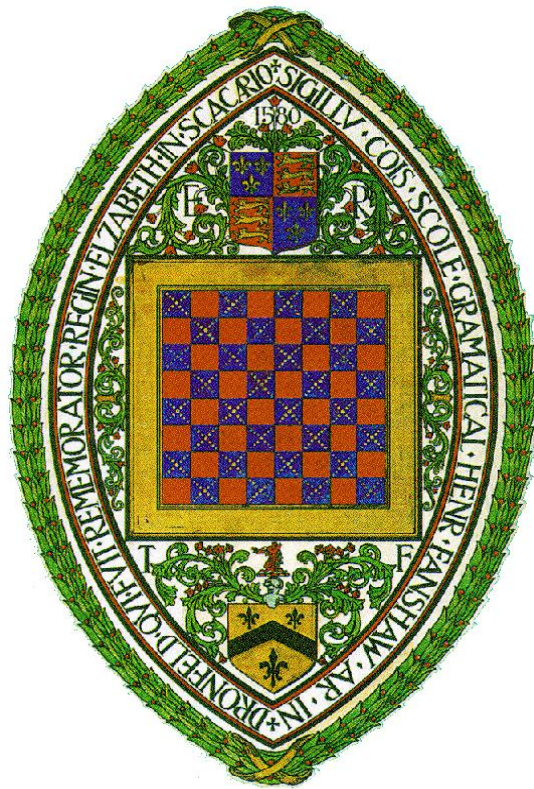


Dronfield Henry Fanshawe School

Sixth Form Student Handbook



**FOR THE ACADEMIC YEARS
2025-2026**

Update September 2025

Welcome

I am very proud of Sixth Form at Dronfield Henry Fanshawe School. We are a school with a rich history of academic success, which shares in equal measure with the level of care and guidance given to students. The Sixth Form at DHFS is one that supports, challenges, inspires and fascinates every learner that enters through its doors.

There are around 300-350 students in our Sixth Form, the majority of which come from our Year 11 but with some external applicants. Most of our Year 13 students progress into Higher Education and our students have an excellent reputation for securing places at Oxbridge, competitive institutions like the Russell Group universities, other highly sought-after higher education establishments and high-quality degree level apprenticeships.

Our A level teachers are hardworking and enthusiastic, all academic specialists in their subject areas. We maintain a supportive and caring culture at DHFS and our teachers work closely with their Sixth Form students. Lessons at Sixth Form provide a strong academic stimulus that inspires our learners to be creative, evaluative and analytical, whilst preparing them for lifelong learning. Our Sixth Form students have a key role in our vertical tutoring system; they are seen as the role models of the school and will often gain valuable experience mentoring some of the younger students.

We are committed to providing the best possible learning environment with high quality, stimulating and challenging teaching, using a range of excellent resources. The Sixth Form area has been developed to meet the needs of our learners with an extended diner/work space, private study area and ICT facilities. We have also established a WiFi system enabling learners to bring in their own devices to work on. Our aim is to treat students as individuals and to provide the appropriate support to enable them to achieve their full potential within a high achieving, disciplined, safe and healthy community.

Dronfield Henry Fanshawe School is an outstanding place to study A Levels and vocational qualifications.

Mr M Howell
Director of Sixth Form

The Staff and You

YOUR MENTOR

Every student has a mentor who will keep you in touch with all administrative details. One-to-one academic mentoring will be given where targets and progress will be reviewed as well as providing any support you may need while you are in the Sixth Form. In return, we ask that you keep your mentor informed of any difficulties or problems you may be having so that he or she can seek help from elsewhere if it is needed.

THE SIXTH FORM STAFF

The Sixth Form staff are available to give help with problems at school or home and to give advice on courses, higher education or employment. Please feel free to see us on an informal basis or to make an appointment for a longer, more private interview.

YOUR RESPONSIBILITY AS A STUDENT

As a Sixth Form student you should attend all lessons to ensure that you fulfil your academic potential. Any absences should be notified to the school on the first day of absence. It is expected that you will spend approximately 20 hours per week on private study to consolidate your knowledge and reinforce class work. We recommend one hour per day per subject. Part-time employment should not be excessive, as this will interfere with your Sixth Form studies.

