



CONFIDENCE • EQUITY • CURIOSITY

**KING RICHARD**  
**SCHOOL**

**Sixth Form Induction  
Pack**

**2023-2024**



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# KING RICHARD SCHOOL

## Sixth Form Induction Pack

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## **Welcome Letter**

Dear Students

Please find enclosed the King Richard School sixth form code of conduct. This is a document which outlines our expectations as you join our sixth form to embark on the next phase of your education.

We believe that the sixth form is the transition between school and university or employment where young people will be developing into mature, self-motivated and confident learners who universities and employers value in this fiercely competitive world.

We feel that during your time in sixth form you should be working with your teachers, tutors and your parents on your journey towards taking full responsibility for your own learning and future aspirational career pathways.

As a sixth form student you need to meet our expectations of attendance, punctuality and appearance and to take responsibility for your own learning. We want all of our students to play a key role in the life of the school and the community by taking leadership roles in the many enrichment opportunities which are available. Most of all, we want students to get the most from their experiences in the sixth form.

My aim is that this guide will give you all the information that you need to get the best out of your time in the sixth form by making the most of what it offers. We are all here to support you and we are very excited to be working with you on this next phase of your education.

Ms. Melissa Rattigan

**Head of Sixth Form**



## **Code of Conduct**

### ***Three pillars underpin our sixth form provision at King Richard School:***

#### **Curriculum – Curiosity**

Our curriculum offer is ambitious and aimed towards achieving academic and vocational excellence. The curriculum is tailored to meet individual needs equipping students with the knowledge, and skills they need to be lifelong learners

#### **Challenge – Confidence**

Our culture of high aspirations and high expectations enables all students to achieve and make excellent progress. Sixth form students display positive attitudes to learning, are independent, resilient and committed to their success thereby, becoming role models to the wider school.

#### **Community – Equity**

All students will be provided with opportunities to engage with the wider community and become school ambassadors During their time in sixth form students will participate in our community helping them to develop key leadership skills to help them prepare for their next stage of education, employment or training.

Our **code of conduct** makes clear how we should behave in our community. It has the following aims:

- To allow all students to learn in safety and security.
- To support teaching and learning in the classroom.
- To foster respect for others, for property and the environment.
- To encourage honesty, trust, fairness, tolerance and compassion.
- To encourage and develop self-discipline and self-respect.
- To make a positive contribution to our local community

If students follow our code they will be helping to create a positive and supportive learning environment in which everyone can be successful and have their achievements recognised and rewarded.

## **General Conduct and Expectations within Sixth Form:**

All sixth form students will be expected to adhere to the following rules:

- Attend registration each morning at 8am promptly.
- Attend assembly every Tuesday morning promptly at 8am.
- Attend all timetabled lessons, arriving on time and fully equipped.
- Attend Parents' Afternoon to gain information on progress.
- Complete all coursework as per deadlines set out by subject staff.
- Complete all homework and lesson preparation as per deadlines set out by subject staff.
- Participate in the Sixth Form Enrichment Programme and contribute to the wider life of the school.

## **Lesson Conduct**

Sixth Form students have the right to learn and teachers have the right to teach. All students must respect the rights of others and follow these simple routines and rules:

- Arrive on time to lessons and demonstrate a consistent level of maturity.
- Allow teachers to teach without distraction and allow others to learn without distraction.
- As a matter of courtesy, alert subject teachers to any planned absences or delays in getting to school whenever possible.

## **School Conduct**

All sixth form students and staff have the right to learn and work in a clean and tidy environment where everyone feels safe and secure.

All students should follow these rules and demonstrate courtesy and respect to others at all times:

- Set a positive example to lower school students by upholding our school values.
- The dress code of smart clothing should be adhered to at all times (see guidance for more information).
- Drinking alcohol and/or smoking/vaping is not permitted on site or immediately outside of the school grounds.
- Food may only be eaten in designated areas which include the 6th Form common room and outside benches. Food is not allowed to be consumed in the study room. Water is allowed in the study room but must be in a sealable container.

