



Sixth Form Handbook

St John's College, Cardiff



UBI AMOR, IBI OCLUS

St John's College, Cardiff

SIXTH FORM

STUDENT HANDBOOK

2024-2025

Contents

Welcome to the Sixth Form.....	2
Who's Who in the Sixth Form; Other Contacts.....	3-4
Pattern of the Academic Year 2024-2025.....	5
Expectations in the Sixth Form.....	6
Mobile phones, Cars, Study Leave.....	7
The Co-Curriculum and Study Periods.....	8-9
The Sixth Form Timetable and the School Day.....	10
Academic Commitments.....	11
PSE and the EPQ	12
What to Do if You Are Absent.....	12
Leadership Opportunities.....	13
The Sixth Form Dress Code.....	14
The Common Rooms and Study Rooms.....	15
Part-Time Work.....	15
What to Do if You Need Help.....	16
Floor Plan.....	17
Walking Routes Between the Main School Building and the Sixth Form Centre.....	18



At 2.00pm on Friday, 28th September 2018 our new Sixth Form Centre was officially opened by the Rt Hon Lord Mayor of Cardiff, Councillor Dianne Rees. This new development is a realisation of our long-term vision that education should prepare students for university and the world of work.

Welcome to the Sixth Form

Congratulations on your GCSE results if you are in Lower Sixth and welcome to the Sixth Form. Welcome back if you are in Upper Sixth - and congratulations on your performance last year. It is an exciting time to be in the Sixth Form at Eastern Business Park (EBP) and we are sure you will continue to work with the staff to keep everything running smoothly.

The purpose of this handbook is to provide you with a useful overview of aspects of being a student in the Sixth Form. Life in the Sixth Form differs from that in the Senior School which means you will enjoy unique privileges, opportunities and responsibilities. We aim for you to make the most of the opportunities given to you so that you establish strong foundations for success in your future, both at university and beyond.

In any community it is essential that people respect each other, and so some basic guidelines are necessary for the smooth running of our Sixth Form. It is important that you and your parents/carers read this handbook carefully, as it includes the expectations we have of our students. Always keep in mind the main reason for joining Sixth Form: to study and further your education. Your aim should be to do your best and make the most of every opportunity that is given to you.

We are committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at St John's College. If bullying does occur, all pupils should be able to report it and know that incidents will be dealt with promptly and effectively. Anyone found to be guilty of bullying will be sanctioned accordingly. In order to provide an inclusive, happy and peaceful community for our Sixth Form students to thrive, it is essential that the pupils agree to adhere to our school's rules, and also promote our positive school ethos and values.

Pivotal to your Sixth Form career will be establishing a successful partnership with the Sixth Form team who include your tutor and your teachers, as well as your Heads of Sixth Form, Mrs John (Lower Sixth) and Mr Cooper (Upper Sixth).

We all want what is best for you, so if you do encounter problems at any stage, talk to one of us: don't wait. Although the next stage of your life may well appear distant, be it a gap year, employment, or higher education, students always comment on how quickly their Sixth Form years pass, so set out from the beginning to do your very best. What you have already achieved at GCSE/AS means that you should be ready for the challenges which lie ahead.

We look forward to following your progress and supporting you in this exciting and crucial stage in your education.



Mrs John,
Head of L6.



Mr Cooper,
Head of U6.

Who's who in the Sixth Form?



Mrs John, Head of L6, is responsible for the organisation, day-to-day running and academic performance of the Lower Sixth. She supervises the Lower Sixth Form Tutors and is on hand to assist with any problems or queries, academic or wellbeing-related that you may have in Lower Sixth. She helps new students settle in, arranges for former pupils to come in and give talks, oversees work experience, including MWOP, and helps prepare students for UCAS and EPQ, as well as being a member of the Art and Business Departments.

Contact: ejohn@stjohnscollegecardiff.com



Mr Cooper, Head of U6, is responsible for the organisation, day-to-day running and academic performance of the Upper Sixth. He also teaches in the English Department. The Upper Sixth Form Tutors are coordinated by him and he is on hand to assist with any problems or queries, academic or wellbeing-related, that you may have in Upper Sixth. He runs university applications, providing advice and guidance on the UCAS process, including Oxbridge applications and interviews. You work on your personal statement with him and he puts together your reference.

Contact: nacooper@stjohnscollegecardiff.com

Your Form Tutor is the person immediately responsible for overseeing your welfare and general progress over the next two years. Accordingly, it is your Form Tutor to whom you should turn in the first instance if you wish to seek advice, or have a particular requirement or difficulty. Your Form Tutor will help you in the process of learning independently and in your Higher Education plans, through the mentoring process, as well as assisting in the completion of application forms and references.

