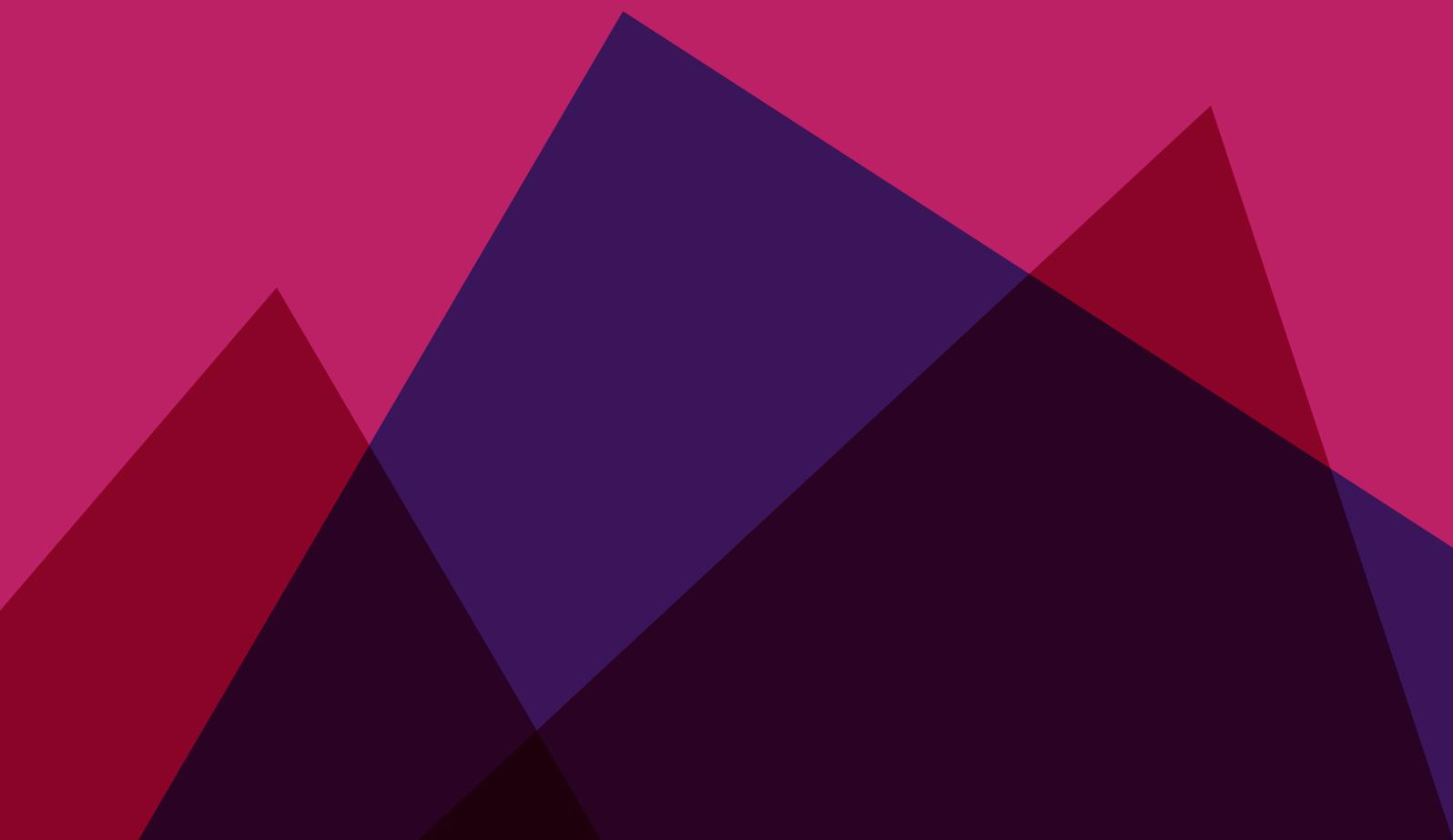


STUDENT GUIDE

2021-22



Welcome to King George V Sixth Form College

We are delighted you have chosen to join KGV to continue your education and hope that you enjoy your time here as a student. We are here to support you in every way we can to enable you to achieve your dreams and ambitions.

This guide contains important information about College facilities, support and policies that you will need to know during your time as a student here. It outlines what we can provide for you and what we expect from you. We hope that you settle into College life quickly and feel like a valued member of the College community throughout your time with us.