CAREERS SERVICE If you have any questions or queries please contact our careers advisors using this link [Careers Guidance Referral Form - Student referral](#). All university and Higher Education prospectuses are available for reference in the Learning Resource Centre.

Sixth Form Learning Agreement

The student

I will agree to:

- take responsibility for my own learning – using private study time wisely
- attend all designated sessions punctually, including after school sessions and supervised study sessions as required
- attend all assemblies and mentor periods
- meet the deadlines for all assignment, homework, tests and essays set
- wear the school lanyard at all times whilst on site and have it visible
- contribute wherever possible to the life of the whole school and complete at least one act of community service
- take responsibility for keeping student social areas in good order
- liaise with staff to arrange a suitable work experience
- attend all compulsory visits and events that are arranged
- seek to develop positive contact with staff and other students
- regularly check Class Charts
- follow the school's guidance on Sixth Form appearance
- attend all assessments and exams
- sign in promptly during all study periods (first 15 minutes)
- follow the school's guidance on mobile phone use in the Hub and throughout the school site
- complete all learning aims involving all assessments and examinations
- I am aware that DHFS must withdraw students from their programmes if they do not return to learning after being absent for 4weeks (20 school days).
- I am aware that DHFS can apply reasonable conditions of attendance in order to qualify for free examination entry. Where a student's attendance for the year falls below 90%,without appropriate medical evidence, by March of the year or examinations, the learner will incur the cost of examinations.
- I am aware that I might be expected to re-sit any incomplete learning aims
- I am aware that not following the above guidance that the school will apply appropriate sanctions that, if not rectified, could lead to permanent exclusion.

Sixth Form Learning Agreement - Student Form



The Parents/Carers

I/We will agree to:

- ensure that my son/daughter attends all designated sessions punctually, including after school sessions and supervised study sessions as required
- ensure that my son/daughter attends all tests and examinations
- make the school aware of any concerns or problems that might affect my son/daughter's work or behaviour
- support the school's policies and study guidelines
- encourage my son/daughter to take responsibility for their own learning and use private study time wisely
- attend parents' consultation evenings and discussions about my child's progress and Sixth Form opportunities
- take an interest in my son/daughter's school experience and career development
- inform school, before 9:30a.m. on the first day of illness and any subsequent days

Sixth Form Learning Agreement - Parent/Carer Form



- I have read and understood the school rules for responsible Internet and email use and give permission for my son or daughter to access the Internet.
- I understand that the school will take all reasonable precautions to ensure students cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from the use of the Internet facilities. I also understand the school's mobile phone policy and will support school in its implementation
- that my son/daughter will complete all learning aims involving all assessments and examinations
- I am aware that DHFS must withdraw students from their programmes if they do not return to learning after being absent for 4weeks (20 school days).
- I am aware that DHFS can apply reasonable conditions of attendance in order to qualify for free examination entry. Where a student's attendance for the year falls below 90%, without appropriate medical evidence, by March of the year or examinations, the learner will incur the cost of examinations.
- I am aware that students might be expected to re-sit any incomplete learning aims
- I am aware that not following the above guidance that the school will apply appropriate sanctions that, if not rectified, could lead to permanent exclusion.

Dronfield Henry Fanshawe School Staff

The School will agree to:

- care for your son/daughter's safety and happiness
- ensure that your son/daughter achieves his/her full potential as a valued member of the school community
- provide a curriculum package which allows for progression
- offer expertise, the resources and guidance to enable the realisation of potential
- communicate with parents about progression
- monitor student's use of private study time in school and if deemed required by the school, will put in place supervised study periods
- achieve high standards of work and behaviour through building good relationships and developing a sense of responsibility
- be open and welcoming.



Mr M Howell
Director of Sixth Form

The purpose of this handbook is to provide a simple guide to Key Stage 5 study at Dronfield Henry Fanshawe School Sixth Form. It should act as Frequently Asked Questions in the first instance.

