

# The South Wolds Academy and Sixth Form

## Post 16 Student Guide 2025-26



### **Persons to contact for further information**

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## **Terms and Holidays 2025 - 2026**

### **Start of Autumn Term 2025:**

Timetable commences:

Wednesday 3rd September

Half term: Monday 20th October – Friday 31st October

Inset day: Monday 3rd November

Return to school: Tuesday 4th November

Last day of term: Friday 19th December – school closes at 12.30 pm

**Start of Spring Term 2026:** Monday 5th January

Half Term: Monday 16th – Friday 20th February

Inset day: Monday 23rd February

Return to school: Tuesday 24th February

Last day of term: Friday 27th March

**Easter holiday:** Monday 30th March – Friday 10th April

**Start of Summer Term 2025:** Monday 13th April

May Bank holiday: Monday 4th May

Return to school: Tuesday 5th May

Half term: Monday 25th May – Friday 29th May

Return to school: Monday 1st June

Inset day: Friday 26th June

Last day of term: Friday 24th July – school closes at 12.30 pm

All dates correct at going to print



**Dear Student,**

Welcome to the Sixth Form at The South Wolds Academy and Sixth Form.

You are joining approximately 150 students who will be studying here over the next two years, each following a personalised programme designed to suit their individual interests and aspirations.

Congratulations on your achievements so far. We wish you every success in your Post-16 courses. Your decision to join us is a positive step towards your future goals, whether in higher education, training, or employment.

We hope that you find the next one or two years both intellectually stimulating and enjoyable. We encourage you to engage fully in the academic and social opportunities available to you. While we expect you to work hard, it's also important to take time to relax and enjoy your time here. These five terms will pass quickly—make the most of them.

By the end of your time with us, you should aim to have developed a strong portfolio of qualifications, skills, interests, and experiences. Competition for university places and jobs is greater than ever, so it's important to take every opportunity to strengthen your profile and stand out. If you do this, you'll become a highly attractive candidate to both universities and future employers.

Finally, remember that your Tutors and the Sixth Form Leadership Team are here to support you. If you're ever unsure about anything, please don't hesitate to ask for help.

**Yours sincerely,**

*The Sixth Form Leadership and Tutor Team*



## Our Expectations

Many of you will remember looking up to Sixth Form students when you were younger — they often stood out as role models around the school. Now, you are in that position. Younger students and the wider community will be watching how you conduct yourselves, both in and out of school.

The way you represent South Wolds has a real impact. A strong reputation for our Sixth Form not only benefits the school — it enhances the value of your own experience and can help open doors to future opportunities. With your support, South Wolds Sixth Form can continue to be outstanding.

We expect you to take pride in being part of our community. That means showing maturity, respect, and responsibility in your behaviour, your punctuality, and the way you treat others — every day, in every setting.

## Morning Registration

On the first day of term, you'll be assigned to a tutor group. You will register with your group every **Tuesday morning from 8:50 am to 9:15 am**.

**Week A:** Registration takes place in the **Sixth Form Common Room** as part of an assembly.

**Week B:** Registration is held as a **briefing** session with your tutor group. These sessions are **compulsory** and include important updates on events, opportunities, and key aspects of Sixth Form life — including the **VESPA A-Level Mindset programme**, wellbeing support, post-18 guidance, and life skills development.

In addition, you'll be given a **personal mentoring slot** with your tutor **once a fortnight**, also between **8:50 am and 9:15 am**. These one-to-one sessions are an important opportunity to discuss your progress, raise any concerns, and receive individual support. This session is also **compulsory**.

## Lesson Attendance

You are expected to attend **all lessons**. Leaving school during the day for driving lessons or part-time work is **not allowed**.

We expect students to maintain at least **95% attendance** throughout the year. Wherever possible, please book medical appointments **outside of school hours** to avoid missing valuable learning time.

## Your Timetable

You are expected to attend **all timetabled lessons** in your chosen subjects, as well as the **Enrichment Programme**, which is compulsory.

If you arrive late to a lesson, you may be turned away, and the absence will be reported to your Personal Tutor as an **unauthorised absence**. If you are ill or experiencing a personal issue, please inform our **Attendance Officer** at [absence@southwolds.uk](mailto:absence@southwolds.uk) **as early as possible**. Early communication helps us minimise the potential impact of absence on your progress.

