

BEAUMONT **SIXTH FORM**

HANDBOOK 2025 / 2026

Name

Tutor

www.beaumontschool.com



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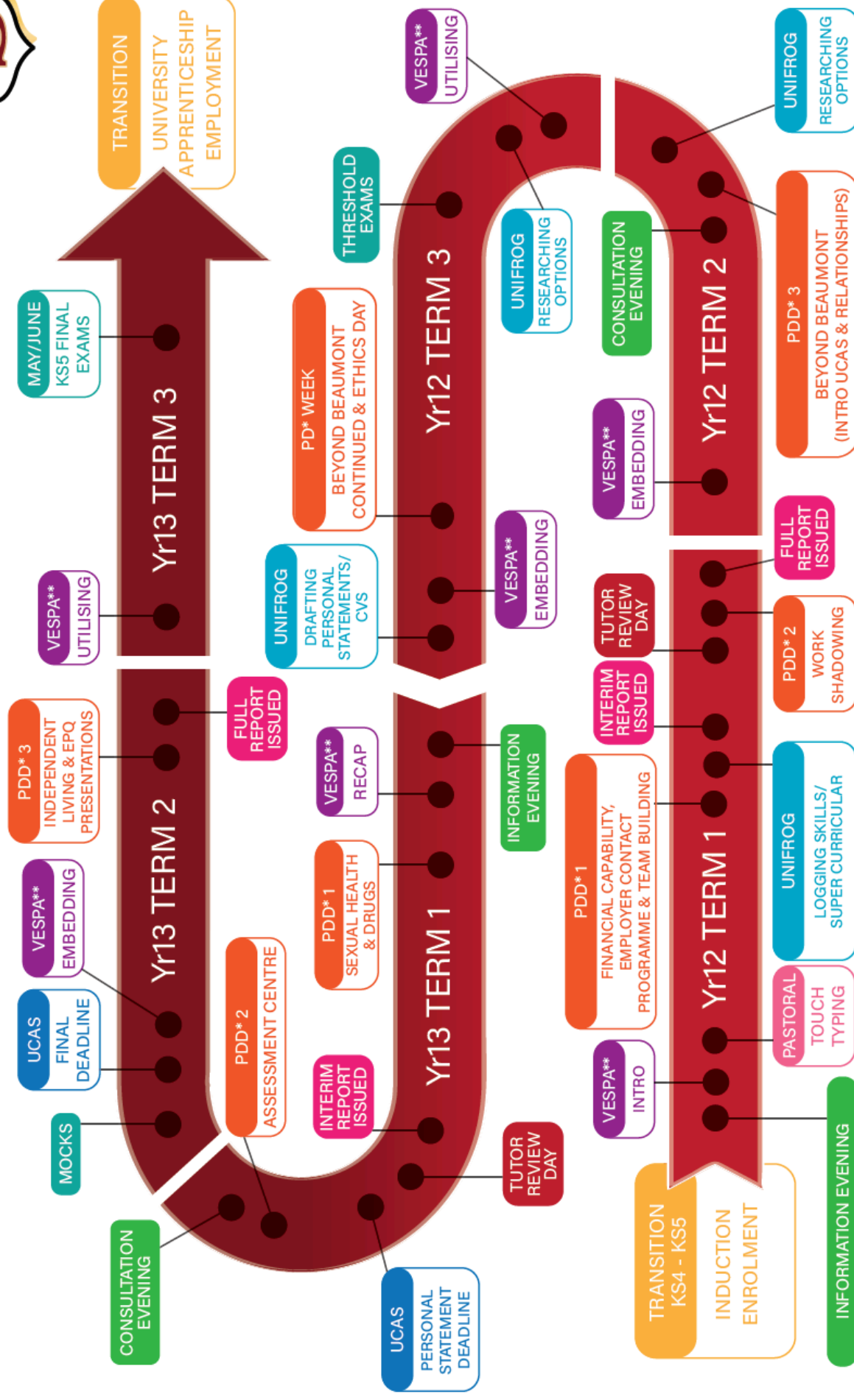
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SIXTH FORM PASTORAL CURRICULUM



MEET THE TEAM



Mrs J Tolley
ASSISTANT HEADTEACHER
& HEAD OF SIXTH FORM



Mr R Brooks
HEAD OF YEAR 13



Miss E Mills
HEAD OF YEAR 12



Mrs M Atkinson
UCAS & ADMISSIONS
COORDINATOR



Mrs A Segrue
OFFICE COORDINATOR



Mrs J Thorpe
ATTENDANCE AND PASTORAL
OFFICER (MON-WED)



Mrs C Morgan
ATTENDANCE AND PASTORAL
OFFICER (THU-FRI)



Mrs G Kubuj-Wood
ADMIN ASSISTANT (MON-TUE)



Mrs S Syeda
ADMIN ASSISTANT (WED-FRI)

 **BEAUMONT**
SIXTH FORM

THE SIXTH FORM TEAM

CONTACT US:

t: 01727 732962

e: sixthform@beaumont.school

Mrs J Tolley	Assistant Headteacher and Head of Sixth Form
Mr R Brooks	Head of Year 13
Miss E Mills	Head of Year 12
Mrs M Atkinson	Sixth Form Admissions and UCAS Coordinator
Mrs A Segrue	Sixth Form Office Coordinator
Mrs J Thorpe	Sixth Form Attendance and Pastoral Support Officer (Mon/Tue/Wed)
Mrs C Morgan	Sixth Form Attendance and Pastoral Support Officer (Thu/Fri)
Mrs G Kubuj-Wood	Sixth Form Admin Assistant (Mon/Tue)
Mrs S Syeda	Sixth Form Admin Assistant (Wed/Thu/Fri)

The Sixth Form Team are based in the Sixth Form Centre (see map on back page).

