

**Kent
College**

SIXTH FORM HANDBOOK

2026-27

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Welcome from the Head



Welcome to Kent College Sixth Form. You're about to begin an exciting and transformative two years, full of opportunities to grow, achieve, and prepare for life beyond school.

With a wide range of academic subjects and an outstanding enrichment programme, Sixth Form offers experiences second to none. I encourage you to embrace every opportunity — these two years will pass quickly, and each moment counts.

Our Sixth Form is a place that sparks curiosity, broadens minds, and encourages creativity. Here, you'll continue developing your unique talents while serving as a role model in our kind, supportive community. I'm proud of our students, who understand that ambition and hard work, combined with compassion, lead to real success.

At Kent College, you'll discover the power of your skills to make a positive impact — and leave ready for a bright future.

Miss Handford

Head

Welcome from the Head of Sixth Form



The Sixth Form marks an exciting new stage in your education and personal development. It is a time of growing independence, where you will take greater responsibility for your learning, manage your time effectively and begin making informed choices about your future.

The transition into Sixth Form can bring both excitement and uncertainty, which is entirely natural. This handbook is designed to answer many of the questions you may have and should be kept somewhere safe to refer to throughout the year.

As a Sixth Form student, you will be expected to think independently, engage fully with your studies and take responsibility for your progress. Alongside your academic courses, you will have opportunities to contribute to the wider school community, develop leadership skills and pursue interests beyond the classroom.

While independence is a key part of Sixth Form life, you will continue to be well supported. The Sixth Form team is here to guide, encourage and support you, helping you to thrive both academically and personally.

We are delighted to welcome you into the Sixth Form and look forward to seeing the contribution you will make to the school community.

Mrs Gillings

Head of Sixth Form

Here for Support

As you settle into life at Kent College Sixth Form, remember that you are part of a supportive and caring community. While these two years will bring both opportunity and challenge, you will always have people around you to guide and support you.

Your Form Tutor, subject teachers, and the Sixth Form team are all here to help with academic progress, wellbeing, and future planning. We encourage you to speak to a member of staff whenever you need support.



Mrs Gillings
Head of Sixth Form



Mrs Mardon
Assistant Head
of Sixth Form



Mrs Hayes
EPQ Co-ordinator &
Upper Sixth Form
Tutor



Ms Lusher
Upper Sixth Form
Tutor



Mrs Chaplain
Lower Sixth Form
Tutor



Mrs Luther
Lower Sixth Form
Tutor



Miss Fisher
Lower Sixth Form
Tutor



Sister Cottrell
School Nurse



Chaplain Katie
School Chaplain

Meet the Student Officers: Here to Help



Your Sixth Form Officer Team plays an important role in representing the student body and supporting life in the Sixth Form. They help to lead by example, contribute ideas, support school events and encourage a positive, welcoming environment for everyone.

They are also here to help you. Whether you have a question, need advice, or would like to share an idea, the Officer Team can be a friendly first point of contact throughout the year.

Aspire Values

Our vision is to unlock the potential of all our students. We do this by nurturing, valuing and celebrating each individual, and by creating an aspirational environment where intellectual curiosity can flourish and everyone is encouraged to achieve their academic best. Guided by the Methodist value of “doing all the good you can”, we inspire our community to make purposeful contributions as global citizens. Individual excellence is at the heart of our school, and everything we do is built around our ASPIRE values. These are:

- Achievement
- Support for All
- Purposeful Citizenship
- Individuality
- Reliability, Resilience, Respect
- Enquiring and Creative Minds

These values are reflected in many aspects of school life, including the leadership opportunities available to students. For example, students who are interested in becoming peer mentors or running an EDI club are helping to promote support for all, individuality, respect and resilience. Others may choose officer roles such as Head of KS3 or Head of KS4, where they can support younger students and encourage academic achievement. Heads of House play an important role in promoting purposeful citizenship through house charities, competitions and events throughout the year. Whatever your interests, we strongly encourage you to get involved, contribute to the school community and make the most of the opportunities available to you.



