

WELCOME  
to  
The  
Norton Knatchbull  
Sixth Form  
2021/2022



*Welcome to the Sixth Form at The Norton Knatchbull School, and congratulations on achieving the GCSE grades to enable you to study with us. Here at NKS we aim to develop you academically and pastorally and ensure that you are fully prepared to face the challenges that you will encounter in your future. This handbook sets out our usual rules and procedures – some of these may be temporarily altered or suspended during our Covid-19 linked periods of disruption.*

*It is important that you engage fully with the school and staff to maximise your achievement and opportunities for success. The Sixth Form team is as follows:*

**Mr S. Messenger**  
 Head of Sixth Form/  
 Senior Leadership  
 Team  
[smessenger@nks.kent.sch.uk](mailto:smessenger@nks.kent.sch.uk)

**Miss J. Bond**  
 Assistant Head of Sixth  
 Form  
[jbond@nks.kent.sch.uk](mailto:jbond@nks.kent.sch.uk)

**Mrs N. Thompson**  
 Sixth Form  
 Pastoral Manager  
[nthompson@nks.kent.sch.uk](mailto:nthompson@nks.kent.sch.uk)

**Miss A. Carney**  
 Sixth Form  
 Support  
 Officer/  
 Attendance

**Mrs T. Baldwin**  
 Sixth Form  
 Study Support  
 Supervisor



*In the Sixth Form we want you to become independent learners, exceed your own expectations and surpass your ambitions for the future.*

### **The School Day**

The structure of the school day is shown below:

Registration	08:45 – 09:00
Period 1	09:05 – 10:05
Period 2	10:10 – 11:10
Break	11:10 – 11:30
Period 3	11:30 – 12:30
Period 4	12:35 – 13:35
Lunch	13:35 – 14:15
Period 5	14:15 – 15:15
Twilight	15.15 - 16:15

### **Sixth Form Areas**

Members of the Sixth Form have four main study areas during lesson time. There is a Sixth Form study room next to reception, with three further rooms including computer rooms in the Fraser building. These can also be used to relax in during break and lunchtime. The library is available throughout the day for silent study. The canteen can also be used throughout the day for study.

## Signing in and out

Every student will be given an ID badge which doubles as a swipe card that is used to sign in and out at designated machines around the school site. If you forget your card you **must** use one of the main points located at main or student reception to sign yourself in manually. **This information will be used in the case of a fire.** If your card is damaged or lost you must replace it. Replacements can be purchased at student reception.



## Sixth Form Attendance

As a student of Norton Knatchbull School in the Sixth Form, you agree to abide by the school's code of conduct. You are accorded privileges according to your status as mature members of the school community, and are expected to conduct yourselves in a responsible, adult manner, engage positively with your academic studies and develop strategies and methods of purposeful learning.

- We expect you to have exemplary attendance. Any attendance below 95% will be considered unacceptable and will result in a meeting between yourself, your parents and the Head of Sixth Form to discuss strategies to ensure that this pattern does not continue and does not affect your academic progress. If a solution cannot be found, the school may need to review your continued study in the Sixth Form.
- The school day starts with registration and you are expected to be punctual in your attendance at registration at 8:45 am
- At the start of Year 12 you are expected to be in school at all times. You must attend all of your timetabled sessions during the school day with the exception of break time and lunch time when you are free to sign out and leave the site (unless instructed otherwise). Please note that you **must** swipe back in on your return.
- When you are not in lessons you are expected to study quietly in one of the allocated areas.
- For each subject you are studying you will be given an additional piece of preparatory work to do in one period to make up the time allocation to 10 periods a fortnight per subject. You are expected to complete this work as part of your course.
- **You are expected to take part in the extra-curricular timetable which takes place on a Wednesday afternoon.**
- At the end of term 2 the Head of Sixth Form/ Assistant Head of Sixth Form will review all students' progress. If you meet the required standard you will be considered for study leave which will either start at the end of period 2 or period 4 (with the exception to this rule being Wednesday afternoon enrichment). If you have been allocated study leave but fail to maintain your attendance at a level of over 96% during the following terms you will have your study leave revoked. Similarly, if your monitoring falls below the required standard study leave will also be removed.
- If you have not reached the 96% attendance level and your monitoring does not reach the required standard, you will remain in school all day and your attendance will be reviewed at the end of each term.
- You should, however, be aware that being allocated study leave does not permit you to miss registration or assembly/tutor time.
- Failure to attend timetabled study periods, registration and assembly/tutor time will be dealt with as truancy in line with the school's behaviour policy.

