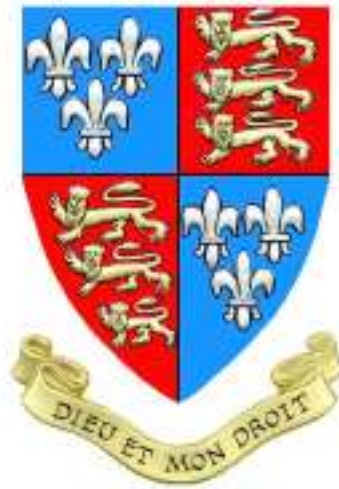


King Edward VI Grammar School



Sixth-Form Student Handbook 2023-24

SFSH/03JUI2023

The Sixth-Form Team

Mr M Aicken	Head of Sixth Form
Miss C. Eames	Senior Tutor
Mrs K. Hall	Senior Tutor
Mr T. Beach	Senior Tutor
Mr A. Douglas	Senior Tutor
Miss J. Wallis	Study Support/Norton Lodge Supervisor
Mrs A. Mackin	Study Support/Admin
Mrs C. Healey	UCAS and Careers and Higher Education Coordinator

Norton Lodge, our sixth-form centre, is open from 8.30am until 4.00pm.

Tutoring commitments and pastoral care

We are proud of the pastoral support that is provided for our students in the sixth form. You are treated as an individual and you should feel confident that your concerns will be addressed, and your achievements recognized and praised.

You will be assigned an academic tutor during your time in the sixth form. The tutor is a member of the academic staff and is likely to teach one of the subjects you are studying. You will have twice-weekly meetings with your tutor, and it is a requirement of the Sixth-Form Student Agreement that you attend these regular tutoring sessions. We believe that this approach will bring you important benefits and will assist you in making your sixth-form experience a success. At key points in the year, you will be required to submit information to your tutor or to a member of the sixth-form team. Over the two years of sixth-form study, you should develop a good rapport with your tutor. Tutors will also contribute to references for you, including the UCAS reference, written at the beginning of Year 13.

It is important to know that there are staff who you can speak to about pastoral issues. These include your tutor, members of the sixth-form team, and wider-school student support team. Information about routines, activities, and events for the sixth form will be displayed on noticeboards in Norton Lodge and will be sent by email. It is your responsibility to check your school emails daily for information.

New Students

Every student is new to the sixth form at the start of Year 12, and we appreciate that you will need support and guidance as you make the transition from GCSE to A-level study. If you are new to KEVIGS, we extend an especially warm welcome to you and hope that you settle in quickly. A member of the sixth-form team will be available in Norton Lodge to help with queries or concerns.

For students joining us from other schools, we will ask your teachers to briefly comment on your progress shortly before October half-term. We will then meet with you to provide feedback, and we will also contact your parents or guardians and briefly inform them of your progress.

The Sixth-Form Student Agreement

We ask you to note the terms of our agreement; this has been developed over several years as we reflect on what helps students succeed in post-16 education. Please read it carefully – a copy can be found at the end of this handbook.

Attendance and Absence

A significant contribution to your progress on any course will be your attendance. Missing lessons in the sixth form can put you at a serious disadvantage. Staff teaching A-level classes take registers in all lessons and your attendance will be detailed on your reports.

Routine medical, dental and optician appointments should be made outside school hours, and not when you have timetabled lessons. You are permitted leave of absence for driving tests, but routine driving lessons should not be booked during school hours.

If attendance falls below 90% in any subject, please note that you may not be entered for the relevant public examination. Continued absence will usually result in you being asked to leave the sixth form.

If you are ill, please ask a parent or guardian to inform the school by telephone (01507 600456) or by email (absence@kevigs.lincs.sch.uk). Authorisation for pre-planned absences can be sought by a parent or guardian using the school's digital [Leave of Absence Form](#).

If we become concerned about attendance/punctuality, a member of the sixth-form team will contact your parents or guardians directly.

If you fall ill in school, report to a member of the sixth-form team or to main reception. You are not to absent yourself from school, as we have a legal responsibility to know where you are during the school day.

Use of Directed Study Periods

All sixth-form students are allocated several directed-study periods in the timetable. You are required to use these periods for private study within school, and all students must register at the start of each study period in the Norton-Lodge workroom and remain there during the study period.

