



SIXTH FORM

Sixth Form Handbook September 2025

Welcome to Farmor's School Sixth Form. We hope you have a very happy and successful time here. This handbook has been designed to provide you with core information you need to know about how the Sixth Form runs.

This is not only to help you to settle in quickly, but also to give you information to support your studies throughout your time here. Your time in sixth form will fly by, so please make time to read through this handbook so that you have as much information as possible about what to expect over the next two years.

If you have any questions that are not answered by this handbook, then please come and ask a member of the Sixth Form team when you come in for your September induction day.

This handbook is intended to be read alongside the sixth form code of conduct, which sets out our expectations.

Well done on the hard work that has got you this far and we look forward to sharing this next stage of your journey with you.

Mr H. Bew
Assistant Headteacher, Head of Sixth Form



Term Dates 2025-2026

Term 1

Monday 1st September – Inset Day, School Closed to Students

Tuesday 2nd September – Year 7, 10 & 12 Return to School

Wednesday 3rd September – All Students Return

Thursday 26th September – School will finish early for Open Evening

Tuesday 21st October – Term Ends

Wednesday 22nd October – Inset Day, School Closed to Students

Term 2

Monday 3rd November – All Students Return

Friday 19th December – Term Ends

Term 3

Monday 5th January – Inset Day, School Closed to Students

Tuesday 6th January – All Students Return to School

Friday 13th February – Term Ends

Term 4

Monday 23rd February – Inset Day, School Closed to Students

Tuesday 24th February – All Students Return to School

Thursday 26th March – Term Ends

Friday 27th March – Inset Day, School Closed to Students

Term 5

Monday 13th April – All Students Return to School

Monday 4th May – School Closed May Bank Holiday

Friday 22nd May – Term Ends Monday 25th May – Bank Holiday Monday

Term 6

Monday 1st June – Inset Day, School Closed to Students

Tuesday 2nd June – All Students Return to School

Thursday 23rd July – Term End

The School Day - Timings

THURSDAY			ALL OTHER DAYS	
08.45 – 09.50	Period 1		08.45 - 09.00	Tutor
09.55 - 10.55	Period 2		09.05 - 10.05	Period 1
10.55 - 11.15	Break		10.10 - 11.10	Period 2
11.20 – 12.20	Period 3		11.10 - 11.30	Break
12.25 – 13.25	Period 4		11.35 - 12.35	Period 3
13.25 - 13.55	Lunch		12.40 - 13.40	Period 4
14.00 – 15.00	Period 5		13.40 - 14.20	Lunch
			14.25 - 15.25	Period 5

Your prompt arrival in lessons, with all the necessary equipment outlined later in this handbook helps to make sure you are ready to engage with your lesson, as well as ensuring that the entire class can work together effectively



Managing your time effectively in Sixth Form

Study Skills

This is a general term for all those habits that make study easier and make you more successful and confident. You will be taught these by your subject teachers, whilst the Sixth Form team will support you to manage your time across your subjects. If you are struggling with anything, just come and ask for some advice. A Levels require more independent study, so do follow the tips and advice your staff give you.

Study Periods

One of the biggest changes from year 11 to Sixth Form is that you don't have lessons all the time. However, if you are to succeed at A level, it's important that you get into the habit of using your non-contact periods effectively. We make this easier for you at the start of the year by giving you designated study periods where you must be in the LRC. As the year goes on, you will work out what study patterns work best for you, and we can discuss how you use your time in school. You can of course, use the LRC for silent work outside your timetabled sessions or you can study in the common room areas if you prefer to work more collaboratively.

Using the Sixth Form Spaces

The LRC is a designated silent working space, where you can focus on tasks, work and revision. The wider sixth form has been designed for you to use as a collaborative working space, so that you can work in your subject cohorts.

Signing in and out

If you leave the school site at break or lunchtime you must sign in/out from the LRC. This is a health and safety requirement essential for checking your whereabouts in the event of a fire. Please also sign in and out during study leave and exam periods.

Mobile phone use

Students should not use mobile phones during lessons or in the LRC. Phones may not be used around site other than the Sixth Form area – remember you are setting an example to lower school students who are not allowed to have phones out in school at all. Phones and devices are not permitted in lessons, unless at the direct instruction of your teacher.



What equipment do you need?