- You are expected to do any preparatory work or homework and failure to do these things will result in sanctions as detailed in the school's behaviour policy.
- If a teacher is absent from a lesson and no cover has been provided, you are to register in the front study room and complete the work that has been left for you by your teacher.
- **You should not undertake any paid work during the school day.** Any paid work should be restricted to after 4 pm on a weekday or at weekends. It is not advisable for students who are in full time study to be working more than 8 hours in any one week.

### **Sixth Form Deposit**

In line with other Sixth Form establishments, we now require all students to pay a Sixth Form deposit. This is to cover the cost of textbooks, lockers (where requested) and lanyards. This deposit will also allow you to borrow books from our school library. You will be asked to pay a £50 deposit upon admission to the Sixth Form. Payment procedures will be released in September. Upon payment you will be given a receipt that should be kept with your lanyard to acquire the necessary equipment. The return of this deposit is not automatic and once you complete year 13 you will be invited to return all the equipment and apply for a refund. Any unclaimed refunds at the end of the school year will be donated to the school fund.

### **Student Contact Details**

Your personal details will be kept on SIMs just in case we need to contact you particularly around exam season. It is your responsibility to make sure your mobile telephone number is up to date.

### **Registration and Assembly Time**

You are expected to attend (or as directed) the following:

- Morning registration from 8.45 – 9.00 am
- Sixth Form assembly
- Form time with allocated tutor
- SLT assembly
- Focus Days/Events

### **Canteen/Lunchtimes**

As a member of the Sixth Form the canteen is available for you to use at any time of the day. You can either register for the cashless catering system or alternatively, you can pay by cash directly at the till.

You may leave the site at lunchtime from 1.35 – 2.15pm. Whenever you leave the school site you **must sign out** using the swipe card system at one of the card reader points that are located around the school site. This is essential in case of fire and please sign in upon return.

## Dress Code

One of the privileges of being in the Sixth Form is not having to wear a school uniform. Our dress code is designed by (or in consultation with) student leaders and is framed with the aim that students' overall appearance is appropriate to that of a formal working environment. We expect that you will dress suitably and avoid extremes of fashion. As with all privileges there is also a responsibility – and in this respect it is as role models to students in Years 7-11.

Students may choose from:

- ❖ A conventional shirt or blouse – tailored and designed for formal wear. It must have sleeves and must not be low cut; it must cover shoulders and midriff. T-shirts and polo shirts are not permitted.
- ❖ Trousers should be full length; no denim trousers are allowed
- ❖ Skirt length at shortest is mid-thigh with black opaque tights required, but if skirts are knee length or longer, tights are not required.
- ❖ Dresses should also be smart, have sleeves, be modest in design and follow the above guidance for length.

Other Guidelines:

- Ties are not required but if a tie is worn it must be a sixth form school tie (can be paid for via Scopay and then supplied by Mrs Thompson)
- No sportswear or hoodies
- Plain smart shoes: heels should be less than 5cm high and boots no higher than the ankle
- Coats not to be worn indoors
- Student Leaders are expected to own a suit style jacket, which must be worn on formal occasions such as open evenings or when representing the school.
- All students **must** always wear their NKS identification lanyard
- Both hair and facial hair should be appropriate for working environment
- Hair colour should be a natural shade
- Piercings should be discreet, and all jewellery items should be conservative and not pose a risk to health and safety

The Head of Sixth form has final decision over the suitability of a student's attire

## House System as NKS

There are eight houses at NKS, the crests for the sixth form houses are shown below:

**APPS**



**HARPER**



**BARRETT**



**KNATCHBULL**



**WOODWORTH**



**BURRA**



**LAMPREY**



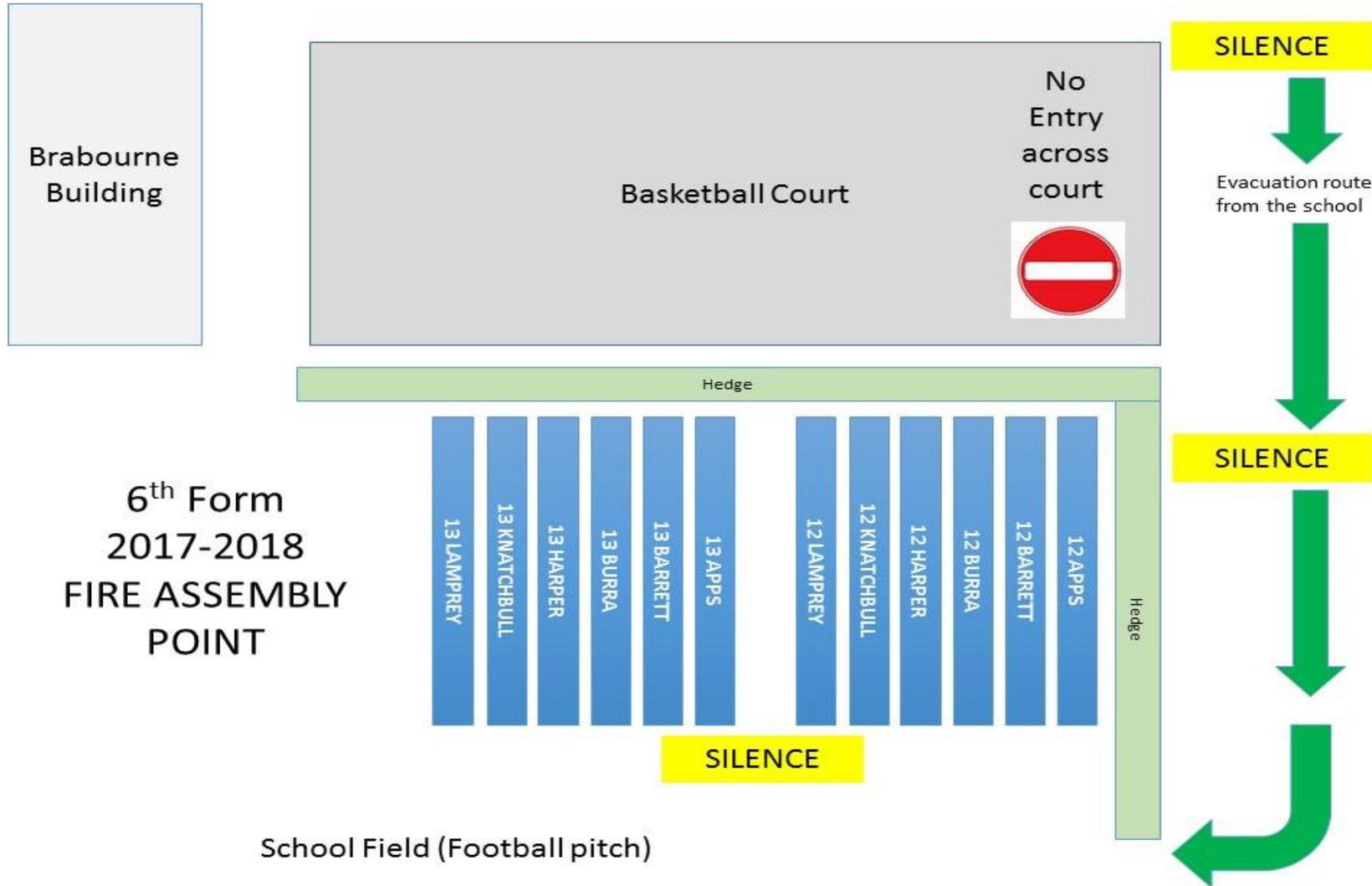
You will be allocated to one of these houses and will have a form tutor who will remain with the form group for the two years. Tutors are as follows:

	Year 12	Year 13		Year 12	Year 13
<b>APPS</b>	Miss J Bond	Mrs J Pyatt	<b>HARPER</b>	Mrs J Knott	Mr L. Shoveller & Mr S Carnell
<b>BARRETT</b>	Mr P McGinn	Mr R Gray	<b>KNATCHBULL</b>	Mr M Hammond	Mr W.Chalkley
<b>BURRA</b>	Mrs F Thomas & Mrs L Messenger	Mrs C. O'Neill & Mr K Yusef	<b>LAMPREY</b>	Mr P Found	Mrs S Kirkham
<b>WOODWORTH</b>	To be confirmed				

During term 3 of Year 12, students will be able to put themselves forward to be form prefect. Towards the end of term 3 we will begin the process to select the new Student Leadership Team and the House Captains.

## Fire procedures

In the event of the fire alarm students should make their way to the nearest exit point, and vacate the school buildings as quickly as possible. This needs to be done in **silence** and students need to make their way to the Sixth Form fire assembly point in silence. The area is in the corner behind the basketball court and the Sixth Form car park area.





