



Student Handbook



**Kennicott
Sixth Form**

Be positive, be ready for a new challenge, and be prepared for College to be your full-time job for the next two years. If you are dedicated and work hard, there are rewards. We look forward to following your progress and supporting you in this exciting stage in your education.

welcome

Welcome to the Sixth Form, and congratulations on your success at GCSE! We are delighted that you have chosen to join us at Kennicott.

At Kennicott, we aim to meet the needs of all of our students; our students gain places at the best universities and leave well equipped to compete with students from all over the world. We prepare students for entry to Higher Education at universities and Colleges, as well as for entry to vocational and academic courses in Further Education, or to employment, apprenticeships and business start-ups. By offering a tailored, personal programme of information, advice and guidance, you will be guided and supported to be able to make informed and appropriate decisions for your future. Where could we take you?

As a Sixth Former, you play a leading role in the College community. By virtue of your age and maturity, you now have the authority and stature to influence the conduct of younger pupils, who will look up to you and model their behaviour upon yours. Your support in setting the right tone will be greatly appreciated. Please take the lead and demonstrate your maturity and social awareness in the way in which you interact with the whole College community and represent the College to the outside world.

We have an impressive range of extra-curricular and enrichment activities. We believe that the more you put into life in the Sixth Form, the more you involve yourself, the more you will get out of it and the more memorable it will be!

The Kennicott Team



We are here to help!

guidance & support

At Kennicott, students join a caring community within which lifechanging relationships and creative learning lead to outstanding success. Every student is part of a tutor group. Such personalised tutorial support is vital in ensuring that your academic success and personal well-being are taken care of. Possibly the most important working relationship that you will have at Kennicott will be with your tutor.

Your tutor's role is to support you and monitor your progress during your time in Sixth Form. They should be the first person you turn to if you encounter problems, want information or need advice. Your tutor has your best interests at heart and will take action or consult with other colleagues if your progress, attitude, attendance or behaviour is a cause for concern. They will also help to support you to become an independent learner, to be able to study effectively, to manage your time efficiently and to be self-disciplined. Your tutor is also a pivotal link between College and home and will be the first point of contact if your parents/carers wish to raise any issues. In addition, your tutor will write your reference for university, further training or employment.

Your tutor will use timetabled tutor time for one-to-one meetings, as well as delivering our tutorial programme. You will have regular mentoring sessions with your tutor in order to review your progress, help you to manage the transition to Sixth Form and, when the time comes, to make decisions about your future plans.

You should seek help if you experience problems. In addition to the support available in College, we can put you in touch with outside agencies. The most common mistake made by students is to assume that nothing can be done or that no one will understand. Students who do not talk to friends or parents or seek support from professionals, tend to suffer in silence for too long. The result is invariably unhappiness and underachievement.

16 – 19 bursary

You might be able to apply to the 16-19 Bursary Fund, a scheme from the Education Funding Agency (EFA) to help students facing financial hardship to stay in full-time post-16 education.

Those most in need will be eligible for a bursary of up to £1,200 a year. You are eligible to apply for the highest level of bursary if you are:

- in care
- a care leaver
- in receipt of Income Support (or Universal Credit) in your own name
- in receipt of both Employment Support Allowance and Disability Living Allowance (or Personal Independence Payments) in your own name.

If you don't qualify to apply for the full bursary, you may be entitled to some help if you receive free school meals or your family is in receipt of certain benefits. Further information regarding eligibility to apply can be found on the College website.

If you believe that you are eligible to apply for financial support, please complete and return the application form. Application forms are available from the Kennicott Office.

Since the funds allocated to us by the EFA are very limited, we are not able to guarantee financial support for every claimant.

Finally, please note that our Finance Office will require documentary evidence from you if you claim financial support.

