



**West Kirby Grammar School**

**Sixth Form Information**  
**2020-2021**

## **Sixth Form Personnel**

Acting Head Teacher	Mr S Clarke (SJC)
Director of Sixth Form	Mrs L Marley (LM)
Assistant Head of Sixth Form & Enrichment Co-ordinator	Mrs S Harris-Smith (SMH)
Assistant Head (Pastoral)	Mrs K Cliffe (KC)
Assistant Head (Careers)	Mr M Thomas (MT)
Well-Being Manager	Mrs D Lidgett (DL)
Examinations Officer	Mrs D Hill-Jones (DHJ)

## **Contact Details**

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

## Senior Team

<b>Head Girl</b>	Katie Mathieson
<b>Head Boy</b>	Robert Wakeham
<b>Deputy Head Prefects</b>	Esme Buzzard Chantelle Holsgrove Rohan-Dev Furniss Serena Lane
<b>Senior Prefects</b>	Emma Cooke Yvonne Tran Taybah Khan-Lodhi

## House Officials

	<b><i>Captain:</i></b>	<b><i>Deputies:</i></b>
<b>Furniss</b>	Alyssa MacMillan Sam James	Grace Cullen
<b>Gonner</b>	Olivia Brown	Rhianna Stephenson Ella Vernon
<b>Hudson</b>	Kate Cleary Amelia Lepping	Orla Eaton
<b>Paton</b>	Sasha Taylor	Daisy McTear-Smith Holly Evans
<b>Stewart</b>	Morgan Hensley	Maisie Hill Amy Hopwood Agata Benitez
<b>Wallis</b>	Anna Underwood	Rawnak Islam Ophelia Cummings

## **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.
- Create an environment within which academic study is valued and fostered to enable the student to maximise their potential.
- Establish a supportive environment in the Sixth Form that will encourage the development of Study Skills and establish sound relationships between staff and students.
- 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.
- Raise awareness of, and develop an interest in, the environment, ethical and moral issues, economic and political awareness and cultural development.
- Encourage the students to extend their interests and experiences beyond those achieved so far.
- Raise awareness of the School as a Community and the Local Community
- 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.
- Provide opportunities to develop leadership skills and an understanding of working with others.

## SIXTH FORM CALENDAR OVERVIEW 2020 – 2021

Term	Year 12	Year 13
Autumn 1	Induction Parents' information evening New student interviews School photographs	Final Completion of UCAS forms School photographs University entrance tests University Open Days <b>Assessment Period 1</b> Short report issued
Autumn 2	<b>Assessment period 1</b> Short report issued Presentation afternoon	<b>Assessment period 2</b> Short report issued Parents evening University Interviews and Offers
Spring 1	AS Decisions <b>Assessment period 2</b> Elections: Head Prefects, Senior Prefects, Prefects and House Captains	Parents evening University Interviews and Offers Art Foundation Applications Completed
Spring 2	Parents evening Full reports issued	<b>Assessment period 3 (Mock examinations)</b> Enrichment activities finish
Summer 1	AS external examinations Summer programme	Full reports issued A-level external examinations begin
Summer 2	<b>Assessment period 2</b> Short Reports issued Summer programme University Open Days Work Experience Draft completion of UCAS form and personal statement	External examinations continue Prom
August	AS results	A-level results UCAS clearing operates

### **NOTE:**

Each year there will be two assessment periods (internal subject examinations)  
Progress will be reviewed after each assessment period by tutors/HOY

## **Curriculum**

The Sixth Form curriculum is made up of two elements:

### **Optional Curriculum**

- Although all students have selected their choice of subjects – this may be changed in consultation with LM and RB **no later than the end of September in Y12.**
- Students who have opted for 4 subjects will choose the subject they will not carry on with into Y13 in the spring term and sit an AS for this subject in the summer term. If students find 4 subjects is too much throughout Y12 they should speak to LM.
- If you have any concerns regarding subject choices, please speak to LM.

### **The Core Curriculum**

#### **Extended Project Qualification (EPQ)**

- Students choose an area of interest, then plan, research and carry out their project.
- Most work will be completed in Y12 with final drafts and presentations completed in Y13.

#### **Enrichment Afternoons**

- Take place on one afternoon a week for Y12 and Y13 and is organised by SMH.
- Students choose different activities as the year progresses up to the end of spring term 2, after which the summer programme will begin.
- Each activity block lasts eight weeks.
- Students studying Science A-level but not Maths **MUST** complete one block of 'Maths for Science'.
- Many students use this opportunity to do volunteering and get valuable work experience.

