



QE6

Sixth Form

Student Handbook

2026 - 2027



Welcome

Welcome to QE6 Sixth Form and congratulations on your success at GCSE.

At QE6, we are building a Sixth Form defined by **ambition**, **respect**, and **excellence**. As a member of our community, you are expected to demonstrate maturity independence

As sixth form students, you are treated as adults and are given greater freedom and independence; from a relaxed dress code to free periods that can be spent at home in the afternoons. However, with that comes greater responsibility. You are expected to manage your own time and take on leadership roles within the school and sixth form.

-----OUR VALUES-----



Ambition



Integrity



Determination



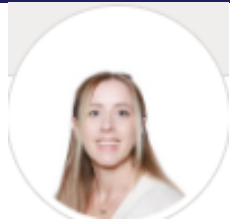
Kindness



Independence



Leadership

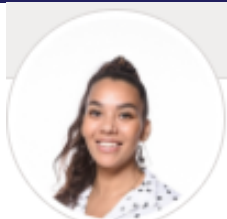


Mrs Clark

Head of Sixth Form



ec Clark@qesluton.co.uk



Miss Barker

KS5 Pastoral Lead



cbarker@qesluton.co.uk

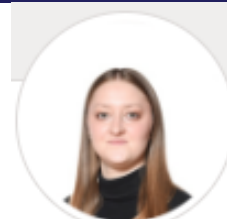


Mrs Corkish

Administrative and Communications Manager



tcorkish@qesluton.co.uk



Miss Scanteianu

Futures Lead



ascanteianu@qesluton.co.uk

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Guidance & Support



16-19 Bursary

You may be able to apply to the 16-19 Bursary Fund, a scheme from the Education and Skills Funding Agency (EFSA) to help students who may be facing hardship.

Students must apply for their own bursary at the start of Year 12 and again in Year 13, this is even if a student received any sort of support (i.e. free school meals) when they were at Secondary School. Students may be asked to provide evidence of receipt of benefits in their household.

Forms can be found in the Sixth Form Office and must be returned to **Mrs Corkish**.

1. **A vulnerable bursary** of up to £1200 per year for young people in any one of the defined vulnerable groups (in care, a carer, in receipt of income support, in receipt of an employment and support allowance/universal credit/disability allowance)
2. **A discretionary bursary** which are awarded to students on an individual basis to help with the cost of transport, meals, books, uni visits or equipment. This bursary will be at the discretion of Mr Stainsby and may require a discussion between them and the student.



A student's bursary may be withheld if you receive a behaviour point, truant a lesson, are consistently away, attendance drops **below 90%** across lessons, they truant a lesson or their behaviour falls below the requirement as reflected in the number of **behaviour points**.

Safety

You must wear a QE6 Sixth Form lanyard at **ALL** times when at school. This lanyard will hold your student ID card so that you can be easily identified. The lanyard must be around your neck at all times and be visible, not in pockets. You can be refused entry to school site without your **lanyard on**.

You must **sign in** on **InVentry** (the monitors at reception and the hub). This is used as a live register throughout the day and will be used if and when there is a fire alarm.

If you forget your lanyard you must sign in manually, and hand your phone to reception in exchange for a **temporary lanyard**. You will also be issued with a **behaviour point**.

If you have completely lost your lanyard you must order a replacement one on **Arbor App**.

Fire & Lockdown Procedure

The fire alarm is a loud repeating siren, this will sound in case of a fire or a drill. If this alarm does sound then you leave out of your nearest exit and make your way towards the side playground (near E Block). You will then stand in your class line.

The **lockdown procedure** is a continuous tannoy that will sound in case of an intruder not known to students or staff. If this sound is given the member of staff will lock the door and pull down the blinds. You must climb under the tables and remain hidden and silent as directed by staff. If in the hub spaces, you should enter the nearest classroom and stay there.

Support

Students can receive pastoral and academic support through the Year Team.

There is onsite coaching that is delivered by GROW therapy, as well as intervention support for those that might need it.

If you are struggling with any aspect of Sixth Form life, please speak to a member of the Year Team - we are here to help.

