



THREE RIVERS ACADEMY

BRINGING OUT THE BEST

SIXTH FORM

“Strive for excellence. Achieve your best”

Student Handbook 2026-2027



Three Rivers Academy

Bell Farm Way
Walton-on-Thames
Surrey
KT12 5EJ

Tel: 01932 242994

Welcome

Welcome to Three Rivers Academy Sixth Form!

As you enter the Sixth Form you are entering an exciting time of study which we will be privileged to be a part of. The journey through further/higher education, which you are about to enter, is one of personal discovery and big decisions about where your life will lead. We, of course, will be here to help along the way, to listen and offer advice.

You should always have the highest expectations and strive to work hard and be the best you can be. We have extremely high expectations of you and hopes for you to complete your time at the Sixth Form as a well-educated, well rounded individual ready to enter the world of higher education or work as a confident, happy individual.

There will be times over the next two years at Sixth Form where you may struggle with work or personal issues. Please let us know, as the whole team are here to support you, always. Whether you need advice, study support or just want to talk to someone, we are here. Don't ever be afraid to come and ask for help.

Above all, enjoy this exciting new stage in your learning journey.

Mr Detnon & the Sixth Form Team

Meet the Team

Assistant Principal and Head of Sixth Form: Mr A Detnon

Andrew.Detnon@threerivers.thpt.org.uk

Deputy Head of Sixth Form: Miss M Stubbs

Meghan.Stubbs@threerivers.thpt.org.uk

Sixth Form Manager: Mrs S Maton Sarah.maton@threerivers.thpt.org.uk

Telephone: 01932 232994 extn: 3529

Our current Academic mentors across year 12 and 13 are:

Mrs K Hern	Year 12 (12KXH)	Miss I Hann	Year 13 (13IRH)
Miss H Reals	Year 12 (12HER)	Dr S Collier	Year 13 (13SMC)
Mr D Jones	Year 12 (12DAJ)	Mr M McAlanon	Year 13 (13MGM)
Mrs L Hanekom	Year 12 (12LXH)		



A Culture of Academic Excellence

"Strive for Excellence, Achieve Your Best"

Academic excellence is a multifaceted concept that goes beyond just achieving high grades. It encompasses the pursuit of knowledge, mastery of academic skills, and a commitment to continuous improvement. Here are some key aspects of academic excellence:

- **Mastery of Subject Matter:** Excelling in understanding and applying knowledge in various subjects.
- **Critical Thinking:** Developing the ability to analyse, evaluate, and create new ideas.
- **Effective Communication:** Being able to express ideas clearly and persuasively in both written and oral forms.
- **Time Management:** Efficiently balancing academic responsibilities with other activities.
- **Continuous Improvement:** Always striving to improve and learn more, even after achieving initial goals.





THREE RIVERS ACADEMY

SIXTH FORM

A Culture of Academic Excellence

"Strive for Excellence, Achieve Your Best"

What does this mean for you ?

1

CONSISTENT EFFORT

Excellent attendance, punctuality, and active participation in all classes



2

EFFECTIVE STUDY HABITS

Utilisation of study periods, ongoing revision and managing your workload



3

CRITICAL THINKING

Asking questions, showing analytical and problem-solving skills



4

COLLABORATION

Active involvement in group work, peer support and extra/supercurricular activities



5

RESILIENCE

Ability to overcome challenges, learn from mistakes and maintain a positive attitude



6

SELF-REFLECTION

Regular self-assessment and willingness to seek and act on feedback



Attendance and Punctuality

It is important that students get increased flexibility as you move into KS5 so that you can work in ways that benefit you. The Sixth Form must strike a sensible balance with an Attendance Privilege policy that works in practice:

- ❖ **Good punctuality to lessons and Academic Mentoring is vital.**
- ❖ You will have an attendance privilege, which means that you can leave the site for many study periods as well as break/lunch. Please ensure you are back in good time for lessons. You must sign out and back in using the Invenry ID card system. If you forget your Lanyard and ID card you **must sign in manually at the Main entrance and obtain a spare Lanyard to use for the day from the Sixth Form office.**
- ❖ If you are not able to keep up with the work expected of you (because of you being off-site and not completing work) your attendance privilege **will be** revoked. This means we can keep you on-site during school hours, to make sure study periods are used effectively.
- ❖ **Attendance to assembly is compulsory.** Assembly sessions are held throughout the year and you will be told in advance when you have an assembly to attend during Academic Mentoring.
- ❖ Once you have completed your lessons for the day, you can sign out and do not need to return.
- ❖ Students without a lesson on a day, no longer need to attend that day. They can use the time to work effectively from home. This applies to both Year 12 and 13.
- ❖ Academic Mentoring sessions are held in the mornings on a Monday to Thursday and it is considered as a lesson on your timetable. These sessions replace the tutor sessions you will have had in Year 11, with more of an academic support role. There is no Academic Mentoring on a Friday.
- ❖ Week 1 - Period 1 AWARE session with your Academic Mentor – **this is a compulsory session and ALL Year 12 & 13 students must attend.**
- ❖ **It is important to note that the Attendance Privilege may be withdrawn if attendance dips or students are not following expectations regarding Sixth Form life/work deadlines**
- ❖ **We are expecting your attendance to be above 95% and will wish to discuss this with you if it falls below. If there are concerns, then we will look to support you in increasing it.**

“Consistency is the key to success. Show up, work hard, and the results will follow.”

Absences from Sixth Form

- ❖ If you are ill or absent for another reason, **your parent/carers must either phone or email the Sixth Form Manager** or use the **Three Rivers Academy on-line reporting system** before 8:30am to inform the school of your absence. We will notify your teachers of your absence from any lessons AFTER you have contacted us. More than 3 days absence will require a medical certificate.
- ❖ We will not accept emails or message from students reporting their illness or absence. This must come from your parent/carers.
- ❖ If you feel unwell whilst in school, you need to see Mrs Maton - the Sixth Form Manager or Student Services. Do not simply leave site as this will be classed as an unauthorised absence and we need to safeguard you!
- ❖ If you have planned an absence e.g. for a university visit or a specialist medical appointment you will need to complete a Request for Leave of Absence Form available from the Sixth Form Manager.

Dress Code

All students at Three Rivers Academy Sixth Form are expected to exemplify the highest standards. As Sixth Formers you will have the privilege of wearing your own clothes, but you must remember that you are role models to younger students. Therefore, we ask that you wear appropriate clothing for the learning environment. The following are **not** acceptable:

- ❖ Any clothing which reveals underwear, including very low-slung jeans
- ❖ Low or revealing tops that show stomach or cleavage
- ❖ Thin strapped or strapless tops
- ❖ Excessively ripped jeans/clothing
- ❖ Very short skirts or shorts
- ❖ Clothes or accessories with offensive logos
- ❖ Hoods on at any time in lessons or around the school
- ❖ Tattoos should be appropriate for the school environment and covered if possible
- ❖ Beach style flip – flops and 'sliders'
- ❖ Any clothes that the Sixth Form Team or Senior Leadership Team might be deemed inappropriate for a school environment

If the Sixth Form team or Senior Leadership Team determine that your choice of clothing does not adhere to the above and not acceptable for Sixth form **you will be asked to go home and change.**

Lockers

There are dedicated Sixth Form lockers in our area on the first floor. If you wish to purchase one there is a £5 payment for this and can be paid in cash or via our Scopay on-line payment system. Please see Mrs Pollard in Student Services to purchase one.



