

THE LITTLE BOOK OF

THE SIXTH FORM BOLTON



ACHIEVE YOUR
POTENTIAL



CONGRATULATIONS ON MAKING AN EXCELLENT DECISION TO JOIN THE SIXTH FORM BOLTON

At our Sixth Form, we're all about helping you get the most out of your education and preparing you for a successful future - whether that's university, an apprenticeship, or stepping straight into work.

We're proud to support our students not just academically, but as individuals. We believe in helping you become confident, capable, and kind - someone who's ready to take on the world.

You are joining a warm and supportive community where students and staff genuinely care about each other. We're excited to have you as part of our community and support you to achieve your full potential.

OUR EXPECTATIONS

High Expectations = Outstanding Results

The Sixth Form Bolton achieves consistently high results on our Academic as well as our Vocational programmes. The achievement rate is well above that achieved by most schools and colleges in the country. Success requires staff and students to work together, and implies responsibility for all.

What students can expect from us:

- Commitment to high standards of teaching
- Enabling you to organise time effectively and become a self-disciplined learner
- A coaching system which provides progress monitoring, support, advice and guidance
- Access to high quality learning support, mentoring and counselling
- Preparation for higher education and the world of work



What we expect from our students:



Full attendance and punctuality



To work to the best of your ability



To submit all work/homework to the deadlines given



Active participation in academic and pastoral review sessions



To engage in our careers programme



To respect and comply with The Sixth Form College Conduct

YOUR FIRST DAY

Teaching starts on **Monday 1st September**.

Your timetable will be made available on your B6 Connect App on **Friday 29th August** at 12pm, so you know where you need to be and when. You will be emailed a link to download the app once you have enrolled.

Have a look at your timetable in advance and make sure it has all of the classes for the subjects you enrolled on.

Your timetable is a live document and may change on a weekly basis, it is vital that you check your timetable at the beginning of the week to ensure you are aware of all sessions. If your timetable is not what you expected, or you don't understand it, don't worry, please go along to our student help area which is called 'Student Information' on the ground floor.

Free breakfasts are available for all students each day from 8am-8.25am in the B6 Bistro and Rooftop Restaurant.

