



King Edward VII School

Sixth Form Handbook

2022 - 2023

Fac recte, nil time
(Do right, fear nothing)

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Introduction

Welcome to the Sixth Form at King Edward VII School.

This handbook is designed to guide you through your 16-19 study journey with King Edward VII School.

King Edward VII School is the most popular Sixth Form in Sheffield. We have students from over forty feeder schools and 65% of the students went to other schools for their GCSEs. Students can choose from over thirty-five courses that include both BTECs and A Levels. We are a Local Authority School (not an academy) and are truly comprehensive with students from all ethnicities and backgrounds. It is a real privilege to work with young adults such as yourselves. We hope you enjoy your time at King Edward VII School and your education with us enables you to move onto the next stage of your life.

We have a long and successful history of educating young adults. Every year over two hundred students apply to higher education. Over one hundred progress to Russell Group Universities every year and we have had twenty-eight progress to Oxbridge in the last three years.

The mix of motivated, committed and aspirational students at King Edward VII School supports success. We have experienced and enthusiastic members of staff who teach Post 16 students. They are passionate about their subjects and will share their enjoyment of their subject with you. They won't just stick to the syllabus, expect to be challenged in your learning! They will give you the skills to evaluate evidence, make you ask questions about your understanding and help unlock the difficult concepts that you will encounter.

In Year 12 we will support you to settle in with subject based tutorial sessions on a fortnightly basis. There are activities to help you get to know the other students and mature as a learner. There are assemblies to give you advice about progression and developing as a student. Transitioning from a GCSE student to an independent A Level or BTEC student is one of the most difficult challenges of Year 12. The fortnightly tutorial is where your tutor will check if there are any problems with your subjects and provide support as necessary. You will be encouraged to get involved with some of the twenty or so enrichment activities. Before you start Year 13 you should also have done some work experience to develop workplace skills and give you some insights into possible careers. Towards the end of Year 12 we will be organising several workshops, visits, speakers and tutorials to help support you put together a convincing application for the next stage. Most students apply to university, some for apprenticeships, foundation years, employment or a Gap Year.

In Year 13 you will have developed a close relationship with your tutor so they will be able to write a flattering reference for the next step after King Edward VII School. The one-to-one mentoring and Post 18 transition sessions should support your applications. As we progress through Year 13 the focus moves onto exams and getting those top grades to support your progression.

Good luck with your studies at King Edward VII School.

Key dates

Please see the website for the most up to date version.

Date		Event
September	6-8	Y12 Enrolment
	7	Y13 Lessons start
	12	Y12 Lessons start
	20	Information evening for new Y12 parents
	18	UCAS Deadline for Y13 early applicants
	30	Y12 Concerns review
October	3	Last date for picking up new subjects
22 Oct to 30 Oct		Half term
October	31	UCAS Deadline for Y13 applicants
November	10	Post 16 Open Evening
	12	Y13 Mock Interviews
	TBC	Y12 Review 1 or Y13 Review 4
December	1	Y13 Joint Consultation Evening
	14	Ex Y13 Certificate presentation
16 Dec to 1 Jan		Christmas holiday
January	2-12	Y13 Trial exams
	11-20	Y12 January exams
February	TBC	Y12 Review 2 and Y13 Review 5
11 to 19 Feb		Half term
March	2	Y12 Joint Consultation Evening
	14	Y12 Post 18 Options – Parents information evening
1 April to 16 April		Easter holiday
April	TBC	Y13 Review 6
May	2-12	Y12 Exams
	TBC	Y13 Study leave starts
27May to 4 June		Half term
June	19-21	Y12 Exam resits
	TBC	Y12 Review 3
July	TBC	Enrolment into Y13
22 July		Summer holiday

Sixth Form Team

Assistant Headteacher and Head of Sixth Form - Mr Cooke scooke4@kes.sheffield.sch.uk

Year 12 Raising Achievement Leader – Mr White awhite8@kes.sheffield.sch.uk

Year 12 Pastoral Manager – Mrs Sadiq rsadiq5@kes.sheffield.sch.uk

Year 12 Pastoral Manager – Mrs Nall rnall@kes.sheffield.sch.uk

Year 13 Raising Achievement Leader – Dr Hanson jhanson3@kes.sheffield.sch.uk

Year 13 Pastoral Manager – TBC

Senior Learning Mentor Safeguarding and CLA – Mrs Corker

ccorker@kes.sheffield.sch.uk

Post 16 Senior Administration Officer – Mrs Sawtell	ksawtell@kes.sheffield.sch.uk
Post 16 Administration Officer – Ms Lockwood	alockwood@kes.sheffield.sch.uk
Post 16 Administration and Attendance Officer – Mrs Sykes	csykes3@kes.sheffield.sch.uk
Post 16 Attendance reporting	pluspost16admin@kes.sheffield.sch.uk
Post 16 Careers	careers@kes.sheffield.sch.uk
Exams Department – Mrs Neill	hneill@kes.sheffield.sch.uk
Enquiries about Post 16 admissions	16admissions@kes.sheffield.sch.uk

Pastoral Support

We have a team of about twenty-five Sixth Form tutors. Tutorial groups are generally subject based. Your tutor will meet you for the fortnightly in the first term for tutorial. After that it is once per half term. You must attend these Period 1 tutorials even if you normally have a non-contact lesson. Your tutor is the first point of contact for you. We have a Pastoral Manager and Raising Achievement Leader for both Year 12 and Year 13. These staff, alongside our Post 16 administration team can be found in the Sixth Form Office. Please come along to the Post 16 Office if you have any questions, pastoral or academic concerns.

Sixth Form Office

Located on A Floor in the Independent Learning Centre (ILC). This is the central hub for any Post 16 matters. There are seven staff who work from there to support you. Including admin staff, Raising Achievement Leaders and Pastoral Managers.

Consistent Conduct Policy (CCP)

Behaviour

As the senior students at King Edward VII School you should be setting an exemplary example. You must:

- Treat the facilities and each other with respect
- Do as you are asked by staff
- Wear your ID lanyard whilst onsite
- Wear appropriate clothing for the workplace
- Hats off in the building and coats off in lessons
- If you choose to smoke, out of sight of the School site
- If you see anything that appears unsafe please don't ignore it and walk on, sort it if you can. If not, report it to a member of staff. See it. Sort it. Report it
- When there are issues we will log poor behaviour and apply appropriate sanctions

Screens and Devices

- **In lessons** – only out if directed to by your teacher. You might be looking up mark schemes, doing research, controlling science equipment, measuring, photographing etc.
- **During lesson time.**
Private study spaces – used to support your study, as above, is fine. Disturbing others is just rude – use headphones. Playing music through speakers or taking a call in one of the quiet study spaces is not OK. If you need to make a phone call use the dining room or common room.

