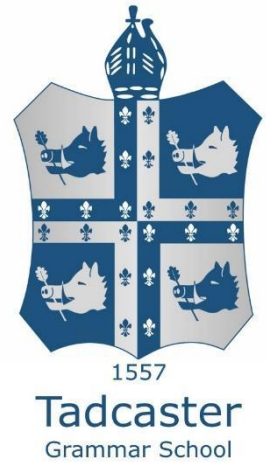


Be Your Best Self



FOR SIXTH FORM

Student & Parent Handbook

Updated for September 2024

OUR VISION



1557
Tadcaster
Grammar School

BE YOUR BEST SELF

CORE VALUES

Ambition

To have
a desire to
achieve success.

Resilience

To show a
determination to
achieve success.

Responsibility

To take
ownership of
our actions.

Respect

To be considerate
to ourselves and
others.

Tadcaster Grammar School

CONTENTS

- **Introduction**
- **The Sixth Form Team**
- **The School Day**
 - Arriving at the Site
 - Timings of the Day
 - Study Periods
 - Lessons at Sherburn High School
- **Student Support & Assessment**
 - Sixth Form Tutors
 - Pastoral Support
 - Assessment
 - Guided Study
 - Careers
 - Work Experience
 - 16 – 19 Bursary
 - Post 16 Transport
 - Parents' Evenings
 - Student Details & Parental Consents
- **School Processes, Procedures & Policies**
 - Attendance & Punctuality
 - Part-time Work
 - Car Parking
 - Dress Code
 - Lanyards
 - Communication
 - Acceptable Use Agreement
 - USB Flash Drives
 - Mobile Phones
 - Parent Pay
 - Catering
 - Allergy Awareness
 - Smoking, Alcohol & Banned Substances
 - Procedure for Bad Weather Closure
 - Procedure for Unexpected Early Close

INTRODUCTION

Welcome to Tadcaster Grammar School Sixth Form and the beginning of a journey that will see our students achieving success, independence and a notion of the potential they can go on to fulfil.

Here at Tadcaster Grammar School, we strongly believe that good communication with parents/carers is central to the achievement of our students. Our supportive and friendly atmosphere, coupled with high expectations, challenge and effective assessment and monitoring, help us to promote the values of hard work, consistent endeavour and teamwork.

Times have changed in Post 16 education and we recognise that, as students stand on the precipice of their future, they need the support of both staff and parents more than ever. To this end, we promise to do our utmost to help, inspire and encourage all students to be the best they can be. We will provide first class tutorial guidance, pastoral care, preparation for employment and higher education and academic rigour in all subject disciplines.

This guide is intended to assist both students and parents/carers in this crucial phase of education. It sets out our goals and aspirations as well as our procedures and plans. It is our vision that we can all work in partnership to provide a solid and reliable network of support and encouragement, helping students to get the best out of their time with us.

We look forward to working with you.

Ros Knapton

Assistant Headteacher

Director of Sixth Form

r.knapton@tgs.starmat.uk

THE SIXTH FORM TEAM

ROS KNAPTON – DIRECTOR OF SIXTH FORM

As Director of Sixth Form, I have the overview of teaching and learning, student support, assessment, resources and destinations of all our Sixth Form students, but I am pleased to have a dedicated Sixth Form team to support me with this. I am committed to ensuring your child receives the very best support and care during their time with us so, if there is anything we can do to help them, please contact their Tutor or any member of the Sixth Form team.

JOSEPHINE GADSBY – PASTORAL LEADER (SIXTH FORM)

Moving from GCSE to A level can be a big step and some students may benefit from extra support personally or academically. As Sixth Form Pastoral Leader, I ensure all students are receiving relevant support for any difficulties they may be facing and update parents on progress, liaising with outside agencies when necessary. As part of the support offered in Sixth Form, I am responsible for the 16-19 Bursary funding and ensuring students receive any funding they may be eligible for. If you think you may be eligible for this support please contact me.

USEFUL CONTACT DETAILS

Ros Knapton r.knapton@tgs.starmat.uk
Assistant Headteacher Director of Sixth Form

Josephine Gadsby j.gadsby@tgs.starmat.uk
Sixth Form Pastoral & Bursary Fund Leader

Madeline Dawson m.dawson@tgs.starmat.uk
Sixth Form Attendance & Administrative Assistant

Helen Lawson h.lawson@tgs.starmat.uk
CEIAG, Business & Community Links Manager

Year 12 Calcaria Tutors:

Andrew Crease a.crease@tgs.starmat.uk

Year 13 Calcaria Tutors:

Andrew Disney a.disney@tgs.starmat.uk
Ruth McQuire r.mcquire@tgs.starmat.uk

Year 12 Dawson Tutors:

Anna Cantrell a.cantrell@tgs.starmat.uk
Helen Cooney h.cooney@tgs.starmat.uk

Year 13 Dawson Tutors:

Pam McKenzie p.mckenzie@tgs.starmat.uk
Elizabeth Lindsay e.lindsay@tgs.stamat.uk

Year 12 Fairfax Tutors:

Samson Sharratt s.sharratt@tgs.starmat.uk
Helen Cooney h.cooney@tgs.starmat.uk

Year 13 Fairfax Tutors:

Gareth Dale g.dale@tgs.starmat.uk

Year 12 Oglethorpe Tutors:

Katie Mitchell k.mitchell@tgs.starmat.uk
Helen Cooney h.cooney@tgs.starmat.uk

Year 13 Oglethorpe Tutors:

Lou Bland l.bland@tgs.starmat.uk

Year 12 Toulston Tutors:

Jude Kay j.kay@tgs.starmat.uk
Helen Cooney h.cooney@tgs.starmat.uk

Year 13 Toulston Tutors:

Helen Brydon h.brydon@tgs.starmat.uk
Sally Farren s.farren@tgs.starmat.uk

THE SCHOOL DAY

ARRIVING AT THE SITE

Students should arrive at Sixth Form in good time for the start of their first lesson. All students **MUST** sign in/out using the electronic lanyard system every time they enter/leave the school site. This provides us with our fire evacuation lists and is a key part of our safeguarding procedures.

THE SCHOOL DAY

Period 1 (Tutor Time)	8.40 - 9.05	Lunch	12.05 – 13.10
Period 2	9.05 – 10.05	Period 5	13.10 – 14.10
Period 3	10.05 – 11.05	Period 6	14.10 – 15.10
Period 4	11.05 – 12.05	Sixth Form Study Centre open 8.15-16.00	

STUDY PERIODS

The Sixth Form timetable is made up of formal teaching periods and independent study sessions. Independent study sessions are not free time or time for a break, but an opportunity for students to work on their Level 3 programme of study. However, we appreciate that structuring this can sometimes be a challenge for students as they take the step up from KS4 to KS5. Therefore, **until the end of September, we ask that students spend their study sessions in school.** This allows the Sixth Form Tutor Team to work with students about how to best structure their day as well as providing students with the opportunity to build new friendships and partake in structured SMSC, study skills and wellbeing sessions. Once study leave has been granted students are free to spend their independent study time off site if they wish.

LESSONS AT SHERBURN HIGH SCHOOL

Transport is provided for students who have lessons at Sherburn High School (SHS). The bus times are detailed below. Buses pick up / drop off at TGS from the area opposite Rose Cottage. Students studying at Sherburn will be issued with a door pass and will receive a detailed information pack about the facilities and support available when they arrive at Sherburn High School. If students miss the bus for any reason they must inform Mrs Dawson in the Sixth Form office so that further arrangements can be made.

Tadcaster/Sherburn 6th Form Buses			
Leaves SHS	08.20	Arrives at TGS	08.40 ready for 09.05 lesson
Leaves TGS	08.40	Arrives at SHS	09.00 for 9am lesson
Leaves TGS	12.20	Arrives at SHS	12:40
Leaves SHS	12.40	Arrives at TGS	13:00
Leaves SHS	14.50	Arrives at TGS	15:10
Leaves TGS	15.15	Arrives at SHS	15:35

SHS Lesson Times			
Period 1 (Mentoring / Assembly time)	08:30 – 09:00	Period 4	11:20 – 12:25
Period 2	09:00 – 10:00	Lunch	12:25 – 12:55
Period 3	10:00 – 11:05	Period 5	12:55 – 13:55
Break	11:05 – 11:20	Period 6	13:55 - 14:55

STUDENT SUPPORT & ASSESSMENT

SIXTH FORM TUTORS

Every student is assigned a Sixth Form Tutor. The Tutor will see their tutor group during Period 1, delivering a programme of relevant information, advice and guidance and to discuss progress through mentoring sessions. Tutors will be the first port of call for any issues that you want to make us aware of.

The Tutors will also work with any students who may be finding it difficult to adjust to Sixth Form demands and will work with students on the Intervention Programme (see Pastoral Support).

We realise that students need to be given time to become individuals, but we are also aware that time needs to be given to cover issues of a young adult's life. This may include career pathways, well being, democracy, tolerance, rules and regulations, study skills, charity work, and much more besides.

PASTORAL SUPPORT

The Sixth Form team has a dedicated Pastoral Leader for KS5, Mrs Gadsby, who is located within the Sixth Form Centre. Students can access this support if they need to talk to someone or share any concerns they may have. Students who wish to discuss any issue affecting their well being or happiness are free to pop in at any time to see Mrs Gadsby. Mrs Gadsby will pass on, to the designated Safeguarding lead in school, any disclosures relating to violations of the law, child protection or the safety of others. Mrs Gadsby is also available to provide advice on independent study, revision techniques and signpost to outside agencies when required. If students require additional support with their academic studies, Mrs Gadsby also runs the Intervention Programme.

