



Sixth Form

Handbook for Pupils and Parents

The Whitstable School
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Sixth Form

The Whitstable School has a track record of achieving excellent outcomes for its pupils at Post 16 level. Our continued success is a real draw for pupils who benefit from small teaching groups, a committed, professional teaching team and high quality facilities and resources.

We aim to provide a well-rounded experience whereby equal importance is placed on subject specific success and developing each individual and their interpersonal skills. Pupils who complete their studies in the Sixth Form are well equipped to go on to study at university, take on apprenticeships or excel in the workplace.

Throughout the duration of study at The Whitstable School, we look forward to supporting each individual to maximise their potential.

A handwritten signature in black ink that reads 'L Brown'.

Mrs L Brown
Assistant Headteacher (Post 16)

A handwritten signature in black ink that reads 'A.M. Gibson'.

Mrs A Gibson
Headteacher

Meet the Sixth Form Team

Assistant Headteacher (Post 16)

Mrs L Brown
lbrown@ccw.kent.sch.uk

Pastoral Support Manager

Mr L Lane
llane@ccw.kent.sch.uk

Timings of the School Day

Period 1	8.40am – 9.30am
Period 2	9.30am – 10.20am
Break	10.20am – 10.40am
Period 3	10.40am – 11.30am
Period 4	11.30am – 12.20pm
Lunch	12.20pm – 1.00pm
Tutor	1.00pm – 1.20pm
Period 5	1.20pm – 2.10pm
Period 6	2.10pm – 3.00pm

Expectations

We expect our pupils to take a pride in being part of The Whitstable School Sixth Form and they should act as positive role models for younger members of the school community. We require pupils to be polite and cooperative, take responsibility for their own studies, complete assignments on time, and attend regularly and punctually. Appropriate clothing, as per the dress code, should be worn at all times.

Attendance and Punctuality

All pupils must be registered on SIMS for all lessons. A 50 minute lesson counts as a single attendance, and this is carefully monitored. Attendance to tutor sessions is compulsory on days when pupils have lessons. Attendance will also be checked on a daily basis. Holidays should not be taken during term time, and if this causes problems for pupils they must discuss this with a member of the Sixth Form Leadership team. Doctor or dental appointments should be made outside school times, except in an emergency. If a pattern of absence develops this may lead to disciplinary proceedings. Parents will be contacted if punctuality and/or attendance issues arise.

Staff will also insist on punctuality to all lessons and any persistent lateness will be reported. The minimum Post 16 attendance target for each individual is 95%.

Leaving the Premises

Sixth Form pupils may leave the school sites, but only when they have followed the correct procedures for signing in and out.

Pupils must sign in and out **EVERY** time they arrive on or leave the school premises. This is for health & safety and fire regulations.

If pupils go home as they are unwell during the day, they must obtain permission from a member of the Post 16 Leadership team.

ID Badges

All Sixth Form pupils must wear an ID badge whilst at any school site. These ID badges are to be worn with the lanyard supplied, so that pupils are clearly identifiable. This is for safeguarding purposes, as pupils are not required to wear uniforms. Pupils will be required to have their photograph taken during induction day.

Any pupil not clearly wearing their ID badge on site will be challenged and may be asked to leave the site because they will be in breach of our Safeguarding Policy. Those pupils taking part in practical activities, such as sport, will need to ensure that badges are temporarily removed if they cause a health and safety hazard, but should immediately put them back on when leaving the practical area.

Personal Study and Homework

Pupils in the Sixth Form have study periods built into their timetables to facilitate independent work and personal study. They will also be set homework by their class teachers. All pupils are expected to complete homework and self-study tasks, and to meet the deadlines. Pupils should expect to spend the equivalent of their course hours working out of school on their studies. Disciplinary proceedings may be enforced if homework and coursework deadlines are not met.

If pupils fall behind or regularly miss deadlines they may be placed on an 8.30-3pm timetable where they must spend all of their study periods working in the Sixth Form Study Area.

Plagiarism

To plagiarise is to steal ideas or parts of someone else's work and present them as your own. For example, copying sections from books or websites and including them in an essay, with no reference to where the sections came from, is plagiarism. To paraphrase, or summarise, in a manner which may deceive the reader, is also plagiarism. If a pupil's work is deemed to be plagiarised it will not be marked.

