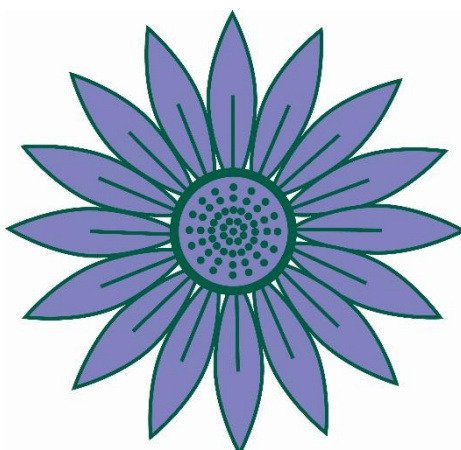


MAYFIELD GRAMMAR SCHOOL

GRAVESEND

**Guidelines for Sixth Form
Students**



2021-2022



GUIDELINES FOR SIXTH FORMERS
2021 - 2022

June 2021

DEAR STUDENT

Welcome to the Sixth Form. We are pleased that you have chosen the academic and recreational opportunities provided by this school. We shall endeavour to give you thorough training in the subject areas of your choice as well as equip you with many essential life skills. We hope that you will make full use of our professional advice and the pastoral support we provide to help you realise your full potential.

Success in the Sixth Form however depends ultimately upon your motivation and ability to organise your own programme of study effectively. Whatever your course and whatever you are aiming to do in the future, the school expects from all students entering the Sixth Form a sincere commitment to study, a consistent level of application and regular and punctual attendance.

You will undoubtedly enjoy the privileges that set you apart from the students in the Lower School and we believe that you have earned these after eleven years of full time education. At the same time we expect you to set a good example in all things to the younger students, take a full part in school life and extra-curricular activities and to promote the philosophy of a caring community.

To help you understand and carry out your duties to the best of your ability, we have written down guidelines for your conduct and hope that you will find these useful in establishing a fruitful relationship with your peers, students in the Lower School, members of staff and the community at large.

We look forward to working with you in partnership with your parents.

Yours sincerely



Mrs L Absolon
Head of Sixth Form

PRIVILEGES

Common Room + Study Facilities

A Common Room will be available for Sixth Form use on the main site, with the Careers Library, a study room within the LRC, a Sixth Form study area next to the main Dining Room and a computer suite underneath the main common room.

The Common Room will be the area where you can relax with friends and chat or listen to music (**no music during lesson times**) over a cup of coffee at break or lunchtime. During Study periods you should be working independently and in silence. You should also follow the instructions of staff members who may be supervising you during Study periods.

In addition to the Common Room, you can also use the Orangery and Dining Hall areas for quiet discussion. You should ensure that any noise in these areas is kept to a minimum so as not to disturb others. Mobile phones and music players should not be used in these areas at any time and will be confiscated as well as ear-phones.

Both areas are intended for all Sixth Formers as a combined resource. However, they must be kept clean and tidy to ensure a pleasant environment for all. No doubt you will want to help the cause by washing your own mug after use, putting rubbish into the bins and removing empty cans etc. The Common Room is cleaned regularly by the cleaners but their contract excludes chores like washing up, lifting books or bags to clean the surfaces beneath. In short, the tidier you leave the Common Room, the cleaner you will find it the next day. The Senior Official with responsibility for Sixth Form Liaison will establish a Common Room Committee to ensure that the Common Rooms are looked after and improved. You must ensure that you take responsibility for maintaining and looking after the Sixth Form areas. Any damage will be taken seriously and individuals found to have vandalised school property will lose access to Sixth Form areas and be expected to pay for any repairs.

Please note that takeaway food should not be brought into school at all. Students found with takeaway food will lose their Common Room privileges.

You must ensure that all music is switched off punctually before first period, at the end of the long break and at the end of lunch break, to ensure that the Common Rooms are quiet during “working hours”, to enable students to work in peace. If not, they will be confiscated. Mobile phones can only be used in the Common Room, otherwise the Sixth Form should abide by the school policy in use for the rest of the school, which means phones and ear-phones will be confiscated if seen.

Sixth Form Dress Code

Sixth Formers are expected to dress smartly, in keeping with a place of work, to uphold a working atmosphere within a business environment.

