

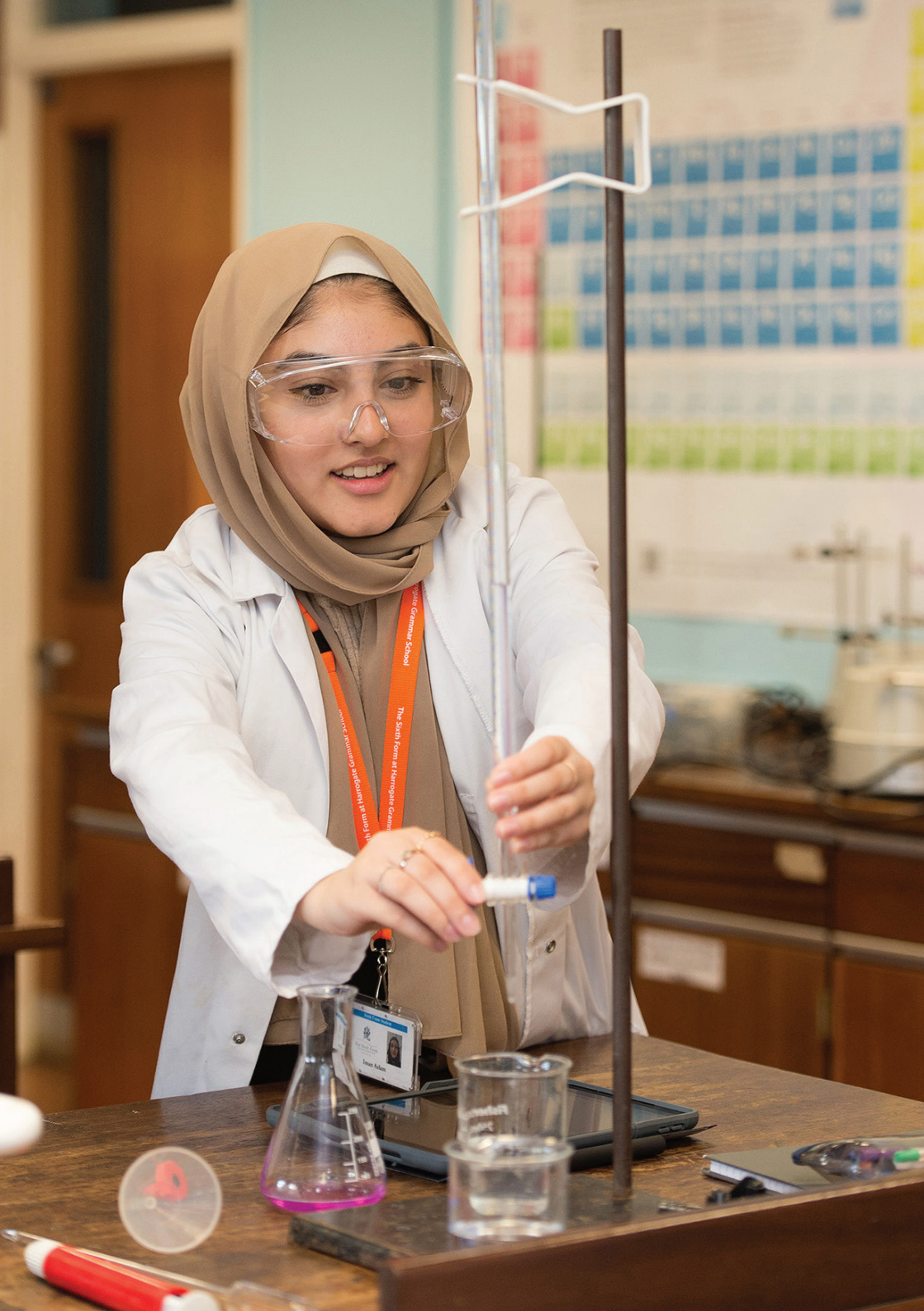


HARROGATE
GRAMMAR SCHOOL
EXCELLENCE FOR ALL












SIXTH FORM HANDBOOK
2023-2024





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WELCOME



We are delighted to be able to welcome you to the Sixth Form at Harrogate Grammar School. You are joining a school with a long history and an outstanding reputation built around our core value of excellence for all. Students at Harrogate Grammar School benefit from first class teaching, excellent facilities and comprehensive support. The special community at Harrogate Grammar School is one in which students learn and grow, and I am sure that you will thrive as a member of our Sixth Form.

