



Year 13 Key Dates for 2021/2022

Please note that these dates are COVID-19 dependent.

Remember that important dates are also communicated in the Student Bulletin.

We will update you if there are any changes to events or important dates.

Wednesday 1 st September	Lateral Flow testing day
Thursday 2 nd September	Year 12 in school for the afternoon Y13 ambassadors in to support
Friday 3 rd September	All students return to school at 8.45am
Thursday 16 th September	Year 12 Information Evening for students and their parents- some Year 13s to help
Thursday 23 rd September	Year 5/6 Open Evening – Sixth Form students act as guides
Wednesday 6 th October	Sixth Form Open Evening - Sixth Form students act as guides
Half Term Holiday: Monday 18 th October to Friday 29 th October	
Thursday 18 th November	Year 12 and 13 Parents' Consultation Evening
Wednesday 15 th December	Leavers' Certificate Evening (Some Year 13s to help)
Christmas Holidays: Monday 20 th December to Tuesday 4 th January	
Monday 7 th - Friday 11 th February	6 th Form Mock Exam Week
Half Term Holiday: Monday 14 th to Friday 18 th February	
Thursday 10 th March	Year 12 and 13 Parents' Evening
Monday 28 th March-1 st April	Mock re-sit week
Easter Holidays: Monday 4 th April - 19 th April	
Monday 9 th May	External Summer Exam Period starts (provisional)
Half Term Holiday: Monday 30 th May - Friday 3 rd June	
Monday 6 th June	Summer exams continue
Year 13 Leaving date	Your leaving date is the date of your last exam



Welcome to The Kimberley School Sixth Form

The next year in the Sixth Form will be amongst the most important in your life. You will be making important decisions about your future, and we hope, going from strength to strength on an academic and social level.

We have a commitment to supporting you on this important journey.

Along with your subject teachers, supporting you through Year 13 will be the 6th Form team which includes your tutor and the 6th Form staff:

Mr Clemmet:	Head of Sixth Form	j.clemmet@kimberleyschool.co.uk
Miss Iwanczuk:	Year 13 Performance Leader and Assistant Head of 6 th Form	e.iwanczuk@kimberleyschool.co.uk
Mrs Booth:	Sixth Form Coordinator	j.booth@kimberleyschool.co.uk
Mrs Pates:	Sixth Form Assistant (Working in the Centre on Fridays)	j.pates@kimberleyschool.co.uk

The telephone extension numbers for the Sixth Form office are 225/224.

To also help support you during the year you have your *Head Boy, Head Girl and deputies.*

Head Boy-Tommy Reeves



Head Girl-Eve Brotheridge



Deputy Head Boy-Lucas Martin



Deputy Head Girl-Jess Shephard





The Aims of the Sixth Form

Academic

- ♦ To help to ensure that each student achieves their potential in their academic studies and makes outstanding progress.
- ♦ To help students become independent, active learners who demonstrate commitment and initiative in their studies.
- ♦ To provoke thought, develop conceptual understanding and provide opportunities to develop academic skills.

Social Development

- ♦ To provide experience in taking on responsibilities in school. To enable students to be key players in school life.
- ♦ To have opportunities to act as important role models.
- ♦ To encourage the highest standards of behaviour both within and beyond the Sixth Form.
- ♦ To encourage a responsible attitude to involvement in the local community and the world at large.
- ♦ To be given opportunities for Community Service.

Pastoral

- ♦ To provide the best possible environment for personal development.
- ♦ To provide a structure whereby advice of all kinds is available.
- ♦ To give general information and stimulate debate on matters of common interest in the world outside of school.
- ♦ To ensure that all students have sufficient help to make the best decisions for their future with particular reference to careers and higher education.
- ♦ To liaise fully with parents and carers where appropriate.



Our Expectations of You

Courses

- ◆ Know what is involved in each of your courses and get organised!
- ◆ Start early and get ahead by downloading your course specifications. Put them in your subject folder. Refer back to the specifications in your revision.
- ◆ If you have any problems or queries about your courses see your tutor, subject teachers, Mr Clemmet, Miss Iwanczuk, Mrs Booth or Mrs Pates (on a Friday)
- ◆ Learning is YOUR responsibility. You need to think and behave independently. Always be prepared to go beyond what you learn in class and widen your reading at home to get a deeper understanding of your subjects.
- ◆ Get in the habit early of preparing for the lesson - be 'Ready to Learn' and then get in the habit of always going over the content of the lesson to check you have understood it (if you haven't, go back to the subject teacher and make an appointment with them or email your worries to them).

