

# Kimberley Sixth Form Student Passport

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Please read through this booklet carefully to support your transition into Kimberley Sixth Form.



Welcome

# Meet the Team

	<p><b>Head of Kimberley Sixth Form</b>  <b>Mr Detheridge</b>            (1N06)</p>		<p><b>Deputy Head of Kimberley Sixth Form</b>  <b>Dr MacKay</b>            (1N23)</p>		<p><b>Assistant Head KS5 Pastoral Leader</b>  <b>Mrs Genders</b>            (2N20)</p>
	<p><b>Executive Principal (WAT)</b>  <b>Mr Lehain</b></p>		<p><b>Deputy Head Diversity &amp; Inclusion (DSL &amp; SENDCo)</b>  <b>Mrs Gardner-Oyemade</b></p>		<p><b>Assistant Head Digital Transformations &amp; BTEC Quality Nominee</b>  <b>Mr Kirkwood</b></p>
	<p><b>Assistant Head CURRICULUM</b>  <b>Mr Freemantle</b></p>		<p><b>Assistant Head DESTINATIONS</b>  <b>Mr Stewart</b></p>		<p><b>UCAS Co-ordinator</b>  <b>Mrs Stewart</b></p>
	<p><b>Y12 Lead Pastoral Tutor</b>  <b>Mrs Carr</b>            (1N08)</p>		<p><b>Y13 Lead Pastoral Tutor</b>  <b>Miss Munson</b>            (1N08)</p>		<p><b>Safeguarding Officer</b>  <b>Mrs Rydeheard</b>            (2N19)</p>
	<p><b>Pastoral Tutor</b>  <b>Miss Greig</b>            (1N08)</p>		<p><b>Pastoral Tutor</b>  <b>Mrs Russ</b>            (1N08)</p>		<p><b>Pastoral Tutor</b>  <b>Mrs Willis</b>            (1N08)</p>
	<p><b>PSHCE Co-Ordinator</b>  <b>Mrs Maddock</b>            (2s16)</p>		<p><b>Gym Instructor</b>  <b>Ms Haque</b>            (GN17)</p>		<p><b>Exams Officer</b>  <b>Mrs Kang</b>            (GS13)</p>
	<p><b>Trust Data &amp; Sims Manager</b>  <b>Mrs Toogood</b>            (1N05)</p>		<p><b>PA to SLT and Admissions &amp; Bursary</b>  <b>Mrs Neal</b>            (1N05)</p>		<p><b>Data &amp; Assessment Support Officer</b>  <b>Mr Brookes</b>            (1N05)</p>
	<p><b>Attendance, &amp; Reception</b>  <b>Mrs Aerts</b>            (1N22/ reception)</p>		<p><b>Attendance, &amp; Reception</b>  <b>Mrs Thorn</b>            (1N22/reception)</p>		<p><b>Reception</b>  <b>Mrs Woolmer</b>            (Reception)</p>

# STUDENT CODE OF CONDUCT



As we hope our relationship with you will be a partnership, as a student at Kimberley Sixth Form it is expected that you will adhere to the following:

- Demonstrate a commitment to your studies by fully engaging in the 'Stepping Stones to Learning' and 'Stepping Stones to Success'.
- Follow the "Expectations of Students in and out of lessons" and guidelines linked to "Ready, Respectful and Safe". (Posters displayed in classrooms)
- Full active engagement in all lessons and learning opportunities, this includes tutor sessions, guided study, independent study, completion of homework, revision, research and using study time effectively.
- Adhere to the expectations of independent work ethic within the college zones.
- Get involved in enrichment opportunities such as extra and super curricular clubs, trips and visits.
- Engage with Microsoft Teams, college emails and ClassCharts daily to monitor subject information, Attitude to Learning, organisation of homework and to be kept up to date with key college events and communication.
- Ensure that your attitude to learning is a 3 or above in lessons.
- Be punctual to all lessons and suitably equipped and organised for learning.
- Keep your mobile phone & headphones out of site in lessons unless directed otherwise by your teacher.
- Meet all deadlines set by your teachers.
- Keep up a good level of attendance 95%+, contacting us on the day of absence if you are unwell or if other circumstances prevent you from attending lessons.
- Fully engage in all Next Septs/ PSHCE tutor sessions, guided study and 1to1 support from your Pastoral Tutor.
- Communicate with your teachers/ Pastoral tutor if there are any issues which may be affecting your progress.
- Avoid booking holidays, driving lessons, shifts at work, medical or dental appointments etc. during college hours.
- Always conform to the dress code as detailed on the college website.
- Always wear your lanyard when on the college premises or any site across the Trust.
- Always swipe in and swipe out when you enter/ leave the college building.
- Respect the environment and buildings at Kimberley College and across the Trust.
- Behave with courtesy and respect when using the college and public transport.
- Follow the college guidelines (with reference to parking permits, speed limits and designated parking areas) if bringing your own car/bike/scooter onto the college premises.
- Adhere to expectations regarding Kimberley College site being a 'No smoking/ vaping' site.
- Always speak to all staff and your peers with respect and politeness.
- Report any bullying concerns or examples of disrespectful behaviour to the college: [Anonymous reporting system](#)
- Report any concerns about your own welfare or that of others to the college: [Self-referral for support](#)

- Update personal details held in college if necessary.
- Commit to college expectations regarding engagement with work experience and any next steps opportunities.
- Commit to your allocated 2-year curriculum and understand that any request to change is unlikely to be possible.
- Achieve expectations linked to progress and the Stepping Stones to Success in order to progress into year 13.
- Always act respectfully when identifiable as a Kimberley College Student.
- Not bring the College name into disrepute through actions both on and off the premises.
- Uphold all Kimberley College and Wootton Academy Trust Policies.

*(Policies include: Acceptable Use Agreement, E-Safety, Student Netiquette, College Dress Code, Safeguarding (including wearing lanyards and driving onsite))*

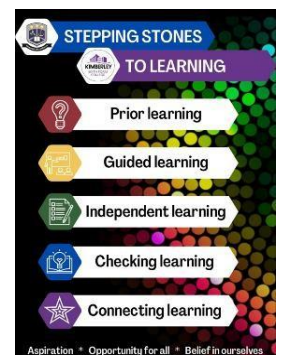
## Recognition, Rewards and Consequences linked to the Stepping Stones to Success and Behaviour Policy

We promote a culture of mutual respect, tolerance, and collaboration between all members of our Kimberley community. This reflects our adult-style learning environment, high-quality teaching, and the individual support we offer to enable you to reach your potential and take the right academic pathway that will lead towards a fulfilling and successful future. We expect you to show the maturity, commitment and drive required to excel in this environment. We focus on supporting you in positively engaging with our five **Stepping Stones to Success**:



Information is recorded on **ClassCharts** and monitored to recognise, reward and celebrate your effort and engagement, as well as putting guidance in place to support you when you have difficulty in engaging positively with the **Stepping Stones to Success**. Ultimately, this encourages you to take responsibility for your own behaviour, your own success and the consequences that result from your choices.

