



The King's (The Cathedral) School
Peterborough

A Family Achieving Excellence

Sixth Form Handbook



Welcome to King's

The King's School is a partnership between students, staff, parents and Governors who seek to create within the School, and the Community, an educational environment in which the strengths and potential of all are realised; the needs of individuals are respected, and high expectations are achieved.

The Sixth Form Centre

This superb facility provides a range of social and study areas for the exclusive use of Year 12 and 13 students and has been created to provide you with the best environment and facilities to enhance your studies.

You should treat the facilities with care and respect. The areas should always be clean and tidy, there should be no food or drink in work areas and you should conduct yourselves accordingly in these areas. Please remember, your environment is very important to your work.

Expectations

We expect you to work as hard as you can during your time at King's, and behave in an exemplary manner. King's is one of the top state schools in the country; please help us to maintain our standards.

Our large Sixth Form plays a very important part in school life. We depend on the students to set a good example to younger pupils and to help run numerous events. House Music, Charities Week and Sports Day are three of the most important, but in every aspect from assemblies to sports practices, the Student Council and music rehearsals you will find active Sixth Form involvement. This vital part of our school is also a very good way for you to become fully integrated into 'The King's School Family'.

Try to get involved and meet new people during the first half-term.

The Sixth Form Team

The Sixth Form is managed by a team of staff, with different responsibilities for your needs.

Mr R Mbanu - Assistant Headteacher (Sixth Form) leads the Sixth Form team, who also teaches Psychology.

mbanu.r@kings.peterborough.sch.uk

Mr C Dunn –Sixth Form Deputy, who also teaches Biology.

dunn.c@kings.peterborough.sch.uk

Mrs C Park – Sixth Form Deputy, who also teaches Design & Technology.

park.c@kings.peterborough.sch.uk

Mrs S Rickard - Pupil Support Officer (PSO) - Responsible for all pastoral, welfare and health concerns. She organises many school events such as Sixth Form Induction and supports Parents' Evenings. If you have any worries or concerns about anything, your mental health, bereavement or anything that worries you, she is there to help and talk to you. Her office is opposite the Sixth Form Common Room. rickard.s@kings.peterborough.sch.uk

Mr R Dew– Careers & Progression - The vast majority of our Sixth Form choose to continue into Higher Education, mainly going to University directly from school but some prefer a Gap Year, others want to take an Apprenticeship, join the Forces or enter employment. Mr Dew is here to help you with this demanding 'next step'. Please make an appointment to see him for any help that you require.

dew.r@kings.peterborough.sch.uk

Mrs C Mouzoures – Sixth Form Administration - Responsible for the admin of the Sixth Form Team. Dealing with student forms, and Wednesday afternoon activity options.

mouzoures.c@kings.peterborough.sch.uk

The School Chaplain offers spiritual support and a listening ear to those in sad or difficult circumstances. The Chaplain also prays for the needs of the school community. Based in the Prayer Room, the Chaplain is available on a drop-in basis to students at the times listed on the Board outside the Prayer Room. To arrange to see the Chaplain, or to make a prayer request, please email on:

chaplain@kings.peterborough.sch.uk

Five Hours...

As a student at King's, you are expected to attend all lessons. Homework is expected from all students. Aside from your lesson time, it is expected that you should be spending around five hours per A-level subject per week, either at home or in Private Study time at school completing independent learning. As part of the transition from GCSE to A Level we ensure that some of your Private Study is supervised in one of our study workrooms.

Sixth Form Page, School Website

Please familiarise yourself with the Sixth Form area on the main school website. This shows you all the other areas of school life that we will expect you to get involved in throughout your time in the Sixth Form, it details important deadlines, as well as advice on careers and Post 18 options. If you wish to complete some summer reading for your chosen subjects, you will find reading lists for each A Level subject available here.

<https://www.kings.peterborough.sch.uk/page/?title=The+Sixth+Form&pid=271&action=saved>

Balancing Work & Leisure

Many students in the Sixth Form have part-time jobs. We would recommend that you do not work for more than twelve hours per week, and that you should not work at your part-time employment at all, if possible, during exam periods.

You are not allowed to be at your part-time employment during afternoons where you have home study, or Wednesday afternoon activities.

Driving

Students are not allowed to have driving lessons during the School day. If you have left school for home study, then you can have a lesson.

Driving tests are allowed. Parents / carers must complete the Pupil Absence Request form on the website for this absence to be authorised.

The School Day

The King's School day begins at 08.35 with registration and ends at 15.25.

You are expected to arrive at School by 08:30 and be in form for Registration at 08:35.