Further information about this scheme is available from www.gov.uk/1619-bursary-fund

Keeping in touch

in touch

Communication with Parents and Carers

Although we encourage Sixth Form students to develop increasing independence, communication with parents and carers is very important. We welcome enquiries from parents and carers and we are happy to give a progress update at any time.

If we have concerns, we will make contact ourselves. Students usually prefer to deal with teachers directly, and we are happy for this to happen, however, our responsibility to keep parents informed is uppermost in our minds and parents will always be informed by letter, email or telephone call of any concerns and interventions.

E-mail and Parent Messenger

To improve communication, students and parents/carers are requested to provide e-mail addresses. Although letters will be provided for students on important issues, by using e-mail we can provide more frequent reminders regarding other events.

Key Contacts

Kennicott Sixth Form
Centre
King Edward VI
Community College
Ashburton Road
Totnes
Devon
TQ9 5JX

Kennicott Reception:
01803 869210

Email:
sixthform@kingedwardvi.
devon.sch.uk

*Please see separate Sixth
Form Communications
Flowchart.*

Parents and carers are encouraged to use Parent Messenger if they wish to communicate directly with staff.

Parents' and Intervention Evenings

Parents' Evenings provide an opportunity to meet subject teachers. Students usually attend with their parents/carers. Parents/carers may request a meeting with their child's tutor or the Head of Sixth Form at other times. Subject teachers may offer opportunities to have meetings at times other than Parents' Evenings.

Progress Reports

We issue half-termly progress reports for each student. These are sent home via students.

We will contact parents and carers by email to let them know when to expect the report.

Sixth Form Communications Flowchart

We want to ensure that your concern is resolved as quickly as possible, so getting to the right person is key. At time of writing (June 2015), the flowchart is being amended and will be sent home in due course. Copies will also be available on the Sixth Form pages on our website.

Keeping on track

on track

Your progress in the Sixth Form will be closely monitored. We use national data to set you a target grade for each subject that you study. These targets are aspirational but achievable.

At regular intervals, your teachers will award you an 'expected grade' and a 'behaviour to learning' grade. You should make sure that you know and understand your target grades in each subject and use the information in your Progress Reports to understand and improve your performance. We analyse the information that your teachers provide closely to check that you are on track.

If we think that there is a problem, we will ask you to come in and discuss it, with your parents/carers. If you think that there is a problem, with any of your subjects, you should speak with your tutor and subject teachers, in the first instance.

In addition to receiving Progress Reports, teachers will regularly mark your work and give you feedback. This feedback will inform you clearly about the standard being achieved and the steps you need to take to make progress. Tutors will regularly ask you to provide updates on your progress in each subject. You should be able to explain to your tutor the grades you are achieving in each subject and what you need to do to reach your target grades.

Course changes

You have been given clear advice and guidance in choosing your courses. If you feel that you need to change a course you have chosen, ask your tutor to raise the matter with the Head of Sixth Form and they will arrange a time when, together, you will be able to explore the possibilities.

We cannot guarantee that you will be able to swap to a new course. However, if we agree that your proposed course of action is appropriate, we will do our best to make the change possible, in consultation with the relevant members of staff.

Any changes must be agreed within the first month of study.

In exceptional circumstances, it may be necessary for students to drop a course. However, no student may drop a course at any time without permission from the Head of Sixth Form.

The first discussion should be with your tutor. Attendance at lessons must continue until the process has been completed and approval to 'drop a subject' has been completed.

We expect students to take increasing responsibility for their own academic progress in the Sixth Form.

Removal from a course

Students may be removed from a course at the request of their subject teachers. This will not happen until meetings have been held to try to find a solution to the problems that the student is experiencing.

Students on an Intervention programme must understand that their performance must reach an acceptable standard within an agreed time frame. We will always seek to resolve problems.

Removal from a course will be a 'last resort' if all other interventions fail.

If you 'drop a subject' without following the correct procedures, your place in the Sixth Form may come under review.

Making the most of life in the Sixth Form

You will quickly

discover that the key to academic success lies in commitment, organisation and momentum.