L6 Tutors:

(L6C)



Miss Cooper
[ecooper@](mailto:ecooper@stjohnscollegecardiff.com)
Deputy HoY, L6

(L6M)



Mr Morgan
[jamorgan@](mailto:jamorgan@stjohnscollegecardiff.com)

(L6B)



Mr Brown
[ibrown@](mailto:ibrown@stjohnscollegecardiff.com)

(L6J)



Mrs John & Mr Williams
[ejohn@](mailto:ejohn@stjohnscollegecardiff.com) [jwil@](mailto:jwil@stjohnscollegecardiff.com)

U6 Tutors:

(U6J)



Mrs James & Mrs Beckham
[Ejames@](mailto:Ejames@stjohnscollegecardiff.com)
Deputy HoY, U6



[lbeckham@](mailto:lbeckham@stjohnscollegecardiff.com)

(U6H)



Mr Humphreys & Mr Morgan
[jhumphreys@](mailto:jhumphreys@stjohnscollegecardiff.com)



[jmorgan@](mailto:jmorgan@stjohnscollegecardiff.com)

(U6A)



Mr Aylward
[saylward@](mailto:saylward@stjohnscollegecardiff.com)

Other Contacts:



Mr Shaun Moody
Headteacher & DSL Support
Email: s Moody@stjohnscollegecardiff.com



Mrs Joanne Gordon-Smith
Deputy Headteacher
Email: jgordon-smith@stjohnscollegecardiff.com



Mrs Emma Jones
Assistant Head, Pastoral & *Designated Safeguarding Lead (DSL)*
Email: e Jones@stjohnscollegecardiff.com



Mr Francis Taylor
Assistant Head, Admissions & External Relations
Email: ftaylor@stjohnscollegecardiff.com



Miss Melissa Owen
Director of Academic Studies
Email: m Owen@stjohnscollegecardiff.com



Mrs Meredyth Holland
Health & Wellbeing Officer
Email: m Holland@stjohnscollegecardiff.com



Miss Martha Sanders
Sixth Form Receptionist & Administrator & Assistant Exams Officer
Email: admin@stjohnscollegecardiff.com

Remember to check the school website for updates:
www.stjohnscollegecardiff.com

N.B. Always use your **College email** to contact staff.

Pattern of the Academic Year 2024-2025 for Sixth Form

ADVENT TERM BEGINS - Thursday, 5th September 2024 (*Week B*)

- Prizegiving - attendance compulsory for VI Form.
- **BMAT, TMUA, NSAA, TSA, ENGAA registration opens 1st and closes 29th.**
- ALIS tests for LVI.
- LVI Careers Guidance
- Harvest Festival assembly.
- VI Form Open Evening: Head Girl and Boy and Prefects required.
- Friday, 4th October: internal UCAS deadline for early applications.
- Early UCAS deadline Tuesday, 15th October: Medicine, Dentistry, Veterinary, Oxbridge, etc.
- **Oxbridge entrance tests: 2nd November (TBC)**
- Internal assessments after half term
- Remembrance Assembly November.
- VI Form Parents' Evening.
- Friday, 29th November: internal UCAS deadline for all other applications.
- Friday, 6th December: Sixth Form Christmas Ball
- Whole-school Christmas Assembly/Carol Service.

LENT TERM BEGINS - Tuesday, 7th January 2025

- Target grade review.
- UCAS closes for most applications on Wednesday, 29th January.
- AS and A2 Mock Examinations.
- VI Form Parents' Evening.
- Focus on completing all courses and meeting coursework deadlines.
- Easter Revision classes during the holidays.

SUMMER TERM BEGINS - Monday, 28th April 2025

- Selection of Prefects, Head Girl and Boy.
- AS and A2 Level examinations start May 2024.
- Leavers' Ball - June/July.
- LVI work experience week.
- UCAS Induction week: speakers, advice applications & personal statements.
- End-of-year trip for LVI.
- AS/A2 results and Clearing.
- Tutors and subject teachers start writing UCAS predictions for September completion.

Expectations in the Sixth Form

From you, the student, the School expects:

- Excellent attendance and punctuality;
- Good study habits, including organisation and completion of all work set;
- Appropriate use of Supervised Study time;
- Background reading and participation in enrichment/tutorial activities;
- Attendance at key calendar events, including whole-school assemblies, services, prize-giving;
- At least five hours of work outside the classroom per subject per week;
- An appropriate balance between schoolwork, part-time employment and socialising;
- The very best behaviour and dress sense according to the Dress Code (see p14).

Sixth Formers must act as positive role-models to younger students and as excellent ambassadors of the college to visitors, other users of EBP, and members of the public. When you accept a place in the Sixth Form you automatically agree to accept and abide by our rules, obligations and expectations that go with it.

