

Queen Katharine Academy

Sixth Form Student Handbook

2024-25



Student Information

Name: _____

Tutor Group: _____ Tutor Room: _____

Year Group (circle): Year 12 Year 13 Year 14

Tutor's Name: _____

Assembly Day: _____

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The School Day

The school day is divided into 5 1-hour lessons. This means that you will have two double lessons per day, and one single lesson. You will also have a registration period first thing in the morning, and a tutorial session part-way through the day. Breaktime will be staggered by year group across the school, meaning Sixth Form will have their tutorial session first. Sixth Form will be on lunch later in the day.

Post-16 Maths and English GCSE lessons will be double lessons and you will be expected to use study sessions to keep up with all set work.

Time	Period
8:40	Students should be in school
8:45 – 9:00	Registration
9:00 – 10:00	Period 1
10:00 – 11:00	Period 2
11:00 – 11:25	Tutorial
11:25 – 11:50	Break
11:50 – 12:50	Period 3
12:50 – 13:50	Period 4
13:50 – 14:20	Lunch
14:20 – 15:20	Period 5
15:20 – 16:30	Enrichment Activities

Assemblies will happen every Monday during the tutorial session. All students will be in school for every tutorial session, Monday to Friday. This is a compulsory element to your education and allows you to access Personal Development, Study Skills, Wellbeing and other academic sessions. These form a key part of Sixth Form education and will be delivered by your academic tutors each day.

You should only attend the registration period at the beginning of each day **if you have a lesson Period 1 and 2**. It is quite likely that you will only attend a maximum of 3 registration periods each week.

If you choose to come into school at the beginning of the day if you don't have a lesson **you will still need to attend the registration period for that day**. This is for safeguarding reasons and in the event of a fire drill we know your whereabouts.

Enrichment activities can be anything outside of classroom learning – you could play football, chess, independently read in the library, set up a club for younger students. The possibilities are endless. On a **Thursday** there is an expectation that Sixth Form students will take part in 'whole-school enrichment' in some way. Queen Katharine Academy runs a 'community café' where members of the community are invited in for celebrations, workshops, and other activities. As part of this you could run English Language / Maths sessions for parents, help with reading, or assist with / run a lower school enrichment club. You will also have the opportunity to help out on open evenings and parents evenings which also take place on a Thursday.

Personal Timetable

Use the space below to write your timetable but remember that this might change as you have study sessions added/removed, or if you change a subject.

Make sure you add the **subject**, **teacher name**, and **room number** to the boxes below. You will be able to add your study sessions in after the first week and then your Maths and/or English GCSE resit lessons after the third week (if applicable).

There is also the space for you to add any additional enrichment activities you are taking part in after school.

Time	Period	Monday	Tuesday	Wednesday	Thursday	Friday
8:45 – 9:00	Registration					
9:00 – 10:00	Period 1					
10:00 – 11:00	Period 2					
11:25 – 11:50	Tutorial					
11:00 – 11:25	BREAKTIME					
11:50 – 12:50	Period 3					
12:50 – 13:50	Period 4					
13:50 – 14:20	LUNCHTIME					
14:20 – 15:20	Period 5					
After School	Enrichment Activities					

Sixth Form Handbook

Welcome and Introduction

Welcome to Queen Katharine Academy Sixth Form. By choosing to study here you are giving yourself a wealth of opportunity to further your learning, your experiences and ultimately to be part a very successful Sixth Form. We ensure that throughout your time in the Sixth Form, you are given a wide range of experiences and opportunities to develop as an individual and to support you with taking the next steps into higher education, training or employment.

Being a Sixth Former is a new stage of your education. It is your first step into voluntary education and your first real opportunity to thrive as a truly independent learner. At this stage of your education, you will be studying only subjects you have chosen, teaching styles will be different and group sizes will be smaller. There will be differences over lengths of deadlines and private study, with expectations about independent study being very clear and key. There are also privileges, including dress and your own dedicated spaces and well as key responsibilities.

Remember, you are still working within a school with all the normal expectations about work, effort, behaviour and politeness. To this extent it is what you have been used to for the past five or six years of secondary education, so one way of seeing Sixth Form Education is a continuation of a familiar ethos whilst giving you more responsibilities and privileges within which to grow towards becoming an imaginative, critical and responsible member of our community and society.

You will have many opportunities to contribute to the wider school, and it is an expectation that you do this as often as possible. We recommend that you seize all opportunities that you encounter.

Above all else, we value **respect**; respect for yourself and your learning, respect for others and their learning, and respect of your school environment.

Purpose

The purpose of this handbook is to guide you through starting Sixth Form at Queen Katharine Academy and give you all the necessary information to be successful in your time with us.

In this handbook you will find information on what to do when you are feeling unwell, how to claim 16-19 bursary, reminders on the dress code and code of conduct, what to do during your study sessions, and expectations of you during your lessons and around the building now that you are in Sixth Form. You will also find information on submitting assessed work, plagiarism, and use of AI.









Being a Sixth Former

Now that you are in Sixth Form you are expected to be more independent, make use of your time outside of lessons in a productive way, and take greater ownership of your learning. The subjects that you study will be at a much higher level than GCSE, and as such you need to spend additional time working on them outside of lessons. For every hour of teaching time, you should be spending at least an hour working independently on that work.

On your timetable you will have your lessons, study sessions, and tutor sessions, which are all compulsory to attend. You may also be studying a home language, and this will also appear on your timetable in place of a tutor session. You will then have some 'blank' time on your timetable where you are not required to be in school. It is important that you manage your time well to ensure that you are not late to your timetabled sessions. You can use the 'blank' sessions on your timetable in school to work and catch up with study, or you can leave school site provided that you are on time if you need to return to school.

Privileges of being a Sixth Former

In addition to a bespoke timetable, you are also given some additional privileges that other students do not have access to.

-  **Wi-Fi** – you will be able to access the academy Wi-Fi while you are in the building (QKA-BYOD). There will be guidance given about how to access this around the Sixth Form study centre
-  **Bring your own device** – you will be able to bring your own laptop / tablet in to work from in your lessons and study sessions. These are brought in at your own risk and the academy cannot take any responsibility or liability for loss or damage. The whole-school phone policy still applies in Sixth Form, but you can use your phones within the Sixth Form area.
-  **Your own entrance** – as a Sixth Form student you will have your own entrance to the academy which is separate from the rest of the building. This opens out into your own bespoke careers area with information on all possible avenues after Sixth Form
-  **Key fob** – you will be supplied with a key fob to be able to access your entrance throughout the day. This will sign you in and out of the building, so it is important that every person uses it every time they leave or enter the building
-  **Your own canteen** – you are able to purchase food and drink through the day (unless you should be in a lesson) from a 'grab and go' canteen that is only open for Sixth Form students and staff
-  **Study areas** – you have access to multiple study areas during your day. There is the study centre with tables and computers in so you can work during your study sessions, and we have a silent study room which is for students who prefer to work in silence (you can also find computers in here). Whichever you choose, ensure that you are using it appropriately. You also have access to the library throughout the day but you must remember this is a communal space for all year groups
-  **Tailored careers advice** – we have a dedicated Sixth Form Careers Advisor who works with us to ensure that you get the best, most relevant advice about your future career and the steps you need to take to get there. Every student will have at least one interview per year so we can be sure you're getting everything that you need
-  **Bring your vehicle onto school site** – once you have passed your driving test you may be able to bring your car onto school site. To do this you will need to apply for a parking space – bring in your driver's license, a copy of your insurance, and the details of the car you will be bringing. These will be awarded on a first come, first served basis and can be removed again if necessary.

