



The Sixth Form
at Harrogate Grammar School
Excellence For All

SIXTH FORM
HANDBOOK
2024-2025



Excellence For All



Welcome

I am delighted to be able to welcome you to the Sixth Form at Harrogate Grammar School. The school has 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 students to feel comfortable and to feel fully integrated into our Sixth Form community.



The Sixth Form is a thriving community which offers a wide range of opportunities to every student who walks through the door. We hope that you embrace the culture of the Sixth Form, make the most of the opportunities on offer, and commit to working hard to fulfil your potential.

We look forward to welcoming you.

BEN TWITCHIN

Director of Sixth Form,
Assistant Headteacher

“The Sixth Form at Harrogate Grammar School provides a truly outstanding environment in which to learn and achieve”



The Sixth Form
at Harrogate Grammar School
Excellence For All



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Senior Leadership Team



Ben Twitchin
Director of Sixth Form



Miss Russell
Assistant Director of Sixth Form



Mrs Jackson
Assistant Director of Sixth Form



Miss Watson
Senior Tutor



Dr Gregson
Student Advisor



Mrs Armstrong-Turner
Student Support Manager



Mrs Ingleton
Student Support Manager



Mrs Warren
Student Support Manager



Mr Weston
Study Supervisor



Mrs Harriss
Senior Admin Officer



Mrs Reed
Attendance Officer



Mrs Muir
Reception/
Admin Officer



Mrs Peral
Reception/
Marketing Officer



Miss Yates
KS5 Learning Mentor



Karen Mitchell
Careers Advisor



Who Can I Talk To?



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.

Form Tutors and the Student Support managers are the main points of contact for any queries relating to academic progress and / or social wellbeing.

For students, the key point of contact for support on a day to day basis is the Form Tutor. Every student is part of a form group which is registered every morning, and our experienced tutor team offers consistent guidance and support across all aspects of Sixth Form life.

In addition, 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:

- ▶ Director of Sixth Form
- ▶ 2 Assistant Directors of Sixth Form
- ▶ Student Support Team
- ▶ Student Advisor
- ▶ Study Supervisor
- ▶ Learning Mentor
- ▶ Careers Advisor
- ▶ Senior Tutor
- ▶ Dedicated reception, administration and attendance team



School Values

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.



RESPECT

Respect yourself, others and our environment

EXCELLENCE

Be the best you can be

ADVENTURE

Challenge yourself and keep going

COMMITMENT

Participate, prepare and be punctual

HONESTY

Ask for help, act on advice and take responsibility



The Sixth Form Mindset



By joining the Sixth Form at Harrogate Grammar School, students are committing to a new phase of their academic journey. Learning at post-16 requires significant levels of independence and self-motivation, and these are explicitly taught and supported throughout a student's time in the Sixth Form.

The **VI HGS** mindset underpins the positive experience of Sixth form students at Harrogate Grammar School. The five aspects of the mindset shape the way students approach their learning, contribution to the school, and planning for life beyond school.



Vision

Set personal targets for success and take responsibility for achieving them

Maintain focus on your goals even when you have setbacks

Invest time in shaping your own future in school and beyond



Impact

Focus on activities that help to commit learning to your long-term memory and which allow you to apply your knowledge in a purposeful way

Always commit to producing your very best work

Seek out expert feedback from teachers to enable you to reach your potential



Habits

Commit to a minimum of 5 hours of independent study per subject, per week

Organise your time and create a healthy routine

Organise your work and maintain effective filing systems



Growth

Never give up, especially when things are challenging

Always strive to be the best that you can be and seek out all opportunities to improve

Take responsibility for your own learning by reflecting and acting on feedback



Service

Commit to being an active member of the school community, to the benefit of all

Commit to regularly supporting a specific aspect or activity within school

Represent the school in a positive manner by upholding our REACH values

School/Home Partnership

What can you expect of the Sixth Form at Harrogate Grammar School?