Around the building – If you are walking around the building during lesson times put your phone and headphones away.

- **Break and lunchtime** – you can use your phone around the building if it isn't disturbing others.

Dress Code

There is no uniform at King Edward VII School. However, you should come dressed for the 'workplace'. You will be challenged by staff if there is a problem - clothes that are too revealing, caps and hoods indoors, coats in lessons and clothing specific to prayer and worship of any faith. The trend for very low-cut or low-slung jeans and trousers which expose the midriff and/or underwear is out of place in the School working environment, as are cropped tops. Students should wear tops that cover shoulders, midriff and underwear. Students' clothing should not be transparent or tight fitting so that underwear is visible underneath it. Equally, very short shorts and skirts or very low cut or cut/ripped-out tops, trousers, jeans or skirts that expose underwear or skin beneath are not acceptable. Students who wear inappropriate clothing will be asked to change what they wear for the following day. In some cases, where the clothing is unacceptably immodest or offensive, students will be issued with a freshly laundered T-shirt and or jogging bottoms to be worn for the remainder of the day.

We expect you to show the mature and co-operative attitude to this issue which has worked so well over many years. Please also see the full [Dress code](#) policy on our website.

ID Lanyards – Printer Credits

When you enrol we will produce a photo ID card for you. This can be used to operate the magnetic locks on the site gates and external doors to the building so you can get in at any time. The ID card also can be used to release any of your print jobs from the 'virtual print queue', allowing you to print from anywhere on the network to any student accessible printer. If you need some additional printer credits ask your teachers to add some or contact the IT technicians in the Server Room in the ILC.

You must wear your ID lanyard whilst onsite. It is a safeguarding matter that we know the identity of everyone in the building. There are lanyard checks on the gate first thing in the morning and occasional spot checks in lessons.

If you lose your ID lanyard a replacement can be bought for £1 from the ILC Office.

Access to the Building

The School building is open from 8am for students. If you are using the building before or after the end of the School day please use the following areas private study areas: **Library, ILC, ILC 2** on B Floor and **Lab 11 Breakout** on C Floor. You should not be in a classroom unless supervised by a teacher. By 5pm you'll need to be packing up, so buildings staff and cleaners can sort things for the following day.

Going Offsite

Part of the privilege of being a Sixth Form student is your choice about what you do and where you go, at times when you don't have a lesson. You are free to leave the School site at any time. Students often make use of the local facilities in Broomhill, visit the Hallam Collegiate Library or the University of Sheffield Library or go for some fresh air in the Botanical Gardens.

Parking and getting to School

King Edward VII School is a few minutes' walk from The University of Sheffield Supertram stop. The Hallamshire Hospital is well served by buses and this is one minute walk away. It is about ten minutes walk to Ecclesall Road and buses along the Hope Valley. As we are a split site School, we have staff travelling between sites to teach their lessons. Parking spaces are at a premium and staff must be able to park so that they can get to their lessons (and teach you) on time. Therefore, **students are not allowed to park onsite** – we simply don't have space and staff have to have priority.

With all of you turning seventeen years old during Year 12 there are a number of you who are learning to drive. You can take the opportunity to book driving lessons during the School day. This is fine as long as you are not missing tutorial or lessons. If your driving lesson starts or finishes at School please ask your instructor to meet you or drop you off in the vicinity of the School site, rather than in the car park. This will keep the traffic volume on site to a minimum. Whilst not wanting to be judgmental about your driving standard, learner drivers in a School yard with lots of students moving around would be good to avoid.

Reporting Absence

You should aim to have attendance of 97% or better. If you are absent from School you must contact the Post 16 Office so we can record the reason for your absence.

Covered absences could include: illness, attending an interview, participating in a sporting competition or performance, hospital appointment etc. It is helpful to provide a note or evidence. Permission to be absent for holidays is not usually granted – this would be an unauthorised absence.

If students don't let us know, it will be an unauthorised absence. We will contact parents / guardians to find out why they have been absent.

If you are going to be absent, please let the Post 16 Office know by 10am. Please call 0114 2296581 or email pluspost16admin@kes.sheffield.sch.uk. Find out from your friends what was covered in class and ask them to collect work for you. For absences known about in advance, it is your responsibility to let your teachers know and make sure you know what to do to catch up.

We know that poor attendance has a negative influence on progress. King Edward VII School students who attend 90% or better obtain grades about one third of a grade above the national average based on prior attainment. For those who attend below 80% their progress is about two thirds of a grade below the national average. Good attendance can lift your grades across all your subjects by about one grade in each subject. That makes a big difference when you are chasing competitive offers for the next stage.

See also the attendance policy.

Leave of Absence (LOA)

If you need to take time out of School for non-routine appointments, open days, interviews etc. that is fine but please let the Post 16 Office and your teachers know. LOA is normally granted for work experience and participation in sporting competitions. LOA for holidays is not authorised during term time.

School Day

The arrival, departure times and lunchtimes of different year groups are all staggered. There may be a few instances where staff have to leave slightly early or will arrive slightly late due to their need to travel to or from Lower School. If your teacher is late travelling to your lesson, go into the room and get ready to start to learn so the corridor is kept clear.

Year 12	
8:45 – 8:50	Year 13
8:50 – 10:00	8:55 – 9:00
Period 1	9:00 – 10:00
	Period 1
10:00 – 10:15	10:00 – 10:15
Break	Break
10:15 – 10:20	10:15 – 10:20
10:20 – 11:20	10:20 – 11:20
Period 2	Period 2
11:20 – 12:15	11:20 – 12:15
Period 3	Period 3
12:15 – 12:55	12:15 – 13:10
Lunch	Period 4
12:55 – 13:00	
13:00 – 13:55	13:10 – 13:50
Period 4	Lunch
	13:50 – 13:55
13:55 – 14:55	13:55 – 15:05
Period 5	Period 5

Punctuality

Getting to your lessons on time is a pre-requisite. At the start of the lessons your teacher will explain what they hope to cover, if you are late, you miss that important introduction to the lesson. Being late is unacceptable and sets up poor habits for your working life. Whilst there will always be the unexpected and unavoidable crisis, we will follow up with students who are persistently late for lessons. Private study spaces are available from 8am.