KGV Qualities

The qualities of an excellent KGV Student is a learner who:

- » Gives their best efforts
- » Asks for and accepts help
- » Attends and is on time
- » Is an excellent member of our college community
- » Wears their College ID badge at all times

What to Wear at College

We do not have a College uniform. You are allowed to wear whatever you wish (within reason), but you must not wear anything that displays offensive slogans, insignia or pictures. There are also no restrictions with regard to make-up, dying your hair or jewellery. You must ensure, however, that what you wear to College is appropriate to your course.

Timetable

Your College timetable will be very different from the one you had at school. You may find that you have late starts or early finishes on different days, so you can come and go as appropriate. You do not need to be on site all day. You are responsible for your own learning and time management.

If you have free periods between lessons we recommend you use this time to work in the Study Centre, but you can leave site. You must make sure you are back in College in time for your next timetabled session.

You are also allowed leave site at lunchtime. The lunch break is 45 minutes / 1 hour long, and you must ensure you are back in time for your afternoon lessons.

Study Centre

The Study Centre is one of our Students' favourite facilities and offers a welcoming, friendly and quiet environment for individual study or group work. In addition to over 100 work stations, the study centre houses an extensive collection of books, journals and online resources. Should you require any assistance, the staff are always happy to help with any research or IT queries you may have.

Refectory

The College Refectory provides a selection of hot meals and sandwiches between 8:30am and 1:45pm. Breakfast options are available from 8:30am to 10:30am each day. There are no restrictions on what you can or can't eat in the Refectory, so if you wish to bring your own food, you are welcome to eat this here.

ID Badges

ID badges are worn by both staff and students as part of our commitment to safeguarding the College community. Entry onto College premises without an ID badge may not be permitted and students could be sent home to retrieve their badge or may be asked to purchase a replacement.

Attendance

When you became a student at KGV you agreed to attend all timetabled lessons. This includes Progress sessions and other events and activities essential to your course, to give yourself the best possible opportunities for the future. We recommend that medical and dental appointments, as well as driving tests, etc, are arranged out of College hours. We do accept this may not always be possible with certain appointments, and in these cases please inform your Progress Tutor as early as possible.

Reporting Absence

If you are unavoidably absent from College due to ill health, you must report your absence to the College as early as possible on your first day of absence. You can do this by ringing Reception (01704 530601) and notifying staff of your name and reason for illness. This will be recorded on the College systems and will notify staff of your absence.

You can report your own absence or this can be done by a parent/guardian. College must be notified on each day of your absence, but if you know you are going to be off for several days (ie, a doctor has signed you off College for a week), you can report this and the system can be updated accordingly. On your return to College, you must ensure that you speak to all your teachers to collect any work you may have missed during your absence. It is your responsibility to catch up with work.

Holidays

The College does not allow students to take holidays during term time. College term dates are available in this guide and on the College website.

Part-Time Jobs

The College fully supports students having a part-time job as these enhance social skills and are a positive inclusion for CVs and university applications. However, part-time jobs must not impact on College commitments. We recommend that you work no more than 10 hours per week and, before you agree to the hours, consider the impact on your College work and personal life.

As you may be expected to attend talks, workshops, trips, etc, which are not timetabled, we also recommend that you do not take on any part-time job that asks you to work during College hours (9:00am - 3:45pm).

Travelling to College

For everyone who lives more than 3 miles away we will provide a free travel pass. (Students who live between 1 and 2.9 miles away may be entitled to a free travel pass, but this will be means tested). You can apply for your travel pass using the Pay My Student link accessed via the student portal on the College website homepage.

For students who wish ride their bike to College, we have a safe and secure bike shed, located within the College compound. In order to get access to this area, you must speak to Reception staff who will arrange this. Bikes must not be attached to any of the perimeter fencing around College, nor must they block exits or fire exits.

KGV also provides on-site parking for students with cars/mopeds/motorbikes. However, before you bring a vehicle to College, you must complete a parking application form (available from Reception) which requires you to provide your driver's licence and certificate of motor insurance.

Lockers

The College has a small number of lockers available for students to store their belongings. Staff at the Information and Reception desk will be able to arrange this. Students will be asked to provide a £10 deposit which will be returned when they no longer need the locker and return the key. In the event that the key is lost or broken, the College will retain the deposit as the lock/key will need to be replaced.

KGV Scholarships

The College is fortunate to have the support of the King George V Educational Foundation which is a charitable Trust available to support students studying on the KGV site.

