



Our Vision:

To develop aspirational learners who strive for excellence academically, creatively and culturally, benefitting from a wide range of opportunities led by inspirational educators.

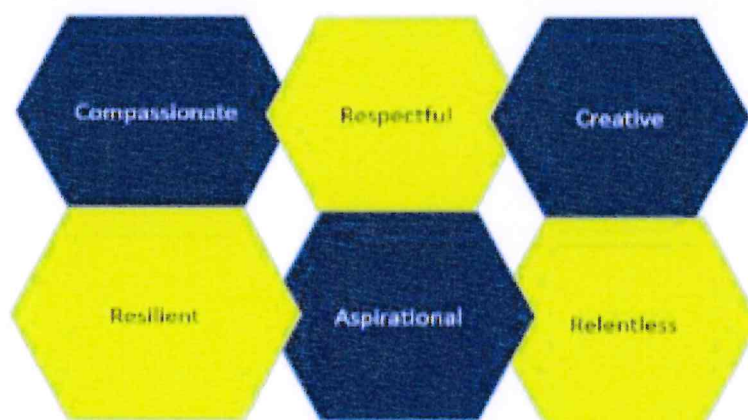
SHIRLEY HIGH SCHOOL PERFORMING ARTS COLLEGE

Striving for Excellence

INFORMATION & EXPECTATIONS

A Guide for Students and Parents

Sixth Form 2026-2028



Safe, Happy, Successful
Scholarly and professional



Our Mission:

Shirley High School's mission is to offer a high quality education to all learners within an inclusive and respectful environment.

An environment where all are consistently challenged and supported to be successful, well rounded global citizens.



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Welcome to Shirley High School

***"Leaders' ambitions and high expectations of pupils, teachers and parents cascade throughout the community."
(Ofsted)***



Dear Parents and Carers

Shirley High School is committed to providing an excellent, rounded education for all our students. As a school we continue to make significant progress across all areas of our school.

We are delighted that last year our 6th form produced the best results in the history of our school. With 88% of pupils securing their first choice university place and approximately 20% going to Russell Group universities. We have also seen an increase in the number of pupils obtaining higher level apprenticeship places. This builds on our success when one of our pupils left us to go to the University of Cambridge. During this time we have enhanced our Performing Arts status and invested approx £1.5 million on school facilities, improvements and resources.

It is an exciting time to be joining Shirley High School Sixth Form. We are determined to enhance the life experience of all our students and ensure that they receive the best education possible. Throughout their time at Shirley High School we will do all we can to support our students to achieve and gain full control over what they do next with their lives. It is important that we have your support in ensuring that your child attends all the additional opportunities we provide and encourage them to work hard and read around their subjects at home.

This booklet is designed to reinforce the vision and mission of Shirley High School and provide you with the key information you require to help support your child during this process.

Please take the time to go through this booklet and as always do not hesitate to contact us should you have any questions.

I would like to close by saying that everyone at Shirley High School is committed to the young people of our community. We believe that an excellent education, a thirst for knowledge, respect and high aspirations **can** and **will** enable our students to succeed in whatever they decide to do. We urge your child to fully embrace and recognise the power of learning and self-discovery.

#weareshirley

Yours sincerely

Mr Myton
Principal

Welcome to Shirley High Sixth Form: A scholarly and professional place to learn



Dear Students

On behalf of the Sixth Form Tutors, the Sixth Form Top 8 and all our students, we would like to welcome you to Shirley High School Sixth Form.

It is our aim to ensure you are fully prepared for the next stage of your journey after 14 years of compulsory education, whether that be studying at university, completing an apprenticeship or entering the world of work. That is why we have created a culture where all our students are scholarly and professional in everything that they do. We feel that these two words embody everything that we expect of our students in the sixth form.

A **scholarly** student shows great interest in their subjects; keeps their work organised; uses their independent study time appropriately; does not miss deadlines and looks for opportunities to extend knowledge in their subjects beyond what is taught on the curriculum.

A **professional** student arrives punctually in the correct uniform; is correctly equipped at all times; is open and honest in communication with staff and teachers and owns their mistakes.

We have high expectations of all of our students to meet these standards. Students will be regularly rewarded for their excellent conduct. Those who are struggling to meet these standards will be supported to ensure that they are preparing themselves best for life after Shirley High.

We will ensure that whatever decision you make regarding your time after Shirley High, you will feel empowered in your choice: you are aware and have evaluated all the options available to you and feel confident and happy with your final decision.

We thrive on positive working relationships with each other and look forward to working with you and your parents / carers. The information contained within this handbook should help us all to realise our shared ambitions. It contains some important procedures and includes the Sixth Form Code of Conduct. Please read it thoroughly and ensure that you are familiar with all of its details.

We wish you every success in your studies and hope that the time you spend with us will be enjoyable and rewarding.
Yours sincerely

A handwritten signature in blue ink, appearing to read 'V Murawski'.

Mrs V Murawski
Assistant Principal (Post 16, Personal Development and Careers)



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ACADEMIC YEAR 2026 - 2027				
AUTUMN TERM 2026				
Thursday 3 September 2026 – Friday 18 December 2026				
School closed Staff Training Day (no students in school)	Thursday	3	September	2026
School closed Staff Training Day (no students in school)	Friday	4	September	2026
School opens for Autumn Term (Years 7 & 12)	Monday	7	September	2026
School opens for Autumn Term (Rest of School)	Tuesday	8	September	2026
School closed: Half Term	Monday	19	October	2026
	Friday	30	October	2026
School closed: Christmas Holiday	Monday	21	December	2026
SPRING TERM 2027				
Monday 4 January 2027 – Thursday 25 March 2027				
School closed Staff Training Day (no students in school)	Monday	4	January	2027
School opens for Spring Term (all years)	Tuesday	5	January	2027
School closed: Half Term (1 week)	Monday	15	February	2027
	Friday	19	February	2027
School opens for Year 11 & 13 only	Monday	22	February	2027
School opens for All students	Tuesday	23	February	2027
School closed: Easter Holiday	Friday	26	March	2027
SUMMER TERM 2027				
Monday 12 April 2027 – Friday 23 July 2027				
School opens for Summer Term (Year 11 & 13 only)	Monday	12	April	2027
School opens for All students	Tuesday	13	April	2027
School closed: Bank Holiday	Monday	3	May	2027
School closed: Half Term (1 week)	Monday	31	May	2027
	Friday	4	June	2027
School closed: Summer Holiday	Monday	26	July	2027

IMPORTANT: Parents / Carers are requested not to arrange holidays in school term time.

