



Three Spires Sixth Form

Student & Parent Handbook

2025 – 2026



Welcome

Welcome to Three Spires Sixth Form. We're proud to be an inclusive, ambitious, and supportive community. Our aim is to prepare students not only for academic success but also for life beyond school – university, apprenticeships, employment, and adult life. This handbook provides students and parents with all the key information you need for a successful year.

Key Contacts

Director of Post 16 – TST Lizzie Leek eleek@threespirestrust.org	
Head of Basketball – D Hollyhomes dhollyhomes@stpetersacademy.org.uk	
Head of Cricket – M Askin maskin@stregisacademy.org	
Head of Esports – B Vanian bvanian@stregisacademy.org	
Head of Rugby (Coventry Rugby) mjones@coventryrugby.co.uk	
Compton Campus @ St Peters	Tettenhall Campus @St Regis
SLT Lead 6 th Form – Mr Lees jlees@stpetersacademy.or.uk	SLT Lead – Mr Green cgreen@stregisacademy.org
Head of Year 12 – Mr Dulson mdulson@stpetersacademy.org.uk	Head of Year 12 & 13 – Dr Allen vallen@stregisacademy.org
Head of Y13 – Mrs Beeston bbeeston@stpetersacademy.org.uk	Assistant Head of Y12 & Y13 – Mr Allen rallen@stregisacademy.org
P16 Admin – Mrs Basra 6thform@stpetersacademy.org.uk	P16 Admin – TBC 6thform@stregisacademy.org.uk
P16 Learning Mentor – Mr Jenkins ajenkins@stpetersacademy.org.uk	P16 Support – Mrs Gordon sgordon@stregisacademy.org
Careers Lead – Mrs Tranter atranter@stpetersacademy.org.uk	Careers Lead – Mrs Thomas sthomas@stregisacademy.org.uk
External Careers Lead – Gaele Holford	External Careers Lead – Barbara



Dress Code

The Post 16 Dress Code is centred around 'an appropriate dress for work ethos'. Maintaining a professional appearance is important as Post 16 students act as role models for our academies, but we also want students to take responsibility regarding how they dress, and understand that first impressions are very important when they are applying for jobs in the future. We want students to use good judgement, show courtesy and pride in their appearance ensuring that they are presentable and safe for the environment they are working in.

The details below are designed to illustrate what does/doesn't fall into our general P16 dress code. While we have a relaxed dress code, this is still an expectation to dress in an office-appropriate manner.

Examples of what would meet the standards we expect

- Business casual/smart casual
- Traditional dress
- Blazers and suit jackets are recommended but can be substituted for a cardigan or jumper. Apart from 'Formal Days' when a blazer or suit jacket is required.
- Trousers, suit trousers, suit.
- Skirt and dress length should be no higher than two inches above the knee
- Shirt and blouses with and without a collar
- Tie or bow tie to be worn with a shirt that has a collar.

Exclusions to the dress code

- Caps/hats/bonnets/durags
- Hoodies or hooded jumpers/tops
- Football/rugby/ sports shirts
- Halter neck, strapless & spaghetti strapped tops and dresses.
- Lycra, or any tight clingy materials
- Denim jeans or tops
- Sportswear – unless it's the Three Spires Sixth Form Practical Kit
- Beach wear
- Any T-shirt with a slogan or political message
- Any clothing that exposes your back, chest, stomach or underwear.

Shoes

Appropriate	Not Appropriate
Leather polishable shoes	Flip Flops
Boots – no higher than the top of the ankle	Sliders
Loafers	Crocs
Deck Shoes	Open toed shoe/sandal
All black leather polishable trainers (not on formal days)	Open back shoe/sandal
	Multicoloured shoe or *sports trainer
	Fabric trainers

*Sports trainer can be worn with a practical Three Spires Sixth form kit.



Standard expectations of all students

- Lanyards must be worn
- Well groomed, clean and neat appearance with good standards of hygiene
- Any piercings should be inconspicuous (use a retainer), non-offensive and covered in practical activities.
- Any tattoos should be inconspicuous, non-offensive and covered whenever possible.
- Hair, beards and moustaches should be kept neat and tidy.
- No obvious logos, writing or political message on any item of clothing

The details outlined above have been written to illustrate what does and does not fall into our general Post 16 dress code. While we have a more relaxed dress code, there is still an expectation to dress in an office-appropriate manner.

Role of 'Formal' Days

It is common practice in the Post 18 environment that students will be smartly dressed for certain occasions i.e, interviews, weddings, family occasions etc. With this in mind we host 'Formal days' for our Post 16 students. Formal days could be, interview practice, open evenings, photography days, guest speakers etc. It would be expected that on these days students would rise to the occasion and pick a more formal outfit, such as a full suit, blazer, blouse, shirt and tie.

