



Tadcaster Grammar School

'A Culture of Excellence'

Tadcaster Grammar School **SIXTH FORM**

Student Guide 2019-2020

Dear Sixth Former

Welcome to Tadcaster Grammar School Sixth Form, whether you are new to the School or continuing your education with us. You have made a positive decision to study Post-16 and it is our aim to ensure that you achieve your potential to allow you to progress to Higher Education or a chosen career as confident and mature individuals.

It is my responsibility to ensure you receive high quality teaching and learning, that your progress is closely monitored and we have systems in place to ensure you achieve your potential.

It also falls to me to ensure we look after your health and safety, so I hope you find the information in this booklet beneficial.

We are dedicated to ensuring your success. If you need any help or advice you can contact your tutor, or any member of the Sixth Form Team. I wish you the very best of luck on this important journey towards realising your potential and fulfilling those dreams and ambitions.

Yours sincerely

Ros Knapton

Assistant Headteacher : Director of Sixth Form



Tadcaster Grammar School

Sixth Form

Steps to Success

There is no magic formula in order to maximise the potential of you as a student, but we strongly believe that following the six simple steps listed below are fundamental in helping to achieve success.

Attendance & Punctuality

High Expectations

Preparation

Involvement

Respect

The Adult In You



1

ATTENDANCE & PUNCTUALITY

"Don't count the days, make the days count."

Muhammad Ali

This includes:

- All timetabled lessons
- Study Support Sessions
- Tutor Periods

Attendance falling below 95% has been shown to result in an average reduction in one A-Level grade per subject. This increases to two grades when attendance falls below 90%.

2

HIGH EXPECTATIONS

AMBITIOUS GOALS MAKE FOR OUTSTANDING ACHIEVEMENTS

"Will it be easy?"

Nope.

Will it be worth it?"

Absolutely."

Unknown

- Complete work which reflects your best efforts
- Attend support sessions outside school hours when requested
- Keeping on top of classwork, homework and reading around your subject. Meet all deadlines.
- Be proactive and address areas of weakness.
- Get into good habits now - we estimate that each A level subject you take will require 4 hours of study

The students who make the most progress are the ones who seek out help, advice or support whenever it is needed.

3

PREPARATION

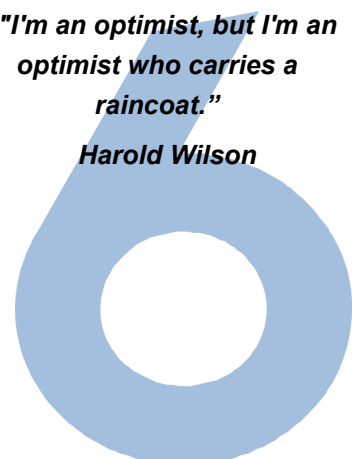
BE PREPARED

- Effectively organise your time and work.
- Be fully equipped for all lessons.

Think: Lanyard, Paper, A4 Folders ,Pens & Pencils , Plastic Wallets, Subject Dividers, Memory Stick, Specialist Equipment, e.g. calculator, art pad, etc

"I'm an optimist, but I'm an optimist who carries a raincoat."

Harold Wilson



4

INVOLVEMENT GRAB EVERY BRANCH!

***"Tell me and I'll forget, show
me and I may remember,
involve me and I learn."
Benjamin Franklin***

- It's not just about the educational input.
- Buy into the many other exciting CV- enhancing and enrichment opportunities.
- Work experience.
- Put yourself ahead of the competition!

5

RESPECT EVERYONE SHOULD BE RESPECTED AS AN INDIVIDUAL

***The 3 R's: Respect for self.
Respect for others.
Responsibility for all your actions.
Dalai Lama***

- Act as an ambassador for Sixth Form.
- Adopt a respectful approach to equipment, buildings and other people around the School.
- It's a two way process.

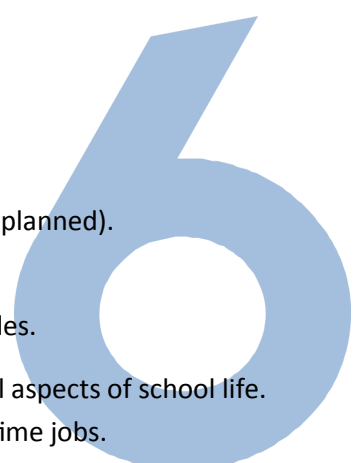
6

THE ADULT IN YOU ADULT APPROACH

***"It matters not what someone is born.
But what they grow up to be."
Dumbledore – J. K Rowling***

Prove your status.
Ensure work does not interfere with your progress.
Dress appropriately.

