

# Sixth Form Handbook 2017 - 2018



**Kettering Buccleuch Academy**

The best in everyone™

Part of United Learning

## The Sixth Form Team



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## **An Introduction from the Head of Sixth Form**

Some sixth forms are too much like school. Some colleges are too impersonal. Here at KBA we offer the best of both worlds. Students have the freedom to express themselves as young adults, whilst still receiving all the support and guidance they were used to up to the age of 16. We have fantastic facilities at KBA which give Sixth form students their own area but still allow them to access the support of the whole school community. Our House system is the foundation of all of school life ranging from; the pastoral care, support, extra-curricular activities and leadership experience and a range of sixth form and whole school inter-house competitions.

We are very proud of our sixth form students and invest significantly to give them the very best experience possible at KBA. Our dedicated teachers support our sixth form students both academically and pastorally. We know the aspirations of every student are different, and so our tutoring and pastoral systems will ensure that your individual needs are fully met. Our highly experienced team also ensures that each and every student has a wealth of opportunities available to them beyond the taught curriculum with numerous extra-curricular activities and leadership opportunities on offer. This ensures that students are fully prepared to apply for aspirational universities or jobs once they complete their sixth form studies here at KBA.

## The Academy Day

<b>Secondary School</b>	
8:35am - 8:55am	Registration
8:55am - 9:45am	Lesson 1
9:45am - 10:35am	Lesson 2
10:35am - 10:55am	Break Time
10:55am - 11:45am	Lesson 3
11:45am - 12:35am	Lesson 4
12:35pm - 1:20pm	Lunch Time
1:20pm - 2:10pm	Lesson 5
2:10pm - 3:00pm	Lesson 6
3.00pm	End of Academy Day

## End of Year 12 Exams

Students will take exams at the end of Year 12 and will need to pass with a grade D or above in order to progress into Year 13.

## **Support and guidance and wider opportunities**

Students have access to support and guidance through Global Learning. This gives students access to careers, university application support, work experience and PSHE. As well as this students are offered a range of opportunities to improve their profile when applying for the next step. This includes work experience, Oxbridge and Russell group university residentials, mentoring and leading younger students, university summer schools, Duke of Edinburgh, Villiers residentials, STEP preparation, sports leaders, first aid training, GCSE resit support and guidance, Nuffield science residentials and charity events,

## **Dress Code**

We are aware that some of the attire that sixth form students want to wear crosses the boundaries of acceptability with specific regard to:

- The length of shorts and skirts – this must be at the very minimum knee length;
- No ripped jeans
- No leggings
- No clothes with rude/offensive slogans;
- No low-cut tops;
- No vests,
- No hats indoors;
- No beach shoes/flip flops.
- Extreme hair styles and facial piercings are also inappropriate and not permitted.

We ask for the support of parents in this matter because conflict over this issue is an unnecessary distraction when learning and progress are our key priority. We will be applying this dress code rigorously and students deemed inappropriately dressed will be asked to go home and change.

## **E-Safety Policy**

Please see the website for the most update copy. E-safety guidelines are regularly updated due to the nature of technology. As a member of the Sixth Form you are expected to keep up to date with these guidelines and adhere to them.

## **Mobile Phones**

Sixth Form students are only permitted to use mobile phones during study lessons, break and lunch time in the designated Sixth Form phone areas. In line with the whole school policy students should not use their phones in corridors, the café or in classrooms. Students who are not able to follow this policy will lose their phone for the remainder of the day.

# **Attendance policy**

## **Student responsibilities and rights**

Students are expected to be present at morning registration and attend all lessons punctually. Students with study periods during afternoon registration should register at the Sixth Form Office with the Sixth Form Administrator.

Students in Sixth Form may leave the premises at lunchtime but not at any other time without first obtaining permission from the Head of Sixth Form. If students are leaving the premises at lunchtime they must sign out and back in again, on time in student reception and leave their identification badge with reception whilst they are off the premises.

If students are absent they need to phone the academy by 8.30am and leave a message at Student Services explaining the reason for absence. Students should make every effort to make medical / dental appointments out of school hours. It is also expected that students make appointments for issues like driving lessons in their own time, though additional experiences such as music exams or driving tests are accepted as legitimate reasons for absence.

