

“To strive, to seek, to find, and not to yield”



Supporting Success Upper Sixth



A Guide for Parents/Carers

The Sixth Form Vision

It is our mission at Townley to help your daughter/son become inspirational learners who have the courage to take risks and the wisdom to learn from their mistakes. We want them to become responsible citizens with a social conscience, able to lead others and act as change agents for a better society. We want them to begin adult life with experiences, skills and qualifications that will make a real difference.

Aspirations

- Students strive for excellence and make good academic progress.
- Students have a thirst for knowledge and a love of learning.
- Students have high aspirations whilst in Sixth Form and for their futures beyond the Sixth Form. They are supported in achieving/exceeding these.

Achievement

- Students are motivated, positive and self-reflective. Independent learning is the norm. Students use non-contact time effectively throughout the school.
- The Sixth Form Leadership Team present clarity of standards and the students understand these. There is a clear system of support and intervention.
- The Sixth Form has a caring, vibrant atmosphere where achievement is recognised and celebrated.
- Support and encouragement is found from the Sixth Form team, tutors and teachers and from the students from themselves to one another.
- Students have opportunities to develop as learners and address areas for development.

Partnerships

- Students embrace a sense of community, becoming role models for the rest of the school. This means local, national and international.
- Students become active participators in the world they inhabit. They have numerous opportunities to build a varied CV.
- Leadership teams and the students work together to drive Sixth Form development.



The Sixth Form

Within the Sixth Form Leadership Team there are a number of members of staff who will be able to help you with a variety of queries. Listed below is a brief description of the team and their broad areas of responsibility.

Sixth Form Team	Role	
Miss Totty	Deputy Headteacher: Sixth Form and Guidance stotty303@townleygrammar.org.uk	
Mrs Perfect	Upper Sixth Learning Manager shayes18.303@townleygrammar.org.uk	
Mrs Urquhart	Upper Sixth Deputy Learning Manager jurquhart3.303@townleygrammar.org.uk	
Miss Thurlow – Welch	Lower Sixth Learning Manager dthurlowwelch@townleygrammar.org.uk	
Ms Mitchell	Pastoral Manager rmitchell7.303@townleygrammar.org.uk	
Mrs Johal	Sixth Form Administrator ejohal@townleygrammar.org.uk	

Student Services

Mrs Herridge – Student Services Manager and Child Protection Officer

Miss Avery – Attendance Officer Years 7-11

Mrs Hogg – Student Services Support

Tutors

The tutor is your first point of reference as a parent or carer. They have oversight of each tutee's daily attendance at lessons, all aspects of their timetable, including enrichment activities and monitor each tutee's progress and wellbeing very carefully, through communication with subject staff, parents/carers and the students themselves.

Upper Sixth Tutors

- | | |
|-------------------------|--------------------|
| 13.1 Mr Doust | 13.6 Miss Malhotra |
| 13.2 Miss Murphy | 13.7 Mr Matheson |
| 13.3 Mr Symonds | 13.8 Dr Phelps |
| 13.4 Mr Gordon | 13.9 Ms Cox |
| 13.5 Ms Chipol/ Mr Ting | 13.10 Ms Melliush |

If you would like to speak to a member of the Sixth Form team, please call 0208 304 8311 and ask for a member of the team directly.

Rights and Responsibilities

Rights

The School will provide:

- A healthy, safe and supportive environment to work in
- Teaching of academic subjects to high standards, access to facilities and resources for study and the encouragement to acquire sound study skills
- Regular monitoring and guidance of progress
- Efficient setting, marking and returning of work that has met any deadline set
- Pastoral support, advice and guidance at all times
- Opportunities to take roles of responsibility within the Sixth Form and the school as a whole
- Notification of work to be completed in case of staff absence
- A comprehensive programme for university application and careers education

Responsibilities

School expectations of Sixth Form students:

- To take responsibility for personal studies by meeting all work deadlines, preparing thoroughly for assessments and managing and using study time effectively
- To attend all lessons, registrations, supervised study periods where appropriate and wellness Wednesday
- To obtain prior permission from staff before any foreseen absence
- To be punctual at all times (*if students are late then they are expected to follow the correct school procedures for registering*)
- To be polite and respectful to members of staff at all times
- To show appropriate self-discipline and consideration for others and to set a good example for others to follow as Senior Members of the school
- To act as good ambassadors for the school at all times and to represent the school when required
- To comply with the Sixth Form Dress Code
- To be onsite at all times during the school day unless at lunchtime
- To take responsibility for the common rooms and other areas used exclusively by Sixth Formers
- To undertake no more than 12 hours per week paid employment during term time
- To be responsible for any correspondence between school and parents/carers
- To comply with the School Rules



Commitments

Attendance at lessons

Each student must attend all timetabled lessons, arriving on time with all relevant equipment. Evidence shows that poor attendance almost always leads to poor results. If students are going to miss a lesson, it is their responsibility to inform their teacher and arrange to get the work to catch up on. Failure to meet the attendance requirements may result in you being asked to leave the Sixth Form.

