



CHRIST THE KING SIXTH FORMS

FOREWORD FROM THE CO-COLLEGIATE PRINCIPALS



Welcome to Christ the King Sixth Form. Congratulations on becoming one of our students and a member of this very special community.

We want to ensure that you have the best possible educational experience with us, leading to the highest levels of achievement. Sixth form courses are demanding and you will need to ensure that you use your time effectively. The curriculum is fast paced with Formal Subject Assessments taking place in November, January and March and external examinations and assessments taking place in June. If you are to be successful, it is very important that you know how to organise your work and you meet all the deadlines that are set. As well as achieving

qualification success, it is also important that you develop your skills and widen your interests. You will find that there are lots of activities offered at Christ the King to help you broaden your experiences. We encourage you to participate in extension activities and to be fully engaged in the life of the Sixth Form.

This student handbook is designed to assist you in planning your time and to help you understand our requirements and procedures. You should read all of this information carefully and if you are unclear about any of the details please discuss this with your Personal Tutor.

We hope you have a very happy and successful time at the College and we look forward to meeting you as the year progresses.

Mr R McAuliffe
Co-Collegiate Principal, Christ the King Sixth Form

Mrs S Razey
Co-Collegiate Principal, Christ the King Sixth Form

TERM DATES

Autumn Term 2019

Tuesday 27 August to Friday 20 December
Half term – Monday 21 October to Friday 25 October

Spring Term 2020

Monday 6 January to Friday 3 April
Half term – Monday 17 February to Friday 21 February

Summer Term 2020

Monday 20 April to Tuesday 14 July
Half term – Monday 25 May to Friday 29 May

OUR MISSION

We encourage an atmosphere which promotes mature and responsible attitudes in young people. A sixth form is not like a school. The increased levels of independence demand maturity and self-discipline. Our framework of care and support promotes achievement but you also need to take responsibility for your own learning. The words in our logo are “That they may have life”, which is a call to develop the fullness of our humanity. This is a challenging task worthy of the best we can give.

MISSION STATEMENT

We are a Catholic Sixth Form dedicated to the education and development of the whole person, so that all students can realise their full potential.

To achieve this is as a community we will:

- Provide the highest standards of teaching and learning.
- Expect students to show commitment to their studies and the Christian values of CTK.
- Provide equality of opportunity, with mutual respect and positive encouragement.
- Build and further develop a partnership with parents, schools, parishes, higher education, employers and the local community.
- Value staff and support their professional development.

In doing this we will reflect Christ’s teaching in the life and work of the whole sixth form.

Ut Vitam Habeant

That they may have life in all its fullness (John 10:10)

The distinctive vision we have for every student who studies at Christ the King is informed by our mission, underpinned by our values, distinguished by our community and framed by our location in a leading global city.

In this context our aim is to work with our students so that they are fully prepared to contribute to society as well rounded, self-aware, motivated and knowledgeable young people. To achieve this we will:

- Encourage them to be ambitious and high achieving.
- Challenge them to be resilient, confident creative and courageous.
- Educate them to be articulate, curious, reflective and capable.
- Support them to develop the virtues of loyalty, respect, care and commitment.
- Inspire them to live principled, moral and dignified lives.

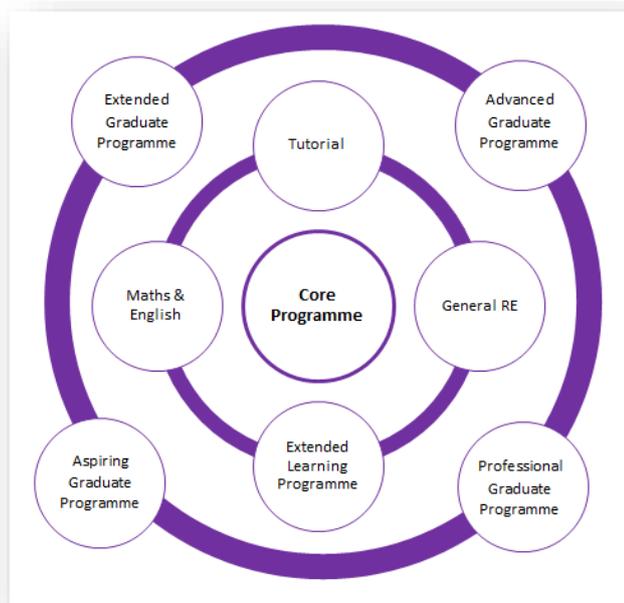
In doing this we expect that students progress from Christ the King as valuable contributors to society, confident in their ability to thrive and ready to realise their full potential.