- ▶ A supportive culture and friendly environment in which every individual feels safe and 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 make progress
- ▶ The opportunity to discuss progress with the Sixth Form Team and with teachers through Parent Consultation Evenings
- ▶ A member of the Sixth Form Team who monitors progress, provides guidance on progression and assistance in setting targets for improvement
- ▶ The provision of supervised space and a structured time for independent study
- ▶ Support in developing effective independent study skills
- ▶ Support for particular learning needs
- ▶ A wide range of enrichment opportunities to participate in
- ▶ Opportunities to develop leadership skills
- ▶ A wide-ranging careers programme to support progression to university and apprenticeships



What we expect of parents/carers

- ▶ Speak with respect, kindness and care
- ▶ Role model our shared values
- ▶ Ensure students come to school every day, on time and ready to learn
- ▶ Support the school expectations
- ▶ Support learning at home
- ▶ Support the school through attendance at parent meetings and school events
- ▶ Approach the school early with problems and work with staff to resolve them
- ▶ Support good communication between home and school

What we expect of our students

- ▶ Show everyone kindness and care
- ▶ Have respect for other students, staff and visitors
- ▶ Stay safe and ensure others are kept safe
- ▶ Work hard to achieve your potential
- ▶ Meet all deadlines set by teachers
- ▶ Come to school every day, on time and properly equipped for learning
- ▶ Wear uniform correctly and with pride at all times
- ▶ Participate and contribute to the school and community
- ▶ Commit to the process of developing a vision beyond the Sixth Form

Learning Agreement

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 12](#)



Studying in the Sixth Form

ATTENDANCE & PUNCTUALITY

Establishing strong habits and routines is essential to successful Sixth Form study. We have high expectations that students will come to school every day and on time. Students should aim for 100% attendance, as those with the best attendance make the most progress and have a much better chance of achieving their potential. The Sixth Form reception is open for students to enter from 8.00am and the day starts at 8.50am with registration in form. Students are expected to attend all timetabled lessons and study periods on time to maximise their learning.

Attendance to school, and to each timetabled lesson, is monitored closely. Whilst we understand there may be some individual circumstances, we ask that students and parents work with us to ensure attendance is as high as possible. If 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.

Communicating illness or making an absence request

- ▶ If a student has a genuine reason for absence, parents/carers must inform the Attendance Officer before 9am by email, ReedT@hgs.rklt.co.uk or telephone for each day of absence.
- ▶ Students may be asked to provide medical evidence in certain circumstances.
- ▶ Non-emergency dental/doctor appointments and driving lessons should not be arranged during the school day.

Holidays

Students **must not** arrange holidays during term time. The Sixth Form follows the principles set out in the **school attendance policy** 📄. It is therefore essential to maintain an excellent attendance record.

University open-day visits

Students are permitted to attend four university open day visits in the Summer term at the end of Year 12 and in the Autumn term of Year 13. Permission must be requested in advance, by parent/carer, via email to Mrs Reed.



EXCELLENT LEARNER HABITS

Every half term, subject teachers will report on Students Learner Habits, which are assessed in the context of:

- ▶ Arrive on time with the correct equipment
- ▶ 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



Studying in the Sixth Form

HOME LEARNING, INDEPENDENT STUDY AND DEADLINES

By attending the Sixth Form at Harrogate Grammar School, students have chosen to attend a high achieving Sixth Form, with high expectations of student study habits. We expect that students achieve a high level of academic productivity both in and out of school. To support students in maintaining effective study routines we explicitly teach study skills, timetable silent and supervised study periods for every student, and monitor work completion and deadlines closely.

All Sixth Form students are expected 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.

