



Welcome to the Sweyne Park Sixth Form

We would like to extend a very warm welcome to all our new year 12 students, whether joining us from other schools or returning to Sweyne Park to continue your academic journey with us. We are delighted that you have taken up your place with us and are confident that through working together with you, your families and our staff, we can ensure we support you to reach high levels of achievement and foster high aspirations and ambitious post-18 destinations.

This booklet aims to summarise the key information regarding our Sixth Form that will aid the smooth transition into Sixth Form life. Please also feel free to visit us in the office to ask any questions or speak to any members of the Sixth Form student body.

We wish you every success whilst studying with us.

The Sixth Form Team

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Meet the staff



John Edwards
Headteacher



Helen Banks
Head of Sixth Form and Extended Leadership Team



Tony Woods
Head of Year and Extended Leadership Team



Jenny Clements
UCAS/EPQ coordinator



Joanne Smith
Careers/ Study Supervisor



Jan Abel
Sixth Form Administrator



Year 12 Induction Wednesday 2nd September 2026

The Sixth Form Team would like to extend a very warm welcome to our new Year 12 students. The first day of term is dedicated to year 12s to introduce you to the ethos, culture and systems which are integral to studying in the Sixth Form at Sweyne Park. It will also provide an opportunity to meet with form tutors, and to finalise timetable queries before the first full day of lessons on Thursday 3rd September. **Year 12 students will be starting at 9.30 am on Thursday and attending tutor time before commencing period 2 lessons at 9.55am.**

Wednesday 2nd September Timetable

9.30 am	Arrival and welcome – Light refreshments available
9.55am-10.55am	Period 2 – Tutor time Please see the notice board in the Atrium for details of tutor groups
10.55am- 11.15am	Break
11.15am-11.45am	Assembly DR1
11.45am-12.15pm	Period 3 – Carousel workshops See timetable below. Group lists will be available on the notice board in the Atrium.
12.15pm-13.15pm	Period 4 – Carousel workshop See timetable below. Group lists will be available on the notice board in the Atrium.
13.15pm-14.05pm	Lunch Students who are new to Sweyne Park should meet Mr Woods in the Forum at 1.45pm . This time should be used for any timetable changes and/or administrative queries, with all queries directed in the first instance to Mrs Abel.
14.05pm-15.05pm	Period 5 – Carousel workshop See timetable below. Group lists will be available on the notice board in the Atrium.
14.30pm	Departure

Carousel workshops

Ms H Banks – Level 3 Learning and study skills
Mr Thomson – Life beyond the Sixth Form and careers/uni
Dr Clements – The Extended Project Qualification
Mr Woods – Curriculum Enrichment and Supra-curricular

Timings of carousel workshops

Session → Time ↓	Level 3 Learning (HBa- SO1)	Life beyond Sixth Form (ATh SO2)	Extended Project (JCI The Forum)	Curriculum Enrichment (TWO – DR1)
11.45am	Group 1	Group 2	Group 3	Group 4
12.15pm	Group 2	Group 3	Group 4	Group 1
12.45pm	Group 3	Group 4	Group 1	Group 2
14.05pm	Group 4	Group 1	Group 2	Group 3

Please scan here to
access Transition
Work





General Information

The Sixth Form Day

The Sweyne Park School Sixth Form starts at 8.35 am and finishes at 3.05pm.

The timing of the day is as follows:

Time	Year 12 and 13
8.35am	Tutor Time
8.55am	Period 1
9.55am	Period 2
10.55am	Break time
11.15am	Period 3
12.15pm	Period 4
13.15pm	Lunch
14.05pm	Period 5

Tutor times:

This year we are trialling a new model which enables tutors to develop more bespoke and individualised support for students throughout their Sixth Form journey. On Mondays tutor groups will always be in tutor bases for notices and information. There will be an assembly once a fortnight on Wednesdays for each year group and a computer session every fortnight for each tutor group to work on their unifrog curriculum. The remaining tutor sessions will be used for small group or 1:1 mentoring, so every student should have a session with their tutor once every 3 weeks. When students are not in mentoring, they should be meeting with their societies e.g charity committee, peer mentors etc or preparing themselves for the school day in the tutor bases.