From your parent(s)/guardian(s) the School expects that they:

- Ensure your good attendance and punctuality;
- Keep the school informed when appropriate and relevant;
- Monitor the balance between your schoolwork and other interests;
- Monitor your progress by asking to see your work and assessments and reports;
- Remain aware of your courses' requirements;
- To help guide and support you in your career and university choices;
- Attend Parents' Evenings and other meetings if at all possible.

You and your parent(s)/guardian(s) can expect:

- Provision of an appropriate learning environment and opportunities;
- Academic monitoring, mentoring and target-setting;
- Identification of underachievement and intervention where necessary;
- Formal and informal reporting to parents;
- Help and advice for students applying to UCAS and other HE routes;
- Extra-curricular and enrichment opportunities both in and out of school.

University Visits

It is very important that our students make informed decisions about careers and Higher Education, so we encourage visits to However, in past years, some students have spent so much time at university open days that their work has suffered and so some balance needs to be struck.

Ideally, visits should be arranged for weekends or holidays but when this is not possible, an email asking permission to be absent must be given at least a week in advance to your tutor.

Mobile Phones

These are allowed in EBP as a Sixth Form privilege but are never to be seen in lessons unless your teacher specifically allows them. Mobile phones must not be seen in the main school buildings as mobiles are now banned there. Failure to follow phone rules may result in your device being confiscated

Cars

Please be aware that any students who drive to St John's need to ensure that they give the school the details of their car's make and registration as EBP management have to keep a record of who is using their premises which they monitor with CCTV. In addition, students need to remember that cars are only to be used for transport to and from the Sixth Form Centre and **never** for excursions during the day (to get food at lunchtime or to drive to the main site, for example). Please park only in the multi-storey at EBP and drive with due regard for the safety and convenience of local residents and office staff. If you do drive to the Sixth Form Centre, please ensure that you set off in good time to arrive in school by 8.40 am.

No student should give another student a lift anywhere without prior parental permission. Please do not book driving lessons during the school day. Finally, students should park only in the EBP car park (once their tutor has their car registration details) and *never* on the roads around the St John's main site. Parking is extremely limited on the main site and there are no spaces there for Sixth Form students. It is actually as quick to walk to the main site as to drive.

Failure to comply with these rules - which are made for student safety - may result in EBP Management banning you from driving onto the site.

Study Leave

Students are welcome to remain on site all day every day. However, if you have several consecutive free lessons at the beginning of the morning or end of the day and would prefer to work at home, study leave may be granted for up to **two half-day sessions** per week but only if you have previously completed a study leave request form and had it accepted by EJo or NC. On Monday and Thursday mornings you will need to be in school for registration and notices, so do not assume you can have study leave on any day you choose

You still have to log out each time you go on study leave, of course, and should not leave school premises at any other times (unless walking between sites). N.B. this means you may *not* leave early or arrive late on non-study leave days.

Lack of effort in any subject or other sub-standard behaviour may result in your Study Leave being withdrawn.

The Co-Curriculum

The Co-Curriculum is an important, exciting aspect of Sixth Form life and we encourage all St John's Sixth Formers to participate in the wide range of opportunities provided by the school. We bring in former pupils to discuss aspects of the undergraduate experience with our students as well as experts in the university application process. To help new students settle in, social activities are organised and we keep in close contact with our external agencies to help support our overseas students.

In the Sixth Form we provide a timetabled enrichment programme for students which comprises of a variety of activities for a full afternoon per fortnight. This encourages students to try new experiences, build their resilience, develop new skills and gain qualifications, improving teamwork and friendships amongst the sixth form cohort. It includes activities such as: cooking; golf; climbing; water activities; local walks; trampolining; finance; TEFL and more.



The PE Department offers many lunchtime activities, including basketball, five-a-side football, table tennis and badminton and many former students have built on their sporting achievements at St John's by going on to represent university teams or simply by enjoying sport with the fitness and social benefits it brings. Needless to say, evidence of teamwork and co-curricular activities are also useful aspects of a successful UCAS personal statement.

Opportunities in Music are another important part of school life, with the Concert Orchestra and chamber ensembles as well as the Cathedral Choir and other vocal groups open to sixth-formers. University choral scholarships can strengthen an application (and provide some extra income) and St John's has a strong tradition of supplying colleges with singers.



Debating and Public Speaking have been a success story recently, with teams of our speakers coached to victory in national schools' competitions, including representing Wales at Sixth Form level. This is an excellent way for students to improve their confidence in speaking, presenting and responding to new ideas before their university interviews.

For budding engineers, the CREST Certificate EESW Challenge is a wonderfully practical way to hone their skills and show a practical side in addition to their studies.