IMPORTANT DATES	
PARENTS EVENING	Tuesday 12 January 2027
SIXTH FORM OPEN EVENING	Thursday 14 January 2027
YEAR 12 & 13 PPE 1 DATE	16 November 2026 – 27 November 2026
Year 12 PPE 2 DATE	10 May 2027 – 14 May 2027
Year 13 PPE 2 DATE	23 February 2027- 5 March 2027

THE SIXTH FORM TEAM



Mrs Murawski - Assistant Principal
murawski@shirley.croydon.sch.uk



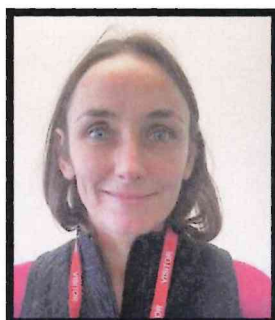
Mrs Champ - Head of Sixth Form
champ@shirley.croydon.sch.uk



Mrs Samms - Assistant Head of Sixth
Form
samms@shirley.croydon.sch.uk



Mrs Bater - Academic Learning &
Carers Mentor
bater@shirley.croydon.sch.uk



12S- Ms Davis
davies@shirley.croydon.sch.uk



12H- Dr Berry-Brown
vbrown@shirley.croydon.sch.uk



12R- Mr Stober
rstober@shirley.croydon.sch.uk



12L- Ms McConnell
mcconnell@shirley.croydon.sch.uk



13S- Ms Denmead
odenmead@shirley.croydon.sch.uk



13H- Mrs Gopalakrishnudu
gopalakrishnudu@shirley.croydon.sch.uk



13R- Mr Smith
smitht@shirley.croydon.sch.uk

TIMINGS OF THE SCHOOL DAY FROM 8 SEPTEMBER 2026

SCHOOL BEGINS	08:40
SCHOOL ENDS	15:10
REGISTRATION	08:40 - 9:10
PERIOD 1	09:10 - 10:00
PERIOD 2	10:00 - 10:50
BREAK TIME	10:50 - 11:10
PERIOD 3	11:10 - 12:00
PERIOD 4	12:50 - 12:50
LUNCH	12:50 - 13:30
PERIOD 5	13:30 - 14:25
PERIOD 6	14:25 - 15:10

Assemblies

Most weeks, students and tutors meet for an assembly. All students are expected to attend. It is a time when we come together as a community to reflect, to share information, and often, to celebrate. Additional assemblies may be called as needed.

CURRICULUM

Transition work

The step up in difficulty between GCSE and A Level content is arguably as big as the jump between A Level and Degree. To aid this transition, subject teachers have set some transition work to complete. Please scan the QR code to access this.



Failure to complete the work will not only put you at a disadvantage when you return, but will also be sanctioned as unscholarly conduct resulting in detention.

A Levels

All subjects are two year courses and will be examined in May/June of Year 13. All A level students will have Pre-Public Examinations. In year 12, there will be two rounds of PPEs—one in December and one in June. Termly 1:1 meetings are held with the Assistant Principal for Key Stage 5 to monitor student progress. The A level pass grades are A-E, excepting EPQ which has an A* grade available.

BTEC Courses

These are vocational qualifications which are assessed by coursework practical activities and some exams. The grades available are Pass, Merit, Distinction and Distinction*. A student has to pass all the pass tasks to pass the course. Unless this is achieved, the whole course is failed. It is very important that students on BTEC courses have excellent attendance and meet all deadlines set or they will not complete the course in the time available.

GCSE Resit

Students who do not achieve a grade 4 in either English or Maths GCSE will need to resit the exams. Students will have 8 lessons taught over a fortnight in these subjects. There are two opportunities to retake the exams, once in November and once again in the Summer. As most post-18 education institutes require students to have passed these subjects, it is vital students attend and commit to all their lessons.

Personal Development

Similarly to KS3 and 4, all students in the sixth form will have a PD session once a week in a tutor period. They will cover topics such as RSE, staying safe, mental health and preparing for future study/careers.

Enrichment Programme

All Sixth Form students undertake enrichment on a Wednesday afternoon periods 5 and 6. They choose their preferred activity for the term each pathway will give students an opportunity to broaden their horizons.

Scholarly and Professional Study, Home Study and Relaxed Registration

Unlike in KS4, students will have periods on their timetable with no lesson designated. During this time, students will be allocated a room in the sixth form to complete independent work in 'Scholarly and Professional' studies. These rooms are modelled on a university library and students are expected to work independently on their studies during this time. We have one room for students to carry out group work, one room for students working individually and one room where students work in silence. For students who are working particularly and consistently well across all their subjects, they may be eligible for Home Study. Further details of this will be revealed on arrival in the Sixth Form.

Course changing

Students should aim to make informed choices at the beginning of their Sixth Form career. Because of the intensity and volume of work at this level, it is not advisable that students should change courses mid-stream. Students have the first 3 weeks of studying to trial any subjects before making their final decision. However, there are occasions when it may be appropriate for a student to transfer from one course to another, in which case the following procedure should be observed:

- Discussion must take place between the student and the Assistant Principal in Post 16.
- Further discussion must take place with his/her Form Tutor and Head of Sixth Form and parents
- A decision will then be taken involving all parties

Please note that any course changes that occur after the first half-term will have serious implications for the school and will therefore only be allowed in exceptional circumstances.

Examinations and Study Leave

Examination Entries

As a rule, all students who begin and complete an examination course are entered for the final examination. It must be understood, however, that entry to a public examination very much depends on the quality of the individual student's progress, and that heads of departments have a right, at their discretion, to refuse to enter any student who has failed to meet the required standard.

In the case of public examinations, the school is bound by the conditions imposed by the various examination boards. The school is therefore limited in what it can do for students who:

- Arrive late for an examination
- Fail to attend the examination
- Engage in unacceptable practices, e.g. cheating

Any student who does not attend for an examination for which they are entered will be liable to refund the school the cost of entry.

Students are given their own personal examination timetable which they should familiarise themselves with. Students are responsible for arriving at the examination hall at the correct times. This is at least 15 minutes before the beginning of an examination.

Students must make themselves aware of the rules of the examination boards.

Mobile phones and smart watches are not permitted in the examination hall. A student who is found to have either in their possession during an examination is liable to be disqualified.

Candidates can request remarks of and/or access to, scripts, there may be charges involved.

Study Leave

This occurs for pre public examinations (PPEs) in January and for public examinations in the summer. Students and parents are notified by letter as to when students have been granted study leave in preparation for their exams.

SCHOLARLY EXPECTATIONS

As a scholarly student, we expect the following from all pupils:

- All deadlines are met with work done to a suitable standard;
- Students use Scholarly and Professional study (SPS) effectively;
- Students show commitment to every lesson;
- Students find opportunities for wider reading and understanding of the subject;
- Students catch up on missed work within one week of absence;
- Students revise throughout their time at Sixth Form 'little and often', not just before PPEs.

Student folders

All students are expected to keep their work and notes organized and up to date. In advance of September students should purchase a ring binder folder for each subject which includes:

- File dividers (with sections labelled 'Notes', 'Assessments', 'Revision notes' and 'Wider reading'. Individual departments may request you to have further sections.
- Lined paper for extra note taking.

