

# **COOMBE WOOD SCHOOL**

## **Sixth Form**



STUDENT HANDBOOK  
2025-26

# COOMBE WOOD SIXTH FORM VISION STATEMENT

An academic sixth form with rigour, whole student development and clear pathways onto higher education, apprenticeships and employment. Students at Coombe Wood Sixth Form are guided by our Core Values:

- Teamwork
- Respect
- Enjoyment
- Discipline
- Sportsmanship

## Introduction

Dear Student,

A warm welcome to Coombe Wood Sixth Form!

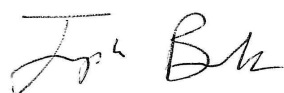
This handbook has been designed to help you settle into our sixth form as quickly as possible. You will find that many of your questions should be answered in the following sections to aid you in the transition from Year 11 into Year 12.

Please refer to the handbook at all times whether you're in Year 12 or 13, but please do feel free to seek out one of the sixth form team if you are unsure of anything.

We look forward to helping you enjoy your time at Coombe Wood Sixth Form and wish you every success at Key Stage 5.



Kind regards,

A handwritten signature in black ink that reads "Joe Brack".

Mr J Brack  
Head of Sixth Form  
jbrack@coombewoodschool.co.uk

[www.cws-croydon.co.uk](http://www.cws-croydon.co.uk)

## **1. CWS Sixth Form Behaviour Expectations**

All students must agree to the following and sign a behaviour agreement prior to starting at Coombe Wood Sixth Form (it will be in the enrollment form )

- All students are expected to behave responsibly, in a mature and adult fashion. They are role models!
- All students must show respect for fellow pupils and staff.
- Racism, sexism and any form of intimidation will not be tolerated (under the Equality Act 2010).
- Drugs and alcohol are not allowed in school. Students found with either will be dealt with seriously.
- Smoking, vaping and using other tobacco products is not permitted on the premises, or in the roads outside the building.
- Serious behaviour issues will be dealt with in accordance with school procedures (please see the school behaviour policy).
- All students must wear their ID badges and follow dress code at all times.
- Students are expected to check their school emails and Google Classroom accounts at least once a day (Monday-Friday).

### **CWS Behaviour Sanctions List**

The sanction list below has been designed to support the behaviour expectations of sixth form students at Coombe Wood School. Furthermore, this will help all staff deal with issues consistently. The sanction stages should be followed in order for common issues, low level and medium level issues, and are as follows:

1. The first time the issue takes place.
2. The second time the issue takes place (contact home must be made at this point).
3. The third time the issue takes place or if it becomes consistent with common issues (contact home must take place).
4. Pass to HOY

High level behaviour issues are dealt with by Ms Kaye ( CKA HOY12), Mr Boyd (NBY HOY13), Mr Brack (JBR HO6th)and the Senior Leadership Team with stricter sanction stages (please see below for more details). Contact home is made at every stage of High Level Behaviour Issues.