The Sixth Form Admin Office is the place to go to report sickness, to get approval for planned future absences, to get timetable and enrolment information, and for any other administrative help.

REPORTING DAILY ABSENCES: Any unplanned absence due to, for example, illness or emergency, should be recorded on a daily basis by calling the Sixth Form absence line on **01727 732962** or by emailing **sixthform@beaumont.school** preferably by 9:30 am.

If you become ill during the day or there is an unexpected emergency and you need to go home, you should see the Attendance and Pastoral Support Officer before leaving. It is your responsibility to notify us of any unplanned absences, so your attendance record can be correctly maintained. A text will be sent home to provide information of unexplained absences.

If your contact details change, it is important that your parent/carers notifies the Sixth Form Admin team as soon as possible so that we may update our records. This can be done by email (sixthform@beaumont.school).

For any other issue or concern, your first point of contact is your Sixth Form Tutor, who you will see in morning Registration.



SIXTH FORM TUTORS

Your Sixth Form Tutor will play a vital role in supporting you through the next two years. Being in the Sixth Form is more complex than being in Years 7-11. There are many more decisions to make and most have greater consequences for your future. You will need to be well-informed and well-advised. This is where your Sixth Form Tutor comes in. It is their role to support you in adjusting to the extra freedom and responsibility that being a Sixth Form student brings.

You will meet your Sixth Form Tutor during morning Registration. This is the place to ask for help and support as you need it, whether the issue is about an academic subject, time management, personal difficulties which are impeding your studies, job and university references, exam preparation or any other topic where you may need guidance. Your Sixth Form Tutor will either be able to provide support or guidance immediately or direct you to the right person who can.



GOOGLE CLASSROOM

Each student will be invited to join a Google Classroom for their subjects, their Tutor Group, their Year Group and career-specific Classrooms. It is **really important** that you check these virtual Classrooms regularly for important information. Teachers will set home learning via this format and will share resources and lesson updates. The Year Group Classroom is the main communication tool used to share information with students about opportunities and upcoming events in the Sixth Form.

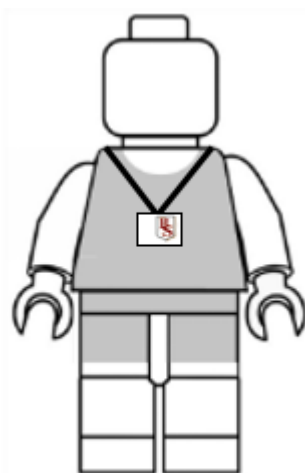
You should be checking your school email address daily, and you should use the settings on each Google Classroom to send you notifications of new posts. **It is your responsibility to ensure you are keeping up to date.**

For those also studying a subject at Sandringham or Verulam, you will also be invited to a BSV Consortium Students Classroom, where all information relating to BSV that is relevant to consorting students will be shared.



SIXTH FORM DRESS CODE

Figure 1



Sixth Form ID lanyards must be worn around the neck and be visible at all times when on the school site.

Students in Beaumont Sixth Form should dress in a manner which is appropriate to a school environment. We see the opportunity to make a mature judgement about dress as an important part of the transition towards leaving compulsory full time education.

Through discussion and in agreement with our Sixth Form students, we have established a general rule that appropriate dress will always cover the areas shaded on the sketch in Figure 1. Please note, the shaded area applies to the back of the figure, as well as the front.

In addition, there are some specific restrictions:

- No underwear should be visible at any time. For this reason, sheer or see-through clothing is not acceptable and trousers should be worn on the waistline.
- Clothing, other accessories or tattoos, which include any wording or imagery which could reasonably be deemed as offensive to others is not acceptable.
- No flip flops, sliders or sandals without a back.

Students taking part in PE or other activities requiring particular clothing should bring a change of clothes to be worn at other times during the day.

The vast majority of our students demonstrate the ability to make sensible dress choices, however, if there are any concerns raised, the decision on what will be deemed appropriate rests with the Sixth Form Management Team and the School's Leadership Team.

Failure to follow the Sixth Form Dress Code may result in students being required to go home and change before returning to school, or other appropriate consequences. We have school T-shirts, which students will be required to wear if their dress is considered inappropriate.

Students who travel to lessons at our BSV partner schools are required to respect their more formal dress codes when attending their establishments.



TIMINGS OF THE BEAUMONT SCHOOL DAY

Tutor Time	08.30 – 08.45	Please note Sandringham and Verulam have different timings to their school days. This information is posted on the BSV Consortium Google Classroom.
Period 1	08.45 – 09.30	
Period 2	09.30 – 10.15	
Period 3	10.15 – 11.00	
Break	11.00 – 11.25	
Period 4	11.25 – 12.10	
Period 5	12.10 – 12.55	
Lunch	12.55 – 13.55	
Period 6	13.55 – 14.40	* No Period 7 on Fridays
Period 7*	14.40 – 15.25	

You must attend all timetabled sessions in school - this includes tutor times, subject lessons, study periods, assemblies, life skills sessions and Personal Development Days. Registers will be taken for these sessions. Your attendance record is based on all of these sessions, as they are all compulsory.



