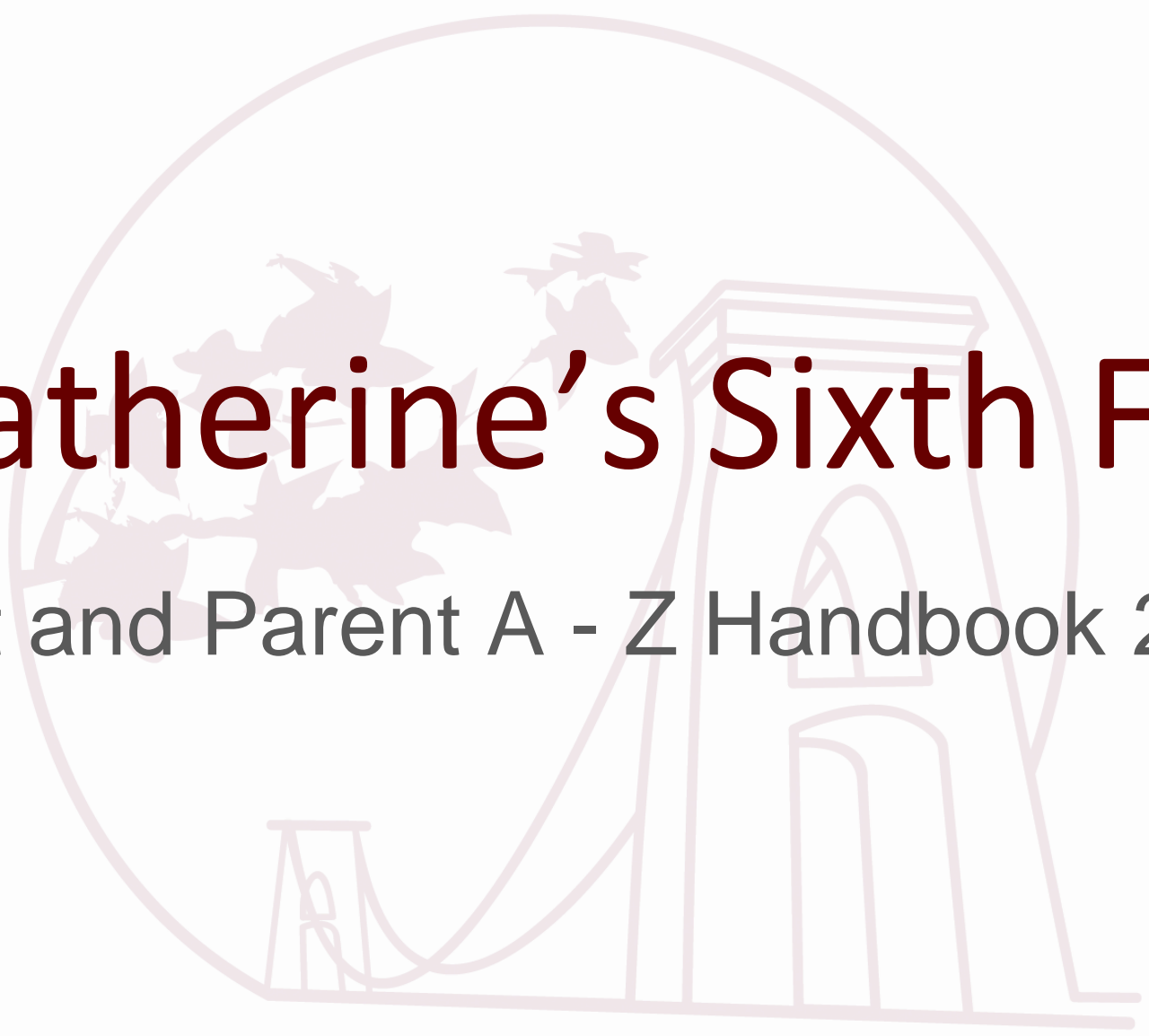


St Katherine's Sixth Form

Student and Parent A - Z Handbook 2019/20



Sixth Form Team

Head of Sixth Form - Mr Colebourne

Deputy Head of Sixth Form - Mr Hodgson

6RAC

- Mrs Cameron & Ms Weatherson

6MB

- Mr Bates

6JL

- Mrs Lee and Miss Wilsher

6GAB

- Miss Ball & Mrs Shephard

6JB

- Mrs Brooke

Work Related Learning and Careers Adviser - Mrs Hayer

Student Mentor and Administrator - Mrs Papworth



Contents

[Absence \(planned and unplanned\)](#)

[Assessments](#)

Post 16 [Bursary](#)

Sixth Form [Calendar](#)

[Chromebooks](#)

[Class Charts](#)

[Climate For Learning](#)

[Common Room](#)

[Coursework Deadlines](#)

[Coursework Deadline Extensions](#)

The School [Day](#)

[Dress Code](#)

[Drop Everything and Read](#)

[Equipment](#)

[Homework](#)

Sixth Form [Leadership Team](#)

[Mobile Phones](#)

[Mock Examinations](#)

[Network Login](#)

[Organising a Folder](#)

[Progress Checks](#)

[Pupil Pen Portraits](#)

[Signing In and Out](#)