Registration and Assemblies

Sixth-form students are required to register between 8.50 am and 9.05 am with their tutors as directed.

Please note that failure to attend tutorials, wellbeing-and-careers sessions, and assemblies is a breach of the Sixth-Form Student Agreement and you may be asked to leave the sixth form if you are not prepared to meet these obligations.

The School Day

You must arrive at school each morning by 9.10 and in time for period 1 registration. If you have an assembly or a tutor meeting, then you will need to arrive by 8.50 am.

If you are late, you should explain the circumstances to the member of staff so that they can amend the register on SIMS (the school's information management system). Anyone regularly failing to arrive on time to lessons will be given additional directed-study periods to support their time management.

Tutor Sessions/Sixth-Form Assembly	0850 - 0905
Period 1	0910 - 1010
Break	1010 - 1030
Period 2	1030 - 1125
Period 3	1130 - 1225
Lunch	1225 - 1305
Period 4	1305 - 1400
Period 5	1405 - 1505 (school finishes on Fridays at 1505)
Period 6 (clubs, workshops, mentoring, etc.)	1510 - 1600 (Mon-Thu only)

Normal lessons end at 3.05pm every day. The sixth-form workroom is available for private study until 4.00pm. Choir practices, meetings of societies, games, play rehearsals and similar activities will take place during period 6. This is also the time when subject-based workshops and intervention will take place. Members of sixth form are asked to attend period 6 lessons as directed – for example, for subject support. There will also be volunteering positions available to support and run clubs and House activities.

Lunches are served in Newton Hall (school canteen), and you pay for the items you select via the biometric payment system. You may bring a packed lunch to consume in Hubbard's or Newton Hall, or you may go into the town centre.

The sixth-form café (Hubbard's) is open to sell refreshments, light meals, and hot drinks. Its opening hours vary, but are approximately 0845-1315 each day.

Wellbeing and Careers Lessons and Sport/PE Lessons

As well as subject lessons and directed study periods, you will also have one lesson per fortnight of Wellbeing and Careers. These lessons will cover a broad curriculum aimed at preparing you for adult life.

In addition, you will have one timetabled sport/PE lesson per fortnight. The PE department is planning a range of activities, including an element of choice, to provide a programme that you will enjoy. More information about the activities, the kit needed, and any extra costs for some activities, will be explained early in the autumn term.

Non-Timetabled Lessons

Outside of the timetabled activities, you will have some non-timetabled periods. These will provide you with some freedom in managing your time. You are, for example, at liberty to leave the school site.

If you do leave the school site during the normal school day, all we ask in that you sign out in Norton Lodge or at main reception. This is for safeguarding reasons.

Communication

You must do the following every school day:

- Check your school email account.
- Check the noticeboards in the entrance to Norton Lodge.

Communication to students and parents will take the following forms:

1. The daily KEVIGS e-brief
2. Email messages
3. Teachers2Parents text facility
4. Student-run school newsletter
5. SIMS parent app – progress reviews will be uploaded to the app
6. Two parents' evening per year

If you are unable to access any of the above communication methods, then please get in touch with the sixth-form team (sixthformadmin@kevigslincs.sch.uk).

Cancelled Lessons

At times, teaching staff may need to cancel lessons. Teachers are, for example, entitled to CPD (continuing professional development), and there may be occasions when personal matters must be attended to; illness is also a cause for lesson cancellations. There are also members of senior staff who teach A-level classes, and there are times when they are involved in matters that require urgent attention.

Lesson cancellation will be communicated at the earliest opportunity, usually via email. If you have a lesson that is cancelled, then you usually should register and collect work set from the staff member that is on duty in Norton Lodge.

On rare occasions, the lesson cancelled may be the only registered lesson that a student has for that day. In these circumstances, please contact Miss Wallis, the Norton Lodge supervisor, to discuss alternative arrangements.

The Curriculum and Academic Monitoring

All students study three subjects in Year 12 and in Year 13 alongside our global perspectives programme (which incorporates an extended-project qualification). Some students choose to study four subjects, but this is usually only reserved for those who will cope with the increased demands that this will inevitably place upon them. Students who wish to study four must achieve six or more grades 9-7 in their GCSE results.

Students are normally taught by two teachers for each subject. There are usually eight lessons for each subject per fortnight.

