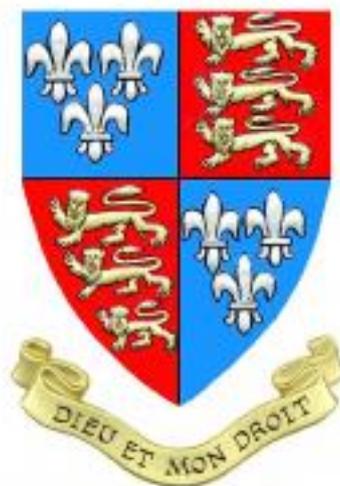


King Edward VI Grammar School



Sixth Form Student Handbook 2020-21

Please note: owing to the Covid-19 pandemic, full details of the structure of the school year, the timetable and the calendar are under development. Information contained here is likely to change as the school plans how best to deliver education safely and effectively.

The Sixth Form Team

The Sixth Form Team is located in Norton Lodge (Sixth Form Centre).

Mr M Aicken	Director of Sixth Form & UCAS Coordinator
Miss J Maidment	Assistant Director of Sixth Form
Mr P Reeve	Sixth Form Centre Manager
Mrs A. Mackin	Learning Support and Sixth-Form Admin
Mrs C. Healey	UCAS and Careers Coordinator

Norton Lodge is open from 8.00am until 5.30pm in the evening.

Tutoring commitments and pastoral care

We are proud of the close and personal pastoral support that is provided for our students in the Sixth Form. You are treated as an individual and you should feel confident that your concerns will be addressed and your achievements recognised and praised.

You will be assigned an Academic Tutor during your time in the Sixth Form. The tutor is a member of the academic staff and is likely to teach one of the subjects you are studying. **You will have a 1:2 meeting with your tutor every two weeks and it is a requirement of the Sixth Form Student Agreement that you attend these regular tutoring sessions.** We believe that this individualized approach will bring you a number of important benefits and will assist you in making your Sixth Form experience a real success. It is your responsibility to attend these regular meetings which will regularly require some preparation on your part. At certain key points in the year you will be required to submit information to your tutor or to a member of the Sixth Form Team. If you fail to attend a tutoring session through illness it is your responsibility to re-arrange it with your tutor at the earliest possible opportunity. **Over the two years of sixth-form study you should develop a good rapport with your tutor. Tutors will also contribute to references for you including your UCAS (university) reference written at the beginning of Year 13.**

It is important for you to know that there are a number of staff who you can speak to about pastoral issues. These include your tutor, members of the Sixth Form Team (see above) and dedicated school counsellors. **Information about routines, activities and events for the KEVIGS Sixth Form will be displayed on notice boards in Norton Lodge and also on the electronic screen in the entrance to Norton Lodge. It is your responsibility to check these areas and your school emails daily for information.**

New Students

Every student is new to the sixth form at the start of Year 12 and we appreciate that you will need extra support and guidance as you make the transition from GCSE to A-level study. If you are new to KEVIGS, we extend an especially warm welcome to you and hope that you settle in quickly. A member of the Sixth Form Team will be available in Norton Lodge to help with queries or concerns.

For students joining us from other schools, we will ask your teachers to briefly comment on your progress shortly before October Half Term. We will then meet with you to provide some feedback and also contact your parents and briefly inform them of your progress.

The Sixth Form Student Agreement

You will quickly notice the biggest determinant of success in your Sixth Form studies is...you!

We ask you to take particular notice of the terms of our agreement which have been developed over several years of successful experience. The Sixth Form Student Agreement provides you with an essential framework on which you can build your sixth-form experience. Please read it carefully – a copy can be found at the end of this handbook.

Attendance and Absence

A very significant contribution to your progress on any course will be your attendance. Missing A-level lessons can put students at a serious disadvantage. Staff teaching A-level courses will take electronic registers in all lessons and your attendance will be detailed on your reports.

Routine medical, dental and optician appointments should be made out of school hours and not when you have timetabled lessons. We are willing to give you leave of absence for your driving test, but driving lessons should NOT be booked during school hours.

If attendance falls below 90% in any subject you should note that you may not be entered for the relevant public examination. Continued absence may result in you being asked to leave the Sixth Form.

If you are ill please ask a parent to inform the school by telephone (01507 600456) or ask your parent to email

absence@kevigslincs.sch.uk .

If we become concerned about attendance or punctuality, a member of the Sixth Form Team will contact your parents directly.

If you are ill in school, report to a member of the Sixth Form Team or reception. **You are not to absent yourself under any circumstances as the school has a legal responsibility to know where you are during the school day.**

Use of Directed Study Periods

All sixth-form students are allocated a number of Directed Study periods in the timetable. You are required to use these periods for private study within school and ALL STUDENTS must register at the start of each study period in the Norton Lodge Work Room.