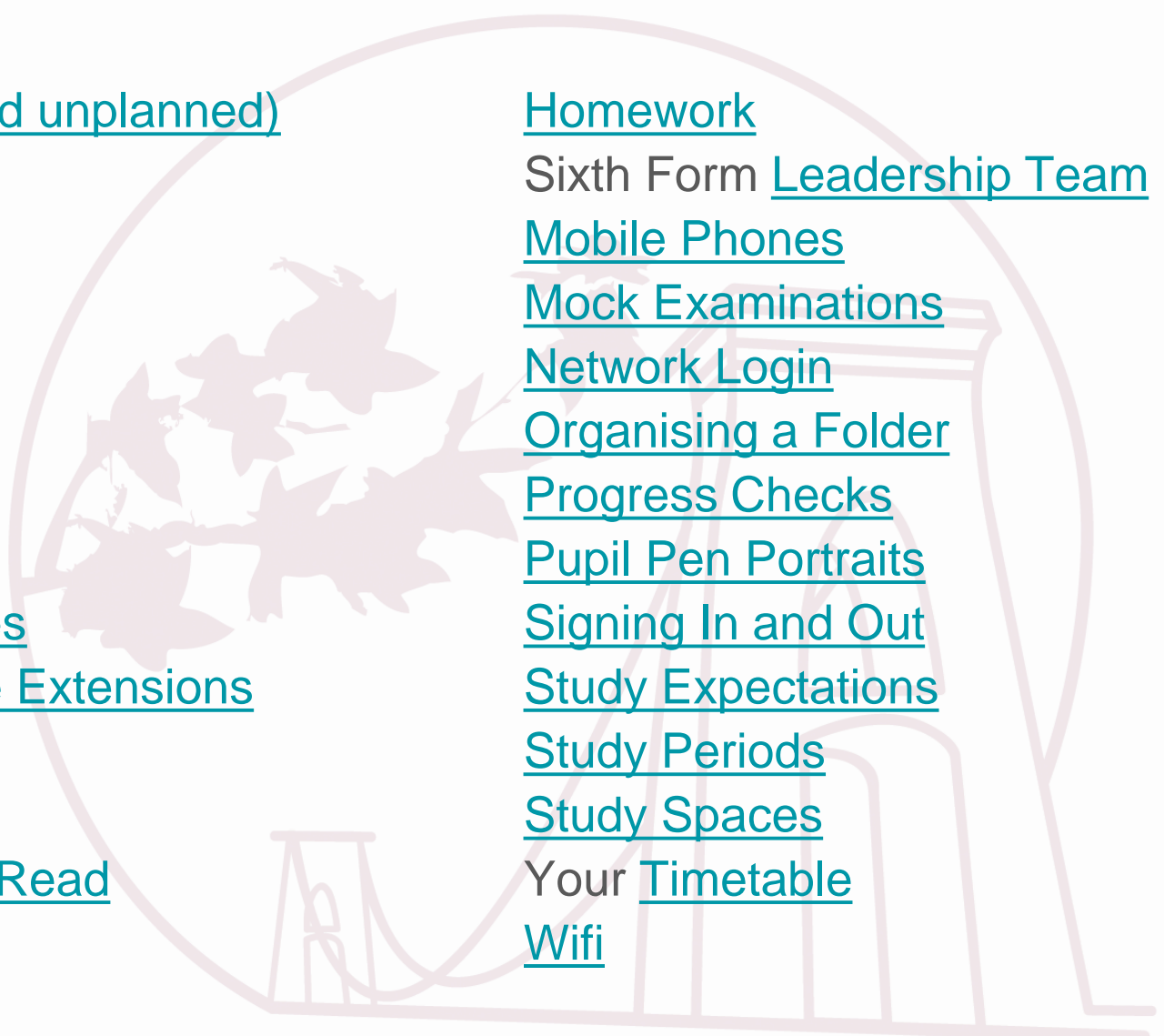
[Study Expectations](#)

[Study Periods](#)

[Study Spaces](#)

Your [Timetable](#)

[Wifi](#)



Absence (planned and unplanned)

- If a student is absent, parents should phone to let us know they will not be in, give a reason why and let us know when they think they will be back. Parents must phone for each day of absence.

Tel: 01275 373737

- If the absence is planned parents should call in advance of the absence. Students should let their tutors know and speak to their teachers about any work they may miss.
- Students must maintain an attendance level above 90%.
- Any scheduled appointments, for example, medical and dental should be arranged to not clash with timetabled lessons.

Assessments

- Students will have regular assessments in each of your subject areas. Some subjects may give you more frequent assessments, but all subject areas will at least assess you during these weeks:

Term 1	23 rd September	Year 12 Early Hurdle and Year 13 Assessment Week
Term 2	4 th November	Year 12 and 13
Term 3	20 th January	Year 12 only
Term 4	24 th February	Year 13 only
Term 5	20 th April and 18 th May	Year 13 and Year 12 respectively
Term 6	22 nd June	Year 12

- This information will help staff predict your end of year performance and inform predicted grades for job, apprenticeship and university applications

Post 16 Bursary

- The Post 16 Bursary is available to students who come from households with a low income.
- This is likely to be awarded to families whose income is either around or less than £25,000.
- The students will be eligible for financial support to remove barriers to accessing education. This could include help with transport to sixth form, trips and visits, equipment and resources.
- If you think you might be eligible – apply now.
Please see the sixth form team for an [application form](#).
- Students in the sixth form can still receive free school meals if eligible. Please check eligibility and apply via [North Somerset Council](#).

Sixth Form Calendar

- The [Sixth Form Calendar](#) is shared with students electronically and allows students to see key upcoming events and dates from the term ahead.
- The calendar shows:
 - Week 1 / Week 2 for each week, INSET Days and early closures
 - Assessment weeks, mock exams and progress checks
 - Trips, visits and residentials
 - Special assemblies or guest speakers
 - Fun Fix Fridays
 - Exam dates and times
- Students should check the calendar regularly to ensure they are informed of upcoming events and do not miss out.

Chromebooks

- Students in St Katherine's Sixth Form are expected to have a laptop or a Chromebook they can use when in school and in their lessons.
- Chromebooks are routinely used in many subjects to facilitate lessons and many students use them as their primary form of note taking.
- Chromebooks can be purchased through school at a cost of £255. Further details are [here](#).

Class Charts

- St Katherine's School uses ClassCharts across the whole school as a tool to communicate between teachers, students and parents.
- Teachers will use ClassCharts to record homework tasks that are set, coursework tasks and their deadlines, positive recognition for achievements and concerns about behaviour, conduct or progress.
- Students should access the platform daily to ensure they are fully informed of work that is being set and of comments left by staff.
- Parents should access the platform regularly to ensure they are fully informed of comments left by staff.
- Logins for both parents and students will be issued in the first week of Year 12.

