



Your  
**A to Z**  
**Guide**  
to Sixth Form



THE  
**KINGSLEY**  
SCHOOL

# Welcome

By taking the decision to study in the Sixth Form at Kingsley you are embarking on an exciting and very important part of your life. Decisions that you make may have a profound effect on the rest of your life.

We aim to foster confidence, creativity and independence, a sense of responsibility and respect for others. You will be expected to be committed to following our ethos and to be considerate to others, responsible in your attitude towards your studies and aware of setting a good example to the younger members of the school.

Within a caring, friendly and structured environment you will have the opportunity to fulfil your potential both in your academic studies and in your wider development. You will be expected to take more responsibility for your own success and this will involve making good use of your study periods in school and being prepared to spend several hours a night and at weekends on homework.

The Sixth Form will also prepare you for the demands of life after school. This will involve being treated as and taking on the responsibilities of an adult. You will begin to develop a more adult relationship with your teachers and you will be able to concentrate on the subjects you really enjoy or need for your future.

It is important that you approach the next two years with energy and positivity and that you work in collaboration with us to make the most of the many opportunities that will be available to you.

***The Sixth Form at Kingsley is a unique and special place; work hard and enjoy yourself.***



**Dawn Morgan**  
*Head of Sixth Form*

**Absence** should be reported to [absence@kingsleyschool.co.uk](mailto:absence@kingsleyschool.co.uk) and to your Form Tutor.

**Academic study:** we have a calm, purposeful environment in which you are encouraged to pursue high levels of research and study.

**Academic support** continues in the Sixth Form with a dedicated member of staff who can help you with issues such as time management and managing your particular needs. See 'Learning Mentor'.

**Address:** The Kingsley School, Beauchamp Avenue, Leamington Spa, Warwickshire CV32 5RD

**After school:** the Sixth Form centre is open until 6pm Monday-Friday.

**Alumnae:** we aim to reach out to all former students and staff to foster a lifelong relationship with the school and be an active part of the Kingsley Community. You will be invited to join the alumnae community once you finish your A-level studies with us. Many members return to address students on a range of inspirational topics. More details are available from [alumnae@kingsleyschool.co.uk](mailto:alumnae@kingsleyschool.co.uk). You can also contact us at any point through university if you need help or advice.

**Ambassadors:** we expect our students to act as ambassadors for the School in attitude, behaviour and dress.

**Applications procedure:** you will be guided through the process of applying to higher education, apprenticeships or employment. You can talk to a teacher or the Head of Futures at any time.

**Appointments:** whilst we encourage you to make appointments outside of school hours, we do appreciate that this isn't always possible; please inform us by email if you have an unavoidable appointment. Excusing yourself from lessons and catching up with missed work is your responsibility.



**Apprenticeships** are an option for those students who decide that university is not for them; we can advise and provide assistance with apprenticeship searches and applications procedures. We have talks from experts throughout the academic year.

**AS levels:** examinations are taken at the end of Year 12. AS levels do not count towards the final grade. Currently girls take 3 or 4 AS level subjects at Kingsley.



**Assemblies** take place in main school and you are expected to attend and act as role models to the rest of the School. In addition, we have year assemblies in the Sixth Form Centre.

**Assistant Head Curriculum:** Mrs Rebecca Rogers who can be contacted on [r.rogers@kingsleyschool.co.uk](mailto:r.rogers@kingsleyschool.co.uk)

**Attendance:** you are expected to attend school Monday to Friday from 8:40am – 4pm. Attendance levels are monitored and reported to parents via the reporting system and via telephone or email if we have concerns. Good attendance correlates with better examination performance.

**Attitude:** Sixth Form students should adopt and display a positive attitude to learning and to being a member of the wider school community.

