



THE KINGS OF WESSEX SCHOOL

**A Church of England Foundation School
Specialist Technology College**



**A-Z OF LIFE IN THE SIXTH FORM
2010 - 2011**

STAFF 2010 - 2011

Head of Sixth Form: Mr Green

Senior Tutors: Miss Knightley
Mr Ruddle

Year 13 Tutors: Miss Knightley
Mrs Wilson
Mrs Roberts
Mrs Chapman
Ms Jackson
Mr Russell
Mr Osgood

Year 12 Tutors: Mr Smith
Miss Chapman
Mr Ruddle
Ms Riddick
Ms Attenborough
Mr Bennett
Miss Rebello
Ms Weaving

**Higher Education
Adviser:** Dr Hall

Welcome to The Kings of Wessex Sixth Form. Our aim is to provide you with the help and guidance needed both academically and personally to give you the advantage you need in your life whether you move on to Higher Education or to the world of full time employment. If there is anything you need help with at any time, please do not hesitate to contact your tutor, or Mr Green. We will be only too happy to help. In the meantime, we hope that you have a happy and successful time in the Sixth Form, and hope this guide will be a valuable and informative tool for you. If you think we have left anything out, please let us know so we can include it next year.

ABSENCE

If you are absent from school, for whatever reason, one of your parents should telephone the Absence Hot Line on each and every day of your absence with the reason. The number is 01934 745304 and it is available 24 hours. If you need to be absent for a period of time, such as for an appointment during the day, we ask that you obtain your tutor's permission and sign out at the main reception.

ACADEMIC MENTORING

This takes place three times a week during Period 3 as well as during lessons. You will have about four or five sessions throughout the year, and at least one every half term, where you will have a meeting with your tutor that concentrates on your academic and personal progress in school. You will have an opportunity to discuss issues you may have, and to receive guidance on what is important for you, whether it is organising your files, or planning your future career path. The senior tutor in charge of academic mentoring will liaise with staff about students who are not on track. There is a clear follow up procedure for those who are causing concerns. Students should be aware that this may involve letters to parent/meetings with staff and may in some cases result in students being asked to leave a course, or the school if they are not meeting their targets or our expectations. Mr Ruddle is the senior Sixth Form tutor in charge of academic mentoring.

ATTENDANCE

Belonging to The Kings of Wessex Sixth Form is not a part-time commitment. We ask you to be here full time, on time, every day. We don't do pick and mix. Attendance at morning and afternoon registrations as well as Period 3 are legal requirements, as well as vital times for communication. Regular attendance is crucial to ensure good grades at AS and A2 Level and crucial for those students receiving EMA payments. Missing just one lesson can have a significant impact on your learning. We expect you to attend all lessons, and where you fail to do so without good reason, a system is in place to follow this up with you and your parents, both at subject level and with the Head of Sixth Form. Failure to attend lessons may result in you being asked to leave the course, the Sixth Form, or paying for your own exam entries depending on circumstances.

ALCOHOL

Students are not permitted to bring alcohol onto the premises or consume alcohol at any time during the school day, regardless of whether you are 18 or not and whether on the premises or not. Students who do so risk exclusion.

ASSEMBLIES

We have one assembly a week, and attendance at this is compulsory. It is the only time we meet as a Sixth Form, and there are often important messages from students and staff alike. Guest speakers as well as members of the Senior Leadership Group, other staff and students lead these assemblies.

ASSESSMENT

As well as the usual tests, mock practice papers and assessment within subjects, students receive regular grade reviews and an annual written report. There is also an opportunity to meet with subject teachers once a year at Parents' Evening.

BEHAVIOUR

Students in the Sixth Form are role models for the rest of the school, and it goes without saying that having chosen to study beyond GCSE, we expect behaviour to be exemplary.