The above items can be purchased from any stationary store or newsagent.

Your form tutor will be checking each subject folder on rotation. Failure to maintain a high standard of folders will result in students receiving an 'unscholarly sanction'.

Intervention

In an effort to support students, we run an intervention program that is designed to spot student underachievement early and to resolve the barriers to learning. At regular assessment and reporting points students will discuss their progress and learning with either the Head of Year or the Assistant Principal with responsibility for KS5. This is an opportunity for the student to voice any concerns he/she may have about school issues that may be impeding his/her learning. However it is also the point at which a student's lack of effort will be tackled. On page 12-13, you will see our process of increasing support for students of concern.

Target setting and tracking

At the beginning of Year 12 targets will be discussed with students using prior attainment data. At two separate points during the academic year student progress will be measured against these targets to ensure that students are on target.

A report will be available to parents/carers twice a year, via the Sims Parent app. There will be an opportunity during the year to attend a Parents' Evening to discuss student progress.

Sims Parent App

Parent/Carers will be informed about the Sims Parent App. This is a personalised APP which will allow Parents/Carers to keep updated with school information, student reports and calendar events, update records and view reports. The APP is free to download and use. In September the Parent/Carer and the student should receive a unique registration e-mail. If you have not received this contact office@shirley.croydon.sch.uk. Please ensure your e-mail is up to date.

ClassCharts

Our behaviour app will help keep track and alert you of all behaviours and house points throughout the school day. This instant communication is invaluable as we work together to ensure your child fulfils their potential.

UCAS

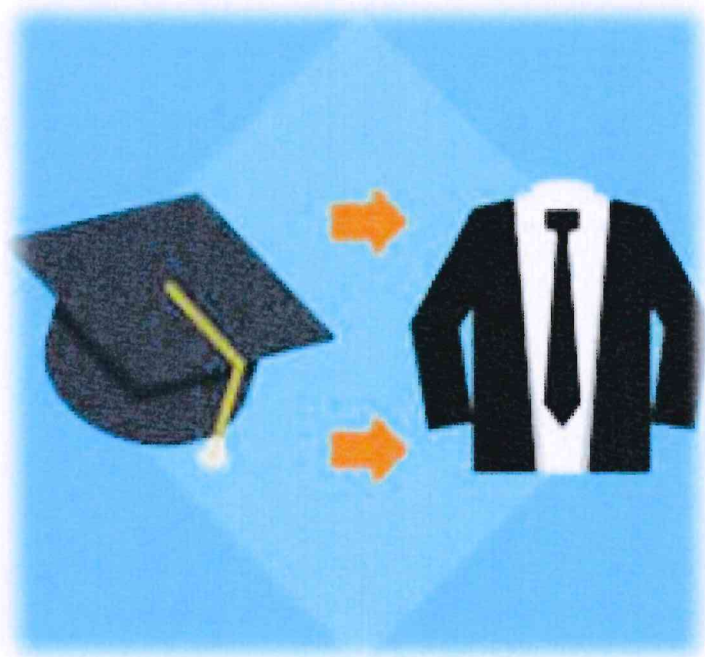
This is the organisation that controls university applications. Their website is www.ucas.com. The site becomes live for year 12 students in the middle of June. The UCAS information process begins in November with support in choosing universities and courses, visits to conferences and conventions such as UCAS and visits are arranged to University Open Days. There will be a parents' UCAS information evening later in the year.

References

The Sixth Form team will write UCAS references and tutors or the Sixth Form team may write references for employment. These references are always positive and totally factual. However, if we cannot make a positive comment about an area, then none will be made at all and those reading the reference will infer that there is a problem. It is the responsibility of the students to ensure that they receive the best possible reference by displaying an excellent attitude, outstanding commitment to their own progress and exceptional attendance and punctuality.

Work Experience / Shadowing

There will be opportunities for all students to acquire work experience or work shadowing. Should the courses they wish to study also require work experience we can arrange for students to fit this around their Independent or Home Study times. Students are strongly encouraged to use enrichment time for this purpose.





The Shirley Learning Journey



Student Productivity and Engagement

Teachers set a clear learning objective	Students understand what they are learning and why
Teachers use a variety of interactive teaching methods and use technology effectively	Students are engaged and motivated
Teachers promote collaboration by facilitating group or peer work	Students are encouraged to actively participate
Teachers are enthusiastic regarding their subject and lesson	Students are inspired and interested in their learning

Behaviour for Learning

Teachers genuinely have high, clear expectations and consistent routines in the classroom	Students demonstrate positive behaviour
Teachers apply the behaviour policy consistently	Students learning is not disrupted by others
Teachers foster a positive, supportive and inclusive learning environment	Students express their ideas with confidence
Teachers recognise and reward positive behaviour with praise and house points	Students feel valued and repeat positive behaviour and efforts
Teachers build a positive working relationship with students	Students feel they can express their feelings and challenges leading to improved mental health and academic outcomes

Assessment for Learning

Teachers encourage students to reflect on their learning and respond to targets provided	Students learn how to identify their own areas for growth and take ownership of their learning process
Teachers identify learning gaps and plan subsequent lessons accordingly	Students are able to catch up on the areas missed from the curriculum
Teachers provide timely and constructive feedback to students	Students recognise their strengths and areas for development resulting in improved understanding and performance
Teachers constantly check that all students have understood the learning	Students have an improved comprehension and retention of the subject.

Teacher Input

Teachers are organised and all aspects of the lesson have a purpose	Students understand why they are learning and are more engaged with their learning
Teachers have high and detailed subject knowledge	Students are challenged and access a deeper understanding of the subject
Teachers give clear instructions and explain with clarity using visual aids where required	Students grasp complex ideas and retain them
Teachers connect learning to students' backgrounds, interests and current affairs	Students can relate to their learning and are more engaged
Teachers plan and address misconceptions	Students overcome common misconceptions and avoid making the same mistakes
Teachers link learning to exam specification	Students access all content and achieve their full potential

Adaptive Teaching

Teachers adapt instruction to meet diverse learning needs	Students of all abilities can access the tasks and make expected progress
Teachers ensure that work and tasks challenge all learners	Students are always challenged
Teachers provide scaffolding, breaking down complex concepts into manageable parts for less able students	Students feel supported and gain confidence in completing tasks
Teachers use a variety of questions styles to address individual students' needs	Students engage with personalised learning
Teachers provide model answers	Students are given a visual or verbal example of what they are expected to produce

Student Progress

Teachers provide regular feedback	Students understand how to improve their work
Teachers interleave learning and build on knowledge that has already been learnt via an appropriate curriculum	Students can link new concepts to existing knowledge making learning more meaningful and easier to understand
Teachers show students how to work independently.	Students take ownership of their work, manage their time effectively, analyse problems and develop solutions without relying on support, increasing their resilience

PROFESSIONAL EXPECTATIONS

Behaviour and Code of Conduct

Sixth Formers are expected to follow the school behaviour policy as published on the website in the policies section. A copy of the Home / School agreement and dress code policy can be found later in this document which students must agree to and sign.