Equipment

For most lessons you'll need lined paper and a pen. Having this in a ring binder with dividers for each subject is sensible. Many students have a lever arch file at home for topics as they are finished. Having a diary (paper or on your phone) to record deadlines / homeworks is essential. A (scientific) calculator, ruler, pencil, highlighter, coloured pen, camera, mobile etc. may be useful for some lessons.

Food

The canteen at King Edward VII School is open with a selection of breakfast options before School. Hot food, sandwiches, fruit and snacks are available at morning break and at lunchtime. There is a small kitchenette in the Sixth Form Common Room with water boiler, fridge and microwave. Some students buy lunch locally and eat this in School. Other than water, please ensure that all food and drink stays in the dining room, common room or outside. There should be no food and drink in the private study areas such as the ILC or breakout areas.

Network Logon

Your tutor will issue you with a network logon so you can access all the electronic services that support your learning at King Edward VII School. Any teacher can change your password if you forget it. Please make sure you log off or lock your machine if you need to leave your workstation for any reason. All activity on the network is logged and we sometimes have to speak to students about inappropriate internet use at School.

e-mail

You will be issued with a King Edward VII School e-mail address. You will also notice the School calendar function on the homepage. In a work environment most of the electronic communication is via e-mail. Interacting in a timely and mature way with e-mail communications is one of those skills to develop in Sixth Form. We use e-mail daily to contact students, make announcements, advertise enrichment and Post 18 transition opportunities. We recommend that as a minimum you check your e-mail on a weekly basis. Many students find that checking School e-mail daily works well for them. If you want to, you can add your School e-mail account to your phone – although there is no requirement to do so. Please see the guide on the MLE if this is of interest.

MLE / Google Classroom / Satchel / Seneca

The King Edward VII School MLE, accessed from the homepage logon is a useful portal to King Edward VII School educational resources. There are pages for the library, subject areas, exams, study skills, tutorial etc. You will also find links to Google Classroom and Google Meet which we use to support remote study. Satchel is used to support learning and track attendance etc. Many departments also use Seneca to encourage independent learning.

Parent Pay

We use a e-payment system for School related payments. You will receive an activation letter at the start of term. School trips, text books, revision guides etc. will be added to your account as appropriate to you.

Independent study expectations and study spaces

The contract you signed as you enrolled details many of our expectations. Successful Post 16 students complete four to five hours of independent study per subject per week. This could include set homework, reading, making notes, doing consolidation questions etc. We have invested in enough textbooks so that all students in the Sixth Form can borrow an appropriate textbook to support your study. These will be available on a deposit loan scheme (£10 per subject) or to buy as preferred (see parent pay account). The textbooks will be issued via the library by the end of September.

We have several bespoke independent study areas for Sixth Form students. Students recently asked for better IT access so we have installed an additional eighteen machines in ILC2 and have laptops on loan from the Library.

Library (B Floor) – silent work.

ILC (A Floor) – silent / quiet work and bookable room for group work.

STEM break out spaces (B floor ILC 2 and C floor Lab 11) – quiet work. Not a social space.

Subject areas (Art, DT, etc.) – quiet work on subject assignments.

Dining room and common room – social space / group work / chat / eat / drink. Please vacate the Dining room at break and lunch if you want to socialise or study. We need the space for students to eat.

Note – food and drink are only allowed in the dining room or common room.

Offsite – you can go offsite to use The University of Sheffield libraries and Western Bank Library and the Health Sciences Library. You need to register before using these.

www.sheffield.ac.uk/library/services/extread

If it's noisy or people are messing around in one of the independent study areas, please e-mail pluspost16admin@kes.sheffield.sch.uk or call in at main reception so we can get a member of staff to have a word. In order that the P16 Team can follow up with repeat offenders we have asked duty staff to record names in the 'On call folder'. e.g. eating food in study areas, disturbing others in study areas, etc.

If you are using the building after the end of the School day please use the library, ILC, ILC 2 or Lab 11 breakout on C Floor. You should not be in a classroom - unless with a teacher. By 5pm you'll need to be packing up, so buildings staff and cleaners can sort things for the following day.

Notices and Bulletin

Every week there is a Post 16 Bulletin. This includes information about enrichment activities, opportunities for subject based outreach activities and other announcements. More urgent notices are also circulated on e-mail. You will find many Post 16 specific noticeboards in the ILC. There are also many resources shared on Google Classroom – pastoral support, outreach opportunities, revision advice, careers opportunities etc.

Secular Nature of the School

King Edward VII is a secular School. That means it is non-religious and we don't promote or encourage any religion. Our core business is education. Students are welcome to use the local community facilities for prayer e.g. St Mark's Church and Muslim Welfare Centre - both within a few minutes' walk from the School gates.

Reviews

There are a number of review points in Sixth Form. They help to keep everyone informed about your study progress and flag up concerns. You will be issued a copy of your review. Please ensure you share this with your parents / guardians.

Progress - Review points

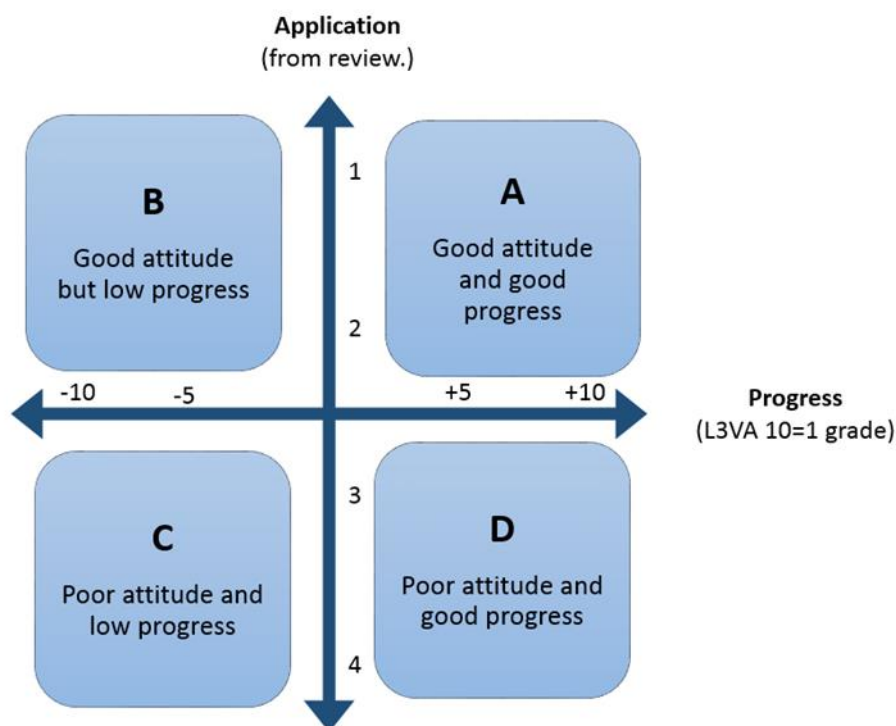
Year 12

- October – Settling in / concerns review
- November - Review 1
- February - Review 2 with most likely outcome (MLO) grade
- March - Risk of failure intervention.
- June - Review 3 with Y12 exam grades and predicted grades

Year 13

- November - Review 4
- January - Review 5 with January trial exam grades and MLO
- February - Risk of failure intervention.
- April – Review 6

At review points two to six students are grouped into quadrants based on their application and their progress.



