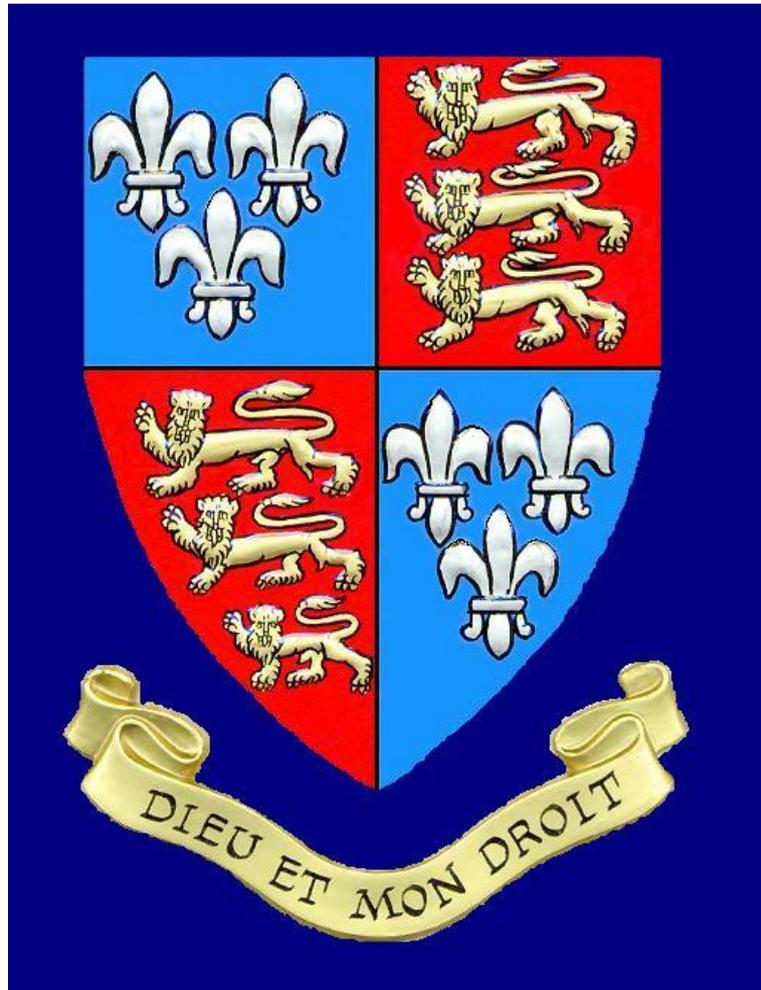


King Edward VI Grammar School



Induction Pack for External Sixth Form Students

Contents:

- **Welcome to King Edward VI Grammar School!**
An outline of your Induction.
- **Induction Checklist:**
To be signed alongside your Learning Mentor.
- **Induction Review:**
To complete with your Learning Mentor.
- **Sixth Form Dress Code**
- **Sixth Form Team**
- **List of Extra-Curricular Activities**
- **The School Day**
- **House System**
- **Code of Conduct**
- **Student Contract (please sign and return)**
- **Learning Agreement (please sign and return)**
- **Year 12 Wednesday Afternoon Enrichment Choices (please sign and return)**
- **Extra-Curricular Activities (please sign and return if necessary)**
- **School Map**

Welcome!

Dear Students,

A warm welcome to you from King Edward VI Grammar School!

This 'Induction Pack' has been designed to ease your transition into our Sixth Form, and to equip you with the necessary relevant information to ensure your induction runs as smoothly as possible. If you feel you need any further information alongside this pack, please do not hesitate to speak to your tutor, subject teachers, or any member of the Sixth Form team.

You will have also been paired with a 'Sixth Form Buddy' - another student from the Sixth Form who can show you around site, and will be studying similar subjects to you. Your 'Buddy' will also be available to answer any questions you may have – no matter how big or small they may seem!

