Warwick Academy

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Sixth Form Student Handbook 2026-2027

SO MUCH MORE THAN A PLACE TO LEARN

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Behavioural Expectations

During Y12 at Warwick Academy, students begin the two-year Sixth Form programme. Successful students will go on to Y13 to continue their studies in the IB Diploma, IB and/or BTEC Individual Subjects or IB Career-related (BTEC) Programme courses. All students will be expected to conduct themselves in an appropriate manner. The following points are for clarification purposes and do not represent an exhaustive list.

Student behaviour:

- All Sixth Form students are expected to behave as responsible adults and follow the same standards adhered to in a typical business environment.
- Students will display courtesy and common sense in their dealings with each other, faculty, and members of the public, both in and out of school.
- Inappropriate language will not be tolerated. This includes playing music that contains inappropriate lyrics out loud.
- All students should be aware that the privilege of being able to choose where they spend their study periods will be withdrawn if not used effectively.
- A record of student transgressions will be sent to and monitored by the Head of Sixth Form and the Assistant Head of Sixth Form. Continued failure to work within the guidelines of the school may lead to Academic and/or Behavioural Probation.

Punctuality/sign in and out system:

- All students are expected to attend all classes punctually and to arrive at school in time for the start of their first lesson of the day. Students must sign in at the start of the day.
- No student is to leave the school premises during lesson times seeking permission from the Head or Assistant Head of Sixth Form, and signing out. They must always sign back in when returning.
- Some Sixth Form students will receive privileges. Privileges mean a student can arrive to school after 8:20am (as long as in time for their first lesson of the day), or leave after their last lesson of the day (which may be before 3.30pm). Privileges do not excuse students from year assemblies/Uprep sessions etc.
- Privileges are given to students who; demonstrate a good work ethic in study periods; achieve good effort grades for their subjects; submit assignments and homework on time; and are on track to meet their point totals/grades in subjects.

Cell phones, laptops & electronic devices:

- If any electronic devices are brought to school, they must be used in a manner that does not inconvenience or annoy others. The school will not be responsible for the loss of any of these items.
- When in a study period, electronic devices should be on silent mode.
- Electronic devices will be confiscated (and demerits/detention issued), if used in areas of the school other than Barber Hall. This includes headphones.
- **Private phone calls or text messages are not permitted during homeroom and lesson times, meetings or assemblies.**
- As per our Brick2Click approach, Sixth Form students need a Microsoft compatible personal laptop that they bring to school.

- Student must follow our Mobile Device Policy and Internet Usage Policy which are in place to ensure appropriate usage of our network and internet.
- The internet is filtered and monitored to safeguard our students when at school; any attempt to bypass these by using a VPN is prohibited.

Lunch & Recess Arrangements:

- Y12 and Y13 are to eat their lunch in Barber Hall, or on the benches outside. Students are expected to keep the area tidy.
- Students can go to Lindo's at recess; they may also go to Four Star etc. at lunch.

Barber Hall:

- Visitors to Barber Hall are strongly discouraged and must be approved by the Head of Sixth Form in advance.
- All students are responsible for the return of textbooks and school property in good condition; students will be billed for any resources lost or damaged.
- Lockers are the responsibility of the students.

Bikes:

- Students will exercise due care and caution while entering and leaving the school grounds on bikes, and park only at Barber Hall (unless otherwise arranged with the Head of Sixth Form or the Assistant Head of Sixth Form). **Students riding in a dangerous manner will lose the privilege of riding a bike to school for a minimum of 3 days but possibly longer at the discretion of the Head of Sixth Form. They will also receive demerits** (see demerits).
- Students may not tow each other to or from school; helmets must be secured properly.
- Students leaving the school grounds at the end of the day on bikes, may not do so until 3:40pm.
- Students wearing skirts on bikes need to wear cycle shorts (or similar) under their skirt.
- All students wishing to bring vehicles to school must sign the vehicle code of conduct form.
- Any student wishing to park a car at school must submit the vehicle code of conduct form and must park by the pool.

