



Sixth Form

Student Handbook

2016-2017

**“I am the master of my
fate, I am the captain of
my soul”**

Invictus

William Ernest Henley

Introduction from the Principal

Dear Students

Welcome to Ark Academy Sixth Form. We are anticipating an excellent year with you. Together we will mould our distinctive sixth form ethos based on our core principles and standards.

You are about to enter the most important phase of your educational life. The bar is set high as 'A' level success cannot be achieved without exceptional commitment and hard work. We have thought deeply about all the support you will need on your sixth form journey but ultimately, the buck stops with you! Independent learning, self-motivation and the willingness to put in the hours to achieve your goals are the characteristics of successful 'A' level students. We cannot make you feel this - it must come from within as we state on the sixth form banner –

'Your future in your hands.'

We will support you by closely tracking your progress through the sixth form and particularly your work ethic. We will be giving you early warnings if we believe your commitment is not up to the standard required for AS and A level.

Sixth Form is, of course, more than just the 'A' level syllabus: it is about deeper, "Off Spec" knowledge in your chosen 'A' levels, extra-curricular engagement and being a leader in your year group, in the school, and in the community. In fact, we expect you to be role models for younger students and to show them what it means to be a good citizen - Civitas is the hall mark of an Ark student. To help you organise yourself and to award you for everything you do beyond your A-Level subjects, you will gain work towards our award for extra-curricular and leadership development: the Ark Diploma.

The challenges of sixth form are many and not for the complacent, but the opportunities for personal growth and intellectual development are enormous. Begin your sixth form career not with trepidation but excitement and genuine belief.

Remember **"someday is now and that somebody is you."**

Civitas

Delia Smith

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Ark Academy Sixth Form Mission Statement

Ark Academy Sixth Form offers the highest quality education to allow our students to pursue the university pathway and career of their choice with confidence in a changing and challenging global community. Learning is at our core. We offer a first class education with a drive towards academic excellence and a desire to create independent learners ready to face university life. We believe in extending and enriching our students, both academically and socially, and developing young community leaders with a passion for social action. Our students will develop as role models for those who follow them, they themselves inspiring future year groups of Ark Academy Sixth Form. We work tirelessly to ensure our students are world ready, armed with the relevant skills, experiences and achievements to make them stand out from the crowd on application for university and future careers of their choice.

We will:

- Deliver a first class learning environment based on outstanding teaching and facilities
- Provide all students with every opportunity to extend themselves and their thinking of the world in which they live; building a portfolio that will allow them to progress into top flight universities
- Challenge students to do better than good and always accept that there is always room for improvement
- Develop our students in young leaders and role models to act as inspiration for younger members of our community
- Welcome, value and respect all who come to the school
- Hold true to our 4 core values and strive to display them in all that we do
 - **Excellence**
 - **Participation**
 - **Persistence**
 - **Civitas**

All members of the Ark Academy Sixth Form are encouraged to make positive choices that benefit themselves, our academy and that found in the wider community. We want our Sixth Formers to not only behave in ways that demonstrate their eagerness to learn, but also exemplify their desire to be good people who think of others' needs and not just their own. In short, we want them to embody our notion of *civitas* and thereby become the solutions, rather than the symptoms of the disadvantage found locally and beyond.

Our core values at Ark Academy are Excellence, Participation, Persistence and of course, Civitas. These values provide the foundation of all our interactions and behaviour be it that of a Sixth Former or a member of staff. It is expected that the characters of every Sixth Former should be shaped and moulded by these values.

We expect all members of the Sixth Form to behave courteously and respectfully towards one another in person, on paper, and when communicating electronically. We expect all Sixth Formers and staff to care actively for other members of our community and to contribute to their well-being and success. We will respect ourselves and one another. Where Sixth Formers fall short of our high expectations, they will be challenged by their teachers to change and grow. We are firm in the belief that every young person's mind and character can and will flourish and grow and that mistakes are a necessary part of this process. Given this, poor choices regarding behaviour will be met with clear and specific advice about how one should improve and mature.

Home School Commitment

At Ark Academy we expect every Sixth Former to strive for academic excellence and to experience and enjoy a range of enriching opportunities in a diversity of areas such as music, sport, performance and community liaison. We want to support our young people so that they may become independent thinkers who have the knowledge, skills, character and interests that will enable them to go on to university and secure the career of their choice.

Our core values at Ark Academy Sixth Form are Civitas, Excellence, Participation and Persistence

The core commitments of Ark Academy Sixth Formers:

- I will strive for excellence in all I do
- I will complete all assignments to the very best of my ability and meet all deadlines set
- I will engage with my learning at all times
- I will take risks when studying as I understand that mistakes are integral to learning
- I will come to all lessons, assemblies, tutorials and registrations on time, all the time and every day
- I will always follow the absence and punctuality procedures and accept that if I do not do so, I will face sanctions as set out in the Sixth Form handbook
- I will be fully equipped and prepared to learn in every lesson
- I will never distract or prevent myself or others from learning
- I will listen carefully and follow the instructions of staff at the first time of asking
- I will speak and act kindly and respectfully to others at all times
- I will carry my identity card at all times
- I will keep my mobile phone hidden and turned off at all times, where required
- I will always wear smart and professional dress as detailed in the Sixth Form handbook
- I will respect and care for our academy building and all property belonging to the academy and that of others
- I will act as a role model in all that I say and do so that the good name of Ark Academy is upheld and maintained
- I will commit to participate in a range of activities beyond the classroom
- I will accept and act on all feedback with a view to always improve and master my subjects and develop my character
- I will adhere to the rules of 'responsible use of ICT' as outlined in the Sixth Form handbook
- I will accept help, guidance or support, be that academic or pastoral, when offered it and understand that Ark Academy will make decisions in my best interests including around my subject choices and exam entries
- I will attend school for all calendared dates and times and commit to contributing and supporting the school's ethos, curriculum programme and activities. Should I not do so without good reason, I accept that my place at Ark Academy may be forfeited.
- I will uphold the core values of Ark Academy and the fundamental British values of democracy, rule of law and tolerance of those with different faiths and beliefs.

