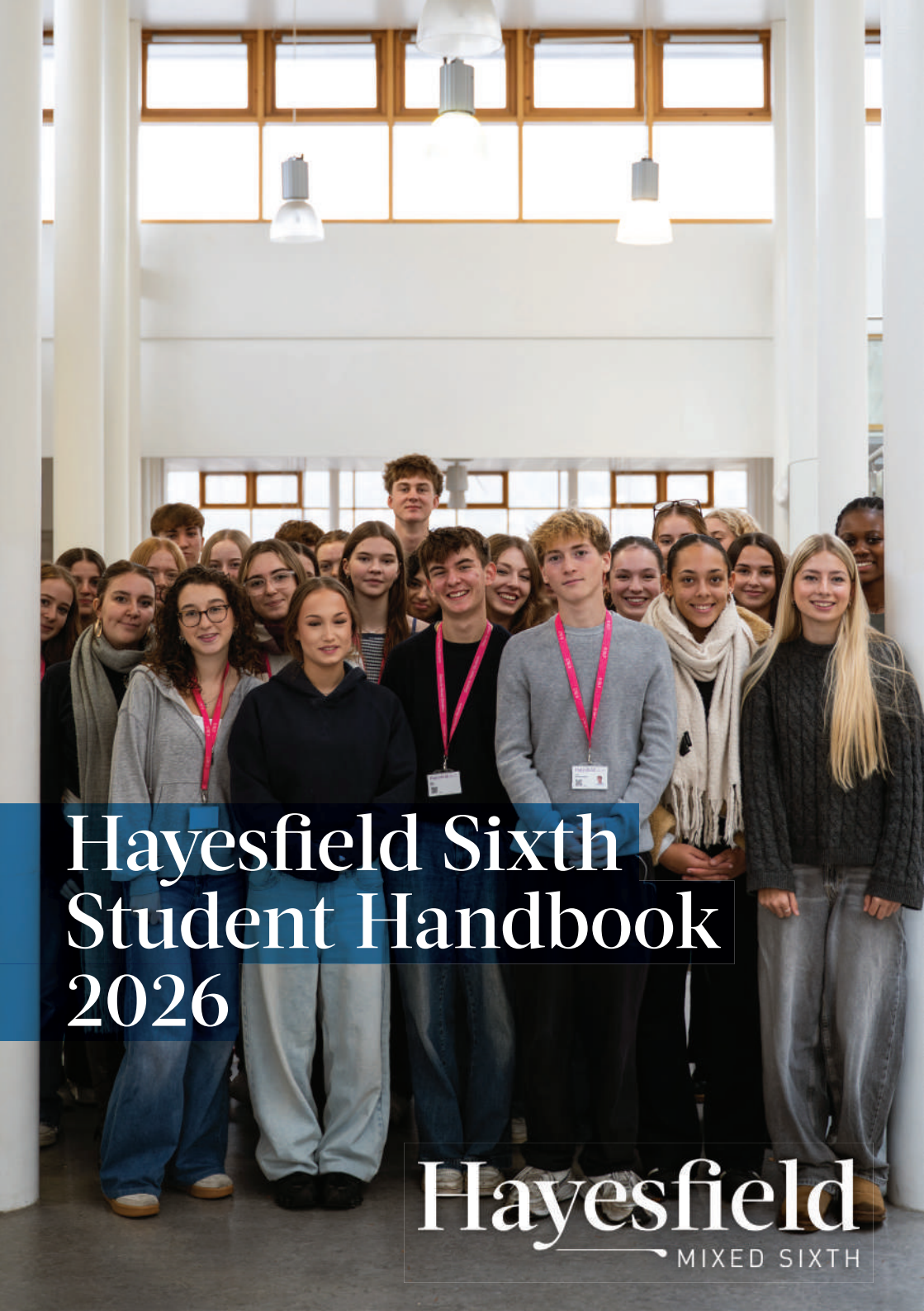




Hayesfield Sixth Student Handbook 2026

Hayesfield
MIXED SIXTH

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Diary Dates

Term 1

Start of Term 1

Monday 7th September 2026 - Year 12

Start of Term 1

Tuesday 8th September 2026 - Year 13

Year 12 Parents' Information Evening*

Thursday 10th September 2026

School Open Evening – all students must attend

Thursday 17th September 2026

Ignite Day

Friday 25th September 2026

Year 12 Hooke Court Residential

Friday 25th - Saturday 26th October 2026

Sixth Form Open Evening

Tuesday 20th October 2026

End of Term 1

Wednesday 21st October 2026

Term 2

Start of Term 2

School UCAS Deadline

Monday 2nd November 2026

Year 13 Mock Exams

Monday 30th November - Friday 11th December 2026

End of Term 2

Friday 18th December 2026

Term 3

Start of Term 3

Tuesday 5th January 2027

End of Term 3

Friday 12th February 2027

Term 4

Start of Term 4

Monday 22nd February 2027

End of Term 4

Thursday 25th March 2027

Term 5

Start of Term 5

Monday 12th April 2027

Year 12 Parents' Evening

Tuesday 20th April 2027

Bank Holiday

Monday 3rd May 2027

Year 12 Internal Exams

Thursday 6th May - Friday 25th June 2027

End of Term 5

Friday 28th May 2027

Term 6

Start of Term 6

Monday 7th June 2027

Year 12 Professional Work Placement Week

Monday 12th - Friday 16th July 2027

Year 12 Report 2

July 2027

Year 12 Intervention Week

Monday 19th - Friday 23rd July 2027

End of Term 6

Friday 23rd July 2027

Joining Hayesfield



Welcome to Hayesfield Sixth

We are delighted to welcome you to Hayesfield Sixth. We are a forward-thinking and vibrant institution that sets high standards and support all of our students in achieving their ambitions.

It is a privilege to work with such a passionate and committed community of staff and students. At Hayesfield, we have a dedicated Post 16 Pastoral Support Team with extensive experience in helping students achieve their very best, working in tandem with parents / carers and their teaching staff.

There is a wide range of leadership opportunities available, and it is important that you take the chance to expand your life experiences and make a significant impact in our Hayesfield community acting as role models for our younger students.

