



Barnard Castle School
ESTD 1883

SIXTH FORM HANDBOOK

2026/2027

Your Sixth Form Guide is a useful document that you will discuss with your tutor at the start of the academic year.

It is designed as a reference tool and will help you make the most of your Sixth Form experience.

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Being a Barney Sixth Former

Community · Character · Ambition

As a Barney Sixth Former, we want you to embrace and engage with the community; be the very best version of your unique self, and fulfil your potential. And we believe that you will achieve all of this by embodying our school values.



Sixth Form at Barney is more than just academics. We want you to be adventurous and ambitious in every aspect of your growth – reaching out beyond the classroom for opportunities.

Consider all that Barney has to offer; co-curricular activities, academic enrichment, supra curricular engagement and the plethora of societies, trips and evening events that you are encouraged to be a part of.

CONTACT INFORMATION

SENIOR SCHOOL

Tutor
email:

Assistant Housemaster / Housemistress (AHSM)
email:

Mrs Shovlin
Careers Guidance and Post-18 Advisor
marwood@barneyschool.org.uk

Mr Isaac
Assistant Deputy Head (Pastoral)
oji@barneyschool.org.uk

Mr O'Connor
Deputy Head (Academic)
noc@barneyschool.org.uk

Mrs Metcalfe
Bursar
smm@barneyschool.org.uk

Mrs Hickmans
School Counsellor
elh@barneyschool.org.uk

Medical Centre
medical@barneyschool.org.uk

IT Helpdesk
helpdesk@barneyschool.org.uk

Housemaster / Housemistress (HSM)
email:

Miss Johns
Director of Sixth Form
rlj@barneyschool.org.uk

Mrs Riley
Deputy Head (Pastoral)
cjr@barneyschool.org.uk

Mr Pepper
Secondmaster
mtp@barneyschool.org.uk

Mr Robson
Assistant Director of Studies
mdr@barneyschool.org.uk

Mr Cresswell
Headmaster
djc@barneyschool.org.uk

Mrs Wafer
Head of Academic Support
daw@barneyschool.org.uk

General Office
genoffice@barneyschool.org.uk

A LEVELS AND THE FIRST TERM



Year 12s must complete **Pre-Entrance Tasks** over the summer holiday. For late joiners, students must enquire as to tasks and reflect as soon as possible, discussing any concerns with A Level teachers.



Should students have questions concerning a **change of A Level course**, form requests must be gained from Deputy Head (Academic) Mr O'Connor, which then are required to be signed by teachers, parents (or HSMs if boarding) and tutors, before approved by Mr O'Connor.



All Sixth Formers: Please discuss self-management and organisation frequently:

How do you prioritise workload? How do you organise your Silent Study periods? What is your extra-curricular/academic balance like? Are you making the most of opportunities at Barney?

HEADSPACE LECTURES AND REFLECTION

All students will receive a lecture every Friday, covering topics ranging from careers routes to current affairs.

We expect students to actively engage in the lectures; be curious, ask questions, and then network with speakers.



Follow-up reflective sessions during tutor time enables students to discuss the content delivered and identify key points to apply to their own Apollo app.

If students have a particular career interest or contact, they are welcome to speak to Miss Johns (Director of Sixth Form) about the visiting speakers and lecture content.

MANAGING YOUR TIME OUTSIDE OF LESSONS



Silent Study

Students are to register in the SFC for each of their study periods, work productively and in silence; it is a library environment and students must study elsewhere if they wish to undertake group work (please speak to the member of staff on duty in the SFC in the first instance). Phones should not be used in the Sixth Form Centre during lesson time and students must sit at a table to work (no more than 4 to a table). Students of Academic Boost are to sit at a table facing the wall. The mezzanine area of the SFC is for our identified exemplary students to work.

Constructive Time

These are to be used for activities such as practising piano, going to the gym, going for a run, reading a book, going to town for a coffee (students must sign out at General Office if going off-site); every Sixth Former will be able to allocate **two** constructive time periods to be agreed with the tutor, unless on Academic Boost when students will be expected to register and work in the SFC.