PROGRAMME OF STUDY

Of the timetabled sessions distributed across the week (20) you can expect to be in class for about 80% (16 sessions) though this will depend on the course you are studying. Your programme will consist of subject classes for your ‘Core Programme’. You will also follow a personal programme including tutorial and you will work towards a general RE qualification. You are expected to be present at all of your timetabled lessons. This will include two supervised study sessions in your first year. In addition, the College offers subject support workshops and extension activities which your teachers will tell you more about. You will be expected to attend at least 30 hours of workshop or extension activities each academic year.

You will need to be sensible about your use of independent study time. This is the time when you do not have timetabled classes but should be making use of other guided support available in college, such as working in the Learning Resources Centre (LRC). Establishing a habit of using this time wisely for independent learning is essential if you are to succeed. For this reason the dining areas are closed during lesson times.

TUTORIAL



All students will have a Personal Tutor. The link between the student and tutor is vital in helping you to maximise your academic progress and personal development. The tutor also delivers the Tutorial Programme which is a central component of your learning programme. It is designed to provide you with support, guidance and the essential skills and knowledge that are needed as you enter adult life. All students belong to one of four Halls: Canterbury, Durham, Aylesford or Iona.

Each 'Hall' contains a number of tutor groups. During tutorial sessions, students will undertake important activities which focus on: Preparation for the 10:10 RE qualification; The Management of Learning; Planning for the Future; and Issues of Concern and Relevance to Sixth Form Students. These activities are managed in group tutorial sessions on Tuesdays and in 1:1 interviews with the form tutor. The tutor will play a key role in supporting learning and in guiding and helping students to achieve their potential. The personal tutor works as part of a team of tutors with a Head of Hall, who works with the Director of Pastoral to monitor the progress and achievement of students at Christ the King.

THE STUDENT COUNCIL

The Student Council is a vital part of student life. The Student Council's aims are to:

- Develop and foster a sense of community amongst students in the College.
- Represent the student voice in discussion with senior managers at the College and other staff as appropriate.
- Promote and protect the general welfare and interests of students.
- Support cultural and social events at the College.

The Council is made up of elected representatives from each of the tutor groups. An Executive Council of student representatives is responsible for the leadership and day-to-day work of the Student Council. The Executive meets regularly during the course of the year and all Tutor Group Representatives participate in forums with the Senior Management of each site.

COMMUNITY & INTER-HALL DAYS

You will see from the Mission Statement that students are encouraged to participate in life at CTK to the full. This happens in many ways, not least through the Student Council. However, on a number of occasions in the year we come together through Community and Inter-Hall days.

On these occasions the normal timetable is suspended so that all can join in:

- Christmas Community Day at the end of autumn term is a special occasion for students and staff to come together.
- Easter Community Day at the end of the spring term provides an opportunity to celebrate Easter.
- Summer Community Day is held to celebrate the end of the academic year. It is a relaxing and light-hearted occasion where students have the opportunity to participate in a range of activities.

GRADUATE PROGRAMMES

All students at Christ the King join one of our Graduate Programmes. Each Graduate Programme has been designed to meet the needs of students so that progression onto university, employment or further training/study is fully supported. In addition to taking their chosen courses/subjects, students on each Graduate Programme take part in activities, further study opportunities, and receive targeted advice and guidance, which considerably enhance progression and form an integral part of the Christ the King experience.

ELECTIVES & EXTENSION ACTIVITIES

Students are encouraged to fully participate in life at CTK, and there are a number of enrichment activities available to students during the week. You will receive further information about all activities during induction. Look out for notices about activities in the Bulletin, on the Moodle site and also on Departmental notice boards. The activities provide opportunities to meet students from across the site and not just in your subject area. They also offer opportunities to expand your learning in different ways and are highly regarded by universities and employers. An Electives Fair will take place in September.

SPORT AND RECREATION

The College aims to provide sport and recreation activities for as wide a range of interests and abilities as possible. The activities

which take place during the week are open to all students who are not in timetabled sessions at that time. If you wish to take part in any activity please bring appropriate sports kit for the activity and arrive promptly. We also have a well-equipped fitness suite which students can use after they have completed their gym induction.