Intervention Programme

For students who are identified by staff as needing extra curriculum support in more than one subject, Mrs Gadsby can provide a programme of support through the intervention process to ensure students reach their full potential. As part of the intervention process, targets are set for the student to work towards for a four week period and are reviewed regularly.

ASSESSMENT

All students have now embarked on a two year linear study programme. It is therefore very important that each student is aware of the grade they should be able to achieve. Regular assessment of a student's performance is vital and ensures that a student is working towards their target grade and is in line to achieve their true potential.

As all A level courses are 2 year linear courses, regular assessment is important to highlight areas for development. These will be taken regularly through classwork and independent study sessions and formally in mock assessment weeks.

GUIDED STUDY

In Year 13 students an hour per subject per fortnight (max 3 hours in school) of Guided Study. Work for these sessions is set by the subject teachers and may include exam practice, essay writing, further research or directed revision, helping to better prepare students for their upcoming examinations.

CAREERS

Careers guidance in Sixth Form is supported by our Careers Lead and external partners provided via the tutor programme, assemblies, employer / HE engagement and the work experience programme. In addition, there are careers 'drop in' sessions at various times during the year, details of which will be given during tutor times. One to one Post 18 guidance is available via the online request form. These sessions are tailored to individual needs, helping students make informed decisions about their future.

STUDENT SUPPORT & ASSESSMENT

WORK EXPERIENCE

All students undertake a work experience placement for one week during July of Year 12. Students are responsible for arranging their own placements and providing details of these to the Careers Team.

16-19 BURSARY

The 16-19 Bursary Fund is provided to financially assist students who have the greatest need with expenditure that is directly related to their A Level studies. Support is bespoke and can include support with transport costs, the purchase of stationery, technology and equipment required for school and educational visits linked to their courses.

Students can apply for the Bursary Fund at the start of each academic year in Sixth Form and the forms are available on the school website or from Mrs Gadsby the Sixth Form Pastoral Leader. 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)

POST-16 (SIXTH FORM) TRANSPORT

If your child is attending our Sixth Form and travelling to and from school using school transport, please be aware you will need to pay for Post-16 transport to and from school. (Students eligible for the 16-19 Bursary Fund may be entitled to help with transport costs.)

Travel on City of York school services is managed directly by York Pullman. Information on how you can purchase a bus pass and an application form is available on their web-site at <https://www.yorkpullmanbus.co.uk/school-services>

Travel on North Yorkshire County Council services is managed directly by the Council. You can purchase a bus pass by submitting an application online at <https://www.northyorks.gov.uk/transport-sixth-form-or-college>.

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 select the teachers they wish to see and a time to do so. Parents will be notified in advance of the date and time of each evening.

STUDENT DETAILS AND PARENTAL CONSENT

We require all Sixth Form students to have up to date personal details, contact information and parental consent forms upon joining us. We require parental consent to be given for a number of activities both in and out of school. Parents / Carers are required to complete the Sixth Form Student Record Form as soon as possible after confirming the Sixth Form place. This can be found on the Sixth Form page for the school website or by following this link:

[Sixth Form Student Record Update](#)

SCHOOL PROCESSES, PROCEDURES & POLICIES

ATTENDANCE AND PUNCTUALITY

Good attendance is a key factor in success and, as such, we expect extremely high standards. The expectation is for a student to have 96% attendance as a minimum and we expect all to strive for 100% attendance. Of course, punctuality both at the start of the day and in all lessons is equally important.

A student's attendance will be subject to weekly checks by their Tutor. If their attendance falls below 96% for 3 consecutive weeks, then this will be investigated and parents/carers contacted.

Should a student be absent for any reason, the absence must be reported by a parent / carer to Mrs Dawson by 8.30am on the morning of the absence and for each subsequent day of absence thereafter. If student absence has not been reported prior to lesson registration a text will be sent to parents to inform them that their child has not been registered in school. Absences can be reported via the school absence line (01937 833466 - option 1 for Sixth Form), the main school attendance email (attendance@tgs.starmat.uk) or to Mrs Dawson directly (01937 837691 / m.dawson@tgs.starmat.uk).

If a student needs to leave before the end of the school day for a medical appointment or because they feel unwell, they must inform Mrs Dawson and sign out using the InVentry system before leaving the school site.

In the event of a known absence, e.g. university open day, interview, driving test, funeral service, etc., students must collect a leave of absence form, complete and return it to the Sixth Form Office, **in advance** of the day of absence.

In the event of a teacher absence, work may be set via Google Classroom for students to complete at home. If students come into school they are expected to sign in electronically as well as on the individual lesson register provided in the Sixth Form Centre and collect any paper-based work left for the lesson. Students choosing to complete work at home will be recorded as not required to attend.