Behaviour Issue	Dealing with the issue	Sanction Stages
<p><b>Common Issue</b> -Attendance/Punctuality.</p>	<p>Class teacher or tutor to discuss with the student. Picked up by weekly attendance report. Persistent offenders picked up by HOY and tutor team. This issue includes not signing in/out during lunchtime.</p>	<ol style="list-style-type: none"> <li>1. Behaviour Point and discussion.</li> <li>2. Tutor/HOY</li> <li>3. Attendance Report if attendance is below 90%. Or Punctuality report is that the student is consistently late.</li> <li>4. If Intervention at stage 1 or 2 is not successful the students place at CWS Sixth Form is under threat.</li> </ol>
<p><b>Common Issue -</b> Dress Code.</p>	<p>Picked up by tutor or member of the sixth form team before or during AM registration.</p>	<ol style="list-style-type: none"> <li>1. Behaviour Point and tutor discussion/sent to HOY at AM registration.</li> <li>2. Asked to go home and get changed.</li> <li>3. Meeting with parents/carers to discuss the issue.</li> </ol>
<p><b>Common Issue -</b> Not wearing ID Badge/forgotten ID Badge.</p>	<p>Picked up by tutor or member of the sixth form team before or during AM registration, or the member of staff who has seen the issue. <b>Firstly, ask the student to put their badge on</b> but if they have forgotten their badge please follow sanction stages.</p>	<ol style="list-style-type: none"> <li>1. Behaviour Point and must see NNA to get a spare ID Badge (NNA to keep list of offenders).</li> <li>2. 2 Asked to go home and get their badge.</li> <li>3. 3. Meeting with parents/carers to discuss the issue.</li> </ol>
<p><b>Common Issue -</b> Mobile Phone/electronic devices.</p>	<p>The member of staff who has seen the electronic device out in the wrong area reports to HOY or the member of SLT on tour. HOYwill keep confiscated items in their office.</p> <p><b>ANY STUDENT WHO REFUSES TO HAND OVER THEIR MOBILE PHONE/ ELECTRONIC DEVICE WILL BE SENT HOME. THE STUDENT CAN ONLY RETURN AFTER A PARENTAL/CARER MEETING WITH HOY.</b></p>	<ol style="list-style-type: none"> <li>1. Behaviour Point and confiscation until the end of the school day. If any student has their phone taken later in the day (P4-5 They must stay until 4pm before getting their phone back)</li> <li>2. Behaviour Point and confiscation until HOY has spoken to parents.</li> <li>3. Repeat stage 2.</li> <li>4. Pass to CKA/NBY/JBR</li> </ol>
<p><b>Low Level Behaviour Issues:</b></p> <ul style="list-style-type: none"> <li>● Eating or drinking outside designated areas.</li> <li>● Running in the building or blocking doorways or staircases.</li> <li>● Producing high levels of noise, to the</li> </ul>	<p>Member of staff who has witnessed behaviour.</p>	<ol style="list-style-type: none"> <li>1. Behaviour Point and teacher discussion.</li> <li>2. Behaviour Point and Class Teacher or Tutor to contact home (depending if it is a lesson or tutor time).</li> <li>3. Behaviour Point and tutor meeting</li> </ol>

<p>extent that others are disturbed in shared working areas or in classrooms.</p> <ul style="list-style-type: none"> <li>• Talking during classroom instruction.</li> <li>• Making no attempt to work or participate in class based tasks.</li> <li>• Shouting out or talking over other people during classroom activities.</li> </ul>		<p>with parents/carers to discuss the issue.</p> <ol style="list-style-type: none"> <li>4. Pass onto HOY</li> </ol>
<p><b>Medium level behaviour Issues:</b></p> <ul style="list-style-type: none"> <li>• Rudeness, to staff, students or visitors.</li> <li>• Inappropriate language.</li> <li>• Truancing.</li> <li>• Regularly missing homework.</li> <li>• Regularly missing deadlines / including group work.</li> <li>• Regularly missing meetings with industry partners/coaches or work experience opportunities in enrichment.</li> <li>• Smoking and Vaping.</li> </ul>	<p>The member of staff who witnessed the medium level behaviour issue.</p>	<ol style="list-style-type: none"> <li>1. Behaviour point and discussion with the student.</li> <li>2. Behaviour Point and contact home to discuss the issue.</li> <li>3. Behaviour Point and meeting with form tutor to discuss issues.</li> <li>4. Meeting with HOY to discuss intervention and the students place at CWS Sixth Form.</li> </ol>
<p><b>High level Behaviour Issues:</b></p> <ul style="list-style-type: none"> <li>• Bullying.</li> <li>• Serious misuse of IT equipment or internet usage.</li> <li>• Physical altercations/assault.</li> <li>• Repeated refusal to follow staff instructions .</li> <li>• Inappropriate sexual conduct or comments.</li> <li>• Bringing the School into disrepute.</li> <li>• Any kind of discriminatory conduct or comments, for example anti-semitism, ableism, homophobia,islamophobia, racism, sexism,transphobia, etc.</li> <li>• Being under the influence of alcohol or drugs.</li> <li>• Possession of alcohol or drugs .</li> <li>• Possession of weapons</li> <li>• Dangerous behaviour which could cause harm to others .</li> </ul>	<p>HOY,JBR and SLT.</p>	<ol style="list-style-type: none"> <li>1. Student isolated or</li> <li>2. is sent home while the investigation takes place.</li> <li>3. Communication/</li> <li>4. Meeting with students, parents or carers to discuss issues.</li> <li>5. JBR decides on severity in collaboration with HOY: <ul style="list-style-type: none"> <li>• Detention</li> <li>• Internal Exclusion or</li> <li>• <b>Passed onto Headteacher</b></li> <li>• Headteacher decision.</li> <li>• Potential permanent Exclusion from CWS Sixth Form.</li> </ul> </li> </ol>

