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A Map of the School Campus is on the inside back cover

WELCOME FROM SIXTH FORM DIVISIONAL HEADS

We extend a warm welcome to all Sixth Form students at Sevenoaks, both those new to the School and those who have been here for some years.

We hope to set out as effectively as a short booklet will permit, an idea of the ethos, the opportunities and responsibilities represented by membership of one of the country's largest independent school Sixth Forms.

For everyone, entering the Sixth Form is a huge step both academically and personally. Academic courses allow greater specialisation in areas chosen by the student. More opportunities present themselves to develop independent work habits and personal interests. Chances to serve the School and local community multiply, and meeting new students, many from around the globe, enables a variety of rich relationships to flourish. In such a large, varied community everyone's perspective is challenged and broadened. All this will help provide a foundation for life beyond school.

The vast majority of Sevenoaks leavers take up places at universities worldwide. A majority of our students take pride in achieving places at their first choice university institution, and all of us share in the purposeful routine of daily life that will have consequences far beyond school and higher education. The Higher Education Department offers experienced and professional resources dedicated to giving students and parents the best advice on career and Higher Education decisions.

Academic progress and general welfare are monitored by Tutors who have responsibility for small groups of both Lower and Upper Sixth Form students. Tutors get to know students well and can offer all kinds of advice and support throughout their time in the Sixth Form. Sixth Formers have access to extensive facilities designed to help promote good working conditions and co-curricular fulfilment. It is our wish to offer an education that develops the whole person. As such the Sixth Former's programme will encompass sporting, cultural and recreational pursuits. The School is fortunate in being able to offer many opportunities and resources to nurture such interests and help form well-rounded, self-sufficient individuals.

We hope, then, to provide an environment which fosters this sense of increasing independence, most obviously by establishing effective work patterns which will form a huge part of the Sixth Former's life here. Moreover, we aim to encourage an atmosphere of inquisitiveness, an ability to empathise with and lead others and a willingness to take initiatives and try new experiences.

The Sevenoaks Sixth Form is an exciting, demanding, international community and we look forward to your taking part in it. We hope that this booklet will be of help in introducing you to a flavour of your school life to come.



Peter Kino
Caxton Division



Matt Edwards
Fenton Division



Helen Tebay
Wordsworth Division

ACADEMIC MATTERS

The Academic Routine

Every day after Tutor Group meeting (or, twice a week, after assembly) morning lessons begin. On Mondays, Wednesdays and Fridays there are lessons in the afternoon. On Tuesdays, Thursdays and Saturdays afternoons activities take place. Tuesdays and Saturdays are Sports afternoons and Thursdays are given over to service or creative activities. All Lower Sixth students attend an activity on each of these afternoons. Details of all these activities can be found later in this booklet.

There is no question that the most important aspect of any student's life in the Sixth Form will be making progress with work. Sevenoaks places academic matters at the heart of its daily routine. Establishing a stable, committed and effective pattern of work will be the first priority of everyone who joins the Sixth Form. There is plenty of help and advice on hand should this prove daunting and our conventions and rules on matters regarding work will help set the tone for every student's academic development.

Private Study Periods and Homework

Perhaps the most obvious difference between the pattern of work in the Sixth Form and earlier stages of school is the necessity for students to develop independent study habits.

In the Sixth Form you will be set assignments over a longer period. You will be set 4 hours of homework for each HL subject and 2 hours of homework for SL subject a week. Essays and notes will not generally be due in the next day; you will have more time to meet deadlines. You will need to combine appropriate use of Private Study periods at School with a regular routine at home or in the boarding house. As a guide we believe that you should be doing two to three hours work each evening. Your tutor will be able to help you organise a work diary managing your weekly schedule.

Private Study periods will initially take place in the Library where L6 pupils are informally registered and everyone gets on with work in supervised silence. We expect high standards here and you will need the consent of the member of staff on duty if you wish to be elsewhere (e.g. Art Rooms, Performing Arts Centre (the Space), Computer Room). Major deadlines for coursework are co-ordinated across the whole school curriculum in order to avoid congestion. The School will do everything to support your academic endeavours, but a large part of your success – and this is what makes Sixth Form work so rewarding – will come down to the way you manage your own time.

Friday 4

In the Michaelmas Term and Lent Terms, the Lower Sixth are taught PSD, with components on such subjects as the role of the law in society and school, health, and the development of 'study skills'. The aim of the course is not to indoctrinate, but to inform and challenge presumptions and prejudices.

In the Lent and Summer Term the Lower Sixth listen to guest speakers, usually from outside the school, talking on subjects which may be very diverse, but all of which have educational value. The aim here is to inform, educate and entertain. Our speakers, many of them eminent in their field, have recently included a moral philosopher, the head of an Oxford college, television journalists and leading politicians. In these terms alternative talks on HE matters are also on offer.

In the first half of the Michaelmas Term of the Upper Sixth, the course follows the same principle and format as in the Lent Term of the Lower Sixth but in the second half of the term a 'Preparation for Life' course is followed as part of the PSD programme. This has five components, some aiming to bridge the gulf between life at school and university e.g. one component consists of organising a budget and developing domestic skills. The last one or two introduce pupils to weightier subjects such as 'citizenship'. There are no Friday 4 lectures in the Lent and Summer terms of the Upper Sixth.

