

**KS5
Handbook**



**TRINITY
ACADEMY**

LIBERTAS PER CULTUM

Sixth Form



Autumn term - 02/09/26 – 18/12/26	Spring term 05/01/27 – 25/03/27	Summer term 12/04/27 – 22/07/27
Staff inset – 01/09/26	Staff inset – 04/01/27	Term starts – 12/04/27
Term starts (all) – 02/09/26	Term starts – 05/01/27	May half-term – 31/05/27 – 04/06/27
Staff inset – 23/10/26	Spring half-term – 15/02/27 – 19/02/27	Staff Inset – TBA
Autumn half-term – 26/10/26 – 06/11/26	Easter holiday – 26/03/27 – 09/04/27	Term dates 2026-27
Staff inset – 07/12/26 Christmas holiday – 21/12/26 – 01/01/27		

Sixth Form timings

08.25am: Arrival

08.30am - 09.00am: Form time

09.00am - 09.50am: Period 1

09.50am - 10.40am: Period 2

10.40am – 10.55am: Break

11.00am - 11.50am: Period 3 11.50am -

12.40am: Period 4

12.40am - 1.20pm: Lunch

1.25pm – 2.15pm: Period 5

2.15pm - 3.05pm: Period 6

3.05pm: Dismissal



Period	Monday	Tuesday	Wednesday	Thursday	Friday
12	Assembly	Academic Reading	PSHE	UniFrog/ SC tracking	UCAS
13	Assembly	Academic Reading	PSHE	UniFrog/ SC tracking	UCAS

Form time



Code of Conduct

1. Be a behaviour role model – show respect, politeness & kindness always.
- 2. Ensure 100% attendance to the best of your ability**
3. 100% punctuality to school and all lessons.
- 4. Follow the Trinity Academy Sixth Form dress code.**
5. Follow the Trinity Academy technology policy.
- 6. Complete a minimum of 3 hours homework/ independent study and 3 hours of pre-reading per subject, per week.**
7. Respect the study room – no food or drink (other than water) are permitted, no phone usage and it must be silent working.
- 8. Students entering the sixth form under special consideration must meet with the HoSF as requested to ensure progress is being made.**



Behaviour Policy

01.

Off-task: SF

- Late to lesson
- Unprofessional
- Misuse of tech

60-
minutes

02.

Off-task: SF

- Lack of H/W
- Lack of C/W
- Dress code violation

03.

Late to school: SF

- 30-minute lunchtime detention
- 2-hour daily detention (failure to attend lunchtime detention)

04.

Reflection: SF

- Missed detention
- Failed detention

Sixth Form students will not be placed in the IR during lesson time; this will only apply to study periods.

05.

Escalation

1. Escalation phone call with HoY, 2. Formal report, 3. Formal parent meeting with SLT, 4. Formal parent meeting with Principal, 5. Short-term suspension.



Tier System



Sixth Form GOLD TIER

Above target grade

Positive total behaviour points

Attendance above 95%

Involvement in 5 enrichment/leadership opportunities

Sixth Form SILVER TIER

On target grade

Up to -25 total behaviour points

Attendance 95% - 85%

Involvement in 2 enrichment/ leadership opportunities

Sixth Form BRONZE TIER

Below target grade

Only negative total behaviour points

Attendance below 85%

No enrichment/ leadership involvement

Gold – Termly rewards trip (Cinema, Ninja Warrior and TREK day)/ Free to leave school site at Break and Lunch/ Access to all Sixth Form spaces during study periods.

Additional privilege to wear a Gold tier lanyard.

Silver –TREK day access/ Free to leave school site at Lunch/ Access to library and study room during study periods.

Bronze – Cannot leave school site during the day/ Access to library and study room during study periods.

IMPORTANT: The behaviour tiers will update every month, and all students will still have access to all academic trips.

This policy sets out clear expectations for attendance and absence reporting for all Sixth Form students. **Students with attendance below 90% will be automatically noted as an unauthorised absence and placed on a two-week SLT attendance report.**

Pre-planned absences	Unplanned absences
• Student to collect absence form • Parent/Carer to sign absence form • Evidence to be provided to HoSF • HoSF to sign absence form • Absence form to be handed in	• Parent/Carer to contact school • Reason and evidence to be provided • Student to follow-up with HoSF and all teachers upon return • Student to catch-up on all work
Unacceptable absence reasons: • To look after the house • To look after siblings • Sleeping in • Minor ailments e.g., headache • Driving lessons • Doctor and dental appointments (unless there is limited availability)	Unacceptable absence reasons: • To look after the house • To look after siblings • Sleeping in • Minor ailments e.g., headache • Driving lessons • Doctor and dental appointments (unless there is limited availability)

Attendance Policy

Key contacts:

Tel: 020 3126 4993
opt. 1

Email: absence@trinity.futureacademies.org

1. **Smart attire should be worn at school. This means smart trousers and a collared shirt/polo shirt/smart top, or a dress or skirt and a top with sleeves (not a t-shirt).**

2. Coats/outdoor jackets are **not** to be worn within the school buildings **and your lanyard must be always be worn.**

3. The following are additionally **not** acceptable at school:

- Hoodies
- Vest tops/ crop tops
- Jogging bottoms
- Shorts (except in very hot weather)
- Flip flops
- Trainers (black trainers are acceptable)
- High heels higher than 4cm
- Jeans of any sort
- Leggings/jeggings/Lycra
- Sportswear and clothes with big graphics
- Brightly coloured dyed hair
- Visible tattoos or body piercings
- Excessively long nails

Dress Code

Pupils who are not appropriately dressed will be sent home to change.

