



STRATFORD GIRLS'
GRAMMAR SCHOOL

Shaping Futures

SIXTH FORM HANDBOOK

2023-2024



The School Day

Tutorial	08.55 - 09.15
Period 1	09.20 - 10.10
Period 2	10.15 - 11.05
BREAK	11.05 - 11.25
Period 3	11.25 - 12.15
Period 4	12.15 - 13.05
LUNCH	13.05 - 14.05
Period 5	14.05 - 14.55
Period 6	14.55 - 15.55

Registration: Registration is in Tutor Time every morning at 8.55am. Students also register in every lesson.

Assemblies: The school community gets together for a Whole School Assembly once every half-term. House assemblies are held fortnightly, and Year Group assemblies are held throughout the term. Sixth Form assemblies are on Mondays.

Tutor Time: On days where there are no assemblies, students meet in Tutor Groups for 20 minutes and engage in a range of activities and go through relevant student notices.

Term Dates

Autumn Term 2023	
Start of Term	Friday 1 st September
Half Term	(Two weeks) Monday 23 rd October - Friday 3 rd November
End of Term	Friday 22 nd December
Inset Day	Friday 1 st September
Inset Day	Friday 6 th October

Winter Holidays: Monday 25th December – Friday 5th January (inclusive)

Spring Term 2024	
Start of Term	Tuesday 9 th January (first day of term)
Half Term	(One week) Monday 12 th February - Friday 16 th February
End of Term	Friday 22 nd March
Inset Day	Monday 8 th January

Easter Holidays: Monday 25th March - Friday 5th April (inclusive)

Summer Term 2024	
Start of Term	Monday 8 th April (first day of term)
Bank Holiday	Monday 6 th May (May Day Bank Holiday)
Half Term	(One week) Monday 27 th May - Friday 31 st May
End of Term	Friday 19 th July

Summer Holidays: Monday 22 July - Friday 31st August (inclusive)

Attendance

All students are expected to:

- attend 100% of lessons, tutor-time periods, assemblies and other learning opportunities including work experience and other school trips or visits as directed by the School;
- be punctual to all lessons, tutor-times and assemblies etc. It is vital that you are marked present by your class teacher, especially at the beginnings of periods one and five. If for any reason you are late, you must sign in with the electronic fingerprint registration facility as soon as you arrive.

Sixth Form students on an adapted curriculum are expected to meet the level of attendance set and be punctual for all sessions and lessons that they are expected to attend. Any absence not initiated by school must be covered by parental permission. Even after you turn 18, you are still classed as a child if you are in full time education so adherence to our attendance and safeguarding processes is a strict requirement.

Our usual attendance rate averages at 96% or above. Attendance at school is closely linked to academic performance and social well-being. We monitor absences closely and are both guided by and report on the following thresholds:

- 98% or above is considered excellent
- 96% to 97.9% is considered good
- 95% to 95.9% is considered satisfactory
- 95% to 90% is below the school average and will trigger contact from the school
- 90% or below is a cause for concern and will require intervention strategies (90% attendance equates to ½ a day off per school week)

If attendance falls below 95% for whatever reason, we follow a series of staged intervention procedures outlined in our attendance policy. If attendance falls below 90% we will make a referral to the LEA School Attendance Team to initiate follow-up from a School Attendance Champion.

Attendance practices

- Students should arrive in school by 08:50 on each school day.
- The register for the first session will be taken at 08:55 and will be kept open until 09:20 The register for the second session will be taken at 14:10 and will be kept open until 14:30.
- Sixth Formers must sign in using their fingerprint at the start of each am and pm session, if not in a lesson.
- Any student absence must be reported by parents before 08.55 by emailing absences@sggs.org.uk or via the Edulink app.

Open Days

You are permitted to take **TWO** days out of school for visiting universities in Year 12. You can request permission for this via email to Mrs Jarvis. Year 13 should only be missing school for university selection days not open days. If you do need to visit a university in Year 13 you must seek permission from Dr Griffiths.

Off-Site Study Periods

It is imperative that students see independent study periods as an opportunity to extend their learning rather than 'free time'. It is worth bearing in mind that for each A-level, at least 5 hours of private study per week are strongly recommended. In addition, we actively encourage each student to engage in super-curricular activities to extend their interests beyond the classroom. Whilst we have an exclusive space for our Sixth Formers to study, it may make sense for some students to take some of their study time off-site, for example if they do not have any afternoon lessons.

- Year 13 students can take up to two off-site sessions per week from the start of term.
- Year 12 students will need to demonstrate good independent study habits attendance above 95% during their first term. We will review this and make individual allowances no earlier than October. We are proud of our Sixth Form and to nurture this community spirit, we aim to keep all students on site as much as possible. This also ensures that peer learning can take place and students can access support from the Sixth Form team. As such, off-site study will only be granted for a maximum of one session per week.

An afternoon session may start at the end of period 4 so students may sign out for lunch and periods 5 & 6 if there are no timetabled lessons.

Learning Contract

You will be expected to sign a Learning Contract, which will be shared with you during the first Sixth Form bulletin in September.

Driving

Whilst it is exciting to be learning to drive please note that you are only allowed time out of school to take your driving test. You must arrange lessons to take place out of school hours **not** during study periods.

