



**Kent
College**

**SIXTH FORM
HANDBOOK**

CODE OF CONDUCT

Kent College expects all pupils to:

- Treat all members of the school community in a kind, courteous and considerate manner.
- Display the highest standard of behaviour inside and outside the classroom.
- Dress appropriately, in accordance with the school uniform regulations.
- Always be ready to learn and participate in school activities.
- Take good care of all buildings, equipment and furniture.
- Respect and abide by the school rules.



WELCOME

Welcome to Kent College Senior School. I have the best job in the world, as I have the privilege of watching you grow and develop through your time here at Kent College and then into the world beyond. I am so very excited about joining you on your journey through the school.

I know you will feel the magic of Kent College as soon as you step onto our beautiful campus. It is a place which inspires curiosity, opens minds and unleashes imaginative ideas. Through kindness and compassion, our community supports each person to find their own unique strengths and talents and realise their potential. I am delighted that you are joining this special place.

Our wonderful students recognise that hard work and ambition, combined with care and kindness to those around them is what brings success; this makes for a brilliant atmosphere, which I know you will enjoy. Through their time here, students learn to understand that they can use their skills to shape the world in a positive way and so they leave here, ready for very bright futures.

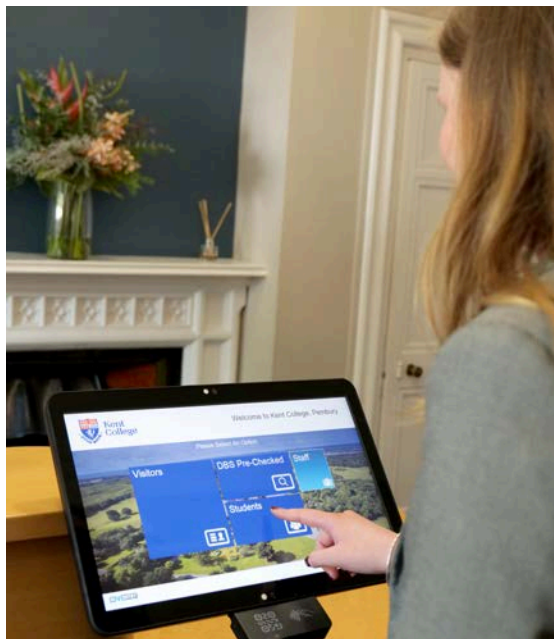
Miss Handford
Head

LIFE AS A SIXTH FORMER

This guide is intended to tell you everything you might want to know before joining the Kent College Sixth Form. Please keep this in a safe place as it will help to answer any questions that might arise during your time with us.

Attendance

You must register with your Form Tutor at 8:30am. If you have a lesson during morning registration, you must make sure that your subject teacher registers you instead. In the afternoon you may scan your thumb using the biometric scanner to register in **Tilley between 2.10pm and 2.20pm**. This is essential as the information is used in case of fire and will also form your attendance record which we are often required to give to future employers and further and higher education providers.





Absence

If you need to be absent, please ask your parents to phone **01892 822006** or email **attendance@kentcollege.kent.sch.uk** before or on the day. If you are unwell, you will need to go to the Medical Centre where Sister will check how you are and contact home if needs be.

Medical Appointments

If you need to attend a medical appointment, please ask your parents to email your Form Tutor and copy in **attendance@kentcollege.kent.sch.uk**.



TILLEY HOUSE

This will be your base for study and relaxation. You can use any of the study rooms during your study periods. You are welcome to help yourself to a drink and biscuits or toast at any time, but you must clear up after yourself and eat and drink in the main common room only. We expect you to be studying during lesson times, but you are free to use Tilley to relax at lunch and break times, and after school hours. Tilley should be your home from home, and we want you to enjoy it—stick to the rules and we'll let you enjoy it in peace!



