

**ALTRINCHAM  
GRAMMAR SCHOOL FOR BOYS**



**AN A-Z GUIDE TO THE  
SIXTH FORM 2011-2012**

# **WELCOME TO THE SIXTH FORM**

## **AT ALTRINCHAM GRAMMAR SCHOOL FOR BOYS**

You have chosen this School as the place in which to study your AS/A Level subjects. In addition you will follow a course towards the General Studies A-level and you will take part in the Key Skills course. You will also give some of your time to other subsidiary subjects, to Voluntary Service and to extra-curricular activities.

You should see the Sixth Form as your gateway to the future. If you succeed you will be able to take up a university or college place, or whatever career step you are aiming for.

We want to help you to succeed and will work in partnership with you.

### **What we will provide for you:**

- Appropriate teaching, setting and marking of assignments.
- Careful monitoring of your progress and reporting back to you and your parents.
- Support for individual students where necessary.
- Facilities and resources for study. The Sixth Form Centre has private study areas including NI which has computer facilities. The Library and Careers Room are well resourced.
- Considered and comprehensive careers advice both in terms of UCAS applications and, where applicable, employment.
- A willingness to talk to you and your parents whenever necessary.
- A concern for your welfare and achievement. No student should ever feel that there is no-one to turn to.

### **What we expect of you in return:**

- You are role models for junior boys and, as such, we expect you to conduct yourselves in a mature and co-operative manner.
- In addition to the assignments which are handed in for marking, you must be prepared to work independently and read around your subject to widen and consolidate your knowledge.
- For your 4 AS level subjects you will have just 25 hours of lessons per week. Some work can be done during Private Study periods in school, but 2-3 hours at home each evening will be essential. Use your initiative and plan your work sensibly.
- It goes without saying that full attendance and punctuality are essential and that all assignments must be completed and handed in on time.
- If you are having problems, ask your teachers for help. You must be proactive at this stage of your education.
- We recognise that many Sixth Formers have part-time jobs. Your employment should take up no more than 9 hours per week and preferably not during the week.
- Your academic studies are only part of your Sixth Form career. You need to get involved in the kind of extra-curricular activities which enhance your identity and which allow junior boys to interact with you.

## SIXTH FORM STAFF

These are the members of staff responsible for your progress through the Sixth Form.

Mr K. Pearson	Head of Sixth Form
Mrs L. Barratt	Deputy Head of Sixth Form and Head of Year 13
Mrs T. Harvey-Voyce	Head of Year 12
Mrs G. Williamson	Sixth Form Administrator
Dr J. Marsden	Higher Education Officer

### SIXTH FORM TUTORS – 2011/2012

Year 13:

Form	Form Tutor	Form Room
I3BN	Mrs Brennan	C16
I3CT	Mrs Crowther	N16
I3GD	Mr Gledhill	C6
I3MG	Mrs Maguire	C2
I3SM	Mr Smith	T1
I3TL	Mr Taylor	M1
I3TM	Mr Timmins	S10
I3WG	Mr Wingate	T5

Year 12:

Form	Form Tutor	Form Room
I2AZ	Mr Ahmadzadeh	M2
I2CN	Mrs Chapman	C18
I2HD	Mrs Hochland	A2
I2KS	Mrs Knowles	N12
I2MD	Dr Marsden	N2
I2MR	Mr Murray	C8
I2ST	Dr Stephen	N8
I2WX	Dr Wilcox	S9

# The Altrincham Grammar School for Boys: A - Z Guide to the Sixth Form

This guide provides information about:

- the variety of activities in which Sixth Formers can get involved;
- important events which take place throughout years 12 and 13;
- procedures to be followed by Sixth Formers in certain circumstances;
- some of the key school rules which still apply to Sixth Formers.

You should read it thoroughly and then keep it as a reference for the next two years.

## AS SUBJECTS

In Year 12 you study four subjects to AS level. All require a great deal of study in your own time. You will take public examinations in these four subjects in May/June 2012 though in some subjects you may take some modules early, i.e. in January 2012.

## A LEVEL SUBJECTS

Most students will continue with three of these subjects to A level, taking exams in June 2012. A reduction to less than three is not possible. Candidates may continue with all four subjects to A level if they wish but the School needs to be convinced that students can cope with this commitment.

