



SIXTH FORM

Essential Information for Students and Parents / Carers 2017-18

Welcome to the Sixth Form. We are so excited to get started on September 6th. As well as having a great final few days of holiday (and finishing off those Bridging Projects!) please spend some time reading this booklet carefully so you are well prepared for the start of term.

Start of Term and Induction Days

The first day of term is **Wednesday September 6th**. This is the day before Years 7-10, while Year 11 return from Work Experience on Monday 11th. The term for Year 12 starts with three days of induction activities before subject lessons commence on Monday 11th September.

On Wednesday, students should arrive between 0900 and 0920 on Wednesday via Reception and register in the Commons ready for a 0930 start. On Thursday September 7th the whole year group will be going on a visit to Oxford University. (Please see attached letter). Students should be on site for 0800. On Friday 8th, students should arrive for 0900.

From Monday 11th, the times of the day will be as follows -

Times of the Academy Day for Sixth Formers

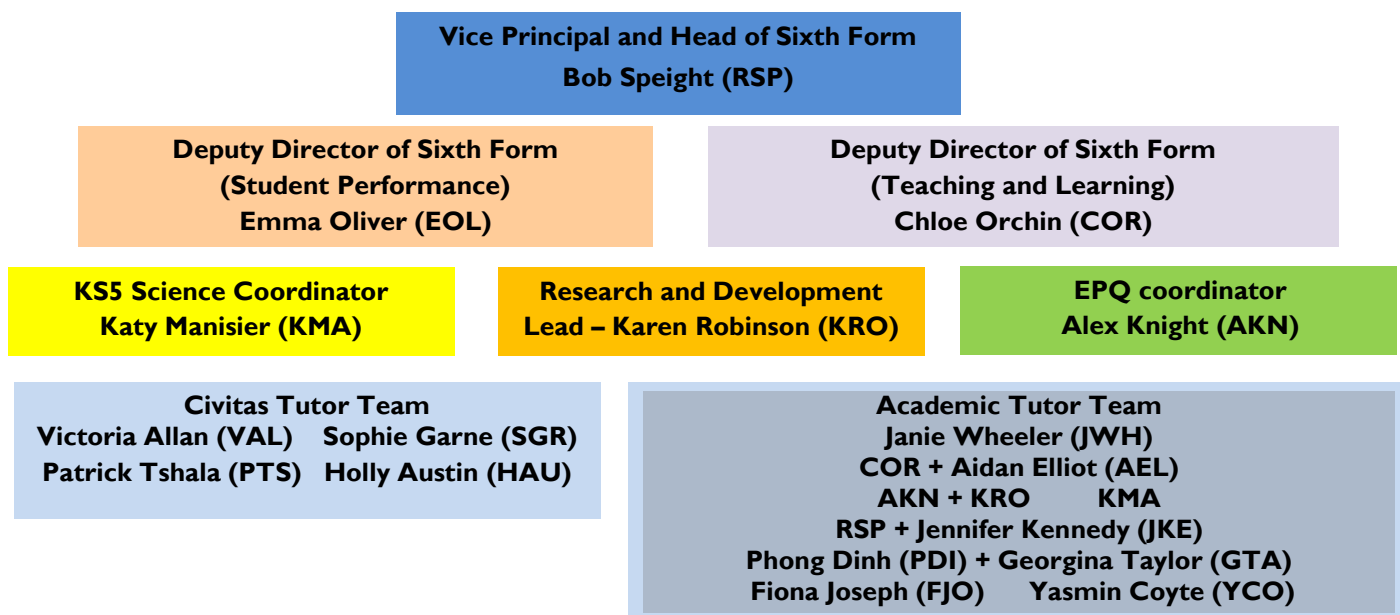
Monday-Thursday

0800-0820	Arrive	
0825-0845	Civitas	<i>(Breakfast + Briefing Mondays 0825-0940)</i>
0845-0940	Period 1	
0940-1035	Period 2	
1035-1100	Academic Tutoring	
1100-1125	Break	
1125-1220	Period 3	
1220-1315	Lunch break	
1315-1410	Period 4	
1410-1505	Period 5	<i>(Enrichment / PE Wednesdays 1410-1600)</i>
1505-1600	Period 6	
1600-1700	After school enrichment clubs	

Friday

0900-0920	Arrive
0925-1020	Period 1
1020-1115	Period 2
1115-1135	Break
1135-1230	Period 3
1230-1325	Lunch
1325-1415	Period 4
1415-1530	DofE programme

The Sixth Form Leadership Team



Key Features of Bolingbroke Sixth Form

Strong academic focus - entry requirements for all our pathways are demanding to ensure our students are ready for the demands of Sixth Form studies. Completion of Summer Bridging Projects in all subjects is also a condition for enrolment to ensure students hit the ground running in September.

