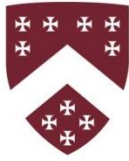


KLB



KATHARINE
LADY
BERKELEY'S
SCHOOL
FOUNDED 1384

Sixth Form Students' Handbook 2019-20

Welcome to the Sixth Form. Over the next few weeks you may have many questions about procedures in the sixth form. In this booklet I have tried to answer as many of these questions as possible.

Please take some time to read through this information. Keep it somewhere safe and refer back to it for key dates, information and advice.

Who's who?

Miss Khan (HSK)	Deputy Headteacher and Head of Sixth Form (hkhan@klbschool.org.uk)
Mr Dudbridge (JDU)	Assistant Head of Sixth Form (jdudbridge@klbschool.org.uk)
Mr Penman (RFP)	Higher Education Consultant (rpenman@klbschool.org.uk)
Mrs Price (LP)	Sixth Form secretary and Examinations Officer (lprice@klbschool.org.uk)

Tutor Groups 2019/20

12MJC	M Coley	R12
12SHC	S Coughlan	K9
12JJJ	J Jones	R5
12KMC	K McAllister	R9
12AHR	A Rawlinson	H5
12CRR	C Rolleston	H7
12RJS	R Shaw	S2
13JEC	J Champion	R4
13RHD	R Daniel	K6
13NJG	N Gallivan	R11
13SLJ	S Jones	K1
13CMT	C Thomson	D3

Attendance

- In Year 12, you are expected to attend school from 8.25 – 2.45pm each day. You must attend all timetabled lessons, both daily registrations and assemblies. There is also a designated number of study periods expected.
- Attendance is monitored and your tutor and parents will be informed if you fail to attend a lesson.
- You must not take holidays during school time and you should try to avoid making a doctor's appointment during the school day. Missing an A level lesson is not the same as missing a GCSE lesson. If a lesson is missed, copying up the notes is essential but you will need to check that you do understand the work covered.
- If you do have a planned absence (e.g. for an open day visit) you must complete a form (available from the drawers outside the Sixth Form office in the Study Library) and get it signed by your teachers, for that day. This must be passed onto the Attendance Officer before the day of absence.
- If you are absent from school due to illness or another reason, a parent/carer should contact school and leave a message on the school's answer machine. Absence notes should be handed in to Mrs Price

Can I go out of school at all?

- If you have to leave school during the school day you must get permission from HSK or JDU. You must then sign out at reception and sign back in when you return.
- Sixth Formers are allowed to leave the school site at lunchtime. However, smoking around Wotton does get reported back and the usual school rules apply. Please do not let yourselves and school down.

How much private study should I be doing?

The expectation is one hour of private study for every hour in class which is a lot of work and is why we ask you to spend some of your "free" periods in the sixth form study library or school library. It will help you to get used to independent study. The study library is a silent working room. It is open until 5.30pm. There are networked computers available for your use. You can use the main library – this is also for silent work. Free rooms are often used by sixth form students. This is absolutely fine providing they are left in the condition in which they were found.

- If you are doing 4 subjects, you will not have many study periods but you may need to use them to keep on top of your work. If you are doing 3 subjects, you should allocate at least 5 periods per fortnight for private study.

This is a minimum requirement. Obviously you can do as many as you like!

What about paid employment?

- Research shows that too much paid employment is one of the major factors for underachievement at A level. You need to carefully balance the need for money with the requirements of school work.
- Many students do have jobs, but it would be sensible to do no more than one week night and one day at weekend. You will get tired doing more than this.

In the classroom.....

What if I want to change or drop a subject?

You have made important choices about your subjects and you must not make any hasty decisions about dropping or changing subjects if you find the first lessons hard. This is A level ... it is much harder than GCSE! If, after a few lessons, you feel that you may have made the wrong decision, you can complete a form (available from Mrs. Price or the drawer outside the Sixth Form office).

You must discuss your thoughts with the relevant people and get the form signed by subject teachers, your parent(s), your tutor and by HSK or JDU and Mrs Price, who will amend examination entries. If there are no problems with clashes and full groups, it may be possible for you to change.

General organisation

Bring a file to school with dividers separating each subject. You must set aside time to organise your folder and transfer notes to a separate subject folder at the end of a topic. Try to develop a routine of doing this because it can become an un-manageable task if left too long.

Download a subject specification (syllabus) and highlight it as you go through each topic. Ask about anything where you are having problems.

How am I monitored?