IB Diploma

We publish a separate booklet explaining in detail how this programme works at Sevenoaks. If you are unsure of your profile when entering the Sixth Form you will have a chance to discuss your choices with relevant members of staff on Induction Day just before the start of term.

The Higher Education Department aims to ensure that as many students as possible acquire a place at their preferred university. They make the higher education application process clear, efficient and successful. They offer expert careers guidance to students and well-informed guidance on subject choices. The Department has links with Higher Education institutions around the world.

The department is located in the Aisher Hall. It is equipped with extensive resources and a suite of computers to enable students to carry out research into future university and career options.

The Higher Education team offer excellent individually tailored advice and guidance to Sixth Formers from the start of their studies in the Lower Sixth. There are in-depth individual interviews, more general seminars, lectures, workshops, interview and admissions tests training sessions and step by step advice on university applications and Gap Years. In addition, students will be offered advice on work experience, internships and university scholarships.

Sixth Formers are allowed to attend two university Open Days during term time, but are encouraged to attend others during holiday periods. Boarders who live abroad may be permitted to attend an extra Open Day by their Divisional Head.

Students are invited to attend a Careers Fair run by the Parents' Association in the Lent Term. There is a Higher Education information evening for Sixth Formers and their parents in May of the Lower Sixth and an Oxbridge information evening in April of the same year. In addition to this there is a series of Higher Education talks during the Friday 4 slot in the Lent and Summer Terms of the Lower Sixth.

PASTORAL MATTERS

Just as important as your academic progress is your general welfare. Indeed, if, for whatever reason, you are not happy at school, you are very unlikely to perform to the best of your abilities in the classroom or to make the full contribution to school life, which will make your two years in the Sixth Form so rewarding. The following outlines who will be responsible for monitoring your progress and whom you can turn to if you have any worries, problems, crises ... or just need someone to talk to.

Your Tutor

Sevenoaks prides itself on its tutorial system. When you join the Sixth Form, you will be allocated a Tutor Group and a tutor. Your tutor will be an extremely important part of your Sixth Form career. Tutor groups meet every morning. Your tutor closely monitors your academic progress, and your teachers will consult your tutor if there are any concerns. Your tutor will also go over your grades and reports with you before they are sent to your parents.

Equally importantly, your tutor is responsible for your day to day welfare. If you have a problem, academic or otherwise, your tutor is available to discuss the matter with you, advise you, or suggest someone else you may like to consult. Your tutor will play a central role in your life at Sevenoaks and beyond. Your tutor drafts your university references (and will help you to write your personal statement), and will continue to act as your referee after you leave. In short, your tutor is a lot more than just an administrative pen pusher (although he or she does quite a lot of that as well!). Your tutor is your first 'port of call' for all aspects of your school life and you should make full use of the experience.

The Divisional Head

The Sixth Form is divided into three divisions each with its Divisional Head. Their role is to work very closely with the individual tutors and support students in all aspects of their school life. Your initial contact with your Divisional Head will be the induction day, assemblies and through aspects of procedural administration outlined elsewhere in this guide. You will quickly get to know them better; your tutor will share any concerns with them and you will have an individual meeting early in the term. They are always available to discuss any problems or worries you may have.

The Pastoral Deputy Head

Miss Homewood has overall responsibility in the School for every student's personal welfare. Through regular meetings with the Div. Heads she is consulted and advised of any student who is having a particular problem in the School. She is available to any pupil who has any concern. When her door is open, just drop in.

Members of Staff

Very quickly you will build up a relationship with individual teachers. The majority of your subject teachers are, of course, themselves tutors and if you feel there is something you would rather share with a teacher than anyone else, you should not hesitate to do so.

School Chaplaincy

The Chaplaincy offers a varied programme of worship, charitable events and opportunities for voluntary work. The School Chaplain is a priest of the Anglican Church and is available to see pupils at all times.

At Sevenoaks members of the boarding community have the opportunity to worship on Sundays within the context of a local church community, according to their own religious tradition. We therefore have established links with local Christian churches which will offer a warm welcome to members of the School. Details of places and times of worship are available upon request.

For those of faiths other than Christianity the School has links with places of worship for Jews, Muslims, Hindus and others. Once again, please ask for further information.

Medical Centre

If at any time during the School day you feel ill, you must report to the Duty Nurse in the Medical Centre. Only with her agreement may you go home or to your Boarding House.

The Medical Centre is open Monday to Saturday from 0800 to 1700. The School Doctor (Dr Neil Arnott) has a surgery for boarders. The times are posted in the Medical Centre. A female partner holds a surgery on Thursday 1300 - 1330. The School nurses and doctor offer a completely confidential service.

School Counsellor

If you would like to discuss any concern **in complete confidence**, you may choose to talk to the School Counsellor. Appointments can be made by calling at the Medical Centre. Times of when the Counsellor is available are posted prominently on School noticeboards. You could write if you prefer, there is a box in the Medical Centre or you can send an email to:

lynowensward@hotmail.com or telephone 01732 464515.

If you need help

You can turn to:

- your tutor / Boarding Housemaster / Housemistress
- your Divisional Head
- the Chaplain
- your Matron (if you are a boarder)
- a Deputy Head (offices in Claridge House)
- any member of the academic staff you trust
- the School Nurse in the Medical Centre
- the School Counsellor.

Sevenoaks School is committed to providing the best teaching and pastoral care it can for its pupils. It is hoped that any worries or complaints can be dealt with informally through the Pastoral framework, but if not the school has a formal complaints procedure, which can be found on the school website.