The foundation for a young person's success is built on a three-way partnership between the student, the school and parents. We hope that the information provided in this handbook helps you to understand the systems, routines and mindset that exists to support our students to achieve their potential at Harrogate Grammar School.

From day one you will be supported by your form tutor, teachers and the Sixth Form Team to settle into the school. We run a programme of transition sessions to help you to feel comfortable in your new surroundings. An important aspect of this is the Welcome Evening for parents / carers. We ask that parents / carers make every effort to attend this event on one of the following evenings:

- Tuesday 19 September
- Wednesday 20 September

We look forward to welcoming you.

Ben Twitchin
Director of Sixth Form | Assistant Headteacher







SCHOOL VALUES

OUR CORE PURPOSE

Our core purpose is to provide ‘excellence for all’ and we achieve this through the five REACH values that we embody, role model and teach: respect, excellence, adventure, commitment and honesty. In practical terms, we have three pillars in our school of focus – a culture of respectful relationships, an aspirational and inclusive curriculum and expert teaching. As a result of our work in these three pillars and our focus on values, we achieve not only our academic outcomes, but a broader set of outcomes in terms of kind, healthy, ambitious, knowledgeable, curious, enterprising, resilient, productive, responsible and reflective young people as they move on from our school community

HOW? Through our values

WHY? Outcomes for all

WHY?
Excellence for all

RESPECT EXCELLENCE ADVENTURE COMMITMENT HONESTY

CULTURE | CURRICULUM | TEACHING & LEARNING

Kind | Healthy | Ambitious | Knowledgeable | Curious | Enterprising | Resilient | Productive | Responsible | Reflective



MEET THE TEAM



Mr Twitchin
Director of Sixth
Form



Mrs Jackson
Assistant Director of
Sixth Form



Mr Cannon
Assistant Director of
Sixth Form



Mrs Warren
Student Support Manager



Mrs Armstrong-
Turner
Student Support Manager



Mrs Ingleton
Student Support Manager



Miss Watson
Senior Tutor



Dr Gregson
Student Adviser



Mr Weston
Study Supervisor



Mrs Harriss
Senior Admin Officer



Mrs Reed
Attendance Officer



Mrs Muir
Admin Officer



Mrs Peral
Admin Officer

CONTACTS

| | | |
|----------------------|---|--|
| Mr Twitchin | Director of Sixth Form | TwitchinB@hgs.rklt.co.uk 01423 531127 ext. 7026 |
| Mrs Jackson | Assistant Director of Sixth Form | JacksonC1@hgs.rklt.co.uk 01423 531127 ext. 7109 |
| Mr Cannon | Assistant Director of Sixth Form | CannonM@hgs.rklt.co.uk 01423 535235 |
| Mrs Warren | Student Support Manager | WarrenB@hgs.rklt.co.uk 01423 531127 ext. 7113 |
| Mrs Armstrong-Turner | Student Support Manager | Armstrong-TurnerG@hgs.rklt.co.uk 01423 531127 ext. 7106 |
| Mrs Ingleton | Student Support Manager | IngletonC@hgs.rklt.co.uk 01423 531127 ext. 6947 |
| Mrs Watson | Senior Tutor | WatsonJ@hgs.rklt.co.uk 01423 531127 ext. 6989 |
| Dr Gregson | Student Adviser | GregsonS@hgs.rklt.co.uk 01423 531127 ext. 7107 |
| Mr Weston | Study Supervisor | WestonK@hgs.rklt.co.uk 01423 535235 |
| Mrs Karen Mitchell | Careers Adviser | mitchellk@hgs.rklt.co.uk 01423 535235 |
| Mrs Harriss | Senior Admin Officer | HarrissR@hgs.rklt.co.uk 01423 531127 ext. 7108 |
| Mrs Reed | Attendance Officer | ReedT@hgs.rklt.co.uk 01423 531127 ext. 7110 |
| Mrs Muir | Admin Officer | MuirN@hgs.rklt.co.uk 01423 535235 |
| Mrs Peral | Admin Officer | PeralA@hgs.rklt.co.uk 01423 535235 |



Harrogate Grammar School has the highest expectations of our Sixth Form students. It is important that every member of our community understands our standards, and meets these on a daily basis.