The core commitments of parents and carers of Ark Academy Sixth Formers:

- We will fully support Ark Academy's ethos and vision, in particular the expectation that my child will make informed and aspirational life choices
- We will ensure that our child attends school every day, is punctual and is equipped and prepared for learning and achieves a minimum of 95% attendance
- We will fully support Ark Academy's expectations of Sixth Form' dress and appearance
- We will fully support fully our child to complete all assignments to the very best of their ability and meet all deadlines set
- We will inform Ark Academy about reasons for absence every time they occur and never take holidays in term time
- We will keep Ark Academy informed about any pastoral or academic matters, issues or concerns
- We will attend all parents' evenings and other appointments
- We will always be respectful to the teachers of Ark Academy and all other members of our community
- We will ensure that our parent pay account is always in credit
- We will act as role models for our children and demonstrate the need to persist and remain patient
- We will support the core values of Ark Academy and the fundamental British values of democracy, rule of law and tolerance of those with different faiths and beliefs

The core commitments of Ark Academy staff for our Sixth Formers:

- We will create a well-ordered and safe environment where learning can take place
- We will never label any student and always maintain the highest of expectations for all
- We will plan and teach stimulating and challenging lessons which help every student secure the very highest grades
- We will regularly set and mark assignments and assessment
- We will provide purposeful and constructive feedback which helps you redraft and improve
- We will keep Sixth Form students regularly informed regularly about their progress
- We will praise and reward all achievement and effort
- We will meet and plan for the individual needs of every Sixth Form student
- We will keep parents and carers regularly informed regularly about their child's progress;
- We will offer a wide range of opportunities to participate in activities beyond the curriculum
- We will guide and advise you on your career and university plans so that you can make considered and aspirational choices about your future
- We will welcome and respond to any feedback and involvement from Sixth Form students and parents or carers
- We will act as role models who demonstrate the patience and persistence required of successful people
- We will always be respectful to both Sixth Form students and their parents or carers
- We will educate all Sixth Form students about our core values and the fundamental British values of democracy, rule of law and tolerance of those with different faiths and beliefs

Ark Academy Sixth Form Staff

Name	Position
Delia Smith	Principal
Tim Dainty	Associate Principal
Carla Haslam	Vice Principal
Aishling Ryan	Vice Principal
Tracey Keane	Vice Principal
Sarah Geary	Assistant Principal (maternity leave)
Jade Downey	Assistant Principal
Claire Hickling	Assistant Principal
Tom Sawbridge	Assistant Principal
Robbie Alexander	Assistant Principal

Subject	Name	Code
English Literature	Amy Hanna	AHA
	Natasha Lewis Smith	NLE
	Martin Thompson	MTH
	Carey Johnstone	CJO
	Jude Wada	JWA
Maths	Emi Ozeke	EOZ
	Janette Bowley	JBO
	Oscar Skehel	OSK
	Aishling Ryan	ARY
	Tom Ding	TDI
	Alina Milea	AMI
	Katie Butler	KBU
	Emily Iliffe	EIL
	Nicolas Triantafidilis	NTR
	Khadija Khairam	KKH
Biology	Morag Armstrong	MAR
	Colin Clarke	CCL
	Heather Rafferty	HRA
Chemistry	Tracey Keane	TKE
	Claire Hickling	CHI
	Maryam Salad	MSA
Physics	Ragavan Nagaratnam	RNA
	Adam Dineen	ADI

History	Tom Sawbridge	TSA
	Fred Oxby	FOX
	Joe Coward	JCO
	Alexa Sanders	ASA
Geography	Edward Chandler	ECH
	Andrew McGregor	AMC
French	Mathilde Bouquin	MBO
	Zahira Ransome	ZRA
Spanish	Guillermo Mumoz	GMU
	Patricia Calle	PCA
Economics	Robbie Alexander	RAL
	Emily Iliffe	EIL
	Alan Semugabi	ASE
Professional Pathways	Robbie Alexander	RAL
	Alan Semugabi	ASE
	Hassanane Balal	HBA
Business	Alan Semugabi	ASE
	Hassanane Balal	HBA
Media	Jade Downey	JDO
	Simon Gardiner	SGA
Art	Daniel Paton	DPA
Drama / Theatre Studies	Alice Jackson	AJA
	Aelisha Lisk	ALI
Music	Lynne Sharp	LSP
PE	Stephen O Carroll	SOC
	Nicola Addison	NAD
Philosophy & Ethics	Rebecca Owen	ROW
	Jess McIvor	JMC
	Hannah Abdule	HAB
Sociology	Tim Dainty	TDA
	Cynthia Bondonga	CBO
Psychology	Anna Mason	AMS
	Cynthia Bondonga	CBO
Government & Public Politics	Tom Sawbridge	TSA
	Paul Nugent	PNU

To email a staff member, simply insert the email address

initial.surname@arkacademy.org

i.e. r.alexander@arkacademy.org

Tutor Groups in Ark Academy Sixth Form

You have all been allocated to a tutor group and a tutor (a member of the teaching staff at Ark Academy). Your tutor will be directly responsible for your welfare, discipline and academic guidance. Your tutor will meet with you in individual meetings. He or she will also establish contact with your parents through parents' meetings, phone calls and letters. For routine matters, we would expect your parents to contact your tutor in the first instance.

Year 12 Tutor Groups

Tutor Group	Tutor
12 Bell	Ed Chandler
12 Carver	Joe Coward
12 Dyson	Colin Clark
12 Ford	Alan Semugabi
12 Kwolek	Emily Iliffe
12 Mangano	Cynthia Bondonga

Year 13 Tutor Groups

Tutor Group	Tutor
13 Chomsky	Stephen O'Carroll
13 Sartre	Tom Ding
13 Warnock	Natasha Lewis-Smith
13 Wollstonecraft	Martin Thompson

Sixth Form Curriculum 2016-2017

Curriculum make up in Sixth Form:

- As a starting point for AS studies, we expect that every student attaining 6 B grades will take 4 AS levels. The curriculum time for each AS level is 6 lessons)*, each of which is 55 minutes.
- Students will also have allocated tutor, progression or assembly time each morning from 11.00am
- Lessons may be scheduled in any period 1 – 7 and this will be supplemented with study support, EPQ sessions or DoE, depending on your choices and the guidance of your tutors.
- Your timetable will also include allocated study periods. For further guidance on this, please see the study period section.
- Student timetables will be given out during induction week.

The **Key Stage 5 / Sixth Form school day** is as follows:

Monday-Thursday				Friday			
08:30	09:25	00:55	P1	08:30	09:25	00:55	P1
09:25	10:20	00:55	P2	09:25	10:20	00:55	P2
10:20	10:40	00:20	Break	10:20	10:40	00:20	Break
10:40	11:05	00:25	Tutor / Assembly	10:40	11:05	00:25	Tutor / Assembly
11:05	12:00	00:55	P3	11:05	12:00	00:55	P3
12:00	12:55	00:55	P4	12:00	12:55	00:55	P4
12:55	13:45	00:50	Lunch	12:55	13:45	00:50	Lunch
13:45	14:40	00:55	P5	13:45	14:45	01:00	P5
14:40	15:35	00:55	P6				
15:35	16:30	00:55	P7/Study Support				

Subject blocks in year 12:

- Sixth form subject choices have been grouped into **five option blocks**, designed to allow maximum choice possibilities for our students.
- They were designed based on your choices during interview and in later choice confirmation / change letters in order to **minimise any clashes**.

