



# Sixth Form Handbook 2019 – 2020

This is designed to support your learning and understanding as you embark on your journey here at King Ecgbert School



**Student Name:**

**Form Tutor:**



# Introduction

Planning and organisation are key components of your success at Post-16

This information is designed to help you to:

- Plan your work
- Manage your time
- Understand elements of the sixth form such as monitoring
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In order to get the best from your sixth form experience remember to fill in your diary or use your phone.

- to record work set
- to enter on the appropriate dates when pieces of work are to be submitted
- to schedule your work to spread out your workload across the week
- to look ahead so that you can allocate time in accordance with future demands

**Miss R McCairns :** Director of Sixth Form, Assistant Headteacher

**Mrs C Stott:** Deputy Head of Sixth Form, responsibility for Year 13 and competitive applications

**Miss K Miles:** Responsibility for Year 12

**Mrs L Austin** Sixth form Administrator

**Mrs R Clayton** Attendance and Punctuality officer



# Pastoral support at KES

## Registration and Enhancement

Form groups will have a mixture of Year 12 and Year 13 students. Your form group will be assigned to the school house system so that sixth form students are able to take an active part within the house community.

Monday period 3, all students are required to attend enhancement. This session is designed to support you through your sixth form experience here at KES. It covers topics such as interview practice, current issues, driving, finance and looking into different career paths. Your enhancement tutor will support you in writing your personal statement and looking at options after you leave the sixth form. **Attendance is compulsory.**

## Monitoring your progress

There are several ways that your progress will be tracked throughout the year at KES. This is designed to help guide you and give you feedback about your attainment and your expected outcomes for the year ahead.

You will be monitored in each of the half terms. Subject teachers will report on your current rate of progress towards your target grade. For students who are new to KES, we call this monitoring. This will highlight any cause for concerns teachers have and give you regular feedback about how you are doing. If you are eligible for an educational bursary this may be affected if your monitoring scores are poor.

Effort is recorded on a scale of 1-4.

YOU SHOULD AIM FOR A GRADE 1

Teachers may also write a comment about your progress.

If your effort falls below expected level you will be given additional support through supervised study which takes place on a Monday morning.

1	Making an exceptional effort
2	Making a good effort
3	Effort could improve - some areas of concern
4	Insufficient effort - significant concern

## Monitoring Folders

Every monitoring collection staff will be expected to record whether students' academic files are acceptable or not acceptable. This will then be followed up by the form tutor and Head of Year.



# The Role of Form Tutors and Enhancement Tutors

1. Registration time will be an opportunity for your form tutor to get to know you which is essential as they will ultimately write your reference for employment or university. Attendance is compulsory when you have morning lessons and will support this relationship. You will have an opportunity to see your reference before you leave.
2. Your Enhancement hour is designed to help you develop into more rounded individuals with a good grasp of what is happening in the world around them. You will gain most from them if you approach them in this way.

Your form tutor is the person who will write your reference. They will receive input from your subject teachers but ultimately your form tutor will follow your personal development throughout the sixth form and will be responsible for your welfare.

## ASSESSMENT FOR YOUR REFERENCE

### Academic Information Gathering

- 1 Throughout the year
  - attitude/contribution to class
  - performance in homework and coursework assignments
  - test performances
- 2 At the end of the Year 12 each subject area completes a Subject Reference

Each department writes a section which indicates your interest level, attitude and attainment with detailed reference to subject specific skills. They also indicate the grade they believe you are most likely to achieve at the end of the course.

### Non-Academic Assessment

The content for this section is collected during conversations with your tutor and from your general approach to learning and personal development in tutorials. We also look at your willingness to get involved in school activities throughout the year.

The following areas are commented on:

- attendance and punctuality
- ability to mix with peers and staff, interpersonal skills
- personal characteristics
- trustworthiness, responsibility, reliability



- communication skills/presentation skills
- ability to study independently
- determination, perseverance and willingness to work hard
- exceptional circumstances which may have impacted on your studies

### **Extra-Curricular Activities/Enrichment**

At the end of year 12, when references are being prepared, you will be asked to inform tutors of your participation in these activities.

