

# Kings Langley Sixth Form

## Head of Sixth Form Fortnightly Bulletin: Week 19 - 2023/24

This bulletin, written by the Head of Sixth Form, provides a brief summary of updates, upcoming events, and useful information for students and their home. Further information can be found on our website [www.kls.herts.sch.uk](http://www.kls.herts.sch.uk) and clarification of policy can be found in the sixth form handbook.



## Introduction

Spring term has arrived and with that comes the Yr13 trial exams and the start of term two for our Yr12 students. The Yr13 trial exams have been taking place in the Sixth Form study hall with the Sixth Form Lounge being converted into a mixture of comfortable seating as well as Mrs Battaglia squeezing in as many study tables and benches as possible. We thank our students for their respectful behaviour during the exam period as it allows them to continue to use the majority of the building whilst still giving their Yr13 peers, the silence they need to complete their important trial exams.

This term, myself and other members of the senior leadership team, assisted by Mr Scott (KS5 Curriculum Leader) are focusing on our Educational Excellence strategy and have been busy visiting lessons across the whole of KS5 as well as evaluating how we provide our students with the highest standard of education.

We have started this term with an increased level of student voice as we believe that this is a significant and vital part of how we develop and provide the students with the facilities, resources and experience that they need. Much of this bulletin focuses on how we look to make our student voice even more sophisticated and responsive.

## Monthly Student Pulse-Checks



We have introduced a quick but effective method of listening to the thoughts of our student body through introducing a monthly student pulse-check. This is something a lot of major businesses and HR departments use to evaluate employee satisfaction and wellbeing. KLSix have devised our own pulse-check consisting of five questions where we ask our students to select whether they personally 'seriously agree', 'agree', 'disagree', or 'seriously disagree'. If students respond with 'disagree' or 'seriously disagree', we ask them for their suggestions for improvement. This allows us to promote a solution-focused approach from the student perspective.

Following the pulse-check, Mr Tubb reviews the responses and discusses the outcomes with the Sixth Form leadership team to explore solutions or whether rationale is required to explain why some things are the way they are. Some responses will be taken to the Sixth Form Student Leadership Team to get further student perspective and to develop policy from a student perspective. The students are then presented with the responses and rationale so that they are aware of the outcomes.

These pulse-checks will take place every month to ensure that students are part of our continuous development. The results of January's pulse-check are available to view in this edition of the HoSF Bulletin.

# January Pulse-Check Summary:



The following is a summary of results for the January pulse-check.

## **Q1: I have everything I need to success in my A-Level**

87% (Seriously agree or agree), 13% (disagree or seriously disagree)

## **Q2: I receive everything I need to be safe, happy and enjoy Sixth Form**

92.4% (Seriously agree or agree), 7.6% (disagree or seriously disagree)

## **Q3: I feel informed about the Sixth Form and receive all the information I need**

91.3% (Seriously agree or agree), 8.7% (disagree or seriously disagree)

## **Q4: I am happy studying at Kings Langley Sixth Form**

88% (Seriously agree or agree), 12% (disagree or seriously disagree)

## **Q5: The Sixth Form consider wellbeing and mental health as an important area**

97.8% (Seriously agree or agree), 2.2% (disagree or seriously disagree)

The suggestions and comments from students will be presented in an assembly with responses from the Sixth Form team given at the same time. I would like to thank the students for their honesty and for their positive suggestions. I appreciate that for some students, they may have specific concerns that are either more personal or that require further exploration.

Where suggestions cannot be actioned or where things cannot change, a rationale will be provided to students within the feedback assembly.

We would like to reassure our students and people at home, that all comments are taken seriously and whilst we work to provide solutions and make improvements, it is not always possible for these to be instant. We appreciate your understanding of this.

## **KLSix Social Media Managers**

We are proud of our Sixth Form and want to encourage others to find out about what we do and why they should consider study at Kings Langley Sixth Form.

We have now recruited two social media managers from the student body and we look forward to developing our online content alongside several students who are assisting us with the creation of online video content to market our Sixth Form.



**@klsixthform**

# Planned Absence Form

We are aware of the need for students to occasionally need to attend appointments, interviews, driving lessons, and other events which cannot be arranged outside of school hours. In circumstances such as these, please ensure that you complete a 'Planned Absence Form'. To make it easier for you, we have now made this digital so that you can submit them electronically.

Please follow the link below or scan the QR code to access this form. Please be advised, submission of a form does not automatically mean authorisation is given. A response will be emailed to your school email address and if appropriate, to your parent/carer/guardian. The form should only be used for planned absences (including medical) and not illnesses.



<https://forms.office.com/e/gDy4f2mFng>

## Student Leadership Team Applications

It is that time of year where we begin inviting students in Yr12 to apply to become a Head Student or to become part of the student leadership team.

Applications for Head Student and the Sixth Form Student Leadership Team can now be submitted and the closing date is **12pm on Monday 12th February**. Applications are made via submitting a one-sided letter to Mr Tubb indicating what you stand for and what impact you would have on the Sixth Form and wider school community, by being Head Student. The letter should be submitted in an envelope addressed to Mr Tubb and should be submitted no later than the deadline advertised.

Shortlisting will take place in the afternoon of Monday 12th February with applicants finding out if they continue to the next round which is campaign week (**Monday 4th March—Friday 8th March**). Campaign week is your opportunity to market and advertise yourself to the school community (students and staff) as well as an interview with Mr Tubb, before the votes go to a ballot (Sixth Formers, Yr7 and Staff) **Monday 11th March**. The results of the ballot will be combined with the complete application process and a decision is then announced on **Tuesday 12th March**.

The value of being a Head Student or a member of the Student Leadership Team is the contribution you make to the Sixth Form and wider school community, including leaving a legacy for students to come. It is also a superb thing to list on your CV and/or application forms as well as demonstrating to future employers, your leadership skill and potential.

Students need to demonstrate that being a Student Leader is more than a title and something that goes on a CV, but more of a commitment to being the face and voice of the student body, working to develop the Sixth Form and school.

I look forward to reading your applications!

# Upcoming events and diary dates:

**22nd January**—EPQ presentations to the senior leadership team

**23rd January**—Yr12 & Yr13 Drama theatre trip

**24th January**—Parent Engagement Forum, 5-6pm

**26th January** - Yr13 UCAS application deadline

**Sat. 27th January**—Yr13 Music A-Level composition workshop

**30th January**—Sixth Form Leadership visit Eton College

**6th February**—Yr12 Work Experience Parent Information Evening, 7-8pm

**9th February**—Yr13 reports sent home

**15th February**—Post-18 Parent & Student Information Evening, 6-7pm

**19th Feb—23rd Feb—HALF TERM**



We want to ensure that we provide the best student experience possible at Kings Langley Sixth Form. We would love to hear from you about what events, activities and experiences we can organise and put on for our students. Please speak to a member of the Sixth Form with your ideas.

## Pastoral Ambassadors

We are truly proud of our Sixth Form students who act as role models for students in the main school. The way our students conduct themselves in and around the building gets noticed by staff and students. As part of our growing 'Character in Action' registration programme, we are providing all training on how to be an effective Pastoral Ambassador. This training is for both current ambassadors as well as Yr12 or Yr13 students who are interested in working with students in the lower school who may require a mentor, supportive friend, or for students in the lower school who are disengaged or struggling with school life.

This training includes safeguarding training, framing positive conversations, developing positive language, and building trustful relationships. Once you complete the training and become 'endorsed', you will be paired up with a suitable student in a lower school year. On going support is then provided to you through the pastoral leaders.

These sessions will occur during Wednesday registration as part of the Character in Action programme. Please speak to your form tutor or to Mr Scott about signing up to participate in this important and valuable activity. This activity is perfect for application forms, personal statements, or simply give back to the wider school community.



# Parent & Carers Engagement Forum

## Kings Langley Sixth Form

As a Sixth Form we have a Parent and Carers Engagement Forum where we invite parents and carers of students currently in the sixth form, to be part of the continuous development and progression of the sixth form.

The purpose of this forum is to increase the opportunity for parents and carers to be part of the consultation and development of sixth form policies, as well as identify how parents and carers may want to contribute to the sixth form provision. It will also offer an additional form of communication between the sixth form team and home.

These informal forum meetings will be chaired by Mr Tubb, Head of Sixth Form, and parents and carers are invited to attend as frequently as they wish; membership is not required, and contributions are entirely discretionary. Each forum has a focus and enables the sixth form to inform parents about our approach and rationale behind policies and procedures. Parents and carers can also identify areas that they wish the sixth form to consider or explore.

**Next meeting agenda**—Examination preparation and support, fund-raising, and identifying ways of supporting young people with the demands of today's society.

We advocate positive, future-orientated discussions at these meetings and focus on how improvements can be made across the sixth form community whilst remaining entirely student-centred. This forum is not for individual student issues or concerns, and we politely ask that these are directed to the appropriate member of the sixth form team in the normal manner.

The next meeting will be held on:  
**Wednesday 24th January, 5-6pm.**

**For more information or to express an interest in attending,  
please contact Mr Tubb directly on [tubbj@kls.herts.sch.uk](mailto:tubbj@kls.herts.sch.uk)**

# Off-Site, Self-Supported Study

A reminder that off-site, self-supported study commences from 12.55pm only. Students are not permitted to exit the site before this time.

Students must have a parent/carer/home signed permission for this to occur. Students who have not applied for this are not permitted to exit the site until 3.15pm

If you need assistance with this or any further clarification, please read the Sixth Form Handbook or speak to a member of the Sixth Form office.

# Sixth Form Study & Wellbeing Gardens

Do you know someone who owns or runs a garden landscape design company?

We are looking to get our Sixth Form study garden and outdoor wellbeing spaces designed professionally and then installed ready for the year. These spaces will extend our capacity to support students mental health and wellbeing and we have many ideas (from staff and students), on how we want the space to be designed, but we need some professional assistance to realise our intentions.

If you are, or know someone who could help—please ask them to contact Mr Tubb or the main Sixth Form office using the contact details below.

## Who to contact in sixth form:

Attendance & Punctuality—Mrs Battaglia (KS5 Pastoral Leader)

Academic and Curriculum—Mr Scott (KS5 Curriculum Leader)

General Enquiries—Miss Allan (KS5 Administrator)

Wellbeing—Mrs Battaglia (KS5 Pastoral Leader)

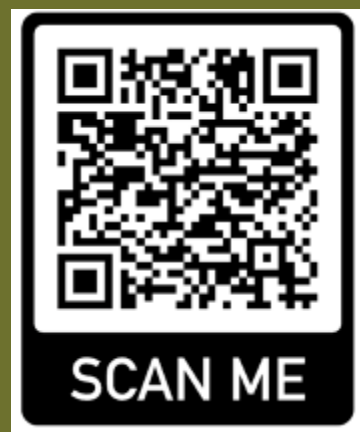
Leadership and management—Mr Tubb (Principal Assistant Headteacher & Head of Sixth Form)

Safeguarding—Mr Tubb (Principal Assistant Headteacher & Head of Sixth Form)



### Sixth Form Handbook:

Please refer to the sixth form handbook for our policies and procedures (scan the QR code). If you still have questions, please contact the sixth form office on 6form@kls.herts.sch.uk or 01923 981301





# Dress Code

We appreciate and value of personal expression with regards to how students select their clothing for Sixth Form. We promote that we want students to have some freedom in this area however, it is important for us to communicate that being in a Sixth Form setting does require students to dress in an appropriate manner. We need our students dressing in a manner which communicates that they wish to be part of our community and the values we hold, as well as recognising that being part of a Sixth Form where lessons take place in the main school where we have a uniform policy, there are certain expectations that need to be observed.

Our dress code was carefully considered and formed in consultation with students and staff as well as the Sixth Form conducting a lot of research into contemporary work dress codes, other Sixth Forms, and evidence-based research into cultural and societal changes. We believe that our policy provides the opportunity for our students to express themselves whilst still upholding the need to present themselves in a manner that communicates their understanding that Sixth Form is a place of study and where they are role models and advocates of the high standards we have at KLSix.

We have noticed an increase in the following and need to communicate that students will be required to rectify these to prevent difficult conversations and situations where they will be requested to return home to change or whereby the unfortunate need to confiscate items is necessitated.

- Footwear needs to be suitable for the Sixth Form environment and must not cause any health and safety risk. Sports trainers are not appropriate for Sixth Form. Medical issues that require trainers to be temporarily worn should be supported by a medical note or a letter from home explaining how long the trainers are required for.
- Hoodies are not appropriate and will be confiscated if worn other than travelling to and from Sixth Form. Hoodies are too relaxed for the study environment.
- Denim is not suitable for the Sixth Form environment as it is too relaxed. Denim, irrelevant of colour should not be worn please.
- Lanyards must be worn by all students and visible at all times. Younger students cannot always distinguish between a Sixth Form student and staff/visitors/other adults and can cause anxiety or concern. Lanyards must be the ones issued by the Sixth Form office.
- Whilst not dress code, headphones and mobile phones—the policy for this is very straight forward and simple: they are not to be used in the main school (unless as part of directed learning activities prompted by the teacher or member of staff), only the Sixth Form building.

## Students aged 18yrs or over

Reaching the age of 18yrs is an exciting and momentous point in anyone's life and with it comes a sense of freedom and opportunity. We appreciate that at this point students will also be becoming more independent and taking greater personal responsibility for a large number of things in their lives.

Students are reminded that they have entered into a 16-19 formal education and are required to follow and meet the expectations of the Sixth Form. Our policies, procedures, charters and handbook outline the culture we set out and the values we hold firm within our commitment to preparing students for academic and personal success.

Reaching the age of 18 does not automatically remove students from the requirements of the Sixth Form and respectfully set out that we expect parents and home to support us in the standards and expectations we have. We promote a positive relationship with working with students and parents/home and therefore, we invite students to participate in student voice opportunities and parents/home to contribute to the Parent Engagement Forum to develop our policies to ensure they reflect our commitment to positive student experience.

# Action on Bullying & Anti-Social Behaviours

We have an outstanding community of staff and sixth formers at Kings Langley Sixth Form where everyone can expect to study, work, and enjoy an environment where they are safe, happy and respect one another. Bullying and peer-on-peer abuse is never ok, and Kings Langley Sixth Form does not tolerate it.



## Need support with your wellbeing?

At Kings Langley Sixth Form we believe strongly that positive emotional wellbeing and mental wellness are not only crucial in enabling students to feel happy and fulfilled within themselves as individuals, but also in enabling them to thrive and flourish during their time with us here at school. Students who enjoy positive mental health and wellbeing are better able to cope with the normal stresses of life, work productively and fruitfully, fulfil their own potential and make a contribution to their wider community.



## Safeguarding

If you or someone you know is at risk of harm (emotionally, physically, mentally or sexually) to themselves or to others, please ensure that you report this to a member of staff immediately. If outside of sixth form or school, you can report concerns to the police by dialling 999.

**FRANK**  
0800 77 66 00 [talktofrank.com](http://talktofrank.com)  
Friendly, confidential drugs advice

**Switchboard**  
LGBT+ helpline  
**0800 0119 100**

**Gamblers Anonymous**  
Phone: 0330 094 0322

Feeling low?  
Anxious?  
Struggling to cope?

Text  
**SHOUT**  
to **85258**  
for free,  
confidential  
support, 24/7

**The Sandbox**  
Online mental health support  
for Children and Young People

**fearless**  
part of Crimestoppers  
**0800 555 111**  
100% anonymous. Always.

Reporting Crimes inc.  
County Lines