HERE FOR SUPPORT



Mrs Gillings
Head of Sixth Form
gillingss@kentcollege.
kent.sch.uk



Mrs Oogarah
Head of Careers
oogarahj@kentcollege.
kent.sch.uk



Mrs Payne
Deputy Head
(Pastoral)
paynel@kentcollege.
kent.sch.uk



**Mrs Greenhalgh
and Sister Cottrell**
All Year Groups
Medical Centre



Chaplain Katie
Chaplain
Chaplains Office
osweilerk@kentcolleg
e.kent.sch.uk



Mr Mossman
Deputy Head
Academic
mossmanj@kentcollege.
kent.sch.uk

FIND YOUR WAY



YOUR TIMETABLE

Registration	8.30am – 8.40am
Lesson 1	8.40am – 9.40am
Lesson 2	9.45am – 10.45am
Break	10.45am – 11.05am
Lesson 3	11.05am – 12.05pm
Lesson 4	12.10pm – 1.10pm
Lunch	1.10pm – 2.10pm
Lesson 5	2.10pm – 3.10pm
Lesson 6	3.15pm – 4.15pm
Mobile Phone Collection	4.15pm

Lesson 1	Monday	Form / Assembly
	Tuesday	Lesson
	Wednesday	Form / Assembly
	Thursday	Lesson
	Friday	Lesson

TRANSPORT TO AND FROM SCHOOL

School Buses

Our school transport brings pupils to school by 8.25am and the buses leave school at 4.30pm. There are also currently two late buses at 5.30pm, one to Edenbridge and the other to Sissinghurst. Details of the routes can be found in the School Transport Handbook.

Unless you are a regular user, should you occasionally wish to use the buses in the morning or afternoon, your parents must phone school in advance to make sure there are enough seats.

If you need to use the late bus it is important that you sign on the list outside bursary **before 2.00pm each day**. If you forget to sign up, or if you miss the bus, the afternoon Receptionist will be able to help you.

Cars

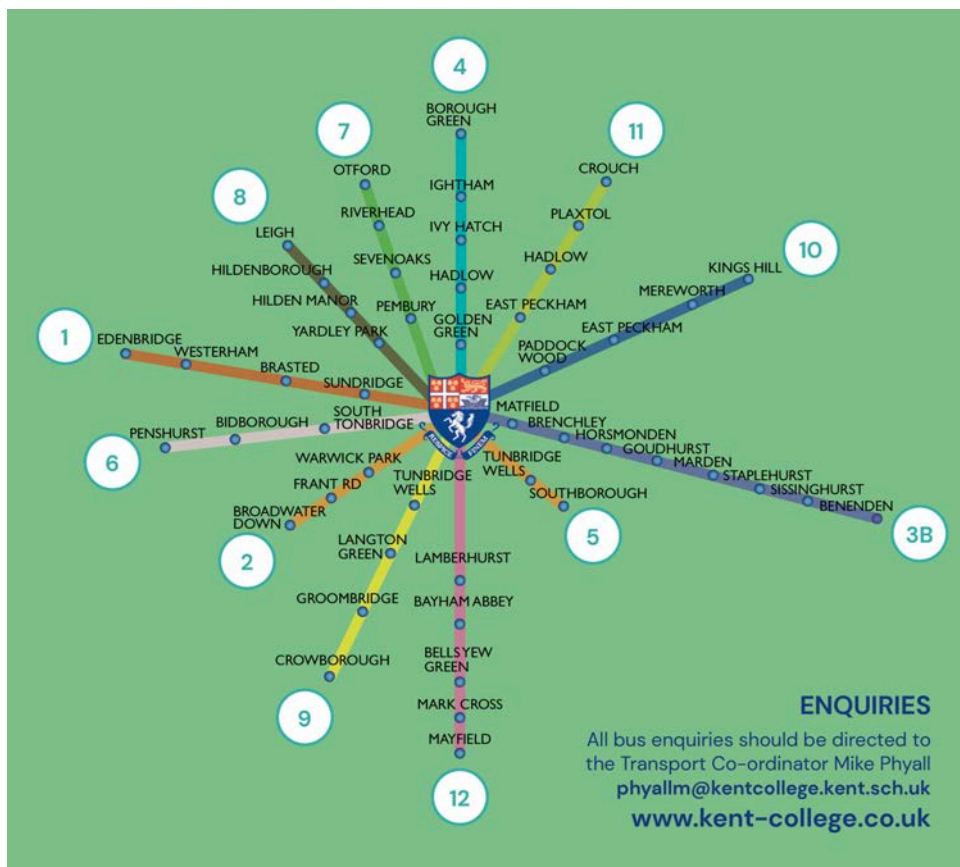
Your parents should drop you in the front drive outside Hawkwell. You then walk to the right of the building along the gravel path. No pedestrians are to walk around or under the barriers. At the beginning and end of the day it is very busy near the front door and you should use the pavements and be aware of the moving traffic.