You will need folders, dividers, A4 file paper, revision cards, pens, pencils, clear plastic wallets, highlighters, and a bag for all this stuff. Your individual subjects may well also have textbooks that you need to buy, so read the preparatory material carefully and get yourself organised. There are always free folders, paper, wallets etc available in the LRC if you are short – just ask Mrs King or Mrs Shipman.

ICT facilities

You have access to the computers in the LRC. You are also very welcome to bring in your laptop or tablet; there are electrical sockets in the LRC that you can use. There is Wi-Fi throughout the Sixth Form and Library to support your studies. You will receive a printer ID number to use the printer in the LRC. Please use double-sided printing where possible.

Attendance

You must have signed in to Sixth Form by 8.40am every morning and should work through the day until at least 3.25pm. A routine will help you put the time in and manage your workload. It will also mean you have more time during the evenings and weekends for doing other things. If your attendance falls below 95% then this will trigger a response from the Sixth Form team.

Absence

If you are absent for any reason, you must email sixthformadmin@farmors.gloucs.sch.uk to let us know and explain the reason for your absence. Make sure that you copy in your teachers, tutor and a parent or guardian. You are expected to catch up work and learning missed in any lesson.

Tutor time

Every morning - apart from Thursday - you will attend tutor time from 8.45am to 9:00am. This is essential for getting the day's notices and so that your tutor can get to know you. In addition, during tutor time, your tutor will discuss your overall progress with you, support you to overcome any barriers you may be facing, as well as working with you on your study skills.



The Wider Sixth Form Curriculum

Enrichment

The enrichment programme on Wednesday afternoons offers a range of activities which are fun and social each week. This can be a great way to keep physically and mentally healthy, as well as widen your overall experiences. Your enrichment sessions are mandatory.

Options this year include:

- Politics and Debate
- Engineering
- Art and Textiles
- Italian
- Spanish
- German
- PE and Sport
- Music
- Community Action

Over the course of your time in Sixth Form, there will be lots of other opportunities to broaden your horizons so be prepared to try new things!

Speakers

On a Thursday p3, once a fortnight, students will have a talk from a visiting speaker. These are designed to help you see beyond the scope of your studies, covering a wide variety of topics, issues and ideas. Broadly, in Y12, these sessions will focus on your post-18 pathway, whilst, in Y13, they will explore more demanding and challenging topics.

At key points through the year, Mr Bew will, also, lead speakers sessions - this is to help you focus on key activities, such as revision and responses to your mock exams, preparation for sending university and post-18 applications, as well as openly discussing key themes in the sixth form.

Assessment and Reports

For each one of your subjects, you have a Benchmark Grade (BG). This grade is set by comparing what students gained nationally at A level when they started from the same GCSE performance as you, and are set in line with the top 25% of students nationally. BGs are helpful to give you an idea of the grades you should be aspiring to at least achieve, if not beat. These are not predicted grades for you. On average, our students achieve these grades but many of our students achieve two or even three grades above this.

At regular intervals, your teachers will give you a probable grade (PG). This is the grade that they think is the most likely outcome for you at the end of the course in Y13. This is based on your current assessment scores, and where we might typically expect students to achieve, when compared with historic performance.

If your PG is below your BG, then we know there might be a problem somewhere and that is the time that we would look at your teachers starting a subject support plan.

Your UCAS predicted grade is what your teachers think is the best possible grade that you could achieve if you work hard all year. It tends to be slightly higher than your other predicted grades – it's a best case scenario grade and the one that you will use on your UCAS application or any other post-18 application.

Assessments

Throughout Y12 you will have regular assessments in all subjects, and these are collected cumulatively throughout the year to give you a predicted grade for UCAS at the end of Y12. There will also be Summative exams at the start of Term 6 in Y12.

There are also formal assessment points. In January of Y13 there is a Mocks Week where you will have a realistic experience of sitting A level exams.

We will report three times to you and parents during Y12, and twice during Y13, so that you receive key updates throughout the course of your time in the sixth form. Of course, your ongoing discussions with your teachers will continue to be the most important source of feedback.

The Sixth Form Team

Our experienced team are looking forward to working with you. Our team, and their email addresses are set out below. Our core team is led by a Head of Sixth Form (Mr Bew), who is also a member of the school's leadership team, a full time Pastoral Manager (Ms Shipman), and our Sixth Form Administrator (Mrs King).

Our team of tutors are all very experienced teachers, and have been working extensively with sixth form students throughout their careers. We are all here to support you, when you need it, as well as making sure you have every opportunity possible, as you move through your sixth form experience.



