

Kesteven and Sleaford High School



Sixth Form Parent Handbook

2018-2019

Contents

Ethos and Aims	Page 3
Support and Guidance in the Sixth Form	Page 4
<i>Includes 'Who's Who' Contact information</i>	
Curriculum and Study Expectations	Page 7
Attendance	Page 8
Monitoring student progress	Page 9
Rewards and Sanctions Policy	Page 12
Overview of applying to university	Page 14
Dates for the Year	Page 16
Role of the PTA	Page 17
Appendix	
1. SJSF Dress Code	Page 18
2. KSHS Code of Conduct	Page 19
3. SJSF Student Agreement	Page 21

Ethos and Aims

Our overriding aim is to enable every student within the sixth form to progress from the school into whatever course, employment or training best reflects their own wishes and potential. To do this we try to deal with every student on an individual basis.

As part of the Sleaford Joint Sixth Form we provide an incredibly broad curriculum which offers all students the opportunity to achieve their full potential in intellectual, creative, practical, social and spiritual skills. We also offer a range of extra-curricular activities through which students can take on additional responsibilities and gain new skills.

Every student has a personal tutor who will monitor their progress on a regular basis. The Heads of Sixth Form will have an overview. At the end of their time here, we hope that students will leave with good qualifications and having made good progress from their own starting point, which will allow them to access top university courses, further training or employment. We also hope students will have a well-developed sense of respect and tolerance and to prepare them to become responsible citizens in society.

Support and Guidance in the Sixth Form

We take the whole development of students seriously and have a well-structured system to monitor and guide students through the Sixth Form. Tutor groups in the sixth form are smaller, with 20-25 students on average. This allows each tutor plenty of time to get to know his/her tutees.

Role of the tutor:

- To register and monitor attendance
- To provide guidance on any subject-related issues that occur
- To offer a friendly 'ear' for any personal issues, if required
- To monitor academic progress, and undertake regular academic reviews on a one-to-one basis
- To write any references for further education, training or employment
- To liaise with parents and the Heads of Sixth Form about any of the above issues as appropriate

Role of the Heads of Sixth Form:

- To take action if attendance becomes an issue
- To authorise any changes to subject courses that occur during the year
- To offer a friendly 'ear' for any personal issues, if required
- To monitor academic progress of all students, identifying those who deserve praise or who need extra support
- To provide guidance on applying to university or for alternative education or employment, in conjunction with the Careers Department
- Oversee all UCAS applications and references

We encourage parents to get in touch with tutors or the Heads of Sixth Form if there are any issues about which you are concerned (see page 5).

Student Support and Special Educational Needs

We have a Student Support Team based in the House who can offer personal counselling, advice and help with study skills. Sometimes we encourage students who have encountered problems to seek help from them. Sometimes students choose to ask for help themselves. Students with SEN will continue to receive support from the SEND department throughout the sixth form as required.

Work Experience and Careers Advice

We strongly encourage Sixth Form students to be involved in work experience, especially that which is relevant to their future career plan. Many Sixth Form students choose to arrange a work experience placement during Wednesday afternoon enrichment sessions. If they are planning a career in, for example, medicine, veterinary medicine, nursing, teaching, or physiotherapy they will find that it will be almost impossible to secure an offer at university without some relevant work experience.

All Year 12 students are expected to arrange, and carry out, a work experience for one week at the end of the Summer Term. The dates are Monday 15 July – Friday 19 July 2019. Students should begin to plan for this as soon as the academic term starts in September.

Mrs Hunter is the Careers Leader. If students have arranged a work experience placement they will need to fill in the appropriate form. This can be collected from Mrs Hunter and returned to her when complete. She can also help students to find out about work experience opportunities available during their time in the Sixth Form as well as advise on further career opportunities.

Students will also be able to speak to Mrs Hunter to arrange a one-to-one interview with an independent Careers Guidance Provider if they wish.

Financial Support: 16 – 19 Bursaries

The 16-19 Bursary is a limited, discretionary fund made available for supporting eligible young people with the costs of transport, books, educational visits or other course materials or equipment essential to successfully completing their programme of study. If at any time during the Sixth Form they are suffering financial hardship, please speak to Mr J Green, Finance Director, to discuss the possibility of applying for an appropriate bursary.

There are specific financial criteria that apply in order to receive a bursary and students will need to provide evidence in support of their application. The bursary payments will be dependent upon a student meeting the Sixth Form expectations regarding academic work, behaviour and also maintaining a minimum of 95% attendance at morning registration and lessons.