Attendance at all timetabled activities is compulsory and registers are taken. Permission must be sought if students are going to miss lessons for any reason, such as university visits. Students who fail to meet their lesson commitments will be in breach of the Sixth-Form Student Agreement.

You will work together with your tutor and subject teachers to set yourself regular targets. Your parents will receive three progress reviews a year. Your progress will be monitored, and if problems arise with your attainment or attitude, a Head of Department may indicate cause for concern to your tutor and to the sixth-form team. This may lead to a formal meeting with Mr Aicken or a senior tutor and an email to guardians or parents outlining the concern. Similarly, following progress reviews, students experiencing difficulties will be interviewed and strategies will be put in place.

Sixth Form Commendations, Sanctions and Intervention

It is important that we recognize and reward students that have made real improvements and found success in the sixth form. In addition, it is vital that we also identify students who are struggling with academic or pastoral issues. Outlined below are some of rewards and intervention strategies that will be used.

Commendations

A system of sixth-form commendations has been put in place to specifically recognize and celebrate outstanding contributions, exceptional achievement, and sustained effort. Students earning sufficient commendations in a single term will qualify for a sixth-form prize (to be established by the sixth-form committee), which will be awarded by the Head of Sixth Form during an assembly. Students earning high numbers of commendations will receive a letter from the Headteacher.

Sanctions

As with Years 7 to 11, sixth-form subject teachers will make use of the SIMS behaviour-management system to log issues with behaviour, attendance and completion of class and homework. The first instance of an issue will be logged as a comment. Two comments will result in a behaviour point and the loss of a free or compulsory catch-up work during period 6 time. If the issue does not improve, then departmental intervention will take place and it will be escalated to the sixth-form team. The sixth-form team may contact guardians or parents, issue a verbal warning or, for a repeated issue, issue a written warning. SIMS comments and behaviour points will be monitored by both academic tutors and the sixth-form team.

Sixth-Form Interventions

The academic-tutoring system enables tutors and students to:

1. Highlight and celebrate academic success and endeavour
2. Raise academic concerns and issues that students have on a regular basis
3. Discuss concerns that teaching staff have raised regarding academic issues
4. Set realistic targets and provide intervention strategies to support attainment and progress
5. Discuss any attendance issues and concerns
6. Actively engage with the sixth-form tutoring programme.

File Check & Notes Review

A review of subject files and notes taken will take place once a year by individual departments and subject staff. The review of folders and notes will take place during the spring term.

Why do we have a File Check & Notes Review?

- Effective notes back up and reinforce memory
- Studying from effective notes is more time efficient
- Well-developed notes provide effective study tools to recall, rehearse and review

Year 13 and examination arrangements

By the end of Year 12 we expect all our students to be working well towards their target grades; most target grades for students at KEVIGS are A, B or C grades. Where there are concerns about progress in Year 12, then students and parents or guardians will be invited to discuss progress with the Head or Deputy Head of Sixth Form to identify any additional support or intervention that is required in Year 13. This will include a review of the individual A-level courses to ensure that the curriculum being followed maximizes the student's chances of success. The school has a record of helping students who have struggled in Year 12 to re-start on a new combination of subjects. This route has led to significantly improved outcomes.

Additional information:

An AS-level (which is a stand-alone qualification and is valued at 40% of an A-level) will only be taken at KEVIGS if the student has been identified by the sixth-form team, in collaboration with heads of department, as struggling and in danger of not achieving a C grade or above.

The Sixth-Form Calendar

First Day for Year 12: Friday 1 September 2023

First Day for Year 13: Monday 4 September 2023

KEY FOR 2023-24 are yet to be finalized. More information will follow in due course.

Studying for Success

To succeed at A-level, students need to develop effective study skills. One of these study skills is managing time effectively and making good use of private study time, both in school and at home. We will provide information about study skills throughout Year 12 and 13. Additionally, you will work with your tutor on developing these skills.

Directed Study and use of the Library and Sixth-Form Workroom

Students can get a lot of work done during the school day if they use their directed-study periods and private-study time sensibly. However, private study will inevitably extend outside school hours. You will need to establish a pattern of putting aside a regular amount of time each week for doing background reading, consolidating and learning the work covered in lessons, and completing major assignments.

Directed study periods are taken in Norton Lodge.

The library is a place for quiet study, and sixth-formers may use the library during their non-contact periods. The sixth-form workroom (Norton Lodge) is available for private study if it is not full.

