

INTRODUCTION

Welcome to Kingswood Secondary Academy Sixth Form; an academic Sixth Form of Character. You are choosing to follow a complete programme of studies and activities associated with being a senior member of the school community role modelling our core values: Achievement, Responsibility and Community. We value your contributions and look forward to your participation.

Our goal is to develop within the Sixth Form skilled and educated young people prepared for adult working life. Providing an environment that permits and encourages all students to gain a thirst for knowledge helps us to achieve this target.

This handbook contains all the essential information needed during your time in Kingswood Secondary Academy Sixth Form. You should take time to read this thoroughly and keep it for future reference. Sixth Form Staff, Tutors and Teachers may refer to this handbook during the course of the next two years. A copy of this handbook is available for Parents/Carers through our website.

LANYARDS

Lanyards are issued to Sixth Form at the beginning of Year 12. They should be worn visibly at all times, and form part of our dress code. It is therefore essential that students have their badges at all times as part of our safeguarding policy; this enables younger students and staff to identify who they are.

Students must report lost, damaged or stolen Lanyards to the Sixth Form Office as soon as possible. Replacement Lanyards may incur a charge. Failure to produce a lanyard when challenged in and around the school site will result in a loss of a break time initially, progressing all the way through to formal meetings with parents if this happens frequently.

RESTRICTION ON MOBILE PHONE AND ELECTRONIC DEVICE USE

Kingswood has restricted the use of mobile phones and electronic devices while on the school site. As role models for the whole school, Sixth Form students are expected to adhere to these restrictions. However, silent use is permitted in the independent study areas. Students may listen to music through headphones during study periods but should not have mobile phones visible. Phones should not be used or placed on your desk during lesson time unless specifically instructed to do so by your classroom teacher. Please ensure that all devices and head/earphones are placed in your bag before you enter the school site and do not remove them until you leave. Students not following the above rules will have their phone confiscated, failure to hand the phone to a member of staff will result in sanctions.

Achievement • Responsibility • Community

CORE PRINCIPLES

As a member of our Sixth Form, you should:

1. Act as an aspirational role model for younger students, representing yourself and the sixth form in the best possible light.
2. Play your part in the creation and maintenance of a safe, secure and friendly environment where all students can succeed.
3. Treat all areas of the school with respect.
4. Follow the sixth form dress code at all times (see separate advice).
5. Aim for 100% attendance to registration and lesson and not drop below 96%. Be on time to all lessons and registrations.
6. When absence is known in advance, advise Kaye Alexander and your teachers. When absence is unplanned, please ensure that either yourself or your parent(s)/Carers(s) call 01536 741857 to report it (holidays are not permitted during term time).
7. Not, where possible, exceed any more than 15 hours paid part-time work per week.
8. Visibly wear lanyards at all time when in school
9. Take an active and positive role in your learning by using study periods productively and respecting the Study Room and Silent Study Room.
10. Not have mobile phones visible when walking around the rest of the school and/or in view of other members of the school community.
11. Not smoke in the immediate environment of the school and especially not in the driveways/pathways that lead to the school.
12. Use ICT resources in a mature and sensible manner and only for the purposes of your studies; any breach of the Esafety code will result in sanctions.
13. Take an active part in the life of the sixth form, your tutor group and the school community through the punchcard system.
14. Sign in and out of school between the hours of 8.30 am and when leaving the building (6pm at the latest).
15. Ensure that you and your parents are signed up to ClassCharts.

As a member of a subject group, you should:

1. Work hard to achieve your target grades, as a minimum, in all subjects.
2. Maintain an effort average effort of at least 2 in all of my subjects.
3. Arrive on time for all lessons with all equipment necessary for learning to take place.
4. Bring the correct organised subject folder or exercise book to every lesson.
5. Hand in all work set by deadlines and to the highest possible standard.
6. Ensure that you complete work that is set and covered when absent.
7. Complete independent work beyond the classroom.

Students should understand that failure to adhere to these expectations or a serious misdemeanour which threatens the safety or welfare of others, may result in some or all of the following:

1. Parent(s)/carer(s) being contacted.
2. Placed in internal exclusion (IE) by a member of the sixth form management team.
3. Placed in sixth form detention.
4. Removal from lessons and placed under the supervision of a member of the sixth form management team.
5. Placed on an 6th Form Intervention programme to improve achievement – 3 x stages
6. Your place at Kingswood Sixth Form being reviewed.

Students and parents/carers should sign and return the Home/6th Form Agreement document in your enrolment pack.

ATTENDANCE & PUNCTUALITY

We take attendance seriously at Kingswood and have put a lot of time and energy into getting our procedures as efficient and effective as possible. Regular attendance at school is vital. Without it, the learning process becomes fragmented and students fail to make progress. Irregular attendance leads to students missing important lessons and therefore not fulfilling their true potential. Students with good attendance and better (96% +) on average achieve a grade higher than those without. In accordance with this, students are expected to attend every scheduled school session unless the absence is for medical reasons or a pre-agreed visit.

