

# **THE GRANGE SCHOOL**



## **SIXTH FORM**

### **INFORMATION BOOKLET FOR PARENTS AND STUDENTS**

**2023-24**



# AIMS AND OBJECTIVES OF OUR SIXTH FORM

The aim of our Sixth Form is to create a learning environment where students at all levels of ability may make the transition from school to the wider world (higher education, further education or work) in a successful and smooth manner.

Our objective is to create an environment, made up of people with a wide variety of abilities and viewpoints who will:

- encourage a respect for self and others.
- encourage students to take responsibility for themselves and their own learning.
- encourage students to explore and discover their potential in every area and then develop it to the full.
- encourage enthusiasm for learning so that every student strives to achieve the highest possible academic standards.
- encourage students' involvement in the wider community.
- encourage an awareness of the needs of others.
- ensure that by the time students leave The Grange School they are prepared for the next stage in their lives.

## **The main expectations of you as a student in our Sixth Form are:**

- to attend school and all timetabled lessons regularly and punctually and to give notice of any unavoidable absence. Attendance should be at least 95%.
- to not take holidays in term time and avoid making driving lessons and appointments in school hours (unless you have been awarded home study).
- to devote at least fifteen hours per week in addition to timetabled lessons to study. This time should be used to consolidate work completed in the lessons, for wider reading and research and for the punctual completion of written work, especially examination coursework.
- to use the Library and Sixth Form areas sensibly and with consideration for others.
- to perform all duties required of you in an appropriate manner as a senior member of the school.
- to carry out community service within school on a rota and weekly basis.
- to dress appropriately as a senior member of the school, maintaining a high standard of personal presentation.
- to contribute to life in the local community.
- to remain in school for all study periods until home study has been authorised by Mr Russell.
- to attend all other educational activities provided by the school, regardless of home study.
- to arrange a work experience placement and attend school visits to enrich your Sixth Form experience.
- to check your emails regularly for communication from your Head of Year, Teachers and Exams Officer.

## CHANGES TO COURSES

If you would like to change a course, you should do so within the first 4 weeks. You should see Mr Russell or Mr Sabin in the first instance, who will discuss this with you and then authorise the change. It is not advisable to change after this date due to the amount of work you would need to catch up on a new course; however, this may be arranged in exceptional circumstances.

If you have chosen to start Year 12 with 4 courses, you can drop to 3 at any point in the year, however, it is advisable that this is done as early as possible.

## ATTENDANCE AND PUNCTUALITY

**You may only go off site during break and lunch only or if you do not have a lesson later on in the day. You should sign out and back in by tapping your card in the sixth form study room for your safety in the case of a fire drill. You are NOT allowed to go off site in study lessons unless you have permission from a member of the Sixth Form team.**

### Attendance

Attendance should be 95% or higher. If you fall below this level, you will be spoken to by your form tutor and the reasons given will be passed to Mr Russell for monitoring. If needed, your form tutor or Mr Russell will call home to discuss your absences.

### Authorised and unauthorised absences

The Attendance Officer will send a text message to your parent/carer if you are not in school for morning registration and period 1. If your parent/carer responds to this message by the end of the day, then your absence is **authorised**.

If your parent/carer does not respond to the text or you do not bring in a note, then the session will be marked as **unauthorised**.

### Punctuality

You are expected to be in timetabled lessons and morning registration on time. You will be marked as late if you arrive to morning registration from 8:35am onwards and late to lessons if you arrive 5 or more minutes after the bell. You should only register with the Attendance Officer after registration closes at 8:55am.

### Consequences of being persistently late to morning registration – for a one week period

1<sup>st</sup> time – 1<sup>st</sup> warning from your Form Tutor.

2<sup>nd</sup> time – 2<sup>nd</sup> warning and 30 minute detention with Form Tutor.

3<sup>rd</sup> time – 1 hour Year Team Leader detention with Mr Russell.

4<sup>th</sup> time – 90 minute SLT detention.

5<sup>th</sup> time – 5 study periods lost.

### Please note:

This resets every week.

## **Attendance and home study**

If your attendance drops to below 90% with no medical reason, your home study will be removed until the situation improves.

## **Holidays**

Due to the nature of Sixth Form courses and coursework deadlines, any holidays taken during term time will be **unauthorised** (unless in very exceptional circumstances).

# **THE SCHOOL DAY**

## **Morning form time**

Monday – RS/PSHE/tutor time sessions.

Tuesday – silent independent study.

Wednesday – QUIZ or Year 12 Assembly.

Thursday – silent independent study.

Friday – QUIZ or Year 13 Assembly.

On a Wednesday or Friday, you will attend the assembly in the Sixth Form Centre. Your form tutor will register you in there. If you are late to the assembly, then your form tutor may not see you standing at the back, so it is your responsibility to ensure that your tutor has marked you as present before the end of assembly.