Study Habits

- ◆ **Get into good study habits from the start! This includes:**
- ◆ Using your diary to write down all homework/assessment tasks (and recording assessment scores) as well as using Show My Homework online regularly.
- ◆ Making the most of your study periods in the school day. Making full use of the Common Room to study in. Remember that the Common Room is open until 6pm for you to work in.
- ◆ Being well organised.
- ◆ Working consistently hard.
- ◆ **To be successful you have to commit a substantial amount of time to working outside of lessons.**

Time Management

- ◆ **Learn to use time effectively and manage the many different things you need to do.**
- ◆ Plan ahead – put deadlines for work in your diary and stick to them.
- ◆ Get in a routine – many students find staying until 5/6pm and working in the Common Room after school is a good way to keep on top of work.
- ◆ 5 hours (outside lessons) on each subject per week – each hour in lesson should be matched with at least one outside.



What To Do If:

I am too ill to attend my Sixth Form lessons...

Ask your **parents/carers** to phone the Sixth Form on **0115 938 7000 ext. 225**.

If you feel ill whilst you are at school please **do not leave** without informing Mrs Booth or Mrs Pates.

Speak to your tutor or one of the 6th Form staff (Mr Clemmet, Miss Iwanczuk, Mrs Booth or Mrs Pates). It may be that you might benefit from additional study support.

I am struggling to cope with my studies or meeting deadlines...

I would like to drop a subject...

You will need to speak to both your **subject teacher and one of the 6th Form staff**. Following discussion, you may be asked to continue with your subject or if all agree, including your parents, you will be asked to **fill in a subject discontinuation** form for the subject being dropped.

You will need to make an immediate appointment to discuss this with one of the 6th Form staff. If you do leave, you will be asked to fill out a **Sixth Form leaving form** and to return textbooks and any books you have borrowed.

I want to leave the Sixth Form...

I need some careers advice or guidance

Speak to **Mrs Booth** who can arrange an appointment for you to meet with our Careers Advisor.

If you are feeling anxious or worried about anything please speak to **one of the Sixth Form Team** - that includes tutors as well as **Mrs Booth, Miss Iwanczuk Mr Clemmet and Mrs Pates**.

I am having a tough time and it is affecting me and my work...



A Typical Week at Kimberley

Register at 8.45am with your tutor on a day where you have a lesson period 1	P1 9.00-10.00am	P2 10.05-11.05am	Break 11.05-11.20am	P3 11.25-12.25pm	Lunch 12.25-1.00pm	P4 1.00-2.00pm	P5 2.02-3.10pm
Monday	Lesson	Study period		Lesson		Lesson	Lesson
Tuesday	Study period	Lesson		Tutor Period		Study period	Lesson
Wednesday	Lesson	Lesson		Lesson		Lesson	Study period
Thursday	Study period	Lesson		Study period		Lesson	Lesson
Friday	Lesson	Study period		Lesson		Lesson	Lesson

Where you have a lesson Period 1, you need to register with your class teacher. Registration is at 8.45am.

Start the year by copying your timetable **into your Sixth Form Planner**.

Make another copy and keep it somewhere **at home** to refer to.

You might want to **photograph it** and keep it on your phone.

Stick a smaller version of your timetable onto your lanyard.



Making the Most of Your Last Year

Attendance

- ♦ Attend **ALL** of your lessons including tutor time.
- ♦ If you are ill, be proactive and ask your teachers for the work you have missed so that you can catch up promptly

Punctuality

- ♦ **Be on time- leave the Common Room/ outside area on the bell or just before it goes.**
- ♦ Arriving late is not only rude it affects the learning of those in the class.

Engage in Sixth Form Life

Many of you have committed to playing a large part in school life through the roles you took on at the end of Year 12. Make the most of the roles this year and if you haven't involved yourself yet then find out about becoming a member of the Charity Committee an Ambassador or a subject mentor.

You will gain a sense of achievement, help others and will have plenty to talk about on interview, as well as evidence for Personal Statements and CVs of the fact that you work well as part of a team and are prepared to give your time up to help others.

Safety issues

- ♦ **We need to know when you are on the school site and when you have left you must therefore always sign in and out on the sheets in the 6th Form Centre.**
- ♦ **Lanyards must be worn by Sixth Formers at all times for the security of everyone on the school site.**
- ♦ **Do not allow anyone else to follow you through the electronically locked doors at the front of school**



Attendance

Where you have a lesson Period 1, you need to **register with your tutor at 8.45am.**

Full attendance in all lessons, tutorials, and assembly is expected and vital to your success. Your attendance record will be used in application forms and references for future employers, universities and so-on. Your tutor will regularly tell you about your attendance rate.