Registration and Assemblies

Sixth-form students are **not** required to register between 8.50 and 9.10 every morning. There is one exception to this rule:

- Students must attend the Sixth Form assembly every **Monday** morning from **8.50 until 9.10** in **Newton Hall**.

Please note that failure to attend tutorials, wellness & spirituality sessions, and assemblies is a breach of the Sixth Form Student Agreement and you may be asked to leave the sixth form if you are not prepared to meet these basic obligations.

All students, regardless of lesson commitments, are required to attend all sixth-form and whole-school assemblies, and the sixth-form Wellness & Spirituality sessions. Assemblies are an important point of contact between the Sixth Form Team and students, and the whole-school assemblies (often held at St James' church) form an integral part of school life at KEVIGS. Non-attendance at assemblies without good reason may indicate that students do not wish to be part of our school community.

The School Day

You must reach school each morning by 9.10 and in time for Period 1 registration – with the exception of Academic Tutoring Sessions and the Sixth Form assembly (**Mondays at 8.50 in Newton Hall**).

Lateness: if you are late (i.e. after the register has been taken) you should explain the circumstances to the member of staff and make sure that they have accounted for your lateness and attendance on SIMS. Anyone persistently failing to arrive on time to lessons will be given additional directed-study periods to support their time management. Persistent latecomers and absentees may be asked to leave the Sixth Form.

Academic Tutoring Session/Sixth Form Assembly	0850 - 0910
Period 1	0910 - 1010
Period 2	1015 - 1115
Break	1115 - 1135
Period 3	1135 - 1235
Lunch	1235 - 1305
Period 4	1305 - 1405
Period 5	1405 – 1505 (school finishes on Fridays at 1505)
Break	1505 - 1515 (Mon-Thu only)
Period 6 (clubs, workshops, mentoring, etc.)	1515 – 1600 (Mon-Thu only)

Normal lessons end at 3.05pm every day. The Sixth-Form Workroom is available for private study until 5.30pm. Choir practices, meetings of societies, games, play rehearsals and similar activities will take place during period 6. This is also the time when subject-based workshops and intervention will take place.

Lunches are served on a cafeteria basis in Newton Hall (School Canteen), and you pay for the items you select via the biometric payment system. You may bring sandwiches to consume in Hubbard's or Newton Hall, or you may go into Louth.

Communication

You MUST ensure that you do the following EVERY school day:

- Check your school email account using the school network, PC or mobile. You will need to configure your phone or laptop to use the KEVIGS BYOD network. This can be easily arranged with the IT Support Team.
- Check the electronic noticeboard in the entrance to Norton Lodge

Important messages will be conveyed to you and it is your responsibility to check for them on a regular basis.

Communication to students and parents will take the following forms:

1. The daily KEVIGS e-brief
2. School and home email accounts
3. Teachers2Parents text and email facility
4. Norton News – student-run newspaper
5. SIMsParentApp – all yearly progress reviews will be uploaded to the App
6. Two parents' evening per year – one usually in December and one in March

If you are unable to access any of the above communication methods then please get in touch with the Sixth Form Team.

Cancelled Lessons

Occasionally teaching staff may need to cancel lessons. This is not something that staff at KEVIGS wish to do but there are occasions when there is no alternative. Staff are entitled to CPD (Continuing Professional Development) throughout their time at KEVIGS. There may be occasions when staff have personal matters to attend to and these will override their commitments to King Edward's. Illness is also a cause for lesson cancellations. There are also a number of members senior staff who teach A-levels at KEVIGS and there will be occasions when these members of staff are involved in other pastoral matters that require their urgent attention.

Lesson cancellation will be communicated at the earliest opportunity, usually via email. If you have a lesson that is cancelled then you must register and collect work set from the staff member that is on duty in Norton Lodge.

On rare occasions the lesson cancelled may be the only registered lesson that a student has for that day. **Students are not to absent themselves under any circumstances as the school has a legal responsibility to know where they are during the school day.** However, please speak with Mr Aicken or Miss Maidment to discuss alternative arrangements.

The Curriculum and Academic Monitoring

All students will study three subjects in Year 12 and in Year 13 alongside the Cambridge Pre-U. Some students will choose to study four subjects, but this is usually only reserved for those who will cope with the increased demands that this will inevitably place upon them. Students who wish to study four must achieve seven or more grades 7-9 in their GCSE results.

Students will normally be taught by two teachers for each subject. Lessons are usually between six and eight periods for each subject per fortnight.

Attendance at all lessons is compulsory and teachers will take a register. Permission must be sought if students are going to miss lessons for any reason, such as university visits. Students who fail to meet their lesson commitments will be in breach of the Sixth Form Student Agreement and they may be asked to leave.

In addition to the academic curriculum there are up to two lessons each week that will be timetabled for enrichment activities and courses (see below for full details of KEVIGS Enrichment).