These are just some of the available co-curricular opportunities that complement subject-linked enrichment activities such as the various trips that are organised, which have ranged from hands-on Biology residential at Dale Fort, to performance days in Stratford-Upon-Avon, to harrowing but illuminating History visits to Auschwitz or language trips overseas. Guest speakers are regularly provided by institutions such as the Universities, the armed forces and first responders during the year as well. Sixth-Form opportunities to extend oneself beyond the purely academic can be transformative, sparking new areas of interest, widening social circles, boosting students' UCAS personal statements and providing refreshing outlets from study-fatigue; St John's students are urged to take advantage of them.

Study time in School: the study periods



You will have a number of free periods during the week and should take them in the VI Form Study Rooms where your self-directed learning is supervised (subject to staff availability). You should make the most of your free periods by coming prepared for them. Discuss the most effective use of this time with your subject teachers, as they are the people best placed to give you advice. We also cover a range of study techniques during our PSHE lessons. Some of the most effective general strategies include:

- going through your notes and organising them;
- getting ahead of yourself and starting work set that day;
- doing extra exercises or questions in the areas you find most difficult;
- reading through teachers' comments on marked work;
- doing extra reading around your academic subjects and reading ahead in texts;
- doing past papers and writing essay plans.

The Sixth Form Timetable and the Sixth Form School Day

8.40 am - 8.55 am	<p>Registration</p> <p>Attendance is compulsory for this at the Sixth Form Centre (unless you have Study Leave), even if you are free in period 1. If you are late, you must sign in at the Sixth Form Centre reception. You should only leave the school premises between registration and 12.30pm to change sites, unless on study leave. See section below on attendance and punctuality. Form periods are particularly important for delivering notices and other information and opportunities.</p>
9.00 am	Period 1
9.50 am	Period 2
10.35 - 10.55 am	<p>Break</p> <p>You must stay in school, unless en route between sites. The EBP Cafe can be used at break time. However, you may only eat food purchased there and must remain polite, quiet, and well behaved at all times.</p>
11.00 am	Period 3
11.50 pm	Period 4
12.35 pm	<p>Lunch</p> <p>You may eat in the EBP Cafe or have a packed lunch in the Common Room. If you have a lunchtime commitment in the main site, you may buy food from the School Dining Hall (after a Parent Pay account has been set up and biometric consent has been given).</p> <p>Students are allowed to leave the premises on foot to go to the Texaco Garage Shop or the shops opposite the end of Tyr Winch Rd, including the chip shop, but driving off-site to lunch is not permitted. We do not recommend going to the St Mellons Tesco, surrounding shops or takeaways, especially alone. There may be Tutor sessions, careers work and talks by visitors in some lunch periods, in which case you should remain on site with a packed lunch. Leave EBP at 1.15pm if you have a Main-Site lesson.</p>
1.25 pm	<p>Period 5</p> <p>Remember to register at VI Form Reception if you don't have a lesson.</p>
2.15 pm	Period 6
3.05 pm	Period 7
3.50 pm	<p>End of normal school day</p> <p>Some VI Form students may have an additional class or revision session in Period 8 (3.50 pm to 4.35 pm)</p>

Logging-in and out swipe-card terminals are located at the front desk in the main school foyer, the sliding glass door entrance and at Sixth Form Reception. You can log in manually if you have forgotten your card. Please get into the habit of logging in and out of sites for your own safety and for the safety of others. We need to know where you are in case of emergencies and this is a fire safety regulation.

Academic Commitments

Lateness, Attendance and Absence

Each student must attend all timetabled lessons, **including enrichment**, arriving on time with all relevant equipment. Contact time with your teachers is vital to your success in the Sixth Form, so, apart from reasons of illness or other exceptional circumstances, you should not absent yourself from school. If you know you are going to miss a lesson, it is your responsibility to inform your teacher beforehand and to catch up on the work.

Remember that your attendance record will be referred to in any reference the school is asked to supply to universities or employers. Attendance and punctuality are your responsibility. An attendance of less than 95% is an issue, less than 90% a cause for concern. If you are repeatedly late arriving to school or to registration, your tutor will first speak to you to get you to rectify the trend. Failure to improve your punctuality record will lead to your Study Leave privilege ending and daily attendance from 8.40am to 3.50pm will be compulsory. Repeated poor attendance may jeopardize your place in the Sixth Form. Being punctual is an important skill you must learn to acquire before you join the world of work where a poor record would lead to dismissal. For health and safety reasons, it is imperative you follow the correct procedure, as the registers will be used in the event of a fire or other emergency. So if you do go out at lunchtime, log out then log back in and register for afternoon classes/study periods.

Registration

Unless on agreed study leave, you must register at 8:40am with your tutor on all school days, regardless of when/where your first lesson starts. Afternoon registration will be taken in lessons or at Reception if you are free. If you arrive late in the morning, you must sign in at the Sixth Form Centre or Main Foyer Reception and inform your tutor of your presence at the earliest opportunity. Remember that lateness begins at 8.55am. If you need to leave the school site for any valid reason during the day, after having notified your tutor, sign out at Reception, either in the Sixth Form Centre or the Main Foyer of the school. Sign in upon your return.

