



WGSB6 Handbook 2022-2023

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Staff

Mrs L Ahern (Head of Sixth Form)
Miss K Bidwell (Student Enrichment)
Miss C Broadhurst (Head of Year 12)
Mr P Cresswell (Head of Year 13)
Mrs J Dodd (Exams Officer)
Mrs S Wilson (Careers and Progression Manager)

Introduction.

Joining the Sixth Form is an exciting time, but it is also a critical transition time which needs careful consideration and management. Whether you are joining us from our Year 11 or from another school, we will do our very best to make you feel welcome, supported and valued: we hope you enjoy your Sixth Form experience with us.

After a particularly challenging few years, we are looking forward to starting afresh in September, making the most of our improved facilities, extended sixth form team and an ever-growing and impressive student leadership group. We are looking forward to sharing the next stage in your educational journey with you.

As a member of our Sixth Form, you are senior members of our school community and valued role models to our younger students. As such, we hope that alongside your own academic progress and personal development, you will take the time to give back to your school community by taking on positions of responsibility and engaging with as many enrichment opportunities as possible. In turn, this will make you a far happier and motivated person, and you will gain so much more from your time in our Sixth Form.

We also expect you to abide by the values of the school, namely:

At Wirral Grammar School for Boys:

- **We value learning: for that is the purpose of the school.**
- **We value respect: for self and others so that we can learn together.**
- **We value co-operation: because we can achieve more together than we can do separately.**
- **We value courtesy: as a sign of our mutual respect.**
- **We value fairness, justice and tolerance: for they create equal opportunities and reinforce respect.**
- **We value trust and honesty: for they are the keys to honest and truthful relationships.**
- **We value kindness, compassion and generosity: because we are all made better by giving and receiving these virtues.**

By respecting and striving to embody these values we can hope to make the Sixth Form a productive, happy and stimulating experience.

Whilst it is entirely appropriate that you are increasingly encouraged to assume responsibility for your studies, and make key decisions about your own future, we also appreciate that parents/carers will wish to be kept informed of your progress to enable them to be in the best position to support your decision-making. We value our parent/carer body immensely and we wish to include them in the regular communications within the Sixth Form. We will share information with you and your parents/carers through notices on plasma screens, in person meetings, parentmail and other e-communications and via our Sixth Form Twitter feed which will be increasingly used to post useful information and details of live opportunities. If you have not already done so, please do follow: [www.twitter.com/WGSBSixthForm](https://twitter.com/WGSBSixthForm) and <https://twitter.com/WGSBCareersEd>.

By choosing to continue your studies in the Sixth Form at Wirral Grammar School for Boys, you are agreeing to meet certain standards, make certain commitments and to accept certain responsibilities. Appendix A details the Sixth Form Code of Conduct with which all students are expected to comply. Students who fail to do so, or who provide cause for concern, may also be asked to agree to a personalised code of conduct, will be subject to regular monitoring by subject and / or pastoral colleagues and may jeopardise their place in the Sixth Form.

1. A Commitment to Study.

The main reason for choosing to join the Sixth Form is to continue with your education. At Wirral Grammar School this means studying hard to obtain the highest possible grades in your A level examinations, as well as additional courses such as EPQ and/or MOOCs. Commitment to study and a willingness to strive for academic excellence are the route to a successful university application, degree apprenticeship placement or employment opportunity. Part of your journey through the Sixth Form will be about you deciding which of these paths is right for you, but all of them will necessitate hard work and a willingness respond to a variety of challenges along the way.

The areas discussed in the following sections are designed to help you have the right attitude to study and it is important that you possess this from the very start of Year 12. A growth mindset, commitment to study and a disciplined working environment will give you the best possible chance of success. Not only will you be expected to do your very best in all lessons and private study periods, but there is also an expectation that additional study be undertaken at home. All assignments must be completed on time and all deadlines met. At all times, you must make the maximum effort to ensure that your work is of the required standard; if you do not do so then you can expect to be interviewed by a Head of Department, in the first instance, and then by a member of the Sixth Form Team if necessary. It may be that this results in work having to be resubmitted or further interventions which may include contact with parents/carers.

