

Kimberley Sixth Form Student Passport

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



Welcome

Meet the Team

	Executive Headteacher (WAT) Mr Lechain (GS18)		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)		Deputy Head Diversity & Inclusion DSL (WAT) Mrs Gardner-Oyemade		Assistant Head Destination Careers & WEX Mr Stewart (1S04)
	Assistant Head Curriculum (WAT) Mr Freemantle		UCAS Co-ordinator Mrs Stewart (1S04)		Safeguarding Officer Mrs Rydeheard (2N19)
	Lead Pastoral Tutor Mrs Carr (1N08)		Lead Pastoral Tutor (Currently on Maternity Leave) Miss Munson (1N08)		Pastoral Tutor Mrs Mosby (1N08)
	Pastoral Tutor Mrs Russ (1N08)		Pastoral Tutor Mrs Webb (1N08)		Pastoral Tutor Mrs Willis (1N08)
	SENDCo Mrs Guiney (2N20)		Gym Instructor Ms Haque (GN17)		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)
	Attendance, & Reception Mrs Aerts (1N22/reception)		Attendance, & Reception Mrs Thorn (1N22/reception)		Reception Mrs Woolmer (Reception)

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. (This includes reading the college bulletin on a Monday Week 1).
- 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 switched off/ on silent in your bags during lessons.
- Meet all deadlines set by your teachers.
- Keep up a good level of attendance 95%+ and ensure that you Parent/Carer contacts 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 and visibly display your photo ID 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, designated parking areas and pedestrian crossings to be safe in the car park.
- Adhere to expectations regarding Kimberley 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 is unlikely to be possible.
- Achieve the minimum expectations linked to academic progress and the Stepping Stones to Success (attendance, attitude to learning, homework & behaviour) to progress into year 13. *(as stated in the Student Disciplinary Procedures Policy)*
- 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, Student Disciplinary Procedures Policy and 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. Every student is expected to download the ClassCharts application to their phone. (Parents/Carers are also encouraged to do the same).



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	Target: 95% Students with highest percentage attendance are celebrated in assemblies, the termly newsletter and rewarded with Canteen Vouchers and Shopping Vouchers.
Attitude to Learning	ATL 4's are recorded by your teacher on ClassCharts: 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 and Shopping Vouchers.
Homework and Independent Study	Excellent HW and Independent Study is recorded by your teacher on ClassCharts: Students with highest HW/ Independent Study points are celebrated in the fortnightly student bulletin. Students with highest HW points are celebrated in assemblies, the termly newsletter and rewarded with Canteen and Shopping Vouchers.
Enrichment	Engagement in any 'Enrichment Activity' is recorded on ClassCharts: 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 and Shopping Vouchers.
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	CONSEQUENCE / SANCTION
Attendance	Target: 95% Students who fall below 92% will be notified so that they can improve their attendance independently. Where attendance falls below 90% a review of individual circumstances will take place, if appropriate you may be placed upon an Individual Support Plan (See further information below) at this stage. NOTE: Any student whose attendance is below 90% at the end of Y12 is at risk of not progressing into Y13.
Punctuality	Lates are recorded by your teacher on ClassCharts: Students who are late to lessons or late back from break or lunch without good cause will be recorded on ClassCharts. For every 3 lates to lesson/ lates back after break or lunch within a term, students will be required to attend a Directed Independent Study (See below for further information) for 20mins at lunchtime the next day.

Attitude to Learning	ATL 2 Grades are recorded by your teacher on ClassCharts: For every 3 ATL 2's within a term, students will be required to attend a Directed Independent Study for 20mins 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.
Homework / Coursework / Subject Independent Study	Non/ poor submission of HW or Independent study is recorded by your teacher on ClassCharts: For every 3 non-submissions/ poor HW's or Independent Study in a term, students will be required to attend a Directed Independent Study for 20mins 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 of HW/ Independent Study are of concern at the end of Y12 are at risk of not progressing into Y13.
Behaviour / Conduct outside of the Classroom	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 Directed Independent Study for 20mins 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):

- 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 normally take place for 20mins at lunchtime in **1N20**. Once a student receives a notification on ClassCharts that they have received a Directed Independent Study, it is their responsibility to attend 1N20 promptly at 1pm the following day. Should a student consistently fail to attend a lunchtime session, they will be asked to attend an After College Directed Independent Study session: 3pm – 4.30pm the following week. Parents/ carers and students will be notified via email when an after college Directed Independent Study session 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.

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, their 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 the final steps and support before taking the student off roll.

