



The Charter School
East Dulwich | Sixth Form

SIXTH FORM information

eastdulwichsixthform.org.uk

Welcome to Year 12

We are excited to have you here in our brand new Sixth Form.

Keep hold of this welcome pamphlet – it has useful information you will need. Keep it in your folder (use a hole punch), stick on your fridge, top pocket of your rucksack – wherever – but have it handy for when you need it.

You'll find a downloadable version at:

eastdulwichsixthform.org.uk

along with other Key Policies.

Remember – to be successful in Sixth Form, you need to be organised. Past performance doesn't guarantee future performance. Work hard and stay on top of your workload to achieve your potential in A levels and BTECs.





How to reach us

Charter East – Reception:
020 3873 2290

Charter East – Sixth Form:
dial as above and then 3049#

Charter East Email:
sixthform@chartereastdulwich.org.uk

Charter North – Reception:
020 7346 6600

Charter North – Sixth Form: 020 7346 6617

Charter North Email:
sixthform@charternorthdulwich.org.uk

Your form tutor is your first contact for any questions or concerns.

You are in form

Your form tutor's name, and their email address is:

Name

email:

Who's who?

Head of Sixth Form
Ms A Davies
adavies@chartereastdulwich.org.uk

Head of Year 12
Mr B Tubby
btubby@chartereastdulwich.org.uk

Sixth Form Administrator
Ms L Godfrey
lGodfrey@chartereastdulwich.org.uk

Careers Lead
Ms E Seed
eseed@chartereastdulwich.org.uk

Early Entry Coordinator
Ms C Readings
creadings@chartereastdulwich.org.uk

UCAS Coordinator
Ms F Lucas
flucas@chartereastdulwich.org.uk



Attendance & Punctuality

You must be in tutor rooms by 8.30am.

School opens at 8am for Sixth Formers if you would like to have breakfast in the Sixth Form cafe, meet a teacher or work in the Study Space.

Please plan your journeys to ensure you arrive on time – we all live in London and need to be prepared for traffic or train delays. Please book medical appointments outside of school hours (where possible).

Late to school or a lesson?
You will sit a 'red card' detention.

Pattern of lateness?
Your tutor will call home. If it continues your Year Leader will put you on Punctuality Report.

Travelling between sites?
If you have timetabled lessons at North Dulwich, this means you are a 'dual registered' student. You must factor in walking time of minimum 15 mins to reach the site to be on time. You should use the times between lessons/breaks to do this. You will have two ID cards, one for each site.

How to authorise absence:
If you are unable to attend school, then your parent or carer must contact the Sixth Form Office via email (preferred) or phone – sixthform@chartereastdulwich.org.uk or 020 3873 2290 ext 3049# – and they must give a reason for absence.

Important – when do we contact your parent / carer?
If you are not at school, and we have not heard from your parent or carer, then the Sixth Form Administrator will contact home to find out where you are.

Plus – if you have been marked present to tutor time, but are then absent from a timetabled lesson, then your parent or carer will also be contacted.

After school day:
Lessons finish at 3.05pm. But you can stay later, to attend a support session, complete extra curricular activities or complete homework in the Study Space. School closes for all Sixth Form students at 5pm.

Full behaviour policy and expectations are on the website and we'll require you to acknowledge and sign up to these.

The Sixth Form Day

| Period | Time |
|---------------------------------|-------------|
| School Opens | 8.00 |
| Registration | 8.30 |
| Period 1 | 9.00–10.00 |
| Break | 10.00–10.20 |
| Period 2 | 10.20–11.20 |
| Period 3 | 11.20–12.20 |
| Lunch | 12.20–13.05 |
| Period 4 | 13.05–14.05 |
| Period 5 | 14.05–15.05 |
| School Closes for Sixth Formers | 17.00 |



Term Dates

Autumn term: Thur 2 September 2021 – to Fri 17 December 2021

Autumn half-term break: Mon 18 October 2021 – Fri 29 October 2021

Christmas holidays: Mon 20 December 2021 – Mon 3 January 2022 (bank holiday)

Spring term: Tues 4 January 2022 – Fri 1 April 2022

Spring half-term break: Mon 14 February 2022 – Fri 18 February 2022

Easter holidays: Mon 4 April 2022 – Mon 18 April 2022 (bank holiday)

Summer term: Tues 19 April 2022 – Fri 22 July 2022

Summer half term break: Mon 30 May 2022 – Fri 3 June 2022



Security, site access and personal property

ID cards and your official branded lanyard must be worn at all times – this is necessary for students' safeguarding.

You cannot enter either Charter East Dulwich or Charter North Dulwich without your ID card and lanyard.

If you forget it, you will be sent home. It is really important for the safeguarding of all that you have your ID card with you.

If you lose it, you must buy a replacement via Parentpay for £5. If you suspect an intruder is present, you must tell a member of staff.

The Sixth Form does not accept any responsibility for students' personal property or money whilst on our premises. Students are discouraged from bringing in expensive equipment, watches or jewellery.

Cycles are brought in at students' own risk.



Wellbeing

If you are worried about your wellbeing or mental health please talk to your form tutor.

Your form tutor is your first port of call to support you. They can also refer you to the counselling team for **Talk Time** or for a longer period of counselling. You can also refer yourself by completing a self-referral slip found in the stairways.

The Sixth Form team is also here to listen. Please find us in the Sixth Form office (B3.23) or the Study Space (B3.22).

There are many other organisations who are available to help. You can find a list of these in the Study Space (B3.22).

If you suffer from panic attacks please let your tutor know and we can support you. If you have a panic attack on site, please go to reception where we have trained first aiders who are ready to support you.

Bursary

Students aged 16 to 19 who are most in need of financial support may be eligible to receive a Sixth Form Bursary.

Students can apply for a maintenance bursary and receive weekly payments, or they can apply for a discretionary payment to help them with their education. We can also support subsidising trips and travel for educational purposes.

Students must have their own bank account into which the Bursary, or financial payment, will be made.

Students must complete a Bursary application and Free School Meals application so that we can assess whether they are eligible.

More details are on the website, or come by the Sixth Form office (B3.23) to ask any questions. You are strongly encouraged to apply if you are eligible.





What else?

Dress code:

no uniform but wear attire appropriate for school. ID cards and your official branded lanyard must be worn at all times. You may be sent home if not dressed appropriately.

Mobile phones:

can be used within the Sixth Form Cafe and Study Space only and not be visible at all on the rest of the school site otherwise it will be confiscated.

Sixth Form Cafe:

is on the ground floor, open from 8am to 2pm for breakfast, hot drinks, snacks and light lunches. Socialise here, it's your space (shared with staff).

Sixth Form Study Space:

is on the third floor in B3.22. This is your designated area for study. Chromebooks and a printer / copier are available for Sixth Formers' use, along with a selection of careers and UCAS resources. You may use your mobile phones and your own laptops here as there are charging points.

Sixth Form Office:

is next to the Space in B3.22. Pop in any time with any questions.

Staying on site:

students can leave the site during independent periods, but are advised to use the Study Space and Cafe to maximise their time to complete their work.



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