All references are positive presenting you in the strongest possible light. Knowing how these references are prepared should help you to present your strengths and qualities to those who are making judgements about you.

Nevertheless it is essential that we differentiate between students in all aspects that are commented on in the reference.

Your subject teachers and your tutor are the crucial people in this process – they pull all the information together and create a cohesive reference. Ensure that they know you as well as possible.



### Self assessment

You may want to complete this over the year to show your tutor evidence of your activities and skill development:

<b>Attribute/Skill/Activity</b>	<b>When did I demonstrate this?</b>
I got to know and work with all members of my form	
I examined and further developed my study skills	
I helped to run a whole school event – parents evening/sporting activity etc	
I made effective and thoughtful contributions to a discussion /debate	
I helped to raise money for charity	
I used my time well to research and plan for the future	
I learned some first aid skills	
I took part in house activities and helped to engender team spirit	
I gave support/helped mentor younger pupils	



I completed work experience	
I attended a subject discovery day at university	
I read around my chosen subject	



# What if...?

<b>Question / problem</b>	<b>Who to see/ what to do?</b>
I'm absent	In advance - If you know in advance that you are going to be absent, see all of your teachers for the days you will be missing to collect work. You must also inform student reception. On the day – phone school before 8.30 so the office can alter your mark. If absent for a prolonged period of time you should phone every morning and be able to provide a doctor's note. Contact all teachers to catch up any work missed. See the Attendance Policy for further information
I have a query about my eligibility for educational bursaries.	This opportunity is advertised to sixth form students in the first few days of sixth form. Students with family incomes under £16000 are eligible. This information will be kept confidentially. For more information please contact Mrs Austin
I have any personal or academic concerns	Your form tutor is your first port of call but you could also see a subject teacher or your head of year.
I am the first one in my family to go to university	Speak to the sixth form office. There is extra support available and often funds and schemes to support you.
I want help to find careers or course information	See Mr Paul Fennell career advisor. He works Monday and Tuesday and has an office in the library.
I have constructive suggestions about how to improve the sixth form.	Speak to your form rep or a member of the sixth form committee. Speak with Miss McCairns or your School Council rep.
I am thinking of applying to Oxford or Cambridge University or wanting to study medicine, dentistry or veterinary science.	Speak to Mrs Stott. Contact her by e-mail or find her in the Sixth Form Office.





# Your Questions Answered

## What is the Sixth Form like?

There are approximately 320 students in the Sixth Form. Students usually study the equivalent of three A levels across their two year journey.

All sixth form students have enhancement on Monday morning P3 and take an active part in House afternoons.

## The School Day

Students are expected to register every morning with their form tutor at 8.45. Lessons finish at 3:15. When you have no lessons timetabled, you can use the study facilities on C floor, the canteen, the library. Some students prefer to work at home (as long as you keep up with your work!).

Your tutor is there to support and advise you so that your time in sixth form is a successful one.

## Expectations and Responsibilities for incoming Year 12

We expect a great deal from new Year 12 students. Over the summer we expect you to have changed from a pupil to a student with a wish for greater independence and a willingness to discipline yourself. It is necessary to have a few "common sense" rules because we are an 11-18 school which is a working environment for a wide range of people. We also expect increased constructive criticism, analysis, reasoning and self-help. These expectations impose responsibilities on you which are in themselves part of your education.

## Equipment

Sixth form students are expected to provide their own stationery: a supply of folders, binders and file paper as well as a scientific calculator where appropriate.

## Safeguarding

To ensure the safety of all students. **Sixth formers MUST wear lanyards.** This is so they can be easily identified as sixth form students to all staff, as not all staff will know you individually. If you forget your lanyard you will have the opportunity to buy a further one. Otherwise you will be sent away from the building and not allowed to re-enter until you have your lanyard.

