

Hedingham School & Sixth Form



Sixth Form Parent Information

2025 - 2026

Hedingham School & Sixth Form



Headteacher:	Mr Paul Finch
Deputy Headteacher:	Mr Chris Abrey hed.abreyc@hedingham.essex
Head of Sixth Form:	Mr Rory Hyde hed.hyder@hedingham.essex.sch.uk
Deputy Leader of Sixth Form:	Miss K Finch hed.finchk@hedingham.essex.sch.uk
Sixth Form Assistant:	Mrs Sue Miley hed.mileys@hedingham.essex.sch.uk
Sixth Form Assistant:	Miss Sian Hannam hed.hannams@hedingham.essex.sch.uk
Telephone Number:	01787 460470, ask for Sixth Form Office

The Sixth Form Day

Lesson:	Times:
Personal Development	08:30 - 09:00
Period 1	09:00 - 10:05
Period 2	10:05 - 11:10
Break	11:10 - 11:30
Period 3	11:30 - 12:30
Period 4	12:30 - 13:30
Lunch	13:30 - 14:15
Period 5	14:15 - 15:15

Attendance, Tutorials & Briefing

Excellent attendance underpins the success of Post 16 education. We expect all students to have more than 95% attendance if they are to achieve their potential in the Sixth Form. It is important that you are here on time each day. Attendance will be monitored throughout the year. Students are expected to sign in when they arrive in the morning and when they leave. Students must sign into all independent study sessions. Failure to sign in will impact on a student's overall attendance. Where we identify concerns with attendance, students will be spoken to directly and contact will be made with parents.

All students must be in a for an 8.30am start.

Student Absence

You must inform the school of any absence by 9.00am. Please contact the Sixth Form office on 01787 460470. You must do this on each day a student is absent. For Year 12 students a parent/guardian must call.

Holiday requests during term time will not be granted unless there are exceptional circumstances. Careful consideration needs to be given when booking summer holidays with friends or family.

For Year 12 students, the second-year course material will start to be delivered as soon as the Mock exams are completed, or coursework deadline dates reached. The academic year finishes at the end of the summer term on the 17 July 2026. For Year 13 students, they are required to stay until the end of their exam dates, and they may be required to stay longer if their coursework is unfinished.

If students have a planned absence e.g. for a hospital appointment or university visit they must complete a blue form from the Sixth Form office before the absence.

Employment

We understand that many Year 12 and 13 students have paid employment for a number of hours each week. It is important that this is always outside of school hours, and we recommend that eight hours should be the maximum length of time spent in paid employment per week. Additional hours will have a detrimental effect on a student's ability to study effectively. Students are not allowed to undertake paid work during the school day, and it is recommended that they think carefully about evening work as post-16 courses are very demanding.

Independent Study

Students should use the Sixth Form Study Rooms during their independent study time. Arrangements can be made to work in curriculum areas with the agreement of their teachers. Students may also be asked to attend after school intervention in study areas. The Sixth Form study facilities are open every day after school hours between 3.15 – 4.30pm for study support and for interventions when students fall behind with their work.

Students should expect to dedicate at least four hours for each subject studied to complete as independent study per week. Students should undertake reading, note-taking, and research on the topics they are studying as well as homework, essays, or assessments. They should also actively revisit previous learning to support retention and long-term memory.

It is important students record homework set by staff and keep a track of all on-going assignments and appointments.

The way students use study periods will be crucial to achieving success in Year 12. Study periods will be identified and negotiated with their Form Tutor.

Independent study sessions will be monitored by staff and the Sixth Form Assistants.

Teams

Microsoft Teams will form an important part of supporting students' independent study work. Teachers will set work on Teams which will be monitored by Sixth Form staff.

Study Skills

Post 16 study, especially at Advanced Level, requires a wide range of study skills. The ability to write in a range of extended writing styles (essays, reporting); effective note taking and independent research involving a variety of resource materials are but a few. Some of these skills will be taught in subject lessons and tutorials but it is essential that students look to acquiring and refining these themselves. Students must pay particular attention to the quality of spelling, punctuation, and grammar. A concise fluent writing style should be developed as a priority.

Personal Organisation

We expect students to have folders and note paper for each subject and for them to keep these organised throughout their course. Students may find it useful to purchase:

Ring binders

Lined note paper pads

Coloured dividers

Plastic pockets for storing loose sheets

Pens and pencils

Camera for Photography

Calculator

Eraser

Barrel sharpener

Highlighters Glue stick

Art equipment
D&T equipment
Laptop or MacBook
USB stick

Folder checks will be routinely conducted. Concerns will be relayed to students and parents.