There will be much

more emphasis on reasoning, understanding, analysis and evaluation.

Progression from Year 12 to Year 13

In order to progress from AS level studies in Year 12 to A2 studies in Year 13, students are expected to achieve a minimum of a D grade in the subjects they want to continue with. We have found that students who get E grades at AS level often struggle at A2 and, therefore, we will consider progression on a case by case basis when results are published. Students who do not pass three AS levels are highly unlikely to be offered a place in Year 13.

For vocational courses, progression from Year 12 to Year 13 is conditional upon all Year 12 modules having been completed to, at least, the student's target grade by the end of the academic year.

Most, but not all, students continue to study at Kennicott for two years. Some students may wish to leave after the completion of AS courses and some may not achieve a satisfactory performance in Year 12. When results in Year 12 exams and/or the level of attendance/standard of work suggest that success would be unlikely by continuing on to Year 13, a number of options will be considered.

A student may continue on to A2 courses and re-sit one or more modules of the AS course to improve their grade. There is a limit to how many AS modules can reasonably be taken in Year 13 by a student on a full programme of A2 courses.

When this option is being considered, the student must agree with their subject teachers which modules are to be retaken and then discuss the impact on their programme of study and career plans. These discussions should be completed as quickly as possible at the start of Year 13.

In some cases, a student who has been unsuccessful in Year 12 may wish to repeat the year. This will need to be discussed with both the student and parents at a meeting with the Head of Sixth Form. We will usually only consider a request to repeat Year 12 on medical grounds.

The importance of making a good start

The speed of adjustment to the pace and style of 'AS' level work in the Sixth Form naturally varies from individual to individual.

The work will be more demanding than at GCSE, and there will be plenty of it.

If you are going about your studies in the way that we expect, you will find yourself very occupied with academic work, both during the evenings and over the course of a typical weekend. You must, therefore, adjust very quickly to these facts of life in September.

Active learning

In the Sixth Form, **classes tend to be smaller and more intimate** than those you may have experienced to date, and this places a much greater importance on your active involvement in lessons.

You will see each of your teachers for several lessons each week, and you will quickly appreciate the importance of developing a good working relationship. It is highly unlikely that many lessons will be confined to lectures and dictated notes.

In the Sixth Form, **the role of the teacher is not to spoon-feed**, but rather to direct, advise, stimulate and encourage.

Taking your own notes

When you are writing down notes in class:

- make sure that you don't just write what the teacher has said or written on the board
- add your own notes and comments to help you to understand
- if you are not clear about what the teachers are saying, make sure that you ask them to explain again, either straight away or after the lesson
- it is a good idea to go back to your notes as soon as you can to check that you definitely understand
- underline or highlight key points and add in additional notes to ensure that they will make sense when you come back to them.

Time Management

AS Level

Our expectation is that Sixth Form students should be doing at least four hours of work a week, in addition to lesson time, in EACH AS subject or equivalent.

A2 Level

moving up to five hours for EACH A2 subject.

Our experience is that this is the minimum amount of time and effort which most students require to reach their maximum potential.

help

Successful Kennicott students have identified that the following things really make a difference.

This is their advice

Homework

Sixth Form students are not given a prescribed homework timetable.

Teachers set work that is appropriate for their subjects, and give students a reasonable period of time in which to complete it.

- You should plan your time to enable you to complete all tasks set by the deadlines given.
- If, when preparing a task to be handed in, you find yourself in difficulties, you should speak to your teachers and seek help at the earliest opportunity.

Finding a task difficult is not an acceptable excuse for missing a deadline. Be proactive! Take responsibility!

Time Management

The Sixth Form is much more demanding than Year 11 in terms of organisation and self-discipline. You must, therefore, adjust very quickly to the demands that will be made on you. As at university, good organisation and time management are essential if you are to get work in on time and do it to the best of your ability.