We hope you have a fulfilling and successful experience at Hayesfield Sixth and the information in this booklet provides the key information that will help you effectively in your Hayesfield journey.



A handwritten signature in black ink, reading 'C. Trueman'.

Catherine Trueman
Director of Sixth Form



A handwritten signature in black ink, reading 'Philip White'.

Philip White
Headteacher

Facilities

The school is based across two main campuses; Brougham Hayes and Upper Oldfield Park. The Brougham Hayes Campus main building offers general teaching rooms for Maths, Applied Learning subjects, Languages and a Sports Hall. Specific Sixth Form areas include a Study Area and a Common Room. The Nucleus, provides state-of-the-art Science facilities to all students. It contains a central Super Lab. The Design Studio gives students access to cutting-edge technologies and facilities.

The Upper Oldfield Park Campus main building offers general teaching rooms, a multi-use hall, ICT suites and a brand new Learning Resource Centre. The West Wing and holds the Amy Williams Sports Centre, Roper Theatre, Fitness Suite and an Open Learning Area. The East Wing is the new Sixth Form Centre. It enjoys some of the best views in Bath. It holds the Sixth Form Common Room, Study Area and purpose built Sixth Form classrooms equipped with interactive whiteboards.





Directory



Attendance and Punctuality

Why is attendance important?

Attending school on a regular basis is the key to you doing well and will set you up with good habits in later life and the working world. Equally, Government funding for Sixth Form students is based on attending a fixed number of guided learning hours and failing to attend can jeopardise this funding.

Who is responsible for a student's attendance?

Students must be in school every day unless they are legitimately absent, which will be authorised by the school. If your attendance falls below 95% this will trigger a discussion about attendance, and you will receive a Level 1 letter. Failure to improve your attendance will lead to escalation to Level 2 and beyond where you could jeopardise your funding and your place in the Sixth Form.

Who authorises absence?

