



Student Guide

2026



Welcome

As a school we are delighted that you want to continue your studies at Swakeleys Sixth Form. I am very confident that you have made the right choice!

I am very proud of the success our Sixth Form students achieve academically, but also in the way they contribute to the school community, and act as role models for students in younger year groups.

We have high expectations and standards of students in Sixth Form. This is because we are very ambitious for your future and want you to share in those aspirations for yourselves.

Being a Sixth Form student will be different to being a student in younger years. You will discover that you will face new challenges and also enjoy new opportunities, responsibilities, and freedoms.

The purpose of this guide is to prepare you for this next step in your education. Please read it carefully so you are clear on what it means to be a student here in Swakeleys Sixth Form and how you can get the most out of your time with us.

It is normal to feel a little nervous when thinking about beginning Year 12 but I hope that the induction day and this guide will reassure you that you will be well supported in your time at Sixth Form. I also hope that you feel excited about beginning your Level 3 subjects and getting involved with all that our Sixth Form community has to offer

Mr Hayden
Assistant Headteacher
Head of Swakeleys Sixth Form



Sixth Form Structure

When you join the Sixth Form you will be placed in one of 10 forms. Forms are made up of Year 12 & Year 13 students. Each form is led by an experienced Sixth Form tutor and has at least one Senior Prefect who acts as student voice for the form group.

S	ROOM S6	F	ROOM S3
I	ROOM S10	O	ROOM S7
X	ROOM S9	R	ROOM S8
T	ROOM S5	M	ROOM S2
H	ROOM S4	@	ROOM S1

If you were at Swakeleys in Yr11 you will retain your previous House and can still participate in House competitions and attend your House Assembly. If you are a new student you will be allocated a House when you enrol.

Alongside your tutor the other members of the Sixth Form team are:

Mrs Quick - Sixth Form Administrative officer

Mrs Lee - Sixth Form Administrator

Mrs Quick and Mrs Lee work in the Sixth Form office and deal with day-to-day student queries.

Mrs Cherry - Sixth Form Pastoral Lead - *Mrs Cherry is responsible for attendance, well-being, safeguarding and personal development in the Sixth Form.*

Mrs Tooker - Sixth Form Academic Lead - *Mrs Tooker is responsible for helping students on their academic journey and co-ordinates the Post 18 support for all students.*

Mr Hayden - Head of Sixth Form - *Mr Hayden oversees the Sixth Form, especially student academic progress and quality of education.*

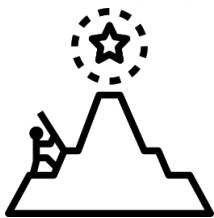
Characteristics for Success

We want students at Sixth Form to leave us having achieved their goals. In order for students to be successful we strongly believe they need to develop 5 key characteristics. In the first half term Year 12 students are taught about these in more detail, and we do regular target setting based on these characteristics.



VISION

Successful students know what they want to achieve



EFFORT

Successful students put in many hours of proactive independent study



ORGANISATION

Successful students manage their learning resources and their time well



ATTITUDE

Successful students respond constructively to feedback and setbacks



PRACTICE

Successful students practice and develop their skills

Sixth Form student timetable

One of the biggest changes to life as a Sixth Form student is having fewer subjects and therefore less taught lessons.

The majority of students will be studying 3 A Levels or BTEC's. Over the course of a fortnight, students will have 9 lessons for each subject studied. An example timetable is below:

Period	Mon	Tues	Wed	Thurs	Fri
1	HISTORY	RE	POLITICS	INDEPENDENT STUDY	SUPERVISED STUDY
2	POLITICS	SUPER CURRICULAR STUDY	SUPERVISED STUDY	RE	PSHCE
3	SUPERVISED STUDY	POLITICS	HISTORY	POLITICS	INDEPENDENT STUDY
4	RE	HISTORY	INDEPENDENT STUDY	INDEPENDENT STUDY	POLITICS
5	INDEPENDENT STUDY		RE	HISTORY	INDEPENDENT STUDY

Alongside lessons, students will also have:

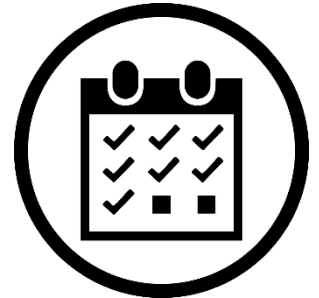
- **6 supervised study periods per fortnight**– in the LRC, focused on completing revision / exam practice activities.
- **2 Super Curricular study periods per fortnight**– focused on completing activities that go beyond what is taught in the classroom.
- **12 independent study periods** – students can study in the canteen, first floor common area / S8 / or LRC. If a student has an independent study period P4&5 or just P5, with parental permission they can leave Sixth Form and study from home.
- **1 lesson of PSHCE per fortnight** – focused on preparing students for future options and independent living

Expectations of a Sixth Form student

Attendance

We know through experience that there is a strong link between attendance and academic progress. We therefore have very high expectations in regards to student attendance & punctuality to ensure all students have the best possible chance of fulfilling their potential.

The Sixth Form attendance expectation is that it should remain above 96%



If you are unwell or require to miss a day of school then a parent or carer must contact the Sixth Form office as soon as possible. Students cannot report their own absence. We expect that if medical appointments are required then wherever possible these are scheduled for outside of school hours. Students are expected to catch up on any work missed in a lesson.

If attendance drops down below 96% without a known good reason there are four stages of intervention:

- 1 – Phone Call home
- 2 – Formal letter home and monitoring report to Form Tutor
- 3 – Parental meeting & Attendance contract to Pastoral lead
- 4 – Parental meeting & Attendance contract to Head of Sixth Form

If attendance drops below 85% in a subject and does not improve after moving through the 4 stages above, a student will be disapplied from the subject. This means they will no longer be allowed to study the subject and will not be entered into the exam.

We also prioritise punctuality as a key study and life skill. Students who are late to school receive a late detention at lunch on the same day

Truancy (non attendance to a lesson without a reason) triggers an immediate call home. Any truancy will result in an after school detention to catch up work missed.

Dress Code

Members of our Sixth Form are role models for younger students and play an important part in representing the school in the wider community. We aspire to prepare students for progression into their chosen career and to create a climate where all can achieve their full potential. To support this ethos, all Sixth Form students are expected to dress as if they were working in a professional workplace. Students should dress in a comfortable and smart manner.

Inappropriate clothing:

- Jeans
- Sportswear (including hooded jumpers) and sports shoes.
- Low cut tops
- Short skirts / shorts

Students attending Sixth Form in inappropriate clothing will be asked to go home and change before returning to school. Parents will be informed.

Conduct

As a school community we are diverse and respectful. All students and staff therefore should be able to feel safe and valued.

We therefore expect all Sixth Form students to demonstrate through their words and actions that they are committed to these values both in and outside of school.

We are also trusting and kind to each other and would expect that as mature young people approaching adulthood that our Sixth Form students would model exceptional manners, demonstrate gratitude, and look to support others when they can.

Any conduct that conflicts with our values such as rudeness, bullying, prejudice, and discrimination will not be tolerated and will result in an investigation and appropriate sanctions being given.

WE ARE RESILIENT AND SUCCESSFUL

WE ARE TRUSTING AND KIND

WE ARE DIVERSE AND RESPECTFUL

Bridging the Gap

One of the most common experiences of new year 12's is finding the first few weeks challenging, as the level of study and expectations are more demanding at Sixth Form compared to GCSE. You will be learning more challenging content and will have more personal responsibility for studying independently. In order to achieve your very best you need to be prepared.

Subject transition work

To support this transition, each subject will provide transition work to be done over the summer holidays. This will help you prepare for what Level 3 studies will require of you and begin to get you into good independent study habits. By completing the transition work you will ensure you begin Year 12 in the best possible way.

Transition work is not optional and all students will sit a baseline assessment in each subject at the start of Year 12 to assess knowledge and skills gained through completion of the transition work. This will ensure teachers are able to ensure all students are well supported in these early weeks of the term.

To support the transition further, we would also really encourage you to look at the super-curriculum resources for your chosen subject areas. Please see the page later on in this guide on Super-Curricular activities for more guidance.

All resources above will be available on the Sixth Form section of the school website

Study Skills for Success Programme

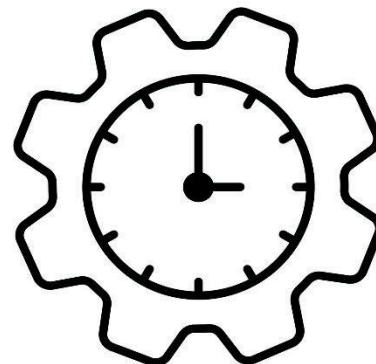
In the first half term of PSHCE in Year 12 you will have lessons on key study skills needed at KS5 that were less important lower down the School:

- Time management and the effective use of your independent study periods
- Note taking and academic reading
- Wider research and completing Super Curricular activities

Managing your time

Alongside getting to grips with more challenging subjects and different ways of studying, you will also have more responsibility to manage your time.

