



West Kirby Grammar School

Sixth Form Information
September 2016-17

Sixth Form Personnel

Headteacher	Mrs A M Duffy
Deputy Headteacher	Mr M J Scott
Director of Sixth Form	Mrs J Noble
Assistant Head of Sixth Form	Mrs S Harris-Smith
Assistant Head (Pastoral)	Mrs K Cliffe
Assistant Head (Careers)	Mr M Thomas
Male Student Link Teacher	Mr K Marley

Contact Details:

Phone number:	0151 632 3449
Email:	office@wkgs.net
Website:	www.wkgs.org

School Officer 2016-17

Head Prefect	Annabel Bowyer	13I
Deputy Head Prefects	Rosalyn Arnold	13K
	Matthew Edwards	13W
	Maisie Masterman	13T

House Captains and Deputies

	<u>Captain:</u>	<u>Deputies:</u>
Furniss	Lucy Edwards	Faye Mills Caitlin Carter
Gonner	Ella Rees-Baylis	Jessica Richardson Grace Tomaselli
Hudson	Ryam Al-Rawi	Emily Evans Charlotte Braham-Cochran Heather Cross
Paton	Jodi Beauchamp	Megan Davies Rebecca Lambert Catrin Street-Mattox
Stewart	Anna Thorn	Michael Bird Lily McLachlan Rachel Rimmer
Wallis	Anabel Wright	George Montgomery Lucy Crutchley Aya Elzeiny

GENERAL AIMS OF THE SIXTH FORM

- During the Sixth Form we aim to challenge and further develop students academically and to facilitate the further development of personal skills such as the ability to work in a team, problem solving, creative thinking, time management, study skills, target setting and evaluation of own potential.
- We aim to create an environment within which academic study is valued and fostered to enable the student to maximise their potential in their Advanced Level courses.
- We aim to establish a supportive environment in the Sixth Form that will encourage the development of Study Skills and establish sound relationships between staff and students.
- We aim to provide guidance and progression in our careers advice to enable all students to progress into Higher Education, Further Education or Employment when they leave the Sixth Form. This is achieved through the Sixth Form Guidance Programme. (Separate documentation available).
- We aim to raise awareness of, and develop an interest in, the environment, ethical and moral issues, economic and political awareness and cultural development. This is achieved through a variety of contexts, but particularly facilitated through the Cambridge Pre-U course and its programme of visiting lecturers.
- We aim to encourage the students to extend their interests and experiences beyond those achieved so far. Opportunities such as The Duke of Edinburgh Award Scheme, the Enrichment Programme, Community Service etc. are offered to all students.
- We aim to raise awareness of the School as a Community, the Local Community and to encourage students to take part in the Community Service Programme as appropriate.
- We aim to establish an environment in the Sixth Form that is caring of the needs of the individual. An environment in which respect of others is fostered and one where relationships between students and staff are of the highest order.
- We aim to provide opportunities to develop leadership skills and an understanding of working with others. These opportunities arise through the election of School Officers, House Activities. Mentoring Programme, through the Duke of Edinburgh Awards, Year 7 & 8 Form Prefects, Nuffield Bursaries etc.



WEST KIRBY GRAMMAR SCHOOL SIXTH FORM - Learning Agreement and Code of Conduct

WKGS Sixth Form aims to provide a supportive and challenging environment where all students are happy and successful.

What will WKGS Sixth Form offer me as a student?

- An ethos based on learning, achievement, aspiration and responsibility
- The highest possible quality of teaching and learning
- Recognition and reward for effort and progress
- Enrichment activities, visits, trips and special events to extend your learning experience
- Strong pastoral and academic support
- Excellent guidance for post 18 opportunities including careers, UCAS, apprenticeships and jobs
- Community service opportunities within the school and local area – excellent for Duke of Edinburgh Award and application forms
- Opportunities to discuss progress with parents and teachers and regular coaching seminars with tutors

- Communicate with us if you need to leave the site in the school day and always sign out for Health and Safety reasons
- Join in: participate in House/Sixth Form activities and use your wider skills to help bring our community together
- Enjoy your time here – you will only do this if you respect yourself first and others for the diverse skills and talents they have
- Value your time here

As a Sixth Form learner you are an ambassador for the school and a role model for younger students. As such we expect you to:

- Have a strong work ethic and strive to “be the best you can be”, working hard at home and at school
- Attend all sessions including registration and lessons, being punctual with equipment for learning – aim for 100%
- Dress for Success! Follow the dress for work code – be proud – dress smart – think smart
- Take care of the excellent resources – common rooms and study areas provided for you, keeping them clean, tidy and uncluttered

As Sixth Formers we expect you to approach your time at WKGS with:

- Respect - for self, others and the school
- Commitment to your studies and wider life of the school
- Courtesy – politeness and thought go a long way
- Reliability – don't let yourself or others down

*....and try to achieve our main aim which is to support you to
"Be the Best you can Be!"*

We want you to:

- Respect individuals for who they are
- Welcome new students and help create a happy environment
- Act as a positive role model for younger students, leading by example
- 'Dress for Success' following the school's dress code
- Take care of the Sixth Form facilities and help us develop them further
- Behave well at all times – do not cause offense or embarrassment to others in school, on the bus, on trips or to and from school
- Not bring alcohol, tobacco products or other substances to school.
- Use ICT appropriately and do not participate in bullying, cyber-bullying or misuse the internet

Name: (please print) **Form:** **Date:**

Signed:

Signed: (Tutor)

Signed: Parent/Guardian

Sixth Form Dress Code

The Sixth Form students should be dressed smartly and appropriate for a working day at school and this may be different from how they dress when they are not in school.

