



Queen Katharine
Academy

Sixth Form



Adobe Stock | #61647429

Thursday 5th September

9:30-10:10 Assembly

10:10 Tutor time induction

11:25-11:50 Break Time. Food and drinks will be available to purchase in the Sixth Form study area, please also use this time to have a wander around the building to find your designated rooms.

11:50-13:00 Tutor time induction

13:00 Fire drill procedure then exit.

Any questions or queries please use the afternoon to come and speak to the Sixth form team located in the Sixth form study area.

Friday 6th September

Start time 11:50 (lesson 3) if you have a lesson. Only attend if you have a lesson e.g. if you do not have a lesson until session 4 then do not arrive until your lesson starts.

Year 13 - if you wish to catch up with some work the study area will be open.

Getting to know your Tutees

ICE BREAKER BINGO

FIND SOMEONE WHO...

HAS A BIRTHDAY THIS MONTH	HAS TRAVELED OUTSIDE THE COUNTRY	CAN PLAY AN INSTRUMENT	HAS A TATTOO	CAN SPEAK A FOREIGN LANGUAGE
IS AN ONLY CHILD	IS A LEFTY	ACTUALLY FLOSSES THEIR TEETH EVERYDAY	HAS A FOOD ALLERGY	PLAYED ON A SCHOOL SPORTS TEAM
WATCHES REALITY TELEVISION	RAN A MARATHON	FREE SPACE	HAD BRACES	HAS BROKEN A BONE
HAS LIVED IN ANOTHER STATE/COUNTRY	HATES MATH	LOVES TO SING KARAOKE	HAS MET A CELEBRITY	HAS NEVER SEEN A STAR WARS FILM
HAS A PET	CAN TOUCH THEIR TOES	HAS A FACEBOOK ACCOUNT	DISLIKES CHOCOLATE	MADE A NEW YEAR'S RESOLUTION AND KEPT IT

Getting to know you

Student's Full Name: _____ Birthdate: ____/____/____

I prefer to be called _____

Three words to describe me: _____ & _____

Are you the oldest, youngest, middle, or only child in your family: _____

I have ____ Sisters and ____ Brothers in my family.

Do you have a pet? _____ What kind: _____

I completed my GCSEs at _____

I was born (country) _____

Color: _____

Animal: _____

Food: _____

Dessert: _____

TV Show: _____

Movie: _____

Sport: _____

Holiday: _____

What do you enjoy doing during your free time? _____

What was the last book you read? _____

What is something you do well? _____

What subject do you like best? _____

What subject is your least favorite? _____

What do you want to do after your education at QKA? _____

Who is your role model? _____

I am happiest when: _____

I am most proud of _____ because _____

I am looking forward to _____

I am worried about _____



Sixth Form Code of Conduct Handbook

Key content:

- Getting to know your tutees
- The School Day
- Introduction to Student handbook
- QKA Sixth Form Dress Code
- Attendance
- Behaviour Policy
- Study Sessions
- Study Zones
- Sixth Form contract
- Data Sheets
- Sixth Form Team and support
- Role of the Tutor
- Fire procedure



The School Day

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

Personal Timetable

- Complete in handbooks

Time	Period	Monday	Tuesday	Wednesday	Thursday	Friday
8:45 – 9:00	Registration					
9:00 – 10:00	Period 1					
10:00 – 11:00	Period 2					
11:00 – 11:25	BREAKTIME					
11:25 – 11:50	Tutorial					
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					



Introduction to Student handbook

- Purpose
- Being a QKA Sixth Form Student
- Privileges of being a Sixth Form Student

Read section in handbook on page and answer any questions







QKA Sixth Form

QKA Sixth Form Dress Code

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/Jens	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.	