All Sixth Form students will have both Supervised and Independent (unsupervised) study periods on their timetable. Supervised study periods will take place in the Sixth Form LRC, where a register will be taken and students must work in silence.



Independent study can be done in school or at home (if P4 or 5). It is important that you make the most of your study periods, and this will require you to manage your time well. We therefore encourage all students to make weekly plans.

At the start of each week make a short list of priorities for the week ahead. You can look at your timetable, at the work you have set, and other deadlines. This will help you feel calmer and more in control of your time

- Write down a list of the key tasks you have to do out of lessons
- Prioritise them - High (need to be done in next two days), Medium (this week), Low (when I can)
- Think about your week - Plan in when you are going to do these tasks using study periods and time after school

It would be advisable to buy a week to date diary (as you will no longer be provided with a link book) or use an app to help with this.

Your subject teachers may also expect you to organise your notes in folders, with dividers – rather than providing exercise books. Check and try to organise this before your start.

Super Curricular Activities

Alongside your specific subject studies all students in Swakeleys Sixth Form are expected to spend at least 1 hour per week engaged in Super-Curricular activities.

What is it?

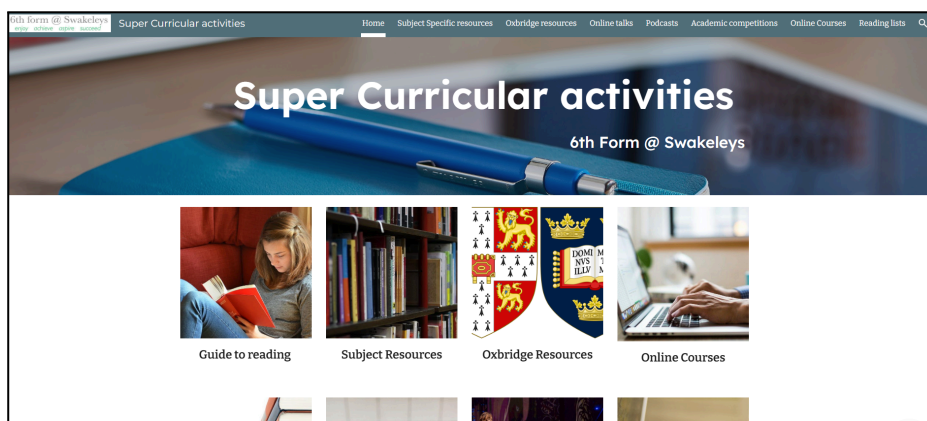
Super-curricular is different from extra-curricular. Extra-curricular activities are those outside of a student's chosen topic, and unrelated to their studies, whereas super-curricular activities take the subjects they study further, beyond what they have learnt at school or college.

Why is it important?

Highly selective universities explain that Super-Curricular activities can help a student make a competitive application, and prepare them for a challenging academic environment. Super-Curricular participation can enhance a personal statement, and give a student a greater confidence in their subject choice. Beyond that it's likely that students will develop new ideas and opinions, critical thinking and analytical skills, and an ability to understand new information from different sources – this is all great preparation for future success

What is a super curricular activity?

- Books
- Articles and Journals (e.g. Hodder review series)
- Websites
- Videos /Lectures
- Podcasts
- Online Courses (Future learn / Open Learn / Coursera)



We have our own dedicated website with links to hundreds of super-curricular activities

<https://sites.google.com/swakeleys.org.uk/supercurricular>

Extra-Curricular Activities

In order for students to enjoy their time here and feel a part of our community we expect everyone to play a role in the life of the wider school. This could be through attending a lunchtime club, volunteering at a school event or planning and running your own project. There are a huge number of opportunities for Sixth Form students to choose from. In the past year these have included:

- Literacy and Numeracy mentoring
- First Aid Club
- Duke of Edinburgh
- Mark Evison Award (student led projects, funded by external charity)
- Fundraising Halloween dress up day
- Winter Bazaar
- Ice skating / West End theatre trips
- Sports Day & Sixth Form sports afternoon
- Gender & Sexuality Alliance
- Science Astronomy Club
- Islamic Society
- Subject Ambassadors
- Debates Club
- Music clubs (drumming / guitar/vocal)
- Mindfulness club
- Journalism Society and student newspaper
- Music Evening and School Show
- Law society
- House Events (e.g uno/chess/talent/Bake off)

We are very supportive of Sixth Form students running their own clubs (with adult support). We also encourage students to get involved in organising and leading assemblies.

