



Littleover Sixth Form Induction Booklet



2026

Introduction

Welcome to the Sixth Form at Littleover Community School – I hope that you and your friends and families are well.

We are delighted to be welcoming you into school for our two Induction Days so that we can give you lots of important information about results day and enrolment, let you experience some taster lessons and also give you the chance to get to know staff, students and the site better.

Please read all of the information in this booklet carefully and keep it somewhere safe, as you will need it in August.



Robert Archer

HEAD OF SIXTH FORM

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GCSE RESULTS 2026

On GCSE results day, Thursday 20th August, after you have received your results you will have the opportunity to confirm your place and choice of subjects.

We would encourage students to collect their results in person. Any unforeseen situations are considerably easier to deal with in person on the day rather than via email or telephone. Please consider your holiday dates during this time.

What you will need to do depends upon your results:

➤ *If your grades meet the requirements of your conditional offer*

If your results are as you expected and they are what you needed for your course, then you **MUST** enrol with us on results day by completing the online enrolment form.

Link to (which will not open until results day) [Enrolment Form](#)

You **MUST** submit your online enrolment form by **8am on Friday 21st August**. Places on courses for which conditional offers were made **will only be guaranteed for students enrolling by this time**. If for any reason you are unable to complete the enrolment form, please email sixthform@littleover.derby.sch.uk by **8am on Friday 21st August**.

Confirmation of your Sixth Form place will be via email on the first working day following enrolment day.

➤ *If, after seeing your grades, you wish to change your options*

You may discuss this on results day at Littleover. Remember some subjects will be full and not every option combination is available. If you have not discussed any changes on results day, then the numbered questions 28-34 on the online enrolment form will address this. If the requested change fits our timetable, you will be enrolled, however if there are any complications we will telephone you between **before 4.00pm on Friday 21st August**. You must make sure that you are available on either the home or mobile telephone number you have put on your enrolment form.

➤ *If you have a reserve offer and achieve good results*

Please confirm that you would like a Year 12 place at LCS by submitting the online enrolment form no later than **8am on Friday 21st August**.

We will telephone you before 4.00pm on **Friday 21st August** if we are able to offer you a place. **You will have been unsuccessful if you have not heard from us after 4.00pm.**

➤ *If you no longer require a place at LCS.*

Please let us know in person, by phone, or email as soon as you have decided you no longer require a place. We have a long reserve list of students, and it is important that if your place is not required, another student is given the opportunity to join us.

Mrs E Goodman

Sixth Form Administrator

01332 513219 ext 360

sixthform@littleover.derby.sch.uk

START OF TERM ARRANGEMENTS 2026

The first day of term for **Year 12** is on **Tuesday 8th September**.

All Year 12 students will meet in the common room (S5). You should aim to arrive by 8.30am.

You will attend a short meeting where you will be welcomed to Sixth Form by Mr Archer, Mrs Cairns and Mr Smith and your tutors. After the meeting there will be time in tutor groups when you will receive your Littleover map, individual timetable and student handbook.

The morning will also include administrative tasks including photographs, biometric scanning (for our cashless payment system) and explanation of lunchtime arrangements.

There may be an opportunity to invite students who are joining us from other schools into school for our cashless payment scanning. More details will follow.

This time will also give you the opportunity to meet and get to know students in your tutor group. The tutor group allocation may not be the same as on the Induction Days.

After these tasks have been completed you will go to lessons according to your timetable. If you have an independent study session on Day 1 scheduled for period 5 then you will be free to go home at lunchtime.

As you will not know which lessons you will have on the first day until you get your timetable, please bring equipment that you may need for all your chosen subjects.

Some departments may issue you with an exercise book, but most expect students to have their own folders. School will normally provide lined paper in lessons, but most students should have their own pad of lined paper for study time and extra notes etc.

Textbooks are supplied and revision guides, calculators etc can be purchased through school at a reduced cost.

Also remember to:

- Upload a copy of your GCSE results (if you were not an LCS student in Year 11) to this [link](#). The file should be given your name and surname as the title please.

Please note the following information

Wednesday 9th September – New Year 12's Parents' Information Evening 6.30pm-7.30pm in the Sixth Form common room (S5) – **please make your parents aware**

Tutor Group Team Building Activity – Dates to be confirmed

An afternoon of activities during the first term, designed to promote teamwork, communication and leadership skills based at **Wild Park, Brailsford**.

The cost of the activity, transport and insurance is approx. £35.00

More details will follow at the beginning of term.

POST-16 BURSARY & FREE SCHOOL MEALS

As you may be aware, the Government has set aside some funding for a Post-16 Bursary scheme which is designed to ensure that students from low-income households are eligible for some financial help towards their studies.

Please be aware this funding is intended to help students with their actual costs of participating and will not be allocated until the Autumn term following the application deadline (see below) and processing documentation. The fund is unable to refund you for resources you may buy prior to starting your course. Please wait until you start at LCS before buying such things as revision guides and graphic calculators.