## Dress code

Although there is no uniform for the sixth form, we ask students to dress as if they were in an office environment. Necklines should not be too low, shorts should be a longer length style and students should not expose large amounts of bare skin (or underwear) around the midriff. As with the rest of the school, hats cannot be worn in the building.

We allow sixth form students to have mobile phones and ipods in school, however we request discretion. Pupils in lower years should not see sixth formers with their phones or ipods unless used for educational purposes. Phones should be switched off in lessons and only used in the study facilities. Earpieces should not be visible in school. Remember you are ambassadors and role models to younger students.



If you bring an educational device into school you will be able to connect to our wireless and use this to study anywhere.

### **Commitment to Learning and Motivation**

You are responsible for handing all work in on time. In return, you will find you are treated on a more adult basis by the staff, you will have greater freedom to work as you think best. However, do remember, whatever course you choose to follow, you cannot expect any of it to be easy and, if you are going to do yourself justice, you must be prepared to work consistently and conscientiously. One thing you will find necessary on any course is to read around your subjects as much as you can, watching and listening for any relevant information in the press, on the radio, television or internet. A wide background knowledge will prove to be a great asset.

You must show commitment, enthusiasm and a willingness to work hard. As a member of our sixth form, we have worked with you to choose a suitable curriculum and you will have met the entry requirements for your courses. If you are well motivated, we know that at the end of your time with us you will have gained success and satisfaction.

If there are circumstances that mean you may miss the deadline a letter from a parent to the Head of Sixth Form is required, explaining the circumstances. The letter should be written as soon as possible, preferably no later than one week before the deadline date. The case for an extension can then be considered.

You will be informed of course deadline dates. BTEC, in particular, requires that you complete a unit or its equivalent every half term. If you fail to do this you will not complete the course. A levels and GCSEs have regular assignments and exams which must be passed. If you persistently miss deadlines or fail to reach the right standard you may be advised to leave the course.

### **Folders for sixth form should contain:**

- A subject specific handbook and copy of the specification
- Separate sections with dividers for different teaching staff
- A section on examinations materials, including past papers, examiners reports and mark schemes

### **Essential working practices in the Sixth Form**

1. Attend all lessons
2. Listen carefully when new things are being explained
3. Take your own notes and keep them organised in separate files.  
This is essential for courses which are examination based.
4. Try to understand new, difficult concepts immediately. Ask questions, discuss with others, but do not give up because things seem difficult – they will be!!
5. Prepare to do the same amount of work outside lessons as timetabled allocation.  
If you have already completed all assignments, additional time should be used to prepare in advance or to go over past work that has been difficult.
6. You should bear this in mind when you are considering part-time employment or other extra-curricular commitments.



# Sixth Form Attendance & Punctuality Policy

Students in the Sixth Form are allowed to self-certify up to five (three before Christmas) instances of illness. Beyond this, only those backed up by a medical note or a conversation with a parent will be authorised.

We recognise the importance of visits to make informed choices about university applications. This needs to be balanced with the demands of your academic studies. All universities hold open days at weekends and you should attend these where possible. As with all other absences, you must inform subject teachers and Student Reception.

All students will attend registration at 8.45 with their tutor on the days they have morning lessons. So for example if you do not have a lesson Period 1 you will not be expected to attend registration. **There is no registration on a Monday for any student.**

## Sixth Form study Space

We have invested heavily in two new study spaces for you. Both contain brand new computers and working areas for students to work independently and during supervised study sessions. The downstairs facility will be a space for students to meet, socialise and work in groups, the upstairs space will be a silent study space.

Both spaces are for the sole use of sixth form students. Any students who abuse the privilege of having a space will be banned for a length of time to be agreed by their head of year.



# Enhancement & Enrichment

Universities and employers like to see students who have many skills as well as academic success. At KES we offer a huge variety of enrichment opportunities to support you in developing many skills. Having an enriched curriculum makes individuals stand out at interview for the world of work or university. It makes individuals diverse and able to practically demonstrate the skills they have.