Please note that **holidays during term time are not authorised**.

## Independent Study

Alongside your timetabled lessons, you are expected to complete **15–20 hours of independent study each week**. This time should be used for:

- Completing homework
- Revising for tests and exams
- Working on coursework
- Undertaking wider reading
- Consolidating what you've learned in lessons

Each student is allocated **two free periods per subject** beyond their scheduled lesson time. This time should be used productively for independent study or revision.

**Please Note:** The **Sixth Form Study Room** is equipped with computers and desks and is intended for **quiet study** only. **Food and drink are not permitted** in this area. A **smaller study room** is also available for **silent study**. If you encounter any issues with the study spaces, speak to a member of the Sixth Form Team.

## Use of the Common Room

The Common Room is your space to relax, work, and socialise throughout the day and until around **4:30 pm** most evenings. Facilities include a fridge, microwave, kettle, and drinking water dispenser — you're welcome to use them, but **please clean up after yourself**.

As this is a shared space, everyone is responsible for keeping it clean and respectful. There is **no cleaning service** provided for this area, so it's important that you take responsibility for maintaining it.

If you'd like a locker, a limited number are available in the **Sixth Form Building**. To request one, please go to the **Site Office** to collect a key. There is a **£10 deposit**, payable via **cash or ParentPay**. You can keep the locker for the full duration of your time in Sixth Form, if you wish.



## A Level Assessments and Examinations

Your subject tutors will assess your progress in various ways. Some A level courses include coursework, practical elements, or internal assessments.

You will sit:

- **Year 12 Tests in January**
- **Internal Year 12 Exams in June**
- **Mock Exams in Year 13 (usually February)**
- **Final A Level Exams from mid-May to the end of June in Year 13**

Provisional exam dates and timetables will be shared with you as soon as possible.

**Important:** AS-level exams are no longer available, **except in Core Maths**. All other exams will be taken at the end of **Year 13**.

Some students may also be required to **resit GCSE English or Maths** in the **November series of Year 12**, if they did not achieve a grade 4 or above previously.

It is **essential** that you familiarise yourself with all relevant exam dates and that **you and your family do not arrange holidays** during these periods.

### **Progression Requirement:**

To continue with a subject into Year 13, you must achieve **at least a Grade D** in your **Year 12 internal examinations** in June.

## Enrichment Programme

The Enrichment Programme provides opportunities for you to develop new skills, gain additional qualifications, and explore interests beyond your core subjects. These experiences are highly valuable for university applications and future careers.

Participation in the Enrichment Programme is **compulsory**.

You will have one timetabled **Life Lessons** session every fortnight, covering important topics such as finance, health, religion and values, relationships, and wellbeing.

In addition to Life Lessons, you can choose from a range of enrichment options, including:

- **EPQ** – Extended Project Qualification
- **CSLA** – Community Sports Leadership Award
- **TEFL** – Teaching English as a Foreign Language

These courses are designed to broaden your learning and support both your personal and academic development.

## Attendance Criteria

Maintaining strong attendance is essential to success in Sixth Form. Students are expected to attend all timetabled lessons, registrations, enrichment sessions, and compulsory events.

### Examples of Authorised Absence

(These must be approved in advance where applicable and may be subject to the approval of the Post-16 Lead Coordinator.)

- Illness
- Emergency dental or medical appointments (non-emergency appointments should be made after 3:20 pm or during holidays)
- Theory or practical driving test (must be authorised in advance with DVLA confirmation)
- University visits (authorised in advance)
- Study leave (authorised in advance)
- Organised Sixth Form trips (with prior notification)

### Examples of Unauthorised Absence

- Non-emergency dental or medical appointments during school hours
- Holidays during term time
- Driving lessons
- Repeated non-attendance at morning registrations
- Any absence not supported by written parental communication or a phone call
- Attending registration but missing timetabled lessons
- Unauthorised study leave, university visits, or trips
- Missing any compulsory Sixth Form events, even if they fall during your study/free periods

If your **attendance falls below 95%**, you will be required to meet with the **Post-16 Lead Coordinator**. If no improvement is made, a follow-up meeting will be arranged involving your **parents/carers**. Persistent poor attendance may result in you being asked to **cover the cost of your own exam entries**.

