



# Sixth Form Handbook 2021/22



**THE KING'S ACADEMY**  
*Emmanuel Schools Foundation*

Education in the Truth for Life and Eternity



# The King's Academy Sixth Form Handbook

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## INTRODUCTION

We hope that your time at The King's Academy Sixth Form will be among the best years of your life. It is a time for academic and personal development and this handbook sets out the guidelines we follow in order to make this possible for everyone.

### The King's Academy Ethos

A great deal of emphasis has been placed on the Academy's seven core values as students move through years 7-11. As Sixth Formers, whether coming from within King's or other schools, students are expected to uphold these values as role models and leaders within the school. Our ethos is based on biblical principles, concepts and morality. As students mature into young adults it is right that they are challenged to think about what it means to be an adult: taking responsibility, leading others by example and exemplifying the core values through relationships with others.

Our Core Values are:

- **Honourable Purpose** - We aim to be positive in everything, doing what is good and aiming to benefit others as well as ourselves.
- **Humility** - We seek to do our personal best without bragging and to encourage others to achieve their best without being critical or jealous of their efforts.
- **Compassion** - We care for those who are in difficulty and who are hurting, recognising that the world does not exist for us alone.
- **Integrity** - We can be trusted to be honest and truthful, to say what we mean and to do what we say.
- **Accountability** - We recognise that having the freedom to express ourselves means we must also accept responsibility for our words, thoughts and actions.
- **Courage** - We aim to do what is right, whatever the cost; we stand up for the weak, whatever the danger; we face our fears and find ways of defeating them.
- **Determination** - We know that hard work and the refusal to give up are essential if we are to achieve anything worthwhile.

Students will be expected to share a commitment to our core values as a member of the Academy community. One of the best ways to show this is through service. True leadership comes from a servant heart. In the Sixth Form there is a significant emphasis on such leadership as explained on the following pages.

## Term Times and Holidays - Academic Year 2021 – 2022

<i>Staff Training Days</i>	<i>Thursday 2 <b>and</b> Friday 3 September <u>2021</u></i>
Autumn Term begins	Monday 6 September
<i>Autumn Half-Term</i>	<i>Monday 25 October to Friday 29 October</i>
Autumn Term ends	Friday 17 December
<i>Christmas Holidays</i>	<i>Monday 20 December to Monday 3 January <u>2022</u></i>
Spring Term begins	Tuesday 4 January <u>2022</u>
<i>Spring Half-Term</i>	<i>Monday 21 February to Friday 25 February</i>
<i>Staff Training Day</i>	<i>Monday 28 February</i>
Spring Term ends	Friday 8 April
<i>Easter Holiday</i>	<i>Monday 11 April to Friday 22 April</i>
Summer Term begins	Monday 25 April
<i>May Bank Holiday</i>	<i>Monday 2 May</i>
<i>Summer Half-Term</i>	<i>Monday 30 May to Friday 3 June</i>
Summer Term ends	Wednesday 20 July
<i>Staff Training Days</i>	<i>Thursday 1 <b>and</b> Friday 2 September <u>2022</u></i>
Autumn Term begins	Monday 5 September

No parents are permitted to take their child out of the Academy for a family holiday during term time. In accordance with the High Court ruling of 7 March 2006, any such term time holidays will be regarded as acts of truancy and will be recorded as such.

Please ensure you only arrange your family holidays during dedicated school holidays. Whilst there are rare and extraordinary exceptions in which *written* requests for absence from parents, sent at least four school weeks ahead of booking, to the Principal may be considered for authorisation, please note that the following will not be considered to be exceptional cases for term-time absence:

- Family or friends' weddings
- Holidays booked and paid for by family members
- Any case that is not supported by documentary evidence
- Any case where less than four term-time weeks' notice is given

If members of your wider family are at all likely to plan holidays for you and/or your children, please make them aware of Academy dates that no holidays will be allowed during term time.

Term dates for the 2021-22 academic year can be found on the Academy website at:  
<https://www.thekingsacademy.org.uk/information/term-holiday-dates/>.