You will never have no work to do; there will always be some topics which require attention.

If you find that you are spending much more or much less time on your studies than the amount recommended, you must discuss the situation with your tutor.

If you find any aspect of the work particularly difficult, ask your subject teachers for help or advice.

Set yourself ambitious, yet realistic, targets and develop a pattern of study that enables you to meet them.	Spend time organising your work. Keep a careful record of all work set (together with any references). Use your planner to keep a record of work set, work completed and work outstanding.	Don't be afraid to ask for help when you need it! Don't suffer in silence and don't pretend you understand something when you don't!
Plan in advance when and where you are going to do your reading, thinking, researching, note-making and writing.	Pace yourself. Everyone find themselves under pressure on occasions – for instance, if you have been absent through illness discuss the problem with your teachers who will be sympathetic.	Sensible planning is the key, and formal written homework and assignments should never be deferred until the night before.
You should quickly get into the habit of reading widely and engaging in investigative research. Think about your subjects not simply in lessons, but also between lessons.	Remember that your class work and formal assignments are only part of your Level 3 preparation; a regular review of your files and notes, as well as additional reading, is essential.	Keep a balance between your subjects. Don't make the common error of 'marking time' in one of them for a term, as this will cause problems to mount up at a later date.
Do not leave everything until the last minute, and do acknowledge the importance of deadlines.	Work is not completed when it is handed back: the comments are far more important than the mark awarded. The learning process incorporates your corrections, additions and rewrites.	You should make notes on everything you read and thus learn how to summarise the most important features of a textbook chapter or article.
The unthinking copying of sections of textbooks, or pasting from the Internet, as a means of 'getting homework out of the way' is easily identified and utterly worthless.	Teachers are only one of a number of sources of information. They will, of course, suggest suitable reference material, but it is your responsibility to consult it and to make full use of it.	It is essential that everything you read and write is thoroughly understood. When written work is returned, you should always correct errors, and add material and ideas that you omitted.

organise

Getting organised

You need to find a filing system that works for you. Some good ideas for better organisation are:

Have one everyday folder with a section for each of your subjects. This will avoid you needing to carry lots of folders every day.

Ensure that you have a folder at home for each subject you are studying. Colour code each folder and divide each one into sections by topic using dividers. Transfer notes from your every-day folder into these folders regularly.

Add any assignments, ensuring that you keep them with the notes for the relevant topic.

If you are absent, ask a friend to share their notes.

Why not agree with friends that you will share copies of assignments? If your friend got a higher mark than you, comparing how you organised your ideas and what you included can help you to see how to improve next time.

Make sure that you put the date on every page of your notes. If your file gets in a muddle and you need to get organised, this will make it much easier to put things back in order.

Find out which exam board you are studying. You might find it useful to download a copy of the syllabus so you can see the topics you are covering and also the assessment objectives that will be used.

Check your notes against the outline that your teacher has given you of the course. Make sure that there isn't anything missing. If you find any gaps, ask your teacher or a friend to help.



attendance

College begins at 8.50 am.

Every day starts with registration.

Tutor period

This is an important part of the day, where you will receive important information, advice and guidance specific to the academic route you are following and Sixth Form specific notices. It is an opportunity for you to meet with your tutor and arrange times to discuss your progress. You should register at 8.50 a.m. with your tutor on all College days, regardless of whether or not you have a lesson during Session One.

Registration

Failure to attend registration periods may lead to a breakdown of communication between student and tutor. Students should inform tutors if they are experiencing difficulties. If a student has difficulty in talking to their tutor he/she should arrange to meet the Head of Sixth Form. Continued failure to attend registration, tutor sessions and assemblies will result in your place at Kennicott coming under review.

Students who arrive after 9.10 am will need to sign in the late book in the Kennicott office before going to a lesson.

Lateness and absence are recorded carefully and form an important part of our assessment of your progress.

You should also be punctual for afternoon lessons.