## **Extracurricular Opportunities**

It is important students involve themselves in the wider life of the school to ensure you develop social and emotionally as well as academically. There is a vast range of activities both whole school and subject specific which students have access to. These are frequently advertised in the school daily notices which are shared with students during morning registration.

### **Duke of Edinburgh Award**

- Many students in Sixth Form 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: volunteering, skill, physical and expedition
- In addition to this, the Gold level requires a residential section where the participants have to spend four nights away from home.
- 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.

## **Opportunities for Responsibility**

There is a wide variety of opportunities for students. The key roles of responsibilities which students are elected to or volunteer for include:

- Head prefect team
- Prefects
- House officials
- Form captain/deputy form captain
- Sixth Form council representative
- Charity representative
- Eco representative
- Peer Educators
- Subject mentors

Speak to your form tutor, SMH or LM for more details on any of these roles.

## **Surviving the Workload**

**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.

**Independence** – it is important that you seek support and guidance from subject staff if you have an issue with a particular subject. Remember to catch up on work missed due to absence – this should be done in advance when possible, for example in the event of a trip, participation in house events etc.

**Study periods** – use this time effectively. Students have access to the Library and Easdale throughout the school day as well as before and after school. It is important that Sixth Form students recognise the need for quiet study in these areas and appreciate that they should respect the needs of others. Students timetabled for supervised study must report to staff assigned to ensure they are registered.



## **Support in School**

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

- Subject teaching staff
- Form Tutors
- Sixth Form Personnel (see page 2)

### **External Support in School:**

- Youth Worker (Kersti Lawson)
- Action for Children Counsellor (Alex McStea)
- Health Service in Schools nurse (Daina Ireland) - to talk confidentially to students about sensitive issues relating to personal health

The Pastoral Team sometimes seek the support of outside agencies. A referral may be made to the appropriate agency by a member of the pastoral team, the authority nurse or the youth worker or advice may be sought by students, parents or those with parental responsibility. These agencies include the following:

- Educational Psychologist
- CAMHS
- Dove Services
- Response
- Wirral Brook

Addresses/numbers you may find useful are:-

[www.kooth.com](http://www.kooth.com) - free online advice service

[www.mind.org.uk](http://www.mind.org.uk) – online advice and support on a whole range of emotional issues

**Response** (0151 666 4123) – free and confidential service for 13-19 year olds

## **FINANCIAL SUPPORT: BURSARY**

- 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.
- There are two types of 16-19 bursary
  - **Vulnerable Student Bursary** - a guaranteed bursary of £1200 per year for young people in one of the defined vulnerable groups.
  - **Discretionary bursary (Tier A & B)** - awarded based on individual needs to cover specific costs such as transport, books or equipment, and other course costs.
- DEADLINE for applications for 2020/2021 is **Monday 21<sup>st</sup> September 2020**.

**NOTE:** Application form and details on eligibility and how to claim can be found on the website. Please see KC or LM for support with this.

## **Careers Guidance and support for Higher Education**

This is delivered in a number of ways:

- **Individual Interviews**  
Carried out with form tutors during form time. Students use this to discuss their ideas for the future and their progress in their subject areas. HOY will also carry out interviews with students as appropriate.
- **Work Experience**  
Students have the opportunity to carry out a week's work experience at the end of Y12. They will be given guidance but are required to arrange their own placement. Many students also use enrichment time to gain valuable work experience, such as working in charity shops and in care homes.
- **Y12 Summer Programme**  
Takes place in the summer term, mainly during enrichment time, and extends to form time. Students are given support to help make decisions for their future beyond Sixth Form from the Sixth form team, as well as talks from representatives from various universities and past pupils, attendance at the UCAS conference and a university visit.
- **Interview preparation support**  
Many students apply to universities and courses that require an interview, including Oxford/Cambridge, Medicine/Dentistry/Veterinary Medicine etc. Practise interviews can be arranged with LM on request and this is encouraged. Individual support is provided as appropriate.
- **Careers Service**  
Michelle Grealis is our careers adviser in addition to Mr Thomas, who is the careers lead. Michelle comes into school throughout the year and students can arrange individual interviews on request directly or through LM/SMH. She is based in the careers section in the upper library when she is in schools so students can also drop by for an informal chat if they have any specific question.
- **Parents' information Evenings/Talks**  
The parents talk takes place in September to give parents an overview of what happens in Sixth Form and is an opportunity to ask questions. This is for all parents, and not just those of new students. We have an external speaker who also talks about how parents can help support the student throughout their time in Sixth Form.
- **Biannual Careers Convention**  
Once every two years, a large number of representatives from a variety of professionals come into school one evening to provide information and answer specific questions.