A structured programme of independent study and revision activities is accessible for each subject via the Showbie app. Study tasks focus on building strong habits through addressing four modes of study:

- ▶ **Securing** – learning the key vocabulary/terminology and essential facts/rules of a subject that underpin a topic or unit of work. These can be seen as the initial building blocks or component parts of a topic.
- ▶ **Processing** – engaging in lots of practise or processing and transforming information requires further thinking and repetition and aids transfer into long-term memory.
- ▶ **Exploring** – accessing additional relevant subject material, whether written, audio or audio-visual, helps students to place the knowledge they've learnt in a wider context and also to follow their own lines of interest which can inspire.
- ▶ **Reviewing** – self-evaluation involves learners checking which knowledge is secure and embedded and which is not. It exposes any learning gaps so that they can be addressed through an action plan.

ASSESSMENT

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.



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.rkdt.co.uk

CURRICULUM OVERVIEWS

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

[Year 12](#) ➤

[Year 13](#) ➤








Standards and Behaviours

UNIFORM

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 recognisable within, and beyond, our school community. The uniform expectations are outlined below.

The following items of clothing do not adhere to dress code policy – denim in any form, trainers, Uggs, joggers or sweatshirts, hoodies, crop tops, leather or any see through material.



Uniform		
Suit Jacket/Blazer		Tailored, smart jacket which must be worn at all times
Tailored trousers, dress or skirt		Coordinated tailored business dress. Skirts and dresses must be knee length or below
Shirt & tie or blouse		Formal shirt and tie or blouse
Smart shoes		Shoes that are appropriate for business dress. Uggs and trainers are not policy.
Student ID on Sixth Form lanyard		Lanyards must be worn at all times throughout school. Lost lanyards will need to be replaced at a cost of £5.

Standards and Behaviours

RESPECTFUL RELATIONSHIPS AND BEHAVIOUR

Positive, respectful, caring relationships and good self-regulation are at the heart of a safe and productive learning environment. They underpin outstanding teaching and learning. Helping everyone in our community to work together means we can develop and sustain positive working relationships.

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.

For further information please see our [Relationships and Behaviour policy](#) on our website.

Bullying

The school does not tolerate any bullying or harassment of any kind. Please refer to our [Bullying and Harassment policy](#) on the HGS website. Form tutors and Student Support Managers are the first point of contact if students or parents / carers have any concerns about bully or harassment. Students can also report instances of such behaviour via the Reach Out app.

Mobile phones and earphones

Sixth Form students are permitted to use mobile phone within social spaces in the Sixth Form building. Students must put phones and earphones away when in the main part of the school where students from Year 7 to Year 11 are taught. Students are not permitted to have phones out in lessons.

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. 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 and confiscate

Authorised staff 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.

These are statutory powers and are used to ensure that all students are kept safe. For further details please see the [Searching and Confiscation policy](#)

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 on 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. The streets where parking is not permitted include Cundall Way, Southway, Grasmere Crescent and Rossett Way as verified by the Police, this list can be found 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, or work that has been produced with the use of artificial intelligence software such as ChatGPT. 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](#)

LEARNING AGREEMENT

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 expectations 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 the standards outlined below.

Please click through to read and sign the [Year 12 Sixth Form Learning Agreement and Admission Form September 2024 – July 2025](#)