Climate for Learning

- St Katherine's Sixth Form students are expected to embrace learning in and out of the classroom and hold themselves to the highest standards of conduct.
- Students should arrive to lessons on time with all the required equipment for learning.
- Students should engage positively with the lesson, completing all tasks to a high standard and contributing to discourse.
- Concerns about student conduct will be logged using the ClassCharts system, and students failing to adhere to teacher expectations in the classroom will be asked to remove themselves from the lesson.
- Students will be placed on report if they exhibit repeated or severe poor behaviour in or out of lessons.

Common Room

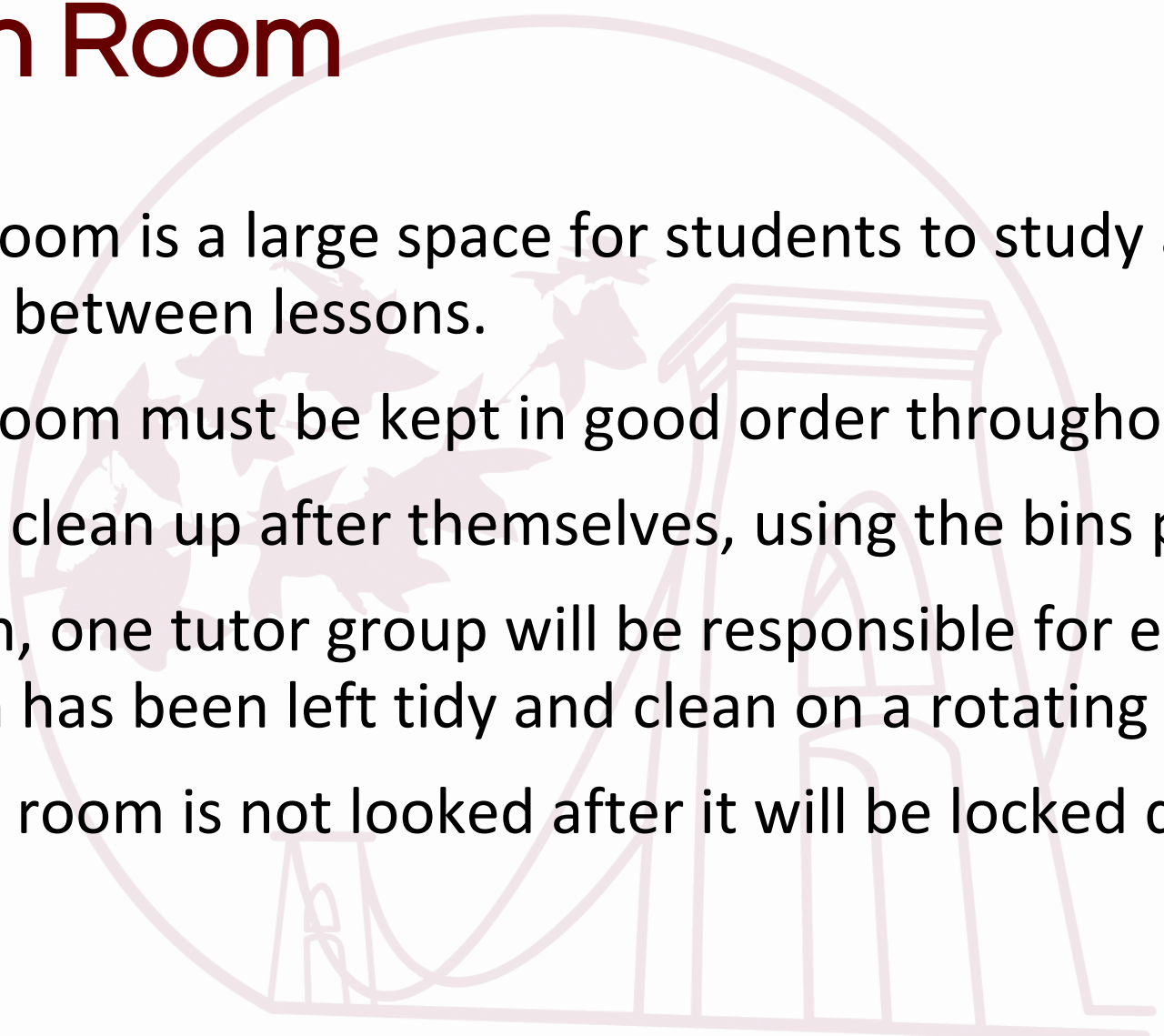
The common room is a large space for students to study and decompress in between lessons.

The common room must be kept in good order throughout the day.

Students must clean up after themselves, using the bins provided.

Each afternoon, one tutor group will be responsible for ensuring the common room has been left tidy and clean on a rotating basis.

If the common room is not looked after it will be locked during lessons.