You will be made aware of your target grades and minimum acceptable grades during the first stage of your A level courses. Although your subject teachers will do their very best to support you, the responsibility for hitting these targets is largely yours since your post-18 choices will be determined by your progress towards meeting your targets. As Sixth Formers, we expect you to be able to organise your own effective work patterns and this includes making maximum use of non-contact time during the school day. You will not have 'free periods', but you will have independent study periods when you will be expected to structure your own work; if this is something you struggle to manage, you are advised to seek support to enable you to improve.

All students will be following a programme of three A-levels, complemented by a programme of provision which allows some students to study for an Extended Project Qualification (EPQ) during Y12. All students in Years 12 and 13 will be encouraged to undertake MOOCS/Future Learn courses, the details of which will be explained to you as part of the mentoring programme. At a time when employability is so competitive, we believe it is critical that you expand your knowledge and skills-base in a way that will directly benefit you. Successful completion of carefully selected MOOCS can also contribute towards lower UCAS offers.

Extended Project Qualification.

It is important to understand that whilst you could all potentially gain a great deal from undertaking an EPQ, it is not always in the best interests of some students to undertake such a commitment and the Sixth Form Team and Tutors will guide you accordingly. Any students committing to an EPQ are expected to do so on a basis of very strong GCSE results and are required to commit fully to the demands of the course. Miss Kennah, our EPQ co-ordinator, will offer guidance on the suitability of candidates and you will be carefully monitored throughout the process. Whilst a good performance at EPQ can lead to attractive university offers, you should not under-estimate the amount of hard work and self-discipline required in undertaking such a course.

Individual Study.

Though we will encourage you to discuss work with your peers, to aid your understanding, you should remember that wholesale copying of work is pointless, and you have nothing to gain from doing so. Similarly, searching and copying from the Internet is plagiarism and constitutes cheating. Any student found engaging in such practices will be held to account for their actions and appropriate sanctions will be employed.

Paid Work.

Many of you will have part time jobs outside of school, and whilst we appreciate how beneficial this can be for social development as well as financial benefit, we work on the basis that the first fifteen hours outside school 'belong' to Wirral Grammar School. We will offer specific guidance regarding study skills and time management in timetabled tutorial lessons and should the Sixth Form Team perceive that your paid employment is becoming a barrier to your academic progress, we will not hesitate to discuss this with you to try and find a better way to manage any conflicting demands on your time.

Home: A Place to Study

Creating an appropriate space for independent study at home is important and it is crucial that you get this right as soon as possible. It is also important to establish routines that fit in with home life and your other personal commitments, remembering that you will face different challenges at different times in your Sixth Form career. Establishing good study routines and practices from the outset will make it far easier for you to adapt to A level study and the challenges of higher education post-18.

Here are a few tips for effective study at home.

- **Make sure your study is always active.** Constantly reviewing work and checking understanding will help you to consolidate learning and reflect on how you can improve.
- **Ensure you have a good sleep pattern.** This is the best way to ensure your brain is refreshed and ready for the next day. Late night cramming is not good for your brain; rest is far more beneficial, will make you more alert the next day and improves memory.
- **Find the best time for you to study.** Work at the time of day that is most productive for you; working at your best time will allow you to process and retain information more effectively.
- **Have a designated study area.** You need an area that is a designated study area, preferably separate to any areas you associate with relaxation. Make sure you are seated in a sensible position in a well-lit and well-ventilated area. Your work area needs to be well-organised and tidy to enable you to focus on your study.
- **Eat and drink properly.** Your body and brain need fuel to perform well. Eat healthy snacks whilst studying but prepare them in advance so you don't take too much time away from study.
- **Avoid distraction.** Leaving your phone in another room will mean you are not distracted by social media or gaming.
- **Create a timetable.** This will allow you to organise your time, schedule your breaks and move between multiple subjects. Write this down and refer to it often. Set sensible limits for time spent on study each day and break this time up into manageable chunks of time. Consider using a timer to keep you focused and committed to working until the timer goes off; this will keep your break time effective and guilt free, because you will have earned it!

