

Kennicott Sixth Form Handbook 2023-2024



Welcome to Kennicott

We are delighted that you have chosen to join us here at Kennicott for your Post 16 Studies.

Your time here at Kennicott will be both challenging and rewarding; you will be pushed to achieve the very best outcomes that you can and you will be supported and looked after by our team of tutors and subject teachers. Our aim is to combine the very best quality of teaching and learning with excellent pastoral care in order to prepare and equip you for life beyond Sixth Form.

Our students go on to do great things. You will see from the destinations board in reception that Kennicott students gain places at the best universities and go on to study all over the country. Many of our students go on to employment, apprenticeships and business start-ups. Through engaging with our tailored programme of information, advice and guidance, you will be ready to make informed decisions about your future.

Welcome

Guidance & Support:

The Kennicott Team

Sam Battershall
Vice Principal

Amy Withers
Head of Sixth Form

Musky Kendall
Administration &
UCAS

Paul Hibbard
Tutor

Rachel Preece
Tutor

Carly Perring
Tutor

Brigitte Taverna
Tutor

Nicole Van Der Eyden
Tutor

Damian Yates
Tutor

At Kennicott, students join a caring community within which life changing relationships and creative learning lead to outstanding success. Every student is part of a tutor group and personalised support is vital in ensuring that your academic success and personal well-being are taken care of. Possibly the most important working relationship 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 other colleagues if your progress, attendance or well-being is a cause for concern. They will also 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 home and College and will be the first point of contact if your parents/ carers wish to raise any issues. In addition, your tutor will write your references for university, further training or employment.

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

You should be able to 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, parents or teachers suffer in silence for too long. If you would like to talk to a professional counsellor, your tutor or Amy can put you in touch with somebody. We are here to help.

Behaviour for Learning

As Sixth Formers, you are the oldest members of the College community. It is therefore highly unusual that Sixth Form students are subject 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 through tutors and teachers. Parents will be contact by the Head of Sixth Form in the case of significant or repeated breaches of the code of conduct.

Expectations

Our aim in the Sixth Form is to promote a high degree of autonomy, self-discipline and responsibility. In many aspects of college life we deal with you directly rather than with parents: you are given the opportunity to take responsibility for your own actions and decisions. You will need to take responsibility for your attendance and your conduct. Checking the **notice board in reception** daily is crucial!

We expect you:

To wear your Sixth Form student identification lanyard at all times

An important aspect of our commitment to keeping all young people safe is ensuring that every adult on the college site can be identified. You must wear your Sixth Form lanyard when on the college site. If you have forgotten your identification, you may borrow a Sixth Form Student lanyard from Kennicott reception. Furthermore, if you see adults on site without identification who are not accompanied by a member of staff, you should immediately report this to a member of staff. This includes ex students who have left and may be visiting friends. **All visitors must sign in and have an appointment with a member of staff.**

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

You have chosen to join the Sixth Form at Kennicott and to become part of the KEVICC community. You are committing yourself to being a role model for younger students, to taking part in communal college events such as fundraisers, and to setting an example to younger students. This means that you must adhere to the college's expectations of your conduct at all times around the college site.

To negotiate situations not avoid them

This is what maturity as a Sixth Form student is about. If challenging situations arise, do not avoid them. Speak to the people concerned and try to find a solution. Your form tutor or Head of Sixth Form may be able to help. You will find that your teachers will respond positively to a mature approach; always try to address situations like missed deadlines, rather than burying your head in the sand.

To notice when things are not the way they should be

You are now a senior member of the College community. Notice when things are not right and take the initiative to put them right. This may be picking up a piece of litter, intervening when a younger pupil misbehaves or reporting a concern about the welfare of another student.

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, and part time work commitments you have, family commitments and any activities you take part in. You cannot work late on a Sunday night and expect Monday lessons to be worthwhile. If your teachers notice that you are not fit for learning, the Head of Sixth Form will discuss the situation with you and may monitor progress.

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, they may speak to the student directly or bring this to the attention of their tutor.

Jewellery may be worn but should not be excessive. Hairstyles should not be extreme. Students are asked to use their judgement when deciding what to wear for college.

Cars and Motorbikes

All drivers of cars and motorcycles are required to register their vehicles with Kennicott reception, where a parking permit will be issued. Due care and attention must be paid when driving around the College site; the speed limit is 5mph. Students who are not driving sensibly or parking illegally will have their permits withdrawn.

Students must park their cars at the **Elmhurst site** and must not drive or park their cars on the Redworth or Kennicott sites. Motorcycles may not be driven onto the Redworth site.

