



KHALSA SIXTH REDBRIDGE Student Handbook 2025 – 2026

Update - 1/10/25





Welcome from the Head of Sixth Form

It is my great pleasure to welcome you to Khalsa VI Redbridge at Atam Academy. Joining the Sixth Form marks the beginning of an exciting stage in your journey, one that offers greater freedom, responsibility, and opportunities to shape your future.

The years ahead are not just about gaining qualifications; they are about discovering who you are, what drives you, and how you want to make your mark on the world. At this stage of your education, you will be encouraged to think more independently, develop your own voice, and challenge yourself to reach new heights.

At Khalsa VI Redbridge, we place equal value on academic achievement and personal growth. You will be supported by experienced and passionate teachers who are here to guide you, stretch your thinking, and help you achieve your ambitions. Alongside your studies, you will be encouraged to take part in leadership roles, enrichment opportunities, and extracurricular activities that will develop your character, broaden your experiences, and prepare you for life beyond school.

This is your opportunity to take ownership of your learning and to make choices that will shape your next steps; whether that leads to university, apprenticeships, or the world of work. The more you invest in these years, the more rewarding your journey will be.

I encourage you to approach every challenge with resilience and curiosity, and to make the most of the opportunities available to



you. I look forward to watching you grow, succeed, and prepare with confidence for the exciting future that lies ahead.

Mrs. M. Virk

Head of Sixth Form
Khalsa VI Redbridge, Atam Academy

Sixth Form Tutors

12A	Mr. Moseray
12T	Mrs. Ahmed / Mrs. Bharaj
13A	BVA

Sixth Form Subject Teachers

Biology	
Business BTEC	
Business A-Level	
Chemistry	
Computer Science	
Design & Technology	
Economics	
English Literature	Mrs. Virk / Mrs. Mohamed
Further Maths	
History	
Mathematics	
Physics	
Psychology	Mrs. Ahmed
Sociology	Ms. Craine / Mrs. Virk
Sports and Exercise Science BTEC	Mr. Allen / Mr. Virk / Miss. Weston



Timings of the School Day:

	Monday	Tuesday	Wednesday	Thursday – Friday
Tutor Time	8:20 – 8:40	8:20 – 8:40	8:20 – 8:40	8:20 – 8:40
Period 1	8:40 – 9:40	8:40 – 9:40	8:40 – 9:40	8:40 – 9:40
Period 2	9:40 – 10:40	9:40 – 10:40	9:40 – 10:40	9:40 – 10:40
	<i>Break time 10:40 – 11:00</i>			
Period 3	11:00 – 12:00	11:00 – 12:00	11:00 – 12:00	11:00 – 12:00
Period 4	12:00 – 13:00	12:00 – 13:00	12:00 – 13:00	12:00 – 13:00
	<i>Lunch time 13:00 – 13:40</i>			
Period 5	13:40 – 14:40	13:40 – 14:35	13:40 – 14:35	13:40 – 14:35
Period 6	14:40 – 15:35			
Tutor Time	15:35 – 15:50	14:35 – 14:50	14.35 – 15:25	14:35 – 14:50

Sixth Form Tutor Time Schedule:

Year Group	Monday	Tuesday	Wednesday	Thursday	Friday
Year 12	Secular Assembly	Brain Sparks: Quick Debates and Sharp Thinking	Spiritual Assembly	Policy & Perspective: Politics Reading & Discussion	Future Focus: exploring universities, apprenticeships, and careers
Year 13	Secular Assembly	Future Focus: mapping your route beyond year 13	Spiritual Assembly	Policy & Perspective: Politics Reading & Discussion	Brain Sparks: Quick Debates and Sharp Thinking

PM Tutor Time Schedule	Monday	Tuesday	Wednesday	Thursday	Friday
Year 12 & 13	Class Charts Silent Reading	Class Charts Silent Reading	Class Charts PSHE Lesson	Class Charts Silent Reading	Class Charts Silent Reading



Attendance and Punctuality

Good attendance and being on time are really important in Sixth Form. Attending all your lessons, tutor time, and assemblies helps you learn the skills and knowledge you need to do well in exams and coursework. It also shows universities, colleges, and employers that you are responsible, reliable, and committed; qualities that make a strong first impression on any post-18 application.

Tutor time and assemblies are also mandatory. These sessions are when your tutor monitors your progress and helps you develop skills beyond the classroom.

Appointments and Absences

Appointments like dental, optician, or driving lessons should not usually be booked during lessons. If you do need to miss school, make sure you inform your Sixth Form Manager, form tutor, and subject teachers. It is your responsibility to catch up on missed work, notes, and worksheets.