Who's who?

Head of Sixth Form	Miss S Chant	Sarah.Chant@kshs.uk
Sixth Form Administrator	Mrs P Hunter	Pauline.Hunter@ kshs.uk
Director of Sixth Form (RCT)	Mrs D Hickmore	Diane.Hickmore@carres.uk
Careers Leader	Mrs P Hunter	Pauline.Hunter@ kshs.uk
Assistant Head Pastoral	Mrs C Tipper	Cate.Tipper@ kshs.uk
Finance Director	Mr J Green	Jeremy.Green@ kshs.uk

Tutors:

12A	Mr Stone	13A	Miss Beckitt
12F	Mrs Fairhead	13F	Mrs Fleming
12L	Mr Letcheworth	13L	Mrs Cowell

The Academic Day

The timing of the academic day is slightly different at the 3 schools, but this will not affect students' ability to be punctual to lessons at any school.

	KSHS and Carre's	St George's Academy
Registration and Tutor time	08.45–09.05	08.45-09.05
Period 1	09.10-10.10	09.05-10.05
Period 2	10.15-11.15	10.10-11.10
Break	11.15-11.35	11.10-11.30
Period 3	11.35-12.35	11.30-12.30
Lunch	12.35-13.35	12.30-13.20
Period 4	13.35-14.35	13.20-14.20
Period 5	14.40-15.40	14.25-15.25

All students based at KSHS are expected to register every morning with their tutor. If they have lessons at either CGS or SGA then they will be able to leave at 8.55am in order to get to their first lesson on time.

Curriculum and Study Expectations

Year 12

It is expected that the vast majority of students will study 3 A-level subjects. A few students may take 4 if they have exceptional GCSE results. We encourage most students to take an Extended project Qualification (equivalent to half an A-level).

Each subject will have 5 hours of timetabled lesson time, and an additional 5 hours of supervised study per week. As a guide, we recommend that students should study for a further 4 to 5 hours per subject per week, to include revision and wider reading, in addition to any homework tasks. This will vary slightly from subject to subject; students will receive guidance from individual teachers.

Quiet study areas will be available at other times: in the library, a study room in the House which has computer access, or any empty classrooms around the school. A list of the available classrooms will be available on Reception.

Year 13

Students will continue with the same subjects that they chose at the beginning of Year 12. It is expected that they should study for 4 to 5 hours per subject per week in addition to the 5 hours of timetabled lesson time. Where they have demonstrated that they can study independently, have good attendance and are making good progress, students will be offered the chance to apply for Home Study; they can nominate up to 10 hours a fortnight when they can study at home. This will be a privilege and may be withheld if Year 12 Results were below that expected or withdrawn if their progress and/or attendance fall. Students will also be registered for quiet study in the Library for 2 hours a week.

Paid Employment

While paid employment provides much-needed money and work experience, we strongly recommend that students do **no more than 8 hours paid employment per week**, as it will impinge on their study time. Under no circumstances should paid employment take place during the school day.

Changing or Dropping a Subject

If students wish to change or drop a subject they must speak to the teachers concerned as well as a Head of Sixth Form before taking action. A Form will need to be completed, which we will ask you to sign, before any decision is made. In Year 12 any changes should take place before the 28th September.

Attendance

Attendance plays a vital role in the Sixth form as a huge amount of work is covered in any one day. Students should aim for 100% attendance; below 95% will be a concern.

Students must register in person with their tutor at 8.45am each day. Attendance will also be electronically recorded at every lesson at all schools: KSHS, Carre's and SGA, and a central Record of Attendance is kept for every student in the Sixth Form.

Attendance is expected at all lessons including Supervised Study, Extended Project, Wednesday afternoon and Friday morning enrichment sessions and Friday morning assembly.

Absences should only be for days of religious observance, in an emergency, for a driving test (not lessons), interviews or University open days (a maximum of 3 is recommended). We will no longer authorise absence for family holidays in line with new government legislation. We would ask that where possible, medical appointments are made out of school hours; however we appreciate that this is not always possible. We may ask for written evidence of the appointment.

If a student knows in advance that they will be absent from a lesson they should complete an Absence Form (collected from Reception). They will need to get this signed by all their subject teachers, tutor and a parent before it is authorised by Miss Chant. They should ensure that they catch up any missed work as soon as possible.