Block A	Block B	Block C	Block D	Block E
EL	AR	EL	CH	EC
MA	BI	FM+MA	CH	PE
MA	GG	MA	FR	PH
SO	HI	ME	SP	PY
		PY	PL	
PP	PP	PP	PD / TX	

**Maths / Further Maths students have 8 lessons for this combination of AS levels*

Sixth Form Procedures for Attendance and Lateness

1. If a student is late for 8.30am class start, they must sign in with the Sixth Form Services Officer when they arrive.
2. On the first day of absence parents are expected to contact the school reception by telephone as a matter of courtesy by 8.15am that day. A letter or email from the parent to the form tutor should be provided on the first day of their return.
3. Students who are absent and have not called in will be sent a text message by the Sixth Form Services Officer that same day.
4. Poor punctuality and truancy from any timetabled class or study period is seen as a serious offence and will result in sanctions outlined in the *Sixth Form Behaviour and Ethos Policy*.
5. Any absence or lateness not satisfactorily explained will be followed up rigorously by the Sixth Form Services Officer and form tutor.
6. If a student needs to leave school early a request must be made in writing. This should be shown to their Sixth Form Tutor 24 hours in advance of the day.
7. Tutors will contact parents whenever there is any doubt or concern regarding a student's absence. Even if notes are received, cases of frequent absence or suspicion that the letter may have been forged will be brought to the attention of the Director of Sixth Form.
8. In the case of prolonged or repeated absences due to illness students may be requested to provide a doctor's letter for confirmation. If the situation continues please be aware the school may contact parents to discuss the issue.

Absences in special circumstances

- Absences must be limited to cases of real illness and holidays will not be authorised during school time.
- However, it is acknowledged that there may be special circumstances where you may be absent from school.
- In these circumstances, a request should be **put in writing** to the Director of Sixth Form clearly stating the reasons for the proposed absence.
- The circumstances of your request will be considered and you will receive a written response.
- Where the decision is taken to refuse permission, the absence will remain unauthorised should you choose to ignore this.
- In addition, Ark Academy will also refer the matter to the EWO attached to the Academy.

Absence	Authorised	Proof required in advance
Personal issues e.g. doctor, dental, opticians, orthodontist appointments & funerals	Yes	Students to bring evidence to Sixth Form Tutor
Birthdays or similar celebrations	No	
Driving test – practical	Yes	Students to bring evidence to Sixth Form Tutor
Driving Test – Theory exam and lessons	No	
Holidays	No	
University Open Days and Summer Schools	At the discretion of Sixth Form Tutor	Students to email Sixth Form Tutor for permission
Other i.e. examinations, job interview, participation in extracurricular activities, rehearsal for events relating to school etc.	At the discretion of the Head of Year	Students to bring evidence to Head of Year

90-95% attendance	Sixth Form Tutor meeting with student and phone call to parent. Attendance monitored for improvement and action steps reported to Head of Year.
85%-90% attendance	Sixth Form Tutor meeting with parent and student. Student may be placed on report or attendance contract at this stage subject to outcome of the meeting.
80%-85% attendance	Head of Year meeting with student and parent. Student may be placed on report or attendance contract at this stage subject to outcome of the meeting.
<80% attendance	Director of Sixth Form meeting with student and parent. Student may be placed on report or attendance contract at this stage subject to outcome of the meeting.

Communication in Ark Academy Sixth Form

It is essential to stay up-to-date with everything happening in the Sixth Form and to let your teachers know how your studies are progressing: communication is key. Your tutor and teachers will keep in touch with you through your e-mail address and you should check that every day. There are notice boards in the Sixth Form Study Areas and these should be checked regularly. Teaching staff will also ask your Tutor to pass on information during progression time.

It is your responsibility to:

- attend progression time every day
- attend all arranged group/personal tutorials
- attend all relevant Sixth Form assemblies
- raise any problems with your tutor immediately
- read the weekly Bulletin every week and take up the opportunities listed there
- read the notice boards
- check your e-mail every day.
- respond immediately to any requests made of you.
- check the plasma screen in the Sixth Form Centre on a regular basis

Being informed is your responsibility. Failure to meet with Tutors or ignorance of facts in the bulletin, on notice boards or in e-mail messages is no excuse!

Assessment & Tracking in Sixth Form

When are you formally assessed in year 12?

- Your attainment in each subject will be reported **termly**. In the vast majority of cases the grade will come from an end of unit, summative assessment which is held by each department during **assessment week**, the **penultimate week of each term**. Some exams will be taken during class time, such as formative assessments in autumn 1 and others – like the first set of mock exams – will be in the exam hall.
- In addition to the grade reported, your Sixth Form teachers will also make a **professional prediction** for you at each termly assessment point. This prediction is a **realistic measure of attainment**, quantifying the grade you *would get* in your actual AS exams if you *continue working at the same rate* for the rest of the year.
- You will receive both your assessment grades and professional predictions **from your teachers** after you have reviewed your assessment and identified what to improve (and how to do it) during **review week** - the **final week** in each term. **Parent reports** will also be issued termly and you will receive an individual **form tutor report** in the spring term.
- All key dates for assessment & review week are shown clearly below in the **Assessment Calendar 2016-17**.

How are Sixth Form assessment grades arrived at?

- Assessments will be **cumulative** as the year progresses; in other words, the autumn 2 assessment will include all content taught up to that point, including learning from the first half term, and so on. This structure will help to prepare you for the rigour and challenge of **AS & A2 exams**.

How are Sixth Form target grades arrived at?

- Your AS target grades will be set using a **combination** of your GCSE results **APS** (Average Points Score) and a Sixth Form **ALIS baseline test**.
- Firstly, your average GCSE score calculation uses the points system and formula below:

A* = 8 (58)	A = 7 (52)	B = 6 (46)	C = 5 (40)
D = 4 (34)	E = 3 (28)	F = 2 (22)	G = 1 (16)

$$\text{Average GCSE Score} = \frac{\text{Total points}}{\text{Total GCSEs}}$$

- Your APS is compared against the average GCSE scores of 2, 580 schools / colleges (241,036 students) and using the **UCAS points** actually achieved for the **top 25% of each band and percentile, your target grades are set**. Of course, this mapping ensures your A level target grades are all both aspirational and competitive nationally.
- In addition to this, we will use ALIS baselining tests, taken after Induction week to identify verbal, non verbal and reasoning skills and adjust any targets as necessary.
- Targets for all subjects will be shared in the fourth week of school and noted in the assessment tracker below.

How are Sixth Form grades analysed?

- Your grades will be analysed using **Alps Reports**.
- These reports will compare your GCSE APS to your target and your current attainment or professional prediction (and in some cases both). The object of this comparison is to identify **whether you are on track** at that point in the year so interventions can be put into place to support you, where necessary.

Sixth Form Assessment Calendar 2016-2017

Key Assessment dates 2016-17	
Monday 25th September	<ul style="list-style-type: none">• Y12 targets finalised & shared
Monday 28th November – Thursday 8th December	<ul style="list-style-type: none">• Y11, 12 & 13 first mock exams
Monday 13th – Friday 24th March	<ul style="list-style-type: none">• Y11, 12 & 13 second mock exams
May – June	<ul style="list-style-type: none">• GCSE & GCE State Examinations



AS Attainment & Progress Tracker 2016-17

The purpose of this tracker is to record all baselines, targets, current attainment and the most up to date prediction in the same place, so you can keep track of where you are in relation to your targets at each point in the year and act on any underperformance.

