

Barnwell Sixth Form



Sixth Form – Student Contract

2025-2026

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1. THE SCHOOL

At Barnwell School, we believe that every student should be empowered to fulfil their academic and personal potential. Guided by our core values of **respect**, **responsibility**, and **aspiration**, we foster an environment where students are encouraged to aim high, act with integrity, and treat others with kindness and dignity.

We are committed to nurturing not only academic excellence but also strong character, social awareness, and a sense of personal accountability. By setting ambitious goals and encouraging full participation in both academic and extra-curricular life, we create a vibrant and inclusive community where every student can thrive.

Our school culture is built on mutual respect and trust, where students feel safe, supported, and valued. We take pride in the strong relationships between staff and students, which are the foundation of our well-disciplined and caring environment.

As a truly comprehensive school, we recognise that each student learns and grows in their own way. Our broad and adaptable curriculum ensures that every individual has the opportunity to succeed, from Year 7 through to our dynamic Sixth Form.

We also understand that education is a shared journey. That's why we work in close partnership with parents, carers, and the wider community to provide the best possible opportunities for our students—helping them to become responsible citizens and aspirational leaders of the future.

1.1 Barnwell's Commitments

We are committed to providing all Sixth Form students with:

- A mentor to offer guidance and support.
- Quality teachers who will encourage you to assume greater responsibility for your studies.
- Regular setting and marking of assignments.
- Regular progress monitoring including estimated grades versus target grades.
- Advice on higher education, apprenticeships and full-time employment.
- Routine contact, by the school, with your parents/guardians on issues affecting your progress.

2. YOUR COMMITMENTS

2.1 Attendance

It is expected that you will:

- Remain on the school site between the hours of 8.30am and 3.00pm, with the exception of lunch time and period 5 & 6 Private Study lessons (section 2.5).
- Attend punctually to all subject lessons, mentoring sessions, assemblies and registration and behave in a manner that is appropriate to a sixth form school environment.
- Maintain 95%+ attendance in all your courses.
- Obtain authorisation, in the form of parental consent, if you need to leave the school site at any time during the school day. Sixth Form students need to sign in and out, via Reception, if they leave the school premises or arrive late to school.
- Make every effort to obtain medical appointments outside the school day (or periods 5 & 6 Private Study time). Proof of appointment will be required.
- Arrange ALL driving lessons outside of the school day (or periods 5 & 6 Private Study time).
- Take holiday outside of term time. If a holiday is taken during the academic year this will be recorded as unauthorised. Students will be required to complete a Leave of Absence Form which must be signed by all teachers.
- Inform the Sixth Form Office – (01438) 744411 if you are going to be absent from school.

If your level of attendance at school and/or on individual courses falls below 95%, students, Head of Sixth Form, Subject Tutors and parents will be notified. If your attendance does not improve and falls below 90% you will be required to pay for your own examination entries. Should your attendance fall further you may be asked to find alternative provision. See attached 'Post 16 Attendance Policy'. Students will also be charged for their exam entry fees if they fail to attend any external examination.

If you are unable to come to school for any reason, then parents or carers must report using EduLink. Alternatively email Mrs Knight- k.dempsey@barnwell.herts.sch.uk.

2.2 Academic Work

It is expected that you will:

- Speak directly to Mr Daly or Mrs Mansfield if you wish to change/discontinue a course. The deadline for course changes is **Monday 22nd September 2025**.
- Show a level of commitment to study, which comes first in your order of priorities, so that you can make good progress and achieve agreed goals throughout your course.
- Complete all work within the negotiated deadlines, asking for help if required. Be well organised.
- Undertake a programme of study to support your learning (reading around the subject, watching relevant television programmes, undertaking in-course revision).

Students who fail to complete work to agreed deadlines will be required to attend after school study session or holiday catch-up sessions to complete the work. Persistent underperformance by students may lead to their position in the Sixth Form being put at risk.

2.3 Mobile Phones

Students are permitted to have their mobile phones throughout the school day.

Students are only permitted to use mobile phones in the Sixth Form Common Room, during social times.