At King Edward's we have a great Sixth Form community that welcomes all people from all backgrounds. There are extensive support systems in place to help with whatever issues you may be experiencing, and we put a lot of effort into helping external people transition easily into the school. The atmosphere in the Sixth Form is very friendly and you are always welcome to approach staff with any questions or problems.

It is very important to us that you enjoy your time at King Edward's, and also that you get the most out of it in an academic sense. We require students to be focussed and committed to their studies, but we also have an extensive list of non-academic activities for you to get involved in to help build up other useful transferable skills.

We look forward to getting to know you better and to guiding you on your journey through Sixth Form and beyond. The next two years of your life in the Sixth Form are an exciting, daunting, and rewarding part of your life - and they will go very quickly. Our aim is to help you reach your potential and get to take part in unique experiences that will stay with you throughout your life.

Yours faithfully,



Mr. N J Robertson
Assistant Head/Director of Sixth Form
nrobertson@kevigs.lincs.sch.uk

Induction Checklist

Please make sure to attend any arranged appointments. If you have any problems completing the checklist, please speak to Y12 Learning Mentor (Mrs Cartledge) as soon as possible.

DATE	ACTIVITY	WHO/ LOCATION	✓	COMMENTS
	I have provided the school with relevant personal information, including: -Contact Details -Medical Details	Dr Morton Norton Lodge		
	I have been paired with my Sixth Form 'Buddy'.	Mrs Morris Hubbards, Norton Lodge		
	I have been shown around site, including: -My Subject Classrooms -My Form Room -Student Reception -Edward Street Hall -Library -Norton Lodge -Canteen/Hubbards/Toilets	Your 'Buddy' Beginning in Hubbards, Norton Lodge		
	I have my access card to get in and out of Norton Lodge.	Mrs Adam		
	I have met my academic tutor.			
	I have met Y12 Learning Mentor.	Mrs Cartledge Study Room, Norton Lodge		
	I have met my subject teachers.	Classrooms		
	I know my username and password to log on to the school computers.	Mrs Cartledge/ Teachers Study Room, Norton Lodge		

Induction Checklist Contd.

	I have been shown how to access information on the VLE.	Mrs Cartledge/ Teachers Study Room, Norton Lodge		
	I have signed and handed in my: -Student Contract -Learning Agreement -Wednesday Enrichment Choices	Mrs Cartledge Study Room, Norton Lodge		
	I know where to go for: -First Aid -IT Support -Counselling Support -School Nurse Drop-Ins			
	I have seen Y12 Learning Mentor for a 'Catch-Up' session.	Mrs Cartledge Norton Lodge		
	I have met Sixth Form Ambassadors for coffee morning.	Sixth Form Ambassadors		
	I have arranged further meetings with Y12 Learning Mentor (if necessary).	Mrs Cartledge Study Room, Norton Lodge		

Induction Review

This will be completed with the Y12 Learning Mentor during your 'Catch-Up' sessions. The aim of these sessions and this review is to discuss your induction at regular intervals during your first term. Your Learning Mentor will also refer to your checklist to raise and address any areas which may require further support.

Student Name:	
Date:	
Subjects: <i>-Enjoyment of lessons? -Made the right choices? -Performance so far?</i>	
Personal: <i>-Do you enjoy being at KEVIGS? -Friendship/peer groups? -Confidence in studies/exams?</i>	
Enrichment: <i>-Choices made for enrichment? -Work experience?</i>	
Outside of School: <i>-Travel to school? -Part time work? -Time management?</i>	
Future Goals: <i>-University? -Apprenticeships? -Careers? -Gap Year?</i>	
Support: <i>-Do you feel there is anything we could do to better support you at KEVIGS?</i>	

Sixth Form Dress Code

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

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

During the winter months both Year 12 and 13 students can wear boots or other appropriate footwear to and from school but must wear their formal shoes in and around the school site. Hats, scarves and gloves can also be worn but must be removed whilst inside.