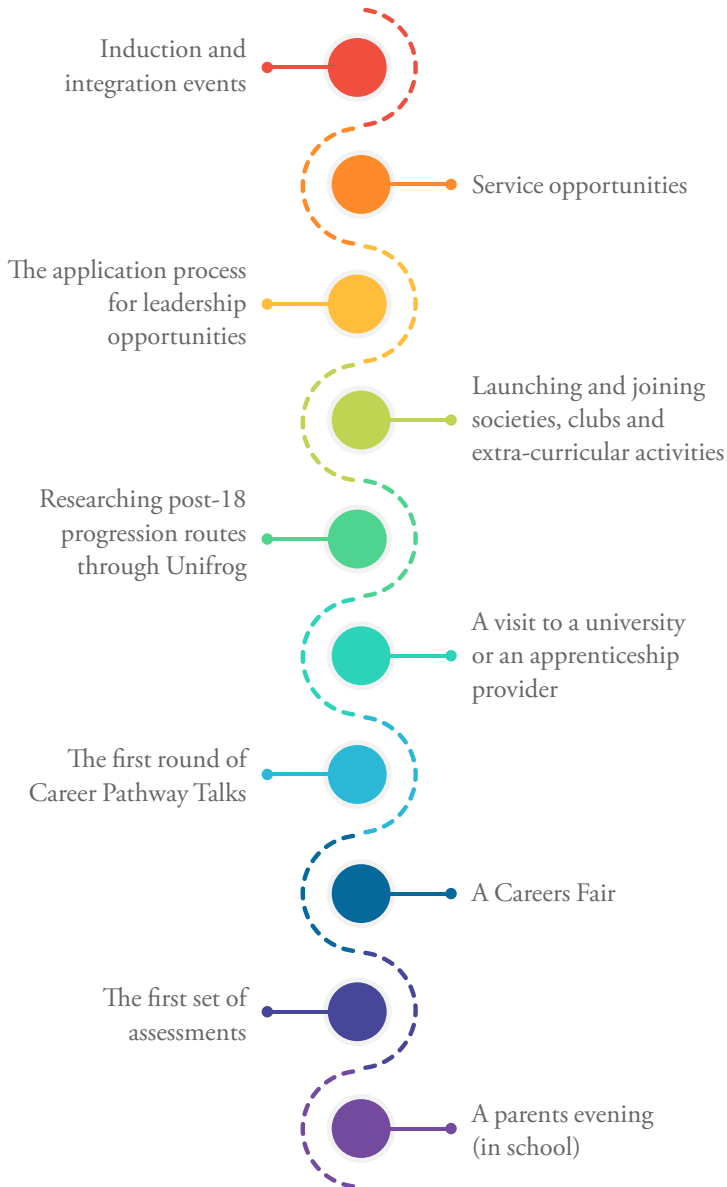
[Read & Sign Here](#)



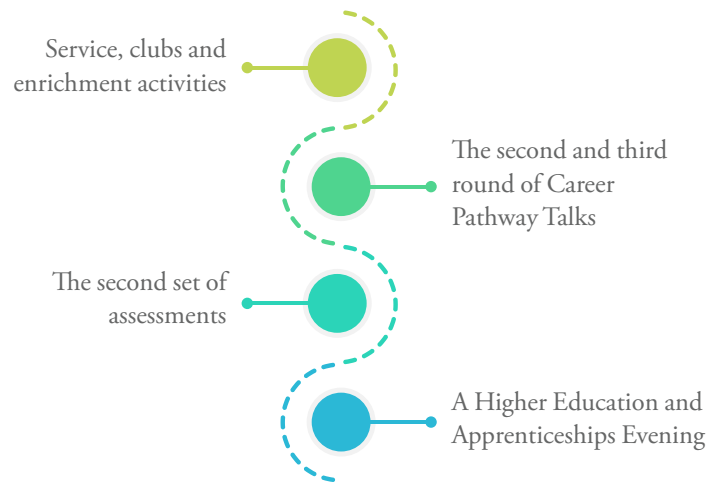
Year 12 Opportunities

In addition to trips and events run by individual subjects, all Year 12 students will have the opportunity to take part in:

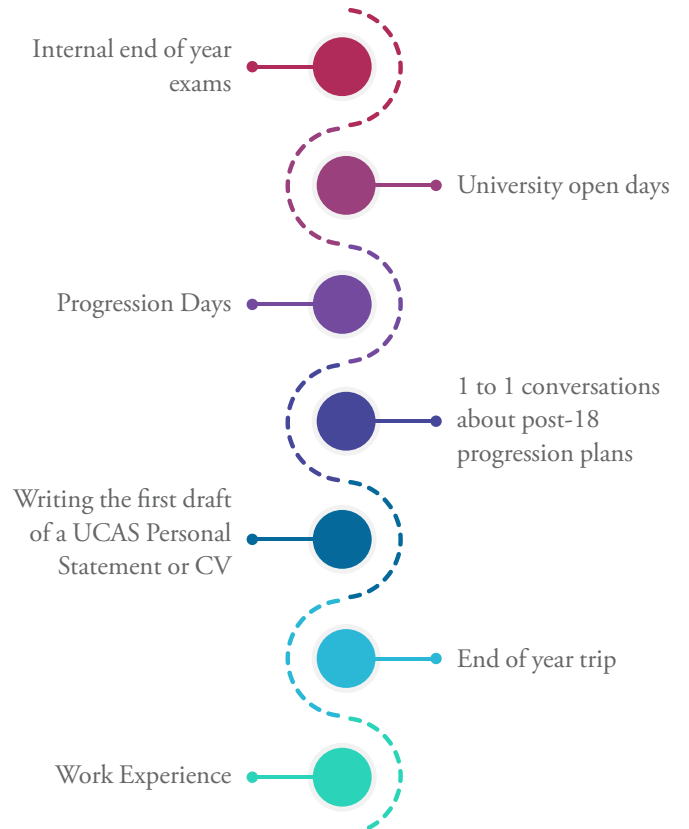
Autumn term



Spring term



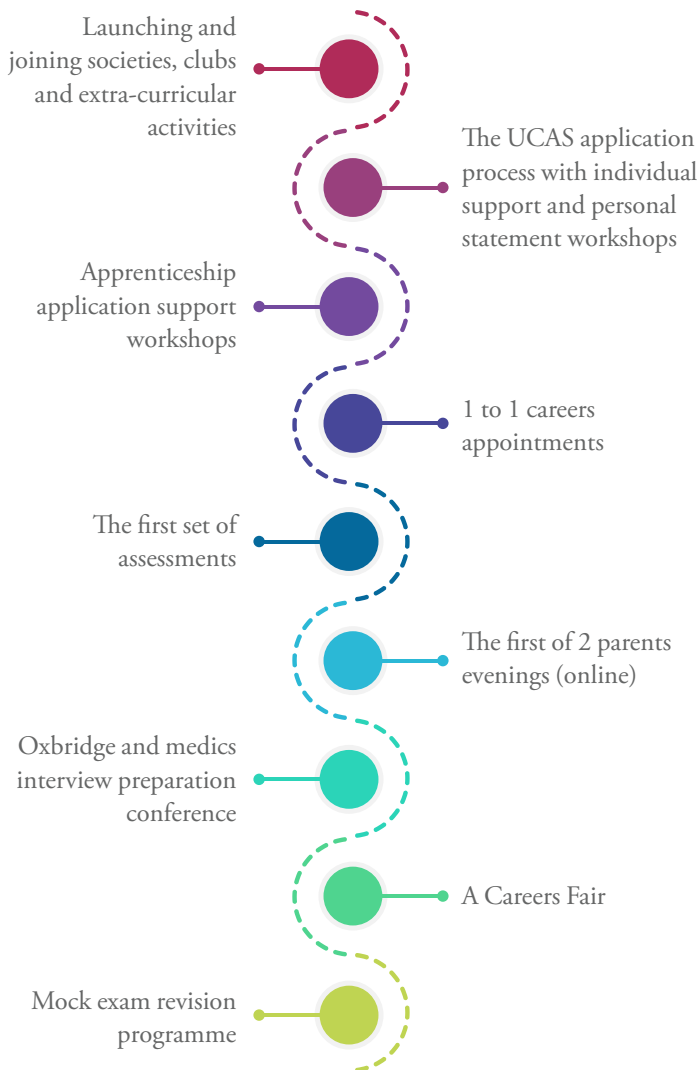
Summer term



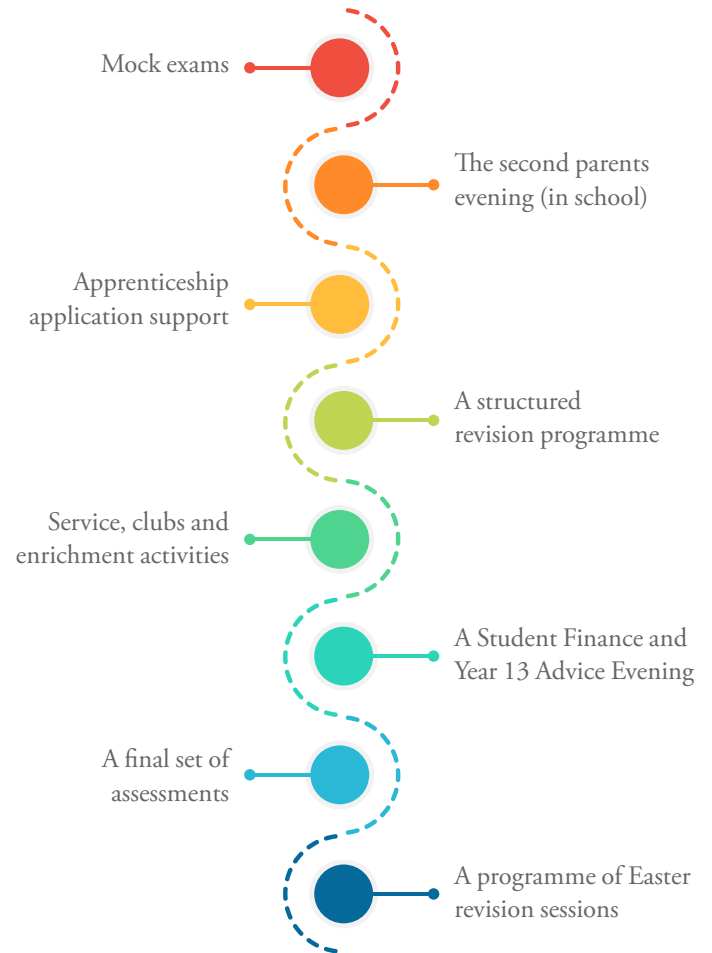
Year 13 Opportunities

In addition to trips and events run by individual subjects, all Year 13 students will have the opportunity to take part in:

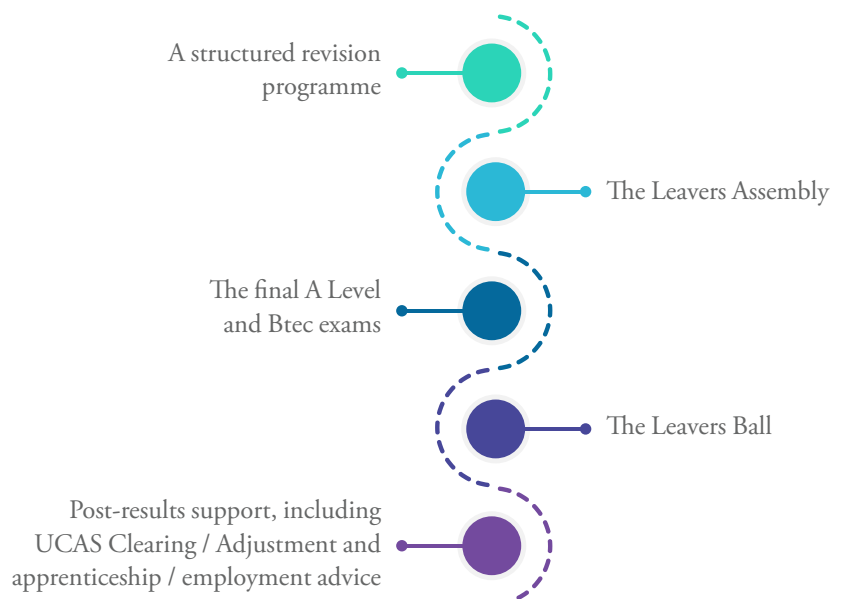
Autumn term



Spring term



Summer term



Practical Information

ROUTINES

Year 12 register with their Form Tutor at 8.50am each day, and if agreed by parents / carers, they can leave school in the afternoon when they have no further timetabled lessons or study periods. Students can leave the school grounds at break and lunch time, but they must return at the start of the next period, regardless of whether they have a timetable lesson or not.