## **The Academy Day September 2021**

<b>8.00am</b>	<b>Sixth form students may enter the building</b>
<b>8.20</b>	<b>Warning buzzer: registers about to be taken</b>
<b>8.30</b>	<b>Registration, Assemblies or Academic Development Time</b>
<b>9.00</b>	<b>Tutor Reflections or Academic Development Time</b>
<b>9.20</b>	<b>Period 1</b>
<b>10.10</b>	<b>Period 2</b>
<b>11.00</b>	<b>Morning Break</b>
<b>11.20</b>	<b>Period 3</b>
<b>12.10pm</b>	<b>Period 4 (Lunch, Years 7 and 8, 12 and 13)</b>
<b>1.00</b>	<b>Registration</b>
<b>1.10</b>	<b>Period 5 (Lunch, Years 9, 10 and 11)</b>
<b>2.00</b>	<b>Period 6</b>
<b>2.50</b>	<b>Period 7 (End of school day Friday)</b>
<b>3.40</b>	<b>End of school Day / Extra-curricular activity</b>
<b>5.00</b>	<b>Close of Academy</b>

**Please note that on Fridays, close of day for all students is at 2.50pm.**

Students are to attend on every day of the Academy year from 8.30 am until 3.40 pm, except Friday when the Academy day ends at 2.50pm. Students in the Sixth Form are permitted to leave the premises for lunch time only, and must sign out to do so. At all other times students may only leave the premises with permission and a signed exeat (from their tutor), understanding that all lessons and timetabled activities are compulsory. Driving lessons must be scheduled outside of school hours, as should medical appointments whenever possible. Parents should be aware that students can be asked to stay after school by a member of staff for up to an hour to complete work etc. without prior notification. Staff wishing students to stay after school for more than one hour will use an appropriate notification slip. In the event of a student violating school rules or the guidelines in this handbook an appointment may be scheduled after school or at lunch with a member of the Sixth Form Team.

Term time holidays are generally only permitted in exceptional circumstances and with written permission by the Principal. A minimum of four weeks' written notice is required for authorisation.

### **Illness and Accidents**

If a student feels unwell or has an accident they must tell a teacher straight away. In the event of feeling ill when not in lessons or timetabled activities students should report to a member of the Sixth Form team who will alert First Aid if necessary. The First Aider will assess the situation in terms of treatment or contacting home. If advised to go home, students must obtain an exeat signed by the First Aider and sign out in the normal way.

In no circumstances should students leave the Academy without permission.

### **Medicines**

If a student needs to take medicine at school they must bring a letter for the First Aider from their parents stating when they need to take it. Their medicine must be left in the First Aid Room clearly marked with their name and tutor group. Paracetamol or aspirin can be administered as long as written parental permission is in place.

### **Signing out (Exeats)**

Medical and dental appointments must be made outside of Academy hours unless unavoidable. If students must leave the Academy during the day for any reason, then they are to bring in a note from their parents

in advance of the date and obtain an exeat form. This will normally be issued by their tutor and needs to be signed by a tutor. Students must sign out at reception and hand in their exeat. When a student then returns to school later they must sign in again. A copy of the exeat, with the parental note attached, will be kept on record.

### **Attendance and Punctuality**

It is imperative that students maintain an excellent record of attendance and punctuality.

#### **Absences**

Students must ensure that the Academy is informed by their parent/carer if they are absent on every morning of any absence and provide the Academy with a written note from their parents or guardian upon their return. If a student is absent for more than three days, a medical note is required unless exempted by the Sixth Form leadership team. A medical note may also be required in cases of ongoing absence.

Following a period of absence students will have a 'return to study interview'. Tutors discuss with students the reason for their absence to support them and try to limit future absences. Directed Study may be used to help the student catch up on their work.

To support student attendance, the following cohort meetings will be scheduled:

<b>Attendance percentage</b>	<b>Support and monitoring carried out by</b>
Less than 100%	Tutor
Less than 95%	Assistant Head of Sixth Form
Less than 92%	Head of Sixth Form

Absence and related notes may be centrally scanned and stored so that they can be reviewed during cohort meetings.