## ABSENCE

**If you are ill get your parents to ring in before 10am**, so that your Form Tutor knows. In the event that this doesn't happen when you return to School you must bring a letter from your parents on the first day back. If you know you are going to be away bring a letter beforehand, to the Head Master if its for a holiday; to Mr Pearson a week before if its for a University visit; to your Form Teacher if its for an appointment – Doctor's etc. If you are absent from School and we haven't heard from you by the third day we are likely to contact your parents. We may do this even earlier if we think it is appropriate.

### Applications for absence from School

We hope that you will always aim to plan activities to take place outside term time or after school hours. When this is not possible, written permission requesting your son's absence should be sought from the School. If the School accepts the application for absence, it will be recorded as Authorised. If the School does not give permission or the application is made without reasonable notice, but the student is absent, it will be recorded as Unauthorised. Below are some examples which will require a written application for permission if they take place in school time:

Nature of Absence	Addressed to:	Minimum notice period:
Family Holiday	Head Master	1 Month
Educational Activity not organised by the School	Head Master	1 Month
University Open Day (2 per academic year) see below	Head of Sixth Form, Mr Pearson	1 week
<b>Practical</b> Driving Test ( the Theory test must take place outside of school hours)	Head of Sixth Form, Mr Pearson	On receipt of confirmation of the date of the test.

## **ALCOHOL**

The same School Rules apply to Sixth Formers as to the rest of the School. Pupils are forbidden to possess or consume alcohol when they can be associated with the School i.e. in any of the following circumstances: on the journey to and from School; on any School visit, including residential visits; at any time whilst in School uniform; during the School day; on the School premises. Punishment for those infringing these rules will be imposed at the discretion of the Head Master.

## **AMNESTY INTERNATIONAL**

This is a group that campaigns for basic human rights. **Mr Perkins and Miss Raffo** welcome any interest from members of the Sixth Form. There are lunch-time meetings and occasional conferences.

## **APTITUDE TESTS**

The School will provide information about those aptitude tests required for university entrance. Some tests can only be taken outside the School and include the LNAT and the UKCAT. The School is an approved centre for other tests. These include the BMAT and other Oxbridge aptitude tests.

## **ATTENDANCE**

You are required to attend all registration sessions as well as all lessons and private study periods. Punctuality is also extremely important. Those students who have a poor punctuality and attendance record whilst in Year 12 are unlikely to be invited back into Year 13. They may also be required to pay their own exam fees. Any financial support to students, particularly EMA payments to Year 13 students, is also dependent on a satisfactory attendance and punctuality record.

If you are “free” for lesson 5 you may leave the School at 2.25 p.m. if you wish, but you must sign out at the Main Office.

## **BEHAVIOUR AND RULES**

You are now part of the most senior group in the School and so you are allowed a greater degree of freedom than you have had before. However you are expected to act in a mature manner and set a good example to the younger boys in the School at all times. Sanctions will be imposed for inappropriate behaviour and, of course, it is likely to be referred to in School references.

## **CAREERS ADVICE**

There is a well-stocked Careers Library in the Careers Room, which is next to the Main Library. Staff from Connexions can help and advise you. All Sixth Formers are entitled to a careers interview if they wish. These normally take place in the Summer Term of Year 12 in School. If you require Careers information see **Mrs Barratt**. In addition, Connexions also run a drop-in session on Tuesday and Wednesday lunchtimes in the Careers Room.

## **CHALLENGE OF ENTERPRISE**

This is an industry linked/sponsored course held in School over two days in the last week of the summer term. All Year 12 boys, except those on foreign trips, university courses or Work Shadowing, are expected to attend. You must not arrange appointments, Open Days etc during these two days. The Challenge of Enterprise Conference will give you an awareness of “business” thinking.

## **CHARITIES**

Every year the Sixth Form gives assistance to both local and national charities mainly by helping with street collections. This is one of the ways in which the School aims to serve the Community. “Chad’s Challenges” is a focus for some Sixth Form fun and fund raising. Committee members represent Year 12 and Year 13 but ALL of the Sixth Form can propose and take part in Challenges. For further details see **Mrs Williamson**.

## **CHESS CLUB**

The Chess Club is open every lunchtime. Joining the Chess Club is free of charge for Sixth Formers! You can encourage the younger players and also help with running the Chess Club. There is a Senior Team playing in the Manchester League. For further details see **Mr Ahmadzadeh**.

## **COMMON ROOM**

Year 13 students may use the Common Room at any time of the day when they don’t have lessons. Year 12 students may use the Common Room before school, at break, at lunchtime or during Period 5 if they are free. However, they must not use it during designated private study periods. See the Code of Conduct for more details. Students are expected to keep the room tidy. There is a rota for cleaning duty. All Sixth Form Students must pay a Bond if they wish to use the Common Room.

