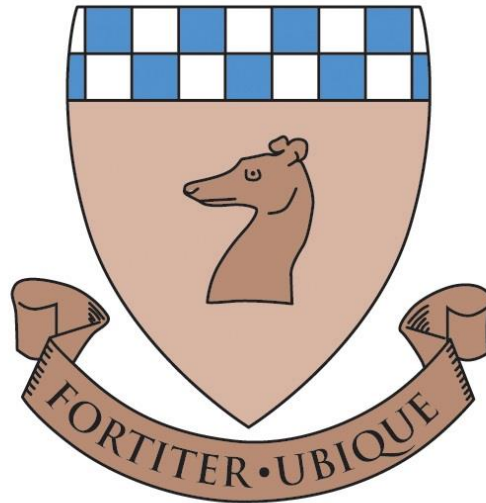


Bolingbroke Academy Sixth Form

Student Handbook - Class of 2023



Bolingbroke Academy

Sixth Form

**“A courageous, compassionate
community – empowering excellence.”**

Start of Term and Induction Days – Please Read Carefully

The first day of term is **Monday 6th September**. The term for Year 12 starts with two days of induction activities.

On **Monday 6th September**, students should arrive for **9.15am** via Reception on Wakehurst Road. You will be greeted by a member of the Student Senate who will guide you to the commons to register. You should wear full professional dress.

On **Tuesday 7th September**, we will be travelling to Oxford University for a taster lecture, college tour and team building activities. You must arrive promptly to reception by **6.15am**. We will be leaving Bolingbroke at 6.30am sharp. Lunch will be provided at college. You may wear smart casual clothing.

Welcome

Dear Student,

Congratulations on achieving your place here at Bolingbroke Sixth Form. I am delighted to welcome you as a new member of our KS5 community. I am so excited that you are embarking on this amazing stage of your life and education here with us – it really is a fantastic place to be, learn and grow.

Now that you have your place and subject choices confirmed here with us, it's really important that you start to get prepared with the correct equipment and dress – this is detailed in further in the Student Handbook. It's also essential that your bridging projects for the subjects you have chosen have been completed. These will form a significant proportion of your first progress report grade, so it's key that you really show what you are capable of. They also help to make sure that your start here is as smooth and happy as possible. They can be found on the website under "Sixth Form – Bridging Projects".

You are here because you have the potential to achieve exceptional things. The sixth form team, your subject teachers and the whole academy community are here to help you do just that. I hope that you take full advantage of not only the rigorous academic curriculum, but also the many enrichment activities and opportunities we offer throughout the year. We want to work alongside you to help you become the best version of yourself that you can be during your time here. Enjoy and make the most of every day – I count it such a privilege to be helping to guide you through this final phase of your secondary school life – I know that you will approach it with courage and compassion – pursuing a path to personal and academic excellence. Let the adventure begin!

Ms C Orchin

Assistant Principal - Director of Sixth Form

Bolingbroke Academy Sixth Form Vision Statement

***WE ARE A COURAGEOUS, COMPASSIONATE
COMMUNITY – EMPOWERING EXCELLENCE.***

Our Sixth Form combines the **highest of expectations** with **increased independence, responsibility and endless opportunities** for our students. Sixth Formers are **leaders** within the wider Bolingbroke family. They access a **rich, rewarding and tailored** set of experiences that raise aspirations and offer up **fresh opportunities** in a **uniquely small**, personalised environment. We pride ourselves on **knowing, nurturing and developing** every student.

The Sixth Form is based on **powerful learning relationships** between students and a team of **exceptionally committed teachers**, willing to do whatever it takes to achieve our mission of preparing students for optimum **success at A-Level and beyond**. We offer a **bespoke, challenging and engaging** curriculum with a range of academic courses alongside a varied skills-focused programme for all learners.

We ensure that every student here **realises their potential**, achieves **excellent outcomes** and acquires **wider skills and experiences** that will prepare them to venture into the world beyond Bolingbroke with **curiosity, compassion and courage**.

The Sixth Form Team

Assistant Principal, Director of Sixth Form
Ms Orchin (COR)



Head of y12
Ms Alabi (IAL)

**Careers &
Development Lead**
Ms Robinson (KRO)

Head of y13
Mr Newey (CNE)



Civitas Tutor Team
Mr Forster/Ms Cartwright Ms Robinson Ms Tiemann Ms Dunn

Our Commitment to You

We are committed to providing you with the highest quality Sixth Form experience. In order to do this we will:

- Ensure you feel cared for, included and valued as an individual.
- Do all that we can to help you reach a good university and/or enter a professional career of your choice.
- Treat you with honesty, fairness and respect as a young adult in a professional learning environment.

