

SEPTEMBER 2022

Parents Information Booklet



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MESSAGE FROM THE PRINCIPAL



King Edward VI College is an organisation with a rich history, a sustained track record of success, always playing a significant role in the education of our community. Today, as a part of a wider multi-academy trust, the college is a force for the advancement of post-16 education and seeks to create the leaders, entrepreneurs, adventurers and professionals of the future. Our aim is not to 'teach to the test' but rather support our students to become rounded individuals, with the skills, confidence, personality and self-belief to go out into the world and have remarkable impact in whatever they choose to do. It is an ambitious goal but it is one we live and breathe every single day. As an organisation we have a genuine desire to want to be involved in the lives of our students and help them to become high achievers.

School and College are different environments and can take different approaches to delivering education. We believe passionately in the potential of our young people and are focused on providing the opportunities for every student to grow, develop and thrive, to become the best version of themselves possible. We believe in taking a positive approach to all that we do and always reminding ourselves to be people centred. We do not rely on a compliance, rule based system to create great performance, but rather seek to develop the self-motivation, energy and focus that each individual needs to become successful. We take seriously our role in preparing our young people not just for their next step, but for the life ahead and what is needed for them to flourish.

These are grand ambitions and the journey ahead is not always easy. We know that the more support a young person receives, the more likely they are to flourish. Because of this we place high value on the support that you, in the home environment can provide. Our aim is always to work collaboratively, in the best interests of our students and want to nurture our relationships with both the person and the people around them. We know that our young people will face challenges, journey through hard times, make mistakes and experience failure. We know that every person has to experience all these things to develop. They are a critical part of all our development and growth. We believe that by working together, we can help our young people chart the challenges of the next two or three years and become successful.

Information is critical to the success of the journey we are all embarking upon. We welcome communication with home on a regular basis and will always seek to engage. We hope the information included in this booklet will give you the information and insight needed to interact with college with confidence and for the benefit of our young people.

THE COLLEGE VISION, MISSION AND VALUES

Education with a Purpose

AIM FOR THE HIGHEST POSSIBLE STANDARDS OF TEACHING AND PASTORAL SUPPORT

- The college mission is to provide our young people with the skills needed to thrive
- The college vision is for our students to have remarkable impact on their communities
- The college values are to be ambitious, genuine, involved and supportive
- We always aim for the highest possible standards of teaching and pastoral support.





When your son/daughter first arrive in college it will probably seem much different to their previous school. The college is a very busy place, full of people from schools from different local areas. At first they may feel overwhelmed by new courses, new places, new staff, new site, new routine etc. They will soon realise that college is not that complicated and that there are many people who are keen to support them and provide as much help and guidance as they require.

Senior progress leaders, progress coaches and subject teachers are always willing to offer the help your son/ daughter needs to succeed. There are a great many support systems in place to help them - please encourage them to ask.

KE6 has a very relaxed and informal atmosphere. Students find this a good environment in which to work.

A relaxed environment does not mean a lack of care. We can have this sort of attitude because all our students are treated as young adults, and we expect adult behaviour in return from them. There are no bells in college to let them know when to go to class. Their decision to come to KE6 shows that they want to do something with their life and progress positively on from school. We at KE6, will work with you and them to help them to succeed.

A Student's First DAYS AT COLLEGE

STUDYING AT COLLEGE

YOUR SON/DAUGHTER HAS COME TO KE6 FROM SCHOOL AND WILL NOTICE SOME CHANGES IN THE WAY THE COLLEGE DAY IS ORGANISED AND IN THE WAY IN WHICH THEY ARE EXPECTED TO ORGANISE THEMSELVES

They will have -

- some independent study periods on their timetable, There are independent study spaces around College that can be used including the Library and the Study Centre and the Unity Hub
- Students must build their study skills and resilience to be successful at college and we will deliver a programme of support in this regard through the tutorial programme. Many students have part-time jobs whilst they are at college. This can provide valuable experience as well as extra money. However, evidence indicates that working more than 12 hours per week whilst a full- time student has a negative impact on their final grades. This needs to be kept in mind when applying for part- time work. If your son/daughter has difficulty organising their time, meeting their assignment deadlines or adapting to the college way of learning, then please encourage them to talk to their teacher/progress coach in the first instance
- Ofsted inspectors reported that “Teachers ensure that students develop the skills and knowledge they need to be successful in their qualifications and their working lives” and your son/daughter should take full advantage of the commitment that teachers make in supporting their learning outside of lessons.

CULTURE AND VALUES POLICY

We are keen to prepare students for life after college, either in higher education, employment or training, and give students the skills to succeed in their future. As such, rather than a 'behaviour policy', we follow a Culture and Values Policy, which embeds the culture and ethos we wish to instil in all members of our college, and puts being genuine, supportive, ambitious and involved at the heart of everything that we do.

Our support for our students is unconditional, and our expectations are high. Teachers will intervene quickly when they notice that a student is struggling to engage with a course, and have an honest and supportive conversation with them about the underlying reasons for any issues.

Our Progress Coaches support students pastorally, and will intervene when students appear to be lacking involvement with their studies, or a lack of ambition for their future and the importance of their studies to this.

Students will receive bespoke support based on their personal situation, with work on their motivation, vision and study habits as necessary, with more frequent and comprehensive interventions to get them back on track if they struggle to engage with college after work with their teachers and Progress Coaches. These are likely to come from the college leadership team, in collaboration with parents. Even if a student decides that college is not for them, we will continue to support them to a positive destination, with careers meetings and support with applying to alternative education, training or employment.