Each year the Trust awards a limited number of Scholarships to gifted and talented KGV students who excel in sports, science, maths, humanities or creative arts. Scholarships are worth up to £500 per academic year and the funds can be used to help with the purchase of books or equipment, supporting the cost of trips, additional coaching, etc.

Bursary/Free Meals

You can apply for bursary support and free meals, both of which are means tested. If you are eligible for the bursary, you will be able to apply for financial support towards textbooks, equipment, uniforms and compulsory trips. To apply for bursary and free meals you should complete the appropriate sections on Pay My Student (see Travelling to College), providing the requested supporting documentation.

Safeguarding

At KGV Sixth Form College we are committed to creating an environment that is safe and welcoming to all students. We believe safeguarding is an essential element and aim to promote a positive culture where students are able to learn and develop. We recognise our duty of care to students and the wellbeing of our students is paramount at all times. Our Safeguarding Policy outlines our responsibilities towards safeguarding children and vulnerable adults in response to current legislation and guidance. A copy of this is available on our website.

If you have any concerns whilst at College, you can contact our Safeguarding Officers in person or by phone:

Safeguarding Officer: Rebecca Rothwell
01704 530601-ext-2774 (Room S20)

Student Charter

The College creates an environment that is safe and welcoming to all students, staff and visitors. We promote a positive culture where students are able to learn and develop in a respectful and fair environment.

Our core values apply to all KGV Students, including those learners who are on placements. Our student charter is based on these core values:

Positivity

You can advance in our positive culture by:

1. Recognising the importance of enjoying college
2. Supporting a healthy college
3. Leading by example; by adopting an 'I can do' approach
4. Working together to complete tasks
5. Engaging in cross college enrichment and fundraising activities

Innovation

We will encourage innovation in you by:

1. Making full use of college resources, inc. the Study Centre and Student Guidance
2. Actively take part in Learner Voice activities to improve your student experience
3. Embrace challenges and consider new ways of working
4. Represent the College in cross-college and external competitions

Achievement

To promote a culture of achievement and high expectations, we expect you to:

1. Attend all classes and any other activities that form part of your agreed programme regularly and on time
2. Ask for help if you need it and tell staff about any concerns that may affect your learning so help and support can be arranged
3. Set yourself aspirational targets to ensure you achieve your potential
4. Take ownership of your career planning

Respect

You will be expected to respect and value others by:

1. Respecting college rules and complying with the 'Classroom Standards'
2. Cooperating with all staff and students
3. Behaving in a polite, courteous and friendly manner that does not offend and does not discriminate
4. Acting in accordance with the British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different backgrounds, faiths and beliefs

Professionalism

You will need to:

1. Take responsibility for organising your own learning
2. Be accountable for your own actions
3. Observe all health and safety regulations by caring for the physical environment of the college
4. Always wear your student ID badge to maintain a safe and orderly environment
5. Arrive on time and be ready to work; by being prepared with correct equipment and/or appropriate clothing

Code of Conduct

As a member of the College community we expect all students to behave in an appropriate manner and treat others with courtesy and cooperation. The College has a zero tolerance approach to alcohol and drugs, weapons and bullying, and reserves the right to search for drugs, weapons and prohibited items. Theft or wilful damage to property will not be tolerated, nor will aggressive or obstructive behaviour.

Inappropriate behaviour may lead to suspension or removal from College premises and subsequent disciplinary action. The Code of Conduct applies to ALL College activities, including trips, field studies and work placements as well as activities based at College. As a student of the College you are also expected to behave in an appropriate manner within the wider community. Inappropriate behaviour off site may also lead to disciplinary action being taken.

Maintaining Student Responsibility (Academic) Policies

The College's MSR (Academic) Policy is activated if you fail to achieve your course targets, have poor attendance at all timetabled activities, have poor punctuality or your behaviour in class or around College is below College expectations. (A copy of this policy can be accessed on the College website).

Maintaining Student Responsibility (Conduct) Policy

The College strives to create an environment that is safe and welcoming to all students, staff and stakeholders and promote a positive culture where students are able to learn and develop in a respectful and fair environment. We expect students to behave in an appropriate manner at all times and any student who cannot do this will be subject to the disciplinary procedures as set out in this policy. (A copy of this policy can be accessed on the College website).