**Before school:** school opens at 7:30am.

**Behaviour:** Sixth Form students are expected to lead the way in exemplary behaviour and conduct.

**Calendar:** this is available to view on the Calendar, News and Events section of the School website at [www.kingsleyschool.com](http://www.kingsleyschool.com)

**Careers:** students are guided by our Head of Futures and by the Sixth Form staff team.

**Catching up:** you are responsible for catching up on missed work due to absence. The pace and level of work is greater than that of GCSE so it is not advisable to fall behind.

**Challenge:** we will provide you with the advice, guidance and opportunities to become a successful, motivated and considerate young adult; your challenge is to make the most of the next 2 years in order to become the best that you can be.

**Charities:** these are chosen by the Sixth Form Leadership Team; we support a local and national charity each year. This year's charities are Palestine Children's Relief Fund (PCRf) and Warwickshire Young Carers. We also hope to raise money for Round Square Charities.

**Child protection:** the School designated safeguarding and Child Protection Officer is Mrs Christina McCullough who can be contacted on [c.mccullough@kingsleyschool.co.uk](mailto:c.mccullough@kingsleyschool.co.uk)

**Claremont** is the name of the Sixth Form building.

**Class Charts:** you can access your homework instructions here

**Common Room:** students gather in the Common Room for relaxation, to eat and to be sociable at break and lunchtimes. You are responsible for the tidiness and sensible use of the Common Room.

**Commitment** is expected from all A-level students in all areas of school life. You should not underestimate the amount of work and level of commitment which is required to succeed at this level of study.

**Consolidation:** you should take the time to consolidate each day's work so your learning and understanding is maximised.

**Contacts:** all staff can be contacted by email with the format of first initial/dot/surname@kingsleyschool.co.uk. See below for telephone number.

**Counselling referrals** to the school counsellor are made by the Head of Sixth Form.

**Coursework** is a component of some A-level and OCR Cambridge Technical courses. You will need to plan carefully with the help of your teachers and without affecting work in your other subjects.

**Data** is used to compile information on predicted grades, results and attendance figures and is used to inform target setting.

**Deputy Head:** Mrs Christina McCullough who can be contacted on [c.mccullough@kingsleyschool.co.uk](mailto:c.mccullough@kingsleyschool.co.uk)

**Deputy Heads of School** are part of the Sixth Form Leadership Team. The current Deputy Heads of School are Morgan Bethell and Abi Lawson.

**Destinations:** our students go on to a range of destinations including university, college, apprenticeships and employment.

**Dining Room:** Sixth Form students are encouraged to use the Dining Room in main school as it is more convenient than going into town and younger students are inspired and encouraged by your presence.

**Dress code:** you are expected to adhere to the dress code which is published in this booklet. Breaches of the dress code are taken seriously and we follow a 3 step plan to encourage improvement. The dress code is set out on a separate page.

**Driving lessons:** we appreciate that you may want to learn to drive once you turn 17 but ask that permission is not assumed and that lessons are not taken during lesson time. Permission must be sought to have driving lessons during the school day and is dependent on you being up to date with your work.

**Duke of Edinburgh gold award** is available; see the Sixth Form staff for more details.

**Emails** will be answered within 48 hours as per school policy, and usually within 24 hours. You are expected to check your own school email often for important notices and updates

**Enrichment** takes place on Monday, Tuesday and Thursday from 3:20pm and on Wednesday afternoon from 1:20pm. A variety of activities includes sport, dance and physical fitness, guest speakers, Young Enterprise, charity work and volunteering in the local community. Sixth Form students may also run or help to run clubs in Prep and/or Senior School.



**Enterprise activities** make the connection between school and the world of work, enabling young people to develop the knowledge and attitudes they need to succeed; all students in Year 12 are given the opportunity to participate.

**Entry requirements** vary according to individual cases but we usually require 5 grades 9-4 at GCSE with grade 6 in the subjects being taken at A-level. Entry from Year 12 to Year 13 is not guaranteed if commitment has not been shown and if results indicate that you may struggle to achieve a grade.

