



**KINGSWOOD
SECONDARY
ACADEMY**

**KINGSWOOD SECONDARY ACADEMY
SIXTH FORM HANDBOOK
2023-2024**

Achievement • Responsibility • Community

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. 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.

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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 (please refer to the guidance on the last two pages).
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.
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.
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.

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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 sixth form detention.
3. Removal from lessons and placed under the supervision of a member of the sixth form management team.
4. Placed on an 6th Form Intervention programme to improve achievement
5. Your place at Kingswood Sixth Form being reviewed.

Students and parents/carers should sign and return the Home/6th Form Agreement document which is distributed at the start of every year.

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.

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.

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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.

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.

SIXTH FORM AREAS

The **Common 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 **Study Room** is for Year 12 and 13 study. It is open from 8.45am – 4:00pm. **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. You will be asked to identify four hours within your timetable where you will attend the study room per week. The aim is for these sessions to be supervised by the Christmas term.

The **Library** is open 8am – 4.30pm Monday to Thursday, 8am – 4pm Friday. Mandy, our Librarian is on hand to help with UCAS applications, 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 4:30pm Monday –Friday. 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 your form tutor by the **end of April in Year 12**, 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 ACTIVITIES (See the final page for examples)

As mentioned in our core principles, we expect you to contribute to the school community during your time with the Sixth Form. Your tutor will discuss these opportunities with you and ask you to nominate a one hour period on your timetable where you will be contributing to our community. When you have

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completed a year of community activities, you will be sent a letter that will be kept on file and used in all your future references from our academy.

WELLBEING

We are fortunate that two members of the school's wellbeing team, Mrs. Wallace and Mrs. Hadrys are attached to the Sixth form. They are able to support students during form time and selected periods throughout the day. Further to this staff can refer students and students can self-refer for wellbeing support by the charities MIND and Anna Freud. This can be done via the online referral form on the Sixth Form part of our website.

ASSEMBLY & TUTOR ACTIVITIES

Assembly will occur every Tuesday. When necessary we will also have a second slot to support deliveries from the numerous employers and university institutions 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; RE; 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

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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. Please see Kaye at the Sixth form office for further details.

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.

The bursary will fund educational equipment, textbooks, trips and online educational support packages.

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 onwards	Extended Study

Sixth Form Registrations

Day	8:40 – 8:50	8:50 – 9:10
Monday	CHECK IN	PSHCE
Tuesday	CHECK IN	ASSEMBLY
Wednesday	CHECK IN	UCAS/Mentoring
Thursday	CHECK IN	Votes For Schools
Friday	CHECK IN	One to Ones/Quiz



UNIFORM POLICY – SIXTH FORM

The Principal or in his absence, the Head of Sixth Form, will be the final arbiter of what is appropriate or otherwise. It is the intention that this dress code helps to maintain the smart appearance encouraged in Years 7 – 11 whilst allowing a degree of flexibility, in acknowledgement of the role of the Sixth Form and their progression towards the world of employment. Student should aim to dress in **clothing appropriate for the modern workplace**.

Students should arrive at and depart from our Academy following the uniform guidelines below, and on any other occasion when representing Kingswood. If a student arrives in dress that cannot immediately be adjusted to fit these regulations, they may be asked to leave the site and change into something more appropriate. Written warnings will be issued to students who repeatedly breach this dress code and copies kept on their files. Copies of any written warnings will also be sent to parents/guardians.

As a last resort, persistent offenders will lose the privilege of wearing the uniform of sixth form and will be required to wear full school uniform if they wish to remain at Kingswood. Uniform must be kept clean, tidy and in good repair at all times.

On nominated Fridays throughout the year, there will be dress down days where students can wear less formal attire. These will be at the discretion of the Head of Sixth. Most forms of sensible outdoor coats (preferably dark in colour) are acceptable; jackets should not be worn upon entering the school site. Discreet makeup is acceptable. Casual leisurewear is not regarded as suitable for school.

The list below is not intended to be exhaustive, but instead represents a guideline to our students. If in doubt, the Head of Sixth Form should be contacted to confirm the suitability of any items.

Clothing

Clothing with offensive wording or logos is not permitted.

Hats should not be worn in the school building.

No revealing or ripped clothing.

Shirts, polo shirts, polo necks, and blouses should be a smart material.

No collarless t-shirts. Sleeveless tops are permitted but no thin / spaghetti straps or visible bra straps. No low-cut tops which show cleavage, bare shoulders or midriff.

Jackets, jumpers, cardigans or sweatshirts may be worn, however, hoodies are not part of school uniform and should not be worn in the school building.
Sheer materials should have a vest or top underneath.

Tracksuit bottoms should only be worn for Sport.

Trousers, chinos or dark black jeans can be worn. These must not be faded, frayed or ripped. No blue jeans or denim clothing to be worn. Smart tailored shorts are permitted (not tracksuit material, board shorts or blue denim / rips, as above). Shorts must meet the knee. Skirts / dresses should be of a socially acceptable length. Short skirts should be worn with dark tights. Thin leggings are not permitted unless worn beneath a dress or skirt.

Footwear

Must be sensible for a working environment: Crocs, Flip flops, sandals, sling backs or open-tied shoes are not permitted.

Heels should not be higher than an inch.

Sports trainers should only be worn when participating in Sport.

Jewellery, Hair and Makeup

Jewellery and makeup should be suitable for a working environment. A nose stud may be worn if it is a small stud only. No other facial piercings are permitted.

Hair should be a natural colour.

The decision about what uniform is acceptable will always remain with the school

Community Opportunities

- Teacher training programme
- Various roles at Kingswood Primary – receptionist, classroom assistant etc
- Sixth Form Newsletter team

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- Website Assistants
- Mentoring Students from the lower school
- Sixth form events team
- Translators/EAL assistants in lessons such as Art/Technology
- Duty Assistants
- Food Tech Assistants
- Reading buddies
- Carer in local care homes
- Cadets/Duke of Edinburgh
- Reader Leader Programme
- PE Sports Leaders and assistants
- Library/Music Assistants
- Parents evenings/Summer results days/Mock Results mornings/Transition Days
- Delivering Assemblies/Running extra-curricular clubs
- 'Familiar Faces' – Sixth formers being attached to particular year 7 forms or particular students.
- Careers Days experiences - organisation
- Small group literacy skills with targeted students in Humanities (particularly Year 8)
- Helping prepare resources for research with small groups - internet searching ...
- IT support with selected groups in IT rooms as this can be a nightmare
- Suggesting and creating classroom displays
- Helping to update PSHCE resources
- Delivering vocabulary activities - a small scale activity on a short term basis in lessons to help students access materials
- Exam skills
- Reducing exam stress
- Helping younger students look at their options in Year 8

Email Kaye or Mr. Eley with suggestions or expressions of interest for the roles above.

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