Responsibility:

- The school expects students to take responsibility for their own learning, with support from teachers (especially Homeroom Tutors, the Guidance Counsellor, the Futures Coordinator, the Director of Sixth Form Studies, the Assistant Head of Sixth Form and the Head of Sixth Form).
- Responsible behaviour includes:
    - preparing for all classes
    - being punctual
    - perseverance with academic studies
    - observing attendance regulations
    - meeting all deadlines
    - respect for the physical environment
    - loyalty to the school's values and policies
- **Students missing lessons due to illness or permitted absence, are required to consult with staff regarding "making up" the work. This is to be completed in the student's own time. Students are expected to be pro-active about the collection of work, via teachers or fellow students.**

Private study

- If students are studying in school during school hours, they should be in the Barber Hall common rooms, unless teacher permission has been given for students to study elsewhere.
- There will be no set schedule for homework assignments, but students can expect up to two assignments per subject per week. Students should use as a guide, 2 hours of private study for every hour spent in class. Commitment and dedication are key to success in the Sixth Form.

Tolerance and helpfulness:

- Students are expected to exhibit tolerance towards all others, regardless of gender, sexual orientation, nationality, ethnicity or religion.
- The school also expects students to be helpful to each other, both in connection with academic work and in personal matters.
- Bullying of any description is strictly forbidden and may, at the discretion of the Principal, result in expulsion from Warwick Academy with a loss of all fees paid to date.
- Warwick Academy is bound by the Children Act of 1998 to report any instances of child abuse. Any concerns should be forwarded immediately to the Deputy Head for Discipline & Pastoral Care (Child Protection Lead).

Absences and tardiness:

- There is a register taken when students enter and leave the school premises. A summary of this is formally recorded on each academic report. Be aware that some universities are sent academic reports.
- **Any student truant from a class, study period, afternoon activity, U-Prep, assembly, or school, will receive between 2 and 6 demerits depending on the severity of the incident. In-School Suspension (ISS) may also be applied, at the discretion of the Head of Secondary, and a copy put on the student's file.**
- Official school holidays will be observed – **prolonged holidays are <u>not permitted</u>*.***

Alcohol, drugs, vaping and smoking:

- Warwick Academy has a zero-tolerance policy with respect to Tobacco, Vaping and Drugs on school property or during an off-site school activity. The policy is available on the school website should you require further clarification. The policy should be seen within the wider context of the School's Wellbeing Programme.
- Students are banned from bringing to school any item that staff feel could be a danger to themselves or others. Staff have the right to conduct a search (as per the school search procedures), if they have reasonable grounds for suspecting a student may have a prohibited item in their possession.

Positive Behaviour

Rewards

Emails home
House Points
Privileges

Demerits

Students who fail to follow the rules of conduct will be given demerits. These will be recorded by Friday of each week and students will be informed that they have been given demerits.

0 demerits

- Missing coursework deadline Y10-13 (immediate homework detention)

1 Demerit:

- Chewing gum
- Excessive talking
- Inappropriate use of technology
- Jewellery infraction
- Late to class (unexcused)
- Littering anywhere on the school property
- 1 Misc. – please state reason
- Not returning a form/report
- Poor effort in class
- Talking in assembly
- Unprepared for a lesson (books, writing, apparatus, paper).
- Unsatisfactory work
- Uniform infraction

2 Demerits:

- Inappropriate use of technology
- 2 Misc. – please state reason
- Missing a personal detention
- Missing rehearsal
- Off Activities
- Late to school (unexcused)
- Plagiarism

4 Demerits:

- Defacing property
- Disruptive/offensive behaviour
- Off activities 3rd time
- Plagiarism
- 4 Misc. – please state reason
- Sent out of class
- Wilful disobedience

6 Demerits:

- Dangerous behaviour in a classroom

- Dangerous driving
- Inappropriate use of technology (phone confiscated for 1 week and Saturday Detention given)
- Plagiarism
- 6 Misc. – please state reason
- Teacher/Student disrespect – obscenities, bullying and harassment of any nature
- Truancy from class/school

10 Demerits:

- Dangerous/anti-social behaviour/drugs, alcohol/ theft/fighting (to be accompanied by an incident report/may result in student being removed from class/expulsion from school and only ST to enter)
- 10 Misc. – please state reason (only ST to enter)

All students may work off demerits or remove them by voluntarily attending a Saturday detention (6 demerits removed).