We do not expect there to be any behaviour problems with Sixth Form students. Our experience tells us that in general Sixth Form students are mature and have a very good understanding of the need to be professional at all times. Nevertheless some clear guidelines need to be given for those few cases where students do not behave in a manner that is commensurate with their status.

Younger students see Sixth Form Students as role models. It is essential that we give the right kind of message to the rest of the school, and that we offer the kind of example that the younger students would want to imitate. Conduct consistent with the maturity of a Sixth Former is expected at all times, both on and near the school premises. When we are involved in activities and events elsewhere we are ambassadors for the school and should support its excellent reputation.



If students wish to socialise or use a mobile phone, this is only permissible in the Sixth Form Common Room at break, lunchtime or after school.

If mobile phones are seen or heard anywhere else on the school site, apart from the Common Room, staff have the right to confiscate them. If you do bring a mobile phone into school, LOOK AFTER IT very carefully and keep it safe. It is your responsibility.

Mobile Phones SHOULD NOT be taken into examination venues under any circumstances.

Rewards

Weekly awards of Scholar of the Week and Professional of the Week will be awarded in assembly. Students who are consistently meeting and achieving above our expectations will be rewarded with Home Study and Relaxed Registration in the morning.

Sanctions

Students can receive sanctions for Unscholarly or Unprofessional conduct around the Sixth Form. See 'The escalation of sanctions'. With the former, they will attend a 30 minute detention to catch up on missed work or to sort out their subject folders. For Unprofessional detentions, they will be given a community task to complete within a specific department. These might range from organising course materials to help tidying classrooms.

Regular attendance is essential for the successful education of students and good attendance is essential for high achievement. The school's overall attendance remains significantly above the national average which indicates that students enjoy being at Shirley High School.

Holidays during term time cannot be authorised. Parents / Carers are requested not to take students out of school for holidays during term time but to arrange their holidays during the school holidays.

Parents / Carers are informed of the term dates well in advance and they are also available on our website: www.shirley.croydon.sch.uk.

The school is legally obliged to keep an accurate record of attendance. When students are absent from school because of illness, **Parents / Carers must inform the school. Email: attend6th@shirley.croydon.sch.uk**. Attendance should be kept informed of any ongoing problems.

Our electronic registration system enables us to notify Parents/Carers, by text to a mobile number or home landline, of a student's absence on the first day, if no contact has been received from the Parents/Carers. The text will be sent repeatedly on that day until the Parent/Carer responds. This process will be repeated for every day the student is absent. If no response is received regarding the absence after 5 days, a letter requesting information and warning of further action by the Attendance & Welfare Officer will be sent. Persistent absenteeism will be dealt with by the Attendance Welfare Officer. If you have any concerns about your child's attendance please contact the Attendance Office on attend6th@shirley.croydon.sch.uk.

We expect our students to achieve 96% attendance per year. Any student falling below 93% will be strictly monitored by the Attendance and Welfare Officer and any student falling below 90% will fall into the persistent absence category. Our strict adherence to our attendance and punctuality policy is designed to support academic progress at our school and ensure that students have the greatest opportunity to be successful.

Planned Absence

It is sometimes appropriate for students to have permission to be absent to pursue those activities which are in the interests of their academic or personal development. Such activities could include:

- Visits to university open days
- Auditions
- Driving tests (but not lessons)
- Careers interviews
- Participation in sporting competitions

In such cases permission must be sought from the Head of Year by completing a student absence form, available from the sixth form office, and supplying supporting evidence of the activity.

It will be necessary for the student to explain the importance or relevance of the activity and to ensure that they have planned to cover any work that will be missed as a consequence of the absence. Failure to keep up to date with work commitments could affect later permission to attend similar activities. Students should not take personal holidays during term time.

Illness

In the event of illness occurring during the school day and the subsequent need to go home, a student must report to the medical room where it will be decided whether he/she is well enough to stay and if necessary contact parents/carers to notify them that the student is being sent home.

Medical and Other Appointments

Students should always strive to make medical appointments outside of the school day. This is usually very straightforward. If this has not been possible or it is an emergency the student may be given permission to leave. The following procedures should be adhered to:

- Medical or dental appointments must be supported by the relevant appointment card and shown to the Form Tutor.
- The Subject Teachers should be notified, where possible, and work should be collected;
- Without an explanation note, permission to leave school may not be given;

ATTENDANCE / PUNCTUALITY

Attendance

Regular attendance is essential for the successful education of students and good attendance is essential for high achievement. The school's overall attendance remains significantly above the national average which indicates that students enjoy being at Shirley High School.

Holidays during term time cannot be authorised. Parents / Carers are requested not to take students out of school for holidays during term time but to arrange their holidays during the school holidays. Parents / Carers are informed of the term dates well in advance and they are also available on our website: <https://www.shirley.croydon.sch.uk>

The school is legally obliged to keep an accurate record of attendance. When students are absent from school because of illness, parents / carers must inform the school. On the student's return, an absence slip in the student planner should be completed fully by the parent / carer so there is an official record of the absence. Students should attend medical appointments outside of school time but where this is not possible parents / carers must provide evidence of external appointments (where applicable). Students regularly identifying poor health as a reason for absence will be asked for medical evidence.

Our electronic registration system enables us to notify parents/carers, by text to a mobile number or home landline, of a student's absence on the first day, if no contact has been received from the parents/carers. The text will be sent repeatedly on that day until the parent/carer responds. This process will be repeated for every day the student is absent. If no response is received regarding the absence after 5 days, a letter requesting information and warning of further action by the Attendance & Welfare Officer will be sent. Persistent absenteeism will be dealt with by the Attendance Welfare Officer. If you have any concerns about your child's attendance please contact the Attendance Office on attend6th@shirley.croydon.sch.uk.

We expect our students to achieve 96% attendance per year. Any student falling below 93% will be strictly monitored by the Attendance and Welfare Officer and any student falling below 90% will fall into the persistent absence category and could be subject to legal action from penalty notices to prosecution. Our strict adherence to our attendance and punctuality policy is designed to support academic progress at our school and ensure that students have the greatest opportunity to be successful.

Punctuality

Punctuality is an important part of training for adult life and is as important for high achievement as attendance. Our students are expected to be in school by 8.35 am so they can be in their Tutor Rooms ready for Tutor Time at 8.40 am every morning. Arrival anytime after 8.40 am is late.

We are aware that sometimes things happen that are outside our control e.g. traffic incidents, transport issues, breakdowns, accidents etc and If this is the case then it is the responsibility of the parent/carer to let the school know by phone, email or text. A decision can then be made by the school whether or not the circumstances can be taken into account or whether the student will still be viewed as late.

