

The Crypt School Sixth Form



Student & Parent A to Z Guide
2026-27

Welcome to The Crypt School Sixth Form

To help navigate through the Sixth Form we have created an A-Z student and parent guide.

Hopefully many of the questions you have will be answered here.

Students and parents will also be using 'Bromcom'. This is an online portal where your timetable, attendance, behaviour events (both positive and negative) and your reports can be accessed. On Bromcom the parent's app is called MCAS (My Child At School).

If you can't find the information you're looking for in these documents, please ask one of the Sixth Form team. We will try our best to help.

We hope this works for you, but we will ask you later in the academic year how it can be made more user-friendly.

Best wishes,

Mr Biggs

Deputy Head & Director of Post 16 Education & Personal Development

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Aims and School Vision

The Crypt School Sixth Form offers a fantastic space within which all students can learn and progress in both their academic work and in all else that they do.

We are committed to the development of each individual's talents and support each student through this most important phase of their education and development to flourish as young adults.

We are pleased to welcome into our Sixth Form students from a number of schools, as well as our own. Staff are warm and friendly and genuinely care and support students. At The Crypt we value success and we are firmly committed to the development of both academic excellence and each student's own personal and social development.

Our vision for all members of our school community is that they will all flourish in their school and later adult lives. This vision that everyone will flourish, is underpinned by our five key values of Crypt school life: Integrity, Kindness, Pride, Respect and Responsibility.

Apprenticeships

With a growing number of students considering an Apprenticeship Post 18 we have lots of support for you in school. For information please follow the link here -

[Beyond Sixth Form | The Crypt School](#)

You could also speak to Mr Germaine as our Careers leader or Mrs Michulak as our Careers advisor.

Assemblies

There are assemblies held every week, normally at 8.35am. These include Year group, the whole of Sixth Form, Senior, whole school and House Assemblies. They are run on a rolling basis and you can expect to attend one per week. They are normally held in the main school hall, virtual or at certain times of the year when the hall is in use, assemblies are held in the Sixth form Common Room. These are compulsory and a register will be taken. Your tutor will let you know when there is an assembly.

Attendance/Timekeeping/Appointments & Holidays

Attendance: Our whole-school attendance target is 97% - any student falling below that target will receive a letter at the end of term. If students are going to be absent we would ask that a **parent/carers** contacts the school **each day** before 8.35am by one of the following methods:

Option 1: complete a form on the school website - Parent Hub/Attendance [Attendance | The Crypt School](#)

Option 2: email: attendance@crypt.gloucs.sch.uk

Option 3: before school hours parents/carers can call the school 01452 530291 and choose option 2 and leave a message.

If attendance becomes a concern students may be placed on attendance report and, if there is no improvement, placed on an attendance contract. If a student is placed on an attendance contract and there is no improvement, they may be asked to leave Sixth Form.

Timekeeping: Morning registration starts at 8.35 am and all students are expected to be in form for that time. Whatever time a Sixth Form student arrives, they must fob in. If students arrive after 8.35am they should sign in with Mrs Price/Mrs Attwood letting them know why they are late. Sixth Form policy is any student receiving “3 late marks” in morning registration will receive a detention. We do take into consideration things that are out of a student's control ie a traffic accident causing travel delays or train strikes etc. Should timekeeping become a recurring problem, students will be asked if there is a problem getting to school on time. If your child/charge has any problems reaching school on time, then please inform us. If timekeeping remains an issue a student may be placed on report to help support them in getting to school on time.

Appointments: We respectfully ask that medical appointments and driving tests are made outside of the school day. Driving lessons cannot be taken during the school day. Whilst we fully appreciate it can be difficult to obtain some but not all of these appointments outside of school hours, we would ask that if your child/charge does need to attend an appointment during school hours, they do not take the whole day off. If they do it may be classed as an unauthorised absence.

For all appointments parents should notify the School in advance using the relevant form in the Parent Hub on the school website [Attendance | The Crypt School](#) or, parent/carers can email: attendance@crypt.gloucs.sch.uk When it is time for you to leave for your appointment, you must sign out with Mrs Price/Mrs Attwood before you go; you must also then sign in with one of them upon your return. If both are unavailable, you can sign in and out at reception.

Holidays: Holidays in term time will not be authorised. There are approximately 14 weeks of holidays available outside of term time for you to book a holiday in. We fully appreciate that the high cost of term time holidays can be a tempting reason to book a holiday during term time. However, the short term benefit of a holiday can be eroded long term by anxiety and stress around catching up on missed work which can lead to your child/charge getting lower grades than was expected, which in turn can lead to added stress and low mood.

Behaviour

The School takes the academic progress of each individual student very seriously. To maximise the efficiency within the classroom the learning environment needs to remain productive and focused. Students who display poor behaviour or who fail to respond to a subject teacher's request can have a negative impact on this environment and in turn directly influence the learning of others. We wish to express that these actions will not be accepted at The Crypt. As a school, we strive to include individuals in every aspect of their education; however, this cannot come at the expense of others. Although examples of poor behaviour in school are rare, if any do occur they will result in involvement from parents and school sanctions will apply.

With consistent support from parents and staff, your child will have the necessary structure to achieve their true potential. However, one of the most important factors which helps to ensure success, it is each student's responsibility to become/remain an independent, conscientious learner. Success at A level is very much about each student's ability to focus, self-motivate, manage time effectively, meet deadlines and communicate.