If you are absent from College owing to illness, your parents/carers must contact Kennicott reception on the morning of the first day of absence.

If you need to be absent for a special reason, you must ask for permission, in writing, from the Head of Sixth Form, via your tutor, well in advance. Permission will be given for medical reasons, for unavoidable appointments such as driving tests or university interviews, and for attendance at courses or events which are clearly of educational benefit.

In the unlikely event of your attendance falling below an acceptable standard the following protocol will be followed:

- If there are no extenuating circumstances, a Cause for Concern will be issued by your tutor, informing the Head of Sixth Form. You will be seen by your tutor and required to improve your attendance within an agreed period of time. Your tutor will send a letter of concern home to parents.
- If no improvement is seen at the next check, a Referral will be issued by your tutor. You will meet with the Head of Sixth Form and your tutor. Parents will be informed.
- Any further infringement will result in a meeting with the Assistant Principal, your parent(s) and yourself to discuss the way forward.
- Persistent absence is a breach of the Sixth Form Learning Agreement and could lead to exclusion from the Sixth Form.

Phone Kennicott Attendance:
01803 869210 ext 323

Students will also be electronically registered in all subject lessons and subject attendance tracked and monitored.

Absences which can be foreseen in advance

The following are examples of reasons for absence which would usually be considered to be acceptable:

- A medical appointment which cannot be arranged outside College hours
- Family bereavement
- Attendance at the funeral of a close friend or immediate family
- To look after a family member or another person for whom the student has caring responsibilities – however this does not cover babysitting younger siblings
- A religious holiday in line with the student's faith
- Wedding of an immediate family member
- A visit to a University either to attend an open day (maximum of 5 days will be approved in a year) or for interview
- A career related interview
- An appointment with a Careers South West Advisor (although these should normally be scheduled to avoid disruption to studies)
- A work experience placement which is an integral part of a course, and for which the student does not receive a wage

Signing In and Out

Students must sign in and out of the premises at all times using the book situated in the Sixth Form reception. In the unlikely event a student is late, they will need to sign in the late book in the Kennicott Office and then go to their lesson. This is an essential health and safety requirement so we know where students are at all times.

- Participation in a significant extra-curricular activity, such as drama, music, and sport or volunteering. Authorised absence will be granted only where the activity reflects a significant level of personal achievement, for example, taking part in a regional or national event, or for some other one-off event
- Evidence of court attendance
- Attendance at a probation meeting
- Severe disruption to a student's mode of transport where there is no practical way of getting to College
- A driving test
- Visits approved by the College
- Department study days
- Study leave
- Moving house (1 day)
- Year 12, 13 or 14 Home Study, where this has been approved in conjunction with the College and Parents/Carers.

This list is not intended to be exhaustive.

The College will take account of:

- the inherent reasonableness of any case
- the number of absences taken by any one individual
- repetitions of the same excuse
- whether the excuse is supported by evidence.

Authorised absences for this reason will be granted sparingly.

The following reasons for absence would not generally be acceptable:

Unacceptable absences

- A holiday taken during term-time
- A social event taken during term-time
- Part or full-time work which is not part of the student's Study Programme
- Leisure activities
- Birthdays or similar celebrations
- Baby-sitting younger siblings
- Shopping
- Driving lessons that interrupt attendance at any timetabled commitment
- Lateness (after 9.30 a.m. and 1:45 p.m.)
- Routine medical or dental appointment;
- Missing lessons to complete coursework / homework.

This list is not intended to be exhaustive.

A student's absence from a session in the above circumstances will be deemed to be 'unauthorised' if they have not obtained authorisation for absence **in advance**.

Sickness Absence

Students' parents or guardians must certify a short illness with a letter or telephone call, up to a maximum of five days. Beyond this, a medical certificate will be required.

Students' parents/carers should endeavour to report illnesses to the College on the day, or as soon as possible thereafter. Isolated periods of genuine sickness should not preclude bursary payment to eligible students. If a student is off long-term but has made arrangements to study from home, then payment may be made.