To ensure that these expectations have been read and understood, we require confirmation that both students and parents / carers have agreed to them.

Please read the following standards and processes and then click through to the parent/ carer learning agreement using the link on page 15.

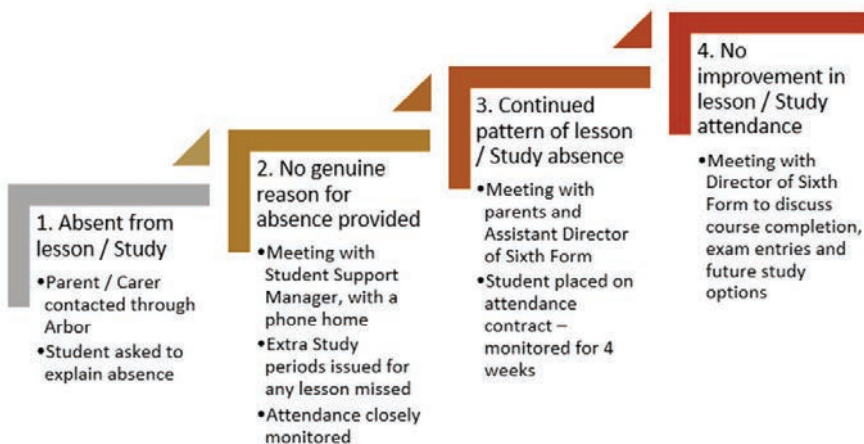
Student will sign a paper copy of the agreement on 6 September 2023.

ATTENDANCE

At Harrogate Grammar School we have the highest expectations of student attendance in school. The expectations and process for recording and monitoring absence to school can be found on the HGS website - [Absence & Attendance](#).

Attendance to school is monitored closely, and where levels of absence become a concern, the Sixth Form Team will follow-up with students and parents / carers. This follow-up will include support to promote full attendance; referrals to outside agencies; or discussions around the completion of courses, exam entries and future study options.

We also closely monitor attendance at timetabled lessons, and take steps to promote full attendance.



PUNCTUALITY

Establishing strong habits and routines is essential to successful Sixth Form study. We expect every student to arrive in school to register with their form tutor at 08.50, and to be on time for every timetabled lesson and Study period.

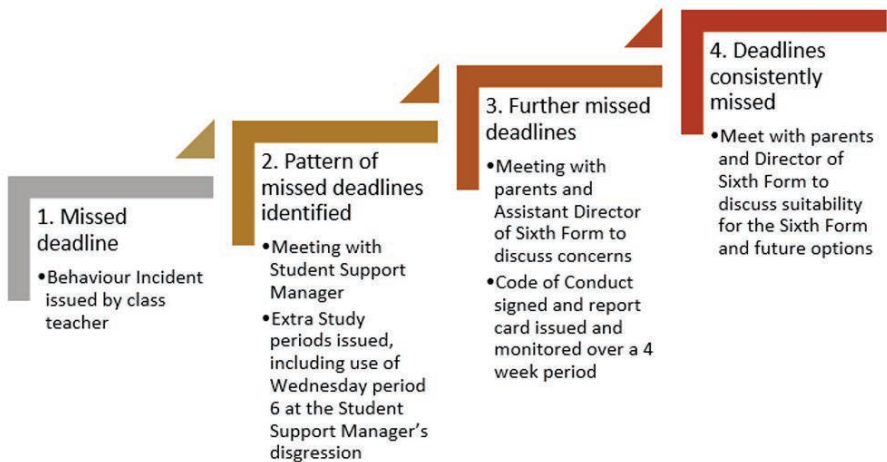
We monitor student punctuality and put the following measures in place to promote good time keeping.