Lanyards & ID cards

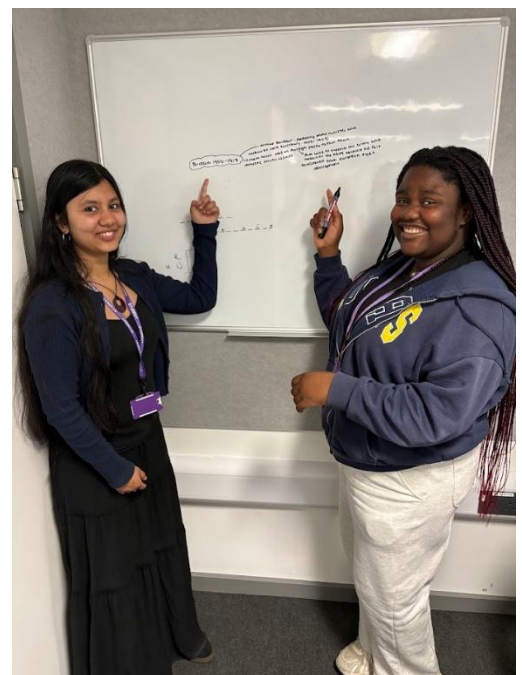
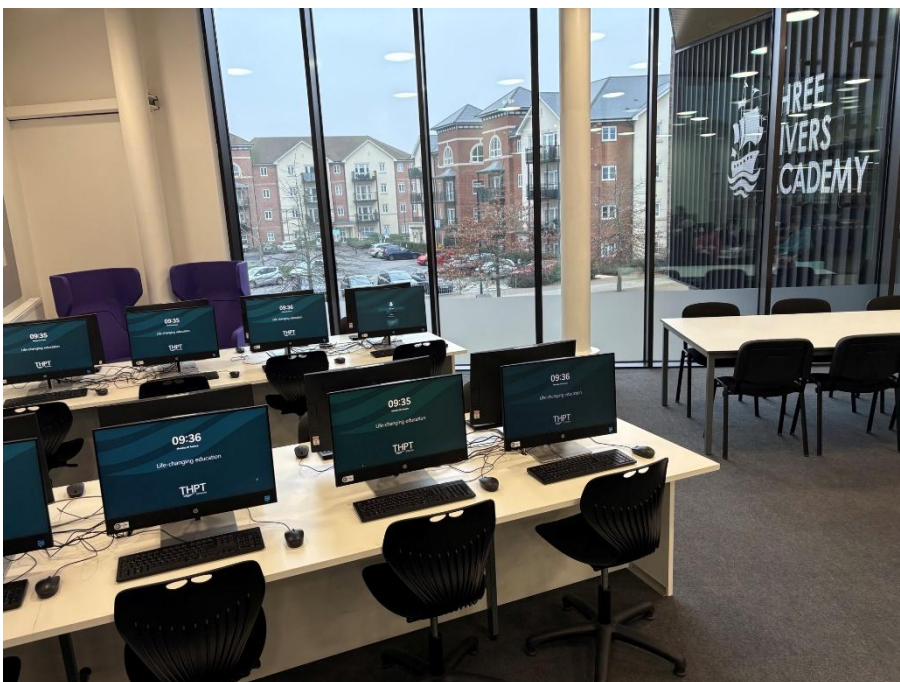
You will be given a purple student lanyard with photo ID to wear in the Sixth Form and school building/site. **It is vitally important that you wear this all the time** and take note of the following points:

- ❖ Please wear it around your neck as it is designed to be worn.
- ❖ Use only the lanyard given to you as the colour (purple) is easily identifiable from a distance and students and staff will recognise you as a Sixth Form student.
- ❖ If you lose your identification, please inform the Sixth Form Manager immediately
- ❖ Replacements cost £5.00
- ❖ If you do not bring your Lanyard and ID in, you will be required to see the Sixth Form Manager to get a temporary lanyard. Your mobile phone or air pods/headphones will be kept in a locked draw as a deposit
- ❖ **If you have borrowed a temporary lanyard you MUST sign in and out manually during the day at the main entrance to the school.**
- ❖ **If you do NOT bring in your lanyard or get a replacement you will be escorted off site.**

If in the event of any emergency in school the register printed from the Inventory sign in system is our way of knowing who is on site at that time so **it is VITAL that you tap in and out every day so we can safeguard you.**

