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### **1. Introduction**

We are proud of our sixth form and its students and are delighted that you have chosen to be part of it. We hope that throughout your time here you will flourish, achieve academic success and develop into independent learners who will be able to cope with the demands of the modern world.

We expect Sixth Form students to recognise their responsibility as role-models, to exemplify the standards within the school through personal example and to become involved in the wider life of the school beyond their academic studies, showing leadership with their peers and the lower school.

If at any time you, or your parents, would like to contact a member of the sixth form team, details are below:

Mr P. Larter (PHL)	Joint Head of Sixth Form (Year 12) & Assistant Headteacher
Mr T. Finn-Kelcey (TFK)	Joint Head of Sixth Form (Year 13)
Miss H. Slane (HS)	Sixth Form Learner support and whole school Careers
Mr M. Cowlam (MZC)	Sixth Form Learner Supervisor and Student Administration



## 2. Sixth Form Agreement

A key component of success in the sixth form is to take control of your own learning in order to reach your full potential and future aspirations.

We hope that you will enjoy your time here and will work with the school to maximise your achievements.

This agreement is the basis for that success.

As a member of Queen Elizabeth's Grammar School Sixth Form I agree to:

- try my hardest to maintain my attendance at or above 90%
- take ownership of my academic data and try my hardest to work at or above my target grade to ensure the best possible results
- be punctual for all commitments, including registration, form times, assemblies and PSHE sessions
- attend all lessons with necessary materials, books and equipment
- contribute positively to lessons
- complete all preparation, including background reading, and research prior to lessons
- meet deadlines and communicate effectively with subject staff when conflicting deadlines arise
- ask for help when needed
- remain on the school site between the times of 8.45 and 12.55/13.50 and 15.30, unless given specific permission by the Sixth Form Office
- inform the Sixth Form Office of any planned approved absence and ask my parents/guardians to inform the sixth form office of any unplanned absence at the earliest opportunity
- catch up on any work missed as a consequence of any absence
- use study periods constructively
- dress appropriately as outlined in the Sixth Form dress code and wear my lanyard with Photo ID at all times
- positively model school and Sixth Form expectations
- use the Sixth Form Common Room and Sixth Form Study Area appropriately ensuring they are left clean and tidy
- use ICT as a means of communication with others in a responsible manner
- engage positively in all compulsory Sixth Form activities and programmes
- park my car considerately **off** the school site if driving to school



### 3. Sixth Form Dress Code

The Sixth Form at Queen Elizabeth's Grammar School is a place of work and your choice of attire should reflect this. Your standard of dress is an important part of the ethos of the sixth form and you should regard the dress requirements in a positive manner, bearing in mind your influence on the rest of the school. The list of acceptable and unacceptable dress is necessarily not exhaustive and should be regarded as guidance to be followed in a sensible and mature manner.

#### General

Lanyards must be worn all day, except where express permission has been given eg sports activities or examinations. Lanyards + the photo ID card are required to enter the school canteen and to leave and enter the site at lunchtime.

Piercings must be sensible and discreet, with due regard to health and safety procedures.

#### Monday - Thursday

Students may wear their own choice of clothes, subject to the guidance below. The list is not considered exhaustive.

Unacceptable items include: torn, dirty or transparent clothing; visible underwear; open-toed shoes when doing practical subjects. Sports kit must be worn for any student taking part in a sporting activity on a Wednesday afternoon.

#### Friday

Students must dress in smart business wear.

##### **Option 1**

Tailored suit worn with a shirt with a collar, tie and appropriate smart shoes

##### **Option 2**

Smart jacket worn with a shirt with a collar, tie, tailored trousers and appropriate smart shoes

##### **Option 3**

Tailored suit worn with a smart blouse and appropriate smart shoes

##### **Option 4**

Smart jacket worn with either a smart blouse and tailored trousers or skirt or smart skirt, and appropriate smart shoes

If your clothing is deemed to **marginally breach** the dress code then a member of the Sixth Form team or form tutor is likely to speak with you in the first instance

Where your choice of clothing **overtly breaches** the dress code you should expect to be sent home to change.