Students may go into town during **Constructive Time periods and lunch times**, but must **sign out** (and back in) in General Office.

Students may not, under any circumstances, drive into town, or use their car during the school day.

Students must be dressed in full academic dress if they wish to go into town, and must use only the routes permitted as per the school rules (i.e. not via the back gate).

SIXTH FORM CENTRE

During all lesson times, the Sixth Form Centre should have a **productive** working atmosphere, like a university library. This means that it should be **silent** and without distraction during each period throughout the day.

Students who do not maintain such an environment will be asked to work elsewhere.

Students may have **drinks** whilst they are working, but are asked to be considerate during Study Periods.

Students must **take pride** in their communal space. This includes tidying away cups, trays and litter.

The **vending machine** is also available for all to use but should be used between lesson times to avoid disturbing those working.

Students may keep their phones in their possession however, they should remain away during Silent Study periods and lessons. Failure to do so will lead to your phone being confiscated.

LUNCH



Students may get lunch from 12.30pm each day, but must eat in the **Dining Hall if it is still a Study Period**. Trays must be cleared immediately, along the Dining Hall corridor, and the SFC left clean and tidy.

Sixth Formers can eat in the **SFC** or **Dining Hall** during the official lunch time (1-2pm).

REGISTRATION

Sixth Formers are expected to be in school for the full school day.

Students must **register** every day in Houses.

Saturdays - Sixth Formers may arrive in time for their first lesson. If they arrive after the formal morning registration period, they must register at the School Office upon arrival



Parents must inform General Office of **illness** as soon as possible on the day.

Any requests for absence must be emailed to HSMs, Mr Pepper, or Miss Johns.

You must sign in and out of General Office if you are going to town or leaving School site before 5pm.

SIXTH FORM COMMUNICATIONS AND TECHNOLOGY



Important notices will be posted on the SF Team, or on the whiteboard in the SFC.

Students must **check emails and Teams messages daily**.

Remember to **'thumbs up'** for messages you've read!

TECHNOLOGY

Devices are to be used in a productive way. Students who are misusing devices in the SFC or around School will receive disciplinary action as per the School policy.

Students are able to purchase a device through the **School's Device Scheme**. Please see , [Student Devices 2026](#) for more information.

Students may also use the computers in **M Block**.



SIXTH FORM SOCIETIES, CLUBS AND COMMITTEES



Sixth Formers are **actively encouraged** to stretch their learning and enthusiasm beyond their A Level curriculum. Not only does this prepare them for life beyond Barney in a university-style environment, but it allows them the freedom to be part of student-led groups, driving student voice and discussion.

Any student who wishes to form a new society should speak to Miss Johns.

Established groups are as follows:

- Sixth Form Common Room (SFCR)
- Academic Mentoring Scheme
- Peer Supporters
- Anti-Bullying Ambassadors
- Diversity Committee
- MedSoc
- LawSoc
- Egalitarian Society (Egg Soc)
- Lectern Club
- CCF
- Prep School Schemes (Readers, Baby-Sitters)
- Charity Committee Environment Committee
- Student Council

A **Freshers Fair** will take place in the first month of the academic year, where students can learn about the groups and sign-up if interested.

ACTIVITY PERIODS AND SERVICE

All students must also choose a **Monday** Service activity slot.

Sixth Formers **must** select one activity to **help lead/run** (Mind/Body/Soul or Y9-11 activities are particularly encouraged).

All students must contribute to House activities on Wednesdays, either actively or in support.