There are currently a number of high street stores and indeed supermarkets that offer very cost effective options. ‘Greenwoods’ recently offered a man’s suit, shirt, tie, cufflinks and shoes for £85. Their current sale offers a discount of up to 70%. Tesco, Asda, Sainsbury’s and Matalan have suits from £40 and all can be machine washed.

Sixth Form Team



Mr Robertson
Director of Sixth Form

Nick Robertson qualified in Physical Education from the University of Brighton in 1999 with Qualified Teacher Status (QTS). Since then he has had fifteen years of teaching experience within Grammar Schools all over the country teaching curriculum and A level PE. He is a great believer in the grammar school system and has seen how this set up can work well for able and gifted academic students and allow them to excel. Three years of his prior experience has been as Assistant Director of Sixth Form at an all-boys Grammar School in Salisbury.

He has a proven track record of supporting students to gain places at Oxbridge and onto other competitive University courses. As part of this he has built strong relationships with many of the Oxbridge colleges. He also implemented a very successful mentoring scheme at his last school which enabled all students to strive for success and to reach their potential.

Nick is a keen Rugby player and watcher and his step son is currently attending Bournemouth University studying Music. He is a proud dog owner, prolific movie watcher and enjoys going to the gym to relax.



Mr Aicken
Head of Y13

Michael Aicken is a graduate of the University of Cambridge, where he read Natural Sciences at Churchill College, specialising in chemistry. He completed a PGCE at the University of Exeter in 2002 and since then he has taught in a number of grammar schools in Lincolnshire. He joined King Edward's in 2013 after spending five years as Head of Chemistry at Skegness Grammar School.

Michael has several years' experience as a sixth form tutor and he particularly enjoys helping students with university applications and with preparation for interviews. As a chemistry teacher, he has considerable experience of assisting students seeking careers in science, engineering, medicine, dentistry, pharmacy and veterinary medicine. Michael is excited to have been appointed Head of Year 13; he hopes to help the students to enjoy the Sixth Form at King Edward's and to develop as enthusiastic and independent learners.

A father of two young children, Michael enjoys spending days out with his family and can often be found at weekends on the beach at Mablethorpe. He completed a literature degree with the Open University in 2010 and is now enjoying studying many of the free online courses offered by universities from around the world on the Coursera, edX and FutureLearn websites.



Mrs Morris Head of Year 12

Debbie is a graduate of Bristol University, moving from there to take up her first teaching post in Bedford in 1981. Having spent time both working abroad and in the Further Education sector she was pleased to be returning to Secondary Education at KEVIGs where she feels her heart really lies. Teaching Economics, Business Studies and IT for the last 12 years at King Edwards has involved working mostly with older students in the school and the post of Head of Year in the sixth form was therefore a natural move for her.

Believing that young people who are active, involved and having fun at school achieve more from their education, she is currently developing a programme of extracurricular activities for the sixth form.

Debbie is in charge of coordinating the Cambridge Pre U course that all of the Sixth Form Students study and she believes that this course helps all students prepare for and gain the skills and knowledge they need to succeed at university.

A mother of two older girls who have now flown the nest, Skype and texting has become a major part of her life as she tries to keep in touch, and she has recently started ballroom dancing classes!



Dr Morton Higher Education Coordinator

After studying her A levels at KEVIGS, Angela went on to graduate with a DPhil in Chemistry from York University in 1999. She has since had 10 years industrial experience working for BP as a Senior Technologist developing products for the global car and motorcycle markets under the Castrol brand.

Her areas of expertise include graduate recruitment and project management and she has experience of working abroad in Japan. She has previously encountered working with children through volunteering and being a company director of a pre-school in Oxfordshire. She spent a year at KEVIGS as a Sixth Form Learning Mentor and before moving to her current role.

Angela is a busy mother of three primary school age children and is an enthusiastic member of her local female voice choir.



