

King James's School

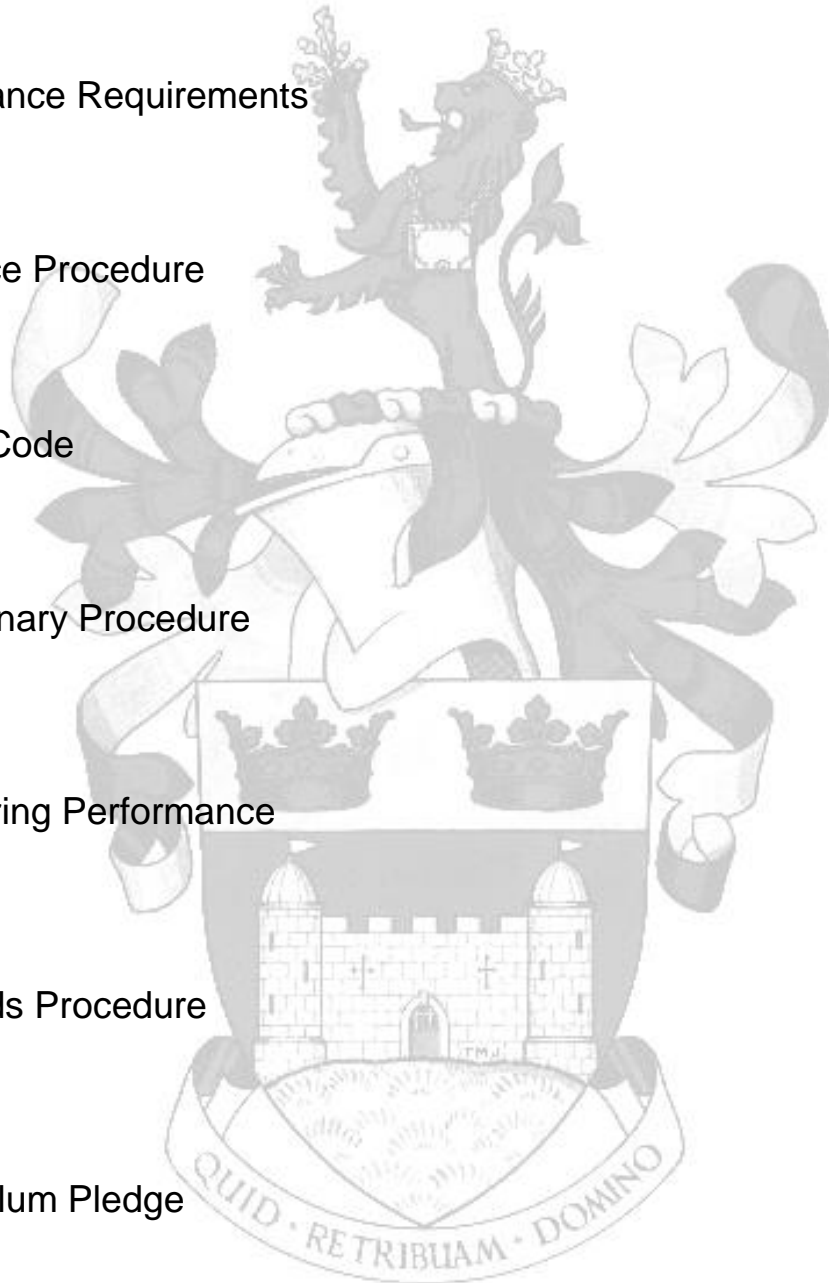


SIXTH FORM HANDBOOK

September 2016

Contents

- Basic Expectations
- Attendance Requirements
- Absence Procedure
- Dress Code
- Disciplinary Procedure
- Monitoring Performance
- Rewards Procedure
- Curriculum Pledge



Basic Expectations

As a Sixth Form student you will be expected to meet high standards of behaviour and academic achievement.

1. Attend **all** lessons, registrations and supervised study periods.
2. Have the correct equipment and the mind-set to work in all subjects.
3. Be punctual.
4. Complete all work set to the best of your ability and on time.
5. Check school email, Sixth Form Bulletin and Fronter daily.
6. Wear the school uniform correctly at all times.
7. Respect all staff and other students.