There are five groups of students who may qualify for some funding through the Post-16 Bursary:

- Young people in care
- Care leavers
- Young people in receipt of Universal Credit, financially supporting yourself
- Young people in receipt of Personal Independence Payment (PIP) in your name and Universal Credit
- Disability Living Allowance (DLA) in your name and Universal Credit
- Household income below £22,000

The five groups of eligibility are current at the time of writing. These are subject to change.

If you feel that you may be eligible, please complete the pack enclosed no later than **Friday 25th September 2026**. **The earlier we receive the information required the sooner your application will be prioritised and if eligible available in early September. If delayed it may not be ready until October.**

The deadline for receipt of applications is **Friday 25th September 2026**.

After this date please either speak to Mr Archer or email sixthform@littleover.derby.sch.uk

Students who are eligible for Post-16 Bursary may also qualify for Free School Meals (FSM). The form is available at the link below and needs to be **returned to Derby City Council**.

<https://www.derby.gov.uk/media/derbycitycouncil/contentassets/documents/education/schoolsandcolleges/free-school-meals-2018-23-May-2018-v3.pdf>

Please be aware that if you join Littleover Sixth Form from another school and already receive FSM you must apply again for the current academic year at LCS

Yours sincerely,



Mr R Archer
HEAD OF SIXTH FORM

DRESS CODE

The LCS 6th Form dress code is based around the following core principles...

1. Creating a PROFESSIONAL environment for study.
2. Setting a GOOD EXAMPLE for younger students in the school.
3. Being RESPECTFUL towards each other.

LCS Sixth Form's dress code allows members of the Sixth Form to set a high standard in their personal appearance and conduct. All items on the list below may be worn by LCS Sixth Form students:

- Trousers or shorts of a formal/tailored style (not denim or sportswear)
- Skirt/dress of an appropriate length (should be below fingertips when standing with arms by sides)
- Formal shirt/top/dress that covers most of the shoulder (not casual vest tops, crop tops, casual t-shirts, sports shirts, off the shoulder tops etc.)
- Jumper (hoodies are classed as outdoor coats and should not be worn inside)
- Cardigan
- Formal shoes (not trainers/sports shoes although we are prepared to accept plain white or black leather 'trainers' as these have become part of accepted business dress in many areas. The plain white/black leather 'trainers' must be worn with smart business attire and not sports style clothing).
- Jacket or blazer
- Waistcoat
- Tie

All of the above items should be smart in appearance and reflect business/office dress. The following information may also be useful...

- Coats may be worn but are to be removed once inside classrooms/study areas (hoodies are classed as coats)
- Piercings in each ear are permitted, as well as a single nose piercing
- Where cultural dress is worn such as a hijab, turban, abaya etc., it should be worn in conjunction with the dress code and maintain its spirit.

Please assume that anything not specifically listed above is not allowed. Any clothing with rips, holes or large logos/slogans will not be deemed as being smart and the judgement of the Head of 6th Form will be final on all matters relating to the Sixth Form Dress Code.

Finally, please remember that the dress code in the Sixth Form is a privilege not enjoyed by other members of the school community. It reflects the level of maturity and independence we expect from our Sixth Form students and any student failing to comply with it may be sent home to change.

CARS AND PARKING

If students wish to drive their own cars to school, they can request a car parking permit from Mrs Goodman. This permit will entitle students to park in one of the allocated 6th form parking spaces in the main car park. Students must adhere to the terms and conditions of the permit and must always have the permit displayed clearly. Any students who do not have a permit must park responsibly away from the site and please remember to be considerate in the manner that you park and towards our neighbours.

USE OF THE FACILITIES

You will have use of the common room and study rooms from 7.15am until 5.30pm. These facilities are for the use of Sixth Form students, no students from other institutions or other years are permitted.

FOOD

Until you have access to the food payment system via ParentPay you will need to bring a packed lunch.

HEALTH AND SAFETY

For the health, safety and comfort of all students the following will apply:

- Food and drink will be available from a server in the common rooms from 8am – 2pm. This must not be taken into the study rooms, and all litter must be placed in the bins provided. DO NOT leave your IS lessons to use the servery.
- Smoking is not allowed anywhere on site, including vaping. No alcohol or drugs are to be brought onto the site.
- No knives, firearms or other dangerous weapons are to be brought onto the site.

DIGITAL DEVICES INCLUDING MOBILES

LCS 6th Form has a policy of not allowing digital devices (mobile phones) to be used in lessons (unless directed to do so by a member of staff) or on corridors. You may choose to use devices in the Common Room and Study Areas (for work) but do not use them around school, in corridors or classrooms where your teacher has not agreed for you to do so.

Please set an example of what we expect as you move around school, so younger students (who are not allowed phones on site at all) see sensible role models complying with basic school policies.

We encourage you to use your own devices such as laptops and tablets for work in study areas and lessons where this is appropriate. As you become more independent learners, you may find it easier to transfer work and continue with tasks and complete coursework etc. if you use your own devices. We provide Wi-Fi in the Common Room and Study Areas to facilitate this. We expect you to use this appropriately and within agreed parameters. Those found to be misusing ICT via our Wi-Fi network or through our own computers will be subject to discipline procedures.

NOTES