Parents will be informed of the student's demerit totals as follows:

- **6 demerits** – **the student will be required to serve a detention on Saturday** from 9.00am – 11.00am; it is the responsibility of the student to bring appropriate study materials to the detention. **Upon completion of the detention, 6 demerits will be removed from the student's total.** Students should meet the teacher on detention duty at the roundabout by the PPMH.
- **25 demerits** - a meeting will take place with the student, parents and Head of Sixth Form.
- **50** demerits - may result in meeting with Deputy Head Pastoral and/or relevant staff.

Missed Homework:

Sixth Form students who receive a missed homework email (also sent to parents) will automatically lose their privileges until the work is submitted to the subject teacher concerned. All students with missed homework will attend **Homework Detention** from the end of the last class until 5.00pm in Barber Hall (Homework Detention runs Monday through Thursday, not on Friday). Missed homework will be recorded but **no demerits** will be given, therefore no demerits are removed when the Homework Detention has been completed. Demerits are issued when a student fails to attend Homework Detention.

Sixth Form students who miss a coursework deadline will automatically be placed in Homework Detention until the work is submitted to the subject teacher concerned. Missed coursework will be recorded but **no demerits** will be given, therefore no demerits are removed when the Homework Detention has been completed. Demerits are issued when a student fails to attend Homework detention.

In the unlikely event that students fail to adhere to the above guidelines, fall behind with their work, or are persistently absent, the following will occur:

- Head of Sixth Form will issue a formal warning to the student and a letter will be sent to parents, with a copy placed in the student's file
- If inappropriate actions continue, the student and his/her parents will meet with the Head of Sixth Form and enter a period of two-week probation
- Any further inappropriate actions may result in the student being asked to leave Warwick Academy Sixth Form with a loss of all fees paid to date

Process for students not meeting deadlines

Teacher Level – Class Teacher

- Student kept in
- Demerits issued
- Parents contacted via demerit system

Department Level – HOD

- Department remedy – student kept in
- Further parental contact by HOD

Pastoral Level - Homeroom Tutor

- Informed of outstanding work and remedy by Class Teacher and/or HOD

Head of Sixth Form/Assistant Head of Sixth Form

- Homework Detention – via the demerit system
- Formal meeting with parents
  - Daily report card and/or:
  - A contract signed by the student related to meeting deadlines and completing the outstanding work

Deputy Head Pastoral/Curriculum

- Internal School Suspension – to complete work
- Further meeting with parents if necessary

Dress Code

The ethos of the programme is a business environment. There will be formal days when all students will be expected to come to school in formal business attire. The good reputation of Warwick Academy is well deserved and students in our Sixth Form need to project a professional appearance.

- White polo shirt (light blue for student leaders) with the following logo: **Warwick Academy Sixth Form**

- Plain navy blue or grey cardigan (for colder days). Navy blue Warwick Academy sweat tops or fleeces, supplied through the school. These have the same logo as the polo shirts. Any other type of garment other than those mentioned here is not allowed. School fleeces and sweat tops may be worn in assembly.

- Navy blue or khaki trousers, Bermuda shorts, slacks, skirts (very short skirts are not acceptable – they must be no more than 4" above the middle of the knee). Plain knee or ankle socks in navy blue, white or black. Students should not wear 'skinny jean' style trousers or denim.

- Jewellery is to be discreet and suitable for a business environment, not excessive. Students should not have visible tattoos. Exposed piercings in the eyebrow, tongue, etc. are not part of a business environment and should not be visible. Students are permitted to wear one small stud nose piercing.

- Helmets and outer rain wear are to be left in locker room during the day.

- Shoes for both males and females should be smart leather or suede (no smart sneakers). Boots or flip-flops are not to be worn.

- Hair should be of a natural colour and be neat and appropriate for a business environment. Hairstyles that do not honour the policy ethos of what you would find in a business environment are not acceptable.

- Uniform infractions will be sanctioned through demerits for each offense. Depending on the severity of the infraction, students may be asked to go home to change and then make up work.

- Facial hair: any facial hair should be well maintained (this means what the Head of Secondary/Head of Sixth Form consider to be well maintained). Students are not permitted to shave lines in their hair or eyebrows.

