

## Key Stage 5 – Parent and Student Handbook

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Welcome to a guide on the structure and expectations that surround life in the Sixth Form at Cranbrook School. We are so pleased to welcome you (back) into the Sixth Form and hope that you will enjoy your time with us. Over the past few years, we have been focused on ensuring that the sixth form is an immersive and supportive environment where students are encouraged to be themselves and to reach their full potential. We see each student as their own person and aim to support them holistically with their academic progress, mental health and physical well-being. Here at Cranbrook we have 5 Core values that we want to see echoed throughout our approach to students in year 12 and 13. They are:

**Kindness:** We believed that mutual respect and kindness take on a new role in the sixth form. Shared spaces must be respected and students are encouraged to show kindness to each other, to mentor younger students and to serve in clubs, societies and councils that support others to thrive.

**Integrity:** Students in the Sixth Form are treated as young adults and are expected to behave with integrity at all times. We encourage an environment where students can be true to themselves and a set of rules that envelops their needs.

**Curiosity:** We offer a wide range of courses that complement our A level offer and promote participation in mentoring schemes, finance and first aid courses, extended projects and sports leaders' qualifications. Our GS program provides opportunities to hear from a range of external speakers and our Futures program encourages exposure to the wider world.

**Aspiration:** Every student is encouraged to reach their highest potential and we support our students to aim high by completing regular target setting and review processes that are complemented by staff led academic intervention where necessary. Our support programs and Competitive University programs run parallel to ensure that each child is pushed to be the best they can.

**Individuality:** We have a strong ethos of coming to school as yourself and our dress code allows for student individuality while still maintaining high expectations. No voice or opinion is suppressed at Cranbrook school and students are actively encouraged to speak out, call out and get involved through our many school councils, prefect groups and open-door policies.

We look forward to the next few years with your child here at Cranbrook School – please take the time to read through this guide at the start of the year. It will detail important day to day information as well as outlining the

broader picture of the Key Stage. Updates will be provided throughout the year via Parent Mail, the Parent and Student Portals and Apps as well as directly to students using our year group Teams Pages.

## Key Staff – Contact with the School

At Cranbrook School we encourage communication to go initially to the Tutor or Head of House. Most staff will not be reachable by phone during the school day and so if you have a query or issue, please email the tutor in the first instance, outlining your question or problem. They will be able to triage the request to the correct staff member and can decide if an email response, phone call or meeting is most appropriate. We aim for all emails to be responded to within 2 working days. We politely request that emails to staff are sent within normal working hours. Online etiquette is very important and we teach our students about ensuring their digital footprint is positive. We expect that all emails are polite and respectful in tone and content and would appreciate your support in ensuring your child(ren) also conform to these guidelines.

Information regarding absences can be found in the section below “Absence Procedures”. If you need to contact your child during the school day, or have any questions regarding school procedures or systems please contact reception via [reception@cranbrook.kent.sch.uk](mailto:reception@cranbrook.kent.sch.uk)

## Tutor and Head of House List

### Year 12

Tutor Group / House	Tutor(s)	Head of House
Allan 12A_SYM	Mr. S. Young-Min <a href="mailto:Youngmins@cranbrook.kent.sch.uk">Youngmins@cranbrook.kent.sch.uk</a>	Mrs. E. Corney <a href="mailto:Corneye@cranbrook.kent.sch.uk">Corneye@cranbrook.kent.sch.uk</a>
Blubery 12BL_MR	Mrs. M. Rogers <a href="mailto:Rogersm@cranbrook.kent.sch.uk">Rogersm@cranbrook.kent.sch.uk</a>	Mrs. C. Pack / Mrs. M. Rogers <a href="mailto:Packc@cranbrook.kent.sch.uk">Packc@cranbrook.kent.sch.uk</a> Mrs. Pack on Maternity Leave Sept 23
Crowden 12CR_RW	Mrs. R. Watson <a href="mailto:Watsonr@cranbrook.kent.sch.uk">Watsonr@cranbrook.kent.sch.uk</a>	Mr. N. Watts <a href="mailto:Wattsn@cranbrook.kent.sch.uk">Wattsn@cranbrook.kent.sch.uk</a>
Cornwallis 12CS_GW	Miss. G. Watford <a href="mailto:Watfordg@cranbrook.kent.sch.uk">Watfordg@cranbrook.kent.sch.uk</a>	Mr. G. Turner <a href="mailto:Turnerg@cranbrook.kent.sch.uk">Turnerg@cranbrook.kent.sch.uk</a>
Horsley 12H_LV	Mrs. L. Vaughan <a href="mailto:Vaughanl@cranbrook.kent.sch.uk">Vaughanl@cranbrook.kent.sch.uk</a>	Mrs. T. Harris <a href="mailto:Harrist@cranbrook.kent.sch.uk">Harrist@cranbrook.kent.sch.uk</a>
Lynx 12L_DOB	Mr. D. O'Brien <a href="mailto:Obriend@cranbrook.kent.sch.uk">Obriend@cranbrook.kent.sch.uk</a>	Mr. J. McConnochie <a href="mailto:Mcconnochiej@cranbrook.kent.sch.uk">Mcconnochiej@cranbrook.kent.sch.uk</a>
Rammell 12RA_CHR	Mrs. C. Hulland-Rumley <a href="mailto:Hulland-rumleyc@cranbrook.kent.sch.uk">Hulland-rumleyc@cranbrook.kent.sch.uk</a>	Mr. A. Crews <a href="mailto:Crewsa@cranbrook.kent.sch.uk">Crewsa@cranbrook.kent.sch.uk</a>
Scott 12SC_KB	Mrs. K. Burnett <a href="mailto:Burnettk@cranbrook.kent.sch.uk">Burnettk@cranbrook.kent.sch.uk</a>	Mrs. K. Burnett <a href="mailto:Burnettk@cranbrook.kent.sch.uk">Burnettk@cranbrook.kent.sch.uk</a>
Webster 12W_JW	Mrs. J. Richards <a href="mailto:Richardsj@cranbrook.kent.sch.uk">Richardsj@cranbrook.kent.sch.uk</a>	Mr. R. Maimi <a href="mailto:maimir@cranbrook.kent.sch.uk">maimir@cranbrook.kent.sch.uk</a>

