



Dear Parent / Carer / Year 11 Student,

Re: 6th Form Induction – 6th and 7th July

I am really pleased to be writing to you with the arrangements for the Sixth Form Virtual Induction Days. The aim of the two days of induction is to give Year 11 students a full introduction to how the 6th Form operates and give them a good idea of how they will be supported through their post 16 studies and also prepared for the next step on to higher education, apprenticeship or employment. The first presentation of the day will cover all of these aspects.

We also want Year 11 students to gain a sense of what it will be like to study the subjects they have chosen for A Level / Level 3 courses. The main part of the two days will involve students attending 'live lessons' from subject specialists to allow them to get this experience. The live lessons will be conducted over Microsoft Teams in a very similar way to live lessons during 'lockdown'. Students will have a lesson for each of the subjects they have chosen to study. Each lesson will last for approximately fifty minutes. During the lessons students will probably be asked to complete some tasks by the teacher so they should be prepared for this. **It will be helpful if students can find a quiet space during these two days to access these lessons so that they are able to focus on the lessons and attempt the tasks the teacher sets.** Towards the end of the lesson, the subject teacher will detail the work that Year 11 students taking this subject will need to complete over the Summer holidays. This work will need to be handed in at the start of the Autumn term.

How to take part in the 6th Form Induction

Access to 6th Form Induction will all be through Microsoft Teams. All current Year 11 students have access to this through their Kimberley School Microsoft 365 account – accessible through their normal log in to their school email account.

External students

Students who are not currently Year 11 students at the Kimberley School should view the video guide below **first** which explains how they need to access a Microsoft 365 account in order to be invited as a 'guest'. It is free and straightforward if you follow the video guide. Soon after you receive this letter you will receive another email from Kimberley school inviting you to join the '6th Form Induction' Team – how to do this this is covered in the video guide.

 [6Form Induction External Access Guide.mp4](#)

All students – how to navigate the 6th Form Induction Team

The link below advises Year 11 students how to access their account and how to get into Microsoft Teams. It goes on to show **all students** how to access the '6th Form Induction Team' section and resources for the 6th Form induction. The guide also explains how each subject has its own 'Channel'. It is within each of these channels that you will be able to join the 'live lessons' as per the timetable information later in this letter.

 [6Form Induction Student Guide.mp4](#)

External students - once you have viewed how to become a guest you need to view the Student Guide above. ***Please test this out this week so you will not have any problems on the actual Induction days. If you do have technical difficulties, please contact our ICT team using this email address: icthelpdesk@kimberleyschool.co.uk***

How to keep to the Induction days timetable

The timetable for the subject live lessons is based around the timetable blocks that will be in place in September. **You can see the timetable of the live lessons at the end of this letter.**

All students will need to view the **Assembly video** at 9.00 on the 6th July. This can be found in the 'Assembly' channel on the '6th Form Induction 2021' Microsoft Team. Most students will have a maximum of four subject 'live lessons' to attend. Where a subject has a class in more than one timetable block, It is very important that you attend the correct class for you – that way you should have no problem attending all of your live lessons. Therefore, you need to know which block each of your subjects is in. You can find this out by looking at your personal timetable information below. Once you have identified which block each of your subjects is in, then find when each of the subjects appears on the Induction days timetable. Note the times of the lessons and ensure you navigate to the correct

place in the '6th Form Induction 2021' Microsoft Team at the allotted time. The teacher will start the lesson a few minutes before the official start time. You will need to click the 'Join' button. (This is all shown on the Student Guide video above)

«Name» - Your personal timetable information

No.	Main	Course	Block	Class
«No1»	«SubjCode1»	«Subject1»	«Band1»	«Class1»
«No2»	«SubjCode2»	«Subject2»	«Band2»	«Class2»
«No3»	«SubjCode3»	«Subject3»	«Band3»	«Class3»
«No4»	«SubjCode4»	«Subject4»	«Band4»	«Class4»

We have, as promised, looked at the feasibility of having students in to school for some sort of face to face Induction experience. The safest way of doing this appears to be after school on an individual basis. We can't, of course, see every student in this way but do have the capacity to see some students. So, where a student has a concern, worry or query about joining the 6th Form, that they feel would be better dealt with face to face, we will arrange a meeting for them with a member of the 6th Form team. Therefore, if your son/daughter would like to see a member of staff in the 6th Form Centre please can you, or they, email Mrs Booth the 6th Form Co-ordinator at j.booth@kimberleyschool.co.uk as soon as possible and she will get in touch to arrange for a meeting one day, after school, over the next 3 weeks .