2. School Routines

There are routines which govern everyday school life and assist with the smooth running of day-to-day work and they will probably already be familiar to you. Here are some helpful reminders.

2.1 Appearance

- All Sixth Form students should present themselves smartly and acceptably. This means a formal, tasteful selection of clothing i.e. suit or jacket and trousers, shirts, suitably buttoned, tie, conventional shoes.
- V-neck jumpers are acceptable, but patterned or bulky, round-necked jumpers which hide the tie should be avoided, sports shirts or others bearing logos are not permitted.
- Sixth Form students should not wear piercings.
- Sixth Form students should not wear rings.
- Hair must not be artificially coloured or in an eccentric style and should be smart and presentable. Hair should ideally be no longer than collar length, and if longer should be tied back neatly at the nape of the neck and not in a bun / top knot / high ponytail. Senior staff reserve the right to offer final judgement on what is deemed appropriate.
- Facial hair (beards and moustaches) should be smart and appropriate for a business environment; senior staff reserve the right to offer final judgement on what is deemed appropriate.

Our priority is that students look presentable and appropriate to a business environment; if Tutors / the Sixth Form Team / Senior Management consider they have fallen beneath these standards, then students should expect to be invited to modify their appearance accordingly.

We do appreciate that you are young adults, but please be reminded that you are also members of our school community and younger students look up to you. Whilst you are members of our community you are expected to abide by these regulations. Repeated failure to comply with our appearance regulations may result in communication with parents/carers and further sanctions as appropriate.

2.2 Attendance Policy

All Sixth Form students at Wirral Grammar School are to attend all school sessions, morning and afternoon, unless they have an authorised reason not to do so.

Authorised reasons include illness, medical or dental appointments, interview or open day at higher education establishment, interview for full time employment and other reasons which may be authorised by the Head of Sixth Form. Please note that an increasing number of university open days are now held at weekends, so where possible you are asked to limit your attendance at open days held on a school day. Students will be permitted to request leave of absence for a maximum of three school days per academic year to attend university open days, however, our preference will be for students to attend these on non-school days whenever possible.

Apart from in the case of illness, all other absences should be notified in writing or by e-mail, in advance to the school office. In the case of illness, the school should be contacted by telephone at the earliest opportunity on the first day of absence and certainly before 9.30am. It is very important that the absence email address is kept fully informed of the details of your attendance and return to school plan. Please note that the school office will ring parents/carers if students are absent without reason. Parents/carers are politely reminded that they should request advance permission for an absence for any reason, offering details regarding the circumstances, with sufficient time for such requests to be authorised. This includes requesting an authorised absence for driving lessons, where 24 hours' notice is required. (See section 2.6)

All students are expected to be in school at 9:00am each day and stay on site until 3:40pm.

□ **Attendance at Lessons:**

- When present at school, you must attend all timetabled lessons in both examination and non-examination subjects, including timetabled study sessions in the Sixth Form Study Area. Your conduct in all lessons and independent study sessions should be exemplary.
- If (in exceptional circumstances or an emergency) you need to seek permission to miss a lesson, you must speak to the member of staff teaching the lesson before absenting yourself and ensure that all work missed is caught up with as soon as possible.
- Attendance at tutor sessions, tutorial periods, enrichment sessions and independent study periods is equally as important as attendance at lessons.
- If your teacher is absent, a student must go to reception for a paper register, students should all sign in and the register must be returned to the office.

□ **Punctuality:**

- If you arrive late to school, you must swipe in on inVentry.
- Registers will be taken in all lessons.
- Persistent lateness will be addressed by Tutors and the Sixth Form Team.
- The inVentry system must be used correctly; students must swipe in/out at the terminals located in the atrium and at the main student entrance. It should be noted that whilst the student ID cards

will open entrance doors / gates, only swiping at the terminals will sync with our electronic registration system to ensure that attendance statistics are accurate.