Home Study

Students who have demonstrated a strong capacity for independent learning may **apply** for home study, this is in recognition of their growing maturity and ability to take responsibility for their own learning and as a response to the increased number of non-contact periods in upper sixth. Students may apply to study at home at times when they have a block of non-contact periods in the afternoon. They must still attend assembly on a Monday and Friday morning (8.50 – 9.10am) and must attend PSHE and any appointments made by their tutor.

A home study contract must be signed by parents/carers and the sixth form team before it is issued and home study can be terminated if the student requires increased supervision or support to maintain their academic performance. Where this happens, parents/carers will be notified and a new home study contract will need to be signed, should it be re-issued.

Registration

Every day students must register with their tutor at 8.45am and **remain on site during the day**, with the exception of lunchtime, where they **must** sign out before they leave the school site.

Valuables

Townley Grammar School cannot accept responsibility for the loss or damage of valuable items. It is therefore recommended that any valuable item is left at home and not brought into school.

Other Studies:

PSHE

This is a programme of study designed to enhance the educational, social and personal skills of the Sixth Form students. This will mainly take place with form tutors but outside speakers will also be asked in to talk about key areas. These sessions are a compulsory part of Sixth Form education and it is the student's responsibility to attend.

Wellness Wednesday

An opportunity for students to carry out volunteer work and gain experiences in a wide range of fields, thus expanding their CV.

How will student performance be measured, monitored and reported on?

Measured

Formal Assessments: Within each of your daughter's/son's subjects they will sit formal assessments to measure their progress throughout the year. Following these assessments they will be given feedback on successes and areas for development.

External Examinations/Coursework: Within Lower Sixth you sit a number of external examinations in the summer term. Results of these examinations are released in late August and will form the basis of predicted grades and references that your tutor will submit, in Upper Sixth, to universities/employers, therefore these exams are extremely important.

Self-Reflection: At least every half-term students will have a meeting with their tutor in which they will be asked to reflect on their own progress within each subject. Students will highlight areas of strength, areas for development, and set improvement targets.

Monitored

Teachers/ Heads of Department: Performance in formal assessments, homework, class work and study periods will be monitored both by subject teachers and Heads of Department. Successful students may be rewarded by their departments, whilst underachieving students will be supported by departments to improve upon performance and strive to exceed predictions.

Sixth Form Team: The Sixth Form Team are alerted by teachers of students who are underperforming and many strategies are used in order to support these students. Also data from progress checks and examination results are analysed to highlight students who require more academic support or structure to their studies. Strategies may include regular mentoring, after school study, personalised learning support and communication with parents/carers.

Reported on:

Progress Checks: In October, January and April of Upper sixth students will be issued with a progress check. This is a document which highlights their target grades, attainment and effort. The January full report will include a detailed report from each subject on their performance thus far.

Parents'/Carers' Evening: In November there is an evening for meetings between parent/carers, students and teachers. Subject teachers will report back on performance within their subject specifically.

Target Grade – is based on data gained from GCSE results and National Data.

Current Grade – where the student is at this moment in their achievement on the AS grading for that subject.

Predicted Grade – the grade most likely to be achieved at the end of the Upper Sixth, given the student's work, attitude, ability, skills as well as the subject teacher's knowledge from all the evidence she/he has produced in class and out of class at this at this moment in time.

The Important 'Places' for Sixth Formers

There are a number of important places for Sixth Form students. Here is a brief summary of what different spaces can be used by Sixth Form students.

Sixth Form Communal Area

This area is ideal for students who need to work collaboratively on projects or revision for example. There are a number of electrical points and areas to use laptops as well as desks for group work and relaxation during break and lunch times.

Sixth Form Study Areas (within Sixth Form)

There are a number of study areas within Sixth Form and their use will range from 'Silent' work for students who have important deadlines upcoming or prefer that working environment, to 'quiet' work rooms where dialogue between students may be a necessity.

School Dining Hall (Bytes)

The new school dining hall, Bytes, is available for students to purchase food during break and lunchtime, there is also a coffee bar for Sixth Form students to use throughout the day.

Library

The school library should be used by Sixth Formers to access key resources for homework/project tasks and is a key resource for the EPQ. The Library contains daily newspapers which may also be read by Sixth Formers in order to keep abreast of current affairs.