Read section in handbook on page and answer any questions

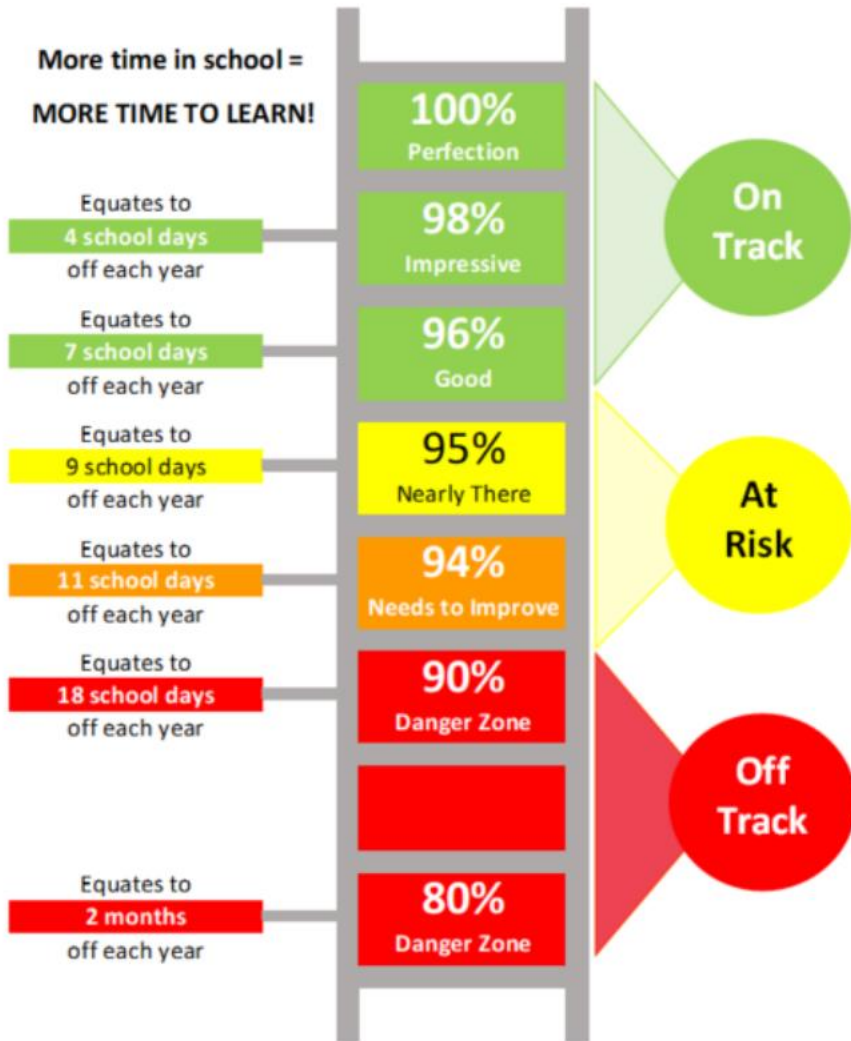


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Anyone failing to adhere to the dress code policy will be sent home to change and receive a behaviour log.

QKA Sixth Form

Discuss why attendance is important.



- Attendance and absence from school:
 - Page 9 -12
- Bursary procedure:
 - Page 13

Read section and answer any questions

A photograph of two whales breaching the surface of the ocean. The whales are dark grey or black, and their bodies are arched as they move out of the water. White spray and foam are visible around the breaching points. The background is a deep blue sea.

Six Traits of a Good Role Model

Behaviour policy

**Why do we need a
behaviour policy
in Sixth Form?
Discuss**

• Page 14

Read section and answer any questions

What is a positive role model?

- ✓ Someone who apologises when they have made a mistake.
- ✓ Polite.
- ✓ Honest (as long as it is not said to purposely upset someone)
- ✓ A doer! You do what you say.
- ✓ Treats everyone with respect (even the people you don't like)
- ✓ Be consistent.
- ✓ Follows the rules



What are QKA Rules? They apply to all students.



Mobile technology off and away at all times within academy grounds. **Mobile phones are not allowed to be out/used in the academy. If a phone is seen, it is confiscated and will be kept until collected by parents.**



Entrance/Exit and One way system



Please follow the arrows on the floor.

Do not enter a corridor where there is a 'No Entry' sign.

We are a school of nearly 1500 students, it is essential we manage students over lesson change overs and lunch time.

No running or pushing in the corridors.



Where is our entrance and exit door?

TOILET ETIQUETTE

- **1 Keep the toilet clean**
Clean up after use and avoid leaving any mess behind.
- **2 Respect privacy**
Respect others' privacy by avoiding excessive noise and not occupying the toilet for an unreasonable amount of time.
- **3 Use the right fixtures**
Use the appropriate fixtures, such as toilets, urinals, and sinks, for their intended purpose.
- **4 Be mindful of water usage**
Try to conserve water by not letting the water run for an extended period.
- **5 Don't damage fixtures**
Avoid damaging fixtures, such as breaking paper towel dispensers or mirrors.
- **6 Proper disposal of waste**
Use the trash can to dispose of any waste, including tissues and sanitary products.
- **7 Avoid using phone**
Using phones in the bathroom is generally discouraged as it can spread germs.
- **8 Wash your hands**
Wash your hands with soap and water after using the bathroom to help prevent the spread of germs.