## **COMMUNITY SERVICE – AGSB Volunteers**

Some of your free time can be spent helping in the community in some way.

In previous years boys have helped in primary schools, retirement homes, the local school for the handicapped or with a service of their own choice. Once you have a community service placement you are expected to attend regularly. If there is a good reason why you cannot attend (illness, interview etc) **then you should inform your contact at the placement as soon as possible.**

**Mrs Williamson** will help you plan and log your community service.

## DEBATING SOCIETY

Run by a committee of Sixth Formers, the Debating Society meets one or two lunchtimes every week to debate contentious issues. In recent years the Society has entered the Observer Mace Debating Competition with considerable success and in April 2006 won the Rowlands Solicitors, Senior Debating Competition. The Society also enters for the Bar Council Mock Trial Competition, the European Youth Parliament and various public speaking events.

## DRIVING

Many Sixth Formers take driving lessons and pass their driving test whilst still at School. Some then wish to bring a car to School, either regularly or occasionally. The School is content to allow this to happen providing the conditions below are adhered to.

- Sixth Formers must first obtain a Sixth Form Drivers' Application form from Mrs Williamson, then complete and return it so that their car is registered on the School system.
- Sixth Formers may park their cars on "the old tennis courts car park" which is at the back of the North Car Park – BUT nowhere else on the School site including The Grammar car park and not on Marlborough Road or in the Bowdon Hotel Car Park. This privilege is dependent upon:
  - careful and considerate driving being demonstrated at all times on site, particularly when entering and exiting the site;
  - there are no reports from members of the public or the police of driving issues or offences.
- Sixth Formers must drive at all times with due care and attention, particularly on Marlborough Road where there is often traffic congestion and a potential hazard to pupils arriving in the morning and departing in the late afternoon. If the driving behaviour of a Sixth Former becomes a cause of concern because of complaints by members of the public, staff or parents, the School reserves the right to deny him formal permission to bring his car to School and to seek the support of parents.
- A Sixth Former should only carry other students in his car if he has the permission of his parents so to do and, of course, if he is adequately insured. He must be mindful of the great responsibility that carrying passengers places upon him.
- **A Sixth Former should use his car at the beginning and end of the day to travel to and from School. He should only take his car out at lunchtime for emergencies and having first sought permission from the Head of Sixth Form.**

## **Driving Tests**

If possible the practical Driving Test should be taken outside of School time. However, as this often can only be taken during “office hours”, the practical test may be taken during School time, but permission must be sought in advance from Mr Pearson and Form and Subject Tutors must also be informed.

**N.B. Driving lessons and the Driving Theory Test MUST NOT be taken in School time.**

## **DRUGS**

The same School rules apply to Sixth Formers as to the rest of the School.

Any instances of possession, use or supply of illegal drugs or being under the influence of drugs are regarded with the utmost seriousness and are strictly forbidden in all the following circumstances:-

On the journey to and from School.

On any School visit, including residential visits.

At any time whilst in School uniform.

During the School day.

On the School premises.

Any infringement of the rules will result in exclusion by the Head Master. (See School Rules).

## **DUKE OF EDINBURGH GOLD AWARD SCHEME**

Several Sixth Formers every year are involved in working towards the Gold Award and work closely with Trafford Youth Service or other organisations. See **Mr Heslop** for details.

## **EMA and Support**

EMA will continue to be paid only to students in Year 13 who received the full amount during their time in Year 12. For EMA, the School will continue to authorize weekly payments for those students who have satisfactory attendance and punctuality records and who have no significant work or behavioural issues. Weekly payments are authorized on Tuesdays – see section on punctuality for the procedure the School follows. Breaking the terms of the Learner Agreement or an exclusion for any reason will also result in non-payment.

## **ENGINEERING EDUCATION SCHEME**

This prestigious scheme is designed to give a small group of year 12 students some experience of the world of Engineering. The group is selected after a rigorous application and interview procedure. They are then set a task provided by the engineering industry and have to work alongside lecturers and engineers to solve the problem. Finally the group presents its findings to a panel of engineers. For details of the scheme see **Mr Baker**.

## ENTRANCE EXAMINATION

On a Saturday morning early in the Autumn Term the School holds its annual entrance exam for prospective Year 7 entrants. Year 12 students act as guides and assistants and therefore are expected to keep this particular morning free. This year's entrance exam takes place on **Saturday, 17<sup>th</sup> September**.