KEY DATES FOR YEAR 12 [2025/26](#)

(nb. correct at time of printing - for a full list of dates, please refer to the school [calendar](#))

Thursday 21 August 2025	GCSE Results Day (staff available in school)
Friday 22 August 2025	Course Confirmation deadline 10am
Tuesday 2 September 2025	Sixth Form Enrolment (see timings on website)
Tuesday 9 September 2025	Welcome to Year 12 Information Evening 6pm
Friday 19 September 2025	Last day to change a subject
Thursday 23 October 2025	Autumn Report 1
Thursday 6 November 2025	Tutor Review Day
Thursday 18 December 2025	Autumn Report 2
Tuesday 3 February 2026	Year 12 Consultation Evening
Thursday 26 March 2026	Year 12 Spring Report
Wednesday 25 March 2026	Beyond Beaumont Evening 6pm
Monday 1 - Friday 12 June 2026	Threshold Exams
Tues 11 Nov 2025 / Weds 24 June 2026	Employer Contact Days

BEAUSANDVER EDUCATION TRUST (BSV)

Welcome to the [BeauSandVer Education Trust](#)

If you are studying a course at either of the other two Consortium schools, please ensure that you have joined the BSV Consortium Google Classroom (class code: ukwsg2s).

Please ensure that you are aware of any dates (e.g. Consultation Evening) that differ from Beaumont events. Please note that Beaumont Personal Development Day events have priority over lessons in the rest of the BSV.

Minibus Transport

Minibus transport is provided for free travel to BSV lessons at break and lunch times. Buses must only be used for this purpose. From September, the scheduled times are:

BMT → SND	11.05, 13.00, 13.30	BMT → VER	11.10, 13.30
SND → BMT	11.00, 11.10, 13.25, 13.35	VER → BMT	11.15, 13.10, 13.40

Any changes to the bus schedule will be posted on the BSV Consortium Classroom.

- Pick up and drop off at Beaumont is from outside the [South entrance on Oakwood Drive](#).
- Pick up and drop off at Sandringham is from the bottom gate in front of the SandPit Theatre.
- Pick up and drop off at Verulam is from the front gate.

Please note that you will need to make your own way to and from lessons at the beginning and end of the school day.

We expect students to be respectful to all members of staff and of school property. Any student who is disrespectful to the drivers, vandalises or places graffiti on the buses will lose their permission to use them and receive further consequences.



EXPECTATIONS AND RESPONSIBILITIES

You are required to sign a Sixth Form Student Agreement on enrolment. This lays out the expectations that you must meet to remain in the Sixth Form, details of which are outlined below.

Respect

At Beaumont School, respect is an important ethos that underpins everything that we do.

Respect for yourself	Respect for our community	Respect for learning
This means recognising and valuing your own worth and wellbeing, taking responsibility for yourself, and striving to improve and develop your own potential.	This means playing an active and positive role in our community, treating everyone kindly and as an equal member, and upholding an environment where everyone can learn and work.	This is about appreciating the importance of education, engaging actively in your learning, and doing your best for your studies both at school and at home.

Your status in the Sixth Form is dependent upon respect for:

- Your teachers and other staff
- Your fellow students
- The facilities provided for you

This expectation involves all school activities, including trips, events and Leavers' Events.

Food Allergies

It is important to note that we have a number of students and staff with food allergies, some of them life-threatening. At Beaumont, we ask our community not to bring on to the school site any foods containing nuts (peanuts or tree nuts) or sesame seeds; including sesame oil or sesame paste (tahini) products such as houmous, even the imitation version of houmous. We have a number of students and staff with nut and sesame allergies and sometimes these can be triggered, not only by ingestion but also by touch and inhalation.

We cannot guarantee to be 100% nut & sesame free in school, but we do all we can to try to achieve this and if we all comply with this request we will avoid possible life-threatening reactions.

Please remember how we look out for members of our community if you intend to bring food/snacks into school.

School ID & Lanyards

An ID pass and a lanyard will be provided for every student. Your ID pass will include a photo of you, which we will take during Induction. **Your ID pass and lanyard must be worn around the neck and be visible at all times when on the school site. This is an important safeguarding requirement.**

Your ID pass will allow you to access and exit the school site during the school day (gates are locked for security). Your card will also enable you to access school printing facilities.

If you lose your ID pass/lanyard, you must report its loss to the Sixth Form Admin Office **immediately** so that your card's access rights can be suspended. If permanently lost, you will need to pay for a replacement, which your parent/carer can order on MCaS (My Child at School).

There may be the odd occasion when you accidentally forget your ID pass/lanyard, in this instance you will need to collect a green visitor lanyard from the Sixth Form Admin Office. This should be returned before you leave the school site, otherwise you will be charged if it is not returned.

In exceptional circumstances, we will make the decision to send you home to collect your ID pass/lanyard, if you are consistently not following this standard safeguarding requirement.

Attendance

You must attend all subject lessons, timetabled study sessions, tutor times, assemblies, life skills sessions and Personal Development Days. During any free periods, i.e. periods in your timetable which are blank, you may study in the Sixth Form Common Room or be off-site. In addition, most students will have one morning when they have no lessons or timetabled study sessions during periods 1, 2 & 3 - on these days **only**, you are not required to come into school for the tutor time at the beginning of the day.

Any planned absences must be discussed and approved with the Attendance and Pastoral Support Officer at least 48 hours in advance of the planned absence. As a general rule, you should try to arrange university visits and work experience on any days set aside by the school for this purpose, on weekends or during school holidays. All absence requests will have to be considered centrally by the school and align with our Attendance Policy. For clarification, driving theory tests and holidays will not be approved.

Thursday mornings periods 1, 2 & 3 are an integral part of our Sixth Form Pastoral Curriculum and non-urgent medical or dental appointments must not be arranged at this time.

In the event of any unexpected absence from school, contact will be made with home to ensure your wellbeing. It is therefore important we have prior knowledge of any planned absence. If a student reports an absence, we will contact home to confirm.