Subject	Target	AUT1 Assessment grade	AUT1 Prediction	AUT2 Assessment grade	AUT2 Prediction	SPR1 Mock Assessment grade	SPR1 Prediction	SPR2 Mock Assessment grade	SPR2 Prediction	AS grade
Summative attainment at each point in the year										

Checklist

You need to include the following in order in your Attainment & Progress tracking section in date order:

- Sixth Form Assessment Calendar
- Autumn 1 Assessment & Initial Predictions Report
- Autumn 2 Assessment & Predictions Report
- Autumn 2 Parent Report
- Spring 1 Mock Assessment & Predictions Report
- Spring 2 Mock Assessment & Predictions Report
- Spring 2 Parent Report
- AS results summary

Request to change a subject

When you enrolled in August, you decided on a study programme of four A-levels which may have reflected your chosen career path, your interests or simply which subjects you were strongest in. Over the first few weeks of Sixth Form you will learn more about the content and expectations of your chosen A-levels. Whilst it is important you don't make any hasty decisions you may look back upon with regret, it is essential that you have the right study programme for you and having experienced your subjects for several weeks, you may feel that a different subject is more suitable and wish to change courses.

- If you are considering changing a subject, you should first discuss the matter with your subject teachers.
- After discussion, if you still wish to change a subject, you should consult with your Sixth Form Tutor.
- If you wish to proceed with the move, a letter or email should be sent from your parents to Aishling Ryan, Vice Principal – Curriculum & Assessment, **requesting the change by Monday 26th September 2016**. The possible advantages and disadvantages of the move will then be considered.
- If the request is to be carried forward, Ms. Ryan will contact the relevant teachers to ensure that the move is feasible and meets with approval.
- You will then be informed of the outcome and, if the change is to be made, a new timetable will be issued.
- Unless directed otherwise, **you should remain in their original class until given permission**, by email, from Ms Ryan.

Academic tutor review

- Following your half termly assessments and review week with your subject teachers, you will meet with your tutor to discuss your grades and your action plans in each subject: this is your **academic tutor review**. This is a critical conversation where you reflect on what you did well in the recent assessments and you identify where you can improve in your study technique and habits.
- It is up to you to come up with ways of improving your studying techniques and habits – your tutor will guide, support and encourage you to strive to improve your grades and your learning behaviour.

UCAS

Ark Academy will support you choose the right university pathway and career with confidence.

The right university degree and career will probably make you a happier, more prosperous, and more enlightened person.

Critical for your degree, and probably for your career, is your UCAS Application. UCAS stands for Universities and Colleges Admission Service. UCAS coordinates your applications to different universities – you can apply to up to five universities through UCAS.

Often people make out that the UCAS process is very complicated and difficult: it is not, if you are **organised, honest with yourself** and, after taking some time to weigh up different options, **decisive**.

By September of Year 13, you should have:

- 1) Chosen your preferred degree;
- 2) Chosen five universities where you may want to study this degree (with a favourite and an “insurance choice” - a back-up which requires lower grades for entry);
- 3) Completed your UCAS form and written a personal statement explaining why you want to study what you want to study.

For Year 12s, building up your knowledge of universities, degrees, and perhaps gaining some degree related work experience (for example in Medicine, Pharmacy and Law), is important. But the most important is your AS Grades. Get good AS grades and you will have lots of good universities to choose from, get bad AS grades and your aspirations will be impossible.

Your subject teachers and your tutor will work together to write an honest and supportive UCAS reference which will be completed in the Autumn of your Year 13: the sooner you choose your degree and complete the UCAS Application, the sooner this reference can be completed. This reference will state your academic achievements so far and describe evidence of your academic passion for the degree of your choice. Above all, however, it will describe honestly and supportively your learning attitude since starting in Ark Academy Sixth Form: those students with excellent attendance, punctuality and an Ark Diploma, will benefit from a strong reference.

Your predicted A2 grades (which are given to universities) will depend very heavily on your AS grades: you must do well at AS to have a wide choice of universities and degrees.

The Timetable for UCAS applications will be made available in the Autumn Term.

University/College Open Day Visits

You should go to university Open Days – it is a great opportunity to see a university and meet some of the students who study there. Dates for university Open Days are available directly from university websites – look them up and put a date or two in your diary. One caveat: make sure that you time your Open Day visits to minimise disruption of your study timetable: go to Open Days at the weekends or in the holidays. If the only Open Day is during the school term, then you should speak to your tutor about the possibility of having authorised absence – this may be granted for an Open Day on two occasions in the school year, depending on circumstances, and may not be given if your tutor or a Senior member of staff has concerns about your absence. Authorised absence must be requested a minimum of **1 week** before the date of the Open Day.

Ark Academy will also school lead outings to Universities throughout the year.

Careers

The Ark Academy will support you develop your knowledge and understanding of careers options. Sixth Form is often the time that people develop an idea of what career they want, although this is not always the case. For some careers, knowing what you want now is important. Medicine, pharmacy, engineering, nursing, are all examples of university degrees that lead into a particular career. They are also degrees that are highly competitive and you need to start preparing for them now through work experience and preparation for extra tests (eg the UKCAT for medicine).

Gaining useful and enlightening work experience is primarily your responsibility – you should know what you want to gain experience of, and you should go out into the world and find it.

But there are sources of support at the Ark Academy as well. For example, every week the Assistant Principal (Post 16 Progression) publishes a Weekly Bulletin with opportunities for you, which often includes work experience. Your tutors are also a good source of advice on work experience and where you can find it. At the Ark Academy, we also have a Connexions Advisor who will be able to meet with you and give you some impartial career advice, to help you develop your thinking on what career you want to pursue.

The Ark Diploma

The most successful and interesting Sixth Form students in Britain develop knowledge, skills and interests beyond their academic subjects. This is up to you, but at Ark Academy we do everything we can to support you.

Developing your knowledge, skills and interests can be difficult: how can you develop, say, your sporting interests and also contribute a lot to the community at the same time? – where would you get the opportunity to do that? – and how can you balance all your subject demands with your desire to spend more time volunteering, gaining work experience and enjoying your favourite interests?

That’s why we have the Ark Diploma: a diploma which will help you **structure** your time and commitments beyond the classroom and help you develop your knowledge, skills and interests. The Ark Diploma will **award** your efforts and provide recognition of your personal development. The Ark Diploma also **appeals to universities** because it is evidence that you are an active and well-rounded young person – someone universities would want on their campuses. By achieving this Diploma, you will develop a range of knowledge, skills and interests which will enhance you and your CV so you can access top universities and career opportunities. Above all, the Ark Diploma is designed to support you to become **independent thinking, purposeful, compassionate and joyful**, enjoying your life at school, separate from the rigours of examinations.