When producing written work, pupils should remember that the process of research and gathering information about the subject area is worthwhile and necessary. Your teacher will be as interested in the research you have conducted, and the sources you have used, as they will in your final piece of work. If you make clear where information has been drawn from, then other readers can access the information to check that the sources have been correctly used.

All sources used should be referenced in the finished work. 'Sources' include, books, articles, websites, newspapers and magazines, television and radio programmes.

Smoking

In line with the laws regarding smoking in public, The Whitstable School site is a non-smoking area. The site is entirely smoke-free, which includes our car parks, to ensure we fulfil the "Healthy Schools" expectations.

We do not condone smoking and would like to actively discourage all pupils from smoking. Any pupil wanting help in giving up smoking will have our full support, and should contact a member of the Sixth Form Leadership team.

Pupils in the Sixth Form are of an age where they are allowed, by law, to smoke. However, they should not be smoking within the vicinity of the school, and if they leave the premises to smoke they should pay due respect to our neighbours. We would ask that pupils do not smoke in front of the main school entrances or along the front of the school property. Any pupil seen smoking will be warned once and on the second occasion, sent home.

All references to smoking, includes e-cigarettes.

Site issues

We aim to ensure pleasant working environments for pupils, teachers and support staff. A pleasant learning environment benefits all of us and encourages pupil respect, behaviour and hard work. It is important that all adults and pupils develop a pride in the school, and recognise that we all have a responsibility to maintain high standards.

Everyone has a responsibility for the control of litter throughout the site, and in treating rooms and equipment with respect and care.

We would also ask all pupils to refrain from the use of foul language in the buildings and around the different school premises.

Mobile Phones

Pupils are permitted to bring mobile phones onto the school sites. This is at your own risk. Mobile phones must be switched off during lessons. If pupils are found to be using their phones during lessons, or they disturb the good order of a lesson they will be confiscated. These will then need to be collected from a member of the relevant Sixth Form Leadership team.

Mobile phones must not be brought into examinations under any circumstances.

Food and Drink:

Pupils are able to bring their own food into school, or have access to the school lunches provided on site. When bringing food on site any take away or 'fast food', such as McDonalds or fish and chips, are not allowed.

Pupils are encouraged to have plenty of water and still drinks. Water fountains are available for use. No energy drinks or alcoholic beverages are permitted.

Dress Code:

We believe our Sixth Form pupils are role models. Whilst we allow them to have some freedom to express themselves as individuals, they have a responsibility to set a good example to younger pupils and the local community. Therefore we expect high standards of presentation and have a clear dress code which must be adhered to.

Pupils are permitted to wear formal, business style clothes within the guidelines outlined below. They should understand that this is a privilege given to encourage independence, but also to enable pupils to develop an understanding of what constitutes appropriate choice.

Female Pupils:

Tops – smart blouses, jumpers or cardigans. Any tops worn must not be low cut or expose the midriff. Vest or ‘strappy’ tops, play suits and ‘hoodies’ are not permitted. Logos must be small, discrete and inoffensive. **Skirts / Dresses** – smart, business-like and of an appropriate length. Denim is not permitted. Hem lines must be neat. Plain tights may be worn.

Trousers – smart, tailored and business-like. No jeans, leggings, tracksuit bottoms, shorts or tight trousers are allowed.

Shoes – sensible, traditional leather style footwear. No flip flops, trainers or UGG boots.

Male Pupils:

Shirts – smart shirts with a collar worn with a tie. Smart jumpers or cardigans may be worn. ‘Hoodies’ are not permitted.

Trousers – smart, tailored and business-like. No jeans, combat trousers, shorts or tracksuit bottoms are allowed.

Shoes – sensible, traditional leather style footwear. No trainers or flip flops are allowed.

In addition to the above, some specific courses have the following variations due to the nature of their studies.

Sports Pupils:

Will be required to wear smart clothing according to the dress code, including ties, and change into sportswear when required. Football shirts or kit are not allowed.

Jewellery:

Both male and female pupils are allowed a small amount of discrete jewellery.

No visible piercings other than normal earrings are allowed (no ear stretchers or facial piercings).

Visible tattoos are not permitted.

Hats are not permitted to be worn on the school site (woollen or baseball caps).