Targeted interventions take place with tutors through the tutorial system, or with your Pastoral Manager, Raising Achievement Leader or in departments. Some students are invited to weekly MAP tutoring sessions others might have a subject support contract.

Quadrant A

Good attitude and good progress. Well done – our high fliers. Have a look for independent learning resources to support your further progress. Normally about 160 students.

Quadrant B

Good attitude but low progress. Typically, about 90 students. Well done you are working hard but you need some subject specific advice from your Tutor or class teacher. You'll be a busy student, often organised but likely to need urgent support to make your study more effective. Retention of knowledge and application of the subject and examination skills need developing.

Have you got effective revision plans? Are you accessing appropriate resources to support study? What targeted revision strategies are you using? What grades do you require for progression? Where are the gaps?

Quadrant C

Poor attitude and low progress. Perhaps 40 students. Intervention from department and Post 16 Team.

More one to one support, MAP candidate. Possibly registered time in ILC / Library. It would be helpful to set realistic improvements in forthcoming assessments. You might be given subject support contract and have a parental meeting in school.

Quadrant D

Poor attitude and good progress. The annoying students who despite doing no work, do well. We normally get less than 5 of these in a cohort 300. Intervention from Department and Post 16 Team. How to find the motivation to engage with learning and understand just how much progress they could make if they improved their engagement.

Tutorial

For the first term of Year 12 you will have tutorial every fortnight. After that point it is just once a half term. The tutorial day rotates through the week and we cancel all Period 1 lessons for that day so all students can attend. We monitor and follow up attendance at tutorial. The tutorial meeting is the cornerstone of our pastoral system. Your tutor will help you with the induction process and with becoming a successful Sixth Form student. They will look through your reviews with you and discuss the strengths and areas to work on. They will guide you with much of the careers support available at King Edward VII School. By the end of Year 12 they will know you well enough to write a detailed and supportive reference for whatever you are doing next. Because your tutor most likely teaches one of your subjects they will also be able to give you subject specific study support. Try taking some concepts or questions that you are finding tricky for discussion in tutorial. Perhaps get some support with your revision and exam preparation.

VESPA (Vision, Effort, Systems, Practice, Attitude)

There is a large body of evidence that suggests that if you have these five key attributes you will be well set up for academic success. We will do some work in tutorial and in subject lessons to help develop the VESPA mindset with Sixth Form students.

V. It helps if you know where you are heading – what are your goals and targets?

E. Are you putting in the recommended independent study hours?

S. Have you got your notes, resources and learning organised?

P. Do you do plenty of practice assessments (past papers, essays etc.) in the lead up to exams?

A. How do you respond to feedback and constructive criticism?

Unifrog

This is an online careers platform. Despite the name it is not just university focused. We launch this with Year 12s in the autumn. You can use it on a pc or your phone. Useful tools on Unifrog include: tracker for your activities and competencies which will support applications, CV builder, personal statement builder, Higher Education course search, Apprenticeship search, Oxbridge, Subject Library with video interviews with people talking about their career or job in a particular area and MOOCs. Massive Open Online Courses or MOOCs are free short courses at a host university accessed via the web. They are often a few hours a week for a few weeks. They are a great way to demonstrate your interest in a particular subject and to take your study beyond the curriculum. This type of super-curricular study is an excellent way to evidence your independent learning.

We also use Unifrog to complete your reference and it provides a good way for staff to give you feedback on your personal statement.

Adult Life Skills

With a focus on just three subjects, the pace of your academic learning really takes off in Sixth Form. However, subject lessons will not equip students to deal with all the challenges of an adolescent entering the adult world. To support students there is a carousel of one lesson every three weeks of Adult Life Skills or ALS. These are delivered in one of your free teaching blocks and just like the tutorial sessions are a compulsory part of our Post 16 Curriculum. In these lessons you will cover topics such as making new friends, managing a budget, sex and relationships, safe and healthy choices, citizenship, improving mental health and anxiety, balancing life and healthy habits, independent living etc. These lessons provide a safe place to explore these issues with a small group of students.

16-19 Bursary

This is a Government fund to support 16-19 year olds with the costs of studying – books, equipment, transport, lunch etc. whilst in full time education.

If you have been in care or supporting yourself financially, you are eligible. Likewise, if you have been on free school meals, classed as pupil premium or have a household income below £22,000.

Applications can be made on the Bursary+ platform <https://kingedwardviibursary.applicaa.com/1>
Once your application has been processed there is banded support to reimburse you for your agreed costs related to your education. Monthly payments will be made to your own bank account.

Enrichment

We encourage all students to get involved with some enrichment activities to build their skills, character and life experience. As well as being fun and enjoyable these all add your profile which will give you an edge with future applications. Many students need to build a portfolio of voluntary work experience with people – particularly those going into healthcare, education, social work etc.

We have an enrichment fair in early September. There are normally about twenty-five different activities you can choose from. The enrichment activities include Duke of Edinburgh's Award Scheme, music, sport, hospital volunteers, Amnesty, Reading Mentoring, Book Group, local primary school volunteers etc.

Enrichment activities might take place on Wednesday afternoons or at other points in the week where you have some non-contact time.

Ambassadors

'Ask not what my school can do for me, but what I can do for my school community'.

We regularly ask for King Edward VII School Ambassadors to help out at special events such as Open Evenings, Careers events, Parents' Evenings etc. We will loan you a King Edward VII School polo shirt and brief you about your responsibilities. If you get at least three 'Ambassador Credits' we will include a couple of complimentary sentences on your reference about this. It will give you a chance to demonstrate your communication skills with members of the public or younger students and to act responsibly and independently.