Only the school can authorise absence. This will normally be for illness, medical reasons or exceptional circumstances. If an absence does not fit these circumstances, it will be marked as unauthorised.

If you are absent, you must have an authorised reason and your parents should contact the school on the first and subsequent days.

Alcohol, Drugs, Smoking and Vaping

Smoking or vaping on site, within sight of the School buildings or outside the School gates is forbidden. Alcohol and drugs or associated paraphernalia are forbidden on the School site.

Appointments

You should not make routine appointments for medical, dental or other reasons during school hours. Driving Lessons should not be booked during school hours.

What about holidays?

No holiday requests will be authorised during term time unless there are exceptional circumstances. Please contact Mrs Ross, Pastoral Manager, for further guidance.

Punctuality

Being on time is an important part of self-discipline and is an essential employability skill. Students are expected to be in school by 8.15am. Lessons begin promptly at 8.25am so being ready and in the classroom is vital. Punctuality to lessons is equally important and staff will take lesson registers within the first part of each lesson.





Bursary

The Bursary Fund is available for Sixth Formers who may require additional funds to support their studies. There are two types of Bursary:

Targeted Student Bursary

The eligible groups are students who are:

- in care
- care leavers
- getting Income Support (IS) or Universal Credit (UC) in place of Income Support in their own right
- getting Employment Support Allowance (ESA) or Disability Living Allowance (DLA) or Personal Independence Payments in their own right

Discretionary Bursary

Learners with a total household income below £32,000, or who face exceptionally challenging circumstances or short term financial hardship, will be eligible to apply for a discretionary bursary.

Further details and how to apply are available in the School Bursary Policy, available on the website, or from Mrs M Ross, Pastoral Manager.

Communication, Connections and Contacts

Once you join us in September, you may well need to contact the school. You will find useful contact details for the Sixth Form team below. Please note that your tutor is the key person to communicate with unless your query is urgent.



Mr P White

Headteacher



Ms N Cording

Deputy Headteacher
(Quality of Education)



Mr P O'Dwyer

Deputy Headteacher
(Personal Development,
Behaviour & Attitudes)



Miss C Trueman

Director of Sixth Form



Mrs M Ross

Sixth Form
Pastoral Manager



Mrs S Dean-Ostell

Assistant Headteacher
(Character Development)



Mr M Gould

Director of Achievement
Year 13



Dr H Sheppard

Director of Achievement
Year 12



Ms K Grayley

SENDCO

Useful Information

Hayesfield School Office

School Office
01225 426 151

Sixth Form Pastoral Manager

Mrs M Ross:
01225 426 151
melissa.ross@hayesfield.mnsp.org.uk

Student Absence Line

01225 426151 option 1
studentabsence@hayesfield.com

Email

information@hayesfield.com

Website

www.hayesfield.com



Email

Email is our main form of communicating with you. To enable us to do this, please provide your email address on the Student Information Form. You can always contact us through the School email information@hayesfield.com.

It helps if you add who your email is for the attention of. Some key names are listed in this handbook.

Catherine Trueman

Assistant Headteacher (Director of Sixth Form)
catherine.trueman@hayesfield.mnsp.org.uk

Melissa Ross

Post-16 Pastoral Manager
melissa.ross@hayesfield.mnsp.org.uk

Dr Helen Sheppard

Director of Achievement (Year 12)
helen.sheppard@hayesfield.mnsp.org.uk

Mike Gould

Director of Achievement (Year 13)
michael.gould@hayesfield.mnsp.org.uk

The Heads of Subject and other contacts can be found on the website.

Website

www.hayesfield.com

The School website is regularly updated. On it you will find the school calendar, key dates and latest news.

Tutor

Your tutor is the key point of contact. They are keen to monitor your achievement and progress, as well as looking after your pastoral wellbeing.

This is a compulsory period taking place at 8.25am daily. In this time you will follow a varied programme including quizzes to build their general knowledge, current affairs discussions, follow up on work in PSHCE, work experience preparation, Sixth Form assemblies, 1:1 target-setting with their tutors and most importantly receive the Weekly Notes. This is a weekly bulletin where students receive information about school and community events and a wide range of nationwide opportunities from university programmes, apprenticeship and work placement opportunities. Not to be missed!