Tutor times	Mon	Tues	Wed	Thurs	Fri
Year 12	Tutor Time	Mentoring	Wk A assembly/wk B mentoring	Mentoring	Mentoring
Year 13	Tutor Time	Mentoring	Wk B assembly/wk A mentoring	Mentoring	Mentoring

First Day of Term

We are looking forward to welcoming you for the first day of term for Year 12 students on Wednesday 2nd September 2026 at 9.30am.

Year 12 will start slightly later on Thursday 3rd September at 9.30am in tutor bases for registration before commencing the usual times of the school day.



Things to do before/on the first day of Term

- Complete any transition work for your chosen subjects.



Please scan here to access the transition work to support Level 3 study.

- Read through the Sixth Form Learning agreement and ICT acceptable use agreement (included in this pack).
- Return Bursary application Form (if applicable) <https://www.sweynepark.com/sixth-form-bursary/>

IT Information

COMPUTER LOGIN: Username: visurnamefirstinitial e.g vibanksh
Password: 12tutorgroupinitials e.g 12dhe.

If not yet set up on SIMS, then use username: viguest
password: password

This is a public domain so please save any work to a memory stick.

EMAIL ADDRESS: firstname.surname@spsvi.com e.g john.smith@spsvi.com

Please regularly check your email for important Sixth Form information

Office 365: app and web browser – includes outlook email

We use MS Office which will include Outlook email, MS Teams and MS Forms



If students wish to bring in their own ipads or laptops, please go to: [sweynepark.com/help](https://www.sweynepark.com/help) or <https://www.sweynepark.com/https-interception/> to access the certificate for the 'Bring Your Own Device' connection information.

Go4Schools: In order to keep up to date with progress, we use GO4Schools, an online system, which enables parents/carers to access their child's academic reports and their timetable. It also allows them to monitor attendance.

During the first term, you will be provided with details of how to register and log into Go4Schools. Please keep this safe. Each parent/carer with parental responsibility will be given access via the GO4Schools App. We cannot offer the service to any person who does not hold legal Parental Responsibility.

Go4Schools will also be used by both students and parents/carers to view all homework set and gain easy access to resources that support student's learning and assist with the completion of home learning tasks.



Scopay: Scopay is our cashless payment system which allows students to pay for food and drink by scanning their thumb. **New students** will be given their activation code to use the system during the first week in September. If you have any issues in setting up the system, please contact Mrs Harrold in Pupil Services via email: tharrold@sweynepark.com who will be very happy to help.



Transport Assistance

If you think you may be entitled to Post 16 transport assistance further details are available at: www.essex.gov.uk/schooltransport>post-16transport

Sweyne Park School have signed up to the First Essex Student Travel Club (STC). The Student Travel Club offers discounted bus travel to schools and colleges in partnership with First Bus Essex. If you would like an activation code please see Mrs Abel in the Sixth Form office or go to the main school office.

If you are travelling to the Sixth Form by train, we recommend purchasing a young persons railcard, which will give students one third off their travel for a year. [16-25 Railcard | Only £30 | National Rail \(16-25railcard.co.uk\)](http://16-25railcard.co.uk)

Parking

Where possible we recommend using public transport to travel to school. Parking is very limited on site and subject to the following restrictions:

- Car park behind the Sixth Form block, using Cheapside East Entrance. This car park can be accessed before 07.45am only and you must remain on site until 15.30pm. Visitors bays may not be used by Sixth Formers. There is an onsite speed limit of 5mph to protect pupils.
- If you are parking on the streets around the school please check local parking restrictions. Students are asked to be mindful of our local community and ensure they park sensibly without blocking residential driveways and ensuring there is enough room for other road users to manoeuvre.