Copy of Contract for Sixth Form students

As a Sixth Form student at Queen Katharine Academy, I understand and agree to the following behaviour and expectations:

1. Attendance and Punctuality:

I understand the importance of regular attendance and punctuality to all my lessons, tutor time and extra-curricular activities. I will attend all my lessons and arrive on time and will inform Sixth Form of any absence before 8:30 via AbsenceSixthForm@qka.education on every day of my absence.

2. Dress Code:

I will adhere to the Sixth Form dress code, which includes the wearing of a lanyard and a blazer. I understand that my appearance is a reflection of myself and the Academy and that I will dress appropriately for formal events, interviews and exams. I may be sent home to change if my dress code is not appropriate. More information can be found on the dress code on the next page.

3. Respect:

I will treat all members of the Academy community with respect, including teachers, support staff, other students, and visitors. I understand that this includes appropriate language, behaviour, and attitudes, and that any form of bullying, discrimination or harassment will not be tolerated.

4. Academic Standards:

I will commit to achieving high academic standards by attending all lessons, completing homework, meeting deadlines, and preparing well for exams. I will seek help when I need it and work collaboratively with my peers. I will take ownership of my learning, use my study time wisely, and strive for excellence in all areas of study.

5. Responsibility:

I understand that I am responsible for my own learning and development. I will take advantage of the opportunities available to me, including work experience, extra-curricular activities, and enrichment opportunities. I will also take responsibility for my own health and safety, both inside and outside of the Academy. I will take responsibility for my surrounding environment and tidy up after myself.

6. Technology:

I will use technology appropriately, following the Academy's Acceptable Use Policy. I understand that any misuse of technology could result in disciplinary action, and that I am responsible for any devices I bring into the academy building. I agree to not use my phone or headphones outside of the Sixth Form study area, and to regularly check my school emails for any notices from the Sixth Form team.

7. Consequences:



I understand that any breach of this contract could result in disciplinary action, which may include a verbal warning, written warning, detention, suspension, or expulsion. I understand that this contract is binding and that I will be held accountable for my actions by the Sixth Form team.

I have read and understood the Behaviour and Expectations Contract for Sixth Form students at Queen Katharine Academy and agree to comply with all the expectations outlined above. I understand that this applies at all times, including but not limited to: trips and visits, travel to and from the academy, and all times within the academy. I have also read and understand the Sixth Form Student Handbook.

Sixth Form Dress Code

We believe that good standards of dress and personal presentation promote a positive attitude to work and behaviour. All students must be dressed in a smart, professional manner for school, in line with standard business dress. Lanyards with ID cards must always be worn.

PLEASE NOTE: the academy makes the final decision as to what is or is not acceptable in all aspects of a student's appearance. The academy has the right to send students home to change if they are not following the dress code below.

	 Permitted	 Non-Permitted
Blazer	All students must wear a professional blazer while in the school building. This includes in all communal spaces, classrooms, and corridors. You should source the blazers yourself; these will not be provided for you.	Cardigans and coats are not substitutes for blazers.
Lanyard	All students must always wear their grey 'Sixth Form' lanyard, along with your ID card facing outwards. This will be provided for you.	
Skirts/ Dresses/Shorts	Knee length skirts. Jogging bottoms should not be worn unless studying Dance/Sport.	Skirts cannot have side or front slits. Skirts and dresses should not compromise your modesty. All students must ensure that the clothes they are wearing cover their modesty. There should be no exposed underwear, midriffs, shoulders, or cleavage. Shorts are not permitted unless studying Sport's Studies.
Footwear	Trainers, shoes, boots and canvas wear are allowed.	Open-toed shoes/sandals and high heels are not permitted for health and safety reasons.
Tops, Hoodies	Tops/shirts/jumpers need to be plain in design.	No hoodies. Tops should be plain in design e.g. no graphics, bold branding/slogans. We do not allow tops that do not meet the waistband of trousers/skirts, and we do not allow tops that are low-cut or exposing. Strappy tops are not permitted.
Trousers/Jeans	Tailored, plain loose-fitting style trousers. If wearing jeans, they must be black.	You should not wear denim skirts, shirts, jeans, or jackets. Other coloured denim is not acceptable and must not be ripped in any way. Leggings should only be worn in place of tights when worn with a dress. They should not be worn in place of trousers. No loungewear.
Mobile phones, Headphones	Mobile phones and headphones are allowed to be used in the designated Sixth Form areas.	No phones or headphones are to be visible outside of the Sixth Form area.
Tattoos, Piercings, Hair Colour	Hair colour and braids should be kept natural, or as close to natural as possible. Piercings should be discreet.	Any tattoos must not be visible.
Outdoor clothing	No outdoor clothing should be worn inside the building – all coats and hats should be removed and placed inside a locker.	
PE and Dance students	Students who are studying Dance or Sport are required to bring in the correct PE kit to get changed into for their lesson. You can wear black jogging bottoms/leggings/shorts, and a black/white top.	

Attendance and Absence from School

Being on time:

- Gets the day off to a good start and sets positive patterns for the future – university, employment, next steps etc
- Helps you make the most of your learning – missed lesson time reduces the likelihood that you will get a top grade
- Enables you to take responsibility for yourself and others. In Sixth Form nobody else is responsible for your learning – you need to take ownership of this.

Being late:

- Gets the day/lesson off to a bad start and can negatively impact on your progress and achievement
- Disrupts the learning of others when you arrive to your lesson late
- Can create a bad habit and lead to overall poor attendance

Top tips for good school attendance in Sixth Form

1. Make non-urgent medical and dental appointments out of school hours. If this is not possible then you must plan to return to school afterwards.
2. Ensure you have a good bedtime and breakfast routine. This will really help you during your exam seasons too.
3. Limit electronic media devices in the bedroom to ensure good sleeping habits. Ensure you have an hour of time away from your device screens before going to sleep.
4. Ensure homework is completed in the evenings, or in study sessions, rather than in a rush over breakfast in the mornings.
5. Ensure you are awake in plenty of time every school morning. Set alarms with a snooze function and give yourself time to get ready and get to school.

Absence Procedures

It is important that you let the academy know if you are unwell or unable to come into school. There are two ways you can notify the school of an absence:

1. **Email** – on the morning, and every morning, of your absence, an email must be sent to AbsenceSixthForm@qka.education **by 8:30 and you must tell us why you are absent.** You cannot just tell us that you are unwell. You must also email us every day of your absence. You will receive an automatic email response acknowledging that we have received your absence email.
2. **Telephone** – please call 01733 383888 to report an absence. You will need to state your name and tutor group clearly so that the absence can be recorded properly. There is an answerphone so you can leave a message but please make sure that this is clear.