Acceptable Reasons for Absence

You may be absent for the following reasons, but you will need proof such as a letter or appointment card:

- Medical, hospital, or dental appointments that cannot be arranged outside school time
- University/ Job interviews
- Bereavement/funeral of a family member or close friend
- Work experience approved by the school
- Court appearances, probation meetings, or appointments with a personal advisor
- School trips or activities planned by the school
- External exams



- Driving tests
- Religious holidays (applied for in advance)

Unacceptable Reasons for Absence

These will not be accepted as valid reasons to miss school:

- Driving lessons
- Holidays during term time
- Part-time work not part of your course
- Personal problems (unless supported by Pastoral Team)
- Non-emergency appointments
- Sleeping in or missing transport
- Family outings, birthdays, or leisure activities
- Minor aches or pains
- Working at home instead of attending lessons, tutor time, or assembly
- Frequent care responsibilities without alternative arrangements
- Music festivals or other leisure events during term time

Attendance Monitoring

Attendance is recorded electronically in lessons, assemblies, and tutor time. Your form tutor will follow up any absences. If lateness or absence continues without a valid reason, you will meet with the Head of Sixth Form, and your parents will be informed.

- If you are ill for more than five days, parents/carers will need to provide medical evidence.
- Students absent for more than 20 consecutive days may be legally removed from the school roll.



Leave of Absence

- Employment during school time cannot be approved, unless it is school-arranged work experience.
- Reasonable leave can be granted for open days and interviews, but you must arrange this in advance with the Sixth Form Manager and Attendance Officer.

The Importance of Tutor Time

Tutor time is a vital part of your Sixth Form journey. It is more than just “registration”; it is where you begin each day with focus, guidance, and support. Being on time and present allows you to:

- Be registered and have your attendance recorded accurately.
- Stay informed about key announcements, deadlines, and opportunities.
- Build a strong connection with your form tutor, who plays a central role in your Sixth Form experience.

The Role of Your Form Tutor

Your Form Tutor is your first point of contact in Sixth Form. They are responsible for supporting your learning, wellbeing, and personal growth. They will get to know you as an individual; your academic strengths and areas for development, your contributions to Sixth Form life, and your achievements both inside and outside the academy.

This knowledge is essential when tutors write references for university, apprenticeships, or employment, and forms part of your annual report.



Through regular attendance at tutor time and open communication, your tutor can identify any difficulties you may face, whether academic or personal, and ensure the right support is in place.

What Tutor Time Aims to Do

Tutor time is designed to:

- Foster positive attitudes and resilience.
- Develop personal life skills and independence.
- Encourage you to take responsibility for your learning and behaviour.
- Create an atmosphere that is focused and conducive to learning.

Most importantly, tutor time underpins your success in Sixth Form, helping you to reach; and even exceed your potential.

Tutor Responsibilities

Your tutor will:

- Ensure attendance and punctuality expectations are consistently applied.
- Monitor your academic progress and log key interactions on Unifrog.
- Check that you meet the Sixth Form dress code.
- Support your organisation, including regular folder and work checks.
- Foster integration within the group and encourage participation in extracurricular opportunities.
- Deliver the PSHE programme, giving you insight into personal, social, health, moral and career issues; preparing you for higher education, employment, and adult life.



Your commitment:

Be punctual, be prepared, and engage fully in tutor time. This is the foundation of your Sixth Form experience, and your attitude here will set the tone for your success.

Spiritual Assemblies

All sixth form students are required to attend the weekly Spiritual Assembly in the Darbar Sahib. This is an important part of our school ethos and community life.

When entering the Darbar Sahib:

- Head coverings are compulsory for all students.
- Shoes must be removed before entering the hall.

We ask all students to show respect and follow these expectations to maintain the sanctity of the space.

Dietary Expectations

Our school is committed to creating an inclusive and respectful environment. To support this:

- No meat, fish, or eggs are permitted on site.
- We are a nut-free school to ensure the safety of all students.

Students must bring only vegetarian, egg and nut-free food and snacks into school. Please check ingredients carefully to help us maintain these standards.



Being a Student in a Sikh-Faith School

As a student in a Sikh faith school, you are part of a community built on shared values that guide everything we do. The Sikh principles of Chardi Kala (Resilience), Pyaar (Love), Sat (Truth), Santokh (Contentment), Daya (Compassion), Dharam (Righteousness), and Himmat (Courage) shape our learning, behaviour, and relationships.

