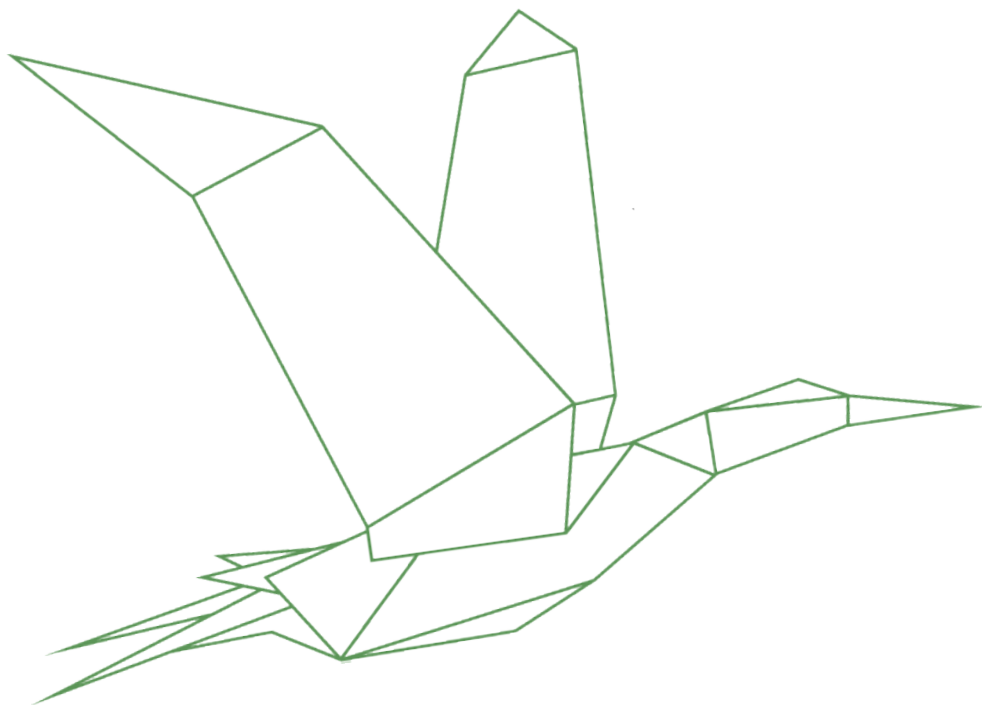


Bitterne Park Sixth Form College

STUDENT HANDBOOK

2025



Be part of
THE HUNDRED



Welcome



Welcome to the Sixth Form! Congratulations on making the decision to join us, I am sure that you will find your time here valuable, enjoyable and rewarding. We want you to be successful and well prepared for your next steps in life.

In reading this handbook and completing your enrolment booklet you have signed up to fulfil the requirements of being a student at Bitterne Park Sixth Form College.

Good luck with your studies and make the most of your time in the Sixth Form.

Mr Overton
Head of Sixth Form

Sixth Form Staff



Paul Overton
Head of Sixth Form



Stewart Roderick
Headteacher



Mike Gillet
Assistant Head of Sixth Form - Academic



Kathryn Coombes
Assistant Head of Sixth Form - Pastoral

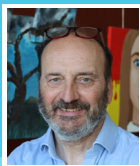


Lucy Webb
Student Services Manager

Tutors



Mrs Bishop
Admin Support



Mr Phillips



Mrs Niblock



Mrs Solanki de Carvalho



Mr Drummond



Mr Speight



Mr Vardy



Mr Gordon



Mr Warren



Miss Roberts



Mr Griffiths



Key Dates

Autumn Term 2nd Sep - 19th Dec 2025	Spring Term 5th Jan - 27th March 2026	Summer Term 13th April - 21st July 2026
Meet the Tutor Evening - Thursday 2nd October	Parents' Evening - Thursday 15th January	Half Term - Monday 25th May - Friday 29th May
INSET Day - Friday 10th October	INSET Day - Wednesday 28th January	Year 12 End of Year Exams - Monday 23rd June - Thursday 25th June
Open Evening - Wednesday 15th October	Half Term - 16th - 20th February	INSET - Friday 26th June
Half Term - Monday 27th - Friday 31st October		Year 12 Big Interview - Tuesday 30th June
INSET Day - Friday 5th December		End of year - Thursday 9th July

Times of day

Period	Time
Tutor Time	8.30 - 8.50am
Period 1	8.50 - 9.50am
Period 2	9.55 - 10.55am
Break	10.55 - 11.25am
Period 3	11.25 - 12.25pm
Period 4	12.30 - 1.30pm
Break	1.30 - 2.00pm
Period 5	2.00 - 3.00pm



Holidays

No holidays should be taken in college term time.