UCAS AND CAREERS

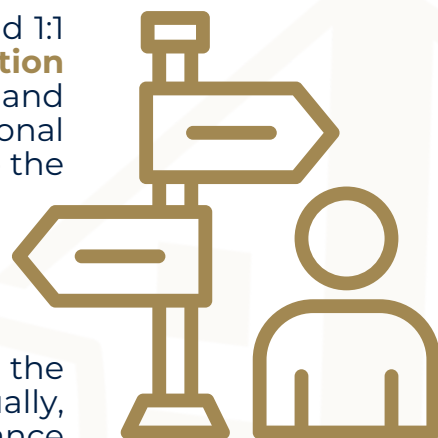
Miss Johns and Mrs Shovlin are available for all queries and 1:1 appointments concerning **university and higher education** applications as well as career guidance, apprenticeships and post-18 support. This includes UCAS guidance, Personal Statement support, help with university visits, and access to the Oxbridge Corner.

Year 12s will have first drafts written of Personal Statements by the end of the Year 12 academic year.

All Year 12s take part in a one-week **work experience** in the Lent term. Students organise these placements individually, although Mrs Shovlin, and wider staff, are available for guidance and support.

All Year 13s will receive a **mock interview** in the Michaelmas Term.

Those applying to **Oxbridge, Law and Medicine** will continue to receive support for early entry submissions, with Mock Interviews and additional Personal Statement guidance. Please let Miss Johns know if you are considering this route.



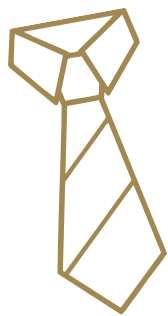
THE BARNEY PREFECT TEAM



Prefects have responsibilities and duties throughout the year; they are the ultimate **role models** and ambassadors for the School and set the tone for all other year groups. They also represent student voice.

Year 12s will be introduced to the role of the **Prefect** and the application process at the end of the Michaelmas term. Students should consider their journey to **Prefect** positions from Day One of being a Sixth Former.

See Appendix 2 for the Prefect Positions.



UNIFORM

Uniform requirements must be adhered to.

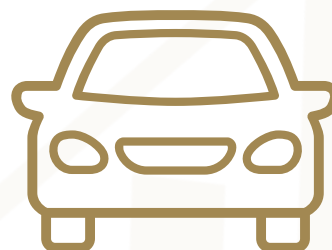
Uniform - Barnard Castle School

A phone call home will occur if inappropriately dressed, before further disciplinary action is required: students are the role models for the whole school and must be professional at all times.

PE kit is to be worn for sports, but students must arrive in suits and get changed just before the Games lessons, as well as afterwards.

DRIVING LESSONS AND DRIVING TO SCHOOL

Students may use a Constructive or lunch break to take a driving lesson with a registered driving instructor however they must not be late, nor miss any lessons or school-based activity.



Students must have completed and signed (including parent and HSM signature) a **driving permission form** (which is available on the school website and from

Miss Johns/School Office) and should be completed before being permitted to drive to school.

In order to **be a passenger**, they must have signed permission from parents and HSM.

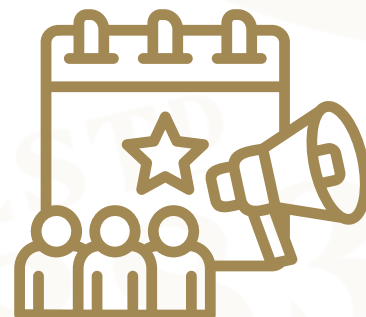
Students may only drive to school in the morning and leave when School has finished; **they may not under any circumstances drive to and from School throughout the School day.** If they do not comply with the guidelines, the privilege will be taken away.

SIXTH FORM FORMALS AND SOCIAL EVENTS

There are **several social events** throughout the year. These events are opt-out and a small charge will be added to the school bill to cover the costs of the event.

Events normally start at 7.00pm with a **Reception** in Central Hall.

The School's policy regarding **alcohol** is that students may enjoy a glass of wine or prosecco at the Reception, and one at the meal. Students will be sent home if prior consumption has occurred, or any unauthorised consumption of alcohol onsite.



Lectern Club: this is a public speaking competition with a three-course meal. The Lectern Committee set the theme for the evening and judge the event. If students are a speaker, they may bring a guest; if students are a guest, they may only come a second time if they are a speaker.