Students should not have their mobile phone visible whilst:

- Travelling throughout the school site
- Working in the silent study area
- During a timetabled lesson or mentoring session

Failure to adhere to this can lead to the student's mobile phone being confiscated.

2.4 Sixth Form Identify Badges

Sixth Form Students will be issued with identity cards. These cards must be worn at all times whilst on Barnwell School premises. Students failing to wear their badge will be sent home to collect and return to school. These cards will act as security identification to safeguard all our students whilst on site during the school day. Sixth Form I.D. cards must also be worn when guesting out to other school centres for courses. Sixth Form I.D. badges must be worn and clearly visible during all external exams.

2.5 Private Study

It is expected that you will:

- Undertake a minimum of five hours private study per subject per week.
- Complete 210xp of UpLearn learning per subject per week for following subjects: Maths, Biology, Chemistry, Physics.
- Maintain a diary, recording your work and study activities.
- Spend private study sessions, **Periods 1 – 4**, in the Sixth Form Study Room / Learning Resources / Faculty Area or a supervised school classroom. A register of attendance will be taken during study sessions 1 – 4. Parents will be contacted, via our School Comms text messaging service, if you are not present in your Private Study sessions.
- Students with Private Study timetabled during periods 5 and 6 are free to go home during this time. This will also allow students to schedule driving lessons, medical appointments, or tutoring sessions during this time.
 - If your attendance falls below 95% home private study may be revoked.
 - If a student is underperforming academically, this may be revoked.
- If a student has a timetabled intervention session / additional class from 3.00pm – 4.30pm, they may remain in the common room, utilise the study room or go home but the expectation is that they return to school to attend their lesson(s) which start promptly at 3.00pm. Students are, of course, always welcome to use our Private Study area during periods 5 and 6.
- Use your time wisely in a manner appropriate to a working environment.
- Maintain SILENT STUDY in the sixth form study room and only use the school computers for academic work.
- Year 13 students may be allowed exam study leave, after May 2024 half term, if they meet the school criteria.
- If student's attendance falls below the expected 97%, home private study during periods 5 and 6 may be revoked.

2.6 School Facilities

It is expected that you will:

- Treat the school facilities with respect.
- Use the Sixth Form Common Room at breaktime, lunchtime and periods 5 and 6 only.
- Take responsibility for the state of the Sixth Form Common Room and **ALWAYS clean up after yourself.**

3. RESPONSIBILITIES OF SIXTH FORM STUDENTS

It is expected that you will:

- Undertake no more than twelve hours a week in a part time job (it has been proven that more than 12 hours per week does have an adverse effect on students' attainment).
- Check your school e-mail account on a daily basis.
- Keep your parents/guardians informed about all important matters.
- Be responsible for the safe-keeping and return of books and other School property issued.
- Be responsible for keeping all details on SIMS (our School Information System) accurate and up to date, including mobile numbers and all email addresses for our School Comms system.
- Attend school in the correct dress code (Appendix 1). Students not in the correct dress code **will** be asked to return home and change into suitable sixth form dress.
- Be a good ambassador for Barnwell School when attending lessons at other Centres.
- Advise the Sixth Form Office immediately when you become a fully qualified driver and intend to drive your own vehicle to school. Registrations must be logged with the Sixth Form Office and an 'Application for a School Driving Permit' (Appendix 3) must be completed.
- Sixth Form students are required to park their cars on the Upper Campus and WALK between sites, via our internal school gates, for timetabled lessons.
- During breaktime and lunchtime sixth form students moving between campuses must do so via the internal school gates.