## **Leave of Absence**

New regulations from the Department for Education regarding term time holidays came into force on September 1<sup>st</sup> 2013. In summary the Principal may not grant any leave of absence during term-time except for exceptional circumstance. Parents will be referred to the local authority for unauthorised absence and may be fined a fixed penalty notice. Parents / Carers should apply in writing if there is an exceptional circumstance they wish the Principal to consider.

## **Where attendance is below 95% or punctuality is below expectation.**

Students who are late twice or more in a week will go onto punctuality report to their form tutor.

Where attendance falls below 95% students will have a meeting with their tutor or Head of Sixth form to target improvement and if this persists, parents/carers will be asked to attend a meeting and students will be put on report. Unsatisfactory attendance can invoke the Sixth Form Behaviour Policy.

### **Punctuality**

Students who are late without good reason will be expected to complete an hours detention on the same day. This is in line with the whole school policy.

## **Behaviour policy**

**Where behaviour is below the expected standard and/or students fail to fulfil the conditions set out in the Sixth Form Contract the following procedures will occur:**

1. The student will receive a verbal warning from the Head of Sixth Form. This will be recorded.
2. A letter will be sent home to parents after discussion with the student. This will represent a formal written warning.
3. A phone call home to parents after discussion with student if issues continue.
4. A letter sent home. This will constitute a final written warning. There will be a meeting with parents and student. Targets will be agreed and the student placed on a report for a fixed period.
5. If the student breaks the conditions/fails to adhere to the report and the Sixth Form Contract, there will be a discussion about whether continuing 6<sup>th</sup> form studies is the appropriate course of action and the academy may decide to withdraw the student from any or all of their sixth form courses.

In the case of serious breaches of the Consistency Framework it may be necessary to respond by placing the students directly at stage 2, 3 or 4.

### **Homework**

We have high expectations relating to homework and students learning independently. Students who fail to complete homework on time will have a same day 1 hour detention after school. Students who persistently fail to complete homework on time will be expected to attend supervised study with Sixth Form staff on a Tuesday evening 3-5pm.

## **Coursework Policy**

## **Introduction**

Coursework has been greatly reduced in the new specifications. However, where it still exists, there is a need for students and staff to have a clear policy on the procedure that should be followed.

## **Coursework Policy**

The following outlines the policy that staff and students need to adhere to in relation to post 16 coursework:

1. When the coursework is set, clear deadlines will be established for the students. Ideally a letter would be sent home setting out the draft deadlines and the final deadline.
2. All final AS/A2 coursework must be completed and handed in by **23<sup>rd</sup> March 2018**. The deadline for completion of all BTEC and Cambridge Technical coursework is **30<sup>th</sup> June 2017**. This date is there to support staff in their attempt to collect in coursework in sufficient time. If some individual subjects need to move their deadline because of their specification requirements then they will notify the Head of Sixth Form in September. The subject teachers will inform the student of the deadline and will manage the extended deadline.
3. Individual subject teachers will allow drafting within the regulations of the examination board. The dates for these stages must be adhered to unless there are extenuating circumstances.
4. Students who do not meet the draft deadline will have a phone call/letter sent home by the subject teacher. It will inform parents of the overdue work, the missed opportunity to have work checked and clearly state the date of the next draft (if applicable). Subject teachers must inform the student's tutor and the Head of Sixth Form. The student will be placed in Supervised Study by the subject teacher at this point.
5. If a student misses the final draft deadline, they must have a letter sent home by the subject teacher alerting them to the fact that if the final deadline is not met, students may be withdrawn from the course and warning them of the implications of dropping a subject. Subject teachers will inform the Head of Sixth and tutor. The student will be placed in Supervised Study by the subject teacher and the Head of Sixth will intervene at this point.
6. Having followed this procedure, any student failing to meet the final coursework deadline may be withdrawn from the course subject to any extenuating circumstances.

All Applied subjects and BTEC courses, with more regular coursework throughout the year, will manage their own deadlines but will adhere to the same process regarding informing tutor and Head of Sixth Form of missed deadlines and contacting home if deadlines are missed.