## **Achievement Points**

Students at CWS Sixth Form will receive Achievement Points for any example of our school core values in lessons, or in the wider school community. This is celebrated each term in assembly:

- **Teamwork**
- **Respect**

- **Enjoyment**
- **Discipline**
- **Sportsmanship**

Achievement Points are important as this allows the sixth form team to see which students have settled into CWS Sixth form, and are buying into our school core values.

## **2. CWS Sixth Form Routine Matters**

### **The Sixth Form Day**

KS5 students attend classes five days a week from 8:30am to 3pm. Students are allowed off-site during their lunch break from 12:40pm to 1:20pm (students don't need to come back to CWS unless they have a lesson in the afternoon), students can also sign out after Period 5 if they don't have a lesson Period 6 or for enrichment activities on Wednesday afternoons (HOY must be aware). Students must sign out at the main school office when leaving the premises.

### **Signing out of school**

In the event of a student feeling unwell during the day, they must go to the Main School Office to receive medical help. If the decision is to send them home, they must ask permission from a member of the Sixth Form Team (CKA 12/ NBY 13) and sign out at the Sixth Form Office before they leave the premises after contact has been made home.

### **Dress Code/ID Badges**

Our sixth form students will be required to wear a business suit (that is plain in colour). If girls decide to wear a skirt it must be navy, black or dark grey, no patterns and of a professional length.

- White Shirt/Blue (long or short sleeves) tucked into trousers or skirt (2-3 inches from knee).
- Tie/School tie (optional for girls) - tie must cover all shirt buttons.
- Smart navy, black or grey v neck jumper without hood, collar or branding (optional)
- Smart shoes (black or brown leather) must be worn. Trainers are not permitted.
- All students must have a smart jacket/blazer.
- Students can wear permitted CWS Sports clothing if they have training or are partaking in games.
- Extreme hairstyles, shaved eyebrows or excess jewellery are not permitted.
- Plain stud earrings only

***ID Badges must be worn at all times (unless this is a safety issue in a practical lesson).***

## **Designated Sixth Form Spaces**

Although lessons will be in the main school buildings, students at Coombe Wood Sixth Form have three designated sixth form spaces). They are as follows:

**PS1** - Private Study Room 1 is a silent working space (open 8am-5pm). Students will undertake any Guided Learning Sessions on their timetable here, or if they would like to work without any interruptions. There is also a meeting room in this space that can be booked by students.

**PS2** - Private Study Room 2 is a quiet working room (open 8am -5pm). Students will be able to use this room to work quietly individually or in small groups. This room has access to the courtyard area, which sixth form students can use.

**Coombe Wood HRF Coffee Shop** - The coffee shop is open from 9am-3pm and food and drinks are available during break and lunch. Students are allowed to visit the CWS Coffee Shop during breaktime, lunchtime or any free periods that they may have. The Coffee Shop has a large balcony that overlooks the 3G, Netball Courts and school fields. Both the Coombe Wood coffee shop and the school canteen operate a 'cashless system'. Alternatively, students may bring a packed lunch.

## **Year 12/13 Parents Evening**

Year 12/13 Parents Evening will run as per the dates in the AR & R Calendar and follow the same protocol as the rest of the school.

## **Car Parking**

Students are allowed to park in the school car park. They must liaise with Mrs Natarajan with their car details.

## **Information, Advice and Guidance**

Information, advice and guidance is imperative to whole student development. UCAS and Higher Education Information will start in Autumn Term 2.