A 90% attendance rate would mean that you have missed up to 4 weeks of lessons over an academic year.

Ofsted expect you to achieve a 96% attendance rate but you should aim for 100%.

We expect that you will make every reasonable effort to arrange dental/medical appointments outside of school hours.

Please always sign out if you are leaving the school for any reason during the school day.

Planned Absence:

- ♦ Medical appointment which could not be arranged outside of school hours.
- ♦ Caring responsibility (genuine responsibility for a family member).
- ♦ Religious holiday.
- ♦ Interviews or visits in Year 13 e.g. potential employer, University interview, Open Days (but always try to arrange these at a weekend when possible).
- ♦ Appointment with a careers advisor.
- ♦ Significant extra-curricular activity such as drama, music or sports event (permission is needed).
- ♦ Attendance at a funeral.
- ♦ Driving TEST (note that this does **not include driving lessons**).
- ♦ School Visits.

Unplanned Absence:

These are emergency enforced absences only such as those due to illness. Your parents/carers must contact the Sixth Form to inform us that you are ill. Any unauthorised absences will affect your attendance record and any Bursary payment that you may be entitled to.

Planned Absence Where the Sixth Form Will Not Give Consent:

Below are examples of circumstances where the Sixth Form will **not** give you an authorised absence, as these are events/activities which we would expect you to do outside of the school day, at the weekend or within the holidays.

- ♦ Holidays.
- ♦ Part-time employment during the school day - ***study periods must not be used for paid work.***
- ♦ Leisure activities.
- ♦ Birthdays or similar celebrations.



Useful Information

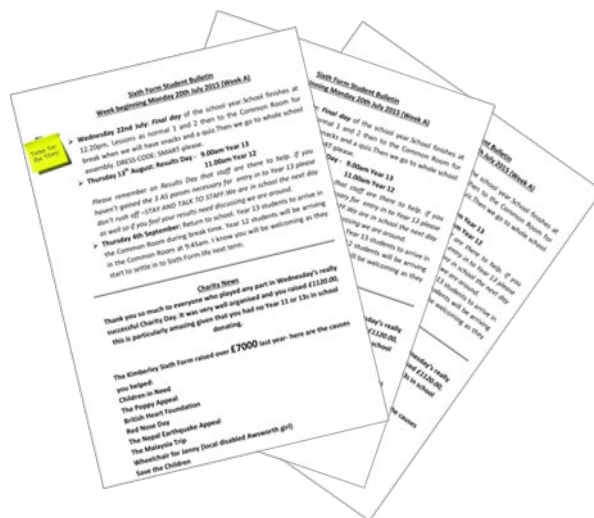
Sixth Form Bulletin

Communication is key to success in the Sixth Form so we ask you to regularly check your school email account.

Please download the **Outlook app**. A lot of staff will communicate via email.

As you know a bulletin is sent out to you each week giving details of the week ahead and events/information that you should be aware of coming up- please read it.

Please also check the whiteboard in the Common Room at least once a day



Show My Homework

Homework will be set by your teachers using the **Show My Homework** website.

Be sure to log in daily to stay on top of your assignments. We recommend downloading the app to help you stay on top of the tasks set.



Office 365

Your log-in for your school email gives you access to the whole **Office365** suite. This means you can get on **Word**, **PowerPoint**, **Excel** and many more Office programs through your web browser, even if you don't have a Windows laptop/device at home.

Use **OneDrive** to save and organise your work, this means you can access it from anywhere; home or school.

There is also a **To-Do** list available which may help you to stay on top of your work and other commitments.





Building On Your Progress.....



Building on the jump you have already made from GCSE to A level study.

The key skills for success are listed below:

Note Taking

Notes doesn't have to mean pages and pages of writing.

You could make your notes into:

- ◆ Bullet points
- ◆ Mind maps or concept maps
- ◆ Posters
- ◆ Revision cards/flashcards

Time management

- ◆ Have a study timetable to stick to
- ◆ Keep track of deadlines on SMHW and in your planner
- ◆ Decide when and where you will work for specific deadlines
- ◆ Put academic work at the top of your priorities!
- ◆ Get into good habits of making a to-do list at the start of each week, and then decide what you will do each day

Organisation

This is the heart of success as you will be juggling a lot of academic work.