CAR PARKING

Students are welcome to bring cars or mopeds into school, but there are limited car parking spaces available. Allocation is given on a priority basis according to who lives furthest away from school, or for those who have no easily accessible bus service. Some car parking spaces are available nearest the school in the leisure centre car park, while others are in the Memorial car park (NOT by the science block, which is reserved for staff) and there are some spaces available in the Church House car park (off Parson's Pen). Passes are issued by the School Bursar, Mr Brown. Responsible driving is a necessary condition in order to keep this pass.

CAREERS

Dr Hall, our own Careers Personal Advisor is available in the Sixth Form block to help offer advice and guidance about career paths and higher education. We have extensive careers information completely devoted to the needs of Year 12 and 13. Information is also available on video and computer software. Additionally, we run a comprehensive programme for students and parents during Year 12, consisting of a number of conferences, trips, and evenings during which we inform and guide students about courses, finance and universities. Your tutor and Head of Sixth Form will also play a big role in helping you make the right choices.

CHARITIES WEEK

For many, Charities Week, taking place in the lead up to Christmas, is the highlight of the Sixth Form. The Senior Team lead the activities with the help of many other Year 12 and 13 students, and the fact that this is a completely student-led enterprise makes this a very special week. We choose 3 charities to raise money for every year, and do so in a variety of ways – jelly wrestling, autograph auction, gunge the teacher, Winter Ball, Rock and Roll Years are to mention just a few. Every year we raise thousands of pounds for charity – last year it was nearly £15,000. This is usually divided between an international, national and a local charity.

CHURCH OF ENGLAND STATUS

The King of Wessex is a Church of England School. As such, attendance at our church service at St Andrews once a term is statutory for all students of the school, including the Sixth Form.

CONFERENCES

Enrichment activities are an important part of your education, and as such, we organise a number of conferences throughout the year, where the timetable may be collapsed in order to provide opportunities for you. Examples are our Drugs Conference which we run every year, and Medical/IT/Religious/Political Conferences which rotate over the years. All of these experiences look extremely impressive on your CV and UCAS applications to Universities/Colleges.

COURSE TRANSFER OR CHANGES

Students are required to study four AS Levels and one enrichment choice. In exceptional circumstances this may be negotiated to three or five, but **students are not allowed to only study for two**. This is because you are not deemed to be a full time student as the number of hours studied amount to being a part time student. As a school and not a college, we cannot accept part time students in Year 12. It is possible to change courses within the first half term at the discretion of subject staff. In this case, you need to get a green form from Mr Green and obtain signatures from all members of staff concerned as well as your parents. If you wish to drop a subject, you need to go through the same process making sure that you are taking no less than the three required AS qualifications.

DRESS CODE

You are asked to attend school dressed in a smart and respectable manner suitable for advanced study at Sixth Form level. Whilst we do not insist on any uniform of any kind but we do ask that extremes of clothing, very short skirts, low or strappy tops for the girls, or radical styles are not worn to school as we wish to sustain a business like approach to work. Please note that we do not allow distressed clothing or shorts of any type for students of either sex.

DRIVING LESSONS

It is recommended that you avoid taking driving lessons during the school day. Where this is absolutely unavoidable, please ensure that they are only booked during study periods. Please bear in mind that any school activities such as conferences which are part of the weekly timetable, take precedence over driving lessons. You must get permission from your tutor to book lessons during the day, and then sign out and back in again at the school office.

DRUGS

The school has a clear policy for dealing with drug-related incidents should they occur during the school day, or on school trips and visits. The dealing in, possession of illegal drugs and/or their misuse will normally result in permanent exclusion.

DUKE OF EDINBURGH AWARD SCHEME

An excellent qualification to have on your CV and a brilliant opportunity for enrichment activities that include service, skill, physical recreation and expedition tasks. Universities really value the Dof E award, and it is equally widely recognised by employers as all participants contribute in a positive way to the community, as well as being a valuable opportunity to build leadership skills.