Girls should adhere to the following dress code:

- **Navy, black or dark grey suits** to be worn around the school and jackets only removed in class with the teacher's permission;
- Students will wear a **House badge** on the jacket at all times;
- **Skirts** must be 'on-the-knee' length, pencil or A line style in black, navy or dark grey;

- **Dresses** can be worn under jackets but must be in school colours (navy blue, purple, lilac, green) or black; length as for skirts.
- **Tops** can be in school colours plus white, cream or black; they must have some form of sleeve, must not be ill-fitting and should not be revealing; necklines should be discreet and appropriate to a business environment;
- **Trousers** can be worn but they must be tailored and straight legged and black, navy or dark grey;
- **Banned clothing:** leggings, 'jeggings', jeans or jeans style/material, 'skinny-fit' trousers, 'bodycon' skirts
- **Shoes** must be of a traditional style; no canvas shoes, boots, stiletto heels or trainers;

Boys must wear suits in black, navy or dark grey with school tie – available to purchase from the Finance Office for £6.50. Jackets must be worn around school as for the girls. Students to wear House badges.

Body piercing, except conventional ear piercing, is not allowed.

Hair must be of a natural colour.

Boys must be clean shaven (unless for religious or cultural reasons, supported by a formal request from parents).

Boys' hair length must be no shorter than a number 3 cut.

Hats must not be worn around the school.

All students are expected to wear their lanyard and photographic ID at ALL times. No student should be on the school premises without their lanyards – this is an important safeguarding requirement.

If students come to school inappropriately dressed, letters will be sent home and students may be required to work in isolation until they are appropriately dressed. They may be required to wear suitable clothing provided by their Learning Leader. They will be placed on uniform report for one week.

Leaving the school site during the school day

You are required to be on the school site (i.e. Main School site or Isaac Newton site) at all times during the school day except:

- lunch time (due to Covid you may not leave the site at the present time but hopefully this will change in September).
- when you are travelling between parts of the school site.
- when you are involved in regular off-site activities acceptable to the school, which forms part of your overall programme, e.g. work experience, community service, link courses etc.

Attendance at off-site activities will be closely monitored since they form part of your negotiated curriculum and poor attendance reflects badly upon both yourself and the school. You may of course leave school at other times, when permission has been sought in advance. Driving lessons and appointments should be arranged for after school but, **with permission**, may be arranged for free periods when unavoidable but they must not infringe

on any lessons, the tutor period, your periods of supervised private study or registration time in the afternoon. **Remember to sign in and out in the books available. If you do not, Sixth Form privileges will be removed.**

Supervised Private Study

For the first time for most of you, you will have times during the week when you do not have a timetabled lesson. These are private study periods and should be used effectively and fully. There are areas that you can use, including the **LRC areas** and the **Sixth Form Study Room**. The Quad may be used during summer months, except during the public examination period if the Hall or Gym are being used for examinations.

In order to help you develop good study habits, we will require you to register for some supervised study periods in Years 12 and 13. These will take place in the Learning Resources Centre and/or other timetabled locations, and will be organised with your tutor when your timetable is stable. Each of your private study periods should be allocated to one subject or another, and this written into your timetable.

If you have concerns about the number of free periods you have, for example if you have to allocate extra language lessons on top of doing the maximum number of courses, please talk to your tutor and Learning Leader.

ADMINISTRATIVE POINTS

Attendance

All students are expected to be in school promptly at **8.30am** for period 1 which starts at **8.35am**. The normal pattern will be that the Official Registration slot will be during period 1 and if you are not on time, you will be recorded as 'late' and a formal written explanation will be required.

The afternoon registration will be taken at the start of period 5. Tutor time will take place for the Sixth Form at **2.05pm**, except when there is an assembly (Please note that advice will be updated if tutor time is moved to the start of the day). You will be required to move to your tutor room promptly at the end of lunch so that tutor group activities and important messages can be issued. If **Year 13** students are free in the afternoon, they can sign out at the end of tutor time. This privilege can be earned by demonstrating good attendance, behaviour and high dress code standards during Year 12 and can be removed from Year 13 students at any time..

Year 13 House Prefects **must** arrange to visit their forms on one day during tutor period (2.05 pm for Lower School and Upper School) to assist the tutor and work with their group. This must be formally arranged with the tutor.

If you are free period 5, you will be asked to go to the dining room to be registered with the Attendance Officer. Please be there at **2.25pm**. All other lessons, including Prep, General Lecture and Private Study will be registered by subject staff.

Your attendance and punctuality records are carefully monitored both on a daily basis and on a period basis, in order to help you develop good study habits. Clearly poor attendance is unacceptable and will be investigated, especially when attendance falls below 97%. Poor attendance will result in loss of privileges and being placed on report. In severe cases students may be refused entry to Year 13. Parents will be kept informed if this is likely. Because of the nature of the work, constant revision and repetition are not necessarily an integral part of the courses and therefore you need to avoid absences for trivial reasons.