Life as a Sixth Former

Attendance

You must register with your Form Tutor at 8:30am, unless you have an approved morning exeat. In afternoon lessons, subject teachers will register you, however, if you have a study period you should scan your thumb using the biometric scanner in Tilley between **2:10pm and 2:20pm**.

This is essential as the information is used in case of fire and will also form your attendance record which we are often required to give to future employers and further and higher education providers.

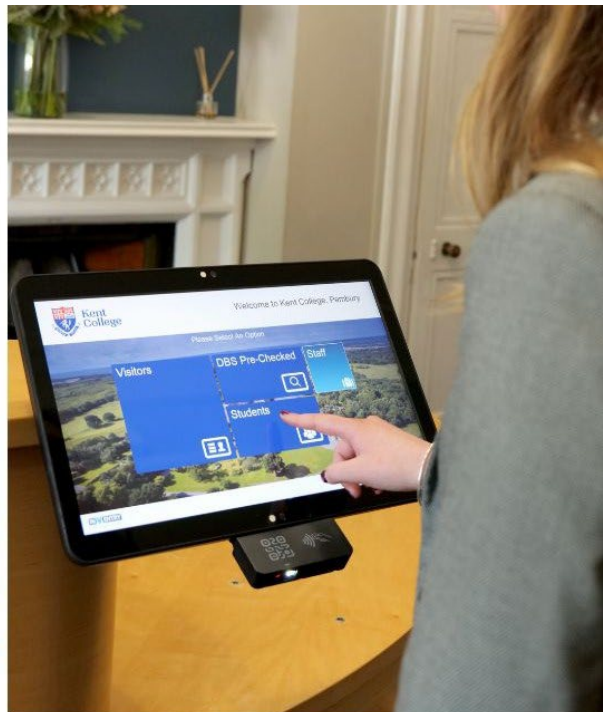
Absence

If you are absent from school, please ask your parents to phone 01892 822 006 or email attendance@kentcollege.kent.sch.uk before or on the day.

If you are unwell, you will need to go to the Medical Centre where Sister will check how you are and contact home if necessary.

Medical Appointments

For any medical appointments during school hours, your parents should email your Form Tutor and copy in attendance@kentcollege.kent.sch.uk to inform us in advance.



Tilley House

This is your space for studying and relaxation. You are welcome to use any of the numerous study rooms during your free periods. Please also help yourself to drinks, biscuits, or toast whenever you like. We just ask that you tidy up after yourself and enjoy food and drink in the main common room.

Tilley is yours to relax in at break, lunchtime, and after school. Most importantly, we want you to feel comfortable here and enjoy the space.



Find Your Way

Finding your way around school may take a little time at first, but you will soon become familiar with the site. This map is designed to help you locate key buildings, facilities, dining areas and useful spaces around school.

Take some time to explore, and please do ask if you are unsure where to go; staff and students will be very happy to point you in the right direction.



School Timetable

Time Lesson	
8:30 – 8:40am	Registration
8:40 – 9:40am	Lesson 1
Transition Time	
9:45 – 10:45am	Lesson 2
10:45 – 11:05am	Break
11:05 – 12:05pm	Lesson 3
Transition Time	
12:10 – 1:10pm	Lesson 4
1:10 – 1:40pm	Lunch A
1:40 – 2:10pm	Lunch B
2:10 – 3:10pm	Lesson 5
Transition Time	
3:15 – 4:15pm	Lesson 6

Lesson 1 Timetable	
Monday	Form Time / Assembly / Chapel / Student Voice
Tuesday	Lesson
Wednesday	Form Time / Assembly / Chapel / Student Voice
Thursday	Lesson
Friday	Lesson

Device Requirements

Easy 4U

At Kent College, we support students in becoming independent, organised, and inquisitive learners. As part of our hybrid learning approach, we combine traditional teaching with digital tools to help students develop essential skills for the modern world. This approach enhances learning both in and out of the classroom and ensures students are well-prepared for the future.

For the 2026–27 academic year, all students in Years 7 to Upper Sixth are required to have a Microsoft Surface Pro device, pre-installed with InTune for school networking, and Senso for collaborative learning.