If we do not hear from you then your parents/guardians will be contacted saying you are not in school. A letter will also be sent home. **It is your responsibility to inform us of any absence.**

No holidays are authorised for Sixth Form students. It is not appropriate to book recreational breaks during term time.

Attendance and Absence from School

Acceptable reasons for absence

The following are acceptable reasons and would result in a bursary payment being received. You must still notify the Sixth Form office prior to the required absence.

- Theory or Practical Driving Test
- Religious Observations – 1 day per year
- Sporting Events (School or County)
- Family/close friend's funeral (usually 2 days' notice will be required apart from in exceptional circumstances/religious observance)
- University open day/interview

Going home unwell

If you become unwell during the school day, then you should speak to someone in the Sixth Form office or seek medical assistance from Mrs McKimmie. You must not leave school without speaking to a member of the Sixth Form team – only we can send you home if needed. Being too unwell to be in your lesson but remaining in school is not an option – either you are too unwell to be in your lesson, or you are well enough to stay in your lesson.

Staff absence

In the event of staff absence, you must come up to the Sixth Form Study Centre to sign in for **each lesson** that you do not have a teacher for. In the case of a whole morning session, you need to sign in at the beginning of both lesson 1 and lesson 3 even if you have the same teacher for both sessions. Signing in with us will be our only way of recording your attendance to the sessions where your teacher is absent, so it is vital that you sign in to gain your present mark to avoid truancy calls being sent home. This will also impact on any bursary payments.

If you do not get marked in for a lesson or a study session, a truancy notification is triggered. This is an automatic message home telling your parent(s)/carer(s) that you are not in school and should be. It is part of our safeguarding and attendance policies and is a way of informing parents that your whereabouts are not accounted for. Your teachers are responsible for completing their registers for lessons, and you are responsible for signing yourself in for your study sessions. **You must not sign anyone else in.**

If you contact us in good time with an absence, you will not receive a truancy notification.

Attendance and Examinations

You must attend all examinations, regardless of whether they are practice or real exams. You must make sure you are in school **30 minutes before the published start time** of the exam so that you can have a calm start. If you miss exams, then you will be charged for them. Real examinations cannot be rearranged as these are set nationally by the exam boards, not by the academy.

If your attendance falls below 85% and does not improve then we will charge you for your exam entries as you will not be considered a full-time student at Queen Katharine Academy. These can range from £48 to £180 per qualification.

Attendance Monitoring

In order for a student to be classed as a 'full-time student' (which is a legal requirement until the age of 18), students' attendance must be above 90%. Our Sixth Form attendance policy aims to:

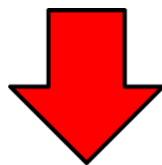
- Ensure the overall attendance percentage of students is above 95%
- Make attendance and punctuality a priority for all those associated with the school including students, parents, teachers and Governors
- Develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks
- Provide support, advice and guidance to parents and students
- Develop a systematic approach to gathering and analysing attendance-related data
- Further develop positive and consistent communication between home and school
- Implement a system of rewards and sanctions celebrating good attendance
- Promote effective partnerships with external services and agencies
- Recognise the needs and support of the individual student when planning reintegration following significant periods of absence

Attendance Flow Chart

Stage 1

Above 95% attendance

The student will be eligible for rewards that are linked to attendance.



Stage 2

Between 90% - 94% attendance

Sixth form Tutor to discuss concerns with student and record conversation on TEAMS spreadsheet. Sixth form Tutor's will receive a weekly updated attendance percentage to monitor progress.



Stage 3

Between 80% - 89% attendance

Attendance concern letter sent home. Follow up conversation with student and parents by a Sixth Form SSO. Attendance will be closely monitored and reviewed after a 4-week period. This meeting is an opportunity to discuss in detail the issues/barriers that are impacting attendance to school.



Stage 4

Below 80% attendance

A letter will be sent to the parents/carers of the student informing them of the situation and inviting them into school for a meeting with the Sixth Form Progress Leader where we will address the main issues and agree targets and support actions to help improve the student's attendance. An Attendance Agreement will be issued and action points put into place that are agreed by the Head of Sixth Form and the student.

We will monitor and review the student's attendance over the following half term to identify any significant improvement in their attendance. If this has been achieved then no further intervention/action will be taken at this stage. Should attendance not improve, or decline further we will implement the next step, as agreed at the previous Attendance meeting.



Stage 5

Continued attendance below 80%

Failure to meet the terms of the support plan will result in a meeting with the Director of Sixth Form and Progress Leader to decide on the student's future at QKA Sixth Form.

Possible request to leave Sixth Form if the student is persistently absent from school and refuses to engage in intervention procedures.

Appropriate disciplinary proceedings will be decided by the Director of Sixth Form

The parents/carers of the student will be involved in the process.

Student may lose their privilege to leave school during 'free periods'

Where attendance causes such a negative impact on learning, the right of the student to free examination entry will be removed. Therefore, if you are below 85% you will have to pay for exam entries.

Bursary Procedures

At QKA we have a bursary system available for students. You are eligible to apply for this if you are on Free School Meals, or your household income is less than a set threshold. More information on this threshold can be found in the Sixth Form office or on the application form. Sixth Form bursary is paid weekly, depending on your attendance and attitude. You can use the money to support with purchasing materials for school, travelling to and from school, or for university trips and visits.

Bursary payments will be authorised each week if:

- You are on time to all your lessons, tutor time and study sessions
- You attend all your lessons, tutor time and study sessions
- You attend the weekly assembly
- You follow the appropriate dress code
- You attend any workshops that are held during the school year
- The school is closed due to circumstances beyond your control (e.g. snow)
- You are on a school trip
- You will be paid for up to 3 periods of illness during a term when you have telephoned in and provide any evidence requested to support the absence

Bursary payments will **not** be authorised each week if:

- You arrive more than 9 minutes late to any of your lessons
- You arrive late 3 times or more to any tutor time, lessons or study sessions
- You do not attend the weekly assembly
- You do not attend the workshops held during the year when asked to
- You are sent home for not following the appropriate dress code
- You receive a detention or do not attend your detention
- You are sent out of a lesson for poor behaviour or are suspended
- The reason given for absence is not adequate or there is an unacceptable pattern of absence
- You are absent because you have a driving lesson or driving theory test
- Unauthorised holidays

In the event of absence, you must follow the absence procedures set out in Sixth Form (see previous pages). If these are not followed, then you will not receive your Bursary payment.

Appeals

In the first instance students should contact Miss Olson if their payment has not been authorised. Formal appeals will be by appointment only and require the student to be present. Any bursary information and queries regarding bursary accounts can only be discussed with the student and not with parents, as payments are made direct to the student.

Behaviour Policy

When a pupil's behaviour falls below the standard that can reasonably be expected of them, staff will respond in order to restore a calm and safe learning environment, and to prevent recurrence of misbehaviour.

Staff will endeavour to create a predictable environment by always challenging behaviour that falls short of the standards, and by responding in a consistent, fair, and proportionate manner, so pupils know with certainty that misbehaviour will always be addressed.

All pupils will be treated equitably under the policy, with any factors that contributed to the behavioural incident identified and considered.