For an unplanned absence, we ask parents to contact KSHS on the first day of absence and again if absence is likely to be more than three days. A doctor's certificate may be required for a long absence through illness.

If students do not attend, and we don't have valid reasons we will:

- Phone/text home in first instance
- Write a letter home if absence persists
- Privileges will be withdrawn, such as free periods or Home Study
- 16-19 Bursary payments may be stopped (if applicable)

In extreme circumstances, students' future within the sixth form will be reviewed (see Disciplinary Procedure).

Monitoring Student Progress: Target Setting, Tracking, Assessments and Reporting

In order to assess students' progress, we will monitor their attainment and effort at regular intervals throughout the Sixth Form.

Targets

- Near the start of Year 12 we will set a target grade for each subject.
- It will be based on data and knowledge about prior performance at GCSE.
- It will be discussed between the student and their subject teacher, and should represent a realistic yet challenging target.
- Students' progress throughout the year will be monitored against this target

Tracking

- Each term there will be some form of assessment which will allow teachers to provide key pieces of information about each student:
 - A predicted grade (based on their current work, effort etc.)
 - An effort grade
 - A Concern Code (if applicable)

Predicted Grades for A-levels will range from A*-U. A*-E are passes, whereas U is 'unclassified'. For BTEC/CTECs the grades are Distinction*, Distinction, Merit or Pass. Students may well attain low grades at the beginning of each year while they adjust to the level of work required, so don't panic if they were getting A grades at GCSE and now are getting Cs.

Effort Grades: Students are expected to work to the best of their ability at all times and the expectation is that students will receive a '1' for consistently meeting all criteria. Any student who is given effort grades 3 or 4 for a subject must find out from their teacher what concerns he/she has, so that they can set targets to improve during the following term.

Effort Grade 1*

- Students 'go the extra mile' e.g. consistently completing all classwork and homework to the best of their ability; completing additional work/independent learning; being proactive in seeking advice to improve their work/address issues.

Effort Grade 1

- Students complete work to an appropriate standard for their ability, hand in all homework on time, and attend all lessons on time. They also complete additional work as an independent learner (e.g. 'reading around' the subject).

Effort Grade 2

- Students regularly complete classwork and homework to an appropriate standard and on time, and attend almost all lessons on time. There may be some evidence of additional learning.

Effort Grade 3

- Students' work may be inconsistent or unsatisfactory in terms of quality for a given subject. They may also miss occasional deadlines for classwork and homework, or attendance and punctuality may be less than satisfactory.

Effort Code 4

- Students' classwork and homework are invariably not of the appropriate standard. They may have regularly missed deadlines, and/or punctuality and attendance are unacceptable (many lessons missed). There will be no evidence of additional learning.

Concern Codes If a teacher has any concerns about a student they will also provide additional information as detailed below:

A- Attendance Concerns – missing lessons leads to gaps in learning

C- Coursework Concerns – falling behind leading to underperformance

I- Independent Study Concerns – not enough work outside lessons leading to underperformance

P- Participation and Engagement Concerns – lack of contribution reduces understanding and success

H- Homework Concerns - concerns about the quality and/or completion of homework.

O- Organisation Concerns e.g. lack of equipment, organisation of class notes, punctuality to lesson and meeting deadlines.

Notes:

- The target grade is the grade a student should be aiming to achieve in the final examination
- The attainment grade relates to the grade they are currently working at
- Some vocational courses use Pass, Merit and Distinction instead of A-level grades.

Tracking grades will be sent home to parents/given to students to show parents.

Form tutors will discuss tracking grades on a one-to-one basis in Tutorial. This will be as part of a regular Academic Review Process. Students will use pages in the Sixth Form Planner in which to record their own progress and reflections, as well as set themselves targets for improvement.

If a student is underperforming in more than two subjects, they will be asked to see one of the Heads of Sixth Form so that appropriate intervention can be taken. This may be additional support from subject teachers or learning mentors, additional supervised study sessions or a review of the subjects being taken. We will involve parents at this stage.

Formal Assessments

Year 12 students will sit formal assessments in November and April of Year 12. In the week beginning 12th November class teachers will arrange a formal assessment during class time which will inform the Term 2 Tracking grade. In the week beginning 29th April there will be Year 12 examinations which will take place in the examination hall at the school where they study that subject. Students must pass these examinations in order to automatically progress into Year 13.