We aim to organise one Sixth Form social activity each half term for all students to participate in. Each week in form we also have a form news quiz with a termly winning form.

Sixth Form Community Champion Award

As part of encouraging your extra-curricular involvement in the school we want to recognise and celebrate students who are involved in voluntary activities in the school that make a positive difference to others.

We all benefit from the help and support of others and so it is important that we also look to give back as well.

There are three levels of awards:

Bronze award – a student has complete 10 hours of volunteering in the school

Silver award – a student has completed 20 hours of volunteering in the school

Gold award – a student has completed 35 hours of volunteering in the school

We would hope that all Year 12 students will be able to achieve at least a bronze award before they finish the academic year.

Students will need to complete a volunteer log, outlining the activities they have done. They will also have to complete a reflection sheet to explain what impact they had and what they learned from the experience.

Students who achieve a community champion award will receive a certificate and lanyard badge to celebrate their achievement.



Sixth Form Student Leadership Team

Each year we encourage applications to become a Senior Prefect or a Head Prefect as part of the Sixth Form Student Leadership Programme. The Student Leadership Programme runs from May-April. Successful students will receive training and have opportunities which will help prepare them for future leadership roles.

Head / Senior Prefects are responsible for representing the views of Sixth Form students, supporting school events, completing weekly lunchtime duties, and working on projects to improve the school community. Feel free to speak to them about any issues / ideas you may have regarding Sixth Form.

The team for 2026/27 are:

Head Prefects

Aaliyah Grant & Shurthi Murali



Deputy Head Prefects

Sirine Boudoumi, Zahra Shalaby & Amy Sidhu



Senior Prefects

Hanyia Ahmad, Aksiga Suyanthan, Shabnam Sadighi, Sabeeka Amin Syeda, Rowey Sowe, Alia Kasmani, Eklive Kaur, Kayane Tharmakilasingam, Malak Assi, Naina Sood, Naysa Bhatia, Uma Daurka, Zeynep Mazi, Alissya Encarnacao, Iyana Otukoya, Kleo Wilson.

Planning for the Future

Believe it or not but your time in Sixth Form will go very quickly and it is important that even before you begin you are considering what you might do after you leave us. Students who have a clear vision of why they are in Sixth Form and what they want to achieve will be more motivated and committed towards their studies.

Every year we are so proud of the wide range of different destinations our students go on to and we want to encourage you to aspire to be like them & be very ambitious for your future.

There are three main pathways after you complete your 2 years at Sixth Form:

1. University
2. Apprenticeships (including Degree apprenticeships)
3. Work place

In January 2027 we will begin our programme of support for students in choosing and preparing for future options.

In Sixth Form, students will continue to use Unifrog as the primary online resource for support.



We have tailored support for students interested in the most competitive courses, with a weekly Oxbridge Society and regular medicine based workshops run by external providers.

Students interested particularly in apprenticeships and workplace options will be able to make appointments with our specialist Sixth Form careers advisor.

In the Sixth Form we also have a regularly updated online opportunities notice board which includes university open / taster days, work experience opportunities, company insight days etc. Students are encouraged to check this weekly.

In the summer of Year 12, students have two days of focused support where a wide range of guest speakers come into school to advise students.

Alongside this all Year 12 students will be expected to organise work experience in the summer term 2027.