Our overriding consideration is that attire should be smart and of a standard which would be acceptable in a business environment. **A blazer style/suit jacket should be worn.** This can be of any colour. Suits and jackets can be purchased at a reasonable cost at most leading supermarkets.

Tops and shirts should be smart and can be worn with a blazer style jacket. Footwear must be leather or leather effect and canvas shoes should not be worn. Earrings are allowed but no other facial piercings are permitted.

Appropriate for School

Trousers should be smart, fitting and clean

Skirts should be knee length or just above

Polo shirts/smart tailored shirts/blouses
and blazer style/suit jacket

Leather or leather effect shoes

Dresses

Not Appropriate for School

No jeans, camouflage trousers or shorts

Tracksuit bottoms or leggings

T-shirts with large logos, inappropriate
slogans or strappy tops

Flip flops / trainers / converse

Hats worn inside school

Facial piercings

For school events when you are representing the school such as open evenings, and for official year group photographs, you should wear a white blouse/shirt and black skirt/trouser with a blazer style/suit jacket.

IMPORTANCE OF ATTENDANCE AND PUNCTUALITY

Good attendance is crucial for academic success and information on this is often requested by universities and employers. Your attendance and punctuality in Sixth Form will be carefully monitored and we expect a minimum of 90% attendance.

REGISTRATION PROCEDURE

A.M.

Students should arrive in the Form Room by 8.50a.m. – registration takes place between 8.50 and 9.10 a.m. If a student arrives before 10 a. m. this will be recorded as ‘late’ (L). You should sign in at reception in the Sixth Form Late Book.

A late arrival after 10a.m. will require an absence note.

P.M.

Students should arrive in the form room by 1.50p.m. – registration takes place between 1.50 and 2p.m. If a student returns to school late this will be recorded as (L) before 2p.m. and you should sign in at reception in the Sixth Form Late Book.

A late arrival after 2p.m. will require an absence note.

ABSENCE PROCEDURE

A phone call should be made to school on 0151 632 3449 on the first day of absence. On return to school an absence note will be required.

Holiday requests should be made in writing to the Headteacher at least 1 week before the holiday start. Holidays during term time should be avoided as they impact severely on academic studies.

The Department for Education has recently announced changes to family holidays taken in term time. From September 2013, Headteachers may only grant leave of absence to exceptional circumstances. A request for authorised absence should be made to the Headteacher prior to completing holiday arrangements. The letter should explain why the holiday has to be taken in the school and why the circumstances are exceptional.

For medical appointments during the school day, students are required to bring in a letter from home detailing the appointment. They will then need to collect and complete a green form from reception or Head of Year and get it signed by a Head of Year or member of the Senior Leadership Team. When signing out take the green form and latter to reception. If a student will be absent for morning registration a letter should be brought in at least the day before the appointment or a parent/guardian should telephone the school on the day and leave a message on the absence line.

A TYPICAL SIXTH FORM CALENDAR

	Year 12	Year 13
September	Welcome Day and Induction Course Y12 Parents' Information evening New student interviews School Photographs/6 th Form Friendship Groups Y12 Settling in Grade Target Grades	Resit Module Decisions A2 Subject Reviews and Target Setting Final Completion of UCAS forms School Photographs/6 th Form Friendship Groups LNAT/UKCAT Tests
October	Y12 Complete Log of Participation	University Open Days BMAT Tests Y13 Parents' Evening
November/ December	GCSE Presentation Ceremony AS Subject Reviews and Target Setting Interviews Y12 Review	Oxbridge Interviews University Interviews and Offers
January	AS Module Tests Oxbridge Support Commences Y12 Achievement Awards Progress Reviews Y12 Parents Evening	Art Foundation Applications Completed Resit AS Module Tests General Studies Mock Examination University Interviews and Offers
February	Mock Examinations in lessons Careers Seminars	A2 Mock Examinations Community Service Presentation AS re-sit & mock result summary
March	Elections: Head Prefects, Senior Prefects, Prefects and House Captains Y12 Reports go home	Resit Results Published Y13 mock examinations Progress Reviews UCAS Final Decisions Subject Reviews and Interviews Activities Programme Ends Y13 Reports
April	Duke of Edinburgh Presentation Duke of Edinburgh Gold Test	Duke of Edinburgh Presentation UCAS Final Decisions
May/June	AS Examinations	A2 Examinations
June/ July	School Summer Programme during EPM and General Studies lessons Higher Education Conference University Open Days Work Experience UCAS Conference Y12 Achievement Awards II	Final Assembly in School Leavers Ball Year Book available
July/August	Draft Completion of UCAS Form Work on Personal Statement Nuffield Bursaries	
August	AS Results Review interview for some students	A2 Results UCAS Clearing operates

NB: Provisional Calendar: Events may be subject to change

Curriculum

The Sixth Form curriculum is made up of two elements: the compulsory Core Curriculum and the Optional Curriculum which comprises the AS and A level options.

The Core Curriculum

Enrichment Afternoons take place on either Monday p5 and 6 (Y12) or Wednesday p5 and 6 (Y13). This is a compulsory element of the core curriculum and is organised by Mrs Smith. Students choose different activities as the year progresses.