Academic progress

The school expects you to work hard and perform according to your ability and potential. You are expected to respect deadlines and complete coursework/modules or assignments on time. If academic progress becomes a cause for concern, you will be seen by your tutor/Head of Year. A strategy will be discussed to help you improve your rate of progress. Your parent(s)/guardian(s) will be kept informed during this process. They will be invited in if the situation does not improve.

Personal & Social Education

This weekly session is compulsory and offers a wide and varied range of opportunities to support and educate students on well-being, on potential career paths as well as on strategies for coping at university and beyond.

There will be the chance to

- see your tutor to check all is well or to talk about any issues/concerns
- start thinking about your post-18 options and how to prepare for them
- discuss topics that are important/relevant to KS5 students
- prepare for independence by meeting guest speakers, including former pupils

The Extended Project

You may wish to take part in the Extended Project Qualification. Mrs Bryan-Jones is our coordinator, assisted by Mrs John, and you may also need to speak to a subject specialist, depending upon your interests. It usually starts running in the Trinity Term, after AS-Level exams, ending by February of UVI. The EPQ provides an opportunity for you to extend your abilities beyond the A-level syllabus and prepare for university or your future career. It can also earn extra UCAS points or lower grade offers from universities.

The EPQ is a largely self-directed project. By taking responsibility for the choice and design of an individual project (or an individual role in a group project), you become more critical, reflective and independent. Learners develop and apply decision-making and problem-solving skills, increase their planning, research, analysis, synthesis, evaluation and presentation skills, learn to apply new technologies, and confidently demonstrate creativity, initiative and enterprise. The EPQ is not for everyone as it is above and beyond your academic commitment in Year 12 and 13. But it is strongly recommended for anyone who is coping well with the sixth form academic workload and wishes to extend themselves.

What to Do if You Are Absent

To report general absences such as illness or medical appointments please contact sixthformcentre@stjohnscollegecardiff.com or telephone **02920 324 072** - please include in your message the reason and the anticipated duration of the absence. If you are unable to attend School for a third consecutive day, please call the School Office again.



For a driving test or university open day attendance, please let your Tutor know at least a week in advance and get a parent/guardian to contact the school to confirm beforehand.

Remember that taking time off school to go away on holiday during Term-time is no longer permitted and will appear as an **unauthorised** absence (a Welsh Assembly Government regulation). Permission may be granted for exceptional circumstances - please send a written request to simoody@stjohnscollegecardiff.com; permission is at the discretion of the Headteacher.

Lower Sixth students are expected to stay at school until the official end of each Term.

All pupils should aim for **100% attendance**.

Leadership/Enrichment Opportunities

You are encouraged to take on an active, leadership role within the Sixth Form through extra-curricular activities. Here are some of the leadership/enrichment opportunities made available to you exclusively in the Sixth Form:

- Head Girl and Boy
- Prefects
- College Council
- Learning Leaders
- Voluntary work and relevant work experience - *we also would like to encourage you to include the equivalent of at least one period of voluntary action a week. Many of you already do volunteering and anyone interested in Law, Medicine, Science, Engineering or Arts-based degrees should look to do something relevant as it will enrich their university application as well as benefit the community.*



Sixth Form Dress Code

Students joining our Sixth Form are usually relieved that school uniform is no longer a requirement. However, we do have a dress code that is designed to promote a positive, respectable image of the school within the EBP business environment. You agreed to this at your interview for LVI, so your appearance must be **smart, sober in style** and **professional** at all times. This will help ensure that the high standards of conduct of our Sixth Formers set the right tone for the rest of St John's.

Sixth Form Boys	Sixth Form Girls
Business Dress	Business Dress
Blazer / Jacket	Blazer / Jacket
Dark single-colour suit in muted shades of black, navy, grey, maroon, dark green, brown or blue. Coats to be worn with, not instead of, suit jackets.	Dark, single-colour suit with either trousers, skirt or dress in muted shades of black, navy, grey, maroon, green, brown or blue. <i>Skirts/dresses must be of an appropriate business style and length, i.e. midi or longer.</i>
Buttoned shirt with collar (long or short-sleeved). Top buttons to be fastened and shirts tucked in. A tie is compulsory.	Blouses must be plain (in any sensible shades) but are not to be low-cut or short (no midriffs on show). Discreet jewellery and make-up both permitted.
Plain, non-patterned jumper/cardigan allowed but cannot replace the jacket.	Plain, non-patterned jumper/cardigan allowed but cannot replace the jacket.
Shoes must be smart, in leather or similar material: no trainers.	Shoes or boots must be smart, in leather or similar material and with sensible heels. No trainers.

