



Contents

1. [Introduction & Agreement](#)
2. [Dress code](#)
3. [Attendance rules & Study Leave](#)
4. [Positions of Responsibility](#)
5. [Sixth Form Environment](#)
6. [Pastoral and Academic Monitoring](#)
7. [University predicted grades](#)
8. [Sanctions](#)
9. [Sixth Form Calendar](#)



1. Introduction & Agreement

If at any time you, or your parents, would like to contact a member of the sixth form team, details are below:

Mr P. Larter (PHL)	Joint Head of Sixth Form (Year 13) & Assistant Headteacher
Mr T. Finn-Kelcey (TFK)	Joint Head of Sixth Form (Year 12)
Miss H. Slane (HS)	Sixth Form Learner support and whole school Careers
Mr M. Cowlam (MZC)	Sixth Form Learner Supervisor and Student Administration

A key component of success in the sixth form is to take control of your own learning in order to reach your full potential and future aspirations.

We hope that you will enjoy your time here and will work with the school to maximise your achievements.

This agreement is the basis for that success.

As a member of Queen Elizabeth's Grammar School Sixth Form I agree to:

- try my hardest to maintain my attendance at or above 90%
- be punctual for all commitments.
- attend all lessons with necessary materials, books and equipment
- attend all form times and assemblies
- contribute positively to lessons & ask for help when needed
- meet deadlines and communicate effectively with subject staff when conflicting deadlines arise
- remain on the school site between the times of 8.45 and 12.55/13.50 and 15.30, unless given specific permission by the Sixth Form Office
- inform the Sixth Form Office of any planned approved absence and ask my parents/guardians to inform the sixth form office of any unplanned absence.
- catch up on any work missed as a consequence of any absence
- use study periods constructively
- dress appropriately as outlined in the Sixth Form dress code and wear my lanyard with Photo ID at all times
- use the Sixth Form Common Room, Sixth Form Study Area, School Canteen and other study areas appropriately, ensuring they are left clean and tidy
- use ICT, as a means of communication with others, in a responsible manner
- park my car considerably **off** the school site if driving to school



2. Sixth Form Dress Code

Your standard of dress is an important part of the ethos of the sixth form and you should regard the dress requirements in a positive manner, bearing in mind your influence on the rest of the school, and that this is a place of work. The list of acceptable and unacceptable dress is not exhaustive and should be regarded as guidance to be followed in a mature manner.

Lanyards

Lanyards + the photo ID card must be worn all day, except where express permission has been given eg sports activities or examinations. This is a safeguarding requirement for all.

If you forget your lanyard you need to report immediately to the sixth form office to get an official replacement lanyard for the day. You will be expected to leave a valuable item as a deposit, which you can get back when you return the lanyard.

If you have lost your ID Card or it is broken we can provide you with a replacement free of charge in the first instance. Any replacements that are required after this are subject to a £5 charge payable via School Gateway.

Monday - Thursday:

Students may wear their own choice of clothes, subject to the guidance below. The list is not considered exhaustive

Unacceptable items include: torn, dirty or transparent clothing; visible underwear; open-toed shoes when doing practical subjects. Sports kit must be worn for any student taking part in a sporting activity on a Wednesday afternoon.

Friday:

Students must dress in smart business wear.

Option 1- Tailored suit worn with a shirt with a collar, tie and appropriate smart shoes

Option 2- Smart jacket worn with a shirt with a collar, tie, tailored trousers and appropriate smart shoes

Option 3- Tailored suit worn with a smart blouse and appropriate smart shoes

Option 4- Smart jacket worn with either a smart blouse and tailored trousers or skirt or smart skirt, and appropriate smart shoes

If your clothing is deemed to **marginally breach** the dress code then a member of the Sixth Form team or form tutor is likely to speak with you in the first instance



Where your choice of clothing **overtly breaches** the dress code you should expect to be sent home to change.

Piercings

Piercings must be sensible and discreet, with due regard to health and safety procedures.

3. Attendance rules and Study Leave

Year 12

There is **no home study leave until the start of term 6** and only then for those who have demonstrated sufficient progress across the year and in Summer Examinations.