Deadlines

Deadlines are important and there are two types of deadlines:

Internal deadlines – set by subject staff. Staff need to plan their work and if students miss internal deadlines there is a knock-on effect for the member of staff and perhaps the whole group. There is also a serious effect on the student, as missed deadlines means that work builds up and can begin to seem unmanageable.

External deadlines – set by external bodies, such as the examination boards. These are not negotiable. Only in very exceptional cases do examination boards accept late work.

Mobile Phones

Mobile phones/AirPods must not be used in classrooms or around main building. They must not be seen or heard in lessons unless directed by the Teacher. They can be used in designated Sixth Form areas.

Sixth Form Code of Conduct

All students must read and familiarise themselves with all aspects of the Code of Conduct. It is expected that all students wishing to attend Hedingham School Sixth Form accept and understand the conditions applied to their place. Parents and Students need to sign the Code of Conduct and return it to the Sixth Form.

See Appendix 1: Sixth Form Code of Conduct

Dress Code

Students are expected to wear clothes suitable for a learning environment and remember that they are role models for younger students.

T-shirts with any wording that may be considered offensive are not appropriate. Students should not wear clothing in the summer that exposes large areas of flesh. Flip flops should not be worn to school due to health and safety issues.

Sixth Form students are not allowed to wear hoods or hats anywhere on the school site.

Students must always wear their photo ID badge.

Sixth Form Curriculum

All students negotiate a balanced and realistic study programme during an individual interview with a member of staff at the beginning of Year 12 and 13. We offer a wide range of both academic and vocational courses, so it is possible to tailor make a curriculum depending on student ability and

interests. They are expected to complete the agreed courses and may not make any changes to them without consulting the Sixth Form team. This needs to be documented and be signed by parents.

Where possible Sixth Form lessons are covered when their teachers are absent by cover supervisors. Students should therefore go to all timetabled lessons even if they think their teacher is absent and they will be registered and provided with work set by their teachers.

Cover work will also be set using Microsoft Teams.

Monitoring of Academic Progress

At the beginning of Year 12, GCSE results are used to give every student a Target Grade for each subject they are studying.

Progress towards these targets will be assessed in subject areas. Progress reports will be sent home during Autumn and Spring Terms. Students should also keep a record of target grades and their progress towards them in their organisers.

Students will have regular one to one mentoring interviews with their tutors or a member of the Sixth Form Team to discuss their progress towards their targets. These will occur in tutorial time.

Personal Tutor and Sixth Form Support

Post 16 students have access to guidance and support with their allocated personal tutor, the Head of Sixth Form and Deputy Head of Sixth Form. In addition, students can access support from the Sixth Form Assistants.

Future Choices

There is comprehensive careers and guidance in the Sixth Form programme. Help and support is offered to Year 12 and 13 students throughout the year. It is important that students attend all briefings and tutorial sessions as they may miss vital opportunities. Advice and support are offered primarily through Sixth Form tutors who regularly mentor students. College, apprenticeships, and careers advice can be discussed with Mr Hyde, Miss Finch, Mrs Miley and Miss Hannam. Individual help and support about university is offered by Mr Hyde and tutors.

Examination Entries

The school will pay for all examination entry fees. The exception to this is:

Where a student has clearly not shown enough commitment to his/her studies i.e. Attendance/Effort

Student Leadership

All Year 12 students are strongly encouraged to join the Leadership Programme. The programme consists of peer mentoring, paired reading or being a subject ambassador and tutor. Supporting students in the lower school demonstrates a commitment on the part of our students and is part of what makes a Heddingham Sixth Former stand out.

Students in Year 12 and 13 are encouraged to join the Sixth Form Council which helps to run and organise various events through the Year. Both the council and the House Captains are overseen by the Headship team. The headship team consists of 4 students in Year 13 who go through a rigorous selection process to be appointed.

All of these are fantastic opportunities that would act as a great addition to any UCAS application or CV.

E-safety

The school is passionate about the use of technology. However, with all technological advance new risks are presented as well as opportunities. The aim is to maintain an environment that harnesses technology but also ensures students remain safe by detailing the acceptable use of the internet, recording devices and mobile phones. The policy identifies what is an E-Safety incident and the procedures the school will follow.