You will work together with your tutor and subject teachers to set yourself regular targets. Your parents will receive three Progress Reviews a year. Your progress will be closely monitored and if problems do arise with your attainment or attitude, a Head of Department may indicate 'cause for concern' to your tutor and to the Sixth Form Team. This may lead to a formal meeting with either Mr Aicken or Miss Maidment and a letter home to parents expressing our concern. Similarly, following the issue of reports, students experiencing difficulties will be interviewed and appropriate strategies will be discussed and put in place. This may include a special contract which could be specific to one or more subjects. All students are reminded of the importance of abiding by the terms of the Sixth Form Student Agreement.

Sixth Form Commendations, Sanctions and Intervention

It is important that KEVIGS recognises and rewards those students that have made real improvements and sustained their efforts over the course of their Sixth Form experience. In addition to this it is vital that we also identify students that are struggling with either academic or pastoral issues. Outlined below is a variety of rewards and intervention strategies that will be used in addition to the regular forms of intervention at KEVIGS.

• Commendations

The system of Sixth Form Commendations has been put in place to specifically recognise and celebrate outstanding contributions, exceptional achievement and sustained effort from Sixth Form students.

Students earning a number of Commendations in a single term will qualify for a Sixth Form prize (to be established by the Sixth Form Committee) and awarded by the Head of Sixth Form during Sixth Form assemblies. Students earning a significant amount of Commendations will be sent a letter (copied to their parents) from the Headteacher.

• Sanctions

As with years 7-11, sixth-form subject teachers will make use of the SIMS Behaviour management system to log issues with behaviour, attendance and completion of class and homework. In the first instance of an issue this will be logged as a comment. Two comments will result in a behaviour point and the loss of a free or compulsory catch-up work during period 6 time. If the issue does not improve then departmental intervention will take place and it will be escalated to the Sixth Form Team. The Sixth Form Team may contact parents, issue a verbal warning or, for a repeated issue, a written warning. SIMS comments and behaviour points will be monitored by both your Academic Tutor and the Sixth Form Team.

Sixth Form Interventions

The Academic Tutoring system at KEVIGS enables tutors and students to:

1. Highlight and celebrate academic success and endeavour
2. Raise academic concerns and issues that students have on a regular basis
3. Discuss concerns that teaching staff have raised regarding academic issues
4. Set realistic targets and provide intervention strategies to support attainment and progress
5. Discuss any attendance issues and concerns
6. Actively engage with the differentiated Sixth Form Tutoring Programme.

File Check & Notes Review

A review of your subject files will take place once a year by individual departments and subject staff. This review of folders and notes will usually take place during the spring term.

Why do we have a File Check & Notes Review?

- Effective notes back up and reinforce memory
- Studying from effective notes is more time efficient
- Well-developed notes provide effective study tools to recall, rehearse and review

Year 13 and examination arrangements

By the end of Year 12 we expect all our students to be working well towards their target grades: the majority of KEVIGS target grades at A-level are an A, B or C grade. Where there are concerns about progress then students and

their parents will be invited in during July to discuss their progress with the Head or Deputy Head of Sixth Form to identify any additional support or intervention that is required in Year 13. This will include a review of the individual A-level courses to ensure that the curriculum being followed maximises the student's chances of success. The school has a successful record of working with those causing the most concern and helping them to re-start Year 12 on a new combination of subjects and this route has led to significantly improved outcomes for those students who made the wrong choices in Year 12, significantly underachieved, or have simply had a change of heart.

Additional information:

An AS-level (which is a stand-alone qualification and is valued at 40% of an A-level) will only be taken at KEVIGS if the student has been identified by the Sixth Form Team, in collaboration with Heads of Department, as struggling and in danger of not achieving a C grade or above.

The Sixth Form Calendar

Owing to the COVID-19 pandemic, the calendar for 2020-21 is currently being re-designed. However, it is expected that the following events will be included.

	Year 12	Year 13
Induction Day	Thursday 3 September	
Reports	Progress Reviews are issued: November March May	Progress Reviews are issued: November March May
Consultation Evenings*	December March	December March
School Examinations	April	April
External Examinations	May – Pre-U Global Perspectives exam August – Pre-U results issued	4 December – school deadline for Pre-U Independent Research Report May/June – A-level examinations
UCAS	Feb/Mar: University Visit (Sheffield): June/July: UCAS workshops	September: Oxford, Cambridge, Medicine, Veterinary Medicine, Law, etc. applications submitted October/November: All other applicants
		May: leavers' day June: prom

* We strongly recommend that students attend Consultation Evenings with their parent(s)/guardian(s)

Studying for Success

To really succeed at A-level students need to develop effective study skills. One of these study skills is managing time effectively and making good use of private study time, both in school and at home. We will provide information about study skills throughout Year 12 and 13. Additionally, you will work with your tutor on developing these skills.

All Year 12 students will be issued with a copy of **Surviving Your Workload: Essential Study Habits for Sixth Form** (Tim Foot) by their Academic Tutor during the first full week of term.