BUSES TRANSPORT MAP

- Kent College Minibuses run across Kent and East Sussex which can be booked termly in advance or used on an occasional basis.
- Students are dropped at school by 8.25am and buses leave at 4.30pm
- Two late buses leave Monday – Thursday at 5.30pm

Please note: These routes may be subject to change





MIREYA
DEPUTY HEAD GIRL

ISABELLA
HEAD GIRL

**HEAD GIRL
TEAM**



LEADERSHIP ROLES

Leadership and taking on responsibility are valuable skills to learn and at Kent College. This is reinforced by the opportunity to take on a School Officer role. A School Officer is a leading figure in the school and holds a much- respected position.

There are ten positions on the School Officer body, including:

- Head Girl and Deputy Head Girl
- Heads of Wellbeing, EDI, Eco and Charity
- Heads of Lower and Middle School
- Deputy Head of Boarders
- Head of Boarders

There is also the Academic Prefect Team, and these roles offer the chance to develop or demonstrate skills which will impress with university admissions tutors.

Whether a School Officer or not, every student has the opportunity to run or manage something, whether it is a school club, society, charity fundraiser, boarders' social event or Duke of Edinburgh excursion.



Duties

As senior members of the school, you are asked to set a good example to the students in the years below you. Part of being role models for the younger students is carrying out duties in school. These are not very demanding, but we need you to be reliable, and if you know you will be absent for any reason, you should find someone to cover for you.

Duties begin for you after the first half term in the Lower Sixth and end at the first half term of your Upper Sixth year. You select which duty you wish to do: Break, Lunch or Prep.

All you have to do is assist the staff member on duty. Please note that it is essential that you do a duty in order to be considered for a school officer role.

Student Mentoring

We offer students in the Lower Sixth the opportunity to train to become a peer mentor for pupils in the lower years. Once trained, you work with pupils in Years 7, 8 and 9 on a weekly or fortnightly basis to help them with a range of issues that they might be worried about. This is a privileged and much valued role which will also give you important skills for your future.

EXAMS

Entering sixth form is like stepping into a new phase of school where you get to choose what you study and dig deeper into subjects you love. It's exciting but also a bit scary because now you have more responsibility. A-levels are super important for university or whatever you want to do after school, so its important you spend a lot of time studying and practising.

But studying for exams isn't just about memorizing information. It's about understanding and being able to use what you learn. Teachers are there to help you figure things out and give you feedback. You'll spend a lot of time revising, going over past exams, and finding the best ways to study. It's important to find what works for you, like making colourful notes or talking about topics with friends.

Before exams, you might feel nervous or stressed sometimes. It's normal. Just remember to take care of yourself by eating well, getting enough sleep, and taking breaks. Overall, sixth form is a big opportunity to learn and grow. Exams are a part of it, but they're not everything. Enjoy the journey and keep working hard!

STUDY LEAVE

Lower Sixth

February: Internal examinations in all subjects

Summer: Internal examinations in all subjects

Upper Sixth

November half-term: AS Geography exam

February: Internal examinations in all subjects

Summer: Public A Level examinations

EXEAT

In many schools, sixth form exeat privileges provide students with the opportunity to leave the site during designated times, usually weekends or specified evenings. These privileges often come with responsibilities, such as maintaining good academic standing and adhering to school rules. All exeat permissions should be signed up for online via the link sent out at the start of term.

Home Exeat

Lower Sixth

Lower Sixth students are allowed to spend one afternoon a week

Upper Sixth

Upper Sixth students are allowed two afternoons a week working at home if they have no lessons.

Written parental permission is required for both year groups and we reserve the right to withdraw permission if the privilege is abused.

Lunchtime Exeats

Only Upper Sixth with cars will be allowed to go off-site at lunchtime. Students may take passengers if both sets of parents consented. Students must remember to sign in and out at Reception before leaving the site.

University Open Days

In the Lower Sixth, you are allowed two days during term time for University visits. Please make sure you book these in advance and try to attend weekend opens days where possible.

