












# Lipson
Co-operative Academy

# Sixth Form Families Handbook
# September 2026




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# Who's Who in Sixth Form?



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Mrs Kelly
Exams Officer & Sixth Form Administrator
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Welcome to Lipson Sixth Form.

This handbook aims to provide you with a detailed overview of what to expect during your child's time in Sixth Form, helping you navigate through this exciting stage of their educational journey.

At Lipson Sixth Form, we believe in fostering an environment that nurtures academic excellence, personal growth, and the development of essential life skills. Our dedicated and experienced staff members are committed to empowering students to pursue their passions, reach their full potential, and prepare for life beyond school.

Throughout this handbook, you will find some key information to help support your child's journey with us. We firmly believe in the importance of a well-rounded education and understand the importance of supporting students in getting the best possible grades, whilst also recognising the need to develop individuals ready for the world, which is why we embrace both academic and personal development.

Alongside academic studies, we encourage students to engage in a range of extracurricular activities, including sports, clubs, societies, community service, and leadership opportunities. These activities are designed to enhance leadership, teamwork, and interpersonal skills, fostering personal growth and helping students build lasting connections with their peers.

Our pastoral care system plays a crucial role in supporting students through their Sixth Form journey. We provide a supportive and nurturing environment where students feel comfortable discussing their concerns, as well as promoting positive mental health and wellbeing initiatives. Encouraging an open dialogue between staff, students, and parents/carers is essential to ensure a holistic approach to each student's wellbeing and I welcome conversations at any time.

Furthermore, this handbook will provide you with essential information regarding our high standards of behavior, dress code, attendance policies, as well as assessment and examination timelines to help support your child during arguably the most difficult two years of their school career. We believe that promoting discipline, responsibility, and accountability is vital in preparing students for their future professional and personal endeavors.

We look forward to a successful, inspiring, and enriching Sixth Form journey for your child, and we are here to support both you and them every step of the way.



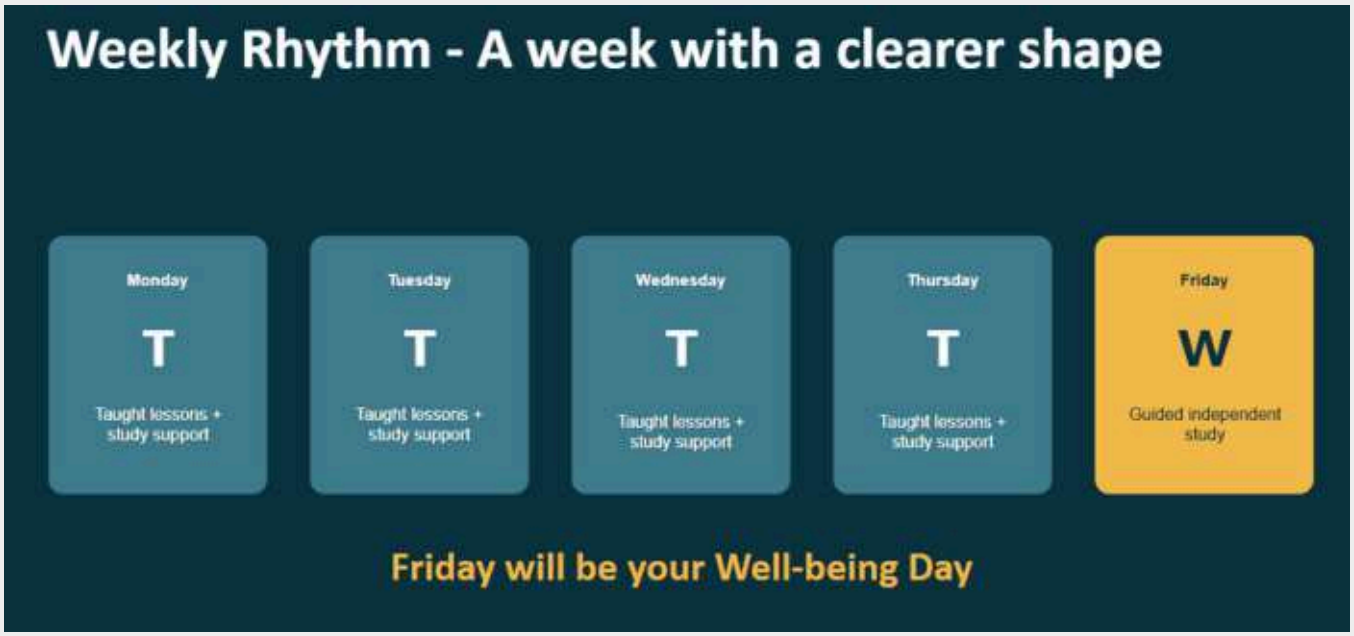
# Expectations in a Nutshell

In addition to the contract that students sign before they start, I would like to summarise and explain a few areas that may be different to previous years:

**The Start of the School Day**
New for this year, we ask that all students arrive at school for an 8.50am start.This approach means that there will no longer be a designated morning tutor time, with students arriving at 8.50am ready to begin their lessons promptly at 9.00am.

**Lanyards**
No different to previous years but a healthy reminder is always useful - it is the expectation that our Sixth Form students wear lanyards at all times whilst onsite. This allows for students to be easily identified and our wider safeguarding responsibilities to be fulfilled.

**Four Day Week**
Through informed and intelligent redesign of our curriculum, students will receive exactly the same curriculum time between Monday-Thursday whilst benefiting from a dedicated fifth day on Friday to pursue opportunities that will strengthen their future applications and personal development. Students will be able to use this time for independent study, work experience, volunteering, university preparation, wider reading, employment or additional enrichment activities. Students are still welcome to attend school on Fridays and use the Sixth Form area for independent studies. This new approach will also help prepare students for the world of work ahead of them, putting a greater onus on students to organise their time earlier in order to prepare students for the independence that lies ahead.



# Expectations in a Nutshell

**Enrichment**
For most students, this will take place during their lesson 5 iStudy or after school as part of whole school enrichment. There will be a wide range of activities available for students to help nurture their mental and emotional wellbeing. We believe that, by prioritising students' overall happiness and self-care, they can better navigate the challenges of Sixth Form life.

Some of these activities will finish earlier than the school day and students will be allowed to leave early. However, they should not make weekly plans such as part time work or driving lessons during this free time as these afternoons will also be used for compulsory requirements throughout the year.

**Independent Study**
In addition to timetabled lessons, students will have an additional five hours a week on their timetable in iStudy. This is compulsory for all students and is a registered lesson in supporting students learning beyond the classroom. This is also a dedicated space for students to study after 3.05pm, and iStudy is open until 5pm every day, should they prefer to stay in school and study. Our I study area is also open on Friday for those students to who wish to attend.

**Dress Code**
A benefit of being a Sixth Form student is the opportunity to wear their own clothes. The only requirement we ask is that students are dressed appropriately for a learning and work environment. We follow the 3C policy where we ask students to wear clothing that is **C**lean, **C**overed and **C**omfortable.

**Mobile Phones/Headphones**
Whilst mobile phones and accessories are an integral part of life now and can be used as an excellent educational tool, we still ask students to abide by the whole school rules of not using them in the corridors. Should they be seen using their phones in the corridors, students will still be asked to take them to Sixth Form Office for the day. Students can still use phones and headphones appropriately in all of their social areas.

**Signing In and Signing Out**
When students leave the school site during the school day, they will need to sign out. This is a Safeguarding and Health and Safety requirement and is taken seriously. Should a student not sign out, a truancy call will be sent out and students could lose their Well Being Day.

**Working Hours**
Although we encourage students to gain wider experiences and earn some money through part-time work, the Sixth Form journey is a tough one and we recommend that students limit hours whilst in full-time education.



# Attendance

Lipson Co-operative Academy is committed to providing an outstanding educational experience for all students.

We believe that if students are to benefit from education, outstanding attendance is crucial. Poor attendance undermines progress and attainment and can lead to social disadvantage.