E-Safety advice for parents is available on the school website

Bursary Fund

Students may be eligible for financial support from the Post 16 bursary scheme. Support varies depending on individual circumstances and will be considered on a case-by-case basis in line with the school policy. Students who may benefit from financial support should obtain a copy of the policy and application form from the Sixth Form Office or contact the school Finance Officer for advice.

Resource Grants - Earls Colne & Halstead Educational Charity

Earls Colne and Halstead Charitable Charity is a registered educational charity which offers support to young people engaged in any type of educational activity. Please refer to our website for further information.

Sixth Form Trips and Social Activities

As part of the wider Sixth Form curriculum, various activities, trips and visits are organised for students such as a visit to CERN for Science and New York for Media and Photography. In addition to these, students can participate in various social occasions organised through the Sixth Form such as the annual Summer Ball.

All students are encouraged to actively support these events and activities.

Enrichment

Alongside their subjects most Sixth Formers choose to take an enrichment course to further boost their university application or career prospects. We offer a range of different courses all of which will help make them stand out.

These courses range from academic qualifications to sporting awards or practical skills:

AS photography
 Core Maths
 EPQ
 Community Sports Leadership Award
 Further Maths
 Criminology
 CTEC Digital Media
 CTEC Business

Qualifications & Ucas Points Guide

It is important students understand the type of course they are studying and the qualification they will receive at the end of it. Students will also need to know how many UCAS points would receive for their qualification if they were to apply to university.

Targets are set using national data which compares your actual GCSE results with the average outcome at A Level for students with similar GCSE results. If students work above their target grades, they may have their target raised. If students are working below their target grades, they will be monitored by the Sixth Form team and provided with extra support and intervention to improve performance.

Subject	Target Grade	UCAS Tariff (<i>based on Target</i>)	Predicted Grades/UCAS Tariff					
			Autumn Term		Spring Term		Summer Term	
			1	2	1	2	1	2
1								
2								
3								
4								
5								
Total UCAS Score:								

UCAS Tariff Table (below)

This table can be used to calculate UCAS points which are used by universities to set entry requirements. Some universities will specify actual grades required for individual 'A' levels.

UCAS Point Score		
grade	AS	A Level
A*	-	56
A	20	48
B	E	40
C	-	32
D	-	24
E	-	16

BTEC Level 3	
Award	Points
D*	56
D	48
M	32
P	16

University

www.ucas.com - online application to all UK HE institutions but also vital for course searches and advice on choosing a university.

www.sfengland.slc.co.uk - All the information you need about funding your education after Sixth Form.

www.thecompleteuniversityguide.co.uk - Use this site to look at the university league tables as rated by student satisfaction (NSS), entry standards, RAE, graduate prospects (employability). You can also search by subject to find the best universities for your subject.

www.ukcoursefinder.com - a free online questionnaire providing links to university courses and websites.

www.prospects.ac.uk – looks at post-graduate (after university) careers **www.opendays.com**—Apprenticeships and work **www.apprenticeships.org.uk/** - Information about apprenticeships nationally – including vacancies.

Please check the Sixth Form notice boards and the school careers office for updated apprenticeship, work, and training opportunities

Useful Websites

www.thestudentroom.co.uk/ - For up-to-date information on everything about student life including revision, applying to university and student finance – it is free to join.


www.getrevising.co.uk – For revision tips and help in creating revision resources.

Gap Year/ Travel	Careers and Apprenticeships
www.gap360.com	www.studentladder.co.uk
www.campsinternational.com	www.futurelearn.com
www.campamerica.co.uk	www.gov.uk/apprenticeships

Well-being/Mental Health	Apps
www.mind.org.uk	Headspace
www.studentsagainstdepression.org	My mood tracker
www.samaritans.org	Mindshift
	Hellomind
	Stop, Breathe & Think

Term and Holiday Dates 2025 – 2026

September 2025							October 2025							November 2025							December 2025							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
									1	2	3	4	5						1	2		1	2	3	4	5	6	7
1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9		8	9	10	11	12	13	14
8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13	14	15	16		15	16	17	18	19	20	21
15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23		22	23	24	25	26	27	28
22	23	24	25	26	27	28	27	28	29	30	31			24	25	26	27	28	29	30		29	30	31				
29	30																											
January 2026							February 2026							March 2026							April 2026							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
			1	2	3	4							1							1				1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8		6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15		13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22		20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29		27	28	29	30			
														30	31													
May 2026							June 2026							July 2026							August 2026							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5						1	2	
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12		3	4	5	6	7	8	9
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19		10	11	12	13	14	15	16
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26		17	18	19	20	21	22	23
25	26	27	28	29	30	31	29	30						27	28	29	30	31				24	25	26	27	28	29	30
																						31						

	= Schooldays		= School holidays		= Bank holidays
	= Weekends		= 2 September 2025: just new Year 7 and Year 12 students		
	= Training Days (1 September, 3 October, 28 November 2025, 27 March and 20 July 2026)				

In addition, schools allocate five non-pupil days out of the school days indicated, or the equivalent in disaggregated twilight sessions.