Any student whose attendance falls below 85% will normally be required to repeat the year or to leave the Sixth Form altogether. Experience has shown that attendance below this rate significantly affects expected grades and causes disruption in classes as remedial help is then required in lesson time. Exceptions may be made in certain circumstances, e.g. where a student is under the care of a doctor for a long term illness and acceptable arrangements have been made for the student to keep up to date with their work.

#### **Unauthorised absences**

Generally speaking, absences are only authorised if they are due to illness, bereavement for a close relative or with the permission of the Principal. Unauthorised absences are regarded as disciplinary issues, and are dealt with by the normal disciplinary procedures, up to and including loss of place in the Sixth Form where that is deemed appropriate.

#### **Punctuality**

Morning registration is a time when students will be informed of important notices as well as participating in assemblies and activities supporting the core ethos of the Academy. This time is also used for academic development time, academic mentoring, prescribed wider reading and leadership responsibilities (Therefore, punctuality is crucial and will be monitored closely. A student is deemed late if they arrive at their tutor rooms later than 8.30am or 1.06pm. Arrivals after 9.00am are deemed an absence and a note from home will be required. On the first occasion a student is late their tutor will meet with them to discuss the reason and take action. When a student arrives late more than once during a half term, their tutor will phone home and subsequently monitor their punctuality. When a student arrives late three times in a half term, they will meet with the Asstistant Head of Sixth Form and will stay after school in order to make up

missed work/time. If punctuality issues are not then resolved, the matter will be referred to the Head of Sixth Form for further sanctions which could, ultimately, result in withdrawal of place.

### **Dress and Appearance**

Sixth Form students wear distinctive attire designed to project a professional, business-like image. Sixth Form students are naturally a focus of inspiration to younger students, and the way in which they dress sets a lead; it is therefore vitally important that an example and a high standard is set in respect of both smartness and modesty and that Sixth Form attire embodies equality and a sense of community. The distinctive look of our Sixth Form students is recognisable in our local community and students need to ensure they project a positive image at all times. The King's Academy Sixth Form is designed to help students take confident steps into adult life.

#### **The Suit** (images below)

Ethically sourced, and available both in school and through other retailers, to the following specification:

Female items: Jacket	(Black)	The jacket is full-length and single-breasted with a collar.
Skirt	(Black)	The skirt is straight-cut, knee-length and neither elasticated nor jersey.
Trouser	(Black)	Trousers must be full-length and also straight-cut.

*Please note that the female trousers are not pictured but can be seen in the online Uniform Shop.*

Male items: Jacket	(Black)	The jacket is full-length and single-breasted with a collar.
Trouser	(Black)	



We appreciate that one brand of suit may not comfortably fit all students. As a result, students are free to purchase a suit from a different retailer but it must be of a style, fit and colour that is indistinguishable from the uniform shop suit detailed. If you do buy a suit from a different retailer, we strongly advise you to show it to a member of the Sixth Form team before you take the labels off to avoid disappointment if we later have to inform you that your suit does not meet the standards set by the uniform shop suit.

The skirt is straight-cut and knee-length and must not be elasticated or jersey. Trousers must be full-length and also straight-cut. The jacket for both male and female students is full-length and single-breasted with a collar.

#### **Shirts and Ties**

Along with the business suit, female Sixth Form students may wear any plain, discreet colour button-down blouse with a collar that would be appropriate for a professional situation. Male Sixth Form students wear a similarly appropriate white, black or blue button-down shirt with a collar. Shirts should be professional-style

(i.e. cotton and/or polyester rather than, e.g., denim). Sixth Form ties can be purchased from the school uniform shop.

### **Shoes**

All students wear plain black, sensible, polishable shoes. Stilettos and sharp-heeled shoes are not permitted for health and safety reasons, and all heels are to be kept to maximum of 4cm (measured where the heel meets the instep). In the summer term girls may opt to wear flesh-coloured tights rather than the normal black tights.

### **Jewellery, Hair and Make up**

Students should limit their jewellery to a single discreet chain, a slender bracelet, rings should also be discrete and not obtrusive. Students are permitted to wear one pair of earrings but again these are to be discreet. Facial piercings are not permitted. Students are asked to remove any item of jewellery which is gaudy, conspicuous or otherwise out of line with these guidelines.