Parents' Evenings

A Parents' Evening will be held during Term 2 of Year 12 for parents and tutors if required, and in Term 3 for parents and subject teachers. There will also be a full parents' evening in Term 4 of Year 13. This will be a chance for you and your son/daughter to meet the individual subject teachers to discuss specific strengths and areas for improvement in each subject. Please see 'Important Dates' for details.

Reports

Parents will receive a full written report from each subject teacher at the end of Term 6 in Year 12 and Term 3 in Year 13.

Rewards and Sanctions Policy

Rewards Policy

We believe a system of rewards is just as important in the Sixth Form as it was lower down the school. We will celebrate success and seek to reward achievement in various ways:

- Acknowledge academic excellence in lessons, homework, coursework, assessment and external examinations through teacher praise, achievement awards, prize giving and letters to parents.
- Nomination of subject prefects for high achievement and utilize these pupil strengths in mentoring, assisting staff in lessons, running revision classes for younger age groups, introducing lunchtime clubs.
- Recognise good leadership potential through the appointment of a Head Girl/Boy, Deputy Head Girls/Boys, Senior Prefects, Form Prefects and House Captains.
- Encourage the Sixth Form to have the privilege of shaping Sixth Form Policy through the election of a Sixth Form Council and representation on the School Council.

Sanctions Policy

Schools need rules (see Appendix 2) in order to function efficiently and help us to achieve our aim of providing a high quality education for all students. It is expected that Sixth Formers will act as role models for students lower down the school and uphold high standards of behaviour and a good work ethic at all times.

Students will receive a sanction on SIMS (our electronic data system) for things such as late homework, incorrect dress and poor behaviour. Any student receiving 5 or more sanctions in a term may be placed on a Disciplinary Stage and may lose their free study time the following term and have to be supervised.

Students studying at other schools can expect concerns about their progress, attendance, behaviour or attainment to be fed back to the Heads of Sixth Form and will be dealt with both by subject teachers and staff at KSHS.

All students will sign a Student Agreement which sets out the expectations for study and behaviour for Sixth Formers across the SJSF (see Appendix 3). Where that Agreement is broken, we have a Sixth Form Disciplinary Procedure.

Sixth Form Disciplinary Procedure

The Sixth Form Discipline Procedure is based on the system used in the workplace. It is a four part system. Students should be aware that the vast majority of our Sixth Form students complete the two years without being placed on the Discipline Code. However, students should also realise that failure to meet the expectations that we have for Sixth Form students regarding attendance, work ethic, behaviour, dress code and effort will result in the Discipline Procedure being used.

Stage 1. An official verbal warning will be given by Miss Chant, Head of Year. A letter will be sent home to explain that a verbal warning has been issued.

Stage 2. A written warning will be given by Miss Chant, Head of Year. A copy of the written warning will be sent home.

Stage 3. A written warning will be given by Mrs Hickmore, Director of Sixth Form, or Mrs Smith, Head of School. A copy of the warning will be sent home.

Stage 4. Headteacher's review. A review of the student's place within the Sixth Form will be conducted. Parents/carers and student will attend review meeting.

Plagiarism

Plagiarism is a form of cheating which is taken very seriously and ignorance cannot be used as an excuse. If plagiarised work is submitted to the examination board there are very serious consequences, both for the individual student and examination centre – Kesteven and Sleaford High School, Carre's Grammar School or St George's Academy. If a teacher finds that a student's work has been plagiarised, the school will impose very serious sanctions upon the student.

The **examination board regulations** state that:

- The work a student submits for assessment must be their own
- They must not copy from someone else or allow another candidate to copy from them
- Students must make sure that they give detailed references for everything in their work that is not in their own words, placing quotation marks around the passage.

If a student's work is submitted and it is discovered that they have broken the regulations one of the following penalties will be applied (decision will be made by the examination board):

- The piece of work will be awarded zero marks
- They will be disqualified from that unit for that examination series
- They will be disqualified from the whole subject for that examination series
- They will be disqualified from all subjects and barred from entering again for a period of time.

Overview of the process for applying to University

The majority of our students go to university each year, so we do spend a lot of time preparing students for the application process.

From September of Year 12 – Research careers

- During the year, students will have the opportunity to research different careers and their requirements, as well as have a talk about the pros and cons of going to university
- Having an idea of future career or higher education courses will allow them to try and get any relevant work experience e.g. teaching requires recent classroom experience, and some universities specify a minimum time period e.g. 10 days in the previous 12 months for Sheffield Hallam.

