



WGSB6 Student Handbook 2023-2024

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The Sixth Form Team

Mrs L Ahern (Head of Sixth Form)
Mrs K Byrne (Student Enrichment and Work Experience)
Miss C Broadhurst (Head of Year 13)
Mr P Cresswell (Head of Year 12)
Mrs J Dodd (Examinations Officer)
Mr J Hughes (House Co-ordinator and Student Leadership)
Mrs S Wilson (Careers and Progression Manager)
Sixth Form Tutor Team

Introduction.

Joining any 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 time in WGSB6.

As a member of WGSB6 you are senior members of our school community and valuable 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.

As members of WGSB6, we expect you to embody the values of the school:

- WGSB has a culture of care and compassion that has at its centre the wellbeing of all within the community.
- WGSB offers a breadth and variety of opportunities and experiences to all students.
- WGSB has an environment where all students aspire to meet or better their personal best every day.
- WGSB is a community of harmony where commonalities are celebrated, and difference is valued and nurtured.

By respecting and striving to embody these values we can hope to make your time in WGSB6 productive, happy and a stimulating experience.

We encourage WGSB6 students to take responsibility for their own learning and progress, but we also value opportunities to include parents in our communications and promotion of sixth form life.

Please consider following us on

[WGSB6 Twitter](#) and [WGSB6 Instagram](#)

By choosing to continue your studies at WGSB6 you are agreeing to meet our standards, make a genuine commitment and accept a range of responsibilities.

All students are expected to comply with our WGSB6 Code of Conduct: students who fail to do so, or who provide cause for concern, may also be asked to agree to a personalised 'contract' which means they will be subject to regular monitoring by subject teachers; a lack of willingness to engage with this process could jeopardise their place in WGSB6.

Students will have the Code of Conduct shared with them as part of their September Induction and are expected to sign a MS Form to acknowledge their agreement to abide by its expectations. (See Appendix A for details.)

A Commitment to Study.

Being part of WGSB6 includes a commitment to studying well to obtain the highest possible grades at A level and engaging with additional opportunities where possible, such as EPQ and/or MOOCS.

We expect WGSB6 students to have a growth mindset and a positive attitude from the very start of Y12, both will ensure you maximise your chance of enjoyment and success throughout your time in Y12/13.

Concerns over work ethic or commitment to independent study will be addressed by subject and / or pastoral colleagues and appropriate levels of intervention enacted.

Target grades will be set for you early in Y12; the responsibility to meet these lies with students and will impact on your post-18 choices.

WGSB6 students are expected to manage their independent study time as well as their school-life balance. There is an extensive sixth form team available to assist students if they struggle with any part of this transition to post-16 education.

All students follow a programme of three A-levels; a number will also study for the Extended Project Qualification (EPQ) during Y12.

All students in Years 12 are expected to undertake three MOOCS/Future Learn courses, the details of which will be explained to you as part of our Personal Development Programme.

Given the competitive nature of the employment market it is critical that additional curriculum and enrichment opportunities are maximised. Students are encouraged to engage with the extensive range of bespoke support groups on offer as well as the numerous aspects of our outstanding careers and progression programme. (See later sections for more details.)

Extended Project Qualification.

A target group of students will be identified and invited to begin the EPQ qualification. Teaching and support will be provided, but the responsibility to complete the EPQ rests with the individual; the amount of hard work and self-discipline required in undertaking such a course should not be under-estimated and this will not be suitable for all students.

Individual Study.

Whilst we encourage collaborative discussion, students must produce individual work for submission. Wholesale copying of work is unacceptable, and copying work from online sources is plagiarism and therefore cheating. Any student found engaging in such practices will be held to account for their actions and appropriate sanctions will be employed.

Paid Work.

We appreciate how beneficial this part time work can be for your personal development and employability skills but are keen to encourage you to take a measured approach to striking a sensible balance between paid work and academic study. Our Personal Development Programme (PDP) will offer guidance on effective time management; it is critical that you do not allow part-time work to become a barrier to academic progress.

Home: A Place to Study

For independent study to be effective, your work environment needs to be conducive, both in school and at home. 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.

To ensure your study is effective:

- **Make sure your study is always active.** Reviewing work and checking understanding will help you consolidate learning and reflect on how you can improve.
- **Establish a good sleep pattern.** Your brain needs to be refreshed and ready for the next day. Late night cramming is not good for your brain; rest is far more beneficial, makes 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; this will allow you to process and retain information more effectively.
- **Have a designated study area.** This should preferably be 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, prepared in advance so you don't take too much time away from study. Drink plenty of water.
- **Avoid distraction.** Leaving your phone in another room will mean you are not distracted by social media or gaming.
- **Create a timetable.** Your time needs to be well organised, with scheduled breaks and provision for all your subjects. Have a written timetable and do your best to stick to it. Set sensible limits for daily study and break this time up into manageable time chunks. 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. (eg Pomodoro)

School Routines: Reminders.