We expect no less than 96% punctuality. Persistent lateness will be regarded as a serious breach of school policy and there are sanctions in place. Any pupil who arrives late to school will be given a 30 minute after school detention. Any pupil who arrives after registration will be given a 1 hour detention afterschool.

Persistent cases of poor punctuality could be subject to legal action - please see our Attendance and Punctuality Policy on our website.

Leaving the Premises

Usually Sixth Formers may leave the premises at break times and lunch times as long as:

- They respect the shops they visit and the surrounding community and return on time
- They are using their Scholarly and Professional Study time appropriately.

This privilege will be withdrawn should student's punctuality and conduct fail to meet our standards.

Students will be issued with a security tag to enter and exit the school gates.

Employment & Part Time Work

We accept that students will want to obtain part-time work; however research has shown that for every hour over ten hours that a student works per week, there is a drop of one grade in the final results.



Accepted Network and Internet Agreement

Students wishing to use ICT facilities must sign a copy of the User Agreement and Parental Permission form which were in the joiner pack.

Copies are available from the Administrator.

- Students are responsible for good behaviour on the Internet just as they are in a classroom or a school corridor. General school rules apply.
- The Internet is provided for students to conduct research and communicate with others. Parents' permission is required. Remember that access is a privilege, not a right and that access requires responsibility.
- Individual users of the Internet are responsible for their behaviour and communications over the network. It is presumed that users will comply with school standards and will honour the agreements they have signed.
- Students must not give out personal information (including photos) of themselves or others when on the Internet or in e-mails.
- Computer storage areas will be treated like school lockers. Staff may review files and communications to ensure that users are using the system responsibly. Users should not expect that files stored on servers or other media will always be private.
- All students have the responsibility for the security of their username and password. They must not allow other students to access the network/internet using their log-on details. Students must report any evidence or suspicion that anyone knows their password.
- Students are personally responsible for any actions/ activities carried out on the network under their username.



Our Vision:

To develop aspirational learners who strive for excellence academically, creatively and culturally, benefitting from a wide range of opportunities led by inspirational educators.

School Rules for the Guidance of Pupils, Parents / Carers and Staff

PUPILS MUST:

1. ATTENDANCE & PUNCTUALITY

- Attend school regularly and on time.
- Be in school by 08.35 am and at their form rooms by 8.40 am to attend morning registration.
- Arrive at all lessons and afternoon registration on time and understand that unauthorised absence will be regarded as truancy.

2. GENERAL BEHAVIOUR

- Follow staff instructions at all times.
- Behave in a polite and responsible manner, which does not interfere with the learning or health and safety of others.
- Show consideration and respect to all members of the school and local community at all times.
- Not threaten verbally or physically abuse or assault others, including sexually.
- Not engage in any form of bullying or bullying behaviour.
- Have the correct equipment and not disturb the learning of others.
- Attend detentions at the informed time.
- Behave in a way that is a credit to the school at all times and understand that they can be disciplined for bringing the school into disrepute.

3. THE SAFE USE OF SCHOOL PREMISES

- Treat the school buildings and grounds with respect, keeping them free of litter, graffiti and vandalism.
- Remain outside the school buildings at break and lunchtime unless they are: using the Canteen; eating lunch in the dining areas; a Prefect or attending clubs and activities. In the case of severe weather conditions, permission will be given for pupils to come into the building. Only pupils with written permission and having signed out at Reception may leave the premises for any reason during school hours.
- Eat food only when permitted and place all litter in a bin.
- Store their possessions in personal lockers as necessary. The school is not responsible for any loss incurred.
- Move quickly and carefully around the school keeping to the left in corridors and on stairs, showing due concern for others, especially during lesson changeovers and / or in busy areas.

4. UNIFORM

- Wear full school uniform and appear smart and correct – in school and to and from school. (Year 7 – 11)
- Wear smart/casual clothing in line with the dress code for sixth form students. (Year 12 & 13)
- Wear appropriate black, smart, wholly leather or leather equivalent waterproof school shoes – unless taking part in PE/games activities. (all black trainers, triple black trainers, boots or shoes made of cloth / canvas material are not permitted)
- Wear mid-grey trousers and / or skirts (on or about the knee) that conform to the permitted style.
- Wear coats, scarves and gloves outside, on the school premises during break and lunchtime only. (Headwear is not permitted to be worn in school at any time unless permission by the Principal is given for medical or religious reasons or in the case of extreme weather).
- Not wear 'hoodies' on the school premises or traveling to or from school.
- Ensure all items of clothing are clearly marked with the owner's name.
- Not have extreme hair colours, extreme hair styles, obvious make-up and coloured nail polish. The Principal's judgement in this matter is final.

5. PROHIBITED AND BANNED ITEMS:

Understand that:

- School governors have a zero tolerance policy to the possession of knives or any other offensive weapon. These items are prohibited and if seen or found as a result of a search will be confiscated and retained. Any pupil who is in possession of a knife and / or any other object which can be used to threaten, cause injury, damage and / or harm to other pupils / adults or is used to commit an offence will be permanently excluded. The police will be contacted regarding any incident involving the discovery of an offensive weapon.
- School governors have a zero tolerance policy on illegal drugs and alcohol. These substances and any associated paraphernalia are prohibited and if seen or found as a result of a search will be confiscated and retained. Failure to follow the school policy on drugs and substance abuse will lead to permanent exclusion. The police will be contacted regarding any incident involving the discovery of illegal drugs.
- Pupils in Years 7 - 11 must not be in possession of cigarettes, tobacco, cigarette papers or electronic smoking devices. These items are prohibited and if seen or found as a result of a search will be confiscated and retained or disposed of.
- Pupils must not be in possession of stolen items. If stolen items are seen or found as a result of a search they will be confiscated and retained.
- Pupils must not be in possession of fireworks. These items are prohibited and if seen or found as a result of a search will be confiscated and retained or disposed of.
- Pupils must not be in possession of pornographic images. These items are prohibited and if seen or found as a result of a search will be confiscated and retained or disposed of. If the images are found on a mobile phone or other electronic device, this device will be confiscated and the images retained or deleted.
- Pupils must not be in possession of lighters, matches, aerosol cans, laser torches / pens. These items are banned by the school and if seen or found as a result of a search will be confiscated and may be disposed of.
- Pupils in Years 7 – 11 are forbidden to be in possession of electronic and communication devices and headsets including, iPods and mobile phones. These items are banned by the school and if seen or found as a result of a search will be confiscated and returned either to the parent / carer on visiting the school during normal school opening hours or to the pupil at a specified time.
- Searches can be undertaken by members of staff through the use of any of the following; metal detecting equipment, clothing search and bag search. The police will be called if any further search is required.
- Pupils in Years 7 – 11 are not permitted to wear any jewellery other than a watch. These items are banned by the school and if seen pupils will be asked to remove them immediately. Failure to comply with this request or repeated breaches of this rule will result in the jewellery being confiscated and returned to the pupil at a specified time.
- School will not be liable for losses of or damage to or theft of prohibited and / or banned items.
- School staff can confiscate any prohibited item, or any item which they consider harmful or detrimental to school discipline however found.
- School governors reserve the right for the Principal to ban or confiscate any item that could compromise the well-being of any member of the school community.