The start and finishing times of lessons and breaks are as follows:

Registration	08:35 (Form Time / Assembly)	
Period 1	09:00	09:35
Period 2	09:40	10:15
Period 3	10:20	10:55
Period 4	11:00	11:35
Break	11:35	11:55
Period 5	11:55	12:30
Period 6	12:35	13:10
Lunch	13:10	14:10
Period 7	14:10	14:45
Period 8	14:50	15:25
End of the day	15.25	

Year 12:

Students must be in school everyday at 08.30am, even if they have no lessons in the morning. They may go home at lunch (13.10pm) if they have no lessons P7 and P8. They MUST sign out on the monitor before they leave site.

Year 13:

Students should be in school at 08.30am unless they are free P1-4, in which case they may come in at break time (11.35am). This must be agreed with the form tutor.

Students may go home at break (11.35am) if they have no lessons P5 onwards, or at lunchtime if they have no lessons P7 and 8. They MUST sign out on the monitor before they leave site.

Getting to School

When you are travelling to and from school you should be correctly dressed in full school uniform, top buttons and ties should be done-up and shirts should be properly tucked in. As a Sixth Former you represent The King's School, especially in your appearance.

If you cycle to School, we recommend that you should wear a helmet. If and when you pass your driving test, and you have a car, you are not permitted to park it on School premises. If you are able to secure a parking place locally, you should be able to park your car there for the full day. The School does not approve of students parking in surrounding roads and moving their car when the time restriction on the parking space ends.

Tutor Groups

Each student is placed in a Tutor Group. The Form Tutor is the first person of reference for students. Each student is issued with their printed timetable in tutor time on the first morning.

10-Day Timetable

The King's School works a 10-day timetable. This is split into Week One and Week Two. They are not the same, apart from Wednesday afternoon activities each week.

Points of Contact

We are keen that all students should settle in happily and reach their full potential in all aspects of school life. If you have an issue regarding your studies, please first of all talk to your form tutor about the issue. Your tutor may then refer you to a different member of staff.

If you wish to contact any of the Sixth Form Team, please come and talk to us - we are usually in the Sixth Form Office, just opposite the Common Room - or alternatively email us.

Change of information

If you have a change in your personal details, e.g. change of address or parent contact telephone numbers, a problem with your timetable or options, or questions about any of these, then please see your Pupil Support Officer initially, who will help you or ensure that your school records are updated.

16-19 Bursary Fund

The 16-19 Bursary is designed to support those students who are experiencing the most severe financial hardship, to continue in full-time education at The King's School, by removing immediate barriers to participation. To benefit, all applicants must meet the published eligibility criteria and conditions. Full details are on the school website. Please see your Pupil Support Officer or Mr Mbanu for more information. The Bursary Fund is administered by the Finance Office, under the guidance of Mr Mbanu.

Events

The School Calendar, giving the dates and activities for the year, is on the school website with the music and sports activities which take place regularly at lunchtime, before and after school. It also shows the week 1 & 2 numbers for your timetable.

Religious Observation

The Headteacher, in line with the Board of Governors' Absence Policy, has the discretion to authorise up to two days absence per year for a student involved in Religious Observation Ceremonies.

The House System

Upon your arrival at The King's School you will be allocated to a 'House', the four are:

St. Chad's

St. Oswald's

St. Peter's

School.



King's School competitions are conducted on an inter-house basis, culminating on Sports Day, usually in July.

Examinations

Examinations, including KSAS, are held in the School Hall, and you will be provided with an examination timetable and statements of entry. It is your responsibility to check that you have been entered for the correct examinations and retain your statements of entry, for reference.

You will be expected to display your school swipe card on your exam desk when taking examinations, as a means of identification.

If you wish to contact the Examinations Officer, Mrs R Foster, she can be found in the Examinations Office at the back of the Main Hall, or contact her via email foster.r@kings.peterborough.sch.uk

KSAS

Students in Year 12 complete internal King's School AS Exams. These are after the main examination period and will be taken in all A Level subjects studied.

Assemblies

A main school assembly is held every Monday and Friday morning: 08:40 – 09:00 in the Hall.

Throughout the week other assemblies are held:

Year 13 Assembly (Tuesday) – Common Room

House Assembly (Wednesday) – Locations vary check with your tutor or notice boards

Year 12 Assembly (Thursday) – Common Room

Form Assembly (Y13 Thursday, Y12 Tuesday)

Alternative Worship

This is held in the Prayer Room on a fortnightly basis during term-time, with help from the Cathedral Chapter and others. It is for the use of all pupils, all staff and all faiths. These services are included on the assembly rota which is published every term.