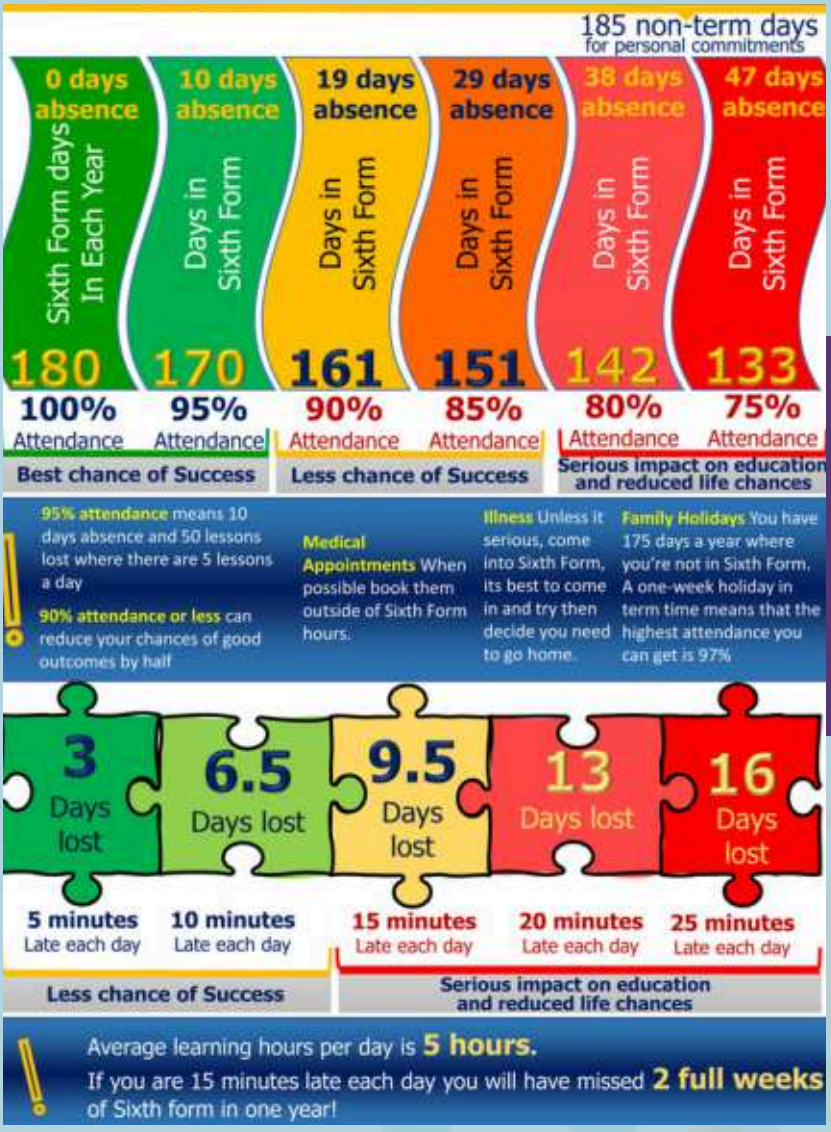
As an Academy, we do all we can to ensure maximum attendance for all students.

Any problems that prevent full attendance will be identified and addressed as speedily as possible.

For further information about the attendance policy in more detail, please go to www.lipsonco-operativeacademy.coop/Policies-and-Reference/

**Authorised Absence**
Only schools can authorise a student's absence, following guidelines set out by the Local Authority. These include university visits, work experience and religious observances.

**Unauthorised Absence**
This is when a pupil is absent from school without the authority of the school - it is also called truancy. The bursary will be reduced, if needed - see page 10.




None of the following reasons is an acceptable excuse for not going to school:

- Holiday in term time
- Oversleeping
- Time off for a minor ailment
- Taking a "long" weekend
- Looking after a brother or sister
- Taking the rest of the day off before or after a medical appointment
- Working
- Driving theory tests/driving lessons

**Methods of Reporting Absences**

In case of absence, parents/carers should contact the school by one of the following methods:

By phone to the Academy
01752 671318
or
Email Student Services
*sixthform@lipson.plymouth.sch.uk*

After two days of absence, you will be required to meet with a member of the Sixth Form team

# Lipson Sixth Form Attendance: the Process

**Attendance falls below 98%**

→ *School comms home
*Tutor to monitor

↓

**Attendance falls below 96%**

→ *Phone call by tutor
*Letter sent home

↓

**Attendance falls below 94%**

→ *Parental meeting with Sixth Form team
*Interventions
*Second letter sent home

↓

**Attendance falls below 92%**

→ *Parental meeting with Head of Sixth Form
*Placed on contract

↓

**Attendance falls below 90%**

→ *Parental meeting with Senior Leadership Team
*Final two-week contract
*Potential loss of place at Lipson Co-operative Academy

# Bursaries

PLYMOUTH City Council offers bursaries for certain students.