Directed Study and use of the Library and Sixth-Form Work Room

- The library is a place for quiet study only and sixth formers may use the library during their directed study periods and non-contact periods. The **Sixth-Form Work Room** (Norton Lodge) is available for sixth-form private study.
- Students can get a lot of work done during the school day if they use their directed study periods and private study time sensibly. However, private study will inevitably extend outside school hours. You will need to establish a pattern of putting aside a regular amount of time each week for doing background reading, consolidation and learning of work covered in lessons and for completion of major assignments.

Expectations for Independent Study

- **As a guide it is expected that students should spend about four hours per subject per week in Year 12 and up to five hours per subject per week in Year 13.**

Deadlines and Coursework

- Students are required to meet all work deadlines set by staff. Late work is a cause for concern and constitutes a breach of the Sixth Form Student Agreement (see below). Late work may not be marked. Students may be withdrawn from a subject if work is not completed to deadline. If examined coursework is not submitted on time students may be withdrawn from that component of the exam.

Year 12 Online Learning (MOOC)

- In order to help with the transition from Year 11 into the Sixth Form, all Year 12 students are expected to complete the 'Learning How to Learn' MOOC on Coursera (www.coursera.org/learn/learning-how-to-learn). All Year 12 students need to submit a screen shot of the completion page and their result to sixthformadmin@kevigs.lincs.sch.uk by the 1st November.

Paid Employment

Paid employment gives you many opportunities to work with other people and take responsibility as well as affording you the measure of independence an income brings. However, **DO NOT TAKE ON TOO MUCH**; you need to prioritize your academic work.

Either Saturday or Sunday work is ample, bearing in mind that you are on a FULL-TIME course already and that you will need to study in the evenings. No more than eight hours paid work each week should be undertaken. Too much paid part-time employment is often a reason why students end up doing poorly in their exams.

Holidays

A-Level study is demanding and it is not appropriate to take holidays during term time. You have chosen to attend KEVIGS and you have 13 weeks' vacation time allocated. If absence is unavoidable then your parents will need to write to the Head of Sixth Form well in advance to allow consideration of the request. A Leave of Absence form can be found at www.kevigs.org or paper copies can be obtained in Norton Lodge.

In the case of university visits, students should also complete a Leave of Absence form. We strongly encourage students to go on university visits and other related opportunities. However, to avoid missing out on education, we normally recommend taking no more than three days out of school to attend open days. Many universities run events at weekends at online.

Before making a decision we will take into account the academic, attendance and behaviour record of the student concerned.

Behaviour and Appearance

As a Sixth Form student you are a role model for the younger pupils in the school. They look up to sixth formers and copy your behaviour and appearance. As part of a school-based sixth form, high standards of behaviour and appearance are expected: it is the belief of the KEVIGS Leadership Group that sixth formers should set the standard for the rest of the school.

The sixth form has always worked through mutual cooperation and consent. Having made the choice to either stay at KEVIGS after Year 11 or to join us in Year 12 we expect students to work with us to uphold the traditions and ethos of KEVIGS which has made it so successful over the years.

We hope that by joining the sixth form you will contribute positively to the promotion of a culture of mutual respect and want to be a role model for others within the school community.

The KEVIGS Sixth Form Dress Code:

Boys - a suit, a formal shirt (plain or patterned), a plain well-fitting turtle neck, a plain V-neck sweater, waistcoat or cardigan, formal shoes and a tie (optional). Winter coats can be of a personal choice and should be worn over the suit jacket.

Girls – a matching skirt or trouser suit, a formal shirt/blouse (plain or patterned), a plain well-fitting turtle neck, a plain V-neck sweater, tank top, waistcoat or cardigan and low (2.5 inch maximum) flat-heeled shoes or ankle boots (plain). Winter coats can be of a personal choice and should be worn over the suit jacket.

PLEASE NOTE on St James’ Assembly days with the whole school, Sixth Formers are required to wear a white shirt/blouse and a dark jacket. These days include but are not limited to the first full day of school, Founder’s Day assembly and all end of term assemblies.

Please take the KEVIGS Sixth Form Dress Code into careful consideration before purchasing any items for September. Please also note that any extremes in appearance is not advised.

	Academic dress - OK ✓	NOT ALLOWED ✖
TROUSERS	Part of a suit ✓ Traditional style ✓	Chinos ✖ Jeans (any colour) , Leggings/jeggings ✖
SKIRTS/DRESSES`	Matching jacket ✓ Tailored business dress co-ordinating jacket and acceptable length ✓	Shorts ✖ Denim, corduroy or jersey ✖
TOPS	Tailored shirts ✓ Turtle neck ✓ Blouses ✓	Crop tops, vest tops, graphic tees, polo shirts ✖ Spaghetti straps, low cut tops ✖
JUMPERS	Jumpers ✓ Cardigans ✓	Sweatshirts or hoodies ✖ Not instead of jacket or shirt/blouse ✖
OUTDOOR CLOTHING	Hats – to walk to school only ✓ Jackets ✓ Coats ✓	Outdoor clothing to be removed in the classroom
FOOTWEAR	Shoes ✓ ankle boots (plain) ✓	Trainers, UGG boots, thigh high or knee high boots or flip flops ✖ Excessive heels or wedges✖
	During the winter months both Year 12 and 13 students can wear boots or other appropriate footwear to and from school but must wear their formal shoes in and around the school site. Hats, scarves and gloves can also be worn but must be removed whilst inside school buildings.	