POSITIVE LEARNING ENVIRONMENT

WE ALWAYS STRIVE TO CREATE AN ADULT LEARNING ENVIRONMENT, WHICH MEANS WE EXPECT ALL OUR STUDENTS TO ALWAYS BEHAVE IN A RESPECTFUL AND RESPONSIBLE WAY IN AND AROUND THE COLLEGE SITE. TREATING PEOPLE WITH CONSIDERATION AND RESPECT SETS THE TONE FOR A PLEASANT, CO-OPERATIVE, AND SUCCESSFUL COLLEGE LIFE.



SEPTEMBER

30th Aug - 1st September: Enrolment
12th Sep: Parents Information Evening

OCTOBER

4th: Autumn Careers Fair
17th - 21st Student Progress Week
24th - 28th Half Term

NOVEMBER

31st Oct - 4th: Home Contact Week

DECEMBER

19th - 3rd Jan: Winter Break

JANUARY

3rd: Start of New Term
9th-20th: Exam Season
23rd-27th: Mock Exams for Yr13 and L3FP

FEBRUARY

6th-10th: National Apprenticeship Week
13th-17th: Student Progress Week 2
20th-24th: Half Term

MARCH

27th Feb-3rd: Home Contact Week
6th-10th: National Careers Week
14th - Next Steps Event

APRIL

3rd- 14th: Easter Break
17th: Start of Term

MAY

1st: Bank Holiday
22nd-26th: Student Progress Week 3

JUNE

29th May- 2nd - Half Term
5th-9th - Home Contact Week

JULY

3rd-7th: End of Year Mock Exams

KEY COLLEGE DATES



As a team, Progress Coaches and Progress Leaders oversee a student's college journey, conducting one-to-ones every term and group sessions every week. These sessions are compulsory. We are responsible for mentoring students whilst monitoring levels of attendance and retention, taking immediate action to improve outcomes by liaising with subject staff, students and parents. We advise students on the completion of Higher Education (UCAS), apprenticeship and employment applications. We also support our pupils through low-level mental health and other well-being concerns, every member of the team is trained in mental health first aid and can sign post to internal workshops and outside agencies.

Our scheme of work this academic year for group sessions is based on half termly topics of (in chronological order): Habits for Success, Mental and Physical Health, Life Skills, Relationships and Sexual Health and finally Next Steps. As a team and across the college our expectations of students are that they regular check Outlook and Teams, commit to approximately 4 hours of independent study per subject every week and limit part time work hours to around 12 hours per week. The team is managed by two progress leaders who will also monitor progression and take responsibility for higher level student concerns as well as any safeguarding issues.

The PROGRESS TEAM

College Resources

(Reception, Library, Unity Hub and Study Centre)



COLLEGE SERVICES

College Services is a one stop shop for all enquiries within College – if we don't know the answer, we will find someone who does! College Services are also the first point of contact to report any student absence

Students can spend study periods with us in the Library, Study Centre and Unity Hub where research can be carried out and coursework undertaken. We have areas where group or individual work can be done and coursework can be handed into either area.

Students can get involved further in College life by becoming a Library Ambassador or STIG (Student Technology Information Group) member.

Finally, if a student has a query when not in college, please ask them to check the Student Landing page on Teams as the information is usually there, as are links to Office 365, email addresses for reporting etc.

Reception - enquires@ke6n.ac.uk

Reception is the first point of contact in College for students and parents/carers. All general enquiries into college should be sent to enquires@ke6n.ac.uk. Our phone lines are open 8.15am to 4.30pm Monday to Friday.

Unity Hub - collegeservices@ke6n.ac.uk

- absences and holidays
- changes to contact details
- student status letter requests
- college bus enquiries or queries

Library – library@ke6n.ac.uk

- borrowing of resources; laptops/Ipads, books (novels and textbooks), calculators, headphones, lockers etc - fines are incurred for returning items late
- stationery sales
- CV writing help

Either area can help students with:

- adding print credits to an account
- password changes
- ID card issues and queries (these can be requested via Reception too) - there is a charge made for replacements
- timetable/room queries
- organising work and revision time
- help with accessing e-resources, printing, using the computers



In order that you may know how your son/daughter is progressing, we have a system of assessment checks. The Assessment Calendar is a key instrument in determining where learners are in their learning and their capacity to achieve externally assessed academic targets and goals. Subject teachers will provide students with performance grades throughout the duration of the course. These are centrally recorded on the college Portal system once per half term.

These will reflect the current level of work and attainment achieved by your son/daughter and the grades that they are expected to achieve by the end of their course.

Each performance monitoring report will be emailed directly to the student's primary contact (that we hold on our system). Time is regularly set aside for students to review progress with their teacher/progress coach. During these reviews attendance and achievement will be closely reviewed along with references to developing employability skills and careers planning, and targets for continuous improvement will be agreed.

Reviewing & Recording **PROGRESS**



STUDENT SURVEYS

STUDENT SURVEYS

SURVEYS ARE SENT ELECTRONICALLY TO STUDENTS FOR EACH OF THEIR SUBJECTS AND PROGRESS SESSIONS EVERY HALF TERM. THESE ARE AN OPPORTUNITY FOR STUDENTS TO PROVIDE DIRECT FEEDBACK TO STAFF.

THIS ALLOWS US TO REFLECT ON OUR PERFORMANCE AND DEVELOP THE TEACHING PRACTICES THAT ARE HAVING A POSITIVE AFFECT WHILST ADAPTING TO AREAS OF CONCERN WITHIN THE CLASSROOM.

Skills Link



SKILLS LINK

Our enrichment programme is a series of opportunities that we provide to enhance and develop students' skills. Our programme is called Skills Link.