If you want to check something on the 'Behaviour Policy' this can be found on the school website by going to - Explore Our School- Statutory Information- Behaviour Policy.

Bring your own device

You can bring your own laptop or iPad to school. But, like mobile phones, the school cannot take any responsibility for it if it gets damaged. It is your responsibility to take care of it on school premises. To connect to the school internet please see one of the IT technicians.

Bromcom

The school uses an IT system called BromCom for timetabling, attendance, behaviour events, academic reports etc. Both students and parents are asked to sign up via an app. The parent app is called 'My Child At School' or MCAS for short. Most school correspondence goes out via this method so it is imperative that parents sign up.

Bursaries

Students may be eligible to apply for the 16-19 Bursary which provides assistance with some costs of full time education. Please refer to the School website for further details. Applications are made online via a programme called Applicaa. At the start of each academic year, students are emailed the link to sign up to Applicaa. Applications need to be returned by the deadline given (usually ~ 3rd week of Term 1), with all evidence.

See financial support- [Sixth Form Life | The Crypt School](#)

Buses

There are several companies that run school buses. Please see the school website for more information: [Transport | The Crypt School](#)

If you need to use public transport to get to school, the no 10 bus stops right outside school.

Careers information

We offer a comprehensive careers information and guidance programme that assists with applications to higher level apprenticeships, job application and guidance with future career decisions. If you don't want to attend university or you are unsure what your next step should be, don't panic, we are here to support you. You will have one-to-one tutorials throughout the year and further advice concerning future careers, University or employment opportunities.

See link [Beyond Sixth Form | The Crypt School](#)

Students will be given lots of support with their future career paths in assemblies, tutor time and during PeD lessons. There will also be trips and activities throughout the year.

For support with your Post 18 careers please speak to Mr Germaine as our Careers leader or Mrs Michulak as our Careers advisor.

If you are considering Oxbridge or a competitive course such as Medicine, Veterinary or Dentistry please speak to Miss Parkin as our Oxbridge Coordinator. Trips, advice and talks will be organised for students in Year 12 and 13.

Careers Talks

In Year 12 students will sign up for a wide range of career talks that take place on a Wednesday afternoon during terms 5 and 6. These talks are to inspire and educate students about a wide range of careers available to them in the future. Where possible these talks are in person in school and led by ex-Cryptians that want to help the next generation of Crypt students flourish in the future. Talks are bespoke to the needs of each year group and include- Engineering, Law, Medicine, Cyber Security, Sport and Exercise, Dentistry, teaching, Accountancy, Finance to name a few.

Clubs

Students in Year 12 will sign up for Enrichment on a Wednesday and Thursday Period 5. This will help to develop students as they move through the sixth form. As well as the scheduled sessions on a Wednesday and Thursday afternoon, there are lots of clubs on offer and most departments run them. Year 12s in particular are encouraged to support the running of clubs and societies to help them develop leadership skills. At the beginning of Term 1 and then again later in the Academic Year, your form tutor will be emailed a copy of what clubs are available and will share that information with you. If there is a club you would like provided and it isn't currently available, talk to a member of staff to see if it can be set up. [Clubs & Societies | The Crypt School](#)

Common Room & Sixth Form Centre

At break and lunchtimes you are able to use the common room and social areas of the Cooke Centre. We ask you to respect all of these spaces. This includes putting your rubbish in the bins, not throwing food at each other and generally taking care of your area. Students who fail to respect these areas may be banned from these areas.

Contact details

It is extremely important that the school has the correct contact details for you and your parents/carers. This includes your address and your parent/carers personal and work phone numbers and their email addresses. Therefore, if you move house or one of your parents/carers changes their phone number, can you please inform your form tutor or Mrs Price/Mrs Attwood in the Sixth Form office or, your parent/carer can complete the Data Collection form in the BromCom app.

Course changes

Some students will start Year 12 and realise that they have signed up for the wrong subject. Before a student requests to change we ask that they continue in the subject for two weeks, so that they get a better understanding of what the subject entails. At the end of the two weeks if a student still wants to swap subjects they must speak to their Head of Year - Mr Bowen. Mr Bowen will then explain the process for students to apply to swap. For a student to swap they must have the grades of entry for the subject, there must be space on the subject and it must sit in the correct block. If there is more demand for a place in a subject than space in the subject then students will be ranked on best grades to be swapped onto a subject.

Course changes will only take place in the first month of school in Year 12 (September). Students will not be allowed to swap from October onwards.

Curriculum

At the centre of the curriculum stands a strong focus on the acquisition of a received body of knowledge, which enables all students to develop a broad and increasingly in-depth understanding of their world and their place within it. Within that context, the curriculum places emphasis on the importance of learning for its own sake, and through this approach aims to develop each child's full potential as well as their cultural capital.

Our broad and balanced curriculum provides opportunities for all students to discover new skills, to develop the confidence that prepares them for university, the world of work and life in general and to flourish in all that they do.

For their CORE CURRICULUM, the majority of students will take 3 A levels subjects in Year 12 and Year 13. Some students, who gain higher entry grades, will take 4 A level subjects in Year 12 and will continue with 4 A levels in Year 13. Students will sit internal mock examinations in January and May. UCAS predicted grades will be based on these two exams and the work students have completed throughout the year. Entry into Year 13 will be dependent upon the January and May Mock examination grades.