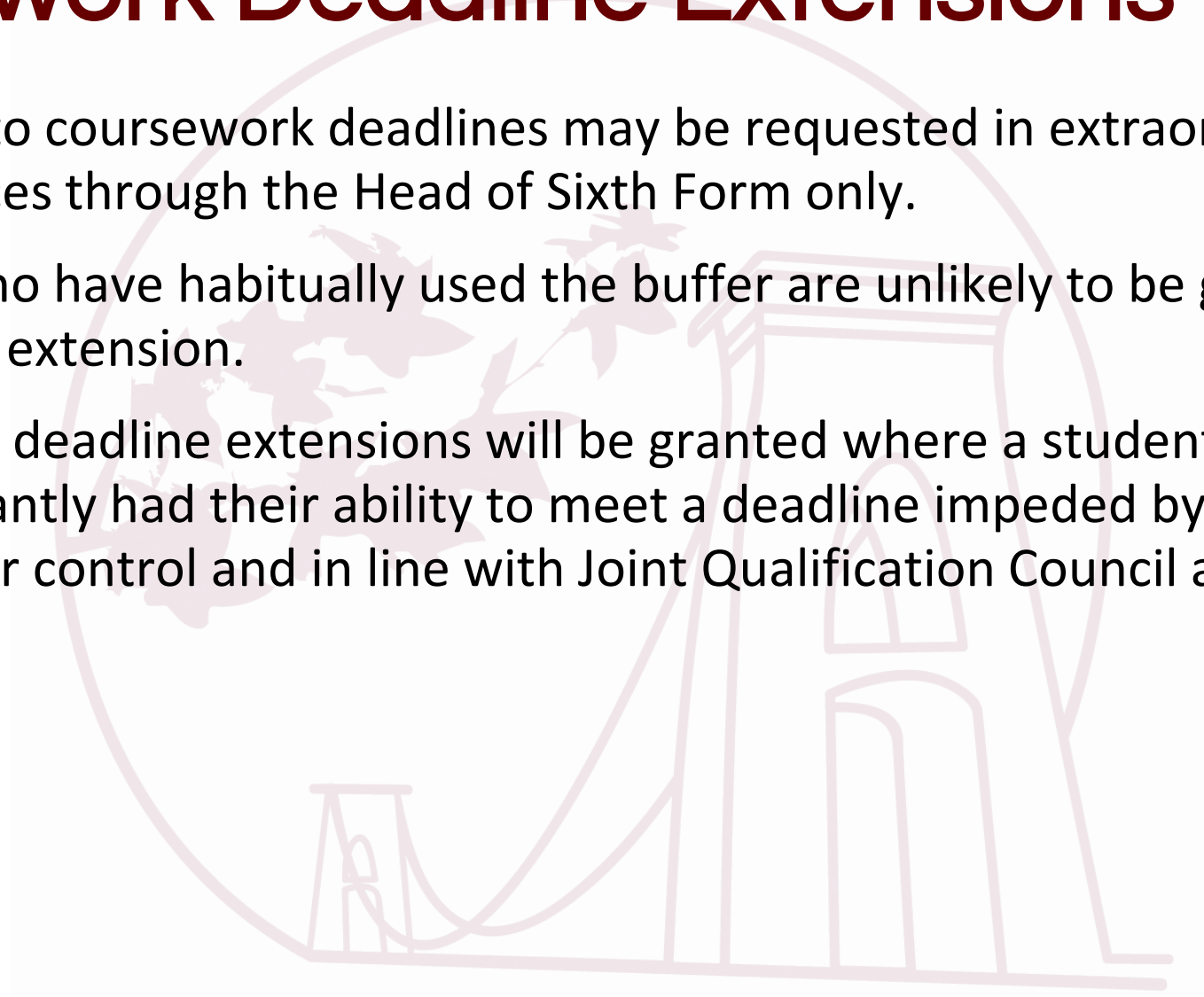


Coursework Deadlines

- Coursework deadlines across all subjects will be shared at the beginning of each year of study. Students should make a note of these in the diary / calendar.
- Students will be set coursework by staff on ClassCharts - with the deadline for submission made clear.
- Coursework deadlines will always be a Monday.
- Each coursework deadline will have a 'buffer' of four days, which ends on the Friday of the same week.
- Late submission in the buffer will be accepted, but recorded as a late submission. This avoids students having to ask for an extension for minor reasons, such as a printer malfunction or minor illness.
- Students habitually submitting work in the buffer will be placed on report to monitor their ability to meet all deadlines.

Coursework Deadline Extensions

- Extensions to coursework deadlines may be requested in extraordinary circumstances through the Head of Sixth Form only.
- Students who have habitually used the buffer are unlikely to be granted a coursework extension.
- Coursework deadline extensions will be granted where a student has genuinely and significantly had their ability to meet a deadline impeded by circumstances beyond their control and in line with Joint Qualification Council and exam board guidelines.



The School Day

Monday to Thursday	
Period 0	8.10 - 8.40
Morning Tutor Time	8.45 - 9.05
Period 1	9.05 - 10.05
Period 2	10.05 - 11.05
Break	11.05 - 11.25
Period 3	11.25 - 12.25
Period 4	12.25 - 1.25
Lunch	1.25 - 2.10
DEAR	2.10 - 2.20
Period 5	2.20 - 3.20
Period 6	3.30 - 4.30

Friday	
Period 0	8.10 - 8.40
Morning Tutor Time	8.45 - 9.25
Period 1	9.25 - 10.20
Period 2	10.20 - 11.15
Break	11.15 - 11.35
Period 3	11.35 - 12.30
Period 4	12.30 - 1.25
Lunch	1.25 - 2.10
DEAR	2.10 - 2.20
Period 5	2.20 - 3.20
Period 6	3.30 - 4.30

Sixth Form students are expected to be on site from 8:40am - 3:20pm.

Dress Code

St Katherine's Sixth Form continues to strive for higher standards and expectations as we challenge and raise aspirations. Ultimately, we wish to provide students with every opportunity to achieve their ultimate career or life ambitions. To support this ethos and desired outcomes, Sixth Form students should adhere to the following:

- Tops should be full length, made of opaque fabric and not see through or sheer, without holes or mesh.
- Denim jeans may be worn; however, they should not contain excessive rips.
- Tailored, fabric shorts of a respectable length may be worn, however sporting shorts and joggers may not be worn unless for actual sport related activities including extra-curricular sporting activities.

Drop Everything and Read

Each day during afternoon registration students across the school *Drop Everything and Read* for 10 minutes.