The most current flyer, pricing information, and ordering instructions are available on Involve in the Handbook Section Tile called Easy 4U.

Devices can be ordered through Easy4u using the following steps:

1. Visit easy4u.school/order and enter the login code found on the flyer.
2. Choose your device and select your Assurance Bundle
3. Choose to rent or purchase
4. Complete your details and select a payment option
5. You'll receive a confirmation email.
 - Rental orders require a deposit equal to four rental periods
 - Purchase options do not require a deposit
 - Option to buy the device at the end of the rental term using the deposit

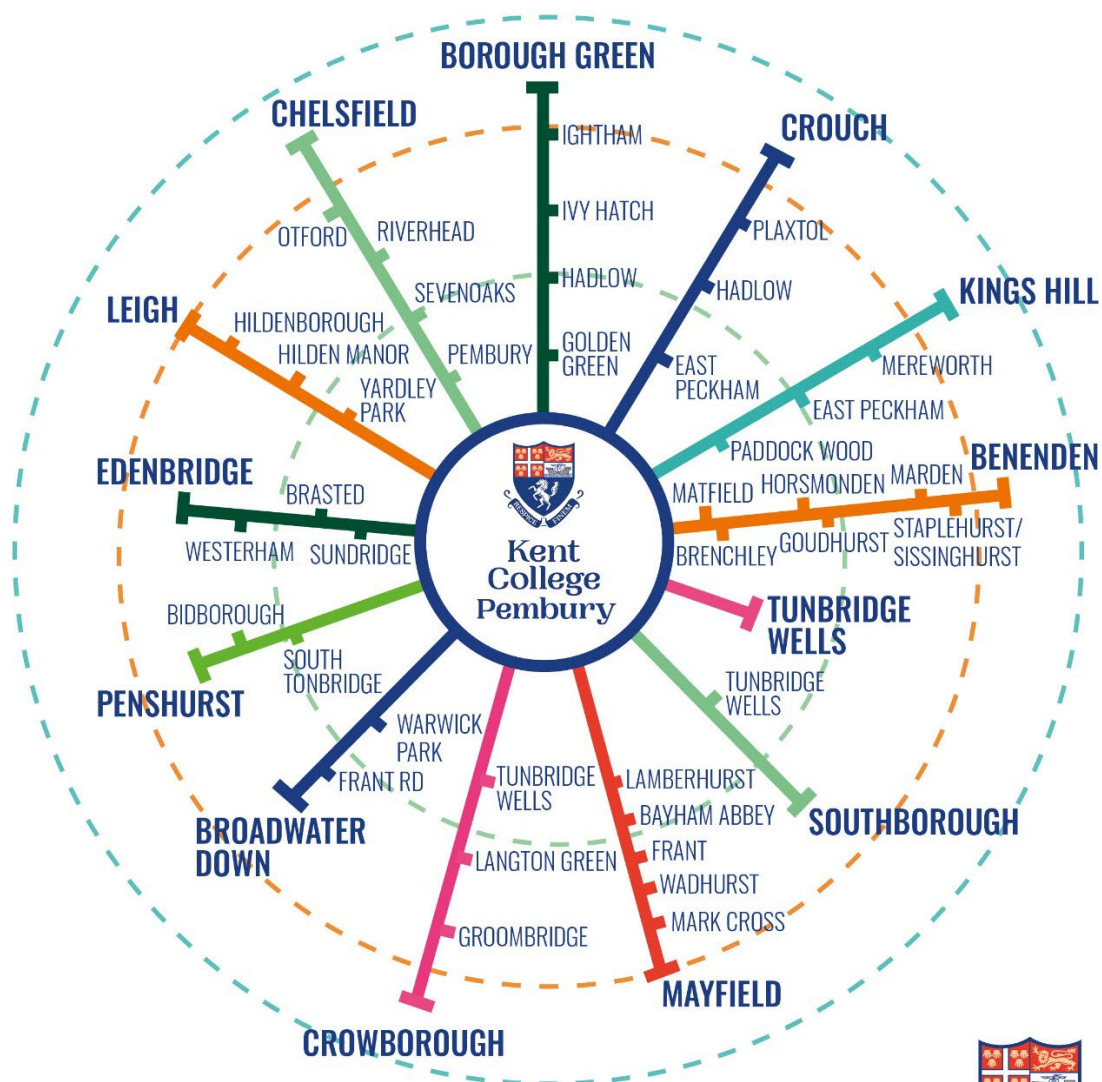
For Sixth Form Mathematics lessons

A graphical calculator is essential for A Level Mathematics and Further Mathematics.

The Casio ClassWiz FX991CW + or the Casio ClassWiz FXCG100 is recommended.

Transport

School minibuses run daily across 13 routes in Kent and East Sussex.



TRAVEL ZONES

- 5 miles
- 10 miles
- 15 miles

WWW.KENT-COLLEGE.CO.UK



**Kent
College**

Transport to and from School

School Buses

Kent College operates a network of minibuses across Kent and East Sussex, available to book in advance on a termly basis or for occasional use.

Students are dropped off at school by 8:25am, with return buses departing at 4:30pm. Late buses run Monday to Thursday at 5:30pm, serving routes via Tunbridge Wells to Edenbridge and Sissinghurst. If you need to use the late bus it is important that you sign on the list outside bursary before 2:00pm each day. If you forget to sign up, or if you miss the bus, the afternoon Receptionist will be able to help you.

For all transport enquiries, please contact the Transport Co-ordinator, Steve Wellard, at kctransport@kentcollege.kent.sch.uk or visit www.kent-college.co.uk.

Drop off

Your parents should drop you in the front drive outside Reception. You then walk to the left along the path. No pedestrians are to walk around or under the barriers to the dining hall or classrooms. At the beginning and end of the day it is very busy near the front door, and you should use the pavements and be aware of the moving traffic.