The sessions run once a week and most run for 6 weeks, after which students can choose another option from the Skills Link menu. Examples are Law Society, Eco College, Sports, First Aid, Film club. Some of the options extend learning in a particular subject; others provide other areas of interest. All options will develop skills that are desirable by employers, universities and apprenticeship providers.

We are encouraging students to run their own Skills Link as well, which will further develop their skills. The skills that they learn and develop will help them in writing applications and standing out in competitive markets. Some Skills Link options will lead to a qualification: First Aid, Duke of Edinburgh Award, Latin and may run for the whole year. For Duke of Edinburgh award and First Aid, there are some fees associated.



SUBJECT INFORMATION



BIOLOGY

Assessment Method

Formative & retrieval assessment throughout the qualification.

3 summative exams at the end of year 13:

- Biological processes 37%
- Biological diversity 37%
- Unified Biology 26%

Assessment submission and deadlines

- Formative assessment will be completed in class
- Students will receive 5-a-week practice/retrieval questions submitted to Microsoft teams
- Independent student work will be collated in folders and laboratory books.

50:50 Model Arrangements

Students will be provided with structured flipped learning and assessment tasks that are set on Microsoft Teams and reviewed in lessons.

MEDICAL SCIENCE

Assessment Method

- Formative & retrieval assessment throughout the qualification.
- The qualification has a mix of 3 internally and 3 externally assessed units with a range of assessment methods throughout the duration of the course.
- Unit resits are an option if entirely necessary.

Assessment submission and deadlines

- All internally assessed units are completed as controlled assessments with a set brief and guidance documents – work completed at College with exam restrictions.
- The dates for the controlled assessments will be issued by the teacher at the beginning of each internally assessed unit.
- External unit exams are completed at various points during the qualification.

50:50 Model Arrangements

Students will be provided with structured flipped learning and assessment tasks that are set on Microsoft Teams and reviewed in lessons.

APPLIED SCIENCE

Assessment Method

- Students will be formatively assessed throughout the course in all units.
- The qualification is comprised of 4 units; 2 internally and 2 externally assessed units. Actual assessment internal assessment methods can vary (e.g. practical laboratory assessments, laboratory reports, presentations etc.)
- Unit resits are an option if entirely necessary.

Assessment submission and deadlines

- Internally assessed units are assessed via standardised exam board assessment briefs.
- Whilst completing internally assessed units the submission dates will be issued by the teacher at the beginning of unit delivery.
- Pearson assessment protocols state that assessment submissions deadlines must be met and sanctions could be enforced in deadlines are not adhered to.
- External unit exams are completed at various points during the qualification.

50:50 Model Arrangements

Students will be provided with structured flipped learning and assessment tasks that are set on Microsoft Teams and reviewed in lessons.

CHEMISTRY

Assessment Method

- Formative & retrieval assessment throughout the qualification.
- 3 summative exams at the end of Year 13:
- Paper 1: Periodic Table, Elements and Physical Chemistry 37% (2h 15min)
- Paper 2: Synthesis and Analytical Techniques 37% (2h 15min)
- Paper 3: Unified Chemistry 26% (1h 30min)
- Practical endorsement award

Assessment submission and deadlines

- Formative assessment will be completed in class
- Students will receive 5-a-week practice/retrieval questions submitted to Microsoft teams
- Independent student work will be collated in folders and laboratory books.

50:50 Model Arrangements

Students will be provided with structured flipped learning and assessment tasks that are set on Microsoft Teams and reviewed in lessons.

HEALTH & SOCIAL CARE

Assessment Method

- Students will be formatively assessed throughout the course in all units.
- The qualification is comprised of 6 units; 3 internally and 3 externally assessed units. Actual assessment internal assessment methods can vary (e.g. formative reports, patient reports, essays, presentations etc.)
- Unit resits are an option if entirely necessary.
- Unit resits are an option if entirely necessary for external units.

Assessment submission and deadlines

- Internally assessed units are assessed via standardised exam board assessment briefs.
- Whilst completing internally assessed units the submission dates will be issued by the teacher at the beginning of unit delivery.
- Cambridge National assessment protocols state that assessment submissions deadlines must be met and sanctions could be enforced in deadlines are not adhered to.
- External unit exams are completed at during either winter or summer exam windows throughout the course.

50:50 Model Arrangements

Students will be expected to maintain and complete a unit folder of resources and their own independent study. Students will be set tasks to complete that must be evidenced in their folder and periodically checked.



UNIFORMED PROTECTIVE SERVICES

Assessment Method

- Students will be formatively assessed throughout the course in all units.
- The qualification is comprised of 4 units; 3 internally and 1 externally assessed units. Actual assessment internal assessment methods can vary (e.g. observation of practical skills, application to practical activities, informative documents, presentations etc.)
- Unit resits are an option if entirely necessary for external units.

Assessment submission and deadlines

Internally assessed units are assessed via assessment briefs that are specific to KE6 and the locality.

Whilst completing internally assessed units the submission dates will be issued by the teacher at the beginning of unit delivery.

Pearson assessment protocols state that assessment submissions deadlines must be met and sanctions could be enforced in deadlines are not adhered to.

External unit exams are completed at during either winter or summer exam windows throughout the course.

50:50 Model Arrangements

Students will be provided with structured flipped learning and assessment tasks that are set on Microsoft Teams and reviewed in lessons.