PARENTS/CARERS MUST:

- Be aware of and support the above rules for pupils.
- Take responsibility for their child's / children's behaviour both inside and outside of school and insist upon high standards of uniform, behaviour and discipline.
- Attend annual parents' evenings, information evenings and events aimed at celebrating success.
- Respond in a supportive way to all communications from the school and inform school as soon as there are any changes to their personal information.
- Communicate in a courteous manner to all members of the school community. Abusive, insulting or threatening behaviour will not be tolerated.

HOME AND SCHOOL PARTNERSHIP AGREEMENT



Please note that acceptance into Shirley High School Sixth Form is only acceptance into Year 12 in the first instance. Entry into Year 13 will be done via a review of the Achievement, Attendance, Behaviour and Work Ethic demonstrated during Year 12. Students achieving U grades (A level) or Non-Pass (BTEC) will not normally continue into Year 13, and those achieving Es will only stay on with the recommendation of their subject teachers.

School Commitment

- The school will deliver appropriate courses (timetabling and staffing permitting) to all students it accepts into the Sixth Form.
- The school will offer a safe and pleasant Sixth Form environment in which learning can be maximised.
- The school will provide the necessary and essential materials to prepare all students for public examinations. Subjects may charge for fieldwork, trips and visits, and for supplementary materials, e.g. Design & Technology, Art.
- The school will pay for the student's first entry to public examinations (subsequent re-sits are paid for by parent/carer/student).
- The school will provide enrichment activities and Higher Education support.
- The school will recognise achievement.
- The school will be committed to the highest standard of behaviour.
- The school will foster self-respect, moral and spiritual growth.
- The school will maintain regular communication with parents/carers.

Student Commitment

- The student agrees to maintain a satisfactory level of attendance and punctuality at all lessons and registration (at least 96% attendance), which will be monitored regularly. Bursary students are required to maintain 100% weekly attendance and punctuality to obtain the weekly payment.
- The student agrees to produce class work and homework to the best standard he/she can achieve and to meet deadlines for work set.
- The student agrees to accept school rules in relation to behaviour, mobile phones and dress code, as laid down in the Sixth Form Student Guide and KS5 codes of conduct.
- Students are to wear lanyards at all times whilst on the school site.
- The student agrees not to smoke/vape whilst on or near the school site.
- The student agrees to act as a role model for younger students in both the school and local community.
- The student agrees to fully engage with all Post 16 organised enrichment activities and/or events
- The student agrees that should their grades fall below the required pass grade in a subject/s they may be asked to leave or restart Year 12.
- The student agrees that should they not attend school for 20 consecutive days without contact or a valid medical certificate they will automatically be removed from school roll.
- The student agrees that should they have an existing health condition or develop chronic medical conditions they will be required to attend a healthcare plan meeting.

- The student agrees that should his/her behaviour, attendance and standard of work not meet the requirements of the Sixth Form and the school Behaviour Policy (stages 1-3) they may be asked to leave.
- The student agrees that if taking a BTEC or equivalent qualification, they must sit the exam/s that a teacher has registered them for. If a student does not sit a paid for exam without it being agreed they will need to pay the exam entry fee.

Parent/Carer Commitment

- The parent/carers agree to support their son/daughter in achieving their very best.
- The parent/carers agree to encourage their son/daughter in aiming for 100% attendance and punctuality.
- The parent/carers agree to support the Sixth Form dress code and the school's policy and procedures on behaviour.
- The parent/carers agree to support their son/daughter and the school by attending parents' meetings as required.
- The parent/carers agree to inform the school of any problems or concerns that may affect learning or behaviour.
- The parent/carers agree to pay for any examinations not taken as a result of dropping subjects after examination entries have been made.
- The parent/carers agree to pay for any late entry fees as a result of the student taking up a subject after examination entries have been made.
- The parent/carers agree to encourage their son/daughter to engage fully in all Post 16 enrichment activities and/or events, being aware that bursary funding is available should a student require it.
- The parent/carers agree to attend all formal stage behavioural meetings should their child have contravened sixth form/school requirements and are aware that, should their son/daughter reach stage three, the school would have no other recourse than to ask the student to leave.
- The parent/carers agree to pay for loss, damage or non-return of textbooks or equipment provided by the school for the student's use.

Student signature: _____

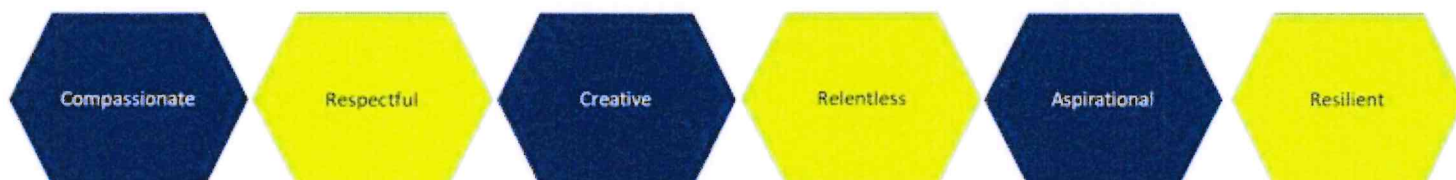
Student print full name: _____

Date: _____

Parent /Carer signature: _____

Parent /Carer print full name: _____

Date: _____



DRESS CODE

WHAT TO WEAR

All Sixth Form students take pride in their studies and themselves, and should therefore look presentable at all times.

We want students to be able to express themselves through the way that they present themselves but also wear appropriate attire for a learning environment. We therefore expect students to wear smart/casual attire.

For events such as open evening and parents evenings where students are representing the Sixth Form to our local community, we expect students to have a more formal attire and wear smart clothing such as business suits to represent a working environment.

We wish to encourage students to focus on their learning and so we would expect students to be clean shaven or have a tidy beard, to exercise discretion when applying make-up and nail varnish and all jewellery worn by sixth formers to be discreet. We understand that some lessons require a more practical approach and therefore students are welcome to wear clothing that is suitable for these lessons on the days of these subjects.

ID badges are to be worn AT ALL TIMES. Lanyards will be provided. Any loss will incur a £5 charge for replacement. This is a safeguarding requirement of the school and must be adhered to.

WHAT NOT TO WEAR

The following are NOT allowed:

Tops or vests, exposing bare midriff, cleavage or chest

Extremes of style, for example, mini skirts (more than two inches above the knee), shorts must also be to this length

Sports team shirts (such as football shirts)

Hats are not to be worn inside the school buildings and coats are not to be worn in lessons

Inappropriate footwear such as crocs or flip flops

If you attend school dressed in what is **judged** to be an inappropriate manner, you will be sent home to change, thus wasting valuable learning time. On return you will be required to report back to the sixth form office and sit a detention the same week.