Feeling Safe on Site

There are cameras in operation throughout the College which are in place to enable us to keep you safe. If you have any concerns regarding your safety whilst you are at KGV, please report this to a member of staff.

Student Advice

Starting College might feel like a big leap and this is why we have a range of support and guidance in place to make things as easy as possible. Staff at the Information and Reception Desk are there to help you and can give you advice on a number of issues or direct you to the appropriate member of staff or department for support. If ever you have a question or concern and do not know who to ask, please treat them as your first port of call.

Bullying

The College does not tolerate any form of bullying or harassment towards students or staff and will take immediate action against perpetrators.

Bullying is defined as '*Behaviour by an individual or a group, usually repeated over time that intentionally hurts another individual physically or emotionally*'. This can include name calling, taunting, mocking, making offensive comments, physical assault, kicking, hitting, taking belongings, inappropriate text messaging and cyber bullying (including through websites, social networking sites and apps), sending offensive or degrading images by phone or via the internet, producing offensive graffiti, gossiping, excluding people from groups and spreading hurtful and untruthful rumours. Bullying can happen to anyone. The College's Anti-Bullying Policy is available on the College's website.

Learning Support and Medical Needs **Progress Tutors**

We have a team of trained staff dedicated to providing you with any additional support you may need, including:

- » Learning Support Suite
- » Learning Support in and out of class
- » Support and/or screening by our Specialist Support Tutoring Team for student specific learning difficulties, in order to apply for access arrangements, e.g. extra time, reader, scribe, etc.
- » Care workers for personal care
- » Social/emotional/behavioural support

All students who disclose a support need are individually interviewed to assess their needs and the level/type of support or tutoring required. We also regularly review all students receiving support to ensure the correct and most appropriate support is being provided. In addition we have a Health and Wellbeing Coordinator who manages a service for students identified with a medical need.

You can access any of these services by calling our Specialist Support Tutor, Lisa Simpson on 01704 530601-ext-1203.

Learner Voice

Do you have an interest in how this College is run? Would you like to be part of a decision making process? Would you like to help make positive changes to the College you are a part of? There are various ways to get involved with College and use your voice to make positive changes to the College. These include becoming a student representative, participating in meetings with the Senior Leadership Team, contributing to the development of College policies. This will be discussed further with you during your Progress sessions at College.

Each full-time student is allocated a Progress Tutor who will work with you to support your progress within college and prepare you for your future career. You will have a weekly taught session with your Progress Tutor as a group where you will cover topics in Health & Wellbeing, Society & the Wider World and Careers & Employability. Throughout these sessions, you will work towards broadening your knowledge of these topics through discussion as a group. In addition to your weekly taught sessions, you will also meet with your Progress Tutor each term for a formal progress review where you will discuss your progress.

Your Progress Tutor is here to help you to make progress towards your goals and works closely with the other support services in the college. They will work closely with you to set realistic targets to support your progress within college and beyond. In addition to this, you may also meet with your Progress Tutor for informal 1:1s throughout the year where they can offer support.

Plagiarism, Copying and Cheating

Plagiarism is defined as the practice of taking someone else's work or ideas and passing them off as your own. Plagiarism is also the act of copying information from a publication and not acknowledging or referencing the sources.

The College's Plagiarism, Copying and Cheating Policy is available on the College website and sets out how we address any issues regarding the authenticity of work submitted by a student for assessment.

College Calendar 2021-22

Autumn Term

Thursday 2 - Friday 3 September	Year 12 Welcome Days
Monday 6 September	College in Full Session
Monday 25 - Friday 29 October (inclusive)	Half Term
Friday 17 December	Last Day of Term (Christmas Holidays)

Spring Term

Thursday 6 January	Students return
Monday 7 - Friday 11 February	Mock Exam Week
Monday 14 - Friday 18 February (inclusive)	Half Term
Friday 1 April	Last Day of Term (Easter Holidays)

Summer Term

Tuesday 19 April	Students return
Monday 2 May	Bank Holiday
Monday 30 May - Friday 4 June (inclusive)	Half Term
Monday 20 - Friday 24 June	Work Experience Week
Friday 24 June	Last Day of Term (Summer Holidays)

Further Information

For additional details relating to anything in this guide please contact the reception desk on 01704 530601 or speak to your Progress Tutor.

If you would like this publication in an alternative format please contact the Reception desk to discuss your needs.

The information in this guide is correct at the time of going to press. Every effort has been made to ensure accuracy. The College reserves the right to amend details in this publication.