Key information for students who have lessons at Wootton Upper School

(Art, Drama, Dance, Photography & Textiles)

Timings of lessons at Wootton Upper School:

	AM Lesson (9.05am – 11.05am)			PM Lesson (11.55am – 3.00pm)		
Timings of the Day	Period 1 9.05am – 10.05am	Period 2 10.05am – 11.05am	Period 3 n/a	Period 4 12.05pm – 1.05pm	Period 5 12.05pm – 2.00pm	Period 6 2.00pm – 3.00pm
		Break 11.05am – 11.30am			Lunch 12.40pm – 1.20pm	
Shuttle Bus	Shuttle bus Kimberley to Wootton: 8.38am Shuttle bus Wootton to Kimberley: 11.14am			Shuttle bus Kimberley to Wootton: 11.38am Shuttle bus Wootton to Kimberley: 3.20pm		

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 (Collect from Kimberley Reception) and will only be able to park on in the carpark by the 4G pitch at the rear of the site. We advise students to carshare where possible as parking will be limited. **(YOU MUST NOT PARK IN THE BUS BAYS AT THE FRONT OF SCHOOL, THE SIDE ROAD OR THE BACK STAFF 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 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** and will need to visit the finance office on their first day to register their fingerprint on the system. (Cash/ cards will not be accepted).

PLEASE NOTE – if you wish to purchase food from the dining room and then eat in your classroom – you must walk outside across the quad area. **You must not take food or drink into the corridors.** If buying food, please join the end of the indoor queue in the dining room.

Students who are eligible for **Free School Meals** will be able to get them from the dining room/ cafeteria. *(Again – you will need to visit the finance office on your first day to register your fingerprint on the system).*

Designated Toilets: Please use the Disabled Access toilet near Reception or Disabled Access toilet in Attendance, additionally students may use the toilets in the main humanities block, the main corridor and behind the Theatre Hall, but these are only open during the school break and lunch time. (These toilets have individual cubicles).

The location of the 6th form toilets may change during the first term – we will update you as and when necessary.

Expectations: 6th Form students should act as **role models for Y9–Y11**. When onsite at Wootton – please ensure that you always have your lanyards on & ID badge visible, mobile phones & earphones should not be used and completely away at all times. Please do not eat or drink other than in your designated lunch areas.

Students should be **always dressed appropriately**. *(In line with the college dress code – see next page)*

Subject Independent Study:

For most subjects at Wootton, subject Independent Study is not timetabled so students must allocate their own time to ensure that any work set is completed at home.

If students do have a timetabled subject independent study whilst onsite at Wootton, you will either leave the site to do the work at home, or your class teacher will direct you to where you are able to study onsite at Wootton.

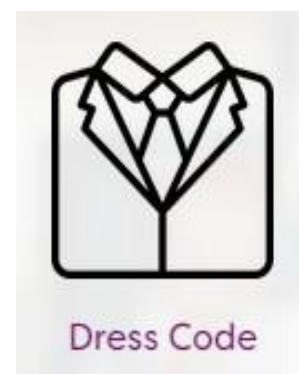
Where do I go if I need help?

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 through the door to the right as you approach reception from inside the school.

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

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 bare skin – no crop tops, no low-cut tops, no short skirts/short dresses or short shorts)
- No Caps/ hats on indoors
- No Hoods up indoors
- No Items that could cause offence to others (eg offensive language or emblems)

Lanyards

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

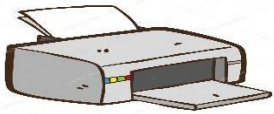
Should a student forget their lanyard they will be issued with a spare, should a student forget their lanyard on 3 occasions they will be asked to purchase a new one.

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 6).

Key Email Addresses

Report & Support the Kimberley Environment	https://forms.office.com/e/wV10Nk1kvD	Self-Referral for Support	https://forms.office.com/e/hkK8RggG7g
Anonymous Reporting System	https://forms.office.com/r/ADxircgSWf	General Pastoral Support	kimberleypastoral@wootton.beds.sch.uk
Trust Safeguarding	safeguarding@wootton.beds.sch.uk	Attendance	6formattendance@wootton.beds.sch.uk
Exams	kimberleyexams@wootton.beds.sch.uk	Work Experience	workexperience@wootton.beds.sch.uk
Careers	careers@wootton.beds.sch.uk	ClassCharts Support	dbrookes@wootton.beds.sch.uk
Kimberley Bursary	bursary@wootton.beds.sch.uk	Wisepay Support	accounts@wootton.beds.sch.uk
IT Support	kimberleyreception@wootton.beds.sch.uk	General Enquiries	kimberley@wootton.beds.sch.uk

Using the College IT Systems:

System	Link / Information
	Logging on to the College network: Username will be: 25 followed by the First 3 letters of your last name followed by first 3 letters of your first name. eg Bart Simpson would be: 25simbar Password will be: Password123
	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 them to print from the SOUTH WINGS ONLY .
	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 25simbar@wootton.beds.sch.uk Password will be: Password123
	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.
	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, 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.
	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/

Example Timetable

You will have 2 x lessons per subject per week.

