



Kings Sixth



A-Z OF LIFE IN THE SIXTH FORM 2017-18

STAFF 2017-18

Head of Sixth Form: Ms Hopwood

Senior Tutor: Miss Knightley

Year 12 Tutors: Mrs J Darley
Mr O McCarthy
Mrs S Nethercote
Mr S Osgood
Mr D Webber
Mrs J Wilson
Miss R Wright

Year 13 Tutors: Mrs I Anderson
Dr D Balaska
Mr J Batchelor
Mr C Bennett
Miss M Hasemore
Miss G Rebello
Ms R Weaving

Careers and Sixth

Form Advisor: Dr L 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 advantages 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 Ms Hopwood. 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 that 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 line on each and every day of your absence to state 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 after each grade review during Period 3. You will meet with your tutor regularly to discuss your academic and personal progress in school. You will have an opportunity to talk about any 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 Head of Sixth Form will liaise with staff about students who are not on track. There is a clear follow up procedure for those who are causing concern. Students should be aware that this may involve letters to parents, meetings with staff or an insistence that you attend directed study periods 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.

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 registration as well as Period 3 is a legal requirement and they are vital times for communication. Regular attendance is crucial to ensure good grades at A Level. 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 the circumstances.

ALCOHOL

Students are not permitted to bring alcohol onto the premises, consume alcohol at any time during the school day or attend school under the influence of alcohol, regardless of whether you are 18 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 Academy 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 formal grade reviews. 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 we expect the behaviour of those having chosen to study beyond GCSE to be exemplary. Should you fail to meet our high expectation, 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. As a last resort, you may be excluded from school on a temporary or permanent basis.

CAR PARKING

Students are welcome to bring cars or mopeds into school, but there are a limited number of car parking spaces available. 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). There is currently no pass system though one may be reintroduced if parking becomes a problem.

CAREERS

Dr Hall, our own Careers 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. 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 employment, apprenticeships, courses, universities and

finance. 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 year. 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 it a very special week. Three charities are chosen to raise money for every year, and students do so in a variety of ways – talent contests, autograph auction, gunge the teacher, Rock and Roll Years, to mention just a few. Every year we raise thousands of pounds for charity – last year it was £10,000. This sum 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/Driving Conferences, which rotate over the years. All of these experiences look extremely impressive on your CV and UCAS applications to universities or colleges.

COURSE TRANSFER OR CHANGES

Students are required to study at least three A Levels or a BTEC Diploma and one A Level. Some students may be studying four A Levels and in exceptional circumstances this may be negotiated to five, but **students are not allowed to only study for two A Levels or 1 BTEC diploma alone.** 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 month at the discretion of subject staff. In this case, you need to get a form from Ms Hopwood 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 minimum required qualifications.

DIRECTED STUDY

If you fall behind in your work or you are not working at your target level, your tutor will book you into directed study periods in the Sixth Form area. Attendance at these periods is compulsory until you are back on track. A system is in place to follow this up with you and your parents, through your tutor and the Head of Sixth Form. Failure to attend directed study sessions may result in you being asked to leave the course, the Sixth Form, or paying for your own exam entries depending on the circumstances.

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 a uniform of any kind 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 professional approach to work. Students are asked not to wear hats inside the school building.

DRIVING LESSONS

It is recommended that you do not take driving lessons during the school day. Where this is absolutely unavoidable, please ensure that they are only booked during non-contact periods. Please bear in mind that any school activities such as Period 3 sessions or 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 or legal highs, their misuse or being under the influence in school will normally result in permanent exclusion.

DUKE OF EDINBURGH AWARD SCHEME

This is an excellent qualification to have on your CV and a brilliant opportunity to gain a certification for enrichment activities. The elements covered include; service, skill, physical recreation and expedition tasks. Universities really value the D of 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.

ENRICHMENT

We run a number of opportunities every year for students to enrich their curriculum and these are both academic and extra-curricular. We expect every student to gain experience in all four strands of our enrichment curriculum: participation; work-related learning; volunteering; leadership. Examples of such activities could include participation in the Duke of Edinburgh Award Scheme, paired reading, work experience, peer mentoring. There are also numerous opportunities to participate in the wider life of the 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 (i.e. one evening and Saturday morning, or all day on a Saturday). 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 work during the school day.