The programme ceases for the students at Easter. When the Y12 students return to school after their Advanced Subsidiary examinations a special summer programme is organised (see page 31).

Pre-U Global Perspectives is a programme that takes place on Wednesday afternoons (Y12 students) and in two timetabled sessions for the Y13. This is a compulsory programme for all Y12 and Y13 students. Only in consultation with Mr Scott and Mrs Noble may anyone be considered to cease studying this course in the Y13 year.

Year 12

Optional Curriculum

Students make their final option choices at the beginning of the Y12 Induction Programme. They made choices originally in Year 11. It may be possible for students to “try out” two different subjects within an option block during the first few weeks of term after consultation with Mr Scott. There is inevitably considerable numbers of option changes in these early weeks. By October half term changes are no longer possible and class lists are finalised.

Any students who have not gained a grade C in Mathematics and English Language at GCSE level must take a resit course during the Y12 and, if necessary, in the Y13. These students are only admitted into the sixth form under exceptional circumstances.

Year 13

Most students choose a to drop during the Spring term of Year 12. However, these must be approved by Mr Scott to ensure that career choices are not being compromised. A small number of students may decide to continue to study four subjects at A2 level.

The following will trigger discussions regarding progression to Year 13 pre or post AS results:

- Attendance below 90% across the year
- D grade or lower in fourth AS subject
- Internal assessments which suggest poor performance against target grades in 2 or more subjects
- Abnormal number of conduct points for lack of homework, attitude to learning, effort grades etc.
- Lack of improvement in any issues raised by teachers by May/June examinations

Any of the above may result in:

- Continuation permitted
- Continuation with contract
- Termination of place

Citizenship/Community Involvement is encouraged through our Community Service programme, during which over 100 students are on weekly placements. Students wishing to request Community placements should see Mrs Smith who co-ordinates this programme. Students may register themselves on-line for a V10, V50 or V100 Award.

Changing/Discontinuing Subjects

Y12 Subject Changes: during the Y12 students may wish to change subjects. To ensure these changes are implemented smoothly and consistently students should follow these procedures:

Subject changes in first few weeks of term:

Students should see Mr Scott to check on career implications and will check to see if the group size can facilitate the change. Changes can only be made in the first four weeks. The final deadline for changing subject in 2016 is Friday October 7th.

Students wishing to drop subjects after 7th October:

Students should see Mr Scott to check on career implications and a subject report is requested from staff (additional subject reports may be needed in some circumstances). The drop will only be agreed once these reports have been reviewed.

Other AS examinations in June:

Students should continue to study all AS subjects until they have their results to avoid dropping the “wrong” subject. In August, all Y13 students finalise the subject they are dropping.

Y13 Subject Changes: Students are asked to confirm the AS subject they are discontinuing in September and are then in most cases expected to continue to study three subjects to A2 level.

Students wishing to drop an A2 subject during the Y13 year must see Mr Scott to check how this affects UCAS applications/career progression. Parental permission is required and it is the responsibility of the student to inform UCAS and the institutions if an A2 subject drop is agreed.

At all stages, liaison with the Exams Office must be ensured. A ‘round-robin’ form is used for this purpose.

The Curriculum

Pre-U Global Perspectives Qualification – Global Perspectives and Independent Research (GPR)

Year 12 students will study the first year of this two year level 3 course – Global Perspectives. This will be taught each Wednesday afternoon for two lessons. This is an integrated two year course where students develop skills of research, analysis and communication as well as the ability to think critically. The syllabus is firmly based on **skills** rather than specific content. The skills are developed throughout the investigation of global topics. The study of Global Perspectives encourages the ability to follow and deconstruct arguments, separate fact from fiction, assess and evaluate the truth of claims. These skills are then applied and developed further in the Independent Research Report which is carried out in the second year.

Global Perspectives is assessed through a written paper (25%), an essay (35%) and a presentation (40%) – all externally marked.

Students will be taught in eight teaching groups on a rotational basis for the first term and will then be allocated a supervisor for the following two terms in order to complete their essay and presentation.

Enrichment Afternoons (EPM) have a vast array of activities which all have a well considered purpose. These activities aspire to enhance the present and future lives of students. Many also endeavour to meet some of the needs of the local and wider community. Y12 students will take part in EPM activities on Monday p5 and 6. Many of the activities will run until Easter, giving universities and future employees the chance to see that students are committed and dedicated. Other activities will be run in three eight week blocks and students will have a chance to gain a range of experiences. All students will be expected to take part in at least two eight week blocks before Easter. When the Y12 students return to school after their Advanced Subsidiary examinations a special summer programme is organised.

Once a place on an EPM activity has been given to you, you are committed to it unless a change is discussed and agreed with **Mrs L Smith**. The length of time each enrichment activity takes is either a block of eight weeks or from the start of the Autumn term until Easter. If you choose to do courses which only last for eight weeks you are expected to do two blocks of eight weeks before Easter.