Persistent lateness is also investigated and this applies to afternoon registration as well as in the morning. **When 2 lates occur you will be put on an attendance report for one week and a letter will be sent home.**

Absence

Unexpected absence:

Although we do very much appreciate telephone notification of any unexpected absences, **you must also bring a letter from your parents to explain any absences from school.** Parents can also send in an email from their account. If there are difficulties, you must speak to your tutor or your Learning Leader. You or your parents should however contact the school on the first day of any absence and any subsequent days. You are also responsible for informing any employers/organisers/tutors etc. outside school who may be affected by your absence.

Planned absence:

Permission for absence from lessons **must be sought in advance** from your tutor who may need to speak to the Headteacher. Family holidays taken in term time seriously disadvantage your progress and are therefore discouraged, and **will not be authorised**.

If this cannot be avoided, an application form for a holiday is available from the school office and should be submitted with a letter to the Headteacher, at least one month in advance of the holiday. **Absence from any lesson for whatever reason must be covered by a permission slip, obtained from your tutor, and this must be signed by all the staff concerned.** You then hand the completed form to your tutor. This applies to trips, driving lessons, dental appointments, open days, courses etc.

Illness/accidents during the school day

If you feel ill or have an accident during the school day, you must report to the Pastoral Support Manager in the Learning Leaders' room, the main school office or staff room on Isaac Newton site, where the person responsible will assist you. **You must not go home without permission.**

Assembly

There is a joint 6th form Assembly once a week and a separate Assembly for each year group once a fortnight. Days to be confirmed when timetable is complete. There is a rota for these assemblies to which the 6th form contribute.

Cars and Driving

Due to the lack of parking space and the hazardous nature of access/exit to/from the main school site, **permission cannot be given to drive and/or park cars on the main school site.** We can however offer you car parking facilities at the Isaac Newton Building. You may of course also park in the side streets near to the school if you so choose. Please ensure that you only park in spaces that cause no inconvenience to residents or other drivers. Also remember that parking on yellow lines may incur a parking fine. **Parking permits will be required and may be obtained from the School Office.**

All students who drive to school at any time, no matter how infrequently it might be, must register their vehicle details with the school office to obtain a parking permit.

Change of Course

Should you wish to change your study programme in any way, you **must** follow the correct procedure which is detailed below:

- discuss your intentions with your parent(s)/guardian(s);
- speak to your tutor and the relevant subject teachers;
- check with Miss Johnson to discuss how the changes will affect your career options;
- lastly, obtain permission from your Learning Leader and Mrs Absolon, Head of Sixth Form.

If you still wish to change your programme, obtain a 'Change of Course' form from Mrs Absolon on which the changes are recorded and confirmed by the appropriate staff and your parent(s)/guardian(s).

This form, together with a **letter from your parent confirming agreement** to the change, must then be given to your tutor to pass on to Mrs Absolom for changing the computer records. **The absolute deadline for changing courses in Year 12 is October 1st.**

Personal property

The school does not accept responsibility for the loss of, or damage to, personal property of students.

We do not take any responsibility for the loss of mobile phones. They should only be brought to school for emergency use and must be switched off in lessons, private study periods and assemblies. If we see them, we will confiscate them until the end of the day, when they can be collected from the main school office. They must only be used in the Common Room areas. **You will have your mobile confiscated for 4 days (as for the rest of the school) if you are caught using a mobile outside the Common Room.**

Should you ever need to bring significant amounts of cash or other valuables into school, we advise that you deposit these in the main school office for safe keeping.

Smoking and Alcohol

Smoking and drinking of alcoholic beverages is not allowed

- on any part of the school site
- on route between the school sites
- **in the immediate vicinity of the school**
- on school coaches/transport provided by the school.

No tobacco, matches/lighters or alcohol are to be brought on to the school site at any time. Remember that the landlord could lose his licence if you abuse the law by drinking underage in pubs.

Timetables

You will be provided with a personal timetable by your tutor at the start of the term, which shows all your lessons.

You will then be issued with a second copy at a slightly later stage on which you should add details of work experience, community service, and language assistant lessons, if this is possible, which must have been discussed and agreed with your Learning Leader. This copy will be retained by your tutor and kept in the form register. It must be regularly updated for any changes.