- Lanyards must be worn/be visible AT ALL TIMES.
- All students must sign in and out of School via the electronic swipe system.
- All students must follow the school policy for reporting absence (planned and unplanned).
Holidays must not be booked during term time.
- Prolonged absences severely jeopardise your chances of scoring the highest grades.
- Part time work should not impact on your ability to perform and participate in all aspects of school life.
We recommend no more than 10 hours each week should be dedicated to part time jobs.



Useful Contact Information

School Website	www.tgs.starmat.uk	
School Phone Number	01937 833466	
Absence Line	01937 837691	
Headteacher	a.parkinson@tgs.starmat.uk	Mr Parkinson
Director of Sixth Form Assistant Head	r.knapton@tgs.starmat.uk	Mrs Knapton
Pastoral Support Officer	j.gadsby@tgs.starmat.uk	Mrs Gadsby
Sixth Form Administrator	k.tomlinson@tgs.starmat.uk	Mrs Tomlinson
Bursary	a.haddock@tgs.starmat.uk	Mrs Haddock
Exam Officer	h.lawson@tgs.starmat.uk	Mrs Lawson
Careers Advisor	careers@tgs.starmat.uk	Mrs O'Reilly
Medical	j.chauda@tgs.starmat.uk	Mrs Chauda
Calcaria Sixth Form Tutor (Year 12)	m.elsworth@tgs.starmat.uk	Mr Elsworth
Calcaria Sixth Form Tutor (Year 13)	a.henson@tgs.starmat.uk	Mrs Henson
Dawson Sixth Form Tutor (Year 12)	k.holmes@tgs.starmat.uk	Mrs Holmes
Dawson Sixth Form Tutor (Year 13)	n.randall@tgs.starmat.uk	Mrs Randall
Fairfax Sixth Form Tutor (Year 12)	g.dale@tgs.starmat.uk	Mr Dale
Fairfax Sixth Form Tutor (Year 13)	s.sharratt@tgs.starmat.uk	Mr Sharratt
Oglethorpe Sixth Form Tutor (Year 12)	s.farren@tgs.starmat.uk	Mrs Farren
Oglethorpe Sixth Form Tutor (Year 13)	k.mitchell@tgs.starmat.uk	Mrs Mitchell
Toulston Sixth Form Tutor (Year 12)	h.brydon@tgs.starmat.uk	Mrs Brydon
Toulston Sixth Form Tutor (Year 13)	j.kay@tgs.starmat.uk	Mrs Kay
Wharfe Sixth Form Tutor (Year 12)	j.walker@tgs.starmat.uk	Mrs Walker
Wharfe Sixth Form Tutor (Year 13)	a.crease@tgs.starmat.uk	Mr Crease

Rights and Responsibilities

Expectations of Students

We expect that you will.....

- Attend all timetabled lessons/tutor sessions - we expect at least 95% attendance.

We also expect that you will....

- Be on time to all lessons, tutor period and make productive use of such time.
- Be fully prepared.
- Bring all necessary equipment.
- Be positive, interested and willing to learn.
- Be prepared to contribute to all activities, inside and outside the classroom.
- Take responsibility for your own learning and play your part in group activities.
- Make progress in all areas of study by working hard and meeting work deadlines.
- Let us know if there is any genuine reason why you cannot attend a lesson by calling the school to let us know on 01937 837691.
- Copy up notes and catch up straight away for any work that is missed for any reason.
- Set a good example and be role models for the rest of the school.
- Behave and dress in a way that is appropriate to an educational establishment.
- Offer practical support to the school and/or local community.
- Be aware of your role in school and the responsibility it carries.
- Understand your responsibility to adhere to the school's ICT Acceptable Use Agreement.
- Behave in a way that is appropriate for Sixth Formers when travelling to and from school and when walking around the school site.
- Wear your lanyard **at all times** and buy a new one should you lose it.



Rights and Responsibilities

Expectations of Staff

We will give you lots of support during your Post-16 education but if we don't think you are working hard enough or if we are concerned about something, we will have honest dialogue with you and set you rigorous targets.