When giving behaviour sanctions, staff will also consider what support could be offered to a pupil to help them to meet behaviour standards in the future.

There is a clearly defined process for issuing sanctions at Queen Katharine Academy. At every stage of the process students are reminded by staff how they can be successful in their learning and are encouraged to make the correct behaviour choices.

The policy encourages students to take ownership of their actions, while providing support and interventions when needed. The goal is to create an environment where teaching and learning can thrive without disruptions.

The policy outlines three R's which students can easily understand and build into their school routine.

R1 Sanction:

Description: The "R1" sanction is applied when incorrect behaviour is observed by the class teacher.

Action Taken: The teacher provides an informal warning to the student, serving as a reminder of expected behaviour.

Purpose: This stage aims to offer guidance on how to correct the behaviour, emphasising the importance of adhering to academy's expectations.

Outcome: No further action or sanction is taken at this point.

R2 Sanction:

Description: If the behaviour persists after the R1 stage, a formal warning is issued.

Action Taken: The incident is recorded on the school's system, incurring one behaviour point. Parents are notified through the parent app.

Purpose: To escalate the consequences for repeated inappropriate behaviour, reinforcing the academy's commitment to maintaining a positive learning environment.

Outcome: The class teacher reiterates the expected behaviour and provides guidance on how to change the current behaviour. No further sanction is given at this point.

R3 Sanction:

Description: If the behaviour continues despite previous interventions, the class teacher issues a "R3" sanction.

Action Taken: This stage is recorded, incurring two behaviour points. Parents are notified via the parent app.

Further Consequence: The student is sanctioned with a next day detention.

If Required: Staff may request a **Behaviour Support Request (BSR)** if they judge that the student cannot remain in the class after the detention has been set. In such cases, the student will be temporarily removed from the classroom and placed in an alternative room.




Purpose: To address persistent inappropriate behaviour and to provide a structured consequence that includes parental involvement and a reflective period through detention.

Sixth Form Recognition Points

Rationale


At Queen Katharine Academy we value RESPECT more than anything else. In Sixth Form, these values are particularly strong. We actively look for the effort and pride you put into your learning, and understand that by recognising your efforts, contributions to the wider school, and positive behaviour for learning, we can create a climate in which you can excel.

We recognise and celebrate achievement in the following ways:

-  Targeted praise and recognition within lessons
-  Communication home and certificates of achievement
-  Vouchers when recognition point thresholds are met (see below)

The recognition structure is based on NET points (achievement – behaviour) to ensure fairness.




Recognition Points in Sixth Form

	Bronze	Silver	Gold	Diamond
		Cannot be met without completing pledges		
Point Level	25	75	150	250
Recognition Threshold 1	Email home and certificate			
Point Level	35 (£3)	100 (£4)	175 (£6)	300 (£10)
Recognition Threshold 2	Email home and voucher to spend at 'Leaf and Loaf' in school			
Point Level	50 (£5)	125 (£10)	200 (£15)	350 (£25)
Recognition Threshold 3	Email home and Amazon voucher			

- **Threshold 1** - Email contact home and certificate
- **Threshold 2** - Email contact home and voucher to spend at Leaf and Loaf (amount increases with increased thresholds [£3-£10])
- **Threshold 3** - Email contact home and Amazon Voucher (amount increases with increased thresholds [£5-£35])

Terms and Conditions

Leaf and Loaf vouchers must be used in one single purchase, on one occasion. They cannot be used multiple times. The voucher will be taken by Leaf and Loaf staff once it has been used. This voucher will be used to 'invoice' the Sixth Form team.

-  To achieve silver recognition, you must have completed at least one pledge in this academic year.
-  To achieve gold recognition, you must have completed at least three pledges in this academic year.
-  To achieve diamond recognition, you must have completed at least five pledges in this academic year.

Student Leadership

Option 1

Community Engagement

All students will be asked to participate in Community Engagement. These activities will develop valuable employability skills for your personal statement or CV.

- Communication & Interpersonal skills
- Motivation
- Teamwork
- Time Management
- Initiative
- Leadership
- Problem Solving
- Resilience
- Flexibility
- Commitment

Option 2

Paired Reading



Volunteering to join the Paired Reading Scheme will involve you in supporting a KS3 pupil with their reading in a one-to-one setting.

The aim is that through your support you will be able to improve the reading ability of a younger student and also instil in them a love of reading and learning.

You will be able to help develop the speaking and listening skills of younger pupils through discussing texts with them.

Option 3

In class support



Volunteering to support the learning of younger students in mainstream lessons will give you the chance to work alongside teachers in supporting the specific needs of individual students.

Your role will be similar to that of a Teaching Assistant as you will be expected to support the wellbeing and achievement of younger students in a classroom setting during lessons.

If you have a particular interest, ability or passion for a particular subject this may be the way you can valuably share it with others.

Option 4

Academic Mentoring



Volunteering to be an Academic Mentor will involve you in supporting the learning needs of individual, or small groups of students within a specific subject area of your choice.

Sixth Formers volunteering to act as Academic Mentors will usually work outside the classroom supporting children in improving their performance and progress in a subject you have succeeded in.

The focus of these sessions will be to help young students develop their skills and knowledge and raise achievement in a specific subject.

Volunteers may also have the opportunity to work with the Special Educational Needs Team, support students for whom English is an additional language or support students working within our Internal Exclusion Unit.

Option 5

Creative Performance Arts



If you have an interest in supporting creative activities/events, then this is the volunteering opportunity for you.

The Music, Art and Drama departments are happy to have some Sixth form volunteers to support their KS3 and GCSE students.

There is also opportunity to help with any after school extracurricular activities.



Option 5

QKA Sports Leaders



As a volunteer Sports Leader you will have a passion for sport and the desire to help younger pupils improve their own skills in sport. The volunteer Sports Leader will work alongside our PE staff helping to motivate and develop the skills and techniques of younger students in their chosen sport.

You will be able to coach students so that they improve their technical abilities to boost their confidence and performance. There will be many opportunities to support in PE lessons and after school clubs, fixtures and events.

Option 6

Library Leader



As a volunteer Library Leader you will have a range of responsibilities such as displaying books, checking book loans in and out, finding books for younger students and helping out with any specialist events.

Option 7

The Sixth Form Ambassador Team



Volunteering to join the Sixth Form Ambassador Team will enable you to work together to address issues and concerns raised by their fellow students.

You will act as a liaison between the student body and the Sixth Form team providing a platform for students to voice their opinions and suggestions.

Option 8

Supporting Extra Curricular Activities



The extra-curricular activities after school helps students to develop their interests and abilities, provides valuable learning experiences outside their studies, and promotes independence and interpersonal links with students in other years.

You will be supporting the teacher in the organisation and running of the session after school. There are a range of activities which are subject and interest based.

Sixth Form Opportunities

We actively encourage students to take up some of the many opportunities we provide for their wider development.

Whether it is in support of a university or employment application or simply to have a more diverse CV, taking part in voluntary activities and student leadership will give you an advantage.

Like all students in the school, our Sixth Form students are expected to make 'pledges,' seven promises in line with the school's values. These also allow our students to show they are fully prepared for life after us.