You will get two progress reports and there are 2 parents' evenings.

Throughout the first half term, you will be expected to do about five "initial tasks" for each subject. *This may be in addition to homework.* These tasks will cover a range of the types of learning styles that you will be exposed to at A level e.g. presentations, note making, research skills, essays etc. They will provide you and your teachers with a useful profile about your strengths and weaknesses. We also use them to check if you are coping with the rigours of sixth form work. Your progress in these tasks will be monitored and reported on. If there are concerns, we will need to review why. This monitoring continues after the initial tasks are completed.

Where do I get help if I am having problems?

If you are having specific subject concerns, talk to your teacher and arrange a time to discuss your problems. Don't worry about asking – it is expected that you do this. Your teachers are always happy to help you get back on track. Talk to Miss Khan and Mr Dudbridge – we are there to help.

Which skills will I need to develop to be successful at A level?

Your teachers will identify the specific skills that are crucial for success in for each unit of work. At the end of each half term your teachers will nominate those of you who have developed these skills and we will celebrate these successes in assemblies. The skills highlighted may include some from the list below:

- willing to take risks and resilience
- accept criticism
- learn **with** us
- accept new challenges
- enthusiasm for the subject
- use of initiative
- leadership
- independence
- self motivation
- good communication and teamwork
- organisation and meeting deadlines

Enrichment

All year 12 students are expected to select an enrichment programme which they will follow for the year. Enrichment and games activities take place every Wednesday period 5. This is an excellent opportunity for you to add breadth to what you have to offer a future employer and, in some cases, it will be rewarding for you to give something back to your community. Opportunities available include:

- Young Enterprise
- First Aid Course
- Sign Language
- Sixth Form newsletter team
- Games
- Book club
- Working in a charity shop
- Community service in a primary school
- Community service in home for the aged
- Other community service e.g. working with a charity
- Extended work experience

How do I get involved in extra curricular activities?

Over the next few weeks, we will be talking about the many opportunities available to you outside of the classroom. We do encourage you to join in with these – it gives you the opportunity to put something back into the school as well as develop some essential skills. When you complete your university application or apply for a job next year, you will need to show evidence of your extra curricular involvement. Be careful not to take on too much. Once you commit to an activity it is important that you attend all sessions as people will be relying on you.

Here are a few of the opportunities available:

- Sixth Form committee
- Paired reading scheme
- Assisting year 7 and 8 tutor groups
- Fund raising activities
- Prefects
- Assisting at school evening events
- Tutor group assemblies
- Helping to run School Council
- Student newsletter
- And lots more!!!

If you have ideas about organising an event, come and tell us....

General questions:

1. How do I find out about meetings?

Your tutor will also have a weekly bulletin, which they will discuss on Monday at pm registration.

2. Can I use the canteen at any time?

If you are free before break or lunch, you can use the canteen via the service road. Please be considerate after break as the canteen staff may be having their breaks.

3. Use of the common room

It is really important that you treat the Sixth Form area with respect. There are lots of you using it and it does get messy quickly. Litter must be put in the bin – not left on tables or on the floor. The common room will be locked for a period of 1-2 days if at any point it is found to be unreasonably untidy.

4. Can I bring my mobile phone to school?

Yes, but please only use it in the common room and quad and do not walk around school using it. It MUST be switched off in lessons. If someone needs to contact you urgently, they can use the normal procedure and phone reception to leave a message.

5. What happens if I'm absent from school?

If you are absent from school, we expect that a parent/carer will phone school. If you know in advance of an absence, please inform Mrs Price in exams office.

6. How do I arrange a careers interview?

You can request an appointment to see the Sixth Form careers adviser who visits the school. Contact Miss Khan who will arrange an appointment for you.

Dress Code – a reminder!

The aim of the dress code is to create a good image of the sixth form to the rest of the school and the community. Clothing should be worn in a smart manner.

Boys

- Dark blue/black/dark grey, plain or pinstripe suit
- Plain or striped shirt
- School sixth form tie (available from reception)
- Smart, dark shoes
- V-necked sweater – dark, plain
- Boys are permitted to wear one pair of studs in the lobe. Other piercings are not acceptable.
- Hairstyles should be tidy and inconspicuous

Girls

Whilst girls do not have to wear suits, they must look smart and ready for work. We recommend that you ask yourself the question, 'would I go to an interview dressed like this?' If the answer is 'no', then what is being worn isn't suitable for school. A jacket can cover a multitude of sins so please bear in mind that you still need to look "interview ready" even if your jacket is removed.