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ATTENDANCE & PUNCTUALITY



You are expected to attend all timetabled lessons



If you are ill or unable to attend Sixth Form for any reason, your parents must notify school, using our school app Arbor.



Students whose Lesson-by-Lesson attendance drops below 90% will enter a formal system of monitoring. Please also refer to the behaviour policy.

A successful student will have an attendance of **at least 96%**

Attendance Policy



A CHART OF ACTION AND REWARDS



ACTION & REWARDS

Rewards and recognition
• Costa credit (termly)
• Pizza lunch with QE6 team
• Amazon voucher (100% year)
• Leadership opportunities



ACTION

• Tutor praise
• Positive reinforcement
• Keep it up!



ACTION

• Form Tutor check-in
• Contact home
• Identify and address any barriers



ACTION

• Pastoral intervention
• Attendance support plan
• Weekly monitoring



ACTION

• Head of Sixth Form lead
• Parent meeting
• Formal intervention
• Individual support plan



Absences

If there is an occasion that you are very unwell, please call the absence line and/or email before 8.45am – Email – QE6info@gesluton.co.uk Telephone – 01582 436100



Leave of Absence

LOA forms can be collected from Mrs Corkish. If you have a medical appointment you must bring a copy of the confirmation to Mrs Corkish.



Punctuality

As well as being present to lessons, it is important that students are on time. Lateness is monitored by form tutors and QE6 staff, and will affect attendance.

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Behaviour Process



The QE6 Sixth Form Team will monitor behaviour, attendance and punctuality on a weekly basis. This information will be shared with tutors and the Head of Sixth Form. The following staged system will be used to identify concerns and provide appropriate support and intervention.

Stage One



FIRST WARNING ISSUED - Phone call home, student placed on Tutor Report when they -

- Receive 5 or more behaviour points in any one half-term
- Arrive late to school more than 5 times in any one half-term
- Have attendance below 90% after first intervention
- Truanted the same subject more than twice in any 1 half term.

Stage Two



SECOND WARNING ISSUED - Parental contact or meeting, and student placed on report to KS5 Pastoral Lead when -

- They repeat any of the above concerns and
- There is insufficient improvement despite support and intervention

Stage Three



THIRD WARNING ISSUED - Parental meeting, and student placed on report to Head of Sixth Form when

- Concerns continue and there has been insufficient improvement



A student may be moved directly to Stage Three where a serious incident has occurred, as defined in the QE6 behaviour policy.

Stage Four



Head Teacher Final Warning - Head of school to meet with Parents/guardians and student, when -

- A student fails to meet the expectations set at stage three

At this stage -

- The student and parents/guardians will be given the opportunity to present their views
- Individual circumstances will be fully considered
- A decision will be made regarding next steps, which may include -
 - Continuation or adjustment of support strategies
 - A final behaviour contract
 - Or progression to Stage Five

Stage Five



FINAL OUTCOME FOLLOWING REVIEW -

Where appropriate, this may result in -

- Re-sitting Year 12
- Removal from Sixth Form provision, where this is deemed appropriate

All decisions will follow the DfE statutory guidance, and include the right to representation and review.



TIMETABLE

Queen Elizabeth School Sixth Form students are expected to attend **all lessons** that are on their timetable, this includes lessons, assemblies and wider study programme activities.

Each session on students' timetables is registered and monitored.



Download the Arbor student app

Wednesday's

Tutor Time - 8.30-8.55am

QE6 Connect - Lesson 1

QE6 and Extra Quals - Lesson 2 and 3

You will have opportunity to gain extra UCAS credits, extra qualifications and life skills during these sessions. The afternoon will then have normal academic lessons.



SCHOOL DAY

8.00am – 8.20am		School site opens
8.25am		Students on site
8.30am – 8.55am		Tutor Time
8.55am – 9.00am		Transition
9.00am – 9.50am		Period 1
9.50am – 10.40am		Period 2
10.40am – 11.00am		Break
11.00am – 11.50am		Period 3
11.50am – 11.55am		Transition
11.55am – 12.45pm		Period 4
12.45pm – 1.20pm		Lunch (Whole School)
1.20pm – 2.10pm		Period 5
2.10pm – 3.00pm		Period 6
3.00pm		End of School Day
3.00pm onwards		After school clubs and activities



Home Learning

Please refer to <https://www.qesluton.co.uk/Home-Learning/>

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Phone Use & Lanyard Rules



NO PHONES OR HEADPHONES IN CORRIDORS!