EDUCATION MAINTENANCE ALLOWANCE

EMA's are weekly payments ranging from the £10 to £30, paid directly to students who stay on in the Sixth Form. Bonuses of £100 are also available to students who remain on their courses, make good progress and have a good attendance record. Entitlement to an EMA depends on an assessment of household income using the same eligibility as for tax credits. Application forms are available from Mr Brown, the School Bursar, who is also responsible for the administration of the scheme.

ENRICHMENT

We run a number of opportunities every year for students to enrich their curriculum and these are both academic and extra-curricular. This could include volunteering, taking part in Period 3 activities, participating in the Reading Buddy scheme or Peer Mentoring. There are also numerous opportunities to participate in the wider school with activities such as House Sports, Charities week, student voice and working in subject departments. The enrichment programme that runs through the Period 3 sessions extends beyond the

classroom with conferences and activities provided to allow you to add to your CV or UCAS application. If there is something that is not offered then we will fully support students in starting up their own enrichment activity. All students are required to be committed to the enrichment programme.

EMPLOYMENT

It is strongly recommended that you spend no more than two work sessions per week in part time employment, ie, one evening and Saturday morning, or all day Saturdays. This should amount to no more than 10 hours. Experience has shown that any more time spent in employment is detrimental to students' examination performance. It is against the law to work during school hours, and you need to be aware that you and employers are liable for prosecution if you are in full time education and work during the school day.

EXAMINATIONS

At AS and A2 Level there are two examination sittings – one in January when some units or modules may be taken, and one in May/June when most of the exams will be sat. If you do not get the required grades at AS it is possible to re-take separate units in the A2 year whilst still continuing with the course at A2 Level, but bear in mind that applications to university need to be made by the end of December in Year 13. Grades already achieved will need to be declared on your application unless you decline your grade. If you do not decline your grade, you can still re-sit and the better of the two marks awarded will be taken for your grade. The school will pay for entry to exams, except where re-sits are taken, and these need to be paid for by you. As a rough guide, a unit costs around £18. Where attendance, effort or coursework have not been satisfactory on any part of the course, we also reserve the right to charge you for exam entry.

EXTENDED PROJECT

The extended project is a qualification which promotes independent and in depth research into an individual project. Year 12 students can opt to take part in this initiative in June on return from exam leave. It usually takes the form of a 5,000 word dissertation, and students are assigned a personal supervisor who will track their progress through the process. There are 3 formal meetings and a final presentation which is made at the end of September in Year 13. The assignments are then sent off to the exam board to be marked and results (A*- E) are issued in January. Universities welcome this qualification and extra points and credit are available so this course comes highly recommended and gives you an opportunity to study something which really interests you which may not be on your curriculum.

EXTRA CURRICULAR

There are a wide range of clubs and activities that take place throughout the year. Art, music and drama provide a large programme of events and the PE department runs a comprehensive list of sports fixtures and clubs. Other activities on offer include D of E, young enterprise, public speaking, a mock law trial, IT, Christian union, masterclasses, plus a range of trips and visits. If something is not happening which you would like to happen, you are very welcome to start a club of your own. If you would like help with this, see Mr Green. Students in the Sixth Form are strongly encouraged to support at least one extra curricular activity.

FILES AND FOLDERS

It is important that you start as you mean to go on and that you organise your work in appropriate folders, using colour coded dividers where necessary. If you are disorganised, your learning will be disorganised and this will impact on your performance.

HOLIDAY (taken during school time)

Requests for family holidays are normally denied in line with Somerset's policy on attendance. You are asked to complete a leave of absence form if you wish to request permission in every case so that we are aware of every absence, but please do not be offended if we do not grant permission. We consider attendance vital to exam success and this policy reflects this. Only in exceptional circumstances will holidays be officially authorised.

HOUSES

All students are placed in a House, either Tintagel, Avalon, Camelot or Lyonesse. Sixth formers are encouraged to take the lead in the variety of activities on offer and serve as house captains for sports.

KINGS FITNESS AND LEISURE

The leisure centre is available for Sixth Formers to use throughout the day. Facilities include squash courts, a fitness room, studio, sports hall and swimming pool and sixth formers are entitled to membership. Please see the Leisure Centre manager for up to date details and prices.