DRIVING

Permission to drive to school

Upper Sixth students are permitted to drive to school, but should obtain a parking permit by completing the relevant online form. The permit may be withdrawn if the rules for driving and parking on site are not observed. Students are allowed to park in the North Drive carpark on the left hand side. This privilege may be extended to Lower Sixth students but only if there is space to park on site.

Driving Lessons

Due to the difficulty in organising driving-instructors, you are allowed to arrange one driving lesson per week during the school day when you do not have a lesson. You must be present for both morning and afternoon registration, pick up and drop off should occur from the front of school. Please remember to sign in/out at Reception before and after your lesson.

Driving Permission Form

Once you have passed your test, you can apply to drive to school. This will be via an online form that you can request from Mrs Gillings.



SPORT AND WELLBEING

You have Sport & Wellbeing on your timetable throughout the Sixth Form. This is important to keep you fit and healthy and get oxygen to your brain for study! There is plenty of variety on offer, including tennis, badminton, netball, gymnastics, fitness and aerobics. If you enjoy riding, you might be able to pursue this off-site. If you enjoy team sports, there is plenty of opportunity to compete against other schools or just within Kent College. We have encouraging and dynamic PE staff who will welcome you whether you're a star player or just want to play to keep fit and have fun!





SIXTH FORM UNIFORM

Our aim in the Sixth Form is to enable you to develop into independent, free thinkers who will be able to confidently take your place in the workplaces and communities of the future. As one of our current Year 11 students noted, “the Sixth Form marks a rite of passage into adulthood” and how we choose to present ourselves is a part of that journey.

The Sixth Form uniform code is based on student feedback and the desire to maintain a smart casual look amongst the Sixth Form students. We trust that you will stick closely to the uniform code which has been designed to give you the flexibility to express your own style and identity whilst maintaining a smart look which exemplifies a pride in the school.

For formal occasions like Open Mornings, school events, and some assemblies:

- Smart, tailored jacket
- Smart skirt/trousers/dress
- Skirts and trousers to be worn with a plain buttoned blouse
- V or round neck jumper if cold
- Smart black shoes and tights



For daily wear:

- Smart skirt/trousers or dress in the colour of your choice
- Plain, fitted but not skin-tight.
- Skirts/dresses/trousers should be of appropriate length for a school environment.
- In the summer months, students can wear formal style knee length shorts provided they are worn with a smart shirt.
- Tops should be smart; a shirt or blouse, short or long sleeved in the colour of your choice, either plain or subtly patterned. Shoulders and stomachs should be completely covered.
- V-neck, crew neck or cardigan jumpers in the colour of your choice either plain or subtly patterned but no logos or writing. Jumpers must not be oversized or overly baggy.
- Shoes, ankle boots, and sandals must be formal in style and of a sensible and safe height. Dr. Martens shoes may be worn but not ankle or high boot types. All black or all white trainers are allowed but they must be plain with no other colours or trim.
- Smart jacket or coat can be worn when cold but not overly casual.
- Office appropriate make-up and jewellery. A single small nose stud is permitted.
- Student Lanyards with access cards

HONOURS PROGRAMME LOWER SIXTH

Sixth Form at KC is not only a chance to study at advanced level but also to take advantage of the range of curriculum enrichment opportunities that are built into the Lower Sixth as part of our Honours Programme which is timetabled for two lessons per week. All Lower Sixth students take part in one or sometimes two of the following options:



The Ivy House Award

This award-winning course is designed to produce the leaders of the future. It takes the best content from executive development programmes in big businesses and offers students the chance to develop both professionally and personally. Upon graduation, they are able to join a network of Ivy House Graduates and participate in events which help them develop their professional network at university and in their future careers.



Extended Project Qualification

The EPQ is an independent piece of work where students receive instruction but most of the project is self-guided. It will demonstrate, to both universities and future employers, an independent work ethic and develop skills required at higher level. It is equivalent to an AS level in UCAS tariff points.

Leadership Programme

Those students that apply for a school office role are invited to attend a bespoke five week leadership programme to provide them with the skills and knowledge to become future female leaders.