There are two levels of Ark Diploma available to you:

Ark Gold Diploma (complete 5 out of 9)	Ark Diploma (complete 5 out of 9)
Completion of two term’s work of Outreach or Civic engagement project with excellent attendance	Completion of one term’s work of Outreach or Civic engagement project with excellent attendance
EPQ	MPQ
Leadership of school society	Active membership of school society
Participation in five or more House Competitions	Participation in three or more House Competitions
Regular performance for the school (sport, drama, debating)	Performance for the school (sport, drama, debating)
Leading charity fundraising	Participating in charity fundraising
Regular involvement in subject competitions/enrichment	Regular involvement in subject competitions/enrichment
Over 40 hours of work experience.	Over 40 hours of work experience.

*Because the experiences in the Ark Diploma are so important for your personal development, we **expect all Year 12 to complete the Ark Diploma.**

The timetable for the Ark Diploma will be given by your tutor to you. It is expected that pupils will complete the Ark Diploma by the end of Year 12.

Your timetable at Ark Academy is packed with opportunities for progression and achieving the Ark Diploma: your education is so much more than just your lessons. There are different time slots for progression in your timetable.

Progression Time 10.40-11.05 (Mon to Fri)

Progression Time is a key opportunity for you to develop the skills, knowledge and understanding required in today's complex and competitive world. As well as a weekly PHSE session covering issues relevant to Sixth Form, you will have an opportunity to engage in a range of activities designed to aid your progress and develop your CV, including:

- House assemblies and other house activities
- School Council meetings
- Prefect meetings
- Sixth Form students as Assistant Form Tutors and mentors in lower school.
- Sixth Form students working with Primary school
- Academic mentoring for Sixth Form students
- Ark Diploma mentoring for Sixth Form students
- UCAS preparatory work
- Study time

Many of these activities will contribute to your Ark Diploma Award which is outlined below.

Mini Project Qualification (MPQ)

To make the successful step up to A-Level, it is essential to have the skills to learn independently. When you go onto university and/or a career of your choice, these skills need to be further developed: the ability to do your own research is critical for a successful university degree.

Ark Academy will support you in developing these skills and the Mini Project Qualification (MPQ) is the first step on this journey. The MPQ enables you to learn and apply key study skills to a project of your own choice. It is a qualification in its own right which can be put on CVs and your personal statement for universities. It introduces you to essential study skills and your MPQ can be the first big step to completing an Extended Project Qualification (EPQ). In fact, to be considered for the EPQ, **you are required to complete an excellent MPQ.**

When will it take place?

- You start your MPQ in your Induction week and the final project is due in the **first week of November** in Year 12 (the week after half term).

What do I need to complete?

- The outcome of the MPQ is a **literature review** and an **evaluation**.
- The MPQ is a 1,000 word document, academically formatted with references.
- The Literature Review is 750 words, your evaluation of how you did with the Literature Review and what you learnt from the process is 250 words. You may write more than this if you wish.
- A literature review is an essay explaining different academic views on a **fertile question** (a question which prompts different ideas and views) of your choice.
- The MPQ must reference at least **five** academic standard sources.
- There will be a competition for best essays overall. The prizes for this competition will be confirmed by the Assistant Principal (Post 16 Progression)

What support will I get?

- Year 12s receive study skills tuition during Tutor Time and a MPQ Course Booklet.
- These taught skills classes include: choosing a topic, referencing and avoiding plagiarism and time management and organisation. There are at least 6 classes.

Who is it for?

- Because MPQ is such a good way to develop essential study skills, **it is compulsory for all Year 12s.**

The Extended Project Qualification (EPQ)

To be successful at university and in a career, it is essential to be able to learn and research independently. Your A-Levels will help you develop these skills but an Extended Project Qualification (EPQ) is even better because a lot of the EPQ you will do independently and on a topic of your choice. Because the EPQ is great for your research skills, it is highly rated by all universities. In fact, some universities request that you have an EPQ when you apply to them. EPQ students can gain up to an A* and the equivalent UCAS points of an AS Level. It provides an invaluable opportunity for you to excel as an independent and creative thinker whilst providing you with the essential research skills for university.

The Extended Project Qualification is a largely self-directed project which allows you to plan, research and develop a piece of work on a topic of their choice. It can take a variety of different formats, from a 5,000 extended essay to the production of an artefact. Projects vary enormously, for example from essays on human rights in China and feminist literature, to a design of an affordable eco house.

The EPQ is not for the faint hearted: you need to be dedicated throughout the academic year. **The EPQ is available from November for Year 12 students who excel in the MPQ.**

Sixth Form Study Areas at Ark Academy

A great privilege of being a Sixth Form student at Ark Academy is that you have exclusive use of two Sixth Form Study areas in the Sixth Form building and on the 3rd floor of the main building.

All hard working, successful Sixth Form students welcome the opportunity to have dedicated rooms for their exclusive use where they can study without interruption, focus on reading and complete homework which needs to be done well and on time. It is fantastic to know there are areas where you can go and get this done: this is what the Sixth Form Study areas are for. It is a **silent space**, where Sixth Form students study **independently**. Conversations are kept to a low murmur or whisper and each sixth former respects the right of all other sixth formers to work without interruption.

So that the Sixth Form Study areas are a silent space – a space where you are guaranteed not to be interrupted and to feel comfortable – there are the following ground rules:

- Only water (no food or other drinks) may be consumed in the Sixth Form study areas
- Sixth Form students and staff work **silently** when in the Sixth Form study areas.
- Sixth Form students and staff take their stuff with them when they leave.
- Any resources taken off the shelves are returned to where they were found after use.

As the year progresses, one of the areas be reallocated to allow paired and group work. Confirmation will be communicated by the Sixth Form Senior Management team.

Sixth Form Study Area Library

This is a silent study space (see information on the Sixth Form Study Area)

We want important books to be available to you when you need them so **books in the Study Area are reference only**: you may use these books for study in the Study Area, but **you cannot borrow them (so other people can use them too)**.

The Study Area has copies of all the **textbooks** used in departments, as well as **Recommended Wider Reading** lists. Take a look at the list on the wall display, and feel free to take a paper copy home – they have lots of ideas for books, journals and websites which will help expand your knowledge of your subject.

Online Journals: for Password and Login, check the display/information sheets available in the Study Area.

Learning Centre Fiction in the Secondary Library

Reading fiction is a great way to understand the complexity of life, to improve your literacy and writing fluency and to take a break from your commitments to academic subjects and the Ark Diploma.

So there is engaging fiction for you, the secondary library is developing a collection of fiction for Sixth Form students only. **The Library needs your help with this** – do speak to the Librarian about fiction that you want to see in the Library and do review fiction books in the library and encourage other Sixth Form students and teachers to read them.

As with the rest of the Secondary Library books, you may borrow up to **two books** at a time, for a maximum of **two weeks**. Take the books to the secondary library where the librarian can issue them to you. If you want to keep them for longer, go to the secondary library where the librarian will renew them- you do not need to have the books with you in order to renew them. You should return books to the secondary library so they can be removed from your library account.