The Senior Leadership Team shall be the final arbiter of what is appropriate

HOW WE SUPPORT SIXTH FORM STUDENTS

Role of the Head of Sixth Form

The Head of Sixth Form is responsible for supporting the learning and promoting the welfare of all Sixth Form students by assisting in developing and implementing strategies to promote and maintain positive behaviour and ensure high levels of academic achievement for all post-16 students. They are supported by a member of the Senior Leadership Team.

Role of the Form Tutor

The Form Tutor will meet with students each day, getting to know them all and caring for their personal development and well-being in every respect. Day to day problems are dealt with by the Form Tutor who, if necessary, will seek the assistance of the Head of Sixth Form. The Form Tutors are also responsible for teaching Personal Development to their tutor group, monitoring progress, encouraging achievement and expecting high standards of attendance, punctuality and behaviour. Form tutors usually remain with their tutor groups from Year 12 to Year 13.

Head Prefects/Senior Sixth Form Roles

There are a number of senior positions, 'Top 8', to be filled by Year 13 students. These are: School Head Prefects, Deputy Head Prefects and Senior Prefects. These are important roles of responsibility within the school and contribute towards the smooth running of the school and school events. Their responsibilities include Mentoring, Supervising, Clubs & Charities, Community, Publicity and Events. The application process begins in the summer term and all students in Year 12 are encouraged to make an application.

Counselling

There are times when a student may wish to discuss a particular matter, not necessarily work related, with someone. The Sixth Form Tutors and Heads of Year are more than willing to offer their time, advice or experience. However should a student wish to speak to someone else, unconnected to the school, details can be obtained from The Head of Sixth Form. Sometimes a parent, carer or tutor may recommend counselling but the decision must always lie with the student, although there may be circumstances in which this course of action is strongly recommended.

Safeguarding

We regard the safety and welfare of all members of our community as our main priority. Therefore, in the interests of safeguarding, parents/carers should be aware that the school will take any reasonable action to ensure the safety of all our students. In cases where the school has reason to be concerned that a student may be subject to significant harm, ill treatment, neglect or other forms of abuse, staff will follow the School's Safeguarding Procedures

Designated Persons for Child Protection:

Mrs Afriyie (DSL) afriyie@shirley.croydon.sch.uk

Mrs Murawski (DDSL) murawski@shirley.croydon.sch.uk



Bursary

This is a fund which has been put in place by the Government to ensure that no student is prevented from attending a school or sixth form college because they are unable to pay for essential items. The Bursary is means tested and applicants will need to meet the requirements of the application procedure. The application process is outlined in the sixth form area on the website. Students in receipt of free school meals are encouraged to apply for the bursary. The application form is on the school website. Any parent/carers can apply for a discretionary award in a case of genuine hardship.

Common Room

Sixth Form students have access to the common room areas during morning breaks and at lunchtime. There are kettles, a microwave, fridge and a toaster. Students are expected to respect the space by using the bins provided and ensuring furniture is in its correct location. Any damage to Sixth Form property, whether done wilfully or merely as a consequence of other silly behaviour will be charged to the student who will then be expected to clean, repair or replace the damaged property.



School Meals

Shirley High School is committed to healthy eating. We operate a Whole School Food Policy and have been awarded the Healthy Schools Award.

We have signed up for the Food for Life Partnership Award which supports schools that source food from local producers, serve freshly prepared, well-sourced meals and provide an attractive dining environment so lunchtimes are a positive feature of the school day. For more information please visit their website: <http://www.foodforlife.org.uk/>

Our school kitchen only uses grade 1 free range eggs, EBLEX standard beef and lamb, outdoor reared and free range pork and gammon, higher welfare, farm assured chicken and free range turkey.

A cashless cafeteria system operates (please see CASHLESS SCHOOL). We serve food at our breakfast service between 7.45am and 8.20am, as well as at break times and lunch times where a large choice of healthy hot and cold meals and snacks are available. Students may bring healthy packed lunches but these must be eaten in the designated areas. Please refer to additional information regarding free school meals.

Cashless School

Shirley High School is a cashless school. ParentPay is the system we use for making payments.

Once students have registered and started here at Shirley High School we do not accept any cash/cheques as a means of payment for visits / school trips / lunches / extra curricular activities which involve costs, etc.



The advantages of a cashless system are:

- money cannot be lost or misused;
- students travel to school without the need to carry cash;
- peace of mind that money for school meals will be used to buy healthy food; you will be able to check how much is spent each day and your child's current balance.

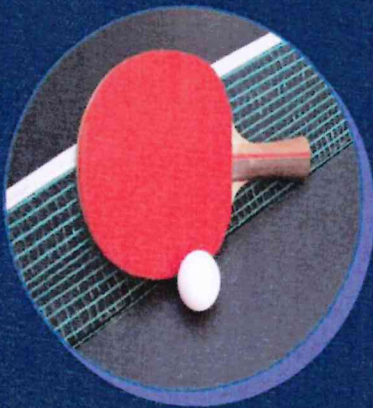
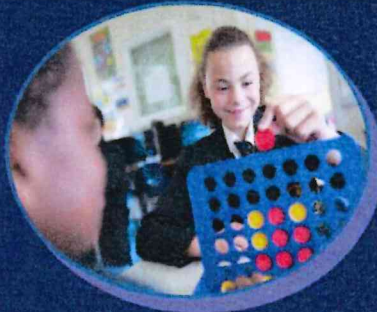
Money can be added to your child's account in two ways:

- online using ParentPay;
- and/or by cash with a PayPoint card (for school meals only) in any store displaying the PayPoint sign. Personalised log-in details will be issued during the first week of term.

SHS FUND CONTRIBUTION



We want to continue to improve the environment in which our children learn, but this is only possible with your help! over the years our students have benefited enormously from equipment and facilities purchased with the school fund kindly donated from parents / carers



£20.00 School Fund



How can I contribute?

Please make your contribution of £20 via ParentPay. If you need a reminder of your login details or are having difficulties using your ParentPay account, please contact the school. Thank you in advance for your generosity in supporting the school.



Please complete the Gift Aid form then the school will benefit by an extra 25%!

For more information, please contact the school at
office@shirley.croydon.sch.uk



Signing up to Class Charts

1. Select [Sign up](#) from the main page and fill in the form provided. Enter your [parent code](#) into the [Access code](#) field.

Please note: Your Access Code [is not](#) the same as your password. The access code is only needed for the initial sign up.



A sign up form with a light blue background. At the top right, there are two links: 'LOG IN' and 'SIGN UP', with 'SIGN UP' underlined in red. The form contains five input fields: 'Email address' with the value 'example@edukey.co.uk', 'Access code (provided by school)' with the value 'ABC123', 'Name' with the value 'Example parent', 'Password' with masked characters '*****', and 'Retype password' with masked characters '*****'.