Driving - Permission to drive to school

Students are permitted to drive to school but must complete the relevant online form. Students are only allowed to park in the North Drive carpark on the left-hand side. This can get very crowded so please take care. The permit may be withdrawn if the rules for driving and parking on site are not observed.

Your parents must also give permission for you to drive another student in your car or for you to be a passenger in another student's car.

Driving Lessons

You are allowed to arrange one driving lesson per week during the school day when you do not have a lesson. Pick up and drop off should occur from the front of school. Please remember to sign in/out at Reception before and after your lesson.

Sixth Form Dress Code

The Sixth Form dress code is based on student feedback and our wish to maintain a smart-casual look.

We trust that you will follow it closely, while still having the flexibility to express your own style and identity. It also encourages the professional standards of dress and presentation that will support your transition into further study, employment and the wider world of work.

On most days, we ask you to choose daily wear, but there will be formal occasions when smarter dress is expected.



For Daily Wear

Allowed	Not Allowed
✓ Smart shirt ✓ Business suits and ties as appropriate ✓ Plain trousers, skirts, dresses ✓ Chinos ✓ Knee-length shorts in summer term ✓ Smart V-neck, crew neck or cardigan jumpers ✓ Smart shoes, ankle boots, all black trainers, all white trainers. ✓ Smart coats ✓ Appropriate jewellery and makeup ✓ Black lanyards to be worn ✓ For PE, you may wear your own kit, but this should be blue in colour ✓ If you are representing the school, you must wear the Kent College Squad kit (see link below)	✗ Tracksuit bottoms ✗ Hoodies ✗ Oversized jumpers ✗ Sliders ✗ Jeans ✗ Uggs ✗ Miniskirts and mini dresses ✗ Strapless tops or dresses ✗ Strappy tops with midriff showing ✗ Clothing that exposes underwear ✗ Leggings (unless under dresses)

Schoolblazer | Quality, Innovation and Service. Guaranteed.

For formal occasions like Open Mornings, whole-school events and whole-school assemblies.