For further information on the Sixth Form Curriculum go to the school website- [Our Curriculum | The Crypt School](#)

Scroll down to KS5 (Sixth Form) and the Year 12 and Year 13 Programmes of Study.

Dress Code and Uniform

Click link below and scroll 'Dress Code Y7-13 and 'Uniform Requirements Sixth Form'

[Uniform | The Crypt School](#)

Driving to school

If you would like to drive to school and park on school grounds, you must complete an application form and show evidence that you are legally entitled to drive; your car is in a roadworthy condition and you are insured to drive. Application forms can be collected from outside Mr Biggs or the Sixth Form office. Once your application form has been received and evidence seen by Mrs Price/Mrs Attwood, you will be issued with a permit to display on your windscreen.

Duke of Edinburgh

The D of E is an award for taking part in other enrichment activities. You can complete either the silver or gold award. The silver takes a year to complete, the gold 18 months. You must complete Volunteering, Physical and Skill activities for an hour a week to complete the award which you must organise in your own time. Finally, you must do an expedition and the school will support you to complete this.

[Duke of Edinburgh's Award | The Crypt School](#)

EDGE+ Programme

In school we wish all students and young adults in the sixth form to flourish in all that they do in school and later adult lives. This vision that everyone will flourish, is underpinned by our five key values of Crypt school life: Integrity, Kindness, Pride, Respect and Responsibility. To support students on this personal development journey to flourish we have the EDGE+ Programme. We want to give students the 'edge' over others with their Post 16 and Post 18 progression to University, apprenticeships and employment.

In Year 8 we want students to ENGAGE and participate in as many activities as they can, including activities they already enjoy as well as ones that have never been tried before. In Year 10 we want students to continue enjoying both new and existing activities inside and outside of school and really begin to DEVELOP their talents and begin to map out your aspirations for the future.

In Year 12 we want students to GROW and EXCEL as well rounded young people in a range of activities to facilitate their future employability and quality of life.

There will be an assembly to explain and launch the EDGE+ Programme to students in Year 12 and you will be shown how to record information on Unifrog. If you would like to read more information about the EDGE award go to <https://cryptschool.org/sixth-form/sixth-form-life/>

Effort

Starting in the Sixth Form can be a daunting experience and all students will face many new challenges. There will be a more demanding academic programme, increased responsibility for independent learning and a changing social life. However, your progress, development and wellbeing will be closely monitored and supported over the full two year programme of study. Your academic progress will be tracked on a regular basis throughout the Sixth Form to inform your progress. There will be regular review meetings with your Tutor and Head of Year, who will offer you support and advice.

Enrichment

Students develop a wide range of skills and personal qualities during their time at the School and leave us as well rounded young adults ready to take on the challenges of the future.

The Enrichment programme is designed to develop the students personal, social and employability skills. The programme is integrated into the broader curriculum with time dedicated to Enrichment on Wednesday and Thursday afternoon.

Wednesday afternoons are designed to be more active and students can choose from a variety of options, including rugby, football, netball, climbing, music, DofE, yoga, first Aid, art and lots more. Students will sign up for an activity for Terms 1 and 2 and then will sign up for a new activity in Terms 3 and 4. Wednesday afternoon enrichment is compulsory for all students in Year 12. It will become optional in Year 13 as most students will use Wednesday afternoons to focus on their Post 18 Plans. Students in Year 13 will still need to be in school on a Wednesday afternoon in Terms 1-4.

In year 12 Terms 5 and 6, the normal Wednesday enrichment activities are put on hold and you will be invited to choose a selection of career talks to attend instead. Speakers from many professions offer to come in and talk to you about their career field. There will also be a talk about Gap Years as we understand that some of you won't want to go to University or into employment/apprenticeship straight away. We try our hardest to cover as many careers as we can

but, please be aware that it is impossible to cover every career. Sport, EPQ and F1 will continue in Terms 5 and 6 and will run alongside the career talks.

Thursday afternoons enrichment offers a more academic set of options to choose from. Options include EPQ, Core Maths, AS French, AS German, AS Spanish, Mentoring, Research option to name but a few. Students in Year 12 will sign up for an option at the start of Term 1 and will continue with this for all of Year 12. Thursday afternoon academic enrichment is compulsory for Year 12 students. Year 13 students do not take part in Thursday afternoon enrichment.

To read about the typical options available to you on a Wednesday and Thursday afternoon go to - [Sixth Form Life | The Crypt School](#) and click on the 'Enrichment' and 'Scholarship Enrichment' tabs for more information.

Enrolment

Please be aware that entry into Year 13 is **not** automatic. Students will not be allowed to continue subjects in Year 13 where they have received an E/U grade in the internal exams. Poor attendance may also be taken into consideration. Meetings will therefore take place with any relevant students/parents if required and where possible, an alternative programme of study will be offered.

Examinations & Study leave

In Year 12 students will sit internal mock examinations in January and April/ May. The May mock exams are normally sat in the main school hall and under real exam conditions. You will have study leave for part of the May examinations only. For the January exams you will remain in school and will follow your normal timetable.

EPQ

The EPQ (Extended Project Qualification) is a qualification consisting of an independent research project. Students will complete a 5000 word essay, presentation and production log. The area of independent study is free choice (although students are assigned a mentor for guidance). This will be launched as part of the enrichment programme at the beginning of Term 1.