Hair is worn in a modest, smart and professional style. Some Sixth Form students choose to dye their hair a single natural colour, or to subtly enhance a single natural colour. The emphasis is again upon what is discreet and tasteful: peroxide, jet-black or non-natural colour dyes are not permitted, and hair is not styled in two noticeably different colours. Students with long hair are asked to ensure it is kept neat and tidy and to avoid a style that obscures the eyes or face. Any hair adornments are either metallic or in darker colours. Hair is not to be shaved shorter than a number 3. Hair treatments can be an expensive business and so Sixth formers who are concerned that their plans may be unacceptable are advised to check beforehand with a senior member of staff.

Make up and nail varnish must be tasteful and discreet.

### **Coats and Bags**

We suggest coats and bags are kept plain and are not a fashion statement, expensive or otherwise a focus for theft or envy. Denim clothing, paramilitary coats, or coats with adornments or labelling are not appropriate for Sixth Form. Bags need to be sturdy enough to protect books and equipment.

### **Sixth Form PE Attire**

Students wanting to use the Fitness Suite or participate in PE activities must wear a white polo shirt and blue or black tracksuit bottoms or shorts. Footwear must be appropriate for physical activity. Students may wear their own trainers but indoors these must have a non-marking sole. It is an Academy principle that students do not bring in fashion-wear or very expensive trainers. Plimsolls, high tops or Converse style shoes are not permitted. Running trainers are preferred.

### **Accountability**

Tutors and teachers are keen to focus their energies on supporting learning and personal development, thus Sixth Formers need to be independent in maintaining their smart, business-like appearance.

Minor appearance issues, such as wearing conspicuous nail varnish or having hair too long, will generally be dealt with verbally in the first instance. For major appearance issues such as dying hair an obviously unnatural shade, having hair cut too short, or another breach which cannot be corrected readily, students may be asked to work in isolation and a letter will be sent home explaining how to put this right.

If a student is in any way uncertain about appearance standards they are to speak to their tutor in the first instance or the Sixth Form Leadership team. We would much rather a student took the opportunity to discuss appearance expectations with staff rather than us having to impose consequences. In all cases, the Principal shall be the final arbiter of what is acceptable.

## Study Centre and Common Room

The Sixth Form Study Centre (SFSC) is a fantastic resource, exclusively for Sixth Form use. It is open from 8.00am until 5.00pm Monday to Thursday and 8.00am until 4.00pm Friday and during some holidays for independent study purposes. A Study Centre supervisor is on-hand throughout the school day to help and support students and ensure the atmosphere is conducive to learning. We recommend that students make the most of the quiet learning environment to focus on their independent self-study; however, by way of requirements:

- Students should silently work hard during study periods so that their peers can too.
- We trust Sixth Form students to use their mobile in school to support their studies. So, students are urged to avoid the embarrassment that will inevitably happen if using it for something unconnected with their school work resulting in confiscation. If students have a phone with them, staff may request to look at the screen to confirm that they are in fact using it for work purposes. If students wish listen to music while they work, they are asked to please use headphones and keep the volume down.
- Students can enjoy a relaxed atmosphere and each other's company in the SFSC during break and lunchtimes.
- Students are permitted to eat and drink in the SFSC during their lunch period providing food is consumed at the centre tables away from the PCs and any mess is cleared away.

The Sixth Form Common Room is an area where students can work and socialise in a more relaxed atmosphere. Like the Study Centre the Common Room is open for students to use from 8.00am until 5.00pm Monday to Thursday and 8.00am until 4.00pm Friday. Both the Study Centre and Common Room are to be kept tidy and clutter free. Students may only play music quietly in the Common Room during break and lunch. These are the only rooms in the Academy where students are allowed to eat outside of the restaurant. Students will be accountable for any damage caused in these rooms and may be asked to pay .

There are a limited number of student lockers available on a first come first served basis. Students pay a £10 deposit, which is returned on return of the key. However, if a key is lost, some of the deposit may be used to source a replacement key. If students do not have a locker they may, at their own risk, store their belongings on the bookshelves in the Study Centre. Each evening the Study Centre and Common Room will be cleared of items left behind so it is important students take responsibility for their possessions and their Academy work.