Anti-bullying Policy

Sevenoaks School firmly believes that everyone has the right to come to school and feel safe and happy.

Bullying can cause great fear and distress and damage the atmosphere of a class and even the climate of a school.

The impression we have gained from parents and our own survey at school is that bullying is not something which is widespread at Sevenoaks. However, although this is reassuring, we do not feel we should be complacent. Incidents do occur from time to time and we have spent some considerable time discussing the whole issue and implementing strategies to counter bullying. We have also been anxious to involve parents in our discussions and have sought views from all Parents' Association Areas. As a result of this consultation a policy has been produced which can be found on the school portal.

CO-CURRICULAR OPPORTUNITIES

One of the great strengths of the school is the exceptional range of co-curricular opportunities that is available. Certain afternoons are set aside for co-curricular activities:

- Lower Sixth: Tuesday and Saturday (sport) and Thursday (VSU, CCF or creative options).
- Upper Sixth: Saturday (sport) and then either Tuesday (a second sport afternoon) or Thursday (VSU, CCF or creative options).

Outside the timetable there are numerous opportunities for music, drama, sport, clubs and societies. We hope you will make the most of the opportunities available to you.

Sport

The programme of Games and Physical Education at Sevenoaks is designed to provide every pupil with an opportunity to gain experiences in a wide range of sporting activities. We hope this will be enjoyable and also promote a feeling of physical well being, as well as allowing those who show ability to excel in their chosen sports.

Participation in sport is compulsory every Tuesday and Saturday afternoon throughout the Lower Sixth year. The seasonal representative sports during each term will tend to have priority over your time, but those who do not play in a school team have a wide range of sporting options to choose from and coaching is available to help improve standards and therefore make the activity more enjoyable.

15 Representative Sports are offered at Sevenoaks School which span across different terms/seasons. These sports include athletics, badminton, basketball, cricket, cross-country, football, hockey, netball, rugby, rounders, sailing, shooting, squash, swimming and tennis. All of these have strong fixture lists, including occasional fixtures with international touring sides. The timetable for training allows students to participate in more than one sport per term. Many of our sports have enjoyed notable success at regional and national levels over the years.

In addition to the Representative Sports, there are opportunities to participate in table tennis, fencing, weight lifting, horse riding, squash, aerobics, volleyball, golf, softball, taekwondo, aikido and judo. The sporting facilities of the School are outstanding. It is the aim of the Physical Education Department that they are used to their utmost. Any student with particular sporting interests or problems should see the Director of Physical Education and Sport.

Of course, in order to achieve excellence, and fundamental to the school's ethos of mutual interdependence and support, total commitment and reliability is expected from all members of school teams. Practices should be attended, and any match commitments honoured as a matter of course. Teachers in charge of teams should be notified well in advance (at least 3 school days) if you have an authentic reason to miss a match. Similarly, with such a complex sporting programme, it is very important to follow the correct procedures. If you wish to change your Tuesday or Saturday activity, you must see the Director of Physical Education and Sport as commitment is a vital part of the sports programme.

Service and Creative Activities

On Thursday afternoons all pupils in the Lower Sixth join the Voluntary Service Unit, the Combined Cadet Force or take part in a range of creative options.

As well as helping those students following the International Baccalaureate programme to fulfil the Service and Creative requirements, these compulsory aspect of School life reflect our belief in the two fundamental values of breadth of educational experience and acquiring a sense of social responsibility and civic duty.

The Voluntary Service Unit was established over forty years ago and provides an extensive range of projects working with the elderly, mentally and physically handicapped and children in the local community. Of course, such activities cannot be restricted to one afternoon, and there are opportunities to do community service in the evenings and at weekends alongside students from other local schools. There are also two international service trips, both to India.

The CCF is a uniformed organisation comprising three sections: the Royal Navy, Army and Royal Air Force. Members carry out wide-ranging and challenging activities. The aim is to develop powers of leadership and initiative, as well as to learn more about the Armed Forces. There are a variety of practical exercises including outdoor training activities, combined with some classroom work followed by examinations in varying subjects.

A strong commitment is expected to the chosen activity. If you do wish to change your activity you must complete the appropriate form fully before the change can be sanctioned. Transfers from the CCF section can only take place at the end of a term.

Creative Options

The final option on Thursday afternoons is a range of creative options, from Photography to Film Making to Script Writing. These are stimulating courses and may be of particular interest, due to the CAS requirements of the IB, to those who do not do a creative activity elsewhere.

Other Opportunities

What is outlined above is only really a fraction of what is available. Music and drama are exceptionally strong and there are opportunities for those who wish to do these at a high level, such as the main school play or Symphony Orchestra, and those who simply want to take part, such as the Boarders' Play or the Gospel Choir. In addition there are a wide range of clubs and societies, from Philosophy to Virtual Flying. We hope very much there is something for everyone and if not please see Mr Tetley, Deputy Head (Co-curricular) about setting up your own club or society.

SCHOOL FACILITIES

A map of the school is available on the school website.

Sixth Form Common Room

The School has renovated an old classroom block into a Sixth Form Study Centre. This impressive facility provides both working and social areas and is designed to support students in their use of free time - particularly in study periods. In addition to comfortable seating and working areas downstairs, the mezzanine level has computer, wireless LAN and printing facilities as well as a periodicals and newspaper stand. Computer games are not permitted.

