



West Kirby

Grammar School

Sixth Form Information

2025 – 26

Sixth Form Specific Personnel

Assistant Headteacher/Director of Sixth Form	Mrs L Marley (lmarley@wkgs.net)
Head of Year 13	Mr R Price (rprice@wkgs.net)
Head of Year 12	Mrs A Duffey (aduffey@wkgs.net)
Pastoral Assistant	Mrs J Brown (jbrown@wkgs.net)
Administrative Assistant/DofE	Mrs S Harris-Smith (sharris@wkgs.net)

Other Personnel:

Assistant Headteacher (Curriculum)	Mrs Fairclough (gfairclough@wkgs.net)
Assistant Headteacher (DSL/SEND)	Mrs Ravenwood (gravenwood@wkgs.net)
Well-Being & SEND Manager (DDSL)	Mrs Lidgett (dlidgett@wkgs.net)
SEND & inclusion Co-ordinator	Miss Macauley (jmacauley@wkgs.net)
Examinations Manager	Mrs Diamond (exams@wkgs.net)
EPQ Coordinator	Mr Howell (mhowell@wkgs.net)

Contact Details

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

Student Leadership Teams

Head Prefect Team

Head Girl	Howe, Charlotte
Head Boy	De Guzman, Albert
Deputy Head Girl	Stanger, Grace
Senior Prefect (KS3)	Sathyaseelan, Bairagi
Senior Prefect (KS4)	Thornton, Amelia
Senior Prefect (KS5)	Stockdale, Isabelle
Senior Prefect (Diversity & inclusion)	Wearden, Cosette
Senior Prefect (Eco)	Lucy Parfect
Senior Prefect (Well-being)	Harland, Emily
Senior Prefect (Charity)	Jones, Holly

House Captains

Furniss	Lois Rogers
Gonner	Libby Smith
Hudson	Maddy Davies
Paton	Amelie Bodie
Stewart	Adam James, Grace Sanderson, Amy Smyth
Wallis	Sienna Munn

Each student in the leadership team will lead a team of wider prefects to support the day to day running of the school, with their input being highly valued.

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

Term	Year 12	Year 13
Autumn 1	Induction Transition work deadline/assessment Parents' information evening New student interviews School photographs	Final Completion of UCAS forms Resits/assessments Parents' information evening School photographs University entrance tests University Open Days
Autumn 2	Report and action plans issued GCSE certificate Presentation afternoon Elections: Head Prefects, Senior Prefects, Prefects and House Captains	Report and action plans issued Progress evening University Interviews and Offers
Spring 1	AS Decisions Prefect team take up post	Mock examinations Report and action plans issued University Interviews and Offers Art Foundation Applications Completed
Spring 2	Progress report and action plans issued Parents information evening - UCAS	Consider offers from universities Parents information evening – exam period/results day
Summer 1	Progress evening AS external examinations	External examinations begin Make firm and insurance choices
Summer 2	End of Year Examinations Progress reports (incl Predicted grades) issued University Open Days Work Experience Draft completion of personal statement	External examinations continue Prom
August	AS results	A-level results

NOTE:

It is likely assessments in each subject will take place before each report (in bold) – set assessments are also highlighted in bold.

Progress will be monitored at each point in the year and reviewed by tutors/HOY/AHT. Appropriate intervention will be implemented and communicated to parents as appropriate (including the issue of subject action plans).

Curriculum

The Sixth Form curriculum is made up of two elements:

Optional Curriculum

A-Level Subjects

- If you have any concerns regarding subject choices, please speak to HOY/AHT.
- Although all students have selected their choice of subjects – this may be changed in consultation with HOY/AHT **no later than the end of September in Y12**. After this, students must complete a curriculum change form.
- It is recommended that students complete three A-levels alongside EPQ (see below). Students who have opted for 4, may be able to sit an AS examination in the summer term (if the subject choice permits this) and continue with three in Y13. Alternatively, students can choose to drop the fourth subject at any point over the two year - students must complete a curriculum change form. Some students may continue with all four to completion.

Extended Project Qualification (EPQ)

- Students choose an area of interest, then plan, research and carry out their project.
- Students complete this in Y12 and it helps students develop much needed skills required at university level, which is why we recommend all students to complete this qualification.