- Smart suits or coordinating, tailored* jacket with dress/skirt/trousers. Simple patterns are fine as long as the overall look with the jacket is smart. Denim is not acceptable.
- Worn with a smart shirt or top. Tops must not be cropped. We appreciate that many tops are sold as T-shirts. However, when a jacket is removed, many of these T-shirts look very casual. You must look smart. Jackets must be worn at all times unless the "no blazer" rule is in place across the school due to the weather. A coat cannot replace your jacket.
- Footwear should be smart dark shoes or boots. Black trainers are allowed but must look smart. They must be entirely black and able to be polished. Again ask the question about whether you would wear these for an interview.
- Girls are permitted to wear one pair of earrings. Other piercings are not acceptable.
- Hairstyles should be tidy and inconspicuous

*Trousers, skirts and dresses worn must be tailored, so can't be skin tight. Tailored skirts are of a fixed length, unlike stretchy ones which can be adjusted depending on the audience and the wearer. Tailored trousers can be slim/skinny fit but aren't treggings. They are usually of the same material as the jacket. Skirt lengths cannot be higher than the midpoint between the top of the leg and the knee.

And most importantly

Where else can I get guidance?

Your tutor will build up a full picture of your progress. He/she see you twice a day and will get to know you very well. You may choose to talk to him/her if you have problems. You will be mentored one to one during the year, but you can always arrange to talk to your tutor at any other time.

You can also come and talk to us. We are always happy to take time to help. The important thing is not to let a problem get out of hand. There are lots of people who want to help. **Check your email frequently – we use it a great deal!**

You are about to embark on two very challenging and enjoyable years. Make the most of these opportunities.

Good luck!

Miss Khan

Mr Dudbridge

An A – Z of Sixth Form life

ABSENCE Employers and universities are very interested in your attendance and punctuality. At any time we may be requested to print out an attendance certificate for you. Absences that can be authorised include visits to university open days, school visits, medical etc but you should bring in a note from home to explain (in advance where possible). If your attendance falls below 90% you will be informed and may be placed on report and your entry for public examinations will be withdrawn.

ASSEMBLIES Your assemblies will usually take place in the drama hall. Notices will be given via the bulletin.

ATTENDANCE It is very important that you have good attendance. You are required to be in all lessons, assemblies and seminars. It will help your overall progress and keep you informed about what is going on.

BALL GAMES If you wish to play games during the school day please do so away from classrooms on the playing fields. Do not use the lawn at the front of the school for ball games.

BULLETIN Every Monday afternoon in tutor time your tutor will read out the weekly bulletin. This has important information about the week ahead.

COMMITTEE The Sixth Form committee meets weekly and discusses a wide range of issues. Ideally, each tutor group is represented so representatives can feed back to their group and bring up issues. The committee deals with the Sixth Form Ball, Year Book, Charity Week, facilities and finance, among other things.

COMMON ROOM This is a privilege given to sixth formers. Many schools do not have such a facility. Please treat it with respect and use the litter bins provided. If the common room is misused (litter, ballgames, damage to furniture, inappropriate behaviour) it may be locked for a number of days.

DEADLINES You will need to be very organised to keep on top of your work. Make every effort to meet deadlines for submitting homework and coursework. If you are under pressure and struggling then speak to your tutor or teacher and explain. Do not wait for the deadline to then explain how you have missed it!

DRESS CODE You are expected to conform to the school dress code, which is explained in the prospectus and to which you agreed at interview. We do not wish to spend our time reminding you of the dress code. You may be asked to go home and change if you are wearing inappropriate clothing.

DRINKING and DRUGS No alcohol and no drugs should be brought to school or used in school. You will be permanently excluded from school if you do this. Alcohol is strictly forbidden on school trips.

DRIVING Many sixth formers will pass their driving test during their time in the sixth form. If you drive a car to school, please take care (especially in the car parks). Year 12 are only permitted to bring cars to school from the start of the term 6. This also depends on where you live. You will need to complete an online learning course, sign a contract and collect a permit before you are allowed to bring a car to school. You may take your tests during school time but students are not to organise driving lessons during the school day, even during free lessons. If you are observed driving dangerously you will be banned from bringing a car to school.

ETHOS You have chosen to come to a sixth form connected to a secondary school, which brings with it certain benefits and constraints. Students here do very well academically and in sport, music and drama. The Sixth Form has a good reputation which we would like you to uphold. Support each other and set good standards of dress and behaviour. You are role models for younger pupils.

