



# **KINGS** **SIXTH**

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

**2020 - 21**



# STAFF 2020 - 21

**Head of Sixth Form:**

Miss R Wright

**Year 12 Tutors:**

Mrs N Blower

Mr D Parfitt

Mrs J Wilson

Mr G Smith

Mrs E Read

Mr M Wells

**Year 13 Tutors:**

Miss G Rebello

Mrs L Tincknell

Ms E Scherer

Ms R Weaving

Mrs R Shirley/Mr A Dennes

\*Senior Tutor

Miss S Knightley

**Employability Co-Ordinator**

Mrs S Devlin

**Welcome to Kings Sixth.** 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, an apprenticeship 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 Miss Wright. 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.

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## **ABSENCE**

If you are absent from school, for whatever reason, one of your parents should telephone the absence line or email on each and every day of your absence to state the reason. The number is 01934 745304 and it is available 24 hours, the email is [absence@kowessex.co.uk](mailto:absence@kowessex.co.uk) 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. 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, withdrawal of home study 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.

## **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 Senior Leadership Team, other staff and students lead these assemblies. Assemblies currently take place every Tuesday.

## **ASSESSMENT**

As well as the usual tests, mock practice papers and assessment within subjects, students receive regular formal grade reviews. It is worth noting that there is both an assessment week and PPE (Pre Public Exam) week in year 12 helping to inform those grade reviews (see Exams later in A-Z). There is also an opportunity to meet with subject teachers once a year at Parents' Evening.

## **ATTENDANCE**

Belonging to Kings Sixth is a full-time commitment. We ask you to be here full time and on time, every day. We don't do pick and mix. Attendance at morning registration is a legal requirement and it is a vital time 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. Please ensure you communicate any reasons or support required for attendance to your tutor or Head of Sixth Form

## **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 expectations, 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.

## **CALENDAR**

The calendar is available on the school website. This is regularly updated so please check on a weekly basis.

## **CAR PARKING**

Students are asked to minimise cars and mopeds being brought on to school site. A limited number of car parking spaces are 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 not a pass system, although one may be reintroduced if parking becomes a problem.

## **CAREERS**

Mrs Devlin, our Employability Co-ordinator is available in the Sixth Form block to help offer advice and guidance on 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 on employment, apprenticeships, courses, universities and finance. In 2020 – 2, if these are

not possible, we will supplement wherever possible with virtual experiences. 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 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. Charities are chosen each year, and students raise money 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 over £10,000. This sum is usually divided between the charities chosen, historically this has been three.

## **CHURCH OF ENGLAND STATUS**

The Kings 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. Some of these will take place on the Focus Days. Examples are our Drugs/Medical/IT/Religious/Political/Driving Conferences, which rotate over the two years. All of these experiences look extremely impressive on your CV and UCAS applications to universities or colleges and are a vital aspect in your development.

## **COURSE TRANSFER OR CHANGES**

Students are required to study at least three A Levels or a BTEC Diploma/Cambridge Technical 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 Head of Sixth Form 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. Please note if a course is full you may not be able to change unless a space becomes available.

## **DELIBERATE LEARNING**

Learning tasks, that are available in the Sixth Form Folder on Firefly, are useful tasks to undertake at any time to consolidate your knowledge in that subject.

## **DIRECTED STUDY**

If you fall behind in your work or you are not working at your target level, your tutor will set targets with you and monitor progress. Attendance at directed study periods may be made 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 Kings Sixth. 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 or hoods 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 extended tutor or conferences, which are part of the weekly timetable, take precedence over driving lessons. It is your responsibility to look forward at the calendar. 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.

## **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.

## **ENRICHMENT**

We run a number of opportunities every year for students to enrich their curriculum and these are both academic and extra-curricular. 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 runs through the tutor time and period 5 on a Wednesday afternoon. 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 and are expected to attend on Wednesday afternoon.

## **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 (EPQ)**

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 through the Wednesday afternoon enrichment programme. It usually takes the form of a

5,000 word dissertation and logbook chronicling their progress. Students work with a supervisor who will facilitate and track their progress throughout the process. There is a final presentation which is delivered in the spring of Year 12 or September of Year 13. The assignments are marked and sent off to the exam board to be moderated and results (A\*-E) are issued in the following August or January. Universities welcome this qualification, which carries additional UCAS points for students, and it comes highly recommended. It gives Sixth Form students an opportunity to study something which really interests them, and which may not be on their curriculum, whilst at the same time developing their independent research and study skills.

## **EXTRA CURRICULAR**

There are a wide range of clubs and activities that take place throughout the year. Art, music and performing arts provide a large programme of events and the PE department run sports fixtures and clubs through Sports Academy. Other activities on offer include D of E, Rotary Youth Leadership Award, public speaking, the National Citizenship Award, IT, 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 Head of Sixth Form. Students in the Sixth Form are strongly encouraged to participate in at least one extracurricular activity.

## **EXTRA READING**

Extra reading will provide you with context and understanding for your subject and is supplementary to set work. Extra reading will increase your depth and breadth of knowledge. A folder under Sixth Form, called **extra reading**, on Firefly captures suggested extra reading by subject.