Teaching and learning is at the heart of what we do. We will:

- Provide a consistently high-quality learning experience with lessons that engage and challenge.

- Provide personalised support through your teachers and tutors to support your progress.
- Help you to organise your work effectively so that you meet our expected standards.

Keeping track of your progress is fundamental. You will:

- Meet regularly with your teachers and tutors throughout the year to monitor your progress.
- Receive regular progress reports comparing your performance against your target grades.
- Attend parents' evenings with your parents/carers to review your progress.

We work in partnership with other like-minded school sixth forms in the Ark network. We are committed to:

- Ensuring a culture of equality and respect that celebrates the diversity of our communities.
- Actively seeking out the views of students to help us improve what we do.
- Providing a safe and secure environment for learning.

Bolingbroke Sixth Form

Equipment List



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

- A laptop. If you do not have a personal laptop, we will provide you with one.
- A mini white board and a whiteboard pen. We use these all the time in lessons! If you were previously at Bolingbroke, you will have these already. If you are new to the school, we will provide you with these.
- Post-it notes
- Pencil case:
 - Black pens
 - Scissors
 - Ruler
 - Glue stick
 - Green pens

- Red pens
- Highlighters
- Pencils
- Rubber
- Sharpener
- Calculator

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 asks that Sixth Form students bring in their own laptops 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.

Students must only email teachers from their school email address.

Phones are permitted on the M-Floor only for study purposes. To practise good communication and solidify good habits, we don't expect to see students using their phones while eating or around the rest of the school building. This includes use of earphones.

Phone use is a sixth form privilege. If any student is finding it difficult to manage this privilege effectively and in line with this policy, the privilege will be removed.

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.

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

Food

For lunch, students have the choice –

- to eat school lunch – all diets catered for (sixth form eat separately from other year groups).
- to bring their own packed lunches (a sixth form microwave is available).
- to go off-site for lunch. Packed lunches can be taken outside to eat on the common.

Snacks are available for purchase in the Sixth Form Café during lessons 1,2 and 3.

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 complete the form under sixth form finance on the website: [FREE SCHOOL MEAL APPLICATION FORM](#)

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 compassion, 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. For male students, this means wearing a suit and shirt. Ties are optional. For female students, this means a suit with a shirt or smart dress/skirt/trousers with a tailored jacket or cardigan. Jeans or other denim, casual wear or sports clothes are not permitted. Footwear should be black or brown leather. Trainers and plimsolls are **not** permitted. If you have any questions about dress code, please ask one of the Sixth Form team.



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
- Management of own study time on luxury Mezzanine floor
- The ability to leave site at lunchtime
- Responsible use of mobile phones and own devices on the Mezzanine floor
- Friday early finish if not on stage of support
- Arrival for first lesson of the day if not on stage of support
- Access to Sixth Form Café, Balcony, Butterfly Garden
- Access to 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
- Late starts

Privileges may be taken away where students are underperforming against expectations.

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 96%. 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 mean that privileges are revoked. Persistent lateness jeopardises your place in the Sixth Form. 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 the Academy's Attendance Officer before 8am in the morning to notify the Academy of your absence.
- When you return to school after any period of absence your parent/carer must email 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 which can be found on the website. No absences will be authorised until this form has been completed.
- Planned absence request forms can be found on the website: [ABSENCE FORM](#)