## **Examinations**

- All enquiries relating to external examinations should be made to Mrs Hill-Jones at the Examinations Office.
- The examinations office is situated next door to H1. OPENING TIMES: 8.30 – 12.30 & 1.30 – 4.30

## **External Examinations**

- New students will be issued with a new candidate number in January 2019 which they MUST use for ALL external examinations.
- Y12 students will be assessed for GCE advanced in summer 2020. Students who have opted for AS GCE examinations will be assessed in summer 2019.
- Re-sit application forms will be available from mid-September 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. Late entries will incur a late fee (usually double).
- Statements of Entry (timetables) will be issued in January for the Summer series. 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 September 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.

## **Results**

- Results for the AS Summer examinations will be issued in school on Thursday 12<sup>th</sup> August 2021.

## **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, SLT or Mrs Hill-Jones.
- All Post-Results Services information will be published on the reverse of Statement of Results for students on results days.

## **Sixth Form Dress Code**

The Sixth Form students should be dressed smartly. Attire should be a standard that would be acceptable in a business environment, which is likely to be different from how they dress when not in school. This includes:

- Blazer
- Tailored trousers or skirt (appropriate in length)
- Tops and shirts should be smart
- Leather or leather effect shoes
- Lanyard
- Natural hair colour

## **Not Appropriate for School**

- Jeans
- Shorts
- Tracksuit bottoms
- Leggings
- Tight fitting or short skirts
- Tops with large logos
- Strappy tops
- Flip flops
- Trainers (or similar)
- Canvas shoes
- Facial piercings

**Outdoor coats and hats must not be worn inside school**

**NOTE:** For school events when students are representing the school such as open evenings, and for official year group photographs, they are expected to wear a white blouse/shirt and black skirt/trouser and blazer. It is therefore a good idea to purchase this as part of the uniform.

## **Attendance and Punctuality**

Good attendance and punctuality is crucial for academic success. Attendance and punctuality in Sixth Form will be carefully monitored and attendance should not fall below 95%. Information on this is often requested by universities and employers.

## **REGISTRATION PROCEDURE**

- Registration takes place between 8.50 and 9.10 a.m. in the morning and 1.50 and 2p.m. in the afternoon – in form rooms
- Students should arrive in the form room on or before the start time – otherwise sign in late book on arrival to school.
- Students arriving between 8.50 –10 a.m. for the morning session or 1.50p.m. - 2p.m. for the afternoon session will be recorded as late.
- Arrival after these times will require an absence note.

**NOTE:** Lateness is monitored and detentions issued when necessary. Letters will be sent home for persistent lateness and a meeting with the Head of Sixth Form/Assistant Head may be requested.

## **FORM TIME**

- Morning registration is the official start to the school day and there is a structured programme in place for this period.
- Activities during this time are focussed on developing students A-level mindset and providing support for life beyond Sixth Form.
- Form tutors use this time to monitor individuals throughout Sixth Form, including progress, attendance, punctuality, participation etc

## **SIXTH FORM ASSEMBLIES**

- Sixth Form assemblies take place once a week on a FRIDAY and all students should attend.
- Students are registered in the main hall so students should arrive on or before 8.50am.
- The Senior Leadership Team are responsible for organising assemblies and a rota will be displayed on the form notice board.
- Year assemblies will be held as required organised by the Sixth Form team.

## **HOUSE ASSEMBLY**

- Sixth Form students should attend their relevant House assembly on THURSDAY each week.
- Students should register in form rooms prior to House assembly.
- Venues for House Assembly can be found in planners.

## **ABSENCE PROCEDURE**

### **Unforeseen absences**

- Parent/guardian/ward to contact school by telephone or e-mail (attendance@wkgs.net) on each day of absence.
- A note explaining the reason for the absence should be handed into reception when the student returns to school.

### **Medical and dental appointments**

- Proof of appointment (card/letter etc) is required
- **Green form** (collect from reception) to be completed and signed by HOY
- Signed green form should be shown to staff on leaving lesson, and to reception when signing out

### **Universities for Open Days/Interview**

- A maximum of three are permitted per student
- Complete a purple form, ensuring all stated staff have it, and return to reception

### **Other planned absence**

- **Leave of absence form** should be completed one month in advance of the absence and handed into reception for Head teachers approval

**NOTE:** Absences will be recorded as unauthorised until the appropriate paperwork is complete and returned. Once attendance falls below 95%, the attendance procedure will begin. University open days/interviews are the only absence which will not affect attendance record.

Please see the school Attendance Policy for further details; available on the school website or on request from the school office.