In addition to lunchtime and after college activities we also run teams in a range of different sports. These sports fixtures usually take place on a Wednesday afternoon. Football, Rugby, Volleyball, Netball and Basketball will be the main sports for the first two terms but fixtures in other sports will arise from time to time throughout the year. Any student who wishes to be considered for any college team must be free to do so on a Wednesday afternoon. Transport to away matches will usually be provided, but on occasions where the venue is close to our site, students may be asked to make their own way to and from the venue.

EXTRA SUPPORT

We are committed to encouraging every student achieves their potential. Extra help may be appropriate if:

- You have been receiving extra support at your previous school.
- You feel you would benefit from extra help with written work or mathematical skills.
- Your first language is not English.

Should you wish to make further enquiries, the Additional Learning Support (ALS) Manager is on hand to discuss the matter with you in confidence.

HOMEWORK AND PREPARATION

You are expected to complete all homework, class work and preparation work on time and to the best of your ability. The demands of your course will require a substantial amount of time spent studying outside of classes. This is the key to success at this level. On average you should be prepared to undertake the following minimum weekly hours of work outside the classroom.

A Level	four hours per subject
GCSE	three hours per subject
BTEC Extended Diploma	twelve hours per course
BTEC Level 2 Diploma	eight hours per course

LEARNING RESOURCES CENTRE (LRC)

When you are not in timetabled lessons you should take advantage of our excellent Learning Resources Centre (LRC). This comprises the library, computer facilities and spaces for both individual and quiet group study. Qualified staff are on hand to assist your learning. Facilities include:

- A well-stocked library of curriculum-based books.
- Large reference and fiction sections.
- Networked computers with Internet and email access, word-processing, spread sheet and database software.
- Subject-based specialist software.
- Scanning and printing facilities (colour and black & white).
- Audio/visual equipment and resources.
- Individual study space.

The LRC takes a selection of daily and weekly newspapers and also subscribes to a wide range of periodicals. To ensure that all students can work without distraction, the LRC is a silent working area. Mobile phones must be switched off and food and drink may not be brought into the LRC. The LRC is generally open during holiday periods.

You will be provided with essential books for the course and will be required to pay a £40 book deposit, which will be refunded when all text books are returned to us at the end of your course. In view of their high cost, it is vital that text books be kept in good condition. You are accountable for texts which are issued to you and they must be returned at the end of the course. On certain courses you may be able to purchase textbooks.

STUDENT SUPPORT FUNDS

There are some funds and bursaries available to support students in their studies. The details of these funds are available on the college Moodle site.

COUNSELLING SERVICE

Moving from secondary school to sixth form, or childhood to adulthood, is an exciting time full of promise. However, for some students this period of change can feel overwhelming and distressing. At Christ the King we want your learning experience to be a happy and successful one. Taking care of your emotional and mental wellbeing is crucial for both educational success and a contented



life. We do understand that for all of us life can at times be stressful and difficult. If at any time you feel you need someone to talk to, we have a space where you can come and talk in confidence about any issue that is troubling you.

You can make an appointment by contacting your Head of Hall to let him/her know that you would like to speak to a CTK counsellor.

CHAPLAINCY

The Chaplaincy aims to foster and develop the spiritual life of the individual and of the site based on the life and teachings of Jesus Christ. There is a Chapel and Chaplaincy common room at each site which are overseen by our Chaplaincy Team. The Chaplaincy Team reach out to all members of the CTK community, providing support for individuals in their day-to-day life and in their journey of faith. Their work underpins the Mission. They seek to promote and reinforce the Catholic Christian values that define Christ the King Sixth Form.

The Chaplaincy Area consists of a spacious and comfortable Chaplaincy room for social activity and a Chapel for prayer and worship. The Chaplaincy room is open to all to drop-in, relax, meet with friends or participate in an organised activity. There is a wide-ranging programme of events, organised with student support, initiative and enthusiasm. The work of the Student Executive Council is also supported by the Chaplaincy. The Chapel is an ideal place when you need some quiet space to reflect and pray. Mass is celebrated in the Chapel each week and on Holy Days throughout the year. You are most welcome to attend prayers in the Chapel before the start of lessons. The Chaplain is available to give individual support, should you be facing any difficulties in the sixth form or at home.

You don't have to be religious to get involved. The Chaplaincy is for all. Often Chaplaincy work is about being willing to share your gifts, talents and ideas. It's about caring for yourself, others and the world around you enough to do something about it! If this is you, then talk to one of the Chaplaincy team and find out how you can get involved.