**EPQ:** the Extended Project Qualification is worth UCAS points and recognised by many top universities as an additional indicator of independent learning skills and commitment to study. See Mrs Bennett for more details.

**Equipment:** you should ensure that you have sufficient stationery to enable your studies.

**Ethos:** our ethos is to provide a friendly, caring and supportive environment in which you are encouraged to work hard, enjoy your learning and achieve your best. Always try to be kind and consider the consequences of words and actions.

**Examinations** take place in the main school gym or in the Sixth Form centre. Students will sit mock examinations in the January/February prior to summer examinations.

**Examination results** are available in school on published results days in August from 8:30am

**Extra-curricular activities** are available during lunchtimes, after school and as part of enrichment on Monday-Thursday afternoons. There is a thriving School choir and opportunities to be involved in LAMDA and performing arts activities as well as team sports. Many Sixth Form students choose to have extra-curricular singing and/or instrumental lessons.

**Facebook:** see what we're up to on The Kingsley School's Facebook pages.

**Failure** is part of learning: we encourage students to embrace the learning opportunities afforded by failure and to work with us to agree targets for progress.

**Finance office** can be contacted on [billing@warwickschools.co.uk](mailto:billing@warwickschools.co.uk) for any queries relating to school fees, bursaries and billing.

**Fire procedures** are advertised in the Sixth Form centre. Students muster calmly and quietly on the tennis courts or Clarendon Square Gardens in the event of a fire alarm.

**Fitness Suite** is available to Sixth Form students as part of enrichment, in study periods when all work is up to date and before and after school. You must use the Fitness Suite in groups of 2 or more.

**Forms:** all students will be a member of a vertical form group made up of both Year 12 and Year 13.

**Form time** takes place from 8:40-9:00 on mornings when there is no school or year assembly. The Form Tutors follow an interesting and varied programme which includes PHSEE.

**Form Tutor:** each student will have a Form Tutor who is on hand to answer questions and support students throughout your time in Sixth Form.

**Foundation (the):** Kingsley School is part of the Warwick Independent Schools Foundation.

**Friends of Kingsley (FoK)** is the official name for the School's PTA.

The committee includes parents and teachers from across the school. Our aim is to form a strong Kingsley community by bringing families together at events run throughout the year. The proceeds from any events held are given to specific projects within the school to make a difference to life at Kingsley or to charities of special interest to us. To find out more email

[friends@kingsleyschool.co.uk](mailto:friends@kingsleyschool.co.uk)

**Friendships** are a very important part of a successful Sixth Form career and tutors are on hand to support students who experience difficulties. We encourage you to support each other.

**Garden:** the Sixth Form garden is a place for relaxation and social gathering and it is an oasis of calm in the middle of the town.

**Headteacher:** Mr James Mercer-Kelly who can be contacted on

[headteacher@kingsleyschool.co.uk](mailto:headteacher@kingsleyschool.co.uk)

**Head of Sixth Form:** Mrs Dawn Morgan who can be contacted on

[d.morgan@kingsleyschool.co.uk](mailto:d.morgan@kingsleyschool.co.uk)

**Head of Year 13:** Mrs Mary Bennett who can be contacted on

[m.bennett@kingsleyschool.co.uk](mailto:m.bennett@kingsleyschool.co.uk)

**Heads of School** are the leaders of the Sixth Form Leadership Team and principle ambassadors for the school. Current Heads of School are Sophie Clarke and Saarah Hafiji.

**Higher education evening** for parents and students usually takes place in March of Year 12. Students are prepared for choices by attendance at the UCAS convention and a range of guest speakers.

**High standards** should be set from the start as you are expected to take more responsibility for your learning.

**Holidays** are discouraged during term time but if unavoidable, please send your request to Mrs Morgan, Head of Sixth Form or to the School Office on [schooloffice@kingsleyschool.co.uk](mailto:schooloffice@kingsleyschool.co.uk)

**Homework:** you will receive homework every day and you are expected to work for 2-3 hours per night and 3-4 hours at the weekend. There is no set homework timetable as you must learn to prioritise tasks and to meet deadlines.