These values underpin our expectations in lessons, assemblies, and daily interactions, reminding us to act with respect, kindness, and integrity. By living these values, we grow not just academically, but as compassionate and responsible individuals who contribute positively to society. Our Darbar Sahib is open for students every lunchtime.



Articles of Faith

What is allowed?

Students are allowed to wear one proportionately sized kara with no sharp edge.

Students who have received Amrit must wear their kirpan under their uniform.



What is not an article of faith and can be removed?

Hair tidy(slyee) - this cannot be tucked into their dastar and can be removed if needed.

Prayer beads (malay) - students should not be wearing them to school. If they wish to use them, they will be available for use in the Darbar Sahib at lunch time.



Keeping You Safe at ATAM Academy

Our Commitment

At ATAM Academy, your safety and well-being come first. All staff, volunteers, and visitors are expected to help keep you safe.

Pastoral Support

- You'll have a form tutor who is your first port of call.
- We have a strong pastoral support system to help you with any issues or worries.
- Tutors and staff keep in touch with your parents or carers when needed.
- Interventions to help you manage emotions, build healthy relationships, and deal with stress.
- If you need help that we can't provide, we'll refer you to outside experts.

Keeping the Academy Safe

- We have clear policies for safeguarding, child protection, self-harm, radicalisation, e-safety, bullying, racism, discrimination, and whistleblowing.
- Our behaviour policy sets clear expectations and rewards good behaviour while addressing problems fairly.
- Staff supervise the end-of-day dismissal and monitor the local area to keep you safe.
- Attendance is closely checked, and parents or carers are contacted if you are absent without notice.





- Staff are regularly trained in safeguarding, and we have four trained Designated Safeguarding Leads (DSLs).
- We work closely with the local police to keep everyone safe.

Learning About Safety

- LEARNING FOR LIFE (PSHE) lessons cover topics like bullying, assertiveness, online safety, and healthy relationships.
- Important safety messages are also shared in assemblies and form time.

Senior Safeguarding Team

Designated Safeguarding Lead	Mr. Sahota 
Senior Deputy Designated Safeguarding Lead	Mrs. McCallister 



Life at Khalsa VI Redbridge

We appreciate that students need an environment in which they can be successful both academically and personally. We also recognise that we are preparing you for a job market that is constantly developing and changing.

With this in mind, we have tailored the support we will provide to you so that it will encompass a variety of experiences, challenges, opportunities and life skills in order to allow you to successfully compete on a local, national and even international stage to realise your aspirations.

Tailored Support

Support will be offered and available to you whether it be academic or pastoral. It is important that you are supported and equipped with skills to make your own decisions.

Enriching experiences

We will ensure that we offer you a wide range of real-life experiences that will enable you to have an enriching and valuable time with us. These could include visits to other cities as well as visits to workplaces.



Behaviour

- The school behaviour code applies to all Post 16 students.
- Students should not become involved in disputes with or between younger pupils or peers in sixth form.
- Report any incident to a member of staff.
- No smoking or vaping in or around the school premises, including in the surrounding residential area.
- Students must not take photographs, film or record a lesson or conversation with staff or students unless this has been agreed in advance.

- Mobile phones must not be used in lessons unless for a specific learning activity as instructed by the teacher.
- Student behaviour in lessons must not adversely affect the learning in any way.

Opportunities

It is our role to expose you to as many higher education providers and workplaces as possible; we will build your portfolio of experiences so that you are fully equipped with knowledge and understanding of how a variety of establishments operate and the skills needed to be a success in each of those.

Independence

Promoting independence in the way you work and the way you conduct yourself is important to us. We want you to leave us with an extensive range of skills that will allow you to continue to go from success to success.

Sixth Form Areas- Common Room and Study Room



- Students are expected to look after the Sixth Form area, ensuring that it is a comfortable working environment for all and that there is no littering or damage to displays, furniture or equipment. There will be a year group rota for cleaning, and keeping the common room
- Any accidental damage should be reported to Mrs. Virk immediately.
- Ball games must not be played in the Common Room or around the school site.
- Music/ audio should be played on headphones only.
- KVI students are afforded the privilege of eating in the Common Room space. We expect you to treat this privilege responsibly, using the bins provided for food wrappers and returning all plates and cutlery to the canteen.
- Students may not order food or bring in “takeaways” for themselves or other students.

Examination Entries

Examination Entries are confirmed in early February. If for any reason a student leaves a course after exam entries are made, they may be billed for the cost of the cancellation.

Students must attend all scheduled exams. If a student misses a public examination without appropriate evidence of exemption, they may be billed for the cost of the examination.