# The Norton Knatchbull School – Sixth Form/Home Contract on Expectations



ATTENDANCE	APPEARANCE	CONDUCT	SAFETY	PROPERTY
<p>Full time attendance and presence at all timetabled lessons and study sessions is required.</p> <p>If students are late for school, they must provide an explanation to either their teacher or a member of the sixth form team. Three late marks will attract a detention and persistent absence may trigger Attendance Report.</p> <p>Students must be punctual for all parts of the School day.</p> <p>Students must remain on the school premises until at least 11:10 at which point those students permitted to leave may do so. Only students that have received authorisation from the Sixth Form team are allowed to do this.</p> <p>Absence must be reported by parents before 9.30am on the first day of absence, using the absence line or absence email address.</p> <p>Pre-arranged appointments must be notified to the Sixth Form team by completing the absence request form which are located in the Sixth Form area of Fraser building. The Norton Knatchbull School does not approve planned leave of absence during term time unless it is for educational, personal or career purposes. For appointments, students must sign in and out using the InVentry system. For illness or accident, students must in the first instance go to Student Reception or Pastoral Support. No student can go home without permission.</p>	<p>School Uniform is compulsory for all students. This includes the journey to and from school.</p> <p>All students must wear smart business wear. Full direction on the Sixth Form uniform policy can be found in the Sixth Form Handbook</p> <p>Sixth Form are allowed discrete ear piercings. No facial piercings are permitted.</p> <p>Hair must be of natural colour, clean, neat and tidy. Long hair must be tied back in practical lessons.</p> <p>Sixth formers will have their uniform card signed for any uniform infringements. In some cases, students will be sent to the Head of Sixth Form who will have the final say on whether an outfit is appropriate. If the attire is deemed inappropriate the student will be sent home to change and will report to sixth form team upon return.</p>	<p>Students are expected to be polite, kind and supportive of others. Rudeness to any member of the School community is not acceptable and will not be tolerated or excused.</p> <p>Students are expected to respect others' privacy. Students must never open another student's locker or bag.</p> <p>Students are expected to follow all instructions given by school staff.</p> <p>Students are expected to keep the school clean, tidy and free of litter and chewing gum. Eating must only be in designated areas.</p> <p>Students are expected to have positive attitudes to learning and classroom work and submit homework on time.</p> <p>Students are expected to take great care of all books. They should be kept clean and free from any form of graffiti.</p> <p>Abusive language and swearing is not tolerated.</p> <p>Students are expected to refrain from fighting, aggression, or any form of violence. They are not acceptable and will not be tolerated or excused.</p> <p>The school has a zero-tolerance approach to racism, homophobia and bullying of any kind.</p> <p>The school has a zero-tolerance approach to the use of drugs.</p>	<p>Students are expected to keep themselves and others safe. They should never be in possession of offensive weapons, smoking materials, drugs or alcohol.</p> <p>Students must not activate the fire alarm unless there is an emergency.</p> <p>Students are expected to contribute to an orderly, calm and safe school environment. Students must not run in corridors.</p> <p>Students are expected to keep themselves and others safe when using ICT equipment. User areas and passwords must not be shared.</p> <p>If a student comes across any damaged or dangerous equipment or other dangerous circumstances, they should report it immediately to a member of staff.</p> <p>If students wish to bring their car onsite, they must first show the Sixth Form Team their licence and insurance documents. Once approved students must adhere to the speed limit on site and park only in the designated areas. If there is no space, then students must park off site.</p>	<p>Expensive items (e.g. mobile phones, musical instruments or bicycles) should be covered by parents' insurance and clearly marked with the student's name. Bicycles must be stored in the bike racks provided by the School. Non-essential valuables should not be brought to school. The School cannot be responsible for them.</p> <p>The school is not responsible for any damage to any vehicle that is brought on site.</p> <p>Loss of personal valuables should be reported to the Student Reception and the Sixth Form team as soon as possible.</p> <p>All mobile phones must be switched off during lessons and whilst students are moving around the school or lining up for lessons. Mobile phones will be confiscated if they are used without permission, during lessons.</p> <p>Students will be expected to pay for any accidental or deliberate damage to school property.</p>

**We agree to abide by these expectations:**

Name of Student:	Form:
Signature of student:	Date:
Signature of parent:	Date:
Signature of Headteacher:	



## Monitoring and Assessment for Learning

Throughout the Sixth Form you will receive monitoring and assessment grades. The grade for each subject will be a reflection of your current attainment, and a projected grade you are likely to achieve at the end of A Level given your current performance. In addition to your academic grade you will be given a mark for ATL (Attitude to Learning) and HWK (Homework).