**House System:** the School houses are called Gadesden, Huckwell, Loveday and Milroy. All students are assigned a house when they join the School. Houses take part in a range of competitive, fun activities.

**House Prefects** are part of the Sixth Form Leadership Team and oversee the organisation of the house activities along with the staff Head of Houses. House Prefects are chosen from the Y12 and Y13 student body. Head of House Prefects is currently Grace Green.

**Hub (The)** is a bright social/study space located next to the Sixth Form garden. There is a kettle, a toaster and a fridge for students' use.

**Independent learning:** now is the time to consolidate and further develop the skills of a successful independent learner. Independent learners seek opportunities and are pro-active about their own knowledge acquisition and progress.

**ICT:** desktop computers are available in the 2 Sixth Form study rooms.

**Illness** is inevitable and should be reported to [absence@kingsleyschool.co.uk](mailto:absence@kingsleyschool.co.uk) and your Form Tutor. Should you become ill while at school you will be seen by the School Nurse and your parents informed. If you have long-term health problems please see your Form Tutor to see how the School can support you.

**Induction** usually happens in July and includes both Year 12 and joining Year 11 students. It consists of lessons in chosen subjects and there is also an off-site team building focus.

**Instagram:** follow us at the Kingsley School Sixth Form

**ISAMS:** School Management Information System - the software we use to store all information about students, from contact details to attendance and punctuality.

**Jewellery** is permitted but sensible choices should be made to complement the smart business-like nature of the dress code. No overly large earrings or costume jewellery is allowed.

**Kitchen:** the Common Room kitchen contains a fridge, microwave, kettle, toaster, dishwasher and cupboards for storage.

**Lateness** is not acceptable and you are strongly encouraged to organise your time so that it can be avoided. Lateness is recorded once registration has closed. Excessive lateness may be referred to in references for employment and higher education.



**Leadership training:** the Sixth Form Leadership Team benefits from leadership training when they take on their new responsibilities.

**Learning Mentor:** Mrs Suzanne Smith is our Sixth Form Learning Mentor and she provides practical support to students who may be referred or request help.

**Learning Resources Centre:** the LRC is situated in main school and is available for Sixth Form use.

**Lessons** are an hour long and there are 5 each day.

**Lockdown procedures** are a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and students. Procedures aim to minimise disruption to the learning environment whilst ensuring the safety of students and staff.

**Lockers** are provided to all Sixth Form Students.

**Lunch:** lunchtime is from 12:20pm – 1:15pm every day; students can purchase lunch from the Dining Room or walk into town.

**Make-up** should be discreet and kept to a minimum in accordance with the business-like tone of the dress code.

**Medical issues** will be dealt with by trained first aiders or the School Nurse.

**Mobile phones** may be used in the Common Room or for research in the Sixth Form study rooms. You should not use your phone to access social media sites and you should not use them in main school.

**Mock examinations** take place in January/February of Year 12 and Year 13.

**Mock interviews** with local business people are organised in the November of Year 13. Students are interviewed in a real-life situation and receive feedback afterwards.

**Monitoring** takes place on both a formal and informal basis to ensure that all students are on track to meet their personal targets and expectations. If a student becomes a cause for concern, teachers will provide feedback to Form Tutors who will speak to the student(s) and keep parents informed. More formal, recorded forms of monitoring may be put in place.

**MOOCs:** massive open online courses that you will undertake to enhance your CV and university/apprenticeship applications

**Music** is permitted in the Common Room during break and lunchtime where a sound bar is provided.

**Newspapers:** students benefit from *The Week* newspaper every Friday in the Common Room.

**Open days:** Sixth Form students are expected to attend school open days and to take the lead as School ambassadors.

**Open door policy:** the tutors' office is open to all students who need help or have a query; you do not have to knock as long as you are polite upon entering.