Extra-Curricular Clubs and Societies

[Clubs & Societies | The Crypt School](#)

Facilities

The Crypt School has a purpose built Sixth Form centre which is located on the main school site. The building includes classrooms, supervised study rooms, ICT facilities, social areas and a cafe. The cafe does not accept cash. You can add money to a school canteen account or you can use a debit card to pay.

Fire/Fire Drills/School Lockdown

The school holds regular fire drills throughout the academic year. Your Form Tutor will go through the procedures with you.

Fobs

In Term 1 a school entry fob will be made for you. You are expected to fob in in the Cooke Centre when you arrive at school and then out if you leave before the end of the school day (3.15pm) ie if you go offsite at lunchtime we expect you to fob out as you leave and then fob back in on your return. Please be aware that we use this system at lunchtime if the fire alarm goes off. The system does not communicate with BromCom so it's important you do use your fob when arriving/leaving the school site.

You are required to fob in at the start of period 4 each day if you do not have a timetabled lesson. This is the school's legal register so you must be registered using your fob. If your fob has been lost or you have forgotten on a particularly day, there is a signing in sheet in the Sixth Form Centre for you to use instead.

Free Periods (Independent study periods)

As part of your timetable you will see that there will be times when you have no timetabled lessons. During these 'free' periods, you are expected to do school work independently. Whilst we acknowledge that it is important for you to have down time in school, where you can socialise with your friends, these free periods are not for that. Independent study periods are a great time to get homework/projects and coursework done. Just remember, the more work you get done at school, the less you have to do at home.

Gap Years

A few students each year leave Year 13 and take a Gap Year before they move into employment or attend University on a deferred entry. Students in Year 12 will have the option of attending a gap year talk during the Term 5 and 6 Wednesday afternoon enrichment talks. Information is also available on the school website at [Beyond Sixth Form | The Crypt School](#) students need to scroll down to the 'Gap Year' tab for more information.

Head Boy & Head Girl

Students are given a range of leadership opportunities in the Sixth Form. This usually starts with Year 12 students applying to be a prefect at the start of Term 2. Students will then be given the opportunity in Term 4 to apply to join the student executive team (Senior Prefects). This is a group of approximately 15 students that plan and organise events for the sixth form as well as leading the prefect team. The Student Executive team is led by the Head Boy and Girl. These are prestigious roles in the school and the Head Boy and Girl will take part in many events for the school including Open Days, Speech night. They also represent the whole student body in Governors meetings. For more information on Leadership go to [Sixth Form Life | The Crypt School](#) and scroll down to 'Leadership'.

The current Head Boy and Girl can be found on the school website [Student Stories | The Crypt School](#)

Health and Wellbeing

At the very centre of school life, stands a powerful commitment to outstanding pastoral care and guidance for all our young people. One of the greatest strengths of this school has always been its outstanding pastoral care and that, alongside of there being a strong sense of community here - of friendship, of shared endeavour - means that our students are able to flourish in all the other aspects their school lives.

Our role is to enable all young people to feel safe, be happy and confident and to make good progress in their learning, whatever the difference in their expectations and experiences they bring with them; each individual student is valued for their unique contribution. We recognise that each young person has a unique set of needs and talents, and our Pastoral System works to ensure that we help all individuals identify and fulfil their goals.

For more information on Health and Well being go to [Wellbeing & Pastoral Care | The Crypt School](#)

Higher Education

Many of our students progress to higher education while a growing number enter prestigious apprenticeships and school leaver programmes.

Our support programme in the Sixth Form is designed to equip students for every stage of their journey with the involvement of a range of external partners including universities and employers. This includes specific support for those seeking entry to competitive courses including Oxbridge. Students and their parents can expect a comprehensive programme to understand all aspects of higher education and assistance with choices and applications.

We also have an impressive relationship with many employers evidenced by a highly successful annual Careers & Higher Education Fair, visits to Apprenticeship recruitment events, and a series of Career Insight talks in Year 12.

Year 12 students are also supported to seek a work placement. Together with an Employability award and employer involvement in mock interviews we are confident our students will make successful transitions to the worlds of work and higher education.

Our links are further strengthened by the close involvement of our Old Cryptians with their wealth of knowledge and experience across many sectors.

We recognise that not all students are ready for higher education or employment. Tutors work closely with our dedicated Careers Adviser Helen Michaluk to support students with alternative plans including a gap year. For more information on Higher Education go to [Beyond Sixth Form | The Crypt School](#)

Holidays

As was mentioned in the attendance section, holidays should not be taken during the school term. However, we understand that there are times when, for extraordinary reasons, your family may need to ask for permission for you to have time off. In these instances, we would ask that your parents complete the form in the attendance section of the Parent Hub on the school website.

Home Study

Students in Year 12 do not have 'Home Study' in Terms 1 and 2. We think it's important that students use their time in Terms 1 and 2 to get into the correct study habits, get to know the school and each other. From Term 3 onwards students in Year 12 will be given home study if they gain all 'Goods' and 'Excellent' grades for Effort in their Progress Reports. Students will be informed by their Head of Year if they have been given 'Home Study'. Home study means that students can leave school at 13:15 on a Monday, Tuesday and Friday if they do not have a lesson during Period 5. If students leave at 13:15 they must fob out so we know they have left the school site. If a student is given Home Study in Term 3, but their effort grades dip, then the privilege of Home study will be removed.