Exceptional subject teaching – students will have 5 lessons a week per subject (4 for some small cohorts) and in addition are expected to complete at least an additional 5 hours structured independent study per subject.

Strong pastoral care and tracking - every student will be known as an individual and benefit from highly personalised support and guidance. (See tutoring model below)

Structured programme with increasing independence - students are expected to be on site for the full academy day, 0815-1600. When not in timetabled lessons they will be in supervised study. Students will earn additional privileges such as the right to go off site at lunchtime and for free periods, as they demonstrate that they are progressing successfully through their courses.

EPQ (Extended Project Qualification) – all A-level students will complete the EPQ to give breadth to their curriculum, ensure they have the higher level academic skills to thrive at sixth form and university and to add quality to their UCAS applications. (see Academic tutoring below)

Our partnership with Kings Health Partners – we have built a very exciting relationship with this very large group that brings together some of London’s biggest healthcare and higher education providers, to provide a range of additional opportunities for our A-level and BTEC Science students.

Our Professional Pathway – In addition to A-levels we offer the BTEC L3 Applied Science course which will form part of a comprehensive Professional Pathway that will see pupils benefit from extensive work experience and work readiness training in addition to a rigorous academic programme.

A rich and rewarding set of extra-curricular activities – Monday Civitas time and period 1 is a breakfast briefing for the whole year group with the Sixth Form Leadership team. Wednesday afternoons will see all Sixth Formers taking part in Sport or enrichment workshops. All Sixth Formers will take part in our DofE Fridays with the rest of the school, either leading activities for younger pupils, volunteering or working towards the DofE Gold award.

Student Leadership – all Sixth Formers will be involved in a range of formal and informal leadership opportunities. The Head Boy and Girl, their deputies, Student Heads of House and the Student Mediation team will lead a range of activities. All Sixth Formers will join Y7 / 8 Family Dining one day a week to support staff and pupils to ensure a really positive atmosphere, strong routines and a sense of community in the Dining Hall. Sixth Formers will also support in lower school subject lessons as part of their personal development programme.

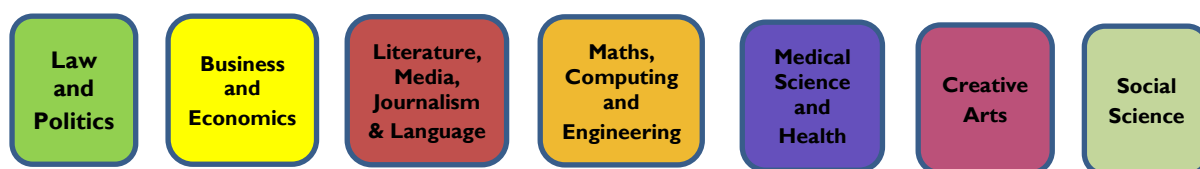
Three weekly curriculum units and assessment model – to ensure rigorous monitoring of student progress.

KS5 Tutoring system

In addition to outstanding subject teaching, Bolingbroke Sixth Formers will benefit from a dual tutoring system.

Civitas Tutors (team coordinated by Ms Oliver)	Academic Tutors (team coordinated by Ms Orchin)
<ul style="list-style-type: none"> • Lead a Civitas group of 15-20 students. • Day-to-day monitoring and development of student independent learning habits . • Performance tracking – attainment, progress, attendance, punctuality, behaviour for learning. • Deliver personal development programme. • Main point of contact with parents / carers. • UCAS preparation and references. • Monitor and support student wellbeing. • Oversee student engagement with and participation in the house system and student leadership programmes. 	<ul style="list-style-type: none"> • Lead an academic tutoring group of 6-12 students. • Deliver academic induction programme. • Supervise students' EPQ programmes – monitor, track and assess progress. • Track and develop students' higher level academic skills and subject knowledge. • Coordinate strand of academic tutoring programme (see below), including building external links with guest speakers, mentors etc. • Foster a love of learning and your subject area.

Academic Tutoring will be organised around subject strands linked to careers / university courses. Academic tutors will take responsibility for one of these strands. Students will be assigned to a mixed academic tutoring group for the first three week cycle and will then be reorganised into specialist groups depending on the focus of their EPQ project. These are provisional strands which will be refined depending on staff expertise and students interest.