**Organisation** is crucial to your success. Keep your notes tidy and in order and organise work into folders. Keep work in a safe place and regularly consolidate your notes.

**Oxbridge applications** must be submitted by October 15th of Year 13. Oxbridge visits and preparation are built in to the applications procedure programme of learning.

**Parents' evening** take place biannually and are an opportunity for face to face meetings with teachers; you are expected to make appointments with your teachers as well as to attend.

**Parents' information evening** takes place in September of Year 12. Key staff present on the issues that are important as students begin their A level studies.

**Parking** is very limited around the School buildings and is not permitted in staff car parks unless a visitor's place is requested. Students may park in the surrounding streets but should be mindful of parking restrictions and charges.

**Part time jobs:** many of you will have a part time job or be thinking of getting one. They can help you acquire many useful skills and are obviously an important source of income. However your job should not leave you too tired or with too little time to do your school work to the best of your ability. If we consider that your job has become detrimental to your academic progress we shall strongly recommend that you do not continue with it and we may inform your parents. We recommend a maximum commitment of 6-8 hours per week.

**Pastoral care:** In our most recent school inspection, Kingsley's arrangements for pastoral care were described as excellent – the top rating given by the Independent Schools Inspectorate. The safety and happiness of students is paramount.

**Periodicals:** we invest in a number of subject specific periodicals such as Politics Review and The Economist, we also have Teen Breathe delivered to the Sixth Form Common Room every month, a periodical dedicated to helping teenagers to manage their mental health.

**PHSEE** is delivered by the Sixth Form team and covers a range of topics including road safety, safe drinking and equal opportunities.

**Piano:** there is a piano in the Sixth Form Centre where you may practise or even learn to play.

**Planners** are recommended to aid with organisation and time management.

**Policies** are available to view on the School website.

**Positivity** is key to success and those who approach their studies with positivity invariably enjoy greater success.

**Prefects** are members of the Sixth Form Leadership Team and take responsibility for Prep School, some social media marketing of Sixth Form, charities and School houses.



**Prep School:** the Prep School is always happy for extra support with hearing the children read etc. Our current Prep School Prefect is Kelly Tsoi.

**Punctuality** is an expectation. There are no lesson bells in the Sixth Form Centre so you are expected to be aware of the time and to arrive on time to registration, assemblies and lessons.

**Qualifications:** the reason for being here; they give you choices in life but do not define you. Try to balance academic study with relaxation and recreation.

**Registration** takes place every morning at 8:40am and in the afternoon during period 4 lessons or, if students have a study period, they will need to register over in the Senior School at the office.

**Reports** are completed annually and sent home to parents after target setting has taken place with students.

**Respect** for others is an essential part of our ethos.

**Reviews** of all students will be carried out in between full reports and shared with parents if necessary.

**Roles and responsibilities** are varied in Sixth Form and all students are expected to play a full part in activities and events.

**Round Square:** We are a Round Square school which means that we share a commitment to character education and experiential learning built around six themes or IDEALS. The IDEALS are Internationalism, Democracy, Environmentalism, Adventure, Leadership and Service.

**Rules:** there are not as many rules as in the main school but you are expected to uphold the standards expected of you.

**Safeguarding:** see child protection. Designated Safeguarding Leads are Mrs McCullough, Mrs Mason-Jones and Mrs Morgan.

**Scholarships** are available for Sixth Form. Internal and external students are invited to be part of the scholarship selection process during Year 11. More details will be available on the School website.

**School day:** the timings of the School day are the same as in main school (see timetable). You should arrive by 8:40am and leave at 4pm unless prior arrangements are in place.

**School Nurse:** the nurse can be contacted to help with medical issues and queries.

**Signing in and out:** you are expected to sign in and out when leaving the building except when attending lessons in main school. Should you arrive late there is a signing in book in the Senior School office in which you must enter the time of your arrival and the reason for your lateness.

**Silence** is expected in the study rooms

**Sixth Former of the Month** is awarded every month to the sixth former who best exemplifies the ethos of the school and displays a positive work ethic.