**Year 13**

<b>Tutor Group / House</b>	<b>Tutor(s)</b>	<b>Head of House</b>
Allan 12A_MB	Miss. M. Bissierier <a href="mailto:Bissierierm@cranbrook.kent.sch.uk">Bissierierm@cranbrook.kent.sch.uk</a>	Mrs. E. Corney <a href="mailto:Corneye@cranbrook.kent.sch.uk">Corneye@cranbrook.kent.sch.uk</a>
Blubery 12BL_AR	Mrs. A. Ross <a href="mailto:Rossa@cranbrook.kent.sch.uk">Rossa@cranbrook.kent.sch.uk</a>	Mrs. C. Pack / Mrs. M. Rogers <a href="mailto:Packc@cranbrook.kent.sch.uk">Packc@cranbrook.kent.sch.uk</a> Mrs. Pack on Maternity Leave Sept 23
Crowden 12CR_NW	Mr. N. Watts <a href="mailto:Wattsn@cranbrook.kent.sch.uk">Wattsn@cranbrook.kent.sch.uk</a>	Mr. N. Watts <a href="mailto:Wattsn@cranbrook.kent.sch.uk">Wattsn@cranbrook.kent.sch.uk</a>
Cornwallis 12CS_JEK	Mr. J. Knight <a href="mailto:Knightj@cranbrook.kent.sch.uk">Knightj@cranbrook.kent.sch.uk</a>	Mr. G. Turner <a href="mailto:Turnerg@cranbrook.kent.sch.uk">Turnerg@cranbrook.kent.sch.uk</a>
Horsley 12H_SD	Dr. S. Darby <a href="mailto:Darbys@cranbrook.kent.sch.uk">Darbys@cranbrook.kent.sch.uk</a>	Mrs. T. Harris <a href="mailto:Harrist@cranbrook.kent.sch.uk">Harrist@cranbrook.kent.sch.uk</a>
Lynx 12L_WD	Mr. W. Davies <a href="mailto:Daviesw@cranbrook.kent.sch.uk">Daviesw@cranbrook.kent.sch.uk</a>	Mr. J. McConnochie <a href="mailto:Mcconnochiej@cranbrook.kent.sch.uk">Mcconnochiej@cranbrook.kent.sch.uk</a>
Rammell 12RA_PW	Miss. P. Williams <a href="mailto:Williamsp@cranbrook.kent.sch.uk">Williamsp@cranbrook.kent.sch.uk</a>	Mr. A. Crews <a href="mailto:Crewsa@cranbrook.kent.sch.uk">Crewsa@cranbrook.kent.sch.uk</a>
Scott 12SC_KB	Mr. S. Penny <a href="mailto:Pennys@cranbrook.kent.sch.uk">Pennys@cranbrook.kent.sch.uk</a>	Mrs. K. Burnett <a href="mailto:Burnettk@cranbrook.kent.sch.uk">Burnettk@cranbrook.kent.sch.uk</a>
Webster 12W_JW	Mr. A. Hills <a href="mailto:Hillsa@cranbrook.kent.sch.uk">Hillsa@cranbrook.kent.sch.uk</a>	Mr. R. Maimi <a href="mailto:maimir@cranbrook.kent.sch.uk">maimir@cranbrook.kent.sch.uk</a>

**Mrs Hulland-Rumley**

Assistant Head, Head of Sixth Form.

My job is to oversee life in the Sixth Form and ensure that students become the best versions of themselves.

**Mrs Corney**

Head of Futures

Mrs Corney is the amazing driving force behind our strong UCAS support offer. She works tirelessly to ensure all students have good advice and support as they move through the UCAS process.

**Dr. Darby**

Head of Academic Enrichment and Extension

Dr. Darby oversees our courses program, including the EPQ, as well as inspiring the next generation with a range of academic enrichment opportunities. These include his weekly masterclasses, mentoring opportunities and scholarship schemes.

**Sixth Form Centre Supervisors**

A range of staff supervise our Sixth Form Centre to support students with day to day issues and to ensure that there is a positive and productive environment within the Sixth Form Centre. Upstairs, students can engage in silent private

study and downstairs there are opportunities for group work or relaxation. Students can sign in with the supervisor, report any issues or simply stop by for a chat.

These staff work together with subject teachers, heads of department, pastoral staff, the SEN department, librarians, careers advisors, student welfare and pastoral staff and numerous other members of staff to ensure the whole round experience for students.

## **The Sixth Form Facilities**

Lessons in the Sixth Form are based all across the school depending on subject areas. In addition to the wide array of classrooms, Sports facilities and the Performing Arts Centre, students have special access to the Sixth Form Centre (SFC) which was newly built in 2018. During free periods students are encouraged to use the SFC for studying and down time. The building is over 2 levels; the top level is set up as a **silent** private study area with 70 dedicated carrels for students, plus 8 computers allowing them to spread out and focus on their studies. There are charging outlets and WIFI in the building for those who wish to bring in laptops.

