



Student Handbook 2026

Bohnt Sixth Form Learning Culture – a framework for students & teachers rooted in core pedagogies & values.

Establishing Highest Expectations

Punctuality & Presence

Be on time, attend, and engage actively in all lessons, tutor times & 1 to 1 meetings.



Ready to Learn

Arrive fully prepared to work, engage in the lesson following established routines without distraction.

Distraction Free

Mobile phones put away immediately so that students are ready to 'think hard'.



Accountability

Be able to explain & discuss any breach of expectations in a professional manner.

Respectful interactions

Maintain professional, polite, & tolerant interactions with all.



"A high-expectations culture built on clear, shared boundaries, ensuring a safe & respectful environment."

Cultivating Habits of Learning (VESPA)

Explicit Instruction

Modelling & collaborative problem solving to move learning forward.

Learning Habits

Explore spaced practice and a range of metacognitive reflection. Be open to teacher direction about **WAYS** of learning.



Engagement

Understand that true engagement means taking part, paying attention & thinking hard.

Systems

Take ownership: plan work time & space.



"Tutors & teachers championing student progress by teaching & modelling learning techniques."

Building Deep Knowledge & Schema

Activating Prior Knowledge

Lessons may begin with tracked retrieval practice to pull prior learning into long term memory.

Develop Synoptic Connections

Questioning to link ideas and prior learning to create a mental map.



Purposeful Critical Practice

Learn critical thinking & analysis and move beyond the specification.

Academic Rigour

Complete academic work to deadlines & act on the expert feedback provided.

Super-curricular focus

Dive deep into subject matter beyond the standard curriculum.

"A culture built on the joy that comes from academic endeavour."

Harnessing Dialogue & Community

Think-Pair Share

Wait time allowing processing & then discussion in pairs and larger groups. For example, peer-peer discussions where students must explicitly Agree, Build or Challenge ideas (ABC questioning)



Engaging in academic debate, Viva Voce, Harkness and discussion circles, for example.

Active participation

Act on both written & verbal feedback.

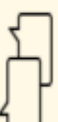
Engage with high quality dialogue about learning, progress, & improvement frequently & openly.

Scaffolding & Feedback

Act on both written & verbal feedback.

Dialogue and relationship led learning.

Engage with high quality dialogue about learning, progress, & improvement frequently & openly.



"A supportive, inclusive Community, safe for discussion, diversity & collaboration."

Nurturing Prospects & Next Steps

Future planning

Explore next steps, career pathways & engage with NAC days.

Active Community member

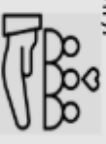
Step into student leadership, mentoring and coaching roles within the Bohnt community.

Enrichment

Choose, participate in & lead enrichment opportunities to develop new skills.

Community Engagement

Plan & complete 30 hours of chosen wider community activity.



"Holistic experience to nurture student ambition, develop skills and cultivate sense of social responsibility."

Attendance

Full attendance to lessons is required so that students can make the best progress and be successful. Your attendance percentage is calculated on your total attendance to required sessions (ie: attendance to all lessons, Friday AM registration 8.40 - 9.15am, and one to one tutorials)

You will receive regular updates about your attendance. We expect attendance of 100% and will challenge attendance below 95%.

Should your attendance fall below expectations, we will put in place the following support (TARGET PROGRAMME):

- Tutorial with tutor
- Meeting with Sixth Form Leadership
- Change of timetable so attendance is required 8.40-3.30 each day (to help you catch up)

Our full attendance policy can be found on the website.

Reporting your absence

If you are unwell, you may report your own absence to the Sixth Form for the **first day**.

After this, a parent/guardian should report your absence.

If necessary, and if your absence is longer than 5 days, please bring in a medical certificate on your return.

Please avoid making medical or dental appointments during college times.

Please ensure that you do not schedule driving lessons during sixth form lessons.

You can report your absence by these methods:

1. Telephone 01428 724324 and select the Sixth Form option from the recorded menu at the start
2. Email: sixth@bohunt.org

The Sixth Form team will let your teachers and tutor know you are absent. You may receive work by email from staff or be directed to Google Classroom for missed work.

The main methods of communication are:

1. Email
2. Google classroom
- Tutor group
- Teaching group for each subject

Code of Conduct

As a member of Bohunt Sixth Form you have certain privileges. Privileges include having private study periods, sole use of Sixth Form facilities, greater access to other school facilities and outdoor areas, unlimited access to careers advice, a café, more autonomy about how you use your time and freedom to go off site at designated free times. However, with privileges come responsibilities and duties. You play a vital role within the Sixth Form and beyond as role models and as leaders. You are looked up to by the younger members of our community and are expected to set the right example at all times. There are occasions when you are required to take on ambassadorial roles and you do so with charm and good humour. In the Sixth Form you are expected to:

- Conduct yourself with integrity and dignity, serving as role models to younger students.
- Treat all students, staff, visitors and local residents with respect and consideration.
- Be dressed in accordance with the Sixth Form dress code.
- Participate fully in lessons, private study periods, enrichment activities and community service.
- Complete all work set by the agreed deadlines and develop independent study skills.
- Maintain the highest possible level of attendance and punctuality at all relevant school activities.
- Follow the Sixth Form procedures for registering and to inform the school of any absence at the earliest opportunity.
- Take care of the Sixth Form buildings, resources, equipment and environment, and act in a safe manner at all times.
- Abide by the regulations relating to conduct of examinations and the submission of coursework for assessment.
- Not to bring cigarettes, alcohol or illegal substances onto the school site: as with all schools, Bohunt is a NON SMOKING site

Disciplinary procedure

It is assumed that all students will follow the code of conduct and meet Sixth Form expectations, however, students who fall short of these will be subject to our disciplinary procedure:

Stage 1 Verbal Warning

Verbal warning can be issued by a member of the Sixth Form team when a student does not meet our code of conduct/behaves in an inappropriate manner. This is recorded and can lead to Stage 2 if further issues occur.

Stage 2 Second Verbal Warning

Issued by a member of the Sixth Form team following the first verbal warning, this is recorded and the parent/carer is informed.

Stage 3 Written warning

A formal written warning is issued to the student and copied to the parent/carer. A meeting with both the student and their parent carer is held as a result of a written warning and a plan for improvement is agreed,

Stage 4 Final warning & exclusion

Persistent poor behavior despite the steps listed above results in a final written warning and meeting. Should the student continue to breach the code of conduct, they are at risk of being asked to leave the Sixth Form.

These procedures are used typically if a student falls short in one of the following ways:

1. Persistent absence/lateness
2. Persistent missing of deadlines or lack of work
3. Inappropriate and/or antisocial behaviour
4. Rudeness to staff
5. Bullying
6. Racist, homophobic, sexist or other discriminatory behaviour.

Dress Code

Students need to dress appropriately and sensibly for school. Clothing must be suitable for a professional working environment where younger students are required to adhere to uniform codes.

The Sixth Form is a place of work and part of the wider school community therefore students need to ensure that they dress appropriately. Some guidelines to assist you are listed below:

- No offensive logos should be worn.
- Skirts/shorts should be long enough to ensure underwear is not visible
- Underwear must not be visible if a vest top is worn
- Severe body piercing and tattoos must not be visible.
- Clothing should be appropriate for the task/learning (for example, appropriate clothing to be in a Science laboratory or in a practical lesson).

Punctuality

Prompt arrival at lessons is expected. Teaching staff may refuse entry if you arrive more than five minutes after the start of the lesson, unless there is good reason

Study periods

All students will have a number of sessions on their timetable when they are not in lessons.

With your tutor you will identify at least three sessions that you will regularly use to study in the Sixth Form.

REMEMBER: We expect students to at least equal the amount of taught time with independent study time:

3 A levels	5 hours lesson time	5 hours study time
4 A levels	6.7 hours of lesson time	6.7 hours of study time

There are several spaces available for study:

Library (silent study)

Computer study room (next to the library)

Seminar rooms when not in use – these must be booked

Café area for 'social' study

Music rehearsal rooms (bookable)

Art room (Art students only)

Photography room (Photography students only)

Library

The library is open from 8.30-4.30

We have two librarians and other staff who will be available during this time.

Computers are available for student use and you are welcome to use your own devices as long as they are on silent (or you have them on low volume plugged into earphones).

There are books and journals available for use. In addition, the librarians are an invaluable source of information and very happy to help.

During the first term you will have an induction session with the librarian.

There is a library code of conduct on display to ensure that the space is a welcoming, purposeful working area. No eating in the library.

Refreshments and food

The café is open and staffed from 8.30am – 2.30pm.

Food and drink can be consumed in the café area and the common room. In addition, there are outside eating areas with benches and the pods.

The café is card payment only.

Please use your own cup/bottle to reduce waste when purchasing drinks or using water fountains. Water fountains are located on the top and bottom floors.

Please put all rubbish in the bins provided and recycle as appropriate.

Report any spillages to the café staff.

Please let the Sixth Form team know of any food allergies, dietary requirements etc. at the start of the year.

Fire procedures

Should the fire alarm sound when you are in a lesson, your teacher will escort you to the fire mustering point on the field which will be in single lines in your tutor group in alphabetical order. You must exit calmly and quietly.

Should you not be in a lesson, please exit the building immediately and go to the fire mustering point on the field.

Assemble in your tutor group where you are directed to, as displayed on the Fire Procedure posters.

A register will be taken.

Do not use fire extinguishers except to clear your path to an exit.

Do not use fire extinguishers to prop open doors.

Do not prop open fire doors.

Signing in and out & security

For health and safety reasons, we need to know who is in the building at any time.

You must wear your photo ID when on site.

Please use your ID card to Sign/tap in on entry to the building and sign out when you leave.

If you leave the site before 3.30, PLEASE sign out using the screen at reception

Pastoral support

You will be supported by your one-to-one tutorials. It is mandatory to attend these. In addition, Rebecca Jones, our Wellbeing Mentor is available for appointments or drop-in support and you can be referred to see our qualified on-site counsellor. You can also come to any member of the Sixth Form team or email for support.

There will be regular health clinics and welfare workshops advertised by Rebecca Jones. Your tutor will share details of dates and locations with you and display on your google classroom for your tutor groups.

All students are required to take part in our VESPA programme and this involves a short outdoor learning course

All toilets contain vending machines for essential health products. Sanitary products are located in the female toilets and there is a box also located at reception, these are free.

Toilets

Toilets are located on each floor. There is an accessible and inclusive toilet located on the middle floor.

Please notify the Sixth Form reception of any issues regarding the toilets and report to site staff direct using toilets@bohunt.hants.sch.uk

Disabled Access

There are disabled access toilets available.

The lift is for disabled access use, temporary mobility issues (eg broken leg) and staff use only. All other students should use the stairs

Transport and parking

Where possible students should use public transport, buses, walk or cycle to the Sixth Form. **We are unable to accommodate drivers in the Sixth Form or School car park unless they are disabled or have special access needs. Students who wish to drive to college should find suitable, permitted parking in the village and then walk from there.**

If students have a reason to drive on the site, they are reminded that SCHOOL STUDENTS are CROSSING and they must therefore not exceed 5 mph on the school site.

Bursary

If you believe you may be eligible for a bursary, please contact the Head of Sixth Form. Details of the bursary system can be found on the website.

Google Classroom

The mechanism for support materials, submission of work and additional subject communications is Google Classroom. You will be added to the classroom by each teacher.

Smoking, Vaping & other issues

Like all schools, Bohunt is a NON-SMOKING site. If you wish to smoke **or vape**, you must go off site. By law, you need to be AT LEAST 500m from the school (and not right by the entrance!)

Alcohol is not permitted on the site.

Drugs of any sort are not permitted on the site and will result in the police being called.

Careers and guidance

Students are entitled to independent and free guidance and advice. These will be provided as per the programme outlined on the sixth form website and form part of our non-academic curriculum. CIAG will be imparted through the tutorial programme, on our NAC drop down days and on our Progression Evening.

Assessment and reporting

Students' work will be marked regularly and the feedback given will enable students to progress. Students will complete regular assessments over the course of the academic year, with end of year exams in Year 12 and mock exams in the spring term of Year 13.

Each half term, students will receive a progress report of grades with one full report in the Spring term.

The TARGET system is used to monitor and support students if required to support students to get 'back on track'.

There is a parents evening in the Spring term.

Teachers are happy to communicate about progress with students and parents by phone, email and at meetings by arrangement.

Expectations in lessons and learning spaces

All students are expected to conduct themselves in lessons in a professional manner. Courtesy and mutual respect is the norm in our classrooms and this includes the following:

- Listening to one another and the teacher
- Not using inappropriate language
- Arriving on time and with all necessary equipment and resources for the lesson
- **Having phones and devices on silent and put away during the lesson**
- Communicating with teachers and staff over issues such as absences, homework and asking for help

Should any student be unable to meet these expectations, they may be asked to leave the class to enable others to continue working.

Use of AI

Whilst it is commonplace for AI to be used by students to support gathering information and consolidate understanding, students must be aware of when AI is NOT permitted. Individual subject teachers will give specific detail for their subject, however, please ensure that you are clear about the following rules (as set out by JCQ):

Students are NOT permitted to use AI to generate work which will be marked by a teacher. This includes homework assignments and NEA/Coursework. Assessed work is routine and randomly checked for AI generated content.

TARGET monitoring system



What is it?

The TARGET Programme is a way of helping you stay on target while you are at Bohunt Sixth Form.

How does it work?

Teachers will spot if you're not on target for your target grade, based on your assessments, classwork, or homework. They will code you either **green** (on target), **amber** (not on target, but not because of effort or attitude), or **red** (not on target, because of effort or attitude). Most students should remain on green for the whole of their time at Bohunt Sixth, and will not need any interventions.

What if I'm on Red?

You will have a **one to one meeting** with your tutor and/or a member of the sixth form team. You will discuss the reasons why you are not on target, and come up with **SMART targets** to help you get back on target. You may need to attend **extra sessions** with subject teachers to help you improve. Time management is one of the main reasons why students underperform, so you will need to attend **supervised study in the library during your free periods**.

What if I'm on Amber?

You will meet with your tutor to discuss your situation. You may also attend extra sessions with subject teachers, or receive pastoral support.

How do I get back to Green?

You will have a review after **four weeks** – if your subject teachers say that you are back on target, you will return to Green.

Appendix

Bohunt Sixth Form Behaviour Policy 2026

Staff have the authority to discipline students whose behaviour does not meet the expected standards or the code of conduct. This policy aims to promote outstanding relationships and enhance personal development and academic progress. Bohunt Sixth Form seeks to create an environment built on mutual respect which enables all students to thrive and achieve their goals.

Entry to Sixth Form

We assume that when a person applies to Bohunt Sixth Form, that they wish to pursue meaningful qualifications of their choosing. We expect students to aim for 100% attendance and will challenge attendance that falls below 95%. High attendance is the cornerstone of achieving academic potential.

On joining our Sixth Form, students are issued with a student handbook which outlines Sixth Form expectations and code of conduct. Students and their parents/carers should sign this on joining the Sixth Form.

Expectations

1. 95%+ to all lessons

It is expected that students will have attendance to lessons which is above 95%. If attendance falls below this, the stages of our disciplinary policy will be applied (see below).

2. Punctuality and attendance to required tutorials

Students should arrive on time to lessons and must attend scheduled 1-1 tutorials and whole group tutor sessions as part of the programme of study.

3. Behavior and conduct

Students are expected to behave in a responsible manner in line with our code of conduct.

Discriminatory behavior, rudeness to peers or staff, bullying, harassment or inappropriate language are not tolerated. Our code of conduct sets out specific policies on behaviour.

Bohunt Sixth Form is a place where we treat each other with respect and fairness.

4. Dress code

Our dress code is clearly set out in our student handbook. Staff have the authority to talk to students about this should it be needed. The dress code is based on wearing clothing that is suitable for a school environment and fit for purpose in a professional place of work.

5. Completion of work set and meeting deadlines

Students are expected to meet deadlines and complete work set to the best of their ability. Students who struggle to do so will receive help and support via our Target programme.

Staff should:

- Follow the behaviour policy
- Set high standards and expectations in line with our code of conduct
- Manage student behaviour in line with our ethos and code of conduct
- Use rewards and sanctions as appropriate
- Recognise excellent work and effort
- Use school intervention policies when needed, including; discussions with students, contact with parents/carers, the Target programme and the disciplinary procedure.
- Keep accurate records both of missed/late work, interventions, rewards and sanctions

Parents/carers should:

- Be familiar with the code of conduct and behaviour policy
- Support our expectations and standards
- Keep in contact with Sixth Form staff and attend events such as information evenings and consultation events.
- Contact the Sixth Form team with any concerns

Rewards

Praise is a vital component of our Sixth Form. Teachers and staff may use phone calls, postcards and letters to recognize the good work of our students. In addition, there are a number of awards and prizes offered on an annual basis for which students may be nominated and celebratory events.