Your Civitas Tutor

Your Civitas tutor is an extremely important person to help you be successful in the Sixth Form, guiding and supporting your progress towards a good university or the career of your choice. You will see your tutor every day for 20min in tutorial sessions, and have opportunities for both formal and informal conversations about your progress and wellbeing.

Along with the Sixth Form team, your tutor will:

- Monitor your academic progress, and support you with target-setting and action-planning through progress reviews during the year.
- Support you directly if you are underperforming in any of your subjects by helping you create a Tutor Action Plan, and working with teachers to monitor your progress.
- Provide guidance and support for your choice of destination, and be your main referee to support your applications.
- Provide personal, social and emotional support throughout your time in sixth form.
- Monitor your behaviour and attendance, and respond to any concerns.
- Help you make a smooth transition from KS4 to KS5.
- Meet/communicate with your teachers and parents or carers.

Your Academic Tutor

At Bolingbroke, your academic progress and development is at the heart of everything we do. We offer a unique academic tutoring programme created especially to add depth and breadth to your academic experience in the sixth form. During this time, you will meet with your specially assigned Academic Tutor and a small group of like-minded peers to question, criticise and query a range of themes and topics surrounding your preferred subject area and beyond.

Initially in Year 12, academic tutor time will be largely dedicated to your EPQ (see below). Your academic tutor will guide you through this process, helping you to find your academic feet and flourish as a critical and evaluative project writer.

Alongside and following on from this, you will be given the opportunity to lead short lectures on topics of your choice, listen to guest speakers, visit outside exhibitions/events and debate historic and current academic topics.

Academic tutor time is your opportunity to really flourish as a thinker outside of the classroom. This dedicated time will not only prepare you superbly for interview and university study, but will also equip you with the thinking skills to help you navigate your way through an ever-changing world of information.

The Extended Project Qualification

At Bolingbroke Academy, all A-level students in Year 12 complete the Level 3 Extended Project Qualification (AQA). Not only does this allow students to explore a topic in academia that they are passionate about, but it is also hones skills which are vital for Higher Education and heavily sought after by universities. The EPQ is equivalent to half of a full A-Level qualification and provides students with UCAS points, as well as often being a factor considered by admissions tutors. Alongside their own independent research, students undergo an intense taught skills programme of at least 30 hours which is spent developing a range of academic skills which are essential for the overall success of the project. Some of these hours are spent in a classroom setting, but there are also opportunities for students to develop skills using outside agencies and higher education institutions. As part of the academic tutoring provision at Bolingbroke, students also have a dedicated subject specialist supervisor who is able to provide advice and guidance. Depending on the choice of project, it will either culminate in a 5,000 word report or an artefact and a 1,000 word report to accompany the artefact, with all projects completed by the end of Year 12. The EPQ Centre Coordinator for any issues or concerns is Mr Knight. (A.knight@arkbolingbrokeacademy.org). The EPQ bridging Project was to -

- 1) Register with Futurelearn <https://www.futurelearn.com/courses/research-project> (free enrolment, start date Sept 2017).
- 2) Come up with 3 possible project ideas that they could investigate further in September (one from each A-Level subject).

Bridging Projects

Each Sixth Form course had a Bridging Project presented at Induction Day. Completing these is a condition of enrolment. If you change courses or have for any reason not been given the projects yet, please contact sixthform@arkbolingbrokeacademy.org.

Enrichment

There is a fantastic range of activities, events and programmes to enrich your Sixth Form experience at Bolingbroke Academy. Our aim is to provide you with outstanding opportunities beyond your core programme of study which will allow you to grow and develop as a person, develop core skills such as leadership and team-working, and have a lot of fun!

All of the time and effort we invest in these wider opportunities is aimed at supporting you to achieve success in your next steps towards a good university or the career of your choice. Remember to log all academic and extra-curricular enrichments throughout the year in the allocated space in the back of your planner.

Our high expectations of students

Professional conduct

Our expectations of our students are extremely high. We aim to help you maximise your academic achievement and to be prepared for a professional career, either as a university graduate or direct from sixth form. We therefore expect all students to conduct themselves accordingly as young adults in a professional workplace. This is crucial to maintaining good working relationships with staff and other students ensuring that we can all be held accountable for behaving with honesty, fairness and respect towards one another.

Professional work ethic

We encourage our students to adopt a professional attitude to managing their time and workload in sixth form. All students will have several lessons a week that are designated study periods, when you are expected to be on site and studying in one of our purpose-built sixth form spaces. We will make sure that you receive enough work and support from your teachers to make good use of your time, and you will also have a planner to help you organise your work. The most important thing is your

personal commitment to making the most of this time outside of lessons. This is vital in ensuring you make the strong progress required to achieve well at the end of sixth form.