Use of Norton Lodge

Norton Lodge is a wonderful facility to have specifically for the Sixth Form at KEVIGS. It caters for about 200 students a day; therefore it is vital that we look after it and treat it with respect. The Sixth Form Student Agreement covers the

main areas of your responsibility during your time in Years 12 and 13. Please take time to read your responsibilities and consider the students that wish to use Norton Lodge after you have left KEVIGS.

Enrichment

We believe that sixth-form education is more than just the A-level subjects you study. We expect sixth-form students to want to learn more about the world in which they live and to develop the skills which they will need to thrive in the world beyond KEVIGS. We also expect students to engage in the wider life of the school and local community.

1. The Prefect System

This provides students in the sixth form with opportunities to not only contribute in a vital way to the smooth running of the school but also valuable experience of leadership roles. It is the expectation that all Year 12 students will take on a prefecting duty.

In June the Headmaster will ask for volunteers to speak at the KEVIGS Open Evening. This request marks the start of the Senior Prefect application process. Not all students will speak at Open Evening but all applicants will have an opportunity to speak in front of senior member of staff. It is on completion of speeches that Mr Lascelles will provide students with the Senior Prefect Application Form. From this group will be drawn the Head Girl, the Head Boy, Heads of House, the St James' and Music Prefect, the Chairperson of the School Parliament, the Library Prefect, KEVIGS Ambassador, the Sixth Form Committee Chairperson, and other senior roles. Once application forms have been received senior staff will consider the degree to which students have been involved in assisting at school events. Your desire to become a Senior Prefect will therefore be greatly aided by involvement in the school community from an early stage in Year 12. Students that are successful at this stage will be interviewed by Mr Aicken and the Headmaster in July.

Approximately sixteen Senior Prefects will be appointed and will take on their official duties from September. We hope that through the prefect system students can contribute to the school community. Through their service to the school they will learn skills vital to their lives beyond the school gates.

2. Working with Lower and Middle School Pupils

KEVIGS provides students in the sixth form with the opportunity to help departments academically support pupils in the Lower and Middle School. Year 12 and 13 students are also chosen to be Tutor Prefects that are attached to a particular tutor group and work with the tutor in supporting the academic and personal development of those tutees. In the past those who have volunteered have found the experience hugely rewarding. Tutors certainly find the support of sixth form students invaluable.

3. Clubs and Societies

There are a number of clubs and societies organised for and by sixth formers. We encourage students to join in and often students themselves will start a new club or society either purely for other sixth formers or for pupils lower down in the school.

4. Duke of Edinburgh Award Scheme

KEVIGS encourages students to participate and significant numbers of Sixth Formers enjoy success at all levels – including Gold. Please contact Mr. P Reeve for further details - Paul.Reeve@kevigs.lincs.sch.uk

5. CCF

King Edward VI Grammar School is in the enviable position of having its own Combined Cadet Force (CCF), with both Army and Royal Air Force Sections. This voluntary organisation has proved to be a great success with our Year 9 to 13 students - of which around 160 are members.

The CCF is essentially a youth organisation sponsored by the Ministry of Defence, which enables pupils aged from 12 years a chance to sample a little of what the military has to offer. The activities on offer include: Shooting, Drill, Field Craft, Rock Climbing, Mountaineering, Abseiling, Canoeing, Skiing, Gliding, Flying, Sailing, Orienteering, First Aid, and Self-Survival - to name just a number. Fully trained, experienced instructors and school staff supervise these and many more activities. Cadets are able to participate in these activities either on CCF evenings, at weekends, or during the adventure week at the end of the summer term. Being a member counts towards the Bronze, Silver & Gold Duke of Edinburgh Awards. There are many camps and courses cadets can go on, both in the UK and abroad.

The CCF meets on Tuesdays after school from 4.00 to 6.00pm. If you have not already joined and wish to do so, then please feel free to come on the meeting night, or speak to one of the leaders for a personal introduction and welcome. Please contact Mr. P Reeve for further details - Paul.Reeve@kevigs.lincs.sch.uk

Ludensian Lectures & Tennyson Talks

Throughout the year the Sixth Form Team will arrange a number of speakers to come in and give their insight into the world beyond Louth and the walls of KEVIGS.

Ludensian Lectures

These are usually lectures that are given by former pupils about their lives after leaving KEVIGS. Ludensian Lectures are held after school and students, parents and the local community are invited to attend.