3.1 Our Standards

Barnwell School is a large community, and you are the senior students in that community. It is therefore important that you:

- Treat everyone with respect and politeness.
- Behave in a calm and responsible manner at all times.
- Follow instructions from staff in regard to health and safety procedures.
- Avoid any language, gestures or physical actions which may be offensive to others.
- Treat school property with care.
- Be a good ambassador for the school when taking part in any activity out of school or on a work experience placement.
- Avoid noise or disruption outside classrooms and other working areas.
- Ensure that mobile phones are not visible (except outside the building or in the Sixth Form area).
- Use school computers and other equipment for schoolwork only.
- Sign out at our reception areas if you have authorisation to leave site during the school day.
- Respect the local residents' right to privacy.
- Avoid litter, excessive noise or over exuberant behaviour in the neighbourhood.
- Do not smoke anywhere near the school premises or around the local houses. Students wishing to smoke must do so far beyond the main school gates.
- Drive carefully and safely in and around Barnwell School. Always be aware that pedestrians are in the vicinity, especially at the start and end of the school day.

3.2 Bring your own device (BYOD) Policy

At Barnwell Sixth Form, we recognise the value of technology in enhancing learning and promoting independent study. To support this, we allow students to bring their own devices (laptops or tablets) for educational use under the following conditions:

Purpose and Use

- Students may use personal devices:
 - In the Silent Study Area for independent work and hot desking.
 - In lessons, only with the explicit permission of the teacher.
- Devices must be used solely for educational purposes during school hours.

Network and Internet Access

- All personal devices **must connect to the school's Wi-Fi network**.
- Use of mobile data or personal hotspots is strictly prohibited on school premises.
- Internet access is filtered and monitored in accordance with the school's safeguarding and acceptable use policies.

Respectful and Responsible Use

- Devices must be used **silently and discreetly** in shared spaces.
- Students must not use devices to access or share inappropriate content or to disrupt the learning environment.

Security and Liability

- Students bring devices to school at their own risk.
- The school will not be held responsible for any loss, theft, or damage to personal devices.
- Students are advised to clearly label their devices and use protective cases.

Charging and Storage

- Student's will be responsible for their device at all times. If they elect to leave their device in a classroom, office, study room or common room, they do this at their own risk.
- Students are welcome to use the plugs provided on the Study Room desks to charge their device.
- Students must consider the health and safety implications of cables when charging and cables must be placed along walkways.

Monitoring and Compliance

- Staff may inspect devices if there is a concern about misuse.
- Failure to comply with this policy may result in the loss of BYOD privileges and further disciplinary action.

3.3 AI Policy

Purpose:

To ensure the responsible and ethical use of Artificial Intelligence (AI) technologies in academic and extracurricular activities.

Key Principles:

1. Educational Use

- AI tools should be used to enhance learning and understanding.
- Students must acknowledge the use of AI in their work, including specific tools and extent of usage.

2. Academic Integrity

- All submitted work must be original.
- AI-generated content must be clearly identified and must not constitute the majority of any submission.
- Plagiarism, including uncredited use of AI-generated work, is prohibited and will be subject to sanctions and possible disqualification from a subject.

3. Ethical Considerations

- Use AI responsibly, respecting privacy, consent, and data security.
- Avoid using AI to create misleading, harmful, or inappropriate content.

4. Transparency and accountability

- Students must declare the use of AI in assignments and projects.
- Teachers will provide guidance on acceptable AI use specific to each subject area.

5. Skill Development

- Barnwell will provide resources and training to help students understand and effectively use AI technologies.
- Encouragement of critical thinking about the impact and ethical implications of AI.

6. Monitoring and Review

- Regular audits and updates of the policy to adapt to new developments in AI.

Conclusion

Responsible use of AI can significantly enhance educational experiences. This policy aims to balance innovation with integrity, ensuring a fair and beneficial learning environment for all students.

3.4 Sixth Form Dress Code

The Sixth Form dress code is 'professional business'. Students should be smartly dressed to show that they care about their appearance, the impression it creates and the example it sets for our younger students. A smart professional appearance encourages an appropriate attitude to the day's work and is excellent preparation for the mature world of professional work. Professional business dress means clothes should be appropriate for a place of work.

See appendix 1 for acceptable examples of Barnwell Sixth Form Dress Code.

Students should be aware that they will be asked to return home, to change their attire, if their dress is deemed unacceptable for School, with a consequent loss of learning time.

3.5 Sixth Form Leadership Team

Sixth Form students will be eligible to make applications to join our Sixth Form Leadership Team in the summer term of year 12. This includes Student President and numerous other positions within our Leadership Team. (see appendix 2 for further details).

