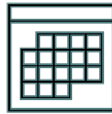


King Edward VI College

Student & Parent/Carer Newsletter

July 2023

Welcome to the FINAL edition of our Student & Parent/Carer newsletter for 2022/2023! We hope you have found the newsletters useful and informative.



New September 2023 timetables

Please check your emails (college, personal and parent/carers) for your new PROVISIONAL timetable from September. Please also check your junk folder.

If you have any queries; class changes, missing lessons etc, please email mis@ke6n.ac.uk.



Exams

Please see the letter below which has also been sent to you via email.

Please note that the college is closed during the following periods and certificates cannot be collected then:

25/12/23-5/1/24

12/2-16/2/24



June 2023

Dear KE6 students & families,

Please read the below letter carefully regarding exam results, enquiry about results and certificates.

Examination Results

GCE/Level 3 Vocational Results – results viewable on Cedar (student account only)

**THURSDAY 17th AUGUST
2023 from 9am**

GCSE/Level 2 Vocational Results – results viewable on Cedar (student account only)

**THURSDAY 24th AUGUST
2023 from 10am**

If you have any queries or questions regarding your results on results day, then please send an email to exams@ke6n.ac.uk.

Examination Certificates

Certificates will be available from Reception from Monday 27th November until Monday 19th February you will need to pop into college and collect them as you need to sign to confirm collection. (Please bring in ID with you)

If you would like to nominate a 3rd party you must email exams@ke6n.ac.uk 48 hours before collection, with the name/date and rough time the 3rd party will be collecting the certificates for you, they must show ID for themselves)

Any certificates not collected after this time will only be posted on receipt of the postage fee of £3.00 (signed for 2nd class)

Uncollected Certificates will be destroyed after 1 year.

Please note the college is closed between 25/12/23-5/1/24 and 12/2-16/2/24.

Enquiries about Results

Where a candidate is unhappy with the mark awarded for a particular exam unit, a review of marking may be requested. The candidate will be required to acknowledge that his/her grade may remain the same, raised or lowered and will be responsible for paying the relevant fee at the time of the request.

Return of Script

Where a candidate wishes to review their script for further development or a decision of a re-sit entry/review of marking. Fees are payable at the time of the request.

Further details about enquiry and results will follow in an email, this will include fees and deadlines.

Finally Good luck to everyone receiving results and Good Luck those of you moving onto your next steps.

From the Exam Team.



Employability and Careers

First years

Students have spent time in their progress sessions exploring their options for the end of college, all students have been encouraged to start a UCAS application in preparation for applying to University in the Autumn term. This is also a useful task to familiarise themselves with online applications if they are not applying to university.

Places to look for apprenticeships include:

<https://www.gov.uk/apply-apprenticeship>

<https://www.notgoingtouni.co.uk/>

<https://www.getmyfirstjob.co.uk/>

<https://www.ratemyapprenticeship.co.uk/>

<https://www.allaboutschoollleavers.co.uk/>

<https://careerfinder.ucas.com/>

Deadlines for UCAS applications are:

- 16th October 2023 deadline for Oxford, Cambridge, Medicine, Dentistry and Veterinary Science.
- 31st January 2024 equal consideration deadline for all other courses.

Trips and meetings:

- Thursday 14th September – Trip to Clare College Cambridge, students to collect a trip letter from Rachael in the Careers area.
- Tuesday 3rd October – 11am – 3pm Student Autumn Careers and HE Fair.

Oxford Admissions Webinar for Parents/Carers:

The last session in Keble's summer admissions webinar series will take place next Tuesday, 11th July 6-7pm. This Zoom webinar is designed specifically to demystify Oxford and its admissions process for those supporting prospective applicants to the University, with lots of opportunities to ask questions.

[Register here by 8am on 11th July.](#)

UCAT test for Medicine:

Open for any students who are applying for medicine and are required to sit the UCAT test - [About the University Clinical Aptitude Test \(UCAT\) | UCAT Consortium](#) – to be taken at a Pearson test centre.

BMAT

Exam Date 18th October 2023

Registration opens 15th September – Register in college £26 centre fee plus test costs.

- Developed by Cambridge Assessment Admissions Testing, this two-hour, pen-and-paper test assesses applicant's prior skills and knowledge. The test is divided into three sections:
- Aptitude and skills – multiple choice questions testing generic skills in problem-solving, understanding arguments, data analysis and inference.
- Scientific knowledge and applications – multiple-choice questions testing your ability to apply scientific and mathematical knowledge up to Key Stage 4.