THE CAREERS CONFERENCE

On 19th March 2020 the Careers Conference will take place. This event is designed to provide expert help and guidance for students looking ahead at their career/progression plans. Advisers, employers and representatives from Higher Education institutions are invited into Christ the King to talk to students and to lead workshops. This is a very important day for students.

CANTEEN

This is open from 8.00 to 14.30.

THE PERFORMANCE MONITORING AND REPORTING PROCESS

Christ the King College sets high standards for learning and achievement and we expect all students to achieve those standards. Standards are related to:

- Attendance & punctuality.
- Coursework deadlines & quality of coursework.
- Behaviour & effort.
- Contribution in class.
- Examination performance.

We have practices and procedures in place to support students in achieving their full potential. Regular contact is made with parents/carers via the reporting process. Additionally, there are a number of formal opportunities for parents/carers to meet with staff such as at Welcome to New Parents Evening, Parents Evenings and HE evenings.

Formal Subject Assessments (FSAs) take place a number of times a year and form the basis of your Performance Monitoring Reports. The FSAs will take place as follows:

At the beginning of the year students are set a minimum expected grade for examination achievement in each subject. At each formal assessment, progress in relation to the minimum expected grade is reviewed. Overall effort is also assessed and reports are produced as follows:

- Reports outlining progress and effort are sent to parents/carers via email in October 2019, November 2019, February 2020, March 2020 and June 2020.

Tutors receive a copy of each report and these are used as a basis for discussion between the tutor and student.

RESPONSIBILITIES/EXPECTATIONS

Identity Card

Christ the King is for registered and enrolled CTK students only. Do not invite visitors on-site. This is for the security of all. You must carry your Identity Card at all times. You will need it to gain access to the site and you must show your identity card to any

member of staff who requests it.

Attendance/Punctuality

Irregular attendance is the single most common reason for students underachieving or failing to complete their course. Consequently, this sixth form demands a high level of attendance and punctuality from all students. Registers are taken for each timetabled activity and a student whose attendance/punctuality is unsatisfactory will be referred to their Personal Tutor. If there is no improvement, the student will be referred to their Head of Hall. It is CTK policy to share concerns with parents or carers and seek their help in supporting students who have problems in this area. This will continue after the student turns 18, unless specified at enrolment.

You or your parent/carer should notify us by telephone by 8.45am of the reason for any absence, and this information will be passed on to your tutor and subject teachers. All students will be required to produce written confirmation of illness upon their return to college. Failure to do so will result in an unauthorised absence being recorded.

We expect students to attend all timetable sessions and to arrive on time for all lessons. Where attendance is unsatisfactory a student risks being withdrawn from the subject/course. Please note that holidays should not be organised during term time and will be recorded as unauthorised absence. Dental and doctor's appointments should be arranged so that they do not interfere with attendance to timetabled sessions. Where this is unavoidable written evidence must be produced. Students and their parents/carers will be kept informed of our concerns via tutors, Heads of Hall or the CTK attendance officer.

Students who have a known planned absence should take documentary evidence to the Attendance Officer, who will mark the absence as authorised. Formal letters or appointment cards will be required in such cases. When students have an unauthorised absence from a timetabled session they will be required to attend a period 5 session as directed by their teacher. Period 5 takes place at the end of the working day and provides space for students to complete work they have missed due to unauthorised absence.

Student signing out procedures

- If a student is very unwell he/she will be required to go home to recuperate. In order to ensure that this happens students must sign out at the gate. Where a student needs assistance (including first aid) they should report to the general office before signing out.
- All students who sign out unwell during the day will have their absence recorded as unauthorised in the first instance. This will only become "authorised" when the student, upon their return, presents a letter from their parents/carers outlining the reason for the absence.
- A log of the number of times each student signs out will be kept and entered on to our system. This will be monitored by the Attendance Officer and communicated to parents/carers as appropriate.

We have a strict punctuality policy. It is our view that students arriving late to lessons both jeopardise their own learning and that of others. Therefore, students arriving more than five minutes after the start of lessons will not be allowed entry to the class. In exceptional circumstances, and in agreement with the Principal or Head of Pastoral, this policy may be suspended.

CODE OF CONDUCT AND CTK VALUES

You have chosen to come to the Christ the King to improve and build upon your academic qualifications. For this to become a reality, you will need to work effectively, with commitment and interest, throughout your course. It is important that the best environment is created for this to be achieved and that you are encouraged to reach your potential. We strive to create a community in which each person is valued, and in which there is respect for the rights and feelings of others. Our values in the context of our Mission are identified as:

- Respect for each other and our environment.
- Responsibility for ourselves and our actions.
- Making the most of opportunities provided through commitment, dedication and self-discipline.
- Showing integrity, honesty and forgiveness in our dealings with others.
- Engaging and participating in the life of the community.
- Encouraging and supporting others.