You will have 1 x tutor session in a W1 PM session per fortnight

You will have 2 x subject independent study allocated per subject per fortnight.

You will have 7 x Independent Study sessions per fortnight (You can study onsite or at home).

Timetable

	1	2	3	4	5	6
Mon	Biology 2N14 RRA	Biology 2N14 RRA	Biology Independent Study	Tutor GS25 CRU	Tutor GS25 CRU	Tutor GS25 CRU
Tue	Chemistry 2N15 DHA	Chemistry 2N15 DHA	Chemistry 2N15 DHA	Psychology 2S07 KMA	Psychology 2S07 KMA	Psychology 2S07 KMA
Wed	Independent Study: onsite or at home	Independent Study: onsite or at home	Independent Study: onsite or at home	Chemistry 2N15 NPA	Chemistry 2N15 NPA	Chemistry Independent Study
Thu	Independent Study: onsite or at home	Independent Study: onsite or at home	Independent Study: onsite or at home	Biology 2N14 RED	Biology 2N14 RED	Biology 2N14 RED
Fri	Psychology 2S07 RCA	Psychology 2S07 RCA	Psychology Independent Study	Independent Study: onsite or at home	Independent Study: onsite or at home	Independent Study: onsite or at home
Mon2	Biology 2N14 RRA	Biology 2N14 RRA	Biology 2N14 RRA	Independent Study: onsite or at home	Independent Study: onsite or at home	Independent Study: onsite or at home
Tue2	Chemistry 2N15 DHA	Chemistry 2N15 DHA	Chemistry Independent Study	Psychology 2S07 KMA	Psychology 2S07 KMA	Psychology Independent Study
Wed2	Independent Study: onsite or at home	Independent Study: onsite or at home	Independent Study: onsite or at home	Chemistry 2N15 NPA	Chemistry 2N15 NPA	Chemistry 2N15 NPA
Thu2	Independent Study: onsite or at home	Independent Study: onsite or at home	Independent Study: onsite or at home	Biology 2N14 RED	Biology 2N14 RED	Biology Independent Study
Fri2	Psychology 2S07 RCA	Psychology 2S07 RCA	Psychology 2S07 KMA	Independent Study: onsite or at home	Independent Study: onsite or at home	Independent Study: onsite or at home

Note – If you study Further Maths, you will have 3 x Independent Study sessions per fortnight

Timings of the College Day

Lessons onsite at Kimberley:

	AM Lesson (8.30am – 11.30am)			PM Lesson (11.30am – 3.00pm)		
Timings of the Day	Period 1 8.30am – 9.30am	Period 2 9.30am – 10.30am	Period 3 10.30am – 11.30am	Period 4 11.30am – 12.45pm	Period 5 12.45pm – 2.00pm	Period 6 2.00pm – 3.00pm
		Break 9.40am – 10.10am			Lunch 1.00pm – 1.30pm	
Tutor Sessions & Subject Independent Study	All Y12 students will have one timetabled 'tutor session' scheduled for the PM lesson every Week 1 . This lesson will be separated into two sessions (Before & after lunch). Session One will be PSHCE/ Next Steps content delivery. Session Two will be Guided Study. (Y13 tutor sessions take place in the PM lesson on a Week 2). All students will have two Independent Study sessions per subject per fortnight scheduled on their timetable.					

Lessons onsite at Wootton Upper School:

	AM Lesson (9.05am – 11.05am)			PM Lesson (11.55am – 3.00pm)		
Timings of the Day	Period 1 9.05am – 10.05am	Period 2 10.05am – 11.05am	Period 3 n/a	Period 4 12.05pm – 1.05pm	Period 5 12.05pm – 2.00pm	Period 6 2.00pm – 3.00pm
		Break 11.05am – 11.30am			Lunch 12.40pm – 1.20pm	

- Unless otherwise confirmed by KC SLT or Subject staff

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 1 for Y12 in the 'PM session' and every Week 2 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 of 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.

Timetabled Subject Independent Study Lessons (2 per fortnight per subject):

Kimberley P3: 10.30am – 11.30am

Kimberley P6: 2.00pm – 3.00pm

- You will return to the classroom from break at 10.10am / lunch at 1.30pm
- Your teacher will teach you until 10.30am / 2.00pm
- At 10.30am / 2.00pm you will **EITHER** stay in the classroom to complete the Subject Independent Study work that has been set by your teacher **OR** you will leave the site and complete the Subject Independent Study work set by your teacher at home.