Appendix 1: Prefects 2026 – 27

Maya Ahmad
Head Girl

George-Louis Boulton
Deputy Head (Pastoral)

Dermot Metcalf
Deputy Head (Co-Curricular)

Millie Tague
Deputy Head (Community)

Rosalie Archer
Head of International

Oliver Cass
Head of Prep

Charles Calvert
Head Boy

Ruby Strong
Deputy Head (Academic)

Ava Pittaway
Deputy Head (Sixth Form)

Archie Reid
Head of Boarding

Lola Yuill-Rostron
Head of Prep

Head of Houses



Tess Wilson
Head of Bowes



Alex Fok
Head of Durham



Eleanor Green
Head of Marwood



Edward Ranson
Head of Tees



Josh Dickson
Head of Dale



Izzy Wood
Head of Longfield



Harry Cass
Head of Northumberland



Oscar Fluen
Head of York

Appendix 2:

Sixth Form Dress Code and Expectations

Barney: Be Professional

In every aspect of Sixth Form, we expect students, as young adults, to uphold a professionalism in everything they do. This not only relates to how they are an example to the younger years, but also how their appearance epitomises the upstanding individuals they are.

Uniform Rationale:

To be role models for younger students and peers, demonstrating an exemplary attitude towards presentation and professionalism.

Key Aims:

- To wear smart, professional suits
- To be ready for the world of work
- To look employable and make a good impression from the offset

Uniform Requirements – General

- Suit jackets are to be worn in all public spaces such as corridors, walking to lessons, Chapel, and in the Dining Hall.
- Suit jackets can be removed in the Sixth Form Centre during study periods and break/lunch times.

Hair and Appearance

- Hair should be neat, in a natural colour, and avoid extremes of fashion.
- Boys must make sure that they are clean-shaven, with the exception being on religious grounds.

Jewellery

- Jewellery should not be ostentatious and wearing multiple pieces of jewellery is discouraged. Piercings should be discreet and students should have no more than 2 piercings in one ear.
- Nail varnish should be of a neutral colour and nails should not be excessively long.

*For further information about the Sixth Form Uniform, please refer to the Sixth Form Uniform Brochure - **Uniform - Barnard Castle School***

Appendix 3:

Sixth Form Guiding Academic Principles and Expectations

- The school day runs from 08.30 until 17.00. All students are expected to be in school for the duration of the school day, unless permission has been given by your HSM/Director of Sixth Form.
- The SFC should be silent during the academic periods. Students wishing to work in groups or talk with a teacher should alert the supervising staff member and request to use one of the SF Meeting rooms.
- Mobile phones are not to be used or visible in the SFC during the academic periods. Students may keep their phones with them and use them during break/lunch or a constructive period in the SFC. Phones should not be used at any time around the remainder of school.
- All Sixth Formers are expected to register and work in the main SFC area for each of their study periods. Study periods should be purposeful; either completing prep, consolidation, extension work or supra-curricular engagement.
- Sixth Form students may identify 2 x 'Constructives' each week (unless on Academic Boost) from their allocated study periods. This is to be agreed with the tutor and annotated on the students' timetable.
- The mezzanine is reserved as a place of silent study for our exemplary learners. These students will be announced after each reporting cycle.
- Students must sit at either a round table (max. 4) or a table facing the wall. Students on Academic Boost must sit on a perimeter table.
- Students must be willing to reflect and engage with their own learning habits, lean into support and work to cultivate a GROWTH mindset.
- All Sixth Formers are expected to sign up for a Service and at least 1 x activity per week, and attend House Competitions each Wednesday. If they choose not to sign up for an activity, they must use the time to attend a tutorial or study in the library (Tues, Thurs and Fri) or the SFC.
- All Sixth Formers are expected to commit to supra-curricular reading in each subject (one book/journal/podcast/MOOC per subject per term – at least one book).