## Chewing Gum

The possession of chewing gum is forbidden throughout the Academy due to its impact on cleanliness and décor and we therefore expect that Sixth Form students follow this rule.

## Effort

***Continuous effort – not strength or intelligence - is the key to unlocking our potential. (Winston Churchill)***

Many students achieve limited success at GCSE by late cramming, but this approach will not work with Level 3 courses. Success at this level comes from two years of very hard work, beginning on the first day of the course. To ensure students are making good progress towards their challenging but attainable targets, their effort and attainment will be monitored regularly.

There will be times during the week when students are not timetabled for a lesson, but instead have a 'Study Period' when they will be required to work independently. Students may work in the Sixth Form Study Centre, the Sixth Form Common Room or possibly in a subject area with permission from a member of staff. Independent Study is a privilege, not a right, and that privilege may be withdrawn.

The purpose of Independent Study is to encourage a deeper understanding of the subjects studied and to develop organisation, responsibility and self-motivation. The choices involved require students to manage their own learning outside of taught lessons, and this is good preparation for adult life. All students will be issued with a wider reading list and will be expected to work on certain days during tutor time on tasks set by their teachers in connection with this.

The Sixth form only has full-time students. A full-time student is one who has at least 15 taught hours per week, consisting of at least three level three (A level) subjects or their Level 3 vocational equivalent. Students are expected to make purposeful and effective use of lessons, Independent Study periods and homework time. Breach of this rule will lead in the first place to loss of Independent Study periods. If a pattern of laziness emerges then parents will be involved in an attempt to rescue the situation. Students who fall significantly short of personal academic targets in internal assessments, and anyone who fails to achieve at least a grade D in the end of Year 12 exams, may be required to drop that subject or leave the Sixth Form, particularly if effort or attendance is a concern. In addition, where we are not able to meet the requirements for a full-time student, we may require students to leave the Sixth Form.

Once a student takes an A level exam, they may not re-take the course or the exam, except under exceptional circumstances expressly approved by the Principal in writing.

Students who struggle to study independently will be timetabled on Directed Study as an alternative to Independent Study. Directed Study involves a student spending their periods, when not in lessons, in the Study Centre working independently. They must ask the member of staff supervising in the Study Centre to log them each period to confirm that the student has worked well and consistently throughout that time. This is designed to ensure students keep up to date, and as a support for those students who do fall behind temporarily. Students may also elect to be put on Directed Study if they want extra support in developing independent working techniques.

A student will be placed on Directed Study (DS) where, for example:

- A teacher has indicated that a deadline has been missed (without a prior extension) or that a student has handed in work which is far below personal best
- Attendance is a concern or there is persistent lateness (unless, of course, there is a known medical condition or a doctor's note)
- Independent study has been misused
- Test or exam results flag a concern;
- Parents or students specifically request DS

Persistent referral to DS will lead to a concern about attitude and will lead to sanctions. **A lack of effort or poor attendance (below 85%) could mean the Academy will refuse to pay for a students' exam fees, thereby avoiding wasted public money.**

Good use of Independent Study allows students to have a well-rounded life beyond the Academy. If the working day is used well, a routine of at least two hours study each evening (more in the build-up to exams) should suffice to manage a three A-Level or Level 3 vocational courses equivalent workload.

Students are required to inform the Head of Sixth Form of any part-time work commitments and ensure that they are restricted to a maximum of 10 hours per week. Part-time work must not interfere with a student's school commitments and academic progress.

## **Use of IT Facilities**

Students are expected to make effective use of the Sixth Form computer network and Wi-Fi and avoid plagiarism. Students who deliberately waste time on the computer network will be subject to an appropriate sanction. Use of the internet for gaming or shopping is prohibited. Plagiarism and any serious breach of the Computer Network Acceptable Use Policy are expulsion offences.

