

**BROMLEY  
BEACON  
ACADEMY**



**SIXTH FORM**

# **STUDENT HANDBOOK**

**LONDON  
SOUTH EAST  
ACADEMIES**

**TRUST**



**RELATIONSHIPS  
INTEGRITY  
HONESTY  
TEAMWORK  
TRUST**

# Your Sixth Form Team

Welcome to Bromley Beacon Sixth Form.

This is an exciting time in your education as we help to prepare you for your next steps as an adult. Whatever you decide to go on to, college, an apprenticeship or employment, your sixth form team are here to help.

Welcome to Sixth Form from your two Heads of Year. We are Rachel and Michelle and we are here to help and guide you through the next two years of school. The Sixth Form team also includes two Form Tutors, and together, our role is to prepare you for your next steps into work, further education or training. We will achieve this by giving you opportunities to increase your bank of qualifications, gain valuable work and volunteering experiences and help you achieve qualifications that will prepare you for the working world.

Please feel free to come to us with any concerns and we will do our best to help you.

[Rachel.pryce@bromleybeacon.lseat.org.uk](mailto:Rachel.pryce@bromleybeacon.lseat.org.uk)

[Michelle.graydon@bromleybeacon.lseat.org.uk](mailto:Michelle.graydon@bromleybeacon.lseat.org.uk)

**We take your safety and wellbeing very seriously and endeavour to support the welfare and safety of all students through:**

- Promoting and maintaining a whole school culture of safeguarding awareness and proactive response to concerns.
- Ensuring student welfare is the paramount concern and responsibility of all BBA staff to identify children who may be in need of extra help or who are likely to suffer significant harm.
- Providing appropriate support and guidance to students to enable them to have a range of appropriate adults whom they feel confident to approach if they are in difficulty.
- Ensuring the curriculum contains social and emotional aspects of learning.
- Ensuring that safeguarding is included in the curriculum to enable students to stay safe, recognise when they don't feel safe and identify who they might/can talk to help them.
- Promoting a positive and supportive environment where students can develop a sense of being valued and heard in their own right.
- Ensuring all steps are taken to maintain the school site security and students physical safety.
- Working and communicating regularly with parents to build an understanding of the school's responsibility to ensure the welfare of all students including the need for external agencies when it is deemed necessary.
- Regular whole safeguarding training creating a measured, generic approach to identifying and addressing concerns raised.
- Ensuring all staff are able to recognise the signs and symptoms of abuse and are aware of the schools procedures, lines of communication in order to take appropriate action.
- Monitoring students who have been identified as having welfare or safeguarding concerns;
- Keeping confidential records which are stored securely and shared appropriately with other professionals.
- Developing and maintaining effective and supportive partnership working with external agencies in order to promote student wellbeing.

## **BBA Designated Leads:**

Neil Miller (Executive Headteacher) has overall responsibility for safeguarding within LSEAT Bromley Hub of Schools, with accountability shared through the Heads of School, Welfare Officers and Behaviour Leads in each School.

**Designated Safeguarding Lead: Andrea Townsley**

**Deputy Designated Safeguarding Lead: Mark Else & Sophie Grinham**

**Please note all staff, including Agency Staff, are all suitably vetted to ensure the safety and wellbeing of all students is paramount.**

Our safeguarding policy can be found in the policies section of the website.

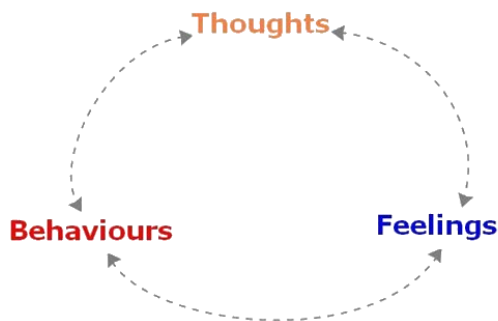
# Therapy at BBAB



As a counsellor at BBAB, part of the support offered to students is focused on their social, emotional, and mental wellbeing. The use of CBT is proven to be beneficial in supporting the development towards:

- How you think about yourself, others and the world
- How what you do affects your thoughts and feelings
- How the way you think and feel affects the way you act

Thoughts, feelings and behaviours are all linked, so if I think upsetting thoughts, then I will feel upset and then I am likely to do something that will increase the thoughts and strengthen the feelings, which becomes my very own vicious cycle.



Through CBT, working together we can break this vicious cycle just by changing the way we think and act.

By making links between what we do, think and feel, CBT can help us make changes in the way we think and the way we act. Making changes in what we think will affect what you do and feel, and changing what we do, affects the way we think and feel. Making these changes then can help us feel better about ourselves.

Whilst it is helpful to discuss the past and understand how events might have influenced our lives and added to our problems, CBT mostly focuses on looking for ways to improve your mental wellbeing now and making positive steps forward for the future.

Therapy is available to all students. Please speak to your Form Tutor.