EFFECTIVE STUDY HABITS AND DEADLINES

By attending the Sixth Form at Harrogate Grammar School, you have chosen to attend a high achieving Sixth Form, with high expectations of its student study habits. We expect that students achieve a high level of academic productivity both in and out of school. We expect students to make the most of every lesson in school and to meet all deadlines set by teachers to ensure that their learning is structured and that feedback can be received.

To support students in maintaining effective study routines, we monitor work completion and deadlines. We put measures in place to help students to understand the importance of meeting deadlines and to support them to stay on track.



DRESS CODE

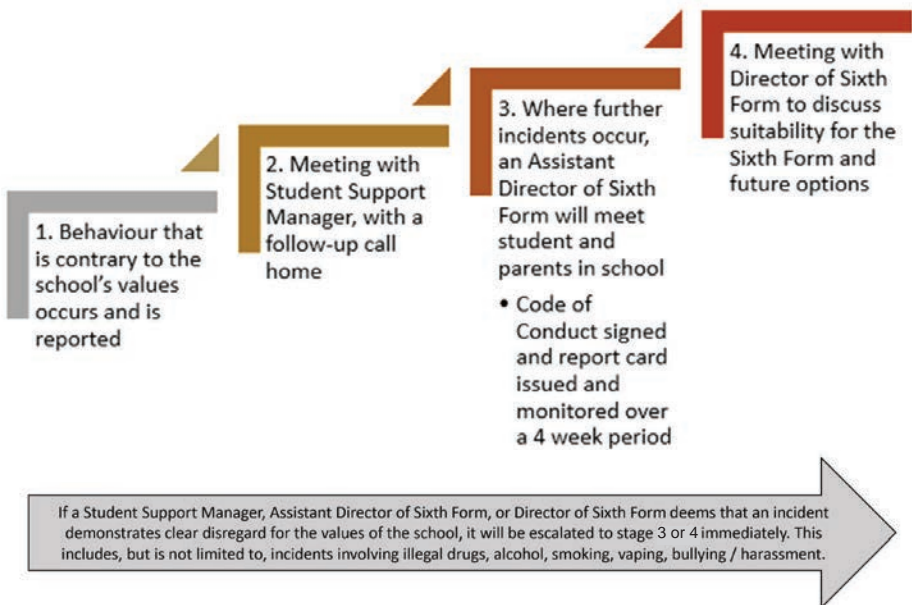
Sixth Form students are required to dress smartly and to wear their school identification at all times. As the most senior students in the school, we insist on high standards of appearance and for students to be easily recognised within, and beyond, our school community. Students who do not meet the standards set will be warned and required to go home to change in the first instance. If the standard is repeatedly not met then a Dress Code Contract will be issued following a meeting with students and parents / carers.

| Item | Examples |
|--|---|
| Suit jacket / blazer |  |
| Tailored trousers, dress, or skirt |  |
| Shirt & tie or blouse |  |
| Plain non-patterned woolen jumper (optional and not to replace the blazer/suit jacket) |  |
| Smart shoes |  |
| Student ID on Sixth Form lanyard |  |

BEHAVIOUR AND CONDUCT

As the oldest students in the school, Sixth Form students at Harrogate Grammar School are expected to act as role models to younger students within school by demonstrating the school values and conducting themselves in a mature manner. We expect students to display the REACH values at all times, especially when travelling to and from school, at break and lunch times, and when on school visits.

Should an incident of poor behaviour occur, the following steps will be taken.



Smoking / vaping, drugs & alcohol

Students must not be in possession of, or use, or attempt to sell or procure tobacco, alcohol or other drugs whilst on the school premises. This applies from the point they leave home to come to school to the point they arrive home after the school day. The school does not tolerate any student under the influence of, or the possession of drugs or alcohol. It is illegal for any person to smoke tobacco products or e-cigarettes on the school site.

It is the school's policy to take a severe response to the possession, sale or consumption of these prohibited products on the school site. For further details, please read the school [Substance Use and Misuse Policy](#).