CODE OF CONDUCT AND CTK VALUES (CONTINUED)

The following Code of Conduct arises from our mission and values and provides a framework for positive community relationships and the conduct of day to day life in the sixth form.

- Engage in learning.
- Listen carefully and contribute.

- Be punctual and attend regularly.
- Submit work on time and to a good standard.
- Be respectful of others – do not act aggressively either verbally or physically – and ensure language is appropriate.
- Turn mobile phones off and put them away when in class, in the LRC or while attending other CTK meetings or events.
- Support others and tell a member of staff if you see any behaviour that is inappropriate.
- Keep CTK safe and secure. Always carry your ID and show it when asked. Don't be tempted to bring anyone on site – even a friend – and never carry anything that may be thought of as an offensive weapon.
- Show care and concern for your environment by not taking food out of the eating areas and not dropping litter.
- Do not disturb the learning of others by being noisy, waiting in corridors, going into classrooms when you are not part of the lesson or talking in the LRC.
- Don't take anything that doesn't belong to you.
- Be responsible and make sure that you do not bring any alcohol and/or illegal substances onto site.
- Respect the privacy of our neighbours. Act responsibly when travelling to and from Christ the King.
- Do not invite or encourage friends who are not students at the Christ the King to meet you outside the gates.

DRESS CODE

Christ the King has a simple dress code for students. This means that smart dress is required. Smart dress can be of any colour, but needs to be appropriate for a place of learning.

For guidance, this means:

- Smart trousers. No jeans, jeggings or leggings are permitted.
- Smart shoes. No trainers are permitted.
- No tracksuits, sportswear, branded clothes, shorts, cropped tops, caps, hoods, bleached clothing or torn clothing.

SMOKING POLICY

Christ the King has a no smoking policy for students, both inside and outside of the building. Smoking is not permitted directly outside the college gates. Students found not following our policy with regard to smoking will be subject to disciplinary procedures.

ACADEMIC HONESTY

Throughout your time at Christ the King you will be required to produce work for each of your subjects/courses. It is very important that all work you submit to your teachers is your own. Copying the work of other people, including that of fellow students or sources such as the internet, is unacceptable. It is perfectly legitimate to make references to the work of other people or to include quotations or extracts from the works of others, but you must never claim the work of other people to be your own.

We will not hesitate to take very strong action where we discover instances of copying/plagiarism. Indeed, such behaviour can lead to you being given zero marks for a unit, failing a course, or losing your place here. If you require any further guidance or information on the issue of academic honesty, please speak to one of your teachers. There is also a Plagiarism and Academic Honesty policy available on the CTK Moodle site.

STATEMENT ON BULLYING

Our Mission Statement makes clear our commitment to mutual respect and positive encouragement. In line with our mission, we will not accept any form of bullying, either verbal or physical and will not hesitate to take strong action. If you experience any form of bullying, you should inform a member of staff so that appropriate measures can be taken. A full statement of our policy on bullying is available on the CTK Moodle system and will be discussed with students during induction.

SECURITY AND SAFETY

Security of the site, students, staff and assets is of paramount importance and an area in which we all share responsibility. We must be vigilant and take every precaution to minimise the risk of loss or accident. With a little effort and regard for some straightforward precautions and actions we can all play our part in making the site a safer and more secure place. Each site has a security procedure, and you will quickly become aware of the important role the CTK security team have. To maintain security, we insist on the following measures:

- Every student is issued with an identity card which must be carried at all times. Students who do not carry their card may be sent home to get it. If the card is lost, you will be issued with a temporary ID card while you order a replacement. There is a charge for replacement cards, which must be paid in advance. You will not be permitted to enter the site without a permanent or temporary ID card.

- If you see someone that you don't recognise behaving suspiciously don't approach them but notify any member of staff immediately.
- Your friends from outside CTK are NOT permitted on site.
- Christ the King cannot accept responsibility for personal property. Do not bring valuables or large sums of money onto site. Mobile phones are also brought onto site at students' own risk. We will not be responsible for the loss of mobile phones under any circumstances.
- Christ the King accepts no responsibility whatsoever with regard to travelling in private cars, motorbikes or bicycles. You are advised to ensure that you have adequate insurance cover and obtain your parents' permission if you intend to give lifts to other students.