## **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 and the retention of information.

## **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.

### **HOME STUDY**

Home study is awarded to those students who are on track to achieve their target grades and whose attendance is above 95%. Students nominate the periods they wish to take as home study (5 in year 12, 10 in year 13) by completing the home study agreement in order to access this privilege.

### **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 2020 - 21 are:

Senior House Captain – Ruth Day. House Captains – Hannah Bolt, Tom Bishop, Elisha Gill, Luca Hervada, Jenni Hughes, Cameron Richards and Heather Scott.

## **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.

## **LANYARDS**

All Kings Sixth student must wear their lanyard for identification at all times when on the Academy site. This is essential to safeguard all students on site.

## **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 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.

## **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.** You will be permitted 5 lessons of home study over the fortnightly timetable as long as you are on track with both achievement and attendance (see home study).

## **LOCKERS**

All students have the opportunity to use a locker, which are in the Sixth Form area. Students are required to provide their own padlock and are asked to respect usage by others.

## **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. Again students need to sign in and out at reception.

## **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. As the Academy is a 'no mobile phone zone' Sixth Form students are requested not to use their mobile unless in a Sixth Form only area e.g. common room. Sixth Form students are reminded to use mobile devices responsibly at social times, including communication through social media.

## **OPEN DAY VISITS**

Open day visits to universities are encouraged to research and inform your next steps, 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 at A-level. Potential candidates are identified by staff, or, more exceptionally may request to be included in the programme that prepares students for applications. As a part of a scheme called Higher Education Plus, HE+, for students, we run visits to Oxbridge, focussed 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 tutor time in the LRC and we are always keen to have more volunteers to help. See also entry under Rising Stars.

## **PERIOD 9**

All students will have eight taught periods for each A Level subject or equivalent. Students will also have a period 9 for each subject. In period 9 you and your class will all be available, enabling you to work collaboratively eg. presentation practice or teamwork.

## **POST-16**

The Kings of Wessex is a 13-18 Academy and the majority of students continue their education at Kings through to the age of 18. Under the Government's Raising the Participation Age (RPA) agenda, all students must now be in education or training in some form until the age of 18. The Sixth Form has approximately 300 students and an exciting programme of A Level and vocational subjects is on offer, together with a broad enrichment curriculum. Most students continue to further full-time study, at university or

through an apprenticeship. The guidance and support that our students benefit from is second to none. Students receive detailed information about the Sixth Form in the autumn of Year 11, followed by an open evening for both students and parents in October and a taster day for students in November. The current Sixth Form prospectus and an A-Z of Life in the Sixth Form are available on our website.

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## **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. See also deliberate learning and extra reading.

## **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 but wish to try to improve your grade, please speak to Head of Sixth Form.

## **RISING STARS**

In Kings Sixth there are a large number of opportunities to develop your softer skills through volunteering to mentor/coach those in lower school. There are a number of opportunities to do this; peer mentoring, peer listeners, paired reading, homework helpers and LRC monitors. Every participant is awarded for every 15 hours (or equivalent) through certification as a 'Rising Star'. See also entry under paired reader.

## **SENIOR TEAM**

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

**Head Boy**     Toby Rant

**Head Girl**     Grace Dodd

**Deputy Head Boys** Ben Cave-Calland and Harvey Godwin

**Deputy Head Girls** Amy Anderson and Bettine Harris

In addition to the positions above there are also Senior Students as House Captains (see Houses entry) and student Committee Leads.

Committee Leads in 2020 - 2021 are Tilly Hallett, Anna Horackova, Alice Jones, Rebecca Meldon, Emma Moncrieff, Sarah Moreman and Gabi Radziszewska

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 and 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, COMPUTER ROOM (SIX) 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. This room is still often referred to as the common room. The computer room (SIX) is equipped with computers, should be kept clean and tidy, and used for quiet study at all times. The Cafe is the 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.

## **SPORTS ACADEMY**

Kings Sports Academy is the programme to enable students to play sport at a competitive level and practice with specialist coaches to further their sporting ability. There is a monthly cost to be a member of the Sports Academy which also includes membership to the leisure centre. More details are available on the website [www.kingsfitness.co.uk](http://www.kingsfitness.co.uk)

## **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 Head of Sixth Form 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. They 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 and TIME**

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.

Tutor time is a compulsory session every Tuesday and Friday, 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. Tutor time is essential and is not an extension of social time; it is a purposeful part of the day. Academic Mentoring also takes place during this time.

## **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. See also entry under Rising Stars.

## **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 lessons. For all cases of work experience taken within school time you need to obtain your tutor's

approval, together with Head of Sixth Form or the Employability Co-ordinator in order to approve the additional placement time.

**PLEASE KEEP THIS BOOKLET IN A SAFE PLACE**

**FOR FUTURE REFERENCE**

**THE KINGS OF WESSEX ACADEMY**

Station Road  
Cheddar  
Somerset BS27 3AQ

Tel: 01934 742608

Email: [office@kovessex.co.uk](mailto:office@kovessex.co.uk)

Web: [www.kovessex.co.uk](http://www.kovessex.co.uk)

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