Expectations for Independent Study

As a guide, it is expected that students, outside lessons, should spend about four hours per subject per week in Year 12 and up to five hours per subject per week in Year 13.

Deadlines and Coursework

Students are required to meet all deadlines set by staff. Late work is a cause for concern and constitutes a breach of the Sixth-Form Student Agreement. Late work may not be marked. Students may be withdrawn from a subject if work is not completed to deadline. If examined coursework is not submitted on time students may be withdrawn from that component of the exam.

Year 12 Online Learning (MOOC)

To help with the transition from Year 11 into the Sixth Form, all Year 12 students are expected to complete the 'Learning How to Learn' MOOC by Coursera (www.coursera.org/learn/learning-how-to-learn). All Year 12 students need to submit a screen shot of the completion page and their result to sixthformadmin@kevigslincs.sch.uk by 1 November.

Paid Employment

Paid employment gives you many opportunities to work with other people and take responsibility as well as affording you the measure of independence an income brings. However, do not take on too much work: you need to prioritize your academic work.

Either Saturday or Sunday work is ample, bearing in mind that you are on a full-time course already, and that you will need to study in the evenings. No more than eight hours paid work each week should be undertaken. Too much paid part-time employment is often a reason why students end up doing poorly in their exams.

Holidays

A-Level study is demanding, and it is not appropriate to take holidays during term time. You have 13 weeks of vacation time per year. If absence is unavoidable, then a parent or guardian will need to complete a leave-of-absence form. This can be found at www.kevigslincs.org/information.

In the case of university visits, a leave-of-absence form should also be submitted.

Decisions to authorize absence will consider the academic, attendance and behaviour records of applicant.

As a sixth-form student you are a role model for the younger pupils in the school. They look up to sixth-formers and copy your behaviour and appearance. As part of a school-based sixth form, high standards of behaviour and appearance are expected. It is the expectation of the KEVIGS Leadership Group that sixth-formers should set the standard for the rest of the school.

The sixth form has always worked through cooperation and consent. Having made the choice to either stay at KEVIGS after Year 11 or to join us in Year 12, we expect students to work with us to uphold the traditions and ethos that have made the school so successful over the years.

KEVIGS Sixth-Form Dress Code

GENERAL

Sixth-form students will be attending a site where students in Years 7 to 11 will be in school uniform. While there is no uniform for sixth-form students, they should dress in a manner appropriate to a school environment and that adheres to the dress code given below.

*

CLOTHING

Smart trousers, dress or skirt, a formal shirt or blouse, and a plain jumper or jacket would be suitable. These should be worn with smart shoes (or ankle boots). A tie is optional.

Please take the dress code into careful consideration before purchasing any items for September. Please also note that any extremes in appearance are not advised. If in doubt, please seek advice from the sixth-form team. The following additions guidance may help (but is not comprehensive).

Trousers/Skirts/Dresses

Denim, leggings (or equivalent), shorts, combat/cargo trousers and PVC/leather are not permitted. Overly short, tight or revealing clothing are unsuitable.

Tops and Jumpers

No crop tops, vest-style tops, spaghetti straps, and low-cut or transparent clothing. Clothing bearing large or inappropriate slogans or brand-names should not be worn, nor should sweatshirts and hoodies.

Footwear

Smart, formal footwear is to be worn. Croc-style shoes, Ugg-style boots, knee-high or thigh-high boots, flip-flops and sliders are not suitable, nor are excessive heels or wedges. Trainers and canvas shoes are not permitted.

Outdoor Clothing

Hats and coats should be taken off in the classroom. Baseball caps are not permitted.

*

MAKE-UP

Make-up should be discreet. Excessive make-up, including bright colours, is not acceptable.

*

JEWELLERY

Jewellery should be minimal and appropriate for a working environment. Discreet facial jewellery is permitted, but small, plain studs should be worn. Excessive use of facial jewellery is not permitted.

*

TATTOOS

Tattoos must not be visible if they have the potential to cause offence.

*

HAIR

Hair should be clean and well groomed. Hair dye, if used, should be discreet and of a natural colour. The use of bright or garish colours is not permitted.

Use of Norton Lodge

Norton Lodge is a wonderful facility to have specifically for the sixth form at KEVIGS. It caters for over 200 students a day; therefore, it is vital that we look after it and treat it with respect. The Sixth-Form Student Agreement covers the main areas of your responsibility during your time in Years 12 and 13. Please take time to read your responsibilities.