We will require proof of appointment in order to approve any medical absence. Ideally, any appointment will be arranged outside of school hours.

Any non-approved absence forms part of a student's attendance record and can form part of a reference request.

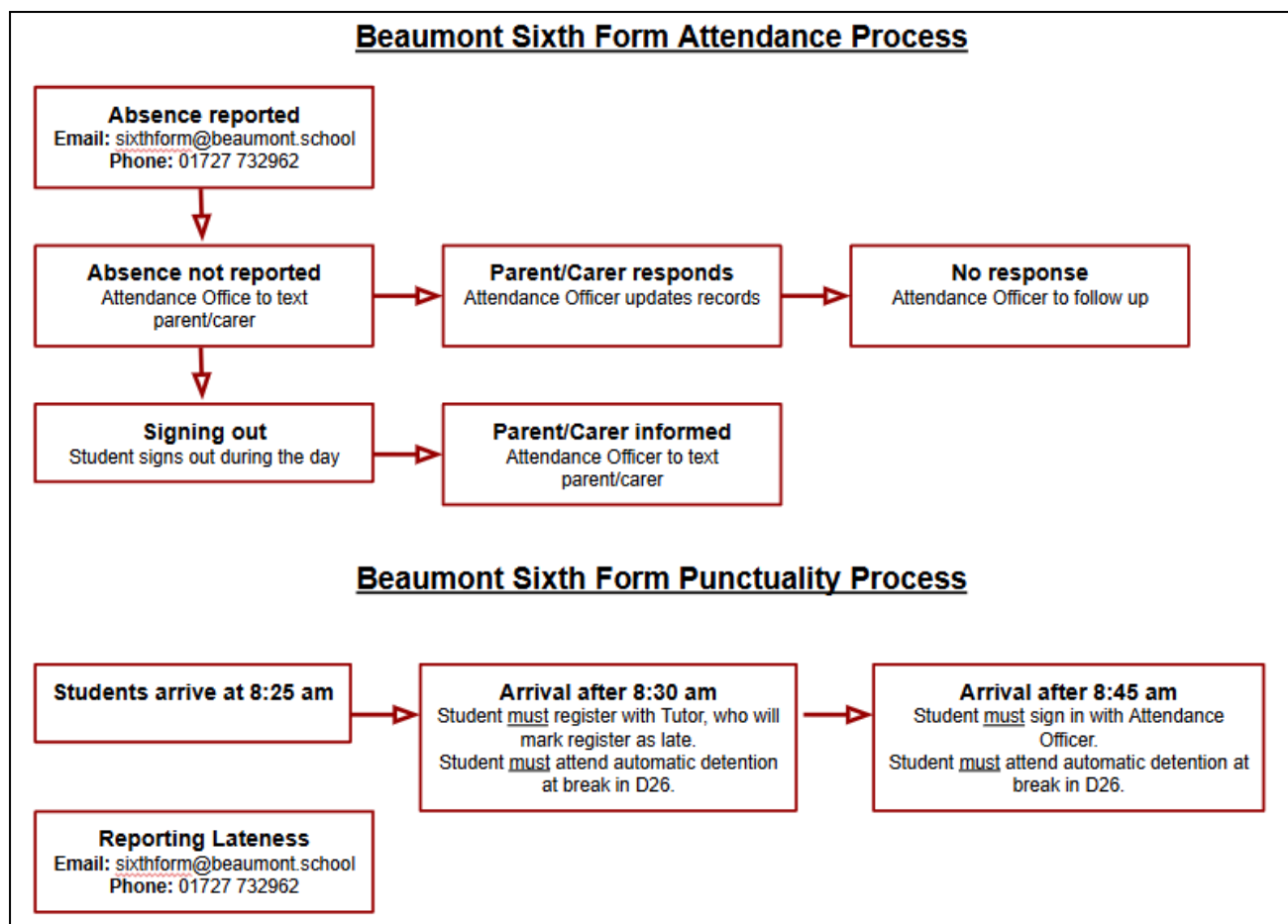
Failure to comply with our attendance expectations will lead to appropriate measures being taken, such as detentions or the removal of your permission to be off-site during non-timetabled or free periods.

Attendance at lessons which falls substantially below school expectations may result in charges being applied for external exam entry. Unauthorised non-attendance at school over a number of days will lead to the student being taken off-roll.

Punctuality

You must be punctual to all timetabled sessions i.e. tutor times, study times, subject lessons, life skills lessons and assemblies. Punctuality is an important life skill that we feel is necessary for students to understand and adhere to.

Poor punctuality will lead to school detentions, the removal of the permission to be off-site during non-timetabled or 'free' periods, or such other measures as are appropriate.



Work and Deadlines

You must complete all work set to the deadlines given. Should you have a good reason why you will find it impossible to meet a deadline, you should approach your teacher BEFORE the date to try and negotiate an extension. It is your responsibility to ensure that you catch up with and complete any work set during your absence. You should always talk to your teacher outside lesson time if you need support with catching up.

Non-completion of home learning will lead to school detentions, the removal of the permission to be off-site during non-timetabled or 'free' periods, or such other measures as are appropriate.

Plagiarism & Artificial Intelligence

Work that students submit as assignments, whether external coursework or for internal school assessment purposes, **must be the student's own work**. This means that in the vast majority of cases, work which has been written by others or using any artificial intelligence software **is not acceptable in any circumstances**.

Artificial Intelligence

Our whole-school approach to AI is underpinned by the following six key principles:

Developing understanding - to ensure that students are aware of the capabilities, limitations and potential impact of AI so that it is used appropriately, and in line with our guidelines.