# Expectations of a Sixth Form student

The expectation of our sixth formers is to build strong relationships based on our RHITT values -Relationships , Honesty, Integrity, Teamwork and Trust and to be a role model within school and out in the community. Sixth formers will support and encourage each other to be able to work independently and achieve success with all the opportunities presented and to be the best you can be.

## **Attendance**

Regular school attendance is essential if Students are to achieve their full potential. We believe that regular school attendance is the key to enabling Students to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

In order for an attendance record to be deemed good, it must be 95% or above:

- 100% Excellent Attendance
- 97% Good Attendance
- 95% Expected Attendance
- 90% attendance means a student is missing half a day of education every week.
- Students with 90% and below are classified as Persistent Absentees

Parents are expected to call the school on the first and every day of absence from school. If a student is not at school, parents/carers will receive a call from the Sixth Form team to check on the well-being of the student. Non-Attendance at school will result in non-payment of the Bursary.

Students who achieve 95% or above in attendance can expect

- To have better academic/vocational success
- A bursary
- Half termly rewards
- School trips



## **Dress Code**

Students are not expected to wear school uniform however clothing must be practical for the subject areas that the students are studying. If the clothing is deemed unsuitable then students will be sent home to change into something more appropriate.

**Skirts and Shorts**-must be knee-length and be worn above the hips.

**Off-Shoulder Shirts**- **are not permitted** particularly when they expose the entire shoulder or bra strap

**Leggings**- must be non-see through and fit appropriately

**No Bare Midriffs**- all parts of stomach and back must be fully covered without pulling or tugging.

**Keep Undergarments Hidden**-underwear beneath trousers/jogging bottoms , or undergarments showing through rips and holes in clothing are not permitted .

**Necklines**-Necklines must be modest and not expose cleavage or chest

**Appropriate Footwear**- no shoes /trainers /boots that pose a falling risk. For example, flip flops, platform shoes, or shoes with wheels for safety reasons.

**Hoodies /Hats/Sunglasses**- No hoods hats or sunglasses while in school

## **BEHAVIOUR**

Sixth form students are expected to behave in a way that sets an example to the rest of the school. You should at all times show respect to each other, your tutors and the school property. You are expected to show tolerance of each other's beliefs and faiths and show mutual respect toward each other.

## **BULLYING**

We have a zero tolerance to Bullying and take bullying incidents very seriously. Anybody found bullying another student will be subject to the school's disciplinary procedures.

## **PLAY FIGHTING**

Students are not allowed to play fight at any time in school

## **SWEARING**

Swearing at each other or teachers will not be tolerated. Students are expected to treat each other and staff with respect and to use appropriate language at all times.

## **TRAVELLING**

Students using cabs and public transport or moving about the streets outside the school should behave in such a way as to bring credit to the school. If a student behaves outside of school in a way that is likely to damage the reputation of the school he/she will be subject to the school's disciplinary procedures.

## **JEWELLERY**

Students are not permitted to wear any jewellery other than a watch. This includes big rings and long earrings.

### **MOBILE PHONES**

These may not be used in school. They will be kept securely for collection at the end of the day. The school will not be responsible for investigating the theft of mobile phones, or other valuable items, that should not have been brought into school.

- Any student using a mobile phone in school will have it confiscated.
- Confiscated items will be kept in the school behaviour office.

### **DAMAGE**

All damage to school property must be reported at once to a member of staff. Wilful damage may be charged to the student responsible.

### **CHEWING GUM:**

Students should not chew gum on school premises or at any time during school hours.

### **ENERGY DRINKS**

Students are not allowed to consume energy drinks on the school premises



## **Bursary**

All sixth form students are entitled to a small bursary payment on a monthly basis.

The key objective of the 16 to 19 Bursary is to provide financial support to our students aged between 16 to 19 (must be under 19 on 31st August of the academic year they start course) who face financial barriers that may well stop them accessing education.

The Bursary will be paid to all students who meet the following criteria

**Attendance-** Students must have at least 90% attendance to qualify for their bursary. This includes classroom and study time attendance

**Behaviour -** Positive behaviour is expected from all students and is a condition of receiving your Bursary

**Owning a Bank account -** Students will be paid directly into their Bank account. If you need support setting up your own Account please speak to your Sixth Form Tutor .

Please see policy for full details.

## **Study Time**

Learning to manage time and workload is a key skill in every job. At BBAB we work towards preparing students for the world of employment and independent study time has been written into the timetable. It will be expected that all students use their study time effectively. You must attend all classes and complete the work set out for you by your Tutors. There are no "Free Classes" and students should be in class at all times and not wandering corridors. Study time should be a place where students can work without distraction. The Business Hub will be available to students and will have a member of staff supervising and able to offer assistance.

Following are some of the important aspect of study plan -

**Increased productivity:** A study plan will help you split your studying into bite-sized chunks and Outlining what you need to do every day will help you know exactly what you need to do and when This way you can learn and memorize more effectively and avoid stressing yourself. In addition, a study plan with to-dos for each day will help you avoid procrastinating for your exam.

