



**KING EDWARD VI
LORDSWOOD
SCHOOL FOR GIRLS**

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King Edward VI Lordswood School for Girls' Sixth Form Year 12 Curriculum Evening

KING EDWARD VI LORDSWOOD SCHOOL FOR GIRLS

Key Staff

Headteacher: Mrs Kerry Cooney

Deputy Head Teachers: Mrs Karen Adamson - Quality of Education,
Mrs Laura Betty - Pastoral

Sixth Form

Mrs Karen Leadbetter Director of Post 16 Studies

Mrs Raj Waraich Achievement Coordinator Years 12 and 13

Mrs Gail Thomas Attendance and Bursary

Careers Advice and Guidance

Mrs Lynne Finucane Assistant Headteacher,

Mrs Maria O'Neill Careers Lead

Mrs Rose McInerney Work Related Learning



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Our Values



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For our City



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READY

**KEVI
LSG
VALUES**
RESPECTFUL

Our three values underpin everything that we do at KEVI LSG. The guiding principles below will help you succeed and contribute positively to life in the sixth form.

RESILIENT

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Our Values



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- Helping students get **READY** for the next stage in their life
- Helping students build **RESPECTFUL** relationships with other and contribute to the community
- Making students **RESILIENT** so they can face any challenge



The KEVI LSG Sixth Form Journey: READY

By the time they leave KEVI LSG Sixth Form they will...

- Have made excellent academic progress
- Have explored a range of post 18 options and secured a university place, apprenticeship, training programme or employment



The KEVI LSG Sixth Form Journey: RESPECTFUL

By the time they leave KEVI LSG Sixth Form they will...

- Have contributed to the school and local community
- Have experience of life outside of education



The KEVI LSG Sixth Form Journey: RESILIENT

By the time they leave KEVI LSG Sixth Form they will...

- Have made new friends
- Be more confident, responsible and independent
- Be prepared for independent/adult life



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READY

Always be prepared for learning

Take responsibility for your own learning,

Use study periods productively, respond to intervention targets and catch up on work missed.

Attend school and all sessions on time

Meet deadlines and always complete your work to the highest standard

Use all opportunities available to you to prepare for life beyond sixth form

RESPECTFUL

Behave appropriately and responsibly in lessons and around school

Treat all fellow students, the staff and community with respect

Wear your Student I.D. card at all times ensuring it is visible

Be respectful of the school environment and equipment, complete work quietly and tidy away after yourself

Take an active role in the King Edward VI Lordswood School for Girls Community

Make an active contribution to the local community

Follow the KEVI LSG Codes of Conduct

RESILIENT

Balance your studies and free-time

Take constructive action when you make mistakes or encounter difficulties

Keep a learning log so you can track your own progress

Don't be afraid to ask for help

Do at least one thing that takes you out of your comfort zone

Term Dates School Year 2023 – 2024



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Autumn Term 2023

Monday 4th September – Friday 22nd December

Half term: Monday 30th October – Friday 3rd November

Spring Term 2024

Monday 8th January – Friday 22nd March

Half term: Monday 12th February – Friday 16th February

Summer Term 2024

Monday 8th April – Monday 22nd July

Half term: Monday 27th May – Friday 31st May



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Inset Training Days

Monday 4th September 2023

Tuesday 5th September 2023

Friday 24th November 2024

Monday 8th January 2024

Monday 8th April 2024

Monday 22nd July 2024

Student Timetable

- Subject lessons - 30 hours (T Level students will have 2 days industrial placement)
- Morning review time 10 x 20 mins - 3 ½ hours
- 1 PSHCE* lesson per week - 2 hours
- 1 or 2 extra-curricular enrichment lesson per fortnight - 1 or 2 hours
- 3 supervised study sessions per week - 6 hours (2 hours per subject)
- 9 onsite independent study sessions - 9 hours (3 hours per subject)
- 2 offsite independent study sessions - 2 hours
- 1 hour individual review - 1 per half term.



Off Site Time

- Students will be expected to attend sixth from 8.30am to 3.00pm.
- Once their timetable has been finalised then can nominate **2 hours** per fortnight for off site individual study time. This is a privilege and can be removed in line with our behaviour procedures.
- Students are allowed off site during lunch time. However, if students are late to lessons period 5 this privilege will be revoked.

Personal Development



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Ready - Careers, Work Experience, co curricular enrichment, EPQ, Super curricular activities

Respectful - Volunteering, charity work, student leadership, peer mentoring, student council, charity

Resilient - stress busters programme, challenge programme

Personal Development: co-curricular and super curricular activities



We are committed to giving students access to a wide, rich set of experiences that teach student why it is important to contribute actively to society. In order to do this we offer a range of co curricular and super curricular activities.

Co curricular activities: enrichment offer, charity/voluntary work, work experience, higher education and careers events and encounters

Super curricular activities: university masterclasses, trips, competitions

Enrichment Curriculum co-curricular

- Students will have one or two hours per fortnight.
- Most enrichment programmes last one term. Student will therefore select 3 over the course of the year.
- EPQ and Academic Aspirations last all year.
- Students will have selected their first enrichment option when they enrolled.