The lower level is populated by large tables where students can chat over projects, work together in a buddy system or simply work quietly without the silent restriction of upstairs. There are a small number of soft chairs for relaxation. There are gender neutral toilets and a small kitchen. Throughout the SFC students are permitted to use their phones, listen to music and remove their jackets. The atmosphere in the SFC aims to be relaxed but productive and our SFC supervisor supports students to make the most of their time during the day. Some students might also choose to work in the library during free periods, which was newly renovated and reopened in Summer 2023.

There are some basic rules for use of the SFC – any breach of the rules will result in loss of freedoms or access:

- No shouting or swearing.
- The use of slurs or any speech intended to be offensive to any other student or group of the population will not be tolerated.
- All litter should be placed in the bins - it is the responsibility of all Sixth Form Students to ensure the area is kept tidy ready for the cleaning team who come at the end of each day.
- All books, folders and private possessions should be removed at the end of the day, or placed in the cubby holes, and not left on the floor or tables.
- No chewing gum is allowed in the SFC
- No area or table in the SFC belongs to one 'group'
- Furniture should not be moved.
- Drinks are permitted in the SFC, although we encourage reusable water bottles rather than single use containers. No takeaways or energy drinks are permitted on the school site.
- The whole site has a strict no smoking, alcohol or vaping policy.
- Students are only permitted in the toilet cubicles one at a time, the assumption will be made that where students are in cubicles together they are doing so in order to break a school rule and will be sanctioned as such. Where there is a medical need to be accompanied, please speak to a member of the medical centre or pastoral team so suitable access can be granted.
- The lift should not be accessed except where permission in advance has been granted.

In order to keep the space safe and respected for all, we have taken the decision to extend the external CCTV into the downstairs area. This CCTV is only checked following an instance of vandalism or antisocial behaviour. It is our hope that this feed need not be checked at all. The CCTV is in plain site and only extends to the open plan areas of downstairs.

## **Independent work**

Independent work is a big part of the Sixth Form. Although staff will provide homework that is marked, and will direct students on additional beneficial tasks, students will be responsible for organising their time and workload. As a

guidance, we recommend that students should be completing about **6 hours of work outside of lessons per subject per week**. Some of this will be done in our guided non-contact periods and supervised study but a good proportion of this is directed by students.

Please support students to create a plan for how they can fit in 18 hours of work each week in addition to lessons. In the lead up to exams, this number might be higher. Due to the nature of the teaching block structure, it is not possible to issue a homework timetable for students in the Sixth Form. Work deadlines will vary depending on the size of the task, where a student has a problem with a deadline due to other workload or commitments, they are advised to speak to the teacher in advance of the deadline. Students who are struggling to organise their work load can seek support as part of our academic intervention program, ideas for how to fill independent study time can be found in our independent study guide which will be available on the Year Group Teams, as well as hard copies in our study area.

## **Curriculum and Assessment**

You can find the Curriculum documents for each of your child's subjects on the school website [here](#). We follow an Assessment calendar and will report grades home regularly. You will also receive one parents' evening and one full written report on your child's academic progress each year.

### **How can I monitor my child's progress?**

- Reported Assessment and Written Reports convey the Grade your child is currently achieving in each subject.
- Discuss Assessment feedback and target setting with your child. Ensure they know what they need to do to progress. If they don't, encourage discussions with their tutor or class teacher.
- Support the school if your child is identified as requiring extra support.
- Contact your child's tutor or our SENCO Mrs. Delyth Davies [daviesd@cranbrook.kent.sch.uk](mailto:daviesd@cranbrook.kent.sch.uk) if you have concerns about your child's educational needs.
- Remember that student's progress at different speeds in different subjects and so progress is unlikely to be linear.

Here is an outline of the **Academic Calendar for KS5** – dates may vary slightly and further information will be provided throughout the year.

	<b>Year 12</b>	<b>Year 13</b>
<b>October</b>	Initial Progress indicators sent home	Assessment Week 1 – 30/10/2023 Opportunity for UCAS upgrade
<b>November</b>	Academic Intervention evening – Early November	Parents Evening – 22/11/2023
<b>December</b>	Year 12 Report	Academic intervention Evening – Early December
<b>Jan</b>	Assessment Week 1 – 04/01/2023	
<b>Feb</b>	Academic Intervention evening – Early February	Assessment Week 2 – 19/02/2024
<b>March</b>		Academic intervention Evening – Late March Year 13 Report
<b>April</b>		
<b>May</b>	Internal UCAS Exams	Public Exams start – Exam leave from Mid-May Date TBC in January 2024 following provisional timetables
<b>June</b>	Year 12 Parents' Evening Academic Intervention evening	

### 1. Initial Progress

Students will be assessed during their first month on the course. This will allow students, and their parents/guardians, to have guidance about how they can proceed on the course and how best to move forwards. Based on the performance indicators in these reports, the sixth form team will highlight students of concern and offer 121 meetings to help set students on the right path.

### 2. Formal Assessments

These take place throughout the Sixth Form and all students will be off lessons for the duration. They are tests in all subjects and conducted under exam conditions. After these tests, the following is reported to parents:

- Grades achieved
- The 'Alps Target Grade' (an estimation of the likely A level grade based on average GCSE performance)
- A judgement of 'Attitude to Learning' and 'Attitude in Lessons' both based on a scale of 1 to 3.

We suggest students take these seriously, and use the time when they do not have an exam wisely, to help prepare for the final examination window at the end of Year 13. Each set of Formal assessments is based on all the cumulative knowledge learned up to that point, but information is provided in advance of the assessment week.