Appearance

With effect from September 2024:

Students may continue to wear a business suit for everyday wear and this may be required on occasion for formal events. Alternatively, students may choose to wear smart business wear trousers and shirt but from September 2024 will have the option not to wear a suit jacket each day.

As an alternative to a suit jacket, students may wear a crew neck / v-neck / quarter zip jumper (not roll / turtle neck). Students are still required to wear a shirt and tie under a jumper.

Students may wish to wear this jumper under a jacket if they wish to; jumpers must be plain and logo-free.

Other aspects of WGSB6 appearance expectations remain the same. Shoes should be smart, trainers are not permitted and outdoor coats and jackets should not be worn inside school buildings.

We are pleased that students' personal appearance regarding hairstyles does not cause us any undue concern, but please note that hair styles should not be extreme in colour or style and should be tidy and well kept.

WGSB6 students should not wear piercings.

Facial hair (beards and moustaches) should be smart and appropriate for a business environment.

Senior staff reserve the right to advise if a student's appearance is considered inappropriate for our setting.

Attendance and Punctuality.

WGSB6 students are expected to be on site by 8:55am each day. Arrival after this time will necessitate entry to site via reception and will lead to a detention in FN2 at 12:40pm.

With effect from January 2024, students who do not have a timetabled lesson P5 will not be required to stay on site until 3:40pm; they have permission to leave site at 2:40pm but it is imperative that they follow safeguarding policy and sign out at the Pastoral Hub before leaving school.

Please note that this does not apply to Wednesday afternoons, when all students are required to attend their P4 & P5 enrichment lessons until 3:40pm.

Moving forward, this will also not apply should any Personal Development / Mentoring periods or Speakers' Sessions be timetabled for period 5; these are all compulsory timetabled periods.

If students do not adhere to the guidelines correctly, the opportunity for them to leave site early will be withdrawn.

Students are still required to be on site for 8:55 am and for periods 1,2 ,3 and 4 regardless of whether they have timetabled lessons or not.

WGSB6 students should attend lessons unless they have an authorised reason for not being in school. Reasons for authorised absence include illness, medical or dental appointments, interview or open day at a higher education establishment, interview for full time employment and other reasons which may be authorised by the Head of Sixth Form.

An increasing number of university open days are now held at weekends, so where possible please limit your attendance at open days held during a school week. Students are able to request leave of absence for a **maximum** of three school days per academic year to attend university open days. Please contact absence@wirralgrammarboys.com to request an authorised absence, ideally at least 24 hours in advance. A record of open day attendance will be held by Mrs J Jones in the Pastoral Hub.

WGSB6 students are expected to follow the same absence procedure as Y7-11 students and all planned absences should be communicated in advance to absence@wirralgrammarboys.com

Requests for authorised absences for driving lessons need to be submitted with 24 hours' notice (see later section).

Attendance at lessons

Attendance at all A level levels is non-negotiable. This is also the case for, EPQ lessons, Personal Development Programme sessions (PDP), Speakers' Sessions and Wednesday Enrichment sessions.

Registers will be taken in all lessons. AM and PM registration marks are taken during P1 and P4; it is essential these marks are acquired to avoid unauthorised absences. Persistent lateness will be addressed by Form Tutors and the Sixth Form Team.

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.

If your teacher is absent, one student must go to the Pastoral Hub for a paper register which will then be completed and returned to Mrs Jones.

All WGSB6 students will have a card and lanyard which should be worn and visible at all times. This will facilitate access to the building, printing and assist with our registration process. More details will be shared in assemblies and via form tutors.

Leaving the school site during the day:

WGSB6 students may leave site during break and lunch times only and must ensure they are back on site for P3 and P4 respectively.

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.

If students are leaving site for a medical / other appointment, they should sign out with Mrs Jones at the Pastoral Hub.

If you need to leave school for any other reason (including illness) you must speak to a member of the sixth form team and / or Mrs J Jones in the Pastoral Hub before signing out and leaving site. 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 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 and will remain on your record.

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 / Vapes. 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.

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 action will be taken as appropriate.

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

WGSB6 Areas.

Please use the designated WGSB6 areas of the school with respect and consideration. Please use the bins provided, keep the areas tidy and respect the fixtures and fittings. Students whose conduct falls short of our expectations may be restricted from using these areas.

Dining Room

WGSB6 students have bespoke access to 'Norm's Deli' located within the dining room area, where food can be purchased and pre-ordered from 8:30am to approx.2:30pm. This service exists to provide for WGSB6 and student feedback on pricing / provision is welcomed.

Please 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 (Y12 prefects) are expected to ensure that younger boys have tidied their area and left the room promptly to free space for others.

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.

Please remind your parents/carers of the need to park away from the Cross Lane area to reduce congestion.

Driving Lessons

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, Personal Development Programme sessions (PDP), Speakers' sessions or Wednesday afternoon Enrichment sessions.
- Lessons **must** start from and return to the main school entrance on Cross Lane; 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 9:20am 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, and back in, at the Pastoral Hub.
- If a driving lesson starts from 2:40pm onwards, the student will only need to finish the lesson back at Cross Lane if there is a need to catch one of the buses at 3:40pm.