Tips for good organisation

- ◆ Folders with dividers for each subject
- ◆ A place to work
- ◆ Highlighters
- ◆ Post-it notes
- ◆ Use your planner effectively

Wider Reading

All your subjects will expect you to carry out some wider reading into the themes or topics studied. They won't always tell you exactly what to read, so use your initiative!

- ◆ Books in the library (Mrs Freestone is extremely knowledgeable so ask her for advice)
- ◆ Newspapers
- ◆ Journals/magazines in the library
- ◆ Websites
- ◆ Youtube channels aimed at A Levels
- ◆ Podcasts

Essay writing

This is the heart of success as you will be juggling a lot of academic work.

Tips for good organisation

- ◆ Planning
- ◆ Structure— introduction/body/conclusion
- ◆ P.E.E.L
- ◆ Check you are answering the question!

Revision

The sooner you start, the better

Get into the habit of making resources as you go along and identify where you need help.

Create a revision plan well before your exams



Checklist for Sixth Form Study

To be an effective Sixth Form student, you will require the following equipment/resources in preparation for starting your courses:

1. Ring binder for daily school use, with labelled dividers for each teacher
2. At home, one ring binder or file for each subject, to put notes in after each day or when a topic is finished
3. Specification for each subject, printed and placed in folders
4. Dividers for each subject folder at home, to separate out topics
5. Pens and pencils
6. Highlighters
7. Calculator (Mathematics/Science/Geography/Psychology/Product Design/Business)
8. Dictionary (for MFL students if asked to purchase one)
9. Textbooks

☐☐☐☐☐☐☐☐☐



Life After Sixth Form

You will receive more advice and support this year with applying for university, apprenticeships and employment. The Bulletin is used to give you information from outside agencies and tutor time on Tuesdays will regularly be geared to helping you with your future. There will also be after school individual support on a day to be confirmed.

The Kimberley School Virtual Careers Library is a useful site to look at along with the UCAS site and National Apprenticeship sites such as [gov.uk](https://www.gov.uk) and [notgoingtouni.com](https://www.notgoingtouni.com). The UCAS site has advice not just about universities but also about applying for Apprenticeships and Gap Years.

Applying to uni?

UCAS

Applying to uni isn't as difficult as you might think. The most important thing is to make sure you know what to do and do it at the right time. Here's an overview of the key things...



Search for the right course – there are **35,000** to choose from. Make sure you find the one that's **right for you**.

Start your application – you'll need to register using

'Apply' our online system – there are quite a few sections to fill in...

www.ucas.com/apply

- **Personal details** – including your contact details, residential status, and any individual needs.
- **Your student finance arrangements** – this isn't your actual student finance application, but if you'll be looking for financial support we can speed up the process by sharing your info with the student loans or awards organisation you apply to (if you give us permission to).
- **Course choices** – you can apply for a maximum of five courses.
- **Your education so far** – include where you've studied, when you studied, and which qualifications you have or will have by the time you go to university or college.
- **Your employment history** – you can leave this section blank if you've not had any paid employment.
- **Personal statement** – your opportunity to showcase your personality and 'sell' yourself, while demonstrating to universities and colleges that you're committed to your chosen subject.



University Applications



Allow **plenty of** time....

your teacher will need to attach a reference to your application before it can be sent to us, so make sure they've got enough time to do you justice to ensure your application gets equal consideration, please submit your application to us by 18:00 UK time on:

- **15 October** for the universities of Oxford, Cambridge or most professional courses in medicine, veterinary medicine / science and dentistry
- **15 January** for the majority of courses

Check deadline details on our search tool - search.ukcas.com .

Wait to hear back— when your chosen unis and colleges process your application they will decide whether to make you an offer. Some offers may come with conditions - for example you may need to get certain exam grades - or some may be unconditional.

Reply to your offers - when you've heard back from all your choices you'll need to reply - you'll be given your own deadline depending on when you received your offers. **Don't miss it!**

If you don't have any offers you can make additional choices with Extra or Clearing.



When you've got your **exam results**

If you don't meet the conditions of your offer you can use Clearing to find another course. But if you meet your conditions, your place will be confirmed - then you'll need to get ready to start your studies.

UCAS

Applying to uni?