Tennyson Talks

These short talks (30 min) are held within the school day and are usually informative talks about career options, higher education or apprenticeships. On occasion it will be compulsory for a whole year group to attend if the talk is seen to be of benefit to that particular year group.

Careers Support, UCAS and University Visits

Objective careers support for all students in the sixth form is essential if students are to successfully navigate their way through the increasing range of opportunities available to them after completion of their A-levels.

Students will also attend a University Taster Day at a leading university to introduce them to the range of course options and institutions available - Year 12 will visit a Russell Group University in the spring term.

Working with their tutors, Year 12 students will begin to think critically about their post-18 choices from February onwards during academic tutoring sessions. Following the internal and external exams season students will benefit from additional advice during Tutorial periods. Students will also be issued with a copy of the KEVIGS UCAS Guide and the KEVIGS Guide: Applying to University. Resources are available in the Careers Library (Norton Lodge) to support your research. These include a set of university prospectuses, reference books, and other resources relating to specific courses and professions. Access to computer programs e.g. Centigrade allows students to identify suitable career paths and courses. Many suitable web sites, e.g. UCAS, are recommended for further research.

From September Year 13 students will be asked to submit their UCAS forms to either Mr Aicken or Miss Maidment for approval. Students wishing to apply to Oxford or Cambridge and for courses such as medicine, veterinary medicine will have to complete their UCAS forms by mid-September for early submission. Others will be encouraged to make early submissions to maximise their chances of receiving offers from universities.

Oxford and Cambridge applicants and those wishing to apply for medicine, dentistry and veterinary medicine will receive additional support during Year 12 and throughout Year 13 from Mr Aicken. At KEVIGS, departments take the lead in writing student references and also help support and advise students on subject-specific aspects of applications. All applicants to Oxford or Cambridge will be interviewed by Mr Aicken in the Autumn Term of Year 13. There is also additional help provided by staff in the STEM subjects for students sitting the BMAT and UCAT admissions tests.

In Year 12 many universities offer taster courses during the holidays. These are very beneficial for students to discover what a degree in, say, creative writing might involve and often include an overnight stay at a university. Students applying for courses in law, veterinary medicine and medicine may wish to attend relevant courses e.g. Medlink and VetLink – but please be aware that charges may apply. HeadStart organizes residential courses for engineering and related disciplines, which are recommended for focusing on specific degree courses in this broad area of study.

With regard to university visits, students are encouraged to visit those universities they wish to make an application to. However, they should try to organise their visits at weekends, or in the holidays. Visits during the school week should be kept to a maximum of three either side of the summer holidays and permission must first of all be sought from the Sixth Form Team and individual teachers using the University Visit Form before students can have time off school.

Each year some 88% and above of Year 13 students proceed to university, some following a 'Gap year'. Most students obtain an offer from their favoured university and obtain the grades needed to take up that offer. This is the result of hard work by the students and by members of the academic and pastoral staff as well as the good advice and support given to students throughout their time in the Sixth Form. We are proud of our achievement in this area.

Oxford and Cambridge Applications

It is never too early to think about applying to Cambridge or Oxford. Each year a good number of KEVIGS pupils apply to Oxford and Cambridge Universities and between 5% and 10% of the year group obtain places. Competition for places is fierce, and anything which you can do to differentiate yourself from the competition will help. If you are really passionate about studying a particular subject at Oxford or Cambridge, be sure to talk to the Sixth Form Team, Academic Tutor and your teachers about what books they would recommend, what radio programmes you should be listening to, what courses or work experience you should be planning and how you might go about deepening your passion by researching a particular topic in greater depth. You should be reading widely and taking every opportunity given to you in class to extend your work beyond that required by the syllabus. Successful applicants have always shown an active approach to developing their love of learning in their chosen field.

Some subjects require applicants to take a special test; this may be a national test such as the BMAT for medicine or may be a paper set and marked by the university. Many courses will also require you to send in examples of marked work from Year 12. You should ensure that you familiarise yourself with all the details so that you can plan your preparation accordingly.

Students interested in applying to Cambridge or Oxford will be asked to attend an interview with Mr Aicken. Heads of department and academic staff will be asked to give the names of possible candidates and to confirm that those who have declared themselves interested are of the right calibre. The application process is a demanding one and students need a realistic assessment of whether their GCSE grades and Year 12 results are sufficiently strong.

College and university open days are a great source of information and you will find details of these on the Oxford and Cambridge websites. It is considered essential for all serious applicants to have visited at least one open day. These are arranged by you as an individual. Our students have also attended summer schools at Oxford and Cambridge and taken part in masterclasses, essay competitions and shadowing schemes.

KEVIGS may also arrange visits to Oxford or Cambridge, and prepare mock interviews for applicants. We also invite our former students back to school to share their recent experience of the application process and of university life.

Work Experience

With increased competition for university places and post-18 jobs some work experience, particularly in a field related to your career aspirations, is a great asset. Also work experience may result in opportunities for temporary employment during school and university holidays and perhaps sponsorship for university.