Other opportunities include trips and visits in the UK and abroad, visits to universities, work experience, sports activities, Duke of Edinburgh, leading roles in performances and Peterborough Youth MP.

Our Pledge System

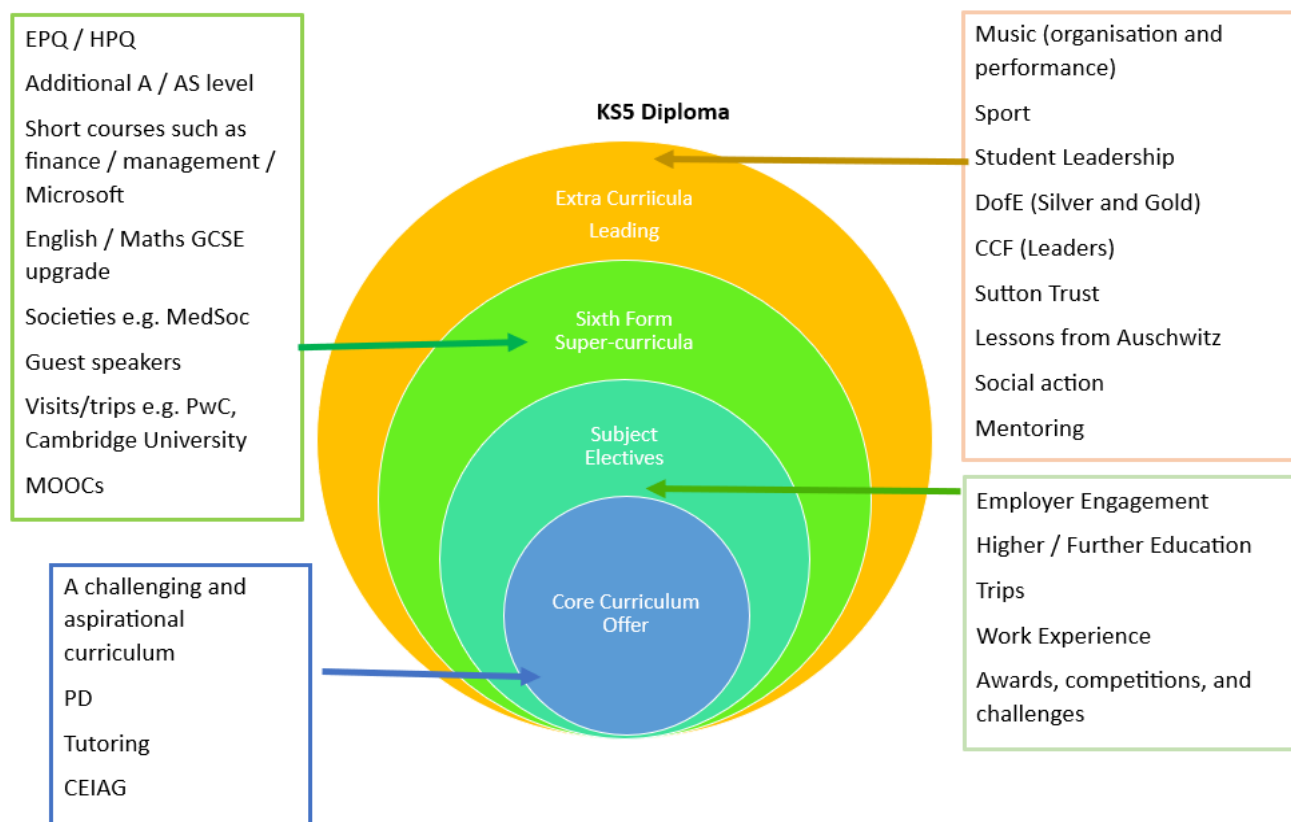
We value RESPECT more than anything.

Our Sixth Form students form a vibrant community of young people. Every year we welcome new students from across the city and they always comment on the level of respect afforded to everyone.

All Sixth Form students engage in our pledge system and actively give back to the community. You will see them helping out at open evenings, translating, helping to run the library, organising events, raising money for charity and we expect all new students to contribute in the same way.



KS5 Diploma



Your core curriculum offer is the lessons that you are studying. You will also receive personal development sessions through your tutorial sessions, academic mentoring conversations with your tutor, and bespoke one-to-one careers advice.

Your subject electives are things like subject trips (residential, courtroom visits etc.), work experience that you complete as part of your course, guest speakers visiting your class, and any links with universities or colleges that are made as part of your course.

Sixth Form super-curricula activities are things that will be organised through the wider Sixth Form and include university visits, online courses, additional qualifications such as EPQ or short courses, or GCSE upgrades. You could also organise your own society/extra-curricular activity that gets offered to other Sixth Form students.

Extra-curricula leading is anything that sits outside of your subject and curriculum time and can take up quite a bit of time. This is something that you might lead on or undertake over an extended period, like cadets, DofE or similar. You might also do additional sport or music activities outside of school or stretch and challenge opportunities.

Using your Study Time





In the Sixth Form you will be studying subjects at a noticeably higher level than GCSE or Level 2 BTEC. Many of you will be studying completely new subjects. In order to succeed at this higher level, you will need to improve your study skills, i.e. learn how to learn! There are three key principles to improving your study skills at Sixth Form level:

- **Accepting responsibility for your own learning.** You will have a very active role in your learning: read as much as you can, research on your own initiative, ask questions in class, actively plan your work and try to manage your time efficiently. Recommended reading lists will be provided.
- **Student-centred learning.** There are many ways for you to learn: by listening, discussing, observing, reading, researching, writing and teaching others. Work on all of these skills.
- **Revision and examination techniques.** It is important that you revise and prepare effectively for these exams. Ask subject teachers for guidance if you are unsure about how to do this. In 100% coursework-based subjects, deadlines must be adhered to.

Accepting Responsibility for your Learning

Motivation – This is accepting responsibility for your learning and development; you will need to have your future in mind. If you want to choose from a wide range of Higher Education courses and institutions, or follow other career routes, you need the best possible grades.

Planning and Time Management – Planning is part of taking responsibility for your own learning. Much of the work in the Sixth Form is set well in advance, e.g. an essay or a piece of reading. It is an important skill to be able to plan when and how you will do each piece of work you are set. The essay will require some reading and note-making followed by writing the essay itself. You should perhaps set aside three evenings to complete this task and plan it around other pieces of work so that you meet all the deadlines. Time management means managing your time efficiently so that you can do everything you want to do, which includes having a social life. It involves looking at a deadline and working backwards to plan how that deadline will be met. It might go something like this:






-  Try to plan a week in advance. Before you finish work in the evening, look at your weekly plan, check that you have achieved what you planned to achieve and think ahead to the next day and decide what you need to do.
-  Remember there are 168 hours in a week which should allow you to carry out all your academic work, extra-curricular contribution and have a social life (and sleep). Manage your time, don't waste it!
-  Decide what must be done for a piece of work to be completed, e.g. research, reading, note-making, planning and writing. Decide how much time you need for each of these processes and then plan to carry out the work during available slots of time in the week.
-  Do not leave work until the night before a deadline. Give yourself time to re-read and reflect on what you have done and rewrite, as necessary. Remember missing a deadline is not acceptable.