**What is the Bursary For?**
The fund provides help to students needing support to help them to stay in full-time education. The Bursary can contribute towards costs such as: books, equipment, field trips, accommodation, meals, transport, clothing and uniform.

**Who Can Get a Bursary?**

There are 3 categories

**Category 1 - Guaranteed Bursaries**

Young people in care;
*Care leavers;*
Young people receiving Income Support or Universal Credit in their own name;
*Disabled young people receiving both Employment Support Allowance and Disability Living Allowance (or Personal Independence Payments) in their own name*

**Category 2**

Students claiming Free School meals

**Category 3**

Students living in Households with income below £35,000

**How to Apply**

Please apply online, Links have been shared with the students via our Google Classrooms, or for more information please speak to one of our Sixth Form Team.

You also need to make sure you have a bank account in your own name, for the bursary to be paid into.

Bursaries are paid directly into your (the student's) bank account over the school year depending on continued attendance and behaviour.

If you do not attend or your behaviour is poor, you may not receive all or some of that month's bursary.

| The amount of bursary you will receive will be determined by your attendance level | |
|---|---|
| Attendance level of 98% or over | 100% Bursary Payment |
| Attendance level of 90-94% | 75% Bursary Payment |
| Attendance level of 85-89% | 50% Bursary Payment |
| Attendance level below 85% | NO Bursary Payment |

# Timeline of Events

| | Year 12 | Year 13 |
|---|---|---|
| **September** | - Course Confirmation<br>- Launch of Personal Development Lesson 5<br>- Student Leadership Team applications<br>- Suitability Tests | • Support Sessions for early UCAS entries (Medicine, Dentistry, Veterinary, Oxford and Cambridge<br>• Early entry UCAS deadline<br>• Advice and Guidance for Apprenticeships and non higher education applications |
| **October** | - Launch of Work Experience<br>- Scholar Scheme Applications<br>- Study Skills day | • Support sessions for all other UCAS applications.<br>• October Deadline for all UCAS applications.<br>• Individual practice interviews arranged.<br>• Study Skills day At Lipson |
| **November** | • Learn 2 Live - Driver Safety<br>• Colyton Foundation Applications | • University Admissions Interviews begin<br>• Mock Exams Round 1<br>• Sixth Form Parents' Evening |
| **December** | • Plymouth University Winter Conference<br>• End of term celebrations | • Mock results published<br>• End of term celebrations |
| **January** | • Sixth Form Parents' evening<br>• Pelican of London Applications | • Sixth Form Parents' evening<br>- Final UCAS Deadline |
| **February** | • Learn 2 Live - Crash Investigation | • Student Finance IAG.<br>• Budgeting<br>• Mock Exams Round 2 |
| **March** | | • Mock results published |
| **April** | • Learn 2 Live - Road SHaRP<br>• UCAS Conference in Exeter | • BTEC/CTEC Coursework Deadline |
| **May** | • Marjons PSHE / Well Being Day | • Final Exams<br>• Deadline for Firm/Insurance University Choices |
| **June** | • Mock Exams<br>• UCAS Preparation Program starts. | • Final Exams<br>• Leavers BBQ |
| **July** | • Work Experience Week<br>• Enrichment Trip<br>• Old School Sports Day | • End of Year Celebration Meal |
| **August** | | • Results Day |

# Rewards and Events

We are proud of the positive learning and teaching environment that we create throughout Sixth Form, and we recognise the importance of awards as an incentive for students to achieve their best.

Staff and students are encouraged to celebrate success at every opportunity and a range of rewards exist for this purpose:



I Study

Random acts of kindness nominated by peers

Reward cards

Achievement Points

Verbal Praise

Publication on the school social media

Enrichment trips

Phone call home

Subject Leader Award

Donut breaks Ice lolly

Celebration Breakfast

# Personal Development and Enrichment Opportunites

We understand that the success of a student does not always just come down to academic outcomes. Students' personal development and the experiences they gain are just as important as the hard work they put into their studies. This is key to being a Lipson student. By the time students leave Lipson, we want them to be well-rounded individuals who are confident in applying the skills and experiences they have learnt into everyday life. We recognise that every student has their own individual pathway and we want to be able to offer something to every student that will support them on that journey, which is why our offer of personal development and enrichment opportunities is so vast. On the current curriculum students will have access to:

IStudy - All sixth form students are expected to undertake independent study as part of their A Level courses. We have a dedicated supervised area set aside for completion of independent study and homework. We place a great deal of importance on Independent study, with current research showing that this has a great impact on students outcomes.