If you are planning to apply for courses in any of the following vocational areas you will need to display an understanding of what is involved and **a period of work experience is very important:**

- Medicine
- Nursing
- Occupational Therapy
- Speech and Language Therapy
- Physiotherapy
- Sports Science
- Veterinary Science
- Psychology
- Architecture
- Law
- Teaching (work experience is **mandatory** for entry onto **Primary Teacher Training** courses)
- Engineering

When can you do it?

You can do work experience during holidays or on a weekly basis during term times in study periods (only with the consent of Mr Aicken). You should **not** take time out of school for any other blocks of work experience unless there are exceptional circumstances, and these must be discussed in advance with Mr Aicken.

Who will help and advise you?

Mrs Healey, your Academic Tutor, Mr Aicken and Miss Maidment will all be able to give you help and advice about the kind of work experience you need to have. It is, however, **up to you** to take the initiative over seeking advice and making arrangements.

How do you organise it?

You are responsible for making all the arrangements. These are likely to be in the following sequence:

1. Seek advice about what work experience is necessary/appropriate.
2. Contact work experience providers and agree provisional dates.
3. Seek the Head of Sixth Form's permission to undertake work experience if it falls within school time.
4. Inform your Tutor/Heads of Department/Teaching Staff of your work experience so they can comment on it in any references they write about you for university or employment.

Financial Support – the 16-19 Bursary and other bursaries and scholarships

If you think you may struggle with the costs of full-time study during your A Levels you may be eligible for a bursary. The scheme is administered by KEVIGS and full details of how and when to apply and the help available will be emailed to all students in October of the new academic year. For further general information about the scheme please see:

<https://www.gov.uk/1619-bursary-fund>

Or speak to Mrs Mackin, Mr Aicken, or the Finance Office.

The Sixth Form Committee

The Sixth Form Committee aims to provide a forum for debate between students and staff and also to act as an action group to direct various responsibilities within the School. It also has to oversee the running, maintenance and supervision of Norton Lodge and it is responsible for organising the Year 13 Prom in June.

Parking and Road Safety

There are limited car-parking facilities for students at KEVIGS on the Foundation House site and students with their own vehicles must only park in the bays provided, and obstruct access routes. On certain days, due to large-scale school events, students may be requested not to park on the school site. Sixth-form students are expected to set a good example to younger students by driving appropriately in Crowtree Lane and Edward Street. All Year 13 students attend a 'Too Fast Too Soon' safe-driving-awareness presentation in the autumn. Bike shelters are available on site - students should not leave bikes overnight. Students must provide their own padlocks and bikes must be removed from the site at the end of day.

Students are reminded that sixth-form parking is a privilege, and this can be withdrawn if the facilities are misused.

eSafety

Facebook Privacy

Nearly all Social Media platforms have privacy settings, allowing users to decide how much information to share. Facebook is one of the most common. To change privacy settings in Facebook, log in using a web browser, then click the question mark in the top-right corner. Next, choose 'Privacy' and then change all the settings below it to 'Friends only'.

Video links

- If Facebook were real life: <https://www.youtube.com/watch?v=IIY5rifoJPw>
- Social Media experiment: <https://www.youtube.com/watch?v=6jMhMVEjEQg>
- Tom's Story: <https://www.youtube.com/watch?v=qMtcqFU1RLQ&t>
- Where's Klaus? <https://www.youtube.com/watch?v=i4GKXsAOYZE>

Nude Selfies

A young person is breaking the law if they take, share or possess an indecent image of themselves or another child. The National Police Chiefs' Council have made it clear that incidents involving youth-produced sexual imagery should primarily be treated as safeguarding issues.

The NSPCC have excellent guidance of preventative steps and how to deal with incidents of 'sexting':

<https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/sexting>

If an adult requests images or videos of a child, this is grooming and must be reported to the police via

www.ThinkUKnow.co.uk

Online Sexual Exploitation

Grooming is the process by which a person prepares a child, significant others and the environment for abuse. Goals include gaining access to the child, gaining compliance and maintaining secrecy to avoid disclosure. Abusers often aim to isolate children and increase their dependence, making the child believe they have no choice. This may include bribery, gifts, flattery, sexualised games, threats, blackmail (including emotional) and desensitisation.

Signs to look out for include (but are not limited to): Secretive of phone/laptop, spending large amounts of time in the bedroom, becoming withdrawn from family/friends, being tired and personality changes. Some may suddenly have new things such as clothes or a mobile which they cannot or will not explain.

Where you have concerns this should be reported to CEOP.