SPORT

Assessment Method

- Students will be formatively assessed throughout the course in all units.
- The qualification is comprised of 4 units; 2 internally and 2 externally assessed units. Actual assessment internal assessment methods can vary (e.g. observation of practical skills, application to practical activities, informative documents, presentations etc.)
- Unit resits are an option if entirely necessary for external units.

Assessment submission and deadlines

- Internally assessed units are assessed via standardised exam board assessment briefs.
- Whilst completing internally assessed units the submission dates will be issued by the teacher at the beginning of unit delivery.
- Pearson assessment protocols state that assessment submissions deadlines must be met and sanctions could be enforced in deadlines are not adhered to.
- External unit exams are completed at during either winter or summer exam windows throughout the course.

50:50 Model Arrangements

Students will be provided with structured flipped learning and assessment tasks that are set on Microsoft Teams and reviewed in lessons.



In the Humanities and Languages area, we have a number of subjects with coursework components. English Literature, Linguistics, Geography and History all have a coursework element which is completed in year 13. Coursework is an independent study, so students receive guidance and feedback from their teachers but need to manage their time to complete the research, writing and editing of coursework on their own. Coursework left to the last-minute scores poorly and can affect their overall result by 1-2 grades. A notice will go out two weeks before first draft and final deadlines for coursework which you can look out for.

To be prepared for lessons, students will need to ensure they have a folder to keep class notes and homework, and many subjects including Politics and History use work booklets created by our teachers who are all experienced and many of whom are examiners. Sometimes we ask students to print these resources but provide them for anyone with financial barriers to this. Students will be set homework every week which needs to be completed before the lesson in order to be able to understand and follow the lesson activities. Most subjects make use of Teams to structure reading and other resources. It is vital that in English Literature and Ancient History students keep on top of the reading of set texts as guided by their teacher. We use a range of online learning platforms, such as Massolit in History, which students should receive a log-in for and use regularly as part of their independent study time.

Please remember that Geography has some compulsory field trips, Politics usually visits Parliament once a year and we really encourage students to take the opportunity to go on trips or come and hear talks from visiting speakers, many opportunities are free. French involves a speaking exam which is 30% of the overall grade, as with any subject, practice and immersion into the topic through film, music and literature will enhance the student experience.

Finally, because all of our courses are Linear A Levels, it is important for students to build in revision time through the year. We recommend a weekly re-cap of their learning by consolidating notes and we signpost regular review of past topics to ensure students have good revision resources for their final exams. This helps students identify gaps in their learning, through absence or perhaps finding a topic hard, so they can address these gaps in good time. A Level courses take the full two years to cover in class, and it is students own responsibility to revise.

HUMANITIES AND LANGUAGES

ELECTRONICS

- There are two exams, both at the end of the second year. In addition, there are two practical's which go towards the final grade, one is completed in the first year, whilst the other is in the second year.
- In addition to in-class work, students are expected to self-study for about 4 hours, this is on work associated to the current lessons.
- Students will need a scientific calculator (typically Casio fx-83 or fx-85, if you need a better calculator for other subjects e.g. Casio 991, that is also acceptable).
- There will be regular mini assessments throughout both years of the A-Level.

ELECTRONICS

CTEC IT

- I1Y12 – 2 externally assessed units Y13 – 1 exam and 2 coursework units
- Exams will be in January and June for both years
- Regular mini mock assessments along with complete mock paper through the year
- Students are expected to complete independent learning tasks on a weekly basis

CTEC IT



MATHS

- No coursework, all based on 3 exams at the end of the second year
- Students expected to complete 5 questions every day as part of their ongoing homework
- Students will need to buy the casio fx991 ex calculator (or equivalent, but please check with your maths teacher before buying a different make)
- Students will have a text book that is issued to them from the library
- There will be regular mini assessments throughout the year.

MATHS

COMPUTER SCIENCE

- Two exams at the end of the second year, each lasting 2 and a half hours – together count for 80% of final mark
- Assessment also based on coursework – the student must write a major programming project – which counts for 20% of the final mark
- In Year 1 we will master programming, using the Python programming language
- In Year 2 the students will complete their programming project in their own time, and in class learn a wide range of additional topics such as logic and processor design
- There are ten mini mocks a year, and the result of each test will be available to parents on cedar within a week of the work being done

COMPUTER SCIENCE

PHYSICS

- There are three exams, all at the end of the second year. In addition, there is ongoing practical work that doesn't directly contribute towards the grade but does lead to what is known as the practical endorsement (which universities would certainly be looking for).
- In addition to in-class work, students are expected to self-study for about 4 hours, this will be roughly a 50-50 split between work associated to the current lessons and work associated with reviewing and developing understanding of topics that have been completed.
- Students will need a decent scientific calculator (typically Casio fx-83 or fx-85, if you need a better calculator for other subjects e.g. Casio 991, that is also acceptable).
- There will be regular class tests throughout both years of the A-Level.
- Textbooks are available that support our course, it is not necessary for students to purchase these, although they may wish to do so. Copies are available on loan from the library.

FURTHER MATHS

- Four exams at the end of the second year, as well as the three for A level Maths
- There are textbooks for each area of Maths covered that students need to take out from the library.
- Builds upon concepts covered in A level Maths
- Students have a total of eight hours of Maths lessons across the two A levels
- Regular mini assessments throughout the year.