Your Wellbeing in Sixth Form

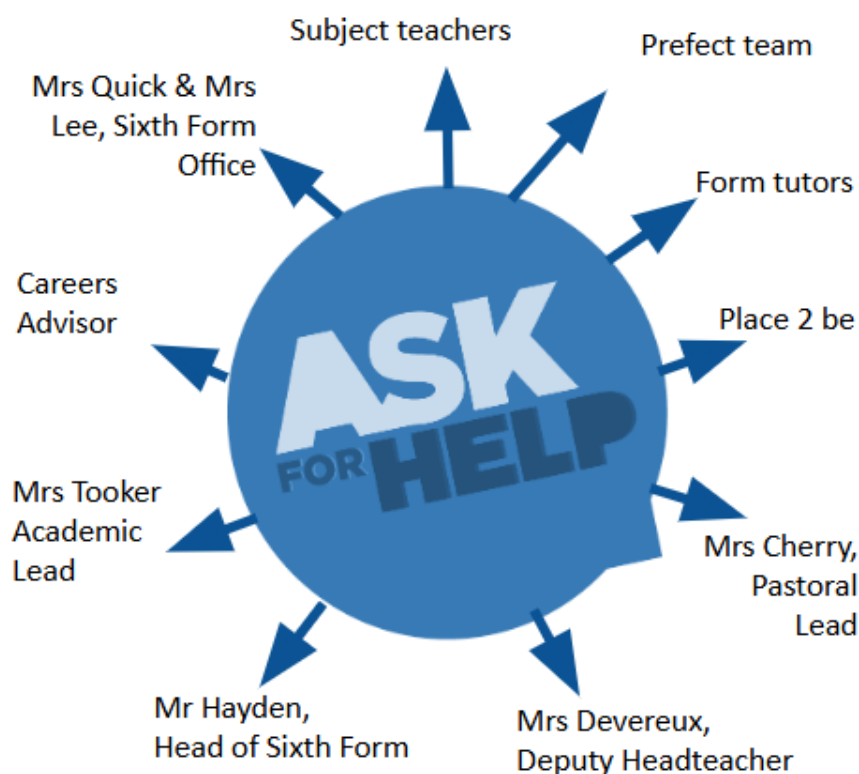
We want you to feel happy, safe and supported whilst at Sixth Form so you can enjoy your time here together.

We place great importance on mental wellbeing and ensuring all students are equipped to cope well with issues such as managing stress and looking after themselves in examination periods.

We have a team of Student Mental Health Ambassadors who also work to ensure the right support is in place.



We encourage all students to make the most of the wide range of support on offer when times get tough during Sixth Form. Whether you are having difficulties with your subjects, career choices, emotions, family or friends, there is always someone you can turn to in Sixth Form.



We also have a designated Sixth Form prayer room available for students at lunchtimes

Examinations and Assessments

In Year 12 you will begin two year A level or Vocational courses. In order to support your academic progress and ensure you get the right support throughout your time in Sixth Form there will be regular milestone assessments during both years. These assessments are formal exams that will be used to measure current attainment and build a picture in relation to setting predicted grades for university and apprenticeship applications.



Year 12

Sept – Baseline Assessment
(in class)

Jan – Milestone Assessment 1
(in class)

May – Milestone Assessment 2
(Formal mock)

Year 13

Oct – Milestone Assessment 3
(in class)

Jan – Milestone Assessment 4
(Formal Mock)

Study leave will be given for Milestone assessment 2 in May (Year 12) and Milestone Assessment 4 in January (Year 13). Students who significantly underperform in these two internal examinations will be expected to attend a retake after receiving feedback from their teacher.

Predicted grades will be issued in June Year 12, after Milestone Assessment 2

Year 13 will sit their final external A level & BTEC exams from May - June in 2028

Financial Support

As a Sixth Form student you will be required to purchase supporting materials such as books or subject specific equipment.

To support this, all students are able to loan textbooks from the Sixth Form for a small deposit.

In Swakeleys Sixth Form we also offer a bursary fund, which is designed to support students who may struggle with the costs of full-time education or training.

The school receives a bursary fund from the Government, which is then used to provide for students' educational needs. Students who successfully apply will be provided with course related materials, in addition to support with meals, clothing and transport. The resources provided are based on the individual circumstances of each student and also dependent on the amount of students accepted onto the scheme

Students will be provided information on how to apply for support when they enrol on Results Day

Enrolling for Sixth Form – Thurs 20th August

Your place in the Sixth Form and the subjects you have chosen are conditional on meeting our entry requirements. It is important therefore that wherever possible, you attend GCSE Exam results day on Thurs 20th August, in person.

All students with an offer and who have met entry requirements [need to enrol](#) with Sixth Form staff on GCSE results day to confirm your place. If you are unable to do this, you will need to speak to the Sixth Form office before the end of the school term.

If you have not achieved grades that meet with general or subject specific requirements you will need to meet with a member of the Sixth Form team on results day to discuss alternative pathways.