- 1) All non-contact periods are to be used for study in the study room, library, classroom or other sensible space such as the school canteen.
- 2) Students remain in school until 15:30 except 15:00 on Thursday
- 3) Students **cannot leave the site at break**. Students **may** leave the site at lunchtime, but **must** sign in and out using the SignIn App and **must** have a photo ID with their lanyard.

Year 13

If Students have academic permission for Study leave.....

They may take afternoon study leave from the start of lunchtime onwards. If a Student has no lessons period 5 or 6 then they must sign out when leaving school for safeguarding reasons.

PLEASE NOTE: From week 3 of the autumn term of Year 13 this privilege will be extended to the majority of students.

This arrangement may be withdrawn if a student's grades fall significantly in any subject, if they are not making sufficient progress in coursework, if they fail to meet work deadlines or if attendance falls significantly at any point during Year 13.

If students DO NOT have academic permission for study leave.....

The rules remain as in Year 12

Lateness

Arriving at school in good time is vital for success in the sixth form as in all other years. At Queen Elizabeth's we view this as the most basic of expectations, as being punctual has a noticeable impact on the attitude to learning and wellbeing of our students.

Please see the section on sanctions on page 9.



4. Positions of Responsibility

It is expected that all sixth form students take on a role of responsibility during their time in the sixth form. This enables you to engage with, and contribute to, aspects of school life and to act as a role model for younger students. It also gives you the opportunity to develop transferable skills useful in life beyond school and valued by employers.

Our school elects a Head Student Team, nominated by staff and voted for by students and staff. To be eligible, any candidate must have held a position of responsibility. Examples of such roles are given below, however the list is not exhaustive and students' own suggestions are welcome.

Role	Examples of duties	Responsible to
Form Representative	Supervising form before form tutor arrives for morning registration	Form Tutor or HoY
	Planning and delivering form time activities	
Subject Senior Student	Helping in lower school lessons	Subject teacher or HoF
	Helping at lunchtime support clubs	
Member of School Council	Regular meetings contributing to school improvement	AJM
	Acting as conduit between sixth form and school leadership	
Running a society or club	Organising meetings and talks	HoF or HoY
House Captain	Giving assemblies	BCB
	Arranging House Events	
Charity Representative	Arranging Fund Raising Events	HoY



In addition, all students will undertake one lunchtime duty per term on rotation, as part of their tutor group.

5. The Sixth Form Environment

Sixth form students are responsible for leaving all shared rooms in a clean and tidy condition. Any breakages or damage should be reported straight away to the Sixth Form office.

The **common room** is for use only at breaktime, lunchtime and after school unless permission has been granted to use it for study by a member of the Sixth Form office staff.

The library is for silent study only. **The Study room** is for quiet study only, and **The Canteen** or a **Free Room** is for group work or any study that requires conversation.

A timetable of free rooms is available on the Year group Google classroom and in the sixth form office. Please note that free rooms are relatively limited in terms 1 to 5.

6. Pastoral and Academic Monitoring

Pastoral Concerns

Each student is assigned a form tutor whom they will see every day and with whom they will have regular mentoring sessions. Any student experiencing pastoral concerns or worries may approach their tutor, Head of Year, Mr. Larter, Mr Wakefield or any other member of staff. The best plan of action will then be discussed on an individual basis.

Academic Monitoring

Internal Assessments (see calendar at the end)

- You will be assessed at regular intervals throughout the year. At each assessment point your grade will be compared with your minimum expected grade (ALPS target)
- The Sixth Form team will also look at your attendance and consider your use of private study time. If a student requires additional support or intervention this will be agreed with the student and their parents and be tailored to the student and the subjects they study.
- Interim Assessment grades range from (1) Excellent (Meeting or exceeding all target expectations) to (4) Academic concern



School Examinations

- Year 12 School Examinations take place for all subjects from 17th April to 26th April
- Year 13 School Examinations (Pre-public examinations) 29th Nov - 13th Dec

7. University predicted grades

Predicted grades are based on performance in Year 12 which will include school examinations, interim assessments, homework assignments, timed tests, classroom performance and engagement.