Enrichment Offer Year 12

Ready

EPQ
Academic Aspirations
Personal Finance

Respectful

Debating Skills
Japanese and Calligraphy

Resilient

Fit and Flexible
Stitching



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Review Programme



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The review programme takes place every morning between 8.30am - 8.50am. Attendance is a compulsory part of their study programme.

Included in the programme:

- Assembly
- Global Awareness Quiz
- Careers
- Value Tracking
- Group work
- Charity work

Achieving Personal Development Goals



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READY



RESPECTFUL

**Together we
thrive, and add
value to the world**



RESILIENT



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Achieving Personal Development Value Goals

Each week students will log their personal development goals. Once student have completed each value goal student will receive a coloured star. By the end of their time in sixth form student will have completed all 3 value goals.



SUPPORT

SEND Support

Special Educational Needs support is available for students throughout sixth form. If students are joining us from another school and have received support in the past, please let us know by the student application form, or come and speak to any member of staff.

Financial Support

Students can apply for a discretionary bursary to support their education. This can be used to pay for things such as travel to school, equipment, books, educational trips.



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Applying for Bursary

- Access the online application via the link which will be sent to the student's school email address
- Complete the application form – students will need to upload **evidence of household income (£25,000 or less)**
- **Evidence** must include all benefits received. If parents/carers work, evidence of salary/wages must be added in addition)

Once their application has been approved and accepted, the Bursary Support Officer will be in touch to help student access the equipment student need

Further details can be found on the school website or students can collect an information sheet from the sixth form entrance area.

Applying for Free School Meals

Internal Students: If students have previously applied online for free school meals through Link2ICT they will continue to receive free school meals. This will be added to student lunch card. If students believe they are entitled to free school meals but have not previously applied they will need to do so.

External students: If students received free school meals at their previous school student will need to reapply.

TO APPLY

Go to the parents section on the KEVI LSG school website. Select free meals and complete the application form. student will need their parent carer details and their national insurance number.



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Daily Routine: Entering the School Site

- Students enter the school site by the Knightlow Road Entrance
- Students enter the school building through the sixth form reception. (If late, via the main reception)
- Students need to swipe in and out using their ID card or the Signing in App every time they enter or leave school

Daily Routine: Safeguarding

- Lanyards and ID badges - **MUST BE WORN** at all times
- Staff wear purple lanyards
- Post 16 lanyards are light blue and dark blue

Digital devices, phones/headphones must **NOT** be used or on display in the main school

Daily Routine: Reporting an Absence

- Absences must be reported by 9.00am on each day student are unable to attend
- Absences must be reported through the KEVI LSG App or by calling the Attendance line 0121 429 2838
- Absences **MUST NOT** be reported by email.

Daily Routine: Appointments

If students have a appointment they must give the school at least 24 hours notice.

Students will collect an absence request slip from the Post 16 Attendance Officer or from the main school reception.

Evidence of the appointment must be provided.

Daily Routine: Appointments

The following absences will be authorised:

Hospital, orthodontist, university interviews and open days, driving tests, certain religious holidays

The following absences will NOT be authorised

standard doctor or dentist appointments, driving lessons

Any appointments that can be made out of normal school hours

The school does not authorise holidays in term time. In exceptional circumstances the headteacher may authorise leave. An application form and guidance should be requested at least two week before the planned absence.

Attendance and Punctuality

Attendance and punctuality are essential to ensure student make the most progress during studentr time at KEVI LSG.

Minimum expectation: 95% attendance

More than 20 days consecutive absence: removal from roll
(this is a legal requirement)

Attendance and Punctuality

Attendance will be regularly monitored. Students whose attendance is below the expected standard will be subject to the following procedures:

Stage 1 Letter home, attendance plan

Stage 2 Parent consultation, attendance plan

Stage 3 Meeting with Director of Post 16 Studies, Sixth Form place discussed

Codes of Conduct

Codes of conduct can be found on the school website

Dress Code

Mobile Devices Code

ICT and Digital Devices Acceptable Use Code

Attendance and Punctuality Code

Disciplinary Code

[Link to Code of conduct](#)

[Link to learning agreement](#)



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Behaviour Guide

Behaviour points are recorded on our Central Information System (SIMs).

Negative behaviour points are issued in line with the school behaviour policy.