Students in Year 13 are allowed the privilege of Home Study from the start of Term 1 on a Monday, Tuesday, Thursday and Friday afternoon if they have gained 'Good' and 'Excellent' effort grades. Like in Year 12 this is regularly reviewed by your Head of Year.

House System

There are 5 Houses in school: Brown Henley, Moore, Raikes and Whitefield. There are House activities held across the academic year, with lots of competitions with rewards for the whole house cohort. All students will represent a House. Students who studied at the Crypt from Years 7-11 will stay in the same House in Years 12 and 13. Students new to the school in Year 12 will be allocated a House. Tutor groups in the Sixth Form contain students from a mix of Houses. Every year group is actively encouraged to get involved in House events and Sixth Form students are encouraged to lead events and will be given the opportunity to lead a House as House Captain.

ICT & School email

Like many schools, The Crypt faces challenges with regard to the management of student use of IT facilities. A sophisticated monitoring system that records and reports all inappropriate use on the school network has been installed. Students who misuse the network will have their access rights removed, and will not be permitted access except during ICT lessons. This clearly has a big impact on the individual student's ability to effectively complete homework and coursework. The issues usually involve students claiming that "it was not them" and "friends" had accessed machines using their passwords. We will speak to the whole year group about the importance of security for protecting their own coursework; this is another very important reason why all students must ensure no other student has access to their network account / password details.

If you are new to the school in Year 12 you will be given an email account and log in during the first week that you join the school.

Please check your emails daily. You will be emailed regularly by members of staff.

Important Dates for your diary

To check important dates for your diary please use the school calendar- [School Calendar](#)

Independent Learning

The transition into Year 12 is not always an easy one and one of the aspects many students struggle with is to be expected to do more independent learning than you did in previous years. As well as the many online tools that can give you great tips on how best to do this. In your first two terms you will be given additional support, including specialist sessions on how best to do research, get motivated and get your work done. If you are still unsure, you can talk to one of your teachers or Mrs Price/Mrs Attwood. They have a wealth of experience and are happy to help.

Interviews

There may be times when you are invited to an interview during school hours. This might be regarding an apprenticeship, college or University place. It is not a problem for you to attend these. Just complete one of the University Open Day & Apprenticeship Interview forms outside of Mr Biggs or the Sixth Form office, making sure you get your teachers, Mr Biggs and parents to sign it before giving it to Mrs Price/Mrs Attwood in the Sixth form Office.

Interviews for a part time job should be made outside of school hours.

Jobs (part-time)

If a student works part-time alongside their studies, we would ask that you very carefully consider throughout this year how they are managing work commitments alongside their studies. It may well be necessary to reduce or stop part-time work if it is having an impact upon attainment and progress at school, especially in the run-up to A-level examinations. Research shows that a student that works in a Part time job for more than 9 hours per week, drops on average 1 grade per subject by the end of Year 13. So please keep this in mind and keep your hours each week to 9 hours and below.

Leadership Opportunities-see Prefects & Student Executive

Students are given a range of leadership opportunities in the Sixth Form. This usually starts with Year 12 students applying to be a prefect at the start of Term 2. Students will then be given the opportunity in Term 4 to apply to join the student executive team. This is a group of approximately 15 students that plan and organise events for the sixth form as well as leading the prefect team. The Student Executive team is led by the Head Boy and Girl. These are prestigious roles in the school and the Head Boy and Girl will take part in many events for the school including Open Days, Speech night. They also represent the whole student body in Governors meetings. For more information on Leadership go to [Sixth Form Life | The Crypt School](#) and scroll down to 'Leadership'.

Learning Agreement

All students have to sign the Home School Learning Agreement to enter Sixth Form at the Crypt. For the most up to date copy please refer to the school's website: [The Crypt School Rules and Home-School Agreement](#)

Lunch

Lunch is at 1.15pm and lasts for one hour. You can buy hot and cold food in the main canteen and from the Sixth form Coffee Shop, which is available to you at break and some, but not all, lunchtimes. Please be aware that neither the cafe or main canteen accept cash. Your parent/carer will need to put money onto your account via parentpay or, you can put money onto your account via a money box in the main canteen and you will pay using your fingerprint. If you do not want to pay this way, you can pay by card in the Sixth Form cafe.

Sixth Form students also have the privilege of being allowed to go offsite at lunchtime (for Health & Safety reasons, you will need to sign out and in on a paper registers in Term 1 whilst we wait for your lanyards to be made). However, you must not bring food from local restaurants back into school. You must eat it offsite.

Mental Health

At the very centre of school life, stands a powerful commitment to outstanding pastoral care and guidance for all our young people. One of the greatest strengths of this school has always been its outstanding pastoral care and that, alongside of there being a strong sense of community here - of friendship, of shared endeavour - means that our students are able to flourish in all the other aspects their school lives.

Our role is to enable all young people to feel safe, be happy and confident and to make good progress in their learning, whatever the difference in their expectations and experiences they bring with them; each individual student is valued for their unique contribution. We recognise that each young person has a unique set of needs and talents, and our Pastoral System works to ensure that we help all individuals identify and fulfil their goals.

For more information on Mental Health go to [Wellbeing & Pastoral Care | The Crypt School](#) and scroll down to the 'Mental Health Action Plan'.