Toilet Time

Toilets are open in the morning as you arrive to school from 8:15-8:40am. They are also open during lesson changeover, break time and lunch time and at the end of school.

Please do not ask the teacher to go to the toilet as there is not enough time. Plan ahead. The toilets will not be open during lesson time.

If you have a double lesson, only ask your teacher to go to the toilet if you are desperate and collect a key from the Sixth Form office. If you are experiencing a medical issue, please come and talk to the Sixth Form team.

We only have one set of toilets so please be respectful and follow the toilet etiquette.

Using your study sessions

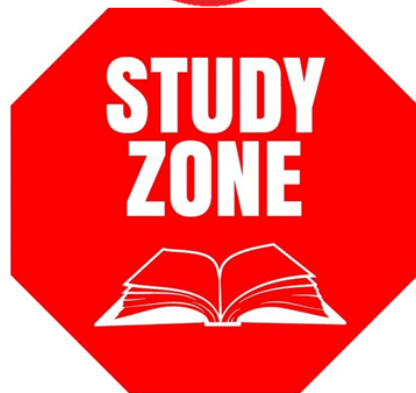
- We have created a 'Study session policy' so that everyone is very clear on expectations in the 4 different areas that are available to our Sixth Form students ONLY.
- Why do we need to create a positive working environment?
- Page 24 in handbook.

Read section and answer any questions



Main Sixth Form Study Area

	Rules
Silent or quiet area	Quiet
Social time during lunch	Yes
Mobile phone usage	Mobile phones and computers may be used for study tasks ONLY You may listen to music but other
Food and drink	Food and hot/cold drinks allowed No energy drinks No takeaway food
Blazers	Worn at all times

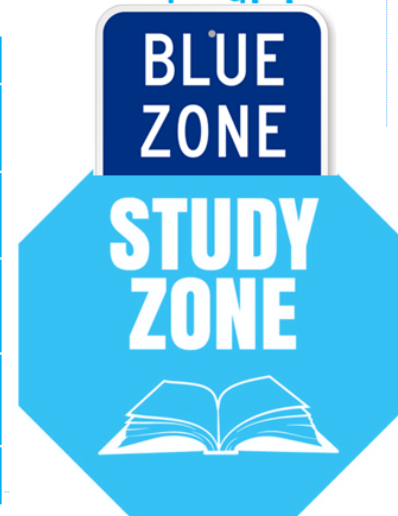


Quiet Please

Study zones

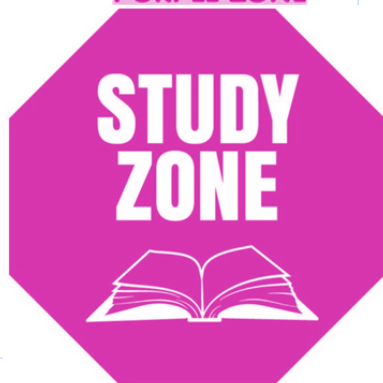
F Block - Sixth Form Study Area

	Rules
Silent or quiet area during study sessions?	Silent
Social time during lunch	Yes Quiet space
Mobile phone usage	No mobile phones No music
Food and drink	Food only allowed during lunch. Hot/Cold drinks allowed.
Blazers	Worn at all times



Silent Sixth Form Study Room

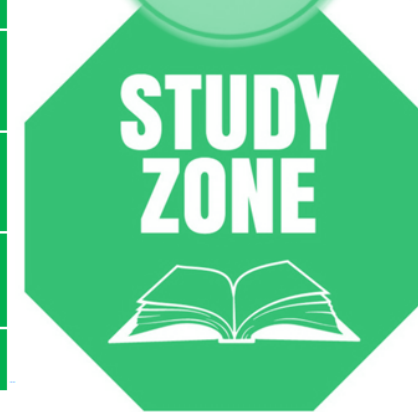
	Rules
Silent or quiet area during study sessions?	Silent
Social time during lunch	Yes Quiet space
Mobile phone usage	Mobile phones and computers may be used for study tasks ONLY You may listen to music but other students should not be able to hear your music
Food and drink	Food and hot/cold drinks allowed No energy drinks No takeaway food
Blazers	Worn at all times



Library -Sixth Form Study Room



	Rules
Silent or quiet area during study sessions?	Silent
Social time during lunch	Yes Quiet space
Mobile phone usage	No mobile phones No music
Food and drink	No food allowed Hot/Cold drinks allowed.
Blazers	Worn at all times



QKA Sixth Form contract

Now that students have read the 'Student handbook', Tutors need to hand out the Sixth Form contract and complete the following tasks:

- Tutees to read the 'Dress code' and 'Code of Conduct'.
- Tutees to sign and date agreeing to the terms of conditions of placement at QKA Sixth Form.
- Tutors to hand all completed contracts to the Sixth Form office.



