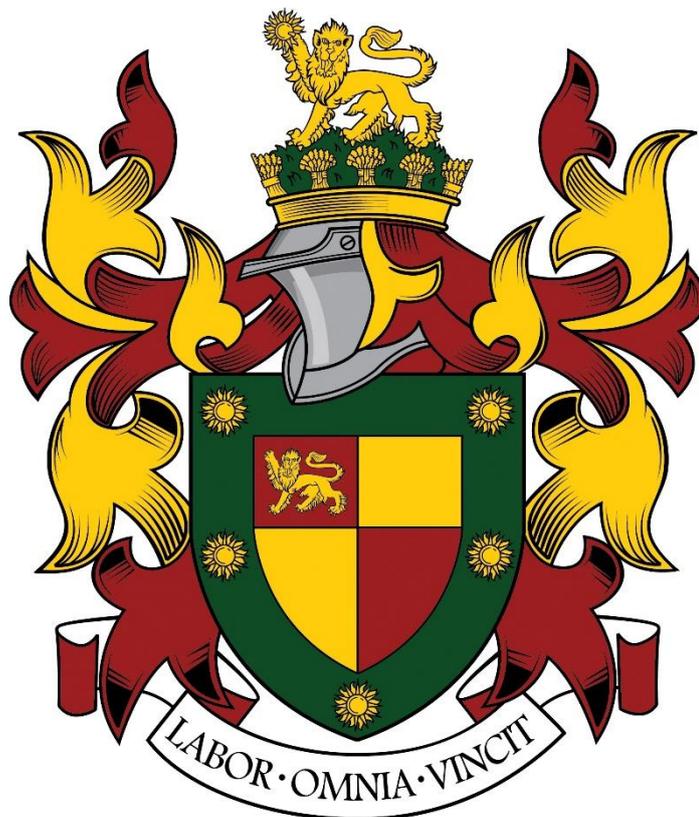


# **ALTRINCHAM GRAMMAR SCHOOL FOR BOYS**



## **AN A-Z GUIDE TO THE SIXTH FORM 2018-2019**

# **WELCOME TO THE SIXTH FORM**

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

You have chosen this School as the place in which to study your A Level subjects. In addition, you will follow an enrichment programme and you will also give some of your time 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 your Post 18 choices of 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 and marking of assignments.
- Careful monitoring of your progress and reporting back to you and your parents.
- Academic and Pastoral support for individual students.
- Facilities and resources for study. The Sixth Form Centre has private study areas including NI and the large conservatory both of which have computer facilities. The Library and Aspirations/Careers Library are well resourced.
- Considered and comprehensive careers advice both in terms of UCAS applications and many other Post-18 options.
- 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 3 A level subjects you will have timetabled 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 T. Murray            Assistant Head Teacher (Head of Sixth Form and Head of Year 13 )

Mrs T. Harvey-Voyce   Deputy Head of Sixth Form ( UCAS and Enrichment)

Mr R Cummins            Head of Year 12 & Intervention

Dr J. Marsden            Higher Education Officer

Mrs G Williamson      Sixth Form Officer

For support and administration and your first point of any contact for any query is the Sixth Form Office 01619280858 option 3.

### SIXTH FORM TUTORS – 2018/2019

Year 12:

Form	Form Tutor	Form Room	
I2CN	Mrs R Chapman	C15	
I2CT	Mrs Crowther	N12	
I2EY	Dr Evers	N16	
I2NW	Mrs Newton	C8	
I2PT	Miss Potter	M2	
I2SM	Mr D Smith	T1	
I2WK	Mrs Wallwork	C14	
I2WY	Ms Welsby	N13	

Year 13:

Form	Form Tutor	Form Room	
I3BK	Mr Baker	T2	
I3BN	Mrs Brennan	C16	
I3CP	Mrs E Chapman	Library	
I3DV	Mr Davies	S12	
I3MG	Mrs Maguire	C2	Was I2HE
I3MD	Dr Marsden	N2	
I3SQ	Dr Squire	PC3	
I3TM	Mr Timmins	S10	

# 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.

## A LEVEL SUBJECTS

In Year 12 you study three subjects. All require a great deal of study in your own time. Internal examinations and assessments will be a key piece of evidence on your UCAS forms and will inform your predictions at A level.

You will take A level exams in June of Year 13. A reduction to less than three subjects is not possible.

## ABSENCE

**If you are ill get your parents to ring in before 10am**, so that your Form Tutor knows. In addition you must bring a letter from your parents on your first day back in School. If you know you are going to be away bring a letter beforehand, to the Head Master if it's for a holiday; to Mrs Harvey-Voyce a week before if it's for an Aspirations Event/University visit; to your Form Teacher if it's 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 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:

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

## AGS UNION

The AGS Union is a group of students from AGSB and also Altrincham Grammar School for Girls (AGGS). Events are organised by this team and AGS union students may also share advice on UCAS and many other topics.

## **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.

## **APTITUDE TESTS**

The School will provide information about those aptitude tests required for university entrance. Some tests can only be taken outside 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.

## **ASPIRATIONS**

As part of Aspirations we gather information from students throughout their time in the Sixth Form concerning their post 18 interests and plans. We encourage students to investigate options and we support them in doing this. For example there is a programme of lunchtime seminars with visiting speakers, events outside of School etc, and we also direct students to sources of support within our prospectus library, the internet and with people who support this programme. Aspirations does include UCAS but this is just a part of the full scope of what we can support. Each year we add new speakers to our events and new contacts to our support network. Aspirations will continue to grow. If, as a parent you think you can help, please contact The Sixth Form Office . ***Students should regularly check the notice boards in the Sixth Form Common Room and also subscribe (using their school email address) to the Sixth Form page of “The Engine” which is the “STU Student” group on Office 365 for events and opportunities.***

## **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 may be required to pay their own exam fees. Any financial support to students, particularly 16-19 Bursary Fund payments, is also dependent on a satisfactory attendance and punctuality record.

By prior agreement with the Head of Sixth Form, and signed permission from a parent, Year 13 students may take study leave for ALL of a morning or afternoon session of a school day, if they have no timetabled lessons. Many students may however prefer to stay in school and study.

In Year 12, 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 in the book near to Reception.

## **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.

## **BRING YOUR OWN DEVICE**

This policy was issued to all students at enrolment. Please take your device to the IT Technician team to add permission to the use the network.

## CAREERS ADVICE

The School's Careers Adviser is **Mrs Penny Prentis**. She is in School every Tuesday. Sixth Formers can make a formal appointment to see Mrs Prentis or, alternatively, she runs an informal drop in session on Tuesday lunchtimes. See Dr Thomas for careers advice and to make an appointment with Mrs Prentis. We also have key careers advice publications, which are listed on the Sixth Form page of "The Engine".

## CHALLENGE OF ENTERPRISE

This is an industry linked 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 for example 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 of at least 2 annual events, a Tea Party and Ladies Christmas Treats Evening. For further details see **The Sixth Form Office**.

## 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.

## 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.** **The Sixth Form Office** will help you plan and log your community service.

## CV

Students should consider creating a CV. This is useful preparation for opportunities that arise at this point in their lives. Often, part time jobs, Work Shadowing, Internships, Courses and Experience Days, Year in Industry etc require a CV or, at minimum, for the student to list qualifications, employment, volunteering and skills. This is also good preparation should a student then create a UCAS application, Gap year or career application. **See The Sixth Form Office** who can help or direct you to Aspirations/careers advice publications.

## 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 Bar Council Mock Trial Competition, the European Youth Parliament and various other 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 The Sixth Form Office, then complete and return it so that their car is registered on the School system.
- Sixth Formers must park their cars on the Science Car Park at the North End of the School – BUT nowhere else on the School site; not the Grammar car park; not on Marlborough Road or other nearby roads; not 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 the Head of Sixth Form 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 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.

## **DUKE OF EDINBURGH AWARD SCHEME**

Every year students are involved in working towards the Award and work closely with local organisations. Permission to take time off for expeditions should be sought from the Head Master.

## **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. See Mr Baker for details.

## **ENRICHMENT - Advanced Curriculum Enrichment**

Advanced Curriculum Enrichment (ACE) lessons. In this programme of study we have devised a carousel of lessons and activities, which will run over the two years of the Sixth Form course at AGSB. The objective of ACE is enrichment – making our students more rounded, more independent and more aware of the world we all inhabit. The lessons are going to be ACE as we have utilised the wide ranging skills, experience and interests of our staff to ensure a varied programme of topics such as:

- Money and Finance for University
- Cooking for yourself
- Yoga
- And much more!

The course will be engaging, thought provoking and at times challenging.

## **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, 15<sup>th</sup> September**. Mrs Short will give you your instructions.

## **EXTENDED PROJECT (EPQ)**

Toward the end of Year 12 and into Year 13, a group of students will have the opportunity to study for the AQA Extended Project Qualification. An essay or artefact is the final product. Students have a supervisor and also maintain a project log. The Qualification is part of the UCAS Tariff and awards a grade and UCAS points. Students should be aware that:

- 40% of the marks are for illustrating planning, making decisions and reflecting on your weaknesses
- You must make a note of your challenges, decisions, reasoning, successes so that you can include them in your project log
- The essay or artefact is the final hurdle; the planning and research are key.

## **EXAMINATIONS**

### **April 2019**

Year 12 take Internal exams in April. 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. They form the basis for UCAS predictions.

### **December 2019**

Year 13 take internal exams just in December. See the Key Dates for Sixth Form Card.

### **May/June 2020**

A level examinations.

## **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!

- Chess Club
- Community Service – AGSB Volunteers
- Debating Society
- Drama
- Football
- Hockey
- Languages
- Model United Nations
- Music (including Choir, Orchestra and Swing Band)
- Rugby
- Work Shadowing/Internships
- Young Enterprise

## **HIGHER EDUCATION**

Preparation for UCAS applications will begin on Tuesday, 29<sup>th</sup> January 2019 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. We 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 of Year 13. We 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 2019. The School will also hold an Oxbridge information evening during spring 2019.

## **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 The Sixth Form Office and will be posted on the Sixth Form Engine 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 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**

- Go to the MAIN Office.
- Ask the **Head of Sixth Form or one of the Deputies for permission.**
- Sign out in the School Office.
- The Sixth Form Office 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. 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. This was issued in your enrolment pack.

## INTERVIEWING SKILLS

In Year 13 arrangements can be made for “mock” interviews to help students with applications for Higher Education or employment. See **The Sixth Form Office** for details.

## LANGUAGE – Extra-Curricular Classes

All students are encouraged to take up the international opportunities offered by the School. Students can learn world languages in after school extra-curricular language classes (Arabic, Chinese, Italian, Russian, Spanish and Japanese). A fee is charged for these classes. In recent years there have also been opportunities to take part in the immersion courses/summer camps to China. 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 at Reception and must also give a reason.** The Sixth Form Office 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, your parents may be contacted 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 16-19 BURSARY FUND and other support payments should be authorised.

## LEARNER SUPPORT - 16-19 BURSARY FUND

Applications for financial support should be made to the Head Master. The School has set criteria for support and details of this are also available from the Head Master. Any agreed payment is also dependent on the student having a satisfactory attendance and punctuality record and also having no significant work or behavioural issues. Breaking the terms of the Learner Agreement or an exclusion for any reason will also result in non-payment. **A fresh application must be made for each academic year.**

## LEAVING THE PREMISES

Unless you have prior permission, 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 AGSB.

## LESSON MONITOR

Teachers will take a register for every lesson. This is used to monitor attendance and for safeguarding purposes. Students that are identified as missing a lesson should expect to make up the time at the end of school. Persistent absences would also result in a meeting with parents and possible consideration of your position at AGSB

## 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. 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.

## LUNCH TIME ARRANGEMENTS

The Servery in the Sixth Form Centre serves food from 8.00am until 2.30pm. 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 does not serve students between 8.40am and approximately 9.10am everyday – during this time students should be in registration, in assembly or on their way to lessons.

**Year 12 students are not permitted to buy food between lessons.**

## MOBILE PHONES

If a Sixth Former chooses to bring a mobile phone or other e-devices and valuables then the School cannot be held responsible in any way if they are lost or stolen. If a student is found using a mobile phone on the School premises, **other than in 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.

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 together with Aspirations Information and should be checked daily.

### OPEN DAYS

Many 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**. Most universities run open days on Saturday and students should attend these if at all possible to avoid disruption to their studies. If there are special reasons why a student needs to go on more than two they should discuss them with the Head of Sixth Form. They **must** complete and submit the relevant documents at least **one week beforehand** to **Mrs Harvey-Voyce** 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. A link to details of open days is on the Sixth Form Section of "The Engine – STU Sixth Form group".

### PARENTS' EVENINGS

The Year 12 Parents' Evening will take place on 12<sup>th</sup> June 2019 between 5.00pm and 7.30pm. The Year 13 Parents' Evening takes place in November. (See Key Dates Card).

### 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 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

Several ACE sessions are devoted to preparing a Post 18 application including the UCAS application and in particular your Personal Statement.. This is an important part of your UCAS application. You will be required to produce the first draft in June 2019 so that your Form Tutor can check it and advise you. We also cover CV's and other applications.

### PLANNERS

We produce a Sixth Form Planner. After a contribution toward the cost by the School, the cost to students per copy is £2.50. To reduce administration and to avoid collecting again at the start of Year 13, £5 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 **the Head of Sixth Form**.

## PRIVATE STUDY

In Year 12 if you don't have a lesson you **must** attend Private Study where a register will be taken. The only exception is Period 5.

This supervised study is normally timetabled in the Sixth Form Centre classroom (NI). 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 and drinking 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 Thursday afternoon for the following 5 school days for marks: Late = codes L and U; No reason yet provided for absence = code N; Unauthorized absence = code O. Students must bring in a letter from home to account for O and N marks. Any student who still has 3 or more such marks in a week or shows a trend of consistent lateness will have the following sanctions applied:

- any weekly support payments will not be authorized;
- an evening detention will be imposed;

Students who consistently have more than 3 such marks 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 any weekly 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.

## SCHOOL SENATE

The School Senate 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 Senate reports back to the Head of Sixth Form.

## SMOKING

The same School Rules apply to Sixth Formers as to the rest of the School. Pupils are strictly forbidden to smoke when they are 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 **the Head of Sixth Form** 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. We strongly recommend that students research options with companies and universities as this information changes frequently.

## 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. Any students failing to register or bring appropriate sportswear will be required to make up the missing time after school.

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

## STUDENT FINANCE

Please refer to the links on the Sixth Form section of The Engine for up to date information on Higher Education Student Finance (<http://www.direct.gov.uk>).

## 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**. If Students have exams after the Year group return from Study leave, they will be allowed limited study leave which is usually a 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 English Course. Other students are welcome to come along. Contact any member of the English Department for details.

## UCAS

UCAS is the Universities & Colleges Admissions Service. Students planning to take a Higher Education course in the UK, must use this online system to apply (using the APPLY system). EU courses and International Applications have different methods of application. The Direct.Gov website provides useful advice on student applications and has links to study abroad information too, For more information follow the links of the Stu Sixth Form section of The Engine. Comprehensive AGSB specific advice is also posted here for students to follow when they start to apply.

## UCAS Tariff

The UCAS Tariff is a list of all qualifications which may be considered by Higher Education Institutions when students apply. The obvious ones are GCE and A level qualifications. Students should check the tariff list, as at the higher levels of qualifications, LAMDA Drama, ISTD Dance, Music Exam Board and EPQ also have grades and associated UCAS points. However, students should not assume that points will be accepted by the institutions that they apply to and the admissions criteria/teams should be contacted to check.

## UNIFORM AND APPEARANCE

The general requirement is that students should look smart and business like. 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 and V-necked (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

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 PLACEMENTS

We offer our Year 12 students the opportunity to arrange a Work Shadowing or Internship 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 5<sup>th</sup> April 2019. **We would be unable to authorise any absence for Work Placement 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 Mrs Newton for details.

## 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**

2018	SEPTEMBER	Sixth Form Welcome Evening
2019	JANUARY	
	FEBRUARY	Higher Education Evening
	FEB/MARCH	Higher Education Conference & Oxbridge Regional Conference Decisions on which 3 subjects to continue to A-level
	MARCH	Year 12 Full reports to Parents
	APRIL/MAY tbc	Oxbridge Evening
	APRIL	Year 12 internal exams potential evidence used for Post 18 applications
	MAY	Internal exam results sheets sent to parents
	MAY/JUNE	Year 12 Parents' Evening
	JULY	Challenge of Enterprise Conference/Work Shadowing/Educational Trips U.C.A.S forms can start to be completed online. CV's & personal statements.
	SEPTEMBER ONWARDS	U.C.A.S. forms can be sent off from mid/late September  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  FINAL date for submitting UCAS applications to school to ensure arrival at UCAS by January 15 <sup>th</sup> .
	DECEMBER	Year 13 Internal Exams
2020	JANUARY	Official closing date January 15 <sup>th</sup> for all applications to reach UCAS
	FEBRUARY	Year 13 Full reports to Parents
	SPRING	Last University decisions You decide which offers to accept (one firm, one insurance). Apply for Finance.
	MAY/JUNE	A level Exams
	MID AUGUST	A level Results
	SEPT/OCT	Begin your chosen Post 18 course