In return for this level of commitment you can expect us to...

- Treat all students with respect and as individuals.
- Offer relevant support and refer to other members of the Sixth Form team where necessary.
- Arrive at lessons on time.
- Prepare your lessons thoroughly.
- Make lessons stimulating and engaging.
- Set realistic deadlines to enable you to plan and study efficiently.
- Mark your work within a reasonable timescale and in accordance with the whole school marking policy.
- Provide feedback so that you know how to improve and reach (or exceed) your target grade.
- Make sure you have covered all the relevant areas of the course.
- Value your ideas and contributions.
- Have high expectations of you.
- Set cover work if we are absent.



The School Day

ARRIVAL/REGISTRATION

You should arrive at school in good time for the start of your first lessons. Punctuality is one of '6 Steps to Success' (Success Step 1). When you arrive in school, you will either make your way to your lesson to be registered or, if not in a lesson, you should sign in using the register in Sixth Form. If in school, you must sign in at both AM and PM sessions.

Important: If you do not have lessons but are in school to study independently or take part in another activity in any area of school, you **must sign in** using the register in the Sixth Form Centre. Also, if you leave before the end of the school day, you **must sign out**, again using the register in the Sixth Form Centre.

Lesson 1	8.40 - 9.40
Lesson 2	9.40 - 10.40
Tutor Time	10.40 - 11.05
Break	11.05 - 11.25
Lesson3	11.25 - 12.25
Lunch	12.25 - 1.15
Lesson 4	1.15 - 2.15
Lesson5	2.15 - 3.15

STUDY PERIODS/TUTOR TIME

Your timetable will show a number of independent study periods this is an opportunity to work on your Level 3 programme of study. Your teachers and tutor will help you structure this time but it is essential to use the facilities in the sixth form to complete your independent study tasks (make sure you refer regularly to the independent learning booklets each subject will issue to you.) If you use these periods effectively this will enable you continue with out of school interests and work experience.

If you have a job outside of school we recommend you do not do more than 10 hours per week.

Year 12: You must attend all timetabled lessons. You must study in and remain in school during independent study times and attend VT every day for the first term. After your first report your Tutor may grant Study Leave.

Year 13: You must attend all timetabled lessons, included Guided Learning and attend VT on a Tuesday and Thursday. You may study at home or at school during independent study times, however this can be reviewed at any time if expectations are not being met.



MONITORING YOUR PROGRESS

It is important that you know how well you are progressing and it is vital you have the opportunity to discuss this with your Tutor.

During Year 12 you will get 3 reports which inform you of your:

- Forecast grade - Effort - Attendance - Homework - Coursework

Following each report you will have a mentoring session with your Tutor to discuss your progress and career plans.

INTERVENTION PROGRAMME

If you are appearing to struggle in one or more subject areas after mentoring and discussions with tutors you may be referred to the Intervention Programme to work with Mrs Gadsby our Sixth Form Pastoral Support Officer. This is not a punishment but a purely supportive measure to ensure you achieve your full potential.

SIXTH FORM TUTORS

You will be assigned a Tutor. Your Tutor will see you during Tutor time (VT). The expectation for Year 12 students is that for the first term you will attend **every** Tutor period and for Year 13 students every Tuesday and Thursday, where a bespoke Tutor programme will be delivered to you throughout the year. Attendance is compulsory and non-attendance will be seen as truancy. If, after your first report in Year 12, your Tutor thinks you are making the necessary progress, Study Leave may be granted, but you will still be required to attend VT on Tuesday, Wednesday and Thursday.

In Year 12 and Year 13, after each report, your Tutor will arrange one-to-one mentor sessions with you to discuss your progress and to identify any issues that you are facing. If they think you are not progressing adequately, Study Leave will be revoked. Your Tutor will be your first port of call for any issues you want to make us aware of. During the Tutor periods that you are not expected to attend, you will be able to undertake leadership and mentor programme opportunities.

CURRICULUM

All your exams are linear. This means that you will be assessed on all the work you cover in Year 12 and Year 13 at the end of Year 13. Some of you will take 4 subjects through to full A level and again will be assessed at the end of Year 13.