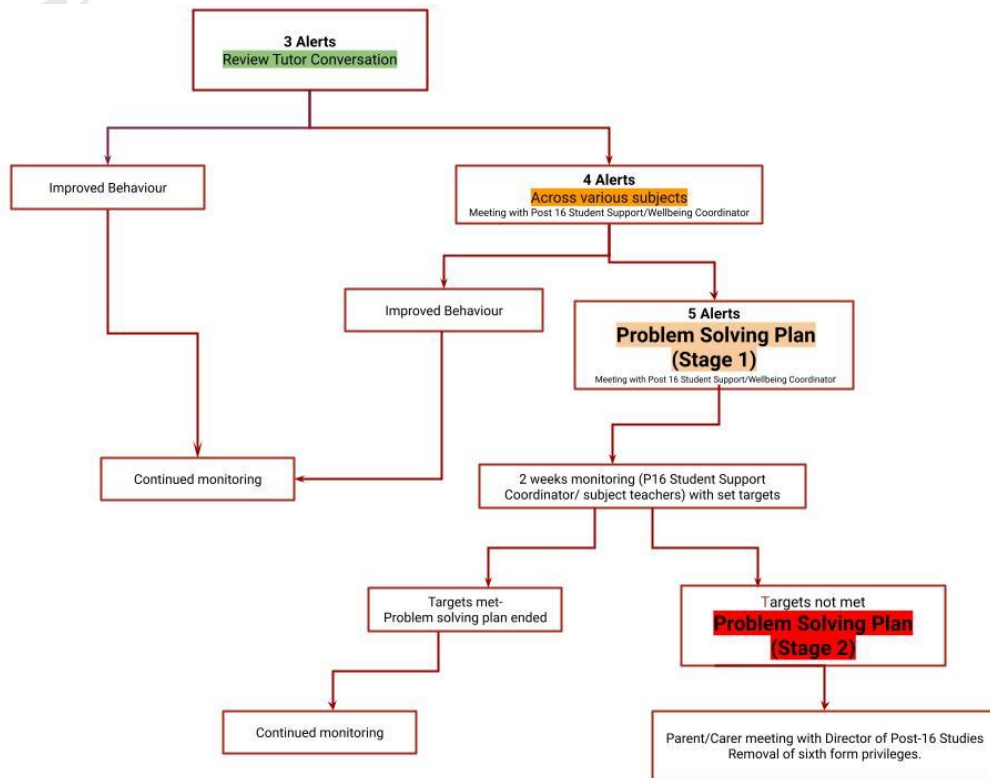
- Standards Card - dress codes/behaviour around school
- Punctuality
 - 3 lates on standard card - whole school standards detention
 - late to lesson - minutes missed logged

Behaviour Policy/ Subject or Sixth Form Report

Behaviour points are monitored each week by the Post 16 Student Support Officer and shared with their Review Tutor

5 negative behaviour points - 2 week problem solving plan period with individual targets and meeting with the Post 16 Student Support Officer

Sixth Form Negative B Behaviour Flow Chart



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Student Well-being Support

There are lots of ways to access support within the Sixth Form.

Review tutors - student will see their review tutor every morning where students can discuss any issues.

The Sixth Form Team- open door policy. Students can speak to any of the team about any concerns or to seek advice- however big or small!

Book in Student Support Sessions with the Post 16 Student Support Officer - a link is sent out weekly for booking sessions. Click the link, find a time that suits student and book in.

Place2be postbox - outside the Sixth Form Office - cards on top of the Postbox.

Achievement and Rewards

There are many ways we will praise and reward student throughout their time in sixth form including the following:

- Achievement points: effort/achievement/contribution to school/sixth form
- Postcards home
- Privileges
- Value Achievement Stars

Assessment and Reporting

Autumn Term

Interim Report (data)

Friday, November 24, 2023

Spring Term

Interim report (data)

Friday, March 08, 2024

Summer Term

Full report (data and comments)

Friday, June 28, 2024

Assessment Calendar

Year 12 End of Year Exams

Week commencing Monday,
May 20, 2024

Communication

KEVI LSG app

Download from Google Play or App store

We will provide a link

Please ensure we have the correct email address on our system

KEVI LSG

Weduc Uk Ltd

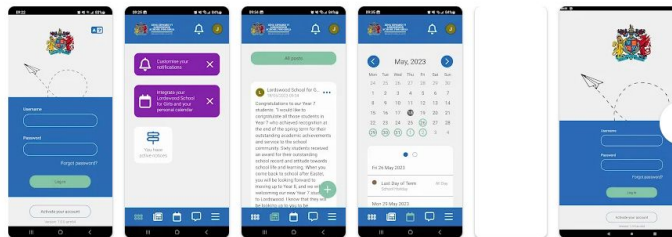
100+ Downloads Parental guidance ⓘ

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About this app →

This app is King Edward VI Lordswood School for Girls own parent engagement and communication app and it is designed to enhance communication between the school and parents of our students.



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Classcharts



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Keep up to date with your behaviour

LOG IN GUIDE

1. Go to www.classcharts.com/student/login
2. Enter your student access code, remember to keep this safe!
3. Click Log-in!

STUDENT ACCESS CODE

Supporting your Child in Sixth Form

We have provided a handy guide to help you support your child in sixth form



Year 12 Work Experience Week: 1 - 5 July 2024

What students need to know.....

- All Y12 spend a one week block placement on Work Experience from **Monday 1st July - Friday 5th July 2024.**
- **IT MAY SEEM LIKE AGES AWAY - IT IS NOT!**
- **Students should start arranging this term!** Students are competing with other colleges and sixth forms who are also looking for a work placement.
- Email / Phone / Visit workplaces that students are interested in.
- Some companies may require student to fill out an application / submit a CV/attend an interview - this is great experience **so it is advisable to be prepared.**



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Any Questions?

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