EXAMINATIONS

A-level examinations take place in the May/June of Year 13. During year 12 and 13 there will be both assessment weeks and PPE weeks (Pre Public Examinations) which will inform grade reviews. It is essential you show through these assessments that you are on track to meet your target grade. Predicted grades for year 13 will be based on these assessments and will be shown on your UCAS application or application for employment on completion of year 13. 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 that promotes independent and in-depth research into an individual project. Year 12 students can opt to take part in this initiative in the summer term. 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 three formal meetings and a final presentation, which is made at the end of September in Year 13. The marked projects are then sent off to the exam board to be moderated. Universities welcome this qualification and extra points and credit are available, this course comes highly recommended and gives you an opportunity to study something that really interests you that 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 some sports fixtures and clubs. Other activities on offer include D of E, Rotary Youth Leadership Award, public speaking, the National Citizenship Award, IT, Christian union, masterclasses, plus a range of trips and visits. If something is not happening that you would like to happen, you are very welcome to start a club of your own. If you would like help with this, see Ms Hopwood. Students in the Sixth Form are strongly encouraged to participate in at least one extracurricular 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.

FIREFLY

Firefly is our online learning platform that can be accessed by both parents and students. Firefly works just like any other website. From the homepage you can select tabs that show the Subject pages and information on House, Clubs and Activities, Sixth Form and Student Services.

All teachers use Firefly to set homework tasks. You can log on to your Firefly account and clearly see what work you need to complete and by when. Alternatively you can download the Firefly student planner app to your tablet or phone to receive notifications of homework tasks.

Parents have an account to log on to Firefly. By logging on to Firefly they will be able to see information regarding the student. In particular, details of their timetable and teachers. If parents select the link by the name of the student they will view the tasks that they have been set. This is a record of the homework that has been set for the student. This information will include the date set, date due, the subject, teacher and a short description of the task. Any resources such as PowerPoint files or video clips can also be attached. It will also show when the task has been completed.

To log on to your Firefly page please go to the website: <https://kow.fireflycloud.net>

Firefly is constantly being updated by staff. You can use this resource to help with revision and to extend your own learning alongside the homework tasks that will be set via Firefly.

HOLIDAY (taken during school time)

Requests for family holidays are normally denied in line with national government policy on attendance. We ask that parents apply in writing 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. The four houses are Tintagel, Avalon, Camelot and Lyonesse. Sixth Formers are encouraged to take the lead in the variety of activities on offer and serve as House Captains. The House Captains for 2017-18 are:

Katie Postins and James Leader – Camelot

Gabby Sampson and Ed Parsons – Avalon

Dillah Johns and Jack Wagstaff – Lyonesse

Aminah Uddin and Adam North - Tintagel

KINGS FITNESS AND LEISURE

The leisure centre is available for Sixth Formers to use throughout the day. Facilities include a fitness room, studio, sports hall and swimming pool and Sixth Formers are entitled to membership at a reduced rate. Please see the Leisure Centre manager for up to date details and prices. Students wishing to use the leisure centre during the day will need to sign out at reception and sign back in during a non-contact period.

LEARNING RESOURCE CENTRE

The LRC is open throughout the day from 9.00am 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 staffs 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 are in the Sixth Form area. Students are required to provide their own padlock. Further details will be provided in tutor periods.

LEAVING SCHOOL PREMISES DURING THE SCHOOL DAY

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 to 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/DEVICES

Students in the Sixth Form do not have to have a mobile phone agreement, but we expect courteous use of mobile phones and iPods around school, and for them to be switched off during lessons. Sixth Form students are reminded to use mobile devices responsibly at social times, including communication through social media.

NUS CARDS

As a Sixth Form student you can apply for a UCAS card, which is a multi-purpose smartcard that gives you discounts at various retail outlets, and can be used as a form of identification. NUS cards are delivered to school and will be distributed through your tutor.

