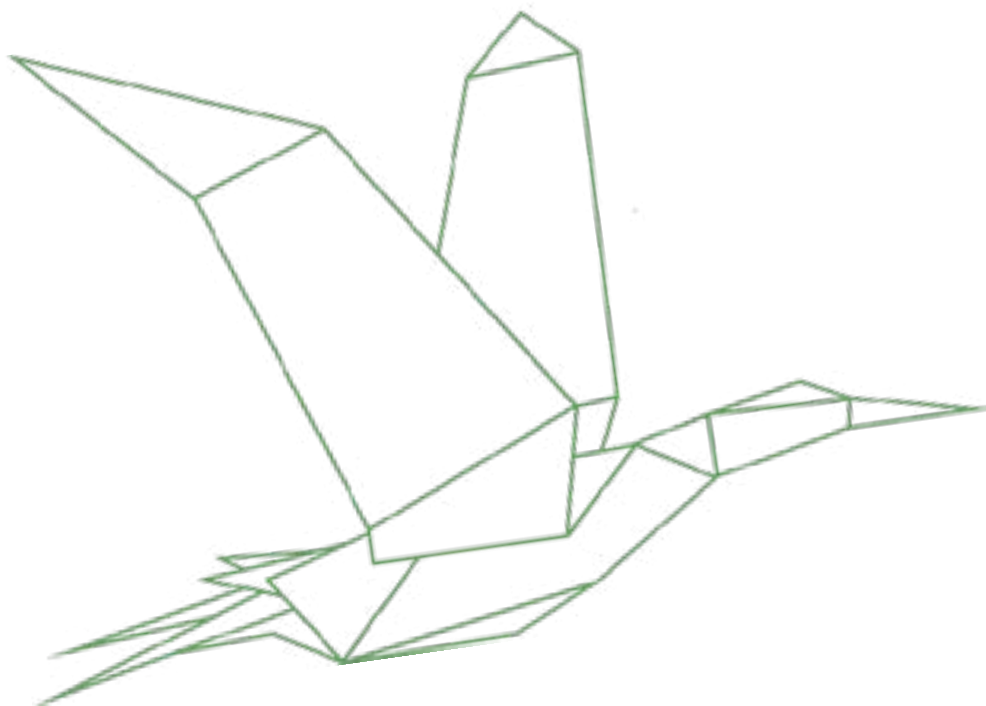


Bitterne Park Sixth Form College

STUDENT HANDBOOK

2026



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



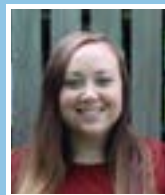
Stewart Roderick
Headteacher



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



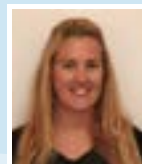
Mr Vardy



Mr Gordon



Mr Warren



Miss Roberts



Mr Griffiths

Key Dates

Autumn Term 2nd Sep - 18th Dec 2026	Spring Term 4th Jan - 25th March 2027	Summer Term 12th April - 9th July 2027
Meet the Tutor Evening - Thursday 1st October	Parents' Evening - Thursday 14th January	Half Term - Monday 31st May - Friday 4th June
INSET Day - Monday 12th October	INSET Day - Friday 29th January	Year 12 End of Year Exams - Monday 14th June - Thursday 17th June
Open Evening - Wednesday 14th October	Half Term - 15th - 19th February	INSET - Friday 25th June
Half Term - Monday 26th - Friday 30th October		Year 12 Big Interview - Wednesday 30th June
INSET Day - Friday 4th December		End of year - Friday 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.

Absence

If you are ill or unable to attend college for any reason, you or someone from home must complete an absence form, which can be found on the ClassCharts app.

You must complete an online absence for every day of your absence. If you are going to be absent for an extended period of time due to illness please make contact with the college via email.

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.

Attendance

Attendance is one of the most important factors in determining your success. We expect everyone to aim for 100% attendance.

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.

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 alarm, leave the building immediately and assemble on the designated sixth form area on the tennis courts in your tutor group. Line up quickly and quietly so that a register can be taken.



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, take your personal development sessions and generally guide you through your Sixth Form journey.

Your tutor will contact home if you do not attend your tutor sessions. **You will be expected to attend a tutor time every two weeks from 8.30 - 8.50 am.**

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 to our student services manager, Lucy Webb, 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.

Personal Development & 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, as well as recreation activities as part of our enrichment programme.

Week 1 – Personal Development (Period 4)

Week 2 – Enrichment (Period 5)

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 college / 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 and pay for a new card.

Mobile Phones - You are permitted to use mobile phones around the college in social spaces 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 appropriate equipment for your lessons.

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.

Smoking, Alcohol and Illegal Substances

- A student caught drinking alcohol or under the influence of alcohol on the college site faces disciplinary action and possible removal from roll.
- Smoking and vaping is banned on the college site and is not permitted in the building.
- Sixth Form students should not be seen smoking/ vaping within sight of the college.
- 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.

The Sixth Form Leadership Team makes the final decision on suitability of dress. Individual requests, including those on religious grounds, will be considered 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

Due to the limited space students are not allowed to park cars on the college site. If you wish to drive to college 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 reception.

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 additional study per subject per week outside of the classroom, including your allocated study periods and home learning.

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.

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 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 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.



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Bitterne Park

SIXTH FORM COLLEGE