Sixth Form students are expected to participate, and choose something purposeful to read during the session. Such texts could include:

- A novel
- A subject specific magazine
- A newspaper
- A driving theory practice book
- An academic article
- A university prospectus



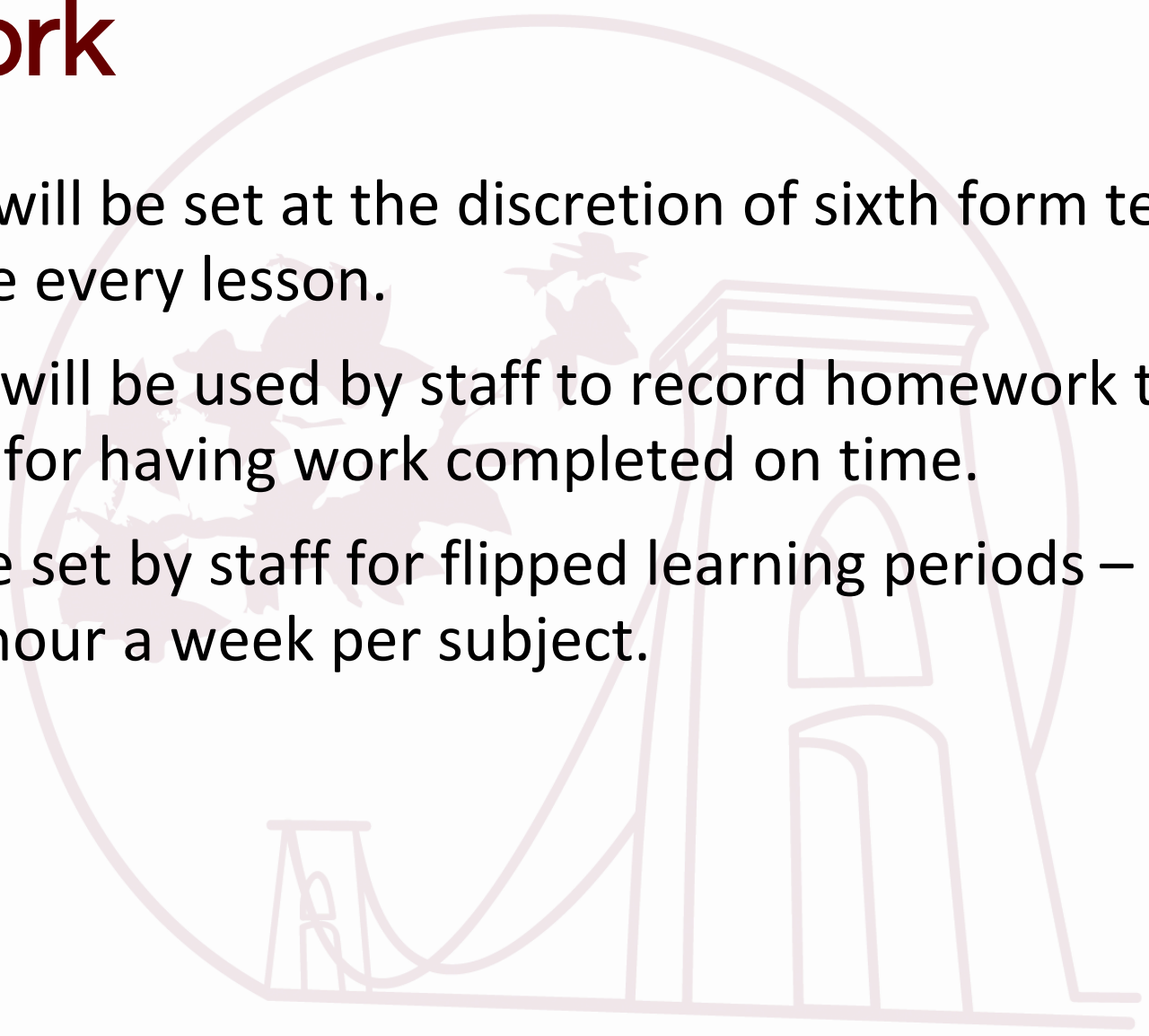
Equipment

- Students are expected to provide their own equipment for their studies. This includes paper (they will not be given exercise books), folders, pens, pencils, calculators etc.
- Teachers will let you know if they require anything in particular – e.g. the right calculator to buy for maths.



Homework

- Homework will be set at the discretion of sixth form teachers – expect some every lesson.
- ClassCharts will be used by staff to record homework tasks - you are responsible for having work completed on time.
- Work will be set by staff for flipped learning periods – expect roughly an hour a week per subject.



Mobile Phones

- St Katherine's School is a mobile-phone free site across the whole school and staff and students are asked to not use their mobile phones during the school day.
- Staff are allowed to use their mobile phones in offices and in the staff room.
- This policy is mirrored for sixth form students who can use mobile phones in the sixth form common room and workroom only.
- Mobile phone use is expected to be purposeful and contribute towards any work a student is undertaking.
- Occasionally, sixth form students may be directed by their teacher to use their mobile phone in a lesson for the specific purpose of photographing a piece of work.

Mock Examinations

- 16th March 2020:
Year 12 students
will sit mock
examinations.
- 6th January 2020:
Year 13 students
will sit mock
examinations.



Network Login

- For St Katherine's students, the network login remains the same.
- For new students, the network login should be available from their tutor in the first couple of days of term.
- This allows students to use any computer in the school.
- The login will be of the form:
 - Username: 14surnameinitial@skdrive.org
- Students will be given an initial password that you must change on login.

Organising a Folder

- Students are expected to maintain a folder for each of their subjects. Tutors will check folders once a term. They will be looking for:
 - A syllabus or contents page at the front
 - Sections for different units of study / chapters.
 - Written work / notes
 - Homework
 - Assessments
- Work should be dated, with a title – even if the title is “Integration: Lesson 4”. Homework should be titled as such and dated too.
- When working electronically should ensure their work is organised in a similar manner in Google Drive.

Progress Checks

- Progress checks are issued three times a year.

	Year 12	Year 13
PC1	18 October 2019	
PC2	27 February 2020	
PC3	15 May 2020	3 April 2020

- Staff report on effort, homework and independent learning, as well as providing a predicted grade. A target grade is also shared - this is the grade required to have made good progress from a student's GCSE results.