When Studying – Studying requires self-discipline and self-motivation. Have a positive attitude and get into the habit of studying. Concentrate when studying and make sure you are free from distractions. It is often best to undertake the hardest tasks first when you are at your most alert and leave the easiest tasks till last when you are tired.





Student-Centred Learning

Classwork – Much of your learning will take place in the classroom. This should be an active process, not a passive one. Your teachers will use class time to share information, ideas and arguments. You need to listen carefully but also ask questions, initiate discussions and solve problems.

Note Taking – Whatever subjects you are learning, you will have to make notes. The purpose of making notes is to record information, ideas and arguments and to aid learning. You will find yourself making notes during class work and when you are working on your own. Everyone develops their own method of note taking but, in essence, notes should clearly record the most important information and ideas in a format that you find easy to set down and read. There are a variety of methods for making notes. You might like to experiment until you find the method that best suits you:

-  Try to avoid “copying down” – note taking is a real skill that requires focus and concentration.
-  Sequential Notes – these are notes that follow an ordered or sequential pattern; they might involve using numbers or bullet points.
-  Creative pattern or spider diagram notes – the theme is written in the middle of the page and lines radiate from the centre to link the central theme to other themes or ideas.
-  There are many other kinds of notes such as drawing a table or diagram.
-  **Cornell Note Taking** is a widely recognised format for quickly taking down notes from lessons or online reading. It is a tried and tested method of note taking, and will help you remember, summarise, and question work that you have done in lessons. Learn more here: [Cornell Notes](#).

Reading – Reading is a vital study skill. Your teachers will provide you with the most important books and articles, but you should use your own initiative and read as widely as possible. Your reading should be active, i.e. decide which parts of the book you should read. You do not always have to start on page one and read through to the end. Look at the contents or index pages to decide which parts of a book to read.

-  **Scanning** – This means not reading every word on a page but looking for key words or phrases and then focusing in on them.
-  **Skim Reading** – This is the technique of reading a book or article or part of a book/article very quickly by looking at the contents page, by reading the first paragraphs of each chapter and chapter summaries. You will ignore some chapters or paragraphs that are not relevant to your requirements. You will focus on the chapters or paragraphs that are relevant to your purpose.
-  **Critical Reading** – Don’t accept everything you read at face value. Textbooks will be useful and reliable but beware of information you find on the web (Wikipedia in particular).
-  **Making notes on your reading** – Record bibliographical details from any publication you intend to note, i.e. name of author, title of publication, date of publication etc. These will often need to be submitted with coursework.

Research – Your teachers will advise you on textbooks, articles and websites to read and refer to. There is a vast amount of information available to you: books, journals, newspapers, internet, specialists, etc. Use your initiative.

Communicating – Talking and writing are two very important tools that aid the learning process. Your teachers will encourage you to talk constructively in class; they want you to ask questions and to discuss problems and issues. It is a strong indicator that you are engaged in the subject and learning. Writing will help you to remember and understand. It is probably the most important method of expressing your knowledge and understanding of a subject. This is how

teachers and examiners judge your knowledge and understanding by looking at your written coursework and your written exam work. Writing skills include the ability to express oneself clearly, presenting information and ideas in an appropriate format and paying attention to accuracy of spelling and grammar.

Revision and Exam Techniques

Revision should not be something you do a few days before an exam. It is something you should build into your regular studying. Review your notes as soon as possible, preferably the same day as you make them. Ideally you should set aside time once a week to reflect on the work you have covered during the week. You should confirm 5 that you have understood the key issues and have the relevant information. If you have not, then ask your teacher for clarification. You should make sure that your notes and written work are properly filed and ordered. Revision should be an active process. Try to look at and answer questions from past papers. Make up your own examination questions and then answer them. Try to write out your concise notes without referring to them. Discuss issues and information with friends. Use your teachers to clarify anything you do not understand.

Remember the 5 Ps:

PLANNING AND PREPARATION PREVENT POOR PERFORMANCE
or
FAILURE TO PREPARE = PREPARATION TO FAIL

Preparing for Exams – Make sure that you know exactly what form the exam will take: i.e. will it involve problem solving, will it be more of a test of knowledge or of understanding, how long will it last, etc? You will do at least one practice exam before the real one. In any event, you need to know as much about the exam as possible. The use of past papers and mark schemes will give you an idea of what examiners are looking for and how best to answer questions. Practice exams at home in exam conditions to ensure you get the timing right.

Get Organised! – You should start preparing for exams many weeks before you sit them. Get your resources organised. Sort out your notes, make sure that you have the right textbooks. Produce a **detailed, daily written revision plan**. Make revision notes based on your main study notes, textbooks and any essays or class work that you have done. The revision notes might take the form of lists of basic ideas, concise summaries, topic outlines, annotated diagrams, definitions you must remember, etc. Try to condense each set of revision notes onto one side of A4 paper or an index card for quick reference and rapid and frequent reading. Much thought should go into this condensing process; it helps you think about the topic and forces you to consider the key ideas and key information.

Study Expectations

Independent study is crucial to ensure good progress. There is no such thing as a “Free Period”. A period where a student has no lesson is a study period and there is never an excuse for saying that there is no work to do. There is ALWAYS some work to do. Some students make a big mistake believing that they can succeed by just attending lessons.

You need to be pro-active in your studies and look to learn as much and as often as possible. We suggest that for every hour spent in the classroom, you must spend at least another hour of independent study completing homework, coursework, wider reading, research, writing up of class work or revision (which must be done all year round and not just before exams). External reading around topics is often the difference between gaining and missing out on university places/ apprenticeships.

You are also able to use your time to complete Massive Open Online Courses (MOOCs) in the area that you want to study in the future. These will really help you stand out in your university, apprenticeship, and job applications, and allow you to delve deeper into an area that interests you. Speak to a member of the Sixth Form team if you’re not sure where to find these.

You must make sure that you manage your time appropriately so that you can meet all deadlines for homework, coursework and other assignments and that you do not feel “overloaded”. Universities and employers will ask information on your ability to meet deadlines and we make specific reference to this on all reference documentation.

You have the space to be able to work independently or in groups, and you have access to computing facilities if you require them. You can use the library to study in if you need a quieter space, but you must adhere to the library rules and not see it as an extension of the Sixth Form area. We also have a silent study room which you can use to work in, but this must be **in silence**.

If you are not making use of your study periods, or you are struggling to know where to start with the work that you have, we will set up some interventions with our Sixth Form Study Centre Supervisor who will work with you to ensure that you are able to work through the elements you require to be successful, and make best use of your time.

Sixth Form Study Sessions

As Sixth Form students you are timetabled study sessions during the week. These are slots in your timetable where you are not taught in classes. You are expected to use this time to complete homework assignments, to consolidate and extend your learning and to prepare you for your next steps beyond school. We believe that the best approach for students is to complete your work in school, where you have a defined day, clear parameters, facilities and support from staff and your peers.