EXPECTATIONS

The standard and style of work in the Sixth Form is quite different from GCSE. There is a much greater emphasis on your own ideas and you will be expected to contribute voluntarily to discussion, but thorough learning of facts is still essential. **You are expected to be prepared to do as a minimum, the following amount of homework outside lessons:**

- 5 hours per week for A Levels and their equivalents
- 4 hours per week for AS Levels
- Additional time for general background reading and research.

Your subject staff may fill part of these times but you must **use the rest and more for your own research and independent learning**. The A Level lessons alone will not provide you with all the work that you will need to achieve good grades in the exams. You will have to do more independent work.

You are responsible for creating a sensible timetable for homework and revision which is realistic and appropriate for you. Help will be given in study skills in both tutor time, subject lessons and the enrichment programme. Your planner should be a useful aid for you. Do ask for more help if needed.

You should record your target grades in your planner and review your progress regularly.

You should try to avoid spending too much time on any one subject to the possible detriment of your other studies. It is important to realise the necessity of getting down to work systematically and developing self-discipline as soon as you enter Year 12. Remember, your summer examinations are important – the results will affect your UCAS predictions and possibly your future at the school. **If you miss your target by 2 grades in the internal tests/examinations, re-sits will be necessary in August/September.**

Your parents will be invited to an evening meeting in Term 1, where our expectations for the Sixth Form will be made clear, as well as explaining the courses to them. They will therefore be aware of the support needed to help you through the Sixth Form.

NEA work and controlled assessments

You have a coursework planner which gives deadline dates but make sure you work regularly on assignments. Your other subjects must not be affected and their tasks will still have to be completed even as you approach coursework deadlines. You need to plan ahead towards these deadlines.

Mock Examinations and Tests

You will complete internal tests in January and internal examinations in June of Year 12. These will also allow staff to assess your progress against your predicted grades and allow you to set targets for improvement. Your Learning Leader will talk to some of you after each term's progress point and you will all discuss your progress with your tutors as part of the academic review.

You will sit internal examinations and you will be expected to pass these examinations in order to proceed into Year 13. If you have not achieved the required number of passes which allow you to continue with the equivalent of 2 A Levels in Year 13, then you will need to see

Mrs Absolon to consider the options available to you. Part time students are not accepted in the 6th form. Obviously, if this happens, it should not come as a complete surprise, because of the system of monitoring progress in the 6th form. Students in Year 12 should not be studying fewer than 3 A Level subjects, plus the EPQ.

The UCAS predictions are made in September and reflect your work throughout Year 12 and your summer examination results. You will need to record any external results on your UCAS form, and these will be used by universities as a guide to making their offers.

Tutor Periods

You will have a tutor period once a fortnight. A programme is provided for the two years but flexibility has been built into it so that you have time to discuss progress, plans and any concerns with your tutor. During this time, both Year 12 and Year 13 will work on personal action plans and application for either UCAS or apprenticeships. The procedures have been streamlined so that the work you do in Year 12 will be adapted for UCAS and employment forms in Year 13.

We do ask you to review your progress at key assessment points, which are November, January and May in Year 12 and September and February in Year 13, discuss matters with your subject staff and tutors and set targets for improvement. This helps you to take more responsibility for your own learning and progress. During the Autumn Term of Year 12, you will receive predicted grades for each of your exam subjects. These grades are a statistical prediction, based on your average GCSE score, which suggest what you may achieve in the A Level exams. They do not take into account your own personality, strengths or weaknesses. However they do provide a baseline to compare and measure your progress and are used by staff to set targets.

Other aspects of our enrichment programme include essential study skills, form discussions or debates on topical issues, presentations and sessions on things that you feel are important, such as stress management or money management. Development of Key Skills in communication, working with others, improving your own learning and performance, and problem solving will also be enhanced through the tutor programme.

Useful Information for Applications for Work and Higher Education

Applications are processed for employment throughout the year. You should consult Miss Johnson initially and the school will process the forms. UCAS applications are dealt with during the first half of Year 13 by your tutors and Mrs Absolon. Clear guidance is given and the earlier you complete these, the better.

All applications are made using the UCAS Apply website and Mrs Wilson will be one of your referees. Full details are given in the UCAS Booklet issued in Term 6 of Year 12.

Paid Work

At no time should paid work interfere with your school day or essential school activities, e.g. Parents' Evenings, Senior Officials duties in Year 13 etc.

Part time employment for sixth formers has become an accepted fact but the hours worked should not be excessive. Research has shown that when students work more than 10 hours in paid employment, the grades begin to drop and they are affected

after 6 hours of paid work. This will become more important now that students are having less study time in school to do their work.