Cathedral Services

It is expected that all students and teaching staff will attend these.

Students should walk to and from the Cathedral, along the agreed route, wearing full school uniform including your blazer, even if it is shirt sleeve order. Students are not allowed to drive to Cathedral services.

Catering

The Sixth Form Café is open from 8am until 3pm and is exclusively used by Staff and the Sixth Form. Alternatively, you can eat in the Dining Room or 'Henrys' with the rest of the school.

You may pay using your swipe card, a debit card, Google Pay and Apple Pay. Swipe cards can be topped up via Scopay (you will receive a letter with your login details)

If you lose your swipe card, a replacement can be ordered via Scopay at a charge of £5.00.

All hot food must be consumed in the Café, Henrys, the Dining Room, Common room or outside seating areas. You are allowed to eat packed food in the Common Room and outside seating areas. No eating is allowed in the corridors.

Chewing gum is not allowed in school.

Morning Break

During break the Sixth Form Cafe is open for snacks, both hot and cold. These may be eaten in the Cafe or taken to the Common Room; eating in a corridor is not permitted. You are not allowed to leave the school grounds at break-time.

End of School

15.25pm marks the end of the normal school day. The Sixth Form work room will be open until 16.30pm should you wish to stay and study.

Wednesday Afternoon Activities

You will be asked to sign up for an activity at the start of term. You will be registered at each activity. Mr Mbanu co-ordinates Wednesday Afternoon Activities; attendance is compulsory.

Sports Kit

There is a sports top for students in the Sixth Form which should be ordered through school (N.B not available from Total Clothing). This should be worn on a Wednesday afternoon for sports activities.

The 'bottom' part of the kit (e.g. joggers, shorts, skort, leggings) should be black, of appropriate length, and displaying only small logos.

You should only change into your sports kit directly before the activity takes place.

Fire Procedures

Sometimes the normal school routine is interrupted by a fire-drill or other emergency alarm. When the fire-alarm sounds:

Leave the building by the nearest exit and line up in your tutor group on the Hard Play Area in alphabetical order, with your Tutor.

Do not go back into the building for any reason at all, until you are told to do so by your Tutor.

Full details of the School Evacuation Procedure can be found on display in all classrooms.

Are you on the premises?

Attendance, Punctuality, Illness & Absence

Registration - 08.35am – you should be in your form room five minutes beforehand, ready for registration. You should not be late to school; unexplained lateness does go down on your record of attendance. If you are regularly late or absent it will be followed up by the Pupil Support Officer and your parents may need to be contacted.

Late. This is arriving in school between 08.40 – 09.00. If you miss form registration through lateness or music lesson you must sign in at the monitor located outside the Sixth Form Office immediately on your arrival in school, **before** going to assembly or lessons.

Illness. If you are unwell your parent or carer must, **between 6.00am and 08.45am**, report the absence via our **EduLink One app**. Parents / carers will receive a welcome email with login details. Once the app has been installed, you should tap on the '**Absence Reporting**' icon and select the '**date from**' (first day of absence) and the '**date to**' (next school day). You will need to report the absence on each day of absence. Enter a brief explanation in the '**Reason for Absence**' text box and then press '**Send**' to complete the report. If you need to contact the school about an illness after 08.45am, please contact the main switchboard on 01733 751541.

Illness during the school day. If you become ill or have an accident at school you must immediately go to Pupil Reception. If you need to go home, the school will contact a parent/carer for you and notify relevant staff.

Planned Absence Procedure: For any other absences, which have been planned, your parents will need to complete our Pupil Absence Request Form. This can be found on our website under Parents / Useful Documents/ Leave of Absence Form (online). This form should be used for all medical appointments and any other absences from school, for instance a sporting activity or family event. All absences should be reported to school well in advance of the day so they can be authorised by the Head Teacher. When leaving during the school day, please ensure you sign out on the monitor when you leave and then sign in again when you return.

Attendance registers are also taken at every lesson and any absence will be reported to the Sixth Form Team.

Mobile Phones

The King's School allows you to carry a mobile phone. We encourage our Sixth Formers to use their mobile phones in a sensible and productive manner. They are extremely useful for you to contact your parents, do research, or if you are organising a school activity. They can be used in the Common Room and Work Rooms but are not allowed to be seen in corridors, the Quad or other communal spaces at school.

Mobile phones must be on silent (not on vibrate) at all times in school. You must not use your phones in lessons for making calls or texting. A member of staff may confiscate your mobile phone if it is being used during lessons or in the corridors. Always keep your mobile secure.