Absence/Illness

If you know in advance (e.g. medical appointments, interviews, driving test etc.) that you are going to be absent, please ensure that a completed a LOAF (leave of absence form), getting staff to sign and is handed in to the Sixth Form Study Supervisor in the ICT area. We expect to see supporting evidence. We will amend our records accordingly. Students should complete these forms two weeks in advance of the absence or as soon as possible. Absence during school hours requires written confirmation of appointments.

If you are too unwell to attend school, parents and carers will contact the House Support Manager either via email or using the Class Charts Parents App, as soon as possible and we will update our records.

Baggaley	- Mrs Hardwick	- 01246 581137 vhardwick@dhfs.uk
Buxton	- Miss Coles	- 01246 581138 lcoles@dhfs.uk
Fanshawe	- Mrs Goodison	- 01246 581119 agoodison@dhfs.uk
Gosforth	- Mrs Asbury	- 01246 581120 casbury@dhfs.uk
Millican	- Mr Wileman	- 01246 581118 dwileman@dhfs.uk
Spaven	- Mrs Backhouse	- 01246 581131 mbackhouse@dhfs.uk

Assembly

We hold Sixth Form Briefings regularly on a Friday at 9am. These are communicated on the Student Messages in mentor time. Attendance at these briefings and House Assemblies are compulsory as important information is given out.

Assessments

Assessments take place regularly by Faculty areas. These may be tests, classwork or homework etc. These are graded and will give an indication as to how you are progressing in your studies.

Formal internal assessment exams – Term 3 usually around mid January (Y12 & Y13)

2nd Formal internal assessment exams – Term 4 and 5 (May/June), for subjects with no AS exams e.g. geography and English literature (Y12)

All external assessments will take place in May/June (Y12 & Y13)

Attendance and Punctuality

Success and attendance are inextricably linked and we expect 100% attendance, with a minimum of 96%. If students are not punctual to mentor time they may have to attend 'Lates Detention' like the rest of the school. It is our expectation that students will be in school every day from 9am to 3.30pm, attending all sessions such as lessons, assemblies and mentor time. Poor attendance will result in intervention strategies and appropriate sanctions will be put in place, such as late detentions. Failure to attend timetabled sessions could result in a truancy sanction such as a day in the supervision room.

DHFS can apply reasonable conditions of attendance in order to qualify for free examination entry. Where a student's attendance for the year falls below 90%, without appropriate medical evidence, by March of the year of examinations, the learner will incur the cost of examinations.

DHFS must withdraw students from their learning programmes if they do not return to learning after being absent for 4 weeks (20 school days) without reasonable justification for the absence.

Bursary Fund

The Bursary Fund is a cash-limited fund to support learners from low-income backgrounds with essential course costs. The online application form will be available from the website in the Sixth Form section during the summer term. In addition, there is a Bursary Grant for students who are looked after by the local authority, care leavers, students who claim Income Support in their own right, disabled students who are in receipt of Disability Living Allowance and Employment Support Allowance. Payment of the bursary will depend on attendance, progress against targets and behaviour.

Communication

The Sixth Form team will communicate with students and families regularly through regular Class Charts announcements, emails and the Headteacher's letter. Please make sure that we have parental/carer email addresses. Up-to-date information about students can be found on Class Charts including announcements from the school.

Contact Details – in the first instance parents/carers/students should contact the Sixth Form Team

Mr M Howell
Director of Sixth Form
Telephone Number 01246 412372
E-mail: mhowell@dhfs.uk

Mr L Stuart
Assistant Director of Sixth Form
Telephone Number 01246 412372
E-mail: lstuart@dhfs.uk

Mr L Lomas
Assistant Director of Sixth Form
Telephone Number 01246 412372
E-mail: llomas@dhfs.uk

Mrs L Wright
Sixth Form Study Supervisor
Telephone Number 01246 412372
E-mail: lwright@dhfs.uk

Baggaley Progress Leader
Mr D Sanderson
Telephone Number 01246 412372
E-mail: dsanderson@dhfs.uk

Buxton Progress Leader
Mrs R Houldsworth
Telephone Number 01246 412372
E-mail: rholdsworth@dhfs.uk

Fanshawe Progress Leader
Mr B Swales
Telephone Number 01246 412372
E-mail: bswales@dhfs.uk

