



Kesgrave High School

Sixth Form

2023/2024

Student Guide

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KESGRAVE SIXTH FORM

STUDENT GUIDE

Welcome to the Sixth Form. This brief guide will help to clarify the boundaries and ethos of the School and Sixth Form. Kesgrave has a strong tradition of active, enquiry learning, and these will be equally important in the Sixth Form. The three-period school day at Kesgrave is perfectly suited for the in-depth study at 'A' Level and we will expect you to take increasing levels of responsibility for your learning. Remember, you will be ambassadors for our school and influential role models to younger pupils.

Director of Sixth Form

Mrs S Wheatley

Head of Year

Mrs G McLaughlin - Year 12

Mr A Robinson - Year 13

Miss A Fitch - Assistant Head of Year

Mr S Betts - Student Support

Sixth-Form Support

Mrs C Smith

Miss C Ormsby

Although we want to avoid long lists of rules, it is important that we establish the boundaries. Should you like an input into this evolving process, please feed your views to the Sixth Form Committee Representatives once they are appointed.

Information Systems

- Most information will be directed through your tutor or register, or during a morning assembly. The school bulletin is published daily on email to you. Finally, notice boards in the Sixth Form contain current information. (Please speak with Mrs Wheatley if you would like to display any material).
- Internal e-mail is also used by staff **REGULARLY** for important information. You **must** access your account on a regular basis and use this in an appropriate manner including the type of language you use, as this will be picked up by the filter and affect your access to the system.
- Homework will be set on Firefly.

Attendance and Punctuality

- We expect you to be in school before **8.50 a.m.** for morning registration (Year 12), Personal Tutor meetings (Year 13) and to attend all lessons. Your parents will need to make contact with Mrs Smith/Miss Ormsby either by telephone on 01473 624855 (option 3) or via email at 6thformoffice@kesgrave.suffolk.sch.uk if you are absent. Each morning, contact will be made to parents for all absent students who have not contacted Mrs Smith/Miss Ormsby.
- Please refer to the Attendance Protocol for further information. ([Attendance Protocol - link](#))
- Please refer to the Punctuality Protocol for further information ([Punctuality Protocol - link](#))
- The Sixth Form Block will be open for your use between 8.00 a.m. and 6.00 p.m. during school time, and we encourage you to make full use of the Learning Resource areas during these hours.

Illness Protocol

Students who become ill during the school day need to follow the sixth form protocol:

1. You must speak to a member of the sixth form team for them to determine the appropriate action.
2. A member of staff or First Aider will call your parent/guardian to discuss the situation and if it's safe for you to make your own way home, or whether collection would be better. In the event that the member of staff is unsure of any health issues then advice should be sought via a trained First Aider.
3. If collection is needed, you must wait in the school reception area until someone arrives to take you home.
4. The sixth form team/first aider will ensure Mrs Smith/Miss Ormsby are aware to sign the pupil out and amend registers.

Holidays

Holidays taken during term-time are classed as **unauthorised**. Please **do not** arrange these during term-time. If **exceptional circumstances** occur, please discuss with us in the first instance then see Mrs Smith/Miss Ormsby in the LRA for a form for this absence, which must be completed by your parent(s) and returned to **Mrs Wheatley** **PRIOR** to the absence.

Dress Code

- We are determined to achieve a professional ambience so that our students are in the best frame of mind for study and that they are good rôle models for younger pupils and ambassadors for the school. For example: no offensive clothing and logos, no bare midriffs and no underwear showing. Where a student is deemed to be dressed inappropriately, they will be asked to return home to change.

Mobile Phones

- You may use your phone in your Form Room during break and lunch.
- You may also use them in the LRA's and Meeting Room **except for making calls**, as these are studying spaces.
- Your phone should not be used or visible during lessons unless your teacher has given you permission.
- Do not use your phone in any area of the school in view of lower school students (this will result in your phone being confiscated)
- Phones should not be used or visible during registration, PSHE, enrichment or in assembly.