Extended Project Qualification (EPQ)

This is worth half an A Level. With a good grade in the EPQ you might get a reduced offer from universities. You either complete a written project or make an artefact. There is a taught element and quite a bit of focus on the process of independent research as well as the content of the project. With guidance from an EPQ supervisor you can literally choose any topic for your EPQ focus. Have a look in the library for some previous EPQs completed by King Edward VII School students. There are two delivery routes for the EPQ. For most students the EPQ is split over two academic years, from January to November. For those picking it up in Year 13 as a one-year course, for additional hours, it runs from September to April. There is also a small group of students with low GCSE English grades who are recommended to do the Level 2 or Level 3 course to support and develop their academic writing on the one-year route from September to April.

Resit English Language and Maths GCSE

If you are in 16-19 education anywhere – not just King Edward VII School, with a grade 3 or below in either of these two subjects you must do a resit. It is a compulsory part of your funding from the Government. There are weekly lessons to support you if that is the case. You are advised to research the progression requirements for Maths and English GCSE on your chosen progression route (university course). If you have a 4 in Maths or English we strongly recommend a resit because a grade 5 is needed for some careers and courses - sometimes even a grade 6 is required.

Work Experience

We expect that all students will complete at least one week of work experience before the autumn half term of Y13. You will be allowed leave of absence from School to complete work experience. It is obviously better if you can arrange this in the holidays so that you don't miss lessons, or as a regular commitment on a weekly basis at a time when you have no lessons. You can get support and a list of contacts who might have opportunities from the Careers Office in the Library.

Careers - CIAG

In addition to the input in tutorial and with Unifrog we also have further careers support for students. On a weekly basis you can book an appointment with our King Edward VII School careers advisor based in the library. Also, on a half termly basis we also bring in an external careers advisor to support students. Bookings through the Post 16 Office.

Y12 to Y13 Transition

To move onto Year 13 courses you must pass your Year 12 course and your teachers need to give you a most likely outcome (MLO) of an E grade or better. It is not in your interest to be trying to study on a Year 13 course where you are unlikely to pass.

There are Year 12 exams in the summer term with a resit opportunity soon afterwards. The decision about progression will be taken by the Post 16 Team in collaboration with the relevant Head of Department. If you are unable to move into Year 13 for a particular subject, you will have a progression meeting with one of the Post 16 Team to discuss the options. This sometimes involves picking up a new subject in Year 13 (attending the Year 12 lessons) and then finishing it in an extra year – Year 14, or picking up a one year option such as the EPQ, Certificate in Personal Finance or Core Maths.

Year 14

Year 14 is an option, as described above, if you have to pick up a new subject in Year 13. Some students also use Year 14 if they realise that they have picked the wrong subjects for their Sixth Form study in Year 12. It is possible to start new subjects in Year 13 and then finish them in Year 14. No 16-19 centre is funded for students to repeat courses i.e. do a resit year. If you are disappointed with your results at the end of Year 13 you cannot use Year 14 to do a resit at King Edward VII School. If you want to resit the exams you could as a private candidate at King Edward VII School (you pay for exam entries about £100 per subject and do private study at home) or try to enrol and do the resits at another centre in Sheffield.

Exam Entries and Risk of Failure

The Exams Department is on C Floor and the place to go for questions about exams. We normally sort exam entries in January. At this point ensure that you entered for the correct exams and your name and date of birth is correct. Making changes after the entry deadline starts to get really expensive, with double and triple entry fees charged by the exam boards for late amendments.

It is in no-one's interest if we enter students for exams that they are likely to fail. After all the internal mock exams we will be working with Heads of Department to draw up lists of students who are at risk of failure. Students who fail the Y13 January exams and have a MLO (most likely outcome) of a U grade are likely to be on this list. There will be targeted subject support leading up to Easter of Y13 with definite improvements required. If by Easter, your teachers think that you are likely to end up with a U grade in a particular subject in the summer, you may be better focussing on one fewer subjects. We will have a meeting about exam entries with you and your parents.

Drugs / Illegal Substances

It is pretty obvious that recreational drugs have no place at School. Indeed, landing yourself with a criminal record for drugs will make getting a visa for travel difficult and will prevent you following certain career paths. Many of you will come into contact with illegal substances over the next few years. This is a good place to find out the facts about drugs and help support you in making good choices in the future.

www.talktofrank.com

www.talktofrank.com/drugs-on-the-brain

If you need to speak to someone in School please ask anyone in the Post 16 Team.

Remote Learning

Hopefully the worst of the pandemic is behind us but if the School switches to remote learning your 'go to' resource is Google Classroom. You will find material to support your study on Google Classroom. If we need to move to remote lessons again log onto Google Meet. Your lessons will happen at the normal times but just online instead of face-2-face.

ICT kit issues

If you need to borrow a laptop to access material to support your learning please get in touch with the Post 16 Pastoral Team. We have a limited supply of laptops for loan.

Useful websites

King Edward VII School MLE.

[https://King Edward VII Schoolsheffieldsch.sharepoint.com/SitePages/Home.aspx](https://King%20Edward%20VII%20Schoolsheffieldsch.sharepoint.com/SitePages/Home.aspx)

Your whole year group **Google classroom** or careers and progression advice, announcements, study advice etc

Unifrog. Careers and progression. www.unifrog.org/

UCAS.
Higher Education research and applications. www.ucas.com/

Russell Group. Informed (subject) choices. www.informedchoices.ac.uk/

Open Days. www.opendays.com/

Student Finance. www.gov.uk/student-finance

Apprenticeships www.notgoingtouni.co.uk/

www.gov.uk/topic/further-education-skills/apprenticeships

GAP www.gapyear.com/

Student Room.
From revision to careers to relationships. www.thestudentroom.co.uk/

Revision. <https://getrevising.co.uk/>

Independent study. www.khanacademy.org/
<https://senecalearning.com/en-GB/>

Careers. www.sheffieldfutures.org.uk/careers-advice/

Exam boards.
Specifications and past papers. www.ocr.org.uk
www.aqa.org.uk/
<https://qualifications.pearson.com/en/home.html>

Attendance intervention.