Gosforth Progress Leader
Miss Luke/Mrs S Molloy
Telephone Number 01246 412372
E-mail: kluke@dhfs.uk

Millican Progress Leader
Mr P Varley
Telephone Number 01246 412372
E-mail: pvarley@dhfs.uk

Spaven Progress Leader
Mr A Hibbert
Telephone Number 01246 412372
E-mail: ahibbert@dhfs.uk

Diary Dates

The school term dates are:

4 September 2025 to 24 October 2025 (4 – 5 September and 24 October are PL (INSET) days)

3 November 2025 to 19 December 2025

5 January 2026 to 13 February 2026 (5 January is a PL (INSET) day)

23 February 2026 to 27 March 2026

13 April 2026 to 22 May 2026 (4 May is a bank holiday)

1 June 2026 to 23 July 2026 (1 June is a PL (INSET) day)

Y12 Welcome Evening for parents – Wednesday 10 September 2025

Y13 Welcome Evening for parents – Thursday 11 September 2025

Y12 Parent Consultation Meeting – 3 December 2025

Y13 Parent Consultation Meeting – 26 February 2026

Booking for parents evening appointments is done online – logins will be sent out later in the year.

Email and Internet

All students will be allocated a username and password to gain access to the school system. The internet is accessible only after a User Agreement has been signed. Once this is done, email is available and work can be sent to and from home; this is how most of the communication is made in the Sixth Form. Students will be expected to check these on a daily basis. Key information about the Sixth Form, universities, apprenticeships etc. will be sent by email, students must also remember to empty their e-mail boxes on a regular basis.

Enrichment

Core Maths and Extended Project Qualification (EPQ) are an integral part of the Sixth Form curriculum that students could undertake. As well as providing an additional qualification for Sixth Form students, they will help them to develop the higher order thinking skills required for A-level study. Core Maths will help students develop further mathematical skills to deal with subjects like science, computer science and psychology. EPQ will help students develop independent research skills. In Year 13, alternative courses are available, such as support for STEP papers.

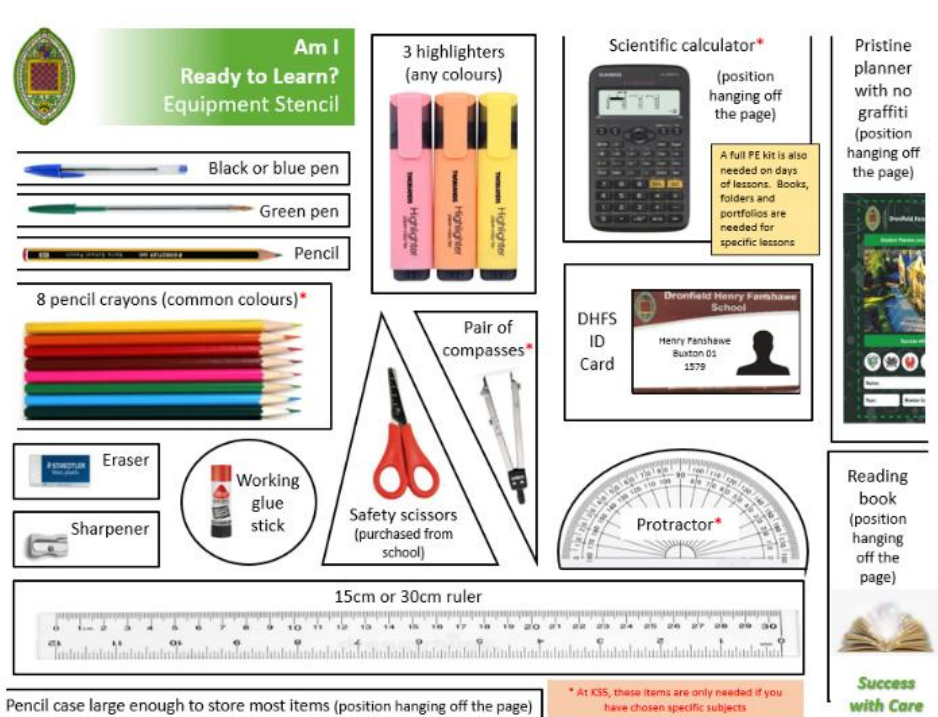
Some students may be required to undertake additional work, for example the Extended Project Qualification, if their number of 'study hours' (the number of lessons they attend in a week) is too low.