#### 4. Attendance rules and Study Leave

**In Year 12**, there is **no home study leave until the start of term 6** for those who have demonstrated sufficient progress across the year and in Summer Examinations. **Please note that we are reviewing the criteria for Year 12 2023-24.**

- 1) All non-contact periods are to be used for study in the study room, library, classroom or other sensible space such as the school canteen.
- 2) Students remain in school until 15:30 except 15:00 on Thursday
- 3) Students **can not leave the site at break**. Students **may** leave the site at lunchtime, but **must** sign in and out using the sign in app and **must** have a photo ID with their lanyard.

#### Year 13 2023-2024

##### **If Students have academic permission for Study leave.....**

They may take afternoon study leave from the start of lunchtime onwards. If a Student has no lessons period 5 or 6 then they must sign out at the sixth form office when leaving school for safeguarding reasons.

**PLEASE NOTE:** From the autumn term of Year 13 this privilege will be extended to the majority of students.

**This arrangement may be withdrawn** if a student's grades fall significantly in any subject, if they are not making sufficient progress in coursework, if they fail to meet work deadlines or if attendance falls significantly at any point during Year 13.

##### **If students DO NOT have academic permission for study leave.....**

The rules remain as in Year 12

#### **Lateness**

Arriving at school in good time is vital for success in the sixth form as in all other years. At Queen Elizabeth's we view this as the most basic of expectations, as being punctual has a noticeable impact on the attitude to learning and wellbeing of our students.

Please see the section on sanctions on page 9.



### 5. Positions of Responsibility

It is expected that all sixth form students take on a role of responsibility during their time in the sixth form. This enables you to engage with, and contribute to, aspects of school life and to act as a role model for younger students. It also gives you the opportunity to develop transferable skills useful in life beyond school and valued by employers.

Our school elects a Head Student Team, nominated by staff and voted for by students and staff. To be eligible, any candidate must have held a position of responsibility. Examples of such roles are given below, however the list is not exhaustive and students' own suggestions are welcome.

<b>Role</b>	<b>Examples of duties</b>	<b>Responsible to</b>
Form Representative	Supervising form before form tutor arrives for morning registration	Form Tutor or HoY
	Planning and delivering form time activities	
Subject Senior Student	Helping in lower school lessons	Subject teacher or HoF
	Helping at lunchtime support clubs	
Member of School Council	Regular meetings contributing to school improvement	AJM
	Acting as conduit between sixth form and school leadership	
Running a society or club	Organising meetings and talks	HoF or HoY
House Captain	Giving assemblies	BCB
	Arranging House Events	
Charity Representative	Arranging Fund Raising Events	HoY

In addition, all students will undertake one lunchtime duty per term on rotation, as part of their tutor group.



## 6. The Sixth Form Environment

The Sixth Form and Humanities building was purpose built in 2014 and is one of the newest buildings in the school

Sixth form students are responsible for leaving all shared rooms in a clean and tidy condition. Any breakages or damage should be reported straight away to the Sixth Form office.

The **common room** is for use only at breaktime, lunchtime and after school unless permission has been granted to use it for study by a member of the Sixth Form office staff.

The **study room** is for quiet study only and the **library** is for silent study only.

During study periods, students should use the Sixth Form Study Room, the Library or a free classroom. A timetable of free rooms is available on the Google classroom and in the sixth form Office. Students will also be able to use the additional space created in the new school canteen area from September.



## **7. Pastoral and Academic Monitoring**

### **Pastoral Concerns**

Each student is assigned a form tutor whom they will see every day and with whom they will have regular mentoring sessions.

Any student experiencing pastoral concerns or worries may approach their tutor, Head of Year, Mr. Larter, Mrs McIlroy or any other member of staff.

The best plan of action will then be discussed on an individual basis.

### **Academic Monitoring**

#### **Internal Assessments (see calendar at the end)**

- You will be assessed at regular intervals throughout the year. At each assessment point your grade will be compared with your minimum expected grade (ALPS target)
- The Sixth Form team will also look at your attendance and consider your use of private study time. If a student requires additional support or intervention this will be agreed with the student and their parents and be tailored to the student and the subjects they study.
- Interim Assessment grades range from (1) Excellent (Meeting or exceeding all target expectations) to (4) Academic concern

#### **School Examinations**

- Year 12 School Examinations take place for all subjects from 17th April to 26th April
- Year 13 School Examinations (Pre-public examinations) 29th Nov - 13th Dec



**University Predicted Grades**

Predicted grades are based on performance in Year 12 which will include school examinations, interim assessments, homework assignments, timed tests, classroom performance and engagement.

