

North Hykeham Joint Sixth Form

Induction Booklet 2017

Systems for Success



**Attendance/LOA**

SRPA: You are expected to be in the Academy no later than 8.43am and be prompt to attend tutor time for 8.45am. You are required to stay on site until 3.15pm unless you have been granted home study / other authorised circumstances.

As with lower down the Academy, attendance is monitored. You are expected to be punctual to both registration and lessons. Text messages are sent home to parents for any student who is marked absent after 9:30am. If you are unwell or unable to attend for any other reason please let us know on the absence line number: **01522 804675** as soon as possible.

If you arrive late, please ensure you sign in. Sign in logs are allocated outside the sixth form office.

Doctors/Dental appointments should be booked outside of the Academy day with the exceptions of emergencies and orthodontist appointments. Driving lessons should not be booked at any point before 15:15. Students are required to remain on site for the duration of the day, including study sessions with the exception of lunch times.

**The Academy Day**

8:45am – Registration

9:00am – Period 1

10:05am – Period 2

11:05am Break

11:25am – Period 3

12:25am – Lunch

1:10pm – Period 4

14:15pm – Period 5

You **must** complete a leave of absence form if you are going to be absent from a lesson for **any** reason. These yellow forms can be found in the tray outside of the Sixth Form office. These need to be completed **at least a week** before the anticipated absence and handed into the Sixth Form office. You should have each lesson that you’re planning to miss signed by the relevant teacher so they’re aware of your absence. Evidence of all anticipated absences must be provided (please attach to LOA).

Holidays during term time will not be authorised.

**Cover**

**NKS:** If your teacher is absent from your lesson, you are required to register with the Sixth Form team and work will be distributed.

**SRPA:** You are expected to complete the cover work in your regular classroom. A member of staff will be allocated to come and check on progress during the period and register students. If you’re unable to find your class then please go to the sixth form office so we can find out where you need to be.

For either planned or unplanned absence students will be left or set work by a member of the department. The class register will be taken by a member of staff or a sign in sheet left with the cover. The class register will then be entered into Sims by the department.

All students both SRPA and NK are expected to remain in the room for the duration of the lesson. The class teacher will follow up the following lesson with the work set.

In the event that there is no work left, a member of the class should visit the department office or nearby classroom so the problem can be resolved.

**Dress code:**

Girls - Smart top, Smart trousers or jeans, Thick leggings (must be worn with a long top / tunic), Skirts & dresses (no shorter than just above the knee), no spaghetti straps.

Boys - Collared shirt or polo shirt, Smart trousers or jeans, Smart Jacket or jumper

No facial piercings, hooded tops, shorts or logos to be worn.

**Employment:**

You are expected to balance paid employment with your studies, and paid employment should not exceed 10 hours per week. You are not permitted to leave the site between the hours of 8.43am – 3.15pm for paid employment.

**Enrichment and PSHE:**

SRPA: Opportunities will be made available to you throughout the year to develop a range of skills. This will range from Citizenship to Post 18 options. Engaging resources, external speakers and experienced professionals will help to deliver this area of Sixth Form.

You can request an appointment with the career’s advisor, Mrs Todd at any time.

If you need a reference, speak to your personal tutor.

**Fire Alarm:**

**NKS:** Upon hearing the alarm, head out to the field. As you look to the 4G pitch / Sports Centre, Sixth Form stand to the far left. Tutor groups are in numerical order; please line up in your groups alphabetically by surname. For SRPA-registered students on site please head to the Sixth Form area and line up in year group alphabetically by surname. You will be registered by a member of staff.

**SRPA:** Upon hearing the alarm, go out on to the tennis courts in the playground area in front of the field. Line up according to the tutor groups labelled on the fence and in alphabetical order. NKS students should create a separate line. You will be registered by a member of staff.

**ICT Availability**

NKS: You have exclusive use of the computers in the Common Room and in the Study Centre. Please note that the Study Centre is strictly a silent study area. Anyone found eating, drinking, talking and persistently breaking these rules of the Study Centre will have the privilege taken away.

All Sixth Form areas are available until 5pm during term time.

SRPA: The computers are available to use in the Resources room. Should Resources computers all be in use then please come to the sixth form office who will be able to find out whether there are computers available elsewhere in the building to use. Resources should be a quiet place to work; mobile phones should be used for work purposes only during lesson time. Food and drink are not allowed in Resources.

**Lanyards:**

You will be issued a lanyard with student identity badge in September. Official ID cards will then be issued in late September. ID badges must be visible at all times within the Academy and will be checked on a daily basis. This must be worn at all times and presented when entering the Academy and when you’re on the NKS site. If you do not have your ID badge with you for any reason then each time it is forgotten will be logged and you’ll be expected to collect a temporary ID pass which is valid for the day from the sixth form office.