The Library

In terms of staff, stock, accommodation and the provision of the latest information technology to assist research and study, the Johnson Library is one of the very best school libraries in the country, and it is therefore of central importance in an academic school. You will have an induction course early in the Michaelmas term, but the best way to familiarise yourself with the wide range of resources the Library has to offer you, is by regular visits and asking for help if you need it.

- **Opening Hours:** The Library is open from 0800-2030 Monday to Friday (Friday before weekend off 1700) and 0800-1600 on Saturday.
- **Stock:** 33,000 books, music CDs, videos, CD-ROMs, foreign language news archives, documents and files, and 70 newspaper and magazine titles. There also several networked CDs, computer applications and the library catalogue. 'Standalone' CD computers offer a range of foreign language CDs and encyclopaedias.
- **Staff:** Head of Library and three Library assistants. There is always a qualified librarian on duty.
- **Facilities:** The upstairs gallery offers space for quiet study, reserved for the Sixth Formers during lessons. There are more tables downstairs and the mezzanine has an area of comfortable seating amongst the magazines and newspapers. Networked computers can be used for word processing, DTP, internet and e-mail. There are also two stand-alone computers for CD-ROMS. All computers are linked to printers.
- **Automated Issuing:** The Library is fully computerised for all issuing and returning of resources.

- **OPACS:** The Open Access Catalogue is available on four computers for searching the library catalogue. You can also reserve books and create an interest list; you will then automatically be notified of all additions to the stock which match your list. To access Reader Information on the enquiry menu you will need your ID number and your Library PIN. *Your PIN is your private number. Do not reveal it to anyone. If you suspect a third person has access to your PIN you should report it to the Librarian immediately.*
- **E-mail and the Internet:** E-mail is available in the Library. This facility may only be used during break, lunch hour and after school. The Library is also linked to the Internet and is on open access for specified periods during the day, and at any time for research on request to the Librarian. *Computer games are not permitted.*
- **Photocopying:** Photocopying is available in the Library and is charged via student ID card.
- **Book buying and magazine subscriptions:** These services are available from the library. A letter from a parent or guardian is required.
- **Reservations and Requests:** Items on loan to another student can be reserved. Suggestions for new stock are welcomed; fill in a 'new book suggestion' form at the issue desk.
- **British Library Loans:** Publications not available in the Library can be requested from the British Library Document Supply Service. This unique service gives you access to one of the most comprehensive sources of information in the world. You are allowed 3 loans free. The fee for further loans is £5.
- **Loan Period:** To borrow books pupils must use their ID card. Pupils may borrow up to 10 books for 28 days. Videos and CDs may be borrowed for a week. Books may be renewed on or before the due return date, either personally, by phone or e-mail. Overdue books are fined at a rate of 20p per week.

It will be clear from the above that the Library is at the centre of the School's academic life. Always feel free to ask the staff if you need help. The Library is a quiet place for research, leisure reading and study, so please respect the rule of silence. No food or drinks may be brought into the Library.

All books must be returned, fines paid and lost books paid for in cash before a pupil leaves school. Your leaver's form will not be signed until these requirements have been met.

The Performing Arts Centre

The Space is where most musical activities take place. Music plays a very full part in the life of the school and there are numerous concerts throughout the year. Large numbers of pupils take music lessons. You are encouraged to participate in the Senior Choir, orchestra, bands or other musical groups which exist and whether you are an experienced musician or just embarking on your musical career, the Director of Music, would be pleased to see you.

Sackville Theatre

The School Theatre presents several productions a year. There are plenty of opportunities to get involved either as an actor or actress, or a technician.

Members of the Sixth Form are particularly encouraged to become involved in the many productions throughout the year, and there is a biennial tour to Germany.

In addition to the Sackville Theatre, the PAC has an intimate drama studio for smaller productions and workshops.

Information on plays, visiting companies and workshops is published in the calendar, and whatever your interest or aptitude, Mr Henry, the Director of Theatre, will be pleased to see you.

Computing Facilities

Awareness of computing has rapidly increased and with most coursework being carried out on computers, access to computing facilities is essential. A special room (CO3) in the Computing Department is available for Sixth Formers' use during Private Study Periods.

The School has a well-equipped networked Computer Department open from 0800-2130, seven days a week. Apart from the computers in the Library, many academic departments have their own computing systems with software specific to their needs. Boarding houses have computers for student use and the new Sixth Form Centre has computers and a wireless network to the school server, exclusively for Sixth Form use.

It is the School's policy to ensure that the opportunities exist for all students to acquire the computing 'life skills' necessary in later life.

All students are required to read an ICT code of conduct form on entry to the Sixth Form which is at the end of this handbook.

Students must sign and return the accompanying slip acknowledging that this handbook and code of conduct have been read and agreed to.

The Repro Centre

The entrance to “Repro” is accessed through Claridge House. As well as producing printed material, the Centre sells a range of stationery goods at competitive prices. The Centre also offers normal and colour photocopying, binding, A3 copying and laminating. Pupils are allowed to purchase up to £90 on their student card, which is charged termly.

Lockers

There are lockers available for Sixth Form use in the Sixth Form Centre. Keep your locker padlocked at all times!

Lost Property

All lost property is sent to the Lost Property room in the Marley Sports Hall. This is run by the Pastoral Deputy Head and parents. Unnamed items are kept for one week. Property is then disposed of.