Allowed	Not allowed
✓ Smart black or navy jacket ✓ Smart trousers or skirt ✓ Business suits and ties ✓ Plain shirts ✓ Smart black or navy shoes ✓ Black lanyards to be worn	✗ Trainers ✗ Jeans ✗ Hoodies ✗ Chinos ✗ Tracksuit bottoms ✗ Hoodies ✗ Oversized jumpers ✗ Sliders ✗ Jeans ✗ Uggs ✗ Miniskirts and mini dresses ✗ Strapless tops or dresses ✗ Strappy tops with midriff showing ✗ Clothing that exposes underwear ✗ Leggings (unless under dresses)

Sixth Form Privileges

Mobile Phones

In Sixth Form, being able to keep your phone with you is a privilege. We ask that you only use your phone when you are in Tilley as the rest of the school is phone-free. Phones should not be used when in lessons or moving around the school.

Exeats

Kent College Sixth Form offers students flexibility. Many students may choose to remain at school to study but they can apply for regular exeats and take these if they wish to.

In Lower Sixth, you are able to request one exeat per week. This must be taken when you do not have form time or lessons. This may be in the morning arriving at breaktime (10:45) or in the afternoon signing out at 1:10. During these exeats, you may decide to work from home or undertake work experience.

Students in Upper Sixth may have two exeats per week.

Written parental permission is required for both year groups, and we reserve the right to withdraw permission if the privilege is abused. Students who persistently forget to sign in and out for their exeats may lose this privilege.

Lunchtime Exeats

Students with cars will be allowed to go off-site at lunchtime. Students may take passengers if both sets of parents' consent. Students must remember to sign in and out at Reception before leaving the site.

University Open Days

In the Lower Sixth, you are allowed **two days** during term time for University visits. Please make sure you book these in advance and try to attend weekend open days where possible.

Links to Exeat Forms for 2026-27

[Lower Sixth Exeat Permissions 2026-27 – Fill in form](#)

[Upper Sixth Exeat Permissions 2026-27 – Fill in form](#)

Assessments

In Sixth Form, you are studying subjects we hope you will love! It is an opportunity to learn skills and explore ideas in much greater depth, and it may be that you decide that one of these subjects is something you want to study at university. Unlike your timetable for GCSEs, not all of your day is spent in lessons; it is important to realise that a crucial aspect of Sixth Form life is the ability to reflect and consolidate what you have learned. You have more autonomy and need to learn how to manage your own time effectively, developing positive and life-long study habits.

In your timetable, you will have study periods where you will be expected to choose what and where you study in school. Students sometimes choose to study in Tilley's silent study area or in the school library; sometimes they like to study in some of our group study rooms or in a more relaxed place in the common room. In form time during the year, we will also be teaching you the skills to help you study more effectively.

Assessment Dates

Lower Sixth

- February after half term: In-class examinations in all subjects. No study leave.
- Summer: Formal internal examinations in the examinations hall. These assessments are used to form our UCAS university predictions. Study leave given.

Upper Sixth

- November half-term: AS Geography exam.
- January: Formal internal examinations in all subjects. Study leave given.
- Summer: Public A Level examinations.

Enrichment Programme – Lower Sixth

Sixth Form at KC is not only a chance to study at an advanced level but also to take advantage of the wide range of curriculum enrichment opportunities that are built into the Lower Sixth. Students have the opportunity to take part in the following activities.

Volunteering and Work Experience

We believe strongly in developing the whole person ready for the next stage after Sixth Form and we want our students to thrive. A core belief is that this comes from public service and experiencing the working world. In the Autumn term, students will write their CVs and cover letters to enable them to apply for some work experience to complete at the end of Year 12 (28 June 2027– 2 July 2027).

Volunteering is a vital component of being a purposeful citizen. In the Autumn term, we encourage all students to volunteer as a group to support a local charity. This will take place on Thursdays week B in the afternoons. We also ask you to apply and participate in some volunteering in the local community in the Spring term. This could be at local libraries, charities, schools or anywhere else that you are interested in doing this. We have school mini-buses which will deliver you to the centre of Sevenoaks, Tonbridge or Tunbridge Wells and students are then expected to make their own way home after their volunteering session.