STAGE	INTERVENTION
0	<p>Stage 0 is ongoing for all students</p> <ul style="list-style-type: none"> Using SIMS registers the Attendance Officers follow up reasons for absence with parents and students. Attendance Officers contact home via email, text or phone - usually the day after an absence from lessons.
1	<p>Attendance below 90%</p> <ul style="list-style-type: none"> Student attends meeting with member of Post 16 Team. Receives a letter home informing parent / carer that this meeting is taking place. <p>Attendance is reviewed at next monitoring review point</p> <ul style="list-style-type: none"> If attendance improves above 90% return to Stage 0. If a student remains on Stage 1 for two consecutive monitoring review points they will move to Stage 2.
2	<p>Attendance below 80% or continued poor attendance</p> <ul style="list-style-type: none"> Parents / carers and the student will be invited to a meeting with a member of the Post 16 Team where we will address the main issues and agree targets and support actions to improve attendance. An Attendance Agreement will be signed by the student, parent / carer and a member of the Post 16 team. <p>Attendance will be reviewed at the next monitoring review point.</p> <ul style="list-style-type: none"> If attendance improves above 90% the student returns to Stage 0; If attendance does not improve or declines further we will implement the next stage in the Attendance Policy.
3.	<p>Attendance below 75% or failure to meet the targets set by the Attendance Agreement</p> <ul style="list-style-type: none"> Parent/ carer and student will be invited to a meeting with the Head of Sixth Form A written warning will be issued if appropriate and the Attendance Agreement will be re-issued.
4	<p>Attendance below 70% or continued failure to meet targets of Attendance Agreement</p> <ul style="list-style-type: none"> Possible request to leave Sixth Form if the student is persistently absent from school or lessons and refuses to engage with intervention procedures (with due consideration of Most Likely Outcome and Pastoral/ medical needs).

****If attendance concerns are raised by subject staff, students can be placed on individual attendance contract completed by department at any point.****

Attendance will be reviewed on approximately a half termly basis for students generally. Students will be categorised on this intervention scale and can move up or down as appropriate at each review point.

Attendance monitoring review points			
Week of the year	Month	Y12	Y13
5	October	✓	✓
9	Mid Nov	✓	✓
15	Late Dec	✓	✓
21	Feb	✓	✓
27	April	✓	✓
33	May	✓	
39	July	✓	

Congratulations letter or text are sent to those with attendance above 95%.

Attendance reports to parents

Y12

- Start of October, Concerns Review. Aimed as an early warning for those whose attendance has slipped below 90%. Pastoral manager intervention. Parents contacted.
- Mid November. Review 1. Attendance data for lessons for all students shared with parents.
- Start of February. Review 2. Attendance data for lessons for all students shared with parents.
- Start of March. Y12 Joint Consultation Evening.
- Mid June. Review 3. Attendance data for lessons for all students shared with parents.

Y13

- Start of October, Attendance Review. Aimed as an early warning for those whose attendance has slipped below 90%. Pastoral manager intervention. Parents contacted.
- Mid November. Review 4. Attendance data for lessons for all students shared with parents.
- Early December. Y13 Joint Consultation Evening.
- Start of February. Review 5. Attendance data for lessons for all students shared with parents.
- Start of March. Risk of Failure list and contact with key parents.
- End of April. Review 6. Attendance data for lessons for all students shared with parents

Consultation evenings (Parents' Evening)

These are from 4.00pm to 6.30pm. They will be held via video call – SchoolCloud. There is one in November for Year 13s and in March for Year 12s. It is not just for parents – we think you should be there too. Indeed, if your parents / carers can't make it please make an appointment anyway. It is the review point where all three parties involved in your education (you, parents / carers and teachers) can celebrate your successes and share concerns and next steps. There are five-minute appointments. If there are issues which need more time, please contact the pastoral team via the Post 16 Office for a separate appointment.

Where to go for support

During term time and in the School day contact your Pastoral Managers – Mrs Deeney or Mrs Nall. Out of hours or in the holidays these may be useful.

Shout - Text **SHOUT** to **85258** in the UK to text with a trained Crisis Volunteer.

Kooth – Free, anonymous support, message or live chat www.kooth.com/

Door 43. Emotional, mental and sexual health support.

www.sheffieldfutures.org.uk/i-need-help/door43/

The Corner. Free and confidential drug and alcohol service for young people in Sheffield.

www.changegrowlive.org/young-people/corner_sheffield

Let's talk

A fifty page booklet containing information about all of the support services in Sheffield.

<https://www.sheffieldccg.nhs.uk/Downloads/Our%20Projects/Childrens/lets%20talk.pdf>



What do you want to talk about?

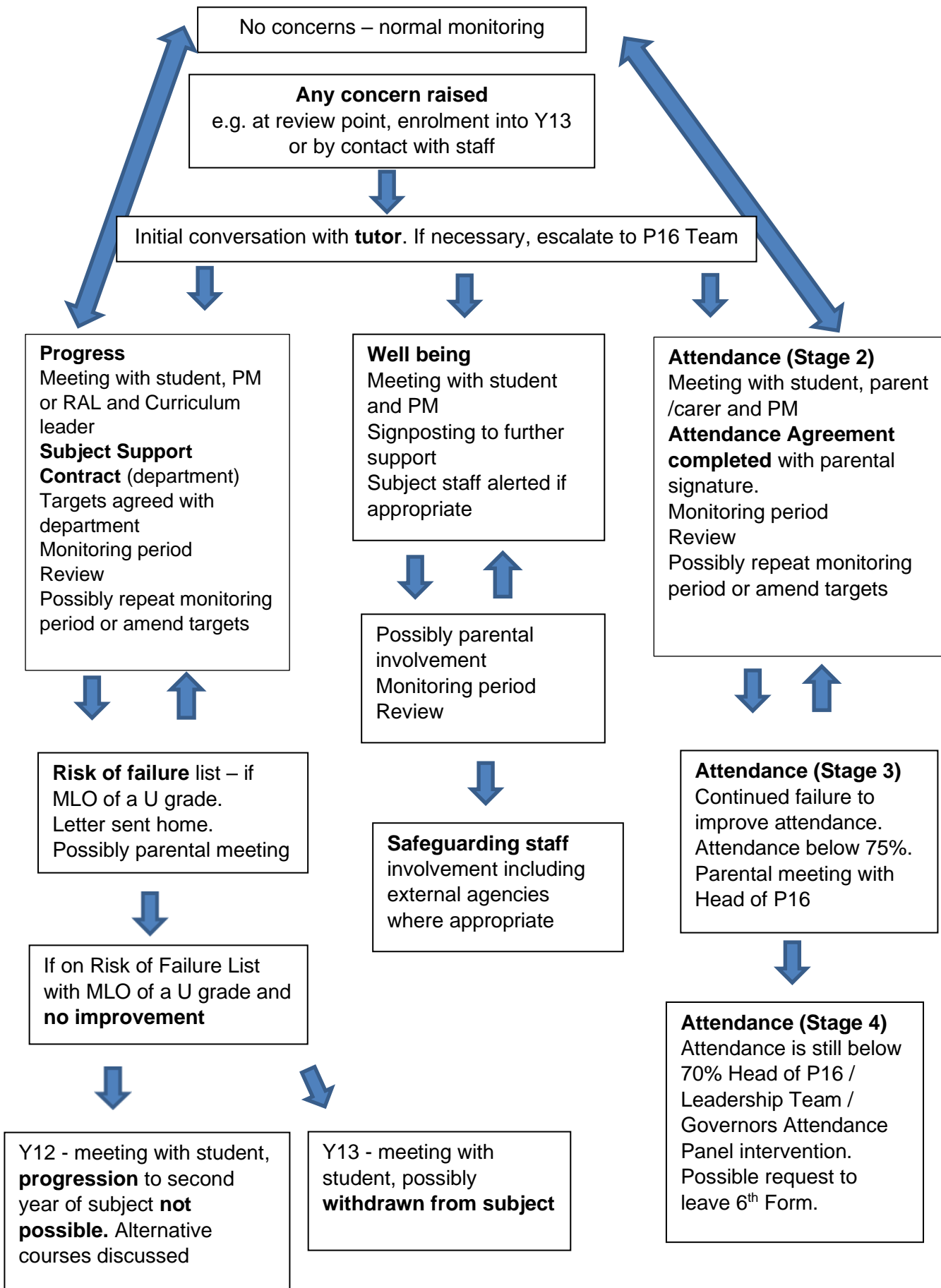
There are lots of different things that can make us worried, stressed and different situations that we might need some help or support with.