Mobile Phones & Personal Music Systems

Whilst we recognise that mobile phones have become an integral part of modern life, they do continue to cause a number of problems in school.

- We remind you that mobile phones are often expensive items and when they are lost or taken, this can cause much distress and disruption to the students concerned. Students and parents are reminded that if you do choose to bring a mobile to school, it needs to be registered with the form tutor and the school cannot be responsible for the loss or theft of these items.
- We remind you that the school rules clearly state that mobiles must be turned off during the school day. It is entirely unacceptable for mobile phones to go off during lessons and

students must not make calls/text/use social at such inappropriate times, when their minds should be on their studies.

- In Supervised Study sessions, you are permitted to listen to music through headphones. However, once you have selected your music, we advise you to pop your phone into your blazer pocket as you cannot use your phone to do research etc on. There are computers for you to use for this. If you have taken a screenshot of your work, we suggest that you email it to your school email address so that you can access it this way.
- Finally, we are increasingly concerned about growing reports of students who abuse mobiles through using them as cameras and to record footage. Many of the reported incidents amount to no less than a form of bullying or intimidation. When reported to staff these incidents will be dealt with very seriously and students need to be aware of the consequences of their actions. Certainly, the use of camera/video phones are not allowed in school whatsoever and the whole issue of recording/taking images of others without their permission is fraught with legal implications that are best avoided.

Mock Examinations – see Examinations & Study Leave

Non-uniform Days

There is normally one non-uniform day once a term in aid of a charity. Your Head of Year or Form Tutor will inform you when these are going to happen and what charity you can donate to on the day.

Oxbridge Applications

Part of The Crypt School's ethos is to support students in the fulfilment of their aspirations. One of these strands is the programme offered to those applying to the universities of Oxford and Cambridge, as well as particularly competitive courses such as Medicine, Veterinary Sciences, and Law. The school has a longstanding tradition of successful applications to prestigious courses and institutions.

Miss Parkin is the schools Oxbridge coordinator and she will lead assemblies and support groups for students in Years 12 and 13. If you aspire to attend Oxford or Cambridge then please make yourself known to Miss Parkin.

For more information go to [Beyond Sixth Form | The Crypt School](#) and scroll down to 'Oxbridge'.

Parents Evenings

Year 12 Parents evening will be online and Year 13 parents evening will be in person in school. For parents evening dates please go to the school calendar [School Calendar](#)

ParentPay

To help the environment and to save enormous postage costs, the majority of school communications to your parents will be sent electronically via ParentPay, rather than by post. Payments for school trips, yearbooks etc are also paid via ParentPay.

If you are new to the school, you will be given a letter to give to them to set this account up. It is very important that you ask your parents to do this. If your parent does not have an email address, please talk to one of the school receptionists who can advise you further.

Parking – see ‘Driving to school’

Prefects

Students are given a range of leadership opportunities in the Sixth Form. This usually starts with Year 12 students applying to be a prefect at the start of Term 2. Students will then be given the opportunity in Term 4 to apply to join the student executive team. This is a group of approximately 15 students that plan and organise events for the sixth form as well as leading the prefect team. The Student Executive team is led by the Head Boy and Girl. These are prestigious roles in the school and the Head Boy and Girl will take part in many events for the school including Open Days, Speech night. They also represent the whole student body in Governors meetings. For more information on Leadership go to [Sixth Form Life | The Crypt School](#) and scroll down to ‘Leadership’.

Progress

Students will be given progress grades during lessons as they complete tests, exams and assessments. Progress grades will also be sent home to students and parents/carers 3 times per year.

Prohibited items and substances

A member of staff may confiscate, retain or dispose of a young person’s property if this deemed reasonable and necessary by a member of the Senior Leadership Team. Power to search without consent for prohibited items may include: ·

- knives, blades and weapons
- Alcohol
- illegal drugs including “edibles” or so called “legal highs”
- stolen items
- tobacco and associated items such as a vaping devices, SNUS or caffeine pouches - energy drinks are also not permitted
- Fireworks
- pornographic material
- any item the school deems likely to cause injury or damage
- any item banned by the school, for example water pistols or toy guns.

Any “smart” rings, glasses, pendants, clip-on devices or other “wearables” that are AI enabled and/or have the capacity to record sound or video are also not allowed at school.

PeD

All students in Years 12 and 13 will attend 1 PeD (PHSRE) lesson per fortnight. This is a compulsory lesson for all students. Within Personal Development lessons PHSRE - Personal, Health, Social and Relationship Education explores personal issues, relationships, and aspirations. To find the programme of study for PeD lessons go to [Personal Development PHSRE Programme | The Crypt School](#)

References

At some point when you leave school, whether you go to work or university, we will be asked to complete a reference for you. Therefore, at the end of Year 12 when we launch UCAS we ask all students to register for UCAS, even if you don't want to go to University. This is so that your teachers can all complete the reference section which we will then save a copy of for future reference.

Registrations – see Attendance, Absence & Timekeeping

Revision

For support on revision materials please go to <https://cryptschool.org/sixth-form/sixth-form-life/> and scroll down to 'Study Skills and Revision'. Students will be given advice on revision from each of their subjects, plus there will be assemblies led by Heads of Year on how to develop their revision skills in the build up to exams.