Part time employment



Whilst it is understood that many students will want to take on part-time work while studying Post 16, it is expected that students will limit their working hours to 8 per week and only outside of school hours. This will ensure that students are able to devote the necessary time to their studies and see successful progress and outcomes.

Laptops

Laptops are available for students to use in the Sixth Form Area. It is your responsibility to look after them and ensure they do not get damaged. Any damages you make must be paid for by you/your family. The laptops remain the property of the school and should be returned to the laptop trolley and put back on to charge once you have finished using them.

Planners and Lanyards

Every student will be issued with an academic planner. They should use this to record their progress in each of their chosen subject areas alongside other key data including independent learning tasks (homework), key dates and their stamps. A review of the planner's content is essential in the first week of term 1.

Enrichment at Khalsa Sixth

Our Sixth Form Enrichment Programme is a unique experience that all students are encouraged to take part in, with opportunities available to students such as:



- After school sports activities
- First aid courses
- Road Safety Workshop for young drivers
- Duke of Edinburgh award
- MOOC's
- EPQ (Extended Project Qualification)
- Debate club
- Mentoring younger students
- Subject based enrichment clubs
- University Campus Visit
- Charitable events

Personal Development

We offer a wide range of opportunities for personal development. Our aim is to ensure that all students graduate from our Sixth Form with those skills essential for success whether in further study or the world of work.

Personal development sessions focus on supporting students with university applications as well as with applying for apprenticeships and jobs. Practice interviews, personal statements, UCAS applications are a few of the topics covered.



Careers

Sixth Form students can further explore their chosen career during our annual careers' fair; this is an event attended by a high number of professionals from many and diverse sectors.

All students will continue to receive Careers Education and Guidance. Work will involve further aspects of:

- Self-assessment
- Decision making
- Opportunity awareness
- Preparation for moving beyond Sixth Form study.

Additional Qualifications and Awards

All students have the opportunity to study for additional qualifications that enhance their education, for example First Aid qualifications, Sports Leaders Awards, Student Leadership Awards, UKCATs and BMAT exams.

Student Leadership All Sixth Form students can apply to become part of the student leadership team.

Student will have a whole Academy role and learn key leadership and management skills. As role models for other Academy students, you will also organise a wide range of charitable events.



Independent Learning

As a Post 16 student you have up to ten hours of independent study time within your school day across the week. You should be aiming to be doing at least 10 more hours at home.

We are proud to be able to provide you with access to study spaces and IT equipment to support you in that time and we ask that you observe the following rules to ensure everyone can use these facilities effectively to support their learning.

- Quiet, respectful working is expected in the study rooms.
- Food must not be consumed in the study room or classrooms.
- Students must not disturb others during study periods.
- Students should not leave the site during study periods unless they have permission from Mrs. Virk.

Students will be challenged if their behaviour and attitude in study fails to meet our collective expectation.



Our Expectations

Khalsa Sixth Redbridge students are to be a representative for us around the school and the wider community, and to also be a role model for students in the younger year groups.

As a student at KVI Redbridge, you agree to:

- Attend regularly, on time and ready to learn.
- Attend registrations, tutor time, assembly and enrichment opportunities.
- To tell the school in good time if there is a problem which prevents you from attending or may make you late.
- Make every effort to make dental/medical appointments outside of school hours. If unavoidable to try to avoid missing taught lessons.
- To provide evidence to support absence such as appointment card/letter or text or copy of prescription slip with name and date clearly visible. If none of these are available, to provide a signed, dated letter from parent/carer.
- Make requests for planned absences with reasonable notice; at least one week. If unavoidably absent, contact your teachers and use Google Classroom to ensure you have



caught up on missed work (ahead of the next lesson where possible)

- Sign out when leaving the school site at lunchtime

You must check their school email and Google Classroom daily to ensure they are up to date and respond accordingly within set deadlines. You must ensure that you check with your subject teachers what folders, books and other equipment are required for each of your subjects. It is your responsibility to ensure you have the correct books and equipment for lessons and independent study.

Headphones & phones

- Headphones are not to be worn anywhere in the Academy building (excluding the 6th form common room and study area)
- Mobile Phones are not to be used anywhere in the Academy building (excluding the 6th form common room and study area)
- This list is not exhaustive and individual judgements may be made by the senior leadership team.

Environment

As a community, we wish to have a suitable learning environment for study and expect all our students to work together to achieve this. We are very fortunate to have a modern, up to date Sixth Form building with excellent facilities, which provides a pleasant



working environment, and as such students are expected to respect this area so that it provides a place for purposeful study. Smoking and the drinking of alcohol are strictly prohibited within our school site.