Holidays will always be classed as an **unauthorised** absence. Holidays should only be taken during half terms and other college holidays and these dates can be found in the 'Key Dates' section of this handbook. If it is absolutely necessary that a holiday is taken during term time, permission must be discussed with your tutor and an absence form completed.

Attendance

Attendance is one of the most important factors in determining your success.

We cannot teach you or help you if you are not here. We expect everyone to aim for 100% attendance.

If you are absent, you must provide a valid reason as to why you are not in your lessons. **All absences are considered unauthorised until a valid reason is provided.** It is also your responsibility to catch up on any work you miss due to absence.

If your attendance falls below 90% of your lessons and tutor sessions you will be called to a meeting with a member of the Sixth Form Leadership Team.

Absence

If you are ill or unable to attend college for any reason, you or someone from home must **complete an absence form, which you can find on the website, on the first day of illness.**

The college phone number is 02380 294155 and the email address is info@bitterneparksixthform.org.uk and copy in your tutor and teachers.

You must phone or use the online absence form every day of your absence. If you are going to be absent for an extended period of time due to illness, you will need to supply the college with a medical certificate.

Signing in and out

For Health and Safety reasons we need to know who is in the building at all times.

All students must sign in and out of the building with their ID card at Sixth Form Reception/Atrium.

Fire Alarm

In the event of a fire bell, leave the building immediately and assemble on the designated sixth form area on the tennis courts in **alphabetical** order in your tutor groups. Line up quickly and quietly so that a register can be taken.

Planned Absence (funeral, wedding etc.)

If you know in advance that you are going to be absent from college on a specific date you must let us know.

Your tutor and subject teacher(s) must be informed beforehand. Medical, dental and other appointments should always be arranged outside of your timetabled college hours where possible.



Tutor

Your tutor is a central figure in your education.

They are the first point of contact for any concern or problem; they monitor progress, act as a communication link, write your references and generally guide you through the Sixth Form. Your tutor will contact home if you do not attend your tutor sessions.

You will be expected to attend one tutor time a week from 8.30 - 8.50 am.

PSHE & Enrichment

The Well-being programme is designed to be a useful and constructive use of time.

It will cover current issues in society to help you get ready for life after college e.g. finances, driver theory, UCAS applications as well as recreation activities as part of our enrichment programme.

Week 1 - PSHE
Week 2 - Enrichment

All students must attend on a Wednesday period 5 each week. We encourage every student to take part in an enrichment activity. Please see noticeboards for upcoming activities.

Safeguarding

College should be a place where you feel safe.

If you have any problems or concerns about anything, personal or academic, you can talk to any member of college staff. If you feel you need to access any extra support please speak our student services manager, Lucy, in confidence who will be able to signpost you to outside agencies and professionals to support you.

First Aid

A First Aid practitioner will administer first aid if you have an accident during the college day. Lucy Webb is the designated First Aid practitioner in Sixth Form.

Prevent

Prevent is part of the Government's counter-terrorism strategy and it aims to stop people from becoming terrorists or supporting terrorism.

It covers all forms of terrorism, extremism and radicalisation. If you have any concerns about someone who you think may have been exposed to extremism of any kind, please speak to Mr Overton straight away.





ID Cards and Lanyards

Upon enrolment you will be issued with a student ID card and lanyard.

You must wear this at all times whilst on the school site. Never give your ID to anyone else. You will also need your ID card in order to gain access to the building and to print any work. If students lose ID cards you will need to complete a form on ClassCharts.

Mobile Phones - You are permitted to use mobile phones around the college but please be considerate to others.

Mobile phones should not be visible when in the school. On no occasion must phones ring, beep, be used or visible during lessons unless directed by the teacher.

Equipment

You are expected to turn up to Sixth Form each day with the right equipment in order for your days and your studies to run smoothly.