- Students /parents/carers should notify School Reception by 08.15 on the day of an unexpected absence (please see the Sixth Form Attendance Protocol).
- The sixth form common room, study room and ICT study rooms should be treated with respect. No loud, inappropriate music should be played during break times. Students will follow a Rota in terms of responsibility for the cleanliness of the common rooms and study areas.
- Holiday Request Forms will need to be submitted prior to taking any holiday during school term.
- Mobile Phones are not to be used during lessons (unless directed by the teacher) and they must not be used by students around the school site. Phones can be used to listen to music in the study room but this must be through personal headsets. Phones may be removed and confiscated if students fail to adhere by these expectations.
- Mobile phones are not to be used in the common room. Students must follow our social media policy at all times.

### **Study Periods and Free Periods**

As well as timetabled lessons, all sixth form students will have **study periods** and **free periods** identified on their timetables.

**Study Periods** - Students must register in the study room at the start of the period and use this time to complete work set by their subject teachers.

For A Level subjects, the minimum expectation is that for each hour of directed lesson time, students should be spending an additional hour working Independently, making use of their individualized timetables. Teachers will set assignments, further reading and examination questions which must be completed.

The study room also has a subject reference library and students will be encouraged to manage their own learning during this time by reading more widely. This is also excellent preparation for university study and employment.

The routines set out should be followed by all students to ensure that every individual can study effectively whilst in the study room area. The reason for being part of the sixth form is to achieve excellence in learning. Time in the study room is to be used to complete tasks set by subject teachers, to carry out wider reading and/or research and to complete UCAS forms or any other activity that is relevant to your studies.

In order for this to happen it is essential that the following protocol is adhered to and if this is not the case alternative provision and locations will be provided to the individual to ensure all students can work effectively in the study room. All students should appreciate that this facility is here to be used by all the sixth form.

- Collaborative learning discussion levels should not be more than a muted conversation.
- When listening to music or watching educational clips you should use personal headsets.
- Video sites such as YouTube should only be used for educational purposes linked to current courses.
- No food is to be consumed in the Sixth Form Study Room. Coats must be removed.
- Only water is allowed in the study room and this must be in a sealable container.
- Phones should only be used in the study area to listen to music or assist with learning as agreed by subject and 6th form staff and should not be visible on desks.

**Free Periods** - Students will also have free periods identified on their timetables. These periods are an opportunity for students to be more independent in terms of managing their time and developing skills, knowledge and experience.

During these free period's students will have opportunities to:

- Become subject ambassadors and support departments, for example assisting in KS3 lessons.
- Arrange 1:1 meetings with the school's career advisor to plan their next steps
- Develop their personal statement and careers profile via Unifrog (our online careers platform).
- Meet with Heads of Houses to discuss and plan charity events within the community.
- Complete online courses related to their fields of study or career interests, for example through Laser Learning. Further details can be obtained via the sixth form tutor team.
- Spend time in the common room/outside learning areas.
- **Year 13** students with parental permission will be allowed off site during their free period. This could be for a driving lesson for example. Students must sign in and out of school via the main reception. Use of this time will be monitored, and any infringement will result in students losing their free periods

### **Sanctions**

6th Form students can be sent away (home) by subject teachers via the head of 6th form or SLT for misconduct, being unprepared or being late to lessons. Additional sanctions include:

- Course removal for continued absence
- Individual Student contracts drawn up by Head of Sixth Form for Attendance & Attitude
- Removal of 'free periods' on individual timetables

There are, of course, further sanctions that the school may take in the case of very serious incidents.

## **General Information**

### **Student Equipment**

All students are issued with a bespoke diary/planner to record homework and reminders of events. It also contains important dates and various general information which students might find useful.

Students in the sixth form must be properly equipped for lessons. We recommend that students have folders with dividers for each subject to file their notes and worksheets, as good organisation is crucial to succeeding at this level.