UNIVERSITY APPLICATIONS AND CAREERS



We are very lucky at Kent College to have experienced staff and a dedicated Head of Careers, Ms Oogarah to help students with their career pathways. You will have the opportunity to meet with representatives from a number of universities through regular higher education preparation sessions. We also hope to offer the opportunity to attend a university open day later in the year. Students are given full support to help them in their career decisions and selection of suitable courses to meet their individual talents and interests.

However, it is important that you are very active in searching out exactly the right course for your talents and interests. Once you have a clear idea of courses and universities, you should book to attend open days at all those you are serious about applying to.

Most open days are held at weekends, but you may miss up to two days' school to attend those which occur in the school week. However, you must complete an online form to request absence. You should also inform teachers whose work you will miss and be sure to catch up.

You will be given guidance for writing a personal statement in the summer term of the Lower Sixth and submit it early in the first term of the Upper Sixth. In the Upper Sixth your tutor will write a very personalised reference for you and tell you your predicted grades. These go together to make up your university or college application which should be completed in October.

Once you have received an offer, you may request permission to attend an offer holder day. These are usually in the Spring Term.

FUTURES PROGRAMME

SIXTH FORM

The Futures Programme takes place bi-weekly to help you prepare for university applications as well as covering a wide variety of other areas, from health and happiness, apprenticeships and gap years. Sessions are presented by the Head of Careers and external speakers.



BOARDING AND FLEXI BOARDING

Boarding

Boarding at Kent College is a central part of school life and we welcome boarders from all over the world as well as the UK. We pride ourselves on the warm, family feel of our boarding house which is a home away from home. Life at Kent College is full of opportunity and our boarders are given the support to achieve academic success, grow in confidence and become a valued part of our community. Our boarders become compassionate, caring and resilient young people, developing independence and life skills they will need in readiness for the future.



Flexi Boarding

Day pupils can board on a temporary basis, either for one or two nights (flexi-boarding) or several weeks.

Your parents should contact the boarding staff at jando@kentcollege.kent.sch.uk and they will let them know if it is possible for you to board.

Flexi-boarding is very popular and places are limited, so your parents should book well in advance. Boarding is great fun and there is always plenty going on.

Flexi-boarding is £65 per night and this will be added onto the termly bill.

Boarding Activities

When you board with us at Kent College you get to experience amazing activities which include:

- City Exploration - London
- Shopping - Bluewater
- Outdoor Activities - Bewl Water/Walks
- Bowling, Trampoline park and Mini Golf
- Farmshops





NEED SOME HELP?

Everyone has times when they are worried about something. At Kent College there are plenty of people to turn to, so never feel that you have to struggle to deal with problems on your own.

Sometimes, you will want to talk to your friends or maybe to older students who have been in the school longer and know how you might be feeling. Your Form Tutor, the other teachers, your Houseparent (if you are a boarder) and Sister are always there to help, and will find a time to talk to you on your own, or you may find other members of staff in school whom you can talk to easily.

Ms Katie Osweiler is the School Chaplain and she is there for everyone. You can talk to her about anything, not just about religious things.

Once a week, two independent school counsellors, Leyla Cooper and Esther Obiri-Darko, come to school - you will meet them early in the Autumn Term. Remember if a serious problem arises do not just tell your friends, you need to go to a 'grown up' or someone more experienced who can help you. Remember you can always go straight to your Form Tutor or Mrs Gillings/Mrs Oogarah.

Everyone at Kent College understands that you may want to talk about some things in confidence and may not want them to be discussed with someone else. Members of staff will respect this wish as far as possible, but if, as a result of what you tell them, they think that you or someone else might be at risk, they must pass this information on to the Head of Sixth Form and the Deputy Head (Pastoral) who is the Designated Safeguarding Lead.

If you are struggling to talk to someone, you can also email:

help@kentcollege.kent.sch.uk

MEDICAL MATTERS

All your medical forms should be returned before the first day of term. They will then be passed on to Sister Cottrell so that she or her assistant can look after you properly.