To support personal development and wellbeing all students have the opportunity to take part in the following:

Outreach Programmes in particular with Exeter and Oxford University
Discover Downing with Cambridge University.
Next Steps South West University Support
Medic Mentors for Medicine, Veterinary, Dentistry and Allied Healthcare students.
Reward/Wellbeing Events
University Scholars schemes
Pelican of London
Devon Wednesday Football team
Work Placements
Student Leadership
UNIQ






# Careers Education and Guidance in the Sixth Form

CAREERS Education and Guidance in the Sixth Form is led by Mrs Lincoln, who continues the work that has already been done within Years 7-11, but in a more specialised and individual way. The purpose of our careers programme is to make sure that students leave us in Years 12 or 13 as prepared as possible for the next step on their journey, whether that is to higher education; higher and degree apprenticeships; gap years; or employment. We aim to raise aspirations and promote social mobility, ensuring that all students have access to the best opportunities.

Some of our careers education programmes will be delivered via assemblies and specific one-off trips to employers, universities and careers fairs. However, the majority of careers guidance is very individualised as we recognise that students have very different career aspirations and therefore there is no one size fits all.

Mrs Lincoln is able to give 1-1 advice on Sixth Form course choices, university degrees and higher and degree apprenticeships. For more specialised support or if you do not know what you might like to do, you will be referred to Helen from CSW for an hour-long 1-1 meeting (as you were in Year 11).

Please speak to or email Mrs Lincoln in the first instance.

**Useful Websites**

*www.unifrog.org*

You have access to this via your school email account as the username from where you can reset your passwords. This platform will allow you to search for university, degrees and subjects with their entry requirements, as well as apprenticeships at all levels. Unifrog also has a CV and personal statement writing tool and Mrs Marshall is able to give feedback on both these.

*www.ucas.com*

This is the definitive website for all university institutions and courses and you will eventually use this website to apply for university, should that be your career aim. It also gives important and relevant information on degree apprenticeships.

*www.gov.uk/apply-apprenticeship*

This is the national database for all apprenticeship advertisements in England. Create an account and set up alerts for apprenticeships you are interested in so you know when to apply.

*www.skillslaunchpadplym.co.uk/youthhub*

Support for all young people in Plymouth on returning to education including City College etc.; finding a job or an apprenticeship; starting your own business; or simply finding out where you want to start.

A longer list of useful websites can be found at
*www.lipsonco-operativeacademy.coop/Careers-Students/*

# Safeguarding



Ms Bond
Safeguarding, Attendance and Inclusion Key Worker

Ms Bond and Mrs Alexander head our safeguarding team. Their job is to ensure that you are all safe and well. The team is always on hand to help and support you if you are feeling worried or anxious about something, or if you are concerned about a friend.

You can find the Lipson Safeguarding Team in room no. 1. You will sometimes see the team walking around the school talking to students and staff who need help and support. It is important that all students know that they are never in trouble if they come to speak to the safeguarding team and they will always do their very best to try to help you.



Mrs Alexander
Safeguarding & Welfare Key Officer

# Medical

All Health Care plans are regularly reviewed in close liaison with parents and carers to offer reassurance and to ensure we are fully updated with all health-related information about the child, along with any changes to medication.

We work closely with our school nursing team who offer monthly drop-in clinics and we hold a regular diabetes drop-in clinic with the children's diabetes community team and with the community CF (Cystic Fibrosis) nursing team.

In addition to this we refer and host triangular consultation meetings with the CAMHS team and are willing to attend or contribute information for any health appointment/meetings for those students in need.



Mrs Duckett
Medical Liaison & Vulnerable Support Worker

# SEND: Mission Statement



Mrs Green
SENDCo

At Lipson Co-operative Academy, we aim to ensure that students with special educational needs are given every opportunity to experience success, achievement and fulfilment in their work. We aim to provide educational, emotional and technical support in a positive learning environment and ultimately provide an inclusive education for students.