ICT Facilities

Sixth Formers can gain access to ICT facilities in the Study hall and library. As well as this the Sixth Form centre is fully wireless so students can conduct internet research on their own laptops.



DRESS CODE

Girls

- Plain BLACK trouser suit or BLACK skirt suits
- Plain white collared shirt (tie will be provided for students with whole school responsibility)
- Low heeled black shoes
- Skirts: at or below knee length only
- Trousers: Full length, tailored and below ankle
- Black tights or socks
- Sixth Form Badges must be worn at all times

Boys

- Plain BLACK suits only
- Plain white shirt and tie (tie will be provided for students with whole school responsibility)
- Black Shoes
- Boys must ensure they are clean shaven (Please see a member of the Sixth Form Team to discuss for religious reasons)
- Sixth Form Badges must be worn at all times

Optional items: A *plain jumper* may be worn under the jacket in colder weather.

The following items are not permitted:

- Any denim items.
- Shirts which are too revealing exposing an inappropriate degree of flesh, are see-through or leave underwear visible.
- Exceptionally short skirts and trousers which are tight and 'figure hugging'.
- PE type clothing (jogging bottoms, tracksuits, sweatshirts, hoodies, trainers etc).
- Long, baggy jumpers/cardigans, casual checked shirts.
- No boots, trainers, canvas shoes, plimsols or black shoes with white soles.

Sanctions for students wearing inappropriate dress code are as follows:

- Warning from a member of staff/sent to Learning Manager
- Learning Manager may request the student to change
- Student may be put on Dress Code Report with an accompanying letter home from Learning Manager
- In extreme cases an interview will be made with the Deputy Head Teacher in charge of Sixth Form and parents may be asked to attend



Attendance Policy

Sixth Form Attendance

- Our expectation is 100% attendance
- Students are expected not to take holidays in term time
- Attendance is monitored by the Sixth Form team
- Our expectation is for students to remain on site for all lessons and study periods until the end of the school day

All absence/lateness must be explained to the Sixth Form Administrator **on the first day of absence/lateness** by one of the following:

- a letter signed by the parent/carer
- a 'phone call from the parent/carer
- an e-mail from the parent/carer (sent from the same e-mail address currently notified to us on our administrative systems)
- an appointment card provided from a recognised practice e.g. medical/dental

If attendance (either on a lesson-by-lesson basis or on a daily basis) falls below **95%** without a known and agreed reason, the student will have a meeting with the Learning Manager and a letter will be sent home expressing concern of falling attendance.

1. **Stage 1 Attendance Commitment Interview** - attendance for any combination of reasons (either on a lesson-by-lesson basis or on a daily basis) falling below 90%.
2. **Stage 2 Attendance Meeting** - a continued pattern of non-attendance, such that attendance falls below 85%.
3. **Stage 3 Attendance Meeting** - if the attendance problem is not resolved and remains below 85%.

Lateness to formal morning and afternoon registrations is defined as arriving at school after 8.45am and up to 09.10 for the morning registration or after 13.55 in the afternoon. Arrival at school after 09.10 will be classed as absence and will require a letter. Students who are late will receive late detentions as detailed below:

- An **initial verbal warning** from their House Tutor with '**payback**' time (15mins) at the end of the school day with the Learning Manager – each day of lateness.
- If there is no immediate improvement (within one week) the Sixth Form office will issue a **formal written warning** to the student with a copy to parents/carers as well as receiving an 8am detention for 30 minutes.
- If there is regular pattern of continued poor punctuality a formal **meeting** will be called between the Deputy Headteacher, the student and their parent/carer. A one hour 'late detention' after school will be issued and held by the Deputy Headteacher.
- If there is still no improvement a **final written warning** will be issued as well as a Saturday detention with a member of the Senior Leadership Team.

Absence procedure – if your daughter/son is unable to attend school for any reason, please call the attendance line before 8.45am on 0208 304 8311 (Option 2) to report their absence.

Exam Results and University Advice

RESULTS DAY – THURSDAY 17TH AUGUST 9am – School Hall

Please ensure that they are around for results day and subsequent days and are able to come into school and collect results. This is in case they need advice/support with University options and clearing.

Have everything ready

- Have their Track login details handy.
- Update contact details if they need to.
- Make sure they are available on results day. We cannot speak to anyone else about their application details unless they have given them nominated access to speak on their behalf.

What Happens

Hopefully they will get the exam grades they need, but if they just miss out the university/college might accept them anyway.

- They might get a place on either their firm or insurance choice, depending how well their exams go.
- They might be offered an alternative by the university/college – a 'changed course offer' (which you'll need to accept or decline), or they won't get a place, but they can search through the Clearing service to see what courses have vacancies.

