



Tadcaster Grammar School
'A Culture of Excellence'

Tadcaster Grammar School **SIXTH FORM**

Parent Guide

CONTENTS

- **Introduction**
- **6 Steps to Success**
- **The Sixth Form Team**
- **The School Day**
 - Arriving at the Site
 - On Arrival/Registration
 - The School Day
 - Study Periods
 - Absence
 - Part-Time Work
- **Student Support & Assessment**
 - Sixth Form Tutors
 - Pastoral Support
 - Lifebelt Programme
 - Assessment
 - Careers
- **School Processes, Procedures & Policies**
 - Home-School Agreement
 - Post-16 Bursaries
 - Safeguarding
 - Lanyards
 - Communication
 - Student Email
 - Correspondence/Letters Home
 - Cashless Catering
 - ParentPay
 - Parents' Evenings
 - Parental Consent for Educational Visits
 - Procedure for Bad Weather
 - Procedure for Unexpected Early Closure
 - Dress Code
 - Acceptable Use Agreement
 - USB Flash Drives
 - Mobile Phones
 - Smoking
 - Alcohol and Banned Substances
- **Year 12 Key Dates 2018/19**

INTRODUCTION

Welcome to Tadcaster Grammar School Sixth Form and the beginning of a journey that will see your son/daughter achieving success, independence and a notion of the potential they can go on to fulfill. Here at TGS, we strongly believe that good communication with parents/carers is central to the achievement of our students.

At Tadcaster, 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 endeavor 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 your son/daughter to be the best they can be. We will provide first class tutorial guidance, preparation for employment and higher education, and academic rigour in all of their subject disciplines.

This guide is intended to assist you in being part of this crucial phase of your son/daughters education. It sets out our goals and aspirations, as well as our procedures and plans. It is our vision that we can work in partnership with you 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 in the future.

Ros Knapton

Assistant Head Teacher

Director of Sixth Form Education

Tadcaster Grammar School

Sixth Form

6 Steps to Success

There is no magic formula.

In order to maximize the potential of all of our students, we strongly believe that following the six simple steps listed below are fundamental in helping to achieve success.

This is not just during students' time at TGS, but also as they move on with their life as an adult.

Attendance & Punctuality

High Expectations

Preparation

Involvement

Respect

The Adult In You



ATTENDANCE & PUNCTUALITY

STRIVE FOR 100% ATTENDANCE

1

This includes:

- All timetabled lessons
- Study Support Sessions
- Tutor Periods

*"Don't count the days,
make the days count."*
Muhammad Ali

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%.

HIGH EXPECTATIONS

AMBITIOUS GOALS MAKE FOR OUTSTANDING ACHIEVEMENTS

2

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 outside the classroom per week.

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

PREPARATION

BE PREPARED

Effectively organise your time and work.

Be fully equipped for all lessons.

Think:

- Lanyard
- A4 folders
- Paper
- Pens & pencils
- Plastic wallets
- Subject dividers
- Memory stick
- Specialist equipment (calculator, art pad, etc.)

3

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

INVOLVEMENT

GRAB EVERY BRANCH!

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

4

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

RESPECT

EVERYONE SHOULD BE RESPECTED AS AN INDIVIDUAL

5

- 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.

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

THE ADULT IN YOU

ADULT APPROACH

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

6

- 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 a part-time job.

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

THE SIXTH FORM TEAM

ROS KNAPTON – DIRECTOR OF SIXTH FORM

I am pleased to have a dedicated Sixth Form team. 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 have a team of experts as well as a dedicated Tutor Team to support me with this.

I am dedicated 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 – KS5 PASTORAL OFFICER

I have worked at Tadcaster Grammar School with Sixth Form students for over ten years, supporting young people through any difficulties they may be facing. Moving from GCSE's to A levels can be a big step for some young people and they may need extra support personally or academically. I work closely with Mrs Knapton to ensure all students are receiving relevant support and update parents on their child's progress.