Every teacher is responsible and accountable for all students in their class; every teacher is a teacher of Special Education Needs (SEN), providing all children with realistic learning goals in a broad-based, appropriate curriculum with suitably scaffolded work, as well as stretch and challenge in the classroom.






# Sixth Form Agreement at Lipson Academy

We are delighted to welcome both existing Lipson Co-operative Academy students and new students to the Sixth Form.

We hope that you find the next two years to be exciting, challenging and positive. We would strongly encourage you to embrace every opportunity available and become involved in the life of the school by engaging in the co-curricular programme.

An important aim of students in the Sixth Form is to achieve good results in examinations, to gain entry to Higher Education, Apprenticeships or Work and to leave Lipson Co-operative Academy as well-rounded individuals, prepared for life beyond school. If the school is to be successful in helping you achieve your potential, then it is important that you fulfil certain obligations.

**1** The school aims to provide a safe environment free from racism, sexual and religious intolerance and bullying in order to create an atmosphere that is ideal for learning and contentment. We are committed to equal opportunities with regards to respect, development, achieving potential and exercising choice.

**2** Students must adhere to the ICT Acceptable Use Policy at all times and on all devices connected to the school services.

**3** Sixth form students must wear their lanyard and ID badge around school. (Please see below for details) This is a safeguarding requirement of the building.

**4** All Sixth Form students must 'sign in' and 'sign out' using the mobile app "Sign In", this will automatically connect once you are in the school. If students do not have a phone they must log in manually. Students must sign in or out everyday to adhere with fire regulations.

**5** Students must check their email and google classrooms at least once a day

**6** Students are only allowed to use their mobile phone / headphones in the Common Room and iStudy

**7** Students must maintain a high level of attendance which does not fall below 96%. Students and parents will be sent a letter to inform them if this happens and all students should take measures to improve their attendance. If this does not improve then we may reconsider their place at Lipson Co-operative Academy Sixth Form. Missing lessons without permission will be deemed as truancy. Sixth Form staff will contact home.



# Sixth Form Agreement

**8** If students are ill and cannot come into school, they should contact student services to inform them of their absence before 8.30am.

**9** Students should ensure that any part-time work, or alternative commitments such as driving lessons, do not interfere with their academic studies and under no circumstances be undertaken during the school day (8.50am–3.05pm).

**10** Year 12 and 13 students are role models and ambassadors for the school. Therefore, students should look smart, demonstrate maturity and excellence in their attendance, punctuality, motivation and attitude. This also applies to the whole school policy of mobile phones and headphones within corridors and lessons.

**11** No cigarettes, e-cigarettes (Vapes), matches, illegal substances or dangerous weapons are allowed in school.

**12** Sixth Form students are expected to become involved in the life of the school by engaging in the co-curricular programme, to take advantage of leadership opportunities and volunteering within the school.

**13** The Sixth Form area must be kept tidy and used with respect. If the room is not treated well, students will be asked to leave. Any damage to any room/furniture will be invoiced to the student.

**14** All students are expected to work beyond timetabled lessons which will enable them to develop a wider understanding of the subjects being studied. The recommended minimum is 3 additional hours per subject per week. Students should use their non-contact time effectively. Their 'iStudy lessons' should be used to complete homework and additional study.

**15** When a student leaves Lipson Co-operative Academy they must return all equipment that is owned by the school and pay any debts that are outstanding.

**16** Students who fail to attend external exams without prior communication will be charged examination fees.

Year 12 and 13 students need to meet the conditions of this contract and each student will be given a fair opportunity to change their behaviour to meet these conditions. However, if they continue not to meet one or more of the conditions in this contract, Lipson Co-operative Academy reserves the right to ask a student to leave the sixth form. Parents/Guardians will be kept informed of any issues that arise.



# Sixth Form Charity Events

Sixth Form Students will be given the oppotunity to work together to organise a charity event for their chosen charity.

Previously our students have organised, Bake sales, Pie the teachers, Tuck shops, Sporting competitions and many more activities for all other year groups and teachers to take part in.

Last year our students raised a total over **£1,325** for the below charities.

**£127.62 - AGE UK Plymouth**
**£285.63 - Plymouth Domestic Abuse Services**
**£501.36 - Shekinah**
**£211.40 - Woodside Animal Welfare Trust**
**£201.30 - It's in the bag**

We look forward to seeing what this years Sixth Form student organise and rasie for their chosen charities.