Students are also prohibited from smoking or vaping on nearby residential streets. Any student who is caught smoking in close vicinity of the school i.e. Arthurs Avenue, will lose the right to leave school at break and lunch time. Parental contact will also be made.

Powers to search

The Headteacher and staff authorised by them have a statutory power to search students or their possessions, with or without consent, where they have reasonable grounds for suspecting that the student may have a prohibited item. For further details, please read the school [Searching, Screening, Confiscation and Restrain Policy](#)

Inappropriate language

Students at Harrogate Grammar School treat all other members of the school community with respect and we expect all students to communicate in a mature manner at all times.

Bullying and harassment

Every member of the community of Harrogate Grammar School has the right to learn in a secure and caring environment in order to realise his or her true potential in all aspects of school life, free from humiliation, intimidation and abuse. They also have the responsibility to contribute, in whatever way they can to the protection and maintenance of such an environment. The school does not tolerate bullying, including cyber bullying, and all incidents are taken seriously. Sanctions could include exclusion from school.

Please read the school's [Bullying and Harassment Policy](#) for more details.

DRIVING AND VEHICLES

All driving lessons must be arranged outside of school hours, and lessons should start and finish at home and not school.

If students live within walking distance to school, for reasons of safety, sustainability and health, they should leave their cars at home. Students who choose to drive to school must submit their vehicle details to Mrs Harriss at harrissr@hgs.rklt.co.uk

The school car park is for Permit Holders only and the school cannot allow student vehicles on the site. For safety reasons, no vehicles should enter the school car park to drop off or pick up students.

Parking in residential streets is subject to major restrictions and the school accepts no responsibility for these vehicles. Police and Parking Attendants regularly monitor the local area and will issue fines for illegal parking. Students can see the streets where parking is not permitted, as verified by the Police, on the main entrance doors of Sixth Form.

When parking in permitted areas on roads outside of school, students must take care to park carefully, and must avoid creating an obstruction for local residents and pedestrians.

PLAGIARISM

All work produced by students must be entirely their own. Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. This includes downloading and submitting work taken from the internet. It is a form of cheating which is taken very seriously. Plagiarism within externally assessed coursework, controlled tasks, portfolios or exams may result in automatic disqualification. For further information click through to the [examination policy](#).

Please click through to read and sign the parent/carer [Learning Agreement](#). This must be completed by 8th September 2023.

UNDER THE LEARNING AGREEMENT WE WILL ENDEAVOUR TO PROVIDE:

- A supportive culture and friendly environment in which every individual can thrive
- A programme of courses that are delivered by suitably qualified and effective members of staff using appropriate facilities and resources
- Regular assessment and feedback on how to develop your work
- A member of the Sixth Form Team who monitors your progress, provides guidance on progression and assistance in setting targets for improvement
- The provision of structured time for study
- Support in developing effective study skills
- Support for particular learning needs
- A programme of extra-curricular activities
- A UCAS and careers programme to enable your progression beyond the Sixth Form
- The opportunity to discuss your progress through a Parent Consultation Evening

STUDYING IN THE SIXTH FORM



CURRICULUM OVERVIEWS

Please click on the links below to see what topics will be covered in each subject area throughout the year:

Key Stage 5 ([Year 12](#) and [Year 13](#))

EXCELLENT LEARNER HABITS

We expect all students to demonstrate excellent learner habits in all lessons.

| | |
|-------------------------------------|--|
| Arrive fully equipped | |
| Listen with full attention | |
| Ask and answer questions | |
| Stay on task | |
| Produce your best work and check it | |
| Act on feedback | |
| Work well with others | |
| Meet home learning deadlines | |

THE SIXTH FORM MINDSET

Research demonstrates that students with a positive mind set and a proactive approach to their studies go on to be the most successful Sixth Form students. At HGS we have developed our own mindset which will set students up for success, and we expect every student to develop and live out this mind set over the two years.

The VI HGS mindset shapes the way our students approach their learning in the Sixth Form. Read more about [VI HGS](#).



Vision

What do I want to achieve today, next week, next year, in the future?