If you find that your school work is suffering **the job must go.**

Open Days

Obviously you need to visit universities if you are applying for places in Higher Education. This requires a great deal of research but **we only allow you to go to two open days** during Year 12 in term time, because of the problems of missing work. If this poses real problems, talk to Mrs Absolon. During Year 13, you will, of course, be able to go to interviews as required and to Open Days for those courses for which you have applied. Please remember that visits can be made to universities during half-terms and at weekends. In addition to the impact on your studies, visits to Open Days can be expensive, therefore you should only attend when making your final decisions.

Student Learning Agreement

You have joined the Sixth Form of this school because you hope to benefit from the education, support and opportunities provided here. We obviously will do all we can to support you and help you and in return we do ask you to adhere to the guidelines contained in this booklet, which set out our expectations of you. The commitment to do this is confirmed by your signing of the Student Learning Agreement. We also ask your parents to support us and you by signing the agreement as well.

RESPONSIBILITIES AND OPPORTUNITIES

The Sixth Form is a time for taking on responsibilities and this will provide you with some of the experience which is always asked for in testimonials and at interviews.

During both Year 12 and Year 13 each tutor group requires a form representative to assist form tutors and to attend School Council meetings and a green representative to contribute to the work of the Green Council. In addition, each tutor group will have to produce two main form assemblies and possibly readings for the Sixth Form Assemblies. This requires someone to take the initiative and produce the final assembly. **Each tutor group will also take some responsibility for looking after the Common Rooms, by having a representative on the Common Room Committee.**

Year 12 is an ideal time for undertaking to organise a variety of clubs, societies and activities for the younger members of the school. Senior Officials also need support in this. There are opportunities for becoming part of the Student Support/peer mentoring team and for coaching younger students. A less agreeable task that falls to Year 12 is the sorting of lost property each half term, on a rota basis!

We provide excellent opportunities for voluntary work in the local area, working with varied groups of people. This is mainly for Year 12 students. In Year 13, as part of the Careers programme, you will have the opportunity to experience a mock interview with local businessmen.

Senior Officials, including the Head Prefect and two Deputy Head Prefects, are elected from Year 12 during the Spring Term. They then take over the responsibilities from

Year 13 after Easter in Year 12. This will give some of you real opportunities to develop leadership skills and others of you to become involved in helping them. This is a vital way in which you can all contribute to the running of the school.

Throughout the Sixth Form, we ask you to represent the school on occasions and to help with functions such as Open Days, Parents' Evenings etc. You are ideal ambassadors for the school and **you are permanent role models for the younger members of the school.**

In both years, it is important for you to build up your enrichment hours through your own interests in extra-curricular activities, both in and out of school. Future admissions registrars and employers are interested in your other activities as well as in your academic record.

PERSONAL MATTERS

We are here to support you during your time in the Sixth Form. Your tutor is the person who will probably get to know you the best over the two years, but remember that there are others who can help and advise you: your subject staff, Learning Leader and Mrs Absolon. It often helps to discuss any concerns, however small. Although you are the "oldest" members of the school community, please do not feel that you are expected to have to cope on your own.

We have provided a planner for you again this year which should help you to organise your time. Your tutors will guide you through this but it is there for you to use in the most appropriate way for you.

Good luck!



**MAYFIELD GRAMMAR SCHOOL,
GRAVESEND**

2021

Dear Parent

I have been asked to make the school's position clear over the use made by the students of the equipment in sixth form common room.

Although the school has provided equipment for use by the students, we cannot be held responsible for faulty equipment which is not reported to the finance office, nor for items brought into school by the students. A book is available in the common room in which to report faulty items, which will be checked regularly by the office staff and acted upon. For more immediate action, faults should be reported directly to the finance office on the main school site.

It is the responsibility of parents to ensure that Health & Safety standards are met and that items brought into school by the students are kept safely under the control of the individual in order to avoid damage to themselves and others. Parents may be asked to accept responsibility for damage caused by misuse.

The school cannot be held responsible for problems caused by food brought into school and left in unhygienic conditions which may cause illness to others or damage resulting from rodents attracted by such food.

It has also been brought to our attention that students need to check whether their insurance covers them for transporting other students to and from school and between school sites or from the school to other buildings e.g. hospital during the school day. It may be that they must have parental permission before they can transport others in their own cars during the school day. It has been found that some insurance policies do not cover use under these circumstances and I strongly advise you to contact your insurance company.

I hope that this makes the position clear. If you wish to discuss any issues arising from this letter please contact the school.

Yours sincerely

A handwritten signature in blue ink that reads "L Absolon".

Mrs L Absolon
Head of Sixth Form