Any large scale activity “Off Site” will be registered due to health and safety requirements. If you are attending an individual activity such as community service or a driving lesson **YOU MUST SIGN OUT. IF YOU COME BACK TO SCHOOL AFTER ANY ACTIVITY OFF SITE YOU MUST SIGN BACK IN AGAIN.**

Community Involvement is encouraged through our Community Service programme during which over 100 students are on weekly placements. We are involved with the V Inspired Awards Scheme and many students qualify for the V50 or V100 Awards which are highly regarded by universities and employers. Students wishing to request individual community placements should see **Mrs Smith** who co-ordinates this programme. Community Service placements also take place on Monday afternoons. Once organised, they will run until Sixth Form students go on study leave. There will also be opportunities for students to take part in larger group community projects throughout the year. When a placement has been allocated there is a parental consent form to complete before you start. Please remember that you **MUST** sign out of school when you leave to go on your placement.

Target Grades

All Sixth Form students are given their Target grades in each subject at the beginning of the Y12 year. These are calculated using the ALPS database system (using data from schools across the country) and are calculated from each student's average GCSE score (in all subjects). A profile of grades is generated (e.g. AABB) and the subject targets are given according to the student's profile of grades at GCSE.

Student performance is regularly monitored in terms of their progress towards their target grades. There are termly collections of data on a whole-school basis and departments may add additional milestones as they see fit. Once profile has been generated, students may choose which grades to assign to which subject.

Student Monitoring and Review

Year 12 The monitoring process is ongoing with review sessions at key times during the year.

- **First Progress/Settling In Grade** This is taken at the end of September and consists of three numbered grades: Progress in lessons, progress independently and completion of summer work. Staff will enter 1-4 for each of the three grades with 1 being excellent, 2 being good, 3 being requires improvement and 4 being a cause for concern.
- **The Autumn Review** takes place in Mid November in the Year 12. The basis of this is a discussion between the student and their subject teachers. The Form Tutors receive copies of each subject review and discuss the overall picture with each student, passing on any causes of concern to the Head of Year/Assistant Head of Year.
- **Year 12 Examinations** in lessons in December.
- **Y12 Parents' Evening** is in January. AS subject decision made as to which exam to take in summer (they will then drop this subject).
- **Y12 Mocks** are held in lessons straight after February Half Term.
- **Y12 Reports** are distributed to parents in March.
- **Review week** – April.
- **AS examinations** – May.

Year 13 Assessment in class in June – end of term report July

- **Autumn Review** takes place in discussion with the subject staff to review the individual module results and advise students about resit entries.
- **Y13 Parents' Evening** takes place in October.
- **Effort grades** – December.
- **Y13 Mocks** take place straight after half term in February.
- **Y13 Reports** are distributed to parents in March.
- **Review week** - April
- **External Exams** - June

FORM CAPTAIN

A Form Captain should be chosen by the Form Tutor each term - so that more than one student experiences the responsibility.

The job should involve such “responsibilities” as:

- Getting the register
- Checking on room changes
- Dealing with Daily Notices
- Admin for Form Tutor: e.g. giving out letters
- Organising Hall Assembly
- Form room tidiness

FORM PREFECTS

Each KS3 form is allocated a team of prefects (usually three Y12 students) to assist the Form Tutor one morning in the week. The Y12 students help with general organisation such as preparing assemblies, acts of worship for the day and activities for the pupils to enjoy during form period. These prefects play an important role in providing younger pupils with a place to turn besides a teacher, They often help and support the form members through difficult times. The Y12 students involved should be reminded of the need to wear appropriate dress, behave sensibly etc. as they are important role models for the Years 7 – 9 pupils.

PREFECTS

As students progress from Y12 into Y13 they are invited to stand for election as a School Prefect. Most students stand for election and a team emerges after the elections held around Easter. The team consists of:

The Head Prefects	(a team of three or four)
The Senior Prefects	(a team of five)
Student Ambassadors	(a team of two)
Prefects	

The Head Prefects assist staff in the organisation of a number of school events, such as Parents’ Evenings, Presentation Evenings, Information Evenings etc. This team work closely with the Sixth Form staff to meet the demands placed upon them. A weekly meeting is held with the team and the Head of Sixth Form to discuss forthcoming events or any other issues. They are called upon to organise teams of prefects for a variety of occasions. The Senior Prefects each have an allocated day on which they are responsible for a team of 8 – 10 prefects.

Student Ambassadors are additional Senior Prefects who liaise between the Sixth Form students and staff. They play a key role in supporting the smooth running of Sixth Form activities, Common Rooms and are role models for students lower down the school.

The team of prefects work to support staff in the smooth running of school life by carrying out duties in the Dining Room, front entrance, Year 7 corridor etc. The Senior Prefects are responsible for organising their team on their allocated day in the week and ensuring that team members are all proactive. The Senior Prefects also liaise with the staff Duty Manager (SMT) for that day and are often called upon to

support the Head Prefect Team in their work. A list of duties is drawn up for each Prefect Team at the start of a year and runs for the duration of their term in office. This rota is available for staff to see on the Staff Room Notice Board.

HOUSE OFFICIALS

Elections for House Officials take place the week after the elections for Head Prefects. The six House Captains and twelve Deputy House Captains play an important role in providing younger pupils with role models. They organise the entries into all House events during the year and take part/organise House Assemblies. House Captains are automatically School Prefects in recognition of the vital role they play in the running of the School House System.

HOUSE ASSEMBLY

Every sixth form student should attend their relevant House assembly each week.

Form tutors will make sure that a rota of the venues for House Assembly is clearly displayed in their rooms and encourage all students to support their House through attendance.

SIXTH FORM ASSEMBLIES

Sixth Form Assemblies take place once a week on a Friday and all students should attend.