Teachers will also refer to the **Stepping Stones to Learning** in lesson, we expect you to engage in these to support your progress in subject areas. Both of these posters will be displayed in classrooms for your reference.



## Recognition & Rewards

STEPPING STONE	RECOGNITION & REWARDS
Attendance	<p><b>Target: 95%</b></p> <p>Students with highest percentage attendance are celebrated in assemblies, the termly newsletter and rewarded with Canteen Vouchers and Amazon Vouchers.</p>
Attitude to Learning	<p><b>Recorded by your teacher every lesson on ClassCharts:</b>  <b>ATL 4: (+2 Points) ATL 5: (+3 Points)</b></p> <p>Students with highest ATL points are celebrated in the fortnightly student bulletin. Students with highest ATL points are celebrated in assemblies, the termly newsletter and rewarded with Canteen Vouchers and Amazon Vouchers.</p>
Homework	<p><b>Outstanding HW is recorded by your teacher on ClassCharts: (+2 Points)</b></p> <p>Students with highest HW points are celebrated in the fortnightly student bulletin. Students with highest HW points are celebrated in assemblies, the termly newsletter and rewarded with Canteen Vouchers and Amazon Vouchers.</p>
Enrichment	<p><b>Engagement in any 'Enrichment Activity' is recorded on ClassCharts: (+2 to +5 Points, depending upon the activity)</b></p> <p>Students with highest enrichment points are celebrated in the fortnightly student bulletin. Students with highest enrichment points are celebrated in assemblies, the termly newsletter and rewarded with Canteen Vouchers and Amazon Vouchers.</p>
End of Year Rewards	<p><b>Overall Positive Points recorded on ClassCharts: (Attitude to Learning, Homework and Enrichment)</b></p> <p>Students with the highest overall points on ClassCharts will be rewarded with higher value Amazon Vouchers, Trip Tickets and Prom tickets (Y13 only).</p>

## Consequences and Sanctions

STEPPING STONE	CONSEQUENCE / SANCTION
Attendance	<p><b>Target: 95%</b></p> <p>Students who fall below <b>92%</b> will be notified so that they can improve their attendance independently.</p> <p>Where attendance falls below <b>90%</b> a review of individual circumstances will take place, if appropriate you may be placed upon an <b>Individual Support Plan</b> (See further information below) at this stage.</p>
Punctuality	<p>Students who are late to lessons or late back from break or lunch without good cause will be recorded on ClassCharts.</p> <p>For <b>every 3 lates</b> to lesson/ lates back after break or lunch within a term, students will be required to attend a <b>Directed Independent Study</b> (See below for further information) after college the following week.</p>

<b>Attitude to Learning</b>	<b>ATL Grades Recorded by your teacher every lesson on ClassCharts:</b> <b>ATL 2: (-1 Pt) ATL 1: (-2 Pts)</b> For every <b>3 negative ATL's</b> within a term, students will be required to attend a <b>Directed Independent Study</b> session the following week after college. Students who persistently demonstrate negative ATL in lessons will be placed on an <b>Individual Support Plan</b> .
<b>Homework / Coursework / Subject Independent Study</b>	<b>Non/ poor submission of HW is recorded by your teacher on ClassCharts: (-1 Point)</b> Students who fail to submit assigned HW/ subject Independent Study or assignments by an agreed deadline will be asked to remain in the classroom at break or lunch for up to 15mins at the teachers discretion. For <b>every 3</b> non submissions/ poor HW's in a term, students will be required to attend a <b>Directed Independent Study</b> Session the following week after college. Students who persistently don't engage with meeting deadlines will be placed upon an <b>Individual Support Plan</b> .
<b>Behaviour / Conduct outside of the Classroom</b>	<b>Low Level Behaviour concerns are recorded on ClassCharts: (-1 Point)</b> * Not wearing the college lanyard * Not adhering to the college dress code * Not being respectful of college expectations outside of lessons. For <b>every 3</b> negative behaviours in a term, students will be required to attend a <b>Directed Independent Study</b> Session the following week after college. Students who persistently don't engage with expectations outside of the classroom will be placed upon an <b>Individual Support Plan</b> .

### Stand-alone Disciplinary Concerns:

We have a graduated scale for dealing with any standalone disciplinary concerns:

**Level 1:** Minor Stand-alone breaches.

**Level 2:** Significant stand-alone breaches.

**Level 3:** Serious stand-alone breaches.

*(Examples of different levels of stand-alone breaches can be found in the college behaviour policy)*

Depending on the nature and severity of standalone breaches the college will conduct a full investigation and use its discretion in deciding upon the most appropriate consequence, sanction or supportive measure. At all meetings to review behaviour the student will be given the opportunity to defend themselves and state their reasons for their behaviour.

### Possible outcomes for Stand-Alone Disciplinary Concerns (this list is not exhaustive):

- Directed Independent Study
- Onsite restrictions
- Withdrawal of opportunities
- Review of timetable
- Change/ removal from class
- Suspension
- Permanent exclusion.

## Directed Independent Study

Directed Independent Study sessions can take place during break and lunch times, but usually after college between 3:00pm – 4:00pm. Parents/ carers and students will be notified when a Directed Independent Study session has been allocated after college.

### Individual Support Plans:

We have a graduated scale for supporting students who do not engage positively with the Stepping Stones to Success. Individual Support Plans have three stages, the student will normally enter the process at Level 1, however, if the college considers the level of concern to be more significant, the decision can be made to enter the process at Level 2 or Level 3 as appropriate. Students are usually placed upon an Individual Support Plan for a period of 6 weeks; however, the length of the plan can be flexible depending upon circumstance.

**Level 1 Individual Support Plans** will involve a meeting between the student & their Pastoral Tutor to agree targets and supportive measures to help them improve their engagement in the relevant area(s) linked to the Stepping Stones to Success.

#### **Possible Outcomes:**

- Targets are met so the student is removed from the plan.
- Student has engaged with the targets but is kept on the plan for an extended period as a supportive measure.
- Student has not engaged with the targets so is moved up to a Level 2 plan.

**Level 2 Individual Support Plans** will involve a meeting with the student, their parent/ carer, their Pastoral Tutor and a Lead Pastoral Tutor.

#### **Possible Outcomes:**

- Targets are met, so student is moved down to a Level 1 plan or removed from any support plan.
- Student has engaged with targets but is kept on a Level 2 plan for an extended period as a supportive measure.
- Student has not engaged with the targets so is moved up to a Level 3 plan.

**Level 3 Individual Support Plans** will involve a meeting with the student, their parent/ carer, a Lead Pastoral Tutor and a member of the Senior Leadership Team, the L3 plan is designed to give the student a final opportunity to prove their commitment to meeting College expectations linked to the Stepping Stones to Success and the Code of Conduct.

#### **Possible Outcomes:**

- Targets are met, so student is moved down to a Level 2 or Level 1 plan or removed from any support plan.
- Student has engaged with the targets but is kept on the Level 3 plan for an extended period as a supportive measure.
- Student has not engaged with the targets, so a meeting is arranged with the Head of College to discuss their place at college.

# EXPECTATIONS

## of students in lessons



### Ready

- Arrive on time.
- Return to the lesson on time after break or lunch.
- Remove coats and hats, put phones and headphones away out of site.
- Get equipment, books, and folders out on the desk at the start of the lesson.
- If HW has been set, get it out ready to hand in to your teacher.
- Make a start on any task that has been set for you.
- Be alert and ready to learn.
- Pro-actively engage in the lesson.
- Pro-actively respond to feedback given.
- Strive for ATL 4's and ATL 5's.

### Respectful

- Make sure that you are dressed appropriately in-line with the College Dress Code.
- Always follow the seating plan for your lesson
- Be silent for the register and answer with "yes miss", "yes sir" or "here miss", "here sir".
- No eating or chewing gum in lessons.
- Only use phones and headphones in lessons when instructed by your teacher.
- Do your best work always and take pride in your work.
- Follow all instructions on the first time of asking.
- Raise your hand if you wish to ask or answer a question
- clean, non-discriminative language, be polite and be kind to all.
- Be silent when others (Teachers, TA's, Pastoral Tutors, Students) are addressing the class.
- Leave the room as you found it, put rubbish in the bin, return any equipment that you have used.

### Safe

- Always have your lanyard & ID badge on and visible throughout the lesson.
- Be in all lessons from start to finish.
- If you must leave a lesson, then ask permission from your teacher.
- Communicate with the pastoral or attendance team if you have had to leave a lesson and not been able to speak to your teacher.
- Communicate with the pastoral or attendance Team if you are not able to return to a lesson after break or lunch.
- If you witness any form of bullying or discriminative behaviour in the lesson, report it to the teacher or use the anonymous reporting system: [Anonymous reporting system](#)
- Be safe when using college or personal devices or researching online, lock your screen if you leave the room.



# EXPECTATIONS

## of students outside of lessons



Kimberley  
Sixth Form

2024 - 2025

### Ready

- Arrive to College early so that you can get to your lesson on time.
- Return to lessons on time after break or lunch.
- Make sure you have all the equipment required for your lessons for the day.
- Keep your books, folders and notes organised.
- Engage with college communication systems, check emails, MS Teams & ClassCharts regularly throughout the day.
- Make sure you have completed 'pre-lesson' tasks such as HW, independent study, reading or research.
- Meet all deadlines.
- Fill up your water bottle and go to the toilet at break & lunch times – not during a lesson.

### Respectful

- Make sure that you are dressed appropriately in-line with the College Dress Code.
- Do not graffiti or damage the equipment or facilities within college.
- Look after the college environment, put litter in the bin and report anything that is broken or damage
- Do as you are asked first time, every time.
- Use non-discriminative language in all areas of the college, be polite and kind to all.
- Be respectful of those who are in lessons when socialising at break. (2<sup>nd</sup> Floor out of bounds during First break & 1<sup>st</sup> Floor out of bounds during second break).
- Hot food must not be eaten on the first or second floor. Students who wish to eat their packed lunch/ snacks during break or lunch should only use the south wings and not eat in classrooms.
- Be respectful of the Staff Only Zones and Silent Study Zones around college.
- Do not use the lifts unless you have a 'Lift Pass' for medical reasons.
- Adhere to expectations regarding Kimberley College being a 'No smoking/ vaping' site.
- If you have lessons onsite at Wootton, be respectful of additional expectations such as no phones or headphones when in areas used by Wootton pupils and staff.
- If you can be identifiable as a Kimberley College Student, then always be respectful in the wider community. (eg if you go offsite at lunchtimes or if you are on a college trip or visit).

### Safe

- Always have your lanyard & ID badge on and visible throughout the day.
- Always swipe in and swipe out when you enter or leave the college building. (Including break & lunchtimes)
- Always communicate with teachers and staff at attendance or reception if you must leave college during a lesson (eg for a medical appointment).
- Do not lean over the balconies on the 1<sup>st</sup> or 2<sup>nd</sup> floor.
- If you drive onsite, make sure you have a college permit and adhere to the speed limit.
- When using devices onsite, stay safe, always log out or lock your screen if you are taking a break.
- **If you witness any forms of bullying or discriminatory behaviour, or you have any concerns about yours or another person's welfare then report it to the college: [Anonymous reporting system](#)**

# EXPECTATIONS

## Attitude to Learning



### ATL 5 – OUTSTANDING LEARNING

You are meeting all aspects of **student expectations** within the lesson linked to **Ready, Respectful and Safe**. You engage fully and proactively with the **Stepping Stones to Learning** and the **Stepping Stones to Success**. You go above and beyond with your contribution to the lesson. You participate fully and enthusiastically in class. You demonstrate leadership skills within the lesson and support other students with quality feedback. You work extremely well independently and with others and you show a clear interest and passion for the subject. You are resilient and break through barriers to achieve your absolute best.

### ALT 4 – GOOD LEARNING

You are always **Ready, Respectful and Safe**. You participate fully in class, you demonstrate leadership skills within the lesson and support other students. You work well independently and with others. You engage fully in the **Stepping Stones to Learning** and **Stepping Stones to Success**. You show a wider interest and passion for the subject. You are resilient and don't give up when the work gets challenging. You are reflective about what you need to do next in order to make progress.

### ATL 3 – EXPECTED LEARNING

You are **Ready, Respectful and Safe**. You engage with the **Stepping Stones to Learning** and the **Stepping Stones to success**. You focus on the work and complete the tasks set. You work independently and with others. You both ask and answer questions and try to learn from your mistakes. You are reflective about what you need to do next.

### ATL 2 – LEARNING NEEDS IMPROVING

You are not always **Ready, Respectful and Safe** and don't always engage with the **Stepping Stones to Learning** or the **Stepping Stones to Success**. You struggle to motivate yourself or settle quickly to tasks. You are passive with your learning. Your behaviour can disrupt others. You do not complete the expected standard of work. You struggle to work independently or with others. You are easily distracted and need reminding of expectations.

### ATL1 – UNACCEPTABLE LEARNING

You are not **Ready, Respectful or Safe**. You do not engage with the **Stepping Stones to Learning** or the **Stepping Stones to Success**. Your poor attitude to learning significantly impact on others. You are unable to motivate yourself to complete the work set. You show a lack of interest for the subject and are actively disengaged. You are unresponsive to intervention from your teacher or teaching assistant.

## Key information for students who have lessons at Wootton Upper School

*(Art, Dance, Drama, Music, Photography & Textiles)*

### Timings of lessons at Wootton Upper School:

<p><b>AM Block:</b> 8:30am – 11:00am <i>(Break: 11.00am – 11.20am)</i></p> <p>Shuttle bus Kimberley to Wootton: 8.05am Shuttle bus Wootton to Kimberley: 11.20am</p>	<p><b>PM Block:</b> 12.00pm – 3.00pm <i>(Lunch: 1.20pm – 2.00pm)</i></p> <p>Shuttle bus Kimberley to Wootton: 11.40am Shuttle bus Wootton to Kimberley: 3.05pm</p>
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**Accessing the Site:** All students should enter & leave the building by **swiping in & Out** at reception, you will then need to use your lanyard to swipe to get through into the canteen area.

**PLEASE NOTE:** Due to safeguarding purposes, you must ensure that you **do not allow** anyone else to enter the site with you.

**Students using their own transport:** Students who drive to Wootton will need a car permit and will only be able to park on the side road to the right of the site. We advise students to carshare where possible as parking will be limited. **(YOU MUST NOT PARK IN THE BUS BAYS OR BACK CAR PARK)**

**Designated Lunch time area:** Students will be able to access the following areas at lunch time: *their classroom, the Y9 & Y10 dining room, the Y11 café and the peace garden outside the school library.* Should students wish to purchase food or drink, they will need to **set up a Wootton Wisepay account.** (Cash/ cards will not be accepted).

**PLEASE NOTE** – if you wish to purchase food from the dining room/ cafeteria and then eat in your classroom – you must walk outside across the quad area. **You must not take food or drink into the corridors.** Students who are eligible for **Free School Meals** will be able to get them from the dining room/ cafeteria. *(you will just need to share your name with the member of staff serving you).*

**Designated Toilets:** Please use the Disabled Access toilet near Reception or Disabled Access toilet in Attendance (**PLEASE NOTE:** due to safeguarding reasons – 6<sup>th</sup> Form Students **MUST NOT USE** any other toilet on the Wootton Site).

**Prayer Room:** If you wish to use the prayer room at lunch, please speak to reception in the first instance.

**Expectations:** 6<sup>th</sup> Form students should act as **role models for Y9–Y11.** When onsite at Wootton – please ensure that you have your **lanyards on & visible at all times, mobile phones & earphones should be out of sight** when walking in corridors or when visible to younger year groups. **Please do not eat or drink** in the IT rooms or corridors. Students should be **dressed appropriately** at all times. *(In line with the college dress code).*



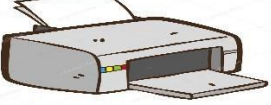







**Subject Independent Study:** If you have a timetabled subject independent study whilst you are at Wootton, your teacher will ask you to remain in the classroom or ask you to work in the dining room. *(Independent Study P3: 10.10–11.00am & Independent Study P6: 14.00–15.00pm)*

### Where do I go if I need help?

Should you need any help, support or guidance whilst at Wootton, you should first of all speak to your subject teacher. If you need support/ help or guidance during break or lunch, then please go to reception. **PLEASE NOTE:** The safeguarding office is next door to reception.

**Please Note: There is a map of the Wootton Site on the back page**

## Using the College IT Systems:

System	Link / Information
	<p><b>Logging on to the College network:</b>  <b>Username will be:</b> 24 followed by the First 3 letters of your last name followed by first 3 letters of your first name.            eg Bart Simpson would be: <b>24simbar</b> <b>Password will be:</b> Password123</p>
	<p><b>College Website:</b>  <a href="https://www.kimberleycollege.co.uk/students">https://www.kimberleycollege.co.uk/students</a>            Links on the Student tab to access a number of systems/ resources.</p>
	<p><b>Printing:</b>            Students will be issued with a 5-digit code that will allow them to print from the <b>SOUTH WINGS ONLY</b>.</p>
	<p><b>College Email:</b>            Access 'outlook' through Microsoft 365: <a href="https://outlook.office.com/mail/">https://outlook.office.com/mail/</a>            Your college email address will be the same as your Computer Log in plus @wootton.beds.sch.uk            eg 24simbar@wootton.beds.sch.uk Password will be: Password123</p>
	<p><b>Microsoft Teams:</b>            Access through Microsoft 365: <a href="https://teams.microsoft.com/v2">https://teams.microsoft.com/v2</a>            You will automatically be added to your subject teams pages and your whole year group page. MS Teams is a key platform for resources, homework &amp; communication  <b>Please also download the Teams App to your phone.</b></p>
	<p><b>Remote Access:</b>            You can access files that you have saved on the College network from home via a <b>Remote Login:</b> Go to the college website – student tab:  <a href="https://www.kimberleycollege.co.uk/students">https://www.kimberleycollege.co.uk/students</a> then click on the remote access icon.</p>
	<p><b>WiFi Access:</b>            Connect to BYOD network using your network username and password, if prompted, trust the WoottonAcademyTrust.co.uk certificate.</p>
	<p><b>College payment System:</b> <a href="https://www.wisepay-software.com/">https://www.wisepay-software.com/</a>            We use WisePay to pay for transport, trips &amp; visits, resources, extracurricular activities etc. WisePay will email you directly to set up your account. If you have lessons at Wootton Upper School, you may wish to set up an account for Wootton in addition to your Kimberley one so that you can purchase food/ drink from the canteen.</p>
	<p><b>Monitoring Attitude to Learning, Praise &amp; Rewards:</b>            Go to: <a href="https://www.classcharts.com/student/login">https://www.classcharts.com/student/login</a>            Enter your student access code &amp; click log in:  <b>Please also download the ClassCharts App to your phone.</b></p>
	<p><b>Monitoring &amp; supporting Next Steps:</b>            You will be emailed directly (College email account) from Unifrog with instructions on how to set up your account.  <a href="https://www.unifrog.org/">https://www.unifrog.org/</a></p>

## Key Email Addresses

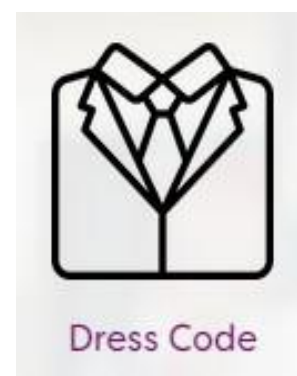
Anonymous Reporting System	<a href="https://forms.office.com/r/ADxircgSWf">https://forms.office.com/r/ADxircgSWf</a>
Self-Referral for Support	<a href="https://forms.office.com/e/hkK8RggG7g">https://forms.office.com/e/hkK8RggG7g</a>
General Pastoral Support	<a href="mailto:kimberleypastoral@wootton.beds.sch.uk">kimberleypastoral@wootton.beds.sch.uk</a>
Trust Safeguarding	<a href="mailto:safeguarding@wootton.beds.sch.uk">safeguarding@wootton.beds.sch.uk</a>
Attendance	<a href="mailto:6formattendance@wootton.beds.sch.uk">6formattendance@wootton.beds.sch.uk</a>
Kimberley Bursary	<a href="mailto:bursary@wootton.beds.sch.uk">bursary@wootton.beds.sch.uk</a>
IT Support	<a href="mailto:kimberleyreception@wootton.beds.sch.uk">kimberleyreception@wootton.beds.sch.uk</a> <i>(They will then forward your request to the Network Team)</i>
Careers	<a href="mailto:careers@wootton.beds.sch.uk">careers@wootton.beds.sch.uk</a>
Work Experience	<a href="mailto:workexperience@wootton.beds.sch.uk">workexperience@wootton.beds.sch.uk</a>
ClassCharts Support	<a href="mailto:dbrookes@wootton.beds.sch.uk">dbrookes@wootton.beds.sch.uk</a>
Wisepay Support	<a href="mailto:accounts@wootton.beds.sch.uk">accounts@wootton.beds.sch.uk</a>
Exams	<a href="mailto:kimberleyexams@wootton.beds.sch.uk">kimberleyexams@wootton.beds.sch.uk</a>
General Enquiries	<a href="mailto:kimberley@wootton.beds.sch.uk">kimberley@wootton.beds.sch.uk</a>

## College Dress Code

Kimberley College encourages students to be confident and independent, so they are well prepared for the next stages of their academic and professional lives. The College dress code is "smart/ causal". We ask students to consider if what they are wearing is appropriate for a 'professional environment'. Should the Trust decide that a student is not adhering to this code, staff have the right to ask the student to address this either immediately on the day or moving forward.

The College has deemed the following attire as not appropriate:

- Inappropriate footwear (e.g. sliders / flip flops / crocs)
- Revealing clothing (eg showing too much of the top or bottom half of the body)
- Caps/ hats on indoors
- Hoods up indoors
- Items that could cause offence to others (eg offensive language)



## Lanyards

Students are expected to wear their lanyard and ID badge from the moment they enter the site to the moment they leave for safeguarding purposes.

Should a student forget their lanyard they will be issued with a spare, should a student forget their lanyard on 3 occasions they will be asked to purchase a new one.

If a student chooses not to wear their lanyard (or a spare) during the college day, it will be recorded on ClassCharts (As mentioned on page 7).

## Timings of the College Day

Lessons onsite at Kimberley:

Timings of Lessons (Kimberley)	Break & Lunch times
<b>AM Session at Kimberley: 8.30am – 11.30am</b> P1: 8.30am – 9.30am P2: 9.30am – 10.30am P3: 10.30am – 11.30am	<b>1<sup>st</sup> Break: 9.50am – 10.10am</b> (For lessons on the ground & 1 <sup>st</sup> floor) <b>2<sup>nd</sup> Break: 10.10am – 10.30am</b> (For lessons on the 2 <sup>nd</sup> floor)
<b>PM Session at Kimberley: 11.30am – 3.00pm</b> P4: 11.30am – 12.30pm P5: 12.30pm – 2.00pm P6: 14.00pm – 3.00pm	<b>Lunch: 1.00pm – 1.40pm</b>

Lessons onsite at Wootton Upper School:

Timings of Lessons (Wootton)	Break & Lunch times
<b>AM Session at Wootton: 8.30am – 11.00am</b> P1: 8.30am – 9.20am P2: 9.20am – 10.10am P3: 10.10am – 11.00am	Shuttle Bus Kimberley to Wootton: <b>08.20am</b> <b>Break: 11.00am – 11.20am</b> Shuttle Bus Wootton to Kimberley: <b>11.20am</b>
<b>PM Session at Wootton: 12.00pm – 3.00pm</b> P4: 12.00pm – 13.00pm P5: 1.00pm – 1.35pm P6: 2.00pm – 3.00pm	Shuttle Bus Kimberley to Wootton: <b>11.40am</b> <b>Lunch: 1.20pm – 2.00pm</b> Shuttle bus Wootton to Kimberley: <b>3.05pm</b>

### Timetabled Subject Independent Study Lessons:

Kimberley P3: 10.30am – 11.30am

- Your teacher will teach through the AM break, you will have your break at 10.30am
- Your teacher will set work for you to complete in your classroom during P3

1	2	3
Maths 1S0 GMC	Maths 1S0 GMC	Maths 1S0

Kimberley P6: 14.00pm – 15.00pm

- You will return to the lesson at 1.40pm
- Your teacher will set work for you to complete in your classroom during P6

4	5	6
Chemistr 2N1DHA	Chemistr 2N1DHA	Chemistr 2N1

Wootton P3: (10.10am – 11.00am) or Wootton P6 (14.00 – 15.00pm)

- Your teacher will set work for you to complete during P3 or P6.
- Your teacher will tell you to either do this work in the classroom or move to the dining room.

## Example Timetable

	1	2	3	4	5	
Mon				Chemistry 2N17 DHA	Chemistry 2N17 DHA	Chemistry 2N17 DHA
Tue	Maths IS03 GMC	Maths IS03 GMC	Maths IS03 GMC	Physics 2N18 MUS	Physics 2N18 MUS	Physics 2N18 MUS
Wed				Maths IS03 AMA	Maths IS03 AMA	Maths IS03 AMA
Thu	Chemistry 2N16 HTU	Chemistry 2N16 HTU	Chemistry 2N16			
Fri	Physics 2N18 CDY	Physics 2N18 CDY	Physics 2N18 CDY			
Mon2				Chemistry 2N17 DHA	Chemistry 2N17 DHA	Chemistry 2N17 DHA
Tue2	Maths IS03 GMC	Maths IS03 GMC	Maths IS03	Physics 2N18 MUS	Physics 2N18 MUS	Physics 2N18 MUS
Wed2				Maths IS03 AMA	Maths IS03 AMA	Maths IS03 AMA
Thu2	Chemistry 2N16 HTU	Chemistry 2N16 HTU	Chemistry 2N16 HTU			
Fri2	Physics 2N18 CDY	Physics 2N18 CDY	Physics 2N18 CDY	Tutor GS25 KCA	Tutor GS25 KCA	Tutor GS25 KCA

You will have 2 x sessions per subject per week.

You will have one independent study allocated per subject per fortnight.

Non-subject Independent Study: you are welcome to stay onsite to study or can choose to go offsite to study.

You will have 1 x tutor session allocated in a PM session per fortnight

## Tutor Sessions

- Tutor Sessions are compulsory, full attendance at all sessions is expected and will be monitored in same way as attendance to subject lessons.
- Tutor sessions take place every Week 2 for Y12 in the 'PM session' and every Week 1 for Y13 in the 'PM session' on the day that you have 'Tutor' issued in your timetable.
- Tutor Sessions will take place in the Lecture Theatre and will be split into two parts (Before and after lunch). Part 1 will be content (PSHCE/ next steps) delivery and part 2 will be guided study.
- Students are expected to bring in their own resources (HW/ reading/ research/ laptops etc) to be able to work independently during the guided study session.
- Tutor sessions will cover a wide range PSHCE topics and careers, university and apprenticeship guidance which will be crucial for your personal development, living in the wider world and support with next steps post Kimberley.
- Many of the tutor sessions will involve specialist guest speakers.

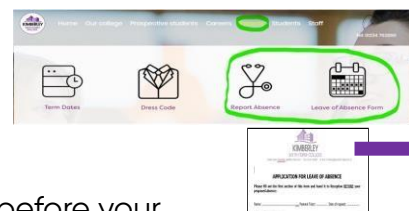
## Student Absence

### On the day:

Call: 01234 762890 – press '1' for Kimberley College then '1' for attendance or email: [6formattendance@wootton.beds.sch.uk](mailto:6formattendance@wootton.beds.sch.uk)

### In advance:

Complete a 'Leave of Absence' form at least 2 weeks (if possible) before your planned absence, these can be found on the **Parent** area of the College website (See below): <https://www.kimberleycollege.co.uk/parents>



Examples of **authorised absences** are: Practical driving tests, medical appointments, university open days. (Medical appointments will need to be evidenced).

Examples of **unauthorised absences** are: Driving lessons and work.

*Leave of Absence forms can also be collected from reception or the attendance office.*

## Procedures during the college day:

If you are late into college, you must SWIPE IN & communicate with your teacher the reason why you are late. If you need to leave college early due to feeling unwell or because you have an appointment, you must communicate with your teacher and also let attendance and reception know why you are leaving and SWIPE OUT. **It is vital for Safeguarding purposes that every student SWIPES IN when entering college and SWIPES OUT when leaving College.**

### Staff Absence:

Where possible – staff will communicate with students in advance if they are going to be absent from their lesson. Any unplanned staff absences will be **communicated on your MS Teams subject pages on the morning of the absence.** That's why it is important for students to have the Teams App on their phones so that they can receive the 'live' notification.



### Transport:

Please see the college website for further information on:

- Public and school bus services
- Rail services
- Travelling between Kimberley College & Wootton Upper School



### Students using their own transport:

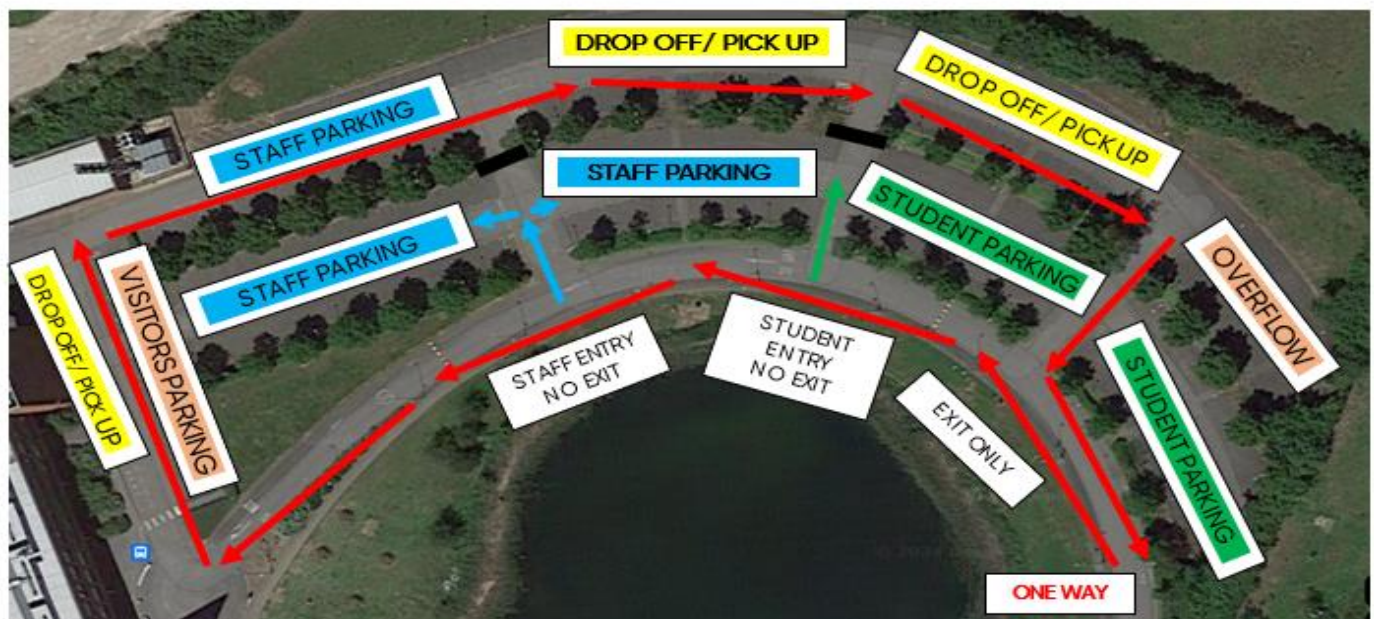
There are bike shelters available for those who wish to cycle in. We also have parking available to those wishing to use moped, motorcycles and cars, however all students must display a valid parking permit – these can be collected from reception.

Students bringing their own car onsite should park in the far-right hand side of the college car park, students must not park in the staff or visitors' areas which are closest to college.

We ask that all students respect the speed limit when driving in the college grounds.

Any student travelling by bike or scooter is expected to wear a helmet.

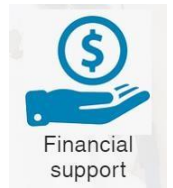
### **Car Park Plan:**





## Financial Support and free school meals

For any information regarding financial support, and free school meals please visit the student section of the college website and click on the 'financial support icon' for information on the different levels of bursary support available.



## IT Support:

If you don't have access to a digital device at home, the College may be able to lend you a laptop to support you with your studies. Please speak to Mrs Neal or your Pastoral Tutor in the first instance.



## Gym:

All students are welcome to use the gym in their free time during the gym open hours; **Monday to Friday: 11.30am – 3.00pm**. You will need to sign up for your gym induction with Miss Haque and then get your Parents/ Carers to sign a user agreement form.

**Prayer Room:** The Prayer room is in **GN05** (On the right-hand side as you head towards the gym – see map on back pages) Please collect the key from reception and return after use.

## Student Welfare & Support

Your go-to person for Pastoral & wellbeing support is your Pastoral Tutor:

**(Reminder that any academic concerns/ support required – you should speak to your subject teachers)**

All students will be allocated a Pastoral Tutor, it is important for you to know who your allocated Pastoral Tutor is. The team are based in 1N08 and although they will mainly work with their allocated students, they are there to offer support and guidance to all students within the college. The Pastoral Tutors will reach out to you to arrange one-to-one meetings and will also oversee tutor session delivery.

Bedford Borough Mental Health and Wellbeing Hub has a fantastic collection of resources to support the emotional wellbeing of young people with direct links to the following:

[Bedford Borough Mental Health and Wellbeing Hub | Bedford Local Offer](#)

- Support for young people
- Mental health crisis support
- Mental health support lines
- Support for parents and carers
- Bereavement Support
- Self-harm help
- Support with LGBTQ+ and gender identity
- Support with BAME issues
- CAMHS wellbeing programme

Additionally, we will share wellbeing support  
With you in the college bulletin every fortnight.



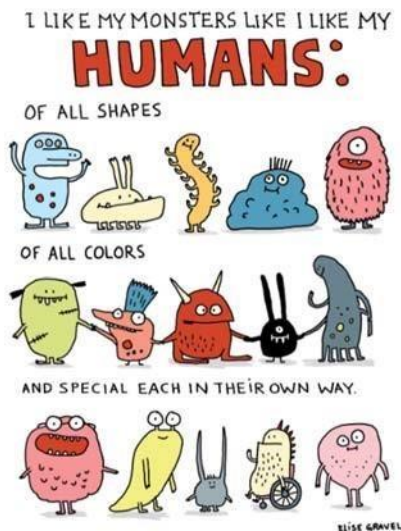
### **WELLBEING SUPPORT**

Bedford Borough Wellbeing Hub  
[https://localoffer.bedford.gov.uk/kb5/bedford/directory/site.page?id=R\\_ScQfCIWk](https://localoffer.bedford.gov.uk/kb5/bedford/directory/site.page?id=R_ScQfCIWk)  
**Mental Health & Anxiety**  
[www.calmharm.co.uk](http://www.calmharm.co.uk) [www.clearfear.co.uk](http://www.clearfear.co.uk) [www.kooth.com](http://www.kooth.com)  
Gender Identity/Sexual Orientation  
[www.theprouddtrust.org](http://www.theprouddtrust.org)  
**Bereavement**  
[www.cruse.org.uk](http://www.cruse.org.uk) [www.winstonswish.org](http://www.winstonswish.org)  
**Staying Safe Online**  
[https://www.thinkuknow.co.uk/14\\_plus/](https://www.thinkuknow.co.uk/14_plus/)  
**Eating Disorders**  
[www.beateatingdisorders.org.uk](http://www.beateatingdisorders.org.uk)  
**Substance Misuse Support**  
<https://aquarius.org.uk/>

**REMINDER:**  
Our Student Health Guide can be found on our college website here: [Student Welfare | kimberleycollege](#)



# Equality, Diversity & Inclusion



We take pride in being an inclusive college – we try to find ways to educate & celebrate our diversity.

We have a Trust Wide Inclusion Calendar which we use to help remind us of key events and celebrations throughout the year. We try to use assemblies, displays & fundraising activities to help raise awareness for these celebrations and encourage all students to get involved.

We want you to be proud of your heritage, proud of your beliefs, proud of who you are. There is no place for any form of discrimination here at Kimberley College – should you be the victim of or witness any form of bullying or discrimination then you must report it to a member of staff or use the anonymous reporting system which can be found on your Year Group Teams Page.

<https://forms.office.com/r/ADxircgSWf>

## Student Leadership:

One of the main ways in which we celebrate equality, diversity and inclusion events is through events organised by our Student Leadership Team. You will have the opportunity to join the team as a Y12 Ambassador in October 2024, and then be eligible to apply for any of the Y13 roles listed below in March 2025.

- College President
- Lead College Ambassador
- College Ambassador
- Subject Ambassador
- College Council



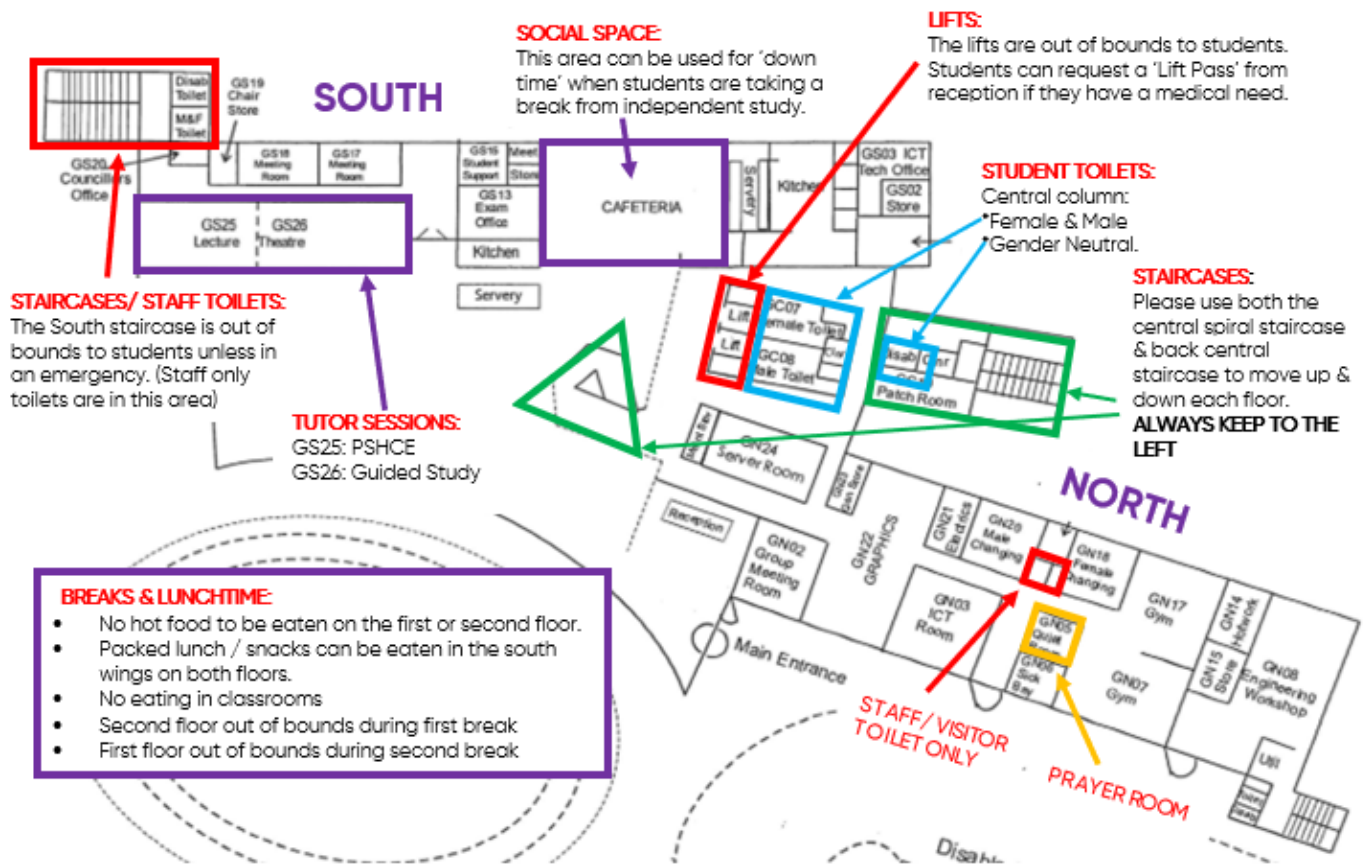
## College Presidents 2024-25:



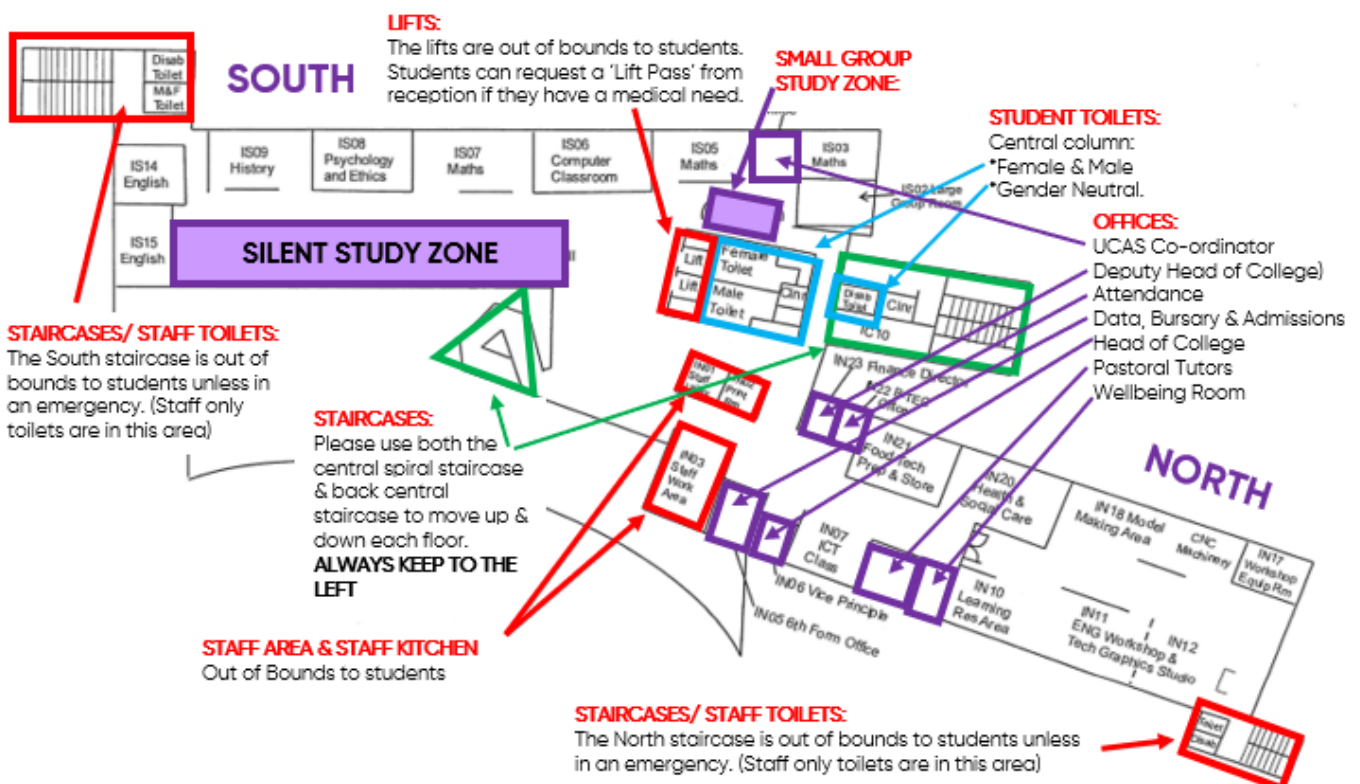
Daisy Newton & Ben Newman

# Map of Kimberley College & Wootton Upper School Sites

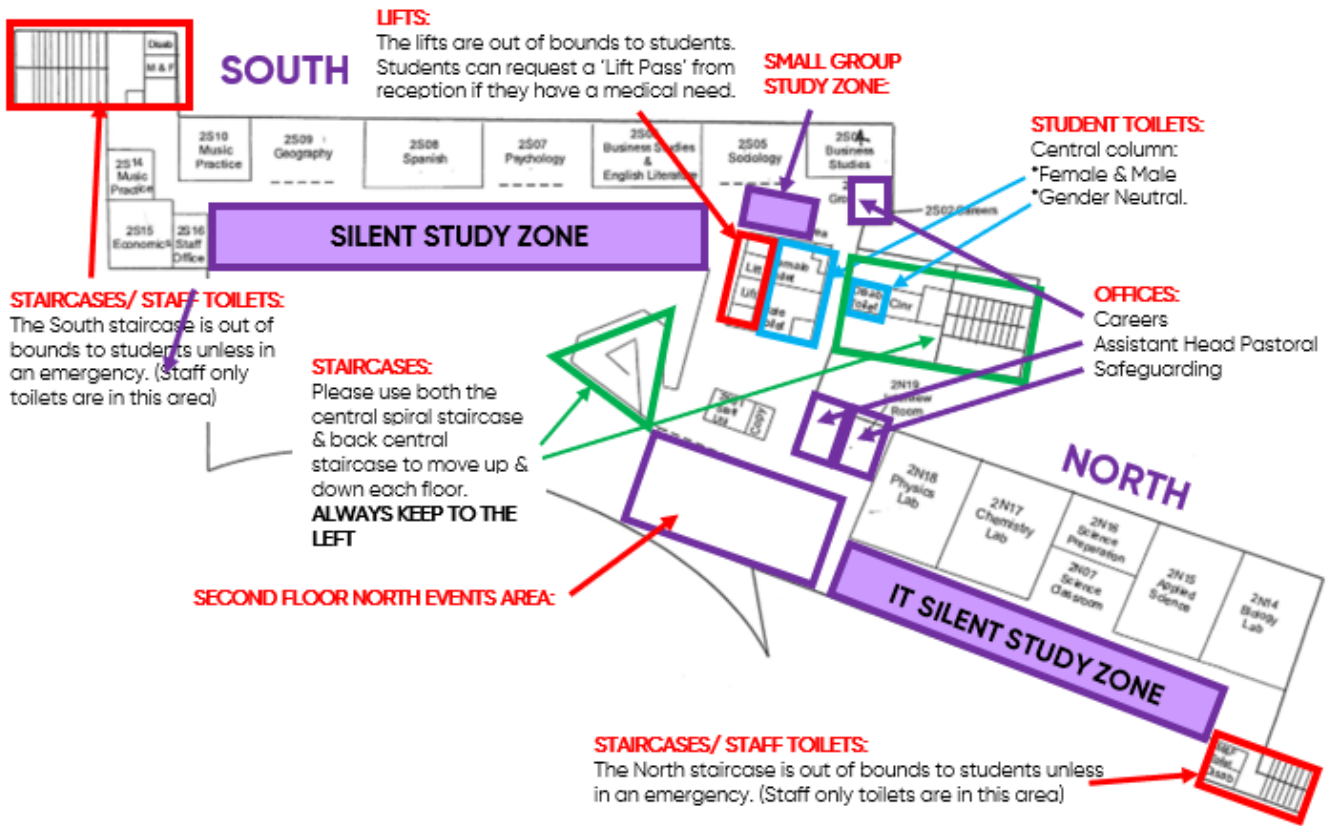
## GROUND FLOOR:



## FIRST FLOOR:



**SECOND FLOOR:**



**WOOTTON UPPER SCHOOL:**

