



Kimberley
School



Year 12 Handbook

2023-2024



Year 12 Key Dates for 2023/2024

Wednesday 6th September	First Day back, students should arrive at 12.45 pm
Thursday 7th September	First full day back
Thursday 14th September	Year 12 Information Evening for students and their parents
Thursday 21st September	Year 5/6 Open Evening – Sixth Form students act as guides
Wednesday 4th October	Sixth Form Open Evening - Sixth Form students act as guides
Half Term Holiday: Monday 23rd October to Friday 3rd November	
Tuesday 21st November	Year 12 and 13 Parents' Consultation Evening
Christmas Holidays: Thursday 22nd December to Wednesday 4th January	
Thursday 4th January	INSET Day
Friday 5th January	INSET Day
Monday 5th - Friday 9th February	6 th Form Mock Exam Week
Half Term Holiday: Monday 12th February to Friday 16th February	
Friday 29th March	Bank Holiday
Easter Holidays: Monday 1st April to Friday 12th April	
Monday 6th May	Bank Holiday
Tuesday 7th May	Summer Exams Start
Half Term Holiday Monday 27th May—Friday 31st May	
Thursday 20th June - Wednesday 26th July	Year 12 Mock Exams
Monday 1st July - Friday 5th July	Work Experience Week
Monday 8th July	INSET Day
Friday 21st July	School closes for the summer holidays



Welcome to The Kimberley School Sixth Form

We believe the next year or two years, depending on the courses you have chosen, will be amongst the most important in your life. You will be studying the subjects you are passionate about, 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 and tutors supporting you will be:

Your tutor

Mr Clemmet: Head of Sixth Form j.clemmet@kimberleyschool.co.uk

Mr Jolly: Deputy Head of Sixth Form r.jolly@kimberleyschool.co.uk

Mrs Marriott: Sixth Form Coordinator m.marriott@kimberleyschool.co.uk

Mrs Pates: Sixth Form Assistant j.pates@kimberleyschool.co.uk

The telephone extension number for the Sixth Form office is 225.





Student Presidents

To also help support you during the year you have *Student Presidents*.

Sixth Form Steering Group:



***Olivia
McHugh***

Senior Presidents:



***Ben
Rockley***

Presidents



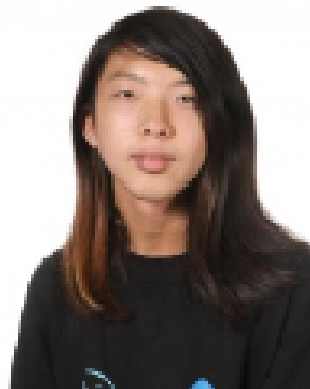
***Jordan
Morgan***

***Corey
Tatum***

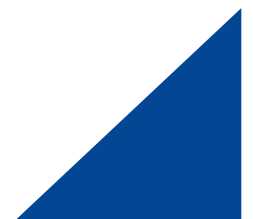
Congress Presidents



***Gabriel
Hodgson***



***Jo
Ip***





The Flower of Success





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 Jolly, Mrs Marriott or Mr Clemmet.
- ◆ 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:**
- ◆ Use SMHW and your own strategies to stay on top of work.
- ◆ Making the most of your study periods in the school day. Making full use of the Common Room and the Library to study in. Remember that the Common Room is open until 5pm 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—we recommend 5 hours per subject per week.**





Get into good habits.....

Time Management

- ◆ **Learn to use time effectively and manage the many different things you need to do.**
- ◆ Plan ahead – plan deadlines and stick to them.
- ◆ Get in a routine – many students find staying until 5pm 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.
- ◆ If you take on a part time job , work no more than 12 hours per week.

Attendance—Good attendance matters

- ◆ Attend **ALL** of your lessons including enrichment activities and tutor time. Be an active learner.
- ◆ If you are ill, be proactive and ask your teachers for the work you have missed so that you can catch up promptly
- ◆ In the rare event that you are unable to attend a lesson, your parent/carer **must** contact school as soon as possible to explain why.

Punctuality

- ◆ **Be on time-leave the Common Room 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

Whether it's joining the Charity Committee, doing some fund-raising, playing in a sports team, get the most out of your time in the Sixth Form by getting involved as much as you can.