Professional dress code

We ask you to dress for a formal, professional workplace, consistent with the ethos of Bolingbroke Academy. This helps reinforce our expectations of conduct and work ethic, while underpinning the culture of equality and respect.

The information below outlines the key aspects of the dress code policy. These guidelines cannot be completely exhaustive and deal with every possible alternative, but we hope that the spirit and tone of these expectations are followed.

Appropriate dress:

- Male Sixth Form students are expected to wear a shirt and either a **suit** or a **jacket** and **trousers** of conventional style and material, for example chinos. **Ties** are optional. Footwear should be black or brown leather.
- For female Sixth Form students, this means a suit with a shirt/ blouse or smart dress/formal skirt or trousers with a tailored jacket. Footwear should be black or brown leather, a small block heel is permitted.

The following items are **not acceptable**:

- Casual clothing such as t-shirts, sports shirts, sweatshirts, jogging trousers, track suits or any hooded tops
- Jeans, leggings, jeggings
- Drainpipe trousers
- Trainers, canvas shoes, or steel capped work boots
- Flip-flops, sandals or UGG boots
- Garments or bags carrying large designs or logos
- Leather or imitation leather garments (apart from shoes or bags)

Please note the following:

- Discreet earrings can be worn
- There should be no other facial or visible piercings
- No tattoos on show

If you have any questions about dress code, please ask one of the Sixth Form team.

Equipment

Equipment will differ depending on your subject choices. Make sure you are prepared for your first day. You should all have:

- Lever arch ring-binders for each subject
- Lined paper
- Plastic wallets
- Dividers
- Post-it notes
- Pencil case:
 - Black pens
 - Scissors
 - Ruler
 - Glue stick
 - Green pen
 - Red pen
 - Highlighters
 - Pencils
 - Rubber
 - Sharpener

Sixth Form Privileges

Sixth formers are afforded various privileges in accordance with their status as the senior students in the academy. These include –

- The right to wear professional dress
- The ability to leave site at lunchtime
- Responsible use of mobile phones and own devices
- Late start on Fridays
- Access to Sixth Form Café for snacks and meal service or to eat own packed lunch

Additional privileges may be earned as students progress through Year 12 and demonstrate that they are meeting and exceeding our expectations and performing at a high level. These include –

- Invitation to reward events
- More flexible use of free periods
- Right to leave site from 1500 if no Period 6

Privileges will also be taken away where students are underperforming against expectations. This might involve –

- Early sign in at 0800 to combat poor punctuality
- Extended days in response to inadequate independence and study skills demonstrated
- Restricted lunchtimes

Food

Breakfast is provided on Monday mornings from 0815 for all Sixth Formers and staff.

For lunch, students have the choice –

- to sign up for the academy meal service
- to bring their own packed lunches
- to go off-site for lunch

Snacks are available for purchase in the Sixth Form Café at break time.

All Sixth Formers will be involved in the support and supervision of younger pupils at lunchtime on one day a week, when they will eat with them for Family Dining. Lunch will be provided for all Sixth Formers free of charge on these days and for the first three days of term. More details regarding logistics and payment will be provided during Induction.

Students eligible for Free School Meals will continue to receive them in the Sixth Form. Please contact Ms Ellington (s.ellington@arkblongbrokeacademy.org.uk) in the Finance Office for further information.

IT and Bring Your Own Device Policy

As part of our IT strategy to promote and support the use of new technology to aid learning, the academy has decided that Sixth Form students will be able to bring in their own laptops / tablets and smartphones and gain access to the school's Wi-Fi network. Access to IT will be essential in lessons for certain courses and for all in terms of accessing resources, handing in work, communicating with teachers and tutors, collaborating on projects etc.

If you and your parents were thinking about purchasing a device we would recommend the purchase of a **Lenovo** device. These are recommended by the Ark Network as suitable for our IT service and machines that are reliable, of good quality and value.

The safety and welfare of our learners is of paramount importance to us and there will be a number of regulations and control measures put in place to promote safe use of technology whilst using the college's Wi-Fi network. Copies of our Acceptable Use Policy for Sixth Formers will be provided during induction and this must be signed by students and parents before they are able to be given the Wi-Fi access.