- Writing task – you choose one question from a choice of three, designed to test your ability to select, develop, organise and communicate ideas.
- You should take the test during the academic year in which you're applying to university. It takes place in either September or October depending on which schools you're applying to. The test costs £78 for UK and EU students and £104 for non-EU students, More information about BMAT, including a list of universities that accept the test, is available on the [Cambridge Assessment Admissions Testing site](#).

Oxford and Cambridge Admissions tests

It is student's responsibility to check any admissions tests for the courses they are applying for and to ensure they have registered with them.

Some of the tests will take place in college, students need to register with our exams team and there is a centre fee of £26.

Mathematical Courses

Some students will need to sit the STEP or MAT exams – again students need to check carefully.

Law Courses

Some students will need to sit the LNAT exam – please check individual course requirements.

Information for parents and carers can be found here:

<https://www.ucas.com/undergraduate/applying-university/ucas-undergraduate-advice-parents-and-guardians>

We suggest that to support your young person, you encourage them to attend University open days to get a taste of the subject they are applying for and have a tour around the campus and accommodation. Dates can be found on University Websites or <https://www.opendays.com/>, they tend to run from June – October.

If your young person is looking at alternatives to university a good starting point is Amazing Apprenticeships <https://amazingapprenticeships.com/parent-zone/> it is important that students begin to research opportunities they are interested in, www.unifrog.org is a great Careers Platform, that is designed to help students and parents begin to research into different careers and routes to secure employment in these areas. All students have a log in for this.

All students should book a guidance meeting with Rachael the link can be found below:

<https://calendly.com/rachael-talbot/30min>

Second Years

Student Finance:

If you are starting a Foundation year, Undergraduate course or HNC you will need to apply for student finance to fund your studies.

Students need to apply using this link <https://www.gov.uk/student-finance-register-login>, 19th May was the deadline for applying to ensure the funds are available for the start of term, but if you missed this deadline you should still apply

There are some fantastic apprenticeships available to apply to, it's really pleasing to see our students securing Degree apprenticeships for the end of their studies – opportunities can be found advertised on the following websites:

<https://www.gov.uk/apply-apprenticeship>

<https://www.notgoingtouni.co.uk/>

<https://www.getmyfirstjob.co.uk/>

<https://www.ratemyapprenticeship.co.uk/>

<https://www.allaboutschoolleavers.co.uk/>

<https://careerfinder.ucas.com/>

Apprenticeship vacancy

There is an amazing degree apprenticeship opportunity at Coventry University.

Coventry University is looking to recruit two Operations Administrators at the Centre for Trust, Peace and Social relations, they are keen to recruit recent A Level leavers who would be interested in working with them as part of a degree apprenticeship programme.

You would work four days a week in a grade 4 position, and then would have one day a week as a study day for your chosen degree programme at Coventry University. It's a fantastic opportunity for you to gain work experience while studying for a degree without fees.

A previous job description for this role (when it was not an apprenticeship) is set out below to give you an overview of the responsibilities. The salary is approximately £23,00–£26,000 and the annual leave allowance is 30 days plus bank holidays.

Two of the current apprenticeships offered by the university are Chartered Manager Degree and Project Manager Degree, which could be a fit for someone interested in this role. We can also explore other options. The Centre for Trust, Peace and Social Relations (CTPSR) is a large research centre with 100 academic staff members and 60 PhD students. Their researchers focus on a breadth of topics ranging from Protective Security, to Migration, to Faith and Peaceful Relations. While they do not offer undergraduate courses, their wide range of research means they cover areas that may be interesting to a number of students.

If you are interested in finding out more please email Jackie Carter on this email ac7923@coventry.ac.uk.

UCAS Clearing

From 5 July – 17 October 2023, you can apply for a course using Clearing www.ucas.com if you're not already holding an offer from a university or college, and the course still has places.

You can use Clearing if:

- you're applying after 30 June
- you didn't receive any offers (or none you wanted to accept)
- you didn't meet the conditions of your offers
- you've paid the multiple choice application fee of £27
- you've declined your firm place using the 'decline my place' button in your application.

On results day on 17th August, there will be support from the careers team available in college.



RESEARCH SERVICES
JOB DESCRIPTION & PERSON SPECIFICATION

JOB INFORMATION

Post Title	Operations Administrator
Faculty/Department	Centre for Trust, Peace and Social Relations (CTPSR)
Research Services	Grade 4

JOB DESCRIPTION

1. Purpose

This role provides professional administrative support service to the Operations team and wider academic community within the Centre for Trust, Peace and Social Relations (CTPSR) at Coventry University.

Providing administrative support for senior research staff and the operations team in support of the smooth operation of the Centre activities. This will include event and meeting logistics, student and visitor travel, monitoring student and staff development allowances and the compilation of data and reports.