Maintaining integrity and authenticity of student work - to ensure that any use of AI is done within an acceptable, clearly-defined framework so that any work submitted for classwork, home learning and formal assessment (including NEA) is the student's own or, where permitted, is correctly referenced.

Detecting and deterring malpractice - staff will actively look to detect and deter possible malpractice through the use of AI to maintain the academic integrity of our curriculum and assessment practice.

Protecting our data - to ensure that students are aware of their obligations to protect data when using generative AI tools in accordance with our Online Acceptable Usage policy.

Safeguarding - to ensure that we keep our students safe from the possible harms of generative AI by educating them on the topic and fulfilling our obligations to prevent them from accessing or creating harmful or inappropriate content online.

Future-proofing - to ensure that students are well-informed and confident users of emerging technologies, including generative AI, and are empowered to use them responsibly.

Generative Artificial Intelligence or 'AI' refers to **any tool** in which the model generates new content on behalf of the user. This content could take the form of text, image, audio, video or computing code, although this is not an exhaustive list. Examples of AI tools include Large Language Models (LLMs) such as ChatGPT and Google Gemini and image generation tools such as Dall-E3. The definition also extends to any software which includes 'built in' elements of generative artificial intelligence such as Microsoft Co-Pilot and Canva.

Student use of AI tools for any assessed work **should be done according to the specific instructions of the teacher**. Where AI is permitted, it must be correctly referenced. Teachers will judge and identify the level of acceptable AI use when setting tasks and assignments for students to complete. Although it is not an expectation for this to be done for every class or home learning assignment, teachers will clearly explain the acceptable level of AI use for any of the following:

- formal assessment
- Coursework / non-examined assessment (NEA)

Student AI use Checklist for NEA

1. **Understand the rules for the subject.** Your subject might ban A.I. completely, or only allow certain uses. Follow the rules carefully. Your teacher will give you a written statement about A.I. rules for your subject. This will be shared via:
 - a. A post on Google Classroom
 - b. An NEA guidance document or cover sheetYour parents or carers will also be informed at the start of the year about A.I. rules for each subject.
2. **Talk with your teacher** if you are unsure about whether AI can be used and/or how it can be used. This includes how you must show evidence if you do make use of AI. It is important that you fully understand the requirements before you begin an NEA task.
3. **If you use A.I., you must...**
 - a. Name the tool you used (e.g., ChatGPT).
 - b. Note the date you used it.
 - c. Explain how you used it.
 - d. Save a screenshot of the questions you asked and the answers you received.
4. **Submit all tasks on time**, according to the deadlines set by your teacher. Your teacher will review your work to make sure A.I. hasn't been used inappropriately.
5. **Final submission.** When you sign the Candidate Statement of Declaration, it means your work is completely your own. After this, you cannot make changes or resubmit work. Doing so is malpractice and will be treated very seriously.

Paid Employment

You must not accept any paid work during school hours - not even during any free or non-timetabled periods. This is because of your full-time student status. Any breach of this national regulation will mean that you cannot be kept on the school roll.

For clarification, 'school hours' refers to any time the School is open to students (Mon-Thu 08:30 - 15:25 / Fri 08:30 - 14:40), not just a particular student's timetable.

NO Smoking/ NO Vaping

Beaumont School is a no-smoking / no-vaping zone - this includes nicotine and/or caffeine pouches. This zone extends to locations (such as Oakwood Drive and Austen Way) and times when you can reasonably be identified as a Beaumont student. You are expected to set the correct example to Years 7-11 in this regard. Students who breach this rule will receive serious sanctions.

NO Chewing Gum

Chewing gum is banned on the school site.

Use of Mobile Phones & Headphones/Earbuds

Sixth Form students are permitted to use mobile phones in designated areas of the school only. These areas are:

- Sixth Form Common Room
- Sixth Form Atrium
- Covered area outside the Sixth Form Centre

Outside of these areas, Sixth Form students must ensure that their mobile phones are **never used, seen or heard** in school. This rule applies from the point that students enter the school site to the point where they leave the school site.

However, teachers and form tutors are permitted to direct students in Sixth Form to use a mobile phone in a lesson to support student learning. Students are only permitted to use their phone with the direct permission of the teacher and for the specific task(s) they are asked to complete. Where this is done, teachers are responsible for actively monitoring the use of mobile phones (e.g. by circulating the classroom or observing students from the back of the classroom).

During school hours, mobile phones may only be used in the Sixth Form Centre (including the Sixth Form covered area), or in lessons with the teacher's prior approval. Failure to adhere to this rule can lead to the phone's confiscation for an extended period. Mobile phones must not be used, seen or heard, anywhere else on the school site.

The same rules apply to headphones and earbuds. Headphones and earbuds should not be worn outside of the Sixth Form Centre and the Sixth Form outside covered area.

Parking / Bicycles / Electric Scooters

You do not have permission to park cars, motorcycles or mopeds on the school site, under any circumstances. If you do choose to drive to school and park locally, please park considerately, remembering that the normal rules of the road apply. If you block driveways, we do advise residents to contact the local council and you risk having your vehicle towed away.

We encourage you to cycle to school but when you do, please ride carefully, following all normal highway rules on your way to and from school. Once on site, you need to get off your bicycle and walk it to one of the designated bicycle racks where it can be stored during the day.

At the time of writing, privately owned electric scooters may not be ridden anywhere locally in public. We do not therefore expect to see any on the school site. If the law changes to allow electric scooters on public roads, riding them anywhere on the school site will remain prohibited.

Storage of bikes or scooters is at your own risk. The school is not liable for any theft or damage to any bikes or scooters stored on site.