- Students are to tell no other student of their password for entry onto the Academy Computer Network. Students must also be aware of anyone seeking to look over their shoulder when they are using this password. This may well mean students covering the keyboard when they key in their password just as adults would protect their PIN number at an automatic bank telling machine (ATM).
- Inform a member of staff immediately if any student, by whatever means, gains possession of another student's or teacher's password. In no circumstance must students use another's password or pass this information on to anyone else.
- Load no memory stick on the Academy network unless it has been cleared by the IT Support Manager in Room 151. (No staff member other than this IT Support Manager can authorise such and, should a student ask another member of staff, that request will have to be passed on to the IT Support Manager for approval.)
- Refrain from using the Academy computer network for any purpose other than one directed by a member of staff. Using the computer network for recreational purposes is strictly prohibited, this includes social media.
- It is important that each student understands that if they are found to have been using technology (including phone, e-mail, social networking sites and wider use of the internet) in an inappropriate, unprofessional and/or offensive manner towards King's Academy staff, students, their families or the wider school community, then they place their position at The King's Academy at serious risk.
- Students are to accept responsibility for everything found in their personal user area, irrespective of whether or not they know it is there. This rule will be enforced where evidence of lack of vigilance is clear.
- The unauthorised use of a camera (including on a mobile phone) on site constitutes an invasion of privacy and as such is strictly forbidden. Should images of other students or staff thus obtained, or any material which brings the Academy's name into disrepute, be published via the internet this will result in immediate expulsion.
- All Sixth Form Students are given email accounts which are to be used for school work purposes as directed by their teachers only. The Student Email Policy, is in the Sixth Form Shared Area.

**Students are expected to follow all other Academy IT Policies,  
Serious breach of this Computer Network Acceptable Use Policy may result in permanent exclusion.**

## **Plagiarism**

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as one's own. It is a form of cheating which is taken very seriously.

Don't think you won't be caught. There are many ways to detect plagiarism:

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned — they may have read the source you are using (or even marked the essay you have copied from!)
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

## **Penalties for breaking the regulations**

If your work is submitted and it is discovered that you have broken the regulations, one or more of the following penalties may be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for that exam session;
- you will be disqualified from the whole subject for that exam session;
- you will be disqualified and barred from entering again for a period of time;
- you will be expelled from school.

Using information from published sources (including the internet) as the basis for your coursework is a great way to demonstrate your knowledge and understanding of a subject, but you must take care how you use this material - you cannot copy it and claim it as your own work.

**The regulations state that: The work which you submit for assessment must be your own. You must not copy from someone else or allow another candidate to copy from you.**

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called referencing, e.g. "After that I lived like a young rajah in all the capitals of Europe..." (**Fitzgerald, 2004**). At the end of your work, you must make sure that you give detailed references for everything in your work which is not in your own words. A reference should show the name of the author, the year of publication and the page number: For example: Fitzgerald, F. (2004). *The great Gatsby*. New York: Scribner.

For material taken from the internet, your reference must show the precise web page and the date on which it was accessed, not just the search engine used to locate it. This can be copied from the address line. For example: <http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>, accessed on 14 Jan 2009.

You must also include a bibliography at the end of your work, which lists the full details of publications you have used to research your project. For example: Morrison, A. (2000) Mary, Queen of Scots, London: Weston Press.

We currently use the Harvard referencing system. More information can be found at:  
<http://www.citethisforme.com/harvard-referencing>

**If you copy the words or ideas of others and don't show your sources in references and a bibliography, you will be committing plagiarism — and that's cheating.**

If you receive help and guidance from someone other than your teacher, tell your teacher who will record the nature of the assistance given to you. If you worked as part of a group on a project, for example, undertaking field research, you must each write up your own account of the project. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

Take care of your work and keep it safe. Don't leave it lying around where your peers can find it. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you don't need.

## **Disciplinary Matters**

Failure to live up to our Core Values and/or engaging in activities which are disruptive to the learning or well-being of others are considered disciplinary issues. The normal range of school sanctions may be used, including meetings with students and parents, close monitoring, exclusion from school, being detained after school, or loss of place. The choice of sanction depends on the totality of circumstances including your best

interests, the Academy's best interests, changing academic and personal circumstances and the principles outlined above. At all times, your place in the Academy and your programme of study are at the discretion of the Principal who will make decisions with regard to similar factors.