Bursary Fund

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

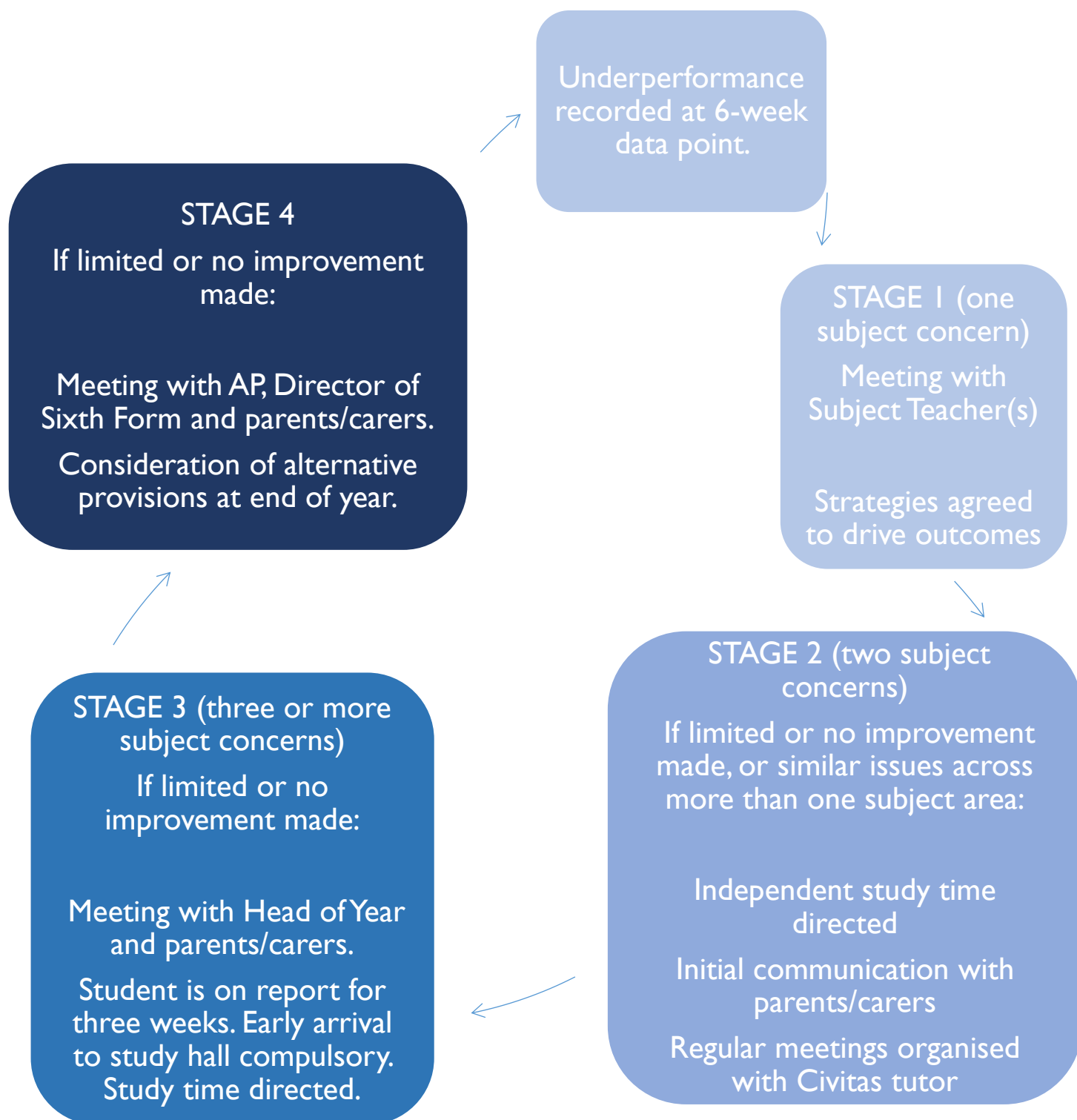
The Non-Discretionary Bursary is paid every month (a total of £1,200) to students who fall under the following categories:

- 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 evidence will be required on completion of application form. Please complete the form here if you feel you are eligible for this: [BURSARY FORM](#)

Academic Support: How We Will Assist You If You Are Falling Behind

We are committed to helping you make excellent academic progress in order to access your best possible outcomes at Bolingbroke. We will therefore seek to respond quickly to any concerns about your performance and progress that your teachers raise in any of your subjects. Students and parents will **receive a report detailing their academic progress every six weeks**. We use student progress vs target to determine the following stages to provide the tailored support and help you need improve your working style, organisation, time management and/or attitude to learning. If your performance in any subject or your attendance and / or punctuality is “below” your target grade, you will be placed onto our system of support in order to help you back on track towards excellence.



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 at the end of the school day 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.

The Extended Project Qualification

At Bolingbroke Academy, all A-level students in Year 12 complete the Level 3 Extended Project Qualification (EPQ). Not only does this allow students to explore a topic in academia that they are passionate about, but it 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 Newey (c.newey@arkbolingbrokeacademy.org)

Cheating and Plagiarism

We have an obligation to our students, qualification awarding bodies, universities and employers to ensure that the qualifications you receive are a fair and accurate representation of your work, and of the knowledge and skills you have attained during your time at school. We will undertake all appropriate measures to ensure that students' work is their own, and that plagiarism and other forms of cheating have not taken place. The Academy will also ensure that appropriate action is undertaken where cheating or plagiarism has been detected.