WE EXPECT YOU TO:



Wear your lanyard clearly and visibly at all times.



Use your phone only in Sixth Form designated spaces.



Use headphones only in Sixth Form designated spaces.



FAILURE TO FOLLOW THESE RULES WILL RESULT IN
A BEHAVIOUR POINT
AND WILL FOLLOW THE QE6 BEHAVIOUR POLICY



Dress Code

 Clothing should be clean and in a good state of repair.	 Unless otherwise stipulated for health and safety reasons (e.g. for sport or in science labs), jewellery may be worn.	 Nail varnish and acrylic nails are allowed, but nails must be kept to a reasonable length for health and safety reasons.	 Hats and hoods (with the exception of religious clothing) should not be worn indoors.	 Coats should be taken off in lessons, though teachers may grant exceptions in cold weather.	 ID badges and lanyards must be worn around the neck, with the strap clearly visible and not tucked into clothing, at all times on school site.
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✓ THE FOLLOWING ATTIRE IS ACCEPTABLE

SHIRTS  ✓ Smart shirts are expected.	SMART POLO SHIRTS  ✓ Polo shirts should be smart and appropriate.	SMART CASUAL T-SHIRTS  ✓ Plain or simple styles only.	BLOUSES / SMART TOPS  ✓ Sleeveless tops are allowed but no 'strappy' or strapless tops. Crop tops are not allowed.	SMART DRESSES  ✓ Dresses should be of appropriate length. Sleeveless dresses are allowed but no thin strap or strapless dresses.
SMART SKIRTS  ✓ Skirts should be of appropriate length.	TROUSERS / CHINOS  ✓ Smart, tailored full-length or ¾ length trousers, work-wear trousers, or chinos.	SMART JEANS  ✓ Smart, dark jeans. No rips or tears.	SMART SHORTS (SUMMER ONLY)  ✓ Smart, tailored shorts in summer.	FOOTWEAR  ✓ Smart shoes/sandals. Smart trainers are permitted. No flip flops.

✗ NOT ALLOWED

 ✗ Ripped clothing	 ✗ Crop tops	 ✗ Strappy or strapless tops	 ✗ Flip flops	 ✗ Hats/hoods indoors	 ✗ Hats/hoods indoors
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REMEMBER



You are role models in the school.
Dress like a **professional**.





Equipment



Being prepared every day helps you to learn, stay organised and achieve your best. **COME READY. BE READY. SUCCEED.**



ESSENTIAL DAILY ITEMS

- ✓ Black or blue pens
- ✓ Green pen
- ✓ Pencils and eraser
- ✓ Highlighters (minimum 2 colours)
- ✓ Ruler (30cm if possible)
- ✓ Pencil sharpener
- ✓ Scientific calculator (check subject requirements, e.g., Casio fx-991EX for Maths/Sciences)
- ✓ A4 ring binder/folder per subject
- ✓ Lined A4 paper or exercise books
- ✓ Plastic wallets (for keeping handouts and notes protected)
- ✓ Subject dividers (to organise folder content)
- ✓ Homework planner or diary (paper or digital)



SUBJECT-SPECIFIC ITEMS (AS REQUIRED)

- ✓ Mathematics set (compass, protractor, set square, etc.)
- ✓ Art supplies (for Art/Design students)
- ✓ Lab coat / safety goggles (for Science students – if advised)



TECHNOLOGY & STUDY TOOLS

- ✓ Fully charged device (laptop or tablet – optional but highly recommended)
- ✓ Headphones or earbuds (for online learning or revision videos)
- ✓ Access to email and Microsoft 365



EXTRAS FOR SUCCESS

- ✓ Water bottle
- ✓ Healthy snacks (if permitted)
- ✓ Personal hand sanitiser
- ✓ Post-it notes or flashcards (for revision)
- ✓ Backpack or sturdy bag (to carry books and folders)