Part Time Work

Most Sixth Formers undertake some kind of paid employment, in addition to their studies. We encourage students to do this in many cases; there are many positives to be gained from experience of employment and it can be an enriching experience. However, it is critical that the right balance is struck between part time hours and commitment to studies. We do not recommend that students exceed 8 to 9 hours of employed work per week. Work commitments must not clash with timetabled lessons and students should not be put under pressure by employers to take on more hours than they would like to. If you have any difficulty with this, please talk to your tutor or Head of Sixth Form.

Smoking, Alcohol and Illegal Substances

Smoking in College is totally unacceptable and will not be tolerated. **The entire College site is a non-smoking zone, by law.** Whilst we cannot prevent students from smoking off site if they wish to, we do insist that students are well away from the College grounds. When students smoke near to the College, in full view of younger students and the wider community including our neighbours on Barracks Hill, a key expectation is being ignored. Sixth Formers must understand that they are role models to younger students and ambassadors of the College among the community.

Alcohol and illegal substances will not be tolerated under any circumstances. Students who are suspected of being in possession of, or under the influence of alcohol or illegal substances will severely sanctioned according to college policy.

The first discussion should be with your tutor. Attendance to lessons must continue until the process has been completed and approval to 'drop a subject' has been given by the Head of Sixth Form.

In October, you will be required to sign a learning agreement, committing you to your programme of study. After this point, you will not be allowed to change courses unless there are exceptional extenuating circumstances.

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

Progression from Year 12 to Year 13

Students may be removed from a course at the request of their **subject teacher**. This will not happen until meetings have been held, and interventions have been implemented, 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 timeframe. We will always seek to resolved problems.

In order to progress from Year 12 to Year 13, students are expected to achieve at least a D grade in the Year 12 mock examinations. Students on applied courses need to have completed and passed all of the Year 12 units. Students who fall below this standard will be invited to attend a progression meeting with their parents/ carers and the Head of Sixth Form in order to explore the best options for them.

In some cases, students who have been unsuccessful in Year 12 may wish to repeat the year. This requires discussion with parents/carers, subject teachers and Head of Sixth Form and students repeating a year will be under contract.

Guidance & Support: Financial assistance

You may be able to access funds from the 16-19 Bursary Fund

The 16-19 Bursary Fund is 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 £1200 a year. Even if you don't qualify 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 income support.

The Bursary Fund can also support students whose financial situation has changed, for example in the case of redundancy or ill health.

Application forms are available from Kennicott office. The college policy on the Bursary can be found on the college website and further general information can be found at www.gov.uk/1619-bursary-fund

Foundation Governors Grants

The Foundation Governors are a charitable group who can grant funds to students who have attended the college for at least two years. These grants are to promote education, including social, vocational and physical training.

Grants typically average between £150 to £400. Further information can be found on the college website.

Keeping in touch

In touch

Communication with Kennicott

Communication between teachers, students and parents and carers is critical. All students should use their **college webmail account** so that they can communicate easily and securely with their teachers. At the start of term, parents and carers are requested to provide an e-mail address. Although hard copies of letters will be provided for students on important issues, by using e-mail we can provide more frequent updates and reminders about the life of Kennicott.

All questions and queries can be directed to the Sixth Form inbox, at sixthform@kingedwardvi.org.uk Your query will be answered by the Sixth Form administration.

Remember to check the notice board in reception, as well as the daily bulletin, for up to date information.

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 young person's form tutor, subject teachers or 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 reports on progress and behaviour for learning for each student once a term. These are sent home electronically.

Key Contacts:

Kennicott Reception

01803 869 210

sixthform@kingedwardvi.org.uk

Amy Withers

Head of Sixth Form

amy.withers@kingedwardvi.org.uk

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 'behaviour for learning' grade. You should make sure that you know and understand your target grades in each subject and use the information 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 to your tutor and subject teachers in the first instance.

In addition to receiving Progress Report, teachers will regularly mark your work and give you detailed feedback. This feedback will inform you clearly about the standard being achieved and the steps needed 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 that you are achieving and what you need to do to reach your target grades.

You will be set two hours of home learning for each subject per week; one hour will be a study task and one hour will be an extended written response in the style of an exam question. This will help you to prepare for the demands of the terminal examinations that you will sit at the end of your two year course. You should very quickly gain a clear understanding of the type of questions you will be set, the format of the exam paper and the application of the assessment objectives.