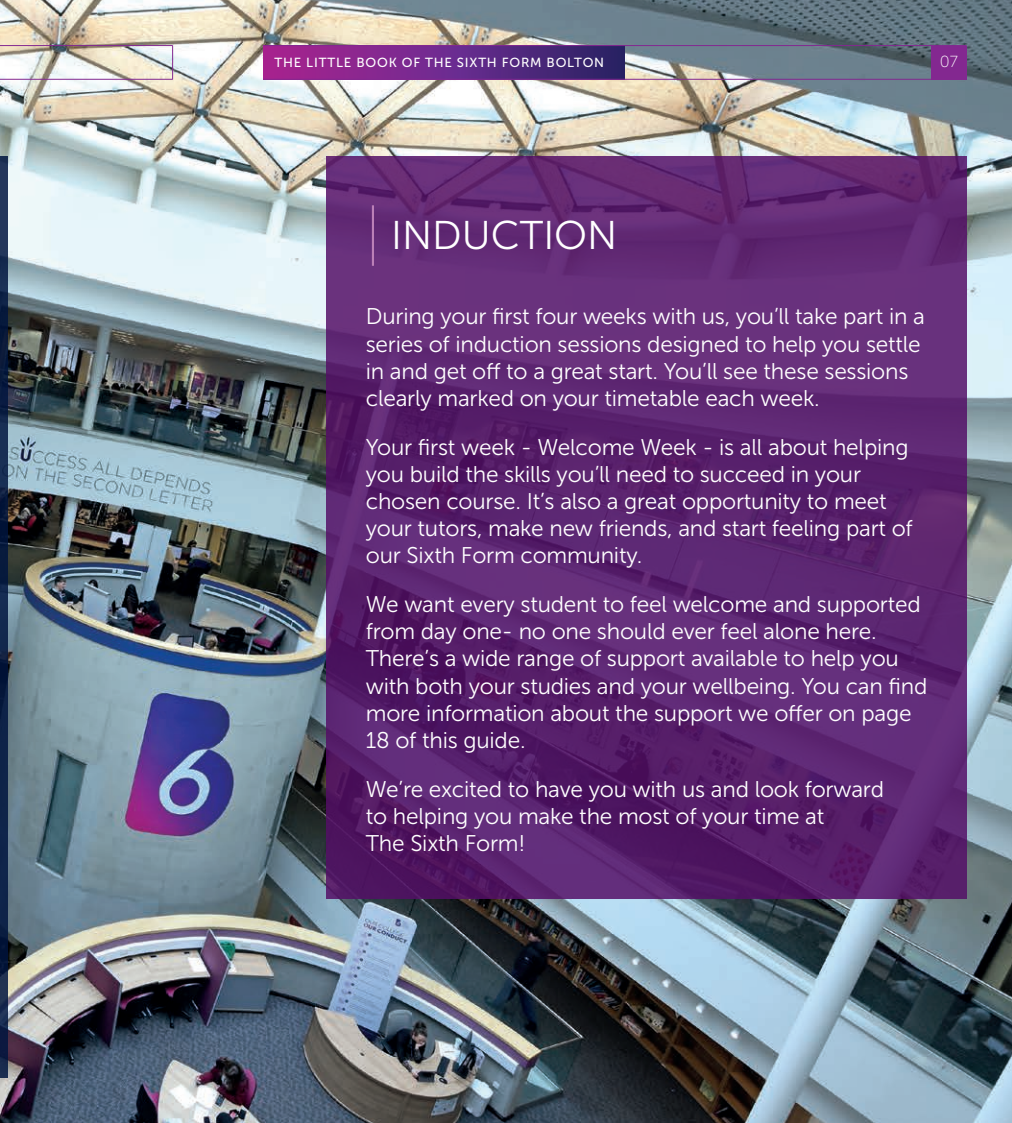
INDUCTION

During your first four weeks with us, you'll take part in a series of induction sessions designed to help you settle in and get off to a great start. You'll see these sessions clearly marked on your timetable each week.

Your first week - Welcome Week - is all about helping you build the skills you'll need to succeed in your chosen course. It's also a great opportunity to meet your tutors, make new friends, and start feeling part of our Sixth Form community.

We want every student to feel welcome and supported from day one- no one should ever feel alone here. There's a wide range of support available to help you with both your studies and your wellbeing. You can find more information about the support we offer on page 18 of this guide.

We're excited to have you with us and look forward to helping you make the most of your time at The Sixth Form!



YOUR DAY AT B6

The Sixth Form day is shown on the outline timetable provided. You can access your own timetable via your B6 Connect App on any device. You should check it weekly as some activities only take place bi or tri-weekly. It is your responsibility to know about, and attend all timetabled sessions. Parents will be able to view the same information on the B6 Connect App.

In the event of illness, The Sixth Form's absence procedures are:

- A parent/guardian must inform the college before 10am on the day of the absence, regardless of the start time of the first lesson, by one of the following methods -
 - > Use the B6 Connect App to report the absence
 - > Email studentabsences@bolton-sfc.ac.uk
 - > Telephone - 01204 846215
- Please note absence must be reported for each day the student is absent.



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
P1 8:40 - 10:00	P1 8:40 - 10:25	P1 8:40 - 10:25	P1 8:40 - 10:25	P1 8:40 - 10:20
Break 10 minutes	Break 10 minutes	Break 10 minutes	Break 10 minutes	Break 10 minutes
P2 10:10 - 11:40	P2 10:35 - 12:20	P2 10:35 - 12:20	P2 10:35 - 12:20	P2 10:30 - 12:05
Break 10 minutes	P3 Break or Group Coaching 12:25 - 13:00	P3 Break or Group Coaching 12:25 - 13:00	P3 Break or Group Coaching 12:25 - 13:00	P3 Break or Group Coaching 12:10 - 12:45
P3 11:50 - 13:10	P4 13:00 - 14:35	P4 13:00 - 14:35	P4 13:00 - 14:35	P4 12:45 - 14:05
P4 Break or Group Coaching 13:15 - 13:50	Break 5 minutes	Break 5 minutes	Break 5 minutes	Break 25 minutes
P5 13:50 - 15:05	P5 14:40 - 16:15	P5 14:40 - 16:15	P5 14:40 - 16:15	P5 14:30 - 15:50
P6 15:10 - 16:30				

BUILDING GUIDE

All your learning will take place in one dedicated centre, designed to give you everything you need in one place. It's equipped with outstanding facilities that are carefully maintained and regularly updated to make sure you're learning in the best possible environment.