Students on the Professional Pathway will be using their devices extensively as part of their course and students will need access to specific software that the school will provide. Specific arrangements will be put in place for this group so those enrolled on Professional Pathway should hold back on purchasing devices. More information will be provided on our induction days.

For those pupils who qualify for a Bursary or who may need financial assistance to purchase a device, please contact Mr Speight.

Attendance and punctuality

Excellent attendance is one of the fundamental factors in being successful in sixth form, and we therefore expect students to have an attendance rate of at least 98%. It is your responsibility to maintain a high attendance rate and to be on time for school every morning in order to maximise the amount of time you spend in school focusing on your academic studies. Lateness will be sanctioned in line with the Academy behaviour policy. It is vital to have an excellent record of attendance and punctuality to support any references that the Academy produces for universities and employers.

Your attendance will be monitored daily by the sixth form team and reported to your tutor. Your tutor will be the first person to discuss any issues or concerns about your attendance with you. If you have any particular personal circumstances that are likely to affect your attendance you should first explain these to your tutor, who will then pass them on to the sixth form team as required.

If teachers have any concerns about your attendance and punctuality to lessons these will be passed on to your tutor and the sixth form team. Your full attendance record will be available to your parents/carers and they will be contacted each day that any absence is recorded.

Absences

- You should have **no unauthorised absences** on your attendance record.
- A parent/carer must call Reception / Pupils Services before 8am in the morning to notify the Academy of your absence.
- When you return to school after any period of absence you must bring a note signed by your parent/carer giving full reasons for absence.
- All appointments for routine medical or dental issues should be made outside of school hours, ensuring you do not miss curriculum time.
- If a planned absence means you will miss lessons it is your responsibility to inform your subject teachers the day before the absence. You must collect missed work and ensure that it is completed for the next lesson.
- If you are absent due to illness, it is your responsibility to email your teachers and tutor to notify them of your absence. You must also find out about and complete all missed work.
- Permission for personal leave (religious, cultural and bereavement) must be requested in advance. This request must be submitted to the Principal. Please note it is very unlikely for term-time absence to be granted.
- Following any absence you will be expected to complete a return to school form. No absences will be authorised until this form has been completed.

Bursary Fund

There are two types of bursary; the Discretionary Bursary and the Non-Discretionary Bursary.

The Non-Discretionary Bursary is paid every month (a total of £1,200) to students who fall under the following categories:

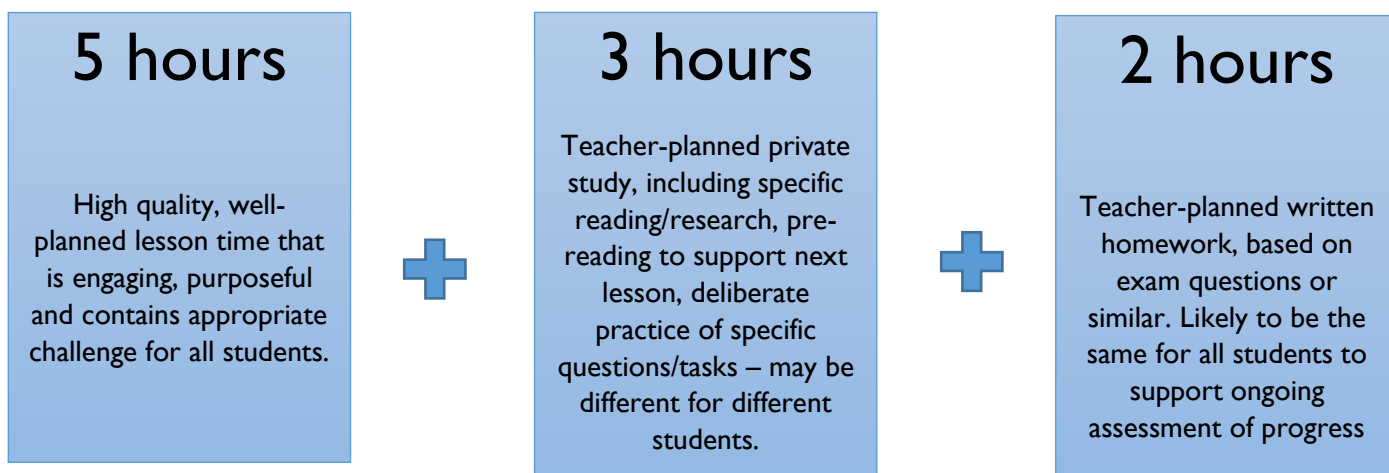
- Young people in Care
- Care leavers
- Young people personally in receipt of income support
- Disabled young people in receipt of Disability Living Allowance and Employment Support Allowance
- Teenage parents living independently
- Young people whose parents have died

The Discretionary Bursary is a smaller sum which is issued twice during the year. It can be obtained by students who receive free schools meals, pending an agreement stating that the student must meet the expected standards of attendance and punctuality. This is paid on a termly basis. Please note original evidence will be required on completion of application form. Please contact Mr Speight by email (r.speight@arkbolingbrokeacademy.org) if you believe you are eligible for this.