**Time management:** when it comes to the academic success of students it is important to effectively use his/her time and sticking to a study timetable drawn is as important as creating one. A study plan gives you time for the unpredicted. For instance, if something pops up you will not have to worry since you have already had time to study.

**Less stress:** A study plan also helps reduce stress. Majority students are guilty of waiting for the last minute to start cramming for an exam. However, cramming brings on added pressure and stress, which you can avoid if you started preparing for your exams early. With a study plan, you get to cover each and every bit of your study material as you have plenty of time.

**Better score:** If you start studying before time then nothing will hinder you from getting those straight A's. Studying early will help students to memorize more effectively.

# Your School Day

The school day for Sixth Form is changing. The new school timetable is below. You will see that study time has been included into the timetable. The business hub is available for you to use during study time and headphones have been provided to allow for a quiet and calm environment in which to work. Independent study is a crucial skill that will use throughout your personal and professional life.

Individual timetables will be issued to all students.

**12**  
Bromley Beacon Academy, Avalon Road, Orpington  
Class teacher: Walker Ryan

	Breakfast 8:30 - 8:50	Period 1 8:50 - 9:40	Period 2 9:40 - 10:30	Period 3 10:30 - 11:20	Period 4 11:35 - 12:25	Period 5 12:25 - 13:15	Period 6 13:40 - 14:30	Tutortime 14:30 - 15:00
<b>Mo</b>	Tutor 12/13 SK / PE teacher / GM / JE / RP	Mu Group 1: JG Group 2: RP / JHR	PE Group 1: NS / AF Group 2: DM / RSG / CW	PE Group 1: NS / AF Group 2: DM / RSG / CW	ICT AA / DBa	PSHE KB / PE teacher	Mu Group 1: JS Group 2: RP / JHR	Att SK / PE teacher / GM / JE / RP
<b>Tu</b>	Tutor 12/13 SK / PE teacher / GM / JE / RP	Art Group 1: NW / JL / AA Group 2: JS / DS / JE	Mu Group 1: JH / JG Group 2: RP / JHR	Mu Group 1: JG Group 2: RP / JHR	IS GM	ICT AA / DBa	IFS AA / ED	Asse PE teacher / GM / RP / JE / SK
<b>We</b>	Tutor 12/13 SK / PE teacher / GM / JE / RP	careers GM	Ma SD / JHR	Art Group 1: NW / JL / AA Group 2: JS / DS / JE	IFS AA / SP	PSHE KD / PE teacher	Eng SK / KSm	Careers SK / PE teacher / GM / RP / JE
<b>Th</b>	Tutor 12/13 SK / PE teacher / GM / JE / RP	Art Group 1: NW / JL / AA Group 2: JS / DS / JE	Art Group 1: NW / JL / AA Group 2: JS / DS / JE	PE Group 1: NS / AF Group 2: DM / RSG / CW	PE Group 1: NS / AF Group 2: DM / RSG / CW	Ma SB / JE	Eng SK / DBa	DEAR SK / RP / GM / JE / PE teacher
<b>Fr</b>	Tutor 12/13 SK / PE teacher / GM / JE / RP	WEX GM	WEX GM	WEX GM	WEX GM	WEX GM	WEX GM	Celebration GM / RP / JE / PE teacher / SK

**13**  
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<b>We</b>	Tutor 12/13 SK / PE teacher / GM / JE / RP	ICT AA / PE teacher	careers GM	Peer Mentoring	IFS AA / SP	IS GM	Eng SK / KSm	Careers SK / PE teacher / GM / RP / JE
<b>Th</b>	Tutor 12/13 SK / PE teacher / GM / JE / RP	Art Group 1: NW / JL / AA Group 2: JS / DS / JE	Art Group 1: NW / JL / AA Group 2: JS / DS / JE	PE Group 1: NS / AF Group 2: DM / RSG / CW	PE Group 1: NS / AF Group 2: DM / RSG / CW	Ma SB / JE	Eng SK / DBa	DEAR SK / RP / GM / JE / PE teacher
<b>Fr</b>	Tutor 12/13 SK / PE teacher / GM / JE / RP	WEX GM	WEX GM	WEX GM	WEX GM	WEX GM	WEX GM	Celebration GM / RP / JE / PE teacher / SK

## Contact Details

We are here to support all of our students and we want them to excel and be the best they can be. If you have any queries or need support please use the contact details below.

Rachel Pryce, Head of Sixth Form

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Michelle Graydon, Head of Sixth Form & Careers Leader

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07957 731166

General Enquiries, Sara Riddington

[office@bromleybeacon.lseat.org.uk](mailto:office@bromleybeacon.lseat.org.uk)

Absence Phone Number: 020 3319 0503

You must phone in every morning that you are not in school. Please call before 8.30am

Safeguarding, Mark Else

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07956 394 991

Sophie Grinham

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