



The Sixth Form  
at Harrogate Grammar School  
Excellence For All

6 September 2024

To Parents/Carers of all students in Year 13

### Year 13 Welcome and Key Information

It is a pleasure to welcome Year 13 students back to school after the summer break. We are proud of the way they committed to their learning during Year 12, and are excited about what they can go on to achieve this year.

This letter provides essential information about the arrangements for Year 13.

### Year 13 Welcome Evening

We are holding a Welcome Evening for Year 13 parents and carers on Wednesday 11 September at 6.30pm. This event, hosted by the Sixth Form Team, will outline the key details for parents / carers to best to support a Year 13 student. There will be opportunities for people to ask questions during the event. The event will take place in the Forum.

### Sixth Form mindset

Throughout Year 12 we have worked with students to develop the VI HGS mindset, framed around 5 elements: Vision, Impact, Habits, Growth, Service. The start of Year 13 provides an opportunity for students to reflect on their effectiveness as learners, and to dedicate themselves to becoming the best that they can be.

In this important year, it is crucial that students commit to a minimum of 5 hours of independent study per subject, per week. Students should focus their study time on activities that help to commit learning to long-term memory and which allow them to apply knowledge in a purposeful way. We support this in lessons and home learning, and through a structured programme of study tasks in each subject area, which are accessed via the Year 13 Study class on Showbie.

### Progression and UCAS

Throughout Year 12, students engaged in a range of activities to help them to develop a vision for their future beyond the Sixth Form. The first term of Year 13 is an important period in applying for university courses and apprenticeships. Students can apply for both of these progression routes simultaneously, and we encourage them to consider all options open to them. Support is provided by their form tutor and the Sixth Form Team within school.

Further information can be found on Showbie and [Unifrog](#), and through the following links:

- [opendays.com](#) to find out when universities are hosting open days or virtual events.
- [UCAS](#) for advice and guidance about the university application process.
- <https://www.ucas.com/parents-signup> for parents to register to receive a regular e-newsletter, containing advice and information from UCAS.
- [Apprenticeships | Learn About Apprenticeships And Find The Right One For You \(ucas.com\)](#) to search for apprenticeship and degree apprenticeship opportunities
- [Not Going To Uni: Apprenticeships & Work Experience in the UK](#) for a range of excellent apprenticeship and degree apprenticeship opportunities and advice.

Students who apply to university will do so through an online UCAS process, overseen by the Sixth Form Team. Time in the summer term was dedicated to this, and students should have completed a first draft of their personal statement, and will be in the process of researching courses.

It is crucial that students make appropriate course choices in line with their academic progress and Teacher Estimated Grades, and which match their personal preferences. The following steps will be taken to support this decision-making process:

- Students will shortly receive their UCAS predicted grades. These grades are included on university applications, and they represent aspirational grades which teachers believe a student has a realistic chance of being able to achieve.
- Weekly Progression sessions with form tutors during period 1 every Tuesday provide students with opportunities to explore and discuss their options.
- A personal statement clinic session will be held weekly on a Wednesday lunchtime for students to ask questions and seek advice.
- Specific support is available in school for students to discuss applications on a one-to-one basis with a member of staff. The school has a dedicated Student Adviser based in the Sixth Form who is available to discuss higher education options and career opportunities for all students. Appointments can be made with Dr Gregson via [gregsons@hgs.rklt.co.uk](mailto:gregsons@hgs.rklt.co.uk). In addition, our independent Careers Adviser, Mrs Mitchell, will be available to meet 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)

Dates for the submission of applications by the students to the school:

Conservatoire, Oxbridge, Medics, Dentists, Vets	31 September
Russell Group Universities	11 October
All other applications	8 November

Please be aware that numerous checks need to take place and an application can take up to three weeks to process in school, so the personal statement should be written as soon as possible. The dates are different due to earlier deadlines for Oxbridge, Medical and other comparable courses.

### **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](#). This includes a reminder that 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. Details of the dress code can be found [here](#). 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.

Students have signed a Learning Agreement in which they have committed to upholding the standards outlined in this document. We ask that parents / carers also sign the electronic copy of the [Sixth Form Learning Agreement](#)

### **Attendance and timetables**

High levels of attendance in school and in lessons has a direct impact on positive academic outcomes in Year 13. 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.

As previously communicated, the morning routine for Year 13 has changed to give students greater flexibility and ownership over their study time. Students will attend school at 8.50am every Tuesday to register and for Progression with their Form Tutor, working on careers opportunities, receiving support for applications, and focusing on important personal development and social issues. On all other days, students can arrive in school in good time for their first lesson or study period of the day and can leave after their final lesson or study period of the day.

Student attendance and work completion will continue to be monitored closely to ensure expectations are met. Where our monitoring shows that students are struggling to create a positive routine or to meet the expectations, a daily support session 8.50-9.00am will be added to their timetable for a defined period of time to help them to reset and establish positive study habits.

### **Sixth Form Bursary**

Students may apply for a bursary which aims to help and support students who face the greatest barriers to learning. Please note that students who received bursary payments last year must reapply for the new academic year. To find out if your son/daughter might be eligible, and how to apply, please consult the school website or contact Mrs Reed at Sixth Form Reception via [reedt@hgs.rklt.co.uk](mailto:reedt@hgs.rklt.co.uk).

### **Key dates for this year**

<b>Date</b>	<b>Event</b>
Wednesday 11 September	Year 13 Welcome Evening
Tuesday 5 November	Parent Consultation Evening, 4pm (online)
Monday 6 January to Friday 17 January	Internal 'mock' exams
Tuesday 25 February	Parent Consultation Evening, 4pm (in school)
Wednesday 5 March	Student Finance / Advisory Evening, 7pm
Friday 9 May	Leavers Assembly and Study Leave Commences
Monday 12 May	A Level Exams Commence <b>(tbc)</b>
Saturday 28 June	Leavers Ball at the Pavilions of Harrogate

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@hgs.rklt.co.uk](mailto:HGSsixthform@hgs.rklt.co.uk)

Yours sincerely



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