ENGINEERING

- Part exam part coursework
- Lots of maths, so at least grade 5 needed
- Would help to do A level maths, but if not then take mathematical studies in the first year
- Also requires some extended writing, so an interest in Business or Geography would be an advantage
- Works well with Physics

ENGINEERING

MATHEMATICAL STUDIES

- An extra subject to support progress in A level
- Particularly useful for Psychology, Biology, Engineering, Applied Science, Medical Science, Chemistry, Business
- Two exams at the end of the year.
- Students get an A/S in maths which also has UCAS points with it

MATHEMATICAL STUDIES

LAW AND SOCIAL SCIENCE

In Law and Social Science, we think critically about the world and encourage students to understand it from a range of viewpoints. Our courses highlight the importance of social justice, an understanding of society, the role of the criminal justice system and its legal processes, and the role that individuals can play in pushing for social change. We encourage our students to question 'common sense' ideas about the world and explore it from their own perspectives as citizens and members of their community.

Our subjects comprise both A Level and vocational qualifications, so the range of written assessment will vary between courses. Law and Sociology, for example, are linear A Levels which assess learning at the end of Year 13 through written exams. Btec Applied Law comprises an exam in January and coursework due in May, whilst the Diploma in Criminology includes a controlled assessment in December and an exam in May/June in both years of the course. These are things to consider when planning a weekly study schedule and part time work outside of college, as there may be times of the year when students have multiple deadlines or assessments.

Subjects in this curriculum area are new to most students, so it is important to spend around 4 hours a week per subject on reading and preparatory work which will support the learning activities that students complete in class. During their time at college students are also developing the independent learning skills which will take them onto their next step in education or work. Expert teachers will provide resources and subject support for students but establishing good study habits from the start of a course and attendance in lessons is the best way to ensure progress and success in any subject.





The Creative Arts curriculum area was first introduced into KE6 in 2000, as a consequence of Ofsted's requirements to enrich the existing provision within the college. Since then, the subjects the area has offered has grown to accommodate the increasing demand and diversity required within the wider community and enrich student options. The area now offers a wide range of subjects from level 2 to level 4, providing students with the opportunity of both entry to A Level and progression towards University's and related careers opportunities.

Due to increasing demand and the ongoing success of the Creative Arts provision, the area is now relocating, many of its subjects, to a 'town centre facility' in September 2022. There are further plans to develop a 'new build' for Creative Arts in the Piazza development within Nuneaton town centre, which are currently under review.

Creative Arts provision 2022 onwards:

L2 (GCSE): Film Studies/Graphic Design/Esports

L3 (A Level): Film Studies/Media Studies/Photography/Art & Design/Drama & Theatre Studies/Esports/Music Technology

L3 (BTEC): Creative Media Production

L4: HNC Creative Media Production/Foundation Art & Design

Further details of all course/subject requirements, including Module/Unit content, can be found within subject specific 'pages' on the college website. All appropriate information regarding individual subject skills as well as employability or University progression pathways can also be accessed easily in this location.

If there are any further questions regarding specific subjects, teaching staff can be contacted through the KE6 Admissions department: admissions@ke6n.ac.uk or subject pages on the college website.

CREATIVE ARTS

BUSINESS & ENTERPRISE

Students will need to take notes in class and elsewhere, which will form the basis of revision for exams.

They will also need to be able to work their way around the resources found in the group Team folders.

Students should be aware of current affairs and how they affect their subject, and work on using those examples in any work they submit, as appropriate.

References are needed in any submitted written work. This often seems to be something that students are reluctant to do, but it is important and will greatly enhance the learning experience.

Our hope is that students become “mini experts”, and this will not happen if students do not do any tasks that are set between lessons, or spend no time looking back on what they have done. This year, that is going to be particularly true of the period between the last lesson of the week and the first lesson of the following week.



APPLIED BUSINESS

Key dates

Unit 14 Customer Service – is assignment based and those assignments will be handed out in a timely fashion – first one will be handed out early in October, due to be handed in two weeks later. These dates are given to students in class on a regular basis.

Unit 3 Personal & Business Finance is assessed by exam, usually towards the end of May – May 2023 for this group. Students are notified via email by the Exams Officer in plenty of time, and are reminded regularly by teaching staff. Tasks, which will be set regularly, will need to be completed out of class by each student.

A similar pattern of assessment is followed in the Second Year, where units are Unit 1 Exploring Business (assignment based), and Unit 2, Marketing. (examined, mid May 2024).

TRAVEL AND TOURISM

Key dates

- Unit 1 World of Tourism exam – mid January 2023. The Exams Officer emails students in plenty of time.
- Unit 3 Marketing is assignment based and those assignments will be handed out in a timely fashion – first one will be handed out early March. These dates are given to students in class on a regular basis.
- A similar pattern is followed in the Second Year, where units are Unit 2 Global Destinations (examined, mid January 2024) and Unit 9 Visitor Attractions (assignment based).

FINANCIAL STUDIES

Exam Dates:

Unit 1:

- Part A: 10th January 9am
- Part B: 16th January 9am
- RESITS:
- Part A: 13TH March 9am
- Part B: 20th March 9am

Unit 2:

- Part A: 25th April 9am
- Part B: 2nd May 9am
- RESITS:
- Part A: 13TH June 9am
- Part B: 19th June 9am



PARENT / CARER CONSULTATION EVENTS

Every year we run Progress events which are an opportunity for parents and carers to speak to teachers, pastoral support staff and careers advisors.

These run online through a platform called TES SchoolCloud. Parents and carers are sent a link with a login which gives them access to the platform. The appointments can then be attended remotely. We offer events in November for all years, in April for year 13 and Foundation students, and in the summer term for year 12.



Teachers/progress coaches will hold at least one 1-1 review with each of their students every term.

Discussions will centre upon:

Reviewing academic progress in all subjects and set targets in relation to individual performance.

Identifying and celebrate strengths.

Identifying issues that are impeding or hindering progress and that need to be addressed.