Autumn Term:	Monday 1 September 2025 – Friday 19 December 2025 <i>Half Term 20 October – 31 October</i>	75 days
Spring Term:	Monday 5 January 2026 – Friday 27 March 2026 <i>Half Term 16 February – 20 February</i>	55 days
Summer Term:	Monday 13 April 2026 – Monday 20 July 2026 <i>Half Term 25 May – 29 May, and May Bank Holiday - 4 May</i>	65 days
		<u>195 days</u>

Please note:
The above dates may vary for individual schools, especially Foundation, Voluntary Aided schools and Academies.
You are strongly advised to check with your child's school before making any holiday or other commitments.

APPENDIX 1



Code of Conduct

At Hedingham, we are fully committed to treating the students as young adults and expect them to act and behave accordingly. We require high levels of attendance, a positive approach to learning and full commitment to academic progress. We expect our Sixth Form students' general conduct to reflect their position as role models for the rest of the school. To reflect this, we have devised a number of professional standards that we expect students to maintain at all times:

1. Sixth Form students should support, lead and take ownership of our inclusive environment, and should always be respectful and courteous to each other and staff

- *Talk with other students and staff in a respectful and courteous manner.*
- *Adhere to the school dress code.*
- *Act as a role model for younger students.*
- *Respect the views/beliefs and cultures of other individuals within the school community.*

2. Students are expected to consistently follow all rules regarding the maintenance of a safe environment

- *Always wear a visible Sixth Form lanyard with student ID when on site.*
- *Do not invite external visitors onto the school site.*
- *Always behave in accordance with safety procedures including fire evacuation procedures.*
- *Never carry, use or intend to supply alcohol or drugs.*

3. Students must maintain a minimum attendance of 95% to school and lessons throughout their Sixth Form programme

- *Students are responsible for making sure their individual attendance and punctuality is maintained to the highest level in line with the Hedingham School Sixth Form Attendance Policy.*
- *Failure to maintain expected levels of attendance will result in students being subject to our attendance improvement procedures.*
- *Ultimately, poor attendance may jeopardise a student's place in our Sixth Form.*
- *Attendance at all lessons is compulsory.*

4. Students must respect the school environment and always treat school property and facilities with respect

- *Actively help to keep the study room clean and free from litter.*
- *Eating and drinking is strictly prohibited in the T Block.*
- *Do not misuse school equipment.*
- *Mobile phones/AirPods must not be used in classrooms or around main building.*

They must not be seen or heard in lessons unless directed by the Teacher. They can be used in designated Sixth Form areas.

5. Students must complete all tasks set by teachers on time and to a high standard and ensure that all coursework deadlines are met

- *Use all supervised study periods productively.*
- *Identify a subject focus for all allocated study periods and stick closely to this.*
- *Use independent study strategies as directed by Sixth Form staff.*
- *Fully prepare for all assessments, completing revision diligently.*
- *Complete all independent tasks set outside of lessons promptly and to a high standard.*

6. Students must take responsibility for their own learning and progress

- *Maintain high levels of commitment and work ethic both in and out of lessons.*
- *Prioritise and engage with the Sixth Form personal development programme.*
- *Maintain all files and folders to a high standard and comply with staff monitoring of this.*
- *Use independent study strategies as directed by Sixth Form staff.*
- *Be equipped for learning.*
- *Engage in academic progress meeting with teaching staff and tutors.*
- *Actively seek to engage with staff feedback.*
- *Complete all exam reflections and use these to improve personal approach and standards moving forward.*

I agree to adhere to and meet these professional standards at all times and understand that persistent failure to do so will jeopardise my place at Hedingham Sixth Form.

Students Full Name: _____

Tutor Group: _____

Signed by:



Head of Sixth Form

Student

Parent/Guardian

Please return the signed form to the Sixth Form



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