Expectation of work

- ❖ You are expected to work towards being an **independent learner with strong learning habits. In this respect, please follow the 1:1 ratio. For every hour of taught time, please complete one extra hour of independent work**
- ❖ You are expected to attend all lessons and meet deadlines
- ❖ If you are not doing enough independent learning (this will be monitored by subject staff and tutors) then your study periods will have greater structure
- ❖ **If you are struggling with independent learning, ask for help**
- ❖ Speak to your subject teacher first, then your Academic Mentor if this is not helpful. If you are still having problems, please see a member of the Sixth Form Team
- ❖ If you are struggling in more than one subject e.g. with time management or you are not sure how to research etc. speak to your subject teachers and Academic Mentor first. They can advise you
- ❖ If you cannot find a teacher to speak to, please email to find a convenient time
- ❖ The sofas in the Common Area are **not to be used during lessons and study periods.** Please use the Study Areas and the LRC which will support more effective learning.
- ❖ When using the "Silent Study areas" this is for "Silent" study and will be monitored throughout the day – if it not used correctly you will lose the privilege of using this area.



Expectation of behaviour

- ❖ Act as a positive role model to the younger students on the main school. They should want to aspire to be like you!
- ❖ Take responsibility for your own learning during your study periods and make good use of your time
- ❖ Treat staff and peers respectfully and expect the same treatment accordingly
- ❖ **When not in lessons, be mindful that many people are. Be respectful of their learning and behave appropriately, keeping noise to a minimum**
- ❖ Treat the Sixth Form Study Areas, and its equipment, in a respectful manner at all times i.e. **you should not be drinking and eating around the computers**. Please use the Common Area for this at the appropriate times
- ❖ Please tidy up after yourself and ensure all chairs are tucked in when you leave and the area you have been sitting in is tidy and ready for the next student.

Sixth Formers are not permitted to bring visitors onto the school site.

The Sixth Form uses the same Rewards and Consequences policy as the main school when dealing with behaviour issues (for example physical or verbal abuse, vaping, smoking, drug or alcohol use) and implementation will be completed on a case-by-case basis. Some differences include:

- ❖ Period 6 'catch up' – teachers might request you to complete missing work, PPEs or complete work from study periods between 3-4pm. If asked to attend, you will need to.
- ❖ Period 6 'Community Service' – used by the Sixth Form Team if the Study Area is not used appropriately or behaviour is inappropriate in the school.



