



Prince Henry's Grammar School
COLLABORATIVE LEARNING TRUST



PARENTS' GUIDE TO PRINCE HENRY'S GRAMMAR SCHOOL SIXTH FORM 2024-2025

Guide to the Sixth Form

Staff

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

Mrs C. Willis	Assistant Headteacher: Post-16 Learning
Mr M. Faulkner	Director of 6 th Form Curriculum and Transition
Mrs V. Robinson-Junni	Post-16 and Student Leadership Manager.
Mrs DeBono	Sixth Form Administrator and Academic Pathways Co-ordinator
Miss Hought	Sixth Form Study Support Officer
Form Tutors	The first port of call for students with any enquiries, problems and advice.
Year 12 tutors are:	Mrs Dayes and Mrs Edney, Mrs Williams and Mrs Blakeley, Mrs Moore and Mr Green, Mrs Ward and Mrs Walsh, Miss Speak, Mrs Mills and Mr Curtis, Mrs Clews

CORE PRINCIPLES

Our Vision: *Prince Henry's Grammar School will become internationally recognised as an exceptional school with a culture of respect, where we can all flourish and achieve.*

In working with Year 12 we ground our policies and decision-making in this vision:

- **Respect** – a focus on developing global citizens who show our core values of honesty and kindness. Recognizing the benefits and responsibilities of belonging to a wider community and supporting the culture of that community in developing individual and collective success.
- **Flourish** – a focus on personal development and wider opportunities so that students are prepared to take their next steps into a more independent future.
- **Achieve** - a focus building resilience to manage the challenges of Sixth Form study. A-level study is not easy and we aim to help students develop the skills to manage this challenge in a positive way, to learn from mistakes and to work on getting the right approach so that they are successful in the long term and can reach their ambitions.

1. ADMIN. AND INFORMATION

Information

We will keep you informed via the website, letters and email. Please check your details on Arbor and update if necessary.

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

Arbor

All Sixth Form information such as timetables, home learning, Standards for Learning data can be found on Arbor. Students need to check this regularly.

ID Badges

ID badges are worn by Sixth Form students as part of our commitment to safeguarding. **They must be displayed at all times when on site.** The school site is not a secure one and there have been instances of members of the public coming onto the school grounds. ID Badges ensure that Sixth Formers are easily identifiable as belonging to the school.

Finance

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

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

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

Support

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

We also have time reserved in the library on Tuesday and Thursday for Supported Study. Between 3 and 4pm students can spend time with members of the Sixth Form Team improving study skills and resolving specific problems in their studies. At times students may be directed by particular staff to make use of this time, so should arrange any other commitments, including part-time work, to avoid conflicting with this time.

Course Structure

As A-levels are two year courses, students will not be routinely entered for the AS at the end of Year 12. Most students are only taking 3 courses and will continue with these for two years. For students taking 4 courses including sciences, it **may** be possible to sit an AS at the end of year 12 and to drop this subject but AS is **not** available in many subjects. AS grades provide 40% of the UCAS points given to full A-levels.

In all subjects, students will sit end of year exams which will determine progression into Year 13. These exams will also be used as a basis for predicting university grades and therefore are very important. Although the BTEC courses are two year courses, students must pass the Year 12 element in order to proceed into Year 13 and must pass each unit to gain an overall grade.

Car Parking

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

Part-time Jobs

We know that many students need the independence a part-time job and wage can give them. We support the experiences and skills that they can develop in a real working environment. However, working too many hours can be detrimental to their studies. It is recommended that students do not work more than 6-9 hours per week and a reduction in hours during exam periods is highly recommended. Students should not take up paid work during Home Study sessions. This is because these are intended as study hours, and as any such arrangement may not be permanent, depending on progress, attendance and attitude.

Policies

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

iPads

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

2. LEARNING AND PROGRESS

MEA grades

Student MEA grades are generated using statistical estimates of progress for students of similar prior attainment, with an aspirational element built in. A student who is 'on track' is seen as being on the correct trajectory at that moment in time to achieve their 'MEA'. This is not a guarantee but is rather to inform students and parents that, if the student continues to work hard and make the same level of

progress, this is our best estimate of their outcome. A student who is 'below track' is not necessarily failing as progress is not linear but will need to make adjustments to their learning in order to attain the expected grade.

In keeping with our core principle of developing an open mindset, we do not see MEAs as being in any way a 'cap' on achievement. It really is work ethic, effort, attendance and motivation that will be the main determinants of success.

Progress Review

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

Student Induction Period

To ensure students have chosen courses on which they are likely to succeed, a period of six weeks at the start of term will be used to assess suitability for courses. If, after the first three weeks, a student has given teachers cause for concern, we will inform both parents/carers and the student and begin to work with the student to see what can be done to turn this around.

Teachers will then assess the student on a weekly basis to see if their concerns remain. **If, at the end of the period, a student's teachers believe they are not likely to pass a particular course, there will be a discussion about options going forward.** We will keep the student and parents/carers informed of progress throughout this period.

Attendance

Expectations in the Sixth Form are high and this means not missing any lessons where possible. The attendance policy follows a structured process whereby parents are informed at various stages if attendance becomes a concern and students should be prepared to attend supported study to catch up any work missed. All students should arrive in school in time for registration at 8.30am and attend all timetabled lessons on time including Fixed Study periods. All pre-booked absence such as medical appointments must be authorized in advance and non-urgent appointments should be made outside school time. If your child is unexpectedly absent due to illness we ask that you ring school on the first day of the absence and give an estimate of the length of time he or she is likely to be absent for. Please contact the Sixth Form Office as soon as possible if there are any issues regarding attendance.

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

Most students have a number of non-contact periods: students call them “frees”, we call them Study Periods. While they may not have contact with a teacher they should be extending their understanding of their subjects through independent study based on the advice given by teachers. When they are at school they are expected to use the facilities in the school to get work done, most courses expect students to be doing **at least four hours** personal study a week. If a student is doing 4 subjects they should be doing around 16 hours of independent study per week.

Home Study

There is an opportunity for students to be able to study at home during their non-contact periods. This is known as Home Study. Students have been initially granted any P5 where they have no lessons and can earn more throughout the year through good attitude, attendance and progress. If attendance or attitude to learning slip below the required standards, home study privileges will be revoked. The only times students should be taking Home Study are those periods identified on the timetable. All other study periods should be taken in school

Maximising learning

We do not just want students to *cover* topics, but to *learn* them. In lessons, teachers will focus on activities and assessment that maximise the retention of information – and its later retrieval. Students should use the same approach in home study.

Studies have shown that the keys to learning are 1) active processing – the more active a student’s brain is when learning, the more likely they are to recall what they learn. For example, speaking up in class, not just listening; abbreviating and changing the wording of information, not simply copying. 2) Deep learning – practising knowledge and skills until they become instinctive. This is why Year 12 is so important as a ‘bedrock’ of learning. 3) Testing themselves. Students get better at what they *do*. They should therefore practise *remembering and retrieving*, not just learning. They should test themselves, not just read and re-read or take fresh notes again and again.

3. THE WIDER CURRICULUM AND PROGRESSION

Careers and Progression

The Sixth Form team has a wealth of experience when it comes to progression advice but we do have the additional services of Careers Advisors. If students would like a meeting with them Mrs Robinson-Junni can book an appointment. In order to help our pupils make those all-important decisions about what they want to do after the 6th Form, we also organise a programme of events and activities with universities and employers. Students will have opportunities to speak to people from other organisations about Post-18 apprenticeships, travelling abroad on Gap Years and applying to university. This programme is delivered in PSHE lessons and days as well as in form time and assemblies. We cannot stress enough how important it is for them to attend these sessions – it really will help them make the right choices for their future.

Unifrog and competencies

Each student will have a log-on to the website Unifrog. As well as containing a wealth of information about destinations and courses, and advice on applying, this is where students will draft their personal statement. They will also be asked to keep track of their achievements and activities, as it is all too easy to forget what they have done and learned when it comes to the point of applying!

Students should aim to reflect on the skills they are learning throughout the year and record these on Unifrog. These are known as 'competencies' – see icon on the final page. Please also note that regardless of students' intended destinations, we ensure that all students engage with Unifrog and the UCAS process. This is partly

because many students change their minds as they enter Year 13; but it is also because the planning, drafting and information-gathering process is of value for any type of future application.

Enrichment Curriculum

Enrichment is a key part of the Sixth Form. All students are expected to follow an enrichment course and engage in some enrichment activities for up to five hours a fortnight. The timetable has been organized so that time in school is dedicated to this. Courses on offer include the Extended Project Qualification and Core Maths amongst others. Enrichment is not just fun and rewarding in the short term. It both helps students to make high-quality applications, and genuinely develops skills, habits and character traits that will support them in the future.

Student Leadership

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

We have a strong and effective Student Council who are led by our Head Students and the Senior Students. We also run mentoring schemes for students in lower years, organise charitable events, and take part in competitions.

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

Key Dates

Autumn Term

Fri 4 th Oct	Early Close
Mon 14 th Oct	Training Day – school closed to students
Friday 25 th Oct	Break up for half term
Mon 4 th Nov	Return to school
Thurs 21 st Nov	PHSE Day 1
w/c 25 th Nov	Progress Report 1
Wed 11 th Dec	Progress Evening (online)
Thurs 19 th Dec	Celebration Evening, Presentation of Awards relating to GCSE exams
Friday 20 th Dec	Break up for Christmas holidays (early closure)

Spring Term

Tues 7 th Jan	Return to school (Mon 6 th is Training Day)
Tues 28 th Jan	PSHE Day 2
Wed 12 th Feb	Early Applicants HE Information Evening
Fri 14 th Feb	Break up for Half Term
Mon 24 th Feb	Return to school
w/c 17 th Mar	Progress Report 2
Thurs 20 th Mar	HE and Alternatives to HE Information Evening
Fri 4 th Apr	Break up for Easter holidays

Summer Term

Tues 22 nd Apr	Return to school
During Apr/May	Application process for Senior Students opens Senior Student interviews
Fri 23 rd May	Break up for half term
Mon 2 nd June	Return to school
Wed 18 th June	Y12 HE Preparation Day
Thurs 19 th June	Year 12 Exams begin
Mon 7 th July	Work experience week
w/c 14 th July	Progress report 3 to parents
Mon 14 th July	Sixth Form progression and future planning (off timetable)
Tues 15 th July	Olympics Day and Sixth Form Sports afternoon
Fri 18 th July	Break up for Summer Holidays (early closure)

USEFUL NUMBERS

General Office & Attendance	01943 463524 (answerphone available out of hours)
Sixth Form Office	01943 463524 x. 220
UCAS student line	0371 468 0 468

USEFUL WEB ADDRESSES

School Bursary	www.education.gov.uk/16to19/studentsupport/
University Applications	www.ucas.co.uk www.unifrog.org
Apprenticeships	apprenticeships.gov.uk www.btal.co.uk www.getconnectednow.co.uk www.apprenticeships.org.uk www.apprenticeshipguide.co.uk
Looking for a Job	www.fish4.co.uk/jobs www.realstart.co.uk

UNIFROG COMPETENCIES