UCNOV1 F



Apprenticeships

Apprenticeships generally fall into one of four categories:

- ♦ **Intermediate level apprenticeship** – equivalent to five GCSE passes.
- ♦ **Advanced level apprenticeship** – equivalent to two A level passes.
- ♦ **Higher apprenticeship** – this is the one Year 13s would usually be applying for and can lead to NVQ Level 4 and above, or a foundation degree.
- ♦ **Degree apprenticeship** – a new type of higher apprenticeship which can lead to a full undergraduate degree as part of the apprenticeship.

What do I need in order to do an apprenticeship?

- ♦ You have to be over 16 years old.
- ♦ Entry requirements vary from GCSEs to A levels.
- ♦ You'll need to show you have the ability to complete the programme – what's required varies across training providers, employers, and job roles.
- ♦ An apprenticeship usually takes between one and three years to complete. They're made up of three parts – all completed on the job, online, or in a classroom.

Why do it?

Each apprenticeship trains you for a specific job, so it's worth finding out as much as you can about that job, as well as the career and progression route your apprenticeship could lead to. You'll be earning while you qualify and will also gain good work and training experience, which will support your applications for other jobs.

Earn while you learn:

- ♦ All apprentices receive at least the **national minimum wage**, paid holiday, and bank holidays.
- ♦ Learning is completed on a day-release basis – one day a week – or in a block-release of several days at a college or training provider.
- ♦ This enables you to develop the knowledge and skills you need, while the employer provides the practical experience to put those skills to the test.
- ♦ Training could be classroom-based or in the workplace.



Apprenticeships

The job:

- ◆ Over 150,000 employers are currently offering apprenticeships in more than 200,000 locations, covering more than 170 industries across the UK.
- ◆ Your employer provides on-the-job training and pays your wages.
- ◆ All apprentices should work at least 30 hours a week, alongside experienced staff, gaining job-specific skills and earning a wage.

The qualification:

Apprenticeships are at least 12 months long – they lead to a national, recognised qualification and follow a 'framework' developed by Sector Skills Councils. Most include:

- ◆ **National vocational qualification (NVQ)** – e.g. Level 2 for intermediate level apprenticeships, Level 3 for advanced level apprenticeships.
- ◆ **Knowledge-based qualification** – such as a higher national certificate (HNC), higher national diploma (HND), or foundation degree
- ◆ **Functional skills qualifications** – e.g. in maths, English, or ICT.
- ◆ **Technical certificate** – such as a **BTEC** or City & Guilds progression award.

Applying for apprenticeships

Take a look at UCAS Progress search or the National Apprenticeships Service (NAS) (link is external) for useful information and tips on how to register, search, and apply for an apprenticeship.

If an apprenticeship is advertised by a training provider, check if the opportunity includes the job, or if you need to find the job element with a local employer. Training providers can give you help, advice, and guidance on finding appropriate employment.

Future and careers

- ◆ **Government research** (link is external) shows the majority of apprentices (85%) stay in employment – with 64% staying with the same employer.
- ◆ A third of all apprentices received a promotion within a year of finishing, and in their lifetime can earn £150,000 more than their peers without an apprenticeship.



Apprenticeships

You could continue training or go to university

After completing an apprenticeship, you could continue to train for an advanced, higher, or degree level apprenticeship, or a related vocational qualification. Alternatively, you could go on to university, or take a professional qualification that leads to a specific job role.

Applying for an apprenticeship

As well as offering training, an apprenticeship is a paid job. You'll need to apply for it in the same way you would apply for a job.

Here are top tips to help you apply for an apprenticeship:

1. **Research the apprenticeship thoroughly.** You'll need to know the role inside-out for your application and any possible interviews – **you can research job roles on our website**. Check if there's a number you can call for an informal chat about the role – don't be afraid to ask questions if you're unsure about anything.
2. **Make a list of your experiences, hobbies, and interests.** Print it off and keep it in front of you while you apply. If you get stuck, you can refer to it throughout your application. You need to compare and match your experience with what the employer and training provider are looking for in their job specification.
3. **Make sure you tailor your application to the job you're applying for.** Tie in your experiences and hobbies with what you'll be doing in the apprenticeship. For example, if you're applying for an apprenticeship in engineering, talk about relevant projects you've worked on in science or maths.
4. **You'll need to be able to write about yourself.** If you're stuck, ask teachers, friends, and family to list your three top qualities to give you a starting point.
5. **Talk about your skills and qualities, not just your hobbies.** For example, if you've been the captain of the school football team, this shows leadership and teamwork skills.
6. **The application form will be similar to a job application.** You'll need to provide examples to prove what you're talking about. For example, if you say communication is a strength of yours, have evidence – like being on the school debating team – to back this up.