Becoming a Prefect

Responsible students at the end of Year 12 are appointed as Prefects. Prefects wear Prefect gowns. The role of the prefect is to assist the staff in maintaining the ethos and environment of the School. Prefects help, support and develop the younger year groups at King's in order to develop our Community.

In the past, some students have not been allowed to become Prefects because of their appearance, poor attendance or lack of commitment to their studies. Please respect the school rules as we would expect, and wish, all of our students to become prefects.

Working with others

The Anti-Bullying Policy

There are many definitions of bullying, but most have three things in common:

it is deliberately hurtful behaviour

it is repeated, often over a period of time

it is difficult for those being bullied to defend themselves.

Bullying can take many forms but the main types are:

Physical - hitting, kicking, taking of belongings

Verbal - name-calling, insulting, racist remarks

Indirect - spreading nasty stories about someone, cyber bullying or excluding someone from social groups.

Cyber - using school or private equipment to upset others

Briefly

Bullying is the abuse of power by a person (or group) who is somehow stronger, resulting in some distress, harm or feeling of isolation. We believe that you are entitled to receive your education in a safe, caring empowering environment, free from fear and intimidation.

The School will consider each Bullying incident individually and recognises that a variety of responses will be necessary to deal with incidents.

Exclusion may be considered as a course of action if the bullying does not stop.

Equipment and Property

Personal Property

All property and clothing must be clearly and indelibly marked with the student's name before being brought to School. This includes Mobile Phones and Memory Sticks.

Any personal property found in school should be handed in to Pupil Reception. If you lose anything, you should check to see if it has been handed into Pupil Reception. Lost Property is displayed outside Pupil Reception every Thursday; if not claimed after two weeks the property will be disposed of or recycled.

Reports & PPTC (Parent / Pupil / Teacher Consultation)

You will have your initial opportunity to discuss your progress with your teachers in early December, at the first Parent / Pupil / Teacher Consultation (PPTC). This will help you and your parents see how you are working in the Sixth Form, and if you need to make any adjustments to your studies. You will be sent reports, via email, before each PPTC. If we are uncertain whether a report has reached your parents, we will contact them.

There is a second PPTC in July, after your Year 12 examinations.

Communications

Parent Information is all electronic - our system is called 'InTouch'

InTouch is our method for all communications to parents about students, for absences, trips, letters & reports etc. Please ensure parents keep their correct email address updated with school.

Students check your emails!

You will need to check your emails at least once a day. If a member of staff asks by email to see you it is expected that you will respond within 24 hours. You will also be in receipt of many emails about University open-days, careers, trips, meetings etc.

Website

Information about the School can be obtained on the School website, www.kings.peterborough.sch.uk. The School website will hold an increasing amount of information regarding events. It also shows in 'Calendar' whether we are in Week 1 or Week 2 for your timetable.

Daily Bulletin

The daily King's School Bulletin is displayed on the large digital monitors located around the school, and is updated regularly. Please ensure that you read it regularly.

Sport & Activities

There are many activities going on at school: clubs, team practices, orchestra and choir rehearsals. All these activities are in addition to the normal curriculum opportunities.

If you represent the School away from the school, e.g. playing for a team or performing at the Cathedral, we would expect you to wear the correct school kit or uniform.

On trips your clothes should be smart but casual. There will be opportunities to participate in many trips e.g. Geography, Languages, Science, Theatre Studies, Art, English, and Business Studies.

Duke of Edinburgh – Gold Award

The King's School offers Duke of Edinburgh Gold Award as an extra-curricular activity. We offer practice and assessed Gold expeditions in The Peak District and Wales, as well as training in school.

Mr J Baker co-ordinates The Duke of Edinburgh Award, he can be emailed on baker.j@kings.peterborough.sch.uk

The Duke of Edinburgh programme will be advertised when the event starts.

Overseas Expeditions

As an extension of Duke of Edinburgh, we also offer the opportunity to be part of an expedition to a country outside Europe. We have previously led expeditions to Peru, Laos and Namibia, to name but a few. Staff will publish details of expeditions.

ICT Policy

The School has a detailed ICT policy which determines your usage of the ICT systems and network. You must not share your password with anybody; you are personally responsible for your email account.

You should be familiar with the ICT policy. You should take note that any improper use of the School's ICT system could result in your login being permanently removed.

There is no access to Social Networks on school IT equipment.

You will be able to use the school printers for your studies.