Lockers and School Fund

If you wish to use a locker in the Sixth Form, this is included in the voluntary contribution payment. The non-refundable contribution to the school fund of £25 (via Scopay) covers costs relating to extra-curricular activities, some school visits, the school mini bus, printing, sports fixtures and the use of a locker. This is a one-off payment for the duration of a student's time in Years 12-13 at Sweyne Park.

Medical Information

If you wish to let us know of a medical condition or Care Plan, or wish to keep medication in school, please email chuxtable@sweynepark.com

Part-time work

Whilst we recognise the value of part-time working in developing many transferable and important life skills, this should not come at the cost of a students' academic success. We advise students to work a maximum of **9** hours per week to enable them to focus on their academic progression and to look after their wellbeing.



Supervised Study

Last year we invested heavily in supervised study sessions including staffing and resources. Supervised study will be timetabled for 4 hours per week for a student on a 3 A Level curriculum. Students will be set 5 hours of independent work per subject, per week and will be expected to complete some of this in these sessions and some in their own independent study time. This will help students to develop the independent study skills necessary for success at level 3 and beyond.

If a student is on a Creative Media course **only**, we strongly encourage a work experience placement on Wednesdays commencing from the 1st October. Creative Media only students who do not have a lesson timetabled for period 5, will be able to sign out at 1.15pm. Creative Media students do not need to do supervised study unless they are also taking another qualification. In this case they will complete 2 hours of supervised study per week.

Attendance and Punctuality

We have high expectations of attendance and punctuality as research has shown that this strongly correlates with achievement and progress. The Department for Education classifies regular attendance as 95% or above. We regularly monitor attendance and will work with families and students to reward or improve attendance.

Attendance

- In the event of illness, parents should notify the school of their young person's absence. This should be either by telephone or email to pupilservices@sweynepark.com **and** copied to JAbel@sweynepark.com.
- Students who have a legitimate reason to leave school during the day (e.g. for a medical appointment known in advance) should provide a note to Personal Tutors in advance, and sign out with Mrs Abel **and** with pupil services.
- Students who truant a lesson or a supervised study period will be expected to make up the time in Sixth Form supervision after school with Mr Woods or Ms Banks.

Leave of absence

- Requests for single medical appointments should be given to Mrs Abel in the first instance. These should be supported by an accompanying parental note.
- Requests for university open days and interviews should be referred to Mrs Abel.
- Authorisation can be given for theory and practical driving tests, but **not** for driving lessons.
- Requests for any other type of absence should be referred to Ms Banks/Mr Woods
- Holiday absences are not authorised during the school term.



Punctuality:

- The school day starts at 8.35am and all students are expected to have tapped in using the inventory system and ID cards before this time or they will be considered late.
- Students arriving late after 9.00am should tap in using the inventory system **and** sign in at Pupil Services.
- Students who are late to Sixth Form or to lessons will make up their time in Sixth Form supervision after school with Mr Woods or Ms Banks.

Changing Subjects

If you would like to change your selection of subjects, we strongly recommend doing so before the 1st October, provided there is space on the alternative courses. Requests after this date are unlikely to be successful, due to the missed learning hours.

External Applicants only – Additional Documents

Please complete and return the Confidential Information Form

Obtain registration details for Scopay from Pupil Services

Please complete and return the consent form for Fingerprint. **You will not be able to have your Fingerprint scanned without this.**

Curriculum Enrichment:

In addition to your programme of study, you will have the opportunity to engage in curriculum enrichment activities, typically on a Wednesday afternoon from 12.30pm. The purpose is to strengthen your future applications to university or to employment and to give you the opportunity to develop personal and transferable skills. All students in year 12 will start with a study skills programme to support their transition to post-18 study which will run until the 1st October. If you are following a vocational curriculum ONLY, you may negotiate a full day of work experience on a Wednesday with your Head of Year starting after the October half term holiday. If you wish to take up a work placement, whilst support is provided, typically students organise their own work experience through family links.

