



# The Sixth Form

at Harrogate Grammar School  
Excellence For All

6 September 2024

To Parents/Carers of all students in Year 12

## Year 12 Welcome and Key Information

We would like to welcome all Year 12 students to the new school year. We are proud of the way our students have embraced the first week with such maturity, positivity and focus, and we are confident that they will continue to work hard to realise their potential.

This letter provides essential information about the arrangements for Year 12 and provides answers to some questions you may have.

## Year 12 Welcome Evening

We are holding a Welcome Evening for Year 12 parents and carers on two evenings in September. These events take place in school on Tuesday 17 and Wednesday 18 September at 6.30. During the evening you will meet some of the Sixth Form Team, hear more about the Sixth Form and how you can support your son/daughter, and have an opportunity to ask any questions. This event is equally important for families of students who have progressed from the main school at HGS as it is for those joining us new to the school, and we hope that you will join us on one of these two evenings. The information provided at these events will be the same on both evenings.

Bookings for these events can be made via: [Ticketsource](#) from **6.00pm on Monday 9 September**.

## Progress and Support

The Sixth Form is divided into tutorial groups. Each group has a Tutor who will work closely with your son/daughter to discuss and monitor progress throughout the year. The Tutor will register students on a daily basis, and will lead a Progression session during period 1 on a Tuesday which covers important topics about careers, progression routes beyond the Sixth Form, study skills, and personal and social issues.

The Sixth Form Leadership Team supports our students on a daily basis. The team includes 2 Assistant Directors, 3 Student Support Managers, and a number of other staff performing key roles. Contact details for members of the team can be found in the [Sixth Form Handbook](#).

We carefully monitor student progress and keep you informed through progress reports, a parents' evening, and end of year internal examinations. Our Assistant Director of Sixth Form, Mrs Jackson, should always be the first point of contact for any pastoral concerns. Please contact via: Mrs Jackson via [JacksonC1@hgs.rklt.co.uk](mailto:JacksonC1@hgs.rklt.co.uk). Parents may wish to note that school has access to a range of confidential services, and a referral can be made by contacting the school.

Students are encouraged to speak to a member of the Sixth Form Team to discuss career and higher education options, and our independent Careers Adviser, Mrs Mitchell, is available to see Sixth Form students by appointment for careers advice. Mrs Mitchell can be contacted via [MitchellK@hgs.rklt.co.uk](mailto:MitchellK@hgs.rklt.co.uk)

### **Sixth Form mindset**

A Level and BTEC qualifications require a full two-year commitment before final examinations at the end of Year 13. Successful students adapt to the intensity of sixth form study through hard work and a willingness to take increased responsibility for their own learning. We welcome your support in helping to establish an effective routine of independent study outside of school.

We work with students to develop the VI HGS mindset framed around 5 elements: Vision, Impact, Habits, Growth, Service. It is important that students commit to developing this positive mindset from the start of Year 12 to build the foundation for success.

Students are expected to complete **a minimum of 5 hours of independent study per subject, per week**. This includes regular home learning as set by teachers, and independent study work.

A structured programme of independent study work in each subject area instructs students in how to build knowledge in each area over time and supports them to develop purposeful and productive independent study habits. Students access study tasks through a Year 12 Study class on Showbie, accessed via their iPad. It is expected that they engage fully with these materials to guide their independent study.

### **Sixth Form Standards**

We set high standards in the Sixth Form and these expectations have been reiterated to students at the start of term. Full details of the routines and expectations can be found in the [Sixth Form Handbook](#). Students have signed a Learning Agreement in which they have committed to upholding the standards outlined in this document. We also ask that parents/carers sign the electronic copy of the [Sixth Form Learning Agreement](#) if you have not already done so.

High levels of attendance in school and in lessons has a direct impact on positive academic outcomes. We expect high levels of attendance throughout the academic year, and we will contact you if there is an unexplained absence. We monitor attendance trends closely and will put supportive measures in place if attendance falls below 97%. Please call Mrs Reed (01423 535236) or email [reedt@hgs.rklt.co.uk](mailto:reedt@hgs.rklt.co.uk) before 10am in the case of illness so that staff can be informed. Routine medical and dental appointments should be made outside school time.

Year 12 students are required to register at **8.50am** in their form room on a daily basis. Students are required to sign in and out at break and lunch times via our electronic inventory system using their school ID badge. Where parents / carers have provided authorisation through the Learning Agreement, students will be granted home study if they have a free period at the end of the day.

Sixth Form students are required to dress smartly as the most senior students in the school. We insist on high standards of appearance and students are also issued with an ID badge and lanyard. This must be visibly worn at all times to help safeguard all members of our community. If students do not adhere to our dress code they will first be spoken to by a member of the Sixth Form Team. If students persistently fail to meet our expectations then parents / carers will be contacted. The dress code can be found on the school website: [here](#)

### **Sixth Form Bursary**

Students may apply for a bursary which aims to help and support students who face the greatest barriers to learning. The eligibility and application procedure can be found on the [school website](#) or from Mrs Reed in the Sixth Form Reception.

**Key dates for this year**

<b>Date</b>	<b>Event</b>
17 & 18 September, 6.30pm	Year 12 Welcome Evening
8 November	University visits/Apprenticeship visit
26 November, 4pm – 7pm	Parent Consultation Evening with subject teachers, in school
25 March	Higher Education Evening
9 - 25 June	Internal end of year exams
14 – 18 July	World of Work Week

We look forward to working with you and your son/daughter in a way that best serves their interests and effectively shapes their future. We welcome feedback and want to form an effective partnership between home and school. It is crucial, therefore, that we have open and honest communication. Please do not hesitate to contact the school if you require any information throughout the year via 01423 535235 or [HGSsixthform@hqs.rklt.co.uk](mailto:HGSsixthform@hqs.rklt.co.uk)

Yours sincerely



**Mr B Twitchin**  
**Director of Sixth Form**