Any special factors which may have caused temporary underperformance will be taken into consideration.

Predictions will not be based on what a student would like to achieve or a promise to work harder, as any university offers based on an unrealistic grade are unlikely to be met. It is an honest assessment of the student’s most likely achievement based on evidence and professional judgement.

Year 13 students are notified of predicted grades on October 4th and a student may appeal to the appropriate Head of Faculty within five days of receiving the prediction. To be successful, the appeal would have to demonstrate that the criteria used should have resulted in a higher predicted grade. If the grade remains unchanged a further appeal may be made to the Head of Sixth Form who will review the evidence provided by subject staff and make a final decision.

8. Sanctions

Sixth Form students at Queen Elizabeth’s Grammar School demonstrate high standards of behaviour. On the rare occasions that a student’s behaviour falls below that expected, the following procedures will be followed.

Description	Action	Consequence
Unacceptable level of work	Student produces little or no work	After school supervision session with faculty. Contact home
	Further incidents	Student meets with the subject teacher to agree targets for improvement. Contact home
	Failure to comply	Student meets with Head of Faculty to agree targets for improvement
	Failure to comply	HoY/HoF and parent meeting
		Support Agreement drawn up
	Failure to comply	Student Review Panel with student and



		parents
		Decision on best plan of action for student

Description	Action	Consequence
Poor conduct	Behaviour contrary to that expected of a senior member of the school, (including repeated infringement of the dress code, lateness, Lanyard)	Lunchtime detention Contact home
	Further incidents	After school detention Contact home
	Further incidents	Internal suspension Contact home
	Failure to comply	HoY and parent meeting Support Agreement drawn up
	Failure to comply	Student Review Panel with student and parents Decision on best plan of action for student

Description	Action	Consequence
Missing lessons	Missing 1 lesson without permission	Lunchtime detention Contact home
	Missing 2nd lesson without permission	Internal suspension for a day Contact home
	Further incidents	HoY/HoF and parent meeting Support Agreement drawn up
	Failure to comply	Student Review Panel with student and parents Decision on best plan of action for student



Description	Action	Consequence
Lateness	If you arrive later than 8:45am 3 times in a term	You will receive a warning from your Head of Year.
	If you later than 8:45am 6 times in a term	This will trigger an automatic detention and a phone call to parents
	Each cumulation of 3 late marks in a term following this	will trigger another detention and further contact with home
Arriving after 9:15	If you arrive later than 9:15 on 3 occasions in a term	This will trigger an automatic detention and a phone call to parents



9. Sixth Form Calendar

PLEASE NOTE: These dates may be subject to change

	Year 12	Year 13
September	First day (4th September) 8:45	First day (Wednesday 4th September) 8:45
		Oxbridge applications completed
	Induction Evening for parents (Thursday 19th September 6pm)	
	Target Setting and Aspirations	
	ALPS Target Grades published (Thursday 27th September)	
	Interim Assessment 17th October	UCAS Predicted Grades issued 4th October
October		UCAS deadline for early entry courses (Thursday 15th)
		Ongoing UCAS applications
November		Parents evening Thursday 7th November
	Target setting meetings	Pre-public exams begin (2nd December)
	Interim Assessments issued (Thurs 28th)	
December		Pre-public exams end (Friday 13th)
January	Sixth Form Open Evening - 30th January	PPE results and ATL published (23rd January)
	Head student team interviews	UCAS deadline (Friday 29th)
February	Work Experience (Monday 5th/Tuesday 6th)	
		Sixth Form Open Evening (TBC)
March	Year 12 Parents evening - 20th March	Final assessments issued (20th March)
	Post-18 Decisions Evening - 12th March	
April	Predicted Grade Examinations begin 23rd April - 2nd May	
May		Study Leave begins (tbc)
	Predicted Grade Examinations results (22nd May)	Public examinations begin
	UCAS information event and UCAS Apply opens	Language Exams
	Public examinations begin	Art Exams
June	University Open Days	
	Begin university application	
July	Personal statements begin	
	UCAS references written	
August	Oxbridge Personal Statement completed	A level results published
		University places accepted