For clarification, the following items are **not** allowed:

Hoodies, Leather, Denim, Leggings, Shorts, Polo shirts, Trainers, Ugg-style boots, Visible tattoos or piercings (*except for earrings*)

Hair must be of a natural colour and tidy. Long hair will need to be tied back for practical lessons such as Science and DT, for obvious reasons.

The Dress Code applies for examinations and revision classes unless these take place during school holidays.

Enrichment: Please keep your PE Kit from R16. If you are new to the school for VI Form or need to replace items, the details for ordering can be found on the school website, including the option to buy used kit via Eco-Wear. You need PE kit for all sports-related activities on the Enrichment Programme and for lunchtime clubs organised by the PE Department. Wearing your own sportswear is not permitted. The following items are needed for VI Form: a house T-shirt; the black midlayer; shorts or leggings or tracksuit trousers.

The Common Rooms and Study Rooms

The Common Rooms are spaces for relaxation where everyone must feel welcome. They are for the benefit of the entire Sixth Form and so they must be kept clean and tidy, by putting used cups and cutlery etc. into the dishwasher (not the sink) and recycling into the appropriate bins. Except at lunch and break times, Lower VI should use the downstairs Common and Study Rooms; Upper VI should use those upstairs only

Please do not leave valuables unattended in the room; put them in your locker.

During free periods you should be in the Study Room, although you are welcome to have a quick tea or coffee at lesson changeover times. Do not sit socialising for hours when you ought to be working.

Please ensure that litter bins and furniture are used appropriately, and co-operate if you are asked to help tidy up as we do not wish to withdraw the privilege of access to refreshment facilities.

A Study Room is a place of work. No food should be consumed there. It is a place of silent work, not of playing on mobile devices, so if you are using one for research or like to listen to music when studying, earphones are necessary. Please be respectful of others when working in this area.

Alcohol, tobacco/vapes, and of course any other recreational drugs, are banned on school premises; their use/possession will result in immediate exclusion. The school premises include the whole of the EBP site.

Part-time work

You may already have or hope to have soon some form of part time work and in many cases this can blend in satisfactorily with your studies. However, A Level studies require a considerable commitment to private study: at least five hours of work per subject outside of lessons. Ensure you limit your paid part-time employment to a manageable load and try to avoid it completely during external examinations, especially A2.

What to Do if You Need Help

Whatever the nature of your problem, **don't wait to seek help.**

Academic problems:

- If the problem is one of organisation of your work, for example, letting things pile up, missing deadlines or not making efficient use of your Study Periods, then your Form Tutor will be able to offer practical help.
- If the problem is of a subject-specific nature, lack of understanding of a particular topic or a feeling that you are being overloaded with conflicting work deadlines, then talk to your subject teachers.
- If you are considering changing courses (first few weeks only!) then you should discuss your plans with your parent(s)/guardian(s), then the relevant Head of Department and Mrs Gordon-Smith. N.B. not all changes can fit into the timetable.

Medical / social problems:

- If you feel unwell then you must not just go home. You must first report to your Form Tutor, Head of Year or Reception who will make the necessary arrangements should you need to go home.
- There may be times over the next two years when you feel under pressure and stressed. In such situations you are encouraged to talk to your Form Tutor, Mrs Jones (Designated Safeguarding Officer, based on the Main Site), Ms Holland or your Head of Year (EJo or NC - who share the office next to the Common Room)
- If you would prefer not to discuss your problems in a School environment then you should consider making an appointment with your GP, or using a local youth service help organisations.



visit <https://www.childline.org.uk/info-advice/school-college-and-work/school-college/exam-stress/>