### 3. End of Year Internal UCAS Exams

These are longer exams (and possibly two papers) taken towards the end of Year 12 in all subjects conducted under full exam conditions. Students are granted Exam leave during the week. The results are used to help determine UCAS predicted grades. Initial predicted grades are made in June after the Internal UCAS exams.

\*Academic Intervention evenings explained further in section "Academic Support"

## **Behaviour Expectations, Rewards and Sanctions.**

Our full Behaviour for Learning Policy can be found [here](#). Parental support is very important in helping students to learn and practice positive Behaviour for Learning and we know that these behaviours enable students to learn well, make good progress and develop life-long skills. Our Expectations are underpinned by our Cranbrook Values of Curiosity, Integrity, Kindness, Individuality and Aspiration. In general, our students have positive aspirations for themselves and conduct themselves positively around school and in their wider actions.

**Rewards and Sanctions** help students to learn positive behaviour for learning. Behaviour at Cranbrook School is very good, in part because we have high expectations of students' conduct in and out of lessons. Parents can monitor their child's behaviour via the iSAMs iParent App. Serious misdemeanors are rare and parents are contacted by their child's Head of House should such behaviour occur.

We have a merit system throughout a student's time here and certificates are awarded to 25, 50 and 100 merits. Commendations for an outstanding contribution are awarded by the Headmaster in Assembly along with deserved praise for contribution to Sports, Performing Arts, Charity Work or other outstanding contributions to the school and/or Community.

We operate a Level system for our behaviour Policy.

#### **Level 1: Behaviour that disrupts own Learning**

Lack of equipment, poor presentation, lack of work, missing a study registration.

#### **Level 2: Behaviour that disrupts others' learning (or disrupts a school environment).**

Lateness to lessons, chewing gum, messing the SFC, Uniform infringement, distracting others.

These behaviours are recorded on Edgen and will be communicated home via the iSams App. 2 instances of Level one or 2 behaviours within 6 weeks will result in an after-school detention.

**Level 3: Behaviour that is unsafe or makes people feel unsafe**

Refusing to follow instructions, swearing or inappropriate language, damage of school property, disrespecting staff, Truancy. These behaviours are recorded on Edgen and will be communicated home. One instance of this behaviour will result in an after-school detention.

**Level 4: Behaviour that is very unsafe.**

Bringing banned substances/items on site, fighting or being physically aggressive, swearing or using offensive language that is aggressive/intentional/malicious, smoking/vaping or using banned substances on the school site. This behaviour will be investigated fully and sanctions will depend on the severity but could include: Saturday detentions, internal exclusions or a fixed term exclusion.

## **Detentions**

**After School Detentions** run after school on Wednesday 3.40-4.40. Students are informed of Detention by email to their school account. Parents are informed of Detentions by a notification on the iParent App. During Detention, as appropriate, students reflect on their behaviour and its consequences to themselves and others and may receive guidance and support on how to improve their behaviour. Students should arrive at the detention with work to complete. Mobiles and headphones are not permitted.

**SLT Detentions** run on a Saturday Morning 07.55-10.00 and are led by a member of SLT. Students can be placed in Saturday Detention if they choose to exhibit a Level 3/4 Behaviour, or for significantly repeating Level 2 behaviours after consultation with students and parents. Parents are informed of Saturday detentions by an emailed letter. During Detention, students will reflect on their behaviour and its consequences to themselves and others and they may engage in other restorative activities.

## **Behaviour Reports**

A Behaviour Report supports a student in prioritising making positive choices about their behaviour for learning and holds them accountable for improving their behaviour in relation to their targets. A Behaviour Report is deemed appropriate if a student repeatedly chooses not to meet the school's behaviour expectations. A Behaviour Report initially lasts for a week and can be repeated for a further week. Targets are positive behaviours that the student can achieve and may reflect the behaviour expectations. Parents are informed of a student being placed on Behaviour Report via email or phone call.

## **Supporting Students' Behaviour**

If you have not already done so, please download the Satchel One (show my homework) App which will enable you to see your child's homework and support them in completing it on time to the best of their ability. Similarly, please ensure you have access to the iParent App which enables you to keep track of your child's merits and behaviour. If you have concerns about your child's behaviour or would like to discuss how they can be better supported in improving their behaviour for learning, please contact their Tutor in the first instance.

In the Sixth Form the key to success is to take control of your own learning in order to reach your full potential and future ambitions.

### The School expects you:

- To be on time for all lessons and House time, keeping attendance above 95%
- To complete school work in study time and to do further independent work
- To complete all set work to a high standard and submit by the given deadline.
- To take ownership of your academic data and work at or above your target grade in order to progress and gain the best possible results
- To aim to achieve the Cranbrook Sixth Form Diploma
- To use the SFC, both the upstairs silent study area and downstairs common room appropriately
- To take part in some of the many and varied activities, sports and clubs available to you
- To treat all fellow students and Cranbrook staff with respect and behave at school appropriately
- To dress appropriately at school as per the Sixth Form Dress Code

### Your Teachers will:

- Support and help you
- Assist you in achieving the highest possible grades
- Mark and return work promptly and provide feedback on your work and general progress
- Equip you with study skills appropriate to the subject

## Dress Code

The school dress code can be found on the website [here](#) and is given below.

Students who do not conform to the Dress Code will be issued with a Level 2 Sanction as per the above Behaviour Policy. We ask all students and staff to be respectful in their language at all times.

### Sixth Form Dress Code

The dress code below applies to all students in the Sixth Form, regardless of gender.

This dress code applies to students who start year 12 in September 2022, or later.