Enrichment

We believe that sixth-form education is more than just the A-level subjects you study. We expect sixth-form students to want to learn more about the world in which they live and to develop the skills which they will need to thrive in the world beyond KEVIGS. We also expect students to engage in the wider life of the school and local community.

1. The Prefect System

This provides students in the sixth form with opportunities to not only contribute in a vital way to the smooth running of the school but also valuable experience of leadership roles. It is the expectation that all Year 12 students will take on some form of leadership opportunity or duty in school.

The roles of Head Students (Head Girl, Head Boy and deputies) will be appointed early in the Easter term of Year 12 (April), and further prefect roles will be made in May.

We hope that through the prefect system students can contribute to the school community. Through their service to the school, they will learn skills vital to their lives beyond the school gates.

2. Working with Lower and Middle-School Pupils

KEVIGS provides students in the sixth form with the opportunity to help departments academically support pupils in the lower and middle School. Year 12 and 13 students are also chosen to be tutor prefects that are attached to a particular tutor group and work with the tutor in supporting the academic and personal development of those tutees. In the past, those who have volunteered have found the experience hugely rewarding. Tutors certainly find the support of sixth-form students invaluable.

3. Clubs and Societies

There are several clubs and societies organised for and by sixth formers. We encourage students to join in and often students themselves will start a new club or society either purely for other sixth-formers or for pupils lower down in the school.

4. Duke of Edinburgh Award Scheme

KEVIGS encourages students to participate, and significant numbers of students have enrolled in our newly re-launched scheme. Please contact the Mrs Hill, Director of Adventure, for more information.

5. CCF

King Edward VI Grammar School is in the enviable position of having its own Combined Cadet Force (CCF), with both Army and Royal Air Force Sections. This voluntary organisation has proved to be a great success with our Year 9 to 13 students - of which around 160 are members.

The CCF is essentially a youth organisation sponsored by the Ministry of Defence, which enables pupils aged from 12 years a chance to sample a little of what the military has to offer. The activities on offer include: shooting, drill, fieldcraft, rock-climbing, mountaineering, abseiling, canoeing, skiing, gliding, flying, sailing, orienteering, first-aid, and self-survival - to name just some. Fully trained, experienced instructors and school staff supervise these and many more activities. Cadets participate in these activities either on CCF evenings, at weekends, or during the adventure week at

the end of the summer term. Being a member counts towards the Bronze, Silver & Gold Duke of Edinburgh Awards. There are many camps and courses cadets can go on, both in the UK and abroad.

The CCF meets on Tuesdays after school from 4.00 to 6.00pm. If you have not already joined and wish to do so, then please come on the meeting night, or speak to one of the leaders for a personal introduction and welcome.

Careers Support, UCAS and University Visits

Objective careers support for all students in the sixth form is essential if students are to successfully navigate their way through the increasing range of opportunities available to them after completion of their A-levels.

Students will also attend a university taster day at a leading university to introduce them to the range of course options and institutions available. This usually takes place in the spring term,

Working with their tutors, Year 12 students will begin to think critically about their post-18 choices from February onwards during academic tutoring sessions. In the summer term, students will benefit from additional advice during tutorial periods. Students will also be issued with a copy of the KEVIGS Guide to Applying to University, and there will be meetings for both students and parents. Many suitable web sites, e.g. UCAS, are recommended for further research.

From September, Year 13 students will be asked to submit their UCAS forms to either Mr Aicken or Mrs Healey for approval. Students wishing to apply to Oxford or Cambridge and for courses such as medicine, veterinary medicine will have to complete their UCAS forms by late September for early submission. Others will be encouraged to make early submissions to maximise their chances of receiving offers from universities.

Oxford and Cambridge applicants and those wishing to apply for medicine, dentistry and veterinary medicine will receive additional support during Year 12 and throughout Year 13 from Mr Aicken. At KEVIGS, departments take the lead in writing student references, and help support and advise students on subject-specific aspects of applications. All applicants to Oxford or Cambridge will be interviewed by Mr Aicken in the Autumn Term of Year 13.

