



BLACKFEN SIXTH FORM

Blackfen Road, Sidcup, Kent DA15 9NU
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Blackfen School Term Dates 2024 – 25

Year 12 start Wednesday 4th September 2024
Start: 9.15am Performance Space

Autumn Term

Monday 2 September 2024 to Friday 20 December 2024
Students return to school on Wednesday 4 September 2024

Half term

1 week from Monday 28 October 2024 to Friday 1 November 2024

Spring Term

Monday 6 January 2025 to Friday 4 April 2025
Students return to school on Monday 6 January 2025

Half term

1 week from Monday 17 February 2025 to Friday 21 February 2025

Summer Term

Tuesday 22 April 2025 to Tuesday 22 July 2025
Last day of term for students Friday 18 July 2025

Bank holiday Monday 5 May 2025

Half term

1 week from Monday 26 May 2025 to Friday 30 May 2025

INSET Days (students not in school)

Monday 2 September 2024 – staff in school

Tuesday 3 September 2024 – staff in school

Monday 25 November 2024 – staff in school

Monday 21 and Tuesday 22 July 2025 – staff not in school



SIXTH FORM INFORMATION

Welcome to Blackfen Sixth Form!

Your decision to study at Blackfen Sixth Form means you have decided to focus on academic achievement and fulfilling your potential both academically and personally

You will be treated as a young adult; however, you will be expected to follow our rules and procedures as set out in the contract you have signed.

Please ensure you read through the following information carefully prior to starting your courses in September.

Expectations

By joining Blackfen Sixth Form you are continuing in full time education therefore you will need to attend school everyday.

Students:

- Must wear (at all times) the ID lanyard and swipe cards
- Must respect others and their property at all times.
- Must maintain a high level of attendance at all times. In any case of absence, it is the student's responsibility to ensure they catch up on any work they miss. All post-16 courses are intensive and students can't afford to miss valuable teaching and study time. Students should aim for at least 97% attendance for the year. An exemplary record of attendance shows that a student is well-motivated, dedicated, organised and takes their responsibilities seriously. We provide information about attendance and punctuality when asked to provide references. **In Accordance with the EFSA funding guidance, students will lose their right to free examination entry if their attendance is unacceptable, or if it means they have not completed necessary work.**
- Must arrive on time to school (8.20am) for period 1.
- Must arrive promptly to each lesson, Study sessions and CT.
- Must make up all 'lates' time on a Monday after school.
- Must demonstrate a growth mind set to maintain good standards of work and meet course requirements.
- Must complete all homework, coursework and assignments to set deadlines.
- Must attend all lessons and study periods.
- Must use study time effectively.
- Must be available to staff who need to see you at time when you have no timetabled lessons (This may need to be before school, during breaks or after school.) Students must **not** take on paid work, make routine appointments or have driving lessons during the school day (8.30–3.00). Part of the reason for this is that our curriculum includes days where students may have changes to their usual timetabled lessons and 'free periods'; including assessments, enrichment days, educational visits and PSHE sessions.
- Must participate in the enrichment programme which means completing on-line courses. All activities completed must be recorded in Unifrog.
- Must **not** take holidays during term time.
- Must **not** have or consume energy drinks on the school site.
- Must **not** use or be seen with a mobile phone or headphones (other than in the Sixth Form designated area). If seen they will be confiscated and returned after school.
- Must Act as a positive role model for younger students.
- Must contribute to the life of Blackfen including whole school activities, enrichment, year meetings and PSHE.
- Must adhere to the Sixth Form dress code (including during exams). Please note: Students can be sent home for violation of dress code.
- Must **not** smoke/vape on or near to the school site (this will result in internal exclusion).
- Must bring in correct equipment, ID swipe lanyard every day.

Academic progress and guidance

All students will be given target grades for their subjects. These grades will be based on your GCSE achievement. These are the minimum grades you should achieve in your subjects. All work completed in class and for homework/coursework should at least meet this standard. Students who do not achieve their target grade for a piece of work will be expected to re-draft the work. Students who underachieve or who do not put in the required effort will be placed on our support programme. This includes additional supported study sessions and mentoring. Parents/Carers will be informed.

Progress updates are issued each term, these report on the actual progress a student is making at that time compared with their target grade. This report system will be explained and discussed with all students during form time. All students will be formally assessed during the year in every subject. Grades will be discussed with tutors and parents to monitor your progress. Students who give cause for concern in their attitude to learning (growth mindset), punctuality or attendance will be placed on monitoring report.

ID Cards

You will be given a lanyard and a photograph ID card. This must be worn at all times, for security and safeguarding purposes. If you lose your swipe card/lanyard you will need to pay for a replacement.

Tutor time

This takes place daily at 10.30am. Attendance is compulsory. Students will be involved in a programme of activities. There is a weekly quiz and a weekly silent reading session (students should bring their own book). All students will attend a weekly year meeting in the learning zone.

Enrichment

All students must complete enrichment activities which include; on-line courses, external speaker talks, virtual work experience, insight days, wider reading. Student must record all activities completed in Unifrog.

Daily Notes

Students must check Year 12 Microsoft Teams for daily information and should have this app on their phones. Students must also check their school email regularly. All letters are emailed home for parents/carers. Copies are also placed on the school website under Sixth Form.

Work experience

All year 12 students will be expected to complete a one-week placement. Students will need to find this placement themselves, however the school does have some links with business/organisations that may be able to help. The placement cannot be a student's usual place of work, it must be unpaid and a log book completed and submitted. The placement should be relevant to the courses being studied or a proposed career path, it should be challenging and unpaid.

EduLink

All students and parents need to sign up to EduLink and download the App. This system is used to record attendance and academic reports and all homework and non-contact work is set on EduLink.



YEAR 12 & 13 DRESS CODE

Students in the Sixth Form are expected to be smartly presented at all times reflecting a business like and purposeful environment. Lower school see the Sixth Form as role models and therefore a weight of serious responsibility rests on all students of Sixth Form.

- Tailored suit Jacket must be worn at all times
- Smart trousers, skirts or dresses should be worn (Jeans, leggings/jeggings, ribbed knit trousers/leggings, sportswear, denim and tracksuit bottoms are not permitted. With regards to skirt/dress length, it needs to be appropriate for a school setting and should be no shorter than mid-thigh in length.
- Smart tops must be worn, including, shirts and blouses. (T shirts, vest tops and crop tops are not allowed)
- Shoes/boots should be leather/faux leather or suede/faux suede. (Shoes must be appropriate for a school environment. Trainers of any kinds are not permitted. Sandals, sliders, flip flops and Ugg's (or similar) are not permitted.
- Hoodies, fleece tops and tops with logos are not allowed.
- Non-religious head coverings are not allowed. (Any non-religious headwear should only be worn due to weather conditions (for example warm hats in winter) and should be removed before entering any buildings.
- A sixth form lanyard must be worn and visible at all times. This is a requirement for the safeguarding of the school and is therefore essential that it is visible and worn around the neck at all time, with the exception of when students are completing a practical activity in a lesson.

Students who violate the dress code will have their parents/carers informed. Persistent offenders will be sent home to change or placed in internal isolation.