3.6 Student Drivers

Students who drive to school are required to:

- Complete a 'Sixth Form Application for Driving to School' (see attached example) and provide the sixth form office with car details, including licence, insurance and registration details.
- Park responsibly and do not park in designated disabled bays.
- Sixth form students are required to park their cars on the Upper Campus and WALK between sites, via the school internal gates, for timetabled lessons.
- Drive legally and with proper regard to other road users and pedestrians, observing the 5MPH speed limit in the school car park.
- Speed limits in and around school must be strictly adhered to. On the roads around the school speed limits are 30mph but due to the high level of pedestrians, 20mph or less is advisable.
- Complaints about a student's driving will automatically result in the student's right to park on site being revoked.

Barnwell School reserve the right to withdraw student car permits and request that cars are parked elsewhere if driving is deemed to be unsafe or reckless to other road users or pedestrians.

4. FIRE EVACUATION PROCEDURE

A continuous ringing bell indicates that an immediate full school evacuation needs to take place.

As senior students of the school community, all sixth form students, including Guest Students, are expected to lead by example.

The evacuation procedure at Barnwell School is carried out in SILENCE. All students evacuate on hearing the continuous alarm and congregate on the senior tennis courts.

It is imperative that you set the correct example to the younger members of the school community and evacuate in SILENCE. This is to create a calm and organised environment in what could potentially be a very serious situation.

Appendix 1 – Sixth Form Dress Code

Barnwell Sixth Form Dress Code

Sixth Form students are role models for students lower down the school, and their standards of dress are an important part of the culture of Barnwell. In the Sixth Form, students have their own dress code, which should be smart, clean and within the ethos of the school. In interpreting the guidelines, students should ensure that their overall appearance is appropriate to that of a working environment.

During the warmer months of the year, students are reminded that they are in a School, not a college, and will therefore come into contact with much younger students throughout the day. For this reason, very short, tight or revealing clothing is deemed inappropriate and will be challenged.

Given the constantly evolving nature of fashion, Barnwell School reserves the right to add to these requirements and determine that items are not appropriate. Students are expected to exercise mature judgement in their choices. In instances of uncertainty, a member of the Sixth Form team should be consulted.

Students should accept that choosing to dress inappropriately **will** result in them being sent home to change, with a consequent loss of learning time.