<https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/grooming>

Meeting up

CEOP offer the following advice for students wishing to meet other students they've met online:

- Always meet and stay in a busy public place.
- Do take a trusted, responsible adult with you, not a friend. If the person you're meeting with isn't being honest taking a friend will put you both at risk.
- Make sure a friend or family member knows who you are meeting, where you are going and when you'll be back.
- If your instincts tell you something is wrong, it probably is. If the person you meet doesn't look like the person you've been talking to leave as soon as possible.
- Don't accept a lift from the person you're meeting.
- Stay sober.
- Take your mobile phone, keep it switched on and topped up with credit.
- Your personal belongings can be stolen, don't leave them unattended.

https://www.thinkuknow.co.uk/14_plus/Need-advice/online-dating

Cyber Bullying

Can take place via many different routes: Text message, iMessage, WhatsApp, Social Media, Phone calls, Anonymous emails, Xbox Live, PSN. This can be worse than traditional forms of bullying, as it can continue outside of school and can take place at any time. Where this takes place, Social Media and gaming platforms have their own reporting systems that can be used to block users. Specific guidance can be sought via www.bullying.co.uk

Further Reading

www.ThinkUKnow.co.uk

www.nspcc.org.uk

www.childline.org.uk

www.iwf.org.uk

www.bullying.co.uk

Option Changes

If you are unhappy with one of your subject choices you must follow the correct procedures. These involve seeing Mr Aicken or Miss Maidment. If appropriate, they will then refer you to the UCAS and Careers Coordinator. If an option

change is possible (and this will be subject to timetabling constraints, student suitability and space available) then you will be issued with an Options Change Form. You would then need to obtain the signatures of the Heads of Department of both the subject you intend to drop AND the subject you intend to take up. The Options Change Form is then returned to the Head of Sixth Form for approval. Changes are not normally permitted beyond 31 October as it would prove very difficult for you to catch up with missed work in a new subject.

Further Reading & Information

King Edward VI Grammar School www.kevigs.org

Higher Education Applications:

For Higher Education Applications www.ucas.com
For University Open Days www.opendays.com
For Student Finance www.gov.uk/apply-for-student-finance

General Advice: www.thestudentroom.co.uk/

For revision: www.thestudentroom.co.uk/wiki/a-levelrevisiontips-acea-levelslikeachamp
www.dayjob.com/content/revision-timetable-771.htm
<http://uk.elevateeducation.com/>

Health and Relationships: www.talktofrank.com/ (information on dealing with substance abuse)
www.time-to-change.org.uk (information on mental health issues)
www.Drinkaware.co.uk (information on alcohol problems)

Road safety: <http://think.direct.gov.uk/roadsafety.html>

Sixth Form Student Agreement

As a member of KEVIGS Sixth Form I agree to:

- Apply myself and focus on pursuing my studies (three A-levels **plus Pre-U**), while also making the most of wider opportunities.
- Make any subject changes no later than 31 October of Year 12.
- Attend my lessons and achieve at least 95% attendance. I understand that **all** lessons are registered, including Directed Studies and Wellness and Spirituality lessons.
- Attend assemblies. I understand this is an important means of communicating to the whole sixth form, and it is a weekly opportunity for us to meet as a learning community.
- Complete 15 hours of enrichment activities (details of this will be circulated in the first couple of weeks of term).
- Act as a positive role model for the younger students with regard to academic endeavour, behaviour and appearance, and dress according to the sixth-form dress code (available via the Sixth Form Student Handbook).
- Complete the **'Learning How to Learn'** MOOC from Coursera (www.coursera.org/learn/learning-how-to-learn) as an additional learning strategy to help with the transition from Year 11 into Year 12.
- Contribute to the successful upkeep of the sixth-form facilities. This includes keeping Norton Lodge clean and tidy by: ensuring that laptops are returned and on charge; eating in designated areas; clearing up after myself and disposing of litter; and reporting any breakages or damages to the relevant members of staff as soon as they are identified.
- Abide by the school's rules and the KEVIGS Behaviour Policy.

ICT Guidelines and Agreement

By signing this document you agree to operate within the guidelines of this ICT agreement when using any ICT in the sixth form at KEVIGS.

Things to do when using our ICT ✓	Things not to do when using our ICT X
Keep your password and log on details safe – these are confidential.	Cause offence.
Log out safely and securely.	Download / upload / share images or text that contain violence, obscenity or indecency (e.g. pornographic, extremist, racist, sexist, ageist or homophobic material).
Ensure personal devices have adequate virus protection and a suitable firewall installed.	Run a business or commercial enterprise.
Be polite when communicating via ICT on our network.	Take part in any unlawful / criminal activity.
Be aware of student well-being and the reputation of KEVIGS at all times.	Engage in any political activity.
Inform sixth-form staff if you do not wish to have your photograph taken, used or stored.	Download software / films / games etc. directly onto the school network or systems.
Respect copyright and intellectual property rights.	

Please go to IT Support to change your password if you need to. The school accepts no liability for personal devices brought into and used at school. Your access to the system may be suspended if we believe you have not abided by the guidelines for ICT use. All use of ICT resources is monitored to ensure compliance with relevant legislation and good practice.

By signing below you are agreeing to the points indicated above:

Student's Name (Please Print).....

Signature of Student.....Date.....