Some of you will take 4 subjects in September and may make a decision drop one by the end of the transfer window at the end of September. After this date the expectation is you will take ALL the subjects as full A levels through to assessment at the end of Year 13 as full A levels. If there are concerns as to your suitability for the course your teachers and tutors will raise this with you.

ENRICHMENT

During Year 12 you will be expected to complete enrichment activities, e.g. mentoring or sports leadership. It is a really important part of developing as a young adult; having references and experience will enhance the completion of your UCAS, apprenticeships or future employment applications.

COMPUTER FILES/ICT ACCEPTABLE USE AGREEMENT

No student should ever divulge their network password to anyone. Logging on to someone else's network space is an invasion of that person's privacy and a serious breach of trust. Copying or tampering with any files in another person's network space calls into question the integrity of all computer-assisted learning within the school and is, therefore, a particularly serious offence.

Students are expected to abide by the rules on the use of ICT, by signing and adhering to the ICT Acceptable Use Agreement, which includes prohibited activity on any social media platform. Students should refrain from posting comments about others that may be construed as bullying or which undermine fundamental British Values. Any indiscretions or attempts to bring the school into disrepute, through the posting of messages or photos on any such site will be dealt with by the Director of Sixth Form.

USB FLASH DRIVES

You are not allowed to bring USB Flash Drives into school for any reason. This is to avoid infecting the school's system with a computer virus and also to avoid inappropriate files and documents being brought into school.

MOBILE PHONES

Students may keep their phones with them but must ensure that they are on silent, not have them out or take video or photographs during lesson time, unless asked to do so by their teachers. Students must not use their phones (with or without earphones/earbuds) when walking around other areas of the school site. Students are, however, free to use their phones in the Sixth Form Centre at any time. It is, however, expressly forbidden for students to use mobile phones to photograph, film, record or share images of others at school. Via any media platform. Misuse of images is not permitted and is against school policy.

ABSENCE

Post-16 courses are very challenging and missing lessons has a significant impact on both your learning, the learning of others as well as the ability of the teacher to teach effectively. The high-level learning that takes place in lessons cannot be made up by borrowing notes. Catching-up is hard to do. It is therefore vital that you attend all lessons.

At Tadcaster Grammar School, in order for an attendance record to be deemed good, it must be 95% or above. Attendance is monitored with concerns being referred to Tutors and the Director of Sixth Form as appropriate.

Attendance is defined as: participation in the programme of educational activities arranged by school. In addition to actual attendance of subject lessons, 'attendance' also covers:

- Assembly
- Tutor time (VT)
- Sports, musical or theatrical productions and trips etc. arranged by, or in conjunction with school and which form a part of your course
- Interviews and visits relating to further and/or higher education of which the Sixth Form administrator should be advised of these in advance to ensure your absence is authorised
- Work experience
- If you have a P1 or P4 lesson, you will be registered in the lesson, otherwise you **must sign in** at Sixth Form when you arrive in school.
- You **must also sign in** at Sixth Form if you arrive Late and before you go to your lesson.
- If you leave the school site at any time during the school day, you **must sign out** at Sixth Form (if you subsequently return, you must sign in again).

We understand that you may sometimes be absent for genuine and understandable reasons.

For all **planned absences**, you should see the Sixth Form Administrator in advance of the absence. If the absence is not planned (e.g. sickness) then your parents should contact the school on the first day and any subsequent days of illness by calling the school on 01937 837691 before 8.30am.

Absence from school sessions will only be authorised if:

- parents inform the school by telephone or email message for short illnesses – but evidence is likely to be required if absences are frequent
- a medical certificate is provided for absences of 5 days or longer.
- written evidence is provided beforehand of a dental, hospital or specialist appointment.
- evidence is presented that urgent (not routine) medical or dental treatment is required.

A Sixth Form Leave of Absence form (available from the Sixth Form Administrator) must be completed in advance of any planned absence, examples of which are as follows:

- evidence is provided in advance that a Driving Test is to be attended (the theory test should be organised to ensure the least disruption to lessons). NB: Driving lessons should be organised outside of lesson time.
- parents inform the school in advance of exceptional family circumstances .
- parents inform the school in advance of weddings of immediate family.
- parents inform the school in advance of the funeral of a close family relative or friend.
- religious observance is advised in advance.