HEALTH AND SAFETY POLICY

Health and Safety is the responsibility of everyone at CTK. A written policy, including responsibilities for policy implementation, is located in our Policy and Procedures Manual which is available on Moodle.

FIRE DRILL

Everyone should familiarise themselves with the evacuation procedures. There is a **room-specific Fire Evacuation Route** Plan in every room. On hearing the alarm, staff and students should leave the building via the **route indicated, if they are in a classroom, or by the nearest staircase.**

ENVIRONMENTAL AWARENESS

It is CTK policy to encourage all members of our community to play an active role in ensuring that resources are not wasted and that the building and grounds remain unpolluted by litter, noise and graffiti. Each student is expected to be aware of our environmental policy and students must act at all times in a manner that shows respect for the CTK environment. In particular, you must dispose of litter in a responsible way and place recyclable items in the appropriate bins. You are also requested to save energy by switching off computer monitors when not in use and helping to ensure that lights are off when rooms are vacated. Please keep noise to a minimum so that others, including our neighbours, are not disturbed.

EXAMINATION POLICY

Christ the King will pay for examination fees for first entry on all taught courses (examination, module or assessment) provided that an attendance rate of 90% is achieved. Extenuating circumstances which may affect a student's attendance will be taken into consideration. Examination fees are paid only during the normal duration of the course.

Unless there are extenuating circumstances, CTK will require examination fees to be paid by students who:

- Fail to sit an examination after entry has been submitted.
- Are unable to sit an examination for which they are entered because of failure to work to the required standard.

Any resit examinations are paid by the student. Financial support may be available in cases of hardship.

You are reminded that all equipment (calculators, rulers, pencils, rubbers, protractors, compasses etc.) required for individual exams is to be provided by the candidate. Please ensure that you arrive for your examination in good time (at least 15 minutes prior to the start) and note that you must conduct yourself in accordance with CTK regulations. Notices informing you of examination regulations will be issued to you during the course of the academic year. Examination timetables will be available on Pro-Monitor. This Examination Centre is not available to private candidates.

EQUAL OPPORTUNITIES POLICY – OUR SINGLE EQUALITY SCHEME

CTK is committed to equality of opportunity. This aim is implicit in the Catholic ethos of Christ the King and made explicit in the Mission Statement. CTK affirms the unique value of each member of our community and recognises their individual dignity. We also recognise the diversity of the community to which we belong and the responsibility this imposes on us. We expect these values to be upheld and promoted by all members of the community.

CTK's commitment to the elimination of unlawful discrimination and to the promotion of equal opportunities is expressed through the Single Equality Scheme. A full copy of the **Single Equality Scheme** is available on our website.

RACE EQUALITY POLICY

We are opposed to all forms of racism, including those forms directed against people on the grounds of their colour, racial group, ethnicity, cultural or national origin, or status as refugees or asylum seekers. We will ensure that individuals from all racial backgrounds have equal access to our learning programmes, facilities, staff recruitment and training and development opportunities.

This policy applies to all members of the community, to applicants and visitors to the site and to contractors working here. In order to give effect to our commitment to race equality, we will take all steps necessary to:

- (a) Promote equality of opportunity
- (b) Promote good relations between people from different racial groups

(c) Eliminate all forms of racial discrimination

The fostering of good relations between people from different racial groups will be achieved through teaching materials and visual images that provide positive messages which reflect the diversity of our community and the uniqueness of individuals. The teaching and learning programme will offer opportunities for students from different racial backgrounds to work together, and the work of the Chaplaincy Team will actively support these efforts.

DISABILITY POLICY

Christ the King is opposed to all forms of discrimination aimed at people with disabilities or learning difficulties/needs. CTK is continually improving its facilities for students, staff and visitors with a physical disability. This has made the site accessible to wheelchair users. CTK will provide and maintain a curriculum which supports inclusive learning and meets the diverse needs of individual students.

Support will be provided by CTK in relation to public examinations. Such support may include, where appropriate:

- Additional time in examinations, large print format for examination papers.
- The use of a reader, interpreter or scribe and specialist equipment such as a laptop computer.
- An alternative venue for the exam.

Where students believe they might be entitled to receive support with examinations, they should inform the Additional Learning Support Manager at least one calendar month prior to the examination so that appropriate arrangements can be made.