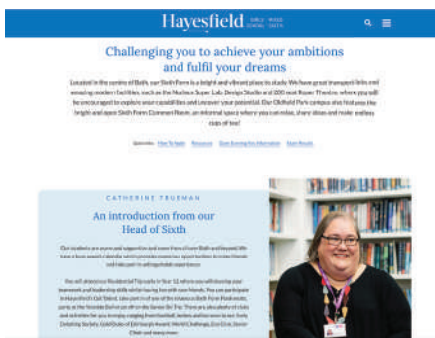
Weekly School Bulletin for students and parents/carers

The weekly school bulletin gives details of events for the forthcoming week and informs you of achievements and events, past and future. The school bulletin is available to view on the school website and will be sent home via your school email.

Sixth Form Weekly Notes

In addition, every Monday a Sixth Form specific bulletin called 'Weekly Notes' is emailed out to all tutors and students with details of events, opportunities and key messages specific to the Sixth Form.

It is vital that you read this at the start of each week.



Sixth Form Dress Code

We expect our students to dress smartly for a work environment. They are role models to younger students and should be attending Sixth Form in a work mindset and dressing appropriately.



Dress code:

- Tops/shirts with a short or long sleeve that reach the top of the trouser/skirt
- Tailored skirts/trousers (smart jeans are acceptable).
- Appropriate footwear for a workplace (no high heels/platforms or flip flops)
- A discreet nose stud or nose ring is acceptable
- Sixth Form Sports Kit

The following clothing/make up items are not acceptable:

- Jeans or trousers with rips/low waists
- Gym wear
- Crop tops/sleeveless or strappy tops
- Hoods/hats worn inside buildings
- Other facial piercings (apart from discreet nose stud or nose ring). No ear spacers or septum rings
- Hair dyed any colour other than the normal human hair colour range

If you are not complying with our Dress Code then you will be asked to go home to get changed so please dress appropriately for a work environment.

Exams

Students will sign up for two year courses and it is not anticipated that any changes will be possible to courses, including dropping subjects, after the end of September in Year 12. Students will sit internal exams in June of Year 12 and January of Year 13. There will be no study leave granted for these exams. These are designed to monitor your progress against the exam criteria.

However some students will sit external exams in Year 12, i.e GCSE Maths and English resits, Medical Science and Applied Business and they may take a half day of study leave before the exam in order to aid their preparation.



Extra-Curricular Activities

We encourage all students, in addition to commitments outside school to participate in at least one extra-curricular activity at Hayesfield per week. In addition, we are happy to support Sixth Formers in setting up and running their own after school clubs, either for other Sixth Formers or younger students.

House System

All students and staff belong to one of four Houses. Originally chosen by the students, the Houses are named after high-achieving women; Austen, Earhart, Parks and Sharman.

Throughout the year, we have an exciting range of creative, cultural and sporting inter-house challenges. Each House raises money for its own charity. There is an annual cup awarded to the House that gains the most House Points, across all year groups. We encourage all students to be active members of their House community and wear their badge with pride.

Sixth Form students act as House leaders, planning and leading many of the activities. One of our student leadership team runs the school House system with the guidance of Assistant Headteacher, Mrs Dean-Ostell

Ignite Cross-Curricular Days

Years 12 and 13 will have three Ignite Cross-Curricular Days across the year. These will enable students to work on projects, extend their knowledge and deepen experiences in a wide range of skills beyond those developed by their narrow range of academic subjects.

Past Ignite Days for the Sixth Form have included Employability Fairs and Workshops, Study Skills, Personal Finance and a trip to a range of university campuses. Attendance at these days is compulsory.

Instrumental Tuition

Hayesfield is lucky to have a fantastic team of visiting instrumental teachers who contribute to the vibrant musical atmosphere at school. If you learn a musical instrument we believe it is very important to continue studying as soon as you arrive at Hayesfield. If you don't currently study a musical instrument then now is an excellent time to begin! The Music Department is able to arrange 30 minute instrumental lessons during the school day.