Miss Mackett Sixth Form Learning Mentor (Y13)

Jess Mackett studied A levels at KEVIGS before graduating from the City of London Polytechnic in 1991 with a degree in European Business Systems (with work experience at Renault in Paris). Subsequently she spent 10 years with Carlsberg as a Senior IT Project Manager (Prince 2 Practitioner) both in the UK and in Copenhagen. Specialist areas include: process re-engineering; project management and change management.

In July 2010 Jess graduated from Oxford Brookes University with a Post Graduate Diploma in Coaching and Mentoring Practice. She has volunteered as a Learner Mentor at Cordeaux Academy in Louth prior to taking up her role at KEVIGS working with students on not only their learning but self-esteem, motivation and behaviour.

More recently she has trained as an Assessor/Instructor (TAQA L3) assessing Logistics under the Apprenticeship framework, working with all age groups from 16 upwards and delivering Functional Skills in English, Maths and ICT.

Jess has a young daughter so likes to keep fit by running and playing tennis. She is also a keen DIYer.



Mrs Cartledge Sixth Form Learning Mentor (Y12)

After completing her A-Levels, Charlotte took some time out of education before enrolling at the University of Lincoln in 2009. She graduated with a first class BSc (Hons) Psychology in 2012. Since graduating she has worked in customer service management training and developing members of staff. In 2016 Charlotte was appointed a part time teaching role at the University of Lincoln teaching on the Research Skills module of the BSc Psychology programme. She is continuing her undergraduate Psychology research and is working towards her doctorate, exploring reading development in Autism Spectrum Disorders.

Charlotte's experience of working in management roles and with undergraduate students allows her to really focus her Learning Mentor role on the skills sixth form students will need to allow them to leave KEVIGS as confident individuals ready for the next stage in their lives – whichever path they choose. Charlotte has a real passion for learning, and believes that everyone should be given the opportunity to learn in an environment that suits them, and that is ultimately supportive and enjoyable. Charlotte's academic background allows her to provide advice on study skills and motivation that she has developed through her own studies - and tried and tested herself. She has a good understanding of how we learn as individuals and the support needed for each student to reach their potential.

Charlotte has two children and enjoys time outside with them come rain or shine!

The School Day

Registration/Assembly	8.50 - 9.05
Period 1	9.10 - 10.10
Period 2	10.15 - 11.15
Break	11.20 - 11.40
End of Break Warning Bell	11.35
Period 3	11.40 - 12.40
Lunch	12.40 - 1.40
End of Lunch Warning Bell	1.35
Period 4	1.40 - 2.40
Period 5	2.45 - 3.45

House System

The House system was re-introduced to King Edwards in 2007, to play a more central role in the School and to reinvigorate internal competition whilst upholding its fine traditions.

The idea of the House System is to enhance the sense of belonging and community that being a member of King Edward VI Grammar School has. The Houses are designed to give new opportunities and get students and staff involved in activities together. The Houses will provide Leadership opportunities throughout all three Key Stages. The House System is about recognizing achievement in all aspects of school life; academic, sporting, cultural and extra-curricular. We will also reward participation, to encourage the students to get involved as much as possible in all activities.

House points are awarded for all House activities. Points can be gained in several ways. Each entry into a competition will receive House points. Points will be awarded for each competition held. Students can also gain House points from their Achievement points, and from any extracurricular activity they do. Each House has its own charity, and points are awarded for every pound raised for that charity

The Houses have the same names as the previous House system, all being world renowned Old Boys of King Edward VI Grammar School. The Houses are Franklin, Smith, Hobart and Tennyson. With the School's long and illustrious history, choosing alumni of the School to name the Houses after must have been extremely difficult in the first instance. However, those chosen have had a major influence on a global scale.