2. Main Duties and Responsibilities

- Deal with enquiries within allocated work area in person, by telephone or email, for both internal/external clients and/or students; providing advice phone and by email; providing advice and guidance where appropriate, sign-posting to research staff, other team members or other suitable internal areas or external organisations when necessary.
- Using the University's finance system, ensure all invoices and travel requisitions for the Centre and are managed and processed in a timely manner, in line with financial procedures. Setting up finance system access for new staff members and signposting training where required to upload expenses and raise requisitions.
- To provide administrative support to the Institute/Centre's directorate and leadership team to assist them in their roles and in their management duties. This includes organising meetings, agendas and supporting documentation and booking venues, handling overseas travel arrangements and itineraries, as well as administrative support on a day to day basis as required.
- To support the Operations Officers and Managers with all aspects of the local administration support as required. This will include providing support for Postgraduate Teaching and Research, in collaboration with the Doctoral College.

- To support travel arrangements for relevant staff in accordance with local practice.
- Maintain agreed administrative processes and systems (both manual and computerised) required to ensure effective day-to-day delivery of work area/programme objectives ensuring these are regularly reviewed to ensure they are fit for purpose.
- Undertake background desk research and prepare reports, data and other management information as required.
- Working in collaboration with Marketing and External Affairs to provide information for the development of market material for the Centre.
- Represent the allocated work area by providing support as required/appropriate across the whole area of research administration, including support at meetings and visits (internal and external), production and provision of documentation and materials and providing the required follow-up reports and actions.
- Administer and contribute to the organisation of events, conferences, seminars, staff away days and formal meetings relating to identified activities (e.g. servicing of committees and meetings, minute taking, generating documentation, providing a meet and greet service and arranging hospitality).
- Manage shared and group email boxes for the allocated work area as required and appropriate.
- Contribute to arrangements for and participate in Research events as required and/or appropriate.
- Participate in any staff development and training activities within the University as deemed appropriate.

AND such other duties as are within the scope and spirit of the job purpose, the title of the post and its grading.

3. Supervision Received

Operations Support Manager

4. Contacts

Institute Directors

Centre Directors

Operations Manager

Colleagues in other Units within Research Services

Principal Investigators and researchers

Other CU Group Professional Services teams (e.g. Estates, Coventry Conferences)

Staff and PhD students throughout the University

A wide variety of external contacts at all levels and from a wide range of sectors and environments (e.g. Key Travel, suppliers)

3.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	ADVANTAGEOUS
Education/ Qualifications	Qualified to 'A' Level standard or equivalent and/or substantial relevant demonstrable experience for the role.	Educated to degree level ECDL or equivalent evidence of competence in use of IT
Experience	<p>Administrative experience gained working within a research and/or education environment; providing administrative support to a team.</p> <p>Experience of research project assistant work including awareness of ethics and governance principles.</p> <p>Experience of managing a wide range of clerical/administrative procedures including organising meetings.</p> <p>Significant experience of using Microsoft Office suite, particularly collecting and co-ordinating data to input into databases and onto spreadsheets.</p> <p>Demonstrable experience of data handling, including data collection, input to electronic systems, analysing, interpreting and manipulating data and producing reports.</p> <p>Experience of dealing directly with external clients and customers.</p> <p>Must be able to work with a high degree of discretion, observing confidentiality.</p>	<p>Experience of working with GFS.</p> <p>Experiencing of designing and implementing new systems to improve service provision.</p> <p>Experience of producing promotional materials.</p> <p>Awareness of Social media.</p>
Research/Publications Special Interests	Experience of undertaking background research.	

<p>Job-related skills/ Aptitudes</p>	<p>Ability to work on own initiative and work autonomously whilst contributing as a member of a team.</p> <p>Ability to work under pressure, prioritise work and co-ordinate and manage complex activities to meet competing deadlines.</p> <p>Excellent and effective organisational and time management skills.</p> <p>Must be able to demonstrate confidentiality, diplomacy and attention to detail with a variety of clients.</p>	<p>Ability to analyse and interpret information]</p> <p>Ability to work to guidelines to achieve objectives and to meet deadlines</p>
<p>Interpersonal Skills</p>	<p>Excellent customer care, written and oral communication skills.</p> <p>Methodical and personally well organised.</p> <p>Ability to relate to people at all levels with courtesy and professionalism.</p>	
<p>Other Requirements</p>	<p>Flexible attitude towards hours of work and location, when required to meet the business needs of the Centre. This may include some evening and/or weekend work.</p> <p>Willingness to travel.</p> <p>Able to work outside normal hours occasionally, for which time-off in lieu will be given.</p>	<p>Full driving licence and/or access to private or public transport.</p> <p>Able to undertake light manual handling activities.</p>





Sports Performance Academy offer
is now open for applications for September 2023

If you are in year 12 going into year 13 September 2023 and you are interested in combining your studies with our Academy offer, please apply using the QR code below. Sports Performance Academy's dual timetable allows you to study your 3 A-Levels and train and compete in your chosen sport.