As for Y7-11 students, punctuality is a priority for our Sixth Formers. You are expected to be on site by 8:55am and 1:35pm and need to ensure they you are in the appropriate classroom for your lessons in readiness for a prompt start. Official registration takes place in lessons one and four; arriving after 9:00am or 1:40pm will result in a late mark being recorded.

If you do not meet our expectations regarding punctuality you should expect to be interviewed by your Tutor or a member of the Sixth Form Team to try to tackle any underlying issues which may be preventing you from doing so. We hope you appreciate the importance of punctual and regular attendance at all lessons and independent study sessions.

□ **Leaving the school site during the day:**

- Sixth Form students are allowed to leave the school premises during the break and lunch periods only, but you must swipe out/back in via the inVentry terminals; this is important for safeguarding and in the case of a fire drill/emergency. You must, however, ensure that you are back on site in plenty of time for the start of your next lesson and if you have insufficient time, then do not leave the site.
- **Visits to the shops must not be made at any other time during the school day.** Unauthorised visits off site will be monitored and students will be held accountable for their actions; this may result in the withdrawal of this Sixth Form privilege so please do not abuse it. Staff on duty at site exit points will monitor attempts at unauthorised movement off site; expect to be challenged should you attempt to leave at any other time.
- If you wish to leave school for an appointment with a doctor, hospital, optician, dentist etc. please request authorisation for this in writing in advance via a communication from home: if authorised, please ensure you sign out at the office as well as swiping out using inVentry.
- If you need to leave school for any other reason (including illness) you must speak to a member of the sixth form team before signing out. In all cases office colleagues will contact parents/carers before allowing you to leave the site. If your parents/carers cannot be contacted, the school will use alternative emergency contacts on our records.

If you are absent from lessons without a reason, this will be reported to the school office and your parents/carers will be contacted. Missed lessons constitute a real challenge to your academic progress and is something the school takes very seriously.

□ **Holidays**

All leave in term-time is at the discretion of the Headteacher. All holiday absence requests will be declined and any such absence will be noted on attendance records as 'unauthorised'. Registration categories are prescribed nationally so that comparisons can be made between schools, and 'unauthorised' in effect constitutes a 'truancy' under current regulations.

2.3 Smoking, Vaping, Alcohol and Drugs

Smoking is not permitted in the building, grounds or locality of the school; this includes the use of E-Cigarettes. If you are found smoking on site, or in the vicinity of school, you are bringing yourself and the reputation of the school into disrepute and this matter will be taken very seriously.

You must not enter licensed premises or consume alcoholic drink at any time during the school day.

Any student found to be involved with the use, possession or distribution of drugs on school premises will be reported to the Headteacher and further actions will be taken as appropriate.

The importance of adhering to these guidelines cannot be under-estimated.

2.4 Sixth Form Areas.

The Sixth Form Areas have been refurbished and enhanced to a high specification and are dedicated for your use and enjoyment. They are also multi-functional and designed to accommodate large cohorts of students. When you are using these areas, you are asked to do so respectfully and to follow the guidance offered by members of staff. Please look after these areas and tidy up after yourself. Where space is of premium importance, it would be with regret if the Sixth Form Team feels it necessary to bar students from using these areas, but this would be the consequence of non-co-operation or persistent abuse of facilities.

2.5 Dining Room

The Sixth Form have access to their own deli counter within the dining room area, where food can be purchased and pre-ordered from 8:30am to approx. 2:30pm. This service is open to review and student feedback on pricing / provision is welcomed.

At all times, you are required to exercise the highest standards of courtesy and etiquette in the dining room. You will be expected to assist staff in the supervision of the queue and, when on duty, are expected to ensure that younger boys have tidied their area and left the room promptly to free space for others.

Y12 prefects and Y13 duty prefects will be present in the dining room to assist staff with supervision of younger students.

2.6 Driving and Parking

Sixth Form students will NOT be able to bring cars on the school site and need to park legally and respectfully in the local area.