Independent learning

Every student in Year 12 and Year 13 is expected to do the equivalent number of hours of private study as they have lessons. All students in Year 12 are allocated a number of timetabled, supervised independent study lessons undertaken in the Study Room. Students are registered for these sessions; attendance must be punctual.

Additional Support and Guidance Within KVI Redbridge

The level of care, guidance and support offered ensures that you will be well placed to realise your future aspirations. As soon as you enrol at Khalsa VI Redbridge, you will be allocated a form tutor who will help you settle into Sixth Form life and will provide you with advice and guidance on a daily basis.

Your form tutor will be the first port of call for any issues you may face. All your lessons will be taught by experienced subject specialist teachers who have outstanding levels of commitment.



Throughout your studies, they will provide you with regular feedback on your progress and attainment.

Regular exam practice will help you prepare for examinations, annual progression interviews (at the start of Year 12 study and also in September of Year 13) will help you reflect on your progress and to focus on what you need to do to materialise your aspirations.

GCSE Mathematics and English GCSE resits

Students who are completing a GCSE resit are expected to attend all timetabled lessons and attend additional Year 11 GCSE subject lessons when they have a free study period.

In addition, there will be an expectation for students to attend extra, before/after school support study sessions.

Failure to attend sessions will result in payment of examination entry.

16 – 19 School Bursary Award Expectations

Your eligibility to receive the 16-19 Bursary Award is conditional on you meeting expected standards of attendance at school, adherence to the School's Behaviour Policy and satisfactory completion of work. The following procedures explain what is expected of you.

You are expected to:



- Register your attendance at Lesson 1 and at Lesson 4 with your subject teacher. If you have study periods, sign in at the sixth Form.
- Achieve 100% attendance at all lessons.
- Ensure you are punctual to all lessons and register your attendance.
- Obtain advance permission for any absences.
- Successfully complete all homework and coursework on time. Mrs. Virk will liaise with form tutors and subject teachers to make sure deadlines are being met.

Authorised Absences

You are expected to follow school guidelines with regard to absences. For a known absence, you must obtain a Leave of Absence Form from The Sixth Form area which must be completed and returned with a covering letter at least one week prior to the absence.

For a specialist medical appointment, a letter from parent/carer (with attached evidence) should be brought to The Sixth Form Manager at least one week before the appointment.

School should not have to be making telephone calls to parents to ascertain your whereabouts when you are absent. Your support from the Bursary Award may be stopped if you have not informed The Sixth Form Manager at least one week before any authorised absence.

Unauthorised Absences



Your bursary support is given on condition of satisfactory attendance and punctuality, in line with the school's current attendance policy. It is your responsibility to notify the school before 8.45am if you are going to be absent from school.

Student attendance and punctuality is routinely monitored by Mrs. Virk, to ensure compliance with the attendance policy and students who fail to meet a satisfactory level of attendance and punctuality may have their support for bursary suspended or stopped.

Assuming that the school's procedures are followed, and all other criteria for receiving the support are being met, support may still be

offered if there are extenuating circumstances and removing the support would be detrimental to the student's continued attendance.

The above guidelines in relation to absences must be followed and every effort must be made to attend school punctually.

Cashless Canteen

Students entitled to free meals will have a daily credit automatically applied to their account so that the entitlement remains completely confidential. You may go out for lunch if you wish, but must sign out in the sixth form book at Main Reception and sign in on time, for the end of lunch and start of period 5. Any lateness will result in this privilege being revoked.



ATTENDANCE/FIT TO STUDY PROCEDURE

An informal word with a student should normally be sufficient in the majority of cases, however when a student does not respond and improve their attendance, it may be necessary to use a more formal procedure shown below.

Attendance level	Action	Key Member of staff
Attendance is below 95% due to unauthorised absence or continued failure to attend tutor time or lessons	Student and tutor meeting, followed by two weeks of monitoring	Form tutor
Attendance drops below 90% due to unauthorised absence and no improvement in attendance to tutor time or lessons	Student, Tutor and Parent meeting, with a further two weeks of monitoring	Form tutor- Assistant Principal- Head of Sixth made aware
Attendance drops below 85% due to unauthorised absence and no improvement in attendance to tutor time or lessons	Student, Tutor, Parent and Head of Sixth meeting, 4 weeks supervision in Q zone with an hour supervised revision in Q zone after school	Tutor and Assistant Principal- Head of Sixth Form
Further days absence and no improvement in attendance to tutor time or lessons	Student, Parent and Assistant Principal- Head of Sixth meeting to discuss position in the academy	Assistant Principal – Head of Sixth