Discussing extra-curricular experiences and referencing all progress to employability skills and career intentions on Unifrog.

Setting improvement targets and supportive actions and recording these on the Individual Learning Plan for future review.

1-2-1 REVIEWS

PERFORMANCE REVIEWS

STUDENT REVIEWS TAKE PLACE REGULARLY IN SUBJECTS. THE PURPOSE TO REVIEWS ARE TO ALLOW TEACHERS THE OPPORTUNITY TO DISCUSS ANY AREAS THAT HAVE BEEN IDENTIFIED AS NEEDING IMPROVEMENT, OR CONCERNS WITH STUDENTS THAT MAY BE HINDERING THEIR PROGRESS.

SPECIALIST SUPPORT

Specialist Support is based in the Study Centre, we have 3 members of staff, Sharon Berrill, Julie Sloan and Tina Ward

We support any young person who has a diagnosis, this may be Autism, ADHD or a Specific Learning Need and any Medical Conditions such as Epilepsy or Diabetes.

If a young person has an EHCP Sharon will ensure that your Support is in place for you and conduct your Annual Plan Review.

We also support those in young people in Local Authority Care, including being involved in PEPs and LAC Reviews and continuing to support those students once they reach 18.

We have links with Warwickshire Young Carers and are running Young Carers Drop In Sessions throughout the Academic Year.

Students who have previously had Exam Access Arrangements will need to contact the Team to discuss these being continued. If possible, a student should request their Form 8 from their previous school and bring this to us. Assessments can be carried out at any point for any student who feels they are struggling and would benefit from Access Arrangements.

Wellbeing Support is provided in the form of 1:1 and Groups Sessions. Workshops in Motivation, Stress Management, Anxiety and much more are also available. These sessions all take place in the Lavender Suite which is located in the Unity Hub. All of the team and the progress coaches are trained in Mental Health first aid and this will also include directing students to the most appropriate sources of internal and external help and guidance to prioritise the safety of individuals. – but we do not have any College Counselling service. If however the situation for your son or daughter is urgent please make an emergency appointment for them to see their doctor or go straight to A&E.

Tina also runs The Planet our LGBTQIA+ Group on a Thursday Lunchtime, and College Connect which is a Social Space for any students who have transitioned alone or just need somewhere to eat lunch and meet new people. Keep an eye out for where The Planet and College Connect will be located!

CAREERS



You will find the careers team in the Study Centre. The team is made up of two full-time members of staff who are able to give you impartial information, advice and careers guidance.

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We offer regular drop-ins both in the study centre on the main site and in the W block, students can also book careers guidance appointments with one of the careers advisers, to fit in around their lessons, to have a one to one appointment exploring options and planning for life after college.

The careers programme is delivered through progress sessions, subject talks, subject trips to Universities, college trips to Oxford and Cambridge Universities and drop down days such as “The Next Steps” which is your chance to network with employers and universities to help you make plans for after college. We hold Careers and HE Fairs, which students can attend independently or along with their parents/carers, and are available to book an appointment with parents/carers on progress evenings. We work closely with Coventry University, and students have access to their library for independent study and research.

We can help with writing CV's, completing application forms, looking for part time jobs, work experience and volunteering, mock interviews and assessment days and are able to offer support with your plans after college such as University, Apprenticeships, Employment and Gap years.

CAREERS



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We have a great relationship with the Uniconnect project Think Higher, who are regularly in college offering students support with Personal Statements, applying to University and frequently offer sessions to support with study skills to allow you to achieve the best grade possible.

We are totally committed to improving the life chances of all of our students. Therefore, we continuously strive to provide outstanding careers information, advice and a high quality careers programme, to meet students' individual needs and to achieve their full potential.

We understand that once your son/daughter has completed their studies with us, they will be moving on to exciting futures whether that is university study, apprenticeships, technical routes or employment and therefore will need to have developed important transferable academic, employability and social skills to continue to progress.

We also believe that it is very important, that they are exposed to opportunities both in and outside of the classroom, which will enable them to build a tool kit of skills for their future roles in society. During the next two years as a college, we will be taking further steps as part of the Government's careers strategy, to support your son/daughter to choose the career that is right for them. To achieve this we will be following the Gatsby Benchmarks.

This was recognised in the colleges latest inspection report "Teachers ensure that students who choose not to go to university receive useful information, advice and guidance about going into employment or on to apprenticeships. For example, employers from a wide range of sectors provide information about their specific industries through the effective careers programme."

FINANCE

FINANCIAL SUPPORT APPLICATION 2022-2023

The Government allows Sixth Form Colleges to allocate financial support to students whose financial situations act as an obstacle to learning. This fund is administered by KEC College and all enrolled students are eligible to apply. The information outlines the different financial funding categories. A new application must be completed at the start of each academic year and will be available from the finance office.

THE VULNERABLE GROUPS BURSARY

A bursary of £1,200 is per year paid in monthly instalments to enrolled students in care of local authority/leaving care, in receipt of Income Support/Universal Credit in their name, or are disabled and receiving Disability Living Allowance or Personal Independence Payments as well as Employment Support Allowance or Universal Credit in their own right. Students who meet the general eligibility criteria will also need to provide the evidence to support their application.

16-19 DISCRETIONARY BURSARY FUND AND 19+ DISCRETIONARY FUND

These funds are available to support students aged between 16 and 19, and students aged 19 and over. Students are responsible for spending any money received appropriately, covering or contributing to the costs of meals & transport. Any visits if authorised will be paid in 'kind'. To be eligible for travel students must live more than two miles away from the college.