These enrichment opportunities are available to both Y12 and Y13 KES students. We encourage you to think carefully about how much you take on.

The programme is subject to change but will cover the following topics:

- Sixth Form Sport – Mr Howse, Mr Shaw and Mr Jennings
- Student Council – Miss McCairns
- Paired Reading – Mrs Smith
- Peer Mentoring – Mr Bashir
- LGBT – Mr Bashir
- Mental Health ambassadors - Miss McCairns

The following activities are also offered at other lunch time slots.

- Drama opportunities – Mr Disney
- Duke of Edinburgh – Miss Minshull
- Debating Society - Mrs Stott
- Extended Project Qualification – Mrs Keeley / Miss Miles
- Music opportunities – Mrs Turner
  
- Training in professional architecture software – Miss Vardy
- Jewellery and silver smithing – Miss Vardy
- Creative writing group – Un confirmed at time of print
- Photography club – Mr Cawthorne

Further enrichment opportunities such as guest speakers are emailed out weekly so students please check your emails.



# House Involvement

There are five houses at KES.



## Kelham House

Mr Shaw

## Atlas House

Mrs Conwill

## Crucible House

Miss Sillett

## Henderson House

Mr Barker

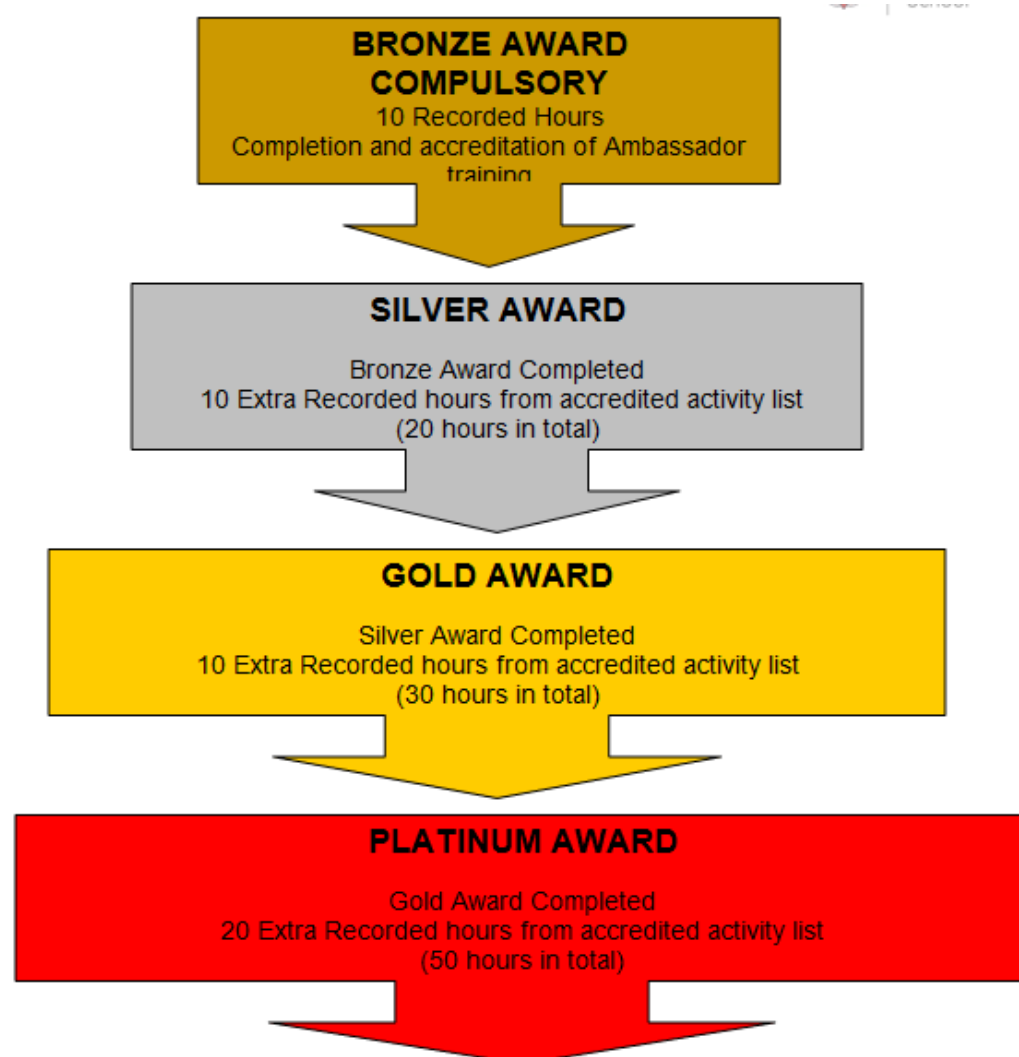
## Steel House

Mr Dawson/Mrs Exton

Y12 & Y13 attend the first September house assembly.

Year 12 will be asked to record the hours they volunteer within the school environment in this diary!

It is expected that all students will receive the bronze award.





# Sixth Form Committee

The Sixth Form Committee is a representative forum for sixth form students as a whole. Each form decides upon a student to represent them at regular lunchtime meetings. The minutes of these meetings are published.

The Sixth Form Committee has several purposes:

1. to act as the official channel of communication between the student body as a whole and the Head of Sixth Form
2. to raise matters of concern
3. to organise fund-raising activities
4. to organise social events
5. to organise non-academic and fun events
6. to consider improvements of the sixth form facilities for the benefit of students
7. to give students involvement in the running of the Sixth Form

## **Structure:**

Head Boy and Girl – Abid Kabul and Sasha Cam

Deputy Head Boy and Girl – Tom Murphy and Neena Sinha

Prom Committee Officer – Hannah Overton and Hannah Gibb

Publicity and Newsletter Officer - Megan Evans and Jade Milligan

Fundraising Committee Officer - Maisy Jacobi and Charlotte Smith

Year Book Committee Officer - Maddie White and Abby Shaw

Sport Committee Officer - Catherine Kebbell and Oli James

