



Prince Henry's Grammar School  
COLLABORATIVE LEARNING TRUST



**PARENTS' GUIDE TO  
PRINCE HENRY'S  
GRAMMAR SCHOOL  
SIXTH FORM  
2019-2020**

# Guide to the Sixth Form

## Staff

Our Sixth Form Team help the students with their formal studies but also support them with study skills, personal development, career/progression/University advice. Their aim is to keep students on the right path and achieve their potential – whatever that might be.

Mrs C. Willis	Head of Sixth Form
Mrs B. Hall	Deputy Head of Sixth Form
Mrs V. Robinson-Junni	Post-16 and Student Leadership Manager.
Mrs T Dickinson	Sixth Form Administrator and Academic Pathways Co-ordinator.
Form Tutors	The first port of call for students with any enquiries, problems and advice.
<b>Year 12 tutors are:</b>	Mr Cooper, Mrs Cetin, Mrs Ellis, Miss A Taylor, Miss Speak, Miss Parkinson-Chambers, Mrs Wray

## Information

We will keep you informed via the website, letters and email. Please let us have your email address if you haven't already.

Students have access to a dedicated Sixth Form Firefly with lots of information on about A-level courses, university information and much more; they can also sign up to our Twitter feed @PHGSSixthForm.

## Student Induction Period

To ensure students have chosen courses on which they are likely to succeed, a period of six weeks at the start of term will be used to assess suitability for courses. If, after the first three weeks, a student has given teachers cause for concern, we will inform both parents/carers and the student, and begin to work with the student to see what can be done to turn this around. Teachers will then assess the student on a weekly basis to see if their concerns remain. **If, at the end of the period, a student's teachers believe they are not likely to pass a particular course, there will be a discussion about options going forward.** We will keep the student and parents/carers informed of progress throughout this period.

## Attendance

Expectations in the Sixth Form are high and this means not missing any lessons where possible. The attendance policy follows a structured process whereby parents are informed at various stages if attendance becomes a concern and students should be prepared to attend supported study to catch up any work missed. All students should arrive in school in time for registration at 8.30am and 1.55pm every day and attend all timetabled lessons. All pre-booked absence such as medical appointments must be authorized in advance and

non-urgent appointments should be made outside school time. If your child is unexpectedly absent due to illness we ask that you ring school on the first day of the absence and give an estimate of the length of time he or she is likely to be absent for. Please contact the Sixth Form Office as soon as possible if there are any issues regarding attendance.

For those students claiming the Student Bursary, attendance is particularly important as funding is contingent on 95% attendance.

Most students have a number of non-contact periods, students call them "Frees", we call them Private Study Periods. While they may not have contact with a teacher during certain periods of the day they should be extending their understanding of their subjects through independent study. When they are at school they are expected to use the facilities in the school to get work done, most courses expect students to be doing **at least four hours** personal study a week. If a student is doing 4 subjects they should be doing around 16 hours independent study per week.

## Planners

Sixth Form students are still issued with planners and are expected to use them as an organizational tool. It is just one of the ways that we help them to develop as independent learners and manage their time well.

Parents are no longer expected to sign these planners but we would encourage you to look at them to see when important deadlines are looming and for positive comments teachers have added.

### **Home Private Study**

There is an opportunity for students to be able to study at home during their non-contact periods. This is known as Home Private Study. Students have been granted 3 hours per fortnight from the start of term and can earn more throughout the year through good attitude, attendance and progress. If attendance or attitude to learning slip below the required standards, home study privileges will be revoked.

### **ID Badges**

ID badges are worn by Sixth Form students as part of our commitment to safeguarding. **They must be displayed at all times when on site.**

The school site is not a secure one and there have been instances of members of the public coming onto the school grounds. ID Badges ensure that Sixth Formers are easily identifiable as belonging to the school.

### **Finance**

The system for providing financial support to students in Further Education is via the Student Bursary.