### **Drugs, Illegal Substances, alcohol and Weapons**

Students are not permitted to be in possession of drugs or other mood altering substances which have not been specifically prescribed for their use. Nor are they to misuse any drug or substance in a way which may harm themselves or others, or carry any implement which could be used as an offensive weapon. The school has a zero tolerance policy on drugs and weapons and possession of either will result in permanent exclusion.

Smoking on site or on the way to or from the Academy is strictly prohibited and this includes the use of Electronic Cigarettes. Students are also not to be in possession of smoking materials whilst on site. Students are not permitted to consume alcohol during the school day whether on or off premises.

### **Use of mobile phones**

Students are permitted to use their mobile phones whilst in the SFSC and in the Common Room. Headphones need to be worn in the SFSC so as not to disturb the learning of others. Mobile phones are to be put away whilst moving about the Academy and in lessons unless a member of staff has given permission to use your phone during an activity in class.

### **Student Therapy Services**

Student health and wellbeing is of utmost importance. To help support students The King's Academy has enlisted the expertise of a student counsellor from Chameleon.

By offering a safe, confidential space to talk, young people are able to come to terms with the issues affecting them, whilst receiving support and advice about their worries and anxieties. Support is offered for students dealing with a whole range of problems, a few of which include general anxiety, low mood/low self-esteem, exam stress and bereavement. Although stress is occasionally a part of life for most of us, it's important to recognise when some extra support is needed. Students can be referred for counselling via their tutor or a member of the Sixth Form Team.

### **Academic Core Curriculum**

Students in Years 12 & 13 at The King's Academy study A Levels, Level 3 Vocational courses or a mixture of these Level 3 qualifications. Vocational courses emphasise coursework, independent research and applied learning, and often include some examined elements. These qualifications allow entry to a range of higher education courses, either by meeting the entry requirements in their own right or being accepted alongside and adding value to other qualifications at Level 3 such as A levels. Higher education institutions, such as universities, have pledged support for all approved applied general qualifications studied at The King's Academy.

### **Assessment Schedule and Reporting**

Typically, after four weeks at the beginning of the new academic year, teachers will report on student performance, attendance and attitude. This information is used to determine whether students are on an appropriate course, if extra support is needed to help meet the demands of a Level 3 qualification and if they need to be mentored or have independent study arrangements withdrawn. If a student's progress is causing concern at this point, a letter will be sent home indicating that if the situation does not improve, parents will be asked to come into school to discuss the best way forward. Students may also be requested to work with the relevant department after school to get the guidance and support needed to make progress. At this time we can set formal targets for completion by Christmas.

Periodically throughout the year, teaching staff will grade students on their effort levels in lessons and report assessment grades after a formal written examination (A Level courses) or a written assessment (Vocational courses). Students repeatedly being assessed with any one effort grade of 4 or who fail to achieve a D grade or higher on assessments may be asked to stay after school for further support and intervention or, where warranted, to leave The King's Academy.

At the end of Year 12 all GCE Advanced Levels students must have passed the end of year assessment at a grade D or higher to guarantee progression into Year 13. All Vocational students must have demonstrated in the Year 12 units that they have the ability to successfully reach their course targets. All students must have successfully completed any coursework specified by the Heads of Department and Course Leaders.

### **Academic Extension Curriculum**

In addition to the Academic Core Curriculum, we offer a variety of courses and activities to ensure that students get a broad and balanced education and are well prepared to enter the world of work or university when leaving The King's Academy.

### **Philosophy, Theology & Ethics**

All students follow an in-house designed course in Philosophy, Theology and Ethics (PTE). This is a non-examined course, designed to enable students to understand, articulate and critique their world view and the world views of those around them in order that they may be able to approach truth claims and ethical choices in a reasoned and consistent manner. Through following this course, which is comprised of a mixture of lectures, research topics, debates etc., students will learn how to understand the most significant global world views and the beliefs that constitute them. Students will be able to apply their knowledge and understanding of world views to enable them to make consistent and well informed responses, both intellectually and practically, to a range of truth claims, contemporary ethical issues and global future challenges. Students will have the opportunity to present their understanding and their own conclusions with clarity and persuasiveness in a range of settings. In short, it is a course designed to make students think about what they think and why they think it!