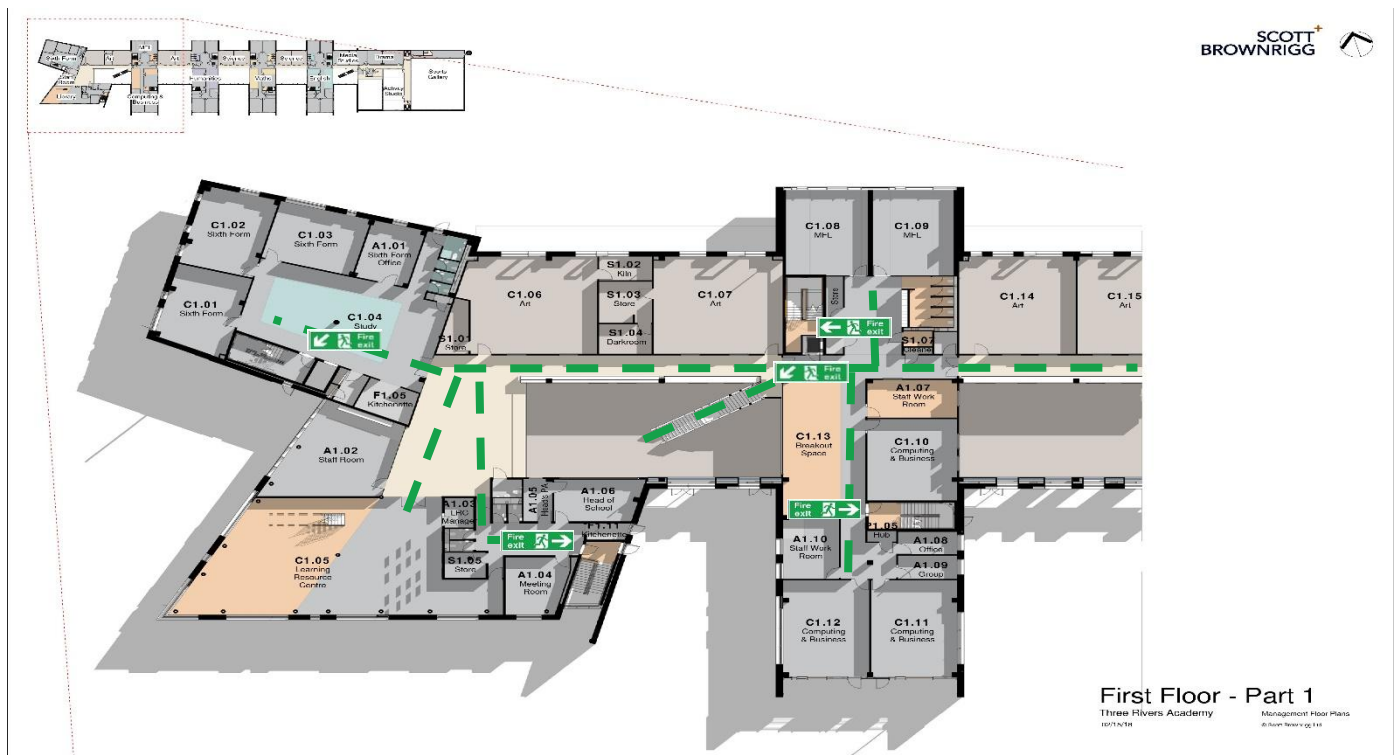
Use of Mobile Phones

- No phones in lessons – must not be visible
- Possible exceptions in some practical subjects (approved by Mr Detnon)
- No phones in corridors or social spaces
- Allowed in designated Sixth Form social areas
- In designated Sixth Form study areas, Sixth Form students are allowed to use mobile phones for study purposes only

Consequences:

- The student must put the phone away immediately
- A member of staff will issue a confiscation log
- If the student refuses to comply or receives 3 logs in one half-term, they will be subject to the same consequences as those applicable to younger students

Emergency Procedures



FIRE ACTION

ON DISCOVERING A FIRE:

- Raise the alarm by operating the nearest fire alarm call point.
- Try to extinguish the fire using the nearest appropriate fire extinguisher but only if it is safe and you have been trained to do so.
- Inform Student Services to ensure that the Fire Brigade has been called.

ON HEARING THE ALARM:

- Leave the room. Bags and belongings should not be taken with you.
- Close all doors as you leave.
- Walk to the nearest exit.
- **You must NOT** enter other buildings on the way to your Assembly area or attempt to retrieve any of your property if it is in another part of the school.
- Do not return to the building for any reason until authorised to do so.

ASSEMBLY POINTS:

.6TH FORM STUDENTS: OUTSIDE MUGA/COURTS BY TABLE TENNIS TABLES

• ALL OTHER PERSONNEL: OUTSIDE MUGA

- **LINE UP ALPHABETICALLY**, in silence with earphones and phones away



YEAR 7	YEAR 9
YEAR 8	YEAR 10
YEAR 11 (MUGA)	

**YEAR 12- AND 13-LINE
UP OUTSIDE OF THE
FENCING TO THE MUGA.
ACADEMIC MENTORING
GROUPS ARE ON THE
FENCING TO INDICATE
WHERE TO LINE UP.**

Pastoral support

Every student will have an Academic Mentor who you will meet with to discuss your progress and any tracking and interventions which need to be put in place. Your Academic Mentor is your first port of call if you have a problem (as you will mostly see them once a day). Your Academic Mentor and the Sixth Form Team are the people who will be supporting you during the next year. If you need to see them in between mentoring sessions, you can pop by the Sixth Form office or email them.