Mr Bew
Head of Sixth Form
hbew@farmors.gloucs.sch.uk



Ms Shipman
Pastoral Manager
eshipman@farmors.gloucs.sch.uk



Mrs King
Sixth Form Administrator
kking@farmors.gloucs.sch.uk



Mr Pike
Head of Languages
spike@farmors.gloucs.sch.uk



Mr Rowan
Teacher in Charge of Biology
arowan@farmors.gloucs.sch.uk



Mr Speake
Head of History
jspeake@farmors.gloucs.sch.uk



Ms Smith
Head of DT
jdawson@farmors.gloucs.sch.uk



Mr Imeson
Head of Business and Economics
pimeson@farmors.gloucs.sch.uk



Mrs Lines
Head of Maths Teacher
alines@farmors.gloucs.sch.uk



Ms Futtu
English Teacher
sfuttu@farmors.gloucs.sch.uk



Mrs Fisher
English Teacher
hfisher@farmors.gloucs.sch.uk



Ms Simmonds
Head of English
ssimmonds@farmors.gloucs.sch.uk

Positions of Responsibility

Sixth Form students have the opportunity in January of Y12 to apply for several roles of responsibility. The job descriptions for all these are available in the Sixth Form Student Leadership section of the website. This gives you an outline of the opportunities so you can think about whether you might have the time, interest and commitment for these challenges.

Heads of School

These roles are for students who want to represent the school at formal events, including such things as public speaking at parents' events and laying the wreath on Remembrance Sunday at the church. Students campaign for these roles and are elected by staff ballot of teaching, associate staff and governors. The Heads of School lead the overall SSLT group in the school.

Student Presidents

These students run the School Council. They are the heads of Student Voice in school and act as advocates for the student body.

Sports Captains

Our sports captains are focused on ensuring that sixth formers are a core part of the school's sporting life – be this through refereeing, coaching or leadership opportunities. Some sports captains will be talented sports people themselves, and others will be just as keen to highlight the crucial role that sport can play as part of an active and healthy lifestyle.

Heads of House

We have four Houses in the school and these students apply to run the different house events from Sports Day to House Factor and the House Bake Off. New events are always welcome, as is anything that raises the profile of the Houses and makes the younger students feel that they belong and are proud of their House. The core focus of the Heads of House is to lead the charitable fundraising amongst students in the school.

Careers Guidance

A Levels are the stepping stones to what you want to do next. That next step might be university, an apprenticeship, employment or you might not have a clue what you want to do next. At Sixth Form, we will support you in whichever pathway you choose, and you will be offered plenty of opportunities over the next two years to improve your skill set, develop your CV, and explore what you might like to try next. These are some of the kinds of support available to you.

Regular meetings with your tutor

You will discuss your progress, how you're feeling about your studies, what is going well and what you might want more information or advice on.

Weekly Newsletter

These will be sent to your email. These contain different opportunities each week for courses, open days, work experience, employment and visiting speakers. You should read these and see what interests you.

Fortnightly Personal Development/Careers Slot

We will have a range of speakers and people from all sorts of different fields who work in different careers and sectors in society. It will help you rule things in and out as you develop your interests and plans.

Careers Guidance

Lisa Mitchell is our resident careers guide. You will be able to book an appointment to see her for advice and guidance. Her email address is lmitchell@farmors.gloucs.sch.uk.

Work Experience

If you are interested in a particular field, we will help you to set up work experience in that area. We have a huge range of contacts that is developing all the time.

Alumni network

Sometimes you just need someone to talk to. We have an extensive network of ex-students who have offered their services to talk to you about their field.

UCAS/Employment/Apprenticeships

Whatever you decide to do when you finish Sixth Form, there are dedicated days in the summer when we take you through the processes and support you in writing your personal statements or CVs and choosing your courses and getting your application together.



Farmor's School 16-19 Bursary Fund

Farmor's School has a bursary fund available to provide support for those sixth form students who qualify as vulnerable students and for others from less well-off backgrounds. Its purpose is to provide financial support to help students remain in education.

For the most up to date information regarding the Bursary, please [click here](#) or please contact Katy King, Sixth Form Administrator, (sixthformadmin@farmors.gloucs.sch.uk)
Tel. 01285 712302 Ext 112.

You may also find the information on Farmor's Website -> Financial Help.