Unauthorised absence will be recorded if *(this list is not exhaustive):*

- an absence is unexplained, i.e no contact has been made with school to provide a reason for absence
- a student is absent from a session without obtaining prior authorisation for absence
- a holiday/social event is taken during term-time
- a driving lesson, doctor/dentist appointment is arranged during a teaching period or a Tutor period you are expected to attend and without prior authorisation
- an interview for casual/part-time employment is attended during a teaching period or a tutor period you are expected to attend and without prior authorisation
- a period of part-time job training is attended
- missing lessons to complete coursework/homework
- babysitting younger siblings.

HOLIDAYS/LEAVE OF ABSENCE IN TERM TIME

You should not take holidays during term time as this impacts upon teaching , learning and outcomes. Holidays taken during term time will be recorded as unauthorised absence.

CAREERS GUIDANCE

Within the Sixth Form we have the support and help of our Careers Advisor, Mrs O'Reilly. If you feel it would be helpful to have a chat with , about your future plans, or to find out what might be available in your area of interest or even to discuss and find out what your area of interest is, please email for an appointment careers@tgs.starmat.uk

During the year lots of information about the various routes into employment and higher education will be available to you. You will all have the opportunity in the summer term to complete a work experience placement. The ILC also carries a selection of university prospectuses, study guides, apprenticeship and employment information for you to access.

PASTORAL SUPPORT

There is an excellent structure in place which ensures pastoral support is available should you need extra support. you can get the pastoral support you need. This may be simply coming to talk about something that is happening or which is worrying you or to talk about the options available before making any decisions. Whatever the issue, we hope you feel you can come and talk firstly to your Tutor before anything gets “too big” to cope with and causes any further issues. We want to be able to support you as well as we can. Students who wish to discuss any issue affecting their wellbeing or happiness can meet with Mrs Gadsby in school on Monday, Tuesday, Thursday and Friday from 9am—4pm. Please feel free to book an appointment.

The content of the conversation is normally confidential. Parents and teachers are not always informed. However, if the student consents and if Mrs Gadsby considers it helpful, information may be shared with parents and pastoral staff. Mrs Gadsby will pass on to the relevant authorities and parents any disclosures relating to violations of the law, child protection or the safety of others.

STUDENT SUPPORT BURSARY

The Bursary Fund is provided to financially assist students who have the greatest need with expenditure that is directly related to school life. This can include support with transport costs (including for University visits), the purchase of stationery and technology required for school (including, if needed, a laptop) and support with catering requirements.

Students can apply for the Bursary Fund when they join in September and the forms are available on the school website or from Mrs Gadsby the Sixth Form Pastoral Support Officer. The Bursary Fund is means tested and there are three groups of students eligible:

- Students who come from a household with a combined income of less than £28,000
- Students who are in care or are care leavers
- Students who qualify for Free School Meals (application forms are administered by North Yorkshire County Council and are available on their website)

CARS

Students who have a licence and drive to and from school, must complete a vehicle registration form (available from the Sixth Form Administrator) before bringing their car on to the premises.

SMOKING, ALCOHOL & BANNED SUBSTANCES

Tadcaster Grammar School is a non-smoking establishment and it is illegal for any person to smoke on the school site or on school transport. Incidents involving students who are caught smoking or in the company of students smoking cigarettes or e-cigarettes or in the event of finding or suspecting a student to be in possession of alcohol or a banned substance, will follow a clearly understood procedures which will support the Drug and Substance Misuse Policy.

The school will not allow its site to be used for the production, supply or consumption of any controlled drug. There is no legal obligation to inform the police however, in certain circumstances, details regarding the people involved, together with as much information as possible, will be passed to the Police Liaison Officer or the Community Police Unit. Students may also be subject to a fixed term or permanent exclusion depending on the circumstances and the class of drug involved.

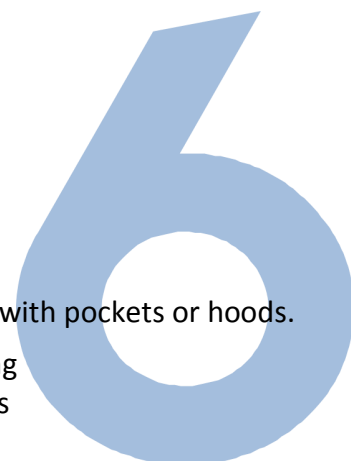
DRESS CODE

We recognise that self-expression and individuality is an important part of becoming an adult. Students are expected to dress in a manner that is appropriate for a site which is directly linked to accommodation for younger students. This means that offensive or explicit slogans and/or images on clothing should not be worn. Similarly, clothing that is particularly revealing should be avoided.