FIRE ALARM As sixth formers you are role models for the rest of the school and pupils look up to you. If the fire alarm sounds make your way to the designated meeting point (senior pen), and stand in your tutor groups in register order. Please stand in silence – and in doing so, lead by example.

GAP YEAR Some students plan a gap-year before going to university. This needs to be well planned in advance and you should begin thinking about it in Year 12. For many it involves a few months of work, followed by travelling. It can be very rewarding to spend time working in a different country – often teaching.

HOLIDAYS If you (or your parents) wish to apply to take you out of school during term time, you must ask a parent/carer to complete a leave of absence form. You are strongly advised to avoid missing time at school.

LEARNING SUPPORT You may wish to volunteer to help younger pupils with particular subjects in your free lessons.

NUS CARDS You can apply to join the National Union of Students (NUS) and get discounts on a number of goods and services. Leaflets can be downloaded from the NUS website. You are eligible to apply for an NUS Extra card.

PAIRED READING You may wish to volunteer to help younger pupils with their reading during afternoon registration.

PART-TIME WORK There are many advantages to having a part-time job but do not take on a number of hours that will have a negative impact on your studies. 10 hours per week (max) is a rough guide.

PE There will be a range of options throughout the year and please let us know if there is something specific that you would like us to organise.

PREFECTS Year 12 students are invited to be prefects. Prefect duty involves patrolling a particular part of the school for a specific break / lunchtime and supervising younger pupils.

PRIVATE STUDY With A Levels, you have never “finished” all your work as there is always background reading, research or revising that can be done. You will need to use free lessons at school and time at home wisely. You can expect to do one hour of private study for every hour of lesson time. You may use the sixth form study library or the main school library for private study.

REFERENCE Whatever you choose to do after leaving KLB we will write you a reference. This is a key to a successful application. A good reference will include details about your character (trustworthy, honest, reliable, hard-working), evidence of these traits (paired reading, prefect, tours), achievements (grades, awards, certificates) and interests (subject based, sports, music, drama). We do not write negative comments but an employer/university can gain much from what is “not” stated! Get involved in a variety of extra-curricular activity and help us to write you a great reference.

REGISTRATION As in lower school this takes place at 8.25am and 1.30pm. You are expected to be in registration unless other arrangements have been made (home study). In afternoon registration

there will be a number of activities throughout the year designed to support your studies and help you develop as an all-round individual (these include quizzes, debates, mentoring, discussion).

SANCTIONS While sixth form life is clearly different from lower school and you are given a lot more responsibility, if you act/behave like a lower school pupil you will be treated as such. Teachers may choose to keep you in detention to complete missed work and you may be put on report for a week or two. Please note this is very rare. If there are concerns your parents / carers will be invited in to discuss your progress and ultimately your place in the sixth form.

SEMINARS During the year there will be a number of sixth form seminars that take place in the Drama Hall instead of a timetable lesson or during time allocated for General Studies. These seminars will cover topics such as alcohol, finance, mental health, drugs, sexual health. Attendance is compulsory.

SIGNING IN & OUT There is folder in the main reception for you to use if you sign in late or need to leave school for any reason. It is very important that you do this so we know where you are in the event of a fire (real or drill).

SMOKING You may not smoke around the school premises or playing fields and should avoid smoking anywhere during the school day. The same sanctions apply to Sixth Formers as to the rest of the school.

STAFF You should quickly realise that your relationship with the staff is different from in the lower school. You have chosen to return to or join KLB and they are a key success factor in your progress. You should be polite, respectful and above all, honest.

STUDY LIBRARY This facility is for you to undertake work / research as part of your A Level courses. There should be silence during lessons to allow people to concentrate on their studies. If you talk, you may be asked to leave. Some students do private study in the Art rooms or in D&T. You are welcome to use the computers, but please log-off when you have finished so others can use them. If the study library is full you can check at reception for the free room timetable and use a free room with permission of the relevant department. You may take tea/coffee/water into the study library but food is not to be consumed (except during break and lunchtime).

TUTOR Your tutor is there to help guide you through sixth form. You can ask them for help, support, advice, information and they will do what they can to assist you.

WORK EXPERIENCE It is useful for you to gain some work experience in the field you are considering for a career. It will help you see what that career is actually like and will support any application to university. The summer holidays at the end of Year 12 would be a good time to carry out the work experience, but do not wait until then to get it organised.