Overdue notices will be read out by your tutor every week. If your book is more than 50 days overdue, you will be charged for the cost of a new book.

You may **reserve** a book which is on loan to another borrower – ask the librarian. When the book is returned it will be kept in the Reservations box for you, and a note will be sent to your tutor who will let you know.

Privileges and responsibilities

As a member of the Sixth Form, you are a role model for younger pupils, and play an important part in the organisation of the school. In general, you are subject to the same classroom discipline as other pupils, although the aim of Sixth Form is to create a learning experience that is increasingly similar to university education. You have certain rights and privileges that younger pupils in the Academy do not have:

- the opportunity to wear professional dress
- be allowed off site at lunch time
- be allowed to organise your use of study periods
- have your own study centre where the news runs on the plasma screen and laptops are available for independent study
- have your own building with specialist teaching rooms
- be allowed to bring mobile phones into the academy and use them responsibly in designated areas
- lead and organise societies and enrichments

With these rights and privileges come responsibilities and all Sixth Formers must:

- complete all assignments to the very best of your ability and meet all deadlines set
- come to all lessons, assemblies, tutorials and registrations on time, all the time and every day
- never distract or prevent others from learning
- listen carefully and follow staff instructions at the first time of asking
- speak and act kindly and respectfully to others at all times
- carry your identification cards at all times as you will not be allowed into the academy without this. This is important as we need to be sure that we know who is being allowed on to the school site for the safety of all academy members.
- keep your mobile phone hidden and turned off at all times, except when in the designated areas
- always wear smart and professional dress as detailed in the Sixth Form handbook
- respect and care for our academy building and all property belonging to the academy and that of others
- act as a role model in all that they say and do so that the good name of Ark Academy is upheld and maintained
- participate in a range of activities beyond the classroom
- model good behaviour at all times to other pupils within the academy
- not park cars or mopeds on the academy site
- only ever eat food in designated areas

Rewards policy

We recognise that praise and reward for those Sixth Formers who demonstrate our core values can only encourage them to do more of the same. We are also clear that minds and characters can always grow and this is made more likely where we praise Sixth Formers efforts, progress and achievements. As their teachers we will always endeavour to offer specific verbal praise and recognition.

Ark Academy Sixth Form will seek to praise and reward Sixth Formers for their:

- **Attainment**
- **Progress**
- **Attendance**
- **Civitas behaviour**
- **Participation and contribution to enrichment**
- **Contribution to the development of the wider local community**
- **Leadership**

Sixth Former investment in and involvement with activities and opportunities available at Ark Academy will be encouraged and supported. Sixth former led clubs and societies are formed and supported, consistent with our belief in the value of learning beyond the classroom, and the pursuit of healthy and enriching interests and hobbies.

Sixth Formers whose behaviour and interaction with others proves to be exceptional over time will be considered for positions of responsibility and leadership within the Sixth Form, their Houses and beyond.

Sixth Form Assembly and Sixth Form Briefing

These will provide opportunities to praise and reward the achievements of our Sixth Formers. There will be weekly 'shout-outs' for those students who have best exemplified:

- Civitas
- Persistence
- Participation
- Excellence

These can be nominated to tutors by teachers and other Sixth Formers.

Attendance and punctuality Awards

- ½ termly prize draw of 100% attendance and punctuality with certificate
- Yearly prize draw of 100% attendance and punctuality with certificate

Civitas and Core Value Awards

- Termly awards for civitas
- Termly awards for community outreach
- Yearly award for each Core Value

Subject Awards

- Termly subject awards for achievement and progress.

Sports and performance Awards

- Termly awards for Sport
- Termly awards for performance, music and drama

In addition, we shall seek to reward students at unexpected times throughout the year for demonstrating behaviours which are consistent with our core values and set good examples for all students of Ark Academy i.e. e.g. Wembley tickets for students with good attendance or engagement with the Ark Diploma.

Sanctions and discipline policy

Whilst most of you will adjust well to the new responsibilities and freedoms of Sixth Form, some will require a little more support and help to make the most of the opportunities presented to you. Below is the sanctions and discipline policy which will be actioned should you fail to meet Ark Academy's expectations:

In the first instance, low level Sixth Form learning, behaviour, attendance and punctuality issues will be dealt with by the class teacher and will often involve a conversation between the teacher and student or a telephone conversation or meeting with the parent or guardian.

Where a student is repeatedly failing to meet the Home School Commitment within a specific subject a concern will be raised with the Head of Department for their support in resolving the concern and ensuring that the Sixth Former meets his or her commitments.

If the intervention of the Head of Department does not resolve the situation the Sixth Former student's Tutor will be informed. At this point the student will then be placed on the first stage of the **Sixth Form Disciplinary Process** which is shown on the next page.

The Sixth Form Disciplinary Process is a clear, tiered approach which aims to support students to make good choices regarding their behaviour and learning. The process escalates from Stage 1 Tutor Monitoring to Stage 10 where a student may be asked to leave the Sixth Form if they have continually failed to meet the commitments as laid out in the Home School Commitment. The process ensures all relevant parties are involved including students, parents or guardians and staff.

SIXTH FORM DISCIPLINARY PROCESS

Stage 1	Tutor monitoring Absence, punctuality, behaviour homework, CfCs, truancy – discussions & CCC	Tutor (feedback to RAL/TSA)	1. Email to RAL/TSA detailing discussion
Tutor led with evidence		Learning missed as a result of truancy from lessons, lateness or failure to complete HW will be caught up in CCC. This will be issued by RAL/TSA.	
Stage 2	Green Report (min 2 weeks)	Tutor (agreed with RAL/TSA)	Green 1. Letter to parent on 2. Report monitored 3. Escalate/ come off back to start 4. Letter to parent off Orange 1. Phone call and letter to parent on 2. Report monitored 3. Escalate/ come off back to start 4. Phone call and letter to parent off
Stage 3	Review meeting with student, Tutor and AP		
Stage 4	Orange Report (min 2 weeks)	RAL/TSA (agreed with TKE)	
Stage 5	Parent meeting with RAL/TSA		
Stage 6	Red Report (min 2 weeks)	TKE (agreed with TDA)	
Stage 7	Parent Review Meeting (& contract if required) – will remain on red	TKE (agreed with DAS & TDA)	1. Letter to parent to invite in 2. Letter of invite to disciplinary and contract issued at meeting
Stage 8	Red Report for 3 weeks	TKE (agreed with TDA)	1. Report monitored for evidence
Stage 9	Disciplinary Meeting	DAS, TDA & Panel	1. All evidence provided for meeting
Stage 10	Letter with decision	TDA (agreed with DAS)	1. Removal from Sixth Form 2. Stay in Sixth Form with conditions

Straight to Red Report at next stage of cycle

In some situations, an incident may be deemed 'serious' and the Sixth Form Disciplinary Process may require to be circumvented. 'Serious incidents' can lead to Sixth formers facing:

- SLT disciplinary panel
- Being asked to sign a 'Behaviour and learning contract'
- Governors' disciplinary panel
- Exclusion
- Permanent exclusion from the Sixth Form

Where a serious incident occurs the member of staff involved will complete an incident report as soon as possible so that an investigation can be undertaken by the relevant members of the Sixth Form SLT.