Instrumental lessons are provided at a cost of £22.75 per lesson and 30 lessons are offered across the academic year. West of England Music & Arts provide teachers for Flute, Clarinet, Saxophone, Drum and Singing lessons. Please contact them via their online form on their website at <https://uksouthglos.speedadmin.dk/registration#/>.

For all other instruments such as Piano, Guitar (Classical, Acoustic, Bass or Electric), Trumpet, and Violin, please access the Instrumental Booking Form and Handbook via the school website at <https://www.hayesfield.com/music-and-dramatic-art-lambda-lessons/>. The Instrumental Lessons Handbook sets out the terms and conditions relating to the provision of music lessons including the four week notice period required for the cessation of lessons.

Please download both and return the Booking form to the music administrator music@hayesfield.com.



Students are expected to practice their instrument every day and to take part in assemblies and other performances when they arise.

International Hayesfield

We feel strongly that all students at Hayesfield should have the opportunity to learn about the wider world and how to be a global citizen. You will learn about many aspects of this through your curriculum subjects. We also ensure that our extra-curricular activities and Ignite Days give you the opportunity to discover more.

Our work in helping students to understand globalism has been recognised by the British Council and the school has held the International Schools Award since 2012.



Lanyards and ID Badges

Hayesfield is a city centre site and in order to ensure the safety of all students from 11-18 we ask all individuals over the age of 16 to wear a lanyard when on site, identifying them as a legitimate member of the school community. All Sixth Formers will be issued with a lanyard at the start of the year and will need to wear them, with their ID badge, whenever on site.



Lost Property

Items of particular monetary or sentimental value should not be brought into school – they can easily be lost or broken. If there is a particular need to bring an item of value in to school, it should be handed into the School Office immediately for safe-keeping.

All lost property is handed into the School Office. All named items will be returned to their rightful owner. If you lose anything, please enquire at the School Office at breaks, lunch or after school.

Illness

If your daughter/son is taken ill in school, we will contact you and ask you to come and collect them. It is important they inform the reception on either site if they feel unwell.

If your daughter/son have an existing medical condition, i.e. nut allergy, epilepsy, diabetes, please contact the School Office.

The School Nurse offers a confidential support service and is available for students to make appointments on Thursdays and Fridays.

Paid Work

We are very happy for students to have part-time jobs as this develops their work-related skills such as communication and independence. However, students may not undertake paid work during the school day and should not have paid work in excess of 10 hours a week as this will make it difficult to balance school work with external work.

Payments

We aim to be a 'cashless' school. We have an online payment system (Arbor Payments which is accessed through the Arbor Portal or App) to pay for lunch, trips and all other school activities. Online payments offer you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week – safe in the knowledge that the technology used has the highest internet security available, ensuring secure and prompt receipt of payments. For more information on the portal and payments, please see the Arbor Handbook on the website –

The catering account is a prepayment account, whereby parents/carers put money on to it and then your daughter/son can draw down from the credit balance to buy break snacks, drinks or lunch from the refectory using their personal card. You can view online what you have spent on your account and how much credit is remaining.

Parents/carers will be sent details of a secure online account, activated using a unique set of activation codes. They will be prompted to change these and create their own secure email and password for future logins. Once you have started at Hayesfield, your daughter/son will be issued with a photo identification card. If they mislay their identification card it will cost £1.00 to replace it. Please do not hesitate to contact the school if you have any problems.

Making a payment is straightforward and the online payments system holds an electronic record of your payments to view at a later date. No card details are stored in any part of the system. Once you have activated the Arbor Portal, you can make online payments straight away. If you do not have a bank account/ debit or credit card or do not have access to a computer, please contact the School Office to enquire about alternative payment

methods. Your support by using our online payments system will help the school enormously.

Mobile Phones

Sixth Formers are permitted to use phones in the Sixth Form Common Rooms and in Sixth Form study areas to assist with work but they should not be visible on desks in classrooms, in the corridors or other whole-school communal areas. Sixth Formers are expected to act as role models to younger students who do not have access to their phones at all. Students not complying with the guidelines will have their phones confiscated and a parent will be asked to come into school to collect it.