- **NOTE:** If you chose to go home, you remain in the classroom until you can leave the site. (You don't wait for onward transport in the atrium or anywhere else around college).
- As mentioned above, for most subjects at Wootton, subject Independent Study is not timetabled so students must allocate their own time to ensure that any work set is completed at home.
- If students do have a timetabled subject independent study whilst onsite at Wootton, you will either leave the site to do the work at home, or your class teacher will direct you to where you are able to study onsite at Wootton.

	1	2	3	4	5	6
Mon	Biology 2N14 RRA	Biology 2N14 RRA	Biology Independent Study	Tutor 2507 KMA	Tutor 2507 KMA	Tutor 2507 KMA
Tue	Chemistry 2N15 DHA	Chemistry 2N15 DHA	Chemistry 2N15 DHA	Psychology 2507 KMA	Psychology 2507 KMA	Psychology 2507 KMA
Wed				Chemistry 2N15 NPA	Chemistry 2N15 NPA	Chemistry Independent Study
Thu				Biology 2N14 RED	Biology 2N14 RED	Biology 2N14 RED
Fri	Psychology 2507 RCA	Psychology 2507 RCA	Psychology Independent Study			
Mon2	Biology 2N14 RRA	Biology 2N14 RRA	Biology 2N14 RRA			
Tue2	Chemistry 2N15 DHA	Chemistry 2N15 DHA	Chemistry Independent Study	Psychology 2507 KMA	Psychology 2507 KMA	Psychology Independent Study
Wed2				Chemistry 2N15 NPA	Chemistry 2N15 NPA	Chemistry 2N15 NPA
Thu2				Biology 2N14 RED	Biology 2N14 RED	Biology Independent Study
Fri2	Psychology 2507 RCA	Psychology 2507 RCA	Psychology 2507 KMA			

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:

These should ideally be completed 2 weeks in advance. Students will need to collect a 'Leave of Absence form' from the attendance office (1N22), they will then need to get a sign off from their teachers and then their parent/ carer and then hand the form back into the attendance office, where the final sign off will be made by a member of the Senior Leadership Team.

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, 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, Work Experience outside of the college allocated week, volunteering and driving theory tests. (You will have to provide evidence of each of these).

Arriving & departing college:

When you arrive onsite you must swipe in at reception or by the Lecture Theatre. 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 (8.30am or 11.30am 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). If the lateness is out of your control (eg public transport) – you will be issued with a **Transport 'Late' Card** to show your teacher so that they don't record the late on ClassCharts.

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 (or your Pastoral Tutor) 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:

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 8.30am or 11.30am and returning from break to arrive at the lesson before 10.10am or returning from lunch to arrive at the lesson before 1.30pm. We recommend that if a student is in the atrium they need to leave 3 minutes to allow them to get to their lesson on time.

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

Important Information

Transport:

Please see the college website for further information on:

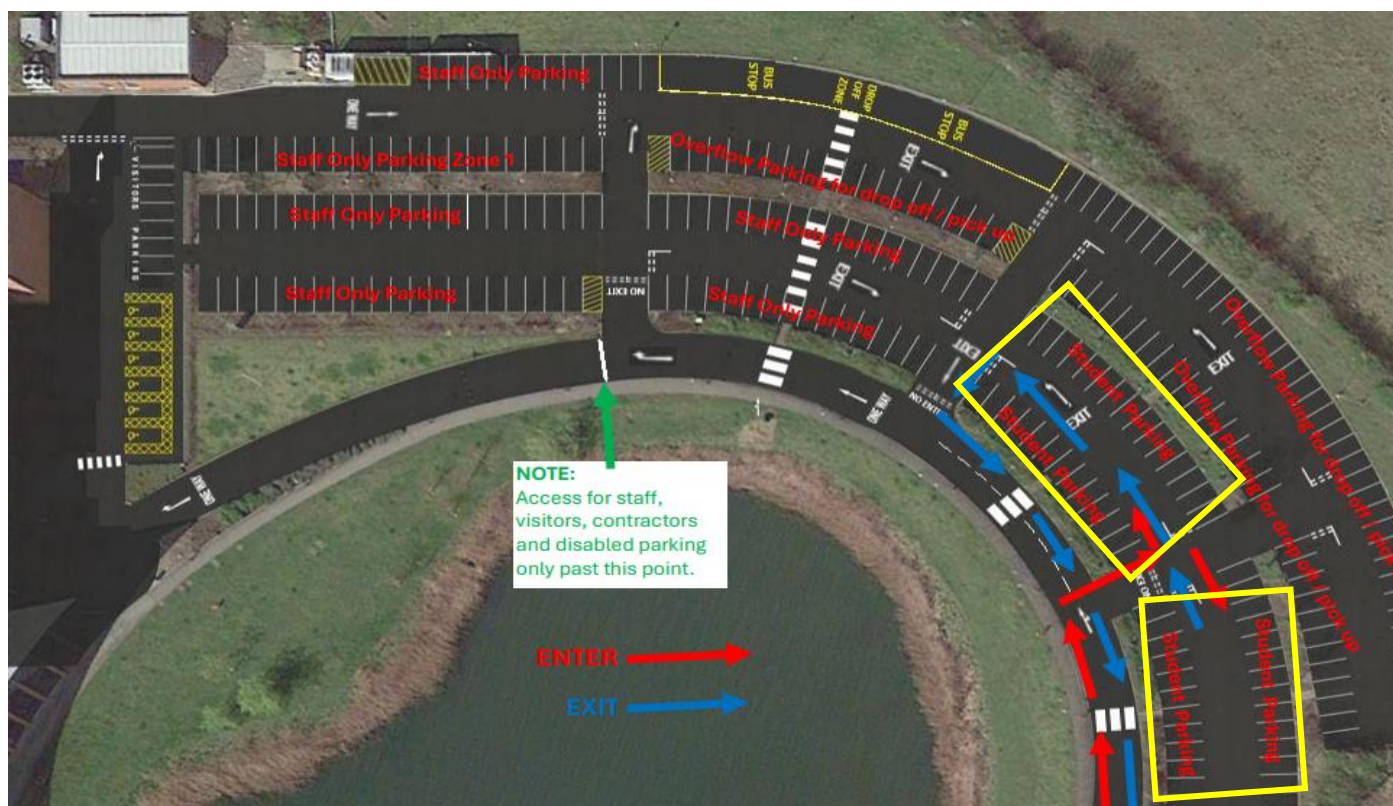
- Public bus services
- Rail services
- Please see below for travelling between Kimberley College & Wootton Upper School:



Kimberley to Wootton	Wootton to Kimberley
Leave KC at 8.38am Arrive WUS at 8.51am	Leave WUS at 11.14am Arrive KC at 11.26am
Leave KC at 11.38am Arrive WUS at 11.51am	
Leave KC at 15.05pm Arrive WUS at 15.18pm	Leave WUS at 15.20pm Arrive KC at 15.39pm

Students using their own transport:

- Any student bringing their own vehicle onsite will need to collect a permit from reception 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.
- 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.



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 by 7.30am**

The expectation is for students to come onsite for this lesson and base themselves in their usual classroom to complete the work that has been set – unless communicated otherwise by their teacher.



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 support available.

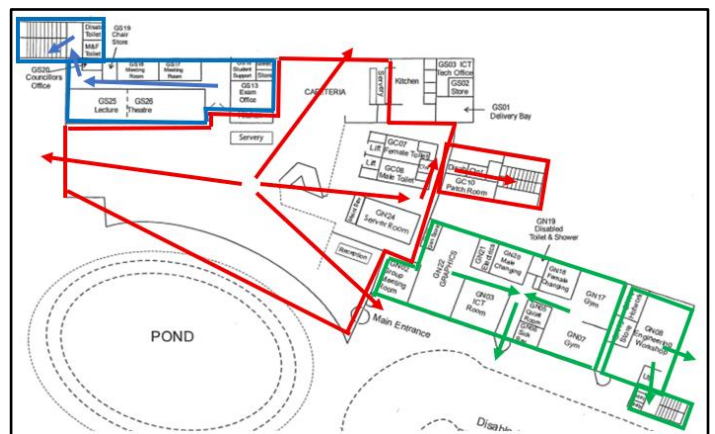


All students are welcome to use the gym in their free time during the gym open hours; **Monday to Friday: 11.30am – 3.00pm**. You will need to sign up for your gym induction with Miss Haque and then get your Parents/ Carers to sign a user agreement form. Students are only permitted to exercise when the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