Suspension may be a consequence if this happens frequently.



Sixth Form students are expected to model mature, responsible technology use everyday.

Misuse of any device on the School Network or failure to follow this policy will result **in a 60-minute technology detention after school.**

Technology Policy

Technology	Permitted	Not permitted
Mobile Phones	• Before school/ After school • Break and Lunch in designated Sixth Form spaces	• During study periods (placed in locker) • In lessons • In corridors
Laptops and Tablets	• During study periods in Sixth Form • During lessons when directed • Laptop trolley provided in Sixth Form	• For non-educational purposes • When not directed by a teacher
Headphones and Earphones	• During study periods in Sixth Form • During lessons when directed	• In lessons unless authorised • While in the corridor

We focus on the following to create a powerful Sixth Form experience for you.

- 1. Academics – Specialist teaching and guided independent study.**
- 2. Enrichment – Trust-wide clubs, trips and super curricular.**
- 3. Careers – Mentor programmes, workshops and timetabled PD.**
- 4. Leadership – Sixth Form leadership team and mentoring.**
- 5. Culture - Sixth Form independence, wellbeing focus and reward system.**

Sixth Form Offer



Complete a minimum of **3 hours homework/independent study and 3 hours of pre-reading per subject per week** – sent weekly by your subject teachers via email or Microsoft Teams.

- **Pre-reading (3 hours)** – Created by classroom teacher with tasks that follow.
- **Homework (1.5 hours)** – Written task, marked piece of work, etc.
- **Independent study (1.5 hours)** – SENECA, Up Learn, revision, note consolidation.

Academics: Independent Study



Formative — Half-termly subject assessments (in class).

Summative — Trust wide assessment points (exam conditions).

Key dates (W/b):

- Year 13 AP1 – November 2026
- Year 12 AP1 – February 2027
- Year 13 AP2 – March 2027
- Year 12 AP2 – June 2027

External exam start date:

Monday 10th May 2027

**Academics:
Assessment**



Enrichment

**Sixth Form clubs e.g.,
Chess club/ Debate Club**
**Envision programme and The
Catalyst Collective**

**External
workshops e.g.,
First Aid**

**Timetabled
Physical
Education**

**External speakers e.g.,
Ric Lewis, MAC
cosmetics, National Grid**

**Liberal Arts and
EPQ programme**

**Enrichment invites via
AlleyNS e.g., Crest Award
and DofE**



Careers

**Internal one-to-one
career interviews**

**One week work experience
placement e.g., Shell**

**Timetabled
Professional
Development –
Wednesday P5/6
Future Scholars
programme**

**Super curricular trips
and workshops e.g.,
Mock assessment
centres and Medical
Clinics
Form time
focus on Super-
Curricular
skills**



Year 12	Year 13
• UniFrog completion in Form Time. • Work experience, Super-Curricular, etc added to UniFrog.	• UniFrog to support completion of UCAS. • UniFrog to support completion of PS. • UniFrog to support references.
• UCAS meetings in the Summer term. • UCAS accounts created. • Internal UCAS timeline followed. • One-to-one UCAS meetings started.	• DEADLINE: 05/10/2026 - All early applications submitted via UCAS. • DEADLINE: 07/12/2026 - All other applications submitted via UCAS.