Any special factors which may have caused temporary underperformance will be taken into consideration.

Predictions will not be based on what a student would like to achieve or a promise to work harder, as any university offers based on an unrealistic grade are unlikely to be met. It is an honest assessment of the student's most likely achievement based on evidence and professional judgement.

Year 13 students are notified of predicted grades on October 5th and a student may appeal to the appropriate Head of Faculty within five days of receiving the prediction. To be successful, the appeal would have to demonstrate that the criteria used should have resulted in a higher predicted grade. If the grade remains unchanged a further appeal may be made to the Head of Sixth Form who will review the evidence provided by subject staff and make a final decision.





### 8. Sanctions

Sixth Form students at Queen Elizabeth's Grammar School demonstrate high standards of behaviour. On the rare occasions that a student's behaviour falls below that expected, the following procedures will be followed.

Description	Action	Consequence
<b>Unacceptable level of work</b>	Student produces little or no work	After school supervision session with faculty
		Contact home
	Further incidents	Student meets with subject teacher to agree targets for improvement
		Contact home
	Failure to comply	Student meets with Head of Faculty to agree targets for improvement
		Contact home
	Failure to comply	HoY/HoF and parent meeting
		Support Agreement drawn up
	Failure to comply	Student Review Panel with student and parents
	Decision on best plan of action for student	

Description	Action	Consequence
<b>Poor conduct</b>	Behaviour contrary to that expected of a senior member of the school, (including repeated infringement of the dress code, lateness, Lanyard)	Lunchtime detention
		Contact home
	Further incidents	After school detention
		Contact home
	Further incidents	Internal suspension
		Contact home
	Failure to comply	HoY and parent meeting
		Support Agreement drawn up
	Failure to comply	Student Review Panel with student and parents
	Decision on best plan of action for student	



Description	Action	Consequence
<b>Missing lessons</b>	Missing 1 lesson without permission	Lunchtime detention
		Contact home
	Missing 2nd lesson without permission	Internal suspension for a day
		Contact home
	Further incidents	HoY/HoF and parent meeting
		Support Agreement drawn up
	Failure to comply	Student Review Panel with student and parents
		Decision on best plan of action for student

Description	Action	Consequence
<b>Lateness</b>	If you arrive too late to register with your form tutor 3 times in a term	You will receive a warning from your Head of Year.
	If you arrive too late to register with your form tutor 6 times in a term	This will trigger an automatic detention.
	Each cumulation of 3 late marks in a term following this	will trigger another detention.



### 9. Sixth Form Calendar

**PLEASE NOTE: These dates may be subject to change**

	<b>Year 12</b>	<b>Year 13</b>
<b>September</b>	First day (Wednesday 6th September) 8:45	First day (Wednesday 6th September) 8:45
		Oxbridge applications completed
	Induction Evening for parents (Thursday 7th September 6pm)	
	Target Setting and Aspirations	
	ALPS Target Grades published (Thursday 7th September)	
	Interim Assessment 13th October	UCAS Predicted Grades issued 5th October
<b>October</b>		UCAS deadline for early entry courses (Thursday 15th)
		Ongoing UCAS applications
<b>November</b>		Parents evening Thursday 9th November
	Target setting meetings	Pre-public exams begin (Monday 29th)
	Interim Assessments issued (Thurs 30th)	
<b>December</b>		Pre-public exams end (Friday 13th)
<b>January</b>		PPE results and ATL published ( 18th January)
	Head student team interviews	UCAS deadline (Friday 15th)
<b>February</b>	Work Experience (Monday 5th/Tuesday 6th)	
	Year 12 Parents evening 2nd February	
	Sixth Form Open Evening (TBC)	Sixth Form Open Evening (TBC)
<b>March</b>	Year 12 Parents evening 7th March	Final assessments issued (21st March)
	Post-18 Decisions Evening (Thursday 21st (tbc)	
<b>April</b>	Predicted Grade Examinations begin 17th April - 26th April	



<b>May</b>		Study Leave begins (tbc)
	Predicted Grade Examinations results (23rd May)	Public examinations begin
	UCAS information event and UCAS Apply opens	Language Exams
	Public examinations begin	Art Exams
<b>June</b>	University Open Days	
	Begin university application	
<b>July</b>	Personal statements begin	
	UCAS references written	
<b>August</b>	Oxbridge Personal Statement completed	A level results published
		University places accepted