Electronic Devices

We strongly encourage our Sixth Form students to bring their own electronic device to school where possible. Many subjects use virtual resources and require work to be completed online and therefore bringing your own device will support your studies. Ideally this will be a device that you already own and can bring into school for lessons. However, if you do not have your own, we recommend the following:

- At least a 10" screen and keyboard
- At least a 3-hour battery life
- Wireless networking

Almost any reasonably modern laptop or chromebook is completely suitable for Sixth Form work and will integrate well with our GSuite for Education environment, though you should bear in mind the limitations of these devices if you need to run dedicated software, for example in Photography, Media and Computer Science. Students are given some cloud storage space on Google Drive. You should consider the weight of the device (you will be carrying it to and from school and between lessons) and battery life so that you are not constantly having to recharge it. Insuring your device is up to you, but personal devices won't be covered by school insurance so you should consider coverage for accidental damage or theft if you think that is a risk. A robust carrying case is a wise investment in keeping the laptop safe.

In relation to this, we do not want financial considerations to be a barrier to any student in Beaumont Sixth Form and, therefore, please refer to the bursary section in this handbook if you have concerns about this issue. Even if you think that you may not be entitled to the bursary but sourcing equipment may present a problem, please speak to a member of the Sixth Form team as other options may be available (e.g. a loan device).

ICT ACCEPTABLE USE AGREEMENT: STUDENT

- I will only use ICT systems in school, including the internet, e-mail, digital video, and mobile technologies for school purposes.
- I will not download or install software on school technologies.
- I will only log on to the school network, other systems and resources with my own username and password.
- I will follow the school's ICT security system and not reveal my passwords to anyone and change them regularly.
- I will make sure that all ICT communications with pupils, teachers or others are responsible and sensible.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will not browse, download, upload or forward material that could reasonably be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
- I will ensure my use of a smart watch or similar device does not impact on the learning of others and is used appropriately during the school day. The other parts of this document also apply to smart watches and similar devices.
- I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher.
- I am aware that if I take images of pupils and/ or staff, that I must only store and use these for school purposes in line with school policy (only taken with their permission) and must never distribute these outside the school network without the permission of all parties involved. This includes school trips and all occasions when I am in school uniform or when otherwise representing the school.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress or bring the school community into disrepute, including through uploads of images, video, sounds or texts.
- I will support the school approach to online safety and not upload or add any images, video, sounds or text that could reasonably upset any member of the school community.
- I will respect the privacy and ownership of others' work on-line at all times.
- I will not attempt to bypass the internet filtering system.
- I understand that all my use of the Internet and other related technologies will be monitored and logged and can be made available to my teachers.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/carers may be contacted.

STUDENT CONSENT: USE OF DATA INCLUDING IMAGES

We regularly use data, including images, about our students for displays, promotional literature, newsletters, press-releases, social media and on our website to record and celebrate their achievements. In doing so, we take care to ensure that students are shown in a positive and appropriate manner.

In September, you will be asked to sign a consent form as part of your enrolment. Your parent/carer will have already completed the Data Protection Permissions page as part of your application. If you do not want to consent to the below, please speak to a member of the Sixth Form Admin team.

- I give permission for my data to be used by the news media in printed and/or electronic form and stored in the archives. This might include images sent to the news media by the school and images/footage the media may take themselves, if invited to the school to cover an event.
- I give permission for my data to be used in publicity material for the school, including printed and electronic publications, video and webcam recordings, school operated social media and websites.
- I give permission for my data to be used in displays around school, in either printed or electronic form.



SAFEGUARDING AND SUPPORT NETWORK

Safeguarding is everyone's responsibility.

It is important that all students are aware of who to go to if they have a safeguarding concern, for themselves or for someone they know.

In the Sixth Form these people are:

Designated Safeguarding Lead:	Ms D Irving, Assistant Headteacher
Deputy Designated Safeguarding Leads:	Mrs J Tolley, Assistant Headteacher & Head of KS5
	Miss E Mills, Head of Year 12
	Ms S Hosegood, Assistant Headteacher

Each student will be issued with a support network card to wear alongside their ID lanyard, that they can refer to should they need support.

The card lists key staff and organisations that can provide support if needed.





Beaumont School

SAFEGUARDING in the Sixth Form

Keeping our community safe

STUDENTS

If you don't feel safe, are worried about a friend or the safety of another student...

STAFF

If you are concerned about the welfare of a student or if a disclosure is made...

VISITORS

If you have any concerns about the needs or welfare of a student...

SPEAK TO A MEMBER OF THE TEAM

Remember, safeguarding is everyone's responsibility



Ms D Irving
Assistant Headteacher
DSL



Ext.245



Near B13



Mrs J Tolley
Assistant Headteacher
& Head of KS5
Deputy DSL



Ext.325



Sixth Form



Near G06



Miss S Hosegood
Assistant Headteacher
Deputy DSL



Ext.454



Near G06



Miss E Mills
Head of Year 12
Deputy DSL



Ext.460



Sixth Form

Enjoy & Excel

FIRE PROCEDURE

In the event of the fire alarm sounding, you **MUST** immediately leave the room by the nearest marked Fire Exit sign and go to the All Weather Pitch (fire assembly point - see map on back page) using external routes. Do **NOT** go back into any rooms or buildings. Once at the fire assembly point, you must line up in your form group, in silence.



LOCKDOWN PROCEDURE

The lockdown procedure will be activated where an incident is either occurring or has the potential to occur and it is safer for students/staff to remain inside the school's buildings/classrooms. The incident could be occurring in the local vicinity or on the school's site.

Signal for Partial Lockdown: 10 short rings of the lesson change bell

This indicates staff and students should remain inside the classrooms/buildings that they are in at the time of the signal or if they happen to be outside, e.g. break/lunch, move inside to the nearest building/classroom.