Course Changes

You have been given clear advice and guidance on choosing your courses. If you feel that you need to change a course that you have chosen, at Kennicott reception for a 'Course Change Request' form. This must be signed by your current teacher and the teacher of the course you would like to take up. You will then need to discuss this with the Head of Sixth Form before your new programme can be confirmed.

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 the permission of the Head of Sixth Form.

Making the most of Sixth Form life

The importance of making a good start

The speed of adjustment to the pace and style of Level 3 study in the Sixth Form naturally varies from individual. The work will be more demanding than at GCSE, and there will be plenty of it.

If you are committing to your studies in the way that we expect, you will be occupied with academic work in the evenings and during the weekend, as well as during your private study time during the college day.

Active learning

In the Sixth Form, classes tend to be smaller. This places a greater emphasis on your active involvement in lessons. You will see your teachers for several lessons each week and you will quickly appreciate the importance of developing good working relationships. Your role in learning is critical; your teachers will facilitate, direct and encourage your learning rather than spoon-feeding. The more time and commitment you invest, the more you will get out of your Sixth Form experience.

Note taking

When you are taking 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 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 your understanding and test your knowledge
- Underline and highlight key points, make revision cards and keep re-testing your recall of information
- Keep your notes well organised in a filing system; you will thank yourself for this in Year 13!

Organisation

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

- Have one everyday folder, with sections for each subject. This will avoid you having to carry lots of folders each day.
- Have a folder at home for each subject you are studying. Use dividers to separate topics and transfer notes from your everyday folder into these folders regularly.
- If you are absent, ask for a copy of somebody's notes and copies of any handouts.
- Share assignments with your peers once they have been marked; you can learn a great deal from looking at how other people have organised their ideas and responded to tasks.

- Put dates on all of your notes. If your files get muddled up, this will really help you to put things back in order.
- Use your copy of the syllabus for each subject to check your thorough understanding of the course. If you find that there are gaps in your understanding, talk to your teacher.
- Use an academic diary. Record all of your deadlines, assessment dates etc. To help you to plan your time effectively.

Keeping up to date with information

You will need to check your college e-mail on a daily basis; lots of information will be shared with you digitally. You also need to ensure that you check the notice board in reception each day. There will be information about teacher absence, room changes and cover work, as well as the daily bulletin and any other relevant information.

There will be much
more emphasis on
reasoning,
analysis and
evaluation...

Attendance

If you are absent from College owing to illness, your parents/guardians must contact the college.

Phone Kennicott reception:

01803 869 210

Or e-mail
sixthform@kingedwardvi.org.uk

Students are required to attend **all of their timetabled sessions**, including registration, assembly and Guided Learning. Guided Learning is independent study time, where you are required to be on-site and will be given structured work to complete by your subject teachers. This will support what you are learning in lessons and help to consolidate knowledge.

There is a direct correlation between attendance and success; **there is no substitute for being in your lessons**. Students who develop poor attendance habits get into difficulty very quickly.

Tutor time and assemblies are part of your programme of study and are included in your guided learning hours. As a college, we are required to ensure that you are given information, advice and guidance about careers, progression opportunities and the world of work, as well as educating you about personal, social and emotional issues. Assemblies and tutor time is our vehicle for this, and for communicating information and messages about college life. It is imperative that you attend.

You will be registered by your teacher for all lessons and tutor periods. You will need to register at reception to get your mark for Guided Learning sessions.

Where attendance is a cause for concern, the following protocol is applied:

- Your Form Tutor or Subject teacher will contact home to discuss concerns and you will be required to improve attendance within an agreed timeframe.
- If no improvement is seen, you will be seen by the Head of Sixth Form or Faculty Leader. A formal agreement will be made for improving attendance and a date for review set.
 - Any further infringement will be referred to the Deputy Principal. Persistent absence is a breach of the Sixth Form Learning contract and could lead to exclusion from the Sixth Form.

Planned absences

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

- A medical appointment which cannot be arranged outside college hours
- Family bereavement or funeral

- To look after a family member for whom the student has caring responsibilities- (however this does not include 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 interview or open day (maximum of 5 days a year will be approved)
- A careers interview
- Work experience which is an integral part of a course and for which the student does not receive a wage
- Participation in a significant extra-curricular event. Authorisation will only be given if where the activity reflects a significant level of personal achievement, such as taking part in a regional or national event
- Evidence of court attendance
- A driving test
- Moving house

This list is not exhaustive and should be used for guidance. All absence requests are considered on a case by case basis.