Please feel free to see Mr Detnon or Mr Adams at any time but if they are teaching, Mrs Maton (Sixth Form Manager) will be in the Sixth Form from 8.15am to 3.30pm daily (Monday to Thursday) and is the best person to discuss safeguarding concerns, attendance and other matters.

Don't be afraid to ask for help or even just for a chat! Staff are here to help and support you even if you just need a bit of encouragement!



The Building

We are incredibly privileged to have the new school environment and Sixth Form areas. As such, we should strive to keep the Sixth Form areas a positive place for us all to work and relax.

- ❖ The Sixth Form areas are only to be used by Three Rivers Academy Sixth Form students unless there has been prior agreement with Mr Detnon.
- ❖ Sixth Formers are entrusted with full use of the building and its facilities
- ❖ It is the responsibility of the staff and students to keep building and facilities tidy
- ❖ Deliberate damage to the building or facilities will be dealt with through the existing Rewards and Consequences policy
- ❖ If you accidentally break something, please let the Sixth Form Manager know immediately so that it can be repaired rather than leaving it to be broken further
- ❖ Please do not eat around the computers in the study areas and only drink water in a bottle where the lid can be replaced immediately.

Electronic equipment

- ❖ Your use of the computers in the work room is carefully monitored. Please think carefully about what you are searching for and why. **Unsuitable or concerning searches will be flagged automatically to the safeguarding team and you will be spoken to.**
- ❖ You are responsible for the search content of a computer you are logged onto. Therefore, you should lock your computer if leaving it for a short time.
- ❖ You may use your mobile phone in the Sixth Form building and when allowed in lessons.
- ❖ Please do not use your mobile phone in the main school and when moving between lessons.
- ❖ The electronic equipment that you choose to bring onto school site is always your responsibility to look after.
- ❖ Your phone should not sound or be used during a lesson, unless allowed by your subject teacher.

Virtual Platforms

You will receive personal log-in information in your induction sessions which will allow you to access your student Microsoft 365 account. Within your student account you will need to make sure you can access the following:

- ❖ **Microsoft Teams** - Your teachers will be setting homework for your subjects through Microsoft Teams, and you will need to be able to access your Teams through your TRA Microsoft Office 365 account. Teachers will also use this platform to post class materials and it may be used to teach virtual lessons if needed. There will also be a Year Team for each year group where key messages and information will be posted. This should be checked several times a week.

- ❖ **Microsoft Outlook** – Your student email accounts will be used much more in Sixth Form and you should be checking these on a regular basis. Some students choose to download the outlook app for their phones to make it easier to check their emails regularly. If teachers are absent unexpectedly, they may inform you via email that they are setting work on Teams. You can email your teachers if you have queries about work that has been set and you can also email the Sixth Form Team if you have any problems or issues you would like to raise. You should check your emails daily.
- ❖ You can log on to our school system (**Talaxy**) via your Microsoft account if you wish to keep a check on your attendance. If anything does not look right please come and speak with the Sixth Form Manager.
- ❖ **Seneca** - Please make sure you log in to Seneca Learning using your school email so you can access the assignments set by your teachers. It's a quick and easy way to stay on top of your subjects and revise effectively. Head to [senecalearning.com](https://www.senecalearning.com) to get started.
- ❖ Year 13 students should log in to **UpLearn** using the email address provided by school to access your A-level course materials. This platform is designed to support your independent study and exam preparation, so please make sure you're regularly engaging with the content. You can log in at uplearn.co.uk and use the dashboard to track your progress.

Volunteering Programme

The volunteering programme is an integral part of the Sixth Form. All students volunteer in a chosen area from January in Year 12 until December in Year 13.