## EXAMINATIONS

General Studies is made up of four units which are taken across Year 12 and Year 13. The details and dates of the exam sessions will be communicated to students at the start of Year 12.

### December 2011

Internal exams take place in December, which is only three months from the start of the course. The dates for these exams are on the Key Dates for Sixth Form card. They will indicate whether you have made the right decision about studying beyond G.C.S.E. and give an important guide to the future.

### January 2012

AS modules in certain subjects. You will be advised by your teachers in September.

### May/June 2012

**AS Examinations.** A satisfactory performance in these exams is needed if you are to continue your studies into Year 13. All AS subjects will be certificated and ALL the results must be entered by our students on University Applications (UCAS). The results also help teachers to provide predictions for A-level grades which will be entered by the School as part of the reference for University Applications (UCAS).

### January 2013

In January there will be an opportunity to resit AS modules if this is necessary. Students must meet the cost themselves. In some subjects there may be an opportunity to take A2 modules early. Limited exam study leave will be possible.

### May/June 2013

A2 level examinations. All Students take the final General Studies modules.

## EXEATS

If you need to leave School during the day (e.g. for an interview or other appointment, or because you are ill) you **must** inform **Mr Pearson, Mrs Barratt or Mrs Harvey-Voyce** and **sign out** in the exeat book outside the office.

In the case of illness Mrs Williamson will contact your parents.

## EXTRA-CURRICULAR ACTIVITIES

In the Sixth Form, it is important to make the most of all the opportunities open to you. The range is extensive and the staff responsible will speak to you in September.

In the meantime, here is some food for thought!

Amnesty International	-	Mr Perkins and Miss Raffo
Chad's Challenges – fun and fund raising	-	Mrs Williamson
Chess Club	-	Mr Ahmadzadeh
Community Service – AGSB Volunteers	-	Mrs Williamson
Debating Society	-	TBA
Drama	-	Mrs Harvey-Voyce
Duke of Edinburgh Gold Award	-	Mr Heslop
Football	-	Mr Morris/Mr Birtwell
Languages	-	Mrs Meadowcroft
Music (including Choir, Orchestra and Swing Band)	-	Mr Myers
Rugby	-	Mr Morris
Theatre Trips	-	Mrs Harvey-Voyce
Work Shadowing	-	Mrs Williamson
Young Enterprise	-	Mr Murray

## GENERAL STUDIES/KEY SKILLS

All Sixth Form pupils are entered for the AQA General Studies A-level Examination as follows:

June 2012- AS Module 2 Science and Society

June 2013

- AS Module 1 Culture and Society
- A2 Module 3 Culture and Society
- A2 Module 4 Science and Society

The course followed takes three periods per fortnight in Year 13 with sessions that cover different aspects of the examination.

The Key Skills element of the course, largely in Year 12, will help you to manage your studies more effectively, prepare you for life after Sixth Form and give some preparation for the AS General Studies Modules. Attendance is compulsory.

## HIGHER EDUCATION

Preparation for UCAS applications will begin on Tuesday, 21<sup>st</sup> February 2012 with a Higher Education evening for all Year 12 students and their parents. All students are expected to attend. The evening will run from 7pm to approximately 8.45pm and will include a presentation by a University Admissions Tutor. This will be followed up by a visit to the Higher Education Convention in Manchester the next month. Several Key Skills sessions will be devoted to further preparation for UCAS applications.

Applications through UCAS can be made from the start of the Autumn Term of Year 13. You will be able to apply for up to five courses. **Dr Marsden** will give details nearer the time. Applications are made on-line using the UCAS Website, [www.ucas.com](http://www.ucas.com). However, prior to completing their application, students can look at this Website to find valuable information about courses and institutions.

Oxbridge applications must be submitted to UCAS and the university by 15<sup>th</sup> October 2012. **Mr Pearson** will advise students of the procedures and internal deadlines involved. Likely candidates will previously have been invited to attend the annual Oxbridge Conference at Haydock in March 2012. The School will also hold an Oxbridge information evening during spring 2012.

## HIGHER EDUCATION CONFERENCES

Several Universities organise H.E. Conferences for Year 12 students covering a wide range of courses. e.g. Law, Medicine, Forensic Science, Physiotherapy, Chemistry etc. Details are available from **Dr Marsden** and will be posted on the Sixth Form notice board and in form registers.

