



Queen Elizabeth's Grammar School Sixth Form

Parent & Carer Guide 2026

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Attendance

Arbor

**Sixth Form
Agreement**

**School Gateway
Payments**

Parents' Evenings

Sixth Form Calendar

**Non-exam
Assessments**

Careers Information

FAQs



- We ask that all absences are reported to the school as soon as possible.
- Sixth Form students may inform us of an absence however confirmation is always required by a parent or carer.
- If a student needs to sign out unwell, we will require confirmation from a parent, guardian or carer.

Absences must be reported via one of the following:

- Email to absence@queenelizabeths.kent.sch.uk
- Phone call to 01795 533132 - Option 1
- Arbor message (see dedicated Arbor slide for more information)
- If directly contacting the Sixth Form Office, Year 12 absences must go to Mr Cowlam (MZC), and Year 13 absences must go to Ms Butterly (HSB).

- If a student is absent from school for a family holiday we encourage parents & carers to let us know in advance via the same processes.
- In the majority of cases, holidays during term time will be marked as unauthorised as per guidance from the Department of Education.
- However, we understand that in some circumstances these absences can be for a variety of reasons.
- Being open and honest about absences like this will help us to manage the administrative processes more accurately and efficiently.

See all of your child's interim report cards in one place, including ALPS targets and UCAS predicted grades



Monitor key information including attendance statistics, lesson & exam timetables and behaviour

Receive messages and other communications from the school including information about trips and clubs

ALL PARENTS & CARERS WILL BE SENT AN INVITATION TO CREATE A PARENT PORTAL ACCOUNT - ONLINE & VIA THE ARBOR APP

Send messages to the school via the app to report an absence



All students are required to confirm that they have read, understood and agree to the school's Sixth Form Agreement

[Link to PDF](#)

The agreement clearly states the expectations of all Sixth Form students including attendance, dress code, study leave and sanctions

- Keep attendance above 90%
- Wear a lanyard at all times
- Remain on school site until the end of the school day, unless permitted otherwise
- Use the school's SignIn app appropriately

Please can all parents/carers complete this [Google Form](#) to confirm you have read the Agreement

- Follow the dress code
- Only use designated study areas during Study Periods
- Use Google Suite appropriately at all times
- Attend all lessons, form times, assemblies, PSHE and enrichment lessons



All school payments including for trips, canteen credit, clubs and charity events.

Permissions will also be included to insure trips run safely.

[Link to website](#)

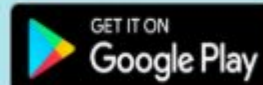
To register as a new user you must enter the exact details that we hold for you on the school system.

If you have any issues with logging in, please get in touch.



GET THE SCHOOL GATEWAY APP

Stay fully connected to your child's life at school, wherever you are. Download from your app store.



EXISTING USER

NEW USER

Please enter the email address and mobile number that your school(s) contact you on and press the 'Send PIN' button. You will then be sent a new PIN number by text message.

EMAIL ADDRESS



MOBILE



☐ I agree to the School Gateway [Terms and Conditions](#) and the [Privacy Notice](#)

SEND PIN



All Parents' evenings at QE take place online via video appointments.

Year 12 is scheduled for March and Year 13 for November.

Details and instructions are sent approximately one month in advance.

SchoolCloud is the website that hosts the video meetings.

[Link to website](#)

There is a lot of support for using the system on their help page.

[Link to support](#)

We know that not everyone is able to attend the sessions. In this scenario we will let your child's teachers know and ask them to make contact with you.



Year 12 Calendar



Term 1

Induction Evening

ALPS Targets

Interim Reports

Term 2

Interim Reports

Term 3

Work Experience days

Term 4

Parents Evening

Post 18 Options Evening

Term 5

UKC Careers Fair

End of Year Exams

UCAS Evening

Interim Reports

Term 6

Transition to Year 13



Year 13 Calendar



Term 1

UCAS Predicted Grades
Med/Vet/Oxbridge deadline

Term 2

Parent's Evening
Pre Public Examinations (PPEs)
Internal UCAS deadline

Term 3

UCAS Send off deadline
PPE results
Interim Reports

Term 4

Student Finance opens
Final Interim Reports

Term 5

A Level Art Exam
UCAS Firm/Insurance deadline
A Level exams begin

Term 6

Year 13 Prom is typically in the
2nd week of July



**Otherwise known as
'Coursework'**

**The percentage weight of
the NEA compared to
exams will differ
depending on the subject**

**Deadlines are subject to
change**

Subjects with NEA component:

Art

Computer Science

English Language

English Literature

Film Studies

Geography

History

Music

Physical Education

Product Design

Deadlines:

Year 13 Term 3

Year 13 Term 4

Year 13 Term 3

Year 13 Term 2

Year 13 Term 3

Year 13 Term 2

Part 1 Year 12 Term 6, Part 2 Year 13 Term 2

Year 13 Term 4

Year 13 Term 4

Year 13 Term 4



All Year 12 students will have a careers 1-2-1 during term 1 or 2 to help us provide the most relevant Information, Advice and Guidance.

Work Experience days are allocated for February of Year 12. Students are off timetable for two days and will be tasked with finding a placement linked to their interests or chosen career path

In the spring term of Year 12, all students are encouraged to attend the Spring Fair at University of Kent.

Further opportunities are also available for apprenticeship fairs and trips related to alternative future pathways.

Post 18 options form a big part of the careers information we provide. This process is started at the end of Year 12 and continues into Year 13. Applications to University, apprenticeships and employment are all supported by our team.



- **Can students come in late if they have no lessons in the morning?**

No. Students must be present for registration every morning.

- **Can students leave during study periods or at break/lunchtime?**

Students must remain in school during their study periods UNLESS they have been given permission by a staff member or they have been allocated afternoon study leave. All Sixth Form students have permission to leave the premises at lunchtime but must sign out using the iPad in reception or using the SignIn app.

- **What constitutes 'smartwear' for Fridays?**

The Sixth Form agreement covers this question but it is not exhaustive in detail. We expect students to use their common sense as much as possible.

- **Is there any financial support available for Sixth Form students?**

Yes. The Sixth Form Bursary can be applied for by any student but we particularly encourage any students that were in receipt of Free School Meals or Pupil Premium support whilst in Year 11.



- Can students use their study periods for driving lessons?

Yes, however we do not allow students to miss form time or assemblies.

- Where can students go during their study periods?

Sixth Form students have exclusive access to the H Block study rooms and the canteen during study periods. The library is a silent study space for Sixth Form students however this space is sometimes used for reading lessons too. A timetable of empty classrooms for each day is also available as an alternative option.

- Can students stay in school after 3.30pm?

Yes. Students are welcome to use the canteen, library and study room after school. The standard time for students to leave the building is 5.30pm however this may change depending on works around the school.

- Is Wednesday afternoon enrichment optional?

No. This is considered a timetabled event that must be attended by all students unless they have agreed an alternative arrangement with the school e.g. work experience or a placement.