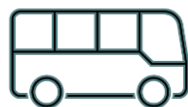
We have partnered with elite sports coaches in Men's Football, Women's Football, Rugby, Esports, Netball, Golf, Boxing or compete in an individual sport then please apply now!

September 2023
Combine your three academic subjects with your sporting aspirations!

We offer sports academies in
Men's Football, Women's Football, Rugby, Esports, Netball, Golf, Boxing & Individual Athletics

 **Apply for September 2023 by scanning the QR code**

jason.farndon@ke6n.ac.uk



Transport

National Express:

https://nxbus.co.uk/west-midlands/tickets-prices/under-18-term-plus?utm_source=facebook&utm_medium=social&utm_campaign=organic_social_hroc&fbclid=IwAR1nXi885hmO75f2IpenntF6-nEMYkUG91QIWCEdT2osDo8XZvthVV2PF7o

Under 18 & Term Plus - Unlimited bus travel to school or college



West Midlands Railway:

<https://www.westmidlandsrailway.co.uk/tickets-discounts/discounts/student-season-train-tickets>

Termly Student Season Tickets

Kingsbury Bus

Please pay the deposit for your college transport (Kingsbury Bus) by 7 July at the latest. You will have received an email about this. If you have any queries please email collegeservices@ke6n.ac.uk.

We are also now offering college transport from the following areas:

- Market Bosworth and Villages
- Lutterworth and Villages

If you live in either of these areas and are interested in using this transport, please contact us for further information.



College Trips & Talks



During June our Photography students went a trip to the Malvern Hills and took some beautiful photos – the weather did help!



At the end of June 30 film/media and photography students visited Edinburgh for a four-day residential. The trip is now in its 14th year. The students did a variety of different things including visiting the camera obscura museum, The Scottish National Galleries, Edinburgh Dungeons, The Ghost Walk, Edinburgh Zoo as well as a group visit to an Arthouse cinema and group meal.



Student Quote:

"This was the best experience I've ever had will stick with me forever, I have grown stronger bonds with many different friends and made so many great memories. I never stopped laughing the whole trip I enjoyed it so much, and I'm so glad I went. Our group never stopped doing things, constantly spending all our money, we had lovely meals and did activities all day long, we were out the whole time and didn't want to leave Edinburgh city"



A group of 30 Year 12 Chemistry students visited the University of Leicester Chemistry Department. The day started with a short lecture, and then moved onto the labs where students prepared their own samples and ran spectra using NMR and IR spectrometers. They then worked in groups to assign their spectra and identify the samples. There was a tour of the campus and a chance to speak to undergraduate students about life at Leicester.



KE6 Library

Please return all resources to the library before you finish at college or for the summer. You can drop these into reception up until 10.45am on Friday 14 July.

If you need to borrow a resource over the summer, please come and talk to us.



Please request your summer supply of period products via the QR code located in the toilets. Collection is available from the library.



Finance

BURSARY INFORMATION – REMINDER – Current 1st Year Students

Please remember you must re-apply for the bursary when you return in September. Applications are not carried forward to the second year!

Paper copies will no longer be available and you will need to apply for the college bursary online via a link through the KE6 website, more information to follow in the new term.



A reminder that lessons for September start and finish as follows:

Monday, Wednesday and Friday:

9am-11am

11.20am-12.20pm

1.10pm-2.10pm

Tuesday and Thursday:

9am-11am

11.20am-12.20pm

1.10pm-2.10pm

2.30pm-4.30pm

Please arrive in time for your lesson to start when stated.



Dates for your diary

Autumn term 2023:

Terms Starts

Half Term

Term Ends

Monday 4 September

Monday 23 October-Friday 3 November

Friday 22 December

Spring Term 2024:

Term Starts

Half Term

Term Ends

Monday 8 January

Monday 12 February-Friday 16 February

Friday 22 March

Summer Term 2024:

Term Starts

College closed – Bank Holiday

Half Term

Term Ends

Monday 8 April

Monday 6 May

Monday 27 May-Friday 31 May

Friday 5 July

Autumn term 2025:

Term Starts (all students)

Monday 2 September

KE6 is on 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 and @ke6news



TikTok at @ke6nuneaton



Facebook at @ke6nuneaton



Spotify podcasts at <https://linktr.ee/KingEdwardVICollegeNuneaton>