The Senior Leadership Team are responsible for organising assemblies.

Head Prefects are responsible for organising the chairs for assembly.

SIXTH FORM COUNCIL

Sixth Form Council is designed to provide a voice for Sixth Form students and a means of accessing Sixth Form opinion. It is one of the ways that the school environment can be improved for all Sixth Form students.

Each tutor group is represented by a Council Rep. elected by their tutor group. **There will be one meeting every half term. A Deputy Rep is also appointed to cover absence or share the responsibility.**

The 'job' of the Rep involves:

- Attending Council meetings
- Representing his/her form's views
- Collecting agenda items from his/her tutor group
- Supporting an agenda item / expressing his/her group's opinion
- Reporting back to his/her group after meetings

At the first meeting each year aims, ground rules, roles and responsibilities are outlined. Agenda items will be requested a week before the meeting. Items from the Headteacher and Sixth Form Management may be put forward for discussion to access Sixth Form opinion.

CHARITY REP

Each tutor group should elect a Charity Rep whose responsibility it is to attend Charity Meetings and co-ordinate the Form's "Charity Event".

PEER MENTORING

A group of L6 students work with younger students to support them with organisational, emotional and friendship issues. The group are called JIGSAW PEER MENTORS and they will have receive special training and support/guidance for this role. They work alongside form tutors and Heads of Year to provide younger students with somewhere to turn in times of difficulty. The JIGSAW PEER MENTORS are allocated to Year 7 forms as Form Prefects to allow Year 7 pupils to become familiar with them and easily recognise their faces. We also have opportunities for Sixth Formers to assist students and FormTutors in Years 8 and 9 and also to provide subject specific and homework support sessions as necessary.

L6 ACHIEVEMENT AWARDS

The purpose of these awards is to recognise excellent achievement and/or participation in particular areas of school life. They are intended to celebrate students' positive contribution and encourage involvement in the wider life of the school. They are not given for academic achievement. Attendance Awards are gained for 100% attendance. This information is gained from tutor group registers. Students for other Awards are nominated by form tutors and teaching staff in June.

Examples of some of the areas in which students recently gained awards:

Primary Science Club Y7 Form Prefect D of E Young Leader Y7 Hockey Club Chamber
Orchestra Electronics Club Fair Trade Group Charity Show

FORM OF THE MONTH

Each month we will review attendance, punctuality, dress code, achievement/concern points and award a small prize to the best form.

Careers Guidance and support for Higher Education

This is delivered in a number of ways:

By Individual Interview

By Work Experience: all students are encouraged to take the opportunity to arrange a work experience placement during the Y12 calendared week to support their decisions and applications.

A Yr12 Special Summer Programme of careers seminars, higher education guidance, in house and out of school conferences etc. organised for six weeks in the summer term. This programme takes place during EPM and General Studies sessions in June and July and includes gap year talks, visits to the Higher Education Fair, completion of CVs and Personal Statements and a school based UCAS Conference.

By Form Tutors who provide the day to day support, encouragement etc. to help the student through their decision making to ensure that realistic choices are made and deadlines for applications are met. Form Tutors are expected to compile UCAS references for their tutor group using subject specific references supplied by subject teachers (examples on the following pages)

An optional Y13 programme of interview support both for Oxbridge and all other students is arranged. It is helpful for Form Tutors to encourage attendance at these sessions.

Oxbridge Support is provided by from January onwards in the Year 12. Students interested in exploring the opportunities of Oxford or Cambridge are encouraged to attend the Open Days and should be prepared to take on additional preparation for the Oxbridge Interviews which take place in December each year. All Oxbridge candidates have a Mock Interview arranged for them with someone outside school if possible.

New Careers Service - Mploy - our dedicated Careers Advisors is Louise Cairns and she will arrange during the spring/summer term of the Year 12 for groups of students interested in particular university courses or employment opportunities. In addition an evening session for parents and students about applications for medicine is arranged within the summer programme.

Parents' Finance Talk is also arranged to provide parents with up to date information concerning Higher Education Finance.

A Biannual Careers Convention is organised within school by Mr Thomas to provide students and their parents with an opportunity to discuss career options with a wide variety of professions and Higher Education establishments.

The Duke of Edinburgh Award Scheme in Sixth Form

We operate a very successful Duke of Edinburgh Award Programme and by the Sixth Form, most students are embarking upon their Gold award. This is monitored through school with the expeditions being led by Wirral and West Cheshire Expedition Committee Operating Authority.

All participants have to complete the four main sections of the award:

1. Volunteering
2. Skill
3. Physical
4. Expedition

In addition to this, the Gold level requires a residential section where the participants have to spend four nights away from home.

The choices for this section are endless and students usually find an area which will develop them as an individual or help in their studies.

We offer some students the opportunity to develop their leadership skills through the award by becoming a Young Leader and guiding a Bronze team through their expedition. This is a valuable experience for all concerned.

EXAMINATIONS

EXAMINATIONS OFFICER: MRS D HILL-JONES

EXAMINATIONS OFFICE: SITUATED NEXT DOOR TO A1 (Mr Vane's room)

OPENING TIMES: 8.30 TO 12.30 & 1.30 TO 4.30

EXTERNAL EXAMINATIONS

All enquiries relating to external examinations should be made to Mrs Hill-Jones at the Examinations Office.

Students joining West Kirby Grammar School from other schools will be issued with a new candidate number in January 2017 which they MUST use for ALL external examinations here during Years 12 & 13.