Social Events

The School organises a Sixth Form Ball once a year. King's has very high expectations of its students at such events, and hopes that whilst enjoying themselves, our students will conduct themselves in an exemplary manner. Failure to do so will result in being forbidden to attend future events.

We encourage students to plan their social activity on the weekends rather than on week nights.

Open Days

In the summer term you may have the opportunity to visit the Open Days of some Universities or employers that you may be interested in attending. A maximum of 2 days per academic year. We would recommend that you visit any Universities at weekends, where possible. Please complete the QR code in your form room, asking permission from Mr Dew in the Careers Office, at least 48 hours **in advance** of your visit.

GIRLS' UNIFORM

COMPULSORY ITEMS

- School blazer with badge*
- House badge*
- Black kilt*
- Maroon/white striped shirt* - *shirts must be tucked in and fully buttoned at all times*
- Plain black, maroon or bare-leg/flesh-coloured tights
- Plain black shoes (not canvas or trainers)

Optional

- Black V-neck sweater with or without crest - *no cardigans or garments with hoods, zips, patterns, ribs etc.*
- School scarf* - *No other scarves are permitted*
- Dark-coloured coat, raincoat or anorak (a discreet logo is permitted). *No fashion, denim or leather coats are acceptable*
- Hair accessories - *must be plain black or maroon.*
- Head Scarves - *must be plain black or maroon.*

SPORTS CLOTHES AND EQUIPMENT

Sixth Formers are required to wear a King's branded sports top which can be purchased online through school (N.B: Not available through Total Clothing). This should be worn on Wednesday afternoon activities with black bottoms (joggers, shorts, skort, leggings) which are of an appropriate length and displaying only small logos.

It is not necessary to purchase the complete sports kit unless representing the School.

- Hockey - Black skort and maroon socks with white turnover*
- Netball - Black skort and maroon polo shirt*

JEWELLERY AND APPEARANCE

- Ear-rings - studs or small sleepers only, one visible in each ear lobe
- Nose studs, other visible studs or visible tattoos are not permitted
- A single chain necklace may be worn and a ring - *no other jewellery or adornments are acceptable*
- Girls are only allowed natural make up and natural coloured nails/nail polish
- Extreme hairstyles and unnatural hair colours are not acceptable. Culturally appropriate hair is acceptable, natural colours only.
- Hair should be tidy and smart at all times
- **No jewellery including ear-rings may be worn for Physical Education lessons**

All The King's (The Cathedral) School branded* items may be purchased from Total Clothing, Botolph Bridge Trading Estate, 9 Oundle Road, Peterborough PE2 9QP

<https://www.totalclothingshop.co.uk/>

BOYS' UNIFORM

COMPULSORY ITEMS

- School blazer with badge*
- House badge*
- Sixth Form clip-on tie*
- Plain charcoal grey or black flannel trousers - *no jeans-type or corduroy*
- Plain long or short-sleeved white shirt - *shirts must be tucked in and fully buttoned at all times*
- Predominantly dark socks
- Plain black shoes (not canvas or trainers)

Optional

- Black V-neck sweater with or without crest - *no cardigans or garments with hoods, zips, patterns, ribs etc.*
- School scarf* - *no other scarves are permitted*
- Dark-coloured coat, raincoat or anorak (a discreet logo is permitted). *No fashion, denim or leather coats are acceptable*

SPORTS CLOTHES AND EQUIPMENT

Sixth Formers are required to wear a King's branded sports top which can be purchased online through school (N.B: Not available through Total Clothing). This should be worn on Wednesday afternoon activities with black bottoms (joggers, shorts) which are of an appropriate length and displaying only small logos.

It is not necessary to purchase the complete sports kit unless representing the School.

- Rugby - maroon socks with white turnover and white rugby shorts
- Football - black socks and black shorts