Please note that pupils will not be permitted to attend lessons if wearing incorrect uniform, and the school reserves the right to ask pupils to go home to change.

Course Exam Board Registration Fees:

Any pupils leaving their course before the completion date will be liable to payment of a withdrawal fee. This fee will vary according to the pupil’s course and level, but will be payable to cover the cost of the original course registration fee with the exam board.

Failure to pay such a withdrawal fee could result in the certification of any completed units being withheld. Exemption from payment of this fee will be given to pupils having to move out of the area, leaving for medical reasons or other reasons out of their personal control.

Any pupils wishing to change courses will not be allowed to make such changes after the exam board registration date, which is at the end of Term 1.

An example of examination fees:

A Level course fees range between £30 and £60 per examination paper

BTEC course fees range between £120 and £170 per subject.

Parking on Site

Pupils are permitted to park on site where spaces are available. You will need to provide the school with the details of the vehicle.

Careers advice

Pupils will have access to a range of careers advice and guidance throughout their Sixth Form studies. Careers will feature within the tutor programme, individual subject's curriculum and as a standalone element within the Sixth Form. We engage with a number of guest speakers from Universities, Apprenticeship providers and Employers to ensure that informed decisions can be made. Our careers programme involves support in writing personal statements, CV's and UCAS applications and also encompasses elements of interview skills and techniques. There are numerous opportunities within curriculum areas for pupils to engage with employers and visit Universities to help shape their progression plans.

16-19 Bursary Fund

Financial support for pupils exists in the form of the Bursary Fund. This may be used to help with transport costs, food or equipment. If you feel that you require financial support please see a member of the Sixth Form Leadership team. Generally, evidence of benefits or low family income is required before an application for financial assistance will be considered.

Pupils who are living independently, in care or are a young parent are entitled to a fixed annual allowance through the Bursary Fund. You will need to apply for this at the start of your course when first enrolling in the Sixth Form.

One-off financial support for specific situations are also considered to support pupils and maintain their attendance on their course.

If a pupil is entitled to support from the bursary fund, and applied for a 16+ travel card this would be partially funded through the bursary.

If you wish to apply for the Bursary Fund you should speak to:

Mr Lane – llane@ccw.kent.sch.uk

Our commitment to you...

- We look forward to working with you in a partnership based on mutual respect.
- We undertake to use our best endeavours to assist you in achieving your qualifications.
- We will respect you as an individual learner at all times and work with you to produce an individual learning plan, which will enable you to chart your progress and achievements.
- We undertake to give you feedback on your assessments, progress and achievements.
- We will record your attainments and report on such to the awarding bodies.
- We will assist you with arrangements for work placements (where appropriate).
- We will offer you advice on progression routes and further courses and access to professional careers guidance.
- We will assist you with seeking employment and application for further or higher education.
- We will provide you with references of suitability for employment or further/higher education.
- We will return assessed work or outcomes to you within the agreed timescale (this varies depending upon course)
- We will provide you with a variety of teaching and learning methods and fair marking of assessments.
- We will provide you with a safe and pleasant learning environment with good facilities and appropriate resources for your course of study.
- We will offer you the opportunity to give feedback on your course.

We expect you to...

- Take pride in being a pupil of The Whitstable School Sixth Form.
- Be a good role model for the younger pupils in the main school.
- Work co-operatively with all school staff.
- Take responsibility for your studies, attend regularly and punctually. Complete assignments on time.
- Treat buildings, furnishings and equipment with care and respect.
- Report all absences before the start of the school day. If you are absent from a work placement then it is your responsibility to inform BOTH the placement and the Post 16 Office.
- Wear appropriate clothes.
- Not to take holidays during term time.
- Make doctor/dental appointments outside school times unless in an emergency.
- Not smoke on the school site or surrounding areas.
- Attend extra-curricular activities that support your 'all round' development, eg visits, study days and tutor time/assemblies.
- Participate in course feedback and review.
- Regularly check your school email for information.

PHOTOGRAPH PERMISSION FORM

Dear Parent

Occasionally, we may take photographs of the pupils. We may use these images in our publicity or the schools/ setting prospectus or in other printed publications as well as on our website. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use, such as for evidence of coursework.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers, websites or on televised news programmes.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child. Please answer the questions below, then sign and date the form where shown.