Serious incidents

1. Persistent and continued disruption
2. Outright defiance
3. Serious and/ or continued bullying
4. Fighting
5. Violence or assault
6. Sexually inappropriate behaviour
7. Using or being under the influence drugs or alcohol
8. Smoking on site
9. Being in possession of drugs or alcohol
10. Supplying drugs
11. Bringing or being found in possession an offensive weapon or illegal substances
12. Bringing 'outsiders' onto Academy property in order to threaten or create conflict
13. Threatening or aggressive behaviour: physical or verbal
14. Racist, homophobic, Sexist or discriminatory language or behaviour
15. Deliberate involvement in or instigation of conflict
16. Verbal abuse towards a peer or adult
17. Stealing
18. Possessing stolen property
19. Vandalism and the destruction of property
20. Cheating in a test or exam
21. Wearing, displaying or graffiting 'gang' affiliated items and phrases

Use of Drugs and Alcohol

- Drugs, alcohol and smoking are strictly forbidden on site
- Should any member of staff suspect that a student is under the influence of an illegal substance or legal high (drowsiness, inability to concentrate, violent mood swings, rolling eyes, smell of alcohol or cannabis on their clothes/breath) the student should be referred immediately to the Senior Leadership Team member on duty who will corroborate the judgement of the member of staff and remove the student to the designated first aider or student reception
- After being assessed by a first aider, parents will be informed by telephone and the student accompanied home
- Should the student be found abusing an illegal substance on the school site, the academy policy is to exclude
- Sixth Formers selling or encouraging others to abuse illegal substances will face permanent exclusion from Ark Academy

Ark Academy Sixth Form regulations

Equipment:

Sixth Formers are expected to model the correct behaviours and appearance to the younger pupils in the Academy. This means that they are expected to have the right equipment for learning including a bag, a pencil case, and appropriate storage folders.

Sixth Form Dress Code

The intention of the Sixth Form Dress Code is to help maintain the smart appearance encouraged in Years 7-11 whilst allowing a degree of flexibility, in acknowledgement of the role of Sixth Form and their progression towards the world of employment.

A member of the Sixth Form should be able to leave Ark Academy and immediately attend a formal interview without having to enhance their appearance in any way.

The information below outlines the key aspects of the dress code policy. These guidelines cannot be completely exhaustive and deal with every possible alternative but instead represent a guideline to the meaning of **business dress**. We hope that the spirit and tone of these expectations are followed. If in any doubt, a member of the Sixth Form Senior Leadership Team should be contacted prior to any purchase to confirm the suitability of any items.

Appropriate dress:

- Male Sixth Formers are expected to wear a shirt, a tie, and either a **suit** or a **jacket** and trousers of conventional style and material with plain black, navy or brown polished leather or 'leather' look shoes.
- Female sixth formers are expected to be formally dressed in a skirt (not too short) or tailored trousers, blouse or top and a **formal jacket** or cardigan.

Some examples of appropriate dress include:



Sixth Form Dress Code



The following items are **not acceptable**:

- Casual clothing such as , T shirts, sports shirts, sweatshirts
- Jeans, leggings, jeggings, jogging trousers, track suits or any hooded tops
- Short skirts
- “Skinny” trousers
- Stomach and cleavage should be covered
- Trainers, canvass shoes, or steel capped work boots
- Flip flops, sandals or Ugg boots
- Garments carrying large designs or logos
- Leather or imitation leather garments (apart from shoes or bags)
- Earrings other than small studs
- Any other facial or visible piercings
- Tattoos

Sixth Form Dress Code X



Hair

Extreme bleaches, highlights or dyes that are in blatant contrast to the hair's natural colour are not permitted. It is also not acceptable to have styles where lines and/or shapers are cut into the hair.

Sixth Formers who do not follow the dress code will be asked to make amendments or sent home to change. Sixth Formers will not be allowed into lessons until these expectations are met.

Lockers

Lockers are located in the Sixth Form building and on the 3rd floor of the main school building. They can be purchased during Sixth Form induction – details will be communicated then.

Out of bounds

You are not permitted to be in the Primary School area and are forbidden from using the Primary School Exit.

Food and drink

Year 12s and 13s have the option to leave the school premises during lunchtime. Any food consumed on site must be eaten either in the Sixth Form Café area or in the dining hall. Eating and drinking are **NOT** permitted in classrooms or the Sixth Form Study Area.

Lunchtimes

As mentioned above, you will be allowed to leave the Ark Academy grounds during lunchtime to buy food. You should be in class and ready to learn at 1.45pm. Your tutor and teachers reserve the right to remove this privilege if your behaviour at Ark or outside of Ark at lunch time is not professional or if you would benefit from lunch time study.

Litter

Litter is unacceptable at any time. It must be cleared up and placed in appropriate bins. This applies to the Sixth Form Study Areas, classrooms and outdoor areas.

Mobile phones

You can bring these to school at your own risk. They must be switched off and hidden at any time other than in the Sixth Form building or on the 3rd floor of the main building. In any other instance, they may only be used, with the permission of a member of staff, to contact parents or guardians to make last minute arrangements. Any phone being used by you outwith the designated areas will result in the phone being confiscated and returned at the end of the day. To save any unnecessary problems, therefore, please ask people not to contact you during the school day.

Forbidden articles

Chewing gum, correction fluid, electronic games, skate boards, dangerous toys and games, weapons, knives, guns, fireworks and all other dangerous articles must **not** be brought to school. iPods, MP3s, etc must not be used in school.

General behaviour

- Sixth Form students should walk not run in corridors; Sixth Form students must keep to the right in corridors and on stairs
- corridors are not the appropriate place for games
- bags should not be left to obstruct corridors or stairs

Car/motor cycle/bicycle policy

Due to restrictions on space, there is no provision for cars or motor cycles available on site. Therefore you are asked not to bring these to school. Bicycles can be brought at your own risk and a limited number of bicycle racks are available.

Medical provision

Please refer to whole school policy.

Fire regulations

Please refer to whole school policy.

Child protection guidelines

It is important that when you work with younger children that they feel confident to approach you about matters that might concern them. It is important that you know how to react if a younger child chooses to confide in you. Below are Child Protection Guidelines for you as a Sixth Form student:

“Ark Academy aims to ensure that pupils live and work in a safe environment where they are respected and listened to. In this environment children will feel confident and be able to approach others about matters of concern to them. Students studying at the Ark Academy should be sensitive to the signs of children who are in distress or under stress of some kind”

You must

- treat all pupils with respect
- always try to be an exemplary role model for pupils
- respect a pupil’s right to personal privacy
- remember that someone else might misinterpret your actions, no matter how well-intentioned.