Their timetable will consist of:

- ▶ Morning registration
- ▶ Progression
- ▶ Subject lessons
- ▶ Study periods

The School Timetable

8:00-8:40	Sixth Form open	40 minutes
8:50-9:00	Registration**	10 minutes
9:00-9:55	Period 1	55 minutes
9:55-10:50	Period 2	55 minutes
10:50-11:10	Break	20 minutes
11:10-12:00	Period 3	50 minutes
12:00-12:55	Period 4	55 minutes
12:55-1:45	Lunch	50 minutes
1:45-2:35	Period 5	50 minutes
2:35-3:30	Period 6	55 minutes

*Please note on Wednesday the school day finishes at 2.40pm.

**Year 13 will only register on Tuesdays at 8.50am

Term Dates

Autumn Term 1	Tuesday 3 September - Friday 25 October
Half Term	Monday 28 October - Friday 1 November
Autumn Term 2	Monday 4 November - Friday 20 December
Christmas	Monday 23 December 2024 - Friday 3 January 2025
Spring Term 1	Monday 6 January - Friday 14 February
Half Term	Monday 17 February - Friday 21 February
Spring Term 2	Monday 24 February - Friday 4 April
Easter	Monday 7 April - Monday 21 April
Summer Term 1	Tuesday 22 April - Friday 23 May Bank Holiday - school closed Monday 5 May
Half Term	Monday 26 May - Friday 30 May
Summer Term 2	Monday 2 June - Friday 18 July

Professional Development Days (school is closed):

September 2024	Monday 2 September 2024
November 2024	Friday 29 November 2024
July 2025	Friday 4 July 2025 Monday 21 July 2025 Tuesday 22 July 2025



Practical Information

PART-TIME WORK

This should be kept to a minimum, and **should never exceed 10 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.

iPADS FOR LEARNING

We are extremely proud of our innovative use of technology to enhance the teaching and learning experience. We run 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

We recommend you have a stylus pen to use with your iPad, that has tilt sensitivity and palm keychain features.

The KXT Stylus for Apple iPad (2018-2023) costs around £20 and is used by staff in school.

For further information;

www.harrogategrammar.co.uk/school/ipads-for-learning ▶

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 printing / photocopying.

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.



APPS AND WEBSITES

Our 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 their teachers.



The Arbor Parent app provides a convenient way for parents/carers to access, review and request changes to the data we hold on our system. The app can also be used to view attendance records, check what homework has been set/completed or outstanding, view student timetables, top up meal accounts, pay for trips, and sign up for extra-curricular clubs.

Class Charts

The Class Charts app is used as our recognition and behaviour management tool. Class Charts allows teachers to recognise students for their attitude and work by issuing positive points instantly in lessons. Students and parents can see both positives and negatives via the app.



Showbie

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



Unifrog

Unifrog is used to support students in exploring opportunities beyond the Sixth Form, including university courses, apprenticeships and gap years. All students and parent / carers are issued with a login to access this platform to research next steps, undertake personality and skills quizzes, document work experience, and write personal statements and CVs.



Personal Development and Careers Support

THE PROGRESSION PROGRAMME

Students in the Sixth Form follow a Personal Development programme called 'Progression' which incorporates key elements of careers education and support as well as elements of Personal, Social, Health Education (PSHE) and Relationships and Sex Education (RSE). This programme is carefully constructed to focus on advice and issues that directly affect Sixth Form students, and is delivered by the Form Tutor and members of the Sixth Form Team. These lessons take place weekly, on a Tuesday morning, and are incorporated in the student timetable.



CAREERS ADVICE AND GUIDANCE

All students are supported in choosing their path beyond the Sixth Form by experienced members of staff and through the use of the Unifrog platform. In addition, a programme of careers events runs throughout the year.