Other options

If they do better than expected

- If they had a conditional firm offer they met and exceeded, they might be curious about courses with higher entry requirements.
- If so they can see what's available on UCAS under - Adjustment service.

If things didn't go to plan

- See vacancies in UCAS Clearing service. There's often a wide range of courses still available, so it's worth seeing if there's anything they like the look of.
- Find info about exam re-marks. They will need to try to arrange the re-mark as quickly as possible, and keep in touch with their university or college to keep them up to date.
- Look into other options – like a gap year, work or an Apprenticeship – either instead of higher education, or just while they re-apply for next year.

If they have secured a place

- Congratulations! They will be sent a letter confirming their place and the Confirmation letter should appear in Track five on UCAS - seven days after their place is confirmed.
- Make sure they check the Confirmation letter – it will say if there is anything else they need to do, or if their university/college will be in touch with further instructions, maybe to provide proof of their qualifications or medical requirements for example.
- Then all that's left is making sure any student finance arrangements are sorted, and prepare to start their studies.

Study Tips

Please find below advice on how to study, this will allow you as parents/carers to support your son/daughter if they are unsure.

- Study sessions just don't happen when they feel like doing them. They need to be scheduled on an organised timetable.
- Match every hour taught with independent study
- Don't study after 11.00pm
- Divide time equally between subjects
- Get them to put a copy somewhere to keep you informed
- They should revise their study timetable if things change
- Stick to the timetable!

Study Sessions – How should they study?

- What are they supposed to do?
 - Studying has 3 parts:
 - Organising subject matter efficiently
 - Getting on-going day to day work and assignments done
 - Researching and revising work for exams – this is key to being an independent Learner!
 - Don't make study sessions too long
 - Drink some water before you start
 - Break tasks down into smaller manageable ones
 - Do daily summaries of work covered in class in their own words under **Main Points**
 - Set a task to achieve for each session and record the plan of attack for each session
 - Practise skills learned by doing problems, exercises and essays
 - Aim to build a clear understanding by connecting areas of knowledge

Study Sessions – When do you study?

- How often?
- What about the other things they do?
 - Write down:
 - The fixed things that they have to do
 - Time they have no control over – the 'musts'
 - Activities where they have a choice of the 'options'
- What are their favourites? They can't do everything
- To achieve their goals, sacrifices have to be made
- Avoid time wasters – make a list of the main ones
- Reward themselves for working well and achieving short term goals
- To perform at their best requires fulfilling and stimulating leisure/relaxation
- They are responsible for the organisation of **their** time and lifestyle
- Setting themselves a specific task to achieve each night is a necessary skill
- Procrastination is an obstacle to their goals
- Each morning or night, make a list of tasks in order of priority for the following night.

What do I do if.....?

These are some of the questions the Sixth Form Team are often asked by students:

<u>What do I do if.....?</u>	
Students need to miss a lesson?	See their teacher, it is the expectation you copy up all the work you have missed
Students really need to talk to someone?	Speak to your tutor or a member of the Sixth Form Team.
Students are struggling with the demands of A levels?	Talk to their tutor, their subject teacher(s) and /or member of the Sixth Form Team. They will help you with a Study Plan.
Students are getting behind on their work?	Talk to your tutor, your subject teacher(s) and /or member of the Sixth Form Team. They will help you with a Study Plan.
Students are feeling ill?	Go to the sixth form office to discuss. Students must (for legal reasons) sign out using the Sixth Form sheet.
Students need to get food at lunchtime?	At lunchtime students are permitted to leave the school grounds to purchase food etc. However you must be back in time for pm registration.
Students feel they are being bullied or someone they know is?	Speak to your tutor or subject teacher in the first instance and it will be referred to the Sixth Form Team. Bullying of any sort is not tolerated within the Sixth Form.
Students are having issues in a particular subject?	Discuss this with their subject teacher and if it is not resolved talk to tutor or sixth form team.
Students have no homework and have a study period?	There is lots students can do; read over notes, read the next chapter, use the library for research, consolidate their class work, read ahead on future topics.
Students don't have time for homework and paid work?	Whilst we realise in some cases it is a necessity to support your education with paid work, students must remember that their school work is your priority and they may need to reduce their working hours.

Key Dates

<p>30th September</p> <p>17th October</p> <p>October</p> <p>24th November</p> <p>December</p> <p>January</p> <p>April</p> <p>May & June</p> <p>July</p>	<p>School UCAS Deadline - Oxbridge, Medicine, Dentistry, Veterinary</p> <p>School UCAS Deadline for all other applicants</p> <p>Progress Check</p> <p>Parents'/Carers' Evening</p> <p>Mock Exams</p> <p>Full Report</p> <p>Progress check</p> <p>Exams</p> <p>Head Girls Day and Prom</p>
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