We will also provide students with an iPad which they can take to lessons and also use during their study periods. Students must use these resources sensibly and adhere to our social media policy (see further guidance). On receipt of a school iPad students must sign our acceptable use policy.

### **Monitoring Progress and Target Setting**

Students are set challenging targets based on their GCSE performance when they enter the sixth form and subject teachers, tutors and the sixth form team monitor progress against these targets. Students are also expected to monitor and evaluate their own progress and are provided with materials in form time for this purpose. Students have a regular one to one review to discuss their progress and reports are published three times a year. In addition to this, parents/carers and students are invited to discuss individual progress at a parents' afternoon.

### ***Reports & Progress Reviews***

We publish three reports per academic year - reports are sent home via email and paper copy. These provide one piece of evidence in which we monitor academic progress and we are able to identify strengths and underperformance, which is discussed in individual reviews with the sixth form team and then followed up in the relevant subject areas. Targets are set and strategies to improve are negotiated and monitored.

### ***Parents' Afternoons***

Parents' Afternoons provide an opportunity to discuss a student's performance with their subject teachers. Details will be sent home via a letter. It is your responsibility to make appointments with your class teachers.

If your parents have concerns regarding your progress at any time during the academic year, they can contact the subject teacher directly in the first instance. The sixth form team is also happy to provide assistance, support and guidance wherever possible.

### ***Form Tutors***

All sixth form tutors have experience of guiding students through the two years of A levels and are able to give considerable support to students during this time. All students receive advice and



guidance to help them adapt to the new study skills and more independent style of learning that is expected of them in the sixth form. Tutors also provide guidance on time management, career ambitions, writing personal statements and the process of applying for university and writing CVs.

### ***Careers***

We have established excellent links with our Careers Adviser, Mrs Sam Gray who gives students impartial advice and guidance on apprenticeships and career opportunities, enabling them to make informed decisions about their future plans. In addition to the regular career's guidance meetings available to students they will also have the opportunity to request 1:1 meeting during the year.

Year 12 and 13 will have a career lesson every fortnight to prepare them for life after 6<sup>th</sup> form. In year 13 this will be focused on UCAS applications, Apprenticeships and Employment.

### ***SMSC - Social, Moral, Spiritual and Cultural Education Programme and PE***

A varied, topical programme of current issues and themes is delivered by Ms Derbyshire. Outside speakers are regularly invited into school to deliver specialist talks across a wide range of subjects. This comprehensive coverage of political, economic, global, current and relevant issues is designed to help prepare students for life beyond the sixth form.

Students also have an opportunity to partake in Physical Education once a week. The premise for the inclusion of Physical Education in Sixth Form is to improve and maintain students' current health and set them on a path to maintain a healthy lifestyle and develop a life-long love of physical activity, sport and exercise. In addition, other benefits of taking part include; improvements in leadership and cooperation, reduction in stress and anxiety, enhanced peer relationships, improved self-confidence and self-esteem.

Sixth form PE lessons are timetabled for 1 hour per week. It is anticipated that students will participate regularly and be prompt to lessons. PE kit is compulsory and comprises of; school PE t-shirt, plain black shorts (plain black leggings/tracksuit bottoms) and suitable trainers (not pumps). If participating in sports such as hockey or football, shin pads will be a requirement.

## Tutor Time

Each morning students should be in school for 7.55am ready for registration. Year 12 and 13 students will register with their tutors where they will receive messages of the day. We also deliver a comprehensive Tutor Time programme which is summarised below.

<b>Monday</b>	<b>Notices</b> Weekly notices and reminders Sessions which focus on; Career Guidance/UCAS/Study Skills
<b>Tuesday</b>	<b>Whole School Assembly (Church) – Theme of the Week</b>
<b>Wednesday</b>	<b>Theme of the Week Discussion</b> Students will reflect/discuss and debate ideas raised in this week's assembly
<b>Thursday</b>	<b>Silent Reading</b> Students will be provided with a reading booklet of articles from various subjects and topics. This will encourage the development of reading and analyzing new texts.
<b>Friday</b>	<b>End of the Week Team Quiz</b>

## **Community Leadership Opportunities**

A key part of being a sixth former at KRS is taking every opportunity to develop your skills and ability to work with others. You will be provided with a variety of experiences, such as volunteering, work placements or projects related to one or more areas of your studies. You will be given advice and support with your choices and will be encouraged to challenge yourselves and to engage positively in the initiatives provided. The experiences will enable you to give details of the skills gained in your personal statements for university or in applications for employment.