It is essential that all possessions are marked and labelled. The School cannot be held responsible for mislaid articles. Expensive items of property that need to be brought to school should be insured.

The Lost Property Office opening times are advertised on the bulletin.

Bags and other property must not be left around the School campus after 1830. Mobile phones must be switched off during lessons. They must be clearly, indelibly marked.

School Meals

Day students may have school breakfast and supper but only by prior arrangement (a minimum of 24 hours). There is a charge for all extra meals.

RESPONSIBILITIES AND OPPORTUNITIES

As freedom over your daily school life increases, so you will develop greater personal responsibility. We aim to support this by publishing and maintaining a clear framework of School rules in order to promote safe, appropriate behaviour for the benefit of all in the community. You will all routinely read the School Rules which are published in the School Calendar. It is important to make yourself familiar with these. However, in the Sixth Form there are some particular opportunities (like driving to School) which require careful guidelines and management. In this section, we should like to underpin some conventions which we have established for matters of especial interest to Sixth Formers. It is important for us to know that you have read these so that misunderstandings do not occur. *(For that reason you will sign a form indicating that you are familiar with the guidelines published here and in the School Calendar.)*

Administration – Registration & Absence

Registration and requesting absence from School or Games

Every school day begins with registration in Tutor Group Meetings at 8.30am. *It is extremely important that you make sure you see your tutor each morning so that we know you are in School.* If, for some reason, you are late into School, you must sign in at the Main Office in Claridge House before going on to your usual commitment. If you fail to do this you must expect a sanction – knowing that you are in school is vital to us.

If you are absent through **illness**, please make sure your parents ring the School Office on the first day of your illness (this is done by matrons in the Boarding Houses). You will then need to bring a note from your parents on the first day of your return to school explaining to your tutor that you were ill.

If you are off games through injury or illness but still at school, a parent must send a note or an email (matrons in the boarding houses). During games sessions you must report to the Library.

If you wish to **miss school for a legitimate activity** arranged by the School (such as a county sports fixture or an academic course) then you must obtain a Request for Leave of Absence Form from Claridge House. This will need to be signed by the teachers affected by your absence *at least 24 hours in advance of your proposed absence.*

Given the number of students who make requests to attend **university Open Days**, there is a special procedure to follow for this kind of absence from school. You will be informed of this early in the Lent Term of the Lower Sixth.

If you wish to **miss one day of school for a personal reason**, your parents must write at least a week in advance to your Divisional Head, who will give permission only in exceptional circumstances. For **longer periods** of absence or absences that extend into the holiday a written request must be made to Miss Homewood, again, at least a week in advance and always before any travel arrangements have been booked. Students absent during the school day cannot attend a school event in the evening.

Assemblies and Tutor Group Meetings

Assemblies take place on Tuesdays, Thursdays and some Saturdays. They begin at 8.40am promptly and we have an interesting series of talks given by members of staff, students, Tutor groups and outside visitors. On occasion we are entertained by the Music and Drama departments. On other days you will have a Tutor group meeting during which you have time to consult with your tutor on an individual basis and carry out routine matters of School administration.

LEAVE OF ABSENCE FOR BOARDERS

Weekends

Permission for a pupil to stay out for the weekend or overnight must be received by the Boarding Housemasters/Mistresses or Assistant Boarding Housemasters/Mistresses personally either by telephone, letter, fax or e-mail.

It is the responsibility of the parent or guardian giving permission to check the suitability of the host or the arrangements for the weekend or party, before giving permission. (See 'Parties').

A pupil may not occupy unaccompanied accommodation on such occasions. If staying with a guardian or parent then one permission is sufficient. If staying with a friend, then the Parent/Guardian and the friend's parents must give permission.

When travelling to or from such destinations off campus and for the duration of the stay, the parent or guardian assumes total responsibility for the safety of their wards. It is their responsibility to check that the travel plans of the pupil are appropriate and do not break School rules. BHM's have a duty to inform the parents/guardian if they feel that the pupils' plans are inappropriate or if they feel that the supervision of their time with a third party will be inadequate, and may stop them leaving school if they have any doubts.

Parties

Boarders attending parties must not return to the House that night, and should not return to the Boarding House until 0900 the following morning. They must go into supervised accommodation and attend the party only after being given full permission by parents or guardians. *Written permission should be given where this is possible.* Such permission assumes legal responsibility for the welfare of the pupil which they may at their own risk delegate to a third party, **but not the BHM**, if they wish. It is the parent's or guardian's ultimate responsibility to verify the nature of the supervision of said party, but BHM's have a duty of care to give them information and advise if they feel the supervision is unsuitable. Day pupils who want to invite boarders to a party must consult with Mrs Haworth (Head of Boarding) well in advance.

Boarding and School Rules

These boarding rules apply to boarders during term time and are to be read in conjunction with normal School Rules.

CARS

During your time in the Sixth Form you may well pass your driving test and gain a licence. The School has a very limited amount of parking available for students and will grant permission for **Upper Sixth** students to drive to School on the basis of need (priority being given to those facing longer and more complex journeys). Many of you will continue to use public transport or your parents will transport you to School. The usual 'drop off' points should be used if you are being driven into School by parents. For those of you contemplating driving to School and also those hoping to be given a lift by another student, there is a very clear protocol to follow. We wish to underline our guidelines here, on this crucial matter. It is vital in helping to avoid possibly tragic consequences that everyone understands the culture of the driving regulations at Sevenoaks. We hope that we can also educate pupils in the proper handling and use of cars at an early stage in their driving 'careers'.