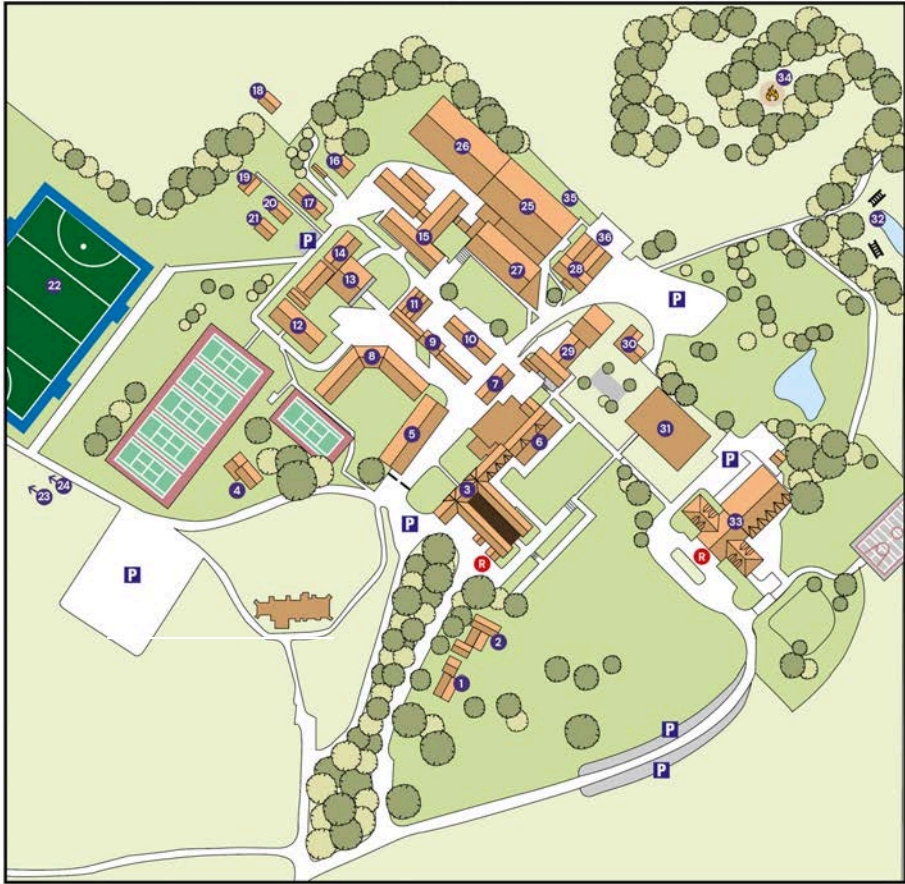
During term time your parents must ring or email the school and let us know if you are unwell. If you feel unwell in school you should try to stay in the lesson and see Sister at break in the Medical Centre.



If you feel really unwell, tell your teacher and they may give you permission to see Sister. If Sister is not available, you should go to Reception.

Sister may give you some medication, let you lie down for a while, or she may decide you should go back to lessons. If she thinks you need to go home, she will phone your parents. Please do not phone your parents to collect you without permission from Sister.

MAP



- | | |
|---|-------------------------------|
| 1 Springwell | 19 E3 Dance Studio |
| 2 Pepenbury | 20 E2 Classroom |
| 3 Hawkwell and Hargreaves Junior Boarding House and Senior School Offices | 21 E1 Classroom |
| 4 Browning Lodge | 22 Astro Pitch |
| 5 Susanna Wesley Library and Arts Centre | 23 Woodlands N & S |
| 6 Dining Room | 24 North Lodge |
| 7 Coach House - Marketing and Admissions | 25 Sports Hall 2 |
| 8 James and Osborn Senior Boarding House | 26 Sports Hall 1 |
| 9 Old Stables | 27 Countess of Wessex Theatre |
| 10 E7 Drama Studio | 28 Music Centre |
| 11 Fitness Suite | 29 Walker Classrooms |
| 12 Tilley Sixth Form Centre | 30 Oak Tree Cottage |
| 13 Darbyshire Wing Science Centre | 31 Swimming Pool |
| 14 Brunyate Science Centre | 32 Confidence Course |
| 15 Knowles Classrooms | 33 Preparatory School |
| 16 Orchard House | 34 Forest School |
| 17 Prop Store | 35 Under Croft |
| 18 Gas House | 36 Estates Workshop |
| | R Main Reception |



Kent College

Head:

Miss Katrina Handford BA (Hons), MEd,
PGCE

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VAT Registration No. 275 8488 45.

Kent College Pembury is a member of the Methodist Independent Schools Trust.