June/July of Year 12– Research courses

- There are about 100,000 to choose from, so this can be a difficult decision!
- Students should think about what they enjoy, what they're good at and what careers they might be interested in
- They must check if they need particular qualifications, admissions tests or work experience

June/July of Year 12 – Research universities

There are over 150 universities and other Higher Education institutions; students can choose up to 5 (which may include different courses at the same institution). Things to consider:

- Course details as they vary hugely from place to place
- Location, reputation, size, campus/city, facilities and costs will also be important
- What kinds of grades/points they will require

It is advisable to visit the universities that they wish to apply to in order to get a feel for the place; it is time-consuming and expensive, so we recommend students to visit only the 5 they are considering seriously. Most Open Days are in June and July, but please consider how much school time is lost through these visits and try to visit some at weekends. The SJSF will organise Open Day trips to Nottingham University, Bishop Grosseteste University, Lincoln College and Cambridge University.

July-December of Year 12/13- Complete an application

- Students apply online through UCAS – the University and College Admissions Service - completing personal details, examination results, their course and university choices and their personal statement.
- When they are ready to apply (the earlier, the better!), they pay by debit/credit card, and then school will add their reference and send off the application.
- The deadline is 15th January; however many courses will be full by then, so we advise students to aim for the end of November. For Oxbridge, Medicine, Dentistry and Veterinary Science, they must apply by 15th October. Art courses also have different deadlines.
- Early applications are also recommended for competitive courses like Nursing & Midwifery, Psychology, Drama, English, History, Law, Sports and Teaching.

October-April of Year 13- Interviews and receiving offers

- For some courses students will have to attend an interview, and may need to provide samples of work or a portfolio.
- They will (hopefully) receive a range of offers from their 5 choices.
- In about April time they will need to choose a 1st and 2nd choice university – usually these are ‘conditional offers’ i.e. students will get a place if they get certain A-level/BTEC/Diploma grades. It is best to have a lower grade offer at their 2nd choice (insurance offer).
- Applications for student finance need to be completed online by the end of May.

August of Year 13- A-level Results Day

- Please check when A-level results day is and avoid booking holidays at this time! It is always a Thursday, usually around the 15th August. Hopefully students will get the grades for either their 1st or 2nd choice.
- If their results are not as they hoped for, they can go through ‘Clearing’ and look at where different vacancies are, or take a Gap Year to re-apply and/or re-sit exams.

Please note, we will organise various talks, activities and trips throughout Year 12, and a Higher Education Information Evening for Parents in June of Year 12.

Important Dates for the Year: 2018-19

	DATE	EVENT
TERM 1	Tuesday 4 September	First day of term 1 for Years 12 and 13
	Thursday 13th September	Year 12 Information Evening for parents. 6pm Main School Hall KSHS
	Monday 15 October	Year 13 UCAS deadline Oxbridge, Medicine, Vet Medicine, Dentistry
	Thursday 18 October	Term 1 ends for students
TERM 2	Monday 29 October	First day term 2
	Friday 2 November	Tracking grade 1 issued to Year 12 & Year 13 students and posted to parents
	w/c Monday 12 November	Formal assessment week Year 12 and Year 13
	Friday 23 November	School closed for staff INSET
	Monday 17 December	Senior Prizegiving evening event.
	Thursday 20 December	Tracking Grade 2 issued to Year 12 students and posted to parents
	Thursday 20 December	Term 2 ends
TERM 3	Monday 7 January	First day of term 3
	Wednesday 9 January	Year 12 Parent Evening held at St George's Academy 4.30 – 7.00pm
	Monday 15 January	Year 13 UCAS official deadline for submission of application
	Friday 18 January	Year 13 reports issued and posted to parents.
	Friday 15 February	Term 3 ends
TERM 4	Monday 25 February	First day of Term 4
	w/c Monday 25 February	Year 13 Mock examination week
	Friday 22 March	Tracking Grade 3 issued to Year 12 students and posted to parents
	Friday 29 March	Tracking Grade 3 and Mock examination results issued to Year 13 students and posted to parents
	Wednesday 3 April	Year 13 Parent Evening held at Carre's Grammar School 4.30 – 7.00pm
	Friday 5 April	Term 4 ends
TERM 5	Tuesday 23 April	First day of term 5
	w/c Monday 29 April	Year 12 internal examination week
	Monday 20 May - 25 June	A level examinations take place (provisional)
	Friday 24 May	Tracking Grade 4 and internal examination results issued to Year 12 students and posted to parents
	Friday 24 May	Term 5 ends
TERM 6	Monday 3 June	First day of Term 6. A Level examinations continue
	Tuesday 18 June	University application information evening for parents and students of Year 12. KSHS Main School Hall 6pm.
	Friday 28 June	Year 12 visit to Nottingham University Open Day / Lincoln College / Bishop Grosseteste / Lincoln University
	Friday 5 July	Year 12 Cambridge University Open day visit (optional)
	Friday 12 July	Year 12 Reports posted to parents.
	Monday 15 – 19 July	All Year 12 students on Work Experience placements
	Friday 19 July	Term 6 ends
	Thursday 15 August	A level examination results available in school 7.30am