If you are brought to or fetched from the School by car please ask your parents to use the 'drop off' points. For safety reasons, please do not ask to be dropped off on the main road or in the High Street.

You may only drive to school if you have completed the registration procedure through the school office and if there is sufficient parking space available. It will require a document giving parental consent which is also signed by yourself. You may drive to school only if this procedure has been fully completed. This serves as a contract which, if broken, results in the withdrawal of permission to drive to School as well as the appropriate school punishment. Pupils who do not have permission may not drive to or within Sevenoaks and park in the town. You may drive your motor bike to the School after you have passed your MOT test or on gaining your RAC/ACU Proficiency Certificate, providing permission has been granted.

You must not offer lifts to, or accept them from, other pupils UNLESS special permission has been given. Both the parents of the driver, and of those whose children wish to be driven, need to inform the School in writing, accepting the arrangement, and the procedure must be fully completed and processed before the arrangement can be applied. The concession applies to travel to and from school only.

Cars and motor-cycles may in no circumstances be used during the school day without special permission.

Sixth Formers wishing to have driving lessons during school time must give a letter of request to their tutor from a parent or guardian. Driving lessons may be arranged during study/free periods, break and lunch hour, but may not interfere with a lesson or other school commitment. Under no circumstances may a driving lesson impinge on class time. Lower Sixth pupils wishing to avail themselves of this opportunity must go through the usual procedures for missing a Library period, ensuring that a parent's letter, signed by the tutor, is given in to the Library. **Also, every time you have a driving lesson you must fill in a special book in Claridge House, giving details of your driving school.** Times of driving tests of course are fairly non-negotiable. The day tutor requires a letter of request for absence from parents, detailing the **date and time** of the test, and the time of expected return to school. Boarders should seek permission from their Housemaster/mistress, and follow the correct procedure for signing in/out.

Once the driving test has been passed no day pupil is allowed to drive to and from school unless/and until they have completed the registration procedure outlined above. All drivers are expected to drive responsibly and to stick to speed limits, especially those on school premises. Once you have passed your test and completed the registration procedure you are advised to ensure your car carries the green 'L' plate when you drive it to and from school.

Further details as in the school rules.

The School is aware of its responsibility for the safety of its students and therefore these rules are strictly enforced.

PLAGIARISM

Plagiarise - to take and use (the thoughts, writings, inventions etc. of another person) as one's own. To pass off the thoughts etc. of (another person) as one's own.

Very occasionally Sixth Formers are discovered to have plagiarised a piece of work. We would like to make it very clear exactly where the school stands on this matter.

What constitutes plagiarism in work produced at school?

1. The heavy reliance on a book without attributing it.
2. Using words, as little as a phrase or sentence, from that text book without attributing the source, either by quotation and attribution in text or by quoting and footnoting.
3. Doing any of the above with someone else's essay or piece of work with or without their consent.
4. Using sources on the internet and not attributing them.
5. Buying something (again, this could be as little as one sentence) from the internet and passing it off as your own.

If you are working on an essay which requires any degree of research, you need to keep careful notes **as you work** of which books you are using and what information comes from which book. Quotations must be clearly shown as such, and attributed to a named writer.

There is nothing wrong with using books - that's what they are for - but you **must** acknowledge your sources: get into the habit of adding a bibliography - however short - at the end of every essay.

The IB board could choose to nullify your entire IB diploma certification if you are proven to have cheated / plagiarised in one area of one of your IB subjects. Some universities ask us to inform them of any disciplinary measures we may have taken over plagiarism. This is one reason why the School takes such a firm line. The other reason is that plagiarism cuts to the roots of proper education; it represents no proper learning, simply task fulfilment.

OPPORTUNITIES FOR INITIATIVE AND LEADERSHIP

Having spelt out clearly some of our guidelines on matters of particular importance to Sixth Formers, we should also like to mention some of the chances that exist for personal development. Many of the opportunities for such development at Sevenoaks will come about through personal initiatives you take and relationships you forge. You will soon notice that you are treated with a greater sense of individuality and independence by staff and pupils alike. You will have a chance to adopt leadership roles in a variety of settings - one of which we hope will be in your various academic courses. We also list below some of the areas in which you might develop a leading role.

Prefects

Much of the day to day administration of the School is provided by the School's Prefect body. Serving as a prefect involves a whole range of challenges from assisting with many routine tasks (like managing the lunch and tuck shop queues!), to helping at School functions as well as setting an appropriate tone of behaviour for younger students. Many will also play the key ambassadorial role of meeting visitors, guests and prospective students and their parents. We believe that the vast majority of the Lower Sixth can benefit from the responsibility of being a prefect. The procedure will be outlined in the Michaelmas Term. Some prefects are elected to the position of Senior Prefect.

Sixth Form Committee

Early in the Michaelmas Term there will be elections to form the Sixth Form Committee. This is a student body, which acts as a sounding board and conduit of opinions in the Sixth Form. The Committee meets with the Divisional Heads every week and airs its views and opinions. The Committee often invites members of the School's Senior Management and other members of staff to its meetings in order to find out about (and have a say in) the running of aspects of the School.