Frequently Asked Questions

I'm going to miss a lesson for a medical appointment or a trip. What do I need to do?

You will need to contact all your teachers via email to let them know of your absence and to check what work will need to be completed in your absence. You should also "cc in" sixthformadmin@farmors.gloucs.uk, your tutor and your parent/guardian.

Can I go out of school during the school day?

You may leave the premises during the day as long it is not during one of your timetabled sessions, including your study sessions. You **MUST** sign in and out when you leave and return.

I want to change subjects. What do I do?

You need to consider this decision carefully as there will be implications for your workload. If you are certain that you would like to switch to a different course this must be done within the first few weeks of term. You need to speak to your tutor and your subject teachers to discuss your thoughts behind the change. If you have had these conversations, then see Mr Bew, to start the process.

I keep getting low grades for my work and I don't know how to improve.

Speak with your subject teachers. It is very likely that they will have written comments as to how you can improve on your submitted work so check that too. Your teachers will not mind you approaching them for help: they are a resource too remember! Lower grades are perfectly understandable at the beginning of an A level course; you will spend the next 2 years working towards the top grades. It is important that you seek feedback and work towards your target grade rather than feeling disheartened if you don't achieve it straight away.

I'm struggling with my studies; can I re-sit a year?

We are committed to offering you a personal and flexible learning pathway which can include a mix of courses over 3 years if necessary. This pathway can of course adapt as you develop in the Sixth Form and your ambitions may change. If you are struggling despite working hard, it may be you have chosen the wrong combination of subjects. Re-sitting Year 12 could be one of your options. In this case, come and have a discussion about your options with Mr Bew. If you are doing badly because you haven't been working hard enough, then you need to consider if A levels are the right path for you or whether you should be exploring different options. Mrs Mitchell can help you with this.

I am finding one of my subjects really difficult and I think I want to change to a different subject.

You should ask yourself why you feel like this: is it more work than you expected? Is everyone in the class 'getting it' and you're not? Are you consolidating your knowledge outside the lesson? Lots of students find A levels difficult and this is to be expected. They should be hard work! It is perfectly normal to feel overwhelmed with the transition between GCSE and A level but you need to talk to us about it early on rather than suffering in silence. Firstly, speak to your subject teacher to discuss your concerns. They may be able to provide further support. You should also discuss it with your tutor.



Are we allowed to use our mobile phones in school?

You may use your phones in the Sixth Form social areas but not when walking around the school. The rest of the school are not allowed to have their phones in view at any time so you should set a good example. In lessons, you must store your device(s) in your bag, unless directed to do otherwise by your teacher.

I am finding it difficult to make new friends - what should I do?

Starting something new brings challenges and can feel overwhelming, however there are lots of opportunities to make new friends. You will have different sessions with different people in tutor time, lessons, enrichment and study sessions. It can be difficult to 'make the first move' but you are all in a similar boat. You may have studied at Farmor's before or be new to the Sixth Form but new friendships will develop and change as students enter the Sixth Form. Talk to your tutor if you are finding it hard to make new friends. You can also speak to your teachers as they can help when allocating groups in class. If all of that feels daunting then come to talk to Mrs Shipman, or your tutor and we can explore ways to help you. It is almost guaranteed that you will not be the only one feeling that way.

I am being bullied. What do I do?

Talk to someone about it. Mr Bew, Mrs Shipman, or your tutor will listen and offer you support. We have a zero tolerance of any kind of bullying or unpleasant behaviour in the Sixth Form.

Where's the Exams office?

It is next to the stairs in the LRC. Mrs Mundy is the Exams Officer and can give you practically everything you need to know about exams, processes, dates and arrangements. If you have any concerns about your exams, please go and see her.

Can we use any of the toilets?

You have designated toilets just for Sixth Form. These are on the staircase nearest the common room.

When is the LRC open?

The LRC is open from 08:00-17:00 everyday.

My driving test is next week. When can I start driving to school?

Ideally, if you live in Fairford we request you walk to Sixth Form (we have very limited parking). If you do intend driving, you MUST register your car details with Mrs King. We do not charge for parking, unlike other Sixth Form providers, so we expect students to respect this privilege.

Students must drive sensibly and with due care, observing the 10mph speed limit – especially when arriving and leaving the school site and when passing the Primary School and Playgroup.

We expect students who are driving to school to prioritise their studies and not use their car for unnecessary errands or trips during the school day.

Any incident of dangerous driving may result in an immediate ban.