JEWELLERY AND APPEARANCE

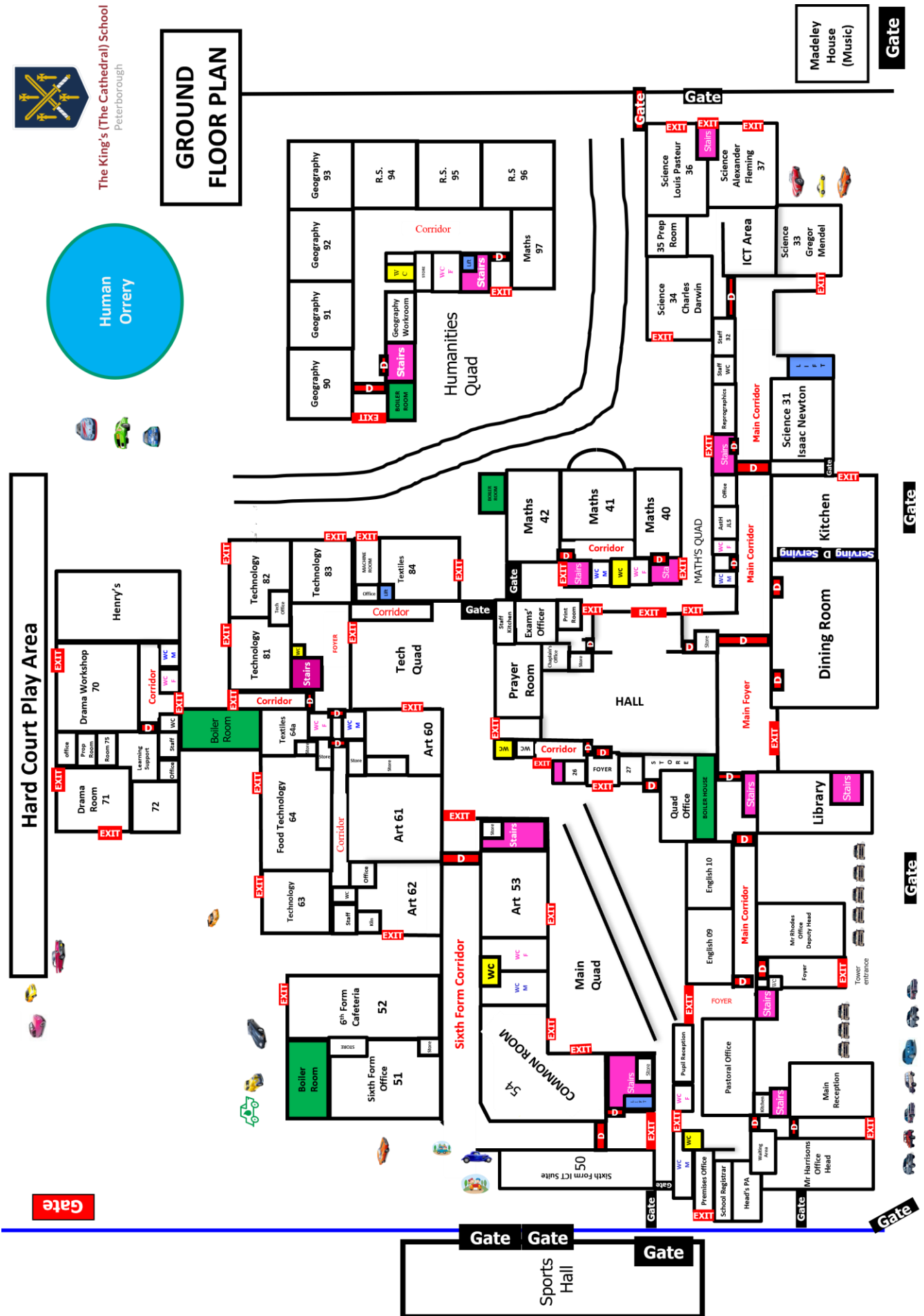
- A single chain necklace and ring may be worn - *no other jewellery or adornments are acceptable including ear-rings, nose studs or visible tattoos*
- Extreme hairstyles and unnatural hair colours are not acceptable. Culturally appropriate hair is acceptable, natural colours only
- Hair should be tidy and smart at all times, this includes any facial hair
- **No jewellery may be worn for Physical Education lessons**