GENDER EQUALITY POLICY

We are fully committed to eliminating potential direct and indirect gender discrimination and actively promoting equality of opportunity for our staff and students in line with our Equal Opportunities Strategy. The Gender Equality Policy forms part of our Single Equality Scheme and is our framework for promoting gender equality and eliminating discrimination. This policy applies to all members of the community. Our teaching materials will help to promote gender equality, as will displays and the conscious use of positive role models.

OTHER PROTECTED CHARACTERISTICS

In accordance with the provisions of the Equality Act 2010, the College's commitment to fighting discrimination is not limited to race, disability and gender. We are committed to creating a harmonious environment within which all people – irrespective of age, gender reassignment, maternity, belief system or sexual orientation – can thrive and achieve their full potential.

DEALING WITH BREACHES OF THE SINGLE EQUALITY SCHEME

Alleged breaches of the Single Equality Scheme will be dealt with in accordance with the Staff or Student Disciplinary procedures, as appropriate for the situation. In addition, alleged breaches of the policy should be reported in confidence to the Principal. The Principal will keep a central written record of such reports and, in line with the Complaints Procedure, will initiate an investigation of the matter as appropriate. Any further action that needs to be taken will take place in line with the Staff or Student Disciplinary procedures, as appropriate.

STUDENT EXCLUSIONS

The following is an extract from the Student Exclusion Policy. The policy is available in full on our website.

1. We are committed to meeting the personal and educational needs of all students and this entails providing the highest level of academic and pastoral support. However it is recognised that there may be circumstances where the College will need to exclude students on a temporary or permanent basis.
2. Permanent exclusion may be made by the Vice, Deputy or Collegiate Principals. The reason(s) for the exclusion and the date when it becomes effective will be notified to the student and confirmed in writing to parents/carers, taking all possible means to contact the parents/carers. This is necessary in law if a student is under the age of 18, but this process will also be followed for all full time students at CTK. The procedure for appeal against permanent exclusion will be clearly explained in the letter sent to parents/carers.
3. Exclusion may be for a fixed term of normally up to five college days. This is often called suspension. Such exclusion may be made by the Collegiate Principals, Principal/Vice Principal, Directors, or Heads of Hall. The Collegiate/College Principals will be informed in writing of any students who have been suspended. The reason(s) for the suspension will be notified to the student and confirmed in writing to parents/carers, taking all possible means to contact the parents/carers if a student is under the age of 18. As in the case of permanent exclusions, this process will be followed for all students.

Parents/carers will normally be expected to attend site to discuss the reasons for suspension and any conditions attached to the ending of suspension, before the student is able to return.

MISUSE OF DRUGS AND ALCOHOL POLICY

The following is an extract from the Misuse of Drugs and Alcohol Policy. The policy is available in full on our website.

1. Christ the King Sixth Form is dedicated to meeting the personal and educational needs of all students and this entails providing the highest level of academic and pastoral support. In creating a supportive and appropriate learning

environment the College strongly opposes the possession or use of all illegal substances, both on and off the site. It also opposes the misuse of legal drugs including alcohol.

We will not permit or condone the possession, selling or passing on of any illegal substances on our premises or at any other venue/event where an activity is taking place.

Students found to be acting in contravention of this policy will be recommended for permanent exclusion from the Sixth Form.

CTK does not permit students to bring alcohol on site at any time and does not allow the consumption of alcohol on site whilst we are in session.

Students found to be in possession of alcohol will have the relevant items confiscated and will be suspended. The suspension will not be lifted until a meeting has taken place with the parents/carers of the students concerned. Students found to be in possession of alcohol on more than one occasion will be considered for permanent exclusion.

2. We are committed to giving support and advice on any drug or alcohol related issue, where it is appropriate to do so. Students are actively encouraged to approach a member of staff where they have any concerns related to drugs or the drinking of alcohol.

USING THE COMPUTERS

If you need help with any aspect of using the computer system on site you should ask your teacher or a member of the LRC staff in the first instance. You may be referred to the ICT Services Team if the problem cannot be solved.

- Students using the computer system will do so only when they have been provided with a valid username and password. Unauthorised access of the computer system is not permitted and any transgressions are viewed very seriously.
- Students should follow the instructions on the computer screen to log in to the CTK computer system.
- Students will only be able to log onto one computer at a time, so it is important to always log off.