You can select an annual commitment to an activity, role of responsibility or a volunteering option. You may be able to do a combination of annual commitments if your timetable allows.



Opportunities (Typically an annual commitment)

- EPQ research (qualification equivalent to 50% of an A Level)
- Core Maths (equivalent to an AS qualification)
- Work Placement
- Press Team- digital marketing and social media
- Press Team- print and journalism
- First XI football and netball
- Charity and Events Committee
- Arts Award
- Pride Ambassador and student co-ordinator
- Young Carer Ambassador
- Eco -Ambassadors and group co-ordinator
- Inclusion Ambassador
- MOOCS/online courses
- Peer Mentor
- Subject Ambassador running key stage 3 clubs

Volunteering Opportunities:

- RRAVS- Rayleigh and Rochford adult volunteering service. (over 18)
- Charity Shops
- Care Homes
- HARP
- Primary School placement
- Wellbeing mentor
- Academic mentor
- Subject Ambassadors (Run key stage 3 clubs)
- Library Volunteer (Essex libraries)
- Megacentre
- Classroom Assistant
- Subject link ambassadors with Glebe Primary School



Pathways programme:

Students follow a bespoke curriculum to support their transition into university, apprenticeships or employment. More information will be given in school over the year.

Pathway →	UCAS	Open	Professional
Aspect of 16-19 study programme ↓			
Rationale	To prepare students for Higher Education	To allow students to keep their options both for HE and employment open	To prepare students for employment, apprenticeship or post-18 recruitment scheme
GCSE English/Maths re-sit provision	N/A ¹	Bespoke provision	Bespoke provision
Post-18 destination	University	Keeping options open	Apprenticeship or employment
Weds pm Curriculum Enrichment	Work experience recommended but not compulsory	Work experience	Work experience
Validation of achievements	Supra-curricular log on unifrog	Supra-curricular log on unifrog	Supra-curricular log on unifrog
UCAS	Compulsory ²	Compulsory	Optional
Study skills programme	EPQ programme	EPQ or Professional Studies	Professional Studies
EPQ exam entry	Highly recommended	Recommended	Optional
Facilitation	UCAS Adviser Unifrog Early Applicant Group Blue Acorns Group UCAS HE Conference Post-18 Pathways meeting Oxbridge/Medic conference UCAS workshops Mock UCAS interview	Open Pathway Adviser All options from Academic and Professional Pathways	Professional Pathway Adviser Unifrog Post-18 Pathways meeting One-week work experience in Year 12 Monday week B Employability programme Employability log Apprenticeships Conference Employability Masterclass Essex Skills & Employability Hub access Mock job interview

¹ It is anticipated that all students on the UCAS Pathway will have passed English and Maths at Grade C+/4+.

² There are exceptions to this. Applications for some Art and Design courses, conservatoire courses and international applications are handled outside of the UCAS system.



Sweyne Park Sixth Form

ICT and Mobile Phone Acceptable Use Policy

Conditions of Use

Access to school IT facilities is a privilege; students will be expected to use these facilities for the educational purposes for which it is provided, though some limited personal use is permitted, such as for online banking or shopping. It is the personal responsibility of each student to take all reasonable steps to make sure they follow the conditions set out in this policy. Students must also accept personal responsibility for reporting any misuse of the network to the Network Manager. School network staff will monitor student ICT use when in school to make sure that they are acting safely and responsibly.

Acceptable Use

Students are expected to exercise use of school ICT facilities in a safe and responsible manner. This list of conditions is not intended to be all-encompassing. All use, however, should be consistent with common sense and with the school's ethos of respect. The following list provides clear examples that should be adhered to.