Students are allocated to Houses in Year 7 and remain in that House throughout their school life. Every effort is made to ensure a fair split of ability in all aspects of School life. One of the purposes of the House system is to develop the student's initiative and organizational skills. By giving them positions of importance, they can show their leadership skills and develop their levels of experience. House activities transcend all year groups, and this gives all year groups leadership opportunities of some description. It will also give all students a chance to benefit from the example and advice given by older students.

Code of Conduct

Expectations

The purpose of our School is to provide an environment in which teachers can teach and students can learn, in order to ensure that all students maximise their potential.

Our expectations for each other are:

- We will be polite, courteous and listen openly to each other's opinions
- We will have the highest standards of appearance
- Take responsibility for our own and others' learning; respecting the right of others to learn
- Take pride in our work
- Seek help and support from each other as and when required
- Offer help and support to others as and when required
- Recognise and respect the differences between people; physical, social, racial or religious
- Respect the environment, the place we work and other people's property
- Set high standards and lead by example at all times

The Wider Community:

As members of King Edward VI Grammar School we are also high profile members of the local community and have a responsibility to uphold the good name of the school, and all that it stands for.

For any student needing help:

- Learning Support team: Foundation House
- Peer Mentoring help: Tutor/Foundation House
- Academic Support: Class teacher/Head of Department
- Bullying issues: bullying@kevigs.lincs.sch.uk

KING EDWARD VI GRAMMAR SCHOOL - SIXTH FORM STUDENT AGREEMENT 2017/18

This agreement is intended to give those attending King Edward's Sixth Form a clear understanding of what is expected from them as a member of the Sixth Form community and as a user of Norton Lodge and its facilities.

As a member of King Edward's Sixth Form I agree to:

- Attend punctually and on a regular basis all **lessons, Academic Tutorial Sessions, Directed Study Periods, Tutorial Periods and Assemblies**. Non-contact and Directed Study Periods should be used for private study within School. As a full-time student, normal attendance is from **0910 – 1545** with morning attendance required for Academic Tutoring and Sixth Form Assemblies from **0850 – 0905** (Attendance that falls below **85%** will be considered a serious cause for concern, which may lead to a student's withdrawal from lessons).
- Complete a minimum of **15 hours** per academic year during weekly Enrichment Periods (students can complete the 15 hours through sport, work experience, clubs and societies and other extra/super-curricular activities).
- Complete all work to the required standard by the required deadline, to the best of my ability.
- Act as a positive role model for the younger students with regard to behaviour and appearance, and dress according to the Sixth Form Dress Code (available via the Sixth Form Student Handbook).
- Commit myself to pursuing my studies seriously whilst gaining the most from all of my Sixth Form experiences.
- Complete the '**Learning How to Learn**' MOOC from Coursera (www.coursera.org/learn/learning-how-to-learn) as an additional learning strategy to help with the transition from Year 11 into Year 12. (All Year 12 students will be required to email a screen shot of their completion page and their result to sixthformadmin@kevig.sch.uk by the **1st November 2017**).
- Abide by the school's rules and the KEVIGS Behaviour Policy.
- Accept that non-compliance to the above may mean that you may not be eligible for my 16-19 Bursary and/or that you may be withdrawn from lessons, public examinations, placed on a fixed term exclusion and/or permanent exclusion.

As a user of Norton Lodge and its facilities I agree to:

- Behave in a responsible manner that does not cause offence to other students or staff who are using the facilities.
- Accept that using these facilities will require me to assist the Sixth Form Team in keeping the area clean and tidy.
- Clean up after myself as per the 'Self-Cleaning Policy' in Norton Lodge and Hubbards.
- Follow procedures for use of the facilities that are within Norton Lodge, including the booking systems for IT equipment in the Work Room (N1).
- Acknowledge that other Sixth Form Students in the future will want to benefit from these facilities and therefore will wish to inherit them in good working order.
- Understand that students who are timetabled for a Directed Study Period will be given priority to use the facilities within the Work Room (N1).
- Accept that my access to Norton Lodge will be restricted and that I may be prevented from any further use of the facilities that Norton Lodge provides if I do not abide by these conditions.

