

The Knights Templar School Sixth Form **Student Handbook** **2020-2021**





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WELCOME

We welcome you as the senior members of a large and thriving 11-18 comprehensive school. We hope your time with us will be successful and enjoyable and that your experience of the Sixth Form will be memorable.

Sixth formers are senior members of our student community and as such are expected to set the highest standards for younger pupils to follow. Knowing that your behaviour, dress, punctuality and approach to academic work may directly influence equivalent standards in younger pupils is a very real responsibility for maintaining the discipline of the Main School.

This Student Handbook has been put together by staff to help you get to know the Sixth Form, its procedures and personnel. It is part survival guide, part reference book to turn back to on many occasions throughout the year, and includes important dates to help you plan ahead. As you settle into the Sixth Form, there will be a great deal of information to take on board – this handbook contains most of what you need to know. Please use it to remind yourself of how things work and what is expected of you.

Mrs G. Hopkins
Head of Sixth Form



YEAR 12 SIXTH FORM TUTORS

Mr W Leonowicz (WLZ) – wleonowicz@kts.school

Mrs R Pedder & Ms Thompson (RPR) – rpedder@kts.school, ethompson@kts.school

Mr J Pieterse (JPIE) – jpieterse@kts.school

Mrs J Spurling (JSG) – jspurling@kts.school

Miss M Staines (MSS) – mstaines@kts.school

Dr M Woodrow (MWW) – mwoodrow@kts.school

YEAR 13 SIXTH FORM TUTORS

Mr I Adams (IAS) – iadams@kts.school

Mrs K Brown (KBN) – kbrown@kts.school

Dr E Hadley (EHY) – ehadley@kts.school

Mrs J Harbon (JHN) – jharbon@kts.school

Mrs H Johnson (HJN) – hjohnson@kts.school

Mrs L Wells (LWS) – lwells@kts.school

Our system of pastoral care is a key strength at The Knights Templar School, and of course, our Sixth Form is not so big that you risk feeling overwhelmed or lost in a crowd.

With the same form tutor for years 12 and 13, you will benefit from one-to-one advice and guidance from someone who knows you really well. Your tutor will work with you on key areas, such as A Level study skills in year 12 and further education applications in year 13.



Head of Sixth Form & Deputy Head of Sixth Form

The above staff's role is to make sure that your academic, extra-curricular and social progress is going smoothly, and to help in sorting out any problems if and when they arise. They will be, or will work very closely with, your tutor to make the monitoring system much easier and more efficient; they are also the link between the Sixth Form and your parents. During the two years that you are in the Sixth Form, they will get to know you very well and so apart from your tutor, you should feel free to approach them and discuss anything that is worrying you. They will write references for you and organise course changes if appropriate. You will see them around the Sixth Form daily; they are therefore easily contactable if you want to talk, need help or are looking for advice.

Head of Sixth Form: Mrs G Hopkins – ghopkins@kts.school

Deputy Head of Sixth Form: Mr D Raymen – draymen@kts.school

A TYPICAL FORTNIGHT

Main Programme

The school is run on a two-week timetable, with between five and six one hour lessons each day. Your timetable will be built up of the following:

- A Level Subjects – up to 9 taught periods and one supported hour but untaught period per fortnight (group size dependent)
- Wider Curriculum Subject – 7 periods per fortnight

These periods will make up the 'taught' part of your timetable and should add up a maximum of 35-40 periods per fortnight.

Tutorial

There will be an additional Tutorial lesson for Guidance and Careers Education. Most of you will have experience of some form of personal and social education, but you will find the guidance programme in the Sixth Form will be very year group specific. The course is taught by the pastoral staff, the higher education tutors and where appropriate outside speakers, so we hope to combine the necessary personal and social education with a comprehensive programme aimed at guiding you through the next stages of your education and career choices.

Wednesday Afternoon – Enrichment Hour

In addition to the taught part of your timetable, you will also be expected to participate in some other sporting, performing art, community service or related activity on a Wednesday afternoon for one period per week. Students say that these periods can be some of the most enjoyable parts of their timetable.



Community Service

We rate the contributions students make very highly, as do universities/employers and from the many letters of appreciation we receive each year, we know that the local community do also. Once again, students must see choosing to take part in any Community Service programme as a serious commitment, lasting a whole year, and must be regular in attendance. You represent us in the community! Please contact Mrs Hopkins to discuss how you could arrange this and build it into your timetable successfully.

Placements have included:

- Nurseries
- Primary schools
- Our own learning support department
- Local schools supporting learning development
- Animal charities and veterinary practices
- Helping the elderly in their own homes
- Hospital work

Clearly many of the standard approaches involved in engaging in such initiatives could be very different at this point in time. However, there are still opportunities to support either online or in the community following strict guidelines.