NEW AS/A2 ASSESSMENTS

Students will complete the newly reformed, linear, 'Stand Alone' AS exam(s); Eng Lang/Lit, the Sciences, History, Psychology, Art & Design, Economics & Business Studies, Modern languages, Geography, Drama & Theatre Studies and Computing in the Summer 2017 series. The GCE (A2) exams will ALL be completed at the end of year 13 during Summer 2017. AS results will no longer count towards the overall GCE results.

LEGACY (OUTGOING) ASSESSMENTS

Students studying the legacy AS & A2 subjects - Maths, Government & Politics, Film Studies, Health & Social Care and Design Technology will complete the AS exam units in 2017 and the A2 exam units in 2018.

RE-SIT ARRANGEMENTS

Legacy

There will be an opportunity to re-sit **legacy** AS units during Summer 2018. These AS results will count towards the overall GCE result (the best unit grade achieved will be counted).

New Specifications

As the new AS awards (as listed above) are now linear, you will be required to re-sit **all** the assessments for that subject, (possibly 1, 2 or 3 papers) if you wish to improve your grade.

Re-sit application forms will be available from mid-November and should be collected from the Examinations Office. This should be completed (including Head of Department's signature) and returned together with the appropriate fee to the Examinations Office by the deadline (1st December 2016), as printed on the application form. Late entries will incur a late fee (usually double!).

Statements of Entry (timetables) will be issued in January 2017 for the Summer 2017 series. Students are required to check their Statement of Entry showing their subject codes, full name, date of birth and the name that will appear on their certificates (this should be identical to the name printed on their GCSE certificates). Any incorrect spelling or incorrect entry details **MUST** be reported to the Examinations Office immediately to avoid any late amendment fees.

ACCESS ARRANGEMENTS

All Year 12 students for whom Special Arrangements were made for their GCSE examinations should call at the Exams Office early November 2016 to discuss with Mrs Hill-Jones any further arrangements for any forthcoming examinations. Failure to discuss their needs well in advance of examinations could prove difficult to administer at short notice.

I am here to support and want to be sure that suitable arrangements are in place for ALL students to enable them to give of their best.

RESULTS

Results for the AS Summer 2017 examinations will be issued in school on Thursday 17th August 2017.

POST-RESULTS SERVICES

Students may wish to have their papers re-marked if they are not happy about the result. It is possible to view the paper (script) before making that decision. However, there are strict deadlines and students are advised to discuss possible re-marks with subject teachers, SMT or Mrs Hill-Jones in the first instance.

All Post-Results Services information will be published on the reverse of Statement of Results for students on results days.

SHOULD STUDENTS HAVE ANY QUERIES REGARDING ENTRIES PLEASE DO NOT HESITATE TO CALL AT THE EXAMINATIONS OFFICE.

Level Required - Please tick which level of payment you are applying for:

Vulnerable Student Bursary (£1200)	
I am a young person in care	
I am a young care leaver	
I am living independently and in receipt of Income Support or Universal Credit	
I am in receipt of both Personal Independence Payments (Disability Living Allowance) and Employment Support Allowance (ESA) (or Universal Credit as a replacement to ESA)	

Discretionary Student Bursary Tier A	
I am in receipt of Free School Meals	
My total household income is less than £16190.00	

Discretionary Student Bursary Tier B – Identified students eligible for a discretionary bursary for specific educational purposes. This will not exceed £400.00	
My total household income is more than £16190.00 but less than £25000.00	

Tier B Discretionary Student Bursary

Please briefly outline the nature of the expenses to be covered by the discretionary bursary funds or provide receipts for bus/train travel, etc. A separate form must be completed when making a request for Tier B funds during the academic year and receipts for any items purchased must be attached for audit purposes.

School Clothing	
Transport requirements	
Meals in school	
Books & Equipment	
Educational Trips/University Visits	

Household Income (Required for both tiers of Discretionary Student Bursary)

Please include the required **original** supporting documentation with this form. All evidence will be photocopied and dealt with in the strictest confidence. (Please do not send any original documentation in the post. The students should bring this directly to the Finance Office, who will photocopy and return ASAP).

My total household income is:	£
-------------------------------	---

Please indicate which of the following benefits/income you are currently in receipt of. Please provide the necessary evidence.

Type of Income	Yes/No	Evidence required
Evidence of living in care or being a young care leaver		Written confirmation of your looked after status via letter or email from the relevant local authority
Income Support		An award letter which is less than 3 months old on the date of application
Working Tax Credit / Child Tax Credit		Pages 1-4 of your most recent Tax Credit Award
Income-based Employment and Support Allowance (ESA)		An award letter which is less than 3 months old on the date of application
Personal Independence Payment (Disability Living Allowance)		An award letter which is less than 3 months old on the date of application
Other Benefits/Pensions (specify)		An award letter which is less than 3 months old on the date of application
Earned income with no additional benefits		Include last 3 monthly wage slips or last 6 weekly wage slips or 4 fortnightly wage slips
Self-employed earnings with no additional benefits		Audited accounts or official tax return
Evidence of Free School Meals		Award letter
P60		Previous tax year

Bank Account Details

Where bursary payments are made to a bank account, they should only be made to the student's bank account.

Please complete the bank account details required in the section overleaf.