Data sheets

- Complete the data sheets and Tutors to hand in to the Sixth Form office.
- We must have 2 contacts.
- We have requested your mobile phone number in order remind you about deadlines, coursework and key messages. It is needed to support you further in your studies.
- Please remind students that they must inform the Sixth Form office of any changes to their personal details.



Role of your Tutor

QKA Sixth Form

Daily

- Running form tutor sessions to promote a positive start to the day
- Creating a positive learning environment to encourage and motivate students
- Taking the register to monitor attendance and ensure safety
- Managing punctuality to ensure all students access learning
- Discussing and delivering thoughts for the week to encourage thinking and to promote school ethos
- Reading/displaying the bulletin to communicate important information
- Managing uniform to maintain a consistent school identity
- Contacting parents to follow up pastoral issues and maintain home-school communication

Weekly

- Reporting back on attendance & punctuality to monitor and support attendance
- Attending assemblies to promote year group and whole school ethos
- Mentoring students
- Monitor behaviour and rewards

Termly

- Supporting students through their time in Sixth Form to support academic success and progress.



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Fire procedure

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Fire Evacuation Procedures

PLEASE ENSURE ALL YOUR STUDENTS ARE FAMILIAR WITH THIS DOCUMENT

When the alarm sounds this is the signal to evacuate the building immediately by the designated route in an orderly and controlled manner.

Classroom teachers should instruct all students to prepare to leave the classroom along with their belongings. Windows should be shut and on leaving the room the door should be closed. Classroom teachers should ensure that all students remain focused on the important task of safe evacuation.

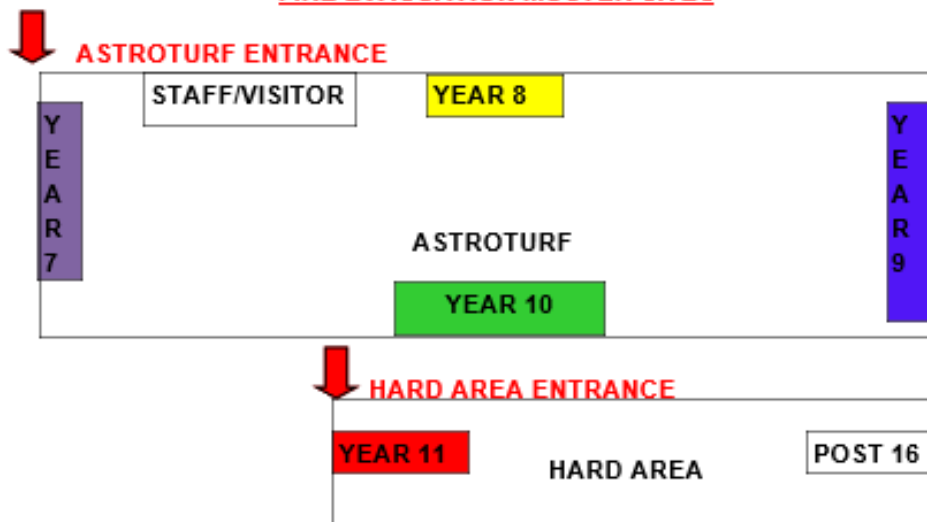
Students should take note of the following instructions:

1. Remain calm and listen to your teacher.
2. Prepare to leave the classroom.
3. Leave the classroom in an orderly manner.
4. Follow your teacher quietly to your designated building fire exit point.
5. Leave the building by the nearest designated fire exit.
6. Make your way by the shortest route to your muster site.
7. Enter the Muster Site on the Astroturf by the nominated entrance.
8. Go to your year group nominated area and join your form in registration order.
9. Listen to your form tutors instructions.
10. Remain calm, mature and focused whilst registers are taken.
11. Remain in a tidy line at all times.
12. Wait for the instruction for your Progress Leaders and form to be dismissed.
13. Exit the Muster Site quietly by your nominated exit point.
14. Return quietly and quickly to your lesson/activity.
15. Continue with your lesson in a focused manner.

Heads of Year take the lead in supervising respective cohorts in the nominated areas. Student Support Officers and Support Staff to assist with the supervision of respective cohorts whilst tutors take registers. All other staff/visitors/contractors to congregate in the designated muster area.

SLT to oversee fire drill management of link Year Team.

FIRE EVACUATION MUSTER SITES



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