At present, funding is intended to support students from low-income households under the limit of £27,500. Students are also eligible to free school meals if the household income is lower than £16,190.00





For the security of students and staff, the college requires all staff, students and visitors to wear lanyards and an ID badge at all times whilst on college premises. All students will be provided with a lanyard and an ID badge, but there will be a charge for replacements. Students will not be permitted to sit an examination or obtain examination results without having their lanyard and ID badge. Lanyard and ID badges can be used for accessing the site, collecting printing off printers, for cashless catering, first aid emergency and safeguarding of the college. If a student has been asked to collect a temporary ID card, due to forgetting their own, an email will be sent to parents/carers asking for support in reminding their son/daughter to wear their ID at all times.

To ensure that students are kept safe whilst on the college site we issue all students with an ID card. The card electronically controls them main entrance gates to give students access to college buildings. Student may not pass their card to any other person. Use of a card by a person other than that indicated on the front could lead to disciplinary action. We also provide students with a lanyard to visibly display their ID card this makes it easier for staff to check the identity of students if necessary. Failure to produce an ID card may result in the refusal of access to the college site a lost ID card will also incur a fee of £5 to replace the card.

STUDENT LANYARDS

SAFEGUARDING



Safeguarding our students is our priority. We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, students, and volunteers to share this commitment.

Any student that may have a concern about themselves or any other student's well-being, safety, or rights, are encouraged talk to a member of staff. The college has a dedicated safeguarding team are trained to assist with safeguarding issues. These are: Sharon Berrill, Gayle Page, Adrian Peberdy, Sujata Smith, and Catherine Tomkinson.

We take your son/daughter safety very seriously. Their progress coach will go through a number of sessions on a variety of safeguarding issues e.g e-safety, prevent, CSE, drug and alcohol awareness, hate crime etc. If at any time you do not feel your son/daughter is safe in or outside of the college campus, please inform the college as soon as possible. To help us ensure your son/ daughter's safety on campus, please support us by helping us reinforce them wearing their Student ID in a visible place at all times.

Behaviour

The college is committed to being a safe and positive place where everyone feels able to achieve their best and enjoy their experience. Students are therefore expected to behaviour in a mature and responsible manner. Students are required to comply with reasonable instruction from any member of staff to ensure the safety of others and to maintain the positive atmosphere.

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ATTENDANCE

Attendance at college is vital if a student is to be successful on their programme. They are expected to attend all timetabled/remote sessions (including tutorials and enrichment), which are part of their programme. If your son/daughter is unable to attend college, they/you must telephone us first, to tell us that they will be absent as early as possible 8.30am or they/you can email college.studentservices@ke6n.ac.uk. Unsatisfactory attendance may result in having to pay entry fees for assessment and examinations. Your son/daughter should not take holidays during term time as they seriously affect their progress.

In a year the number of days on average your son/ daughter will attend college is 190 days.

Attendance over a college year

98% attendance = almost 4 days missed across the year
95% attendance = almost 10 days missed across the year

90% attendance = 19 days missed across the year

85% attendance = almost 29 days missed across the year

80% attendance = 38 days missed across the year

Student Absence Procedures

Attendance at lessons is the single most important factor in your achievement. Your son/daughter has enrolled to undertake an agreed programme of study and 100% attendance is expected. Research shows that a 4% drop in overall attendance results in the loss of a grade in 1 subject and a 10% drop in overall attendance results

in your grades dropping by one grade across your whole programme. Students are expected to attend every lesson punctually. Lateness is disruptive. Students attendance records are updated on a daily basis on the college Portal system. If students do not adhere to the attendance requirements and procedures of the college they will become subject to the College's Support and Intervention Procedures. Additional sanctions may also be applied and include being required to bear the cost of course examination fees, attending catch up sessions or being withdrawn from the course.

Bursary payments may also be withheld. Progression to further years of study also depends upon their attendance record being good. Reporting absences should a student be too unwell to attend college, it is expected that college will be notified on the day and all subsequent days by their parent/carer notifying college by telephone.



ATTENDANCE

LATENESS PROCEDURE

Students must attend all lessons punctually. If they know that they are going to be late they/you must inform the college. If they arrive late they must go straight to their lesson. Your son/daughter is responsible for getting their absence mark changed to a late mark by reminding their teacher at the end of the lesson.

AUTHORISED ABSENCES

Some absences may be classified as authorised and in these cases students will be marked as 'authorised' on college attendance records. They must gain approval of known absences in ADVANCE. These will ONLY be approved if the reason for absence is unavoidable and the evidence has been presented to Student Services, prior to the date of the absence. Authorised Absences are classed as the below:

- University open days
- University Interviews
- Hospital/orthodontist appointments/serious illness supported by a doctor's note.
- Practical driving test
- Bereavement/funeral
- Religious holidays

NB ** Driving lessons will NOT be authorised. ***
Driving theory tests will NOT be authorised.





Car parking space is very limited and, if you come into college by car, you are not guaranteed a space. The main student car parking area is Church Street adjacent to the Tennis Court Area, and you must not park anywhere else. We encourage everyone to use public transport/cycle and use the bursary scheme wherever possible.

Motorcycle/bike parking is available at front of reception. Also push bike area is located at side of main college parking.

Student car park is open from the hours of 8am till 5pm. Any cars left there after 5pm will be locked in.

STUDENT CAR PARKING

IT SUPPORT



Login Issues

If students have login issues they need to go to the IT Helpdesk located in the study centre

Connecting to the college wi-fi

Details SSID: kec students

Password: kingedward06

Once you are connected to the wi-fi a web browser should open, You then need to enter your network id (example 22ftracey06) and password.