Take a look at the different categories on the contents page to see what services are available in Sheffield to help you.

We have listed the services alphabetically, so if you are looking for the details of a service you are already aware of you can go straight to that page, and we have also categorised them to help you see which services can help with different types of support. The details are correct as of September 2016.

- | | |
|--|---|
|  Mental health and wellbeing support |  Looking after someone else |
|  Drugs and alcohol |  Sexual health |
|  Autism and Aspergers Syndrome |  Bullying or abuse |
|  Behaviour and conduct |  Urgent help |
|  Relationships and family | |

Interventions and support



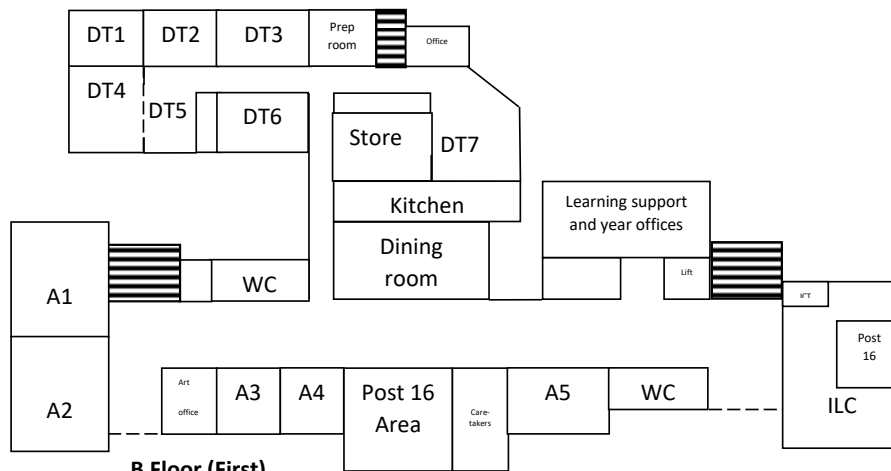
FAQs – What ifs?

I'm ill and can't get into School	Contact the P16 Office. Ring 2296581 or email pluspost16admin@kes.sheffield.sch.uk ideally before 9.30am.
I'm ill and need to go home	Call in at the P16 Office and let us know.
I've got issues with my timetable	In your next free lesson go to the P16 Office and talk to Mrs Sawtell.
I've lost my ID card	Go to Post 16 Office in the ILC and buy a new one - £1
I think I'm doing the wrong subject	Talk to your subject teachers. If you are doing 4 subjects it is easy to drop a subject – just check with the Post 16 Office that this is a sensible choice. If you need to swap to a new subject we need to check there is space in the Y12 class. You won't be able to pick up a new subject after early October. Again ask in P16.
It's Christmas and I'm still doing 4 subjects	By the end of Y13 you should aim to be doing 3 subjects. Most students will drop their least favourite one in the autumn term of Y12. We have never seen a '4 subject offer' from universities. They are interested in your best 3 grades and won't care about your 4 th . Do yourself a favour – do 3. Be able to excel in 3 subjects, have some time to; relax; do some fun things; do some volunteering, work experience or independent study etc.unless you do Further Maths – where all the relaxation and fun you need comes in FM! Ask your tutor or in P16 if you need some advice.
I've got an issue which is affecting my studies	Talk to staff. Possibly subject teachers or your RAL (Raising Achievement Leader) for Y12 (Mr White) or Y13 (Dr Hanson), or Pastoral Managers
I need some time out	Come to the P16 Office – we have a quiet space where you can privately have a sit down (and chat if necessary).
I need some careers advice	Speak to your tutor. Ask in the Careers Department (library) or P16 Office. We have weekly bookable careers appointments in the Careers Department and ½ termly bookable appointments with an external careers advisor.
I need some advice about UCAS	Speak to your tutor. Ask Dr Hanson in the Post 16 Office. Ask in the Careers Office. Have a look at the search tools on Unifrog.
I've got a free period or guided study lesson – what can I do?	Become an independent learner . Look over your notes from lessons. Make some additional notes from your textbook. Read ahead. Do some review questions on the topic. Do the homework. Look up some resources to support your study. See the by subject independent study guides. Try khanacademy.org and getrevising.co.uk/ . Review the week, plan the week ahead. Use Unifrog tools to look for MOOCs, courses, careers, apprenticeships etc.
I've got a free period – where can I go?	<ul style="list-style-type: none"> • Library – silent work. • ILC1 and ILC2 – silent / quiet work and bookable room for group work. • Break out space Lab 11– quiet work. • Subject areas (Art, DT, etc) – work on subject assignments NOTE these aren't social spaces. If you want to just chat go to the: <ul style="list-style-type: none"> • Dining Room – group work / chat. • Common Room – group work / chat. <ul style="list-style-type: none"> • Go off site to use the University of Sheffield libraries (Western Bank Library and the Health Sciences Libraries. You need to register before using these. sheffield.ac.uk/library/services/extread)
Money is tight at home	If your household income is <£22k. Ask about the Bursary in the P16 Office. Complete an application here: https://kingedwardviibursary.applicaa.com/1
There is a problem with my exams	Entered for wrong subjects, name misspelt, had extra time previously etc. Ask in the Exams Office on C floor or email Mrs Neill - HNeill@kes.sheffield.sch.uk
I need some work experience	We expect you to do some work experience during 6 th Form. Ideally in the holidays, but you can take up to two weeks out of school for work experience. Avoid exam periods. Ask in the Careers Department (Library) if you are short of contacts.
I need to demonstrate some independent study for my course	Complete a MOOC see the Unifrog search tool or do an EPQ (see Mrs Brown in History).