Rewards & Sanctions

We aim to reward and celebrate success in Sixth Form wherever possible: this is to create a positive learning environment for everyone. The merits and sanction systems are run via Bromcom, and all students have their own account. We also reward behaviour and attendance on a termly basis.

Sanctions are given when required. There have been some changes to detentions following consultation with students and staff. Students now have 48 hours' notice for all detentions but they no longer receive reminders about detentions at the end of day as it is their responsibility to organise their own time. Our system does rely on the student using Bromcom effectively. All detentions last for one hour.

School Parliament

We do have a school parliament and different school councils that meet at different times each term. You are warmly encouraged to get involved with. Students' voices are very important in helping the school support you and making sure you enjoy these important and memorable years.

Sixth Form Team

You'll notice the difference when you step into our Sixth Form, it is a place where students are treated on a level with their teachers. You'll be inspired by our subject teachers and supported and mentored by your Tutor, someone who will be working to enhance both your personal and

academic development through a relationship fostered by teamwork and underpinned by mutual respect.

The Sixth Form Team is led by Mr Rob Biggs – Deputy Head and Director of Post 16 Education and Personal Development. Miss Sarah Parkin is Head of Year 13 and Mr Bowen is Head of Year 12. Mrs Eileen Price and Mrs Hannah Attwood are Sixth Form Administrators & Pastoral Support Workers (Y13 and Y12 respectively). The Sixth Form team is complimented by our librarian and supervised study supervisor Mrs Deborah Jordan and our specialist independent careers advisor Mrs Helen Michaluk who meets students on a one-to-one basis, as well as a school nurse and counsellor.

The Form Teachers are as follows:

Form	Tutors 2026-27	Email address
12ADC	Ashley Croft	acroft@crypt.gloucs.sch.uk
12RL	Rachel Lintott	rlintott@crypt.gloucs.sch.uk
12JMB	Julian Boon + Sandra Stoynte (Fri only)	jboon@crypt.gloucs.sch.uk sstoynte@crypt.gloucs.sch.uk
12ACr	Alex Crozier (Mon-Wed), Philip Jones (Thur-Fri)	acrozier@crypt.gloucs.sch.uk pjones@crypt.gloucs.sch.uk
12JT	Jo Thompson (Thur-Fri) Jules Darby-Eamus (Mon-Wed)	jdarby-eamus@crypt.gloucs.sch.uk
12HQ	Hannah Quinn + Philip Jones (Wed only)	hquinn@crypt.gloucs.sch.uk chooper@crypt.gloucs.sch.uk pjones@crypt.gloucs.sch.uk
12KWi	Kate Williams + Sandra Stoynte (Wed only)	kwilliams@crypt.gloucs.sch.uk sstoynte@crypt.gloucs.sch.uk
12JHo	John Hopkins	jhopkins@crypt.gloucs.sch.uk
13CBs	Catherine Brooks	cbrooks@crypt.gloucs.sch.uk
13CM	Clare Medcroft	cmecroft@crypt.gloucs.sch.uk
13NB	Nicola Bowes + Deby Roberston (Wed only)	nbowes@crypt.gloucs.sch.uk chooper@crypt.gloucs.sch.uk
13TP	Tom Passmore	tpassmore@crypt.gloucs.sch.uk
13MY	Mark Young	myoung@crypt.gloucs.sch.uk
13NS	Nikola Stoneman + Ellie Gasan (Fri only)	nstoneman@crypt.gloucs.sch.uk egasan@crypt.gloucs.sch.uk
13CC	Chris Cobb	ccobb@crypt.gloucs.sch.uk
13LWi	Liz Wife	ewife@crypt.gloucs.sch.uk

Smoking

The school operates a non smoking policy onsite - this includes vapes.

Social Events

Social events play an important role in the Sixth Form community. They provide a great opportunity to get to know your fellow students, build friendships, and enjoy time together away from the usual pressures of the classroom. There will be several evening events students organise themselves and they are generally held offsite. That said, we do still expect you to behave and treat each other and members of the public with respect.

Social Media

There is a time and place for social media, and school is not the place. Please do not access social media platforms during school hours. This includes using social media on your phone or other devices. If you choose to do so, you will receive a sanction.

Sport

Sport is a big part of life at Crypt, with a wide range of teams, clubs and activities to get involved in. There is always a sporting competition or event taking place, including the popular staff-versus-student challenges. If there's a sport you'd like to try that we don't currently offer, speak to one of our PE teachers they'll be happy to explore whether it could be introduced.

Student Executive

Students are given a range of leadership opportunities in the Sixth Form. This usually starts with Year 12 students applying to be a prefect at the start of Term 2. Students will then be given the opportunity in Term 4 to apply to join the student executive team. This is a group of approximately 15 students that plan and organise events for the sixth form as well as leading the prefect team. The Student Executive team is led by the Head Boy and Girl. These are prestigious roles in the school and the Head Boy and Girl will take part in many events for the school including Open Days, Speech night. They also represent the whole student body in Governors meetings. For more information on Leadership go to [Sixth Form Life | The Crypt School](#) and scroll down to 'Leadership'.