Peer Counselling

Each year students are elected to train to become peer counsellors. This enables senior pupils to be available to talk to any member of the School from the Lower School up. Some counsellors will also help to deliver key PSD issues such as bullying and peer pressure. This has been a very successful venture that has brought benefits both to those using the scheme and those participating in it.

WHO'S WHO

Mrs Katy Ricks (CLR)	Head
Mr Mike Bolton (MJB)	Undermaster
Miss Theresa Homewood (TMH)	Deputy Head (Pastoral)
Dr Chris Greenhalgh (CDG)	Deputy Head (Academic)
Mr Neil Tetley (NPT)	Deputy Head (Co-Curriculum)
Mr John Sprague	Director of IB
Mr N Haworth (NTH)	IB Diploma Coordinator
Miss Audrey Franks (AAF)	Director of School Administration
Mrs Sarah Williamson (SXW)	Director of Information Systems
Mrs Arabella Stuart (AMS)	Director of Admissions & Communications
Mr Pete Kino (PIK)	Divisional Head-Caxton
Dr Matt Edwards (MTE)	Divisional Head-Fenton
Miss Helen Tebay (HPT)	Divisional Head-Wordsworth
Rev Nicholas Henshaw (NNH)	Chaplain
Mr Andy Waldron (AW)	Sixth Form Registrar
Mr Gavin Dinsdale (GRD)	Director of Physical Education and Sport
Mrs Tracy Hardcastle (TSH)	Manager (Sennocke Centre)
Mrs Pat Kino (PK)	Head of Library
Mrs Marie Thomas (MET)	Head's PA
Mrs Rita Burton (RMB)	Deputy & Divisional Heads' Secretary
Mrs Lucy Whistler (LJW)	Office Manager
Mrs Melanie Roper (Regist6)	Sixth Form Admissions Assistant
Mrs Ruth Greenhalgh (RAG)	Director of Higher Education & Careers
Mrs Wendy Heydorn (WJH)	Assistant Director of Higher Education
Mrs Julia Douglas (JD)	HE Adviser for international university applications
Mrs Charlotte Glanville (CEG)	HE Adviser for English, History and Philosophy
Dr Christopher Martin (CRM)	HE Adviser for Sciences, Medicine, Dentistry and Veterinary Science
Mr David Vaccaro (DJV)	HE Adviser for Mathematics, Engineering, Physics, Computer Science and Finance
Mrs Karen Henry (KRH)	UCAS & Examinations secretary
Mrs Barbara Shirreff (BLS)	US Universities Admissions & Careers secretary

SCHOOL HOUSES/TUTOR GROUPS

CAXTON DIVISION Divisional Head: Mr Pete Kino (PIK)

Tutor		Room
MTC	Miss Maureen Connolly	PL5
JDD	Mr Jon Drury	ML1
DJV	Mr David Vaccaro	OS2
PLR	Mr Paul La Rondie	OS13
AJM	Mrs Alison Maynard	ML8

Boarding Houses

IC	Mr Nigel Connell (NKC)	ML5
	Dr Steven Owen (SMO)	
	Mr Will Vincent (WRV)	
	Mrs Elaine Connell (EC)	
	Mr Andrew Cornah (AXC)	
PGU	Mrs Liz Bassett (EMB)	OS11

WORDSWORTH DIVISION Divisional Head: Miss Helen Tebay (HPT)

Tutor		Room
SC	Mr Simon Carr	M7
KLP	Mrs Kerry Pitcher	M4
AMS	Mrs Arabella Stuart	M6
AW	Mr Andy Waldron	M15
AGW	Mr Adrian Wilson	S2

Boarding Houses

GIH	Mrs Nichola Haworth (NJH)	PL1
	Mrs Louisa Redford (LAR)	
	Miss Alice Tully (AET)	
Johnsons	Mr Jeremy Wyld (JDW)	MLCR
	Miss Marie-Laure Delvallée (MLD)	

FENTON DIVISION Divisional Head: Mr Matt Edwards (MTE)

Tutor		Room
MTB	Miss Mary Boyd	OS1
AD	Miss Anne Durnford	S5
NTH	Mr Nigel Haworth	C5
JTS	Mr John Sprague	S1
TCJ	Mr Tim Jones	OS6
NXK	Mr Neetha Kunaratnam	ML4

Boarding Houses

School House (SHU)	Mr Gareth Willis (GJW)	OS5
Sennocke House (SEU)	Mrs Kristine Lewis (KEL)	SE

SEVENOAKS SCHOOL IT CODE OF CONDUCT FOR STUDENTS

By logging onto the school's IT network, all pupils are deemed to have read the IT Code of Conduct and agreed to adhere to its terms and conditions. The code is routinely updated, with the current version available on the student portal. In essence, the school expects all users to respect the systems provided and to use them responsibly, securely and legally.

Sevenoaks School provides a range of IT systems to support the educational and professional activities of pupils, staff and visitors on the understanding that they will be used appropriately at all times. Any activity threatening the integrity or security of systems, corrupting or compromising information, threatening the reputation of an individual or the school or that contravenes the law will be subject to disciplinary action. Acceptable use includes, but is not restricted to, the points detailed below. The code is updated routinely and the latest version is available on the student portal.