Ground Floor

- Reception
- Principal's Office
- Student Liaison Officers
- Careers
- Student Information, MIS and Administration Office
- Vice Principal's Office
- Deputy Principal, Finance, Human Resources, Assistant Principal's Office
- Progress Coaches' Office Base
- Premises' Office
- Safeguarding Office
- B6 Bistro
- Hall
- Theatre
- Performing Arts' Department Office
- Staff Room
- Reprographics Room
- Toilets
- Water Fountain
- Catering facilities - dedicated area for students wishing to bring their own lunch, prepared at home, located on the ground floor adjacent to reception



First Floor

- Business and Computing Department Office
- Classrooms F01 - F16 and F101 - F104
- Learning Resources/Support
- Music Recording Studio
- Quiet Study Area
- IT Support Staff Offices
- Toilets



Second Floor

- Classrooms S01 - S25 and S102
- Fitness Suite S103
- Staff Offices - Humanities, English and Modern Languages, Social Sciences & Sport & PE Departments
- The Cocoon
- Toilets
- Open Study Space
- Learning Resources/Support

Third Floor

- Classrooms - T01 - T30 and T101 - T103
- Staff Offices - Science, Art and Mathematics Departments
- Open Study Space
- Toilets

Fourth Floor

- Rooftop Restaurant
- Classrooms - R01, R05 & R06
- Toilets
- Water Fountain
- R07 - Marketing/Admissions Office

STUDY SPACES

There are plenty of study places around the Sixth Form just for you. Each floor has IT facilities and workstations you can use during breaks or free periods. Remember - these spots aren't for hanging out or socialising, so please use them for studying on your own or with a small group.

If you want to relax and catch up with friends, the Bistro and Rooftop Restaurant are the best places to hang out!



CATERING FACILITIES



There are lots of places to eat in Bolton town centre, and you are welcome to leave campus during your breaks. However, for your convenience we have a great range of catering facilities available throughout the day.

Rooftop Restaurant

Serving your favourite meals and snacks throughout the day. Benefit from budget meal deals to daily specials! We also have vending machines offering a range of snacks.

Bistro

Grab a Costa coffee and a cake, as well as a range of light bites and snacks.

Free breakfasts are available for all students 8.00am-8.25am. Get in early and get set for the day!



WHAT TO DO OUTSIDE COLLEGE

We are privileged to be located right in the heart of Bolton Town Centre - the place to be if you're looking for a great mix of shopping, food, and fun!

Whether you're grabbing a bite to eat, catching a movie, or just exploring, there's always something to do. You can check out the Market Place Shopping Centre, visit the local street markets, or relax at one of the many hangout spots, including the beautiful Queens Park.

The Bolton Museum and Art Gallery offer local culture, and the Library is a great spot for reading or studying.



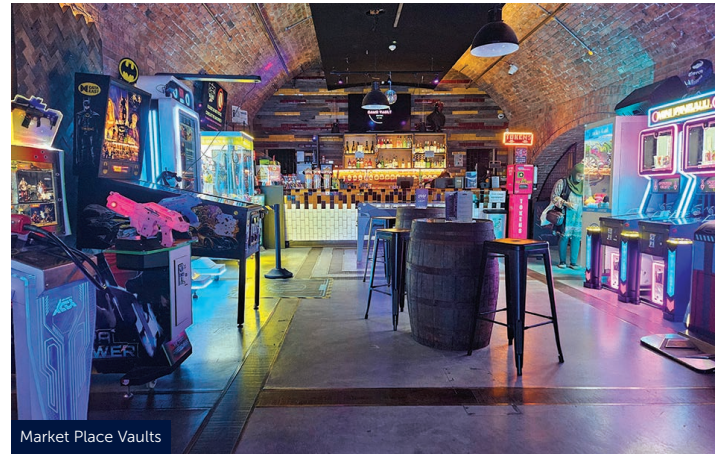
Queens Park



Bolton Town Hall



Le Mans Crescent



Market Place Vaults



Market Place Cinema



Bolton Market Food Hall

SUPPORTING YOU

We are here to help. There will always be support and guidance available for you during your time with us, including:

Student Information - a student helpdesk for timetables, ID cards, paying for trips, finance and bursaries, advice about anything!

Progress Coaches - located on the ground floor, they monitor your progress and offer group and individualised support and guidance throughout your time with us.

The BSafe Safeguarding Team - The Sixth Form is fully committed to the safety and wellbeing of all our students and has a team of specialist safeguarding officers on site, known as The Sixth Form 'BSafe' team. See page 20 & 21.

Student Liaison/Security Officers - a visible team dedicated to ensuring a safe and respectful environment for all.