Extended Project Qualification

The EPQ is an independent piece of work where students receive instruction but most of the project is self-guided. It will demonstrate, to both universities and future employers, an independent work ethic and develop skills required at higher level. It is equivalent to an AS level in UCAS tariff points. As the skills of research and referencing are invaluable for all academic study, attendance at all EPQ sessions is compulsory for all students in the first half term.

The Futures Programme

The Futures Programme is designed to help you to think about your future and to enable you to make informed decisions. We look at how to prepare for university applications as well as apprenticeships, studying abroad and taking gap years. Guest speakers and presentations take place during some form sessions, careers sessions in PSHE and some of our Enrichment sessions.

The Ivy House Award

This award-winning course is designed to produce leaders of the future. It takes the best content from executive development programmes in big businesses and offers students the chance to develop both professionally and personally. We offer an introduction to this 20-week course in the Summer term and students may continue with this course in their own time. Upon graduation, students are able to join a network of Ivy House Graduates and participate in events which help them develop their professional network at university and in their future careers.

Foreign Languages at Work (German)

An innovative professional accreditation which provides independent, confident and motivated linguists with the language skills required to make a positive and effective contribution to international economic activity in the German speaking workplace. This qualification is equivalent to 16 UCAS points for 1 ½ hours of commitment a week. There is also the potential to spend 5 days doing work experience or improving language skills in Germany.

Peer Mentoring Training

This is a three-hour course from The Wellbeing Hub and delivered in-house. This training gives the participants the knowledge and skills to support their peers as active listeners.

Accounting Club

Accounting is a ten-week after-school course. The course delivers high-quality instruction and practical knowledge in accounting and personal finance.

Gold Arts Award

The Trinity Gold Arts award is a fantastic opportunity to hone and develop artistic skills. This year-long commitment enables you to gain valuable experience with industry professionals and enhance your leadership skills.

Sport and Fitness

Research shows that regular physical activity can enhance self-esteem, improve mood and sleep quality, and reduce the likelihood of stress and depression. Despite these benefits, many teenagers today are becoming less active due to academic pressures, limited free time, and increased screen use.

At KC, however, sports and fitness are fully embedded into the student timetable. This allows students to take part in team sports or choose from a variety of physical activities, offering a valuable break from their studies and the demands of Sixth Form life.

Exercise has also been proven to lower the risk of serious health conditions such as heart disease, stroke, and diabetes. Beyond physical health, regular activity provides a range of additional benefits:

- Offers opportunities for social interaction
- Enhances concentration
- Supports academic performance
- Reduces stress
- Promotes better sleep

Our students can choose between joining sports teams, such as netball and hockey, or taking part in exercise-based activities like yoga, Pilates, trampolining, and climbing.

All Sixth Formers will have one lesson per week for fitness or sports.



University Applications and Careers



Students receive full support with career decisions and the selection of suitable courses that reflect their talents and interests. The school's Careers Adviser is Mr Mossman, Deputy Head Academic, who oversees careers guidance and support. However, it is important that you take an active role in researching the right course for you.

Once you have a clear idea of the courses and universities you are interested in, you should book open days at any universities you are considering. Most open days are held at weekends, but you may miss up to two days of school to attend those taking place during the school week. You must complete an online form to request the absence, inform the teachers whose lessons you will miss and catch up on any work.

You will receive guidance on writing your personal statement during the Summer Term of the Lower Sixth and will submit this early in the first term of the Upper Sixth. In the Upper Sixth, your tutor will write a personalised reference and confirm your predicted grades. These, together with your personal statement, will form your university or college application, which should be completed in October.

Once you have received an offer, you may request permission to attend an offer-holder day. These are usually held during the Spring Term.

Boarding and Flexi Boarding

Boarding

Boarding at Kent College is a central part of school life and we welcome boarders from all over the world as well as the UK. We pride ourselves on the warm, family feel of our boarding house which is a home away from home. Life at Kent College is full of opportunity and our boarders are given the support to achieve academic success, grow in confidence and become a valued part of our community. Our boarders become compassionate, caring and resilient young people, developing independence and life skills they will need in readiness for the future.

