



**King James I Academy
Sixth Form Centre**

Student Handbook

2026 - 2027



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YOUR SIXTH FORM JOURNEY

Year12:

- 20th – 21st August 2026 – Enrol with us on your chosen courses
- 3rd September 2026 @ 9am - Start of the Academic Year
- 30th September 2026 – Final day to make course changes
- January & May/June 2027 – External Exams for some courses
- March 2027 – First formal internal assessment
- July 2027 – Work Experience Week
- July 2027 – Second formal internal assessment

August 2027 – External Exam Results

Year 13:

- December 2027 – Mock Exams (3rd formal internal assessment)
- January 2028 – External Exams for some courses
- January 2028 – UCAS Deadline
- January 2028 Onwards – Apprenticeship Opportunities are released
- March 2028 – Final formal internal assessment
- May / June 2028 – Final Exams & Deadlines
- July 2028 – Leavers Event
- August 2028 – Results Day!

Activities & Opportunities over the two years:

- Enrichment Activities
- Charity Events
- Social Events at Christmas and Summer
- University & Careers Visits
- Subject Specific Trips & Activities
- Career Meetings

THE SIXTH FORM TEAM

Head of Sixth Form: Miss G Nicholson

Email: g.nicholson@kingjames1academy.co.uk

Sixth Form Intervention Coordinator: Mr J Middleton

Email: j.middleton@kingjames1academy.co.uk

Sixth Form Mentor: Mrs L Dixon

Email: linda.dixon@kingjames1academy.co.uk /

Sixth Form Mobile 07837330649

Careers Advisor: Miss A Goddard

Email: anne.goddard@kingjames1academy.co.uk

UCAS Advisor: Miss C Armstrong

Email: c.armstrong@kingjames1academy.co.uk

Aim Higher Coordinator: Miss K O'Connor

Email: k.oconnor@kingjames1academy.co.uk

STRUCTURE OF THE DAY

TIME	SESSION
08.40	Tutor Time
08.55	Period 1
09.55	Period 2
10.55	Break
11.10	Period 3
12.10	Period 4
13.10	Lunch
13.50	Period 5
14.50	Period 6
15.30	End of day

Your daily timetable will depend upon the subjects you have chosen. You will generally find you have a number of non-contact periods per week. This is to provide time for independent study.

Unless directed otherwise, you are not required to be on-site if you do not have a timetabled session.

GENERAL INFORMATION

Student Support

We can offer support, help or advice on a wide range of issues and topics, please see a member of the Sixth Form Team for further information. Mr Middleton is our dedicated Student Support and Safeguarding Officer and is available to support you with any personal, confidential or wellbeing concerns.

Mobile Phones

Under government policy, mobile phones are banned for students in years 7 to 11. Students in years 12 and 13 are permitted their phones, but these must not be used where younger students are. Phones should only be used in the Sixth Form Common Room or the Sixth Form Study Area

Dress Code

Sixth Form students are expected to wear clothing that is appropriate for a professional working environment. Please refer to our Sixth Form policy for further detail.

Logging-on and Email

You will receive a username and password on your first day. Please make sure you log-on to our computer system every day to check your emails and Google Classrooms. If possible, we recommend installing your school email on your phone.

Bursary

We have a Bursary scheme which is available to students under certain circumstances, application forms are available from the Sixth Form Hub. This can provide assistance with the following:

Books/IT equipment required for the programme of study; Transport (to enable school attendance); Educational trips / University open days and interview costs

ATTENDANCE – REPORTING ABSENCES

If you are going to be absent, this must be reported by yourself or a parent/carer no later than 8.30am via 01388 603388 ext. 3, or via the Sixth Form Mobile 07837330649

If your absence is planned, please inform us as soon as you are aware of it: -

Holiday: please see Linda Dixon for a Holiday Form. This must be completed as soon as possible prior to going on holiday.

Medical: please bring in your appointment card, letter or send a screenshot of the text to Linda Dixon / Mr Middleton.

If you are leaving for the day before your last lesson, for whatever reason, you must see and inform Linda Dixon before you leave.

If you are absent and have not informed us that day, we will ring and message you. You **MUST** respond to our contact.

ATTENDANCE - PROCEDURES

You are expected to have above 95% attendance to lesson. If your attendance falls below 90% you may be placed on an attendance plan and if you fall substantially behind with your learning, you may be charged with the cost of the exam entry fee.

Where attendance drops below 90%, we have a process as part of our policy, which involves meetings with the student, parents, Head of Sixth Form and, if no improvements are made, then the Headteacher.

We also monitor punctuality weekly, and use a warning system to alert both the student and parents if there have been frequent episodes of lateness to Sixth Form. Three weeks of persistent lateness will result in the flexibility of your timetable being revoked and you will be required to attend at 8.40am daily.