**Sixth Form Leadership Team** consists of Heads of School, Deputy Heads of School, House Prefects and other Prefects. Candidates must apply in writing and selection is made following a rigorous interview process in March of Year 12. The team is selected to be in post from the beginning of the summer term in Year 12 to the end of the Easter term in Year 13.

**Stress** is an inevitable part of A level study as although you will have reduced the number of subjects you are studying, the amount and complexity of work will be significantly greater and you will need to adapt to new ways of working. Managing stress is easier with good organisation and realistic expectations. Speak to your tutor if you feel stressed. We will help you to recognise the signs so you can act quickly before things get too bad as well as helping you to find practical solutions to ease your feelings of stress; don't suffer in silence.

**Student Voice:** this is a student body that drives change in school and is led by the Deputy Head of School, currently Morgan Bethell.

**Study rooms** are available in the Sixth Form Centre and in main school.

**Study periods** are your non-timetabled periods when you are expected to study at school; using them productively helps with time management.



**Study leave** occurs before and during external examinations. A letter will be sent home with details at the appropriate times.

**Study skills** are taught via external agencies, careers sessions and PHSEE or occasional sessions with our Sixth Form Learning Mentor.

**Target setting** is designed to enable your optimum performance and provides a measurement against your potential.

**Telephone number:** 01926 425127

**Term dates** are published on the Current Parents section of our website.

**Town centre:** Sixth Form students may walk into town when not in a timetabled lesson provided your parents permission slip and you must use the signing in and out procedure. This privilege may be withdrawn if a student is falling behind with work.

**Transport:** information about school transport is available from Mrs Jo Prosser, Site Manager, on [j.prosser@kingsleyschool.co.uk](mailto:j.prosser@kingsleyschool.co.uk)

**Twitter:** follow us @Kingsley\_School

**UCAS (Universities Central Admissions Service):** Higher education applications in the U.K. are made through UCAS and you will be guided through the system. More information is available on [www.ucas.com](http://www.ucas.com)

**Unifrog:** an online platform for managing all your post-18 applications, writing your personal statements and finding out about what to do next.

**University open days** occur throughout the academic year and students are encouraged to attend to inform future choices. Many take place at the weekend but we are receptive to requests to attend 1 or 2 open days during school hours if unavoidable.

**University prospectuses** are available in the Common Room or the careers office.

**Volunteering** is encouraged and part of the Sixth Form enrichment programme.

**Website:** [www.thekingsleyschool.com](http://www.thekingsleyschool.com)

**World Challenge:** Sixth Form students can take part in World Challenge expeditions organised by world-challenge.co.uk and School staff.

**Work experience** is essential for many university/apprenticeship/employment applications and invaluable in career planning and understanding what work entails. There is a week of compulsory work experience at the end of Year 12.

**Zebra crossing:** students are expected to use the zebra crossing when walking between Sixth Form and main school. This is an issue of safety but also sets a good example to younger students.

**Zest** for your studies and school life will help you to gain the most positive experience from Sixth Form life.

**Zzzzzzz and sleep hygiene:** the most important sleep hygiene measure is to maintain a regular wake and sleep pattern seven days a week. It is also important to spend an appropriate amount of time in bed, not too little, or too excessive. Sleep is essential to good performance at school.



### **ADVICE TO PARENTS/GUARDIANS**

We hope that you will find this information a useful guide to the last two years of your daughter(s)' formal schooling. This tends to be a time when, as students become increasingly independent they may also become less communicative about what goes on at school. We will provide you with information on how we track your daughter's progress and when you can expect to receive reports and invitations to parents' evenings. Occasionally, a Tutor may contact you if there is an issue that needs to be discussed. Likewise, please contact us by email, telephone or letter if you feel there is something affecting progress.