For my own safety:

- I will not use school ICT facilities to attempt to visit websites that might be considered inappropriate or illegal.
- I will not share my login details (including passwords) with anyone else. Likewise, I will never use other people's usernames and passwords. If I think that my login details have been compromised, I will inform the Network Manager immediately.
- I will report any accidental access to other people's information, unsuitable websites or being sent inappropriate materials that make me feel uncomfortable to the Network Manager and/or to a member of the Safeguarding Team.

For the respect, safety and safeguarding of others, I will not use school ICT facilities or digital devices such as ipads or mobile phones:

- to create, send, post or publish any material that is likely to cause offence or needless anxiety to other people, or to bring the school into disrepute, or to compromise the confidentiality of information relating to members of the school community.
- to trespass into other users' files or folders on the school network.
- in any way that would disrupt use of the network by others.
- to receive, send or publish material that violates copyright law.

For the security and integrity of the hardware provided by the school:

- I realise that files held on my account may be checked by the Network Manager or other members of staff.
- I will not download and/or install any unapproved software, system utilities or resources from the Internet onto school computers.
- I will leave any computer workstation after each session in the same condition in which I found it.



The government has made it a legal requirement for schools to be a mobile phone free environment. This applies to the main school, but there is more flexibility for Sixth Forms attached to schools. We encourage responsible use of mobile phones, but this should only be within the confines of the Sixth Form building and only in lessons and tutor times with the express permission of a member of staff and for the purpose of supporting learning. Phones can be useful tools for independent work, but during independent study periods they should not be used for playing games or socialising. An independent study period is equivalent in importance to a lesson in the Sixth Form.

Mobile phones are not to be used in supervised study, unless in the first 5 minutes to check independent work or listen to a playlist. They should also not be visible when moving around school- this includes headphones and airpods and includes the outdoor areas around the Sixth Form. The moment a Sixth Form student steps out of the sixth-form area and into the main school, the phone must be switched off and put away. The mantra of 'main school, main school rules' is a good guide. If a student is seen breaching this policy, their phones will be confiscated and a sanction applied in accordance with the main school Behaviour Policy.

All students must follow the conditions outlined in this policy when using school ICT facilities and their own devices. ICT when used appropriately is an invaluable facilitator of learning and progress; it is, however, vital that students are aware of the potential pitfalls.

Breaking these conditions may lead to:

- monitoring of the student's network activity;
- investigation of the student's past network activity;
- suspension of a student's ICT account;
- in some cases, further sanctions.

Student's signature _____

Date _____

Parent's/Carer's signature _____

Date _____



Sweyne Park Sixth Form

Sixth Form Learning Agreement

The Sweyne Park Sixth Form expects to secure the highest aspirations and success levels for each individual student through a culture of respect which promotes:

- high expectations in relation to achievement, attendance, punctuality and appearance
- trust, support, encouragement and rewards
- fairness and justice
- collaboration, competition and challenge
- continual learning and a relentless drive for improvement
- regular communication with parents/carers
- an awareness that with rights come responsibilities

within an environment which:

- promotes student aspiration and celebrates student achievement
- is safe, secure and welcoming
- is intellectually stimulating and purposeful
- is well resourced
- is responsive to the community.

Students are expected to raise their aspirations and achieve their success through:

- respecting themselves, others and the environment, including beyond the school premises
- achieving maximum levels of attendance and punctuality
- organising themselves in a manner appropriate for the rigours of Advanced Level study
- being actively engaged in lessons
- completing classwork and home learning punctually and to the best of their ability
- using Private Study time effectively such that they can develop as independent learners
- remaining motivated in their approach to study
- participating fully in enrichment activities and the broader corporate life of the school
- setting a positive example to younger members of the school community.

Parents/Carers are expected to support the school in raising student aspiration through:

- fostering student ambition for further study or professional development beyond the Sixth Form
- encouraging students to have high expectations of themselves
- encouraging maximum levels of attendance and punctuality
- informing the school of matters likely to affect student progress
- attending Consultation Evenings and other school events.

Student's signature _____

Date _____

Parent's/Carer's signature _____

Date _____