Core Curriculum

Skills For Life

- Take place on one afternoon a week for Y12 and Y13 and is organised by AHT.
- Students complete a range of activities on rotation
- Includes personal development and activities such as budgeting and finance, cooking, self-defence, yoga.
- In the summer term the focus changes and the summer programme begins, which is a structured programme to support students make choices about their next steps beyond A-levels.

Enrichment

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- Once timetables lesson per week which is not led by staff.
- Students are encouraged to undertake a range of activities based on the five ways of well being, including volunteering, which is essential for students hoping to enter a vocational career pathway.
- Students will keep a record of their activities and use some of these as evidence when completing the student leadership accreditation.

Student Leadership Accreditation

- Students work on this throughout Y12 to gain recognition for all the roles of responsibility they have been involved in. There are 10 strands students need to demonstrate they have covered and provide evidence as well as a reflection on each. This is accredited through the SSAT.

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, well-being 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 on a Monday and all students attend, this will either be a min hall (Y12 &13) or year group assembly.

HOUSE ASSEMBLY

- Sixth Form students should attend their relevant House assembly on Thursday as stated on the form rota.
- Students should register in form rooms prior to House assembly.
- Venues for House Assembly can be found in planners.
- On the week where there is no House assembly, students complete activities with students from their house.

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
- Charity representative
- Eco representatives
- Subject mentors
- Sports leaders
- DofE young leaders
- School council representatives (in the various sub committees)

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

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.

At this level we also encourage students to set up and lead their own clubs. Some currently available include:

- Medsoc (aspiring medics, vets & dentists)
- Law society
- Debate Society
- Film Club
- Photography Club
- Robotics
- Handball
- Common People (Politics)

Duke of Edinburgh Award

- Many students in Sixth Form are embarking upon their Gold award.
- 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.

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 a variety of sixth form areas, as well as the library, 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:-

- Form Tutors
- Sixth Form Personnel (see page 2)
- Subject teaching staff
- External Support in School

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 - free online advice service

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 and our school policy on the school 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** - awarded based on individual needs to cover specific costs such as transport, books or equipment, and other course costs.
- **DEADLINE** for applications is the end of September.

NOTE: Application form and details on eligibility and how to claim can be found on the website. Please see 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.

- **Unifrog**

Students have access to unifrog throughout their time in Sixth Form. It enables students to research course, universities, apprenticeships, write CV's and much more, which we encourage right from the start of Y12.

- **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**

Our careers adviser comes into school throughout the year and students can arrange individual interviews on request directly or through HOY/AHT. 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.

Examinations

- All enquiries relating to external examinations should be made the examinations manager in person or via email
- The examinations office is situated next door to H1. OPENING TIMES: 8.30 – 12.30 & 1.30 – 4.30

External Examinations

- Students who have opted for AS GCE examinations will be assessed in June of Y12.
- 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 liaise with the SENDCO and Examinations manager in September to discuss arrangements for Sixth Form exams. Failure to discuss their needs well in advance of examinations could prove difficult to administer at short notice.

Post-Results Services

- Students may wish to have their GCSE/A-level 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 examinations manager.
- All Post-Results Services information will be published on the reverse of Statement of Results for students on results days.
- Y12 students wishing to re-sit GCSE Maths or English are advised to do so in November of Y12. Students should inform the examinations manager as early as possible – students may be expected to cover the cost of this.

Sixth Form Dress Code

Sixth Form students should be dressed smartly. This includes:

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

Not Appropriate for School

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

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.**

Parents/carers of students who fail to comply with the Sixth form dress code will be contacted by form staff and if no improvement is observed, students may be sent home to change, provided with alternative clothing to wear or isolated.

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 8.50 to 9.10 a.m. in the morning and 12.45 to 12.50p.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 will be recorded as late. Arrival after these times will require an absence note.

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

- Students should complete the online form prior to appointments. Evidence of the appointment should be attached.

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. With the exception of school run events, authorised absences do affect attendance as it is classed as missed education.

Please see the school Attendance Policy for further details; available on the school website.