You must not

- have inappropriate physical or verbal contact with children or young people
- make suggestive or derogatory remarks or gestures in front of pupils
- show favouritism to any individual
- believe ‘it could never happen to me’
- exaggerate or trivialise child abuse issues
- jump to conclusions or make assumptions about others without checking facts
- allow yourself to be drawn into inappropriate attention-seeking behaviour

What to do

If a pupil discloses to you abuse by someone else:

- offer immediate support, understanding and reassurance explaining that you must pass on the information and that you cannot promise confidentiality
- allow him or her to speak without interruption, accepting what is said, but do not investigate
- alleviate feelings of guilt and isolation, while passing no judgement. Use phrases like ‘I believe you’, ‘it’s not your fault’ and ‘I am going to help you’
- let the child know you are glad he or she has shared this information with you

If you suspect a pupil is being abused emotionally, physically or sexually:

- immediately tell the Child Protection Co-ordinator Mr Dainty or Mrs Geary.

In all cases:

- record the facts and report these to the Child Protection Co-ordinator
- you must refer: you must not investigate

Responding when a child/young person discloses sexual abuse

Basic Principles:

1. Only ask enough questions to gain basic information
2. Take the allegation seriously and support - do not interrogate
3. Use open-ended questions: ✓
4. Avoid leading questions: ✗

When?	When did it happen?	✓
	Did it happen last night?	✗
Where?	Where did it happen?	✓
	Did he/she come into your bedroom?	✗
Who?	Who did it?	✓
	Was it daddy/baby-sitter/John?	✗
What?	What happened?	✓
	Did such and such happen?	✗
How? Why?	Avoid if possible. These questions require a judgement by the child and may also induce self-recrimination	

Responsible use of ICT

I agree to act in a responsible way as indicated by the statements below.

Computer use:

- I will log on and log off securely
- I will use a secret password
- I will not attempt to access other people's files
- I will only use school computers for schoolwork or homework
- I will not load or download any software onto the schools' computers unless given permission by a teacher

Internet/Intranet use:

- I will not try to visit web sites containing objectionable material
- I will not post indecent remarks/material on the Internet/Intranet
- I will not give out personal details such as my home address or telephone number or bank details or the school's location
- I will never arrange to meet someone I meet online unless my parent, guardian or teacher has given permission
- I will report any unpleasant material or messages sent to me. Such information would help protect other pupils and myself.
- I will only take part in a discussion forum/chat room with permission from my parent, guardian or teacher.
- I will not break copyright or licensing rules
- I will not plagiarise anyone else's work

Email:

- I will only use email when asked to do so in class or to enable research for schoolwork or homework
- The messages I send will always be polite and responsible

I understand that the school may check my computer files and emails and may monitor the Internet sites I visit.

I accept that any minor infringement of these rules will be dealt with in line with the schools' policy on discipline. Inappropriate use of email or internet can result in a ban lasting from a day to a term. More serious matters will be passed on to a member of the Senior Leadership Team and I understand that should I commit a criminal offence the police may be informed. (You may be liable if you send any obscene material. This includes any text, graphics, and video.)

Computers and laptops are provided for use by Sixth Form students. Please make sure that you use them sensibly and for school work only. Unnecessary or frivolous use can, and has, caused major frustration for other students. Any problems encountered when using the computers should be reported to the member of staff on Sixth Form supervision duty in the respective Sixth Form Study Area. Paper to refill the printer is also available from the Sixth Form Study Areas.

Property and articles

- ✓ It is your own responsibility to look after your own property.
- ✓ Name all your belongings (surname and first name), including items of clothing.
- ✓ Look diligently for any items you have lost
- ✓ Complete a lost property slip at Reception for valuables only.
- ✓ Check “lost property.”
- ✓ You may use the school payphone during the day or seek permission from member of staff to use your mobile in exceptional circumstances.
- ✓ If you bring a mobile phone, it is brought at your own risk and should be kept switched off in your locker throughout the school day and during school activities. Only in the Sixth Form Study Area is it permitted to use your mobile phone and then for research only. It must never be used as a camera or to record events, as misuse of this sort can lead to detention or, in some cases, suspension. You may use it to phone at the end of the day. The same rules apply to digital cameras which must be locked throughout the school day.
- ✓ Keep all valuables (e.g. money) on your person or in your locker. Use of iPods and other such electronic equipment whilst walking around the school and its grounds is prohibited. iPods are expensive items and pupils carrying them to, from and around school do so at their own risk. Lockers are supplied for pupils to keep iPods safe during the school day.
- ✗ You may not take photographs, videos or sound recordings at school without the permission of a member of staff.

Cheating

Students cheating, or attempting to cheat, in classwork, homework or examinations will be treated very seriously by teacher. This is considered a serious incident at Ark Academy Sixth Form and will be treated accordingly as per the discipline policy. Students are liable to exclusion from school if they are found to be cheating, or attempting to cheat in any examination. Not only is a student likely to be excluded, if this takes place during an official AS or A-Level exam or assessment, the exam board reserve the right to insist that the offending candidate is subsequently withdrawn from all subjects being undertaken with that exam board. UCAS also have software which detects plagiarism in Personal Statements – if discovered, the form has to be started again and the universities informed.

Examination regulations are well documented and displayed and the onus is on you the pupil to read carefully in order to understand exam hall protocol. All suspicions of malpractice will be dealt with as per the whole school malpractice policy.

Plagiarism

Plagiarism involves taking someone else's words or ideas and trying to pass them off as your own. This includes failing to acknowledge sources of information that you have used in your work. Often it can be tempting to copy and paste passages of text straight from the internet when working on a project or investigation. **This is strictly not allowed.** (If you wish to copy a passage directly, the source of the information must be stated.)

Plagiarism is cheating and it is something that Ark Academy take very seriously. If plagiarism is identified, it is considered a very serious incident at Ark Academy Sixth Form and will be treated accordingly as per the discipline policy.

Health and Safety requirements for pupils

Pupils are expected to:

- a. To observe the safety rules of the school
- b. To exercise personal responsibility for the safety and self of others
- c. To observe the instructions given by teaching staff in an emergency
- d. To use and not wilfully misuse or interfere with things provided for their safety
- e. To observe standards of dress consistent with safety and/or hygiene

Glossary

Key Term	Definition
Off Spec learning	everything that you do which is academic activity but is not strictly on the specification, for example, academic competitions and preparations to apply for certain courses at university (eg UKCAT)
Study Time	Time in the timetable that you use for independent study
Progression Time	Time in the timetable used to enhance you and your CV
UCAS	University and College Admissions Service. UCAS is the service you use to make applications to your favoured universities.
Work Discovery	Activities which enable you to find out more about a career.
Work Experience	Experience working in a career.
Ark Academy Diploma	The award to Sixth Form students who enhance themselves and their CVs through a range of activities
MPQ	The mini project qualification completed by all Year 12s to enhance their academic skills and interests.
EPQ	The Extended Project Qualification completed by interested Sixth Form students on a topic of their choice. The EPQ is equivalent to an AS Level and is highly valued by universities.