Pupil Pen Portraits



- The Sixth Form tutor team ask students to complete a pen portrait to enable them to get to know students quickly.
- This information is used to support students academically and pastorally to ensure they are successful.

Signing In and Out

- If students are leaving site they must sign out at the Student Support Office.
- Students may sign out at break and lunchtime, but must be back on site by 11:20 and 14:05 respectively to ensure they are punctual to the next timetabled session. This privilege will be withdrawn from students who do not return to punctually.
- Parents should inform school of any unavoidable appointments in advance of the day where possible. Students will then be able to sign out as required.
- Driving lessons should be scheduled outside of the school day. Driving theory tests should be scheduled to avoid missing lessons. It may be not be possible to book a driving test around lessons - parents should inform school in advance where this is the case.

Study Expectations

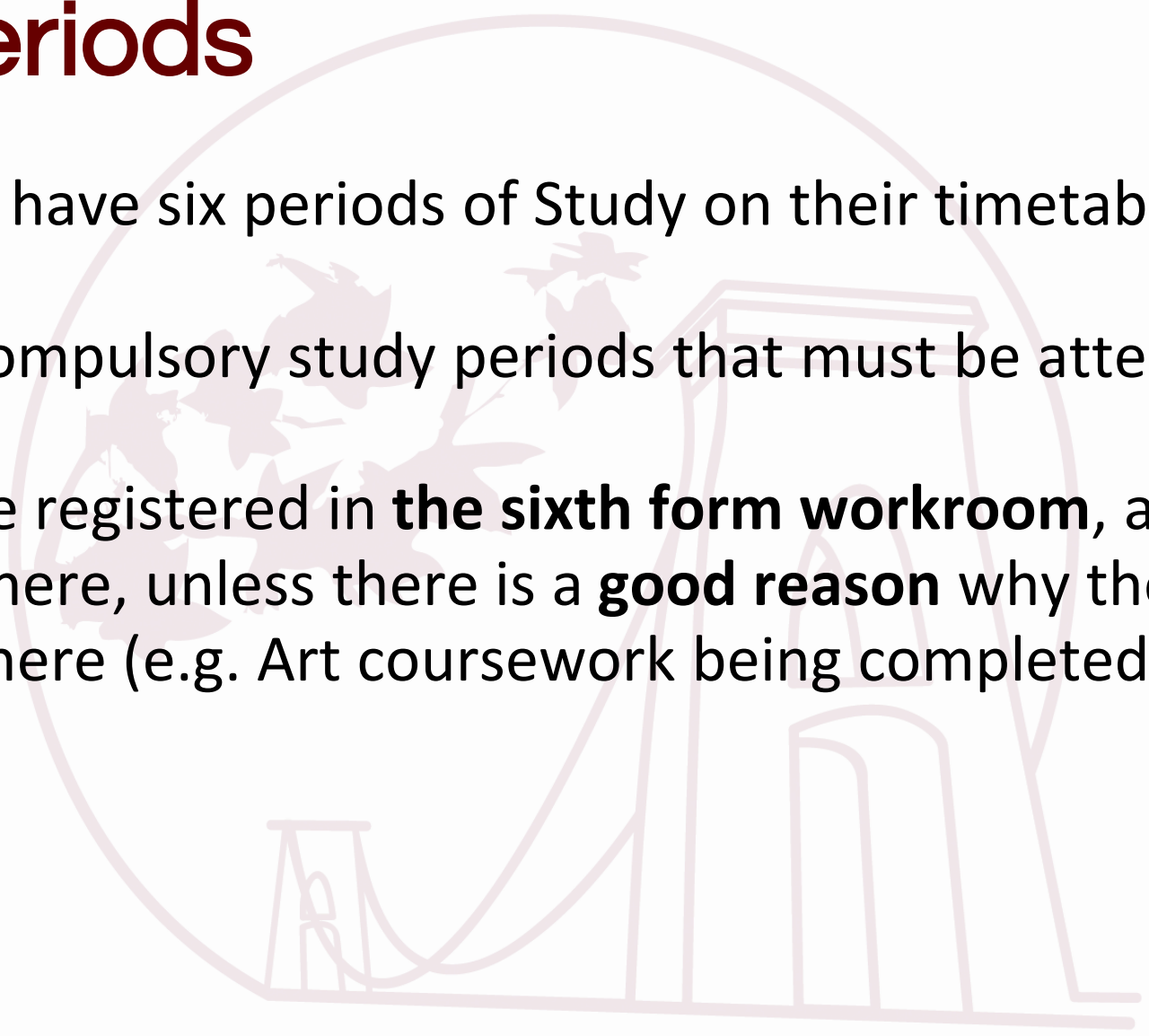
Although students have many empty spaces on your timetable, in order to be successful they will need to spend a significant amount of time studying.

A general rule of thumb is they should spend **one hour studying** for every lesson on their timetable - this is on top of any set homework.

When students are not in lessons, they are expected to be completing independent study - this could include writing up notes, practising exam questions or reading additional material.

Study Periods

- All students have six periods of Study on their timetable.
- These are compulsory study periods that must be attended.
- Students are registered in **the sixth form workroom**, and expected to work in there, unless there is a **good reason** why they need to work elsewhere (e.g. Art coursework being completed in the Art studio).



Study Spaces - Where can I go and study?