If your parents/carers transport you to and from school, please remind them of the dangers of congestion in Cross Lane. It would be very much appreciated if your parents/carers would:

- drop you off well away from the school
- not drive onto school premises as this poses risk to safety during the school day
- not block any of the school gates

If you do drive to school and park locally, you will be asked to provide details of your car model and registration to enable us to deal with any complaints from local residents or urgent requests for cars to be moved, e.g. for delivery or emergency vehicle access. This will be requested via a MS Form.

Driving Lessons

An increasing number of students selecting to use driving lessons to support completion of the skills section within their Duke of Edinburgh award scheme; we are also aware of the difficulties of students accessing lessons at a time where instructors have a backlog caused by Covid.

Our policy is:

- Students are permitted to engage in a driving lesson during a **study period only**; driving lessons must **not** be arranged during timetabled lessons, form time, speakers' sessions or Wednesday afternoon enrichment sessions.
- Lessons **must** start from outside the main school entrance on Cross Lane and return to the same point; they must also fit within the hour study period slot as we are keen to avoid students being late for their next lesson. Eg a 9:00am lesson must begin and drop off outside school.
- Students must provide evidence of their lesson at least 24 hours in advance and submit this to Mrs. J Jones in the school office who will be keeping a record of students engaged in driving lessons.
- Students must sign out at the main office as well as remembering to swipe out at the main inVentry terminal; they will also need to sign and swipe back in upon their return.
- If a driving lesson starts from 2:40pm onwards, the student will only need to finish the lesson back at Cross Lane if he needs to catch one of the buses at 3:40pm.

We are keen to facilitate this opportunity for students as we do appreciate how important driving skills are, but we must emphasize the need for our policy to be fully complied with to avoid it being rescinded for any individuals who do not follow correct procedure.

Bus Queue

Sixth Formers are not required to queue, but please assemble in an orderly fashion **OUTSIDE** the school gates and be prepared to assist staff in the organisation and discipline of the main queue.

2.7 Mobile Phones/ Tablets and other Devices

Sixth Form students are allowed to use these devices in the designated Sixth Form areas only, and for educational purposes within lessons when subject teachers authorise their use. It is important that you act as good role models in this regard, and if you are found using your phones inappropriately you risk having them confiscated by members of staff. If the latter does happen, please respond with maturity and co-operate with the member of staff involved.

Please note that you are not allowed to video or audio record other members of the school community without their permission. Mobile phones should never be taken into examinations. Mobile phones in school are entirely your responsibility and need to be looked after.

2.8 Pastoral Care

Pastoral care for Sixth Form students is the responsibility of the sixth form team, including sixth form tutors, alongside Mrs A Smith (Learning Mentor) and Miss K Spearing (SENDSCO).

We value regular communication between our students and with their families and would prefer to tackle any issues before they are able to evolve into more significant concerns; therefore, we encourage you and your parents/carers to speak to us and raise any concerns, however small.

If you and/or your parents/carers feel there are issues or circumstances at home that may affect your attitude to your work and school life in general, then please do let us know. Students and their families are invited to come into school to discuss any concerns you may have; but please ensure this is arranged via the school office and in accordance with the Parental Code of Conduct and Home-School Communications Policy.

If curriculum and/or pastoral colleagues feel that any student is facing a barrier to their academic progress or are struggling due to external and/or personal factors, then interventions will be put into place. This may take the form of contacting home, arranging support meetings or referrals to external agencies or a formal process of monitoring via a reporting system in lessons. We will strive to support you in the most appropriate way and endeavour to place you and your support network at the centre of devising a tailored and effective plan by which to do so.

2.09 Medical Policy

- If it is felt that a student is too unwell to continue in school, parents/carers will be contacted by telephone and requested to collect him. If parents/carers cannot be contacted, the school will use alternative emergency contacts supplied by parents/carers.
- In the case of a head injury, every effort is made to contact parents/carers at the earliest opportunity.
- In the event of a more serious injury considered by us to require immediate hospital treatment, an ambulance will be called whilst efforts are made to contact parents/carers.
- Unless there are exceptional circumstances, the school does not administer medicines to students. However, if it is agreed that there are indeed exceptional circumstances, the taking of medicines would be supervised by the school office, but only on production of a medical supervision form (available from the school office). The medicine would be stored in a locked cabinet in the main office, but the school will not accept responsibility for its security or proper use. In the first instance, parents/carers should notify school through Miss Spearing (SENCO) when medicine has been prescribed whether or not they wish the school to supervise its use. Details of the type of medicine, dosage, frequency and manner of taking should be clearly given.
- The use of inhalers is the student's responsibility. Inhalers are not stored centrally.
- Several staff currently hold qualifications in First Aid and are qualified to administer First Aid in accordance with the training that they have received. There is a School Nurse, who is based at the school (although she is not in attendance every day). A travel first aid kit is normally taken by an appointed member of staff when taking a group of pupils out of school.