The school day starts at 8:40 and ends at 3:10. Students remain on site for the whole day (unless in possession of a privilege card) and are required to study independently when not in lessons.

Persistent Poor Attendance

Attendance at 90% and below is classed as persistent poor attendance and will result in parental contact and in most cases the implementation of an attendance contract. The contract outlines the expectations for improvement and is to be signed by the student and parent – the contract will run over a six-week period and will be evaluated with parents at the end of this process.

If you have attendance at or below 90% expect the following to happen:

Any absence from school not to be authorised without evidence. This includes: medical appointments, interviews etc. Where possible these should be shown in advance and made outside of the school day.

Catch Up Card – Persistent Poor Attendance

If a day off is unavoidable students will be expected to catch up on any missed work. Their form tutor will meet with them on their return, to assess how they are and what support, if any, needs to be put in place. They will then be issued a 'catch up card' to take to all teachers for the missed lessons. Work will be set by the teacher and needs to be completed within one week of the absence and signed off. Failure to complete the work will result in a day in sanctions.

Repeated failure to complete work will result in parental meetings.

Achievement • Responsibility • Community

- Each half term students with more than 10 late arrivals to school will receive a letter home highlighting the number of times a student has been late to school and the requirement for improvement. Failure to show improvement over the following half term will result in parental contact.
- Each term students with less than 94% attendance will receive a letter home. Failure to show improvement over the following half term will result in further parental contact and there is a possibility parents will be called in for a meeting.

Each term students with 98%-100% attendance will receive a praise letter which will be kept on file for their reference and entered in to a termly prize draw.

ACADEMIC MONITORING

Effort and attainment against targets are used to identify students who are underachieving and require intervention. All students placed on any level of notice to improve will automatically lose any privilege cards. The stages of intervention are outlined below.

Stage 1: Two Grades below target in 2+ subjects and / or an average effort of greater than 2.5 in 2+ subjects.

Stage 1 is a supportive measure to enable students to improve their grades. It operates during an identified afternoon in the Silent Study Room. Students will work supervised on specific topics given by their subject teachers and will be registered for this session. At this time, we do not allow electronic devices head or earphones to be used. Students will have a consultation with the Head of Sixth Form and parents are informed of Stage 1 by letter.

Stage 2: Two Grades below target in 2+subjects and/or an average effort of greater than 2.5 in 2+ subjects, for a second consecutive term.

Stage 2 is as above, including a parental meeting with a member of Sixth Form Staff to agree a bespoke action plan to support improvements. Parents are informed of Stage 2 by letter and receive a copy of the agreed action plan.

Stage 3: Two Grades below target in two or more subjects and/or an average effort of greater than 2.5 in 2+ subjects, for a third consecutive term.

Stage 3 is as above and will require a meeting with a member of the Senior Leadership team to evaluate ways forward and discuss strategies to promote successfully continuing in Sixth Form at Kingswood Secondary Academy. Final Action plan implemented for a period of 1 term (6 weeks) and suitability for continuing in 6th Form reviewed. Parents are informed of Stage 3 by letter and receive a copy of the agreed action plan.

Failed Stage 3 – Meeting with the Headteacher to discuss your place at Kingswood

Rewards

Progress is the currency of our Sixth Form and successful progress will yield benefits. Students who are achieving work targets, high attendance and good punctuality will earn a privilege card which will entitle them to leave school at lunch break, leave school before 15:10 or both.

Achievement • Responsibility • Community

Students will need to demonstrate a high level of maturity, organization and independent study to achieve these privileges and deserve recognition for doing so.

Privilege	Explanation
Leaving school before 15:10	Leave school after your last timetabled lesson provided there are no other activities that you should attend.
Leaving school at lunch break	Students can leave the premises for lunch break provided they leave in the first five minutes and return in the last five minutes.

SIXTH FORM AREAS

The **Study Room** is an area to engage in active study during your non-teaching periods or to meet up with peers at break and lunch, eating and drinking is permitted in here, with the exception of hot food purchased off site. Students must maintain a neat and tidy area at all times, with any equipment you use from the kitchen area washed and put away and all litter recycled where possible or placed in the bin. The study room closes during tutor time.

The **Silent Study Room** is for *Year 12 and 13 study*. It is open from 8.45am – 4:00pm. **Silent independent** study takes place here and is not to be confused with the Study Room. Non-fiction resources to support the curriculum are shelved in the Study Room as well as in the main library. Careers information and University prospectuses are also available. Please enter the Silent Study Room quietly and work silently so as not to disturb others.

The **Library** is open 8am – 4.30pm Monday to Thursday, 8am – 4pm Friday. The Librarian is on hand to help with resources and with research during these times. Priority is given to main school lessons but it is available for Sixth Form use at all other times, including break and lunchtime. The Library stocks a wide range of fiction suitable for adult readers and non-fiction resources to support your studies. The Library computers are available for study purposes and the table space may be used for independent studying as well as quiet group work. We have a selection of magazines available as well as academic journals for use in the Library. **No food or drink is allowed in this area.**

Sixth Form Classrooms are available for students to study in when not in use for the delivery of lessons. And must treat the environment with respect. **No food or drink is allowed.**

All 6th Form study facilities are available until 6pm Monday – Thursday and until 5pm on Fridays. Students should not be on site after these times.