There are many enrichment and wider curriculum opportunities in the Sixth Form including:

- Volunteering in the Learning Resources Centre (LRC) – contact Mrs Whitelegg kwhitelegg@dhfs.uk
- Volunteering in PE/sports leaders – contact Mr Stuart lstuart@dhfs.uk
- School sports clubs – contact Mr Stuart lstuart@dhfs.uk
- Volunteering in other lessons – please contact the Curriculum Leader for the subject
- School performances – contact Ms Sinclair esinclair@dhfs.uk
- School band – contact Mr Metcalfe rmetcalfe@dhfs.uk
- School choir – contact Mr Metcalfe rmetcalfe@dhfs.uk
- University Outreach Projects – contact Mr Lomas llomas@dhfs.uk
- Work experience – contact Mrs Broomhead lbroomhead@dhfs.uk
- International Projects such as the MUN Club and MUNOG (Model United Nations of Goldberg) contact Mr Howell mhowell@dhfs.uk
- Buddy reading with main school students – contact Dr Vaughn ivaughn@dhfs.uk
- Peer mentoring – contact Mr Sanderson dsanderson@dhfs.uk
- Duke of Edinburgh Award – contact Mrs Hollings chollings@dhfs.uk
- Young Enterprise – contact Miss Loh aloh@dhfs.uk
- Attending some of the numerous clubs in school (please see the school website)

Equipment

Depending on the courses chosen will determine which equipment is required, here is a basic list. It is expected that students will also provide for themselves a mini-whiteboard and dry-wipe pen, appropriate folders and dividers and their paper/notebook needs *only required by KS5 students undertaking specific subjects e.g. mathematics or art



Exams and Resits

There is now only one main external exam period during the academic year. Please avoid absences during this time for both Y12 & Y13.

During internal examinations, there will be no study leave during this period. Normal attendance is required. The provisional plans for internal exams to take place in Term 3, mid-January to early February

The external exam summer season will be likely around mid-May to late June, however exact dates are yet to be released by the exam boards. Please note that it is likely that Y12 students will return to school in early June.

During the summer external exams for Y12 and Y13, there will be study leave during this period. However, many lessons will continue right up to the last exam in many subjects, it is a great opportunity to get extra help from subject staff.

We expect Y12 to begin lessons again during early-June, after the last AS level exam. When students return, they will begin the Y13/A Level programme but only if they have completed all the requirements of their Y12/AS programme. **The school recommends that students should obtain a minimum of 2 D grades to progress to Y13/A Level in September of Year 13 and a D grade in the subject. This will give them a basic understanding of the subject in preparation for the more demanding A Level study. In the case of E and U grades students will be given the opportunity to consider a variety of options such as restarting their A Levels on the same or different courses.**

Fees for the sitting of each unit are paid for by the school for the first attempt (unless the student's attendance falls below the threshold, please see '**Attendance and Punctuality**'). Any additional 'resits' are to be paid for by the student.

Holidays

The Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher will determine the number of school days a child can be away from school if the leave is granted. Any request for leave of absence must be put in writing using a leave of absence form addressed to the Headteacher. DHFS can apply reasonable conditions of attendance in order to qualify for free examination entry. Where a student's attendance for the year falls below 90%, without appropriate medical evidence, by March of the year of examinations, the learner will incur the cost of examinations.

Interventions

Should it be required, interventions will be put in place to support all students. It may be at Faculty level, such as reports or contracts, meetings with parents or that students have to remain after school on a Thursday with the Sixth Form team to catch up on work. If a student is off-track or their Attitude to Learning (AtL) is lower than 2.01, we might decide that they require supervision during their study periods (Supervised Study Periods), these SSP sessions are compulsory for any students allocated to them. We might also encourage students to attend holiday sessions if they are not working to their target grade.