Learning Services Team - Learner Services offer bespoke support for learners with a variety of additional needs, including:

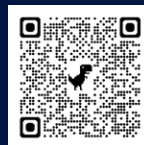
- Specialist one-to-one support
- Links with external support agencies
- Study support
- Quiet study areas
- Mentoring
- Health and wellbeing service
- Academic skills

Our Pass
Information



Careers and Employability Team - our award-winning careers team offer a wide range of services to support your progress onto university, employment or an apprenticeship:

- 1:1 Careers Guidance appointments
- UCAS support
- Professional Growth Programme
- Work Experience
- Apprenticeship Academy
- Careers resources
- Employer-led activities and events



Book your careers
appointment

<https://outlook.office365.com/book/CareersTeam@boltonsfc.onmicrosoft.com/?ismsaljsauthenabled=true>

BSAFE TEAM

We are fully committed to safeguarding and promoting the wellbeing of our students.

Darren MacFarlane, Senior Leader Learning Services, is the named member of the Leadership Team with responsibility for safeguarding issues.

There is lots of information on safeguarding and the role of The Sixth Form's 'BSafe' team on the pastoral area of student space and on the Sixth Form website.

If you need to report an issue there are a number of ways you can contact the BSafe team. In the first instance, please see one of the BSafe team members. Additionally, students can also trigger the 'Alert' button on your 'My Page' within the Student Portal or can contact the team via email on bsafe@bolton-sfc.ac.uk. There is additional information available on the Parent Portal.

BSAFE TEAM



DARREN MACFARLANE
DESIGNATED SAFEGUARDING LEAD
S21

EMMA COLLIER
DEPUTY DESIGNATED SAFEGUARDING LEAD
G41A



TRACEY KAVANAGH
DEPUTY DESIGNATED SAFEGUARDING LEAD
G41A

JULIE CURRAN
LEARNING SERVICES CO-ORDINATOR
S21



SARAH BALL
ASSISTANT PRINCIPAL - PASTORAL
G20

ENRICHMENT

Sixth Form is about more than just gaining qualifications - it's about helping you grow as a person. At The Sixth Form, we're committed to supporting your development both in and out of the classroom so you can reach your full potential.

You'll have the chance to get involved in our exciting enrichment programme, which includes a wide variety of clubs, societies, and activities designed to boost your skills, confidence, and career prospects.

Be sure to visit the Enrichment Fair during your induction to see what's on offer.



Learner Voice



Law Society



Performing Arts Academy



Trips and Visits



First Aid



Sign Language



Chess Club



Futures Academy



Sports Academies



Medical Mavericks



Women into Leadership

PROFESSIONAL GROWTH PROGRAMME

Our unique and exciting Professional Growth Programme allows you to explore your career goals and ambitions via sector-specific pathways. As part of your pathway, you will develop the labour-market awareness, employability, digital and technical skills necessary to succeed within your chosen field.

You will acquire this knowledge via a combination of self-led online learning in our professional growth suite and through a three-week programme of practical employability sessions. PGP lessons will appear on your timetable and are a compulsory part of your study programme.

PGP runs over two years and adapts with each stage of your journey at The Sixth Form. Each pathway is supported by a leading employer who has created the content to ensure that students are work/industry ready.



We currently have 9 pathways to choose from:

- ✓ STEM
- ✓ Medicine, Dentistry and Veterinary
- ✓ Law and Public Services
- ✓ Health and Social Care
- ✓ Business and Finance
- ✓ Creative
- ✓ Computing and IT
- ✓ Education
- ✓ Sport and Leadership

SKILLS BUILDER ESSENTIAL SKILLS

As you begin this exciting new chapter, it's time to develop the skills that will support you both now and in the future. Success at The Sixth Form isn't just about subject knowledge, it's also about building a strong set of core skills that help you learn effectively, communicate clearly and thrive in all aspects of your life.



Throughout your time here we'll focus on developing a wide range of essential skills, based on the **Skills Builder Essential Skills** framework.



These skills will help you stay organised, contribute meaningfully in class, achieve your academic goals and prepare for life beyond Sixth Form, whether you're heading to university, starting an apprenticeship, or entering the world of work.

This is your foundation for success. Let's get started!

VESPA

At The Sixth Form, we're proud to use the VESPA mindset to support staff and students. VESPA stands for Vision, Effort, Systems, Practice, and Attitude- five key elements that drive student success.

These aren't innate talents but skills anyone can develop to reach their goals. For example:

V

VISION means having clear personal goals that motivate you.

E

EFFORT is about staying motivated and working consistently, even when it's tough.

S

SYSTEMS help you stay organised and manage your time well.