The standard of work demanded by A-level subjects is very high and although your daughter is now studying fewer subjects, the amount of work should actually be much greater. This is a very intensive course and we sometimes find that students can become overwhelmed if they do not keep up a steady well-planned routine.

It is important that you keep a close eye on the total picture of your daughter's life so that good balance between school work and other commitments, such as paid employment, is maintained. Commitments can all add up and make demands on time and, just as importantly, on energy. A-level work must be a priority if your daughter is going to reach the standard of which she is capable.

We look forward to working with you to enable your daughter to be the best that she can be.

## DRESS CODE

A smart business-like appearance sets a purposeful climate for learning and enhances the School's reputation in the community. You also have a responsibility as a member of the Sixth Form to set a good example to younger pupils and to act as ambassadors for the school. Upholding the dress code is one way you can do this. **We trust you to choose outfits that are formal and appropriate and within the following guidelines.**

A jacket in a dark colour of your choice with a complementing skirt, trousers or a dress. Optional smart cardigan or fine-knit jumper, no longer than the length of the jacket.

Skirts must be a suitable length appropriate for a mature learning environment. They should not be too tight and no body contour skirts are to be worn as these are prone to 'riding up'.

Tops can be any colour, but they should not expose the midriff and should not be low cut. Vests, strappy tops and sleeveless tops that expose the whole shoulder are not allowed.

There should be no leggings or denim worn. Trousers should be tailored and not too tight.

Shoes should complement the smart image of the dress code. Casual shoes are not allowed, for example, trainers, pumps and flip-flops. Toes and heels should not be exposed in summer shoes.

If wearing boots, only smart ankle boots are allowed.

You are not allowed to wear facial piercings although a clear nose stud may be considered on cultural grounds, no visible tattoos are allowed and hair should be of a natural style or colour.

Should you not adhere to these guidelines the following 3 stage procedure will be implemented:

1. You will be advised that your choice of clothes and/or accessories is against the dress code and asked to make any necessary changes. This will be recorded by a member of the Sixth Form team.
2. If you continue to dress inappropriately this will also be recorded and your parents will be informed via telephone.
3. If you repeatedly fail to follow the dress code you may be asked to return home to change or your parents may be invited in to school to discuss in more detail.

If you are in doubt whether you should wear certain items just ask!

## **Sixth Form Rewards, Sanctions and Support**

### **Rewards**

- Scratch cards can be awarded by any member of staff for good conduct, appearance, attitude to study, work ethic etc.
- Sixth Former of the Month is awarded each month that we are in School, based on the greatest number of staff nominations for any one student. All nominations are shared with the students.
- Phone calls, letters or postcards may be sent home.
- An accumulation of previous good behaviour, academic progress etc. may culminate in nominations for prizes to be awarded at Summer Prize Giving.

### **Sanctions**

The mutually respectful ethos in Sixth Form does not require formal sanctions. However, should a student fall short of our expectations we will follow a 3 step plan:

1. A discussion with the student and their Head of Year or Head of Sixth Form to agree targets for immediate improvement.
2. A phone call or email home to inform parents/guardians and request their support with the agreed student targets.
3. An invitation to parents/guardians to attend a meeting in School to enable further discussion and to identify strategies to support student improvement.

Internal suspensions, external suspensions and expulsions may be used in line with the Kingsley School Behaviour Policy available here:

[www.thekingsleyschool.co.uk/policies](http://www.thekingsleyschool.co.uk/policies)

### **Where to go for support**

When a student requires extra support there are many ways to access it. If the issue is subject related, the subject teacher is a good place to start, or the relevant Head of Department. Students can turn to their Form Tutor or their Head of Year for any issues, academic or pastoral. The Head of Sixth Form should be the next source of support as well as other members of the Senior Leadership Team.

Students can also benefit from speaking to our Sixth Form Learning Mentor, on an ad hoc basis or through regular meetings. Referrals can be made to the School counsellor if required and drop-in sessions are also available. A student should never feel isolated and our open door policy enables support to be accessed swiftly and effectively.