As the rest of the school has a no phone policy, students not following this policy **will be challenged** and **may have their phone confiscated**. Your phone will be kept in a safe and can be collected from Mrs Wheatley at the end of the day.

Bikes, Mopeds and Cars

- Student cars must **not** be brought on site, as the roads around the school are congested and we appreciate your support in not adding to this problem.
- Motorbikes can be parked on site in the space allocated near the entrance to the school. You must obtain and complete permission forms from your **Head of Year or Mrs Wheatley** before you are allowed to bring your moped/motorbike on site. You must have already passed your motorbike test and show us your **driving licence and insurance certificate**. Please be extremely sensible and careful when entering and leaving the site. You should arrive early and leave **after 3.50 p.m.** to avoid the traffic pressure at the main gate.

Break and Lunchtimes

- You are welcome to use the coffee shop facilities in the sixth form or the Gallery Café, which serves food until 1.30pm. Please complete the 'Sign-out' book in the Learning Resource Area if you arrive late, or need to leave the site. Students with a valid reason for leaving the site must seek approval for this.

Smoking

- We are a strictly 'no smoking/no vaping site'.
- If you smoke/vape on the way to school, then please do not hang around anywhere near the site, particularly not with younger pupils. Your mature response on this is appreciated.

Homework

All homework is expected to be completed to a high standard, even if you were absent when this was set. Homework is set on Firefly. Successful Sixth Form students should be completing at least 4 hours per subject per week. If homework is not set, you should still be completing wider reading, going through notes from previous lessons, past papers and revision as a minimum.

Support and Guidance

Tutorial Support

We pride ourselves upon the support and guidance given to our students, with regard to personal, academic, career, higher education and social issues. Your tutor will usually be your main support, but also feel free to approach any member of the Sixth Form team should you need any support. Tutor sessions will consist of a number of enrichment, academic and skill-based sessions which are designed specifically for sixth form students.

You will all receive one-to-one tutor mentor sessions at least once a term when you can discuss any issues with your form tutor.

Pastoral Support

As well as your form tutor, you are supported by your Head of Year, Mrs McLaughlin, whose office is in the entryway to the Thomas Theatre.

There are also other members of the Sixth Form team that you can speak to if you have any worries or concerns:

- Mrs S Wheatley, Director of Sixth Form, has an office at the Sixth Form entrance opposite the careers library.
- Mrs G McLaughlin – has an office near the Thomas Theatre.
- Mr A Robinson – he is Head of Year 13 and is in the office in the Meeting Room.
- Miss A Fitch is Assistant Head of Year and is in the office in the Meeting Room.
- Mr S Betts - Our Student Support Officer is in the office at the top of the spiral staircase.
- School Counsellor: Paula Smyton – We have a counsellor that sees Sixth Form students one day a week. After an initial assessment, students usually have a block of six sessions. If you feel you would benefit from this, please speak to Mrs McLaughlin.

PSHEE

The PSHEE programme is delivered through a range of activities; central to this is each form's PSHEE lesson once a week. The range of themes is broad and incorporates the programme of careers education, citizenship, as well as some work on study skills.

The content is adapted slightly from year to year but is based around these aims:

- To promote and develop positive relationships with others, respecting the differences between people
- To develop students' skills, confidence and responsibility towards others
- To encourage healthy, safer lifestyles

In Year 12 activities allow form groups to meet to consider relevant personal issues. There are also a range of form competitions which encourage a range of skills including communication, budgeting and teamwork. Outside speakers such as the Fire Service, Charities and Driving

Schools supplement the taught aspect and enable specialist knowledge on issues such as dealing with loss and road safety. PSHEE sessions allow tailoring by tutors to issues students feel affected by and mentor meetings allow personal feedback and support for each individual. Students also take part in a series of inter-form challenges throughout the year. In the summer term we hold the Business Enterprise Skills and Training (BEST) event, where a wide range of businesses and individuals deliver sessions on potential careers.