It's in the Bag are the only Testicular Cancer charity in the South West — supporting men and families, raising life-saving awareness, and celebrating survival through opportunities to give back, like fundraising and volunteering.

Age Uk Plymouth is a local independent charity supporting people aged 50 and over, their families and carers in and around Plymouth.

Plymouth Heartbeat is a charity supporting cardiac patients and their fmailies, helping with rehabilitation, wellbeing and life after heart conditions.

Woodside Animal welfare trust is a Plymouth- Based Charity rescuing, rehoming and caring for animals in need, healping them find a loving forever home.

support people experiencing homelessness with practical help like meals, showers, and accommodation advice, alongside guidance on health, wellbeing, and employment. building lives & futures, helping people move from immediate support to long-term stability and opportunity.

Plymouth Domestic Abuse Services (PDAS) provides safe support, advice and specialist help for anyone affected by domestic abuse, and works to build safer happier futures.

# Where Are They Now? 2026

| | | |
|---|---|---|
| Osman Abedin | University of Plymouth | Optometry |
| Fatema Alhamadah | University of Plymouth | International Tourism Management |
| Ayman Ali | Cardiff Metropolitan University | Psychology |
| Hanieh Amiri | University of Plymouth | Accounting and Finance |
| Madison Badock | University of Exeter | Art History & Vis Culture & Film Tel studies |
| Dylan Bailey | Falmouth University | Documentary & Editorial Photography |
| Darcie Bassett | Plymouth Marjon University | Primary Education |
| Charodon Berry | University of Exeter | Physics with Quantum Technology |
| Lillie Buckley | University of Plymouth | Sociology |
| Erin Colvin | University of Plymouth | English |
| Kerry Crook | Cardiff University | English Literature with Creative Writing |
| Sienna Deaton | University of Plymouth | Paramedic Science |
| Libby Demuth | Falmouth University | Music |
| Rosie Denham | University of Plymouth | Nursing in Adult Health |
| Oliver Docking | University of Plymouth | Mathematics |
| Saria Dube-Sampson | University of Exeter | Law |
| Adam Duchnowski | University of Plymouth | Architecture |
| Liam Gallagher | University of Plymouth | History |
| Robyn Gaskin | University of Plymouth | Psychology |
| Felix Goodwin | University of Plymouth | Professional Policing |
| Molly Grayfox | Cardiff University | Psychology |
| Lacey Hambly | University of Plymouth | Business Management |
| Maura Holc | University of Plymouth | Nursing in Adult Health |
| Martins Ivanovs | University of Plymouth | Mathematics |
| Jay Jackson | University of the Highlands and Islands | Philosophy |
| Daisy Jane | University of Essex | Politics and International Relations |
| Connor Karim | University of Plymouth | Law and Criminology |
| Viktoria Kelemen | University of Exeter | Business |
| Anna Lane | University of Bristol | Medicine |
| Molly Lane | Cardiff University | Psychology with Professional Placement Year |
| Milena Lescinschi | University of Plymouth | Psychology |
| Blake Littman | University of Plymouth | English and Creative Writing |
| Corey Munday | University of Plymouth | Civil Engineering |
| James O'Farrell | University of Plymouth | Politics and International Relations |
| Aidan O'Riley | University of Plymouth | Primary Education |
| Eri Olugbeminiyi | University of Plymouth | Biomedical Science |
| Olivia Phippen | Cardiff University | English Literature and History |
| Lottie Poole | Royal Central School of Speech and Drama | Drama and Applied Theatre |
| Kai Redding | Falmouth University | Photography |
| Ellie-May Sargeant | Arts University Plymouth | Content Creation |
| Rhyley Shave | University of Plymouth | Game Arts and Design |
| Chloe Smith | Cardiff University | English Literature and History |
| Grace Stinton-Brownbridge | University of York | English and Philosophy |
| Bethan Thomas | Bath Spa University | Theatre, Festival and Event Production |
| Ryan Walton | UWE, Bristol | Social Work |
| Wildon Wiley | University of Plymouth | History |
| Summer Wood | Anglia Ruskin University | Paramedic Science |
| Dylan Woods | Arts University Plymouth | Photography |



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