#### The Dress code:

- Students must wear a suit in any colour to consist of a tailored suit jacket plus either tailored trousers, knee length suit dress or a knee length skirt. The 2 items may be in different colours, or fabrics.
- This should be combined with a shirt, polo neck or blouse in any pattern or colour except for one with a large logo or slogan. Midriffs should be covered.
- A shirt with cuffs and stiff collar must be worn with a tie.
- Students can wear a jumper over their shirt or blouse and under their jacket in cooler weather. Jumpers can be in any colour and should not have logos, slogans, hoods or patterns.
- Hair should be smart and in a natural colour. Facial hair should be neatly shaven.
- Jewellery is permitted and can consist of a necklace, a single pair of small earrings (one in each lobe) and a small number of bracelets or rings. Facial piercings are not permitted\*.
- In hot weather, a NO JACKET DAY will be declared via Teams and a sign in the Sixth Form Centre. In these instances, a jacket is not required.
- Footwear must be smart. The following are not permitted: trainers, sandals / flip-flops, boots higher than the ankle, any heel above 2 inches, boots with a sole larger than 1 inch.
- Coats and cold weather accessories such as hats, gloves and scarves may be worn when the weather permits but staff may request these are removed during lessons.
- Socks may be funky.
- Students can change into Games Kit Wednesday 4a if they have no lesson 4b but no earlier.

\*please note that students will be asked to remove facial piercings even if they have not healed. Therefore, we do not recommend students get a facial piercing during the academic year.



## **Absence Procedures**

Attendance of all sessions, including house time is compulsory. Students who miss a lesson without permission or good reason will be logged as truant. Truancy will result in an afterschool detention, further instances of truancy will result in students being placed on report, losing privileges such as free time, Saturday detentions or internal suspension. Parents will be informed at each stage and may be required to attend a meeting. Repeated lateness to lessons will be treated in the same way. If a student is missing from registered session without prior notice, we may telephone home to check why they are not in school.

### **Illness**

In the event of illness, students must have a parent or guardian contact the school to let us know that they are unwell before 8.30am. Please contact the school office on 01580 711800 or email the school at [absence@cranbrook.kent.sch.uk](mailto:absence@cranbrook.kent.sch.uk). If you are feeling unwell at school then you should report to the medical centre or Barham reception. If a student is unwell and head home, they must sign out in Barham reception before leaving the school site.

### **Appointments.**

We ask that where possible, medical and dental appointments are made outside of the school day. Recognising that this is not always possible, please inform the attendance officer [absence@cranbrook.kent.sch.uk](mailto:absence@cranbrook.kent.sch.uk) before the appointment.

### **Short absences foreseen in advance not requiring Headmaster's permission**

A request for authorisation for time away from school for up to one day for any of the following reasons should be made, in advance, to the Head of House and copied in the attendance officer [absence@cranbrook.kent.sch.uk](mailto:absence@cranbrook.kent.sch.uk). An Exeat form must be filled in in advance. This form should be collected from and returned to Mrs Hollands or Barham reception.

1. University Open days, taster days & interviews
2. Driving tests (not lessons)
3. Work Experience

Please note that if an exeat form is not completed in advance, the absence will be marked as unauthorised.

### **Absences requiring permission from the Headmaster**

In some circumstances, families may wish to request absence. If the request does not relate to any of the scenarios above an email should be sent to the Headmaster (via his PA Mrs. Santer [santerb@cranbrook.kent.sch.uk](mailto:santerb@cranbrook.kent.sch.uk)) outlining the reasons for the request and the dates it relates to.

### **Driving Lessons.**

Please note that students are not permitted to miss lessons, house time, or study periods for driving lessons. Where they have free periods, students can leave the site to attend driving lessons by signing out using the sign in book in the SFC. Time can be requested for driving tests only.

### **Free Periods and Signing Out**

It is expected that the majority of free periods are used for study but recognise that students may wish to do this in the SFC, the library, the boarding house or back at home. Therefore, students in the Sixth Form have some flexibility with how to organise themselves. In order to facilitate this, we have a Signing Out policy:

- Where a student has a free period 1 we will assume that they are offsite and will be arriving on site around 9.15 for period 2. If a student with a free period would like to be onsite for period 1, they should sign in using the sign in book at the entrance to the SFC.
- Where a student has a free period 1 and 2, we will assume they are offsite and will be arriving on site around 10.10 for tutor time. If a student with free periods 1 and 2 would like to be onsite before this, they should sign in using the sign in book at the entrance to the SFC.
- Once they have arrived at school for their first commitment (lesson, games, study period, tutor time) we will assume they are remaining on site until 3.35.
- Students who have a free at the end of the day (period 6 or periods 5 and 6) may leave early by signing out using the sign in book at the entrance to the SFC.
- Sixth form students have the privilege of going in to Town during a free period, or heading back to the boarding house if they are boarders. Where a student wishes to sign out during the day, they must sign out and back in again using the sign in book at the entrance to the SFC.

It is important to note that the flexibility of leaving the site during the school day is a privilege that may be revoked if a student's behaviour or academic commitment is not up to the high standards expected. Furthermore, students who do not follow sign out procedures correctly may lose the privilege to sign out.

## **Student Wellbeing and Pastoral Support**

At Cranbrook School we have a strong pastoral network that includes the following staff:

### **The Tutor**

Your child will see their Tutor daily and they are best placed for monitoring students' wellbeing. Any concerns should be addressed to the Tutor in the first instance. If the Tutor has concerns about your child, including concerns about their attendance, punctuality, behaviour and academic progress they will contact you. Tutors develop a warm and caring relationship with students and students generally feel comfortable raising any worries of their own with their Tutor.