The College is entitled to turn down applications for authorised sickness absence if we have reason to doubt the validity. Clearly, an emerging pattern of non-attendance due to sickness without explanation would be unacceptable. Absence is considered to be unauthorised unless a note is brought in or the absence is agreed by the College.

All unauthorised absence will affect bursary payments if students are eligible for this.

Absences which cannot be foreseen in advance

Where an absence genuinely could not be foreseen in advance, parents/carers should make arrangements to tell the College as soon as possible on the day in question that a student will be missing classes.

Where parents/carers fail to do this, the absence will be treated as unauthorised (and therefore a student eligible to receive a bursary payment will not do so for the week in question).

The only exception to the principle above is where the student can supply a strong reason why they failed to contact the College that day. This might be because an event has been particularly disturbing or unpleasant, or because there has been a genuine practical barrier.

The following are examples of reasons for absence, which would tend to be acceptable, providing that the College has been notified on the day:

1. An emergency situation involving a family member or another person for whom the student has caring responsibilities. e.g. sudden severe illness.

However, while such cases will be treated sympathetically on a one-off-basis, they will not be acceptable as regular grounds for authorising absence.

2. Transport problems, where these were not known about in advance, and where there is no alternative means to hand. Students who do not have a relevant disability would be expected to walk if they lived within three miles of the College, and, in this instance, lateness would be acceptable.

Code of Conduct

Sixth Form students are expected to be an excellent role model to younger students in the College. Serious breach of the College's Behaviour for Learning Policy

conduct

As Sixth Formers, you are the oldest members of our College community. It is, therefore, expected there will need to be little recourse to formal disciplinary sanctions.

The College will always seek to communicate with both students and parents should problems occur. Many issues can be dealt with informally by tutors, teachers and other members of the Sixth Form team. In some cases, students may be required to remain on the site for the whole College day and lose free study privileges.

Parents will be contacted by letter in the case of repeated or significant breaches of discipline. They will be asked to attend a meeting with the Head of Sixth Form and their son/daughter.



Sanctions

Serious breach of the College's Behaviour for Learning Policy

Sanctions

However, in the event of a serious breach of the College's Behaviour for Learning Policy one of the following sanctions might be used. They are listed below in increasing order of seriousness, and if incidents are repeated a more serious sanction would usually be applied.

However the College reserves the right to respond to very serious incidents with any of the sanctions below, even in the case of a first offence.

1. Formal Warning

The incident is discussed with the student and an undertaking is given that the incident is not to be repeated. This is recorded on a student's permanent record and letter is sent home.

2. Fixed Term Exclusion

A student may be excluded from the College for a fixed period of time. Work will be provided and parents informed.

3. Final Written Warning

A warning will be issued to a student and parents that repetition of an incident or problem could lead to the student losing their place in the Sixth Form.

4. Permanent Exclusion

Expectations

Our aim in the Sixth Form is to promote a high degree of autonomy, self-discipline and responsibility. If you meet the Sixth Form standards, you will find you are given more autonomy and freedom to arrange your studies and College life.

In most things we deal with you directly rather than with your parents: you are given the opportunity to take responsibility for your own actions and decisions.

In particular, we expect you:

To be fit for study

This means looking after yourself so that you have the energy and health, both mental and physical, for College. You need to achieve a sensible balance between College life and your social life, any part-time work you undertake, family commitments and any activities you do. You cannot party late on a Sunday night and expect Monday lessons to be worthwhile. If your teachers notice that you are not fit for school, the Head of Sixth Form will discuss the situation with you and may monitor progress. If you are frequently unfit for College there will be little point in your continuing.

To have a positive and purposeful attitude to your studies and College life.