Although this induction process is not exactly as we would have liked to have organised it, it will give you plenty of information and a sense of what the next two years of studying at the Kimberley 6th Form is really going to be like. We cannot wait to see you next year and are looking forward to welcoming you to our outstanding sixth form in our outstanding new building. I do hope that you find the days productive. If you have any questions about the Induction Days, then please do not hesitate to contact the 6th Form Co-ordinator Jane Booth (j.booth@kimberleyschool.co.uk).

Yours faithfully,

Sarah Livings
Head of Sixth Form

VI Form Induction Timetable July 2021

Tuesday 6th July P1 9.00 – 10.00	Tuesday 6th July P2 10.05 – 11.05			Tuesday 6th July P3 11.25 – 12.25			Tuesday 6th July P4 12.30 – 1.30			Tuesday 6th July P5 2.05 – 3.05		
	Block	Subject	Teacher	Block	Subject	Teacher	Block	Subject	Teacher	Block	Subject	Teacher
All students to view the Assembly Video in the 'Assembly' channel at this time	A	Ah	AMH	C	Li	MB	A	Fm	RJ	D	Ph	SJC
	A	Bi	JLW	D	Gm	AJV	E	Rk	CF	D	Gg	AS
	A	Hi	RB				B	Pa	DM*	D	Tx	KB
										D	Me	SOB*

Wednesday 7th July P1 9.00 – 10.00			Wednesday 7th July P2 10.05 – 11.05			Wednesday 7th July P3 11.25 – 12.25			Wednesday 7th July P4 12.30 – 1.30			Wednesday 7th July P5 2.05 – 3.05		
Block	Subject	Teacher	Block	Subject	Teacher	Block	Subject	Teacher	Block	Subject	Teacher	Block	Subject	Teacher
B	Ai	SN	A	Ar	MF	E	Hi	CZW	C	Bi	RDB	C	Pt	MF
B	Ma	RJ	B	Py	LB	E	Gg	AS	C	El	KZR	C	Ft	TQB
B	Pc	LSC				E	Ch	CRS	C	Ma	CWW	C	Py	LB
B	So	LB				E	So	LB				C	Fr	VP
B	Ch	CRS*				E	Sp	VM						
						E	Bu	SS						

Subject Codes:

Ai	ICT	Pa	Product Design	Rk	Religious Education
Ah	H & Soc Care	Pc	PE	So	Sociology
Ar	Art	Ph	Physics	Sp	Spanish
Bi	Biology	Pt	Photography	Tx	Textiles
Bu	Business	Py	Psychology		
Ch	Chemistry				
El	English Literature				
Fm	Further Maths				
Ft	Food Technology				
Gg	Geography				
Gm	German				
Hi	History				
Li	English Lang and Lit				
Ma	Maths				
Me	Media				

In order to know what time you should access the different subject lessons you need to know which subjects you have in which Option blocks. **As part of this letter you will have your own personal timetable information.** You will need to use it like this:

No	Main	Course	SD	SD	Block	Class
1	Gg	GEOG			12D	12D/Gg1
2	Hi	HISTORY			12C	12C/Hi1
3	So	Sociology			12E	12E/So1
4	Ar	ART			12B	12B/Ar1

The 'Block' column tells you which timetable block you have that subject in e.g. Geography in Block 12 D. Using the timetable for Induction above you can work out that option 12 D Geography is on 06/07/20 between 2.05 and 3.05. At this time the student should access Geography – Block D (**Geography Block D Channel**) because this is their Option D subject.

Where a subject is in more than one block, please ensure you attend the correct one for you as per your personal timetable information