



QUEEN ELIZABETH'S GRAMMAR SCHOOL

ASHBOURNE, DERBYSHIRE



Our Vision - A world-class education for ALL students at QEGS

SIXTH FORM
STUDENT HANDBOOK
2018 - 19

SIXTH FORM PROCEDURE

ATTENDANCE

Your subject teacher will take a register each lesson. Your record of attendance is very important and you have a role to play in ensuring it is accurate. If you feel a register has not been taken, remind your class teacher as you will be judged on your attendance.

Register with your subject teacher at each lesson during the school day. In exceptional circumstances you may be unavoidably late. If you are late you must sign in at the office on either site. Do not just go straight to your lesson. If you are absent without permission from a lesson, parents are usually contacted immediately. **If on Private Study Period 1 and 5 you must sign the Private Study sheets at the Sixth Form Centre or at Main School.** Attendance is a serious matter and should be at a minimum of 95%, falling below this will result in you being issued with a Stage One Warning and your attendance will be monitored closely until improvements are seen.

ABSENCES

Inform the school by telephone or bring a note on return. If the school is not informed in any way it has to be registered as an unauthorised absence. If you feel ill during the School day report to Ms Fletcher or Mrs V Smith at Sixth Form reception or student services at the main site. If your parents/carers agree to accept responsibility you will be allowed to go home. We take the same approach to absence as employers. If you know you are going to miss a lesson you must inform the Sixth Form Administrator and teacher beforehand.

INDEPENDENT STUDY

You should spend five hours per subject per week on work done outside lesson time. This could be formal homework set by your teacher, or supporting study/super curricular activities. Sixth Form facilities are available for independent study after school until 5.45pm.

PRIVATE STUDY

You will notice you have free periods which are timetabled. This is to be used for private study to undertake your homework and own study. You are expected to remain on the School Site and work in Private Study, the Common Room, the Library or available classrooms. A timetable of empty classrooms will be made available.

PRIVATE STUDY AREA

This room is for those students who need to get work completed using the IT facilities. It is not a social area and must be kept quiet at all times.

COMMON ROOM

Portable devices are allowed, but sound must be kept down during lesson time. Make sure that the common room and kitchen area is kept tidy. Anyone abusing these areas will not be allowed to use these facilities. The speakers and ping pong table are not to be used during lesson time.

LOCKERS

Lockers will be available to use at the Sixth Form. There is no fee but you must provide your own padlock.

MEALS AT THE SIXTH FORM

Light Meals can be purchased, by cash, from the kitchen off the Sixth Form common room. These are served every school day from 8.50am to 2.25pm.

MOBILE PHONES

We encourage the use of mobile technologies as an aid to teaching and learning. When at the Main Site students must set an example to younger students and follow the Site's policy – mobile phones or any other electronic devices (MP3 player, iPods etc.) are not to be used or seen between the hours of 8.40am and 3.55pm. In and around the Sixth Form Centre the use of mobile phones is permissible. They must not be used for personal reasons during a lesson. Phones MUST NOT be used to film or photograph during lessons or around the school site.

SECURITY

You will be issued with an Identity Badge and Lanyard. This will give you access to the buildings between 8am and 5pm by swiping your card next to the small black box near the doors. This is the same on both sites. It is very important that your identification lanyard is worn at all times and is part of the uniform code. You can have access until 5.45pm but, if you leave the building after 5pm, you cannot re-enter.

OUTSIDE THE BUILDINGS

- Ball games are not allowed at any time around the buildings.

CARS

Under no circumstances should students drive on to the Green Road Site. There is a car park available for students by the field near the Sixth Form Centre Site. Please drive carefully past the Primary School and sheltered accommodation. You must also park courteously. Do not drive down to the Sixth Form Block or park inside the gates of the Sixth Form Block. You must register your car and registration number, with the Sixth Form Administrator, if you park in our car park. Any poor parking or speeding on the drive or near the houses will be dealt with by the Police.

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EMERGENCY EVACUATION

When the emergency evacuation alarm is sounded you need to assemble in your form groups on the hard court area (sports field).

16 – 19 BURSARY FUND

The 16-19 Bursary Fund is a scheme to help young people facing financial hardship stay in full time education. You will be given further information about the scheme during the first week of the new school year.