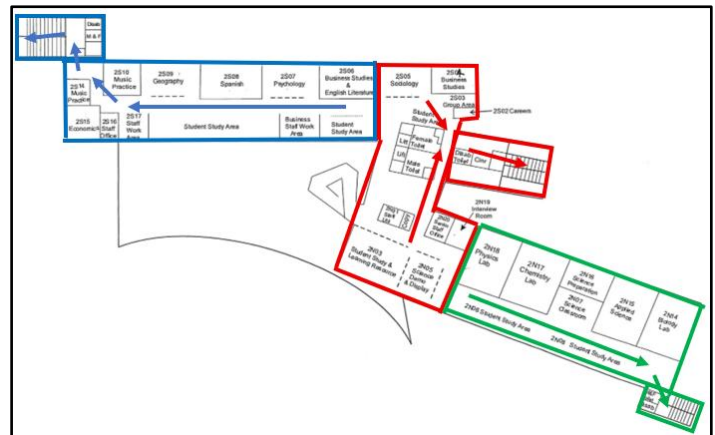
What do I do and where do I go in an Emergency?

Lock Down: Should the lockdown alarm be initiated you should follow the Government Guidance of Run, Hide & Tell, using the emergency exits highlighted below.

Ground Floor:



Second Floor:



First Aid:

Should a student require any First Aid – they should make a member of staff aware, depending upon the situation, a First Aider will be called to come to the student, or the student may be asked to head to reception 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.

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](#)

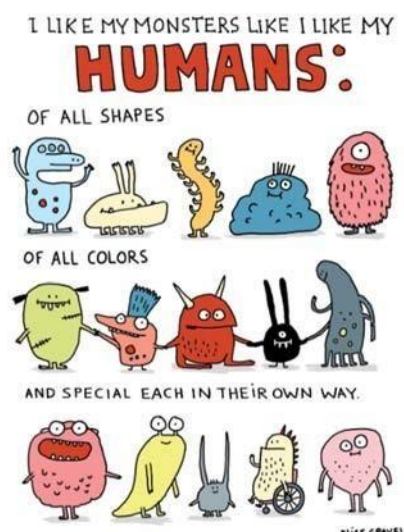
- Support for young people
- Mental health crisis support
- Mental health support lines
- Support for parents and carers
- Bereavement Support
- Self-harm help
- Support with LGBTQ+ and gender identity
- CAMHS wellbeing programme

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
Mental Health & Anxiety
www.calmharm.co.uk www.clearfear.co.uk www.kooth.com
Gender Identity/Sexual Orientation
www.theproudtrust.org
Bereavement
www.cruse.org.uk www.winstonswish.org
Staying Safe Online
https://www.thinkuknow.co.uk/14_plus/
Eating Disorders
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](#)

The image shows the cover of the Student Health Guide (SHG). It features a blue and white color scheme with the acronym 'SHG' in large, bold letters. Below the acronym, there are several smaller text elements including 'MONEY', 'MENTAL HEALTH', 'HEALTHY MEAL PREP', and 'GIVE YOUR JAY A'. There is also a small image of a person holding a book.

Equality, Diversity & Inclusion



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

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 2025 and then be eligible to apply for any of the Y13 roles listed below in March 2026.

