achieve their best. The expectations outlined below are designed to support our key focus. The Code of Conduct should be read in conjunction with the Sixth Form Handbook.

**As a member of Heathfield Sixth Form I will:**

## Values

- Behave in a courteous and polite manner to all members of the College community
- Play a part in the creation and maintenance of a safe, secure and friendly environment where students are able to focus on their learning
- Treat the College, Sixth Form learning environments and local areas with full respect
- Take an active role in my learning, using independent learning productively
- Act as an aspirational role model for younger students, representing myself and the Sixth Form in the best possible light at all times
- Take an active part in the life of Heathfield Sixth Form, my tutor group and the school community

## Conduct

- Wear the Heathfield Sixth Form College lanyard around my neck at all times when on the college site
- Work silently in the LRC and Library, using the space for study only and understand sanctions will be given if I cannot follow these expectations
- Follow the Sixth Form Dress Code at all times
- Not smoke, vape or consume tobacco related products on the College site, including the Leisure Centre, College entrances, near the surrounding neighbours houses or where visible from the College site.
- Follow the ICT Code of Conduct at all times

## Expectations

- Aim for 100% attendance to registration and lessons and have excellent punctuality
- Follow the correct procedures for planned absence or unplanned absence and complete all work missed from sessions
- Sign in and out when arriving and leaving site when required
- Mobile Phones, earphones and digital devices must be away in all delivered sessions unless directed
- Inform the Sixth Form Team if you are driving to College to complete the required agreement
- Manage a suitable balance between paid work and College

**As a member of a teaching group I will:**

- Work hard to aim to achieve at least my target grades in all subjects
- Arrive on time for all lessons with all equipment and resources necessary for learning to take place
- Hand in all work by set deadlines and to the highest possible standard
- Be willing to complete work beyond the classroom and do what is required for homework
- Respond positively to feedback and ask for support and guidance when required
- Not plagiarise or use AI without clear referencing in any submitted work.

**I understand the following information:**

- Consequences and sanctions may be used as part of the behaviour policy where required
- Parents/Carers will be contacted if there are significant, serious or persistent breaks to the code
- Action Plans and formal agreements will be used where behaviours need monitoring

**I also understand that failure to meet these expectations, or a serious misdemeanour which impacts on the safety or welfare of others may result in some or all of the following:**

- Being sent home from College by a member of the Senior Leadership Team
- Being issued with suspensions prior to reintegration and an action plan
- My place at Heathfield Sixth Form being withdrawn

The Code of Conduct is signed by all students at the point of enrolment.