The Parent Teacher Association

The PTA was formed in 1948, made up from parents and teachers dedicated to the development of the school and its pupils. The principle role of the Association is to help raise funds; all monies raised from the various social events are used solely to support the school. The school planners issued to each student, digital video equipment and other items which a department's normal budget will not stretch to, have all been provided by the PTA. The Association also provides refreshments at all the school's musical and dramatic productions.

If you would like to support the school, please come along to some of the social events organised by the PTA each year. There is also the chance to participate in the '200 Club', or to make a covenanted donation which is exempt from Income Tax. Please contact the school for further information.

Appendix

1. SJSF Dress Code

The dress code for all Sixth Form students is based on smart business wear. Sixth Form students are very important role models for our younger students and it is an expectation that all students are smartly dressed. If a student's appearance is not acceptable, he/she will be required to go home to change.

For girls:

- A tailored jacket with a choice of trousers, skirt or dress. The fabric should not include tight/stretchy material, denim, corduroy or leather. Skirt/dress length should be just above the knee or longer.
- A smart shirt or top of any colour. No strappy tops or those that show midriff or cleavage.
- Appropriate smart shoes. (Shoes with excessively high heels, trainers, canvas shoes, flip flops, beach sandals, Doc Marten boots or Ugg-style boots are not appropriate and should not be worn).
- In colder weather a smart cardigan or jumper worn under the jacket is optional.
- No hoodies, either under or over suit jackets.
- Subtle make-up and a small amount of jewellery will be permitted. No facial piercings or tattoos should be visible.
- Hair should show no extremes of style/fashion; if dyed, it should reflect a natural colour.

For boys:

- A suit i.e. a tailored jacket with trousers. The fabric and colour of both items should be the same, and not include leather, denim, corduroy or tight / stretchy material.
- A smart shirt and tie of any colour.
- Smart shoes (no trainers, sandals, canvas shoes, flip flops, Doc Marten boots).
- In colder weather a smart cardigan, jumper or waistcoat worn under the jacket is optional.
- No hoodies, either over or under jackets
- Jewellery should be discreet and hair should show no extremes of styles/fashions; if dyed, it should reflect a natural colour. No facial piercings or tattoos should be visible.

The Headteacher reserves the right to make a decision about the suitability of a student's dress. Students may be internally isolated or sent home if their dress is considered unsuitable.

2. KSHS Code of Conduct

1 Pupil Behaviour

- All members of school should treat others (including visitors) with consideration and respect.
- Language should be polite and appropriate at all times.
- Behaviour should be mature and appropriate at all times.
- We are a 'Healthy School' so there should be no smoking on site or immediately outside.
- No alcohol or drugs should be used, supplied or possessed at any point during the school day.
- No aerosols are allowed on the school site.
- Mobile phones should not be used during lessons or in public areas of the school, please use sensitively.

2. Attendance and Absences

- Students should aim for 100% attendance; below 90% will be a concern.
- If you know in advance you will be absent you should collect an Absence Form from Reception. It must be signed by all your subject teachers, tutor a parent and your Head of Year and then returned to Mrs Harbin on Reception. You should ensure you catch up with any missed work.
- If you have an unplanned absence, please telephone school and leave a message to explain why. For a long absence through illness, we expect letters from parents and a doctor's certificate.
- Absences should only be for interviews, University open days (a maximum of 3 in school time is recommended), medical appointments or family reasons. Family holidays will not be authorised.
- Dental and medical appointments should be in students own time where possible.
- Driving tests (theory and practical) are permitted absences, but not driving lessons.
- If you are late and miss either registration or tutorial you must sign in to the Year 12 & 13 signing in book located in the front lobby. You must also sign in and out leaving the school site during the school day for lessons at other schools, break or lunch.
- If you leave the site during the school day for a medical appointment or family reason, or for break or lunch, then you must sign out in the signing out book also located in the front lobby.