Signal for Total Lockdown: A further 10 short rings of the lesson change bell

This indicates an immediate threat or an escalation of the threat and indicates that doors to rooms should be locked/obstructed, lights turned off and all occupants should sit quietly out of sight i.e. on the floor or under tables.

Signal for All Clear: One continuous 10 second ring of the lesson change bell
Or until told to evacuate by a member of the emergency services



ON-SITE MEDICAL ASSISTANCE

The school does not have a nurse on-site and therefore can offer only limited medical assistance. If there is an incident involving the need for first aid, please inform any member of staff, who will contact one of our first aiders.



FACILITIES

The Sixth Form Centre and all its study and social facilities are for the exclusive use of the Sixth Form. It is available to you from 08:00 to 17:30 each school day (unless otherwise advised). You must leave the site at this closure time.

The Sixth Form facilities consist of a large social area and four study rooms:

- Two Silent Study rooms (one for each of Year 12 and Year 13) where silence is to be observed at all times. No food allowed.
- One Independent Study room (with PCs). No food or drink allowed.
- One Group Study room (with shared working tables).

Here are the rules and expectations for your timetabled study periods:

- Ensure you bring work to complete in the study session.
- Do not ask to leave the room to work elsewhere.
- If you have to work elsewhere, this must be agreed by a teacher in advance.
- You must work in SILENCE at all times.
- Once the register has been taken, laptops/tablets and headphones/earbuds are allowed as long as there is no noise intrusion and disturbance.
- NO phones allowed.
- NO food allowed.
- Only bottled water is allowed.
- You may excuse yourself to go to the toilet or to collect printing.

You can secure a locker for your time in the Sixth Form on payment of £5. Please check for updates on Google Classroom or ask at the Sixth Form Office for more information.

Food and drink can be purchased from the Sixth Form Centre's Atrium Café. We operate a cashless catering system and, in addition, we accept contactless payment in the Atrium Café.

Failure to respect and look after your facilities will mean that your right to use them will be withdrawn.



INDEPENDENT STUDY

Homework is a term that is misleading once you enter the Sixth Form. As a Sixth Form student, you need to realise that 'independent study' is a more accurate description. This falls into three general categories:

- Tasks set by your subject teacher(s)
- Tasks set by yourself *

* This may include the following:-

- Reviewing notes and undertaking additional practice questions
- Research, investigations and pre-lesson preparation
- Referring to your subject specific independent study guide
- Wider reading
- Viewing relevant media sources

As you start your Sixth Form subjects, the big change you will notice compared to GCSE is that as well as taking the subject, you are now studying a subject. You will have a greater interest in the smaller number of subjects and you are demonstrating a real desire for further knowledge and understanding. This will require a minimum of 4.5 hours of independent study, per subject, per week. This study time is in addition to your timetabled subject sessions.

We appreciate that you may wish to earn money outside of school hours to support your independence, but this must be in balance with your studies. Research suggests that students who have jobs which take up more than ten hours per week do not achieve as highly as those who balance their commitments carefully.



SIXTH FORM LIBRARY RESOURCE CENTRE

A collection of resources aimed to support Sixth Form Study is located at the back of D26 (the Silent Study room off the Atrium). The library next door is also available for your use. Materials are available for borrowing overnight or on a seven day loan. A selection of academic magazines and newspapers is also available. A collection of contemporary fiction titles is also available for loan. Suggestions for titles to add to this collection are always welcome.

We also provide resources to support subjects taught elsewhere in the BSV Consortium. You are entitled to use the library facilities of our partner schools if you are studying there.

If you are new to Beaumont, you will be issued with access to the IT network and the library in the first week of Year 12.



ENRICHMENT ACTIVITIES

The Sixth Form aims to prepare students for life after school in the most complete way possible. A vital aspect of this is provided by a wide range of enrichment activities which we offer. These provide opportunities to develop personal skills, confidence and experience to place alongside academic qualifications gained. In particular, there will be several Personal Development Days which are designed to equip you with the broader skills needed for future academic and career success. These days are compulsory and essential for your development.

Employer Contact Programme

Throughout the two years of Beaumont Sixth form, we provide a structured programme to support our students in developing the skills and experience which will help you to be successful in later applications to university and employment. You will have the opportunity to gather employer input and factual information to help you in your Post-18 career path decisions, gain valuable experience in approaching employers and making professional contacts, and have the chance to make the programme relevant to your own career path. Contacts developed through the ECP could lead to later work experience/internships/term time or holiday work.

All students will complete 30 hours of Employer Contact Time in the period between 1st October of Year 12 and 31st December of Year 13.

The 30 hours will be made up of:

- o Up to 12 hours work shadowing on the November Personal Development Day in Year 12 and a later date which will be arranged in June;
 - o Up to a maximum of 14 hours can be part-time paid employment (please note that students are not permitted to accept paid employment during normal school hours);
 - o The remaining time will be made up of work-shadowing or arranged meetings or visits to relevant employers to help you gain an understanding of the possibilities for employment in various fields.
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- All the Employer Contact Time is arranged by the student, and support will be provided through our pastoral time in school, discussing possibilities and how to go about arranging placements.
 - Information will be provided early in the autumn term.
 - The Employer Contact Time will be logged by you as a full record of your 30 hours.

Key dates:

Year 12 Employer Contact Day 1	Tuesday 11th November 2025
Year 12 Employer Contact Day 2	Wednesday 24th June 2026

In September you will have the opportunity to join career-specific Google Classrooms, where information and opportunities relating to particular sectors will be shared.