Parents/carers should be aware that the school needs to be informed if students are receiving medicine which may cause drowsiness. This information is very important with regard to Technology, Science and PE lessons, since there could be health and safety implications.

2.10 Student Leadership

A key element of life within the sixth form is the opportunity to embrace new opportunities and to enjoy the rewards associated with becoming a student leader and a role model for younger students.

Opportunities include a chance to become a year 12 prefect, senior prefect, sports leader, house executive, member of our PSG or MINDS group or a member of our Head Boy Team; you can also represent a form group by taking a seat on the Sixth Form Council.

We would encourage as many students as possible to become fully involved in the life of the sixth form and indeed the school community as a whole; there is no doubt this will enrich your sixth form experience significantly.

3. Learning Resource Centre

The recently refurbished LRC is an asset to the school and a great facility which sixth formers are encouraged to maximise usage. Specific requests for materials should be directed to the Librarian. Sixth Form students may borrow a maximum of 6 items at any one time, and all loans are for 2 weeks. Items can be renewed at the end of the loan period. Overdue items will incur fines whilst lost/damaged resources must be replaced or paid for. Student conduct when using the LRC is expected to be nothing less than exemplary and you are expected to treat this resource respectfully; mobile phones may only be used in LRC with permission from Mrs V Smith.

4. Making Payments to School

Increasingly, payments are made online and our School Finance Office will provide details to parents/carers in the autumn term.

5. Registering for Free School Meals

Parents/Carers/Guardians are eligible to apply for free school meals for their son if they meet relevant criteria – please see details in Parent Handbook (accessible via our website).

Please note where boys receive free school meals there is no public awareness of this at the time when food is taken to the till. We treat this confidentially.

6. Financial Support for Sixth Form Students

The 16-19 Bursary Fund is a cash-limited fund to help subsidise Sixth Form students from low-income backgrounds to support them with the essential costs of attending the Sixth Form. For eligible students, the fund can help towards the cost of essential course-related costs such as travel to school, equipment, books, essential trips, school clothing, and attending university/job interviews.

The main priorities for funding are economically or socially disadvantaged students who need support for learning costs and have financial difficulties. In the current economic climate, the fund can also help with hardship needs arising from a sudden change in circumstances, such as redundancy or a sudden drop in household income.

Grant awards will be targeted towards young people facing financial barriers to education, such as the cost of transport, meals, books and equipment. Payment will be conditional on the student meeting agreed targets set by the school, for example, 95% attendance, standards of behaviour and performance in relation to targets.

Further details of the scheme's application packs and eligibility criteria can be obtained from Mrs Ahern. There is no public sharing of this information and we would encourage any student who thinks they may be eligible to consider applying for a bursary.

7. Charging Policy

We hold dear the notion of "free education" and "entitlement for all". However, in any school environment there are occasions when charges have to be made. Visits that are directly linked to curricular provision, for example, participation on a fieldwork visit, can only take place if sufficient pupils participate and pay the relevant amount. All such activities are subsidised by the school. The financial hardship arrangements will apply for boys who are in receipt of free school meals. Examples of where we must charge parents/carers include:

- Enrichment visits such as non-curricular day trips, residential visits etc.
- Replacement of lost or damaged exercise books/diaries.
- Exam fees in certain circumstances (separate details are available from school).
- Damage to school property through negligence or malicious damage.
- Extra courses beyond the main entitlement.
- For some course booklets and revision guides, where there is a printing cost.