Student Bank or Building Society details

Full name of Account Holder <i>(This should be as it appears on your cash or debit card, or statement)</i>	
Name of Bank/Building Society	
Branch	
Sort Code	____ _ -- ____ _ -- ____ _
Account Number	

Your account number may not be the same as the cash or debit card number; you can find it on a bank or building society statement. Most account numbers are 8 digits long. If you are unsure your bank or building society can advise you.

We confirm that the details provided to support this application for the 16-19 Bursary are true and accurate. We understand that the above named student must comply with the terms of The West Kirby Grammar School Bursary Policy, and that funds may be withheld if they fail to do so. We understand that we must notify the Finance Office immediately if there are any changes in financial circumstances to ensure that funding is paid at the correct level.

Signed (Student) _____ **Date** _____

Signed (Parent) _____ **Date** _____

For the Bursary Awards Panel Use Only			
Date Application Received		Supporting documentation provided, photocopied and returned	
Date Application Reviewed		Level of Bursary agreed	

WEST KIRBY GRAMMAR SCHOOL 16-19 BURSARY POLICY

Introduction

The 16-19 Bursary Fund is a scheme set up by the government to help the most vulnerable young people aged 16-19 continue in full time education. Its purpose is to provide financial support to help students overcome specific barriers to participation, so that they can remain in education. Full details can be found on the gov.uk website.

Categories of Bursary

There are two types of 16-19 bursary

- Vulnerable Student Bursary

This is a guaranteed bursary of £1200 per year for young people in one of the defined vulnerable groups.

- Discretionary bursary

This is awarded at the discretion of West Kirby Grammar School based on individual needs to cover specific costs such as transport, books or equipment, and other course costs. West Kirby Grammar School offers two levels of financial support based on household income. The thresholds for determining eligibility to claim are detailed in the eligibility section below.

Eligibility

The basic eligibility requirements of the scheme which are applicable to both vulnerable and discretionary bursaries are

- Age - students must be over 16 and under 19 at 31 August before the academic year in question. If a student turns 19 during their programme of study they can continue to receive the bursary to the end of the academic year in which they turn 19, or to the end of the programme of study, whichever is sooner.
- Residency – students must meet the residency criteria in the EFA funding regulations for post 16 provision. This document sets out the evidence required to confirm eligibility and can be found at

<https://www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision>

The young person must then also meet the eligibility criteria for the category of bursary they are applying for:

Vulnerable Student Bursary

Students must fall into one of the categories below to be eligible for a vulnerable student bursary

- Young people in care, including unaccompanied asylum seeking children
- Care leavers
- Young people personally in receipt of Income Support or Universal Credit
- Disabled young people in receipt of **both** the Employment Support Allowance (ESA) **and** Personal independence Payments (PIP), or Disability Living Allowance (DLA).

The allocation of these funds is subject to audit so West Kirby Grammar School will require evidence that the application is genuine. All information will be treated in confidence (copies of evidence will be retained for a period of 6 years).

Appropriate evidence includes

- A letter setting out the benefit to which the young person is entitled, confirming that the terms of the benefit allow them to participate in further education.
- Written confirmation of the young person's current or previous looked after status from the local authority which looks after them or provides their leaving care services.

Discretionary Student Bursary

Where a student does not meet the vulnerable student criteria, he or she may still be eligible for some support from the Discretionary Fund. West Kirby Grammar School has set two tiers of support based on household income.

- **Tier A** – Students entitled to free school meals and students whose household income is less than £16,190. Where students are applying under the free school meal criteria, the school will need to be satisfied that the application is genuine following the standard procedures that are currently in operation for FSM application. (Students claiming in this category will not normally be eligible to claim bursary funding for meals as they will be entitled to receive a free school meal at school). Where students are applying under the household income criteria the following evidence will be required:

- A copy of entitlement to means-tested state benefit, P60 or Tax Credit Award Notice confirming household income of less than £16,190
 - Evidence of total household income (including earned and unearned) of less than £16,190
- **Tier B** – where there is a surplus of funds after the allocation to students in tier A, students whose household income is less than £25,000, may apply for a lower level of support. The following evidence will be required for students in this group:
- A copy of entitlement to means-tested state benefit, P60 or Tax Credit Award Notice confirming household income of less than £25,000
 - Evidence of total household income (including earned and unearned) of less than £25,000

Allocation of Funds

Vulnerable Student Bursary

The funding for the vulnerable student bursaries is held centrally by the Student Bursary Support Service. Whenever a new student meeting the criteria is identified West Kirby Grammar School must draw the funding down by completing and submitting a claim form via the SBSS online portal.

<https://studentbursarysupport.education.gov.uk>

Discretionary Bursary

- 5% of the fund will be held back for administration.
- 10% of the fund will be held back for applicants who join later on in the year or whose personal circumstances change. This contingency fund will be used for students with changed financial circumstances during the year or for those on bursaries in all categories who can evidence a need for emergency funding. All requests will be handled in strictest confidence.

Students applying under Tier A will be assessed individually and awarded a bursary based on their actual financial need, up to a cap of £800 per annum. If there is still money in the fund after the allocation of funds to Tier A, those applying under Tier B will be assessed individually and awarded a bursary based on actual financial need up to a maximum of £400 per annum. Students allocated to Tier B should complete a DSB Support Request Form with appropriate receipts or alongside their application for a trip when they require funds.