	Please Circle Yes or No
I give permission for my child's name/image to be used in the school prospectus and other printed publications that are produced for promotional purposes.	Yes / No
I give permission for my child's name/image/video to be used on the school website.	Yes / No
I give permission for my child's name/image to be used in the media, for example, local newspapers/school newsletter.	Yes / No
I give permission for my child's name/image/video to be used by the school's social media, specifically YouTube, Twitter, Facebook and Instagram.	Yes / No
I give permission for my child to participate in video conferencing. (Occasionally your child's class may talk to other children or an author, for example, outside of the school under the supervision of the class teacher).	Yes / No
I understand that The Whitstable School is part of the Swale Academies Trust and I give consent for my child's name/image/video to be used as described above for promotional purposes for the Trust.	Yes / No

This form is valid indefinitely from the date you sign it. It is your responsibility to let us know if you want to change or withdraw your agreement at any time.

Name of pupil _____

Signature _____ (Young person to sign if 16 or over)

Date _____

Our Privacy Notice can be found on our website.

Pupil IT Acceptable Usage Policy

- I understand that I must not disclose any password or login name to anyone, other than the persons responsible for running and maintaining the system.
- I understand that the school can and will monitor any data on the network to ensure policy compliance, and to aid in resolving networking issues.
- I will inform a member of staff immediately of any websites accessible from within school I feel are unsuitable in any way for pupil consumption
- I will inform a member of staff immediately of abuse of any ICT system(s) - software and hardware - providing the location and names where possible
- I will inform a member of staff immediately of any inappropriate content suspected to be on the ICT system(s). This may be contained in email, documents, pictures etc.
- I will report any breaches, or attempted breaches, in security to a member of staff immediately
- I will not attempt to install any software or hardware
- I will respect copyright and make sure I do not use any information breaching copyright law
- Under no circumstances must any software from potentially illegal sources be installed
- I will not engage in activities that waste technical support time and resources.

School IT systems must not be used for any illegal or suspect activity. This includes:

- The use of illegally obtained software or content – this is all software that does not have a valid license certificate
- Use of the IT systems for questionable activity – including the deliberate viewing of inappropriate material on the Internet
- Actions that may contravene the [Computer Misuse Act 1990](#).

The Whitstable School

Pupil Name (Block Capitals):

Pupil's Signature:

Date:

THE WHITSTABLE SCHOOL SIXTH FORM AGREEMENT

The Pupil

As a member of The Whitstable School, I will try to:

- Follow the rules within the Sixth Form and all site rules.
- Attend school regularly, arrive on time and log my attendance on the sign in sheets. If an acceptable level of attendance is not maintained the school reserves the right to withdraw my place.
- Use timetabled periods of private study effectively.
- Complete all assignments by the required deadlines, and to standards that reflect my personal target grade.
- Complete the courses I enrol on. If I fail to complete a course, or fail to submit coursework within the deadlines, the school reserves the right to request payment for examination entries.
- Attend all public examinations 15 minutes prior to the start time. If I fail to attend I may be charged for the cost of the examination.
- Contact the school at the first possible opportunity to explain any absences.
- Arrange holidays, medical appointments or other private appointments outside of school hours or during school holidays.
- Bring all the correct books and equipment when required.
- Wear the correct dress code, including my ID badge.
- Be polite and considerate and behave in an orderly way at all times, including travel to and from school, whether by foot or public transport.
- Keep the school free from graffiti and litter.
- Take pride in being a sixth form pupil and be a good role model for the younger pupils in school.
- Work co-operatively with all school staff.
- Regularly check your school email for information.
- Mobile phones MUST be switched off in all teaching and training areas.

The School

The Whitstable School Sixth Form will try to:

- Provide a safe caring environment for pupils.
- Encourage pupils to achieve his / her full potential as a valued member of our Swale Sixth Form.
- Encourage high standards of work and behaviour.
- Contact parents if there are any concerns that affect pupil's progress.
- Keep staff regularly informed about pupil progress.
- Arrange a parents' evening during which pupil progress and attainment will be discussed. *NB a copy of the Home School Agreement will be retained in the pupil's file.*

PRINTED NAME OF PUPIL _____

Signature of Pupil _____

Date _____