

Kimberley Sixth Form Student Passport

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



Welcome

Meet the Team

	Executive Principal (WAT) Mr Lehair		Head of Kimberley Sixth Form Mr Detheridge (1N06)		Deputy Head of Kimberley Sixth Form Dr MacKay (1N23)
	Assistant Head KS5 Pastoral Leader Mrs Genders (2N20)		Assistant Head Teaching & Learning and QA Mrs Davies (1S16)		Assistant Head Destinations and Next Steps Mr Stewart (1S04)
	WAT Deputy Head Diversity & Inclusion (DSL) Mrs Gardner-Oyemade		Assistant Head Curriculum Mr Freemantle		UCAS Co-ordinator Mrs Stewart (1S04)
	Y13 Lead Pastoral Tutor Mrs Carr (1N08)		Y12 Lead Pastoral Tutor Mrs Willis (1N08)		Pastoral Tutor Mrs Russ (1N08)
	Pastoral Tutor Mrs Webb (1N08)		Safeguarding Officer Mrs Rydeheard (2N19)		Student Services Mrs Howett (Atrium)
	Trust SENDCo Mrs Guiney (2N20)		Attendance Mrs Thorn (1N22)		Exams Officer Mrs Kang (GS13)
	Trust Data & Sims Manager Mrs Toogood (1N05)		PA to SLT and Admissions & Bursary Mrs Neal (1N05)		Data & Assessment Support Officer Mr Brookes (1N05)
	Reception Ms Darling (Reception)		Reception Mrs Woolmer (Reception)		Gym Instructor Ms Haque (GN17)

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 lessons', 'In private study' and 'during social time' which are all linked to "Ready, Respectful and Safe". (Posters displayed around the building)
- Full active engagement in all lessons and learning opportunities, this includes form time, personal development, private study, electives, intervention, 1to1 support and enrichment opportunities such as trips, visits and guest speakers.
- Adhere to the expectations of independent work ethic within the private study areas.
- Get involved in enrichment opportunities such as extra and super curricular clubs, early entry opportunities, guest speakers, trips and visits.
- Engage with Microsoft Teams, college emails and ClassCharts daily to monitor subject information, attitude to learning, private study 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 form time, academic lessons and personal development lessons.
- Be punctual to form time, academic lessons and personal development lessons and suitably equipped and organised for learning.
- Keep your mobile phone switched off/ on silent, remove headphones and keep in your bags during lessons and identified private study spaces.
- Meet all deadlines set by your teachers.
- Keep up a good level of attendance 96%+, ensuring your parent/ carer contacts us on the day of absence if you are unwell or if other circumstances prevent you from attending lessons.
- Communicate with your teachers/ form tutor or 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 around your neck and visibly display your photo ID when on the college premises.
- 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 public transport to travel to and from college.
- Follow the college guidelines (with reference to parking permits, speed limits and designated parking areas).
- 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](#)
- Report any concerns about the general college environment: [Report and support the college environment](#)
- 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 will only be considered during the specific windows at the start of Y12. Any requests outside of these windows will be unlikely.

- Understand that the senior leadership team have the final say on your curriculum decisions.
- Achieve the minimum expectations linked to progress and the Stepping Stones to Success to progress into Y13. *(as stated in the Student Disciplinary Procedures Policy)*
- Achieve the minimum expectations linked to progress and the Stepping Stones to Success in Y13 to be entitled for entry of a qualification. *(as stated in the Student Disciplinary Procedures Policy)*
- Always act respectfully when identifiable as a Kimberley College Student.
- Never bring the college name into disrepute through actions both on or off the premises.
- Uphold all Kimberley College and Wootton Academy Trust Policies.

(Policies include: Acceptable Use Agreement, E-Safety, Student Netiquette, College Dress Code, Kimberley Sixth Form College and Student Partnership, Student Disciplinary Procedures Policy and Safeguarding (including wearing lanyards and driving onsite))

Dress Code:

Students choose Kimberley Sixth Form College so that they make the most of their post-16 studies and are well prepared for the next stage of their academic and professional lives. With this in mind, students should dress appropriately for a 'professional and academic environment', and we define this as "smart-casual".

Kimberley Sixth Form smart-casual dress code To ensure that everyone is safe and ready to learn;	
• Lanyards must be on around necks and ID card must always be visible • Coats should be removed when entering a classroom or private study space • Headphones/ earphones can only be used during social time or in a designated private study space. • All tops must cover shoulders, chest, back & midriff; clothing should not be revealing or see-through • Hats, caps, beanies, and hoods should be removed when indoors • Footwear should be sensible and sturdy • Political, contentious, or offensive items are not allowed e.g. offensive language, logos / political symbols or slogans or contentious campaigning materials	
Examples of acceptable attire <i>(this list is not exhaustive)</i>	Examples of non-acceptable attire <i>(this list is not exhaustive)</i>
• T Shirts • Polo shirts • Shirts • Blouses • Sweatshirts • Hoodies	• Vest tops • Crop tops • Strapless tops • Sports team jerseys (eg football or rugby 'playing' shirt)
• Trousers • Jeans • Knee length dresses • Knee length skirts • Knee length shorts	• Sports shorts • Jogging bottoms • Tracksuit bottoms • Ripped jeans • Leggings
• Trainers • Pumps • Shoes • Boots	• Flip flops • High heeled shoes • Sliders • Crocs

Additional information:

- Breaches of this dress code will be recorded on ClassCharts and the student will be expected to resolve the issue immediately.
- **If necessary, the student will be instructed to go home and change or arrange for suitable attire to be dropped off at College.**
- Persistent disregard for the dress code will result in further disciplinary action being taken.
- The College retains the right to act as the final authority in the interpretation of the dress code. If unsure, parents/carers and students are advised to contact a member of the College leadership team for clarification before purchasing items
- Students using the gym must change in-and-out of gym clothing before and after their session.

Lanyards:

Students are expected to wear their lanyard around their neck and have their ID badge showing their photo 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 within a term they will be issued with a 30minute lunchtime detention.

If a student chooses not to wear their lanyard (or a spare) during the college day, it will be recorded on ClassCharts (More details below).

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**:

1. Excellent **Attendance (96%+)** and Punctuality
2. Outstanding **Attitude to Learning** in Lessons
3. Commitment to **Private Study**
4. **Respectful** Behaviour
5. Positive Engagement in **Enrichment**

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. Every student is expected to download the ClassCharts application to their phone. (Parents/Carers are also encouraged to do the same), if they don't have access to a phone, they need to login to the college computers to review their account on a daily basis.

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. Posters will be displayed in classrooms for your reference.

Recognition & Rewards:

STEPPING STONE	Recognition and Rewards
Attendance	Target: 96% Your form tutor will monitor your attendance on a weekly basis. Students with 100% attendance are recognised by their form tutor on a weekly basis, those with the highest percentage attendance are celebrated in assemblies, the termly newsletter and rewarded with Canteen Vouchers and Amazon Vouchers.
Attitude to Learning	ATL 4's are recorded by staff for subject lessons, form time, personal development, private study, electives and session 7's on ClassCharts: Students with the highest ATL 4's are recognised in the student bulletin. Students with highest ATL 4's are celebrated and rewarded with canteen & shopping vouchers in assemblies and the termly newsletter. (A reminder that ATL 3 grades are our expected grade, therefore these are not recorded on ClassCharts)
Private Study	Excellent Private Study is recorded by your teacher on ClassCharts: Students with highest Private Study points are recognised in the student bulletin. Students with highest PS points are celebrated and rewarded with canteen & shopping vouchers in assemblies and the termly newsletter.
Enrichment	Engagement in any 'Enrichment Activity' is recorded on ClassCharts: Students with highest enrichment points are recognised in the student bulletin. Students with highest enrichment points are celebrated and rewarded with canteen & shopping vouchers in assemblies and the termly newsletter.
End of Year Rewards	Overall Positive Points recorded on ClassCharts: Students with the highest overall points on ClassCharts will be rewarded with higher value Shopping Vouchers, Trip Tickets and Prom tickets (Y13 only).

Consequences and Sanctions:

STEPPING STONE	Consequences and Sanctions
Attendance	Target: 96% Your form tutor will monitor your attendance on a weekly basis. Any student whose attendance falls below 96% will be notified by their form tutor so that they can try to improve their attendance independently, this notification will also be recorded on ClassCharts. Should your attendance fall below 94% you will be notified by your form tutor, the notification will be recorded on ClassCharts and your form tutor will make a phone call home to your parents/ carers to see if there is any further context that the college should be made aware of. If your attendance falls below 92% a review of your individual circumstances will take place and your pastoral tutor will put you on an Individual Support Plan . NOTE: Any student whose attendance is below 90% at the end of Y12 is at risk of not progressing into Y13.
Punctuality	Staff will record students who are late to sessions, (subject lessons, form time, personal development, private study, electives and session 7's) on ClassCharts. For every 3 lates within a term, students will be required to attend a Detention (See below for further information) for 30mins at lunchtime the next day.
Attitude to Learning	Staff will record ATL 2 grades for students in sessions (subject lessons, form time, personal development, private study, electives and session 7's) if they don't meet the minimum expectation of an ATL 3. For every 3 ATL 2's within a term, students will be required to attend a Detention for 30mins at lunchtime the following day.

	Students who persistently demonstrate negative ATL in lessons will be placed on an Individual Support Plan. NOTE: Any student whose ATL is a concern at the end of Y12 is at risk of not progressing into Y13.
Private Study	Non/ poor submission or engagement in Private Study is recorded by your teacher on ClassCharts: For every 3 non-submissions/ poor engagement with Private Study in a term, students will be required to attend a Detention for 30mins at lunchtime the following day. Students who persistently don't engage with meeting deadlines will be placed upon an Individual Support Plan. NOTE: Any student whose submissions or engagement with Private Study are of concern at the end of Y12 are at risk of not progressing into Y13.
Respectful Behaviour	Low Level Behaviour concerns are recorded on ClassCharts: * Not wearing the college lanyard * Not adhering to the college dress code * Not being respectful of college expectations outside of lessons. For every 3 negative behaviours in a term, students will be required to attend a Detention for 30mins at lunchtime the following day. Students who persistently don't engage with expectations outside of the classroom will be placed upon an Individual Support Plan. NOTE: Any student whose low-level behaviour is a concern at the end of Y12 is at risk of not progressing into Y13.

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 Student Disciplinary Procedures 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):

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

Detentions:

Detentions normally take place for 30mins at lunchtime in **1N20**. Once a student receives a notification on ClassCharts that they have received a Detention, it is their responsibility to attend 1N20 promptly at 12.40pm the following day. Should a student consistently fail to attend a lunchtime session, they will be asked to attend an After School Detention: 3pm – 4.30pm the following week. Parents/ carers and students will be notified when an after-college Detention has been allocated.

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, the individual support plan will be shared with the student, their parent/ carers, their form tutor and their class teachers.

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 the lead pastoral tutor. Should a parent/ carer not be able to attend, the meeting may still go ahead. The individual support plan will then be shared with the student, their parent/ carers, their form tutor and their class teachers.

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 their Pastoral Tutor and a member of the Senior Leadership Team. Should a parent/ carer not be able to attend, the meeting may still go ahead. 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. The individual support plan will then be shared with the student, their parent/ carers, their form tutor and their class teachers.

Possible Outcomes:

- Targets are met, so student is moved down to a Level 2 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 confirm the removal of the students place at college. (Support linking to their next steps will be offered during this meeting before removing the student from roll).

Progression from Y12 to Y13:

Students have a right to continue on all courses if they have met all expected standards linking to the stepping stones to success in Y12, specifically those relating to attendance, attitude to learning (ATL) and Private Study. Students not meeting these standards in Y12 will not be entitled to progress into Y13. Parents/Carers will have been made aware of any concerns regarding progression well before the end of Y12. Following the Y12 assessments in summer term senior leaders will review the following criteria to determine if students will be given permission to progress into Y13.

- Attendance
- Attitude to Learning and completion of Private Study
- U grade or E grade on summer grade sheet
- 3 grades below expected target grade on summer grade sheet

Possible Outcomes for students who have not met the expected standards at the end of Y12:

- A requirement to complete a set of summer work which will be assessed in September
- A requirement to attend extended study support. This will be placed upon a student's timetable in September or during the year. Students must attend these sessions up to the next set of assessments when progress will be reviewed
- A revision of a student curriculum with a member of the college leadership team
- A repeat of Y12 on different subjects (unless there are exceptional circumstances)
- Removal of a place at Kimberley College. In this case students will be supported in seeking an alternate pathway

Y13 Entitlement to be entered for a qualification:

Students must meet the following criteria for the college to pay the entrance fee for a qualification:

- A minimum of 92% attendance to all expected curriculum up until the end of Y13.
- Be fully committed to their studies in terms of attitude to learning and completion of private study
- Achieved a minimum of a D grade in Y13 assessments.

Possible Outcomes for students who have not met the expected standards in Y13:

Should a student not meet the criteria above, it is at the discretion of the Head of College if:

- Curriculum is adjusted
- Fees must be paid by the student or parent/carer instead of the college.

Student Absence and Punctuality:

On the day:

Your Parent/Carer needs to call: 01234 762890 and then press '1' for attendance or

Your Parent/Carer needs to email: 6formattendance@wootton.beds.sch.uk before 8.30am to advise us on the reason for your absence.

In advance:

Your Parent/Carer needs to 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):

<https://www.kimberleycollege.co.uk/parents> or collected from student services or the attendance office (1N22)

Examples of **unauthorised absences** are holidays, minor illness (such as headache, stomach-ache etc), driving lessons, part time work, visiting family members, birthdays and part-time job interviews.

Examples of **authorised absences** are unavoidable medical appointments that can't be made outside of allocated timetabled lessons or sessions, more significant illness, University/ Apprenticeship Interviews and practical driving tests. (You will have to provide evidence for each of these).

The following absences may be authorised at the **discretion of the Senior Leadership Team**:

University Open Days (maximum of 3 days), Work Experience outside of the college allocated week (maximum of 1 week) and driving theory tests (1 opportunity). (You will have to provide evidence of each of these).

Arriving & departing college:

When you arrive onsite you must swipe in at reception. When you leave the college site (including going offsite at break & lunch) you must swipe out at reception or by the Lecture Theatre.

Arriving late to college:

If you are late into college (8.45am onwards), you must sign the 'Late book' and swipe in at reception. You must also communicate with your teacher the reason why you are late. (This will ensure they update the right systems).

Leaving the site during a timetabled lesson:

If you need to leave college during a timetabled lesson for an appointment, you should have already communicated with attendance to complete a 'Leave of Absence form', but you should also let your teacher know that you need to leave for an appointment. If you need to leave for any other reason (such as feeling unwell) you must communicate with your teacher and let reception know why you are leaving.

It is vital for Safeguarding purposes that every student swipes in when entering the college site and swipes out when leaving the college site.

Punctuality to lessons and form time:

There are no bells to signal the start of lessons, therefore it is the responsibility of the student to monitor their time effectively to ensure that they are entering the classroom before the start of the lesson. We recommend that if you are in the atrium before a lesson (eg at the start of the day or at break or lunch) you will need to allow at least 3 minutes for you to be able to get to your lesson on time. If you are outside, you will need to allow yourself at least 5 minutes for you to be able to get to your lesson on time.

Due to there being no break between the end of lesson two and form time, we expect student to move with purpose to ensure arriving at their form room as promptly as possible.

Please note – students should not be using timetabled lesson time or form time to go to the toilet or fill up their water bottles – this should be done before lessons or during break or lunch.

Student Services:

The student service desk in the atrium will be open for general student support such as IT/ printer queries, password resets, pastoral triage, next steps (UCAS / WEX and careers) triage, bursary/ FSM queries, lift passes, car permits and transport queries at the following times each day:

Start of college day: 8.30am – 8.45am

Break: 10.40am – 11.00am

Lunch: 12.40pm – 1.10pm

Additionally, the desk will be open during lessons 1 & 2, lessons 3 & 4 and lesson 5 for any student who has Private Study allocated in the atrium during these times.

Students should not leave lessons or Private Study in the Library to access student services.

Financial Support and free school meals:

For any information regarding financial support, and free school meals please visit the parent section of the college website and click on the 'financial support icon' <https://www.kimberleycollege.co.uk/financial-support> for information on the different levels of bursary available, additionally you can visit the student service desk for support and guidance.

Gym:

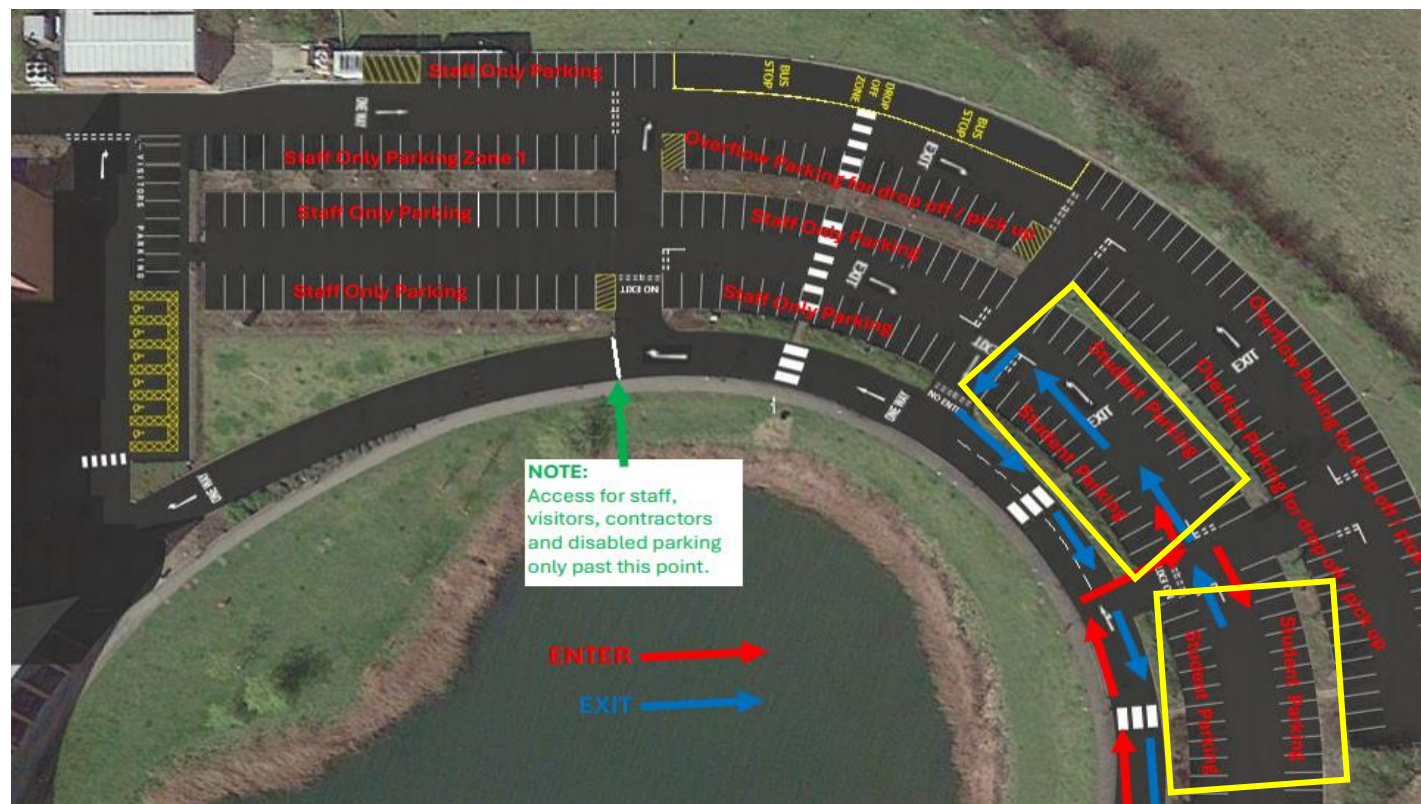
The gym is a free facility for all students to use. In order for students to be able to access the gym, they will need to sign up for an induction (during lunchtime) and get parent/carers to complete a 'user agreement' form. Once these steps have been taken, students will then be able to use the gym during lunchtimes and additionally request up to 2 x 50 min sessions a week to be allocated to their timetable. The gym will be open **Monday to Friday: 11.50am – 3.20pm**.

Transport:

Kimberley College is served by local public and school buses from surrounding villages, and the Bedford-Bletchley rail service. There are also facilities for students that wish to use their own transport. Further details can be found here: <https://www.kimberleycollege.co.uk/transport>

Students using their own transport:

- Any student bringing their own vehicle onsite will need to collect a permit from student services and then always display this on/ in their vehicle.
- There are designated student parking bays, students bringing their own car onsite should park in the far-right hand side of the college car park (highlighted in yellow on the map below).
- Students must not park in the staff or visitors' areas which are closest to college or the drop off zones at the back of the carpark.
- We ask that all students respect the speed limit when driving in the college grounds.
- All students should use the designated pedestrian crossings in the car park.
- There are bike shelters available for those who wish to cycle in.
- Any student travelling by bike or scooter is expected to wear a helmet.



Student Leadership:

You will have the opportunity to sign up to be a Y12 Ambassador in October 2026 and then be eligible to apply for any of the Y13 roles listed below in March 2027.

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



College Presidents 2026–27:



Lois Watts, Marie Muhamba and Amy Roerig

Student Welfare & Support

Your go-to person for any support is your form tutor in the first instance; they may then arrange for you to meet with your pastoral tutor if appropriate.

Additionally, you can access student services before college, at break or lunch (or when timetabled for private study in the atrium) to request to meet with your pastoral tutor.

Note: Students should not be leaving lessons or private study in the library to access pastoral support, however if a student requires 'urgent' pastoral support they can go to the Pastoral Tutor office in 1N08.

Key Email Addresses/ Links:

Anonymous Reporting System	https://forms.office.com/r/ADxircgSWf	Self-Referral for Support	https://forms.office.com/e/hkK8RggG7g
Report & Support the Environment	https://forms.office.com/e/wV1ONk1kvD	General Pastoral Support	kimberleypastoral@wootton.beds.sch.uk
Trust Safeguarding	safeguarding@wootton.beds.sch.uk	Attendance	6formattendance@wootton.beds.sch.uk
Kimberley Bursary	bursary@wootton.beds.sch.uk	Careers	careers@wootton.beds.sch.uk
Work Experience	workexperience@wootton.beds.sch.uk	Exams	kimberleyexams@wootton.beds.sch.uk
Wisepay Support	accounts@wootton.beds.sch.uk	General Enquiries	kimberley@wootton.beds.sch.uk

Timings of the college day:

Mondays & Fridays: 8.45am–3.20pm

Wednesdays: 8.45am–4.00pm

Tuesdays & Thursdays: 8.45am–3.20pm but with optional/compulsory Session 7: 3.20pm–4.00pm

The college will be **open** to students from 8am Monday to Friday.

The college will be **closed** to students from 4.45pm Monday to Thursday and by 3.45pm on a Friday.

	Lesson 1	Lesson 2	Form	Break	Lesson 3	Lesson 4	Lunch	Lesson 5	Lesson 6	Session 7
Mon & Fri	08.45–9.35	09.35–10.25	10.25–10.40	10.40–11.00	11.00–11.50	11.50–12.40	12.40–13.40	13.40–14.30	14.30–15.20	n/a
Tue & Thu	08.45–9.35	09.35–10.25	10.25–10.40	10.40–11.00	11.00–11.50	11.50–12.40	12.40–13.40	13.40–14.30	14.30–15.20	15.20–16.00
Wed	08.45–9.35	09.35–10.25	10.25–10.40	10.40–11.00	11.00–11.50	11.50–12.40	12.40–13.20	13.20–14.10	14.10–15.00	15.00–16.00

Example Timetable:

Week One	Lesson 1	Lesson 2	Form	Break	Lesson 3	Lesson 4	Lunch	Lesson 5	Lesson 6	Session 7
Mon	08.45–9.35	09.35–10.25	10.25–10.40	10.40–11.00	11.00–11.50	11.50–12.40	12.40–13.40	13.40–14.30	14.30–15.20	n/a
	Art 1	Art 2	12 JWI Bulletin		Private Study Atrium	Private Study Atrium		Biology 1	Biology 2	
Tue	08.45–9.35	09.35–10.25	10.25–10.40	10.40–11.00	11.00–11.50	11.50–12.40	12.40–13.40	13.40–14.30	14.30–15.20	15.20–16.00
	Private Study Library	Private Study Library	12 JWI Activity		Private Study Library	Private Study Library	Crochet Club	Art 3	Art 4	Maths Support
Wed	08.45–9.35	09.35–10.25	10.25–10.40	10.40–11.00	11.00–11.50	11.50–12.40	12.40–13.20	13.20–14.10	14.10–15.00	15.00–16.00
	Maths 1	Maths 2	12 JWI Quiz		Art 5	Art 6		Private Study Atrium	Private Study Atrium	Elective
Thu	08.45–9.35	09.35–10.25	10.25–10.40	10.40–11.00	11.00–11.50	11.50–12.40	12.40–13.40	13.40–14.30	14.30–15.20	15.20–16.00
	Biology 3	Biology 4	12 JWI Activity		Maths 3	Maths 4	Choir Practice	Private Study Library	Private Study Library	Football Practice
Fri	08.45–9.35	09.35–10.25	10.25–10.40	10.40–11.00	11.00–11.50	11.50–12.40	12.40–13.40	13.40–14.30	14.30–15.20	n/a
	Private Study Atrium	Private Study Atrium	12 JWI Assembly		Biology 5	Biology 6		Maths 5	Private Study Library	

Week Two	Lesson 1	Lesson 2	Form	Break	Lesson 3	Lesson 4	Lunch	Lesson 5	Lesson 6	Session 7
Mon	08.45–9.35	09.35–10.25	10.25–10.40	10.40–11.00	11.00–11.50	11.50–12.40	12.40–13.40	13.40–14.30	14.30–15.20	n/a
	Art 7	Art 8	12 JWI Bulletin		Private Study Atrium	Private Study Atrium		Biology 7	Biology 8	
Tue	08.45–9.35	09.35–10.25	10.25–10.40	10.40–11.00	11.00–11.50	11.50–12.40	12.40–13.40	13.40–14.30	14.30–15.20	15.20–16.00
	Private Study Library	Private Study Library	12 JWI Activity		Private Study Library	Personal Development	Crochet Club	Art 9	Private Study Atrium	Maths Support
Wed	08.45–9.35	09.35–10.25	10.25–10.40	10.40–11.00	11.00–11.50	11.50–12.40	12.40–13.20	13.20–14.10	14.10–15.00	15.00–16.00
	Maths 6	Maths 7	12 JWI Quiz		Art 10	Art 11		Private Study Atrium	Private Study Atrium	Elective
Thu	08.45–9.35	09.35–10.25	10.25–10.40	10.40–11.00	11.00–11.50	11.50–12.40	12.40–13.40	13.40–14.30	14.30–15.20	15.20–16.00
	Private Study Library	Biology 9	12 JWI Activity		Maths 8	Maths 9	Choir Practice	Private Study Library	Private Study Library	Football Practice
Fri	08.45–9.35	09.35–10.25	10.25–10.40	10.40–11.00	11.00–11.50	11.50–12.40	12.40–13.40	13.40–14.30	14.30–15.20	n/a
	Private Study Atrium	Private Study Atrium	12 JWI Assembly		Biology 10	Biology 11		Maths 10	Maths 11	

- 11 x subject lessons per subject per fortnight
- 1 x Personal Development Lesson per fortnight (week 2)
- 26 x Private Study sessions per fortnight
- 2 x electives per fortnight
- NOTE: Further Maths students will have 15 x Private Study sessions per fortnight

Form Time:

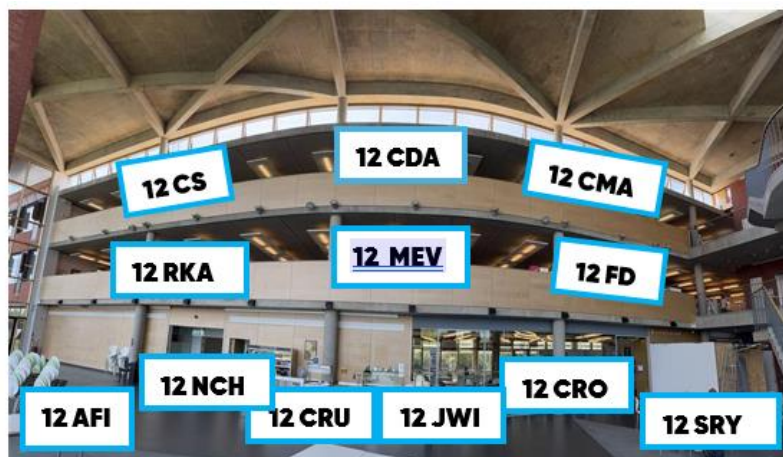
Form time takes place every day between 10.25am – 10.40am, students are expected to attend every session, due to their being no break between Lesson 2 & form time, students must move with purpose from either their private study space or classroom to ensure arriving at their form room promptly.

Y12 FORM TUTORS

Form Tutor	Form Room	Linked Pastoral Tutor	Friday Assembly Position	Week Two Personal Development Lesson
12 MEV	1s07	KCA	1 st floor south	Week 2 - Mon L1
12 CDA	2s08	CRU	2 nd floor south	Week 2 - Mon L2
12 CDY	2n18	CRU	1 st floor central	Week 2 - Mon L3
12 CMA	2s07	KCA	2 nd floor south	Week 2 - Tue L1
12 AFI (KMC Fri)	Gn03	KCA	Atrium	Week 2 - Tue L2
12 CRO	2s05	KWE	Atrium	Week 2 - Tue L3
12 JWI	1n21	JWI	Atrium	Week 2 - Wed L1
12 RKA (AGR Mon & Thu)	1s06	JWI	1 st floor south	Week 2 - Wed L2
12 CRU	1n20	CRU	Atrium	Week 2 - Thu L1
12 SRY	Gn04	CRU	Atrium	Week 2 - Thu L2
12 CS	2s15	KWE	2 nd floor south	Week 2 - Thu L3
12 MAB (TDU Mon)	2n15	KWE	2 nd floor central	Week 2 - Fri L1
12 FD (WE Fri)	LIB1	KWE	1 st floor south	Week 2 - Fri L2
12 NCH (NPA Wed & Fri)	2n16	KCA	Atrium	Week 2 - Fri L3

Assembly:

Assemblies take place every Friday (mainly whole college, but sometimes just Y12 or just Y13) Students should register with their Form tutor in their normal classroom as promptly as possible and then make their way to congregate in the designated areas highlighted below.



Personal Development:

All form groups will have a 50min personal development lesson once a fortnight in a week two, (see above for when your lesson is timetabled), this lesson will be delivered by your Pastoral Tutor and will cover a range of topics linked to PSHCE and Next Steps.

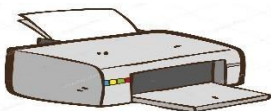
Electives:

Electives are compulsory for all Y12 students, students will sign up for six elective programmes at the start of Y12, electives take place every Wednesday 3.00pm – 4.00pm and run for a half term (6 weeks approx).

Session 7:

These take place on Tuesdays and Thursdays 3.20pm – 4.00pm and are optional extra-curricular opportunities and optional (and some compulsory where directed by staff) subject support sessions.

Using the College IT Systems:

System	Link / Information
	Logging on to the College network: Username will be: 26KC followed by the First 3 letters of your last name followed by first 3 letters of your first name. eg Bart Simpson would be: 26KCsibar Password will be: Password123 You will be asked to change your password, this same password will then be used for logging into office365 (email/ teams etc) See below
	College Email: Access 'outlook' through Microsoft 365: https://outlook.office.com/mail/ Your college email address will be the same as your Computer Log in plus @wootton.beds.sch.uk eg 26KCsibar@wootton.beds.sch.uk Password will be: The same as the password you have just reset above whilst logging on to the system.
	Microsoft Teams: Access through Microsoft 365: https://teams.microsoft.com/v2 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 & communication Please also download the Teams App to your phone.
	College Website: https://www.kimberleycollege.co.uk/students Links on the Student tab to access a number of systems/ resources.
	Printing: Students will be issued with a 5-digit code that will allow you to print from the SOUTH WINGS ONLY .
	Remote Access: You can access files that you have saved on the College network from home via a Remote Login : Go to the college website – student tab: https://www.kimberleycollege.co.uk/students then click on the remote access icon.
	WiFi Access: Connect to BYOD network using your network username and password, if prompted, trust the WoottonAcademyTrust.co.uk certificate.
	College payment System: https://www.wisepay-software.com/ We use WisePay to pay for transport, trips & visits, prom, resources, extracurricular activities etc. WisePay will email you directly to set up your account.
	Monitoring Attitude to Learning, Praise & Rewards: Go to: https://www.classcharts.com/student/login Enter your student access code & click log in: Please also download the ClassCharts App to your phone.
	Monitoring & supporting Next Steps: You will be emailed directly (College email account) from Unifrog with instructions on how to set up your account. https://www.unifrog.org/

House Keeping:

Toilets: Student toilets are situated behind the lifts on the ground floor, first floor and second floor, additionally there is a unisex toilet on the first and second floor as you go through to the back central staircase.

Moving from floor to floor:

- Students should use the central spiral staircase and the back central staircase for moving from floor to floor. Students must not use the north or south staircase unless in an emergency situation (see below).
- Students should not use the lifts unless they have been issued with a lift pass from Student Services.

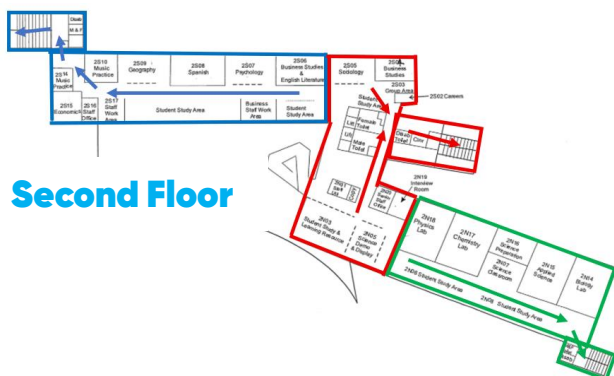
First Aid: Should a student require any First Aid – they should make a member of staff aware, depending upon the situation, the member of staff will contact attendance for a First Aider be called to come to the student, or the student may be asked to head to attendance where a First Aider can then be called. We have two AED's (Automated External Defibrillator). These are positioned behind reception and in the gym.

What do I do and where do I go in an Emergency?

Fire Alarm: If the fire alarm is initiated you should follow the evacuation procedure below to the nearest stairwell based upon where you are when the fire alarm sounds.

- You must leave your bags where they are.
- You should move quickly, but safely.
- You must keep calm and keep noise levels down to a minimum so that you can listen for any further instructions as you are moving.
- You must congregate in the area highlighted in yellow below at the back of the car park.
- Once you have reached the fire evacuation point – please be silent whilst you wait for further instructions from staff.

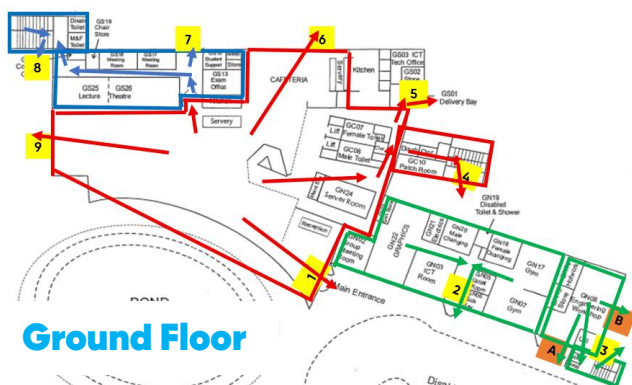
Lock Down Alarm: Should the lockdown alarm be initiated and you are in a classroom, you should 'drop, hide and cover', if you are in an open space you should seek to find somewhere to 'drop, hide and cover', if this is not possible you should escape via the emergency exits highlighted below.



Second Floor



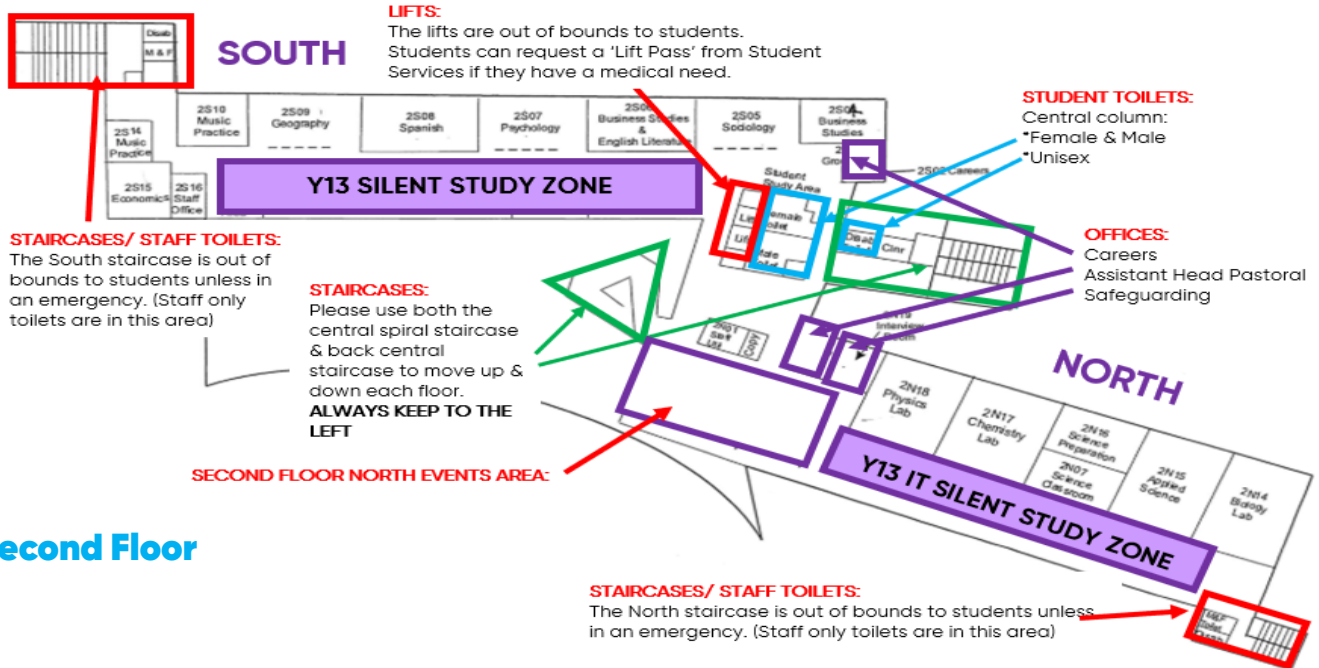
First Floor



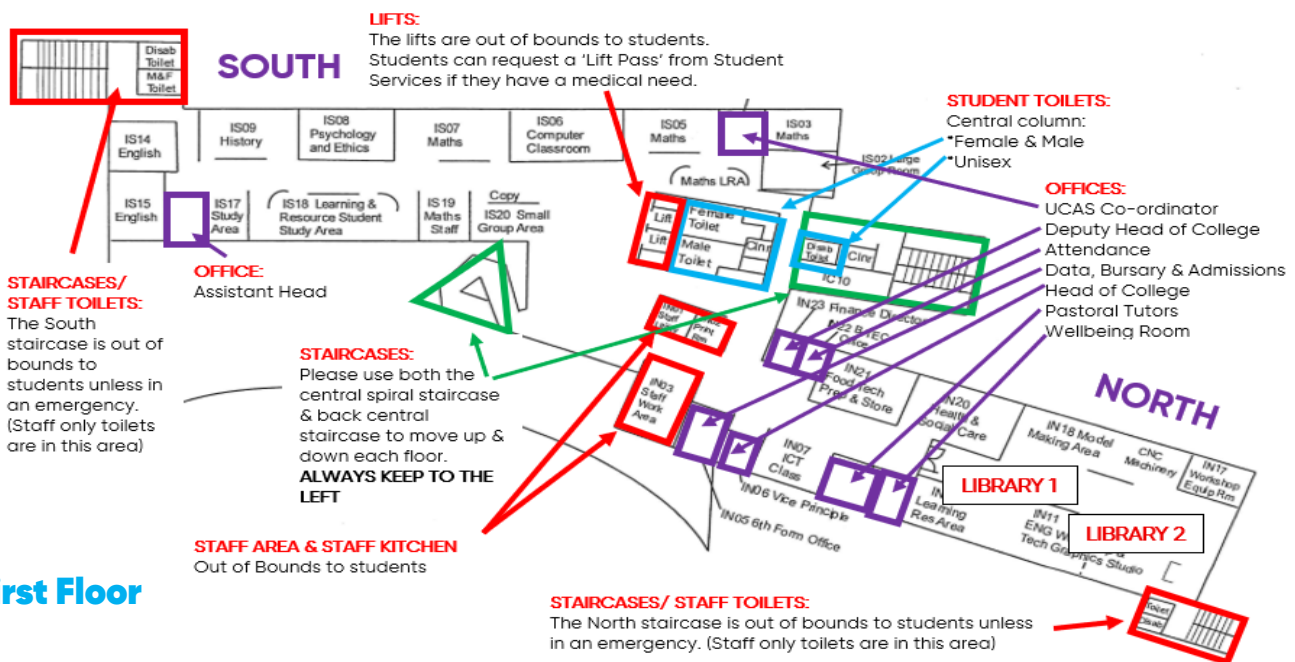
Ground Floor



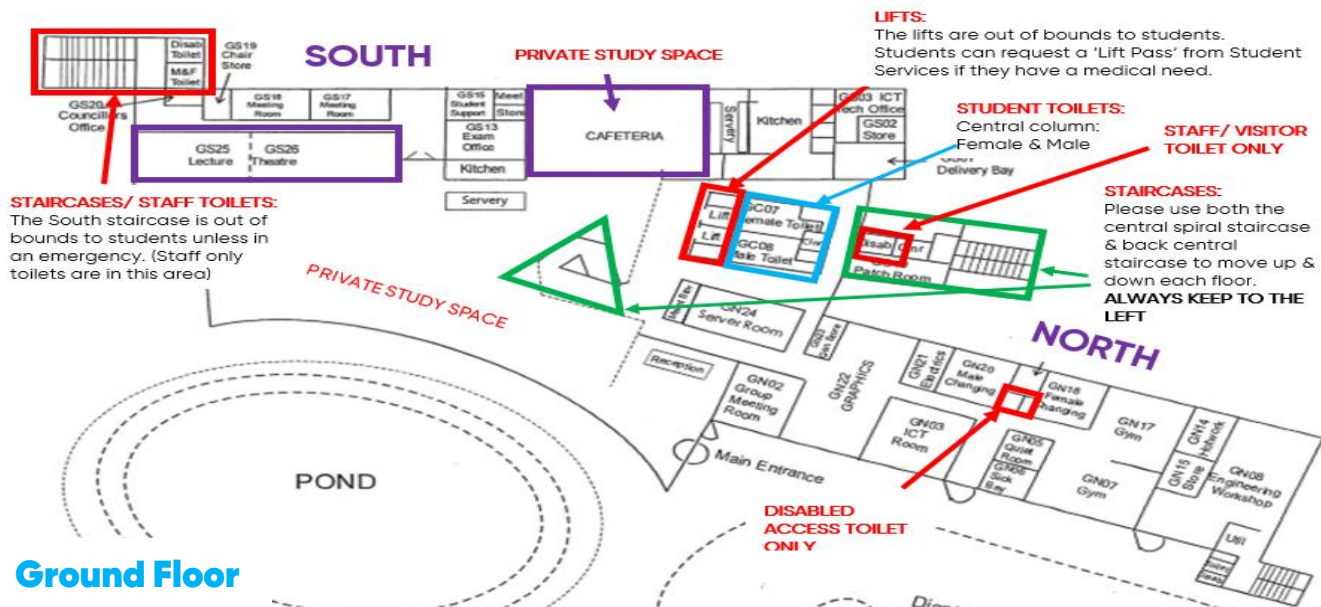
Map of Kimberley College:



Second Floor



First Floor



Ground Floor