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GROUND FLOOR PLAN

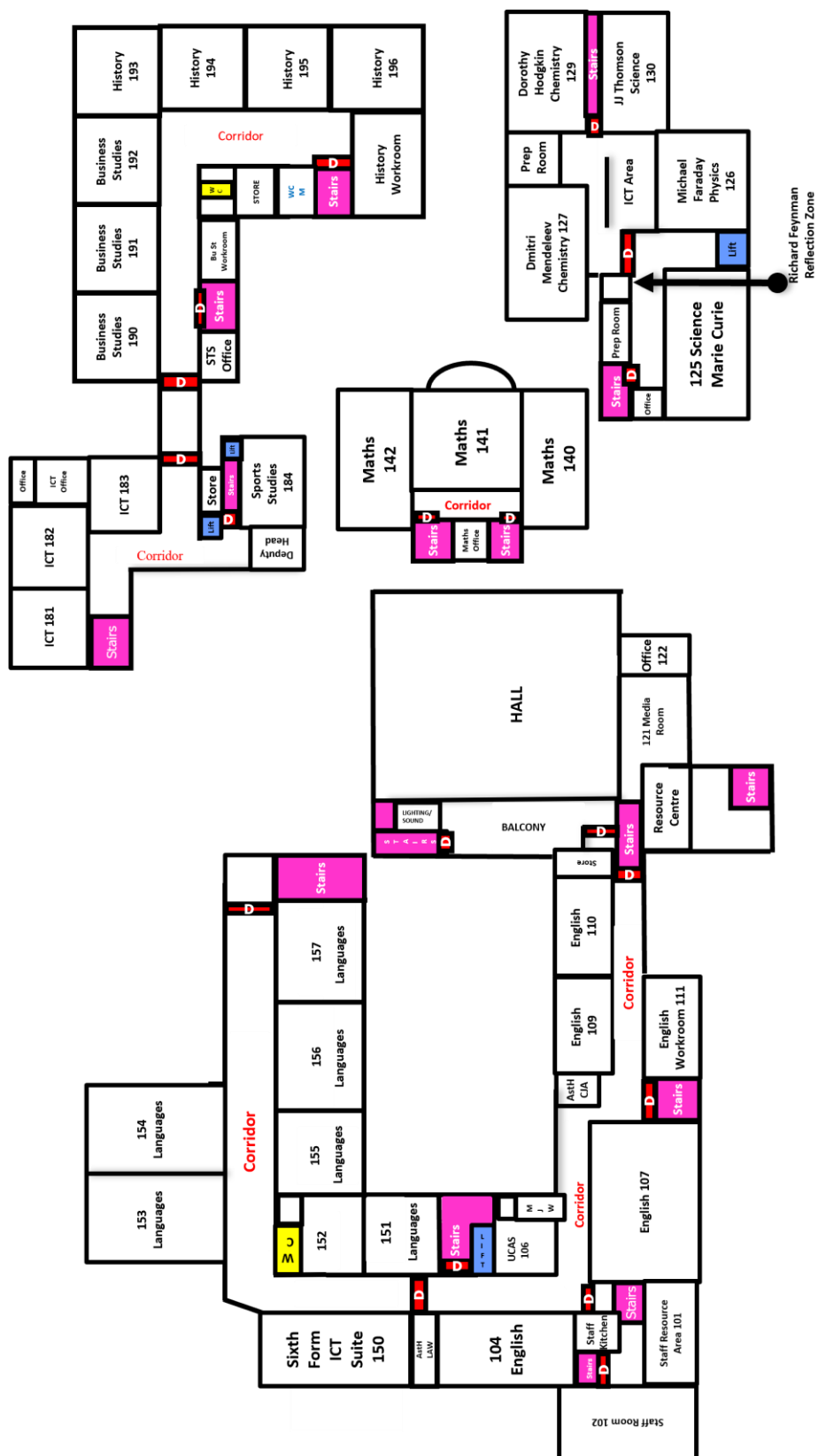




FIRST FLOOR PLAN



The Hornaby
Archives Room



CELLAR

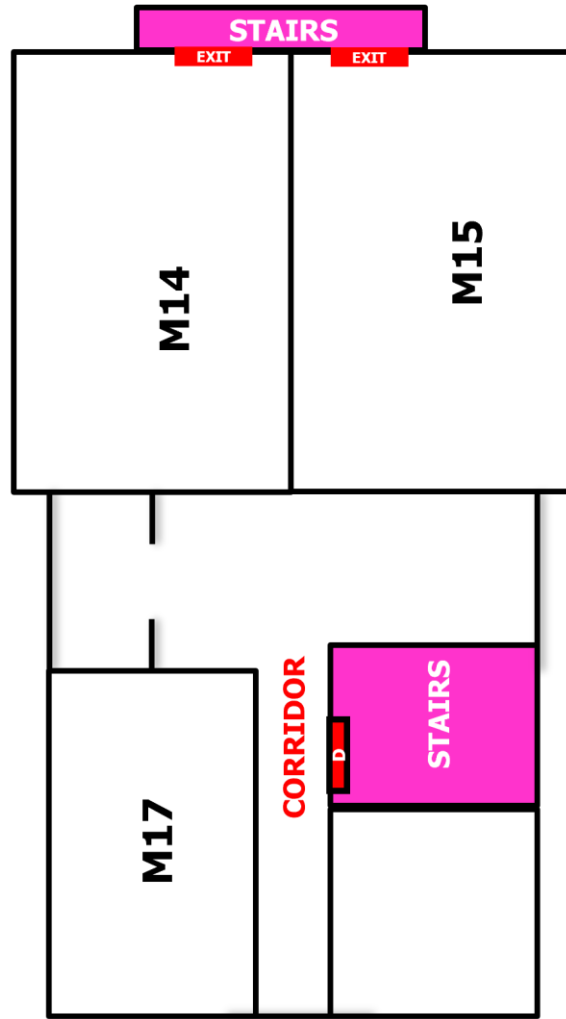