Student print credits

- All printing carried out by students on site is counted and logged
- All students will be allocated 3,000 print credits for the year. This is equivalent to approximately 3,000 pages. Thereafter, students will be required to pay for additional print credits.
- Black & white prints will be charged at 1 credit and colour prints charged at 2 credits for all sizes of paper
- Students using the printing facilities here at CTK are allowed to do so for study-related materials or subject-related materials ONLY. We require that all printing carried out by students is done so responsibly and without wasting resources.
- Any students printing materials deemed offensive, obscene, or illegal, or which cause annoyance or infringe any copyright laws, will have their print credits revoked pending any investigations under the student Code of Conduct.

Using the Internet

- Internet access is available throughout the site and should be used only for researching study materials and accessing your email.
- Certain categories of websites are banned due to their contents. You are advised not to visit inappropriate sites. Web access is monitored and if you are seen or found to be using the Internet inappropriately, restrictions and disciplinary procedures will be initiated.
- If you find a web site that is blocked or is disallowed at Christ the King, but feel it has course material related to your subject for research purposes, then please feel free to talk to your teacher about the issue.
- Please also note that use of chat rooms and social networking sites for non-educational purposes is prohibited.

Using Moodle

- Moodle is only accessible to CTK staff and students. Students can use Moodle to view information about CTK events, and find materials and resources which will form part of their studies. It is also available to access from home.

Using Email

- At Christ the King each student is given an email account. This can be accessed by the "Microsoft Office Outlook 2016" icon on your desktop.
- The CTK email is accessible from the network and from home via the public website.
- There is a limit on the size of your mailbox, which takes into consideration all items in your mailbox including deleted items and sent items. Once your mailbox is full you will not be able to send messages but only receive them until items

have been deleted to free up space.

- Any creation/transmission/storing of email deemed as offensive, obscene or pornographic, illegal or copyright protected material will incur disciplinary actions.

Student home drive area

- All students are given a central storage area (called 'Home Area' denoted by the letter H:), which is provided for students to save their work whilst working on computers here on site. This area is monitored and therefore should be used only for storing college material and NOT private and personal files.
- Certain file types such as music and video files are not to be stored in your home drive.
- File formats not allowed in your home area will be DELETED automatically every day.
- Your home drive area has a storage limit of 2 Gigabyte. Once you have reached the limit you will be unable to save any more work, so make sure you manage your workspace!
- The exception to the above applies to Graphics\Media studies students, who can have a higher limit allowed if required. Please talk to an ICT Services technician for further information.
- Home areas are backed up each evening. Therefore you should ensure that you save all important work to your Home Drive. Do not rely exclusively on mobile storage devices such as USB sticks.
- The student Home Area is accessible from home via the public website.

CODE OF CONDUCT IN COMPUTER ROOMS

- All students should behave appropriately whilst working in a computer room. This includes NO eating and drinking and also leaving your workstation (computer area) in a tidy manner.
- All students should make sure they log off their machine when they leave the classroom, so that the next student can use the computer and user areas are not exposed to misuse.
- Students should not tamper with, disconnect or move any of the computer equipment or cables in computer rooms. In doing so you could cause yourself harm and damage the computer equipment. If there is a fault with the computer equipment please report it to the teacher and move onto another machine where possible.

CTK PUBLIC WI-FI ACCESS

- Whilst on site, free Wi-Fi access is available to all students. Instruction on how to connect can be found on the ICT Services support page on Moodle.
- All students are reminded that CTK's 'Acceptable User Policy' (detailed above) still applies and all access should be used responsibly and for study- related work only.

The policies are here to make sure that the computer system is used appropriately and that all students have the opportunity to work in a safe and reliable environment.

E-SAFETY

- Christ the King prioritises the safety and wellbeing of students. Such an approach extends to all aspects of e-safety, including use of the internet, social networking, the distribution of photographs and/or personal information, as well as mobile technology including phones and tablets.
- You should be alert to the dangers of using technology which allows personal information or images to be received or transmitted. It is very important that inappropriate images or messages are not sent to anyone, and that if such images or messages are received that you report this to your tutor or another member of staff.
- Christ the King has a comprehensive e-safety policy in place which aims to ensure that you are protected, as far as possible, from the dangers of technology misuse. A copy of the policy is on Moodle, and you will receive information and guidance on e-safety issues as part of your Tutorial Programme.
- Please note, whilst we will endeavour to support you in remaining safe from the dangers posed by the misuse of technology, you also have a duty to act responsibly at all times. We will not hesitate to take clear and decisive action if you are found to have used technology to harm or exploit others.

COMPLAINTS

A copy of the CTK complaints procedure is available on Moodle. If you wish to make a complaint about anything related to Christ the King, please speak to your tutor in the first instance.