This includes:

- ▶ Sixth Form Work Experience
- ▶ Guest Speakers from a variety of employment sectors and HE institutions
- ▶ Career Pathway talks from leading professionals
- ▶ Visits to universities, apprenticeships and work placements
- ▶ University and employment interview training and experiences
- ▶ Volunteering opportunities
- ▶ Careers Fair
- ▶ A Higher Education and Finance Information Evening
- ▶ Progression Days
- ▶ Personal statement and CV workshops
- ▶ A continuous super-curricular programme

We are delighted to have again been awarded the prestigious and nationally recognised Quality in Careers Standard Award (QICS) for our Careers Education Information and Guidance programme. It is one of the highest accolades a school can receive for excellence in this area of school life.

Read for further information about our **progression programme and support** ➔

Enrichment

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 include supporting and leading clubs, societies and events across the whole school, representing students as a member of the Year Council, leading Sixth Form societies and social activities, and representing the whole student body as one of our Head Students. Click on [leadership opportunities](#) to find out more details.

SOCIETIES

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. A 'Freshers Fair' is held in September where students can launch and promote their own society, and sign up to join societies run by others.



EXTRA-CURRICULAR ACTIVITIES

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.

ENCORE!

Encore! is the name of the instrumental and vocal music teaching provision at Harrogate Grammar School. It has been especially designed to provide an easy transition for all students to continue with or start instrumental and/or vocal lessons from primary school upwards. Click on the [link here](#) to find further details.



Supporting & Safeguarding Students

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. We also have access to a school counsellor and have 3 dedicated sixth form student support managers.

SEND (SPECIAL EDUCATIONAL NEEDS & DISABILITIES) & LEARNING SUPPORT

The Sixth Form is 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.'

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

The Learning Mentor, based in the Sixth Form, is dedicated to supporting students with special educational needs.

BURSARY

Students suffering financial hardship are encouraged to 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](#) ▶



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 Ben Twitchin - Director of Sixth Form

Mrs Carly Jackson - Assistant Director of Sixth Form

Mr Nik Mason - Director of Key Stage 4

Miss Victoria Gee – Director of Key Stage 3

LANYARDS

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.

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.

For more information on CEOP Safety Centre [click here](#) ▶



Communications

COMMUNICATING 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:

- ▶ 'Sixth Form News' weekly update
- ▶ 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
- ▶ Notice boards and digital screens located in the Sixth Form

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

Parents/carers receive our 'Sixth Form News' document weekly with key messages about the week ahead. In addition, parents receive our 'HGS' Newsletter every half term. This has information about key dates, upcoming events, notices and links to letters. It also features lots of fantastic content about life at HGS and what our students have been studying in school, trips they have been on, and their sporting successes.

General letters are sent via email but can be found on our website. Student specific letters will be sent separately via email.

ALUMNI

Are you a former student or member of staff from Harrogate Grammar School? If so, we would like to invite you to join the alumni community network, Harrogate Grammar Connect. Visit our [alumni page](#) to complete our joining form and email hgsalumni@hgs.rklt.co.uk if you have any questions.



KEY CONTACTS

There are also some other key contacts in school listed below:

General Enquiries	01423 531127 / mail@hgs.rklt.co.uk
Attendance	01423 531127 ext. 7110 HGSattendance@hgs.rklt.co.uk
Cashless Catering	kitchen@hgs.rklt.co.uk
Encore!	hgsencore@hgs.rklt.co.uk
Finance	hgsfinance@hgs.rklt.co.uk
iPads for Learning	hgsipads@hgs.rklt.co.uk

A full list of staff is available on the school website - www.harrogategrammar.co.uk

SOCIAL MEDIA ACCOUNTS

Sixth Form



[@HGS6thForm](#)



[Harrogate Grammar Sixth Form](#)



[harrogategrammarsixthform](#)





The Sixth Form

at Harrogate Grammar School
Excellence For All

The Sixth Form
at Harrogate Grammar School
Arthurs Avenue
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Tel 01423 535235

hgsixthform@hgs.rklt.co.uk
www.harrogategrammar.co.uk/sixth-form



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