We conduct specific and calendared student voice in sixth form, comprising of tea parties with Mr Haigh and governors to questionnaires through survey monkey.

Your opinion of this school is important to us so we can always look to improve on the fantastic provision we already have. If you have ideas let us know!



# University and results

## **UNIVERSITY ENTRIES**

The best advice we can give you is to look at the UCAS website, the students section, under the headings “Results” and “What happens next”.

For those holding firm and insurance offers for university entrance in September/October: if you have the required grades or points of your firm choice you will be contacted by the university. You may already see details of your place confirmation on the UCAS Track system. Further information will be posted to you. You do not need to contact the university. This also applies if you have a deferred entry place.

If students studying BTEC courses do not have confirmed places they should email a copy of their result slip to the University.

If your offer is not on Track, you are advised to come to school with the contact phone numbers of your firm and insurance universities, the details of your courses and your UCAS details. Once you have your results, you need to ring for information.

If you have just missed the required grades or points you may still be accepted by your firm choice. If you cannot see the information on Track, ring the university.

The reason that we give results out at 8.00 am is to give you an early start for contacting universities – the lines will get very busy throughout the course of the day and over the next few days.

If you have not been accepted by your first choice, you may have a place with your insurance offer. Again, look at Track or ring for confirmation.

If you do not have a place with either your firm or insurance, **do not despair**. It is most likely that you will be able to get a place through Clearing, although not for popular courses such as medicine. Clearing is the system set up to get unplaced students on to courses where there are places. Students in this situation need to spend time doing research. They need to be flexible.

You may be sent a Changed Course offer which you can accept if you do not have a firm or insurance offer. Look at the UCAS website for details about this.

On Track, there is an ‘Add clearing choice’ button and you can add just one course. Places are listed in the Independent and Telegraph newspaper, as well as on the UCAS website. Look at course titles and start checking the details of course content in the prospectus online. You can include the courses you declined on your application if they have places.

