



THE  
COMMUNITY  
COLLEGE  
WHITSTABLE

## Handbook for Students and Parents

The Community College Whitstable  
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## The Community College Whitstable Sixth Form

The Community College Whitstable has a track record of achieving excellent outcomes for its students at Post 16 level. Our continued success is a real draw for students 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 CCW 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 CCW, we look forward to supporting each individual to maximise their potential and find their personal element.

Mr L Fearn  
Assistant Headteacher (Post 16)

Mrs A Gibson  
Headteacher

## **Meet the Sixth Form Team**

### **Assistant Headteacher (Post 16)**

Mr L Fearn  
lfearn@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 students to take a pride in being part of the Community College Whitstable Sixth Form and they should act as positive role models for younger members of the school community. We require students 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 students 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 students 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 students 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 students may leave the school sites, but only when they have followed the correct procedures for signing in and out.

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

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

Any student 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 students 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**

Students 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 students are expected to complete homework and self-study tasks, and to meet the deadlines. Students 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 students 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 student's work is deemed to be plagiarised it will not be marked.

When producing written work, students 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 CCW 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 students from smoking. Any student wanting help in giving up smoking will have our full support, and should contact a member of the Sixth Form Leadership team.

Students 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 students do not smoke in front of the main school entrances or along the front of the school property. Any student seen smoking will be warned once and on the second occasion, sent home.

**All** reference to smoking, includes e-cigarettes.

### **Site issues**

We aim to ensure pleasant working environments for students, teachers and support staff. A pleasant learning environment benefits all of us and encourages student respect, behaviour and hard work. It is important that all adults and students 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 students to refrain from the use of foul language in the buildings and around the different school premises.

### **Mobile Phones**

Students 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 students 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:**

Students 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.

Students 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 students 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 students and the local community. Therefore we expect high standards of presentation and have a clear dress code which must be adhered to.

Students 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 students to develop an understanding of what constitutes appropriate choice.

### **Female Students:**

**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 Students:**

**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 Students:**

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 students 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 students will not be permitted to attend lessons if wearing incorrect uniform, and the school reserves the right to ask students to go home to change.**

### **Course Exam Board Registration Fees:**

Any students leaving their course before the completion date will be liable to payment of a withdrawal fee. This fee will vary according to the student’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 students having to move out of the area, leaving for medical reasons or other reasons out of their personal control.

Any students 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.

### **16-19 Bursary Fund**

Financial support for students 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.

Students 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 students and maintain their attendance on their course.

If a student 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](mailto: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 student of Community College Whitstable Sixth Form.
- Be a good role model for the younger students 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 students. 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 your answer
1	May we use your child's photograph (unidentified) in the School prospectus and other printed publications that we produce for promotional purposes?	YES / NO
2	May we use your child's image (unidentified) on our website?	YES / NO
3	May we record your child's image (unidentified) on video or webcam?	YES / NO
4	Do you consent to your child being photographed or filmed in press events agreed by the school?	YES / NO
5	Do you consent to your child's full name being published with a press photograph?	YES / NO
6	Do you consent to your child being photographed or recorded as part of a school production? If you do not consent to this you have the option of withdrawing you child from such productions.	YES / NO

Unidentified above means we will only use the first name.

Please also note that the conditions of use of these photography's are on the back of this form.

I have read and understood the conditions of use on this form.

Name of student \_\_\_\_\_

Signature \_\_\_\_\_

*(Young person to sign if 16 or over)*

Date \_\_\_\_\_

Conditions of school use:

1. This form is valid through Post 16 from the date of you signing. It is your responsibility to let us know if you want to withdraw or change your agreement at any time, which must be given in writing.
2. We, the school, setting or service, will not use the personal details or full names (which means first name and surname) of any student in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications.
3. We will not include personal email or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
4. If we use photographs of individual students, we will not use the name of that student in the accompanying text or photo caption, unless we have your agreement.
5. If we name a student in the text, we will not use a photograph of that student to accompany the article.
6. We may use group or class photographs or footage with very general label, such as "science lesson"
7. We will only use images of students who are suitably dressed to reduce the risk of such images being used inappropriately.
8. **As the child's parents/guardian, we agree that if we take photographs or video recordings of our child/ren which include other pupils, we will use these for personal and family use only.** I/We understand that where consent has not been obtained from the other parents for any other use, we would be in breach of the Data Protection Act 1988 if we used our recordings for any wider purpose.

(Revised guidance issued by KCC March 2009)

# The Community College Whitstable

## Student e-Safety Agreement

It is important that all technology is used appropriately by students. Students need to agree to follow the rules below so that they can use the technology provided.

### **Using Technology at School**

- All use of technology, including the Internet, must be appropriate to education.
- I will not access inappropriate material on the Internet.
- I will not attempt to get around the schools internet filtering system by using de-filtering sites or proxy servers.
- I will not search the internet for inappropriate material.
- Irresponsible use of technology may result in the loss of network or Internet access.
- Copyright and intellectual property rights must be respected.

### **Electronic Communication**

- School e-mail addresses are provided for school use only, please use them sensibly.
- Electronic communication must be written carefully and politely.
- Internet chat-rooms or instant messaging services are not allowed.

### **School User Accounts**

- I will not access other people's user areas or files.
- Network access must be made via the user's authorised account and password, which must not be given to any other person.
- I will not look at or delete other people's files or work.
- I understand that the school may check my computer files and may monitor the Internet sites I visit and the email messages I send or receive.
- The school may exercise its right to delete inappropriate content. **Staying Safe with Technology**
- Users must take care not to reveal personal information through e-mail, social network sites and messaging
- I will never arrange to meet anyone over the internet.
- I will report any websites or documents that are unsuitable.
- I will report any unpleasant or unsuitable e-mails sent to me.

### **Student Agreement**

- I have read and I understand the e-Safety Rules.
- I understand that if I deliberately break these rules, I could be stopped from using the computers or internet.
- I understand that if I misuse technology in any way there are punishments.
- I know that network and Internet access may be monitored.
- I understand that my parents may be shown my internet history.

Pupil Name (Block Capitals):

Pupil's Signature:

Date:

## THE COMMUNITY COLLEGE WHITSTABLE SIXTH FORM AGREEMENT

### The Student

As a member of the Community College Whitstable, 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 student and be a good role model for the younger students 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 Community College Whitstable Sixth Form will try to:**

- Provide a safe caring environment for students.
- Encourage students 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 student's progress.
- Keep staff regularly informed about student progress.
- Arrange a parents' evening during which student progress and attainment will be discussed. *NB a copy of the Home School Agreement will be retained in the student's file.*

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PRINTED NAME OF STUDENT \_\_\_\_\_

Signature of Student \_\_\_\_\_

Date \_\_\_\_\_