SIXTH FORM UNIFORM

Boys

- Plain black jacket and tailored trousers
- White shirt
- School tie (available from School)
- Red or Black V-neck jumper can be worn under a Jacket
- Black shoes (no trainers, or canvas)

Girls

- Plain black jacket and skirt (straight or A-line, KNEE length) or tailored trousers
- White blouse with a collar
- School pin badge (available from School)
- Red or Black V-neck sweater can be worn under a jacket
- Black or skin coloured tights
- Black shoes (sensible heel, no trainers or canvas)

Students are expected to look smart and set an example for the rest of the School. Any jewellery worn must be discreet. No body studs are permitted except for a single stud through each ear. Denim coats and jackets are not allowed.

Any student who wishes to identify with an alternative gender should follow the appropriate uniform policy

THE SIXTH FORM WARNING SYSTEM

In line with many areas of employment and a large number of colleges, we have adopted a simple system of warnings, which come into operation only when warranted, eg. failure to complete work assignments or breaking the school rules.

- a) Oral warning
- b) First written warning } parents informed
- c) Final written warning } in writing

N.B. A more serious offence could result in instant dismissal from the Sixth Form. Fortunately, this situation has not arisen in the last seven years, and it goes without saying that the majority of students are a credit to themselves and the school.

PART-TIME WORK

Out of School hours, this has a role to play in promoting independence and other skills. However, if the amount of time spent on part-time work becomes excessive, i.e. above about 9-10 hours per week, it will have a negative impact on your schoolwork, job/university prospects. National research has shown a clear link between the number of hours of part-time work and a diminishing return in terms of Advanced Level grades. In no circumstances can you undertake paid employment during School hours.

PROGRESS AND INTERVENTION

Your progress will be tracked throughout the year. Intervention meetings with personal tutors, KS5 Leader or Head of Sixth Form, are triggered if your report suggests that you are under-performing and not making sufficient effort to achieve your targets. All students will attend progress interviews throughout the year, these meetings are designed to ensure students are clear on their next steps and to address any concerns they may have.

THE INDIVIDUAL STUDENT TARGET

In order to monitor student progress Queen Elizabeth's Grammar School has adopted the Greenhead 'A' Level Performance System. (ALPS). The system compares input data derived from students' GCSE results with AS and A Level output data derived from students who obtained exactly the same GCSE results. Your ALPS target grade will be calculated during the first week of term with your Form Tutor. It should be noted that this is a minimum target and with hard work and continued academic development you may well achieve a higher grade. Indeed most of the students at Queen Elizabeth's Grammar School regularly surpass their initial target grade.

PERSONAL TUTOR/ASSEMBLY TIME

Each student is assigned a personal tutor and you are required to attend tutorial sessions and assemblies on a regular basis. This is not optional and attendance is monitored.

STUDENT CODE OF CONDUCT

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- School begins promptly at 8:50am. You should always arrive at school on time. If you arrive late you must register with Student Services if your first lesson is on the main site or with Sixth Form Reception.
- You should come to school smartly dressed in school uniform.
- You must not leave the school site without informing Sixth Form Reception or Students Services, if at the main site.
- If you are absent from school for any reason, you should bring an explanatory note to Sixth Form Reception on the day you return from your parent/carer.
- Years 12 and 13 may enter a classroom before the teacher arrives but may not enter a laboratory unsupervised.
- Ensure that you have everything with you that you need for each lesson.
- Keep the school clean and tidy putting litter in bins and keeping walls and furniture unmarked. You will not deliberately damage school property. Chewing gum is forbidden.
- You will never attempt to physically hurt or intimidate another member of this school, either a student or a member of staff.
- Take great care of your own and other people's property. You will not touch other people's belongings unless you have their permission.
- Bullying will not be tolerated in this school
- Bad language will not be tolerated in this school.
- Smoking is forbidden in school and on the way to and from school.
- No sharp objects e.g. knives or screwdrivers should be brought into school under any circumstances.
- The possession or consumption of alcohol or any narcotic substance in school is forbidden.
- If you are unwell during the school day and need to go home please see Sixth Form Reception or Student Services, if you are at the main site. They will contact home to gain permission for you to go home.



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