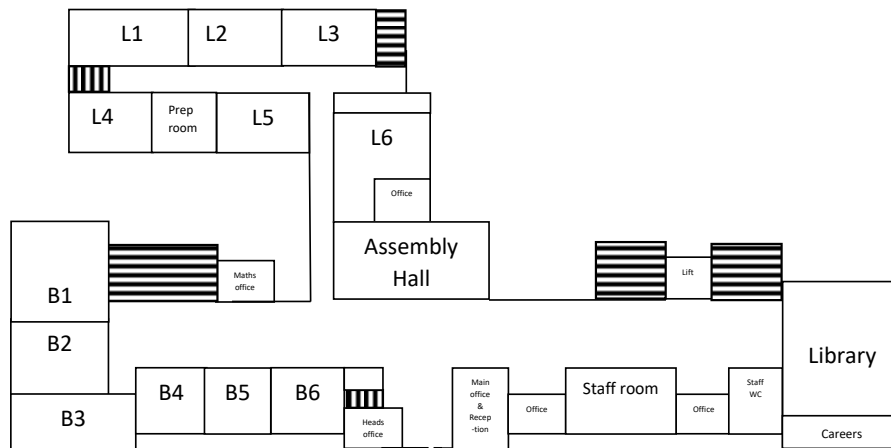
Map

In the Main Building (including the STEM Block) there are Floors A, B, C, D. With A Floor being the Ground Floor. The Lewis Building has all the 'M' rooms.

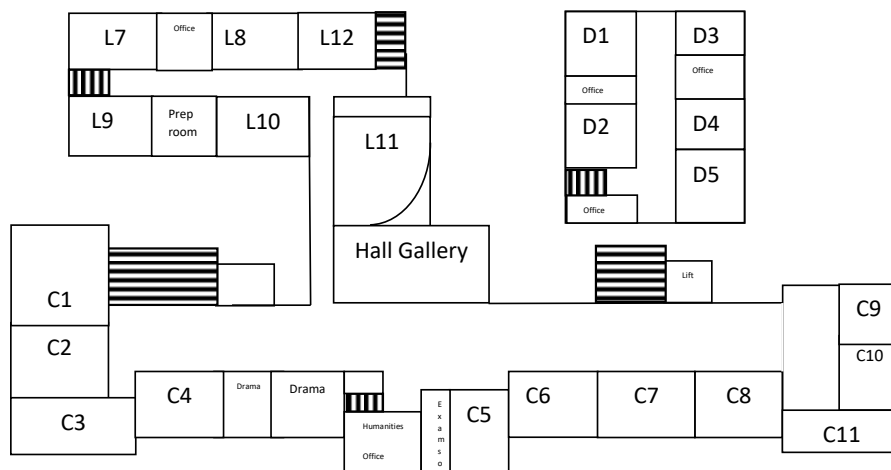
A Floor (Ground)



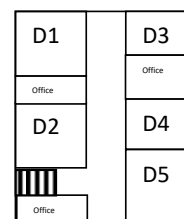
B Floor (First)



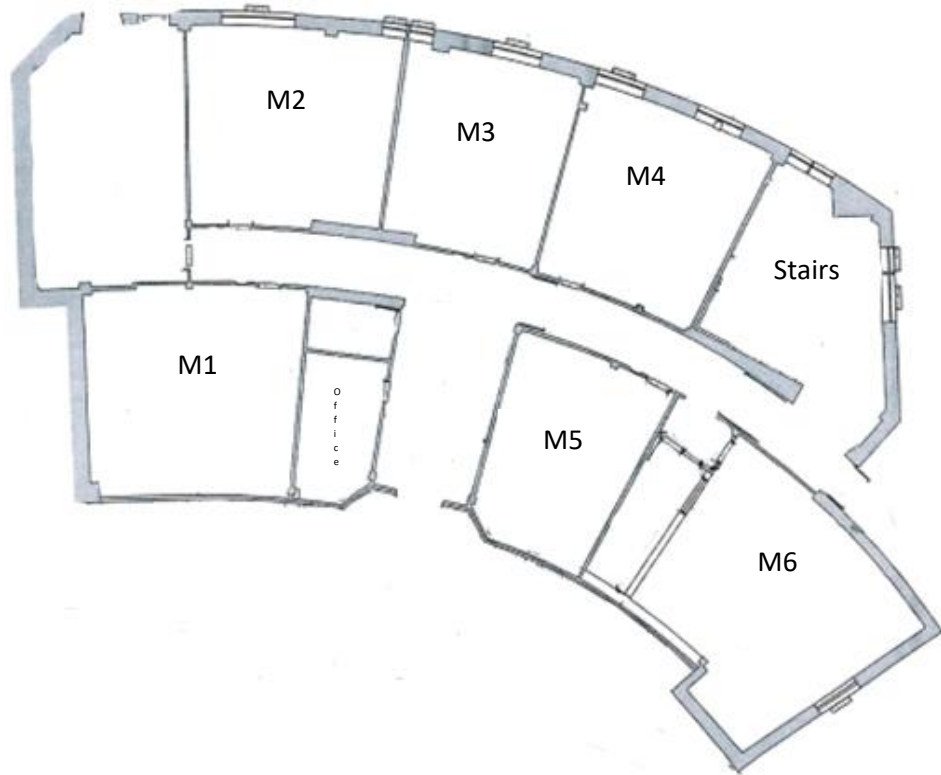
C Floor (Second)



D Floor (Top)



Lewis Building (Ground floor)



Lewis Building (First floor)