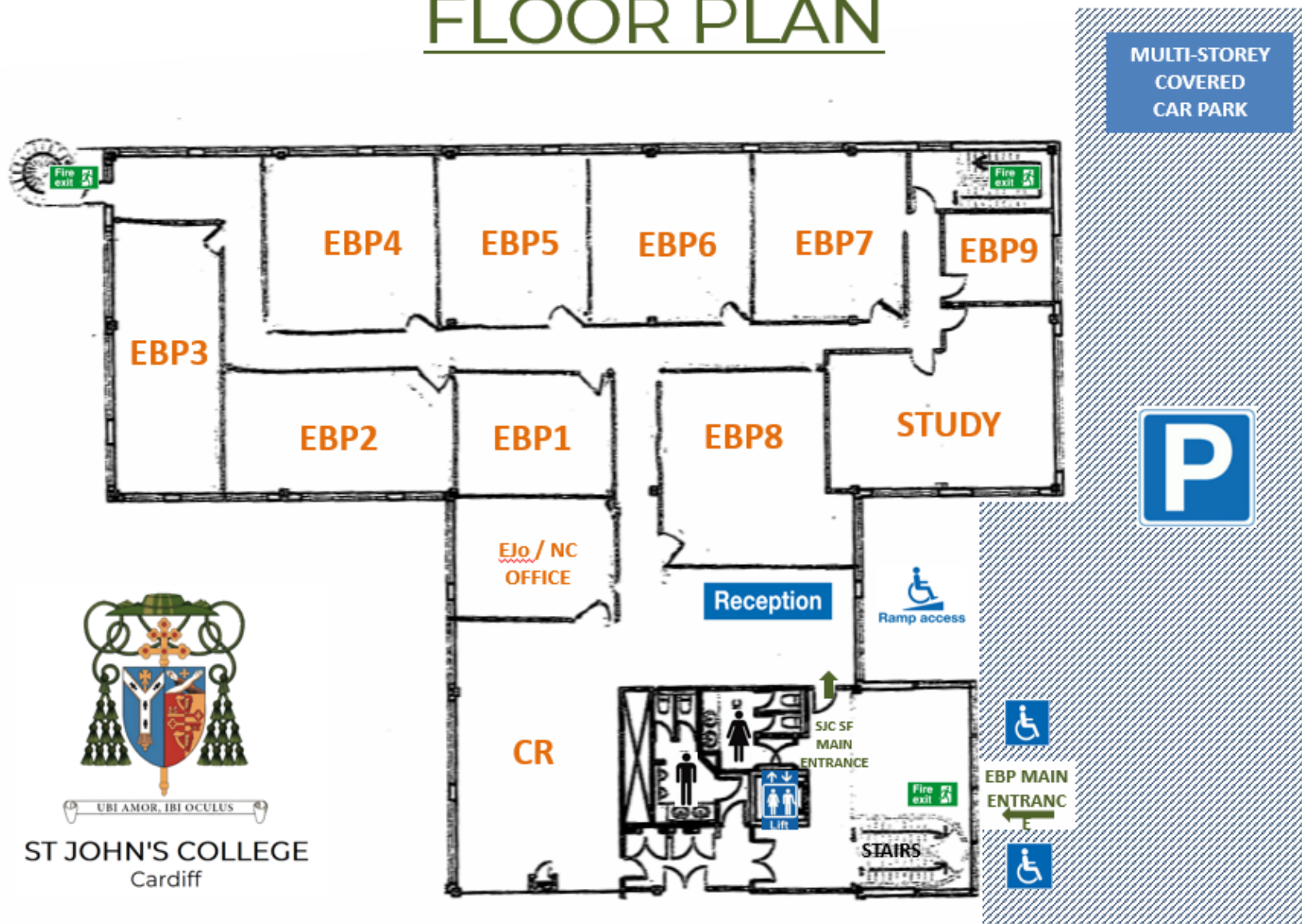
**student
minds**

<https://www.studentminds.org.uk/>

**YOUNG
MiNDS**

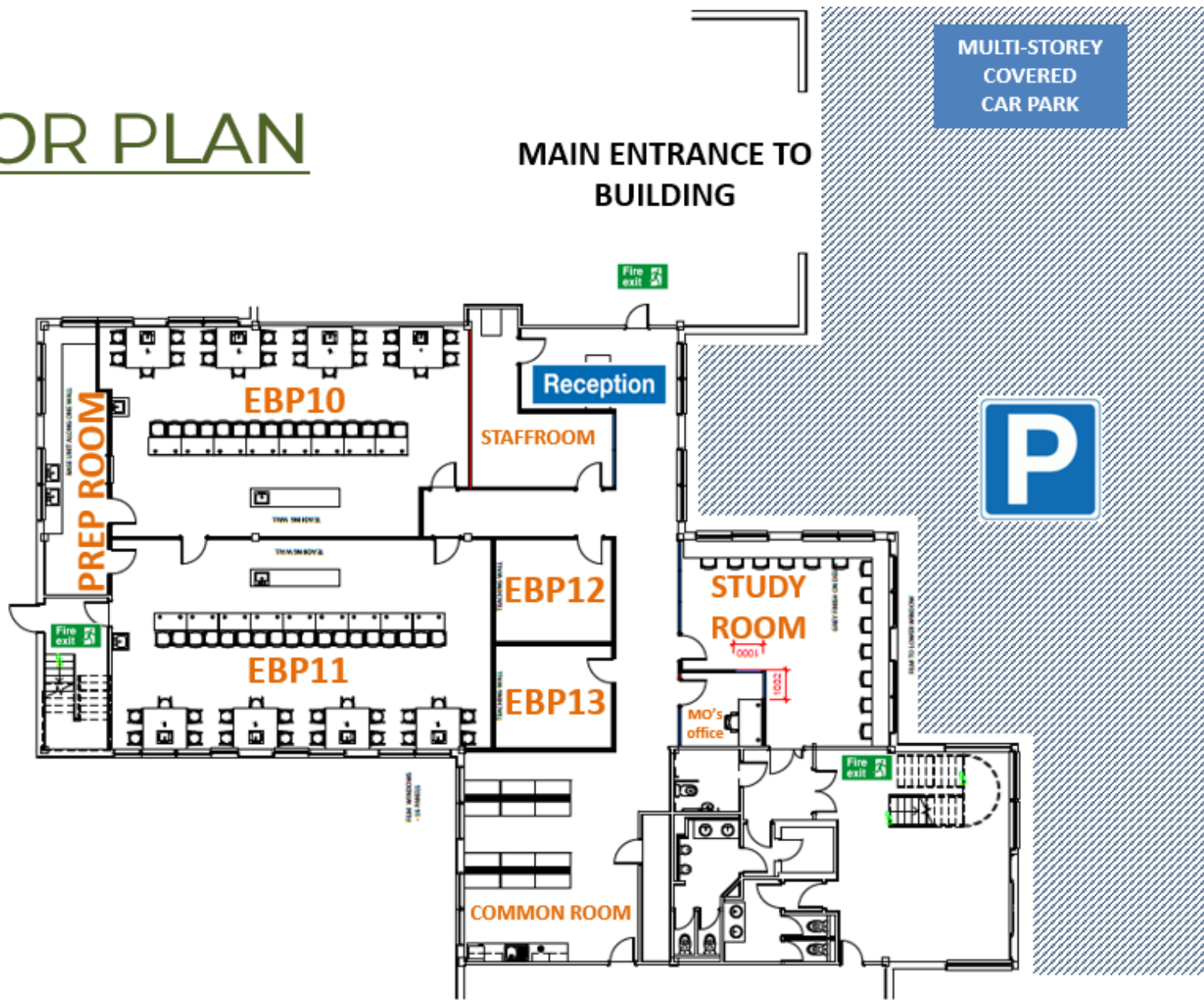
<https://youngminds.org.uk/>

FLOOR PLAN



Sixth Form Centre - *First Floor*

FLOOR PLAN



UBI AMOR, UBI OCULUS

ST JOHN'S COLLEGE
Cardiff



Sixth Form Centre - *Ground Floor*



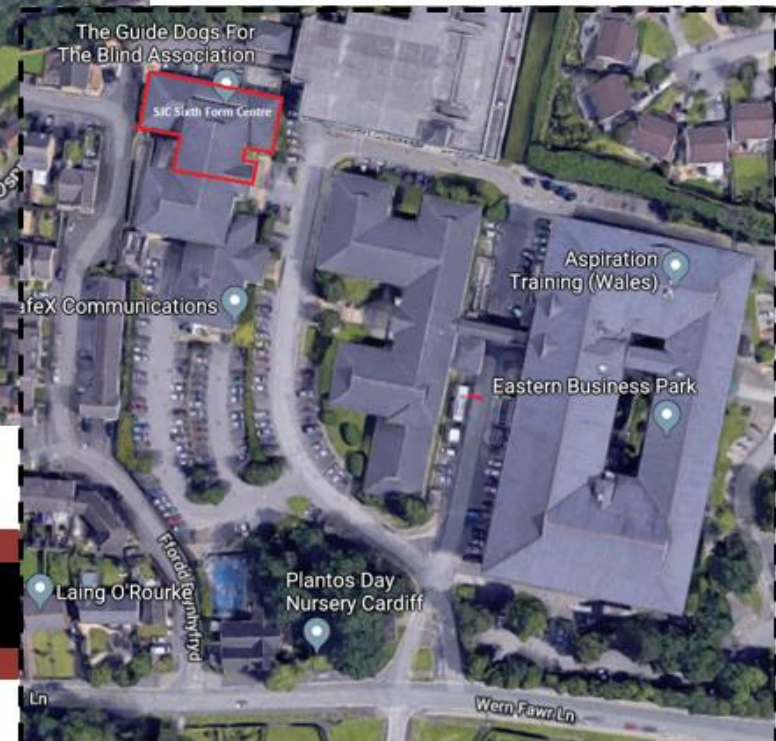
UBI AMOR, IBI OCVLVS

ST JOHN'S COLLEGE
Cardiff

Walking routes between our Main School Building and our Sixth Form Centre



 Route A
 Route B



Sixth Form Centre



St John's College
William Nicholls Drive
Old St Mellons
Cardiff
CF3 5YX

St John's College Sixth Form Centre
Unit 1B & Unit 3Y, Building 3
Eastern Business Park
Wern Fawr Lane
Old St Mellons
Cardiff
CF3 5EA

Tel: (0)29 2077 8936

Tel: (0)29 2132 4072

admin@stjohnscollegecardiff.com

www.stjohnscollegecardiff.com



@SJCCardiff

@SJCardiffSport