Flexi-boarding

Day students can board on a temporary basis, either for one or two nights (flexi-boarding) or several weeks.

Your parents should contact the boarding staff at jando@kentcollege.kent.sch.uk and they will let them know if it is possible for you to board.

Flexi-boarding is very popular and places are limited, so your parents should book well in advance. Boarding is great fun and there is always plenty going on.

Flexi-boarding is £80 per night and this will be added onto the termly bill.

Boarding Activities

When you board with us at Kent College you get to experience amazing activities which include:

- City Exploration – London
- Shopping – Bluewater
- Outdoor Activities – Bewl Water/Walks
- Bowling, Trampoline Park and Mini Golf
- Farm shop visits

Need Some Help?

Everyone feels worried at times, but at Kent College, you're never alone—there are plenty of people to talk to.

You might speak with friends or older students who understand how you're feeling. Your Form Tutor, teachers, Houseparent (if you're a boarder), or Sister are always there to help and will make time to talk privately. Many students also find other trusted staff members to speak with.

Rev Katie Osweiler, the School Chaplain, is available to everyone—you can talk to her about anything, not just religious matters.

Each week, an independent counsellor Esther Obiri-Darko, visits the school. Speak to Sister if you feel you would benefit from an appointment with Esther.

If something serious is worrying you, don't keep it to yourself or only tell friends—speak to an adult like your Form Tutor or the Head of Sixth Form. They're there to help.

At Kent College, we understand that sometimes you may want to talk in confidence. Staff will respect your privacy as much as possible. However, if they believe you or someone else could be at risk, they must share the concern with the Student Manager and the Deputy Head (Pastoral), who is the Designated Safeguarding Lead.

If you find it hard to speak to someone in person, you can also email:

help@kentcollege.kent.sch.uk

Medical Matters



All your medical forms should be returned before the first day of term. They will then be passed on to Sister Cottrell so that she or Mrs Greenhalgh (Medical Assistant) can look after you properly.

During term time your parents must ring or email the school and let us know if you are unwell. If you feel unwell in School you should try to stay in the lesson and see Sister at break in the Medical Centre.

If you feel really unwell, tell your teacher and they may give you permission to see Sister. If Sister is not available, you should go to Reception.

Sister may give you some medication, let you lie down for a while, or she may decide you should go back to lessons. If she thinks you need to go home she will phone your parents. Please do not phone your parents to collect you without permission from Sister.