## Identity Cards

During the first week of term, you will receive your **student ID badge and lanyard**, which must be worn visibly at all times to identify you as a member of the Sixth Form.

When entering or leaving the school site — even for a short time — you **must 'click in' and 'click out'** using your ID card. This system acts as a **fire register** and is vital for identifying who is on site during an emergency.

We will carry out **random spot checks** to ensure students are following this procedure. **Failure to comply may result in your card being deactivated** and the loss of **off-site privileges**.

Do **not** deface your card or cover any information. If you lose it, inform us immediately so we can deactivate it and arrange a replacement.



## Work Experience

You are expected to complete one week of **non-paid work experience** during the holidays or in the first term of Year 13 (September). This placement offers a valuable opportunity to develop essential employability skills, ideally within the industry or sector you are interested in pursuing in the future. Further details and support will be provided to help you prepare and organise your placement. If you are looking to pursue a degree in medicine or a related degree, we advise you to start looking for work experience placements as soon as possible, speak to your tutor for further advice.

## Emergency Evacuation Drill

If you discover a fire, immediately break the nearest fire call point. The continuous sounding of the siren signals the evacuation of the building.

- Leave the classroom in an **orderly manner**.
- Leave all bags and belongings behind.
- Your teacher will close the door before escorting your group to the nearest external exit.
- Walk sensibly in single file to the **assembly point on the grass behind the netball courts**.
- At the assembly point, stand in register order, in single file, and remain silent while your tutor takes the register.
- You will be dismissed when it is safe to do so.

## REMIND Messaging App

All students must download the **Remind** mobile app or log in at [www.remind.com](http://www.remind.com) and join using the code provided by your tutor. This platform is one of our main channels for daily communication.

## Unifrog

You are expected to use **Unifrog** to support your future aspirations and post-18 planning. Throughout the year, during assemblies, briefings, and mentoring sessions, you will be guided to use Unifrog for activities such as completing extracurricular tasks (including MOOCs), researching university courses or apprenticeships, and writing your CV and/or personal statement. Unifrog is also the platform we use to gather information when writing your references. It's important that you log in regularly to make the most of the resources available, track your progress, and ensure your tutor has a clear understanding of your goals and future plans. This will help them provide the best possible support and guidance.

## Support and Supervision

### The Role of Your Tutor

Your tutor is here to support you throughout your two years of Post-16 education, both academically and personally. You will register with your tutor every morning, and you are welcome to visit them anytime you need support or advice.

Your tutor will organise **fortnightly mentoring sessions** during the year. These meetings will cover topics such as:

- Attendance
- Use of independent study time
- Monitoring your study log
- Use of the student planner
- Target grades and progress towards them
- Identifying any signs of underachievement
- Any personal or academic difficulties you may be experiencing

Attendance at these mentoring sessions is **compulsory** and will be managed as follows:

1. Your tutor will make contact if you miss a session.
2. If absences continue, the Head of Year (HOY) will meet with you.
3. If concerns persist, your tutor will contact your parents/carers and arrange a meeting.

### Academic Monitoring

At the start of the year, you will be set subject-specific target grades based on your GCSE results and national performance data for students with similar grades. Teacher assessments will also contribute to these targets.

Your progress towards these target grades will be regularly monitored throughout the year. Interim assessment data will be gathered, discussed with you, and shared with your parents/carers. Individual targets will be set to help you maintain or improve your progress.

In addition to these assessments, there will be an annual parent/carers consultation evening and a formal written report.

**Bullying can be:**

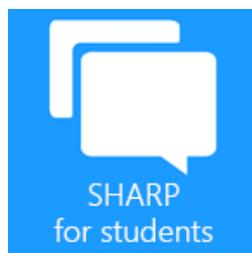
**EMOTIONAL      PHYSICAL  
RACIST              SEXUAL  
CYBER              VERBAL  
HOMOPHOBIC**

**WE WILL NOT  
TOLERATE  
BULLYING**

**Bullying of any kind is unacceptable and will not  
be tolerated at TSWA**

**There is no magic wand to stopping bullies.....  
but one thing you must do is report it.**

**Tell an adult you trust,  
use the SHARP online reporting system.**



We are here to help with any concerns you have both in and out of school. You may know someone else who is worried about something - tell them to visit this site. Our site is completely confidential - take a look around to see how it can help you or your friends. You do not have to leave your details but remember, the more information you give us, the more help and support we can offer.