In Year 12, many universities offer taster courses during the holidays. These are very beneficial for students to discover what a degree in, say, creative writing might involve and often include an overnight stay at a university. Students applying for courses in law, veterinary medicine and medicine may wish to attend relevant courses, e.g. Medlink and VetLink – but please be aware that charges may apply. HeadStart organizes residential courses for engineering and related disciplines, which are recommended for focusing on specific degree courses in this broad area of study.

For university visits, students are encouraged to visit those universities they wish to make an application to. However, they should try to organize their visits at weekends, or in the holidays. Visits during the school week should be kept to a maximum of three either side of the summer holidays and permission must first be sought (using the leave of absence form) before students can have time off school.

Each year some 85% and above of Year 13 students proceed to university, some following a gap year. Most students obtain an offer from their preferred university and obtain the grades needed to take up that offer. This is the result of hard work by the students and by members of the academic and pastoral staff. We are proud of our achievement in this area.

Oxford and Cambridge Applications

It is never too early to think about applying to Cambridge or Oxford. Each year a good number of KEVIGS pupils apply to the Universities of Oxford and Cambridge Universities and several obtain places. Competition for places is fierce, and anything which you can do to differentiate yourself from the competition will help. If you are passionate about studying a particular subject at Oxford or Cambridge, be sure to talk to the sixth-form team, your academic tutor, and your teachers about what books they would recommend, what radio programmes you should be listening to, what courses or work experience you should be planning and how you might go about developing your passion by researching a topic in greater depth. You should be reading widely and taking every opportunity given to you in class to extend your work beyond that required by the syllabus. Successful applicants have shown an active approach to developing their love of learning in their chosen field.

Some subjects require applicants to take a special test; this may be a national test such as the UCAT for medicine or may be a paper set and marked by the university. Many courses will also require you to send in examples of marked work from Year 12. You should ensure that you familiarize yourself with all the details so that you can plan your preparation accordingly.

Students interested in applying to Cambridge or Oxford will be asked to attend an interview with Mr Aicken. Heads of department and academic staff will be asked to give the names of possible candidates and to confirm that those who have declared themselves interested are of the right calibre. The application process is a demanding one and students need a realistic assessment of whether their GCSE grades and Year 12 results are sufficiently strong.

College and university open days are a great source of information, and you will find details of these on the Oxford and Cambridge websites. It is highly recommended for applicants to have visited at least one open day. These are arranged by you as an individual. Our students have also attended summer schools at Oxford and Cambridge and taken part in masterclasses, essay competitions and shadowing schemes.

We may also arrange visits to Oxford or Cambridge and prepare mock interviews for applicants. We also regularly invite former students back to school to share their recent experience of the application process and of university life.

Work Experience

With increased competition for university places and post-18 jobs, some work experience, particularly in a field related to your career aspirations, is a great asset. Also work experience may result in opportunities for temporary employment during school and university holidays and perhaps sponsorship for university.

If you are planning to apply for courses in any of the following vocational areas, you will need to display an understanding of what is involved, and a period of work experience is important:

- Medicine
- Nursing
- Occupational Therapy
- Speech and Language Therapy
- Physiotherapy
- Sports Science
- Veterinary Science
- Psychology
- Architecture
- Law
- Teaching (work experience is mandatory for entry onto primary-teacher-training courses)
- Engineering

When can you do it?

You can do work experience during holidays or on a weekly basis during term times in study periods (only with the consent of Mr Aicken - this is more likely in Year 13). You may not take time out of school for any other blocks of work experience unless there are exceptional circumstances, and these must be discussed in advance with Mr Aicken or Mrs Healey.

Who will help and advise you?

Your academic tutor, Mr Aicken and Mrs Healey will all be able to give you help and advice about the kind of work experience you need to have. It is, however, up to you to take the initiative over seeking advice, and over making arrangements.

How do you organise it?

You are responsible for making all the arrangements. These are likely to be in the following sequence:

1. Seek advice about what work experience is necessary/appropriate.
2. Contact work experience providers and agree provisional dates.
3. Seek the head of sixth form's permission to undertake work experience if it falls within school time.
4. Inform your tutor/heads of department/teachers of your work experience, so they can comment on it in any references they write about you for university or employment.

For safeguarding and insurance purposes, work experience placements need to be logged and registered on the school's UniFrog system. The use of this will be introduced to Year 12 in the autumn term.