As a member of King Edward's Sixth Form I acknowledge that I am entitled to:

- A programme of courses that are delivered by dedicated, well-qualified and professional teachers, using appropriate facilities and resources.
- A variety of additional activities and experiences beyond and in addition to academic study.
- Careful monitoring of my academic progress, including the setting of targets for improvement with subject staff and academic tutor.
- Support from the Sixth Form Team as and when required.
- Opportunities to take responsibility for myself and to develop my strengths and skills.
- Specialist advice and help with regard to my future career.
- A caring, encouraging and friendly environment with access to appropriate resources.
- At least two opportunities over the two years for parents/guardians to come into school to discuss my progress.

Please acknowledge that you have read this agreement and that you are aware of the implications.

Student's Name (Please Print).....
Signature of Student.....Date.....
Parent's/Guardian's Name (Please Print).....
Signature of Parent/Guardian.....Date.....

KEVIGS SIXTH FORM – ICT AGREEMENT

Acceptable use of ICT (internet, network, standalone ICT, email, etc.) in the Sixth Form at King Edward VI Grammar School means that a user should always avoid any use of ICT that could reasonably be construed as causing offence to others. This means avoiding the downloading, uploading or forwarding of text or images which include violence, obscenity, or indecency (e.g. pornographic, extremist, racist, sexist, ageist or homophobic material). Acceptable use also includes avoiding any incitement to criminal behaviour, any commercial activity or political lobbying. The use of ICT must not be detrimental to the reputation of the Sixth Form, KEVIGS or the personal wellbeing of anyone else.

Password and Log-In:

A password and log-in is confidential to the person it has been given to. It must not be shared, and users must not log on to equipment using another person's password. When finishing work users must log out properly so that no one using equipment after them could gain access using their previously entered log in or password details.

A user is responsible for what takes place under their login name and/or password. Any suspicion that anyone else knows the details must be reported immediately to IT Support so that a new password can be arranged. Users are responsible for the security of data and information on the system. This means not downloading software or applications without the explicit consent of IT Support.

Email:

Email is a written form of communication and should always be viewed as a formal medium. Any email could end up being forwarded to the wrong recipient and users should not write anything in an email which they would not be prepared to defend publicly.

Laptops:

When accessing the BYOD network via a private machine, it is the responsibility of the user to ensure that the machine has up to date virus protection and a firewall installed. Users should observe the same principles and practices outlined in this document whether they are accessing resources from home, from school, from school equipment or from their own machine.

Users who carry their own equipment or use it to access school resources do so at their own risk and KEVIGS takes no responsibility for hardware or software problems arising from doing so.

The Sixth Form Team reserves the right to bar students from using ICT equipment and/or bringing their own equipment into the Sixth Form if doing so has led to, or can reasonably be construed as likely to lead to, damage or disruption to Sixth Form services. Should concerns be raised the Director of Sixth Form may authorise the suspension of access to ICT and internet services for an initial period of investigation and/or for a longer duration.

Monitoring:

All use of ICT resources is monitored to ensure compliance with relevant legislation and good practice. This means that emails, websites visited and documents downloaded or forwarded can be traced back to individuals. Where users are found to not comply with the requirements and recommendations of this document they will be subject to a variety of sanctions.

We ask that students agree to the following:

- Students will not install any hardware or software without permission of the school's IT Support.
- Students will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Students understand that their photograph may be taken, stored and used for Sixth Form purposes. If they do not wish their image to be distributed outside the school network they must inform the Director of Sixth Form in writing.
- Students will immediately take down any materials that they may make publically available on the Internet that are judged to be detrimental to the Sixth Form, if requested to do so by a member of the Sixth Form Team.
- Students understand that their use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to the Director of Sixth Form.
- Students will respect copyright and intellectual property rights.

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

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