Before you can make your choice on Track, contact the university – by phone is best or in person if it is local. Certainly, if the course appeals to you, you should visit the university. Don’t make a hasty decision – let the university know that you are interested and see if you can arrange to visit the department and at the same time find out about the accommodation and social life. However, the university will let you know by which date you must enter the course details on Track for their consideration.



You may be informally offered places by universities whose courses you are interested in. You then need to make a decision and add your one choice on Track. If the university accepts you, UCAS will send you a Confirmation letter with all that you need to know.

If your results are better than expected and exceed the grade requirements of your first choice, you can look for courses which ask for these higher grades if you would prefer. You need to look at “**Adjustment**” on the UCAS website but be aware that you only have a short period of time to make this change and it will depend on whether there are places on the course you would like to change to. You must think carefully about this decision as you will need to consider accommodation and finance implications. There are no vacancy lists for Adjustment. You need to contact the university, say you are applying through adjustment and have your personal ID number ready.

If you have got into your first choice, but have changed your mind, you need to ring the university and explain. You must ask them to release you from the commitment you have made with them. This also applies when you have got into your insurance choice but have changed your mind. Once the university has agreed to release you from this commitment and informed UCAS, you can then go through the Clearing system. However, you must do your research and have made sure you have a course offer before relinquishing your firm or insurance choice.

Please remember that universities prefer to speak to you, not your parents, teachers or careers advisor.

Remember that if you are having a gap year and are intending to apply to university next year, you can use the Apply system through school, using the school buzzword. We can then add your reference and send it. Just keep Mrs Stott informed by phone or email.

### ***SOURCES OF ADVICE DURING CLEARING***

- National Newspapers – several newspapers print clearing vacancies. The official one is the Independent and the Independent on Sunday
- UCAS website – [www.ucas.ac.uk](http://www.ucas.ac.uk)
- Connexions – Sheffield Careers Guidance Services - Telephone no: 2012800. Website – [www.connexionsinsheffield.org.uk](http://www.connexionsinsheffield.org.uk)
- [cstott@ecgbert.sheffield.sch.uk](mailto:cstott@ecgbert.sheffield.sch.uk)





# Useful Websites

## Information about KES

[www.ecgbert.sheffield.sch.uk](http://www.ecgbert.sheffield.sch.uk)

[www.parentpay.com](http://www.parentpay.com)

[www.edulinkone.com](http://www.edulinkone.com)

Students also have access to our MLE which is updated and populated with information, course notes and homework by departments.

## What do I want to study?

[www.ucas.com](http://www.ucas.com)

[www.ukcoursefinder.com](http://www.ukcoursefinder.com)

[www.push.co.uk](http://www.push.co.uk) – independent university guide

[www.nmas.ac.uk](http://www.nmas.ac.uk)

[www.useyourheadteach.gov.uk](http://www.useyourheadteach.gov.uk)

[www.opendays.com](http://www.opendays.com)

[www.universityoptions.co.uk](http://www.universityoptions.co.uk)

<http://www.studentfinance.org.uk>

[www.university.which.co.uk](http://www.university.which.co.uk)

## A Year Out

[www.gapyear.co.uk](http://www.gapyear.co.uk)

[www.yearoutgroup.org](http://www.yearoutgroup.org)

## World of work – apprenticeships

<https://www.plotr.co.uk>

<https://nationalcareersservice.direct.gov.uk>

<http://www.notgoingtouni.co.uk>

[www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)

[www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk)

[www.u-explore.com](http://www.u-explore.com)

**Username : kingecgbert**

**Password: ECGSheff**

## Exam boards

[www.ocr.org.uk](http://www.ocr.org.uk)

[www.aqa.org.uk](http://www.aqa.org.uk)

[www.edexcel.org.uk](http://www.edexcel.org.uk)

[www.wjec.co.uk](http://www.wjec.co.uk)