Each login is valid for 40 days after which you will have to login again

Access to office 365 off site or on a non-college device

When accessing Office 365 (for example (e-mail, word, excel, teams, and onedrive etc.)_off site or on a non-college device (mobile phone laptop etc.) The college systems will send a code to the mobile phone number that the student has registered with us. Students then have to enter this code into the device that they are using.

If the student changes their mobile phone number they will no longer be able to access office 365 off site or on a non-college device until the new mobile phone has been updated by a member of the IT team (this is separate process to what MIS do)

If students need to update their mobile phone number, this can only be done in person as we need to see college ID for security purposes for the number to be updated. The student will need to visit the IT Helpdesk located in the study centre with their college id and one of the IT team will update the mobile phone number.

Raising a Ticket

Students can log IT issues using the Jira ticketing system. (Details will be provided when the system goes live)



CATERING

Main Canteen, we offer Breakfast 8.15-11.15am Breakfast wraps/Batches are especially popular. Vegan breakfast options are also available.

Fresh fruit, granola pots & porridge pots are available.

Hot Snacks 11.15 -1.00pm

We offer hot snacks & daily special meals. Weekly menus are signed posted in the Canteen area.

Sandwiches Wraps, salad pots, Cold drinks, Paninis are available to grab & go.

Coffee Shop 8.30-3.00pm

Serving hot drinks, Iced drinks, Wraps & sandwiches. Cakes & snacks.

We have seating areas in both the canteen & the coffee shop.

We accept card payments, cash payments. Bursaries are pre-loaded onto the students ID card and swiped at the till points.

If any students have any allergies, please feel free to come and speak to our friendly team, we will do our best to cater for your requirements.

TRIPS

Educational visits contribute significantly to personal and social education using problem-solving methods and approaches, and through encouraging responsibility, self-confidence, and self-reliance. All educational visits and activities support and enrich the work we do in college.

Each subject is encouraged to offer visits that relate to the course content. Some subjects have a requirement for a trip / visit to take place.

Courses with a compulsory trip element:

- Geography – 4 fieldwork days
- Uniformed Protective Services – 2 outdoor activities (one on land, one on water or in the air)

Written consent from parents / carers is not required for students to take part in offsite activities that take place during college hours and are part of a student's education. Consent will be asked for a college trip if:

- A fee is involved
- The college occurs outside of college hours
- Data on the student is being shared with a third party



KE SU C

STUDENTS' UNION

There are many opportunities for students to be leaders within the college throughout their time with us. Two of these are the Students' Union and the student ambassadors, both of which are integral to the work of the college.

The students' union is the student representative body of the college. They are responsible for ensuring the student view is communicated with staff and promoting the college community. The union is made up of many roles, from our elected executive team with overarching responsibility of the union and its work, to the union committee who have focused responsibilities across a wide range of areas within the college.

Student ambassadors are a vital part of the college community, representing the college at events, working with charities and supporting the work of the union. The ambassadors engage with many stakeholders within the college, from parents to perspective students and have a real impact on how the college is portrayed in the local community and beyond.

Both the ambassadors and the union are open to all students, with it being a great opportunity for students to take part in training, develop their own skills and leadership and have a real impact on their college and its community.





KING EDWARD VI
COLLEGE

There may be occasions when you wish to make a complaint about some part of the college's services. In the normal course of events, the complaint should be made to the person concerned directly, but if you feel it is too difficult to do that, you have a number of alternatives, and it is up to you to choose the most appropriate means of making yourself heard:

- the Student Union will voice any general complaints on your son/daughter's behalf.
- their progress coach/teacher will listen to, and act upon, any complaint your son/daughter makes.
- Every member of staff is bound to treat any complaint you make seriously and to do what she or he can do to remedy the situation or refer you to someone better equipped to do so.

COMPLAINTS

LOCAL GOVERNING BODY

Would you like to be more involved in the college and have a say in the decisions that are made? One of the ways you can do this is to get involved with the Local Governing Body (LGB).

The King Edward VI College's LGB is a sub-committee of the Better Futures Multi-Academy Trust Board of Trustees and is responsible for overseeing the College's strategic plan, monitoring performance, acting as a critical friend to the Principal and representing the views of College stakeholders. The LGB has members from the Community, Parents, Staff and Students and meets throughout the year (6 x governing body meetings, 2 x academic review panels and 1 x annual strategy day)

Volunteering as a Parent Governor is a great opportunity to be more engaged with the College and it's mission to inspire young people to gain the skills they need to thrive in an ever-changing world. You don't need specific qualifications, but all Governors are subject to a Disclosure and Barring Service Check and agree to act in the best interests of the College at all times.

We will soon have a vacancy for a Parent Governor to join the LGB for two years as well as vacancies for Community Governors. If you would like more information about becoming a Governor please contact Rae Overton, Clerk to the LGB at rae.overton@ke6n.ac.uk or leave a message with College reception.





CONTACTING YOU

PARENT/CARER NEWSLETTER

Keeping abreast of what is going on in your son/ daughter's education is crucial for creating a network of support and focus between the college, yourselves and them. This Parent/Carer newsletter aims to make this a little easier by covering key activities and news of what has happened across college and what is upcoming in the near future. Please take the time to read these articles and stay fully informed.

SOCIAL MEDIA

One of the best ways to keep up to date with the latest news about College is to follow our social media. Find us on Instagram at @ke6nuneaton, @ke6news and @ke6su, TikTok at @ke6nuneaton, Facebook at @ke6nuneaton and LinkedIn at @ke6nuneaton





Contact Us

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