### **The Head of House**

Your child's Head of House is responsible for the pastoral care of your child. They will be in touch in the event of significant concern. Students represent their House in school competitions and Sports' fixtures and meet regularly in House Assemblies. The Head of House is supported by a team of Y13 House Captains who ensure that the House is fully engaged in sports, charitable endeavors, social activities and peer support.

### **Place2Be**

If you feel your child would benefit from support from Place2Be, please contact their Tutor, or contact Laura Mercer (our Place2Be project manager) directly [mercerl@cranbrook.kent.sch.uk](mailto:mercerl@cranbrook.kent.sch.uk). Students can self-refer using the post box outside the Place2Be office in Crane House. Students can access drop-in support via Place2Talk at any time during the school day. Please be advised that there is usually a waiting list for Place2Be counselling services.

### **Medical Centre**

If your child is ill during the school day, the Medical Centre will contact you and ask you to come and collect them. They will then be signed out. Students are not permitted to contact their parents during the school day and ask to be collected. This must only be done by the Medical Centre.

If you have any concerns about your child's health in school, please contact [medical@cranbrook.kent.sch.uk](mailto:medical@cranbrook.kent.sch.uk).

### **Student Listeners**

A dedicated and trained team of students, who work with Mrs. Harris to deliver excellent peer support. Please visit [www.studentlisteners.com](http://www.studentlisteners.com) for more information.

### **Careers Team**

Mrs. Kiggell and Miss. Clifford work together, along with Mr. Targett from CXK to provide careers advice. They can be found in the library and appointments can be requested for students in the Sixth Form.

### **Financial Support**

Post -16 student bursaries are available and those who think they meet the criteria are encouraged to apply. If you need any assistance, please speak to the School Bursar or a member of the Sixth Form Team.

### **PSHE**

As well as having a dedicated PSHE lesson once a fortnight, students engage in a PSHE program as part of our tutorial program where they focus on age appropriate content. In the Sixth Form this relates to next steps, relationships, careers, finance and Futures.

### **Academic Support**

Students will be supported within the classroom by their teachers, but we have a few additional layers of academic monitoring and support to help students' reach their potential:

1. After each assessment students will complete reflection as part of our tutorial program where they can assess strengths and weaknesses and highlight any areas they may need support.
2. Students might be identified as needing more support with study skills and can be placed on a small group program with Dr. Darby that focuses on learning and revision strategies over a course of lunchtime sessions.
3. Where students are missing targets, meetings will be set up with Mrs. Hulland-Rumley (Head of Key Stage) and may then move on to involving parents. These meetings are designed to be supportive and generally follow parents' evenings, reports or assessment results.
4. In some cases, students may engage in a longer program of intervention with a member of the Sixth Form Team. This may involve target setting, 121 meetings, development of exam strategy or involvement with the SEN department.

Please note that if you have any academic concerns, please contact your child's tutor in the first instance. Where academic intervention is offered, this is a supportive measure.

### **School IT Systems**

We have a number of online systems that we use to communicate with Parents and students, these are given below:

#### **Parent mail**

- used to send you information and to collect consent forms and money for school trips as well as adding money to your child's lunch money account
- You should have been sent an automatic message from parent mail welcoming you to our school communications system and giving you your login details.

#### **The iSAMS App / Parent Portal**

- used to share information on your child's timetable, behaviour, attendance and punctuality, Grades and written Reports
- We will be in touch shortly with information on how to access the iSAMS App
- Your child will also be able to download the iSAMS istudent app and view all their information.

#### **Satchel One**

- used to set and take in homework. Your child will have their own login account. The parent account allows you to see what homework your child has been set and whether they have handed it in on time.
- We will be in touch shortly with information on how to access Satchel One

- We encourage you and your child to download the Satchel One app on your phones. It can also be accessed from any desktop

### School email and student portal

- Your child will have been given their login details for the school network which includes a Microsoft 365 account and Outlook email account. Your child's username is their surname and the first two letters of their first name followed by the year they entered the school (e.g. smithjo23). They have been given passwords at school. Their email address is their username followed by @cranbrook.kent.sch.uk.
- Students can log in via the school website when they are not on school site, there are some resources on the school portal such as examination papers put on my departments.

### MS Teams

- We use MS Teams for live lessons, masterclasses, meetings and sharing information. Your child can log in using their normal school login username and password.
- We encourage your child to download the MS Teams App on their phone. It can also be accessed from any desktop
- Regular communication to the Sixth Form is delivered via the Year Group Team on MS Teams. This is updated most days with key information.

For problems logging on, students can also visit the IT office which is by the IT rooms. This includes if a student has forgotten their password.

### The Cranbrook Diploma

Employers today are looking for students who are not only academically able, but also have a range of personal skills and qualities. A recent University of Kent survey of top employers found that the following skills were seen as just as important as academic achievement: initiative and self-motivation; planning and organising; time management; self-awareness; personal impact & confidence; stress tolerance; integrity; independence; interpersonal sensitivity; creativity.

In order to encourage the development of these attributes in our Sixth Form students we have introduced the Cranbrook Sixth Form Diploma which we expect all students to participate in. In order to make the most of the Sixth Form experience, we believe that students should engage with and contribute to all aspects of school life alongside being a role model for our younger students. The Diploma will recognise achievements in a broad perspective of the school experience. Participating in the Diploma will also give the students an excellent advantage when applying for university.