You have chosen to join the Sixth Form knowing that you will have greater freedom than younger pupils but not as much freedom as you might have at a college of further education. There will, of course, be some aspects of the College you do not particularly like but we expect you to go along with them for the common good in order to benefit from the things you value.

This is how a community works. There has to be give and take and we invite you to have a constructive attitude that is supportive of Sixth Form standards and expectations.

To negotiate situations not avoid them.

This is what maturity as a Sixth Form student is about. If situations arise, or demands are made of you which you do not like, do not run away from them – speak to the people concerned and see if a compromise can be reached. If necessary raise the problem with your Tutor or Head of Sixth Form. Act responsibly and you will find that staff will respond positively!

To be courteous and considerate to those around you

This includes teaching and support staff, your fellow Sixth Formers, younger pupils, and visitors to the College. Good manners cost nothing and make all of our daily lives so much more pleasant.

Sixth Form is halfway between school and university or work and we aim to treat you as a young adult.

We expect you to have a positive and purposeful attitude to your studies.

Smoking in College is totally unacceptable. The College cannot prevent students who smoke from doing so outside the College.

However, when students smoke near to the College, in full view of younger students and the wider community, a key expectation is being ignored. As younger students aspire to be Sixth Formers there is a tendency to see older students as role models.

Sixth Formers must understand that they are role models and that their behaviour influences younger students.

Exam Fees

Students who complete the course are entitled to one paid entry per module.

To notice when things are not the way they should be

You are now a senior member of the College community, your community. Notice when things are not right and take the initiative to put them right (whether this means picking up a piece of litter or intervening when younger pupils misbehave).

Dress

Students should be appropriately dressed at all times. As a guideline, students should dress as they would in an informal work environment. If a member of staff feels that a student's dress is inappropriate, it will be brought to the attention of their tutor who will discuss the issue with the student concerned. If the student does not modify his/her dress, parents/carers will be contacted.

Jewellery may be worn but should not be excessive.

Hairstyles should not be extreme.

Students are asked to use their judgement when considering what to wear for College.

Cars and Motorbikes

All drivers of cars and motorbikes in the Sixth Form are required to register their vehicle with the Head of Sixth Form and a permit will be issued. Due care and attention must be paid whilst driving in and around the College. Students caught driving dangerously or parking illegally will have their permits withdrawn.

Parking Students must park their cars on the Elmhirst Site and must not, under any circumstances, drive or park their cars on the Redworth or Kennicott sites.

Motorbikes must not be driven onto the Redworth site.

Part Time Work

Most Sixth Formers undertake some kind of paid employment, in addition to their studies, and we encourage students to do this if appropriate. It is important to note, however, that many recent studies have shown a direct correlation between hours of employment and academic performance.

We advise students not to exceed 8/9 hours of employment per week. Work commitments must not clash with lessons.

examinations

Examination Entry Policy

Entry for public examinations (AS, A Level, BTEC and other qualifications) is not automatic.

You must show that you have done enough work to justify entry. If your attendance, work or achievement gives cause for concern, your teachers and the Head of Sixth Form will review your track record in the following areas:

1. attendance
2. punctuality
3. ability to meet deadlines
4. progress towards target grades
5. notes (are complete, coherent and properly organised)
6. independent study (is being done and shows progression)
7. exam results (meet your target grades)

If you fail to meet expectations, without good reason, it is likely you will not be entered for, or withdrawn from, public examinations.

If you wish to retake an 'AS' Unit you will be required to pay the appropriate entry fee. Please note that if you arrive late for a public examination without good reason, you may be refused entry. The College will not delay or disturb the beginning of examinations for latecomers.



Conduct during Examinations

Organising examinations, both internal and public, involves a high level of administrative efficiency. It is crucial that students observe the following regulations.

1. Students must always familiarise themselves with their own personal examination timetable.
2. Students are responsible for presenting themselves to the examination hall at the correct times.
3. Students should always arrive at least 15 minutes before the beginning of an examination.
4. In the case of public examinations, students must make themselves aware of the rules of the examination boards.
5. Please note mobile phones are not permitted in the examination hall. A student who is found to have a mobile phone in their possession during an examination is liable to be disqualified.