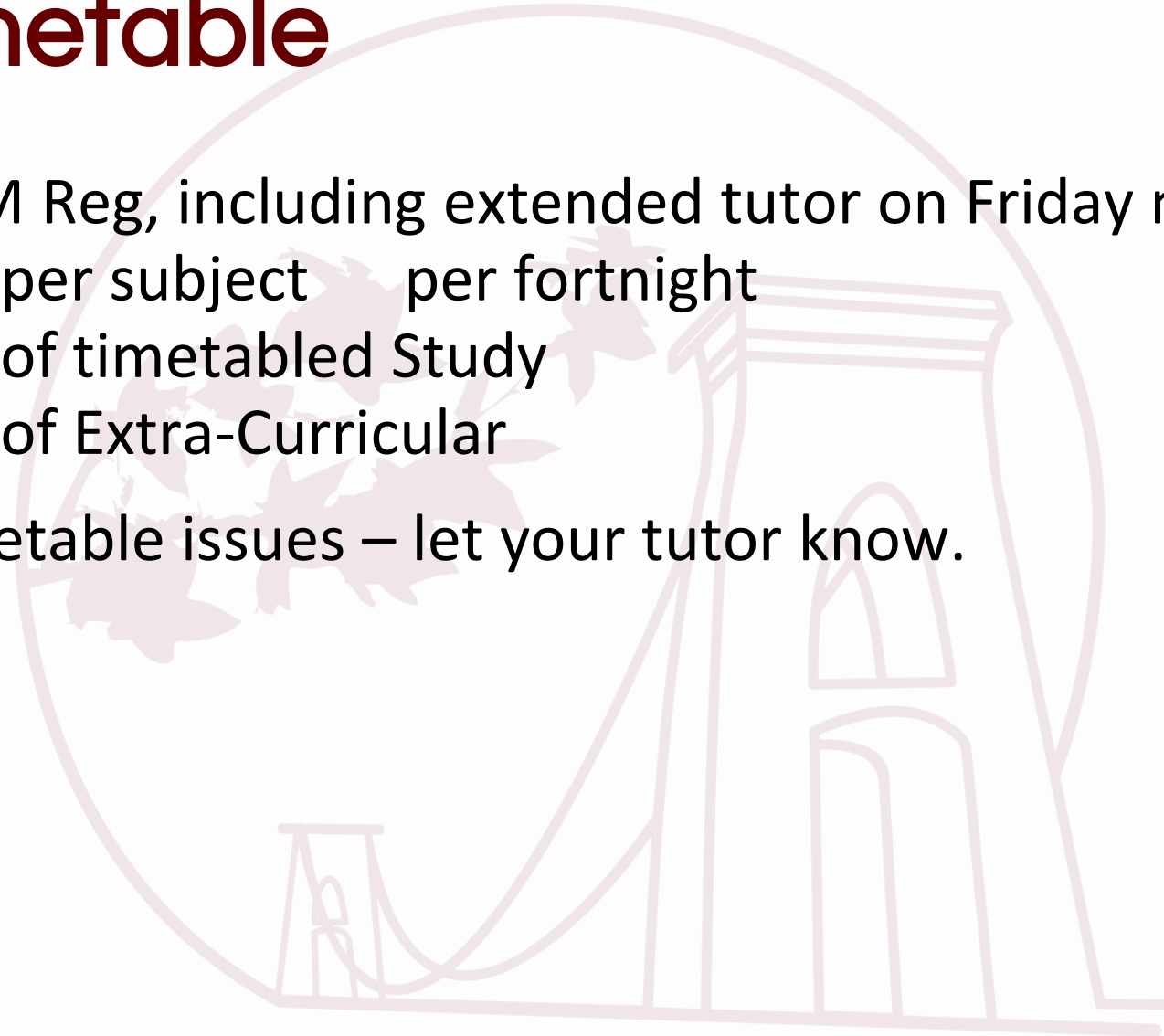
- The common room
- The workroom
- The dining hall
- The library
- Room 66 – used for teaching occasionally



In all spaces students should be courteous and respectful to those working around them.