Learning Contract

All students and parents/carers are required to sign a learning contract/home school agreement which outlines their responsibilities as a student, parent/carer and our responsibilities as a school. This will be found in the school planner, issued in when they enrol in September.

Some students may be placed on a special contract at the start of Y12 if we have had some concerns from Y11. Individual Faculty areas may also issue contracts.

Lanyards

Sixth Form students are expected to wear a lanyard/ID at all times whilst in school. For this year, Y13 will wear black and Y12 will wear purple.

LRC

The Library is open from 8am to 4pm to students. Books are available on loan, magazines and newspapers to read and ICT facilities are also available to use. We encourage students to use and get involved in the LRC. Sixth Form students have access to the LRC as a study space during study periods.

Lunch/Food

Sixth Form students are given the privilege to go off school site during lunchtime. The decision to allow students to go off school site at lunch time is a result of their greater maturity, providing them with further independence and choice with lunchtime provision. Please be aware that we do not allow students to bring hot food back onto the school site, cold food including sandwiches and 'meal deals' are fine. Students must return by 1:23pm. When leaving the school site and returning, students will sign out/in via the card readers on the Chesterfield Road gate. If a student loses their ID card there will be a charge for a replacement, and any student without their ID card will not be able to go off-site. A replacement card will be available to purchase on ParentPay for £3.00. The ID card is also used to sign in during study periods.

Meals

The Sixth Form 'Hub' is available for students to buy hot and cold food from. It is open at 8.30am for breakfast and at break and lunch times. A packed lunch can also be brought in to school and eaten in the social areas or in the Hub, although hot food bought from outside school must not be eaten on school premises. Students can also use the school dining areas. The Sixth Form area will regularly be open until 5pm for students to study independently.

Mentors

All Sixth Form students will be placed in a mentor group and they will register with their mentors every day at 9.00am. Absence notes should be addressed and given to the mentor or completed on Class Charts/absence. The mentor will also oversee student's progress and will undertake periodic reviews with them. If a student has any issues, especially personal issues they should initially discuss these with their mentor.

Mobile Phones

Students may use their mobile phones for work related purposes during study periods in the Hub, for example Unifrog, Class Charts, UCAS, emails and subject related content. Students can use their devices to listen to music during study periods. Students must not have their phones or ear phones/pods/buds etc on show around the school site. Please see the Mobile Phone policy for more details.

Part-Time Work

Many Sixth Form students want to work part-time. We understand the reasons why and the experience on the whole is a positive one. We would urge all students to not exceed 10-12 hours per week as this then begins to have an impact upon their academic progress and ultimately their results.

Progression from Y12 to Y13

The school recommends that students should complete their Y12 programme and pass at grade D or above in at least two of their subjects. **Any student who achieves a 'U' or 'E' grade at AS/Y12 will meet with the Sixth Form team and discuss potential pathways and review learning aims including the option to restart courses.**

Registration

Students must register with us every day at 9.00am. This is an essential requirement. Afternoon registration takes place at the start of lesson 4 by the subject teacher. If students have a study period during lesson four, they must sign in using their ID cards on the card reader in the Hub.

Reports

Students and parents/carers receive a range of reports on a number of occasions during the academic year (including Student Progress Reports (SPRs), Verbal Student Progress Report and a Parents/Carers Consultation Evening). These will give an assessment of results, attitude and motivation levels and begin to build up a picture of the student's performance at AS/A/Level 3 Vocational Qualification/AAQ.

School Day – Sixth Form

Warning bell at 8.50am

Registration	9.00 - 9.15
Lesson 1	9.15 – 10.15
Break	10.15 – 10.30

Warning Bell 10.25am

Lesson 2	10.30 – 11.30
Lesson 3	11.30 – 12.30
Lunch	12.30 – 1.30

Warning Bell 1.25pm

Lesson 4	1.30 – 2.30
Lesson 5	2.30 – 3.30

Study Time

As a Sixth Form student, learners will have some additional study time during the week. This can be used for study, completion of work, voluntary activities or work experience. The Sixth Form Hub, a study area, the Library (LRC) and the various learning environments around the school are all available for Sixth Form students to use. All students must sign in with the Sixth Form Study Supervisor via the card reader in the Hub in their study periods. The Hub is often open from 8am until 5pm.