Activities offered are wide ranging and include; sport, culture, enterprise, drama, volunteering, working in the community and many more. There is something for everyone and students are encouraged to get involved. Participation in these activities will build confidence and enable students to gain transferable skills both for higher education and employment. Some examples are listed below:

### ***Charity work***

Each year KRS sixth formers will organise a Charity Week. This event will raise money for charities chosen by the Heads of House. They could be local, national or global charities.

### ***Mentoring younger students***

There are many opportunities to help out younger students in a variety of academic and sporting activities. These may include helping as reading buddies, mentoring gifted and talented students and providing assistance for younger students in their lessons such as through math's and literacy intervention programmes.

### ***Community Action***

We place a high value on community interaction and sixth form students contribute to our wider community through initiatives such as local beach clean ups and turtle watches.

### ***Music***

The music department has a modern studio which caters for a cross section of musical interests and everyone who likes to perform is welcome. There are opportunities for students to join the school singing club, undertake musical instrument lessons and also join the community band.

### ***Drama and Sporting Events***

The school puts on a musical production each year, which provides the opportunity for involvement in many aspects of that a production affords, including acting, dance, lighting, sound, stage sets, make-up and costume as well as marketing etc. It is a whole school, large scale production and there is a role for everyone!

There are also a number of opportunities to support the PE department in school by taking a leading role in events such as sports day and the annual swimming gala. Students can also get involved by umpiring at transition events and helping to coach students in younger year groups. Sixth formers can also represent the school at various sports including football, netball, rugby and trampolining.

## **Sixth Form Attendance Protocol**

The routines set out below should be followed by all students to ensure all absences are accounted for. Please remember that attendance should be 95% or above and absences avoided during term time and during the school day.

Research shows that attendance is crucial if students are to be successful post-16 and therefore, attendance will be closely monitored by the Head of Sixth Form. Any concerns or issues that arise will result in a meeting, initially with students and then with parents if there is no improvement.

We appreciate that at times absences are unavoidable but that certain protocol must be followed depending upon the type of absence.

### **Known extended absence**

- You must collect and complete a leave of absence form to be submitted to the main office. This will then be reviewed and a decision made if the absence can be authorised both legally and by school policy.
- If an absence is linked to injury or medical reasons, parents must contact the school and inform us of the likely length of the absence and also whether work can be completed in this time. A medical note will be required if the absence exceeds 3 days.

### **Medical appointments**

- If medical appointments cannot be made outside the school day students should, where possible, make every effort to avoid an appointment during a taught lesson and opt to use a study or free period.
- If the appointment is known in advance, it is the students' responsibility to let their tutor/Head of Sixth Form know.
- If the appointment is made over the phone parents can call to inform the office of the absence or the student can bring in an appointment card (which can be requested at the medical centre)

### **Illness**

- Students or their parents should aim to contact the office by 08.15 on the first day of an absence.
- If the illness is for an extended period, a call should be made each morning unless the length of absence is known and stated at an earlier point
- If students feel ill during the day they must see Ms Rattigan (Head of Sixth Form) or another member of the 6<sup>th</sup> for team.

### **Missed work**

- If the absence is known or the student is able to work while being away from school, they must contact their subject teachers and the Head of Sixth Form to complete work.
- If the absence was unexpected or due to illness the student must on their return contact or see the relevant teachers to collect work and catch up as soon as possible.