**To be awarded the Cranbrook Sixth Form Diploma you must achieve each of the following conditions:**

1. **A Levels**  
Achieve 3 or 4 A-levels.
2. **Independent Study**  
Complete either;
  - a) An EPQ or
  - b) An Independent Research Project (700 -1000 words) ideally linked to your university application or career aspiration.
3. **Work Experience** – organise and take part in a period of work experience during Year 12 or Year 13 that is ideally (but not exclusively) linked to your university/career aspirations.
4. **Service to Others/Activities**  
Either;

- a) Take part for a minimum of two terms, in a school scheme that provides a service to others e.g. Primary Schools, CCF, Care for the Elderly, organising and running a club, Student Listeners or something similar outside of school.  
and/or
- b) Take part in a 'full-time' activity at school (once a week for two and a half terms) or take part in two or more part-time activities that adds up to two and a half terms of weekly activity as a minimum.
5. **Presentation**  
Organise and conduct a formal presentation on a topic of your choice, to your tutor group/House (this could be linked to your independent study above).

## **Student Leadership**

A key feature of Cranbrook Sixth Form is to create opportunities for the students to take on responsibility and develop their leadership skills. There are many opportunities which start in the Summer term of Year 12 and continue throughout Year 13. These include the following:

- Senior Four
- House Captains– Day Houses have 2 Captains, Boarding Houses have one Captain
- School Prefects – split into groups to support Diversity and Inclusion, Charity and Awareness, Sixth Form, Community and Academic Mentoring.
- Department Champions– Head of Departments appoint up to a few prefects in Year 13 to help in their departments
- Sellers Leaders – a group of about 12 who help look after the Year 7 students in collaboration with the Head of Year 7 and 8
- Careers Champions
- Student Listeners – A group of about 15-20 students that are given training to help students who seek private help for personal concerns on an online platform
- Organising and running school clubs and societies – there are many opportunities here including such things as debating, chess, Warhammer, electronics, dance, football, book club, basketball, current affairs (CAPS), conspiracy club, drama, music, Queen's Hall Tech team, Finance, Eco Schools, Amnesty
- House responsibilities – each House has a number of posts including Deputy House Captain, Sports Reps, Social Reps, Charity Reps and mentors for junior students
- CCF NCOs – senior cadets in both the Army and RAF Sections
- Duke of Edinburgh Gold Award – the service section can involve helping to lead younger participants at Bronze level

## **Structure of the Day**

Students in Year 12 and 13 have a similar day structure, but a slightly different lunch break. This facilitates students being involved with supporting other students and engaging in a range of activities.

	Year 12	Year 13	On Fridays we have slightly different timings, as shown to the right		
8.30 – 9.20	Period 1	Period 1		Period 1	8.30 – 9.20
9.20 – 10.15	Period 2	Period 2		Period 2	9.20 – 10.10
10.15 – 10.40	Tutor Time	Tutor Time		Tutor Time	10.10 – 10.20
10.40 – 11.00	Break	Break		Break	10.20 – 10.40
11.00 – 11.55	Period 3	Period 3		Period 3	10.40 – 11.30
11.55 – 12.50	<b>Period 4A</b>	<b>Lunch</b>		<b>Period 4a</b>	<b>11.30 – 12.20</b>
12.50 – 13.45	<b>Lunch</b>	<b>Period 4B</b>		<b>Period 4b</b>	<b>12.20 – 13.10</b>
13.45 – 14.40	Period 5	Period 5		Period 5	13.10 – 14.00
14.40 – 15.35	Period 6	Period 6		Period 6	14.00 – 14.50

On Fridays, the school day does end earlier – after 2.50 students can remain upstairs in the Sixth Form study for private work, or head to the library for supervised study. The downstairs of the SFC is normally closed.

## **Structure of the Fortnight**

Students in the Sixth Form have the following compulsory commitments over the course of a **fortnight**:

12 periods per subject – 10 led by a teacher (contact periods) and 2 where work is directed by the subject (non-contact periods) and students are supervised in a study period in the SFC.

4 periods of Games/Service – Students can select either to participate in Sports, or a Service element within the school or community.

2 periods of GS – a weekly session run by the Sixth Form team to provide information, guidance and to give access to external speakers on a wide range of important topics.

1 period of PSHE – a dedicated sixth form program of PSHE has been introduced for pupils in the Sixth Form.

2 periods of Courses - a chance to take part in the EPQ, Sports Leaders, Finance course, First Aid course, mentoring and much more. (Y12 only, although Y13 will continue to have EPQ lessons if they undertook this course).

This is 45 periods for Year 12 and 43 for Year 13. Students who take a 4<sup>th</sup> A level will have an additional 12 periods of that subject. It is expected that of the remaining 15/17 hours, students are spending at least half working independently to avoid workload building up.

Students who are struggling to organise their time, or who might benefit from more structure can be added to additional study periods.

## **Futures**

### **CUSP – Competitive University Support Program**

GCSE grades mostly 7s-9s? Consider 'CUSP'! This is for Year 12s aiming for **academic excellence** at A level and beyond at the academically competitive university places (Oxford, Cambridge, Durham, LSE, Warwick, Medicine and Vet. Science etc.) The programme involves additional study, peer support and some opportunities run by the top universities. In Year 13 the group naturally evolves into Oxbridge/Medic etc. preparation. The group is **self-selecting** in the first instance; with registration forms available from Mrs Corney (keep an eye on the 'CUSP' noticeboard). However, if your GCSE/Year 12 grades are not quite at the 'CUSP' level, you may be told to concentrate on your sixth-form grades first and re-join if they pick up. The group meets once a fortnight to start with, with meetings becoming more frequent later in the year.