Examples of **ACCEPTABLE** items of Sixth Form dress code

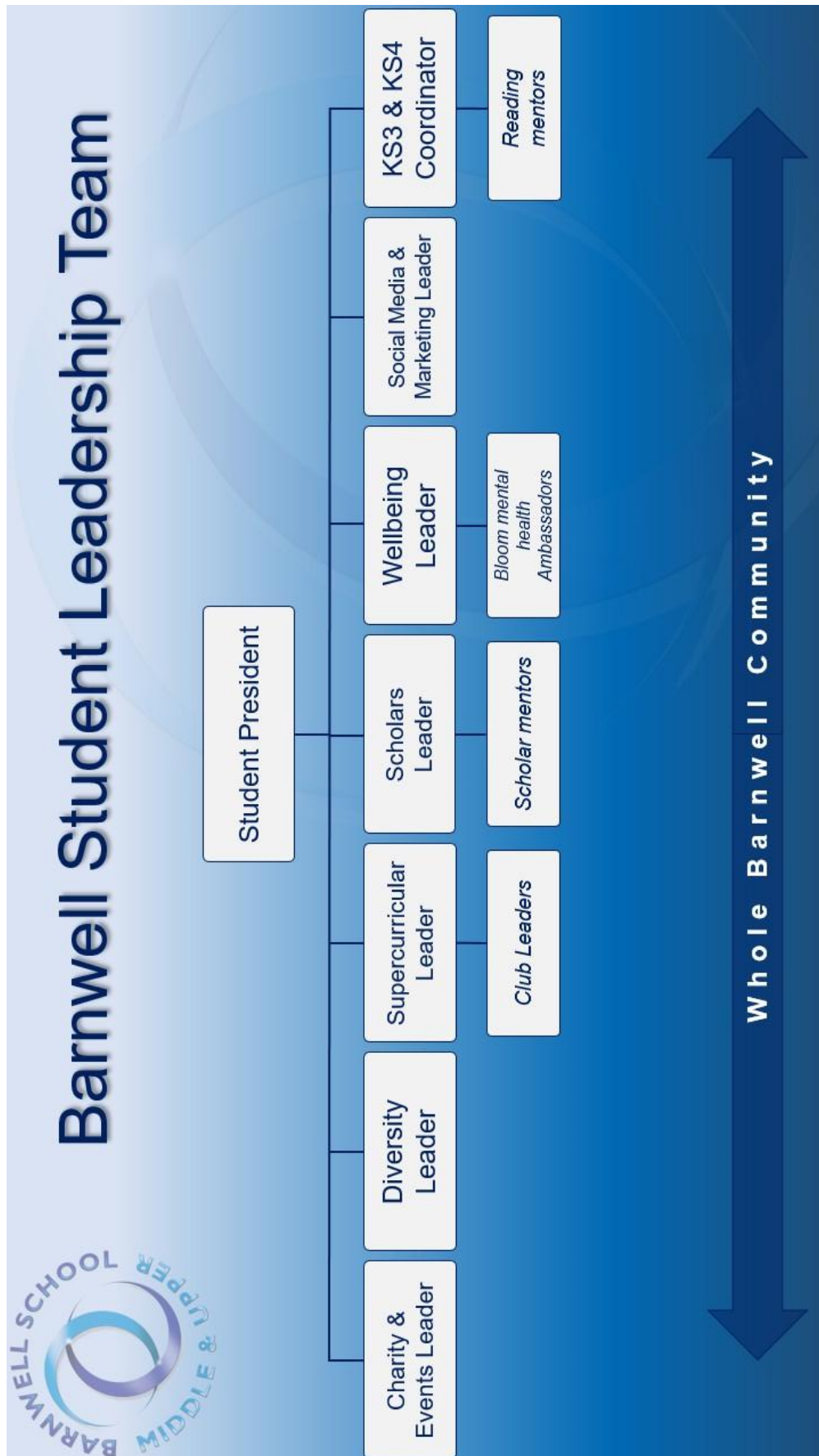
- Trousers, dress and/or skirt with a formal jacket (jacket is not compulsory)
- Length of skirt needs to be appropriate for a work environment - on or just above the knee.
- A smart shirt/blouse and/or smart jumper may be worn.
- Long or short sleeve shirts. These can be worn with a tie (a tie is not compulsory).
- Smart collared polo shirt/tops
- Department specific clothing such as PE or Performing Arts department. The school logo needs to be present on all items of clothing.

Examples of **UNACCEPTABLE** items of Sixth Form dress code

- Denim Jeans - this also includes Black Denim.
- Trainers of any style are not acceptable; this includes black leather converse and other canvas style footwear.
- Track suits, soft fabric jogging bottoms, hoodies, t-shirts and sports t-shirts. Sports and football shorts, football shirts, sweatshirts and baseball caps/hats are not acceptable.
- Tight fitting or revealing clothes, including mini-skirts, leggings, shorts, vest tops, crop tops, low cut tops or tops that do not cover the midriff area are not acceptable.
- Any clothing with inappropriate wording or slogans is not appropriate.

All Sixth Form Students will be issued with a Sixth Form Identify Badge. This badge **must be worn at all times** whilst on Barnwell School Premises. Students failing to wear their badge will be sent home to collect and return to school.

