

Sixth Form Handbook 2018 - 2019



Kettering Buccleuch Academy

The best in everyone™

Part of United Learning

The Sixth Form Team



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Introduction

A very warm welcome to the KBA Sixth Form, where you are about to embark on the crucial transition between life in Year 11 to your next steps into university, employment or further training.

We recognise how important this stage is in your life and therefore we have created an academic environment that has less formality you may have experienced in your GCSE years, yet has the similar culture of drive and success, captured within a business like environment.

The KBA Sixth Form experience will immerse you in fantastic facilities, including the use of your own designated areas whilst maintaining constant access to the support of the whole school community. In this environment, you will have the freedom to express yourself as a young adult, whilst still receiving all the support and guidance necessary to guide you through the next stages of your academic career.

At KBA, we are very proud of our Sixth Form students and invest significantly to give you the very best experience possible. Our dedicated Sixth Form team and your teachers will support you both academically and pastorally.

We are acutely aware that the aspirations of each student is different, and so our tutoring and pastoral systems will ensure that your individual needs are fully met. Our highly experienced teams also ensure that you will have a wealth of opportunities available that go beyond the taught curriculum with numerous extra-curricular activities and leadership opportunities on offer. This ensures that you are fully prepared to apply for aspirational universities or jobs once you complete your Sixth Form studies at KBA.

The KBA House system is the foundation of school life ranging from; academic support, pastoral care, extra-curricular activities and leadership experience. There will be a wide range of Sixth Form and whole school inter-House competitions for you to enjoy and engage with to support your House.

Wishing you all the very best as you embark on this exciting new chapter of your life.

Mrs Sam Petch

Assistant Principal
Head of Sixth Form

The Academy Day

Secondary School Day

8.30-8.45am	Registration
8.45-9.35am	Period 1
9.35-10.25am	Period 2
10.25-10.45am	Break
10.45-11.35am	Period 3
11.35-12.25pm	Period 4
12.25-1.00pm	Lunch
1.00-1.20pm	Reading
1.20-2.10pm	Period 5
2.10-3.00pm	Period 6
3.00-4.00pm	Period 7 (applicable for some students)

End of Year 12 Exams

Students will take exams at the end of Year 12 and will need to pass all subjects 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 residential visits, STEP preparation, sports leaders, first aid training, GCSE resit support and guidance, Nuffield science residential visit and charity events.

Dress Code

- 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 as 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 required 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 or Assistant Heads 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 1st 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, Assistant Head of Sixth Form 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 a 1 hour 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 Assistant Heads of Sixth Form or 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 Sixth 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 from 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 **23rd March 2019**. The deadline for completion of all BTEC and Cambridge Technical coursework is **30th June 2019**. 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 form tutor, Assistant Heads of Sixth Form and 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 Assistant Heads of Sixth Form, Head of Sixth and form 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 form tutor, Assistant Heads of Sixth Form 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 Sixth Form events
- Promote house and academy ethos
- Liaise with students across the academy
- Organise charity events
- Make speeches to promote the academy
- Show visitors around the academy
- Lead the Sixth Form Student Voice
- Build an effective Sixth Form student leadership team

Application

If you wish to run for Deputy Head Boy/Girl you must provide the following:

- A formal letter of application, addressed to the Principal Mr Di Salvo, which explains why you believe you will make a suitable Head Girl/Boy with links to the following;
 - How you have supported the ethos of KBA/or your previous school, so far in your time with us /them
 - How you will use this experience to continue to support the ethos of KBA
 - The specific contributions you will make to the life of KBA
 - Your personal skills & qualities that make you suitable for the role

- 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 Sixth 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 Sixth 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.