Attendance Requirements

The following are generally regarded as acceptable reasons for absence:

- Medical appointment, which cannot be arranged outside school hours. This must be supported by an appointment card where possible; however, you should try to make appointments in free periods.
- Visit to a university open day. Attend a maximum of three per year.
- University interview.
- Career related interview.
- Driving test.
- Family bereavement.
- Education visits approved by the school.

This list does not cover all possible acceptable absences. Please discuss any potential issue with the Sixth Form team.

The following reasons for absence would not generally be acceptable:

- Holiday taken during term time.
- Social event taken during term time.
- Part or full-time work, which is not part of the your programme of study.
- Leisure activities.
- Birthdays or similar celebrations.
- Babysitting younger siblings.
- Shopping.
- Routine medical appointments.
- Missing lessons to complete course work/homework.
- Interviews for part-time work.
- Driving lessons.
- Driving theory test.

Absence Procedure

Unplanned Absence

On each day of any unplanned absence (ie, illness), please contact the Sixth Form Office **before 9am on 01423 798704** and leave a message explaining the nature of your absence.

On your return to school collect a pink absence slip from your Academic Advisor, complete it in full and hand it in to your Academic Advisor.

Planned Absence

For an absence you know about in advance, complete a blue form (available from your Academic Advisor) and hand it in to your Academic Advisor at least **one week** in advance.

Check with your Academic Advisor prior to your planned absence date to ensure your request has been authorised.

Sixth Form Dress Code

King James's students, parents, staff and governors are proud of the school's dress code. Sixth Formers are asked to support the main school by wearing uniform smartly and in the spirit of a business environment. As Sixth Formers are role models for younger pupils, for example as helpers in lessons, House Captains and Prefects, the spirit in which students dress is very important to the whole school.

The basics are:

Either

Suit

Sixth Form tie

Plain white, grey, blue or black shirt or blouse, suitable for wearing with the Sixth Form tie (no patterned/checked/striped shirts).

Plain black/brown shoes or boots

Or

Royal Stewart Dress Tartan kilt with plain black tights.

Plain white or cream shirt or blouse with collar to be worn with a plain long sleeved jumper or cardigan in black, cream, red or grey (round or V-neck). They should not be of a large or patterned knit.

A plain long sleeve polo neck (high neck) jumper in black, cream, red or grey can be worn instead of the above shirt/jumper combination.

Plain black/brown shoes.

As with main school:

No facial or tongue piercings.

Small/subtle earrings may be worn.

No ear spacers, stretchers or expanders.

No visible tattoos.

No extreme hairstyles or hair colours.

No outdoor clothing in main school or lessons.

Disciplinary Procedure

Please see separate page for the disciplinary and sanctions procedures.



Monitoring Performance

Students' academic performance is monitored in the following ways:

Method	By whom?
E-portal	Subject teachers will record positive and negative comments. Advisors will regularly check e-portal events. Initially, events are discussed with students by Academic Advisors. When concerns become repeated and more serious, the Learning Manager will implement appropriate intervention.
Learning cycle information – every 9 weeks	Each learning cycle data is analysed by Learning Manager. Students with disappointing A to L (1-3) grades will be mentored by their Academic Advisor or Learning Manager for the duration of the Learning Cycle. The Learning Manager will implement appropriate interventions to ensure student progress.
Attendance	High attendance provides for high success Attendance is monitored daily and contact home is made the same day if a student is absent. Weekly attendance data is monitored by Advisors with concerns passed on to Pastoral Officer and Learning Managers.

Rewards Procedure

The following system is designed to motivate, encourage and reward you when you get things right!

- Subject teachers will praise you verbally
- Subject teachers will provide positive feedback for written work
- At the end of each Learning cycle you will receive a congratulations letter providing your Attitude to Learning grades are high enough
- At the end of each Learning cycle you will be entered into the prize draw providing your Attitude to Learning grades are high enough. 5 lucky winners will receive a voucher to spend in the Sixth Form Café.
- You may receive a 'well done' postcard from your subject teacher

King James's School, Knaresborough

To support your learning you will have:

CURRICULUM PLEDGE

All Key Stages

1. A 'Learning Journey' for the whole course or key stage and each learning cycle or unit
2. Access to resources to improve your independent learning
3. Regular feedback on how to Progress
4. The opportunity to feedback to Staff
5. Guidance on how to organise your learning