Impact

Am I making every moment of my study time count? Am I working smart enough to make my learning permanent?



Habits

Is my work organised? Do I have clear and effective routines to learn?



Growth

Am I determined to continually improve? Am I prepared to embrace the challenge?



Service

Am I making a positive contribution to our community every day?

HOME LEARNING & INDEPENDENT STUDY

We expect Sixth Form students to undertake a minimum of 5 hours independent work outside the classroom, per subject, per week.

Students will be set home learning tasks by subject teachers on a weekly basis, and these tasks will be visible to students and parents / carers through the Arbor app. These tasks have a set deadline by which they must be completed, either by uploading work to the Showbie app or by bringing the work to the identified lesson.

We are committed to developing the independent study skills of our young people. We expect students to undertake independent study tasks to support their learning. A range of suggested tasks are accessible for each subject via the Showbie app. We support students to develop strong study habits through timetabled supervised study periods, structured study resources for each subject area and study support from our Study Supervisor.

Click on the link to find further information about independent [Study](#).

ASSESSMENT & REPORTING PROGRESS

Maintaining high levels of academic productivity throughout the two years in Sixth Form is essential to maintaining progress in line with statistical targets. The Sixth Form Team will monitor student progress very carefully to ensure that all students achieve their full potential. Click on the link for more information about [progress monitoring](#).

Student progress is measured through ongoing in-class assessment, in-school Common Assessed Tasks, and national exams. The grades achieved in subject-based Common Assessed Tasks are reported regularly, along with a Learner Habits Grade for each subject studied. Read for more details about the [reporting of progress](#).

EXAMINATIONS

All students will be issued with guidance regarding examination procedures and an individual timetable will be emailed to each student. The school pays all examination entry fees, with the exception of re-sits. Any query relating to examinations should be directed to the Examinations Office, who may be contacted on 01423 535228 or HGSExams@hgs.rklt.co.uk

PROGRESSION

A wide range of structured support is available for students to assist them with making important decisions about their future beyond the Sixth Form. Typically, 80% of our Year 13 students progress onto university courses, although apprenticeship and degree apprenticeship routes have increased in popularity over recent years.

Whatever your chosen pathway, the Sixth Form Team will support students with quality resources and expert advice throughout the process from formulating a vision through to gaining entry on results day. Read for further information about our [progression programme and support](#).

BEYOND THE CLASSROOM



SERVICE

All students in Year 12 are expected to undertake 30 hours of voluntary service throughout the year. This involves a weekly commitment, either in school or out of school, supporting others. At the start of the year students select from a range of voluntary opportunities, from supporting in Key Stage 3 subject lessons, to providing technical expertise for school productions and events. This fosters a close link between our Sixth Form students and the rest of the school community, and it develops the communication and teamwork skills of our year 12s, while giving them some leadership opportunities which will serve them well beyond school. Click on [Service](#) to find out more information.

LEADERSHIP OPPORTUNITIES

Developing the leadership skills of our students is a priority at HGS, and we have a range of opportunities for students to take on a variety of roles within school. These range from being a reading mentor with Year 7 students, to representing the whole student body as one of our Head Students. Click on [leadership opportunities](#) to find out more details.

EXTRA-CURRICULAR & SOCIETIES

A wide range of extra-curricular activities are available for students in the Sixth Form, including sports, music, drama, debating

and the Duke of Edinburgh Award.

[Extra-Curricular](#) contains details of the opportunities for students to get involved in.

In addition, a large number of by-student, for-student societies run annually within the Sixth Form. These are entirely student led, and they play a key role in adding to the vibrant atmosphere in our Sixth Form. Popular societies that have run in previous years include:

- Book Club
- Creative Writing
- Debating
- Diversity
- Drama
- Film Club
- Football
- French Reading
- LGBTQ
- Life Skills
- Medical Society
- MFL
- Music

SPORTS ACADEMY

The HGS Sports Academy is a programme designed to provide Sixth Form students with the best possible environment in which to achieve their sporting ambitions, along with achieving academic excellence. The programme supports netball and rugby players in Year 12 and 13, with timetabled training sessions, strength and conditioning sessions, and a series of lectures. Strong links have been established with Leeds Rhinos Netball and the Yorkshire Rugby Academy to support our students on the programme. The school's first teams in both netball and rugby have a full set of fixtures against well-established sporting schools in the North of England.