Sixth Form students are required to stay on the school site during their study periods; however, they can leave the site at lunchtime making sure that they use the card readers in the exit/entrance at Chesterfield Road (at the bottom of school) with their ID cards with parental/carer consent via Applica. If they leave the school site at any other time, they should complete a LOAF (Leave of Absence Form) and should sign out (and back in again if necessary) at Student Services, so that we know who is and who is not on the school site during an emergency for instance. If a student wishes to leave early due to feeling unwell, they must complete a sickness form from the Sixth Form Study Supervisor and this must be authorised by one of the Sixth Form team and parents/carers will be contacted.

Target Grades

The KS5 targets will be set mechanistically (using L3VA and ALPS) by the Director of Sixth Form. These targets will be monitored by subject staff to ensure they are sufficiently challenging. Subject staff should then communicate with the Director of Sixth Form who will make a decision as to whether the final target should be increased and will inform the data manager. Targets will be loaded into SIMS, SISRA, so as all staff have access to and can check progress of their students against the correct target.

This is based on an average of the learner's GCSE results. The target grade gives an indication of what should be achievable and combined with the student's assessment results, gives an indication

of whether they are performing below, at or above expectations. Above expectation is to be encouraged!

Travel Pass

If students need a discounted travel pass, please send them to Reception as we have the necessary forms, although applications can be found online as well <https://www.derbyshire.gov.uk/transport-roads/public-transport/fares-tickets-passes/b-line/b-line.aspx>. There are passes for Derbyshire and Sheffield, such as the B-Line card.

Uniform/Appearance

Sixth Form students should be smart at all times as they set the standard for the whole of the school. We do not allow extremes of hair styles. If a student has a facial piercing, they should be discreet. Any jewellery should be discreet and must be removed in some subjects (e.g. PE) for health and safety reasons.

Please ensure that you comply with our uniform at all times. Non-compliance may mean that we send your child home to change.

Students should not wear:

- Ripped or badly worn jeans
- Footwear without backs (sandals, sliders, flip flops)
- Sports shorts (All shorts should be around knee length, smart in appearance and tailored)
- Team sportswear
- Extremes of hairstyle/jewellery
- Tracksuit bottom/joggers

The final decision on what is acceptable will be made by the Headteacher and students will be expected to change. Alterations to the expected dress of sixth form students can be made throughout the year and will be communicated to students via Sixth Form assemblies and email.

VESPA

Oakes & Griffin "The A Level Mindset" 2016

We have adopted the VESPA model in supporting students through their A Levels, VESPA stands for:

- **VISION**– students know what they want to achieve, why they are doing A levels, who they want to be and their career plans
- **EFFORT** – students put in many hours of proactive independent study (20Hrs+ per week)
- **SYSTEMS** – students organise their learning resources and their time and that have good folder management. Their planning is exemplary.
- **PRACTICE** – students practise and develop their skills, including a variety of revision strategies including content, skills and feedback. A particular focus on timed past papers.
- **ATTITUDE** – students respond constructively to setbacks and criticism. They understand that mistakes are part of the process and help them improve.

Evidence suggests that students that score poorly in any of these areas generally underperform in their A Levels/Level 3 Vocational Qualifications. We will send activities to support these areas to students and parents throughout the year.

Unifrog

Unifrog is the **universal destinations platform**, a one-stop-shop for whole-school careers guidance and work experience. www.unifrog.org

Voluntary Work

We encourage students to undertake a limited amount of voluntary work, during free time or the holidays. This experience is particularly important if your child is considering a degree course in medical/education/caring/social fields.

Work Experience

Students are expected to undertake a week of work experience in the week commencing 13th July 2026 of Year 12. Research from the University of Manchester suggests that high-value work experience is a key factor for success on UCAS (Universities and Colleges Admission Service) personal statements, particularly with competitive applications. All work experience placements are logged on Unifrog by students. Please contact our Work Experience Co-ordinator Mrs Broomhead on lbroomhead@dhfs.uk