Careers: UniFrog and UCAS

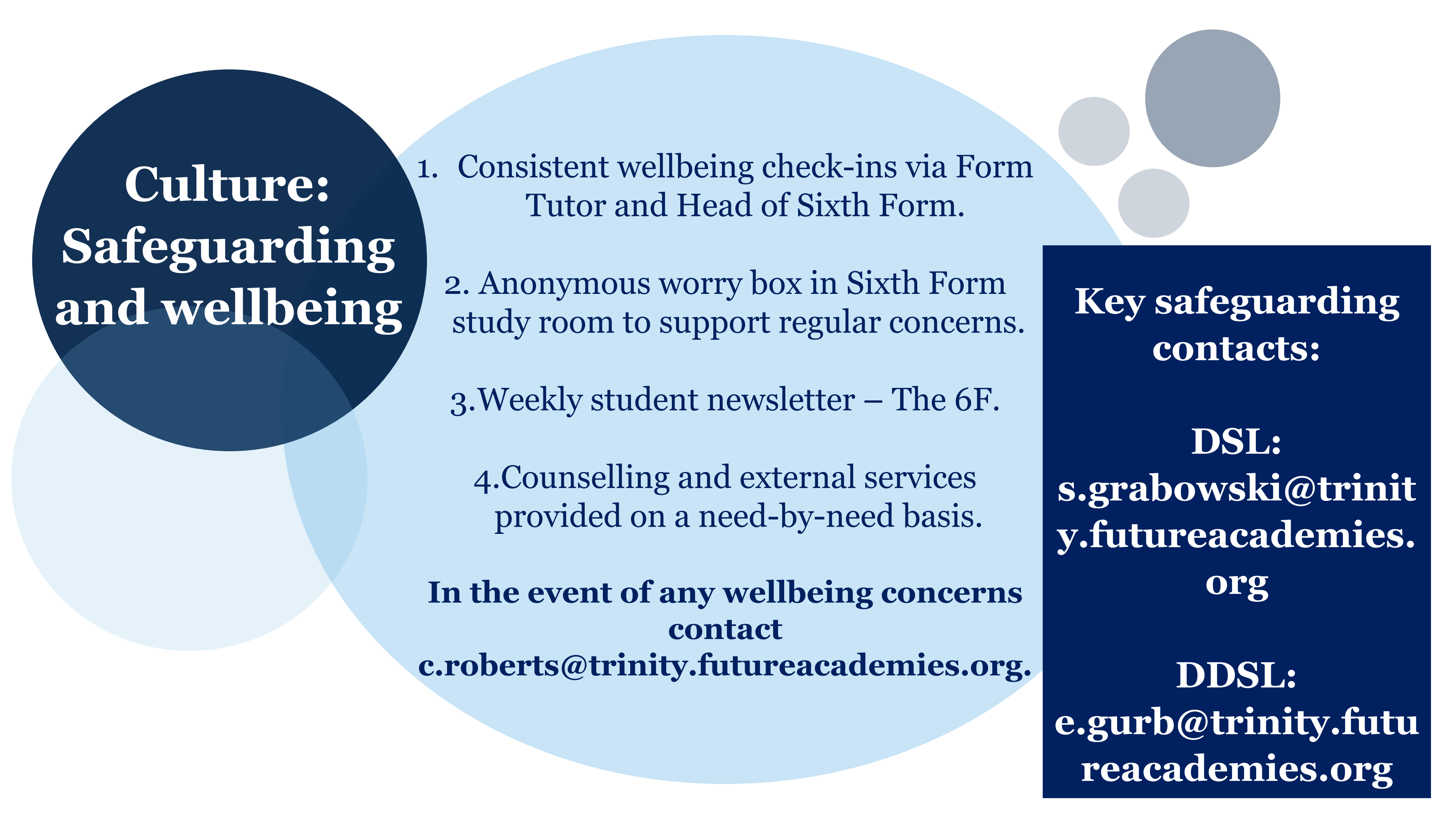
unifrog

UCAS

- 01. Head students**
- Head Prefects (x2)
 - Sixth Form council (x4)
- 02. House and subject system**
- House captains
 - Subject ambassadors
- 03. Mentoring programme**
- Oppidan mentors (Yr 7)
 - Sports mentors (Yr 9/10)
 - Sixth Form buddy (Yr 12/13)

Leadership: Student roles





Culture: Safeguarding and wellbeing

1. Consistent wellbeing check-ins via Form Tutor and Head of Sixth Form.
2. Anonymous worry box in Sixth Form study room to support regular concerns.
3. Weekly student newsletter – The 6F.
4. Counselling and external services provided on a need-by-need basis.

**In the event of any wellbeing concerns
contact**

c.roberts@trinity.futureacademies.org

Key safeguarding contacts:

DSL:

s.grabowski@trinity.futureacademies.org

DDSL:

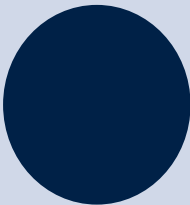
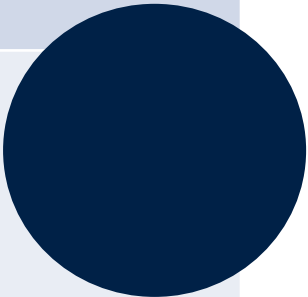
e.gurb@trinity.futureacademies.org

- **Head of Sixth Form: Ms Roberts** – C.Roberts@trinity.futureacademies.org
- **SLT link: Ms Briggs** – N.Briggs@trinity.futureacademies.org
- **Careers: Ms Rnic** – N.Rnic@trinity.futureacademies.org
- **Administrator: Ms Kirley** – I.Kirley@trinity.futureacademies.org
- **Additional pastoral support: Ms Osman-Hall** – G.Hall@trinity.futureacademies.org
- **Printing support** – reprographics@trinity.futureacademies.org
- **IT support** – ITSupport@trinity.futureacademies.org



**Sixth
Form
Team**

Period	Monday	Tuesday	Wednesday	Thursday	Friday
1					
2					
3					
4					
5					
6					



Timetable