Conditions for receipt of student bursaries

Allocation of funds will be reviewed monthly and students in receipt of funds will have a review with pastoral staff each term (re: their attendance, timekeeping and general conduct). In order for payments to be authorised each month, students must be compliant with the code of conduct and not be subject to a behaviour contract. Upon

review each month, students will also be expected to have a good record of behaviour and punctuality, with attendance higher than 95% including no unauthorised absence for the month. Payments will be transferred monthly to the student's bank account upon authorisation that the student has satisfied these requirements. These payments will be made in arrears and in some cases there may be delays if there is a query regarding attendance. If a payment is not made, it is the responsibility of the student to monitor this and seek advice from the Sixth Form Staff.

Students will be required to inform the school of any changes in their financial circumstances which may affect their eligibility for bursary funding.

Applications

Application forms are available for download on the school website or they can be collected from Reception on GCSE results day. In September they will also be available from the Director of Sixth Form or Assistant Head of Sixth Form. When completed, forms should be returned to the Finance Office. The deadline for receipt of applications is **Friday 23rd September 2016**. Funding is not guaranteed by receipt of an application form. Each application will be considered on a case by case basis if eligibility criteria have been met and will be subject to the availability of funds.

Assessment

The Bursary Awards Panel (comprising a representative from Finance, a representative from Sixth Form Management and a member of the Senior Leadership Team) will assess each application with supporting evidence in the strictest confidence.

Appeals

Parents, Carers and Students have the right of appeal to the Bursary Awards Panel if it is felt that a payment has been withheld without justification.

This policy will be reviewed annually.

Last Review Date: July 2016

Due for next review: July 2017

Surviving your workload!

Library Study

Make the most of study periods! Sixth Form students are encouraged to use their study time effectively and as such they have access to the Senior Library throughout the school day and before and after school as well. It is important that Sixth Form students recognise the need for quiet study in the Library facilities and appreciate that they should respect the needs of others. The Librarians' rules are to be adhered to and drinks and food should not be consumed in the Library. Other areas such as the Sixth Form Study Room and Common Rooms are available for work in small groups and, therefore, the Library should only be used for quiet study.

Sixth Form Support

Sheena Harris-Smith, our Assistant Head of Sixth Form works closely with Mrs Noble and the Sixth Form Tutors to support students. She is available in an office Easedale with appropriate staff to draw up action plans for those identified for support

- Liaising with support agencies as required
- Attendance follow-ups

Things to consider in preparation for Sixth Form

Organisation – have a definite filing system for your lesson notes, worksheets and homework. Consider a day to day folder to use in conjunction with your planner, then have individual subject files at home where you can keep your subject notes ready for revision. Try to create a space at home where you can work comfortably and effectively and get into the habit of keeping this area tidy so you can find things easily.

Time-management – get into a good study routine early on so that you have regular study time each day/week. Try using study planners to help you use your time effectively. Write down deadlines and homework/coursework assignments so you don't lose track of things. During busy times write yourself 'to-do' lists, crossing things off as you go will give you satisfaction you are making progress. Learn to prioritise tackling urgent pieces of work first.

Motivation – know why you are studying the A-levels you have chosen, try to have short term and long term goals. Hopefully you are studying subjects you enjoy and think about what benefit they may give you in terms of obtaining university place or pursuing a dream career. Getting regular feedback from your teachers will help to motivate you and give you areas of weakness to work at, so handing work in on time and talking to your teachers is crucial. Above all, be positive, if you truly believe you will succeed, you are more likely to achieve your potential.

EMOTIONAL WELLBEING – OTHER SUPPORT AVAILABLE

Transition from Year 11 to Sixth Form is a challenge and can prove quite stressful at times as workload increases. The need to develop a more independent style of study coupled with the demands of homework, coursework and revision for examinations may at times seem too much to cope with, particularly if there are other stress factors outside of school as well.

Emotional health and well-being is very important and the school has an excellent pastoral system of support and you can seek advice and support from a range of staff including:-

- Subject teaching staff
- Form Tutors
- Mrs Noble (Director of Sixth Form)
- Mrs Harris-Smith (Assistant Head of Sixth Form)
- Mrs Cliffe (Assistant Headteacher, Pastoral)
- Mr Scott (Deputy Headteacher)
- Debbie Lidgett (Student Wellbeing Manager)
- Mr Marley (Male student Support Teacher)

In addition to the above we also have Kersti Lawson, the Youth Worker, who runs a 'drop-in' every Monday lunchtime from 1 til 2. Also on a Monday lunchtime each week, the Health Service in Schools nurse, Cathy Lyons, is available to talk confidentially to students about sensitive issues relating to personal health.

The school also has An Action for Children trained counsellor who comes into school every Friday. Referrals to this service can be made via Debbie Lidgett, our School Wellbeing Manager, or Mrs Harris-Smith.

Other addresses/numbers you may find useful are:-

www.kooth.com - free online advice service

Response 0151 666 4123 – free and confidential service for 13-19 year olds, based in Birkenhead

www.mind.org.uk – online advice and support on a whole range of emotional issues

The 'REVISION' Planner (holidays/study leave)

	8-10am	10-12noon	12-2pm	2-4pm	4-6pm	6-8pm	8-10pm
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

The 'REVISION' Planner (term-time)

	8-10am	10-12noon	12-2pm	2-4pm	4-6pm	6-8pm	8-10pm
Monday	SCHOOL TIME... (note lunchtime / after school sessions)						
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							