## HOMEWORK

There is no set time for this; you are on “flexi-time”. You work until you have understood the area being studied, and have completed assignments, but a good guide would be 2-3 hours per night. Boys who gain high grades at AS/A-level will have worked consistently and conscientiously. Those who don't might scrape into Higher Education but often not onto the course of their choice.

## ILLNESS AT SCHOOL

If you are ill at School and need to go home you **MUST**

- Ask Mr Pearson, Mrs Barratt or Mrs Harvey-Voyce for permission.
- Sign out in the School Office.
- Mrs Williamson will phone your parents to inform them you are ill and going home.
- It is essential that you follow this procedure. **Failure to do so will mean absence is unauthorised and you will be expected to make up the time.**

## **INFORMATION TECHNOLOGY**

The ability to use a computer to organise and analyse data is essential in the modern world. When you leave Altrincham Boys' Grammar School, whether for university or employment, you will be required to use I.T. in some guise. For this reason Sixth Form students are encouraged to make use of the School Network and the Internet for research and to make use of I.T., either at home or at School, for word-processing, databases, spreadsheets, graph plotting etc. See **Mr Timmins** for details. If you are new to the School, you need to be registered on the School's Computer Network. You must adhere to the School rules for safe use of computers – infringements will result in access rights to the School network and files being removed.

## **INTERVIEWING SKILLS**

Several Key Skills sessions will deal with effective preparation for interviews and in Year 13 arrangements can be made for “mock” interviews to help students with applications for Higher Education or employment. See **Mrs Barratt, Mr Pearson, Mrs Harvey-Voyce or Dr Marsden** for details.

## **LANGUAGE COLLEGE**

All students are encouraged to take up opportunities offered by the Language College. Students can take part in after School language courses which are offered in, Chinese, Russian, Spanish, Arabic and Italian. In recent years there have also been opportunities to take part in an immersion course in China. Students have also taken the CBLC level 2 course in French for Business Studies. See **Mrs Meadowcroft** for details.

## **LATENESS**

You must be present for registration – 8.40 in the morning: 1.20 in the afternoon. See the Punctuality Section for the procedures the School adopts to deal with punctuality issues.

If you are late, on arrival in School **you MUST sign in the Late book which is in the Main Office and must also give a reason.** Mrs Williamson does a 10am check of attendance, and if you are not registered and not signed in the Late Book and your parents have not reported an illness, she will contact your parents to check that you are safe.

## **LEARNER AGREEMENT**

When you enrol in the Sixth Form, you must sign the Sixth Form Learner Agreement. The main aim is to indicate to students and their parents what the School hopes to provide for its students, together with what is expected in return, and it is designed to reflect the idea that the Sixth Form should involve a partnership between both parties. The Agreement also has the added purpose of providing the criteria which the School uses to determine whether EMA and other support payments are authorised.

## LEAVING THE PREMISES






You must **not go off site** during the School day except at lunchtime or if you are free Period 5. Failure to adhere to this requirement will lead to loss of Sixth Form privileges. Persistent disregard will lead to a review of your position at A.G.S.B.

## LIBRARY





### The Library

The Library welcomes you as 6th Formers to utilise the full range of services that we have to offer. Using the Library and its resources regularly will enrich your studies significantly and will reflect well in your work.

The Library will try at all times to support your study by:

-  Providing a positive environment for study.
-  Answering your enquiries effectively.
-  Supplying a range of resources suitable for your courses and interests.
-  Providing links to outside information services.
-  Consulting with you as we make changes to ensure that our services are more effective for you.

In return the Library asks that you agree to the following:

-  To use the Library as a place for quiet study.
-  To accept the Library's code of conduct.
-  To accept the School Computer Network code of conduct.
-  To not eat or drink.

Library information:

<b>Opening Hours</b>	Monday – Friday, 8.30am. – 4.30pm (closed 1.30 – 2.00pm.)
<b>Resources</b>	A comprehensive range of materials including Books (fiction and non-fiction), Reference material, Computers (15PCs), DVDs and Newspapers and Journals.
<b>Loans</b>	You may borrow up to 5 books at a time for 2 weeks at a time. Books can be renewed for longer periods if not reserved by other users and may also be reserved.
<b>Links</b>	We have links with Manchester University, John Rylands Library and have forms available in the library for you to join the University Library and you may then use it for reference purposes.

If you have any concerns, issues or recommendations about the Library, Mrs Clarke, the Librarian will be happy to discuss them with you.

## LUNCH TIME ARRANGEMENTS

The Servery in the Sixth Form Centre serves food from 8.00am until 4.00pm. This is a **cash** system. Students are not generally required to stay on the premises at lunchtime. However, if they go out of School (not in cars), they should at all times act in a mature and responsible manner **and ensure that they return to school by 1.15 pm in time for afternoon registration at 1.20 pm. Any abuse of this privilege will result in it being withdrawn.**

The Servery is closed between 8.40am and 9.10am everyday – during this time students should be in registration, in assembly or on their way to lessons.

## MOBILE PHONES

It is a School Rule that students should not bring mobile phones to School. If a Sixth Former chooses to disregard this then the School cannot be held responsible in any way if the phone is lost or stolen. If a student is found using a mobile phone on the School premises, **including the Sixth Form building**, then it is likely to be held by staff until retrieved by a parent or until the receipt of a letter from parents requesting its return.

## MUSIC

### CHOIR

Tenors and Basses are welcome to join the staff and junior boys in preparation for Christmas and Spring Concerts. Weekly rehearsals at lunchtime. No experience necessary - just enthusiasm.

BARBERSHOP is open to more experienced singers and rehearses weekly after School.

### INSTRUMENTAL GROUPS

SWING BAND, ORCHESTRA and CONCERT BAND rehearse every week at lunchtimes or after school. New players are always welcome.

### INSTRUMENTAL / VOCAL LESSONS

These are available for most orchestral instruments, keyboard, drum kits and guitar and voice from beginner to advanced levels.

For application forms or details of activities please see **Mr Myers, Head of Music**. If students require lessons they must see Mr Myers as soon as possible at the start of the Autumn term.

## NOTICE BOARDS

The Sixth Form notice boards are in the Common Room. They contain School and social information and should be checked daily. There is also a notice board on the main corridor opposite the Music Room which holds details of Prefect Duties.

## OPEN DAYS

Most universities hold open days in the summer term. Year 12 students are encouraged to go to these but should **go to no more than two in any academic year**. If there are special reasons why a student needs to go on more than two they should discuss them with Mr Pearson. They **must** complete the relevant documents at least **one week beforehand** to **Mr Pearson** if they wish to attend an open day. The School is reluctant to allow students to take School time off to visit universities which also provide Open Days at weekends or during the holidays. Details of open days are usually posted on the walls in the Common Room and the Careers Room Library but students are also advised to use relevant websites to find out about open days well in advance. See **Dr Marsden** for further information.

## PARENTS' EVENINGS

Year 12 Parents' Evening will take place mid January 2012 between 5.00pm and 7.30pm. Year 13 Parents' Evening takes place in November.

## PART TIME WORK

The School recognises that many Sixth Formers engage in some form of part time employment particularly with a view to building up funds for University. However students **must** ensure that a sensible balance is reached between part time work and academic study. Ideally a student should be involved in **no more** than 9 hours a week part time work and preferably not during the week. Anything more is likely to affect their chances of success at A/AS-level. We would certainly expect a reduction in part-time work as public exams approach. **Part-time work cannot be used as an excuse to avoid after school detentions.**

## PERSONAL STATEMENT

This is an important part of your UCAS application. You will be required to produce the first draft in June 2012 so that your Form Tutor can check it and advise you.

## PLANNERS

We produce a Sixth Form Planner. After a contribution toward the cost by the School, the cost to students per copy is £1.50. To reduce administration and to avoid collecting again at the start of Year 13, £3 is payable at the start of Year 12 to cover the cost for both years spent in the Sixth Form. This is paid at the same time as the Common Room Bond.

## PREFECTS

Sixth form students have the opportunity of helping with those tasks in the School which require a high level of responsibility. As prefects they assist the senior staff in the running of the School during break and lunchtime or they may be given more specific responsibilities in the I.C.T. rooms, the Library, the Dining Hall etc. Some become Form Prefects for Year 7.

Prefects are chosen towards the end of Year 12 year on the basis of many opinions but having first submitted a letter of application. They are organised by the Head Boy and his three Deputies. For details see **Mr Pearson**.

## PRIVATE STUDY

In Year 12 if you don't have a lesson you **must** attend Private Study where a register will be taken.

This supervised study is normally timetabled in the Sixth Form Centre classroom (N1). In your "free" lessons you will work here. You should make sure that you have plenty to do, to work on your own, and silently. Eating, drinking or listening to MP3 players. iPods, etc., are not allowed. **If you wish to work in an Art or Technology room or to undertake research in the Library, you must first register with the member of staff supervising Private Study.**

## PUNCTUALITY

Sixth Formers should be punctual for registrations and all lessons. If students are persistently late for no good reason a sanction will be imposed. Sixth Formers should recognise that, if they were in paid employment, persistent lateness would probably lead to dismissal. **Monitoring of attendance and punctuality:-**

A report is produced each Friday afternoon for the following marks - Late =codes L and U, No reason yet provided for absence = code N, Unauthorized absence =code O. Marks are then given "points" where a late=1 point, no reason yet provided for absence=3 points, unauthorized absence= 3 points.

During Monday, the Sixth Form team will aim to contact students to give them a chance to bring in a letter from home to account for O and N marks – this is required by Tuesday morning.

If by Tuesday morning any student still has 3 or more points in a week he will have the following sanctions applied:

- the weekly EMA or other support will not be authorized;
- an evening detention will be imposed;

Students who consistently have more than 3 points in a week may also be put in a Saturday morning detention but also put at risk the School's willingness to pay their costs for exam entry. Students excluded for any session in a week will not have the weekly EMA or other support authorized.

## REPORTS

Sixth form students receive one full report per year, at Easter in Year 12 and in February of Year 13.

Parents will be invited to comment on the student's progress. Shorter reports may be issued at the end of each half-term at the discretion of the Head of Sixth Form or Head of Year. At other times students will be asked to complete review sheets, identifying tasks for improvement.

## SIXTH FORM COUNCIL

The Sixth Form has its own Council which meets regularly to discuss concerns and issues pertinent to Years 12 and 13. Each form will elect one representative early in the Autumn Term. The Council reports back to Mr Pearson, Mrs Barratt, Mrs Harvey-Voyce and to the Head Master.

## SMOKING

The same School Rules apply to Sixth Formers as to the rest of the School. Pupils are strictly forbidden to smoke when they can associated with the School i.e. on the journey to or from School; on any School visit, including residential visits; at any time whilst in School uniform; during the School Day. Punishment for those infringing the rules will be imposed at the discretion of the Head Master.

## SOCIETIES

What are your interests? If you would like to start a new club or society, staff will support and help you. Year 12 students also traditionally volunteer to help set up and run Lower School Clubs. Their help is greatly appreciated. Please see **Mr Wales** for further details. A list of societies will be published with the School calendar.

## SPONSORSHIP

Some businesses/companies sponsor students. This often includes financial help as well as work experience during holidays.

When you have decided on which degree course to apply for, **Dr Marsden, Mrs Barratt** or **Mr Pearson** can advise you as to whether sponsorship might be available

## SPORTS

School Teams:

1st XI	-	Cricket
1st XI	-	Hockey
1st XI, 2nd XI	-	Football
1st XV, 2nd XV	-	Rugby

Facilities on site:

- 2 Cricket Squares
- 3 Football Pitches
- 3 Rugby Pitches
- 1 Sand-based, all weather pitch
- 4 All weather tennis courts
- 1 Sports Hall (4 badminton courts, 1 basketball, 1 volleyball, 5-a-side football, indoor hockey, cricket nets)
- 1 Fitness suite
- 1 Subsidiary activity hall
- Table tennis (numbers restricted)

Use is also made of local Squash courts

Sixth formers have one period of Games per week on Wednesday period 5. They will be expected to select one activity to participate in from September to Christmas and then choose another from January to Easter. Boys who are in the Senior Sports Squads will use this period as an extra training session and should always be involved in their representative sport.

Registers will be taken at each session of each activity.

**Sixth formers may only be excused from participating by the Head of PE on the production of a relevant note from parents.**

## **STUDY LEAVE**

When examinations are taking place in the summer term and a formal period of study leave has been granted, Sixth Formers are normally expected in School **only when** they have an examination, **unless they are behind with work.**

In January Students will be allowed limited study leave which is usually a half day's study leave immediately before each module they have been entered for. Students who are off School for longer than this on the grounds of illness will normally be expected to produce a doctor's note.

Students who choose to take unauthorised study leave for exams are likely to have to meet the cost of exam entries themselves.

## **THEATRE VISITS**

These are arranged as part of the A/AS-level English Course. Other students are welcome to come along. Contact any member of the English Department for details.

## **UNIFORM AND APPEARANCE**

The general requirement is that students should look smart and businesslike. A good example must be set.

- Sixth Form dress should be either a business suit or dark jacket, dark trousers, school tie and plain light coloured shirt (e.g. white, pale blue or grey). Sweaters must be plain, V-necked and black (leisure wear, including hoodies, is not acceptable).
- Hair must be cut above the collar and should be of its natural colour. Exaggerated hairstyles, be they too short or too long, are not allowed, neither is jewellery. No studs are allowed, even if covered by sticking plaster.
- Students are expected to be clean-shaven. By **prior** agreement with the Head Master, and only for religious reasons, students may be given exemption from this rule.

**Infringements of the regulations are not acceptable and will normally lead to a student being sent home until the situation is rectified.**

## **VERIFICATION OF YOUR STATUS AS A STUDENT**

Mrs Williamson, in the Sixth Form Office, can provide letters or can complete forms linked to applications for travel passes, discount cards and memberships to gyms. Letters and forms can usually be completed within 2 working days.

## **WORK SHADOWING**

We offer our Year 12 students the opportunity to arrange a Work Shadowing placement during the last week of the summer term. The student is responsible for finding and agreeing the placement. To help us to undertake the necessary administration and with our planning of other activities during that week we have to insist that we have full details of any placement by the end of the Spring Term i.e Friday March 30<sup>th</sup> 2012. **We would be unable to authorise any absence for Work Shadowing arranged after that date.**

## **YOUNG ENTERPRISE**

This is a business and industry related competition run by Trafford Young Enterprise in collaboration with local industry and other Trafford Schools. The competition gives you the chance to run a business with other young people from Trafford - your chance to become a successful entrepreneur. See **Mr Murray** for details.

## **YASS**

The Open University's "Young Applicants in Schools Scheme" (YASS) gives Sixth Form students the opportunity to study an O.U short course module to complement their A level studies. The Scheme allows able students to flavour university level work, to further develop their independent learning skills and to demonstrate to university admission tutors that they have a real interest in a particular subject area. The only modules worth considering are those which have a start date in May and which can be completed by October at the latest. This will allow the summer months from mid June onwards to be used to do much of the work and will prevent any clash with the pressure of A level examination work the following year. It should be stressed that students need to be fully committed to doing the hours of study necessary (the O.U say this should be 7-8 hours a week but this will largely depend upon the existing knowledge that students have).

The cost of these courses will be met by the School which in turn will apply for funding from the government post 16 agency. Information about YASS courses will be given out to students in the Spring Term, with the application process being completed by Easter. All enquiries should be made to **Mr Pearson**.

**Z!**

## TIMETABLE OF IMPORTANT SIXTH FORM EVENTS

**This is a summary of events. Full details are published in “Key Dates for Sixth Form” a copy of which is included in the Enrolment Pack**

2011	SEPTEMBER	Induction, confirmation of AS/A-level subjects and other subsidiary courses.
2011	DECEMBER	Year 12 internal exams
2012	JANUARY	AS modules in certain subjects. Internal exam results sheets sent to parents Year 12 Parents' Evening
2012	FEBRUARY	Higher Education Evening
2012	FEB/MARCH	Higher Education Conference & Oxbridge Regional Conference AS module results Decisions on which 3 subjects to continue to A-level.
	EASTER	Year 12 Full reports to Parents
	MAY MAY/JUNE	Oxbridge Evening AS Examinations – potential evidence used for H.E. applications
	JULY	Challenge of Enterprise Conference/Work Shadowing/Educational Trips
	AUGUST	AS Examination Results Consolidate your next moves towards H.E.
	SEPTEMBER ONWARDS	U.C.A.S. forms start to be completed on line  Early Deadline applications (Oxbridge, Medicine etc ) handed in and sent off by October 15 <sup>th</sup>
	NOVEMBER	University interviews begin for some students Year 13 Parents' Evening
	DECEMBER	FINAL date for submitting UCAS applications to school to ensure arrival at UCAS by January 15 <sup>th</sup> .
2013	JANUARY	Official closing date January 15 <sup>th</sup> for all HE applications to reach UCAS AS module resits (if necessary) plus some A2 modules in some subjects.
	FEBRUARY	Year 13 Full reports to Parents
	SPRING	Last University decisions You decide which offers to accept (one firm, one insurance)
	JUNE	A-level Examinations
	MID AUGUST	A-level Results
	SEPT/OCT	Begin your chosen H.E. course

**Dr Marsden will give you more specific dates concerning University and other applications as they become available.**