KAREN TOMLINSON – ADMINISTRATIVE ASSISTANT SIXTH FORM

I joined the team in late 2017 and my role comprises the student attendance and administration service for Sixth Form. I monitor student attendance and support students (and parents) with any questions or queries they have regarding any aspect of Sixth Form. I also support Mrs Knapton, Mrs Gadsby and Ms Davies on a day to day basis as required.

LUCI DAVIES – CEIAG BUSINESS & LINKS MANAGER

My role is to support students with their aspirations as they think about their next steps Post 16 and beyond. I coordinate the work experience placements in Year 12, facilitate opportunities to explore University and Apprenticeship courses and organise Employer Engagement work with students, developing their CVs and supporting them with their entry into the workplace.

THE SIXTH FORM TEAM CONTACT DETAILS

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

Josephine Gadsby j.gadsby@tgs.starmat.uk
Pastoral Support Office Sixth Form

Karen Tomlinson k.tomlinson@tgs.starmat.uk
Administrative Assistant Sixth Form

Luci Davies l.davies@tgs.starmat.uk
CEIAG, Business and Links Manager

Amanda Henson a.henson@tgs.starmat.uk
Sixth Form Tutor – Calcaria

Mike Elsworth m.elsworth@tgs.starmat.uk
Sixth Form Tutor – Calcaria

Nicola Randall n.randall@tgsch.uk
Sixth Form Tutor – Dawson

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Sixth Form Tutor – Dawson

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Sixth Form Tutor – Fairfax

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Sixth Form Tutor – Wharfe

Andrew Crease a.crease@tgs.starmat.uk
Sixth Form Tutor - Wharfe

THE SCHOOL DAY

ARRIVING AT THE SITE

Students should arrive at Sixth Form in good time for the start of their first lesson. Punctuality is one of their '6 Steps to Success' (Step 1).

ON ARRIVAL/REGISTRATION

When students arrive in school, they will 'swipe in' using the electronic swipe system and make their way to their lesson to be registered.

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

THE SCHOOL DAY

Lesson 1	8.40 - 9.40	Lesson 3	11.25 – 12.25
Lesson 2	9.40 – 10.40	Lunch	12.25 – 1.15
Tutor Time	10.40 – 11.05	Lesson 4	1.15 – 2.15
Break	11.05 – 11.25	Lesson 5	2.15 – 3.15

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 95% as a minimum and we expect all to strive for 100% attendance. Of course, punctuality both at the start of the day and to all lessons is equally important.

A student's attendance will be subject to weekly checks by their Tutor. If their attendance falls, then this will be investigated. Independent research has shown that poor attendance and punctuality can have a seriously detrimental effect on outcomes at Post 16. Attendance falling below 95% has been shown to result in an average reduction of one grade at A level per subject and this increases to two grades when attendance falls below 90%.

STUDY PERIODS

A student's timetable will be 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. The Sixth Form Tutor Team will also work with students about how to best structure their day.



ABSENCE

Should a student be absent for any reason, their parent or guardian must make contact with Mrs Tomlinson 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 or sign in for independent study, a text will be sent to parents to inform them that their child has not been registered in school.

If the absence is for a medical reason, e.g. doctor, hospital, dentist, students must pass Mrs Tomlinson a copy of the appointment card/letter. If a student needs to leave before the end of the school day for a medical appointment or because they feel unwell, they must sign out with Mrs Tomlinson or a member of the Sixth Form Team 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 Mrs Tomlinson **before** the day of absence.
- In the event of a teacher absence, students will be expected to come into school and sign in, using the lesson register provided in the Sixth Form Centre and collect the work left for the lesson.
- In the event of any absence, students should also email the staff member 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/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.