Safety issues

- ◆ **You are expected to be in school every day between 8:45am and 3:15pm until October half-term. You will be allow to leave the school site during lunch and break-time but you **MUST TAP IN & OUT** at main reception **EVERYTIME**.**
- ◆ **After October half-term, students who have proved their commitment and reliabilty will be allowed to leave the school site during study periods. the school site.**
 - ◆ **Lanyards must be worn by Sixth Formers at all times for the security of every-one on the school site. Keep them safe.**



A typical week at Kimberley

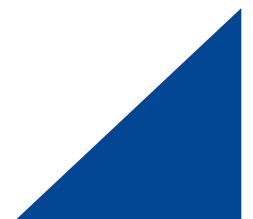
	P1 9.05—10.05	P2 10.10— 11.10	Break 11.10— 11.25	P3 11.30— 12.30	Lunch 12.30—1.10	P4 1.10__2.10	P5 2.15—3.15
Monday	Lesson	Lesson		Lesson		Lesson	Lesson
Tuesday	Study period	Lesson		Tutor Period		Lesson	Study period
Wednesday	Lesson	Lesson		Lesson		Enrichment	Enrichment
Thursday	Study period	Lesson		Study period		Lesson	Lesson
Friday	Lesson	Study period		Lesson		Lesson	Lesson

You must attend registration every Monday. In addition to this, you will be given an appointment once per fortnight for a meeting with your tutor. It is vital that you attend both Monday registration and your tutor appointments at 8.45 am prompt.

Make a copy of your timetable 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.





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 Mr Jolly, Mr Clemmet or Mrs Marriott.

Speak to the Sixth Form Coordinator, **Mrs Marriott**. 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 the **subject staff, Mr Jolly, Mrs Marriott or Mr Clemmet**. 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 **Mrs Marriott, Mr Jolly or Mr Clemmet**. If you do leave, you will be asked to fill out a **Sixth Form leaving form** and 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 Marriott** 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 Marriott, Mr Jolly and Mr Clemmet**

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



Good Attendance Matters

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 Day (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.
- ◆ Driving lessons.



Useful information

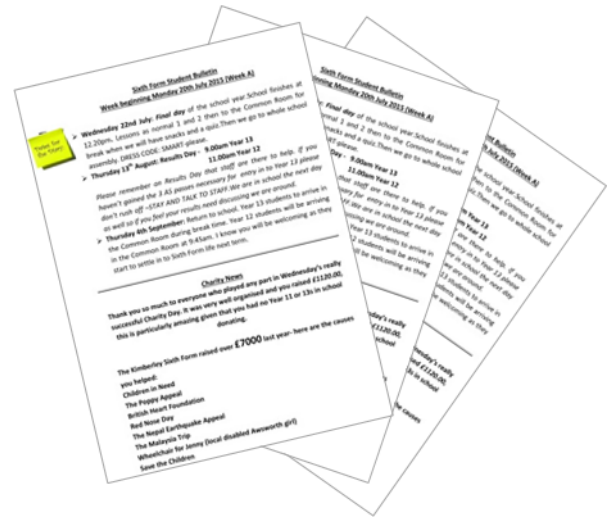
Sixth Form Bulletin

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.

On Fridays a bulletin will be sent out giving details of the week ahead and events/information that you should be aware of coming up- please read it.

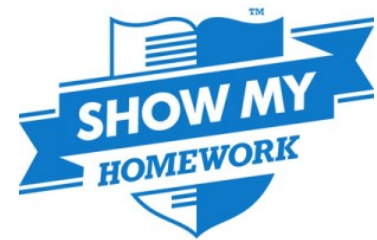
Please also check the whiteboard in the Common Room at least once a day



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.





Making the jump from GCSE



Making the move up from GCSE to A level study is not always an easy one.

The transition will involve you developing important skills which will help you to succeed in Post-16 education.

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
- ◆ 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 Common Room
- ◆ Websites
- ◆ Youtube channels aimed at A Levels

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.E.
- ◆ 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

10. Summer work you were asked to complete on induction days



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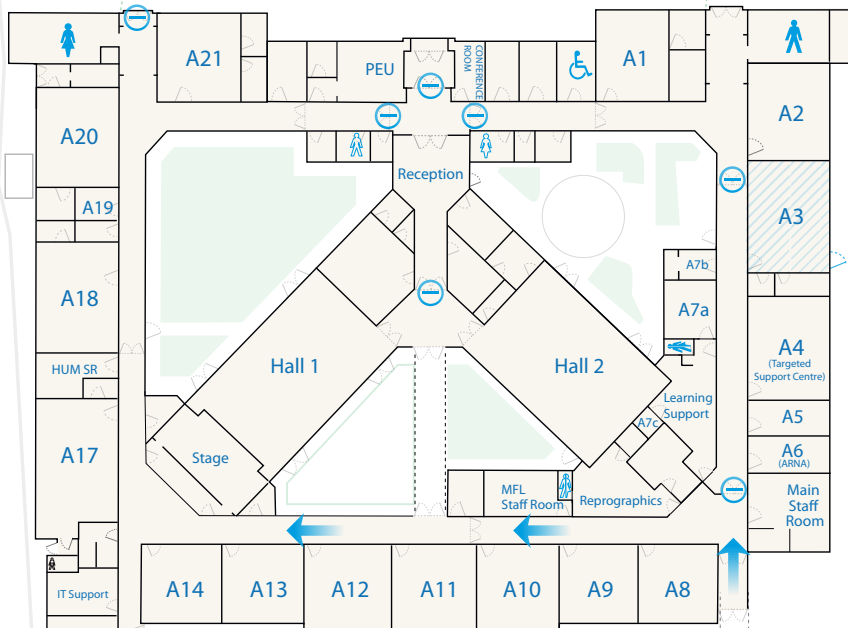
KIS

