



**Year 12 Sixth Form  
Information Booklet**

# Contents

Page 3:	Key Staff for September 2026
Page 4:	Map of Ground Floor
Page 5:	Map of First Floor
Page 6:	The School Day
Page 7:	Attendance
Page 8:	Independent Study periods (9 <sup>th</sup> periods)
Page 9:	Homework
Page 10:	Cashless Catering and Identity card
Page 11:	Health and Wellbeing
Page 12:	The House System
Page 13:	Positions of Responsibility
Page 14:	Rewards and Sanctions
Page 15 -21:	Extra useful Information

## Welcome to SHSB Sixth Form!

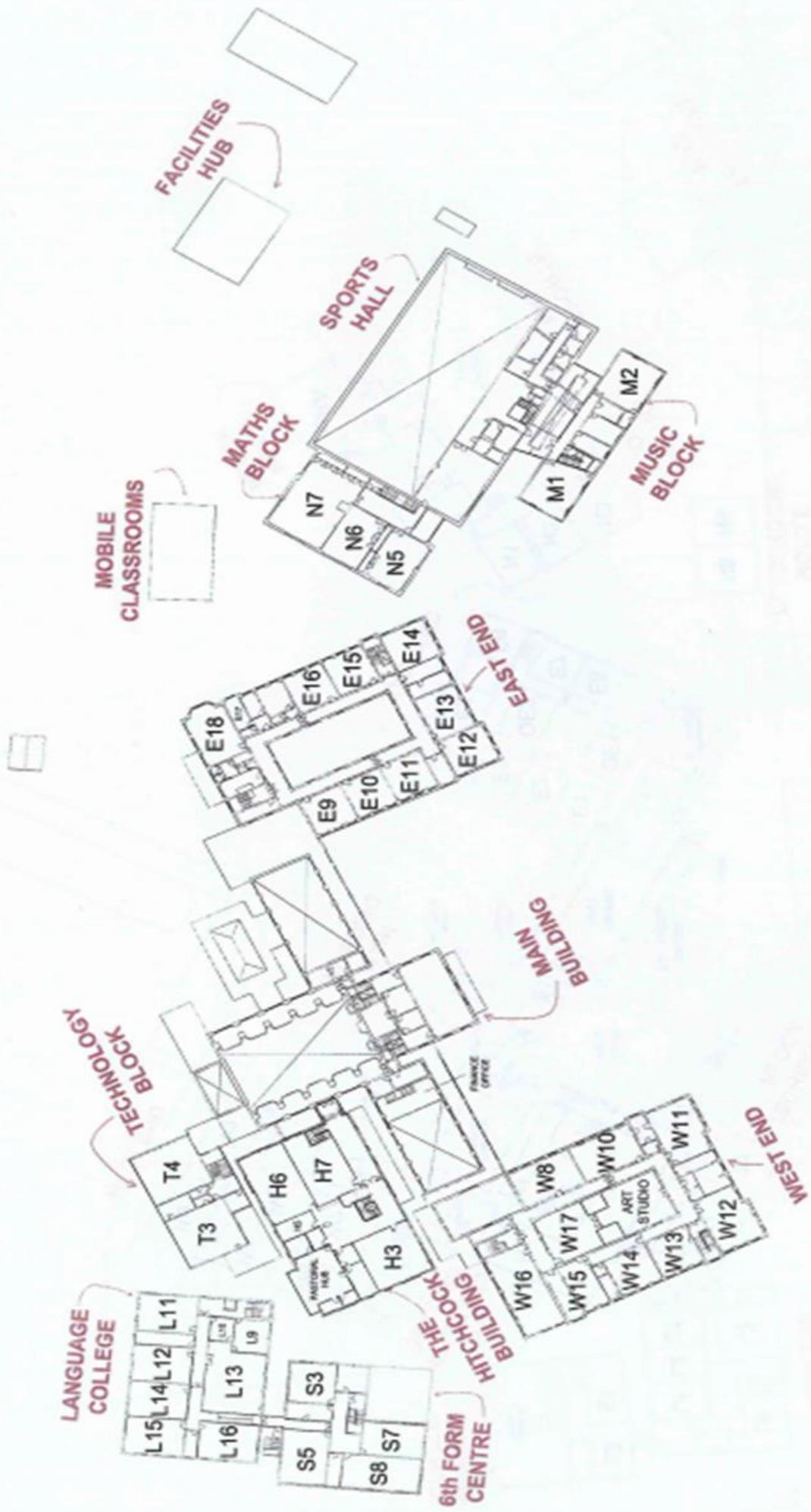
We are looking forward to you joining our Sixth Form to study your A Levels. This booklet is designed to answer many of the questions that you might have about beginning this new phase of your education. If you cannot find the answers in here then please do not hesitate to ask a member of staff, the Sixth Form pastoral team or Sixth Form students you see today.

### Key Staff for September 2026

We have a fantastic team in our Sixth Form who work together to ensure your successful progression through your A Level studies.

Name	Role	Office Location
Mrs Ryan	Head of Sixth Form	Sixth Form Centre, ground floor
Mrs Iles	Leader of Year 13	Sixth Form Centre, ground floor
Mr Sweeting	Leader of Year 12	Sixth Form Centre, ground floor
Mrs Gallagher	Sixth Form Administrator	Sixth Form Centre, ground floor
Mrs Hamilton	Post 18 Advisor and Careers Leader	Sixth Form Centre, ground floor
Ms Bainbridge	Librarian/EPQ	Hitchcock Library
Mrs Smithson	Attendance Officer	Main building, ground floor next to main entrance
Mrs Worth	Head teacher	Main Building, ground floor next to main foyer





## The School Day

<b>Time</b>	<b>Activity</b>
<b>8.30am</b>	Lesson 1a
<b>9.30am</b>	Lesson 1b
<b>10.30-11am</b>	<b>Break time</b> There are 3 food locations. Snacks can be purchased at the Snack Shack in the Sixth Form centre, in the main canteen or at the Kiosk by the MRA with your cashless card or debit card/Apple Pay. Food can also be brought in from home.
<b>11am</b>	Lesson 2a
<b>12pm</b>	Lesson 2b
<b>1-2pm</b>	<b>Lunch time</b>
<b>2-2.30pm</b>	Registration will take place in your form room or you will attend assemblies in the main hall, have individual coaching sessions with your form tutor or have form time as a group
<b>2.30-3.30 pm</b>	Lesson 3

## **Attendance**

All students are expected in school at 8.30am every day and will be registered. One of the privileges given to our Sixth Form students is the ability to leave the school site during break and lunch. You will be expected to remain in school during all other times. However, if you have a free study period 3 you may be allowed to leave school at 2.30pm. Please note, you will be required to attend any assemblies and tutor time which take place from 2-2.30pm. Details of the assemblies and tutor times can be found on the noticeboard outside of the Sixth Form office on a daily basis and will also be emailed to you every week.

## **Reporting Absence**

If you will be absent for an unexpected reason (e.g. sickness), a **parent or guardian** should phone the school on 01702 606257 as soon as possible to let us know the reason for this absence.

If you know that you will be absent in advance (e.g. medical appointment, religious observance) then you must let us know as soon as possible and **at least 24 hours** in advance in order to have the absence authorised. A parent or legal guardian should email **attendance@shsb.org.uk** with full details of the intended absence.

## **Arriving Late**

If you arrive late to school, please sign in at the **main school office** with the Attendance Officer. We need to know if you are on site for fire safety reasons. Parental confirmation may be requested. Students may be asked to make up lost minutes after school if late without reason.

## **Driving**

You are contracted to the Sixth Form between the hours of 8.30-3.30pm therefore driving lessons must not be booked within these times regardless of a having a free study period. Absence from school is not allowed for the driving theory test, however students are allowed time off for the practical test once we have received a confirmation email from the Driving Test Centre with at least 24 hours' notice.

## **Independent Study Periods (9<sup>th</sup> Study Periods)**

Every fortnight in the Sixth Form you will have nine timetabled hours per subject including independent study lessons for some subjects. These study periods are designed to develop your ability to work individually or with your peers without direct supervision from a member of staff. This is an important skill to master before going on to university level study, apprenticeships or the workplace. Important curriculum content will be covered in these sessions and so your teachers will set you specific tasks to complete. It is *your* responsibility to make sure that you know what these tasks are. The tasks must be completed at the time specified in the classroom/study area specified and you will be registered in these sessions.

## **Uniform**

Please see attached Sixth Form uniform regulations (page 18). Full school uniform is expected at all times in line with the lower school. Blazers should be worn when moving around the school site. Hoodies are not permitted at any time. Any items that do not comply with the uniform policy may be confiscated.

## **Equalities**

We are an inclusive school and Sixth Form, and promote equality regardless of race, gender, religion or gender/sexual identity. We want all students to feel welcomed, and to be able to excel in their education without fear of discrimination. Whilst we do our best to ensure that this stance is carried out, we rely upon the support of our students in ensuring this happens, and that unacceptable behaviour is quickly identified and stopped.

We also encourage students to work with us via our Equalities society to help us continue to make progress in this area.

## **16-19 Bursary Fund**

Students experiencing genuine hardship aged 16 to 19 could get a bursary to help with education-related costs. If you think you may be eligible, please speak to your Year Leader or Mrs Gallagher, Sixth Form Administrator, or click on the following link [Bursary Fund letter and application form](#).

## **Clubs and Societies**

We have a wide variety of extra-curricular clubs and societies at lunchtimes and before and after school such as the Debating Society, Medic Society, AV Club, Music Tech and E-Sports to name but a few.

There will be a Freshers' Fair in September with more information available.

## **Homework**

The biggest challenge facing many of our students is organising themselves to work independently. You will be given specific homework tasks (see below) but you will also be expected to do extra independent work on top of this if you are going to thrive at A-Level. On average, you should be completing about 2–3 hours of independent study (homework, revision, pre-reading and consolidation) each day outside of lessons. You will have to organise your free periods and identify when and where you want to carry out your independent study and there are sixth form study rooms and the school library available for your use. Please see page 14 for more information about the school library.

Teachers use a system called 'Show My Homework' (Satchel One) which enables you to keep track of your homework online. You will be given a login to the system along with instructions on how to set up your account (a quick and easy process!)

- Homework tasks can be accessed 24 hours a day, 7 days a week by students.
- Many of the resources will be available online so if you lose an important resource, you can easily access another one, even at the weekend.
- The teacher will indicate roughly how long, on average, you will need to spend on a task.
- You are able to receive prompts when a homework deadline is near.
- If you are absent from school, you can still access and complete homework tasks.
- Students will also be given forms at the start of September for parental login access to SMHW.

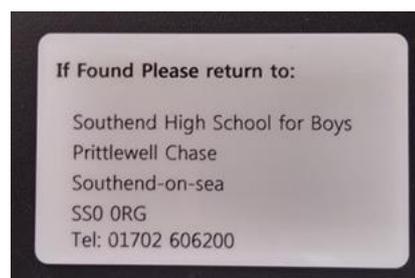
## **Extended Project Qualification (EPQ)**

This is a widely recognised qualification and is worth up to 28 UCAS points. Since the A Level reform, the qualification is growing hugely in popularity; it provides a competitive edge for Sixth Form students leaving school to enter a competitive marketplace. For more information, and how to apply, please click on the following link [EPQ Information and application form](#).

## Cashless Catering and Identity Card

### What is it?

You will be given an ID card which you should carry with you every day. This can be used to purchase food and drinks in the school dining hall, kiosk and at the Snack Shack in the Sixth Form Centre. This card will also give you access to the Sixth Form library entrance, printing and the bike sheds.



### What if I forget/ lose it?

If you leave your card at home, go to the ICT hub and you will be issued with temporary card. Any money you have on your card will be transferred to the temporary one. Your first card is provided free of charge but there is a £5 fee for a replacement card if you lose it and require a new one, so take good care of it!

### How do I load money onto it?

Your parent or guardian can load money onto your card through Wisepay or you may top up your card with cash at the designated till in the dining hall before school. Please make sure that you check your balance regularly using the machine outside the dining hall as you cannot purchase food in the dining hall using cash and you cannot go overdrawn on your card. However, you may use a debit card or Apple Pay in the Snack Shack, dining hall and kiosk.

### When can I buy food/ drinks?

Food is available from the Snack Shack in the Sixth Form Centre between 8am and 2pm.

Food is available from the main canteen and kiosk at break or lunchtime.

You may leave the site to get food at lunch. It is essential that you sign in and out at the Sixth Form office and are back in school in plenty of time for your scheduled afternoon lesson or tutor time/assembly.

### Printing

Students must register their student cards to their account to enable printing. This can be done at the printer.

## **Health and Wellbeing at SHSB**

As part of the national guidance for Sixth Forms and colleges, Wednesday afternoons are set aside for personal development and wellbeing. These are contracted hours, which the school is obligated to monitor, and students are obligated to complete.

Here at SHSB we have traditionally run a range of activities on-site, supervised by staff members, whilst allowing for students to also complete a variety of other activities off-site.

Our Health and Wellbeing programme is designed to encourage more independence and choice, ensuring students are able to identify and complete more activities at times that suit their schedules and needs.

The aim of our programme is to allow students to identify key areas which they feel they could develop, in order to prepare more fully for life beyond sixth form.

Your tutors will act as your support team, liaising with you regularly to ensure you are confident in your Health and Wellbeing choices, and are able to demonstrate how these choices are benefitting your future.

This programme provides you with a fantastic opportunity to sign up for one of the following activities in each of the first and second terms:

- Volunteering with primary schools
- Charity Committee
- Equalities
- Mentoring lower school students
- School Council
- Cooking course
- Extended Project Qualification (EPQ – see above link to letter)
- Social Sport
- Competitive Sport (football, rugby, netball)
- Gym training
- Duke of Edinburgh Award (Silver – charge payable)

There is also the potential to complete your Health & Wellbeing programme with other commitments outside of school.

## The House System

The House system is a very important part of life at SHSB.

You will be allocated to one of four Houses:

House	House Colour	House Letter	Head of House
Tuscany	Red	E (after the Etruscans)	Mr Sweeting
Athens	Purple	A	Mr Bennett
Sparta	Yellow	S	Mr Reynolds
Troy	Blue	T	Mr Randall

If you have a sibling already at SHSB please let us know when you complete your registration forms so that you are allocated with the correct House.

There are many opportunities for all students to participate in Inter-House competitions including rugby, football, hockey, cross-country, basketball, tennis, cricket, music, debating, music, war games, art, chess and languages. Our Sixth Form students play a key role in organising and running many of these competitions.

Participating in the competitions above, the annual Sixth Form House Quiz and Summer Sports Day will earn points for your house. The House with the most points at the end of each academic year will win the coveted Cock House Cup.



## **Positions of Responsibility**

### **Prefects**

In a school as big as SHSB, the work of our Prefects is invaluable to prevent chaos during key busy times like before school, break and lunchtime. Prefects take on the extra responsibility of organising and “policing” younger students entirely voluntarily, they give up their spare time in order to do a difficult job and for this reason they are well respected in the school community and are rightly proud of their role. More details on how to apply to be a Prefect will be distributed to you later in the year.

### **Senior Prefects**

A small number of Prefects wear gold braid around their blazers. These are Senior Prefects. They organise and administer each ‘patch’ of Prefect duty (Languages Centre; Dining Hall; East End door etc.) One of these Senior Prefects is the School Captain. There is a rigorous application process to be a Senior Prefect or School Captain, you will receive more details later in the year.

### **Form Responsibilities**

Each form group will elect a Form Captain, Deputy Form Captain, School Councillor, Deputy School Councillor and Fire Monitor. You will receive details of each of these posts during tutor time.

### **Departmental Prefects**

Many departments choose Departmental Prefects to help with running clubs and societies in their department and supporting the department in events like Open Evening. Please speak to your teacher or the Head of Department if you are interested in becoming a Departmental Prefect.

## **Rewards and Sanction policy**

### **House Credits**

Teachers issue merits and house credits for pieces of good work. When you have collected 5 house credits, come to the Sixth Form office where you will be given a token worth £1.50 to spend in the Snack Shack.

### **Termly awards**

Each term your teachers will award students in each of your classes a learning award for achievement of progress and a community award for contribution and working towards the school vision.

### **School Colours**

School colours (braiding on the blazer) are also awarded termly for outstanding achievements in subjects or extra-curricular activities.

### **Teacher sanctions**

You may be kept behind at the end of the lesson or asked to come back at lunch for things such as being late to your lesson or not completing work.

### **Daily Detentions -1.15pm in L13**

This is a 30-minute lunchtime detention in L13 and may be given by any member of staff for things such as not having the correct uniform, using your phone in the lesson or the main building.

### **Gating**

This is where you are required to remain on site all day from 8.30-3.30pm. You are unable to leave the site at break or lunch and will need to spend any free periods studying in the library. This is given to students who are falling behind academically.

### **Friday Sixth Form Detention – Friday 3.30pm H6**

Students who arrive late to school without explanation from a parent/carer will be asked to make up the time after school on a Friday. You may also be set an after-school detention with your Head of Year for truanting, failing to attend a daily detention or disrupting a lesson. Parent/carers may be called for repeated offences and will be asked to come in to school for a meeting if we do not see an improvement.

## **Extra information which you may find useful**

### **The Library**

The **coloured seating area** is a space that can only be accessed by Sixth Form students. The aim of the new Sixth Form area is to enable students to study quietly whilst having access to the library facilities and the expertise of the librarians. The school Librarian, Miss Bainbridge, is also the EPQ supervisor and so those undertaking this option will work closely with her. There are only a few simple rules, and these are to help make the learning experience in the library positive for everyone.

- There is to be silence at all times to enable an appropriate studying environment.
- To keep the library tidy and clean. Food is not to be consumed.
- Music is not permitted as this disturbs other library users.
- The use of headphones is not permitted, except during the exam period between April and June.

### **Study Rooms**

We appreciate that everyone studies in different ways. Therefore, the sixth form centre has a variety of large and small study rooms for private study as well as two ICT rooms. Students may also borrow laptops from the Sixth Form office. There are lockers available on a first come first served basis. Please see Mrs Gallagher for more information.

### **Common Room**

The common room is used during break, lunch and is also available during free study periods. The Snack Shack is open to buy hot and cold food and drink until 2pm. This is a space for all Sixth Form students to enjoy, so please be considerate and ensure that is kept clean and tidy at all times.

### **Lockers**

All requests for lockers should be made to Mrs Gallagher at [jxg@shsb.org.uk](mailto:jxg@shsb.org.uk). Once allocated, students should buy a padlock. Lockers **must** be emptied at the end of every term.

## **Lost Property**

If you lose anything you should check the Sixth Form Office and the Main Office. It is advisable to name items brought into school, especially folders of work.

## **Travelling to and from School**

Always wear full school uniform for your journey and remember that the good name of the school is in your hands. Once you are able to drive you should give your car registration details to Mrs Gallagher, Sixth Form Administrator. There is limited student parking onsite and this is on a first come first served basis. If parking in the neighbouring roads, please ensure that you park considerately.

## **Moving around the School**

Keep to the RIGHT as you walk down the corridors and up the stairs and be thoughtful to others in the corridors.

## **Unifrog**

In keeping with our commitment to provide students with outstanding careers guidance and tailored support when choosing their next step after school, we use Unifrog; an award-winning, online careers platform. All students in the school have access to this useful website.

The Unifrog platform is designed to support learners in making the most informed decisions about their futures and has a range of tools that are suitable for all year groups. Each student has their own personal account that provides a wide range of information related to their interests and aspirations. Key features of the platform include:

- Exploring Pathways – personality quizzes, career and subject profiles, MOOCs and webinars
- Recording – self-reflection about extracurricular activities and key employability skills
- Opportunities – search tools showing live vacancies/courses/placements for apprenticeships, universities (in the UK and abroad), FE, virtual work experience and much more
- Applications – tools to help students build applications for a range of pathways (e.g., CVs, Personal Statements, Common App Essays)

If you are joining us in the Sixth Form and have used Unifrog at your previous school we can transfer your data across so nothing is lost!

## **Grades and course requirements**

You will have chosen your A Level subjects carefully; however, we understand that you may change your mind, therefore there is an opportunity to change subjects in weeks 3-4 of Year 12.

To determine your suitability to continue a subject into Year 13 and to help form a UCAS predicted grade, you will sit exams throughout Year 12. These will contribute to an overall Year 12 Centre Assessed Grade, comprising 50% from in-year assessments and 50% from a final exam. Your predicted grades will then be shared with you at the end of Year 12 giving you an option to drop a subject and carry on with 3 if you prefer.

If you are taking Further Maths and wish to reduce to three subjects for Year 13, Further Maths must be the subject you drop — unless you intend to study a degree that specifically requires Further Maths A Level at university. In this instance, you will need permission from the Head of Sixth Form to drop a different subject.

If you have any questions on the Induction Day, please do not hesitate to ask either a student or a member of staff.

If you have any further questions, please email Mrs Gallagher on [jxg@shsb.org.uk](mailto:jxg@shsb.org.uk) or telephone 01702 606263.

# UNIFORM REGULATIONS (SIXTH FORM)

The school uniform is compulsory for all students both at school and for journeys to and from school. Any request to vary this policy to meet the needs of any individual pupil in respect of their religion or belief should be made to the Headteacher.

**THE UNIFORM** comprises:

1. the specified green blazer with the addition of the Sixth Form badge;
2. a conventional white shirt worn with a Sixth Form, Prefect or approved representational tie;
3. black trousers of conventional cut and material (with a plain black belt, if required) OR a branded SHSB uniform skirt worn on the knee with logo visible;
4. black or dark grey ankle socks and plain black shoes (not plimsolls, trainers or boots). Tights should be natural or black;
5. a black plain-knit V-necked pullover, if required. With the exception of leavers' hoodies at the end of Year 13, sweatshirts and hoodies are not permitted to be worn onsite during school hours.

Students will be notified when the summer uniform option is introduced. Summer uniform allows students to remove the school blazer, although they are free to wear the full school uniform at any time. N.B. coats and pullovers may only be worn *in addition* to the school blazer, not in place of it.

The definition of school uniform also extends to matters of personal presentation, as follows:

1. Make-up, if worn, should be discreet and natural.
2. The wearing of jewellery is not compatible with school uniform. Students may wear discreet finger rings and earrings. Ear piercing, if desired, should be done at a time that minimises impact on school – ideally at the start of the summer holiday. N.B. Facial piercings, other than on the ear, and visible tattoos are expressly forbidden at this school.
3. Facial hair may be worn in the Sixth Form but should be kept clean and tidy to reflect the professional work environment.
4. Hair should reflect the professional work environment and extremes of hairstyle (length, cut or colour) must be avoided. Students who are uncertain how far current fashions are acceptable in school must consult the Head of Sixth Form or Year Leader **before** having their hair restyled. Although Sixth Formers are permitted some measure of discretion in this respect, a student who arrives in school with an unacceptable hairstyle may be barred from attending lessons for an appropriate period of time. Advance discussion is essential.

*As fashions change, the exact letter of the Uniform Regulations can sometimes be difficult to specify; however, its spirit is usually clear. Consequently, **if there could be any possible doubt about the acceptability of a lasting change you are considering, you must consult the Head of Sixth Form or Year Leader before going ahead with it.** The interpretations of the Headteacher, Deputy Head, Head of Sixth Form and Year Leaders are binding in all matters of uniform suitability.*



## Official schoolwear stockists for Southend High school for boys - 6th Form

Whether you decide to view and purchase schoolwear from our website

[www.daniellesshop.co.uk](http://www.daniellesshop.co.uk)

or our shop, you can be assured of the highest quality in customer service

Blazer -(Boy/Girl)	28-30"	£77.99	House Badge	Athens-purple	£10.65
	31- 33"	£78.99		Sparta-amber	£10.65
	34-35"	£79.99		Troy-Blue	£10.65
	36-37"	£80.99		Tuscany-Red	£10.65
	38"	£93.99			
	39"	£94.99			
	40-42"	£95.99			
50% cotton/50% acrylic jumper	28-34"	£19.99			
	36-38"	£21.99			
	40-42"	£27.99			
	44-48"	£30.99			
6th Form Tie		£10.99			
Twin pack blouse or shirt (long sleeve and short sleeve)	from	£15.25			
Boys trousers	from	£12.99			
Girls Knife Pleat skirt with Logo	from	£22.99			
Girls trousers	from	£21.65			
10 iron-on name tapes		£1.70			
72 embroidered name tapes		£5.99			

Prices correct as at 15.05.24 and can be subject to change

21.05.25

**Claydons Lane Rayleigh 01268 967542**

# SOUTHEND HIGH SCHOOL FOR BOYS

## Second-hand uniform shop price list



<b>Blazers</b>	<b>From</b>	<b>£8.00</b>
<b>White shirts (long &amp; short sleeved)</b>		<b>£1.00</b>
<b>Black Trousers/Sixth Form Skirts</b>		<b>£3.00</b>
<b>Jumpers</b>		<b>£3.00</b>
<b>House Ties/Sixth Form ties</b>		<b>£1.50</b>
<b>House Rugby shirts</b>		<b>£5.00</b>
<b>House Athletics Vests</b>		<b>£3.00</b>
<b>Sports shorts</b>		<b>£1.50</b>
<b>Football Socks</b>		<b>£1.50</b>
<b>Shin pads</b>		<b>£2-2.50</b>
<b>White T shirts</b>		<b>£1.00</b>
<b>Cricket kit</b>	<b>From</b>	<b>£3.00</b>
<b>Spikes/Trainers</b>		<b>£5.00</b>
<b>Craft Aprons</b>		<b>£1.00</b>
<b>Coats</b>	<b>From</b>	<b>£5.00</b>
<b>School bags</b>		<b>£3-5.00</b>

During term time the shop is open to pupils only on Monday lunchtimes and is situated between the Maths classrooms N8 & N9 (cash only). You can place orders by e-mailing [enquiries@shsb.org.uk](mailto:enquiries@shsb.org.uk).

Donations of good quality uniform are always welcome, please bring them to the Main Office.



# Reprographics Department Stationery Shop

A4 Revision Book		70p
A6 Notebook	Sixth	23p
Project Folder	Form	20p
Pen- Black/Blue/Green/Red		18p (20p Red)
Pencil HB/2B/4B	Badges	11p/30p/30p
Set of Colouring Pencils	£10.65	£2.49
Highlighter Pen		30p
Ruler 15cm/30cm	School Ties	13p/20p
Eraser		23p
Pencil Sharpener 1/2 Hole	£10.99	16p/30p
Geometry Set 8 Piece		£2.49
Protractor	Prefect Ties	14p
Set Square 45°/60°		20p/20p
Compass	£10.99	35p
Glue Stick		50p
Calculator (GCSE/A-Level)		£9.17/£20.74

Geometry Set for 99p

Pack of Revision Cards	£1.49
Exam Stationery Pack	£2.00
17 Piece Stationery Set	£9.50

**OPEN: Break and Lunch Times**

Please top up your [Stationery Purse](#) within [WisePay](#), minimum £2



#forti nihil difficile