Cheating

Cheating is an attempt to deceive assessors or examiners. It includes situations when a student is in an examination and:

- Communicates or attempts to communicate with a fellow candidate or individual who is not the invigilator or a member of staff.
- Copies or attempts to copy from a fellow candidate.
- Attempts to introduce or consult during the examination any unauthorised printed or written material, or consult electronic, calculation or information storage devices, including mobile phones.
- Impersonates another student or allows him or herself to be impersonated.

A student found to have behaved in this way can expect extremely serious consequences – their final examination grades will be affected negatively, and their place in the sixth form will be at risk.

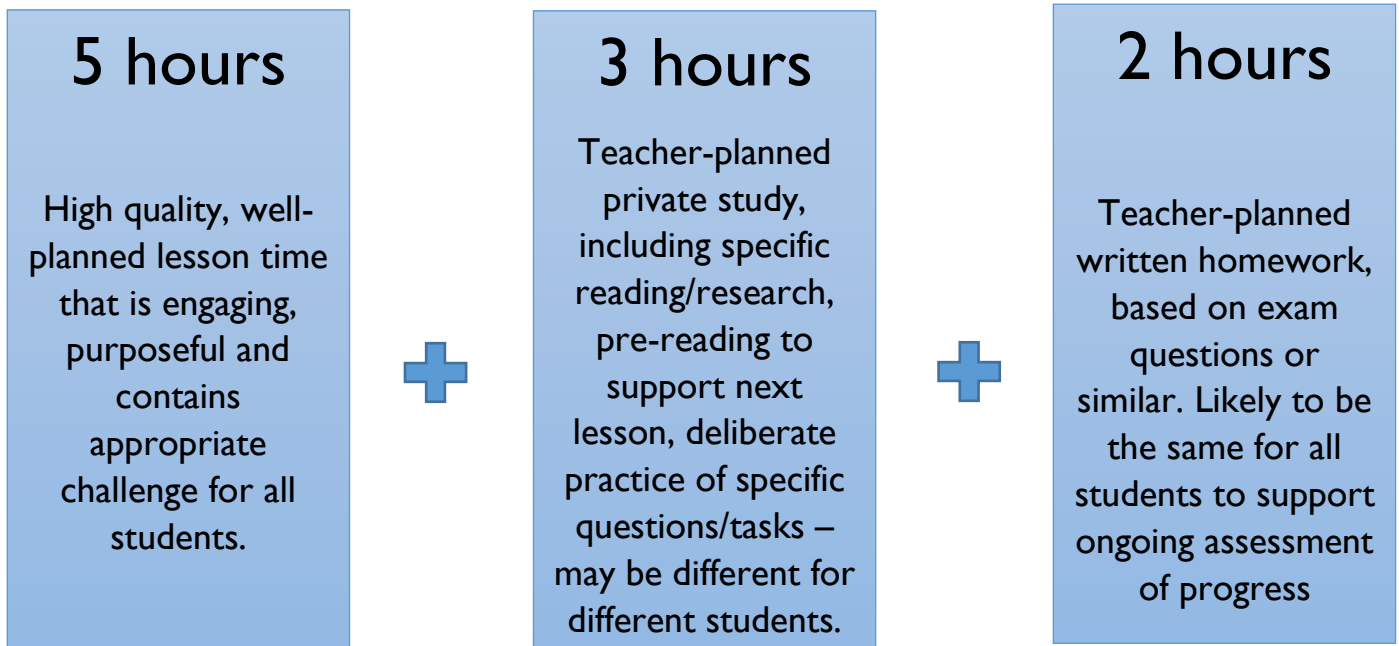
Plagiarism

Plagiarism is the theft or use of someone else's work without proper acknowledgement, presenting the material as if it were your own. Plagiarism is a serious academic offence and the consequences are severe. Where there is doubt over the authenticity of work, you will be given an opportunity to demonstrate that it is genuinely yours. If it is found to be plagiarism, depending on the level of seriousness, your work is likely to be down-graded. If it is assessed coursework, your final grades will be affected negatively as well. Serious instances of plagiarism can ultimately put a student's place in the sixth form at risk.

Academic Strategies for Success

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.