Policies

Policies are available on the school website on a wide range of subjects: www.hayesfield.com/index.php/information/policies/.

REACH

REACH is a lesson, which is compulsory for all Sixth Form students and takes place in Period 3 on Tuesdays.

In Year 12, Term 1, all students undertake a study skills programme designed to support them in making the leap from GCSE to A Level study. The programme is devised in collaboration with Southampton University and examines how to undertake independent research and manage their time effectively.

From Term 2 onwards students will cover issues such as careers education, personal finance, wellbeing and health, and planning for post-18 destinations. Attendance at these sessions is compulsory as part of students' guided learning hours.

Reports and Parents' Evenings

Parents receive a data report twice a year which gives an indication of how you are progressing. There will be a Parents Evening where you will have the opportunity to meet your teachers, to discuss the report and how you have settled at Hayesfield.

Sign In App

We require all Sixth Form students to sign in and out of school whenever they attend. This forms part of our registers and helps us with H&S requirements for fire registers so it is imperative that you use it. On the first day of school you will receive an email inviting you to download an app for the Sign In App. (If you do not wish to use the App you will need to tap in at reception or via the East Wing / Brougham Hayes common room tablets upon arrival and exit). After downloading the app, tap Get Started and enter the 12-digit authorisation code from the invitation email. That's it! You're ready to start using Sign In App Companion.

Arbor Portal and App

All student information such as timetables, attendance, rewards, homework and progress checks can be accessed via Arbor Portal and App by students and parents/carers. If you are new to Hayesfield you will receive an introductory email with information on downloading the app and login details.



Sixth Form Day

In Terms 1 and 2 you are expected to be on site from 8.15am - 3.15pm. After this, providing progress and attendance are high you may sign out from 12.30pm to complete study at home if you have no lessons, supervised study or other commitments. The signing out book is kept in the Sixth Form Office on both sites.

8.00am - 8.25am	Arrival to School and Breakfast Service in the Refectories
8.25am - 9.00am	Tutorial
9.00am - 10.00am	Period 1
10.00am - 11.00am	Period 2
11.00am - 11.15pm	Break Time Food Service in Refectories
11.15am - 12.15pm	Period 3
12.15pm - 1.15pm	Lunch Time
1.15pm - 2.15pm	Period 4
2.15pm - 3.15pm	Period 5
3.15pm - 3.25pm	Movement Time
3.25pm - 4.25pm	LEAP activities

Sixth Form Dining Services

There is a comprehensive food service available for all students on both campuses. There is a breakfast service from 8.00am every morning and a range of snacks and drinks available at Breaktime each day.

Break Time Breakfast

We provide healthy breakfast snacks for students during their morning break. We do not serve fizzy drinks, sweets or chocolates. Students may purchase a hot or cold breakfast snack.

Lunch Break

The canteens on each site open at 12.00pm for Sixth Form access if students have no lessons in Period 3 and can buy food before the main lunch service starts at 12.15pm. Food is served until 12.50pm on both sites.

Full information on our weekly lunch menus is available on our website:

<https://www.hayesfield.com/index.php/information/refectories/>

Nut Free School

We have a number of students and staff with a variety of allergies and reactions to allergens. Nuts are a potential danger for some and to ensure their safety and wellbeing, we ask that no nuts or nut based products are brought into school.

Sport

Sport is not a compulsory part of the Sixth Form but we encourage all students to continue to participate in team games or personal fitness. After attending a compulsory induction they are able to access the Fitness Suite between 8.00am and 5.30pm daily. In addition, PE and Sport facilities are made available to Sixth Formers on the UOP site every Tuesday after school when they can use the all-weather pitch, sports hall, netball courts etc. At the start of the year the PE department will discuss bookings with students. Facilities may be available at other times by negotiation with the PE Department.



Student Leadership and Voice

We encourage all students to take on leadership roles throughout the school from Years 7 - 13. This gives students an opportunity to make their opinions heard but also to have a significant impact on the running of the school. The positions are elected and rotated annually, to encourage all students to participate.