Network and Data Security

- The security of IT systems at Sevenoaks School, whether owned by the school or other organisations or individuals, must not be compromised. Pupils may not disconnect any item of computer equipment from the school's IT networks, nor are they authorised to install any equipment onto the school network or software on school owned equipment. Activities that compromise the performance of the network, such as peer-to-peer networking, torrent downloads and networked game playing, are prohibited. Pupils are expected to use the school's filtered network for all internet access in school to protect them from potential harm derived from unfiltered access to the internet by internet phone, 3G or similar methods.
- This code covers all access by pupils to or through school owned systems by pupils using their own portable or handheld devices (e.g. laptops or other mobile devices connected to the wireless network, smartphones synchronized with school email accounts). Personal portable devices used to access school data and systems must be protected by automatic locking and passcodes.
- Access to the network may only be made using the authorised account and password issued to that user, which must not be shared with other people. To protect themselves, pupils should never leave a network account logged on at an unattended machine, and pupils must always log off when finished, whether accessing systems in school or remotely.
- Malware (viruses and spyware) must not be introduced to school systems, maliciously or inadvertently.

- Pupils may not use front-of-class equipment provided for teaching staff in classrooms unless under the supervision of teaching staff. Audiovisual equipment (data-projectors, speakers, sound systems) must not be used by pupils to play music from, e.g. iPods, MP3 players.

The Law

- All users are subject to legal frameworks including the Data Protection Act and Data and Computer Misuse Acts. Copyright and intellectual property rights must be respected.

Personal Use

- Use of school systems for personal financial gain, gambling, political purposes or advertising is forbidden.
- Whilst systems are primarily made available to support the school's educational activities, pupils (especially boarders) may use the school network for communication during certain times of the day, subject to restrictions for time and content.
- Users of the school systems may not store large volumes of personal emails and data (e.g. multimedia music or image files) on the school's network.

Communication

- Users are responsible for the e-mails they send and for contacts they make; email should be written carefully and politely. As messages may be forwarded, email is best regarded as public property. Anonymous messages, emails sent from another user's account, chain messages and all-pupil emails must not be sent. To SXW June 2011 add a notice to the Daily Bulletin for mass communication in school about lost items of value, contact Mrs Heritage at Claridge House Reception or at lfh@sevenoaksschool.org
- School systems must be used for all online communications between staff and pupils. For the protection of staff, pupils and the school, social networking sites like facebook and other public forums should not be used for communication between staff and pupils. Students become leavers from September following their final term at school.
- All users are expected to check email accounts daily during term time.
- Users are responsible for deleting old and non-essential email messages (both sent and received) every term and must ensure that their account file space limits are maintained and work backed up. Users will be expected to reduce storage volumes on their email accounts if they exceed acceptable quotas, as determined by the IT Service Department.

Printing

- The school is committed to reducing environmental and other waste and to lowering its CO2 emissions; all users are therefore expected to keep printing to a minimum to save paper, toner ink, printers and power.
- The use of the school printers for multiple copy printing is forbidden. School printers may not be used for personal printing by day pupils.

Online Activity

- The school reserves the right to block and/or restrict access to certain websites on the grounds of inappropriate content, excessive bandwidth or timing. Requests to unblock restricted sites can be addressed to the Deputy Head Pastoral (tmh@sevenoaksschool.org) or Director of Information Systems (sxw@sevenoaksschool.org).
- Covert filming, photography or audio recording of any member of the school community is forbidden. The distribution or dissemination of materials by any means captured in this way is a serious breach of this Code of Conduct and will be viewed as cyberbullying if it causes humiliation or offence.
- Care should be exercised to support the good reputation of the school, staff or other pupils when recording information on social networking pages or other public forums.
- Information about the school should not be recorded on pupils' social networking pages or other public forums. You are advised not to disclose personal details on these sites to protect yourself from fraud, theft, abuse or access by external organisations that may base personal references on the information you post.
- If you have inadvertently accessed inappropriate material, would like to report abuse or are concerned about something you have seen online, please speak to the Deputy Head Pastoral (Miss Homewood), your divisional head, housemaster or housemistress or your tutor.

The school may exercise its right by electronic or other means to monitor the use of the school's computer systems by checking websites accessed, intercepting e-mails and deleting inappropriate material if it believes unacceptable or unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised, unlawful or inappropriate.

CODE OF CONDUCT FOR IB STUDENTS

The IB diploma course demands high academic standards, but there is also a strong emphasis on taking responsibility. This code of practice presents the school's expectations of pupils' work and conduct.

Intellectual Honesty

The IB and the school expect candidates to show intellectual honesty in the completion and submission of all work.

Avoiding Plagiarism

Plagiarism is the presentation of someone else's words or images as one's own, in whole or in part, without acknowledgement. It is perfectly acceptable to use someone else's words or ideas, provided that the source of the information is acknowledged. Changing the order of words or phrases or the order of the original sentence and failing to cite the source is still regarded as plagiarism.

As an IB student I will:

- comply with all coursework regulations and internal school deadlines

Failure to comply with the regulations may have serious consequences. A failure to meet the school's internal deadlines may result in an incomplete draft of your work being sent off to the board.

As an IB student I recognise that:

- the text, images or ideas of another person, if incorporated in my work, must be acknowledged
- I must not give my own work to another pupil knowing that it may be used in assessed work
- apart from group work specified by the board or a teacher, producing an assignment with another person is 'collusion' and therefore against exam board regulations
- all work that I submit for assessment must be authentic, and failing to sign a declaration to this effect may result in my work not being assessed
- it is also a breach of regulations to bring unauthorised material into any exam