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 of your planned absence. Completed forms should be given to 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 A-level. 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 Oxbridge for students as a part of a scheme called Higher Education Plus, HE+, 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, we are always keen to have more volunteers to help.

PEER MENTORING

Miss Knightley is responsible for arranging the peer mentoring programme. This opportunity pairs Sixth Formers with lower school tutor groups to act as mentor 'buddies' with students from Year 9 and 10. You are given training so that you can help younger students 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 Sixth Form 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 OF GCSE SUBJECTS

If you do not have grade 4 GCSE English and Maths on entry to the Sixth Form, it will be necessary to re-take either or both of these 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 4 in either English or Maths in Year 11. If you have achieved a grade 4 you will be offered the opportunity to resit to try to achieve a grade 5.

SENIOR TEAM

The senior team consists of a Head Boy, Head Girl, and Deputies. This year your team are:

Head Boy Archit Singhal

Head Girl Florence Rice

Deputy Head Boys Frank Floyd, Bill Landers, Cillian Ellis

Deputy Head Girls Cerys Bisdee, Oona Shah, Skye Frewin and Ella Caulfield

Students first apply and are then voted for by their peer group and their teachers in the January of Year 12. There are a number of selection rounds that usually include public speaking and interviews. Through these, students are shortlisted who are then formally interviewed for the available places. 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 STUDY ROOM, SILENT STUDY AND THE CAFE

The Sixth Form study room is your social area, which it is your privilege to use during study periods and break times. Please help to keep the study room in good condition, clean and tidy. You can play music at break and during lunch times but it is prohibited during lesson times, as we expect students to use study periods for that purpose, and use break times for socialising. The silent study room (SIX) equipped with laptops, should be kept clean and tidy, and used for quiet study at all times. The Cafe is a new eatery within school. Drinks and light snacks will be served in the Cafe throughout the school day for Sixth Form students. A Sixth Form only area is designated within the Cafe and is available for a short break from study or discussion work in small groups during study periods and break times.

SMOKING

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

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 an essential skill.

SUMMER SCHOOLS

A number of universities and organisations offer free or paid courses to help provide higher education or career-related experience (e.g. Sutton Trust, Oxford Uniq, Small Piece Trust, EDT). You will need to seek permission from Ms Hopwood to attend and, as with Open Day visits, you will need to complete a visit form and have it signed by all your subject staff and tutor so the office are informed of your planned absence.

TARGET GRADES

These are discussed with you early in the autumn term. The base grades are calculated from your GCSE results using nationally recognised transition matrices and reflect the grades that you should achieve in your A Level 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. There is an opportunity to moderate these target grades as they are by no means a limit to your performance.

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 £24, usually payable online when you make your application. For UCAS, you may get grade offers or points offers. At A Level, due to the weighting used, the new specification points are: A* - 56, A - 48, B - 40, C - 32, D - 24, E - 18. The EPQ, (Extended Project Qualification) as a stand-alone AS Level: A* (only available for this qualification) - 28, A - 24, B - 20, C - 16, D - 12, E - 8.

VOLUNTEERING

Every student is encouraged to take part in volunteering either in the community or in an area that interests you as a potential profession. Universities and employers look favourably on students who have engaged in voluntary service. For those who complete 50 or 100 hours within a calendar year there is an opportunity to gain the Lions Young Leader in Service Award.

WORK EXPERIENCE

In Year 12 you will undertake work experience during a designated week in the summer term. Work experience will help you to develop your career plans and support applications to higher education and/or employment. The scheme will be launched early in the academic year to enable you to secure a suitable placement. For some higher education courses further work experience may be required, e.g. teaching, medicine. You should make every effort to ensure that this does not happen during lesson times. For all cases of work experience taken within school time you need to obtain your tutor's approval, then see Miss Hopwood or Dr Hall in order to approve the additional placement time.

PLEASE KEEP THIS BOOKLET IN A SAFE PLACE

FOR FUTURE REFERENCE

THE KINGS OF WESSEX ACADEMY

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