2. Click on the [Sign up](#) button below the form.

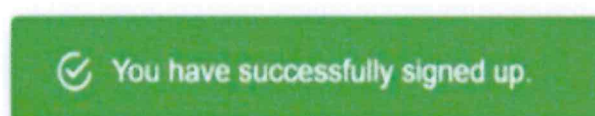


3. Confirm the pupil's date of birth when prompted. Click on the [Date of Birth](#) field and use the date picker to enter the correct date.



A white dialog box with a black border. The title is 'Date of birth confirmation'. The text inside says 'To confirm you are the parent / guardian, please enter your child's date of birth.' Below this is a label 'Date of Birth:' followed by a date picker showing '06/04/2007'. At the bottom right are two buttons: 'OK' and 'CANCEL'.

4. A [confirmation message](#) will appear, indicating that the sign up process is complete. [Verify](#) your email address to continue.



SIMS PARENT APP

SIMS Parent app is a personalised app which allows you to keep updated with school information, calendar events and contact information. You can update your child's personal details and view their report.

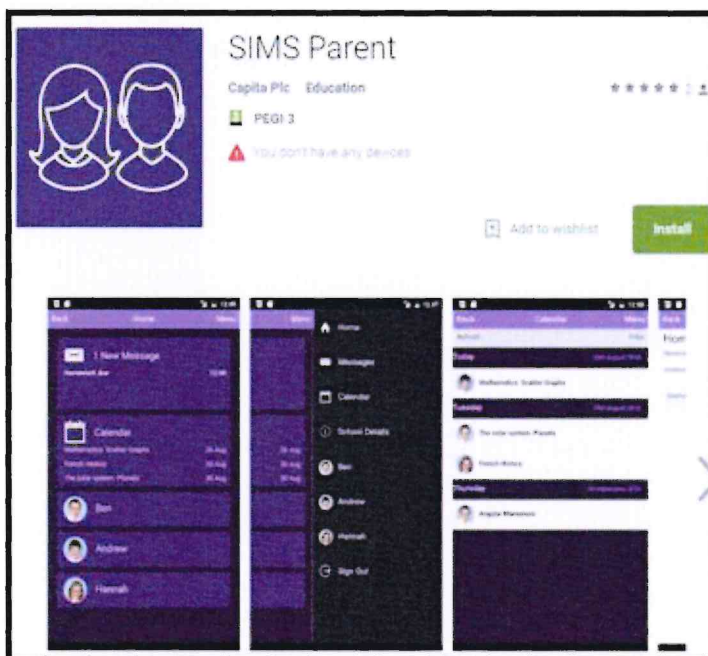
The app is free to download and use.

To get your unique registration email :

In september you and your child will receive your unique registration email to access Parent app. Please ensure you have a current email address for yourself.

Instructions for download:

1. using your device (ipad, iphone, smart pad, tablet or android phone), visit the relevant marketplace for your product (Apple Store or Google Play)
2. Search for SIMs parent and download the app.
3. Once downloaded, please follow the instructions in your unique registration email to log in and start using the app





PARENT EVENING BOOKING SYSTEM



The school has introduced a new online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. We are confident this will be an improvement to the previous system and welcome any feedback.

To book your appointments please visit

<https://shirleycroydon.parentseveningsystem.co.uk>

Login with the following information:

Student's First Name

Student's Surname

Student's Date of birth

If you do not have access to the internet, please contact our Sixth Form Administrator who will be happy to add appointments on your behalf.

Your Details

Title	First Name	Surname
Mrs	Rachael	Abbot
Email		Confirm Email
r.abbot4@gmail.com		r.abbot4@gmail.com

Student's Details

First Name	Surname	Date Of Birth
Ben	Abbot	20 • July • 2000 •

Log In

Year 11 Subject Evening
Appointment times: 18:00 - 18:30
Thursday, 10th April

Home / My bookings / My bookings

*This parent's evening is for pupils in year 11. Please enter the school name in the search bar and follow the sign to the Book Hall where this evening is taking place. Timings available in the main school car park.

	Teacher	Student	Subject	Room
18:00	Mr. Brown	Ben	Maths	142
18:10	Mr. Brown	Ben	English	34
18:15	Mr. Brown	Andrew	English	34
18:20	Mr. Brown	Ben	History	144
18:25	Mr. Brown	Andrew	Mathematics	142
18:30	Mr. Brown	Andrew	Science	142



SHIRLEY HIGH SCHOOL PERFORMING ARTS COLLEGE

"Striving for Excellence"

Our Vision:

To develop aspirational learners who strive for excellence academically, creatively and culturally, benefiting from a wide range of opportunities led by inspirational educators

PERFORMING ARTS SCHOLARSHIP

DANCE, DRAMA, MUSIC

SEPTEMBER 2027

Scholarship members will be entitled to:

Subsidised theatre trips home and abroad

Subsidised Lamda/Dance/Singing or Instrumental lessons

Equipment and training resources

First class career advice and professional opportunities

Significant exposure to the cultural capital of Performing Arts!

This unique scholarship in Performing Arts offers pupils exciting opportunities to enhance their confidence and creative ability. We expect our scholars to achieve professional standards in all areas of specialism and demonstrate their talents both inside and outside of our school.



Please check our website for further details on the application process - www.shirley.croydon.sch.uk

Compassionate

Respectful

Creative

Relentless

Aspirational

Resilient

Our Mission:

Shirley High School's mission is to offer a high quality education to all learners within an inclusive and respectful environment. An environment where all are consistently challenged and supported to be successful well rounded global citizens.



SHIRLEY HIGH SCHOOL PERFORMING ARTS COLLEGE

Our Vision:

To develop aspirational learners who strive for excellence academically, creatively and culturally, benefitting from a wide range of opportunities led by inspirational educators

TERM DATES 2025 - 2026

September 2025						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
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22	23	24	25	26	27	28
29	30					

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October 2025						
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27	28	29	30	31		

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November 2025						
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December 2025						
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January 2026						
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February 2026						
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March 2026						
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April 2026						
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May 2026						
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June 2026						
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July 2026						
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August 2026						
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25	26	27	28	29	30	31

SHS is closed when the date is shaded **red** (bank holiday), **orange** (school holiday), **purple** (staff training day) **yellow** (Yr 11-13 Focus Day)

Student checklist to complete

Have I:

- ☐ Read and agree to the Sixth Form Dress Code? *
- ☐ Read and agree to the Privacy Policy? *
- ☐ Read the Bursary Fund Information Form and prepared an application If eligible? *
- ☐ Read and agree to the Home School Partnership Agreement? *
- ☐ Read and agree to the Internet and Electronic Mail guidelines? (in my pack)
- ☐ Completed all my transition work?
- ☐ Purchased my folders and necessary equipment?
- ☐ Checked my clothing matches the schools uniform policy?

*Forms can be found on the Shirley High School website
www.shirley.croydon.sch.uk (under Sixth Form/Policies)