### Key Stage 5 assessment grades at NKS:

Key Stage 5 students will be assessed using A-Level grades (A\*-E).

Reported monitoring grades will be arrived at as a result of reviewing the student's work since the last assessment drop – including assessed pieces, PPE, classwork and homework.

These grades will be fine graded from A\*+ to E- .

From that analysis, discussions at department level and Raising Standards meetings can inform intervention measures to be put in place to scaffold support or to stretch and challenge students by teachers, Subject Leaders and Sixth Form Team

+	Has potential to achieve the next grade up	
	Secure	
-	In danger of dropping to the grade below.	
Key Stage 4 & 5 definitions		
ATL		Homework
<p>Always follows the School's behaviour for learning rules.</p> <p>Goes above and beyond in their approach to learning, particularly with respect to self – directed independent learning.</p>	1	<p>Homework is always completed on time.</p> <p>The quality of the work goes above and beyond the expectations set.</p> <p>The work is presented with care and accuracy.</p>
<p>Follows the School's behaviour for learning rules and is fully prepared for lessons.</p> <p>Good behaviour contributes to successful learning.</p> <p>Routinely responds positively to the expectations of and guidance from staff.</p> <p>Students participate in self-directed independent learning activities.</p>	2	<p>Homework is generally completed on time and is presented to the standard expected.</p>
<p>Working below the expected standard of the School's behaviour for learning rules.</p> <p>Often unprepared for lessons.</p> <p>This impacts negatively on own learning.</p> <p>There is little or no participation in self- directed independent learning activities.</p>	3	<p>Working below the expected standard of homework.</p> <p>Homework is often not completed on time.</p> <p>Homework is not completed to the expected standard.</p>

## **Sixth Form Support**

NKS recognises that you may at some point need additional support at school. If you are experiencing any difficulties please speak to Mrs Thompson (Sixth Form Pastoral Manager), your form tutor, your subject teacher or one of the Sixth Form Team, who can advise you of the help available.

We have an *NKS Anti-Bullying* helpline that is available for you (8.45 am -4.45 pm Monday to Friday). If you feel victimised, bullied or have heard something that has made you feel uncomfortable you can text or call 07717 436753 or you can email on [antibullying@nks.kent.sch.uk](mailto:antibullying@nks.kent.sch.uk)

## **AEN Provision and Examination Access Arrangements**

If you have any additional needs for classroom working or examinations please ensure that you see Mr P Uttin, who is our Inclusion Manager ([puttin@nks.kent.sch.uk](mailto:puttin@nks.kent.sch.uk))

## **School Counsellor**

Mrs Bottomley is our school counsellor and will be joined in September by another. If you feel that you would benefit from counselling please speak to Mrs Thompson, Ms Bond or Mr Messenger who will be able to complete the referral.

## **Post-16 Financial Support (Student Bursaries)**

Please see the student bursary guidelines that are on the school website. We have various support arrangements available within school, both vulnerable and discretionary bursaries. Applications ideally need to be made within the first 4 weeks of term for payment and remain at the discretion of the school. Please make contact with a member of the Sixth Form team, if you feel you may be eligible. Free School Meals are also currently extended to sixth form and you can apply for this directly through KCC Website.

## **Work Experience**

If you would like to do a period of work experience as part of your Sixth Form timetable please see Mrs H Vernon (Careers Advisor), who will help you to arrange this.

## **Careers Information, Advice and Guidance**

If you need any help with apprenticeships, careers advice or anything regarding Post-18 destinations you should speak to Mrs Vernon.

## **UCAS**

You will be well supported to be able to successfully undertake exploration and application for your post 18 options throughout your time in sixth form. This will include use of the online platform Unifrog and instructions, help and guidance to complete the UCAS (university) application, and the writing of your personal statement.

## **Mobile Phones**

It is a whole school policy that phones should not be seen within the school buildings (including when used for listening to music) and this is equally the case for sixth formers. You are expected to not enter the school building with the device in your hand or earphones/ ear buds in. Sixth formers are allowed to use their phones in many of the designated sixth form areas or with consent of staff but it should be remembered that, as role models to the younger years, you are expected to set a good example and not use your phone whilst in corridors or risk confiscation.

## **Stairs**

In order to maintain a good and steady flow of movement around the school the main staircases are split to become 'UP' only and 'DOWN' only. It is crucial that all students adhere to this to prevent pinch points during lesson changeover and even during quieter times of day this rule is to be followed.