## **Punctuality**

- AM registers are taken at 08.00 and students are expected to be with their tutors at this time. Persistent lateness will result in monitoring and students will lose their break times/free periods. If lateness continues parents will be contacted.

## **Persistent Absenteeism**

If more than 10 percent of schooling is missed whatever the reason, the impact is detrimental to a student's likely success at Key Stage 5. The situation will be monitored closely and we will expect your full support to rectify this situation.

If this continues or attendance further declines despite interventions and meetings with parents, we will consider the options available in order for the student to be successful. This could include extending the period taken to complete the course, reducing the number of courses or asking for the courses to be restarted the following academic year.

## Sixth Form Dress Code – Updated January 2023

Students in our 6<sup>th</sup> Form have chosen to continue their study with us and therefore, by default, agree to our 6<sup>th</sup> Form Dress expectations. We have developed this dress code in conjunction with our current sixth form students taking into consideration the climatic conditions of Cyprus and also the cost of clothes on the island.

**The overall guiding principle is that the dress and appearance of our sixth formers should be appropriate for a work/business environment.**

### **All 6<sup>th</sup> Form students**

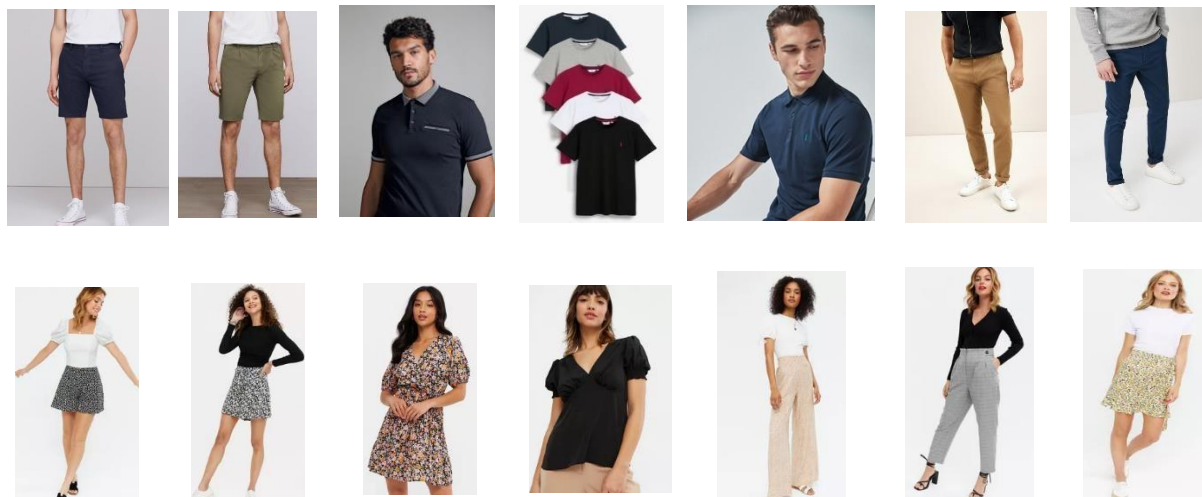
- Trousers/chinos. **No jogging bottoms, sports leggings.**
- Collared shirt, polo shirt or plain t-shirt/blouse
- Tailored/smart shorts. **No hot pant style shorts/no sports shorts**
- Shoes, pumps or sandals. **No flip-flops/sliders**
- Skirt/dress. **No beachwear, strapless tops, cropped tops or strappy tops**
- No extremes of fashion.
- No obtrusive or offensive logos/slogans
- No visible piercings other than one pair of earrings.
- Students should not wear headphones while walking around the school site. Mobile phones are allowed but should not be used during the school day except when directed by teachers for learning purposes.
- In extreme hot weather, alternative arrangements may be in place to ensure comfort. These will be communicated to students and parents/carers, as appropriate.