- **Sixth Form Council:** Each tutor group sends two representatives
- **Sports Reps:** Each tutor group sends two representatives
- **House Council:** Each tutor group in each House Years 7 - 13 sends two representatives
- **Whole School Council:** Each year group sends two representatives
- **School Prefects:** In the Spring term of Year 12 students can apply to become School Prefects. They will be interviewed by the existing Head Student(s) and, if successful, will take on the role of school ambassadors at a range of events, lead the whole student body and assist younger students.

In the Spring Term of Year 12 a small group of these students, through a combination of election, interview and selection will become the Student Leadership team, including Head Student, Deputy Head Student, School Community Leader, Mentoring Lead and Head of Houses.

Study Periods/ Supervised Study

Students are able to use periods during the school day when they are not timetabled for lessons for independent study.

There are three main study areas EOLC (East Wing Open Learning Centre), WOLC (West Wing Open Learning Centre) and BHOLC (Brougham Hayes Open Learning Centre) that students can access any time between 8.00am and 5.30pm Monday to Friday. Students are expected to work quietly in these areas and not use them for socialising. Three of these areas are supervised by staff. Students should sign in with the member of staff at the start of each session.

Teachers will expect students to complete a minimum of one hour of independent study for each taught hour, i.e four hours per subject per week. This study time might include homework set but can also include wider reading around the subject. On the Sixth Form website subjects have supplied suggestions for wider reading and research.



University Open Days/ Recruitment Events

Many students sign up for University open days during Term 6 of Year 12 and Term 1 of Year 13. We actively encourage students to visit universities but ask that they choose Saturday dates where possible. However, we do recognise that this is not always possible so students may have up to 3 open days as authorised absences. They can obtain forms from the Sixth Form Office.

Work Experience/ Professional Placements

As preparation for employment we value work experience for students alongside their academic qualifications. All Year 12 students complete a week's experience, usually during the Enrichment Week at the end of Term 6. Students complete preparatory and follow-up work on this placement in school but should organise their own placement. We strongly encourage students to try and find placements that are "professional placements" i.e linked to their future study or work plans. Students struggling to find a placement to fit these exact dates are welcome to organise it for any other holiday week in the calendar but we are unable to authorise placements during term weeks, unless students are studying vocational courses.

Some students obtain placements on summer schools to further their ambitions e.g Space Camp, Sutton Trust etc. .

We would also welcome contact from parents who would be willing to offer a placement in their place of work. If you think you can help please contact Ms L Adams, Post 16 Careers Lead.

lucy.adams@hayesfield.mnsp.org.uk



Useful Contacts

Organisation	Description	Contact Details
Off the Record	Counselling service for Young People 12-25 - Free and confidential	Freephone 0800 389551 Call in at Open House Centre, Manvers Street
Young People's Sexual Health Clinic	For all contraceptive needs, Friday 3pm-5pm, Saturday 11am-1pm	01225 831593 Sawclose, Bridewell Lane (near O'Neills)
Samaritans	Listening Service 24 hours, 365 days of the year	08457 909090
Youth Connect	Help and advice on careers and living	For an appointment contact Sixth Form Office
B&NES Social and Housing Services	For help and advice on housing	01225 477000 Visit Lewis House, Manvers Street, Bath, Monday - Friday
SARI (Support against Racial Incidents)	Facing racial harassment	0117 9525652 Open 9am-5pm, 24hr contact details available for out of hours emergency
Victim Support	Free and confidential support advice for victims	0845 3030900
BADAS (Bath Area Drugs Advisory Service)	Provides a safe and confidential space for you to discuss your own or someone else's drug use and any concerns around this	Tel: 01225 469479 (24hr) Email: badas@ic24.net 32-33 Broad Street, Bath
Frank	Drug aware	0800 776600 www.talktofrank.com
School Nurse	Confidential health advice	07976 919984
Kooth	Online support for young people	www.kooth.com
Headspace	For mental well-being	www.headspace.com

Achieving ambitions