The following is a list of things that you will need to help you be organised and ready for any task set:

- An A4 lever arch folder **per subject**, with dividers.
- A pack of plastic wallets.
- Pad of A4 paper.
- Fully stocked pencil case.
- Calculator if needed.
- USB Flash Drive/ Memory Stick.
- A locker (Optional).

ICT Login and Email address

Upon enrolment you will be given a college login, email address and ClassCharts login details.

Email and ClassCharts is the main method of communication used in the sixth form and you are expected to check your college email and ClassCharts daily to pick up messages sent by your teachers and members of the sixth form team.

You should always use your college email to contact teachers not a personal one. When using the computers at college you are signing up to the college ICT policy. College WiFi should not be given to any other students.

Cigarettes and Alcohol

- Alcohol is banned at Sixth Form.
- A student caught drinking alcohol or under the influence of alcohol on the school site faces disciplinary action and possible removal from roll.
- Smoking and vaping is banned on the school site and is not permitted in the building.
- Sixth Form students should not be seen smoking within sight of the school.
- Any student found using, in possession, or under the influence of illegal substances (drugs) will be excluded.

Sixth Form Uniform Code

We have no formal uniform.

We know that clothing can be a powerful means of expression and are proud of our students' individuality. However, we ask students still to wear clothing which is appropriate for college and therefore is not offensive, distracting or revealing in any way, and is not an extreme of fashion. You should be setting an example to younger students. Some points to remember are:

- **Skirts and shorts** must be a reasonable length.
- **T-shirts** should have no offensive writing or images.
- **Footwear** must be sensible.
- **Hats and hoods** should not be worn in lessons.
- **Tattoos:** Students will be asked to cover up any offensive or inappropriate tattoos.

The Head of Sixth Form makes the final decision on suitability of dress. Individual requests, including those on religious grounds, will be considered by the Head of Sixth Form on a case by case basis. Any student deemed to be inappropriately dressed for college will be sent home to change.



Driving Lessons

Students should not miss any lessons for driving lessons.

If your driving test is in lesson time, please make a member of the Sixth Form team aware but it will still be counted as an unauthorised absence.

Cars and Scooters

Due to the limited space students are not allowed to park cars, mopeds or e-scooters on the school site. If you wish to drive to school please make sure that you park on the school/college side of Dimond Road and show consideration to the local residents. If you do drive to college on a regular basis you must give the details of the car (make/colour/registration) to Lucy Webb.

Part-time Employment

Having a part-time job is good experience, and is a valuable activity.

Please remember, however, that this is additional to your studies, and your college work **MUST** come first.

Deadlines and Homework

You will be given lots of deadlines for homework, coursework and other assignments.

These are not negotiable or flexible. They exist to allow you a set time frame to complete a task, to ensure that 'overload' and backlog do not occur and to allow teachers time to give feedback. It is recommended that students undertake four hours of additional study per subject per week outside of the classroom, including your allocated study periods and home learning.

Target Setting

At the start of Year 12 you will be given target grades to aim for.

The targets are worked out by looking at your average GCSE score which predicts what you are likely to get in a given Sixth Form subject. Make a point of knowing your targets, and the steps you need to take to achieve them.



Student Areas

The Common Room

This is your social area and will be busy at break and lunch times. It is an adult environment and should be treated as such. Please look after it and it will remain a pleasant and adult environment. No reserving of areas by leaving belongings.

Study Room

When using the study room we would ask that you are quiet and respectful of others trying to study. Mobile phones are allowed in the study area if you wish to listen to music whilst studying using headphones; however conversations on phones are not permitted.

Student Committee

A student election will take place at the beginning of the year to elect students to different leadership positions within the college e.g Student President.

The successful candidates will form a Student Committee. Each tutor group will also have a tutor rep who will be a member of the Sixth Form Student Committee. We value the opinion and input of our students in bringing about change and driving improvement.

Student Bursary/Support Fund

The college is provided with a cash-limited fund to support learners who are economically or socially disadvantaged and face the greatest barriers to continue in education post-16.

In the event of financial hardship, please speak in confidence to Lucy Webb our Student Services manager.

Bitterne Park Sixth Form College
Dimond Road
Southampton
SO18 1BU

t: 023 8029 4155

e: info@bitterneparksixthform.org.uk

w: bitterneparksixthform.org.uk



Bitterne Park
SIXTH FORM COLLEGE