FACILITIES

We are very fortunate to have such excellent facilities in the Sixth Form. Students have their own entrance and reception, 30 classrooms, the Study Centre, the Learning Resource Centre, and G2, our own café. It is our collective responsibility to respect and look after the learning environment for everyone.

IPADS FOR LEARNING

We are extremely proud of our innovative use of technology to enhance the teaching and learning experience. We implemented the iPad scheme:

- To prepare students for working and living in a digital age
- To support self-led research and problem solving
- To improve the quality of feedback, home learning and collaboration
- To provide new and innovative ways for students to learn
- To ensure the safe use of mobile technology for learning

For further information; www.harrogategrammar.co.uk/school/ipads-for-learning

All students are required to have an iPad ready to use in all lessons. It is the student's responsibility to ensure that the iPad is fully charged and has the recommended apps available for use. All students must comply with the [iPad Learning Agreement](#) and ICT Acceptable Use Policy, and iPads must be attached to the school's device management system.

APPS

Our two Core Apps allow parents/carers and students to access real time information regarding home learning, attendance, and rewards and sanctions. More information can be found on [our website](#).

Arbor



The Arbor Student app allows students to access their timetable and also their homework, which will be accompanied by a description and deadlines set by Teachers.

The Positive Achievement system is also recorded in Arbor which is accessible through the internet for both students and parents.

The Arbor Parent app provides a convenient way for parent/carers to access, review and request changes to the data we hold on our system.

Showbie



Students can access Showbie as an app on their iPad. Teachers can share resources for lessons and Home Learning through 'classes' they create on Showbie.

PRINTING & PHOTOCOPYING

We encourage all students and staff to keep printing and photocopying to a minimum. Students should use their iPad to help them in achieving this.

There are two printer/photocopiers in the Sixth Form for students to use. Each student is provided with initial printing credits at the

start of the academic year. Students who go beyond their credit must pay for their own photocopying.

CASHLESS CATERING

Food and drink can be purchased throughout the day in G2. The school runs a cashless system for catering which should be topped-up using the [online payment system](#). Students will be issued a PIN at the start of Year 12 for this purpose. Students can also pay using a debit / credit card or ApplePay.

PART-TIME WORK

This should be kept to a minimum, and should never exceed 8 hours per week. If students exceed this limit they are likely to put their results in jeopardy. The Sixth Form programme is very busy and students will soon find themselves fully occupied and struggling with deadlines should they fail to devote the appropriate time to their studies.





STUDENT SUPPORT

STUDENT SUPPORT & WELLBEING

Sixth Form students benefit from a strong and well-established system of support which helps to guide and shape their Sixth Form experience, setting them up for the future. This team includes a dedicated reception, administration and attendance team for the Sixth Form, a Student Support Team, a Student Advisor, an independent Careers Advisor, a Senior Tutor, and 24 Form Tutors.

LEARNING SUPPORT

SEND (Special Educational Needs & Disabilities) & The Learning Support Faculty

We are a vibrant, dynamic and forward-looking Faculty, committed to ensuring success for all our young people who have additional needs. Through carefully tailored and closely monitored provision, we aim to support and enhance the inspirational teaching and learning to ensure 'excellence for all.'

Special Educational Needs & Disabilities is a whole school priority and we are committed to providing an inclusive and accessible experience for all our students.

Staff are made aware of individual student needs and provide inclusive teaching with adjustments when needed.

The Learning Support Faculty is responsible for ensuring that additional needs are identified as early as possible so that

appropriate assessment, advice and provision can be implemented. The impact of any intervention is carefully monitored and kept under review whilst the full involvement of young people and their families is at the heart of everything we do.

There is a diverse range of additional needs found within the school and we support each of the broad categories of SEND, Cognition & Learning, Communication & Interaction, Physical, Medical & Sensory and Social, Emotional & Mental Health.

