

Sixth Form Handbook 2019 - 2020

Miss Davies
Head of Sixth form
rdavies@ketteringscienceacademy.org

An Introduction from the Head of Sixth Form

Here at KSA we strive to offer a bespoke experience for students choosing to complete their A Level study with us. We have fantastic facilities at KSA as well as a dedicated team of staff who support students with every step of their journey. As part of this support, we give students the skill set to be independent young adults capable of succeeding in their next steps, be that applying for aspirational universities, apprenticeships or the workplace.

We are constantly evolving as a sixth form and are proud to offer an ever-growing number of subjects to ensure that we can cater for the different needs of our students. We have a number of specialist A Level only teachers who complement the strong team who work across the academy. Our dedicated teachers support our sixth form students both academically and pastorally. We know the aspirations of every student are different, and so our tutoring and pastoral systems will ensure that your individual needs are fully met.

Our highly experienced team also ensures that each and every student has a wealth of opportunities available to them beyond the taught curriculum. Alongside ensuring you gain the best academic results possible, we offer opportunities for you to take part in extra-curricular activities including the silver DofE award; mentoring and coaching younger students; on-going work experience; student voice to name but a few.

Each year we elect a head boy and head girl who work tirelessly to ensure that the needs of students are met: the most recent success was to introduce a sixth form space in the school.

I look forward to working with you all over the coming two years on your journey.

Miss Davies

The Academy Day

Secondary School	
8:45am – 9.10am	CAPs
9.10am – 10.10am	Lesson 1
10.10am - 11:30am	Lesson 2 (including a 20 minute breakfast)
11:30am – 12.30pm	Lesson 3
12.30pm – 2.00pm	Lesson 4 (including a 30 minute lunch break)
2.00pm – 3.00pm	Lesson 5
3.00pm	End of Academy Day

Exams

All students will sit a 2 year course and complete A Level exams at the end of Year 13. There are no AS exams. Most students joining us will complete 3 A Levels. Students are set targets in sixth form; these are called ALPs and are based on the scores students achieve at GCSE.

Support and guidance and wider opportunities

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

Dress Code

At KSA it is expected that sixth form students adhere to the dress code to set a good example to younger students. Students who arrive at the Academy inappropriately dressed will be asked to go home and change.

<ul style="list-style-type: none">• Male Students• Black, Grey or Dark Blue suit (Jackets MUST be worn at all times)• Black / Brown shoes• Smart shirt colour of your choice• Smart tie colour of your choice (no character ties)• Smart black belt optional• Dark coloured socks• Identification card (this will be issued to new students) to be worn with a purple KSA lanyard	<ul style="list-style-type: none">• Female Students• Black, Grey or dark blue trouser/skirt/dress suit (skirts and dresses should be knee length and not lycra/t-shirt material and trousers should not be jeans or leggings)• Blazers MUST be worn at all times• Black shoes (heels below 5cm)• Smart shirt of your choice (no T-shirts or chunky-knit jumpers)• Smart small black belt optional• Dark coloured socks/neutral or dark tights optional• Identification card (this will be issued to new students) to be worn with a purple KSA lanyard
--	---

We ask for the support of parents in this matter because conflict over this issue is an unnecessary distraction when learning and progress are our key priority. We will be applying

this dress code rigorously and students deemed inappropriately dressed will be asked to go home and change.

E-Safety Policy

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

Mobile Phones

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

Attendance policy

Student responsibilities and rights

Students are expected to be present at morning registration and attend all lessons punctually.

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

Leave of Absence

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

Where attendance is below 96% or punctuality is below expectation.

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

Where attendance falls below 96% students will have a meeting with their tutor or Head of Sixth form to target improvement and if this persists, parents/carers will be asked to attend a meeting and students will be put on report. Unsatisfactory attendance can invoke the School and Sixth Form Behaviour Policy.

Fifth Lesson

To ensure that you develop academic study habits, we are introducing a 'fifth lesson' study period to your timetable. This means that for every subject, 1 hour will need to be spent working in the library or study rooms completing the independent work that has been set. This will be given to you by your subject teacher and can also be found on the website. You will be expected to identify when you will complete the study time and attend that session each week. Non-attendance will be treated in the same way as truanting a lesson.

Home studies

Home studies are not an automatic right. These have to be earned and come into effect from October half term. You will need to have attendance above 96% and be on track to achieve your ALPs target to be given these. They can be removed from you if your attendance drops or you fall behind in your subjects.

Behaviour policy

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

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

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

Homework

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

Booster sessions

After school booster sessions are run by subject staff on a rota after school. You will be given the updated rota in September. These sessions are run to support the learning of classwork and are a valuable opportunity to seek individual support from staff.

Organisation of work

It is your responsibility to organise your time and school work so that you can do the best you can. Staff will guide you and support you with this. You will need to ensure that your folders/books are taken to every lesson and are ready to be shown to staff when requested. We encourage you to take pride in your notes and keep on top of revision for each subject.

Coursework Policy

Introduction

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

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

1. When the coursework is set, clear deadlines will be established for the students.
2. All final A2 coursework must be completed and handed in by **Friday 14th February**. This date is there to support staff in their attempt to collect in coursework in sufficient time. If some individual subjects need to move their deadline because of their specification requirements then they will notify the Head of Sixth Form in September. The subject teachers will inform the student of the deadline and will manage the extended deadline.
3. Individual subject teachers will allow drafting within the regulations of the examination board. The dates for these stages must be adhered to unless there are extenuating circumstances.
4. Students who do not meet the draft deadline will have a phone call/letter sent home by the subject teacher. It will inform parents of the overdue work, the missed opportunity to have work checked and clearly state the date of the next draft (if applicable). Subject teachers must inform the student's tutor and the Head of Sixth Form. The student will be placed in Supervised Study by the subject teacher at this point.
5. If a student misses the final draft deadline, they must have a letter sent home by the subject teacher alerting them to the fact that if the final deadline is not met, students may be withdrawn from the course and warning them of the implications of dropping a subject. Subject teachers will inform the Head of Sixth and tutor. The student will be placed in Supervised Study by the subject teacher and the Head of Sixth will intervene at this point.
6. Having followed this procedure, any student failing to meet the final coursework deadline may be withdrawn from the course subject to any extenuating circumstances.

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

Leadership opportunities

Head boy and Head girl – Year 13

Job Description

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

Application

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

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

Applicants who have been successful at the shortlisting stage will be invited to interview with members of the Senior Leadership Team and 6th form team.

Academic/Pastoral mentoring

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

Work Shadowing

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

Parking permit

In order for students to park in the car park, the Academy requires details of their vehicle including registration number and a copy of their driving licence, which can be copied at reception. You need to be aware of the speed limit which is 5 miles p/h and to be respectful to other users and be aware of pedestrians. Students park at their own risk, therefore the Academy does not accept any responsibility for theft or damage to their vehicle.

16-19 Bursary

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

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

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

The Bursary Scheme Explained

The scheme is divided into three parts:

1. 16-19 Guaranteed Bursary

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

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

2. Discretionary Bursary

Kettering Science Academy students who are not eligible for the full Guaranteed Bursary may apply for a Discretionary Bursary dependent upon individual circumstances, if they reside in a household where they or their parent(s)/carer(s) are in receipt of any of the following:

- Free School Meals
- Income Support/Universal Credit
- Income-based Jobseeker's Allowance

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

3. Additional Help

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

Conditions for receiving 16-19 Bursary payments

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

- Attend the Academy every day, unless you have been given permission for home study.
- Attend all lessons and registrations punctually.
- Attend every assembly and every mentor session that you are required to attend.
- Attend timetabled lessons.
- Complete all class work and homework set as well as meeting all deadlines.
- Notify reception/6th form if you are absent (on the day or in advance), giving the valid reason.