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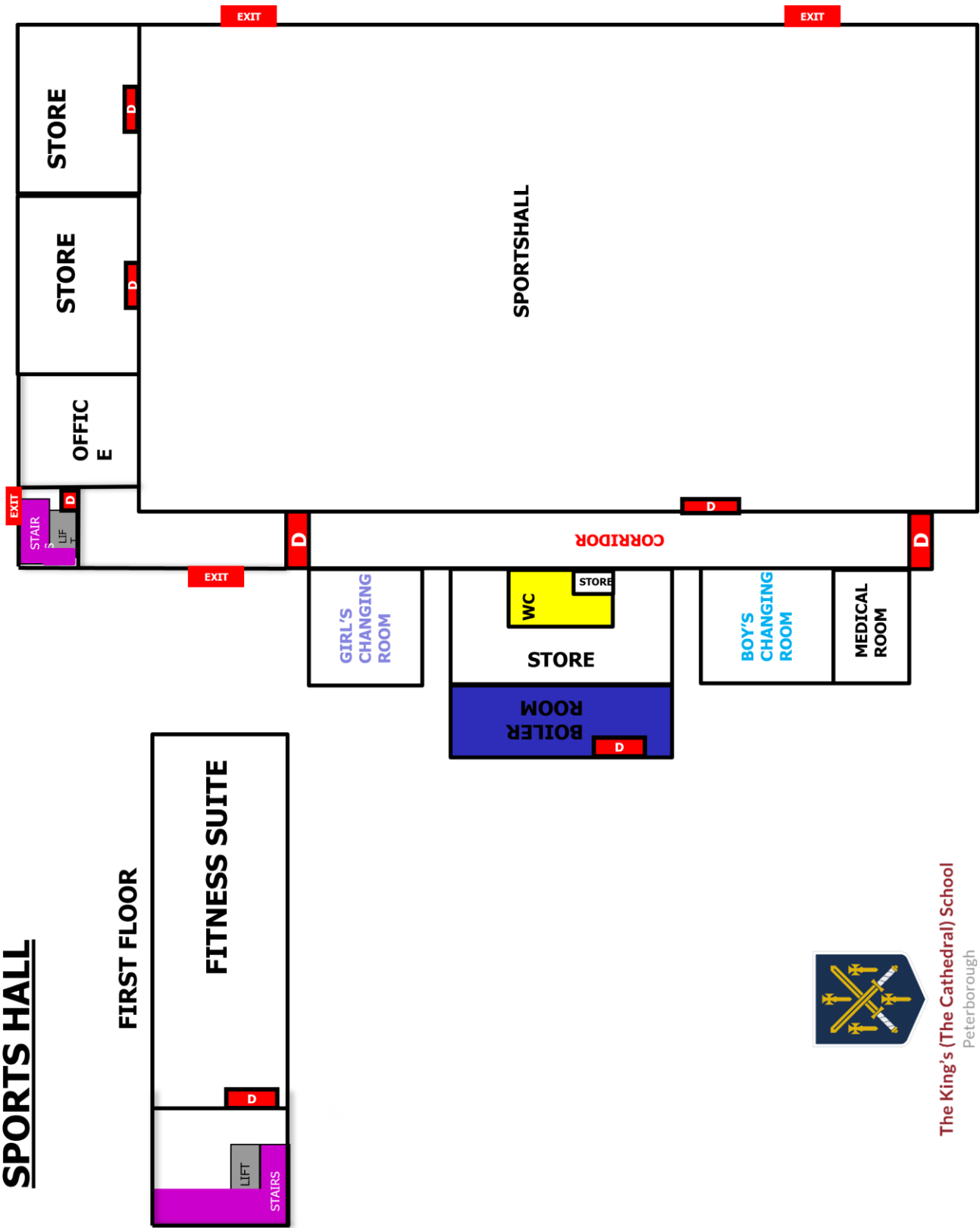
MADELEY HOUSE JUNIOR DEPARTMENT FIRST FLOOR



The King's (The Cathedral) School
Peterborough



SPORTS HALL



The King's (The Cathedral) School
Peterborough