Student Societies

Sixth Form students have the opportunity to establish and join student societies, which will enable you to meet other students with shared interests. If you set up a society, you will be able to develop your skills in leadership and organisation in an area of your interest.

If you wish to set up a student society, you will need to make an application (a form can be obtained from the Sixth Form Admin Office). The application should include a minimum of 3 students and will need to include a teacher sponsor. The teacher sponsor will be an initial sounding board and will be available to talk through ideas for arrangements and to provide guidance. You will need to identify a teacher sponsor and, if you are new to Beaumont, the Sixth Form Pastoral Team will be able to assist you in identifying potential teachers to approach.

Any society will need to be open to all Year 12 and 13 students who wish to take part.

Societies could be in any range of areas, for example:

- Sport - perhaps a group which meets to play regularly in a non-competitive way; a competitive team; a group who exercise together;
- The arts - a theatre/production group; a singing group; a music appreciation group; an art appreciation group; a dance group; a painting group;
- Craft groups;
- Games - Dungeons and Dragons; Warhammer; computing games;
- Sciences and humanities - medics; other subject groups; lawyers.

Societies will be able to advertise their membership through school online platforms, an allocated noticeboard area, and a potential fair in the autumn term.

Once established, you may wish to allocate specific leadership roles (president, secretary, treasurer) which could be voted for so that the group continues into subsequent years.

Contribution to the School Community

At Beaumont we recognise the importance of being able to contribute to a community and its benefits for personal well-being, developing leadership skills, and experience which allows greater understanding of how organisations operate.

Consequently, we expect all Sixth Form students to give, on average, 20 minutes of time contribution to the school community each week during term time.

There are a huge range of different types of contributions which are available:

- Pastoral mentoring of KS3/4 school students
- Becoming a Subject Leader
- Subject support for KS3/4 school students
- Student Panels

- Charity Events
- Culture Day
- Supporting other areas of the school (e.g. Reception, IT, Technology, Science, PE)

All roles will be allocated through an application process. Some roles will require an early application (e.g. Subject Leaders), while others will be available with a preference order to be indicated on application.

You will need to keep a log of your contribution activity in Unifrog on an ongoing basis. You will be introduced to Unifrog as an online resource at one of the Personal Development Days.

Subject Leaders are leadership/coordination roles, and there may be other roles within a subject which are support roles.

Significant roles in contribution to the school community are recognised through our school awards process.

Our students find that their roles within the community provide valuable experience to be able to refer to in later applications, as well as being roles which they feel proud to perform.

Extended Project Qualification

This is delivered at Beaumont from the summer of Year 12, as students use this to support their university applications when specific areas of study have been highlighted, as well as being used for job applications or interviews. The Extended Project is a qualification which puts you in control, giving you the chance to explore something that really interests you. It is worth half an A Level, will earn you extra UCAS points and teach you skills that are valued by universities and employers.

Duke of Edinburgh Award

Students are invited to apply to work towards the Gold Duke of Edinburgh Award at the start of Year 12. No experience is required, but the sections take longer to complete if you do not hold the Silver Award. Once signed up, students are expected to take ownership and organise their own Volunteering, Physical, Skills and Residential sections. The Expedition section is run by an external company, ActivAdventures, with the Practice Expedition being held during the summer term and the Qualifying Expedition held during the summer holiday. More information will be sent out in September of Year 12 by Ms Dickson, the DofE Coordinator.

Touch Typing

We give Year 12 students the opportunity to enrol and complete a touch typing course with KAZ (Keyboard A-Z Teaching). KAZ's award winning, unique and proven teaching method, teaches students how to touch type correctly.

Given the majority of employment pathways require the use of computers, we feel touch typing is a useful life skill that will help our students in their life beyond Beaumont. Increasing typing speed will also help support completion of notes or class work and assessments. We dedicate time to completing the course during tutor sessions.

There is an opportunity to take an assessment and obtain a qualification, if there is enough interest.

Wellbeing Wednesdays

If you need a break from studying or you are keen to continue a healthy, active lifestyle, we offer time on a Wednesday afternoon for you to take time out from your studies to complete a variety of activities. You will have access to our sporting facilities every Wednesday afternoon and you have the opportunity to complete a First Aid Course or participate in one of our Wellbeing Wednesday events, e.g. Pots of Art, archery, yoga. We organise the events based upon student requests.



EXAMINATIONS

For A Levels, you will sit Threshold Exams at the end of Year 12. In the case of BTECs and CTECs, you will take a mixture of internal and external assessments. You must pass any subjects you wish to continue with into Year 13 (please see the Sixth Form area of the school website for details of our [progression criteria](#)).

Students will usually take their external exams at their home school. If you have questions about exam administration, please email the Examinations Officer (exams@beaumont.school).

Charging Policy: We enter all students free of charge for one set of exams in each subject. Students are responsible, however, for any fees associated with university admissions tests (e.g. UCAT, TMUA, LNAT).

Please see previous section on attendance at lessons, as attendance which is substantially below expectations may result in charges being applied for external exams.

Please note, students must wear their ID lanyards for all examinations.



FINANCIAL SUPPORT FOR STUDENTS

The government provides some funding to help Sixth Form students from low income households with academic expenses which need to be incurred. This can involve support with:

- public transport to and from school
- textbooks
- school trips
- travel to university and open days
- subject-related materials (e.g. photography resources)
- fees for university admissions tests

If you believe you may be entitled to such support, please complete a Sixth Form bursary application via the Applica portal in September.

Please speak to Mrs Graham in the Finance Office for advice on any issues regarding bursary applications.



**We hope you enjoy being part of our
Beaumont Sixth Form community.**

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