Main Academy 'A'

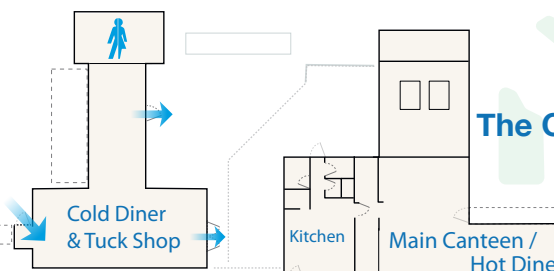
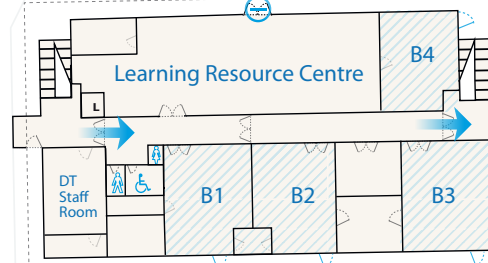
Visitors Car Park

Morning Gates (8:15-8:40)

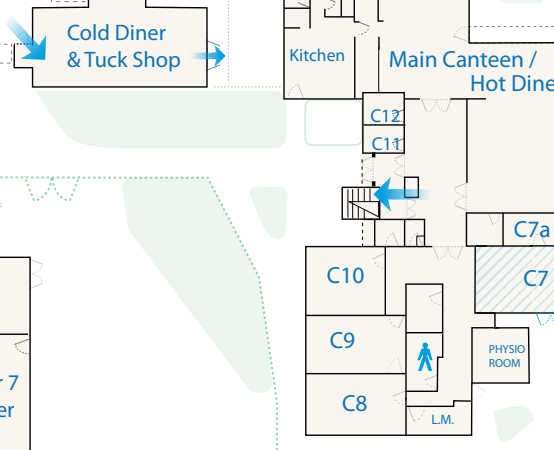
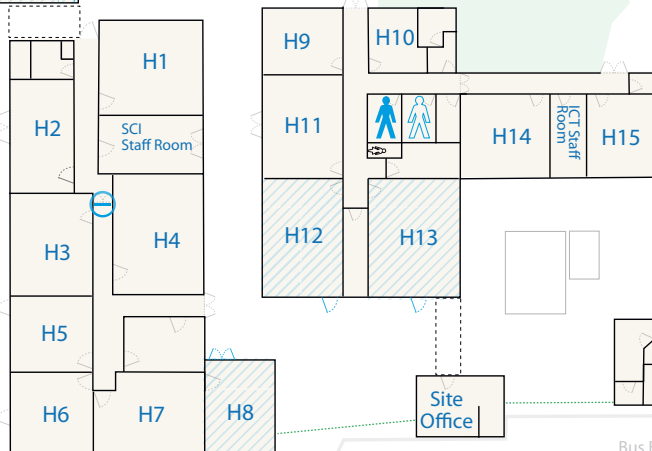
Leaving Gates



Technology Base 'B'



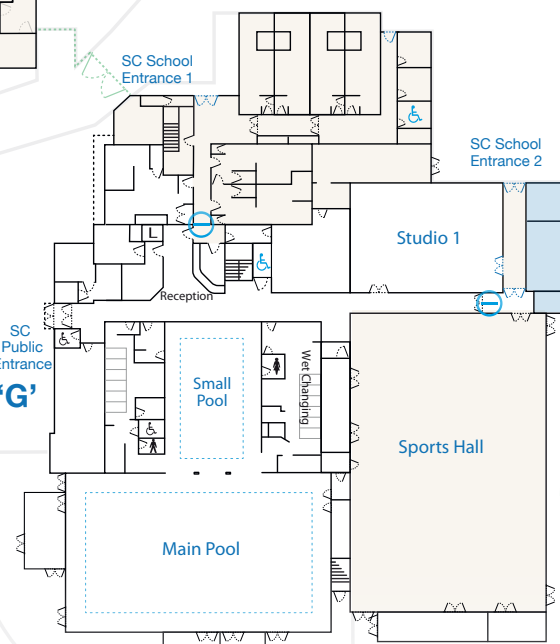
Science & Business Hub 'H'