Appendix 2 – Student Leadership Team



Appendix 3 – Sixth Form Driver Permit Application

SIXTH FORM PERMIT APPLICATION FOR DRIVING TO SCHOOL

Name:		Form:	
Address:			
Home Tel No.		Mobile Number:	
Car/Moped Registration No:			
Make of Car/Moped:			
Colour of Car/Moped			

- The Parking Permit must be clearly displayed in your car at all times whilst of Barnwell School premises.
- Sixth form students are required to park their cars on the Upper Campus and WALK between sites, via our internal school gates, for timetabled lessons.
- Speed limits in and around school must be strictly adhered to. On the roads around the school speed limits are 30mph but due to the high level of pedestrians, 20mph or less is advisable.
- On school premises it would be hard to justify moving out of second gear.
- The school does not accept responsibility for theft of or from the car/moped, or any damage to the car/moped whilst on school premises.
- The driver must have full insurance and documentation for use of the car/moped whilst on school premises.

DECLARATION:

I have read the rules above and will adhere to them. I will inform the school of any change to the above details. I understand that failing to comply with the rules will result in me losing the privilege of bringing my car/moped to school. I understand that this information will be held on file and that the information may be supplied to the Police.

Signature: _____ Date: _____

School use only:

<i>License and Insurance seen:</i>	
<i>Permit Issued:</i>	
<i>Registration documents seen:</i>	
<i>Date:</i>	

Please take your license, registration documents and insurance details to Mrs Mansfield in the 6th Form Office with this completed form.

Appendix 4 – Sixth Form Attendance Policy Summary

If a Sixth Form student is absent from school, the following steps will be taken:

Unless notified by parent/carers via EduLink beforehand, a message will be sent to parents/carers on the morning of the absence.

Attendance will be monitored on a weekly basis and students under 95% identified.

Attendance letter of concern sent to parents/carers.

If attendance does not improve: a meeting with student, parents/carers and the Sixth Form team will take place.

If attendance remains below 90%, students will be asked to pay for their exam entries.

Appendix 5 – The School Day & Contact Details

BARNWELL SCHOOL DAY

FORM TIME	8.30am	-	8.50am
Period 1	8.50am	-	9.50am
Period 2	9.50am	-	10.50am
BREAK	10.50am	-	11:10am
Period 3	11:10am	-	12:10am
Period 4	12:10am	-	1.10pm
LUNCH	1:10pm	-	1:50pm
Period 5	1:50pm	-	2:50pm
Extended Study	2:50pm	-	5:00pm

STAFF CONTACT DETAILS

MR. C. DALY	Director of Post 16 c.daly@barnwell.herts.sch.uk (01438) 744411
MRS. C. MANSFIELD	Sixth Form Pastoral & Admin Support c.mansfield@barnwell.herts.sch.uk Direct Dial (01438) 744411
MR. E. BROWN	KS5 T&L, Enrichment & Recruitment Lead e.brown@barnwell.herts.sch.uk
MISS T. FAIRLESS	Year 12 Tutor t.fairless@barnwell.herts.sch.uk
MRS K. KNIGHT	KS5 Attendance Officer k.dempsey@barnwell.herts.sch.uk

Appendix 6 – Consortium School Lesson Times and Contact Details

SCHOOL	LESSON TIMES				KEY STAFF	CONTACT NUMBER
Marriotts Brittain Way Stevenage Herts SG2 8UT	Period 1 Break Period 2 Period 3 Lunch Period 4 Period 5	8.50am 9.50am 10.15am 11.15am 12.15 1.00pm 2.00pm	- - - - - -	9.50am 10.15am 11.15am 12.15pm 1.00pm 2.00pm 3.00pm	Head of Sixth Mr M Winter –Ext 214 Mr A Illingworth Year Manager/pastoral lead Ext 213 Mrs K Daly Assistant year lead, Pastoral, safeguarding Ext212 Mrs J Stephens Post 16 Academic mentor Ext 279	Main School Number (01438) 726999
Thomas Alleyne Academy High Street Stevenage Hertfordshire SG1 3BE	Period 1 Period 2 Break Period 3 Lunch Period 4 Period 5	9.00am 10.00am 11.00am 11.20am 12.20pm 1.00pm 2.00pm	- - - - - -	10.00am 11.00am 11.20am 12.20am 1.00pm 2.00pm 3.00pm	Head of Sixth Form- Kate Barfoot Sixth Form Direct Line 01438 344341 (For all enquiries and absence/non- attendance notification)	Main School Number: (01438) 344344