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



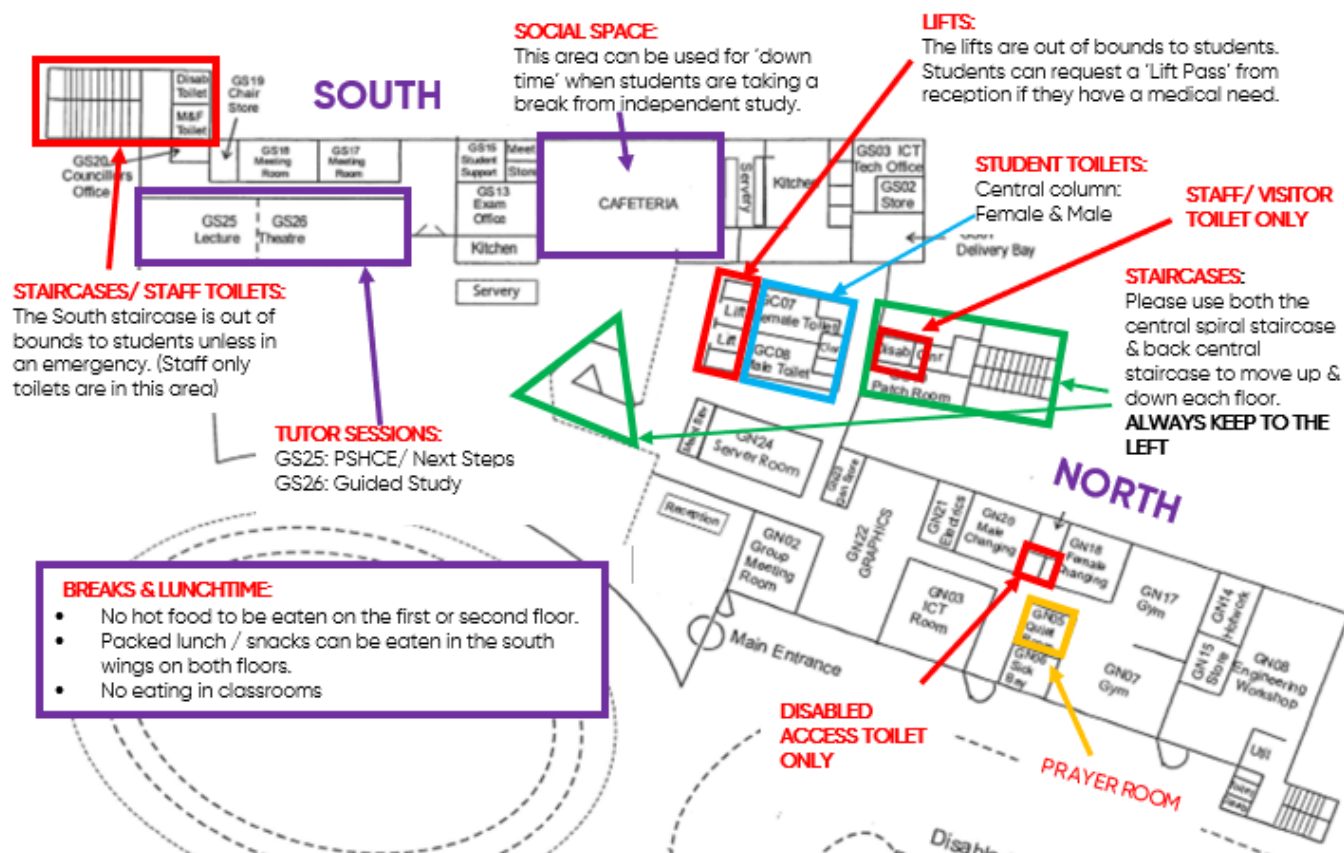
College Presidents 2025-26:



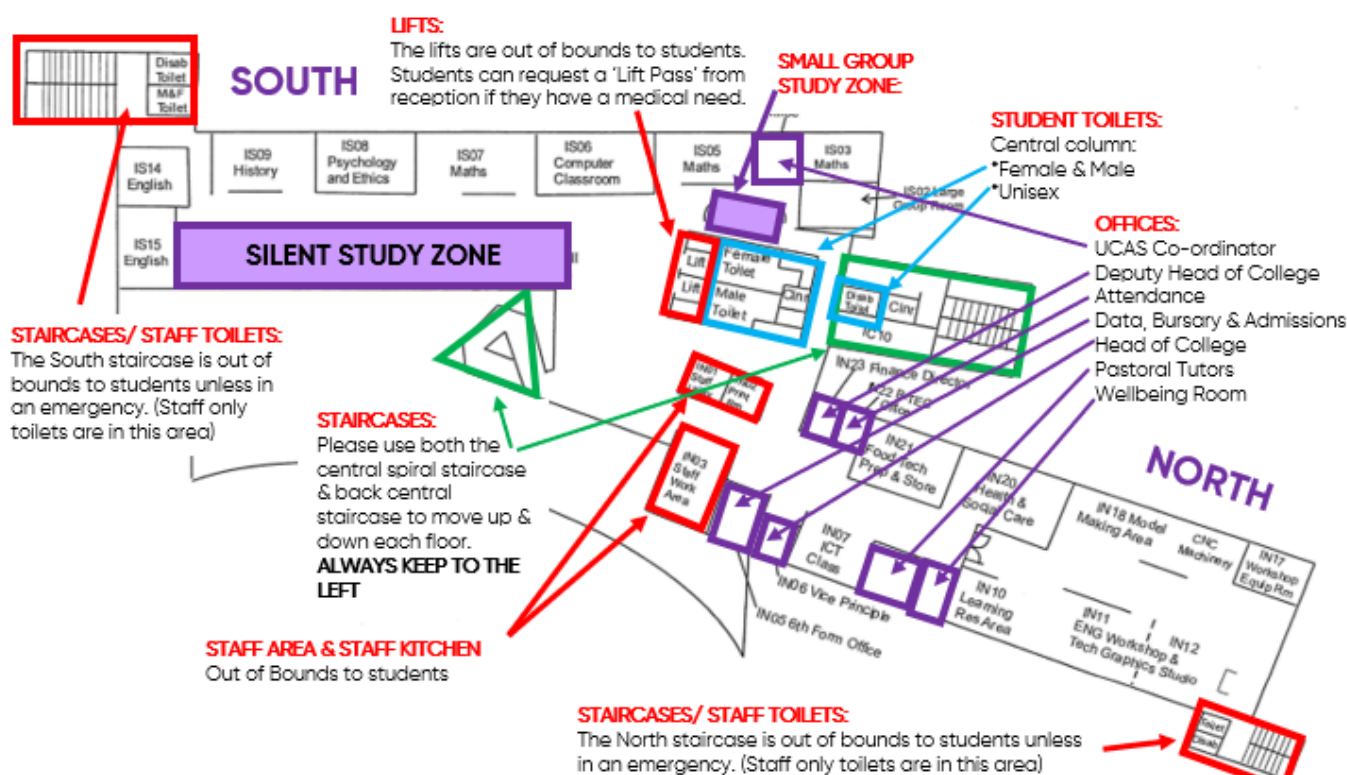
Millie Judge & Jenny Diara

Map of Kimberley College & Wootton Upper School Sites

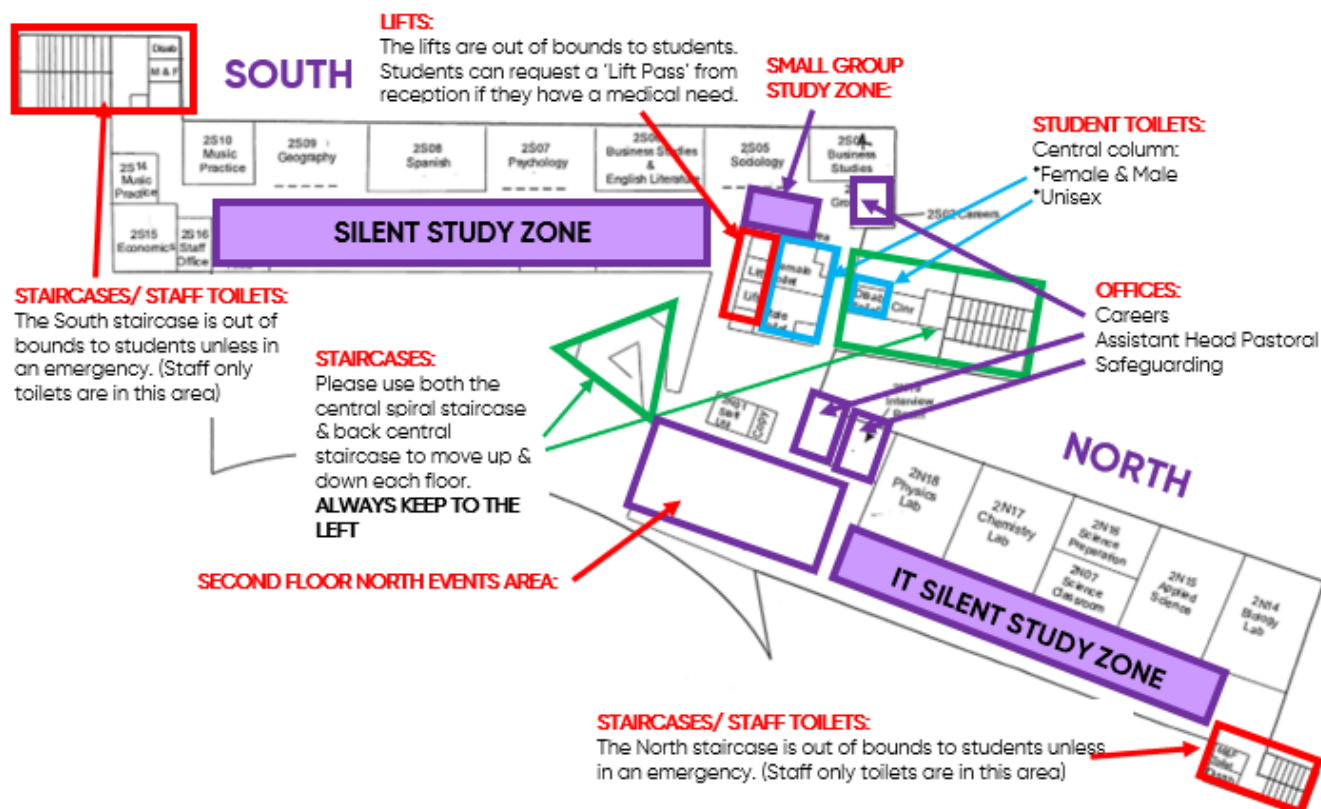
GROUND FLOOR:



FIRST FLOOR:



SECOND FLOOR:



WOOTTON UPPER SCHOOL:

