



Kimberley  
School



# Year 13 Handbook

2023-2024





# Year 13 Key Dates for 2023/2024

Thursday 7th September	First full day back
Thursday 21st September	Year 5/6 Open Evening - Student Guides required
Wednesday 4th October	Sixth Form Open Evening - Student Guides required
<b>Half Term Holiday:</b> Monday 23rd October to Friday 3rd November	
Tuesday 21st November	Year 12 and 13 Parents' Consultation Evening
Thursday 21st December	Leavers Celebration Evening—Y13 Students required to assist
<b>Christmas Holidays:</b> Saturday 23rd December to Wednesday 3rd January	
Thursday 4th January	INSET Day
Friday 5th January	INSET Day
Monday 5th - Friday 9th February	6 <sup>th</sup> Form Mock Exam Week
<b>Half Term Holiday:</b> Monday 12th February to Friday 16th February	
Friday 29th March	Bank Holiday
<b>Easter Holidays:</b> Monday 1st April to Friday 12th April	
Monday 6th May	Bank Holiday
Tuesday 7th May	Summer Exams Start
<b>Half Term Holiday</b> Monday 27th May—Friday 31st May	
Wednesday 26th June	Final Day of Summer Exams



# 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 and tutors supporting you will be:

### Your tutor

<b>Mr Clemmet:</b>	Head of Sixth Form	<a href="mailto:j.clemmet@kimberleyschool.co.uk">j.clemmet@kimberleyschool.co.uk</a>
<b>Mr Jolly :</b>	Deputy Head of Sixth Form	<a href="mailto:r.jolly@kimberleyschool.co.uk">r.jolly@kimberleyschool.co.uk</a>
<b>Miss Marriott:</b>	Sixth Form Co-ordinator	<a href="mailto:m.marriott@kimberleyschool.co.uk">m.marriott@kimberleyschool.co.uk</a>
<b>Mrs Pates:</b>	Sixth Form Assistant	<a href="mailto:j.pates@kimberleyschool.co.uk">j.pates@kimberleyschool.co.uk</a>

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

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



# Student Presidents

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

*Sixth Form Steering Group:*

**Senior Presidents:**



**Olivia  
McHugh**



**Ben  
Rockley**

**Presidents**



**Jordan  
Morgan**



**Corey  
Tatum**

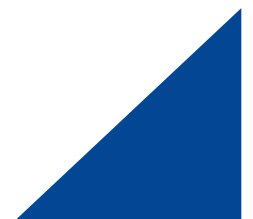
**Congress Presidents**



**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, Miss 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 Sixth Form Centre and the Library to study in. Remember that the Centre 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 strongly recommend 5 hours of additional active learning per week.**

## 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 calendar 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.



## 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 Miss Marriott, Mr Clemmet or Mr Jolly.

Speak to the Sixth Form Coordinator, **Mrs Booth**. 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, Miss Marriott, Mr Jolly 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 **Mr Jolly, Miss Marriott 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 **Miss 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 **Mr Jolly, Miss Marriott and Mr Clemmet**.

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





# Making the most of your last year

## Attendance

- ◆ Attend **ALL** of your lessons, your fortnightly tutor appointment, Monday tutor time/assembly, Personal Development on Tuesday P3 and 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.

## 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

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 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 tap in and tap out.**
- ◆ **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

You must attend registration **every Monday**; Week A will be assembly in the Sixth Form Centre, Week B will be with your tutor.

In addition to this you will be given an appointment, one per fortnight for a meeting with your tutor. It is vital that you attend both Monday registration and your tutor appointments.

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

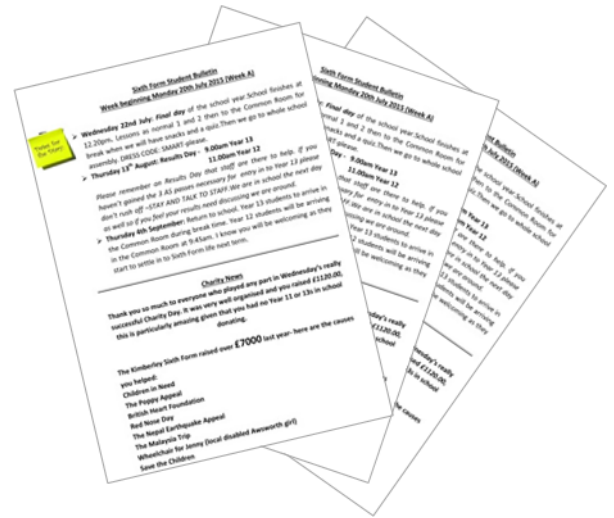
## Sixth Form Bulletin

**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.

A weekly bulletin will be emailed out; giving details of the week ahead and events/information that you should be aware of coming up- please read it. A brief summary is shared on the Sixth Form Instagram account; @tks6\_learn