- PE kit may be worn for Thursday activities, but the correct school PE uniform must be worn: Warwick Academy Sixth Form sweatpants are now available, in addition to Warwick Academy t-shirts and shorts. House shirts should only be worn for house events.

Sixth Form uniform can be ordered through the School Shop, or purchased at the Bearly New second-hand shop.

Progressing from Year 12 to Year 13

1. Average a pass in their subjects; minimum total point score of 15 points (5 subjects), or 18 points (6 subjects).
2. IBCP (BTEC) students need to achieve an average grade of a pass.
3. IB Diploma students must evidence planning of CAS Project and 100 hours of CAS.
4. Completion of Extended Essay draft for IBDP students.
5. Collaborative Project finished for IBDP students.
6. Completion of Reflective Project draft for IBCP students and meet service-learning requirements.
7. Attendance and behaviour in line with the expectations of the programme.

Only the Principal is able to grant exemptions to these criteria on medical grounds, in fully documented circumstances.

Each term, student's grades are reviewed to ensure that they are on the appropriate courses. To remain in the Diploma Programme, deadlines for Extended Essay and Theory of Knowledge must be met, as well as progressing in CAS to an acceptable standard. The Diploma status for a student will be reviewed when there is a failing condition. When students have multiple failing conditions in the Diploma Programme, they will be transferred into Individual Subjects.

Graduation Requirements

1. Minimum total points score of 15, comprised of IB Level 3 and above in a minimum of five subjects derived from internal continuous assessment and tests. NB: Students should make themselves aware of the relative weighting of all assignments and tests in advance of writing them.
2. Completion of all tasks and deadlines specified by the Director of Sixth Form Studies and subject teachers, including, but not limited to, the Theory of Knowledge course, the Extended Essay, the Collaborative Project, Geography Fieldwork and the CAS programme (around 150 hours for diploma students).
3. IBCP(BTEC) are required to achieve an average grade of a pass. They must complete their Service-learning Portfolio (minimum 50 hours), Language Development Portfolio, Reflective Project and Personal & Professional Skills (PPS).
4. Attendance and behaviour in line with the expectations of the programme.

Failure to maintain these standards throughout the year, will lead to action being taken by the Head of Sixth Form and may result in Academic Probation, failure to advance to Y13 and/or graduate at the end of Y13.

Only the Principal is able to grant exemptions to these criteria on medical grounds, in fully documented circumstances.

Transcripts:

Transcripts may be required for university applications or scholarship applications.

- University Applications – Transcript requests for university applications should be directed to the Head of Sixth Form, Assistant Head of Sixth Form, Director of Sixth Form Studies or Futures Coordinator (depending on which member of staff is helping you with your application). In the first instance these transcripts can usually be sent electronically (email or upload to university site). If/when the university requires a hard copy of the transcript, the member of staff helping you will request Mrs. McClure to send it by DHL (this needs a full address and phone number for where it is being sent to).
- Scholarship Applications – The vast majority of these are done via the Bermuda Scholarships website. Once the student has completed all of their sections, they should request Mrs. Fitzsimmons to upload their required documents via her own login. If the scholarship requires a hard copy of the transcript, this request should be made to Mrs. Fitzsimmons for her to send it by DHL (this needs a full address and phone number for where it is being sent to).

Library

Background:
The Sixth Form Library is located in the main library at the heart of the school, and is staffed with an IB-certified Librarian. The collection consists of a large variety of print and digital titles recommended by the IBO. In addition to providing our students with a broad selection of multicultural resources, our aim, at this stage, is to train them to become self-sufficient researchers and critical readers.

Print Resources:

- **Books**

The print collection consists of up-to-date books, which support the IB programme, as well as the sixth formers' needs in general. Fiction titles are selected from contemporary and classic world literature, and provide the IB learner with a variety of perspectives. Global issues are also recurrent themes in our non-fiction collection.

Online Resources:

- **Library Portal**
  It can be accessed from the school's Virtual Learning Environment (Firefly) and is updated regularly with a wealth of information in support of the programmes offered at the Sixth Form level.

- **Library Catalogue**
  Students can search our web-based Library Catalogue to locate titles from our print and digital book collection.

- **Searchable Academic Databases**
  The following full-text databases - JSTOR, EBSCO HOST, BRITANNICA ONLINE - are available to students via Firefly 24/7 and consist of a vast collection of scholarly journals and e-books.

- **Inter-Library Loans**
  The Warwick Academy Library partners with the Bermuda College Library to provide interlibrary loan services (ILL) for books and articles we do not own. Your ILL requests must be submitted electronically. Please contact the Librarian for more information (fwolffe@warwick.bm).

- **Photocopying**
  A photocopy machine is available for students to use in Barber Hall.

Student Absence and Lateness

The hours of business, like any working environment, are for the benefit of all and are there to enable everyone to be where they are supposed to be at the correct time. **Warwick Academy operates within the guidelines set by industry and students can expect their day to begin at 8.20am and finish at 5pm each and every day, without exception.**

Students also benefit from extended vacation periods, therefore visits overseas need to occur within these extremely generous time periods. Prolonged holidays into term time are both unfair and detrimental to academic success.

The following guidelines need to be followed at all times:

1. Students who are going to be absent from school for any reason, must telephone or email **the school office**. Tel: 236-1917 Email: jmcclure@warwick.bm **Please Note: Students absent for three or more days must present a medical certificate.**

2. With prior consultation with the Head of Sixth Form, absence from school may be permitted for the following: examinations, court appearances, participation in a sporting or cultural event which will bring honour to the individual and the school, and vital medical visits.

3. It is the student's responsibility to catch up on any missed work, homework assignments, lesson notes and internal examinations in their own time. This work needs to be negotiated with the subject teacher upon immediate return to school.

4. Sixth Form students are required to maintain an attendance rate of 80% in order to be eligible to pass from Y12 into Y13, or to graduate from Y13.

Unless it is an emergency, lateness to school will not be tolerated, and <u>will</u> result in disciplinary action (see demerits).

Structure of the School Day

Lesson	Times
AM REG	8.20-8.55
1	8.55-9.35
2	9.35-10.15
3	10.15-10.55
RECESS	10.55-11.15
4	11.15-11.55
5	11.55-12.35
6	12.35-1.15
LUNCH EAT	1.15-1.35
LUNCH PLAY	1.35-2.00
PM REG	2.00-2.10
7	2.10-2.50
8	2.50-3.30

Tuesday Lesson 7 & 8: KS3 Activities
Thursday Lesson 7 & 8: Senior School Activities
Friday Lesson 8: KS3 Enrichment

It is the responsibility of all students to arrive promptly to each class. Lateness to any class, and/or failure to attend any class, will result in disciplinary action (see demerits).

Students may also be required to attend additional support and extension classes after Period 8 and during registration throughout the academic year. Students will be notified of this commitment via the week ahead on the Year Group Teams Page and on the white board in Barber Hall. **U-Prep will be timetabled and students must attend.**

Academic Integrity

Philosophy and Expectations

Warwick Academy expects students to be honest in all realms of their academic school life. This policy defines our expectation regarding the morals and ethics of plagiarism and student ownership of work, particularly as they approach research at the Key Stage 5 level. We seek to educate students in the correct and ethical practice of acknowledging and using the work of others, the concept of intellectual property and the critical factor of recording the ideas of others in various formats. We do this in two ways; we teach the ethics and the workings of documentation, and ensure students adhere to their responsibilities regarding accountability for correct citation practice in all formats, including AI generated work.

The school will:

- Provide the instruction and outline the suggested recommended practice, as they teach work requiring citation. Private consultations are available through the library, on how to write citations and the ethical use of AI generated work.
- Provide support and guidance in order for students to be able to ethically research with confidence, academic integrity and honesty, when submitting work based on research
- Encourage students to be academically honest when using information from quotation, summary or paraphrase, and in any format, e.g. visual, written or oral.
- Follow the rules and regulations of the Warwick Academy Academic Integrity Policy, including the rules and regulations set by external examination bodies such as the IBO
- Set IB assignments in Managebac, with plagiarism checking software (Turnitin) enabled.
- Offer Private research consultations, provided to students through the Library, that contain a citation component and instructions on the ethical use of AI generated work.
- Provide multiple copies of official citation guides, made available from the Library.