Financial Support – the 16-19 Bursary

If you think you may struggle with the costs of full-time study during your A-levels, you may be eligible for a bursary. The scheme is administered by KEVIGS, and full details of how and when to apply and of the help available will be emailed to all students early in the new academic year. For further general information about the scheme, please see:

<https://www.gov.uk/1619-bursary-fund>

The 16-19 bursary is administered by Mrs Mackin in cooperation with the school's finance office.

The Sixth-Form Committee

The Sixth-Form Committee aims to provide a forum for debate between students and staff. It also oversees the running, maintenance, and supervision of Norton Lodge, and is responsible for organizing the Year 13 Prom in the summer term.

Bus Travel

An application can be made to Lincolnshire County Council for post-16 transport:

<https://www.lincolnshire.gov.uk/school-college-transport/apply-post-16-transport>

Please note that all post-16 students must pay towards the cost of transport to school.

In addition, private services to the school operate from Grimsby, Cleethorpes, and Market Rasen. These are run by Grayson's School Buses, and can be contacted directly on 07894 444 241 (Shay).

Parking and Road Safety

Bike shelters are available on site - students should not leave bikes overnight. Students must provide their own padlocks and bikes must be removed from the site at the end of day.

There are limited car-parking facilities for students at KEVIGS on the Foundation House site and students with their own vehicles must only park in the bays provided, and not obstruct access routes. On certain days, due to large-scale school events, students may be requested not to park on the school site. Sixth-form students are expected to set a good example to younger students by driving appropriately in Crowtree Lane and Edward Street. All Year 13 students attend a 'Too Fast Too Soon' safe-driving-awareness presentation in the autumn.

Students are reminded that sixth-form parking is a privilege, and this can be withdrawn if the facilities are misused.

eSafety

Facebook Privacy

Nearly all Social Media platforms have privacy settings, allowing users to decide how much information to share. Facebook is one of the most common. To change privacy settings in Facebook, log in using a web browser, then click the question mark in the top-right corner. Next, choose 'Privacy' and then change all the settings below it to 'Friends only'.

Video links

- If Facebook were real life: <https://www.youtube.com/watch?v=IIY5rifoJpW>
- Social Media experiment: <https://www.youtube.com/watch?v=6jMhMVEjEQg>
- Tom's Story: <https://www.youtube.com/watch?v=qMtcqFU1RLQ&t>
- Where's Klaus? <https://www.youtube.com/watch?v=i4GKXsAOYZE>

Nude Selfies

A young person is breaking the law if they take, share, or possess an indecent image of themselves or another child. The National Police Chiefs' Council have made it clear that incidents involving youth-produced sexual imagery should primarily be treated as safeguarding issues.

The NSPCC have excellent guidance of preventative steps and how to deal with incidents of 'sexting':

<https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/sexting>

If an adult requests images or videos of a child, this is grooming and must be reported to the police via

www.ThinkUKnow.co.uk

Online Sexual Exploitation

Grooming is the process by which a person prepares a child, significant others, and the environment for abuse. Goals include gaining access to the child, gaining compliance, and maintaining secrecy to avoid disclosure. Abusers often aim to isolate children and increase their dependence, making the child believe they have no choice. This may include bribery, gifts, flattery, sexualised games, threats, blackmail (including emotional) and desensitisation.

Signs to look out for include (but are not limited to): Secretive of phone/laptop, spending large amounts of time in the bedroom, becoming withdrawn from family/friends, being tired and personality changes. Some may suddenly have new things such as clothes or a mobile which they cannot or will not explain.

Where you have concerns, this should be reported to CEOP.

<https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/grooming>

Meeting up

CEOP offer the following advice for students wishing to meet other students they've met online:

- Always meet and stay in a busy public place.
- Do take a trusted, responsible adult with you, not a friend. If the person you're meeting with isn't being honest taking a friend will put you both at risk.
- Make sure a friend or family member knows who you are meeting, where you are going and when you'll be back.
- If your instincts tell you something is wrong, it probably is. If the person you meet doesn't look like the person you've been talking to leave as soon as possible.
- Don't accept a lift from the person you're meeting.
- Stay sober.
- Take your mobile phone, keep it switched on and topped up with credit.
- Your personal belongings can be stolen, don't leave them unattended.