Study Periods

Your complete focus on your studies is essential and a considerable commitment has been made in terms of the Sixth Form, with the Sixth Form facilities designated solely for Sixth Form use. With a programme of 3 A levels plus one Wider Curriculum subject, your time will be made up as follows:

- 3 A Level subjects x 10 timetabled lessons per 2 week cycle
- 1 Wider Curriculum subject x 7 timetabled lessons per 2 week cycle
- 1 hour of Tutorial
- 2 hours for Enrichment Hour

This totals at a maximum of 40 formal lessons out of a possible 50. This means that there are 10 lessons over each 2 week cycle that are independent study lessons, alongside at least 1 'supported study' session for each subject. These supported study sessions are not 'taught' so no teacher will be present and you are currently allowed to work at home for these supported study lessons. Your usual class teacher will set work on Satchel One for you to do during this hour. This time will utilise our approach to learning, developed when working from home.

At the present time the Main Library is closed to students however library resources can still be accessed via this [link](#). Any library books to be returned can be placed in the box outside the Sixth Form Student Services office and any books that you have reserved online, will be available to collect from the cupboard outside the Sixth Form Student Services office.



Students should plan the work they will do in their study lessons. This reflects your approach and attitude to independent learning.

Lunch Arrangements

At the present time only packed lunches are available from the main dining hall. Alternatively, students may bring their own food. Keep all zones and areas tidy by using the bins provided.

The kitchen in the Sixth Form building will not be accessible for students for the foreseeable future to ensure we comply with social distancing requirements.

COURSE CHANGES

The process by which you have chosen your courses for this year has been a long and thorough one and we anticipate that for almost everyone, these choices will remain in place throughout your time with us. In a few cases, however, there is sometimes a strong and clear case for exchanging one subject for another.

It is important to realise that this is a major undertaking involving teachers, yourself and parents and we will need to know that you have thought through the change in detail and are aware of the potential consequences in terms of career choices, for instance.

What should you do if you feel a change is necessary? First of all, give your original choices enough time to settle down. You can't safely judge a subject for a week or two, as the transition to sixth form study doesn't happen in a few days, and takes different amounts of time for different subjects. If you continue to feel uneasy with the subject after several weeks, talk it through, first of all with your teacher, and then also with your tutor.

Explain why you are finding the subject difficult; are you just encountering the difficulties that all other students are also experiencing? Have you given the subject enough of your time outside of the classroom? Why did you choose the subject in the first place? What has changed since then?

If you still feel that you need to change the subject, ask your tutor to raise the matter with Mrs Hopkins and they will arrange a time when together you will be able to explore the possibilities. We cannot guarantee that you will be able to swap to a new subject; that will depend on whether there is room available, whether it clashes with your other choices in the option blocks and so forth.

However, if we agree that your change of subject is appropriate, we will do our best to make the change possible in consultation with the relevant members of staff.



DAILY PROCEDURES

THE KNIGHTS TEMPLAR SCHOOL – BEHAVIOUR POLICY IN THE SIXTH FORM

A key part of the promotion of our Sixth Form comes from the feedback we get from our students in terms of how much they enjoy the more 'grown up' feel to lessons and the positive learning environment. When looking at our Behaviour Policy there are elements such as the different detentions that will not be applicable when working with Sixth Form Students. However, there are many elements that are just as relevant to a student whether they are in Year 7 or Year 13. All of the 'Ready to Learn' positive behaviours we expect students to demonstrate throughout the school are relevant to our Sixth Form Students who should be setting the standard of model behaviour.

All Knights Templar students are
Ready to Learn

We want The Knights Templar School to be a calm, focussed learning environment in which all students feel safe and happy. To achieve this we expect all students to demonstrate these 10 positive behaviours.

- 1 We arrive at school and lessons on time
- 2 We have the correct equipment for learning
- 3 We behave in a calm and orderly manner
- 4 We work hard
- 5 We listen carefully to staff and other students
- 6 We follow instructions promptly and carefully
- 7 We wear our uniform with pride
- 8 We are courteous to all staff
- 9 We are courteous to all other students
- 10 We treat our school environment and resources with respect

Praise points and warnings

To help support you through your course, we need to know of any notable achievements as well as any areas of serious concern. We use our Edulink system to do this.

They are a written record between teachers, tutors and Sixth Form staff, and form part of our record on each student. A teacher may award a 'praise point' to recognise significant achievement, improvement or contribution to Sixth Form life.