LEARNING RESOURCE CENTRE

The LRC is open throughout the day from 9am to 3.45pm and provides a wide range of resources and services including photocopying, scanning, laminating and binding. Sixth Form students have priority in using the computers throughout the day in study periods. LRC staff are on duty during the day to offer advice and assistance. Eating and drinking are prohibited in the LRC, and it is a designated quiet area.

LOCKERS

All students have the opportunity to rent a locker, which is in the Sixth Form area. The administration of this is dealt with by the main school office, and there is a nominal charge of £25 to cover all your years in school. Students are required to provide their own padlock. Further details will be provided in tutor periods.

LEAVING SCHOOL PREMISES

You will be allowed to leave the school premises to go into the village during non-teaching time provided it is for a specific reason and has been agreed by your tutor. For example, to go the bank, post office, shop, doctor etc. You must also sign in and out at the school office. This is important for health and safety reasons and in case of a fire alarm. **You are not allowed to go home during the school day without permission.** In Year 13 you will be permitted home study in designated study periods.

LUNCH TIME AND BREAK TIME

Sixth Form students are allowed off site at break and lunchtimes and when doing so are asked to be respectful of our local community and to avoid congregating in large groups.

MOBILE PHONES AND MP3 PLAYERS

Students in the Sixth Form do not have to have a Mobile Phone contract, but we expect courteous use of mobile phones or IPOD's around school, and for them to be switched off during lessons.

OPEN DAY VISITS

Open day visits to universities are encouraged, but you will need to fill in an open day form and have it signed by all your subject staff and tutor so that we can inform the office.

OXBRIDGE

The term given to the top universities – Oxford and Cambridge. You need to have excellent GCSE grades to be considered for either of these universities, and be predicted top grades at AS and A2. Potential candidates are identified by staff, or, more exceptionally may request to be included in the programme that prepares students for applications. We run visits to Oxford or Cambridge, sessions about what is expected and mock interviews as preparation.

PAIRED READING

Many Sixth Formers choose to help lower school students by listening to them read on a regular basis in order to increase their literacy and social skills. This takes place during Period 3 in the LRC, and Mrs Hutchings is always keen to have more volunteers to help.

PEER MENTORING

Miss Knightley has set up a peer mentoring opportunity between the lower and upper school where Sixth Formers act as mentor ‘buddies’ with students from Year 9 and 10. You are given training to help with problems such as bullying, homework and other issues.

PERIOD 3

This is a compulsory session every day, and there is a programme of activities organised during this time. These might include help with applications, study skills, or team building exercises and quizzes. You are expected to be in your tutor rooms during this time, unless you have permission from your tutor to be elsewhere. Period 3 is not an extension of break time; it is a purposeful part of the day. Academic Mentoring also takes place during this time.

PRIVATE STUDY

Private study is an essential part of your course and the ability to plan your own study without close supervision is an important and yet difficult element in your Year 12 work. It is essential preparation for further education. There is no such thing as a ‘free period’ in the Sixth Form and it is vital that you organise your private study work in a systematic way and establish a regular routine for completion of weekly work assignments. If you fail to make good use of private study time your learning will suffer and your suitability for continued study may be called into question. For most subjects, teachers advise that where no specific homework is set, you should follow up lessons with at least the same amount of time revising the information or concepts learnt, and making notes to consolidate your learning.

RE-SITS

As detailed under ‘Examinations’ resits in AS subjects are fairly commonplace. If you do not have C grade GCSE English and Maths on entry to the Sixth Form, it will be necessary to re-take either or both subjects. All employers and universities expect these qualifications as a bare minimum. Extra lessons are arranged and you should enrol on these courses if you did not achieve at least a C in either English or Maths.