https://www.thinkuknow.co.uk/14_plus/Need-advice/online-dating

Cyber Bullying

Can take place via many different routes: text message, iMessage, WhatsApp, social media, phone calls, anonymous emails, Xbox Live, PSN. This can be worse than traditional forms of bullying, as it can continue outside of school and can take place at any time. Where this takes place, social media companies and gaming platforms have their own reporting systems that can be used to block users. Specific guidance can be sought via www.bullying.co.uk

Further Reading

www.ThinkUKnow.co.uk

www.nspcc.org.uk

www.childline.org.uk

www.iwf.org.uk

www.bullying.co.uk

Option Changes

If you are unhappy with one of your subject choices, you must follow the correct procedures. This involves seeing Mr Aicken. If an option change is possible (and this will be subject to timetabling constraints, student suitability and space available), then you will be issued with an Options Change Form. You would then need to obtain the signatures of the Heads of Department of both the subject you intend to drop and the subject you intend to take up. The Options Change Form is then returned to the Head of Sixth Form for approval. Changes are not normally permitted beyond 31 October, as it would be difficult for you to catch up with missed work in a new subject.

Further Reading & Information

King Edward VI Grammar School www.kevigs.org

Higher Education Applications:

For Higher Education Applications www.ucas.com
For University Open Days www.opendays.com
For Student Finance www.gov.uk/apply-for-student-finance

General Advice: www.thestudentroom.co.uk/

For revision: www.thestudentroom.co.uk/wiki/a-levelrevisontips-acea-levelslikeachamp
www.dayjob.com/content/revision-timetable-771.htm
<http://uk.elevateeducation.com/>

Health and Relationships: www.talktofrank.com/ (information on dealing with substance abuse)
www.time-to-change.org.uk (information on mental health issues)
www.Drinkaware.co.uk (information on alcohol problems)

Road safety: <http://think.direct.gov.uk/roadsafety.html>

Sixth-Form Student Agreement

As a member of KEVIGS sixth form, I agree to:

- Apply myself and focus on pursuing my studies (three A-levels plus global perspectives/EPQ), while also making the most of wider opportunities.
- Make any subject changes no later than 31 October of Year 12.
- Attend my lessons and my tutorials and achieve at least 95% attendance. I understand that **all** lessons are registered, including Directed Studies, and Wellbeing-and-Careers lessons.
- Attend assemblies. I understand these are an important means of communicating to the whole sixth form, and it is a weekly opportunity for us to meet as a learning community.
- Attend period 6 enrichment sessions per fortnight as directed (for example, for subject support sessions).
- Act as a positive role model for the younger students regarding academic endeavour, behaviour and appearance, and dress according to the sixth-form dress code.
- Complete the 'Learning How to Learn' MOOC from Coursera (www.coursera.org/learn/learning-how-to-learn) to help with the transition from Year 11 into Year 12.
- Contribute to the successful upkeep of the sixth-form facilities. This includes keeping Norton Lodge clean and tidy by: ensuring that laptops are returned and on charge; eating in designated areas; clearing up after myself and disposing of litter; and reporting any breakages or damages to the relevant members of staff as soon as they are identified.
- Abide by the school's rules and the KEVIGS Behaviour Policy.

ICT Guidelines and Agreement

By signing this document, you agree to operate within the guidelines of this ICT agreement when using any ICT in the sixth form at KEVIGS.

Things to do when using our ICT ✓	Things not to do when using our ICT X
Keep your password and log on details safe – these are confidential.	Cause offence.
Log out safely and securely.	Download / upload / share images or text that contain violence, obscenity, or indecency (e.g., pornographic, extremist, racist, sexist, ageist or homophobic material).
Ensure personal devices have adequate virus protection and a suitable firewall installed.	Run a business or commercial enterprise.
Be polite when communicating via ICT on our network.	Take part in any unlawful / criminal activity.
Be aware of student wellbeing and the reputation of KEVIGS at all times.	Engage in any political activity.
Inform sixth-form staff if you do not wish to have your photograph taken, used, or stored.	Download software / films / games etc. directly onto the school network or systems.
Respect copyright and intellectual property rights.	

Please go to IT Support to change your password if you need to. The school accepts no liability for personal devices brought into and used at school. Your access to the system may be suspended if we believe you have not abided by the guidelines for ICT use. All use of ICT resources is monitored to ensure compliance with relevant legislation and good practice.

By signing below, you are agreeing to the points indicated above:

Student's name (please print).....

Signature of student.....Date.....