Key Events:

Specific details of dates and times will be issued nearer to each event and can be found on our on-line calendar on the school website.

Guide to the University Application Process

From the very start of Y12, you should be starting to think about what your future options may be. You will be supported in this process by our enrichment provision and our mentoring programme.

Applications to Universities are managed by a central organisation called UCAS [<https://www.ucas.com/>] A specific area of the website has been created for parents/carers and includes explanations of the application process, the UCAS 'tariff' (the points system used in university offers) as well as additional information relating to finance. The new UCAS Hub on the website is also an excellent place to start researching and planning. <https://www.ucas.com/what-are-my-options/create-your-ucas-hub-today>

Your parents/carers can register at <https://www.ucas.com/undergraduate/applying-university/ucas-undergraduate-advice-parents-and-guardians> for a free parents/carers' guide. By registering, parents/carers can receive the guide as well as quarterly up-dates on the application process. Students and parents/carers are also encouraged to use the Unifrog software which will support applications to apprenticeships and university. Students will be reminded of the appropriate login details and guidance on how to use these platforms at appropriate points in the school year. The Sixth Form and Careers Education Twitter feeds will also be used to advertise key deadlines and opportunities regarding university applications.

<https://twitter.com/WGSBCareersEd>. [www.twitter.com/WGSBSixthForm](https://twitter.com/WGSBSixthForm).

Please note that experience shows that early engagement with the application process means that students receive their offers quickly. At Wirral Grammar School, our expectation is that applications are completed by October half-term of Y13. You will be guided through this process and offered advice throughout, but it is imperative that you take control of your own application and adhere to the deadlines set by the school.

In addition, if you are interested in applying to Oxbridge or Medical / Dental / Veterinary School you will be classed as an 'early applicant' and must ensure your application is submitted by the end of September in your Y13 year. It is also imperative that you engage with as much relevant wider reading / enrichment / work experiences as possible for your chosen area. More advice will be given on these topics in due course, but universities do prioritise students who have shown a genuine and active interest in their area over a sustained period. Several bespoke support groups operate throughout the school year and those considering applications to Oxbridge, Medical Schools, Engineering and Law are encouraged to get involved in these groups. Details of these groups will be shared with students through assemblies and 'Teams' postings.

More detailed UCAS guidance will be provided on the school website and the Careers Information Platform and will be issued to students and parents/carers at appropriate times in the UCAS cycle.

Information Evenings for Parents/Carers

During the two years of the Sixth Form we hold information briefings for parents/carers so that parents/carers are kept fully informed and are in a position to support you throughout these important two years. These briefings are:

- September: Introduction to the Wirral Grammar School Sixth Form (Y12)
- Summer: The University Application Process & Post – 18 Options (Y12)
- Autumn: University Tuition Fees, Loans & Grants (Y13)

Keeping Parents/Carers Informed

During your time in the Sixth Form, your parents/carers will be kept informed of your progress through regular progress bulletins, e-communications, target reports and parents' evenings. In addition, if we have particular concerns we will contact parents/carers and arrange a meeting to address the issues.

If parents/carers wish to contact the Sixth Form Team/Form Tutors, they are advised to do so via the schooloffice email address.

Finally:

Whilst detailed, this handbook cannot cover every aspect or likely issue that will arise during your time in the Sixth Form. If you need help, support, advice or simply clarification on anything at all during your time in the Sixth Form, then do not hesitate to ask. We also reserve the right to make amendments as required in response to changing circumstances.

We hope you enjoy your time in our Sixth Form and that in future years you will look back on a very happy and successful two years.

Best wishes,

The Sixth Form Team

Appendix A:

WIRRAL GRAMMAR SCHOOL FOR BOYS SIXTH FORM CODE OF CONDUCT.

As a student at WGSB I agree to:

- Follow the expectations outlined in the Sixth Form Handbook.