Sixth Form Dress Code

The aim of the Sixth Form Dress Code is to ensure that students project a personally distinctive, smart and business-like image, which will reflect their attitude to learning and the community values and high standards of the school as a whole. Through the dress code, we aim to:

- encourage pride in our school;
- support teaching and learning and a positive work ethic;
- enable all of our students to feel comfortable, safe and secure;
- ensure that all students of different social, religious and ethnic groups feel welcome; and
- foster a sense of equality and community cohesion

Dress Code	Guidance
Overall Look	<p>Smart business wear must be worn at all times, including a smart blazer. There are no rules regarding colours – we want you to be able to express yourself – but remember this is a WORK environment.</p> <ul style="list-style-type: none">• Blazers should be worn at all times around school; jumpers and cardigans cannot be worn instead of a blazer, they must be worn underneath if needed and should be smart. Hoodies, thick jumpers and sports sweatshirts are not permitted.• Smart, business skirts/dresses should be closer in length to the knee than the thighs and in all cases longer than fingertips when hands are placed by your side; bodycon skirts or dresses are not permitted.• Trousers must be smart. Shorts, jeans, jeggings, skinny-fit trousers and leggings are not acceptable.• Strappy tops with thin spaghetti straps, low-cut blouses/tops and casual t-shirts (with or without logos) are not permitted, tops must be layered so they are not revealing.• Denim, suede and leather skirts, trousers, tops or blazers are not permitted.• There should be no bare midriffs.
Footwear	<ul style="list-style-type: none">• Smart flat or low-heeled shoes. Heels should not be higher than 5cm.• Smart leather/ equivalent plain boots with a low heel are permitted• High heels, flip-flops, trainers, boat shoes or other casual shoes are not allowed.
Coats	<ul style="list-style-type: none">• Coats (if worn to and from school) should be smart and can be of any colour.• Coats should not be worn inside school buildings or classrooms - please use storage or coat hooks in the Manor.
Jewellery & Make-Up	<ul style="list-style-type: none">• Modest, unobtrusive jewellery appropriate for a working environment may be worn - one pair of fashion earrings only. Any other piercings must be studs.
Piercings and Tattoos	<ul style="list-style-type: none">• With the exception of studs in the ear, no facial or visible bodily decorative piercing or tattoos are allowed. No nose piercings are allowed with the exception of those authorised by the Head of Sixth Form on cultural/ religious grounds.
Hair	<ul style="list-style-type: none">• Hair should be appropriate for a formal work environment, i.e. no extremes of fashion, colours or styles. Long hair should be tied back when Health and Safety requires it.

School to Student Communication

Information about what is happening in school and beyond is distributed in four ways:

- Via your own sggs.org.uk email account. We expect you to check your sggs.org.uk account regularly and **at least at the beginning and end of each day**. Staff will use it as a method to communicate with you.
- Via Edulink/email messages to your parents where appropriate. Parents will continue to receive reports on your academic progress but unlike in our main school, communication in Sixth Form is directed mainly to our students. Parents will continue to receive Headteacher updates.
- Via Microsoft TEAMS (including individual messages and the weekly Sixth Form bulletin that is also emailed to parents on Fridays).
- In Assemblies and during tutor time.

Parking on Site

Whilst most of you will travel to school on buses and trains initially, we recognise that many of you will pass your driving tests during the Sixth Form and may want to drive to school. **There is no parking on the school site for sixth formers' cars. You are asked to park at Anne Hathaway's Cottage car park and walk the short distance to school.** Parking at the Cottage is paid for by the school. This partnership was established by previous students working alongside our neighbours. It is important that you act as responsible members of our community and understand that – even though it is not illegal to park outside residents' houses – it is not particularly pleasant for them.

To get a pass to park in Anne Hathaway's car park please see Mrs Jarvis in the Sixth Form Office.

Communal areas

The Manor is an old building and food left behind will attract unwanted four-legged visitors, which we would rather not have. The Sixth Form, therefore, has responsibility to look after these areas.

Any items left lying around at the end of the day will be removed to the Sixth Form Office or Reception from where you will have a day to collect them before they become lost property.

We have taken considerable care to organise the seating in the communal areas, so please do not rearrange the furniture without permission!

Catering

We are fortunate to have our very own café area in the Sixth Form. This will be open daily during break and lunch time and will be serving light meals and snacks.

Lockers

The lockers are owned by ILS and are available for students to rent on an annual basis. Rental costs are £32 per year allowing use from September through to July.

Please note all bookings terminate at the end of the school year in July. We apologise but there is no discount for lockers booked late in the year.

To guarantee a locker please book online at www.ilsschools.co.uk

Who to see if you need some help or have questions

Areas of Responsibility	Who to see	Where you can find them
Any Sixth Form Issues Student Welfare and Progress Personalised programmes of study UCAS advice and guidance Head Girl Team Sixth Form Committee Curriculum (including Enrichment and Stretch & Challenge) Academic Mentoring	Dr Griffiths, Head of Sixth Form Mrs El-Bekai, Deputy Head of Sixth Form	Sixth Form Office, Manor
Sixth Form Administration Admissions Timetable Queries UCAS administration and advice Attendance monitoring and queries Open Day absence requests Parking permits	Mrs Jarvis	Sixth Form Office, Manor
SENDCo	Mrs Bradley	SENDCo office, Garrett Building
Sixth Form Bursary	Mrs Lena Phillips	Finance Office, Manor Attic
Heads of House: Cygnus Ursa Phoenix Orion	Mr Flaherty Mr Giles Mrs Henderson Miss Dent	Main School Pastoral Office, Garrett Building
Personal Mentoring	Lifespace	Please speak to Dr Griffiths if you would like to see Lifespace
ICT problems/ email addresses etc..	IT Technicians	Technicians room near Library, Garrett Building
First Aid	Mrs Jarvis	Sixth Form Office, Manor
Exam Issues	Mrs Robbins	Manor
Careers Education, Information, Advice and Guidance (CEIAG) Work experience. UCAS	Mrs Lardner	Learning Hub