The students will:

- Develop and use research skills in accordance with the Academic Integrity Policy.
- Evaluate the reliability and usefulness of resources.
- Reference all sources, including AI generated content, correctly in all presentations, written and oral.
- Unless specifically directed by a teacher, use proper MLA format and citations. MLA format should be used when citing AI generated content in the context of the IB Diploma Programme.
- Follow the rules and regulations of the Warwick Academy Academic Integrity Policy, including the rules and regulations set by external examination bodies such as the IBO

Plagiarism:

Definition: Plagiarism is taking credit for someone else's work and/or ideas. For example:

- Copying directly from another's work and claiming it as your own.
- Omitting citation within the body of the work.
- Lack of consistency between citations within the body of the work and the Works Cited.
- Paraphrasing and summarising another's work without acknowledgement.
- Copying or permitting another student to use your work, including electronic files, in order to submit it as their own.
- Collaborating on assignments with shared information and claiming it as your own.
- Claiming AI generated content as your own.

Plagiarism can be avoided by:

- Handing in your own work.
- Following Modern Language Association guidelines and recommendations for citation, for both quotations and works cited. When citing AI generated content, students must clearly reference the AI tool in the body of their work and add it to the bibliography. The in-text citation should contain quotation marks using the MLA referencing style and the citation should also contain the prompt given to the AI tool and the date the AI generated the text. The same applies to any other material that the student has obtained from other categories of AI tools, for example, images.
- Not waiting until the last minute to complete correct citation and accurate and completed works cited list.

Response Structure to Suspected Plagiarism - **Y12 and 13**

IBDP Years Warwick Academy fully supports IBO Rules and Regulations. Students and parents agree to abide by both the Warwick Academy Academic Integrity Policy in conjunction with the IBO Rules and Regulations.

- Teacher meets with student to gather information and HOD and SMT where relevant.
- If needed, teacher will review this policy document with student and redirect to citation guide. In addition, consult the IBO Rules and Regulations.
- Student resubmits work.
- HOY and HOD notified.
- Deputy Principal: Curriculum notified.
- Teacher awards plagiarism demerits if appropriate, or work infraction.
- Parent notified through demerit system via email.

The **Academic Integrity Policy** is available on the school website should you require further clarification.

Sixth Form Student Questionnaire

Ask yourself the following questions throughout the following year and answer them honestly:

1. Are you prepared to do at least three hours of private study work per day?
2. If you "finish" the set work early, are you likely to use the extra time to do extension reading/research?
3. Is the amount of time you spend on each subject over the week approximately the same or is one subject taking up the bulk of your time and is this by choice or necessity? Are you shying away from areas you find difficult or are you finding an area of real aptitude you may wish to continue at university?
4. Are you reading around the subject, not just text or set books, but also specialist magazines etc.?
5. Do you prepare for lessons, not just when asked? Do you contribute to lessons?
6. Are you pigeonholing knowledge or cross-referencing between subjects?
7. Are you reading a selection of quality newspapers/watching TV documentaries etc., to maintain a GENERAL knowledge?
8. Are you cultivating hobbies and interests that you will be able to talk about in interview?
9. Are you maintaining an interest in other subjects, e.g., scientists, are you reading quality literature?
10. Are you going to museums, art galleries, exhibitions, concerts, and theatre, not just in Bermuda but any time you are abroad?
11. Are you alert to courses/jobs/universities etc.; are you talking to the staff about their interview experiences, are you prepared to visit college campuses with the school trip, are you using the internet and email to build up a folio of information about the opportunities for further education?
12. If you have a career in mind, what are you doing about holiday work experience? Remember that if you still have not yet decided on a career, any work experience helps to fill out your personal profile.
13. If you have a career in mind, do you know the qualifications it demands?
14. Have you worked out a revision programme that suits you? Do you keep to it?
15. Are you using the school and community facilities to the full?
16. Do you know where to find books and magazines relating to your subjects in the Resource Centre/Internet, etc.?
17. Have you developed the necessary skills to take your own notes and organise them when being presented with a lecture by your teacher?

Do Not Panic! These questions are to guide you along the right lines.