The following reasons for absence will generally **not be acceptable**:

- Holiday taken during term time
- A social event or festival
- Part time work
- Birthdays or similar celebrations
- Babysitting
- Driving lessons
- Routine dental appointments
- Missing lessons to complete coursework

In all cases, the college will take account of the reasonableness of an absence request, the number of absences taken by any individual, any patterns of absence or repetition of requests.

In order to request authorisation for an absence from college during term time, S2 forms are available from Kennicott reception or on the college website.

Sickness Absence

In the event of illness which prevents you from being able to attend, your parents or carers will need to contact Kennicott reception on 01803 869210 or e-mail sixthform@kingedwardvi.org.uk stating your name, tutor group and reason for absence, on each day of absence.

Parents or carers may certify a short illness of up to 5 days with a letter, phonecall or e-mail. Beyond this, a medical certificate will be required. If a student is off long term, home study may be agreed.

Lateness

If students are late to a lesson, they must **sign-in at reception** in order to get their mark. If students need to leave before the end of their timetabled sessions, they should sign-out at reception.

Guided Learning

What is the Guided Learning?

As part of your programme of study, you are timetabled for one session of Guided Learning per subject, every week. You will be given work to complete independently, by your subject teachers. The work set will help to consolidate your learning and enable you to recall and apply your knowledge. It is designed to support what you are learning in lessons and help you to develop study skills in your subject areas.

You will need to sign into Guided Learning at reception for each session, during the first 15 minutes. If you are working on the Redworth site, e-mail sixthform@kingedwardvi.org.uk to ensure that you are marked as present.

Wider Reading

Reading around your subject is a great way to prepare yourself for further study at university, as well as broadening your knowledge. Your subject teachers will provide you with suggested reading lists, and these are also available on the website.

Super-curricular activities

You can pursue a wide range of interests through super curricular activities, such as completing MOOCs (Massive Open Online Courses) which are available via Unifrog. MOOCs are accredited qualifications, provided by universities around the globe, offering broad and varied learning experiences.

Mindset

Exams entry policy

Examination Entry Policy

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

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

1. Attendance and punctuality
2. Mock exam/ assessment grades
3. Ability to meet deadlines
4. Progress towards target grades
5. Classwork
6. Commitment to independent study

If you fail to meet expectations, it is likely that you will be withdrawn from public examinations.

Conduct during Examinations

- It is crucial that students observe the following regulations around external examinations and mock examinations held at Kennicott:
- Students should discuss special access arrangements that they have had, or feel that they may be entitled to, prior to the examinations with their tutor or subject teacher.
- Students must always familiarise themselves with their own personal examination timetable, including roomings, start times and seat numbers
- Students are responsible for arriving 15 minutes prior to the start of an examination
- Students must make themselves familiar with the rules of the examination board (which are clearly displayed outside exam rooms)
- Mobile phones are not permitted in the examination room, even if switched off. A student who is found to have a mobile phone in their possession during an examination will be disqualified.

A full copy of the JCQ complaints procedure is available in the examinations section of the College website. Enquiries about external examinations can be sent to exams@kingedwardvi.org.co.uk

Examination

Procedures...

Fire evacuation procedure

All staff and students should calmly leave the building upon hearing the fire alarm, via the nearest fire exit. Under no circumstances should anybody re-enter the building until the 'all clear' has been given.

Staff and students should assemble on Kennicott lawn, in teaching groups if students have been in a lesson. The signing in and out sheet will be used to ensure that all students are accounted for.

Information Technology

When you start at Kennicott, you will need the following IT access:

- Bromcom login- for monitoring your attendance
- College E-mail address and login details for the college network
- A printing PIN, allowing you to print in the library
- Access to Teams for each of your subjects

If you have any difficulty with any of this, ask at Kennicott reception.

Times of the day

8.50- 9.15 Registration

9.15-10.15 Session 1

10.15-11.15 Session 2

11.15-11.40 Break

11.40-12.40 Session 3

12.40-1.40 Session 4

1.40-2.15 Lunch

2.15-3.15 Session 5

Term Dates:

Autumn 1: Wednesday 6th September to Friday 20th October 2023

Autumn 2: Monday 30th October to Friday 15th December 2023

Spring 1: Tuesday 2nd January to Friday 9th February 2024

Spring 2: Monday 19th February to Friday 28th March 2024

Summer 1: Monday 15th April to Friday 24th May 2024

Summer 2: Monday 3rd June to Friday 19th July 2024

Non-pupil days:

Monday 4th September 2023

Tuesday 5th September 2023

Monday 4th December 2023

Monday 18th March 2024