To facilitate this opportunity for students, our policy to be fully complied with to avoid it being rescinded for those individuals not following the correct procedure.

Bus Queue

WGSB6 students are not required to queue but are asked to please assemble in an orderly fashion as directed and be prepared to assist staff in the organisation and discipline of the main queue.

Mobile Phones/ Tablets and other Devices

WGSB6 students may use their personal devices in the designated Sixth Form areas only, and for educational purposes within lessons when subject teachers authorise their use. Please remember that you are role models around the school site. Staff have the right to confiscate personal devices if they are being used inappropriately.

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.

Pastoral Care

Pastoral care for Sixth Form students is the responsibility of the sixth form team, including sixth form tutors. Additional support is also available from Mrs A Smith (Learning Mentor) and Miss E Vaughan (SENDCO).

Please seek advice if you need it; we can establish the most appropriate type of support for you and would rather deal with any issues before they develop into more impactful concerns.

Please speak to someone 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. Meetings can be arranged via the school office in accordance with the Parental Code of Conduct and Home-School Communications Policy.

If the pastoral team 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.

Student Leadership

A key element of life in WGSB6 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, Year 13 senior prefect, sports leader, House Executive, member of our PSG, Anti-Bullying 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 experience significantly.

Learning Resource Centre

The LRC is an asset to the school and a great facility which sixth formers are encouraged to maximise usage. Student conduct when using the LRC should be exemplary; mobile phones may only be used in LRC with permission from Miss V Smith.

Financial Support in WGSB6

The 16-19 Bursary Fund is a cash-limited fund to help subsidise WGSB6 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, application forms and eligibility criteria can be found on the school website. 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.

Preparing for post-WGSB6.

An extensive programme of support will be offered as part of supporting post-18 planning and applications to employment and Higher Education.

Our UCAS Apply programme is launched in June each year and the process of university and apprenticeship applications starts at that point, with applications submitted by the end of the autumn term in Y13. The main event is our Next Steps: Your Future programme which all Y12 students will attend over three days.

In addition, we offer a range of support groups to assist students with Oxbridge and Medical related applications, as well as those applying for specialised courses such as Law, Engineering and Architecture. We offer a support group for apprenticeship applicants and advice on overseas applications. Details of these groups will be shared with students through assemblies and Teams postings.

A considerable amount of focus is given to aspects of our Personal Development Programme (PDP) and our Enrichment provision; these bring significant benefits to students which can be maximised and applied as part of post-18 applications.

WGSB6 students are also encouraged to engage with our Careers and Progression programme which will offer many opportunities to enhance employability skills and access tailored experiences.

More detailed UCAS guidance will be provided via Teams, assemblies, specialised events, via the [Careers Information Platform](#), and will be issued to students and parents/carers at appropriate times in the UCAS cycle.

Work Experience – Y12

Students in Y12 are required to arrange a period of 3-5 days of work experience (WEX) at some stage during the academic year. This should not be during assessment week, examination week or during the Next Steps: Your Future event in June. Virtual WWEX placements are also encouraged. All details of planned placements will be processed through the Unifrog platform. Mrs Byrne leads on WEX.

Information Evenings for Parents/Carers

We will hold a number of events throughout your time in WGSB6 to share information about key stages in your educational journey. These include:

Y12: Welcome to WGSB6 – Autumn term
Y12: UCAS / Post-18 launch - Summer term
Y13: Student Finance – Spring term

Keeping Parents/Carers Informed

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 any 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 schooloffice@wirralgrammarboys.com

Finally:

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 clarification of any issues, 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 as part of WGSB6 and that in future years you will look back on a very happy and successful two years. When you do move on from us, please consider staying in touch by joining our [WGSB Alumni](#).

Best wishes,
The Sixth Form Team.

Appendix A:

WGSB6 SIXTH FORM CODE OF CONDUCT.

As a student in WGSB6 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 WGSB6 students.
- Attend all lessons, form periods, PDP periods, enrichment and speakers' sessions.
- 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 WGSB6.
- 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 WGSB6 areas and the wider school 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 WGSB6.

Agreement:

In the event of there being a need for academic and / or behavioural review being carried out, I understand that information arising 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 WGSB6.

Appendix B:

Rewards and Sanctions.

In a bid to reinforce positive behaviour and encourage mature dialogue to resolve any concerns regarding negative actions, the following systems will be in operation (subject to development).

- Subject teachers are 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 Bulletin
- 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 will be adopted:

- 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. 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 & parents informed. This may be a short-term solution or a sustained strategy.
- 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 second meeting with a student over any academic / pastoral concern, parents will 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 WGSB6.
- 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 WGSB6.

Disclaimer: *The WGSB6 Handbook is renewed regularly. To accompany this publication we provide separate communications to students and parents / carers as appropriate. While we endeavour to keep this handbook as up-to-date as possible, changes to school procedures and policies do occur from time to time.*