Student ICT
Acceptable User
Policy Agreement

the small print

The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times. In order to ensure the availability of the systems, the network resources must be securely managed.

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.

Young people should have an entitlement to safe internet access at all times.

- that College ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The College will try to ensure that students will have good access to ICT to enhance their learning and will, in return, expect the students to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use College ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

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For my own personal safety:

1. I understand that the College will monitor my use of the ICT systems, email and other digital communications.
2. I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person's username and password.
3. I will be aware of "stranger danger", when I am communicating on-line.
4. I will not disclose or share personal information or images, about myself or others when on-line.
5. I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology as a resource and:

1. I understand that the College ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
2. I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
3. I will not use the College ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.
4. I will make sure that files I bring in on removable media (such as CDs, flash drives etc.) will be checked with antivirus software and I will only use them if they are found to be clean of viruses.

I understand that everyone has equal rights to use technology as a resource.

I will act as I expect others to act toward me:

1. I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
2. I will be polite and responsible when I communicate with others. I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
3. I will not take or distribute images of anyone without their permission.
4. I will respect other users and will not harass, harm, offend or insult others.

I will act as I expect others to act toward me.

I recognise that the College has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the College:

1. I will only use my personal hand held / external devices (mobile phones / USB devices etc) in College if I have written permission. I understand that, if I do use my own devices in College, I will follow the rules set out in this agreement, in the same way as if I was using college equipment.
2. I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any filtering/security systems in place to prevent access to such materials.
3. I will not intentionally damage, disable or otherwise interfere with the operation of computers.
4. I will immediately report any damage or faults involving equipment or software, however this may have happened.

5. I will only print work required for College, and I will carefully check my work before printing and not waste resources by printing more than I need.
6. I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
7. I will only use chat and social networking facilities supplied by the College's virtual learning platform with permission and at the times that are allowed. I will not access and use any other chat and social websites.
8. I will protect the computers from spillages and damage by not eating or drinking in any room containing computers.

When using the internet for research or recreation, I recognise that:

1. I will only access the internet for study or college authorised activities.
2. I should ensure that I have permission to use the original work of others in my own work.
3. I will respect the work and ownership rights of people outside the College, as well as other students or staff. I will not download files which are protected by copyright (including images, music and videos).
4. When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.
5. I will not use the internet to obtain, download, send, print, display or otherwise transmit materials which are unlawful, obscene or abusive.

Using the internet for research or recreation

When I am using College email for communication:

1. I will not open any attachments to emails, unless I know and trust the person/organisation that sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
2. I will not send global emails or SPAM.
3. I will not access other webmail sites.
4. If I receive an email containing material of a violent, dangerous, racist or inappropriate nature I will report it to network services or my teacher. I will not send or promote an email containing anything which could offend others.

Using College email for Communication

I understand that I am responsible for my actions, both in and out of College:

1. I understand that the College also has the right to take action against me if I am involved in incidents of inappropriate behaviour that are covered in this agreement, when I am out of College and where they involve my membership of the College community (examples would be cyber-bullying, use of images or personal information).
2. I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action as described in the College Behaviour Policy. This may include loss of access to the College network / internet, student behaviour log, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

I am responsible for my Actions

Use of digital/video images

The use of digital / video images plays an important part in learning activities. Students and members of staff may use digital cameras to record evidence of activities in lessons and out of College. These images may then be used in presentations in subsequent lessons. Images may also be used to celebrate success through their publication in newsletters, on the College website and occasionally in the public media. The College will comply with the Data Protection Act and request parents/ carers permission before taking images of members of the College. We will also ensure that when images are published that the young people cannot be identified by the use of their names.

For more information visit our website

www.kingedwardvi.devon.sch.uk

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