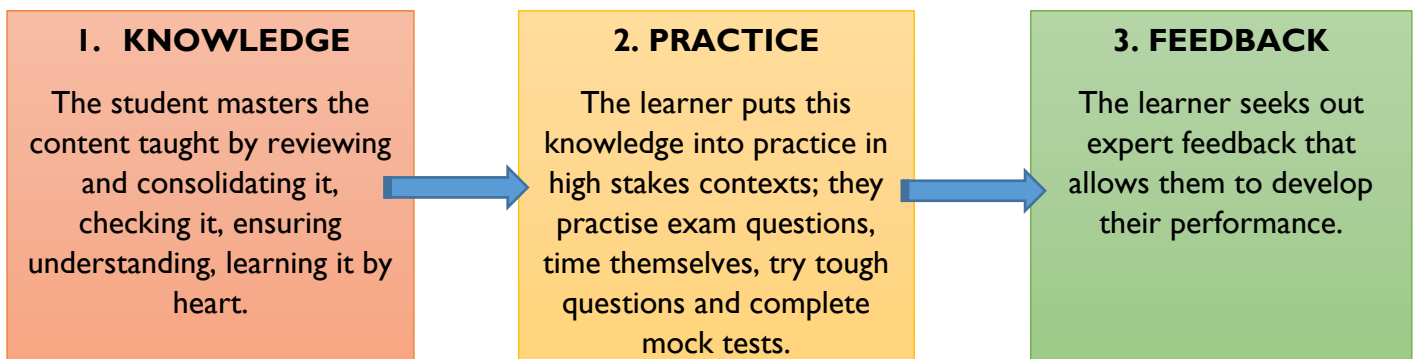
A good rule of thumb is that for every hour of time you spend in the classroom, you should be spending an hour doing deliberate and purposeful independent learning. This will help you make outstanding academic progress during your time in the Sixth Form. To help you plan your time, and to ensure that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



Revision Strategies for Making Rapid Progress

Top performing 6th form students spend 20 hours doing independent study/practice per week. Over this year, we'll be challenging you to build up your independent study time

Term 1: 8 hours p/w
Term 2: 12 hours p/w
Term 3: 16 hours p/w
Term 4: 20 hours p/w



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 your Morrisby tracker and Civitas Notebooks.

Student Leadership at Bolingbroke

The Student Senate

Senior Prefects are students who express an interest in formal student leadership at Bolingbroke Academy in December of Year 12. They apply formally and are selected to carry out this important role on the basis of their application, their attitude and attainment in the sixth form.

From the Senior Prefect team, the sixth form and all staff elect a Head of School (this can be a boy or girl), another Head Student and two Deputy Head Students. These are very important roles awarded to outstanding students who have a proven track record of exhibiting a heart for our school community leading with courage, compassion and excellence.

Head Boy/Head Girl

Deputy Head Students

Senior Prefects

Senior Prefects are required to carry out specific duties in order to support staff and pupils at Bolingbroke Academy. They also work closely with the Pupil Ambassadors in the lower school to ensure community cohesion throughout Bolingbroke Academy. They take key roles at whole school events and represent everything that is great about our school.

Useful Details and Links

Wellbeing and Safeguarding

For all sixth-form safeguarding concerns, please speak to Ms Orchin, Ms Alabi or Mr Newey.

***OR you can speak to the designated safeguarding lead, Vice Principal, Ms Maddock
(c.maddock@arkbolingbrokeacademy.org)***



Sixth Form Team Contacts:

- **Ms Orchin (Director of Sixth Form) – c.orchin@arkbolingbrokeacademy.org**
- **Ms Alabi (Head of y12) – i.alabi@arkbolingbrokeacademy.org**
- **Mr Newey (Head of y13) – c.newey@arkbolingbrokeacademy.org**
- **Ms Robinson (Careers and Development Lead) – k.robinson@arkbolingbrokeacademy.org**

Bolingbroke Safeguarding Email: staysafe@arkbolingbrokeacademy.org (to anonymously report bullying or safeguarding concerns)

Alcohol and drug abuse
Insight Southwark
020 3031 9386
www.insightsouthwark.co.uk

Eating disorders
B-eat
Adult helpline: 0808 801 0677
Youth helpline: 0808 801 0711
www.b-eat.co.uk

www.england.shelter.org.uk
Mental health
MIND
0300 123 3393
www.mind.org.uk

Bereavement
Cruse Bereavement Support
0808 808 1677
www.cruse.org.uk

General health
NHS Choices
www.nhs.gov.uk
Non-emergency medical
advice: 111

Radicalisation/Child-Abuse
NSPCC
0800 800 5000
www.nspcc.org.uk

Child abuse
ChildLine
0800 1111
www.childline.org.uk

Homelessness
Shelterline
0808 800 444

Sexual assault
South London Rape Crisis
0808 802 9999
www.rasasc.org.uk