In the event of any absence, students should email the staff member(s) to ask for the work they will miss because of their absence.

PART-TIME WORK

Level 3 qualifications are a major commitment. The typical format is that a student will need to study self-sufficiently for 1 hour per every hour they spend in class with their subject tutors. This means they should be studying independently for 4-5 hours per subject per week, which is the equivalent to just over two hours per day (including weekends). If a student uses their independent study periods sensibly during their school day, this should mean they would still have time for social activities and part-time work. However, we would recommend no more than 10 hours/week of part-time work.

CAR PARKING

Students are welcome to bring cars and mopeds/motorcycles and park them on site provided they register their vehicles using the forms found in the pigeon holes near the Sixth Form Offices. Cars should be parked in the area assigned for sixth form parking and not elsewhere. Please park within the assigned bays as space is limited. Please drive safely with regard for the safety of others and other car owners. Reckless driving on the school site or in its immediate vicinity will lead to the withdrawal of permission to bring a motor vehicle on site. Parents will be informed accordingly. Any vehicle damaged and not reported will be reported to the Police.

DRESS CODE

Students are expected to dress appropriately. We recognise that self-expression and individuality is an important part of becoming an adult. However, we request that you adhere to the following dress code:

- Trousers, shorts, skirts, dress and tops must be appropriate for a school / working environment
- Sensible shoes, trainers, pumps should be worn
- Hats/hoods should not be worn indoors
- Offensive or explicit slogans and / or images on clothing should not be worn
- Lanyards must be worn visibly at all times

SCHOOL PROCESSES, PROCEDURES & POLICIES

LANYARDS

Each student will be given a lanyard, incorporating electronic access, which will allow them entry to all areas of the school through our electronic door system and, for safeguarding purposes, will be used to sign them in and out of school using the electronic (InVentry) system. As an adult on the site, **all Sixth Form students are required to visibly wear their Post 16 lanyard at all times.** This is a requirement of the school's safeguarding policy. In the event that a lanyard is lost, replacements can be ordered from the Sixth Form office at a cost of £4.

COMMUNICATION

Student Email: Each student is given a school email address which will be used for any communication between a student, their subject teachers, Tutor, Director of Sixth Form or Sixth Form office. Students must check their email at least daily as essential information will be communicated in this way. Students should only use their school email to send appropriate emails between themselves and members of staff. Students are unable to receive emails from non-starmat email addresses.

Correspondence/Letters Home: All correspondence is sent in email format and via the Class Charts app. Please make sure we have an up-to-date email address for all contacts by completing the [Sixth Form Student Record Update](#)

ACCEPTABLE USE AGREEMENT

All students will be expected to sign the Acceptable Use Agreement (AUA). Inappropriate use of IT could lead to students being banned from the use of IT provision in school.

USB FLASH DRIVES

Students 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

We expect students to use their mobile phones sensibly and appropriately. Students should ensure that their phones are on silent and may not have them out or take videos or photographs during lesson time, unless asked to do so by their teachers. It is 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.

Students, like staff, should not use their mobile phones, or listen to music with or without earphones, whilst walking around the school, however, students are free to use their phone in the Sixth Form Centre.

The school can take no responsibility for mobile phones that are lost, stolen or damaged on the premises.

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.

CATERING

The Sixth Form have their own dedicated canteen available serving both a breakfast and lunch menu. The school has a cashless catering system. FAQs and answers are detailed on the school website. The system is biometric so will recognise student's thumbprints. Online payments can be made through ParentPay (please allow up to 48 hours for ParentPay to update the credit on the system). In the Sixth Form, cash payments can also be accepted. In addition, we provide hot and cold drinks vending machines and a snack machine, all of which accept both cash and card payments. Hot and cold water are both available free of charge on demand.

SCHOOL PROCESSES, PROCEDURES & POLICIES

ALLERGY AWARENESS

Please remember that we are a nut-free school and therefore nuts or products containing nuts should not be brought onto the school site.

SMOKING, VAPING, ALCOHOL & BANNED SUBSTANCES

Tadcaster Grammar School is a non-smoking establishment and it is illegal for any person to smoke or vape on the school site or on school transport. Incidents involving students who are caught smoking/vaping or in the company of students smoking/vaping 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 procedure which will support the Drug and Substance Misuse Policy. Students may be subject to a fixed term or permanent exclusion depending on circumstances and the substance involved.

PROCEDURE FOR BAD WEATHER CLOSURE

In severe weather conditions:

- Information will be posted on the school website.
- If the school is CLOSED students will NOT be allowed on site.
- 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.
- Lesson work will be set via Google Classroom.

PROCEDURE FOR UNEXPECTED EARLY CLOSURE

- Information will be posted on 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
- 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.
- Lesson work will be set via Google Classroom.