The current Head Boy and Girl can be found on the school website [Student Stories | The Crypt School](#)

Super Enrichment/ Super Curriculum

All students in Years 12 and 13 will be expected to read and research beyond their normal lessons. Students will be given an assembly in Year 12 to explain this and will be shared a copy of our Super curriculum booklet. This booklet has been produced by each department to help students navigate relevant information to extend their learning for each subject. This can be found at [Beyond Sixth Form | The Crypt School](#)

Also look at 'Oxbridge'

Unifrog also contains an excellent section where students can extend their learning in each subject call 'Read, watch and listen' www.unifrog.org

Supervised Study

These are the periods when Year 12 and 13 students are supervised by a member of staff in Room 40. During these sessions, students are expected to work independently in silence. Attendance is compulsory if the session appears on your timetable - if you are working elsewhere, you must obtain permission and let the supervising teacher know. If you are absent from supervised study without permission, you will be sanctioned.

Support Network

We understand that life can be challenging, and there may be times when you struggle with your emotions, mental health or things happening at home. Remember, it's okay not to be okay, and you will always be treated with understanding and respect.

If you're struggling, please don't keep it to yourself. Talk to someone you trust and let us know how you're feeling. If you don't feel ready to talk face-to-face, that's okay too - you can always send an email to one of the Sixth Form team. We're here to listen and support you.

We have a strong support network in school, with lots of people you can turn to if you need help or someone to talk to.

Our Pastoral Support Workers, Mrs Attwood (Year 12) and Mrs Price (Year 13) work specifically with Sixth Form students and, as they don't teach or have a teaching timetable, they are available to you throughout the school day so please don't hesitate to pop in their office if you need someone to talk to.

If they are unavailable, you can speak to Mr Bowen, Miss Parkin, your Head of Year or form tutor. You can also approach our Lower School Pastoral Support Workers, Mrs Williams and Mrs Lowe, if you would prefer.

We also have a school nurse (drop in is on Monday lunchtimes and a school counsellor who is in school on Tuesday and Thursday. Your form tutor is also there to support you, as are all members of staff. There are also lots of external resources available - take a look at our [Wellbeing](#) page.

Targets

Students will be given Target grades for each subject at the start of Year 12 and then again at the start of Year 13. These grades are a minimum that we expect students to achieve at the end of Year 13 and teachers will base expectations and feedback on these grades following class, homework and tests/ exams.

Term Dates

Term dates are on the school calendar and are updated annually: [Term Dates | The Crypt School](#)

Text Books

Each department is different with their expectations of Textbooks. Some will be kept in classrooms, some will be given to students at the start of Year 12 for their 2 years of study in the Sixth Form. Students will pay a £40 deposit when they join the school in Year 12 and this will be returned to students/ parents when students return any borrowed books on 'Book return day' at the end of Year 13 (minus £5 fob non-refundable payment). If students lose or do not return a book, the cost of the textbook will be taken from the deposit given.

Timetable

You will be given a paper copy of your timetable at the beginning of Term 1. It is also available on the Bromcom app.

Timings of the school day

Registration: 8.35 – 8.55am

Period 1: 8.55 – 9.55am

Period 2: 9.55 – 10.55am

Break: 10.55 – 11.15am

Period 3: 11.15 – 12.15pm

Period 4: 12.15 – 1.15pm

Lunch: 1.15 -2.15pm

Period 5: 2.15 – 3.15pm

Timekeeping – see Attendance/Absence and Timekeeping

Trips & Visits

You will be invited on many trips during your time with us and some will be necessary for your chosen course. There are some whole year group trips too, normally with a cost involved. If you need help with these costs, please talk to the member of staff organising the trip.

Tutor Groups

There are 16 tutor groups in the Sixth Form. Each form will have a Form Captain and Vice-Captain. You will usually keep the same Form Tutor for Year 12 and Year 13.

UCAS-see Higher Education

Uniform & Hair - see Dress Code

Unifrog (www.unifrog.org)

All students will be given access to Unifrog at the start of Year 12 by Mr Germaine (Careers Leader). Unifrog is an amazing website that we pay for each year for students to use to research their post 18 careers both at University and Apprenticeships. Unifrog will also be used to record activities for the EDGE+ programme as well numerous other career based activities.

University Open days

If you are thinking of attending university, we recommend that you attend their Open Days. Many of these Open days are held on the weekend, which we would recommend you attend as it has the

least impact on your education. However, if you do need to go to one that is on a school day, you will need to complete a University Open Day and Apprenticeship Interview form at least one week before you go - these are available from outside Mr Bigg's Office. Your teachers, parents/carers, Mr Biggs all need to sign it before you return the form to Mrs Price/Mrs Attwood. Parents/Carers will also need to complete an [absence form](#).

Visitors

All school visitors should access school via reception and must sign in at reception.

Volunteering

Students are encouraged to volunteer - it's good for you and also for those you help. You can do this as part of a Duke of Edinburgh Award or as part of your Enrichment Activities. Please speak to Mr Hart if you wish to do volunteering on a Wednesday Enrichment.

Weekly Bulletin

Every week a weekly bulletin is shared with your tutors. This outlines all the activities that will take place during the morning registration times.

Work Experience

You will be expected to complete one week's Work Experience in Year 12. Many employers and Higher Education providers expect it and, hopefully, you will find it a valuable learning experience. Please be aware that we expect you, not your parents, to find the placement. If you need guidance, please email Mrs Michaluk. If you fail to obtain a placement, you will be expected to attend school instead.

Work Shadowing

If you would like to do some work shadowing (this means going to a place of work and watching/following someone in their job so you can learn about their job), then please speak to Mr Germaine. Ideally work shadowing would take place during the Work Experience week.