Every Monday, Wednesday and Friday, are compulsory form times, you can only miss registration on a Tuesday or Thursday if you do not have a lesson P1.

# **TIMETABLED LESSONS**

All timetabled lessons are compulsory; if you are unable to attend a particular lesson, you should let your form tutor know and consent must be given by the subject teacher. Non-attendance without reason is truancy and will be recorded as a concern and a 60 minute detention set by the subject teacher. Mr Russell will also be notified.

You will have study time on your timetable. This is not a free period and the additional time should be used effectively to do independent study or complete coursework/homework. Any student in the Sixth Form can use the Library or Study Centre as their main base to work, however, any misuse of these rooms may mean a temporary ban for individuals/year groups. If you miss deadlines or fall behind, you will be allocated study times in your non-timetabled lessons.

You will have a maximum of 20 non-contact periods which you can use for driving lessons. There is **NO** excuse for missing a subject timetabled lesson for a driving lesson, however, special consideration is used for theory or driving tests.

## STUDY AREAS

### **School library**

There is seating in the Library and ICT facilities are available for school work (subject to subject teachers needing them in lesson time).

### **Sixth Form Study Centre**

The Study Centre is available for use from 8.00 am to 5.00 pm each day. It is the responsibility of **all** students to keep this area clean and tidy; it has been necessary in the past to withdraw the use of the common room recreationally due to untidiness. Students from other year groups or schools are **not** allowed in the common room.

**The Study Centre can be used recreationally during break and lunch but any chairs should be put back and rubbish cleared away using the bins provided.**

### **Free lessons**

The Study Centre should not be used for socialising during study periods. The canteen or outside areas should be used instead.

## HOME STUDY

Students may be granted home study for a whole day or part of a day.

### **Whole day**

You will be granted home study for the whole day if you have no timetabled lessons for that particular day. Attendance and punctuality are not criteria for this; however, you do need to discuss this with Mr Russell who will authorise this for you.

### **Part of the day: Periods 2-5, 3-5, 4-5 or period 5 home study.**

You will be granted home study for blocks of time (above) if you have no timetabled lessons and you have completed the appropriate form (available from reprographics). This form requires a number of signatures including your parent/carer's.

To be awarded home study you must satisfy the following criteria:

- Attendance must be 95% or better.
- You should have no more than 3 lates up to the date of application.
- You should be making expected progress for your subject areas.

You will be given a letter and a start date in the first half term.

**If you meet the criteria for all day home study, then they can apply to have this day from the start of term.**

Home study will be removed if your attendance, punctuality or academic progress becomes a concern. Additional information for this will be given on your induction day.

## HOMEWORK

Homework should be completed regularly and to a good standard. It is reasonable to expect approximately 15 hours of homework for Advanced Level courses and 12 hours for Vocational courses in a fortnight.

Concerns from subject teachers will be raised for deadlines not being met or the work submitted regularly being of a poor quality.

## CONCERNS

Sixth Form students will have concerns logged in the same way as other year groups. Mr Russell will monitor concerns and meetings will be arranged with you and/or parents/carers to discuss next steps. If you are in receipt of 9 or more concerns, then your place at the Grange school may be terminated.

## EXAMINATIONS

As you will know, the A-Level subjects are reformed, meaning that all of the courses we offer will be examined after Year 13 only and not both Year 12 and Year 13 as before.

Therefore, to monitor your progress, you will have a half termly assessment which will be formally marked and recorded on our data tracking system. You will also have January mock examinations in both January of Year 12 and 13 and an end of year examination for each subject in June of Year 12. If you do not meet the minimum requirement of an E grade in all your subject areas at the end of Year 12, then we will be putting extra support and monitoring in place.

To ensure that this does not happen, please use your time effectively and discuss any concerns you have with your form tutor or Mr Russell as soon as possible.

### **Please note:**

Study leave is at the school's discretion for Year 12 students.

## EXAM ENTRIES

All entries for examinations in both Year 12 and 13 are **the responsibility of each student** taking the subject. You will be notified in Sixth Form assemblies and during form time of the procedure for examination entries for the different subjects. This information will also be displayed in the Study Centre and emailed to you.

Entries will only be made if you:

- are up to date with work.
- have attended lessons regularly.

All examination entries are checked by entry lists which are signed by each student and emailed to you. If you are not asked to sign a list, then you should see the Examinations Officer, Mrs Cox, who will investigate why this is the case. Examination times and numbers are usually available eight weeks before the examinations. All examination information is displayed in the study areas and emailed to you and it is your responsibility to check this information regularly.