Independent learning in the Sixth Form

Whether you are on a Professional Pathway or an A level pathway in the Sixth Form, you will experience a significant change in your timetable compared to being a KS4 pupil. You will have a substantial amount of time to work independently, completing written homework tasks, consolidating your learning from lessons and reading/researching to broaden your subject knowledge. You will stay on site for study periods, and we provide you with supervised study areas to make sure you can make the most of the time you have available during the week.

A good rule of thumb is that for every hour of time you spend in the classroom, you should be spending an hour doing deliberate and purposeful independent learning. This will help you make outstanding academic progress during your time in the Sixth Form. To help you plan your time, and to ensure that you receive good and consistent support from all your teachers, we use the 5-3-2 model.



The homework and private study tasks you are set will of course vary depending across subjects if you are studying A levels, and for Professional Pathways the 5-3-2 model needs to be scaled up across your units of study. PP students should be completing the majority of coursework and other written tasks outside lessons, with lesson time reserved for learning and applying new subject content.

Key points to remember:

- You need to complete **at least** 1 hour outside the classroom for every 1 hour in the classroom – that means **at least** 10 hours per A level and 30 hours for Professional Pathway.
- Private study and homework should be **highly purposeful** and help to extend and develop your learning from lessons.
- If you make this your **minimum commitment** to independent learning in sixth form you will be well on the way to making **excellent progress** in your courses.

Sixth Form Year Planner 2017-18

This calendar includes a number of events and visits that are already planned and confirmed. There will be many more added as we move through the academic year, so make sure you keep this up to date as new events are announced.

SEPTEMBER 2017			UNIT 1
Wed	6	Start of Aut1 for Year 12 - Induction Day 1	
Thu	7	Induction Day 2 - Oxford Visit	
Fri	8	Induction Day 3	
Sat	9		
Sun	10		
Mon	11		
Tue	12		
Wed	13		
Thu	14		
Fri	15		
Sat	16		
Sun	17		
Mon	18		
Tue	19		
Wed	20		
Thu	21		
Fri	22	Speech Day	
Sat	23		
Sun	24		
Mon	25		
Tue	26		
Wed	27		
Thu	28	Civitas Evening	
Fri	29		
Sat	30		
OCTOBER 2017			
Sun	1		
Mon	2		
Tue	3		
Wed	4		
Thu	5		
Fri	6		
Sat	7		
Sun	8		
Mon	9		
Tue	10		
Wed	11		
Thu	12	Open Evening	
Fri	13		
Sat	14	Open Morning	
Sun	15		
Mon	16		
Tue	17		
Wed	18		
Thu	19		
Fri	20		
Sat	21		
Sun	22		
Mon	23	Academy closed - Half Term	
Tue	24		
Wed	25		
Thu	26		
Fri	27		
			UNIT 2

Sat	28		
Sun	29		
Mon	30		Academy closed to students - INSET Day
Tue	31		<i>Start of Aut2</i>
NOVEMBER 2017			
Wed	1		
Thu	2		
Fri	3		<i>Roehampton University Library day</i>
Sat	4		
Sun	5		
Mon	6		
Tue	7		
Wed	8		<i>Imperial University: Lab Management</i>
Thu	9		
Fri	10		<i>Careers Event @ the Emirates Stadium</i>
Sat	11		
Sun	12		
Mon	13		
Tue	14		
Wed	15		
Thu	16		
Fri	17		
Sat	18		
Sun	19		
Mon	20		
Tue	21		
Wed	22		
Thu	23		
Fri	24		Academy Closed - Occasional Day
Sat	25		
Sun	26		
Mon	27		
Tue	28		
Wed	29		<i>Y12 English Literature students trip to Imperial College</i>
Thu	30		<i>Tudor History lecture</i>
DECEMBER 2017			
Fri	1		
Sat	2		
Sun	3		
Mon	4		
Tue	5		
Wed	6		
Thu	7		
Fri	8		Academy closed for students - INSET Day
Sat	9		
Sun	10		
Mon	11		
Tue	12		
Wed	13		<i>Sixth Form Play</i>
Thu	14		
Fri	15		
Sat	16		
Sun	17		
Mon	18		
Tue	19		
Wed	20		
Thu	21		
Fri	22		
Sat	23		
Sun	24		Academy closed - Christmas Holidays