Purpose of Policy

- You know that if you want to achieve strong academic results, you must work hard. Therefore, we have designed the Sixth Form Study Areas to be a place of quiet/silent, focused study to enable all students to have a positive learning environment.
- To maintain clean and functional facilities for all Sixth Form students to use.
- To create a welcoming, calm and supportive atmosphere.

Study session tasks

You need to be fully responsible and proactive for your own independent study e.g. have work ready to do or go and ask for further direction from your teachers if required.

This could include summarising your notes, reading before the lesson the relevant topic, re-reading the text after the lesson, creating revision cards, completing past papers and undertaking additional reading. See previous pages for more ideas on how to use this time wisely.

Distinction between a 'Study session and blank session'

Study sessions are those sessions on your timetable that require you to sign in and use our study areas to work productively.

Blank sessions are those blank sessions on your timetable where you have the choice to be in the Sixth Form study areas **studying** or you can leave the school site.

Designated Sixth Form Study areas

Expectations	Red Zone: Main Sixth Form Study Area	Purple Zone: Silent Sixth Form Study Area	Blue Zone: Silent Sixth Form Study Area located in the library	Yellow Zone: F Block seated area
Silent or quiet area during study sessions?	Quiet	Silent	Silent	Quiet
Social time during lunch	Yes	Yes - quiet	Yes – quiet	Yes
Mobile phone usage	Mobile phones and computers may be used for study tasks ONLY You may listen to music but other students should not be able to hear your music	Mobile phones and computers may be used for study tasks ONLY You may listen to music but other students should not be able to hear your music	No mobile phones No music	No mobile phones No music
Food and drink	Food and hot/cold drinks allowed No energy drinks No takeaway food	Food and hot/cold drinks allowed No energy drinks No takeaway food	No food allowed Hot/Cold drinks allowed.	Food and hot/cold drinks allowed No energy drinks No takeaway food
Blazers	Blazers must be worn	Blazers can be removed once in the room	Blazers must be worn	Blazers must be worn

Respectful working environment

Please take care of the equipment and facilities so that we can continue to offer you these services.

- Please do not move furniture/chairs/computers/laptops without permission.
- Please do not draw on or damage any of our resources, we understand accidents happen but please inform a member of staff.
- When you use a laptop, remember to return it to the exact trolley, making sure it is shut down and plugged in to charge, for the next person to use. Please sign your device in and out.
- You must exit promptly once instructed at the end of your scheduled sessions to be on time to your lessons.
- Remember to be respectful of others and leave your study space clean, putting all litter in the available bins.
- In the event of an emergency, instructions from staff must be followed.
- You do not choose to miss a lesson and work in the study area.

Entry

Do not allow any lower School students into the Study Room unless you have specific, prior permission. The Study Room is designed for you – let's keep it that way.

Please ensure that lanyards and blazers are worn at all times – you can remove these in the Purple Zone – silent study room.

Mobile Phones

As per the QKA Mobile Phone Policy, phones can only be used at QKA under the direction of the teacher for classroom activities or by Sixth Formers in the Red and Purple zoned Sixth Form Study areas. Please refer to the table on the previous page. Any member of staff can confiscate your mobile phone/headphones/pods if they are seen or heard around any other area of the school building.

Phones **MUST** be on silent mode/do not disturb mode, we encourage students to use noise cancelling devices like earphones or headphones, to keep the environment a considerable quiet space.

Personal Items

Make sure your personal belongings are identifiable, in case you misplace them i.e. USB drives, phone chargers, phones, laptops, bags coats, etc. The risk of damage to or loss of unattended items is the owner's responsibility.

The QKA Sixth Form Staff reserves the right to modify this policy at any time. Violations of this policy, other policies and any procedures that are bonded to the TDET/QKA when using the room(s) may result in, but not limited to, sanctions accordingly in line with our behaviour policy.

Submission, Plagiarism and Artificial Intelligence

Technology has developed rapidly over the past few years, leading to a wealth of resources at your fingertips. It is only right that we ensure the rigour of the qualifications that we offer and allow each student to achieve to the best of their ability, rather than rely on work being completed by other means. Queen Katharine Academy Sixth Form has a zero-tolerance policy on students submitting any work that has been plagiarised or has been created using Artificial Intelligence (A.I.), without direct agreement from the teacher.

The information below will apply to all internally set and marked work, while we will continue to adhere to JCQ guidelines for all coursework and controlled assessment work that contributes to student outcomes. The JCQ guidelines for work submitted for assessment are summarised below. **Plagiarism** is defined as submitting work that has been completed by someone else and claiming it as your own.

Creating work using A.I. is using work that has been generated by an online ‘bot’ and claiming it as your own.

Late Submission of Work

Work that is submitted before the deadline will be marked in accordance with the mark scheme and/or grading criteria. If you submit work that is past the given deadline **without previous discussion or agreement of your teacher**, there will be a penalty applied to the work:

1. Work that is submitted after the deadline, but within one week of the deadline, will have 10% of the total marks available deducted from it.
2. Work that is submitted more than one week after the deadline will be capped at 40% of the total marks available.
3. Work that is not submitted will be marked as a fail. Continued failure to complete required work will result in your place in Sixth Form being at risk of being withdrawn.

Plagiarism

If you are found to have submitted work that has been plagiarised, then the following will apply:

1. Your work will be marked at the lowest-possible grade and will not achieve higher regardless of the quality.
2. You will have one opportunity to resubmit the work within one week of it being handed back to you (see late submission of work section above).
3. You will receive an R3 behaviour log and a 45-minute detention.
4. Any future plagiarised submissions will be marked as a fail grade, and your place in Sixth Form will be at risk of being withdrawn.

Using Artificial Intelligence

If you are found to have submitted work that has been wholly or partially created by A.I., **without previous discussion or direct approval from your teacher**, then the following will apply:

1. Your work will be marked and capped at 40% of the total marks available.
2. You will have one opportunity to resubmit the work within one week of it being handed back to you (see late submission of work section above).
3. You will receive an R3 behaviour log and a 45-minute detention.
4. If future work submitted is also found to be wholly or partially created using A.I. then it will be marked as a fail grade.

Support

You are able to seek support from any member of the Sixth Form leadership team if you need it. The following members of staff are safeguarding trained, meaning you can go to them with any problem you might have:



Damon Lewis
Director of Sixth Form



James Anderson
Deputy Director Sixth Form



Amy Bowles
Progress Leader



Sarah Olson
Student Support Officer



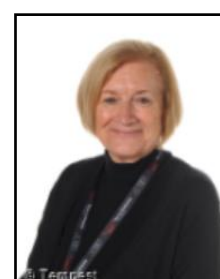
Louise McKimmie
Student Support Officer

During your study periods you will have the support of a dedicated member of staff who will be able to help you in making the most of your time. He will be able to check in with the work that you are doing and guide you to additional study materials or techniques to help you.



Sergio Lima
Study Centre Supervisor

We also have a member of staff who works exclusively with Sixth Form on careers advice and guidance, helping you through university or apprenticeship choices and applications, and providing you with bespoke advice and guidance in a one-to-one interview every year of your time with us.



Anne Mason
Sixth Form Careers Advisor

In addition, we have a team of academic tutors who are here to help you throughout your time in Sixth Form. Speak to yours in the first instance if you are having an issue with a lesson, time management, study skills, or anything else related to school.