# Important dates



## Key Dates @ King Egbert

Thursday 15 August	(GCE) A Level Results Day
Thursday 22 August	GCSE Results
Friday 30 August	Y13 Grade Collector Open
Friday 31 August	Training Day
Monday 2 September	School Reopens to students 10:30 - Compulsory Assembly Performance Studio Y12 & Y13
Monday 16 September	Y13 Biology Field trip
Monday 16 September	Y13 Grade Collector Closes
Monday 16 September	Y12 School Photo
Friday 20 September	Y12 Grade Collector/monitoring Open
Friday 27 September	School deadline for UCAS Competitive Applications
Wednesday 2 October	Y12 Grade Collector Closes
Friday 4 October	Training Day (1)
Wednesday 9 October	Success in Sixth Form
Monday 14 October	Y13 Grade Collector Opens
Monday 14 October	UCAS deadline for Competitive Applications
Friday 18 October	Y12/Y13 Art Trip to London
Monday 21 October	Y12 Grade Collector/monitoring opens
Monday 21 October	Y12 University of Nottingham Trip
Thursday 24 October	House Afternoon
Friday 25 October	Y13 Grade Collector Closes
Monday 28 October to Friday 1 November	Half term
Friday 8 November	Y12 Grade Collector Closes
Monday 11 November	Y13 Reports



Thursday 14 November	Post 16 Evening 6-8pm
Monday 18 November	Y12 Reports
Thursday 21 November	Y13 Parents Evening + F/T Meetings
Wednesday 27 November	UCAS deadline for equal consideration deadline
Wednesday 18 December	House Afternoon
Thursday 19 December	A level and BTEC rewards evening
Monday 23 December to Friday 3 January	Christmas holidays
Wednesday 15 January	UCAS deadline for equal consideration deadline
Thursday 30 January	Y13 Parents evening + F/T meetings
Monday 3 February	Art Exam
Monday 10 February	Y12 & Y13 Twilight Exams - 1 week
Tuesday 11 February	House Afternoon
Friday 14 February	Grade Collector / monitoring open
Monday 17 February to Friday 21 February	Half Term
Monday 24 February	Training Day (2)
Tuesday 26 February	Y13 Mock Exams
Tuesday 26 February	Iceland Information Evening
Thursday 5 March	Grade Collector / monitoring closes
Wednesday 11 March	Y12 Results
Monday 16 March	Y13 Reports
Thursday 19 March	Y12 Geography Trip
Friday 27 March	Y12 Sociology/Psychology Trip
Monday 30 March to Monday 13 April	Easter Holiday
Tuesday 14 April	Art Exam
Wednesday 15 April	Y13 Leavers Photo
Wednesday 15 April	Y12 Geography Fieldwork



Wednesday 22 April	UCAS Reference & Grade Collector / monitoring opens
Tuesday 5 May	Art exam deadline
Friday 8 May	Bank holiday
Friday 15 May	Y13 Leavers Tea
Monday 18 May	Y12 Twilight exams - 1 week
Wednesday 20 May	House Afternoon
Wednesday 20 May	Y12 Grade Collector / monitoring opens
Monday 25 May to Friday 29 May	Half Term Holiday
Monday 1 June	Y12 restart lessons
Thursday 4 June	Y12 Dijon Trip
Wednesday 10 June	Y12 Grade Collector / monitoring closes
Monday 15 June	Y12 results afternoon
Thursday 16 June	Post 18 Information Evening
Friday 19 June	Training Day (3)
Monday 22 June	UCAS Database opens
Monday 22 June	Y12 Biology Trip
Thursday 25 June	Y13 Prom
Monday 29 June	Induction new Y12 + Parents Evening
Tuesday 30 June	Induction new Y12
Monday 6 July	Y12 PS Workshop
Wednesday 8 July	CERN trip
Friday 10 July	Sponsored Walk
Monday 13 July	UCAS Database closes
Tuesday 14 July	Sports Day/EPQ Trip
Friday 17 July	End of Term
Monday 20 July	Summer Holiday