UNIT 3

UNIT 4

UNIT 5

Mon	25		
Tue	26		
Wed	27		
Thu	28		
Fri	29		
Sat	30		
Sun	31		
JANUARY 2018			
Mon	1		
Tue	2		<i>Academy closed for students - INSET Day</i>
Wed	3		<i>Start of Spr 1</i>
Thu	4		
Fri	5		<i>Progress Review afternoon</i>
Sat	6		
Sun	7		
Mon	8		
Tue	9		
Wed	10		<i>Writing Retreat - St Mary's University</i>
Thu	11		<i>Writing Retreat - St Mary's University</i>
Fri	12		<i>Tate Modern Visit</i>
Sat	13		
Sun	14		
Mon	15		<i>Natural History Museum trip</i>
Tue	16		
Wed	17		
Thu	18		
Fri	19		<i>History/Philosophy trip to Krakow</i>
Sat	20		<i>History/Philosophy trip to Krakow</i>
Sun	21		
Mon	22		
Tue	23		
Wed	24		
Thu	25		
Fri	26		
Sat	27		
Sun	28		
Mon	29		
Tue	30		
Wed	31		
FEBRUARY 2018			
Thu	1		
Fri	2		
Sat	3		
Sun	4		
Mon	5		<i>Trip to CERN in Geneva</i>
Tue	6		<i>Trip to CERN in Geneva</i>
Wed	7		
Thu	8		<i>Academy closed for students - INSET</i>
Fri	9		<i>Academy closed for students - INSET</i>
Sat	10		
Sun	11		
Mon	12		
Tue	13		
Wed	14		<i>Academy closed for students - Half Term</i>
Thu	15		
Fri	16		
Sat	17		
Sun	18		
Mon	19		<i>Start of Spr2</i>
Tue	20		
Wed	21		

UNIT 5

UNIT 6

U 7

Thu	22		<i>Nanotechnology workshop</i>	UNIT 7	
Fri	23				
Sat	24				
Sun	25				
Mon	26				
Tue	27				
Wed	28				
MARCH 2018					
Thu	1		<i>World Book Day</i>	UNIT 7	
Fri	2				
Sat	3				
Sun	4				
Mon	5				
Tue	6				
Wed	7				
Thu	8		<i>Tudor History Lecture</i>	UNIT 8	
Fri	9				
Sat	10				
Sun	11				
Mon	12		<i>KHP Microscopes workshop</i>		
Tue	13				
Wed	14				
Thu	15				
Fri	16		Academy closed to students - INSET Day	UNIT 8	
Sat	17				
Sun	18				
Mon	19				
Tue	20				
Wed	21				
Thu	22				
Fri	23				
Sat	24				
Sun	25				
Mon	26				
Tue	27				
Wed	28				
Thu	29		<i>Marriage of Figaro and Renewable Energy Plant trips</i>	UNIT 8	
Fri	30		Academy Closed - Bank Holiday		
Sat	31				
APRIL 2018					
Sun	1				UNIT 8
Mon	2				
Tue	3				
Wed	4				
Thu	5		Academy closed - Easter holidays Ski trip		
Fri	6				
Sat	7				
Sun	8				
Mon	9			UNIT 8	
Tue	10				
Wed	11				
Thu	12		Academy closed - Easter holidays		
Fri	13				
Sat	14				
Sun	15				
Mon	16		Academy Closed for students - INSET	UNIT 9	
Tue	17		<i>Start of Sum I</i>		
Wed	18				
Thu	19				
Fri	20				

Sat	21		
Sun	22		
Mon	23		
Tue	24		
Wed	25		
Thu	26		
Fri	27		
Sat	28		
Sun	29		
Mon	30		
MAY 2018			
Tue	1		
Wed	2		
Thu	3		
Fri	4		
Sat	5		
Sun	6		
Mon	7		<i>Academy Closed - Bank Holiday</i>
Tue	8		
Wed	9		
Thu	10		
Fri	11		
Sat	12		
Sun	13		
Mon	14		
Tue	15		
Wed	16		
Thr	17		
Fri	18		
Sat	19		
Sun	20		
Mon	21		
Tue	22		
Wed	23		
Thu	24		
Fri	25		
Sat	26		
Sun	27		
Mon	28		
Tue	29		
Wed	30		<i>Academy closed - Half term</i>
Thu	31		
JUNE 2018			
Fri	1		
Sat	2		
Sun	3		
Mon	4		<i>Start of Sum2 - KHP Contemporary Issues in Science visit</i>
Tue	5		
Wed	6		
Thu	7		
Fri	8		
Sat	9		
Sun	10		
Mon	11		
Tue	12		
Wed	13		
Thu	14		
Fri	15		
Sat	16		
Sun	17		