## **Mobile Phones/Electronic Devices**

Mobile Phones, Ear Phones & AirPods can only be used in PS1 and PS2 **at the teacher's discretion**. Mobile phones are allowed in the Coombe Wood HRF Coffee Shop. Mobile phones/electronic devices **should always be on silent** and should not be seen around the school building (including corridors). Failure to follow these instructions will lead to confiscation by HOY or by the member of the Leadership Team on duty (please see the CWS Sixth Form Behaviour Sanctions).

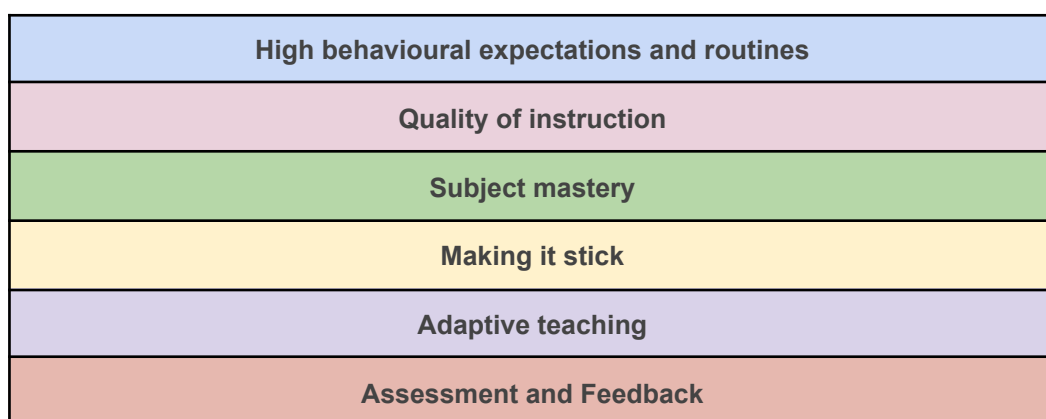
## Senior Games/Enrichment

Wednesday (Period 3) in Year 12 and Friday (Period 1) in Year 13 are a designated Enrichment Session for students. While Senior Games is on during period 6 Wednesday (this is optional for KS5 Students). Students can choose from Basketball, Football, Netball or Health Related Fitness. Other Enrichment sessions will also be scheduled for this time during the academic year, which will cater for UCAS, Careers, Core Maths, EPQ and Whole Student Development.

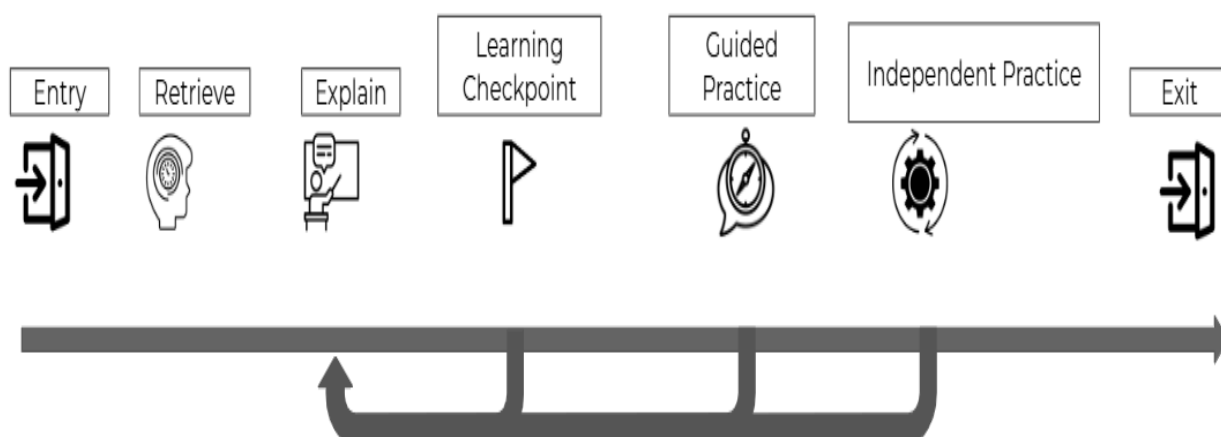
## 3. CWS - Learning And Teaching

### Sixth Form Lessons

Teachers will use 'The Principles of Teaching' in your lessons at KS5 in order to ensure lessons are high quality and allow you to achieve to the best of your ability.