This Bursary can be accessed by those families whose household income falls below £30,000 (there may be some discretion for families with a large number of dependants). If you are eligible for Free School Meals we recommend that you apply for this as this will give you automatic access to this money. If you do not then you will have to apply via school and provide supporting evidence. Please contact the Sixth Form Office for more details.

Bursary money will only be released to students who show a consistent approach to their studies and have a 95% attendance as well as remaining on track in their chosen subjects.

### **Support**

We offer help on managing exam stress; tips on time management and essay writing; advice about careers and progression routes; and help with personal issues with family, friends and health.

We also have time reserved in the library on Tuesday and Thursday for Supported Study. Between 3 and 4pm students can spend time with members of the Sixth Form Team improving study skills and resolving specific problems in their studies.

### **Course Structure**

As A-levels are now two year courses, students will not be entered for the AS at the end of Year 12. Most students are only taking 3 courses and will continue with these for two years. For students taking 4 courses including sciences, it may be possible to sit an AS at the end of year 12 and to drop this subject. AS grades provide 40% of the UCAS points given to full A-levels. In all other subjects, students will sit end of year exams which will determine progression into Year 13. These exams will also be used as a basis for predicting university grades and therefore are very important.

Although the BTEC courses are two year courses, students must pass the Year 12 element in order to proceed into Year 13.

### **Careers and Progression**

The Sixth Form Team has a wealth of experience when it comes to progression advice but we do have the additional services of Careers Advisors. If students would like a meeting with them then they should let Mrs Robinson-Junni know and she will book an appointment.

In order to help our pupils make those all important decisions about what they want to do after the Sixth Form, we have organised a programme of events and activities with Universities and Employers. Students will have opportunities to speak to people from other organisations about Post-18 apprenticeships, travelling abroad on Gap Years and applying to University. This programme is mainly delivered on PHSE days and we can't stress enough how important it is for them to attend and obtain as much information as they can – it really will help them make those all important decisions about their future.

### **Progress Review**

Students will receive a progress review three times a year – please see Key Dates at the back for when these will be. These are important indicators of where the students are in terms of their studies and whether their performance matches their target grades. There is an opportunity for you to speak to teachers about your son's/daughter's progress in the first term, however, if you have concerns at any point throughout the year please do not hesitate to contact us.

### **Target grades**

Student target grades are generated using statistical estimates of progress for students of similar ability, with an aspirational element built in. A student who is 'on track' for achieving a particular grade is seen as being on the correct trajectory at that moment in time to achieve their target outcome. This is not a guarantee but is rather to inform students and parents that, if the student continues to work hard and make the same level of progress, this is our best estimate of their outcome. A student who is 'below track' is not necessarily failing, but will need to make

adjustments to their learning in order to attain the expected grade.

### **Car Parking**

Car park space at the school is limited and we cannot offer parking spaces to Sixth Form students.

### **Part-time Jobs**

We know that students need the independence a part-time job and wage can give them. We support the experiences and skills that they can develop in a real working environment. However, working too many hours can be detrimental to their studies. It is recommended that students do not work more than 9 hours per week and a reduction in hours during exam periods is highly recommended. Students should not take up paid work during Home Study sessions as this arrangement may not be permanent, depending on progress, attendance and attitude.

### **Policies**

We have a number of policies which cover behaviour, mobile phones and student dress which are explained in detail in the Student Planner.

### **iPads**

All Sixth Form students are expected to have an iPad or laptop to use in lessons. This can be a school iPad which is collected and returned each day, an iPad through the school scheme or a personal device. This will allow students to access the whole curriculum.

### **Enrichment Curriculum**

A key part of the Sixth Form is the Enrichment Curriculum. All students are expected to follow an enrichment course and engage in some enrichment activities for up to five hours a fortnight. The timetable has been organized so that time in school is dedicated to this. Courses on offer include the Extended Project Qualification and Creative Writing, amongst others. Students will be given a menu of activities which they can choose from in the first few weeks.