## **Leadership opportunities**

Head boy and Head girl – Year 13

Deputy Head boy and Deputy Head girl – Year 12

### **Job Description**

- To attend all open evenings and 6<sup>th</sup> form events
- Promote house and school ethos
- Liaise with students across the school
- Organise charity events
- Make speeches promoting the school
- Show visitors around

### **Application**

If you wish to run for Deputy Head boy/girl you must provide the following:

- A formal letter of application, addressed to the Head teacher, which explains why you believe you will make a good Head girl/boy and links to the following;
  - How you have supported the ethos of KBA so far in your time with us.
  - How you will continue to support the ethos of KBA
  - The specific contributions you will make to the life of KBA
  - Your personal qualities.
  - Your style of leadership.
  - How you will promote yourself as a positive role model for peers and younger students.

Applicants who have been successful at the shortlisting stage will be invited to interview with members of the Senior Leadership Team, Heads of house and 6<sup>th</sup> form team.

## **Academic/Pastoral mentoring**

As a student in our sixth form you will be expected to organise an hour per week of academic mentoring during Year 12. This can take the form of working with a form group, listening to students read, working in the primary school or mentoring students. There will be a 2 day course for some students who select mentoring as their option.

## **House Senators**

Purpose: To raise and support house ethos and events:

- To attend and promote all House competitions
- To attend all open evenings and 6<sup>th</sup> form events
- Promote house and school ethos
- To attend weekly meetings with house captains
- Attend and promote sixth form and house competitions
- To liaise with sixth form regarding house matters
- To work with younger students as mentors/buddies.

## **Work Shadowing**

In Year 12 you will be expected to organise a work shadowing placement for 1 week. This will take place during June.

## **Parking permit**

Parking permits are limited due to the number of spaces available. If you are not successful in your application for a permit you will need to make alternative arrangements to get to school or park your car responsibly off site. You will need to wait for confirmation that your application has been successful before parking on site. You must display your permit at all times when parked on site. The permit could be revoked if someone who applies after you has a greater need.

## **16-19 Bursary**

Kettering Buccleuch Academy 16-19 Bursary Fund is designed to help and support any student who faces financial barriers to participation in education and training, such as the costs of transport, books and equipment.

Bursaries will be directly linked to Free School Meal eligibility, attendance, behaviour and academic performance and may be paid at regular intervals throughout the academic year. Please also be aware that bursary funding is limited and that bursary awards are subject to funds being available at the time your application is received and assessed.

You can collect a Bursary form from the Sixth Form at any point in the year but we encourage applications before Friday 15<sup>th</sup> September to guarantee consideration.

### **The Bursary Scheme Explained**

The scheme is divided into three parts:

#### **1. 16-19 Guaranteed Bursary**

Under Government regulations, a guaranteed bursary of £1,200 a year will be awarded to:

- Young people aged 16 and 17 in care;
- Care leavers aged 16, 17 and 18;
- Young people aged 16, 17 and 18 who are in receipt of income support. This may include, for example, young people who are living independently of their parents, those whose parents have died, as well as some teenage parents.
- Disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance.

#### **2. Discretionary Bursary**

Kettering Buccleuch Academy students who are not eligible for the full Guaranteed Bursary may apply for a Discretionary Bursary dependent upon

individual circumstances, if they reside in a household where they or their parent(s)/carer(s) are in receipt of any of the following:

- Free School Meals
- Income Support/Universal Credit
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance/Universal Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190.
- The guaranteed element of State Pension Credit
- Disability Living Allowance/Personal Independence Payments
- Working Tax Credit "run-on" – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit.

### **3. Additional Help**

Students who are not eligible to apply for a Guaranteed Bursary or a Discretionary Bursary can also apply for help for course-related expenses (proof of income or hardship will be asked for). Applications for additional help will be considered on an individual basis and are **dependent upon available funds at the time they apply. To potentially receive this additional help student MUST have filled out the bursary form first.**

### **Conditions for receiving 16-19 Bursary payments**

If you are eligible for a 16-19 bursary payment, this will normally be paid into your bank account in regular instalments throughout the academic year. To qualify to receive a payment for a particular week, however, you must fulfil the following requirements:

- Attend the Academy every day, unless you have been given permission for home study.
- Attend all lessons and registrations punctually.
- Attend every assembly and every mentor session that you are required to attend.
- Attend timetabled lessons.
- Complete all class work and homework set as well as meeting all deadlines.

- Notify reception/6th form if you are absent (on the day or in advance), giving the valid reason.