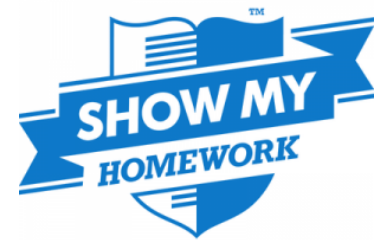
Please also check the whiteboard in the Common Room at least once a day.



## 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 the school computers and 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.

 Office 365





# Continuing your trajectory



You have already made the very difficult leap from GCSE to Year 1 of A-Levels, now you need to build on this achievement for success in your exams.

## 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 Common Room
- ◆ 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 the new academic year.**

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/revision guides



## Life after Sixth Form

You will receive a lot of 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.

UCAS Hub website and National Apprenticeship sites such as [gov.uk](https://www.gov.uk) and [notgoingtouni.com](https://www.notgoingtouni.com). Are extremely useful sites to look at. The UCAS site has advice not just about universities but also about applying for Apprenticeships and Gap Years too.

UCAS Hub

.gov Apprenticeships



You will write your Personal Statement on OSCAR, which you have already logged into.

Remember, your Personal Statement is a maximum of 4000 characters (that includes spaces!) and 48 lines.

Extra support for writing your Personal Statement is on Wednesdays after school until 5pm in the Sixth Form Centre.

Deadlines for University applications:

16th October—Medicine, Dentistry, Veterinary Medicine, Oxford, Cambridge

8th December—Internal deadline for all other courses

[31st January 2023—Final UCAS external deadline]

Please be proactive and work with your tutor and Mr Jolly and Mr Clemmet to get your application completed with plenty of time.



# 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 the UCAS Hub or the National Apprenticeships websites 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.

- ◆ There isn't a strict timeline for apprenticeships, they get advertised through the year
- ◆ Competitive apprenticeships e.g. with Rolls Royce often have a long application process and so need to be started quite early
- ◆ National Apprenticeships Week is 6-12th Feb 2023. This is the same week as your mock exams, but there may be webinars with providers etc that you can watch back later. Look out for emails from Miss Iwanczuk closer to the time
- ◆ We can offer support with applications, mock interviews etc but don't have the same access to your applications as with UCAS, so you need to keep us informed





# 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.

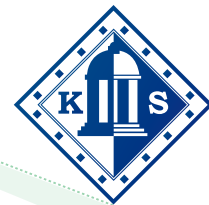
## Applying for an apprenticeship

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.

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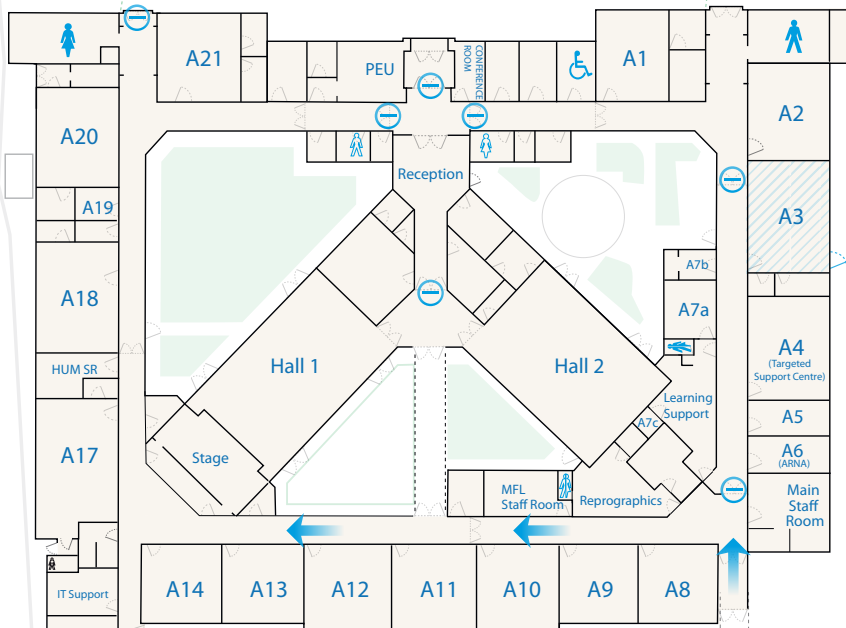
KIS