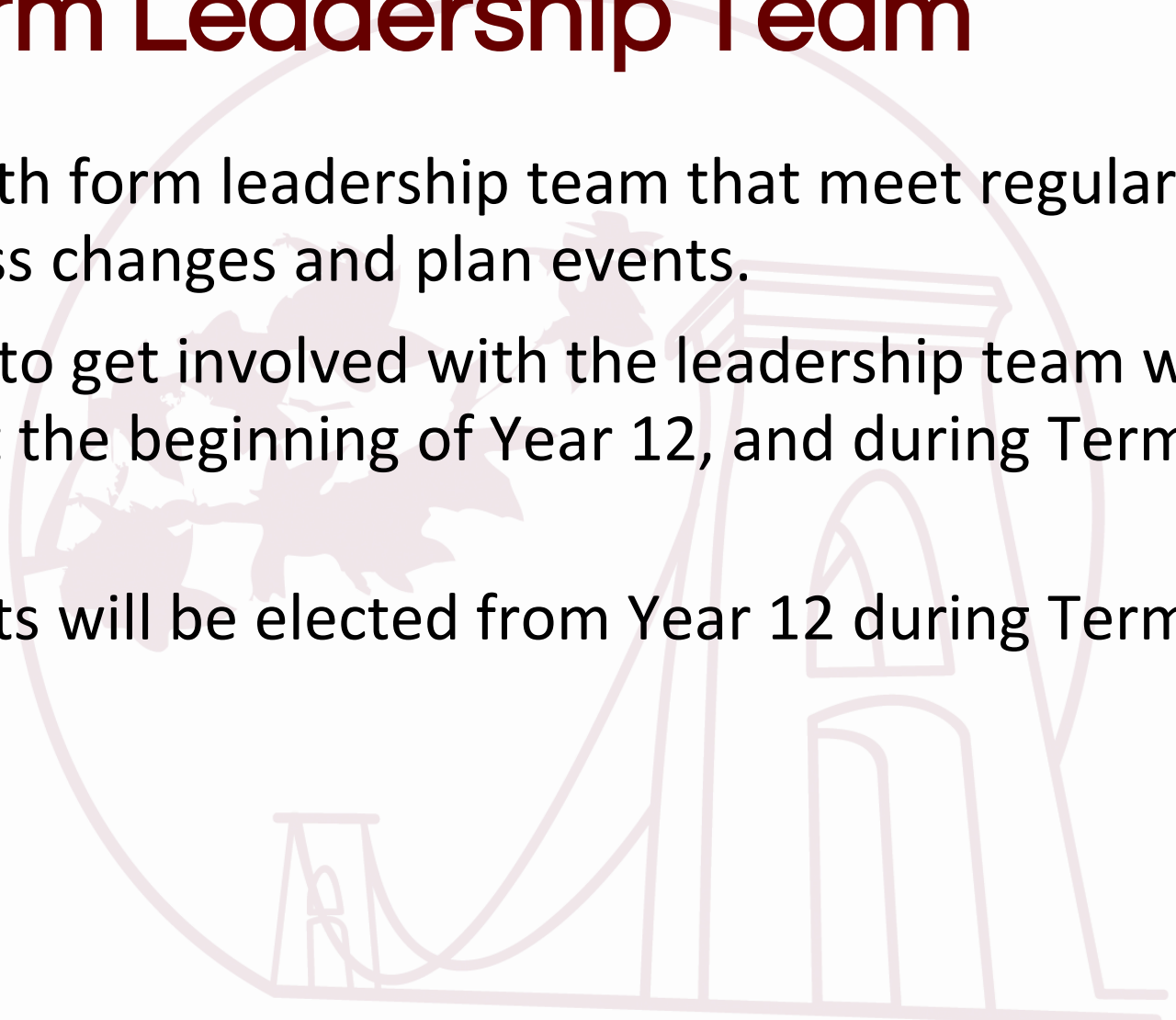
Your Timetable

- AM / PM Reg, including extended tutor on Friday mornings
- 8 hours per subject per fortnight
- 6 hours of timetabled Study
- 2 hours of Extra-Curricular
- Any timetable issues – let your tutor know.



Sixth Form Leadership Team

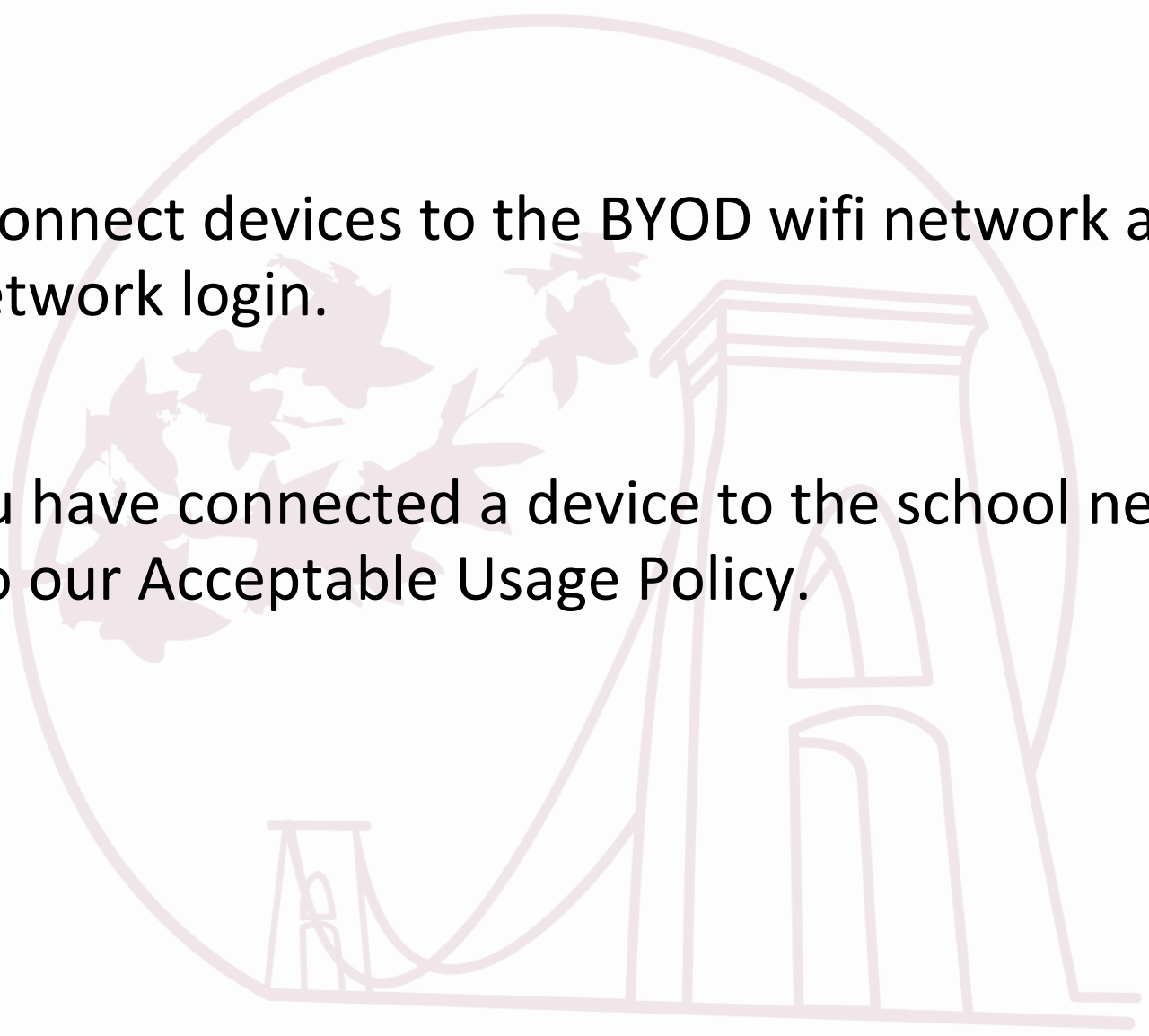
- There is a sixth form leadership team that meet regularly to identify issues, discuss changes and plan events.
- Opportunity to get involved with the leadership team will be advertised at the beginning of Year 12, and during Term 4 (as Year 13 depart)
- Head students will be elected from Year 12 during Term 4.



Wifi

Students can connect devices to the BYOD wifi network and login using their school network login.

Note, once you have connected a device to the school network, you are agreeing to our Acceptable Usage Policy.



Learning together, succeeding together, inspiring excellence

Notes