Year 12		Year 13	
Alia Hussain	<i>Health and Social Care</i>	Ayesha Rani	<i>Social Sciences and RS</i>
Abigail Nyatwa	<i>Maths</i>	Clare Scott	<i>Health and Social Care</i>
Gemma Brighton	<i>Business and Finance</i>	Crystal Bannister	<i>Social Sciences</i>
Ishana Pradeep	<i>Maths</i>	Ioanna Bakali	<i>Computer Science</i>
Mandy Woodward	<i>Health and Social Care</i>	Sara Erwin	<i>Art and Photography</i>
Peter Steadman	<i>History</i>	Victoria Wakefield	<i>Travel and Tourism</i>
Robert Lester	<i>Music and Music Technology</i>	Zoe Rock	<i>Business and Economics</i>
Kamruz Zaman	<i>Computer Science</i>		

Additionally, you can speak to any member of staff in the building who will be able to seek support for you should you require it. It is important that you feel that you have a 'trusted adult' in the building who you can speak to.

Additional Support

If you are in need of further support, and are 17 or over, you will be able to access the on-site NHS Talking Therapies service. We are the only school in the country so far who have on-site access to this support, so it is best to make use of it.



In order to access this support, you will need to complete a self-referral form online (the link will be provided to you) and state that you attend QKA Sixth Form.

This service provides help to people aged 17 and over who are experiencing common mental health problems such as depression and anxiety disorders, including: generalised anxiety disorder (GAD); social anxiety; post-traumatic stress disorder (PTSD); health anxiety; panic; phobias and obsessive-compulsive disorder (OCD). However, you do not need a diagnosis to access the service and we also see people with problems such as stress, low confidence, sleep disturbance and self-esteem issues.

The main treatment we offer is Cognitive Behaviour Therapy (CBT) and a range of different therapy modalities are used in the service wellbeing workshops. The suitability and availability of the different treatment options will be discussed in your initial assessment if this is something you are keen to find out more about.

How long are the sessions?

Sessions can vary from around 35 minutes to 1 hour, which will depend on the type of treatment that is offered. The total number of sessions will depend on your needs, however we are a short term therapy service and unable to see people for longer term therapy.

Further Information

For more general support and advice you can see the safeguarding and wellbeing boards in the Sixth Form study area. There will be a lot of information on here that could be relevant to you. Alternatively, you can speak to a member of the Sixth Form leadership team.

Key Dates 24 – 25

Month	Event(s)	Month	Event(s)
September	16th – ARU Building the Future assembly 19th – Year 6 Open Evening 27th – Y12 attitude to learning data input by staff 30th – Head Student elections begin this week	March	3rd – Y13/14 Early Years Childcare Expo this week 6th – World Book Day 10th – Youth Council Elections this week 17th – Geography Fieldtrip this week 20th – Sixth Form Subject Evening 31st – Y13/14 Student Finance opens
October	4th – Deadline for changing subjects 7th – Anna’s Hope 5k Fundraiser this week 9th – ARU Construction Enterprise event 11th – Y13 attitude to learning data input by staff 15th – Y13/14 UCAS early entry deadline 16th – UCL Regional Roadshow 21st – Y12 Childcare Trip to London this week 22nd – Sixth Form Open Evening 25th – Last day of autumn term 1	April	4th – Last day of spring term 23rd – First day of summer term 23rd – ARU assembly this week
November	4th – First day back after autumn term 2 25th – Y12 Lessons from Auschwitz trip this week 25th – Early entry Maths/English GCSE resit exams this week	May	5th – External Exams begin 5th – Music trip to Liverpool this week 23rd – Last day of summer term 1
December	2nd – Y12 University of Sheffield trip this week 9th – Music Winter Showcase 16th – Y13/14 QKA UCAS deadline 17th – Presentation Evening 19th – Last day of autumn term	June	2nd – First day of summer term 2 2nd – Y12 step up to Y13 6th – Exam predictions and tutor reports open for staff 20th – External Exams end 23rd – Y12 UCAS convention (University of Bedfordshire) this week 24th – Y11 Sixth Form Induction Day 30th – Y12 UCAS applications begin this week 30th – Y13/14 Prom/Leaver’s Meal this week
January	7th – First day of spring term 7th – Y12 Sutton Trust applications open this week 13th – External exams 20th – External exams 27th – Y12/13 Reapplications open for Sixth Form	July	7th – Elevations Dance Show this week 14th – Creative Arts Exhibition this week 23rd – Last day of summer term Throughout summer – Y12 summer schools and placements
February	3rd – Higher Education Fair this week 10th – Careers fair this week 14th – Last day of spring term 1 24th – First day of spring term 2 24th – Aim Group apprenticeships in this week 24th – ARU Degree Apprenticeship drop ins this week 28th – Sixth Form attitude to learning and progress data being entered by teachers	August	14th – A level / Level 3 Results Day 21st – GCSE / Level 2 Results Day

Frequently Asked Questions

Q When I start Sixth Form am I able to change my subjects if I find that I'm not enjoying something?

A Yes, you will be able to change within the first 4 weeks of the first half term. After this you will have missed too much teaching time from other subjects so you won't be able to change.

Q Am I able to leave school site during the day?

A Yes, you can if you do not have anything on your timetable. If you have a study session or a lesson, then you must be in school.

Q What if my teacher is absent – do I still have to come into school?

A Yes, you must still come into school. You will sign in upstairs in the Sixth Form study area and complete work that is set for you by your teacher. You must stay for the duration of the lesson.

Q When I pass my driving test can I bring my car into school?

A As previously mentioned, you can once you have shown us your licence, insurance, and have applied for a parking space in school.

Q How do I apply for bursary?

A See the previous section on bursary payments for more information or see Miss Olson in the Sixth Form office. You are usually able to apply for bursary from the third week in September. You will need to prove your household income/free school meal allowance.

Q What happens if I am caught using my phone or headphones outside of the Sixth Form area?

A If you are seen or heard using your phone outside of the Sixth Form area, then it will be confiscated by the member of staff and handed into the Sixth Form office. You will be able to collect it again at the end of the school day.

Q Can I bring hot food into school?

A You cannot bring any hot food into school from other catering outlets. You can bring in food from home and reheat it in the microwaves provided for you.

Q Am I allowed to drink energy drinks in school?

A No – these are banned across the school.

Q Can I bring in my own tea/coffee to make hot drinks?

A Yes, you can. We have a hot water tank on the wall for you to use, and you can keep your own resources in a locker if you don't want anyone else to use them.

Q What do I do in my study sessions or free time?

A In your study sessions you should be reading through notes that you have made in your lessons, completing homework or coursework, revising work that you have done, reading ahead, reading around your subjects or topics, completing online courses.

In your blank sessions on your timetable you can treat them like a study session, or you can leave school site or come into school later.

Q Who do I speak to if I need some support?

A Every member of the Sixth Form pastoral team is safeguarding trained so you will be able to speak to any of them if you have any concerns or worries. If you need study support, you can speak to Mr Lima in the study centre.



Queen Katharine
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