P

PRACTICE involves reflecting on and improving how you learn.

A

ATTITUDE means being resilient, open to feedback, and seeing challenges as growth opportunities.



By embracing VESPA, students become independent learners ready for success at university, training, or work. That's why it's at the heart of everything we do at The Sixth Form - embrace it and keep flourishing!

ATTENDANCE MATTERS

On average a student will attend 15hrs 20mins of lessons per week

What does your attendance mean to your learning?

Attendance	Lessons	Hours	Impact
100%	0 lessons lost	0 hours lost	Your attendance is excellent. You are maximising your chances to make excellent progress.
99%	4 lessons lost	6 hours lost	
98%	7 lessons lost	11 hours lost	
97%	11 lessons lost	17 hours lost	Your attendance is starting to have a negative impact on your progress.
96%	15 lessons lost	22 hours lost	
95%	18 lessons lost	28 hours lost	
94%	22 lessons lost	33 hours lost	You are below the college expectations. You are missing a large number of lessons and reducing your chance of making progress considerably.
93%	26 lessons lost	39 hours lost	
92%	29 lessons lost	44 hours lost	
91%	33 lessons lost	50 hours lost	
90%	37 lessons lost	55 hours lost	

A 95% attendance or below = At least one drop in grade per subject!

If your attendance drops below 95% your place at college is at risk.

ATTENDERS ACHIEVE - ACHIEVERS ATTEND

OUR COLLEGE OUR CONDUCT

- 

01 Wear your lanyard with pride and ensure it is visible at all times.
- 

06 Chewing gum is not permitted.
- 

02 Remove hats, hoods and coats when indoors.
- 

07 No smoking or vaping on campus.
- 

03 Look after our college environment and keep our campus clean and tidy.
- 

08 Show respect by behaving considerately and appropriately inside and around our college building.
- 

04 Please eat and drink in the designated social areas. Food from home is welcome in the entrance seating area, please do not bring in hot food.
- 

09 Ensure you are always fully equipped to learn with an appropriate bag and personal materials.
- 

05 All drinks must have a lid. Only water is permitted on floors 1-3 and in the classrooms.
- 

10 Keep the lifts available for those who need them and are in possession of a lift pass.

FOR PARENTS AND CARERS

We have developed the B6 Connect App - a mobile friendly version of the existing parent portal. It gives parents and carers access to view your child's attendance, academic progress, performance reviews, and receive regular news updates.

Key features of the B6 Connect App include:

- Fully mobile-compatible for easy access and usability on the go
- Push notifications to provide instant updates for both parents and students
- 'Always logged in' functionality for quick and seamless access
- Live student timetable, including real-time updates to class changes
- Tools for monitoring attendance and punctuality
- Access to up-to-date exam information

To help you get started, we host a Parents' Welcome Evening in September. During this event, we'll guide you through how to register and use the B6 Connect App.

We also encourage all parents and carers to familiarise themselves with our key policies, procedures, and the college Code of Conduct to help support your child's success at The Sixth Form.



Policies and
procedures



DIARY DATES

Parents' Welcome Evening: **11/09/25**

Parents' Higher Education Information Evening
(Year 1 students' parents): **14/05/26**

Parents' Afternoons/Evenings

Vocational Year 1: **26/02/26**

A Level Year 1: **07/05/26**

Prevent Day Year 1: **14/10/25**

Higher Education and Careers Day: **01/04/26**

Progress Updates

Progress update for Parents/Carers 1 - **03/10/25**

Progress update for Parents/Carers 2 - **18/12/25**

Progress update for Parents/Carers 3 - **01/05/26**

Progress update for Parents/Carers 4 - **19/06/26**

Mock Exam Week - **23/03/26**



TERM DATES

AUTUMN TERM	SPRING TERM	SUMMER TERM
Term Begins Monday 1st September 2025	Term Begins Monday 5th January 2026	Term Begins Monday 20th April 2026
Half Term 27th-31st October 2025	Half Term 16th-20th February 2026	Bank Holiday Monday 4th May 2026
End of Term Friday 19th December 2025	End of Term Thursday 2nd April 2026	Half Term 25th-29th May 2026
		Teaching Ends Friday 26th June 2026

The Sixth Form does not permit any holidays to be taken during term time

The Sixth Form Bolton, Deane Road, Bolton, BL3 5BU

T: 01204 846215

E: info@bolton-sfc.ac.uk

E: admissions@bolton-sfc.ac.uk

www.bolton-sfc.ac.uk