Practical Kit

For all students who are in any of the following subjects and academies a practical kit must be worn for all practical activities.

- CTEC Sport
- BTEC Sport
- Performing Arts
- Basketball Academy
- Cricket Academy
- Rugby Academy
- Esports Academy

Kit can be purchased directly from here: <https://three-spires-academy-trust.surridgesport.com/en>

Students should only wear the practical kit to theory lessons when given express permission by staff.

The School Day

Form/Mentoring (Compton): 8:30–9:00am

Period 1: 9:00–10:00am

Period 2: 10:00–11:00am

Break: 11:00–11:20am

Period 3: 11:20–12:20pm

Period 4: 12:20–1:20pm

Lunch: 1:20–2:00pm



Period 5: 2:00–3:00pm
Form (Tettenhall): 3:00–3:20pm

Mentoring & Form Time

First 3 weeks: All students attend form time every day.
From 22nd September onwards, form time becomes 1:1 mentoring appointments.
Friday form time remains a collective session for announcements.

Attendance & Punctuality

Students must attend all timetabled lessons, mentoring sessions, and directed study. Off-site privileges are only for genuine study time and may be removed if misused.
Parents should notify the school of absences.
Attendance below 90% will trigger formal intervention.

Code of Conduct

At Three Spires Sixth Form, we are committed to fostering a community where students thrive academically, socially, and personally. Our **Code of Conduct** ensures that all students contribute positively to our learning environment, uphold our values, and prepare for future success. By enrolling at Three Spires Sixth Form, you agree to adhere to the following principles:

1. Academic Excellence

We strive for the highest standards in education and expect students to:

- Attend all lessons, study sessions, and academic commitments punctually and prepared.
- Submit coursework and assignments on time, demonstrating integrity in their work. If a deadline is required students must complete the [Deadline Extension form](#)
- Respect the learning environment by engaging positively and minimizing disruptions.
- Take responsibility for their own learning by seeking support when needed.
- Make use of the academic resources and enrichment programs available.
- Make use of all the directed study time and resources as available.

2. Personal Conduct and Character Development

We expect all students to uphold strong moral and ethical standards by:

- Demonstrating integrity, resilience, and leadership in all aspects of student life.
- Acting with respect and kindness towards peers, staff, and visitors.
- Representing Three Spires Sixth Form positively within and beyond the school.
- Complying with all school policies, including digital responsibility and anti-bullying measures.
- Dressing appropriately and maintaining high standards of personal presentation as per the TSSF dress code.

3. Social Responsibility

We believe in giving back to the community and being active, responsible citizens:

- Participate in volunteering and service-learning projects.
- Respect school property and maintain a clean and safe learning environment.
- Contribute positively to school events, charity initiatives, and student-led programs.
- Show respect for diverse perspectives and cultural differences.



4. Personal Growth & Enrichment

To develop as well-rounded individuals, students are encouraged to:

- Engage in extracurricular activities such as sports, arts, leadership programs, and student-led clubs.
- Set personal goals and participate in mentoring or coaching sessions.
- Take part in work experience and skills development programs.
- Explore new interests through academic and enrichment opportunities.

5. Inclusive and Supportive Environment

Every student deserves to feel valued and included. We expect all students to:

- Foster a culture of inclusivity and mutual respect.
- Offer support to peers and engage in positive conflict resolution.
- Be proactive in seeking help for mental well-being and personal challenges.
- Report any concerns related to discrimination, bullying, or misconduct.

6. Future-Ready Skills & Career Preparation

We prepare students for success beyond Three Spires Sixth Form by:

- Engaging actively in career guidance, CV/application writing, and interview workshops.
- Completing work experience placements and internships where applicable.
- Taking responsibility for applications to universities, apprenticeships, or employment.
- Developing professional conduct and workplace-ready skills.

Independent & Directed Study

Success at Post-16 requires independent learning. In lessons = about one-third of required learning. Independent study = two-thirds.

Students will have dedicated study periods on their timetable, supported by staff and structured with directed study tasks.

Resources: <https://www.threespiresixth.org/curriculum/directed-study>

Enrichment & Aspire Program

This year we are excited to launch the new **Aspire Programme**. Designed to meet statutory requirements and develop essential life skills, it runs in short cycles throughout the year.

- Year 12 will begin with target setting, followed by an **8-week course on Artificial Intelligence (AI)**.
- On completion, students will receive an **accredited digital badge** – a first for our Sixth Form!

Exams & Assessment

Students complete regular progress checks and mock exams.

Reports home share progress against targets.

Students not making expected progress will receive additional support.

Support & Wellbeing

Students benefit from 1:1 mentoring, pastoral care, SEND support, and a Learning Mentor. Parents are encouraged to contact the Sixth Form team with any concerns.

Rewards

We celebrate hard work, resilience, and success through recognition and rewards that are age-appropriate for Sixth Form students.