SENIOR TEAM

The senior team consists of Head Boy, his five deputies, Head Girl, and her five deputies. This year your team are:

Head Boy: James Soffe

Deputies: Alex Hicks, Ollie Crandon, Sam Jones, Tom Haggerty, Freddie Mehlig

Head Girl: Carla Gordon

Deputies: Hannah Shaw, Anna Spanring, Brinna Barlow, Nadine Williams, Abbey Woolway,

Students are firstly elected by their peer group around January/February of Year 12. Staff then have a meeting about the suitability/reliability of those elected and we compile a shortlist of students who are interviewed for the eight places available. Students take up their positions after February half term of Year 12 and finish at the time of the election of the new team the following year.

SIXTH FORM COMMITTEE

The Sixth Form committee consists of 2 representatives from each tutor group plus the Senior Team and they meet on the first Wednesday of every month in order to discuss and resolve issues in the Sixth Form.

SIXTH FORM COMMON ROOM AND STUDY ROOM

The Sixth Form common room has been recently refurbished and we take great pride in our new facilities and furnishings. Please respect your social area which is your privilege to use during study periods and break times and help to keep them in good condition. You can play music at break and during lunch times but is discouraged during lesson times, as we do expect students to use study periods for that purpose, and use break times for socialising. The study room equipped with laptops, should be kept tidy and clean, and used for quiet study. All Sixth Form tutor groups are expected to help clean and tidy these areas at the end of lunch break. A weekly rota is worked out for this purpose.

SMOKING

The Kings of Wessex has a no smoking policy for all users of the school. Smoking is not permitted by students within or in the vicinity of the school. This includes the area around Kings Fitness and Leisure. Students are asked to respect this policy at all times.

STUDENT PLANNERS

As with files and folders, you should use your student planner in order to organise yourself and help you keep on track and to meet deadlines. They will be provided in the first week of school.

STUDY SKILLS

A Level study demands new skills from you, including research, background reading, note-taking and more active contributions to classwork as well as extensive use of resources including IT. Don't panic if you find the gap between GCSE and A Level difficult to cross – ask your teachers and tutor for help. Be aware also of your own preferred learning styles: learning how to learn is essential.

TARGET GRADES

These are issued early in the autumn term. They are calculated from your GCSE results using the A Level Performance System (ALPS) and reflect the grades that you should achieve in your AS and A2 exams. They take into consideration the difficulty ranking of each A Level but they do not take into consideration how well you could do if you put in a lot of effort, and should be used as a benchmark that you should not fall below.

TUTOR GROUPS

There are separate tutor groups for Year 12 and 13 students. You will probably stay with the same tutor throughout your time in the Sixth Form. Your tutor will assist you in every way possible. Where difficulties arise, please seek your tutor's assistance at an early stage rather than allowing a problem to develop.

UCAS

The University and College Admissions System is the process by which you apply to universities at the start of Year 13. The fee to apply to universities through UCAS is £19, usually payable online when you make your application. For UCAS, you may get grade offers or points offers. At AS, the points awarded are as follows: A – 60, B – 50, C – 40, D – 30, E – 20. At A2 these are doubled so: A – 140, B – 100, C – 80, D – 60, E – 40. You can also apply for a UCAS card which is a multi purpose smartcard which gives you discounts at various retail outlets, and can be used as a form of identification.

VOLUNTEERING

Every student is encouraged to take part in volunteering either in the community or in an area which potentially interests you as a profession. Universities and employers look favourably on students who have engaged in volunteering or work experience.

WORK EXPERIENCE

It may be appropriate for your career choice, to undertake a period of work experience during your course at some point. You should make every effort to ensure that this does not happen during lesson times, but in some cases, such as medicine, some universities or employers require you to spend a week on placement. For all cases of work experience taken within school time you need to obtain your tutor's approval, see Mr Green, and liaise with Dr Hall in order to approve the placement and complete the necessary health and safety checks and paperwork.

**PLEASE KEEP THIS BOOKLET IN A SAFE PLACE
FOR FUTURE REFERENCE**

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The information contained in this booklet is accurate at the time of publication but may be subject to change at any time.