You will be entered for your formal examinations in the summer term of Year 13. We can withdraw you without charge up to March of the academic year but after this, the school will be unable to have

any money refunded, therefore, if you choose to leave Sixth Form before your examinations, you must do so before March or you may be invoiced for the examination fees. If you have any questions regarding this, then please speak to Mr Russell or Mrs Cox the Examinations Officer.

## **POST - 18**

### **Careers**

At the start of the academic year, you will be asked to complete a short report on your career aspirations. This will be done in September and the results returned to your form tutor so they can talk to you in more detail about your options.

Prospectuses for University, Higher and Further Education, as well as information on job opportunities for Advanced Level students, can be found in the Study Centre. There will also be 'Open Days' flyers and posters displayed.

General careers information is situated in the library.

Students can access careers advice through Mrs Kittles (Careers Advisor)  
[SKITTLES@grange.bucks.sch.uk](mailto:SKITTLES@grange.bucks.sch.uk) but you should organise this appointment yourself.

### **Applying to University**

The process starts in Year 12 with a session on the UCAS process and an opportunity to attend a UCAS Convention, National School and College Leavers Festival and The National Apprenticeship Show. You will have the support of Bucks New University and your Form Tutor to write your personal statement and Mr Russell, Mr Sabin and Mrs Kittles will provide you with the details needed to complete your UCAS application form.

### **Deadlines**

- Your personal details, university choices and personal statement should be completed by October half term of Year 13.
- Applications will be sent off by the December of Year 13.

### **Applying for Apprenticeships**

You will be allowed time off school to attend interviews for apprenticeships and if you are successful, you can leave at any time in the academic year. Please note that apprenticeships can be advertised at any time in the academic year, however, we would recommend that you look for those that have a start date after your final Year 13 examinations.

### **Work Experience**

To support progression from Sixth Form to Higher Education or full-time employment, you are required to gain work experience in the area in which you would like to study/work. This would take place towards the end of Year 12 and/or during your summer holiday at the end of Year 12 and can be voluntary or paid employment. This experience is valuable when writing your personal statement as it gives you the opportunity to stand out from others who may be looking at similar university courses, Higher Apprenticeships or paid employment.

## GENERAL INFORMATION

### Community Service

You will be expected to give some of your non-contact time for community service. This can take the form of leading tours for visitors, helping reception or supporting lessons in a particular subject area. You are welcome to go off the school premises if it supports your future career plans (e.g. helping in a primary school) or to give you some voluntary work experience.

If you would like to do your community service somewhere other than the Grange School, you must see Mr Russell for permission.

### EPQ and DofE

From September 2021 we started to offer both DofE (**Duke of Edinburgh**) Award and EPQ's (**Extended Project Qualification**). We will aim for these to be delivered during the school day with allocated supervised time but may not be timetabled. Each qualification will also require further commitment outside of the school day and a vast amount of independent study.

### Library

You have access to the school library at any time of the day. Please note that this is a work area and a quiet atmosphere should be maintained at all times. **This should not be regarded as a place to socialise and food or music is not permitted at any time.**

You must not remove any books from the school library without first booking them out with a member of the library staff. Books can normally be borrowed for a period of three weeks and may be renewed after this if other students do not require them. Books should be returned promptly. After three reminders to return books, you will be invoiced for the cost of replacing the book. There is no limit to the number of books that can be borrowed at any one time, within reason. Books may be requested and every effort will be made to obtain special requests.

You may also wish to use the Aylesbury Reference library. This can be done in any study period so long as you have permission from Mr Russell. You will need to sign out of school and back in again on your return (unless it is period 5).

You also have access to the computers in the library, however, you must make sure you plan in advance, as there is a booking process and if it is left to the last minute, the computers may already be taken.

### Use of mobile phones

Mobile phones should not be out and used when walking round the school, in the library, in lessons or in form time. In exceptional circumstances, mobile phones can be out in your form room if you have information on it to complete work or in a classroom when the mobile phone sign is displayed. Mobile phones are **only** allowed to be used in the study area but you must be respectful of others.



## **Dress code**

The dress code for all Sixth Form students is smart business attire. A comprehensive list of appropriate dress is given with this booklet. If you choose to come to school inappropriately dressed, then you will be **sent home to change**.

BTEC students should always come to school in the morning wearing their business attire and should change for their BTEC lessons. You can continue to wear your PE kit over break/lunch if you have lessons periods 2 and 3 or 4 and 5. You are expected to wear the Grange School Year 11 kit or the Sixth Form PE kit. Any changes to this and you will not be able to participate in the lesson and a concern will be raised by your subject teacher.

## **Parents' Evenings**

This is usually around the mock examinations period in the January of Year 12/13. You will be able to make appointments with your subject teachers and your form tutor. Mr Russell may wish to arrange an additional meeting with you and your parents/carers if concerns have been raised in the first few weeks.