As part of a more detailed conduct agreement I also agree to:

- Fulfill the academic requirements of my three A-level subjects, this includes meeting all work deadlines to the best of my ability and being fully equipped for all lessons.
- Conduct myself at all times in a manner befitting the expectations of sixth form students at WGSB.
- Attend all lessons, form periods, tutorial sessions and assemblies regularly.
- Maintain an excellent punctuality record.
- Abide by expectations regarding leaving site within the school day
- Show respect for members of the local community, for example regarding car parking
- Play a full and active part in the extra-curricular life of the sixth form
- Manage my social life / interests / outside school to avoid any negative impact on my academic progress
- Follow the guidelines regarding personal appearance and clothing as specified in the handbook
- Follow the expectations regarding mobile phone use in school
- Follow the expectations regarding the school's ICT policy
- Respect the learning environment, both sixth form areas and around the entire site
- Show respect towards every individual within the WGSB community
- Conduct myself in a manner appropriate to become a positive role model for younger students

In summary, I agree to:

- Uphold the values and ethos of WGSB sixth form

Agreement:

I agree to the above terms and understand that a review of my academic and / or behavioural record will be carried out at regular intervals.

I understand that information arising from any reviews will be shared with me and my parents / carers.

I also understand that a failure to abide by this contract could jeopardise my place in WGSB sixth form.

Note:

The Code of Conduct will be shared with students as part of Y12 induction in September and students will be expected to agree to abide by this code of conduct throughout their time in the sixth form.

This necessitates that students should also be familiar with the content of the Sixth Form Handbook.

Students should be aware that they may be subject to more focused academic and/or behavioural monitoring if deemed appropriate, at the discretion of the sixth form team.

July 2022.

Addendum to Sixth Form Handbook: Rewards and Sanctions 2022-23.

All sixth form students are asked to read and acknowledge their agreement to comply with the sixth form code of conduct. This is accessible via the Sixth Form Handbook on the Sixth Form section of the school website. In addition, some students will receive additional monitoring based on these expectations, according to any academic / behavioural concerns. (via a MS Form issued to subject teachers)

In a bid to reinforce positive behaviour and encourage mature dialogue to resolve any concerns regarding negative actions, the following systems will operate 2022-23.

- Subject teachers encouraged to offer commendations for sixth form work / attitude / other, in line with school procedures (Bromcom)
- Head of Sixth to circulate Sixth Form Shout Out each month
- Details from Sixth Form Shout Out will be shared with HB Team for 6th Newsletter
- Sixth form council will discuss appropriate rewards processes with a view to implementation.
- FT's encouraged to devise individual approaches to rewards and celebrations within forms.

In the event of poor conduct, the following sanctions approach is suggested:

- Concern raised by subject teacher: initial response from subject teacher, followed by referral to HOD for resolution as appropriate and if necessary.
- If required, HOD referral to HOY: HOY to meet with student to discuss and resolve issue, with potential use of lunchtime detention. (PAC / CLB base). HOY to use discretion as to whether parents need to be contacted.
 - Persistent concerns about academic progress: private study in LRC added to student timetable (VS / JD) & parents informed. This may be a short-term solution or a sustained strategy.

- HOY concern over attendance / punctuality: 2+ lates per week to receive lunchtime detention (Data from JJ). Any unauthorised absence to be checked and addressed by JJ but with HOY oversight. DHT after school detention is available as a further sanction.
 - Note: FT with immediate oversight of attendance / punctuality details as part of weekly check.
- HOY receives concerns from more than one colleague: HOY to meet with student to resolve issue and contact parents as appropriate.
 - Repeated concerns raised, or a judgement that students are not responding positively, may lead to formal monitoring and parental meeting.
- In the event of a 2nd meeting with a student over any academic / pastoral concern, parents must be contacted and made aware.
- If parent / hoy meeting does not resolve the issue, a follow up meeting with parent, HOY & Head of Sixth to be arranged.
- If HOY & Head of Sixth meeting does not resolve the issue, a meeting with parent and Deputy Head will be arranged. This could result in a warning being issued regarding the security of a student's place in the sixth form.
- If a situation has not been resolved by this stage, parents may be invited to a meeting with the Headteacher. This may lead to a student being asked to leave the sixth form.

LA October 2022.