KS5 lessons should also have the following phases to support 'The Principles of Teaching'.



## **Equipment**

Pupils must bring the correct equipment to all lessons. This includes their own paper and files (we suggest a small file per subject). Furthermore, there will be file checks each half term by HOY and tutors. You are welcome to use your own device in the PS rooms.

## **Sixth Form Homework**

Homework is set for each student and there is a requirement that it is completed on time.

- Each subject must set 2 hours of homework per week.
- 1 hour must be a structured teacher set task. 1 hour must be flipped learning that is linked to the next lesson/topic area.
- If a subject has two teachers, one teacher sets work on week 1 and the other on week 2.
- No Homework apart from revision should be set two weeks prior to the three Mock exam periods (November, March and June).
- Homework must be relevant (link to specifications).
- No homework is set for completion for the next day
- Homework can be a computer-based programme if viable.
- Homework must be displayed on 'Google Classroom' by teachers.
- Finishing off work is not homework.
- Staff must differentiate homework for SEN students.
- **RULE OF THUMB-** When combined with Independent study, Flipped Learning, Reading and GLT, homework should represent the same number of hours as the time taught in class. So, three A Level subjects should total 13.5 hours of independent work in study time per week.

## **Guided Learning Time**

Year 12 Students will have 3 to 4 hours of Guided Learning Time (GLT) per week. This will be populated on their timetable and takes place in PS1. Students will be registered for each of their GLT periods and must attend (on time) like any other lesson. Students will be expected to undertake tasks set by each subject, flipped learning or homework.

Year 13 Students will have up to 2 hours per week of timetabled Guided Learning Time per week as above. HOY can increase GLT with any Year 13 student who is not reaching their target grades.

## Progression from Year 12 to Year 13

As Year 12 pupils progress through their A-level and vocational courses, they must develop their independent studying, questioning and analytical skills. Pupils must gain three good passes in their Year 12 examinations/vocational qualifications in order to progress to the full A Level. (***E grade/Pass is the minimum for progression to Year 13***).

If students do not achieve three good passes in their subjects, they will be unable to continue into Year 13. In exceptional circumstances, we may offer students the opportunity to retake Year 12, but this would be at the Headteacher's discretion.

## Year 12 Pupil Passport

All students will undertake a six-week suitability period at the start of Year 12 (September-October). If a student is deemed unsuitable for a course the Head of Sixth Form will make a decision as to whether they will be allowed to continue with their studies, or look at alternative course options. The pupil passport will take into consideration the following:

- A class suitability test.
- Attendance and punctuality to sixth form and lessons.
- Quality of homework.
- Bridging Work completion.
- Behaviour in sixth form/lessons.

Students have a Pupil Passport that will need signing off by subject staff, tutors and HOY/Mr Brack.

## 4. CWS Sixth Form Pastoral System

Students will be allocated a Sixth Form Tutor, and this person is the first point of contact with regard to registration and general progress. Below are the preferred contact routes for both pastoral and subject matters that are not behavioural issues.

Pastoral Matters	Subject Matters
Sixth Form Tutor	Class Teacher
Head of Year 12 & 13	Head of Department
Head of Sixth Form	Head of Year 12 & 13
	Head of Sixth Form

## House System

All Year 12/13s will be part of the house system at CWS. Each student will be given a house to represent. This will be either: Campbell, Coleridge, Henman, Fairfield, Johnson or Romaro. There are a number of house competitions throughout the year for all years.

### **Attendance and Punctuality**

Students must have an attendance of 95% + while at Coombe Wood Sixth Form, further to excellent levels of punctuality to sixth form and classes. Mrs Natarajan will produce an Attendance report via bromcom on a weekly basis , which will be scrutinised by the sixth form team. Any student who is below 95% + and/or regularly late in Year 12/13 will have their place under threat, and could be asked to leave CWS (please see sanctions list).