Well-Being Model

With Dr Harrison, a clinical psychologist, we have created a model which fits with our school ethos and uses evidence-based research from medical professionals. It has 6 strands to consider to develop positive well-being: ([Well-being document link](#))

1. Be Positive
2. Be Energised
3. Be Here
4. Be Generous
5. Be Connected
6. Be Open

Careers Guidance

- The Careers Resource Centre is operated by Mrs Williamson and contains a wealth of relevant material for job seekers, careers and higher education. It also contains the current prospectuses for universities and colleges.
- You are able to book an appointment with Mrs Williamson if you wish to discuss your career and further academic study. She can help you search for apprenticeships and write letters to employers, check CVs, etc. – please use her expertise. You can see her as frequently as you like; either email her at jwilliamson@kesgrave.suffolk.sch.uk or pop in and make an appointment.
- There are also notice boards in the meetings room and Careers library which advertise part-time and full-time jobs or any apprenticeships that companies email to us.

Bursary

The 16-19 Bursary Fund provides financial support to help students overcome specific barriers to participation so they can remain in education. We will consider applications from any student enrolled. You must meet certain criteria to qualify for the bursary. Please see the policy for further details or speak to Mrs Wheatley. Application forms can be found on Mrs Wheatley's office door or from Mrs Smith in the LRA. ([Bursary Policy - link](#))

Attainment and Attitude to Learning

Student Monitoring

Reports and data collection:

There are a number of points throughout the year where data is collected to monitor your progress and enable you to identify areas of strength and areas that need further development to enable you to meet your potential. Reports will include the following information:

- Minimum expected grade for each qualification suite is based on your prior attainment and is there to help you compare aspirations with current attainment. If your Attainment Grade (based on current rate of progress and effort) is higher than the Minimum Expected Grade you can be pleased with this achievement.
- Attainment grade is the grade that we think you are most likely to achieve at the end of your course if you continue to work as you currently are.
- Your commitment to learning and attitude to homework will also be monitored during data trawls and your Year 12 reports using the scale ([Assessment Scales - link](#)). These should help you to understand how you are progressing in each of your chosen courses.

The report also includes units/topics for each subject so you can identify more specific areas that need further development. This will be in grade form. Each subject has also identified key skills; here you will either be Secure (you demonstrate the skill consistently) Inconsistent (you demonstrate the skill sometimes but need to work on it further), or Insecure (you rarely show this skill). You will then be given a 'Strategy for Improvement' to help you develop any area or skill that will be specific to you.

Parents' Evening will be on Thursday, 16th November 2023.

Course Changes

Any alterations to your agreed programme must be discussed with and approved by Mrs Wheatley or your Head of Year. Where it seems advisable to make a change, you will first have to seek approval on an 'Application to Withdraw from an A Level Subject' form. This explains clearly the procedures involved and should be completed in the correct order.

Please see your tutor, or any of the Sixth Form Pastoral Team, if you are not coping with the pressures of your workload. We are here to listen and discuss all options available with you in order to make the right decisions about your future at KHS Sixth Form.

Code of Conduct:

When you enrolled into the sixth form you signed the partnership agreement which details the expectations of our students ([Partnership Agreement - link](#)) This is to ensure a safe learning environment where all students are challenged to achieve their best.

Discipline and Suspension

In general, we are able to resolve conflicts amicably and it is very rare that we need to resort to formal proceedings. In the event of inappropriate behaviour, attendance issues, smoking/vaping (Kesgrave is a non-smoking site), poor work habits, rudeness towards a member of staff or poor attitude, then the following action is detailed in the Discipline protocol ([Discipline Protocol - link](#)).

Accommodation

Accessible Areas and Study Time

In Year 12, we will insist that you work in school during study lessons until October half-term, and that you make effective use of this time. Likewise, given the hectic demands of your social life/money earning commitments, we urge you to work a longer school day, as you would at University. There are resources in the LRA for each subject if you have completed set homework and it is always worthwhile to begin revision notes and materials for mock exams in the summer.

The Learning Resource Areas

- The LRA in the Main Sixth Form will be supervised by Mrs Smith/Ms Ormsby. The CMLRA will be open during the school day. We aim to create a University style environment, and your mature treatment of these spaces will enable us to develop it as open access learning centres.
- **Food and drink are not permitted in the Learning Resource Centres in ANY form.** Please abide by this rule at all times.
- We do not accept GROUPINGS around computers as an effective learning style.
- Students who are unable to work appropriately will not be allowed to remain in the LRA's and will be directed to work in a classroom where available.

Computers

- You have access to computers in both LRAs in your study periods. You can also use the chromebooks in the Meeting Room if they are not being used. There are also computers outside SF4-8 and the Careers Library. (Also CM9 if it's not being used).
- We also have a bank of Chrome books you can use which are located in the LRA. Please check they have not been booked out by staff for lessons first. When returning them please plug the chrome book in to charge.
- You are welcome to bring in your own devices to use and connect to the WiFi. You need your school login details to access this around the school.
- Students should, under no circumstances, be accessing sites that are of an undesirable nature. We are able to track student usage and if the situation arises when improper use has been recognised the account will be locked and no internet access allowed for a specified period.
- Playing of Games or watching non-related films or TV shows is not acceptable during school time.
- Please notify Mrs Smith/Miss Ormsby of any damage to equipment.

The Meetings Room

- You may use the meetings room in your study time to work if there is not a timetabled session on, but noise must be kept to a minimum to avoid disturbing lessons in SF1-3.
- You are welcome to use the meetings room before and after school

The Foyer Café

- The Foyer is open from 8am -3:45 (2pm on a Friday).
- Students may use cash, card OR code to purchase food and drink.
- Sixth Form students are also able to access The Gallery Cafe which serves food before school as well as at break and lunchtime.

Other areas

- All pupils are allowed access to use the Careers Resource Library to use the computers and study in a quiet space when the LRA is busy.
- The spiral staircase is **up only**.

Other Matters

Paid Employment

We recognise that many of you will have paid employment during your time at Sixth Form. You may not work during school hours and we recommend you do not take any more than 10 hours per week. We have clear evidence that any more time than this begins to impact heavily on success in Sixth Form and so advise you to be sensible in prioritising your academic studies above earnings.

Driving Lessons during Study Periods

These are allowed once a week with an initial letter from parents to verify that this is the case. Driving lessons are NOT acceptable during timetabled lessons even if your driving instructor says it is! Notification of your Theory and/or practical driving test must be give PRIOR to any absence. Missed work must be sought if THIS absence impacts on a lesson.

Electives

Elective Options – all Year 12 students complete one or more elective and some continue this throughout the school year. Attendance at your option lesson is **compulsory** and any absence must be accounted for. You should ensure you know during which period on the timetable your option occurs, the venue and member of staff leading the session. This is a timetabled lesson and should be treated as such – write your lessons onto your timetable to avoid avoidable absence mistakes as soon as you get your option choices back.

Some elective activities take place after school and these should be attended in the same way as those during the timetabled school day.

The Sixth Form Committee

There will be a Sixth Form Committee that any student at some point over the two years can be involved in. The role of the committee is similar to that of the school council but is solely about issues and events related to the sixth form itself. You will be asked to organise social events, community/charity projects, guest speakers and extra-curricular activities.

It is a fantastic opportunity for you to give a voice to the Sixth Form students and to arrange events that you and others will be passionate about and interested in.

It takes a lot of commitment, but is well worth the outcomes!

If you have any questions, please do not hesitate to speak to a member of the Sixth Form Pastoral Team.