The volunteering programme encompasses and builds upon our core values of subject mastery, critical thinking, effective communication, time management, continuous improvement and many more. The volunteering programme also promotes personal growth and development, with opportunities to give back to the school community, help others, develop new skills, supporting students' own wellbeing, as well as gaining professional experience in areas that could inspire career options.

Volunteering opportunities include:

- ❖ Literacy Tuition
- ❖ Maths Tuition
- ❖ Science Tuition
- ❖ Student Mentoring
- ❖ GCSE Mentoring
- ❖ Charity Volunteering
- ❖ Mental Health and Wellbeing Support
- ❖ Subject Specific Support
- ❖ And more!



Extra-curricular and Enrichment

Extra-Curricular activity is what you can get involved with in addition to the learning you do in class.

You will have the opportunity to take part in a wide range of enrichment activities during Academic Mentoring, Enrichment and beyond. There will be clubs and activities you can get involved with and we encourage and advise you to do so.

Universities and employers receive countless applications and often it is your extra-curricular activity that will allow you to stand out.

There are opportunities such as;

- ❖ Sixth Form sport - day to be agreed and advertised in September
- ❖ Student Leaders
- ❖ Student Leadership Team
- ❖ Supporting with Sports day, Drama and other House events.
- ❖ Lesson assistance
- ❖ Open Evening guides/subject support
- ❖ Work experience
- ❖ Volunteering programme
- ❖ Mentoring programme

If you want to create and run a club, come up with a proposal!

Higher education

All students will be encouraged to follow the education path which suits their individual needs the best.

We will support you throughout your time in the Sixth Form and then again by supplying a detailed reference and/or assisting with applications for university or apprenticeships.

University



University entry is a very competitive process and the entry requirements can be high. Many universities not only request good A level grades but also good GCSE grades, evidence of taking part in a range of extra-curricular activities/volunteering and perhaps some work experience.

Should you choose to progress to university you would apply through The University and College Applications Service (UCAS). The UCAS points associated with each A level grade is shown below.

The deadlines you will need to meet are the 15th October 2026 for Oxbridge, medicine, dentistry and veterinary courses and 30th January 2027 for all other courses.

You will be fully guided through the process!

2026 UCAS Points tariff

Grade	TARIFF POINTS
A*	56
A	48
B	40
C	32
D	24
E	16

Alternative pathways

Every effort will be made to ensure that each Sixth Form student has suitable plans in place for their time after Three Rivers Academy. For some students progressing directly to university after the Sixth Form is not appropriate. There are several other options.

Apprenticeships - for some students, working and learning is the best option. There are a range of levels of courses that can be applied for with the support of the Sixth Form Team and there is a wealth of information on the internet particularly at www.unifrog.org.

Gap Year - a student may decide to take a year out of education before going to university or a HEI. This year must be planned carefully to make the most of this experience and there are many online organisations that can offer advice on your options.

Employment - support for students applying for employment will be given in the form of CV writing (through Unifrog) and interview experience.

Useful Websites

Higher Education

www.unifrog.org – searches courses and their entry requirements

www.connexions.org – information on all Options 18+

www.ucas.com – HE applications

www.ukcoursefinder.co.uk – HE courses

www.opendays.com – HE open days directory

www.push.co.uk – university life

www.scholarship-search.org.uk what it says on the tin!

<https://www.gov.uk/student-finance> student finance

Further Education

www.hotcourses.com – further education courses

Gap Year

www.yini.org.uk – year in industry

www.gap.org.uk – volunteering overseas

www.yearoutgroup.org – a gap year or career break

www.princes-trust.org.uk – a charity – overcome barriers

www.vso.org.uk – volunteering abroad

Apprenticeships

<https://www.gov.uk/apply-apprenticeship>

www.apprenticeships.org.uk – 80 industry sectors

www.unifrog.org – direct link to 100s of available apprenticeships updated every 24 hours.

<https://careermap.co.uk/>

<https://www.ratemyapprenticeship.co.uk/>

Vacancies

<https://www.totaljobs.com/>