*In all matters relating to uniform, it is the school's decision as to what is and is not appropriate. We reserve the right to amend this policy in light of new fashion trends/issues.*

*The Headteacher/Head of Sixth Form may grant exceptions to any of the above, but only where this is required as a matter of sincere religious observance or strict medical advice and where this can be substantiated by a letter from the leader of the relevant religious community or medical practitioner.*

Students may be sent home to change if they are dressed inappropriately and are not adhering to the Sixth Form Dress Code.

***Please see below some examples of acceptable clothing styles for our sixth formers.***



## **Social Media Policy for Sixth Form**

### **Online Interaction & Identity**

1. Be aware of what you post online. Social media venues are very public
2. Students must obey the age limits and other general rules of social media sites.
3. Students are expected to abide by the following:
  - Do not take photos or videos in and around school without prior permission.
  - Do not under any circumstances post photographs or videos of themselves or other students to websites or other forms of online social media (including their own personal social media sites) acting unlawfully, unethically or inappropriately whilst at school, attending school activities outside of school premises or wearing school uniform.
  - Students may not use social media sites to publish unpleasant or harassing remarks about any members of our School communities.
  - When creating independent groups or Fan pages students must obtain prior permission from the Schools before using the School's name, logo, uniform or photos of the school or other intellectual property (documents produced by the school or students).
  - The use of social media (Facebook, Snapchat, Twitter, Instagram, etc.) is not permitted during school time.

### Consequences

Failure to abide by this Policy, as with other policies at SJS or KRS School may result in disciplinary action as described in the Behaviour, Anti bullying or E-safety policies, or as determined by the Senior Leadership Team or Head Teacher.

Any criminal offences using social media will immediately be referred to the police.

### **Privacy**

1. Exercise care with privacy settings and personal profile content, to ensure that posted content does not reflect poorly on the school in any way or otherwise create a conflict of interest. Content should be placed thoughtfully and reviewed from time to time.
2. Be safe online. Never give out personal information
3. Always respect the privacy of others.



## **Home/School Agreement**

### **KRS responsibilities:**

- We will provide high quality Teaching & Learning
- We will provide clear expectations of standards through induction and learning support.
- We will monitor and evaluate student's learning through subject teachers and the KS5 Learning Manager.
- We will arrange impartial advice, guidance and information from School and SCE Careers Staff.
- We will meet all the statutory requirements:
  - equal opportunities;
  - child protection and data protection.
- We will keep parents / guardians informed of progress and or concerns in a timely, productive manner.
- We will make arrangements where necessary to provide for students' additional needs.
- We will provide a safe, welcoming, caring and professional learning environment where all students can and want to learn.

### **Student responsibilities:**

- I will attend all my timetabled classes.
- I will adhere to the school's Health & Safety.
- I will ensure that I am appropriately dressed for school and will abide by the KRS Sixth Form dress code.
- I will take responsibility for my learning:
  - partaking in lessons with energy and enthusiasm;
  - completing learning tasks on time to the best of my ability;
  - seeking help when I have a concern with my learning.
- I will attend and be punctual to my learning commitments explaining immediately any absences.
- I will behave positively and seek to support the learning of my colleagues.
- I will set a positive example to younger students.
- I will treat the school's facilities and resources with respect.

- I understand that failure to comply with any of the above will result in disciplinary consequences.

**Parent / Guardian responsibilities:**

- I will ensure my son / daughter attends regularly and is punctual to their learning commitments.
- I will notify school promptly (same day) of the absence of my son / daughter.
- I will keep KRS updated of any changes to medical circumstances / emergency contact details.
- I will support the school in ensuring my son / daughter's behaviour is safe and positive at KRS.
- I will attend Parental Consultation sessions to discuss my son's / daughter's progress.

**Contract**

*We have read and fully understand the contract conditions and responsibilities. We agree to the above conditions and understand that KRS reserves the right to exclude a student from any programme of study if they fail to achieve an acceptable standard of behaviour.*

**Student's name:** \_\_\_\_\_

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent's name:** \_\_\_\_\_

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Head of Sixth Form:** \_\_\_\_\_

Head of Sixth Form's signature: \_\_\_\_\_ Date: \_\_\_\_\_