**Logins**

**NKS:** You will all be issued with a username and password that will enable you to use the IT systems on site. This same username and password can be used to access the print services. NK-registered students will be able to use their ID cards to also access the print services.

**SRPA:** You will all be issued with a username and password that will enable you to use the IT systems. A 6 digit code will be required for print services on site.

**Lunch/hot food/canteen**

**NKS:** All students have access to the restaurant before the start of the day, break and lunch times. Hot food purchased off site cannot be brought on to school premises.

**SRPA:** All students have access to the restaurant before the start of the day, break and lunch times. Hot food purchased off site cannot be brought on to the premises.

Hot food must not be taken out of the canteen; eating food in the corridors is not permitted.

Coffee Culture express is located in the sixth form common room offering a wide choice of drinks and snacks.

**Mobile phone policy**:

**NKS:** You are only allowed to access your mobile phone in the Sixth Form areas (S7, Common Room). You are not permitted to access you phone in any other areas.

**SRPA:** You are only allowed to access your mobile phone in the Sixth Form areas (Resources and Common Room) for work purposes except during break and lunch. You are not permitted to access your phone in any other areas. If seen with your mobile phone in the corridor you will be asked to put it away.

**Resources:**

**NKS:** You will find resources for your subjects by accessing the R:Drive. Please refer to Departmental Policies for further information. See logins for information regards accessing the IT systems at NKS

**SRPA:** FROG Virtual Learning Environment can be accessed by students.

**Signing in/out procedures**

**NKS:** If you are an SRPA-registered student, please follow the same procedure as NK students using the Year 12 SRPA signing in and out sheets. If you are an SRPA student and have come to use the facilities at NK you must sign in on these sheets with the location of where you are working. If you leave before the end of the period please cross out the square so we know you are not on site.

**SRPA:** Signing in and out sheets are located outside of the sixth form office and should be used when leaving site.

Sign out stating a reason for you leaving site in the box ‘medical, working at NKS’ etc this information will then be updated on the registers.

If you become ill during the day:

1. Go to the medical room where Mrs Smith will contact parents so they can make arrangements to collect you. Photo ID will be required on arrival (if no ID is available then agree a unique password to be used).
2. You will need to be kept in the medical room until collection
3. Reception will check ID of your parent etc. on arrival
4. Reception will phone the medical room to confirm ID/Password to enable you to be released at which point you must sign out with the sixth form office
5. Mrs Smith will sign you out on SIMS and backfill for the time that you have been in the medical room
6. If you need to go home by taxi:
* Parents are to book taxi and let us know the name of the company and driver’s name
* You should stay in medical room until the taxi arrives
* When the taxi arrives, Reception will notify the medical room at which point you must sign out with the sixth form office
* Mrs Smith will sign you out student on SIMS and backfill as above
1. You will not be permitted to walk home alone.

**NB STAFF ARE UNABLE TO BOOK A TAXI ON BEHALF OF STUDENT OR PARENT**

**Transport/Car Park**

**NKS:** There are no parking facilities on site for Sixth Form students. If you use the public car park close by you are advised to provide vehicle registration information to the Sixth Form team in case of any issues. Please note if you are parking in a public car park, you do so at your own risk and we are not responsible for any damages.

**SRPA:** As a student in the North Hykeham Joint Sixth Form, you have access to the buses; you should contact the bus company directly if you wish to use these.

If you wish to bring a car or moped onto site you must obtain a parking permit form from the sixth form office. This should be completed and signed by parents before being returned to the sixth form office for processing. You will then be issued with a red permit that must be displayed on your dashboard/moped/motorcycle. **All necessary motor insurance must be in place.**

The spaces at the front of the building (visitor/bus bays) should not be used by sixth form students. There are parking facilities on the left upon entry to the Academy sign posted sixth form overflow parking. Using the Academy car park is done at your own risk; the Academy is not responsible for any damage.

**Use of study periods**

**SRPA:** You will have periods during the day where you will have no timetabled lessons. These times are ‘study sessions’ and should be used appropriately. Sixth Form Resources, Sixth Form Common Room along with various classrooms will be available to you to study during these times at both sites. If you wish to use the facilities at the opposite site during these times you must sign in and out on both sites. **Food and drink is only permitted in the sixth form common rooms.** If computers are all in use in Resources then please see the sixth form office for an alternative room to work in.

**Other important information**

If you have any concerns, your personal tutor and the Sixth Form team are here to support you.

If you find your circumstance have changed in any way, speak with your personal tutor and / or the Sixth Form team. Please note that if you have financial difficulties you can apply for the Sixth Form Bursary at any time.