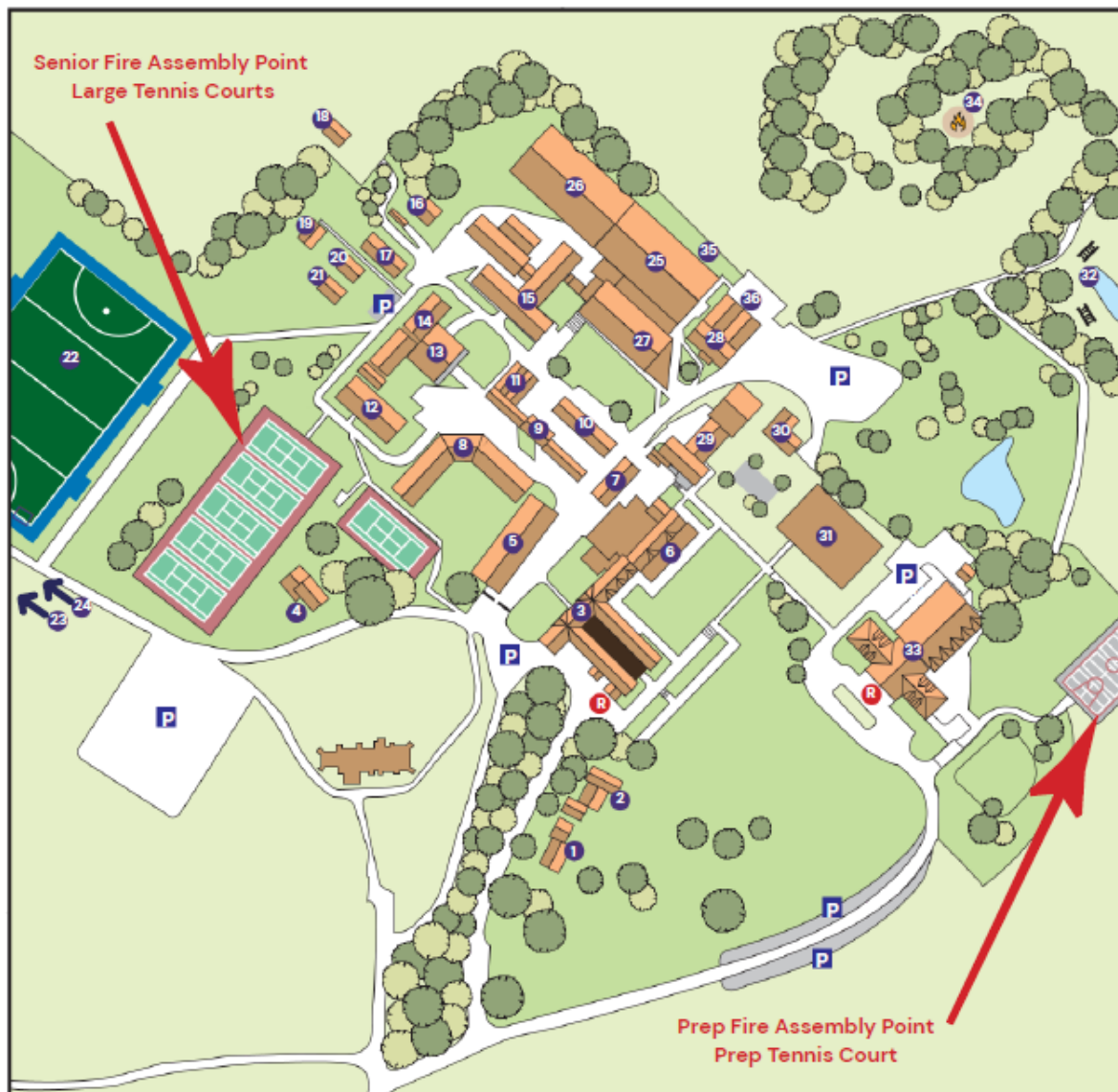
Kent College Code of Conduct

Kent College expects all students to:

- Treat all members of the school community in a kind, courteous and considerate manner.
- Display the highest standard of behaviour inside and outside the classroom.
- Dress appropriately, in accordance with the school uniform regulations.
- Always be ready to learn and participate in school activities.
- Take good care of all buildings, equipment and furniture.
- Respect and abide by the school rules.



Site Map



- | | |
|--|-------------------------------|
| 1 Springwell | 19 E3 Dance Studio |
| 2 Pepenbury | 20 E2 |
| 3 Hawkwell and Hargreaves Boarding House and Senior School Offices | 21 E1 |
| 4 Browning Lodge | 22 Astro Pitch |
| 5 Susanna Wesley Library and Arts Centre | 23 Woodlands N & S |
| 6 Dining Room | 24 North Lodge |
| 7 Coach House | 25 Old Sports Hall |
| 8 James and Osborn Boarding House | 26 New Sports Hall |
| 9 Old Stables | 27 Countess of Wessex Theatre |
| 10 E7 The Hub (Main Hub / Small Hub) | 28 Music Centre |
| 11 Fitness Suite | 29 Walker Classrooms |
| 12 Tilley Sixth Form Centre | 30 Oak Tree Cottage |
| 13 Darbyshire Wing Science Labs | 31 Swimming Pool |
| 14 Brunyate Science Labs | 32 Confidence Course |
| 15 Knowles Classrooms | 33 Preparatory School |
| 16 Orchard House | 34 Forest School |
| 17 Prop Store | 35 Under Croft |
| 18 Gas House | 36 Estate Workshop |
| | R Reception |