- Trousers or smart jeans – no rips. Leggings must be worn with modesty.
- Shorts must be just above the knee and tailored (not sports shorts).
- Skirts must be knee-length or below the knee.
- Tops must be modest – no straps/vests and not low-cut.
- Shoulders and midribs must be covered.
- Sensible shoes, trainers, pumps, no flip-flops or stiletto heels.
- Hats/hoods should not be worn indoors.
- Tattoos must be covered at all times.
- Multiple face piercings are not permitted.
- Hairstyles must be appropriate and colours of a naturally occurring tone.

Please Note: During exams, students are not permitted to wear tops or jackets with pockets or hoods.

Students should consider that their clothing should be appropriate for a working environment. Students may be asked to go home and change if their clothing is deemed not to be appropriate.



LANYARDS AND MOVING AROUND SCHOOL

Lanyards **must be worn visibly** at all time as part of our safeguarding policy. Students will need to wear their lanyards at all times not only for security, but also to allow access to all areas of the school.

COMMUNICATION

Student Email

Each student is given a school email address and are expected to check this at least daily as essential information from the Sixth Form Team, their Tutor and teaching staff will be communicated in this way. Students should only use their school email to send appropriate emails between themselves and members of staff.

Correspondence/Letters Home

Almost all correspondence is sent in email format and parents are required to subscribe to our 'Letters Home' system, by providing an email address and selecting the Year Group and House that applies to their child/children. All letters will then arrive in their email inbox. Please Note: Each school year, parents will need to 'update their preferences' and select the next year group. To subscribe, go to www.tgs.starmat.uk and click on the 'Letters Home' or 'Parents' tab. Parents will also need to update their email address if that changes during the year.

CASHLESS CATERING

The school has a cashless catering system. FAQs and answers are detailed on the school website. The system is biometric so will recognize the thumb print of your child. There are two payment options available—online payments through ParentPay (please allow up to 48 hours for ParentPay to update the credit on the system) and cash payments at the revaluation points in school (instant credit to account).

PARENTPAY

Parents can make secure online payments by debit or credit card for any payments made to school, e.g. school visits, resources (revision guides, etc), school meals), therefore eliminating the need for your child to bring cash into school. Every parent will have a unique login which allows you to view all payments made to the school and school letters home in relation to any payments required. School menus and the food purchased by your child can be viewed and payments made by logging onto www.parentpay.com or via the link on the school website.

PARENTS' EVENINGS

Making appointments for Parents' Evenings is also completed electronically. The 'Parents' link on the school website leads to an online booking system where parents can make 10 minute appointments with subject staff. Parents will be notified in advance of the date and time of each evening.

PARENTAL CONSENT FOR LOCAL EDUCATIONAL VISITS

We require parental consent to be given electronically, via the completion of an online form, for students to participate in local school events and educational visits. An individual visit consent and medical information form will be needed for a limited number of visits and this will be advised as required. The parental consent for educational visits letter can be accessed on the school website under the 'Parents' tab/useful forms/parental consent for educational visits.

PROCEDURE FOR BAD WEATHER CLOSURE

In severe weather conditions:

- Please phone the school as the answering machine message will be altered to say if the school is OPEN or CLOSED.
- Information will be posted on the VLE and the school website.
- Announcements will be made on Radio York and Minster FM.
- If the school is CLOSED students will NOT be allowed to stay.
- If the school is OPEN but fewer students are expected to come in, Sixth Form snow base is S1.
- Sixth Form students are required to remain in S1 until directed otherwise.

PROCEDURE FOR EARLY CLOSURE

- Announcements will be made on Radio York and Minster FM.
- Information will be posted on the VLE and the school website.
- Students will be informed of the time of closure.
- Students are to make contact with their parents to arrange a pick up or to let them know they are going home either by bus, walking or will be driving home (if applicable).
- Students who travel by bus should go to S1 until they receive notification of the arrival of their bus.
- If students are unable to contact parents, they should go to the Sixth Form Office where staff will assist.
- When the buses have departed, any remaining students need to go to S1.