UNIT 9

UNIT 10

UNIT 11

Mon	18			
Tue	19		<i>Professional Pathways Student Conference</i>	
Wed	20			
Thu	21			
Fri	22			
Sat	23			
Sun	24			
Mon	25		<i>Start of Exam Week</i>	
Tue	26			EXAM WEEK
Wed	27			
Thu	28			
Fri	29			
Sat	30			
JULY 2018				
Sun	1			
Mon	2			
Tue	3			
Wed	4		<i>UCAS Residential</i>	
Thu	5		<i>UCAS Residential Academy closed for students - INSET</i>	
Fri	6		<i>Academy closed for students - INSET</i>	
Sat	7			
Sun	8			
Mon	9		<i>Arts week starts</i>	UNIT 12
Tue	10			
Wed	11			
Thu	12			
Fri	13			
Sat	14			
Sun	15			
Mon	16			
Tue	17			
Wed	18			
Thu	19			
Fri	20		<i>Last day of Sum2</i>	

BOLINGBROKE ACADEMY SIXTH FORM - Student Code of Conduct

Name _____

Civitas Group _____

By signing the Student Code of Conduct when you enrol for sixth form, you are accepting the terms and conditions explained below and committing to the standards laid out within it. In the event that your conduct falls short of any aspect of the Code of Conduct, your tutor and the Sixth Form team will follow Academy disciplinary procedures. We do not want to see Sixth Form students having their privileges or free time taken away from them, but these sanctions will be applied in cases where students are not able to behave in line with the Code of Conduct. We will do all that we can to encourage and recognise behaviour that meets our high expectations: students will be treated as young adults in a professional workplace, and should behave as such.

I agree to:

- I. Follow the Academy attendance policy setting out the Academy's expectation of 100% attendance and punctuality, with a minimum of 98% attendance. I understand that all absences must be authorised by a parent/guardian and that holidays during term time will not be authorised.
- II. Stay on site until the end of the Academy day. I will attend punctually all lessons, private study sessions, registrations, enrichment and assemblies. I understand and agree to sanctions being put in place should I not fulfil this requirement.
- III. Actively and positively contribute to the Academy and community life through being an excellent role model to others.
- IV. Come to school ready for learning, with the correct homework, stationery, books and equipment, as well as a positive attitude to learning.
- V. Complete all homework and assignments to the deadlines given and to the best of my ability, including independent learning tasks directed by my teachers.
- VI. Work with my tutor, teachers and the Sixth Form team to ensure that I make excellent academic progress, and respond appropriately to any concerns raised about my organisation, time management or attitude to learning.
- VII. Use independent study time effectively for academic study and comply with the regulations for the individual study areas. In particular, I will refrain from eating in any of the private study spaces and will treat all Sixth Form spaces with the respect that communal spaces deserve.
- VIII. Dress in line with the professional dress code explained on the previous page, and follow any additional guidelines on dress, make-up and jewellery that are provided by the Sixth Form team. I understand that if I am not dressed appropriately I may be asked to go home and change.
- IX. Accept that the Academy has a policy of no mobile phone usage on site, other than for use in the study area to support academic study. I understand and agree to sanctions being put in place should I not fulfil the above requirements, including the confiscation of phones/headphones if misused.
- X. Behave as a young adult in a professional workplace, respecting and following the instructions of staff when required and ensuring that my behaviour represents the Academy, and the Sixth Form, in a positive manner.
- XI. Positively represent the Academy and its values at all times and not bring the academy into disrepute.

I understand that:

- The Academy maintains the ultimate right to withhold entries from public examinations should students fail to comply with any aspects of the Code of Conduct above.
- In order to guarantee progression from Year 12 into Year 13 students must achieve at least three good passes relative to target grades in their mock summer examinations (A level students) / be on track to perform at least in line with their target grades (Professional Pathways).
- Students' programmes of study may be subject to change as a result of underperformance.
- All data about students' attendance and academic progress will be shared with parents/ guardians.

Signed by student:

Date:

Signed by member of Sixth Form team:

Date:

Signed by parent/carer:

Date: