

SHSB Sixth Form

Information



2026



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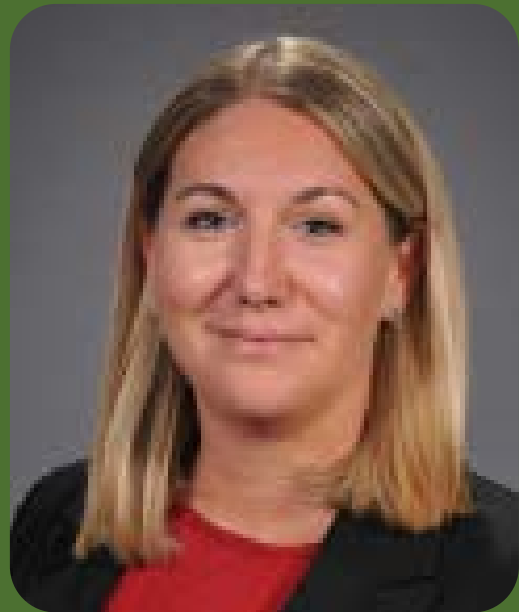
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MEET OUR TEAM



Mrs Ryan
Head of Sixth
Form



Mr Sweeting
Leader of Year
12



Mrs Iles
Leader of Year
13



Mrs Hamilton
Post 18 Student
Advisor and
Careers Lead



Mrs Gallagher
Sixth Form
Administrator
and Admissions

WE ARE ALL BASED IN THE SIXTH FORM OFFICE

MEET OUR TEAM



Mrs Worth
Head Teacher



Mr Foley
Deputy Head
Teacher



Mr March
Deputy Head
Teacher



Miss Bainbridge
Librarian/EPQ
Co-ordinator



Mrs Smithson
Attendance
Officer

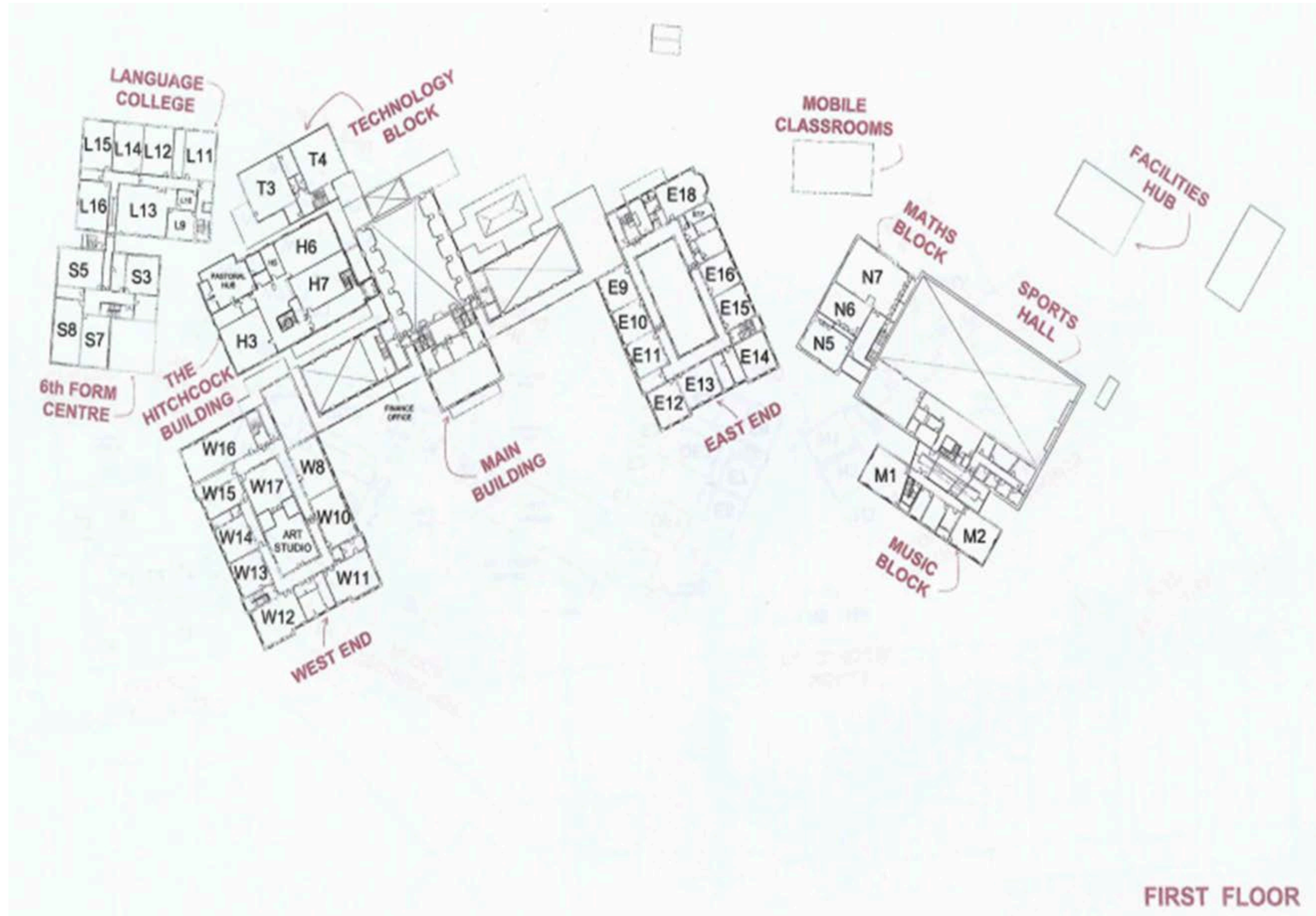
WE ARE ALL BASED IN THE MAIN SCHOOL

GROUND FLOOR MAP



GROUND FLOOR

FIRST FLOOR MAP



THE SCHOOL DAY

8.30am

Lesson
1a

9.30am

Lesson
1b

10.30-11am

Breaktime

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.

11am

Lesson
2a

12pm

Lesson
2b

1-2pm

Lunchtime

2-2.30pm

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.

2.30-3.30pm

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 will be emailed to you each 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.

EPQ

This is a widely recognised qualification and is worth up to 28 UCAS points. It is growing hugely in popularity since 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 Letter 2026](#).

Independent Study Periods (9th 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 19). 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 directly with Dr Frost, our Equality and Diversity Lead.

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 16 for more information about the school library.

Teachers use an online system which enables you to keep track of your homework. 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.



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.

- **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.

- **Printing**

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



- **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!

- **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.



ENRICHMENT AT SHSB

As part of national guidance for Sixth Forms and colleges, Wednesday afternoons are dedicated to personal development and wellbeing. These are contracted hours, meaning the school is required to monitor attendance and engagement, and students are expected to participate fully.

At SHSB, we offer a wide-ranging Enrichment Programme designed to help you develop key skills and experiences in preparation for life beyond sixth form. Activities are grouped into four main areas:

- Futures & Life Skills
- Wellbeing & Physical Development
- Community & Leadership
- Academic & Cultural Enrichment

Your form tutors will support you throughout, helping you choose activities that reflect your interests and ambitions, and ensuring you can clearly demonstrate how your choices contribute to your personal growth and future plans.

Each term, you will have the opportunity to sign up to a variety of activities, including:

- Volunteering with primary schools
- Charity Committee
- Cooking course
- Extended Project Qualification (EPQ)
- Social sport
- Competitive sport (football, rugby, netball)
- Gym training
- Duke of Edinburgh Award (Silver – charge applies)
- School Social Media Team
- Yoga
- IRIS Research Club

This programme is a fantastic opportunity to explore new interests, build valuable skills, and strengthen your university or career applications.



THE HOUSE SYSTEM

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.

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 <u>E</u> truscans)	Mr Sweeting
Athens	Purple	A	Mr Bennett
Sparta	Yellow	S	Mr Fitzgerald
Troy	Blue	T	Mr Randall



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.

School Council

The School Council acts as the primary pupil voice, bridging the gap between the student body and school leadership. Students are democratically elected to the council during tutor time to represent their peers and spearhead school initiatives



REWARDS AND SANCTION POLICY



- **Termly Awards** - Termly awards are for learning and contribution to the community
 - **Term and Year Colours** - Students who make an effective contribution to the wider life of the school can be awarded year colours. These can be for extra-curricular activity as well as wider, whole-school contributions
 - **School Colours** - Full colours are awarded to students who have demonstrated sustained and exemplary commitment to an aspect of school life.
 - **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.
-
- **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 School Detention - Friday 3.30pm H6** - Students may be set an after-school detention by 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.
 - **Late Detention - Daily in S2** - Students who arrive late to school without explanation from a parent/carer will be asked to make up the time after school that day. 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.
 - **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.

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 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 Co-ordinator 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.

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.

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 it is kept clean and tidy at all times.

Lockers

There are lockers available on a first come first served basis. All requests for lockers should be made to Mrs Gallagher at jxg@shsb.org.uk. Once allocated, students should buy a padlock. Lockers must be emptied at the end of every term.

Mobile Phones

- Phone use (including headphones) is permitted only:
 - in the Sixth Form block
 - in the Sixth Form area of the library
 - during lessons, where permitted by the teacher



EXTRA INFORMATION WHICH YOU MAY FIND USEFUL

Lost Property

We advise that you do not bring items of value into school as we cannot be held responsible for their safety. 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 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. Black plain-knit V-necked knitted 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.



UNIFORM REGULATIONS (SIXTH FORM) cont.

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. Other than ears and one small nose stud, facial piercings and visible tattoos are strictly forbidden.
3. Facial hair is permitted 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

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



Blazers - from £8.00

White shirts (long & short sleeved) - £1.00

Black Trousers/Sixth Form Skirts - £3.00

V-neck black jumpers - £3.00

House Ties /Sixth Form ties - £1.50

House Rugby shirts - £5.00

House Athletics Vests - £3.00

Sports shorts - £1.50

Football Socks - £1.50

Shin pads - £2-2.50

White T shirts - £1.00

Cricket kit From - £3.00

Spikes/Trainers - £5.00

Craft Aprons - £1.00

Coats From - £5.00

School bags - £3-5.00

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.

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		35p
Glue Stick	£10.99	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