### Main Academy 'A'

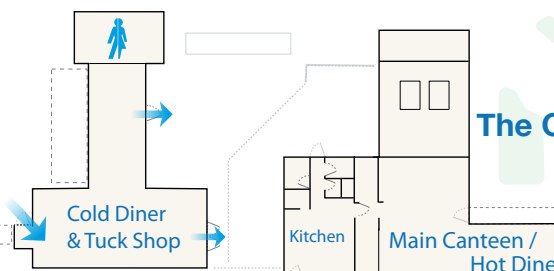
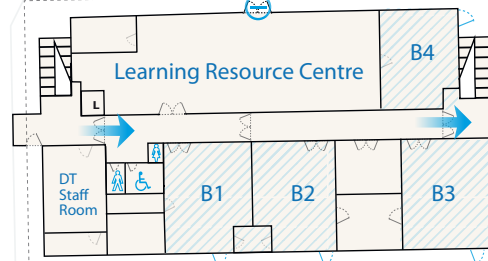
Visitors Car Park

Morning Gates (8:15-8:40)

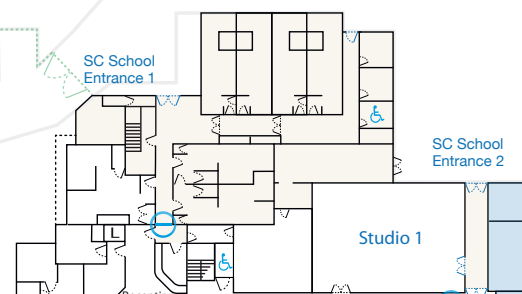
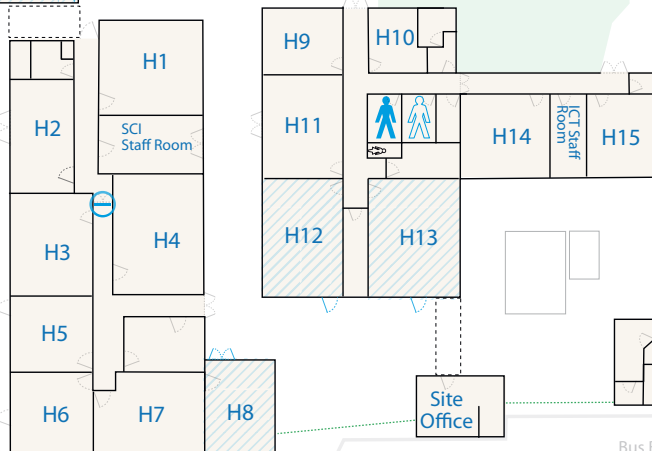
Leaving Gates



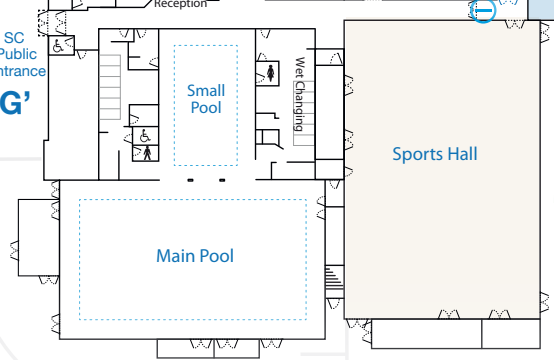
### Technology Base 'B'



### Science & Business Hub 'H'



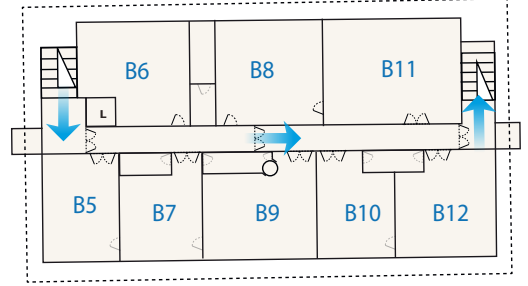
### Sports Centre 'G'