STUDENT SUPPORT & ASSESSMENT

SIXTH FORM TUTORS

Every student is assigned a Tutor linked to their House. The Tutor will see their tutor group during tutor time to discuss their progress and to identify any issues the student is facing and will be their first port of call for any issues 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 Lifebelt 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, democracy, tolerance, rules and regulations, study skills, charity work and much more besides.

In addition, students will still be expected to contribute to the House system and the Vertical Tutoring (VT) in Years 7-11. Opportunities include reading mentors, House Captains, mentoring younger students or leading VT sessions.

PASTORAL SUPPORT

The Sixth Form team has a dedicated Pastoral Support Officer 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. 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 Lifebelt programme.

Lifebelt 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 Lifebelt process to ensure students reach their full potential. Parents are invited into school along with their child to meet with Mrs Gadsby and their child's Tutor. As part of the meeting, targets are set for the student to work towards for a six week period and are reviewed regularly.

The Lifebelt process is a supportive measure for our students and parents are kept informed of the improvements their child is making and the support they are receiving throughout. At the end of the six week period, a review takes place to see if any further action is required.

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, 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.

CAREERS

Careers guidance in Sixth Form is supported by the Careers Department led by Ms Davies, the Careers, Education, Information and Guidance (CEIAG) Manager. CEIAG is provided via the induction workshops, vertical tutoring, assemblies and employer engagement through the work experience programme. Ms Davies is available throughout the week and Mrs O'Reilly, the Careers Advisor, is available Tuesday and Thursday. There is a careers 'drop in' on Tuesday and Thursday lunchtimes in the Independent Learning Centre (ILC). Careers interview requests should be emailed to careers@tgs.starmat.uk

SCHOOL PROCESSES, PROCEDURES & POLICIES

HOME-SCHOOL AGREEMENT

The Home-School Agreement is a pre-requisite to permanently enrolling at Tadcaster Grammar School Sixth Form and is a document outlining the role and commitment of us as a Sixth Form and that of the student. It clearly sets out the expectations for a successful partnership over the next two years. This document must be finalised, signed by all parties and returned to the school by the end of September.

POST 16 BURSARIES

The Post 16 bursary is a payment made to students, supporting those whose financial situation puts them at risk of having to leave school. Not all students will qualify for this payment; a list of qualifying criteria is available on request from the Sixth Form Office.

Support is bespoke and can be adapted to suit the needs of different learners. Typical assistance includes costs such as covering stationery and text booked, internet access, contributions towards educational visits, funding for UCAS applications and visits to Open Days.

SAFEGUARDING

The care and wellbeing of our students is at the heart of everything we do at Tadcaster Grammar School. We take our responsibilities very seriously and we seek to actively promote inclusion, health awareness and local support groups. The named Safeguarding person for Post 16 students is Mrs Josephine Gadsby.

LANYARDS

Each student will be given a lanyard and electronic swipe card at the point of enrolment which will allow them entry to all areas of the school through our electronic door system. As an adult on the site, all Sixth Form students are required to visibly wear their Post 16 lanyard at all times.

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.

Correspondence/Letters Home: 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 applied to their child/children. All letters will arrive in their email inbox. Each school year parents will need to 'update your 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 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.

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

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 UNEXPECTED 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.

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.

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

From September students will not be allowed to bring USB Flash Drives into school, for any reason. This is because there are real concerns about 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 not have their phones out during lessons or take video or photographs during lessons, unless asked to do so by their teachers. 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, around school; only in the Sixth Form Centre.

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 procedure which will support the Drug and Substance Misuse Policy.

For the purpose of this guide, the following definitions of a drug will apply:

- All illegal drugs (those controlled by the Misuse of Drugs Act 1971);
- All legal drugs including alcohol, tobacco/e-cigarettes, volatile substances and amyl nitrites;
- All over the counter (OTC) and prescription medicines (misuse would be taking medication not prescribed for the person) where the Medicines Policy applies.

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, though they may be able to give relevant support and advice. However, where it is suspected that dangerous drugs are sold on the site, 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 circumstances and the class of drug involved.