## **Food/Drink**

Sixth Form students can purchase food in the canteen using the biometric system. You are permitted to take food and drink to the Study Centre for consumption during break and lunch; however, it is your responsibility to clear up after yourself and return any plates to the canteen. If dirty plates are allowed to accumulate, this may result in either the banning of food in the Study Centre or the room being locked during break and lunch. If you have a non-contact lesson before lunch, you may purchase your lunch early but you should not go to the Study Centre until 1:15pm.

## **Counselling**

If you have a problem, either personal or academic, then talking about it will help. The Sixth Form Tutors, Mr Russell and Assistant Headteachers are always willing to listen to your concerns and they will suggest ways of helping you. You may, of course, talk to any member of staff in seeking help if you feel more able to talk with them.

## **Transport**

Students can come to school by bicycle, motor bike or car.

If you would like to come to school by bicycle, you are expected to wear a helmet.

If you wish to come by motorcycle, you will need permission from Mr Russell who will tell you where a space has been allocated for you.

If you would like to drive to school, you will need permission from Mr Russell. You must provide a letter from your parent/carer to confirm that they are happy that you are driving to school. You should not give lifts to other students without written permission obtained from the parents/carers of all passengers (this includes break and lunch when you are allowed to leave the school site).

**There are NO spaces for parking cars on the school site.**

## **Driving Lessons**

You may organise driving lessons in your study time or other non-contact periods under the following conditions:

- You let your form tutor and/or the Mr Russell know of the day and time.
- You sign out giving driving lesson as the reason and then sign back in again on your return to school (unless the lesson is in period 5).
- If you have a theory test or driving test, then please let the Attendance Officer know of your absence in advance.
- You should try to avoid booking lessons in period 1 or 5 tutor periods as it is expected that you will attend these due to the nature of the material covered.

## **Lockers**

There are two types of lockers available for a small fee; one for storing items such as books and another for a laptop only (these are smaller lockers). These are found in the old Study room.

## **Laptops**

Due to the large number of students we have in the Sixth Form, access to computers may be difficult at times. We would, therefore, encourage the use of personal laptops on days when computer access is essential for completing work or as a study tool.

## **Bursaries**

Full time students aged 16-19 who live in a low-income household, may be eligible to apply for a Sixth Form bursary. Application forms are available from the School Business Manager, Mr Beveridge and should be submitted to him as soon as possible after registration in September of Year 12 and Year 13.

You may be able to get a bursary if at least one of the following applies:

- You are in or you recently left local authority care.
- You get Income Support or Universal Credit because you are financially supporting yourself.
- You get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit.
- You get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit.

The amount you may get depends on the costs you have and what you need for your course. This might include money for books, equipment or travel costs to school or college.

Applications are made to the Sixth Form Bursary Fund Committee, and it is they who will inform you of any bursary grant you are entitled to.



## SIXTH FORM DRESS CODE



Sixth Form students are an important part of the whole school community and are therefore expected to dress smartly and business like at all times. Casual wear is, therefore, not suitable for school.

Appropriate school attire for a Sixth Form student is given below.

### **Boys**

- **A business-style shirt, smart plain t-shirt or polo shirt and smart trousers.**
- **Ties optional**
- **Smart business shoes** (no canvas/trainers).

**Optional:** A smart jacket, cardigan or plain, v-neck jumper may be worn in addition to the clothing outline above.

### **Girls**

- **A skirt/dress** - should sit no more than 3 inches above the knee and must have the appearance of being tailored. Stretchy not clingy material is acceptable but only if the skirt remains a maximum of 3 inches above the knee when walking. Mini-skirts are not permitted at any time. If your dress/skirt looks shorter than the 3 inches, you will be asked to go home and change. Please note that shorts/skorts are also not acceptable.
- **Trousers** – should have the appearance of looking tailored. Cropped trousers are acceptable if they are no more than 2 inches above the ankle. Please note that jeans, jeggings, leggings and tight fitting trousers are not permitted.
- **Tops should be business like** (strappy and/or cropped tops are not acceptable even in hot weather).
- **Smart business shoes** (no canvas/sandals/flip flops).

**Optional:** A smart jacket, cardigan or plain jumper may be worn in addition to the clothing outline above.

### **BTEC SPORT AND NVQ FOOTBALL STUDENTS**

- When taking part in practical lessons students are expected to wear the Sixth Form PE uniform or the Year 11 PE kit. You will be given details of what to buy in September.

### **Jewellery**

- **Excessive jewellery and excessive facial piercings** for both boys and girls are not permitted.

### **Finally**

Please note that the following are also **unacceptable** for wear in school and you will be sent home to change or asked to not wear them again.

- Casual jackets such as fleeces and sport tops.
- Sportswear.
- Denim.
- T-shirts, polo shirts or tops with large logos