### **Co-Curricular and Enrichment Program**

Cranbrook School has an extensive and varied range of activities and enrichment opportunities. All Sixth Form students are expected to engage with this programme developing their current interests but also trying out new activities or sports. We also encourage our students to offer some kind of service to others which could be with our own programme of Primary School Support and Elderly Support but also their own organisation of clubs, charity events or simply helping staff or other students.

### **Our programme includes the following:**

Sports – Rugby, Hockey, Netball, Basketball, Cricket, Rowing, Swimming, Rounders, Tennis, Athletics, Badminton, Squash, Fitness and Conditioning,

Creative Arts – Drama, Music (including choirs, orchestra, wind ensemble, string ensemble, jazz band) Dance, Photography, Journalism, Art, Queen's Hall Tech Team

Activities – CCF Army and RAF Section, Duke of Edinburgh Gold Award,

Clubs and Societies - Debating, Chess, Warhammer, Electronics, Book Club, Current Affairs and Politics (CAPS), Conspiracy Club, Finance, Amnesty, Eco Schools, MedSoc, Psychology, Board Games, Dissection, Cookery, Engineering, Film, Astronomy

**Careers Information, Support and Guidance.**

Most Sixth Form students leave at the end of Year 13 to pursue higher education courses at University or related providers. As much of the advice and guidance is steered towards this area, the following list of dates and events gives an indication of what is an ongoing process.

In addition, you will find the weekly 'Futures' bulletin an excellent resource for details about university taster courses (residential and non-residential), higher apprenticeship information, external lectures and workshops, STEM courses, Year in Industry, volunteering opportunities and more. This will be emailed to students' school account each week with hard copies available from the library. Please do look at this information on a regular basis.

The school provides the services of an independent careers advisor who is in school most Tuesdays. Appointments for a 40-minute slot can be made via our librarians Miss. Clifford and Mrs. Kiggell, and there is a 'drop-in' session available most Tuesday lunchtimes.

	Year 12	Year 13
<b>September</b>	Year 12 Induction ALPS target grades published Progress assessment	Internal UCAS re-sits Oxbridge/Med/Vet applications completed
<b>October</b>	Information Evening for Parents	Oct 15 <sup>th</sup> Oxbridge/Med/Vet deadline UCAS applications finished and sent Year 13 Formal Assessment 1
<b>November</b>	Careers Fair	UCAS applications finished and sent  Careers Fair
<b>December</b>		
<b>Jan/Feb</b>	Year 12 Formal Assessments	Jan 15 <sup>th</sup> UCAS deadline Year 13 Full Mocks
<b>March</b>		Year 13 Parents' Evening
<b>April</b>		
<b>May</b>	Senior 4 and Prefects appointed Internal UCAS Exams	Public Exams start
<b>June</b>	Year 12 UCAS and Careers Conference University/UCAS preparation starts University Open Days UCAS Subject Predictions Year 12 Parents' Evening and briefing	
<b>July</b>	Prepare and write personal statements and CV's UCAS subject references written	
<b>August</b>		A level results published University places accepted

**Other Key Information:****Lost Property**

Please ensure all your child's clothing and possessions are clearly named. Named items will be returned to students via their tutor. Un-named items are stored for up to one Term in the Lost Property cupboard next to the Lecture Theatre. This is open at Break for students to look for their possessions. Students should not bring anything valuable into school. The school cannot be held responsible for any lost items. Items should not be left in the SFC over the school holidays.

### **Cars**

Please note that due to space students' cars and other motor vehicles are NOT permitted to park on site. Free parking is available in Cranbrook Town car parks. As a courtesy, we ask students not to park on the road directly outside of the school as it disturbs local residents and is challenging for those using the road around the school.

### **Ball Games**

Students are not permitted to play ball games on the Gym Lawn outside the Sixth Form Centre. There are spaces outside the SFC to sit at tables and relax and in nicer weather the Gym Lawn can be enjoyed for catching some sunshine. Ball games can be played in the cage (outside of period 4B) or in other locations dependent on the weather (information regarding other locations provided through notices).

### **Mobile Phones**

Mobile Phones are banned on the school site from 8.20 – 8.45 and students should not be using phones, headphones or ear buds whilst walking around the school. As Sixth Formers, students have the privilege of using phones inside the SFC and may be given permission to use them during lessons, at the discretion of the teacher – where it relates to the task.

### **Leavers Events and Items**

Cranbrook School typically has a Year Book that is co-ordinated by the Sixth Form Team with all content created by students in Year 13. There is also a Leavers Hoody each year that can be purchased. At the end of the year we will have a celebration to fare our Year 13 students well. Cranbrook School does not organise a Leavers Ball although students will often organise their own.

Please note this version of the Sixth Form Handbook was issued in September 2023 and that changes may be made annually or in response to important issues.



## School Agreement

We ask that all students complete the school agreement below following the reading of this handbook.

I have read and understood the Sixth Form Handbook and associated behaviour policies. I understand that if I seriously or consistently fail to meet these expectations my Sixth Form position at Cranbrook School will be reviewed.

In particular, I understand the following:

The Dress Code

Supervised Private Study Periods and Leaving School site arrangements

The Cranbrook Sixth Form Diploma

Non-attendance of Lessons and Punctuality

Absence Procedures

Expectations of Behaviour in the Sixth Form Centre

Bringing Motor Vehicles onto the School Site

Academic Monitoring

I have read and understood the Sixth Form Agreement and agree to its conditions.

### STUDENT

Name (Print) ..... House .....

Signed..... Date.....

### PARENT

Name (Print) .....

Signed..... Date.....  
(Parent/Guardian)