Attendance below 90% directly impacts final grades and puts your chance of securing your future plans in jeopardy.

Where a student has not attended for 20 consecutive days and has not engaged in planning for their return, removal from school roll is mandatory.

Please speak to a member of the Sixth Form Team if you are struggling with attendance for any reason.

ASSESSMENT AND INTERVENTION

Assessment

During both Y12 and Y13 you will be expected to complete two progress assessments per subject. The assessments may involve completing mock exams, set tasks or coursework. You will receive feedback on your progress from your teachers and at Parents' Evenings.

These assessments allow us to monitor your progress and determine if any action needs to be taken such as being referred to our Intervention Programme.

Intervention

If your teacher feels that you require additional study time to make further progress in your subjects, you will be referred to the Intervention Programme. This may consist of additional supported-Study time in the Study Area which runs twice-a-week during Period 6/Intervention Time or specified "Supervised Study" periods on your Timetable.

Catch Up

If you miss a lesson, for any reason, it is your responsibility to see the teacher and collect missed work in order to complete it and keep up to date. You may be allocated a Supervised Study session to complete the work to support your time management.

EXPECTATIONS

WHAT WE EXPECT FROM STUDENTS

- To attend all lessons and timetabled sessions
- To be punctual to form time, lessons, assemblies, your personal development session and any other formal sessions
- Regular attendance at Morning Registration with your Tutor
- Participation in Enrichment activities (3 hours per fortnight)
- Undertake independent study in sessions where you do not have timetabled lessons
- Manage your time effectively to meet any deadlines set by subject teachers

Upon enrolment students are required to sign a student contract to confirm they agree to maintain required standards.

Students will receive a verbal warning the first time they do not meet expectations. Any second incidents of not meeting expectations will result in a formal interview with the Head of Sixth Form or Headteacher.

You can refer to the Sixth Form policy for detailed processes.

EXPECTATIONS

WHAT YOU CAN EXPECT FROM US

- Academic and pastoral support from your Tutor and the Sixth Form Team
- To uphold the expectations for attendance and behaviour for Sixth Form students and to challenge students who fall short of these expectations
- Valuable educational experiences
- Personal Development opportunities
- Higher Education and Careers' advice and guidance
- Opportunities for Work Experience
- A comfortable, friendly and supportive working environment

THE SIXTH FORM HUB

As a student in the Sixth Form you have access to our dedicated Sixth Form Hub with separate study and social areas.

Study Areas

These spaces is dedicated to quiet independent study. There is access to resources such as computers, printer, internet and charging points for laptops. The study area in the Agnew Building is available for use a all times. The silent study area in AP1 is available to use at designated times.

Common Room

This social area is for use during Morning Break and Lunchtime, as well as occasional use during free periods. This space has facilities to store and prepare your own hot and cold food and drinks - as long as you wash-up after yourself! We also have our free breakfast club items available here from 8am – 11.10am daily.

AIM HIGHER

Our Aim Higher program is focused on helping you to make the right decisions for you when it comes to choosing a university and choosing degree courses.

University Visits

Throughout year 12 we offer visits to several universities to sample what courses the universities offer, take a tour of the campus, experience university life and stay in university halls of residence accommodation. Keep an eye out on the notice boards in the Sixth Form Hub for further information on these visits.

For further information, please speak to Miss O'Connor or email k.oconnor@kingjames1academy.co.uk

UCAS Application Support

If you make the decision to apply for university, Miss Armstrong offers group and one-to-one support sessions with the UCAS application process. This includes making initial applications, writing your personal statement and help with student finance. Keep updated with when these sessions are by checking the notice board in the Sixth Form Hub and the specific Google Classroom.

For further information, please speak to Miss Armstrong or email c.armstrong@kingjames1academy.co.uk

CAREERS ADVICE

Our dedicated Careers' Advisor, Anne Goddard, is on-hand to provide advice and guidance on any aspect of education or employment including: -

- University
- Apprenticeships
- Employment
- Training
- Work experience placements
- Completing applications for employment / apprenticeships
- Interview skills & Mock interviews

Information regarding careers and employment or apprenticeship opportunities are displayed on a dedicated notice board in the Sixth Form Hub and may also be sent via your Sixth Form email.

To make an appointment with the Careers Advisor please email anne.goddard@kingjames1academy.co.uk

VISITS AND SOCIAL EVENTS

During a normal Academic Year, the Sixth Form Team organise a variety of events. In the recent past, these have included:

- University visits
- Theatre performances
- Work place/Industry visits
- Subject specific trips and events
- First Aid Courses
- Food Hygiene Courses
- Christmas Quiz
- Summer BBQ
- Trips abroad
- Outward Bounds Activities Residential Trip

A calendar of these events will be displayed on the notice board in the Sixth Form Hub and on the Year Group Google Classroom.



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