### **Careers**

All students have a weekly Careers lesson throughout their time in the Sixth Form during which they receive guidance on making choices, being successful in applications and at interviews and the development of skills that will help them in their studies and in their futures. This is a rich and engaging programme which includes presentations from a variety of employers, universities and apprenticeship providers to ensure that our students are aware of all of the opportunities available to them.

### **Enrichment**

On a Wednesday afternoon, all students are timetabled for Enrichment, which gives the opportunity to develop skills in a range of areas, improve personal fitness, develop teamwork and leadership skills etc. Some students choose to serve our community by helping out in subject areas and there is also the opportunity to undertake work experience during this session. We also offer the Extended Project Qualification (EPQ) which students can study for during Enrichment.

### **Leadership Opportunities**

Early in the academic year, the Principal, in conjunction with the Sixth Form Team and other Senior Staff, appoints a number of students to be Academy prefects. This gives students the opportunity to develop as leaders, by carrying out a variety of duties, assisting lower school form tutors etc. Further opportunities exist such as becoming Subject leaders, Admin Support, Science Club Assistant, Instrumental Mentor etc. These roles will be advertised in the first term and students will be appointed based on their suitability to the post.

As an Academy that prioritises character development, we value leadership and seek to instil leadership skills in all our students. Servant-hearted leadership is rooted in the teaching and example of Jesus Christ, who explained to his followers that their practice of leadership was to be distinctly different to the self-seeking, self-serving and domineering style of leadership often found in the world: “Whoever would be first among you must be servant of all.” (Mark 10:42-44)

Good leadership motivates and mobilises others to accomplish a task or to think with creativity, vision, integrity and skill for the benefit of all concerned. It serves others by investing in their development and wellbeing for the common good. We believe that all our students will be leaders in the future, be they leaders of their country, their company, their peers, or in the realm as one day being parents and leaders of their own children. To this end, the leadership programme is designed to impart skills and allow students to explore and exercise leadership.

### **Future Pathways**

The vast majority of students who join The King’s Academy 6<sup>th</sup> Form do so because they want to go to university to study for a degree. For some students however, completing a Higher Level Apprenticeship or moving directly into employment is the preferred option, so we ensure that students are well prepared for their chosen progression route, whatever that may be. We have close links with all local universities and we arrange a variety of talks from these universities. We ensure that eligible students are guided through the various progression routes offered to local students by these universities to allow them to obtain lower entry offers. All students are given the opportunity to visit universities throughout the north of England through Academy organised visits, whilst the most academically gifted are encouraged to apply to Oxford or Cambridge through hearing talks from visiting speakers and Oxbridge alumni, attending the local Oxbridge conference and visiting one or both of the universities in July.

All students are also given a talk by a local apprenticeship provider to make them aware of how and why they may want to follow that route. Students are offered further guidance from their tutor, the Sixth Form Team and the independent careers adviser.

It is very important to us at The King’s Academy that no student should leave without a clear destination in mind.

### **Social Mobility Foundation**

The Social Mobility Foundation is a charity which supports high-achieving students from low-income backgrounds into top universities and professions. They work with over 200 of the most prestigious employers in the UK and 53% of the university destinations of SMF students have been Russell Group universities. Students who are eligible are encouraged and helped to apply.

### **Sutton Trust**

The Sutton Trust is the UK’s leading charity improving social mobility through education. They work to combat educational inequality and prevent the subsequent waste of talent. They arrange summer schools at many UK universities, which The King’s Academy students are encouraged to apply for.

The King's Academy  
Stainton Way  
Middlesbrough  
TS8 0GA

Telephone: 01642 577 577

Email: [kasixthform@thekingsacademy.org.uk](mailto:kasixthform@thekingsacademy.org.uk)

Website: [www.thekingsacademy.org.uk](http://www.thekingsacademy.org.uk)



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*Emmanuel Schools Foundation*