Sports Centre Car Park

Bus Bays

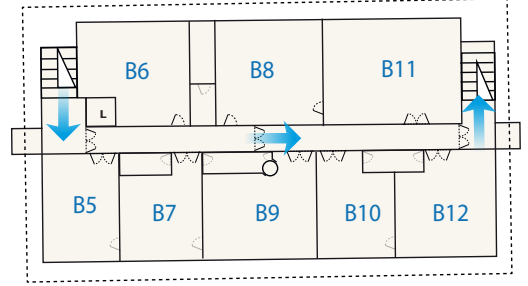
Sports Centre 'G'



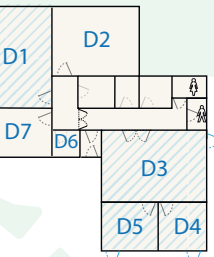
The Kimberley School

Site Map

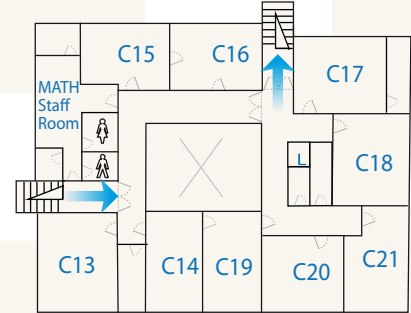
Technology Base 'B' First Floor



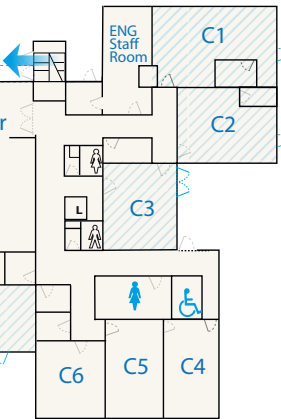
Music Department 'D'



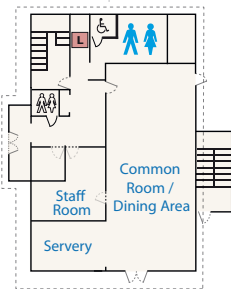
The Core 'C' First Floor



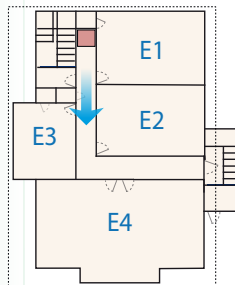
Core 'C'



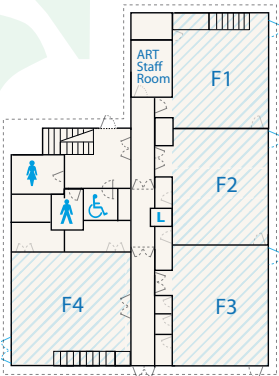
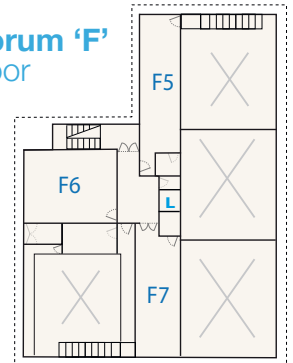
Sixth Form Centre of Excellence 'E'



Sixth Form Centre of Excellence 'E' First Floor

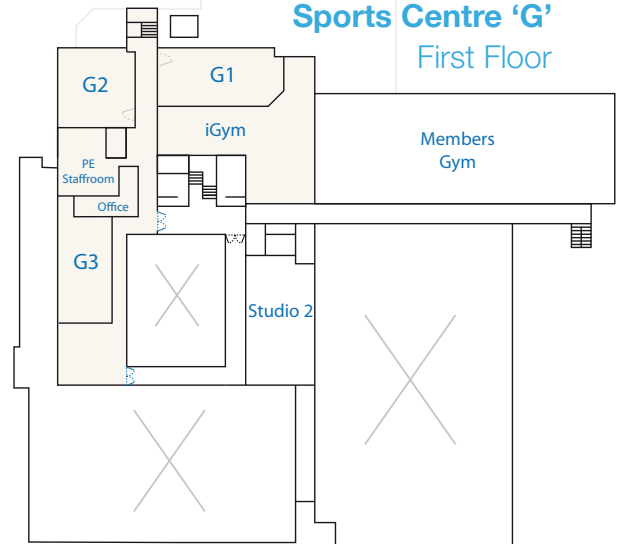


Arts Forum 'F' First Floor



Arts Forum 'F'

Sports Centre 'G' First Floor



Limited Access / No throughway

External Access

Student Toilet

Staff Toilet

Disabled Toilets

Lift

Y12

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www.kimberleyschool.co.uk/sixthform

“The Sixth Form has provided me with the most challenging and enjoyable times of my education. It has helped me realise so much about myself and what I want to and can achieve.”