Help to keep our school and local community a safer, friendlier place to be.

*Remember, by reporting something, you may be helping others as well!*

**Don't be a bystander, make a difference.**

# Stay Safe Online

## What should I do?

- ◆ Report anything that makes you feel uncomfortable online, whether it be happening to you or someone you know.
- ◆ Save or screenshot any evidence you have.
- ◆ Name calling, bullying, swearing, sexual content, inappropriate images, videos, music, contact with strangers.



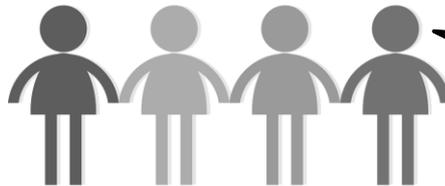
## Who should I talk to?

Any adult you trust, a parent/carer, family member, teacher or Member of school support staff.

Report to CEOP, call Childline 0800 1111, [www.childline.org.uk](http://www.childline.org.uk)



## TOP TIPS FOR STAYING SAFE ONLINE



Never meet up with people you have met online without a parent/carer.



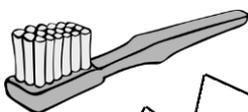
Don't befriend people you don't know, not everyone is who they say they are.



If you wouldn't say it to someone's face, don't post it online.

Don't post personal information online, address, postcode, email address, mobile number, school credit or debit card details.

Treat your password like your toothbrush, keep it to yourself.



Once it's on it's gone!  
Think before posting content online.

## Student Wellbeing

At South Wolds Sixth Form, we are committed to supporting each student's emotional health and wellbeing. Your personal tutor or Head of Year will be available to listen, offer advice, provide mentoring, or signpost you to external agencies that can offer additional help.

We know that good mental health has many benefits. Research shows that young people with positive mental health tend to do better at school, build strong relationships with friends and family, and develop the resilience needed to face life's challenges—both now and in the future. The wheel below shows a model to help you focus on different aspects of wellness and suggests activities to maintain a well-rounded and balanced lifestyle. All eight dimensions are interconnected and equally important.

You may find the following resources useful for further support:

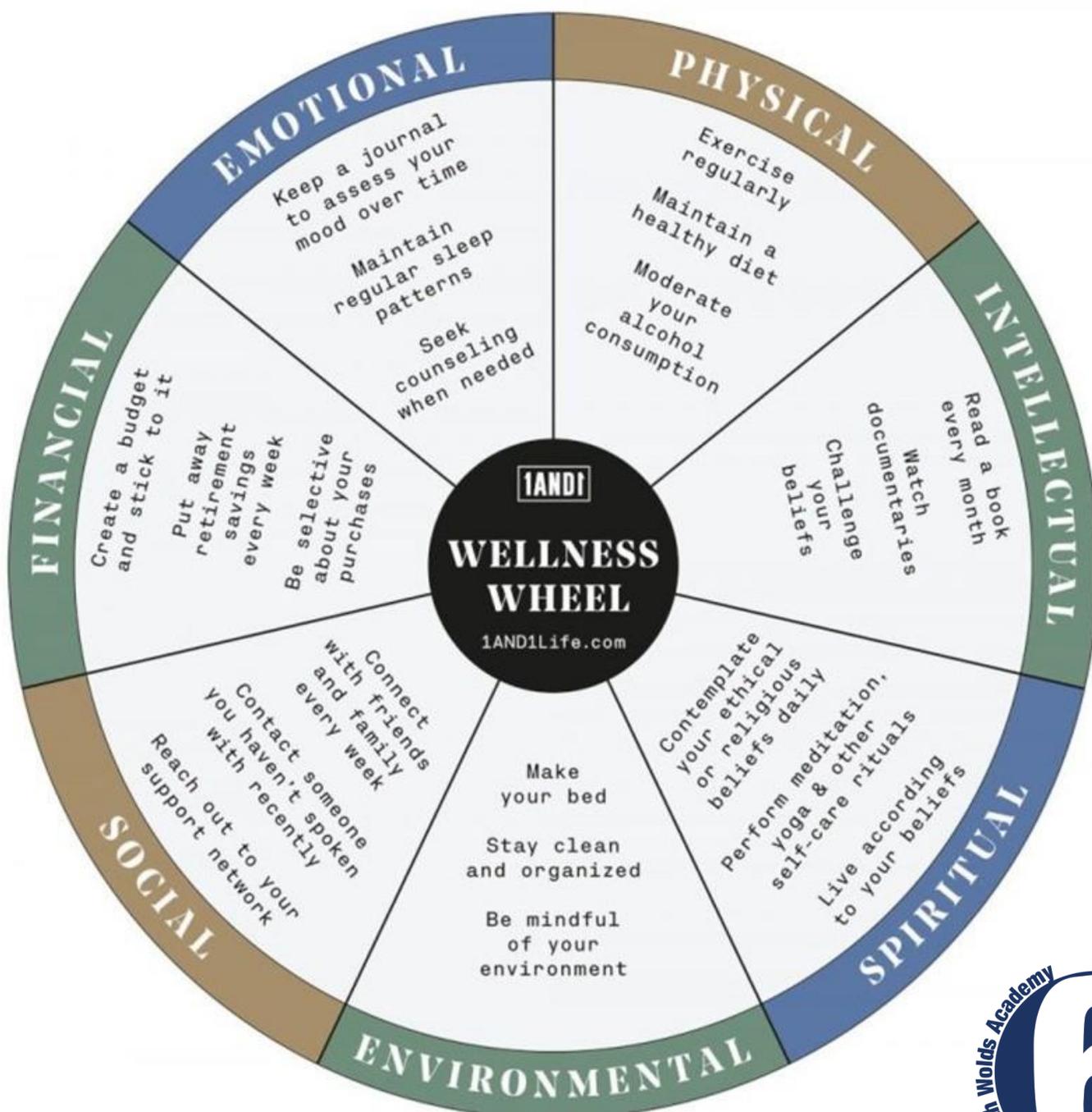
[www.youngminds.org.uk](http://www.youngminds.org.uk)

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

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

[BBC Radio 1 - My Mind & Me](#)

[Meditation and Sleep Made Simple - Headspace](#)



# I FEEL

# I NEED TO

Overwhelmed

take a deep breath and think about one thing at a time

Sad

write down how I'm feeling or talk to a friend or grown-up about what is making me feel sad.

Angry

take a step back, and think about how I can have a calm conversation about why I am angry

Drained

rest and recharge by lying down or resting without a screen for a few minutes

Frustrated

calm down by taking a water break, a few deep breaths, and then try again

Restless

take a walk around my neighborhood or turn on some music and dance

## Acceptable Computer and Internet use Statement for Students

The computer system is owned by the academy and is made available to students to further their education. The academy's Computer and Internet Use Policy has been drawn up to protect all parties - the students, the staff and the academy.

The academy reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited.

Students requesting use of the computer systems and / or Internet access should sign a copy of this Acceptable Computer and Internet Use Statement and return it to the Network Manager for approval. Internet Access will only be made available when this form has been signed. This statement also applies to the use of the student's own personal devices capable of accessing the internet. The same sanctions shall apply irrespective of the method used to access the internet.

- ◆ Access should only be made via the authorised account and password, which should not be made available to any other person.
- ◆ Activity that threatens the operation of the academy's ICT systems or activity that attacks or corrupts other systems is forbidden.
- ◆ I will be responsible for all e-mails sent and for contacts made that may result in e-mail being received.
- ◆ Posting anonymous messages and forwarding chain letters is forbidden.
- ◆ Copyright of materials must be respected.
- ◆ All Internet activity should be appropriate to the student's education. Legitimate private interests may be followed where these cause no difficulties for other users and do not compromise school use.
- ◆ Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- ◆ Any e-mail / messages using any other platform that I send will be polite and sensible. I will not divulge personal details about myself or any other person. This is particularly important as e-mail, can be forwarded or inadvertently be sent to the wrong person.
- ◆ I will only access sites and materials relevant to my work in school. I will be aware when I am accessing inappropriate materials and should expect to have my permission to use the system removed.
- ◆ I understand that any breach of these conditions may lead to me having my permission to use the system removed and the possibility of other disciplinary sanctions being applied.