### **Student Leadership**

At Prince Henry's we have a strong commitment to developing and improving leadership qualities among our students. In Sixth Form we have a wide variety of enrichment opportunities to help them advance this skill.

We have a strong and effective Student Council who are led by our Head Students and the Senior Students. We also run mentoring schemes for students in lower years, organise charitable events, and public debating contests with the European Youth Parliament, to name but a few.

The benefits of being involved in such activities are that students develop social, as well as leadership skills and it is these that universities and employers want to see alongside formal qualifications. By providing these opportunities for students we are helping to give them the 'edge' they need against increasing competition in today's market place.

## **Key Dates**

### **Autumn Term**

Wed 25 <sup>th</sup> Sept	PSHCE Day 1
Fri 4 <sup>th</sup> Oct	Early Close
Friday 25 <sup>th</sup> Oct	Break up for half term
Mon 4 <sup>th</sup> November	Return to school
	Rewards Day 1
Tues 12 <sup>th</sup> Nov	PHSE Day 2
w/c 25 <sup>th</sup> Nov	Progress Report 1
Thurs 12 <sup>th</sup> Dec	Parents' Evening
Fri 20 <sup>th</sup> Dec	Christmas Draw (Rewards Day 2)
Thurs 19 <sup>th</sup> Dec	Celebration Evening, Presentation of Awards relating to GCSE exams
Friday 20 <sup>th</sup> Dec	Break up for Christmas holidays (early closure)

### **Spring Term**

Tues 7 <sup>th</sup> Jan	Return to school
Thurs 30 <sup>th</sup> Jan	PSHCE Day 3
Tues 11 <sup>th</sup> Feb	Early Applicants HE Information Evening
Fri 14 <sup>th</sup> Feb	Break up for Half Term
Mon 24 <sup>th</sup> Feb	Return to school
	Rewards Day 3
Wed 18 <sup>th</sup> Mar	PSHCE Day 4
w/c 16 <sup>th</sup> Mar	Progress Report 2
Thurs 19 <sup>th</sup> Mar	HE and Alternatives to HE Information Evening
Fri 3 <sup>rd</sup> Apr	Break up for Easter holidays

### **Summer Term**

Mon 20 <sup>th</sup> Apr	Return to school
	Rewards Day 4
During Apr	Application process for Senior Students opens
	Senior Student interviews
Fri 22 <sup>nd</sup> May	Break up for half term
Mon 1 <sup>st</sup> June	Return to school
Mon 22 <sup>nd</sup> June	Year 12 exam weeks begin
Mon 6 <sup>th</sup> July	Work experience week
Mon 13 <sup>th</sup> July	Progression and Future Planning Day
	Progress report 3 to parents
Tues 14 <sup>th</sup> July	Olympics Day and Sixth Form Sports afternoon
Fri 17 <sup>th</sup> July	Break up for Summer Holidays (early closure)

## **USEFUL NUMBERS**

General Office & Attendance	01943 463524 (answerphone available out of hours)
Sixth Form Office	01943 463524 x. 220
UCAS student line	0871 468 0 468

## **USEFUL WEB ADDRESSES**

School Bursary	<a href="http://www.education.gov.uk/16to19/studentsupport/">www.education.gov.uk/16to19/studentsupport/</a>
University Applications	<a href="http://www.ucas.co.uk">www.ucas.co.uk</a> <a href="http://www.unifrog.org">www.unifrog.org</a>
Apprenticeships	<a href="http://www.btal.co.uk">www.btal.co.uk</a> <a href="http://www.getconnectednow.co.uk">www.getconnectednow.co.uk</a> <a href="http://www.apprenticeships.org.uk">www.apprenticeships.org.uk</a> <a href="http://www.apprenticeshipguide.co.uk">www.apprenticeshipguide.co.k</a>
Looking for a Job	<a href="http://www.fish4.co.uk/jobs">www.fish4.co.uk/jobs</a> <a href="http://www.realstart.co.uk">www.realstart.co.uk</a>