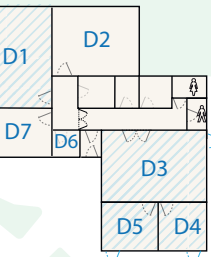
# The Kimberley School

## Site Map

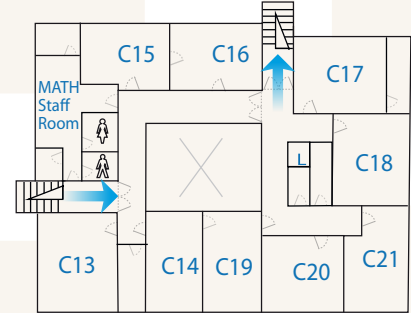
Technology Base 'B' First Floor



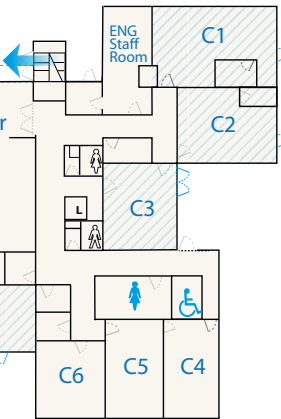
Music Department 'D'



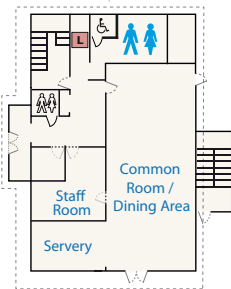
The Core 'C' First Floor



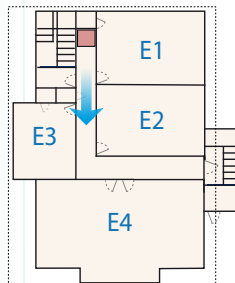
Core 'C'



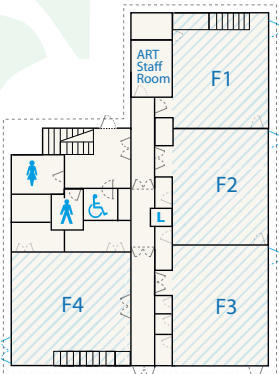
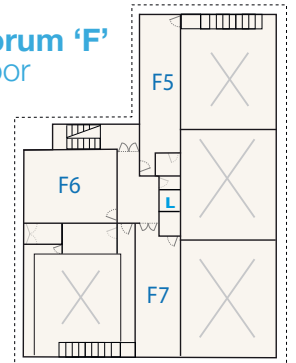
Sixth Form Centre of Excellence 'E'



Sixth Form Centre of Excellence 'E' First Floor

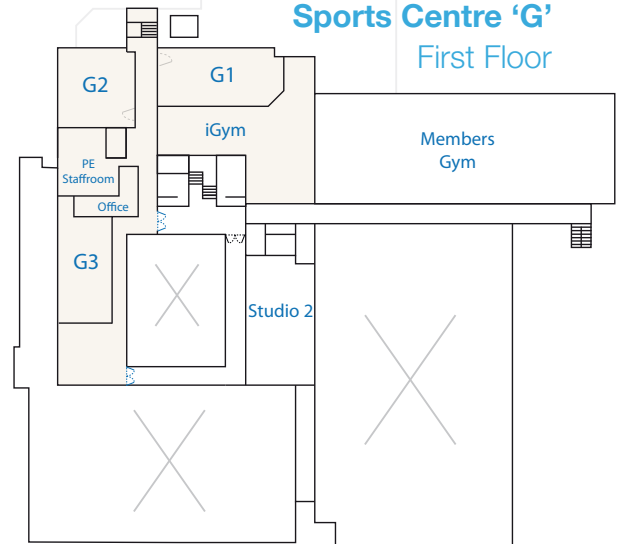


Arts Forum 'F' First Floor



Arts Forum 'F'

Sports Centre 'G' First Floor



Limited Access / No throughway

External Access

Student Toilet

Staff Toilet

Disabled Toilets

Lift

# Y13



The Kimberley School  
Newdigate Street  
Kimberley  
Nottingham  
NG16 2NJ

0115 938 7000  
[office@kimberleyschool.co.uk](mailto:office@kimberleyschool.co.uk)  
[www.kimberleyschool.co.uk/sixthform](http://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.”