3. Respect for School Environment

- No chewing gum is allowed on site.
- No food or drink may be consumed in classrooms, except water, unless the teacher has given permission.
- Hot food and drinks prepared in the House should be consumed in the designated eating area.

- The Common Room is used by large numbers of students and therefore must be kept clean and tidy. Please put all rubbish in bins and ensure cups/cutlery and washed up. The Senior Team / Prefects will organize a cleaning rota at the beginning of each term. Music will be allowed at break and lunch times, but must be kept at a quiet sound level. If the cleaners find the room in an unacceptable state the room will be locked.
- No visitors from outside SJSF are allowed in the Common Room.
- No student parking is permitted on the school site as there is very limited space for staff and visitors. Parking in Riverside Close is also unavailable for parking.
- Sixth Formers, like the staff, are expected to take a lead in picking up any litter around the school and promoting a clean environment.

4. Private Study

- The library should be a quiet study area, any student not respecting the library rules may be asked to leave (please see below).
- Study rooms in the House, or elsewhere in the school, should be quiet.
- Year 12 will be registered for supervised private study for 5 hours a week. Year 13 who do not make good progress may be allocated a number of supervised study sessions to help them get back on track.
- For students in Year 13 who make good progress, work hard and have good attendance, up to 5 hours per week of Home Study will be granted. This may be reviewed if any concerns about pupil progress emerge later.

Library Code of Conduct.

- Lesson times throughout the day are for quiet study only.
- A more relaxed working environment will be provided during break and lunch times.
- No food is allowed in the library at any time.
- Covered drinks are allowed, but not near the computers.
- No mobile phones may be used in the library at break or lunch times. Their use in lessons should only be for work purposes.
- Any occasional library event that may affect this will be publicised in advance by Mrs Gibson (e.g. Year 7 library inductions).
- The library will be closed to Sixth Formers during Year 7 Library Lessons.
- It is a privilege to use the library. Those who use quiet study periods to socialise or otherwise distract others, and those who misuse the library equipment or leave a mess will have this privilege removed and will be reported to their Head of Year. Further sanctions may follow.
- You are expected to respect library staff and your fellow students at all times.

3. SJSF Student Agreement

- a) I understand that my acceptance on the courses I have chosen is subject to the approval of the Headteacher of my proposed Learner Base
- b) I agree to abide by all the expectations and codes of practice set by Kesteven and Sleaford High School, and by the expectations relating to visiting students at Carre's Grammar School and St George's Academy
- c) I understand that tutorial sessions, enrichment activities and other activities I am directed to attend will form part of my Sixth Form studies and I agree to attend these
- d) I understand that the expected level of attendance at registration each morning and to lessons is 95%. Failure to maintain this will result in investigation and could result in disciplinary action.
- e) I understand that it is an expectation to attend registration each morning with the tutor and that I am punctual. Exceptions to this are in the case where home study has been officially granted in Year 13 or there have been exceptional extenuating circumstances agreed by the Head of Sixth Form.
- f) I agree to attend timetabled lessons, to complete set tasks satisfactorily (including examination coursework), to keep to deadlines for the completion of work set by the teaching staff and to meet the SJSF final coursework deadline set by the department.
- g) I understand that failure to attend timetabled lessons or to complete tasks satisfactorily may result in my temporary or permanent exclusion from courses.
- h) I agree to pay for all examination re-sit fees (if applicable)
- i) I understand that if I fail to attend an examination or fail to complete coursework I will be charged for those units of the examination
- j) I understand that if I should leave a course or courses after the examination entries have been made I will be charged for any fees incurred
- k) I agree to sign in and out each time I enter or leave a school site to ensure that an accurate record of students on the school sites is available for fire and emergency purposes and to record movement between sites and wear my Sleaford Joint Sixth Form lanyard at all times
- l) I accept that whilst every care will be taken to ensure that the whereabouts of students is monitored as the schools have a Duty of Care for students during the school day; this assumes students will act responsibly whilst they are travelling between sites within the recognised routes
- m) I understand that if my course includes work based learning I must abide by the rules and regulations imposed by the Learning Provider