WORK EXPERIENCE

Students will have the opportunity to partake in work experience during the final week of the summer term in year 12. It is an enjoyable experience that supports CV's and gives an insight into possible career opportunities.

Students are required to secure a week long work experience placement, this can be done independently or with the help of your tutor/Sixth Form team. This needs to have been confirmed to

Achievement • Responsibility • Community

your form tutor by the **end of April**, with relevant documentation completed. Where possible, work experience should be relevant to the field of employment students wish to explore Post Sixth Form/University.

KINGSWOOD COMMUNITY PUNCHCARD

As mentioned in our core principles, we expect you to contribute to the school community during your time with the Sixth Form. You will be given a punchcard and your form tutor will go through a list of activities that you could pursue to give something back to our community. Every time that you complete an activity, a member of staff will sign your punchcard. When you have completed two punchcards, you will be sent a letter that will be kept on file and used in all your references from the school.

WELLBEING

We are fortunate that two members of the school's wellbeing team, Mrs. Wallace and Mrs. Hadrys are tutors in the Sixth form, who will support students during form time. Further to this staff can refer students and students can self-refer via the Sixth Form team if they feel they would like an appointment to discuss more bespoke support.

ASSEMBLY & TUTOR ACTIVITIES

Assembly is in place of morning registration 1 morning per week, students will be required to attend promptly with their tutor on their designated day; Monday Yr12 and Tuesday Yr13. When necessary we will also have a second slot to support deliveries from the numerous employers and university intuitions who wish to present to the student body.

Tutor time is at 8:40 until 9:10 from Monday to Friday. During this time, students will develop a set of skills that will help to develop cultural capital and give them tools to succeed in both the short and long term. A regular review of attendance and academic progress will also take place during this time.

PSHCE takes place two mornings per fortnight and is tailored to the experiences of 16-18 year olds, covering issues such as sex and relationships; online safety; health and wellbeing, including mental health; drugs and alcohol; personal financial management; democracy and extremism. Students are supported to grow as responsible young adults preparing to take a place in society. In Year 13 there will be a focus on future planning, with UCAS applications taking up a significant part of tutor time prior to the Christmas holidays.

DESTINATIONS

Young people are encouraged to aim high and given meaningful and practical guidance as to the options open to them and the steps they need to take to achieve their goals. The Sixth Form Team will expertly support and guide students through options for university entry, careers and employment-based training opportunities and both communicates these impartially and effectively and support students to develop their own knowledge, understanding and thinking. There is a coherent timeline of support for careers and university access, delivered by leaders, teachers and appropriate external speakers all of whom have secure knowledge of Higher Education, apprenticeships and careers. Young

people are supported to visit universities and the school engages well with higher education and widening participation opportunities, including promoting the highest status and most selective universities to students. Specialist support is provided on A Level results day to ensure that each student secures their best possible employment or educational destination.

EDUCATIONAL SIXTH FORM TRIPS

Subjects run their own educational trips throughout the academic year, in addition the Sixth Form team will require students to attend trips, which relate to either specific career choices or Higher Education options.

FREE SCHOOL MEALS

Students who received free school meals in Year 11 do not automatically roll over to Year 12/13. In order to continue receiving free meals you need to reapply to Northamptonshire County Council. Visit www.northamptonshire.gov.uk/en/councilservices/educationandlearning/parents/school-meals to make an application.

BURSARY

Financial support is available to some students via the 16 to 19 Bursary Fund. Payments are made directly to student's bank accounts and is usually a one-off payment.

Eligibility depends on one of the following criteria:

1. Students who are currently on free school meals. See note above.
2. Students of a parent/carer who are in receipt of Tax Credits.
3. Students who are or have recently been under the care of the local authority.

Students who wish to apply should collect an application form from the Sixth Form Office and return it together with any necessary documentation to Kaye.

WEEKLY REGISTRATION STRUCTURE

Sixth Form School Day

Time	Activity
8:40 – 9:10	Registration
9:10 – 10:10	Period 1
10:10 – 11:10	Period 2
11:10 – 11:30	BREAK
11:30 – 12:30	Period 3
12:30 – 13:30	Period 4
13:30 – 14:10	LUNCH
14:10 – 15:10	Period 5
15:10 – Required time	Extended Study

Sixth Form Registrations

Day	8:40 – 8:50	8:50 – 9:10
Monday	CHECK IN	Assembly/Mentoring
Tuesday	CHECK IN	Assembly/Mentoring
Wednesday	CHECK IN	PSHCE
Thursday	CHECK IN	Literacy/Numeracy
Friday	CHECK IN	Quiz

Achievement • Responsibility • Community