The Faculty Leader is supported by a dedicated team of teachers and teaching and learning assistants (TLAs) whose experience and bespoke training enable them to deliver high quality support and intervention.

We work closely with our external professional partners from Education, Health and Social Care as well as consulting voluntary agencies and specialist charities. This collaborative, multi agency approach ensures that our assessments, advice, and interventions are well-informed by experts in each field.

Our Learning Support Base is modern and welcoming.

If you would like more information about the work of the Learning Support Faculty, please email – Emma Wishart: wisharte@hgs.rklt.co.uk or phone: 01423 531127

MENTAL HEALTH & WELLBEING

The wellbeing of all members of the HGS community is supported through:

- A culture of respectful relationships and exceptionally good behaviour for learning
- Treating everyone fairly and with respect, kindness and care
- Supporting people to manage their emotions and take responsibility
- A sense of belonging, being supported, a feeling of safety and having a voice
- Opportunities to develop and to contribute

The school has been awarded the Carnegie Centre of Excellence for Mental Health in Schools award and also partners with Just B, who offer bereavement counselling and emotional wellbeing support.

REACH OUT

There is a 'REACH Out' app on every student's iPad. Every member of our school community has the right to learn and work in a safe and caring environment in order to realise their true potential. We value respect and positive relationships. The school does not tolerate bullying, harassment, humiliation, intimidation or abuse of any member of our community and all incidents are taken seriously. If an incident is experienced or witnessed, please use the app to report it.



CHILD PROTECTION & SAFEGUARDING

Our [Safeguarding Policy](#) is available on the school's website.

We are committed to ensuring the welfare and safety of all students in school and follow safeguarding procedures.

The Designated Safeguarding Leads (DSLs) at HGS are:

Miss Kristin Smith - Deputy Headteacher

Mr Nik Mason - Director of KS4

Mr Ben Twitchin - Director of Sixth Form

Mrs Carly Jackson - Assistant Director of Sixth Form



CEOP

CEOP helps any child or young person under the age of 18 who is being pressured, forced or tricked into taking part in sexual activity of any kind. This can be something that has taken place either online or in 'the real world', or both. The CEOP Safety Centre has clear information and advice on what can be reported to CEOP, the reporting process and what will happen if a report is made. A report can be made through the HGS website or directly.

It is a safeguarding requirement for all Sixth Form students to visibly wear their student identification (ID) lanyard. This is essential as Sixth Form students do not wear a school uniform and need to be recognisable to main school students and staff. Sixth Form

Students can only enter and exit Sixth Form via Sixth Form Reception with their lanyards which operates the keypad. All students will be issued with their own student ID lanyard and will be responsible for its safe keeping. Replacement ID will incur a charge of £5. For safeguarding and security reasons, students must not bring external visitors on to the school site.

BURSARY

If at anytime during the Sixth Form you are suffering financial hardship, please speak to Mrs Reed to discuss the possibility of applying for an appropriate bursary.

The 16 – 19 Bursary Fund is intended for students who are in most need of financial support. The funds are intended to assist with expenditure that is directly related to school life.

Click through to the HGS website for further information about the [bursary](#).



ROUTINES

[SCHOOL DAY](#)

[TERM DATES](#)

COMMUNICATION AND CONTACTS



COMMUNICATION WITH STUDENTS

The Sixth Form Team will convey important information to students on a regular basis, and it is important that students engage with each method of communication:

- Weekly Sixth Form Bulletin
- Email correspondence. Students are responsible for checking their email on a daily basis. Students will be issued with a school email address and are expected to use this
- Regular assemblies
- Registration
- Notice boards and digital

COMMUNICATION WITH PARENTS / CARERS

We welcome contact from parents / carers and consider a mutually supportive relationship crucial to the academic and personal development of our students. For general enquiries, please contact: HGSSixthForm@hgs.rklt.co.uk

Important information will be communicated through the weekly bulletin, letters, and information events in school.

The [school website](#) also has up-to-date information regarding important dates throughout the academic year.



HARROGATE
GRAMMAR SCHOOL
EXCELLENCE FOR ALL



 The Quality in Careers Standard >>>>



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