When a serious difficulty, which might be academic or behavioural, has not been resolved between a teacher and student, a warning will be issued. This will be discussed with your Form Tutor.



If the difficulty continues, the student is then referred to the Head of Sixth Form or Deputy Head of Sixth Form, who considers the seriousness of the matter and gains a commitment from the student to resolve the issue.

Should the difficulty persist and the student is warned a third time, the parents of the student are invited in to a meeting to discuss the difficulty with the Head of 6th Form and to reconsider how to resolve the situation in a positive way.

Registration

Full and punctual attendance is required of all students and failure to observe the requirements in this respect is taken very seriously. Year 12 students register every day with their tutor in the morning and must have arrived at their tutor base by 8.40am. Lateness and absence are recorded carefully and form an important part of our assessment of a student's progress. Every request for a reference that we receive, whether for part-time jobs or full-time careers, asks us to comment on your record in these regards.

Our computer systems are very precise and enable us to add your exact percentage attendance score to references. Potential employers and Higher Education Institutions take a very dim view of poor attendance.

Please note that if you do arrive late to the school, you must first sign in at the Sixth Form office in the Sixth Form building, and then immediately go to your timetabled lesson even if it has already started.

It is of the utmost importance that you keep your attendance record accurate by adhering to this procedure strictly. In the case of an emergency – or even a fire drill – we must know exactly who is on site. Students who absent themselves from the school without permission will face serious disciplinary procedures.

Attendance

The attendance policy follows 4 stages:

STAGE 1- Form Tutor Verbal Warning:

Any student who falls below the overall attendance threshold of 70% **in 1 subject** will be issued with a stage 1 warning.

The form tutor will meet with the student and issue a verbal warning. Parents will be contacted. **Progress will be monitored until the next report/ cause for concern report window.**

STAGE 2- Deputy Head of Sixth Intervention

Stage 2 is a result of any of the following:

- A student fails to reach the 70% threshold by their next review.
- A student falls below the overall attendance threshold of 70% in **2 subjects.**



The Deputy Head of Sixth Form will meet with the relevant student to discuss the issues. The student will sign an attendance contract for the relevant subjects and a formal letter will be sent home to make them aware of the situation. **Progress will be monitored in the next report/ cause for concern report window.**

STAGE 3- Year Team Intervention:

Stage 3 is a result of any of the following:

- A student fails to reach the attendance threshold of 70% by the next review period, having been issued a stage 2 warning.
- A student fails to reach the overall attendance threshold of 70% in **3 or more subjects.**

A formal letter will be sent to the parent/ carer of the student informing them of the situation and inviting them to a meeting with the Deputy/ Head of Sixth Form. The form tutor and relevant subject teachers will also be invited to attend.

A weekly attendance log will be kept and sent home for up to 4 weeks.

Attendance will be reviewed every week. **Failure to meet the criteria on a week-by-week basis could result in a Stage 4 scenario.**

STAGE 4- Senior Management Intervention:

Stage 4 is the result of continued poor attendance and failing to meet the standards set out in stage 3.

The Deputy/ Head of Sixth Form and Senior Management will meet to discuss the situation and appropriate disciplinary action may be taken. This could include the student having to leave the Sixth Form.

A formal letter will be sent home to parents/ carers to communicate this information.

Signing Out/In

Whenever you need to leave the school at any time other than lunchtime, you must sign out so that in the event of fire or if a member of staff needs to speak to you urgently, we have a clear idea of where you are. The system is simple but vitally important:

- Go to the Sixth Form Office where there will be a signing out folder to enable you to personally sign out of the school.
- If your absence is not for private study purposes, to ensure that your absence does not get recorded as unauthorised, please see the absence messages section on the next page.

Please take care to arrange appointments outside of school hours.

Note that driving lessons must not be arranged during school time.

Signing in is as important as signing out; if you happen to arrive outside registration or lunchtimes, you must sign in. Again, the procedure is simple:

- Go to the Sixth Form office and explain why you have arrived late.
- Once you have signed in go straight to your lesson.



Absence messages should be sent by a parent/carer to the Sixth Form office via 'Absence Reporting' on EduLink or by calling 01462 620700 option 1 then option 2 for Sixth Form absences. A message must be sent on every day of the absence, before 8.30am.

In some instances where absence may be prolonged, it may be appropriate for us to send work home. In severe cases, it is also possible for us to ask for special consideration from examination boards, but for us to do this, we need to be kept well informed by student and home throughout any prolonged illness.

Authorised Absence

You can apply for authorised absence up to two days in advance, but no later. You must submit an Authorised Absence Form and ensure it is approved by Mrs Hopkins. Example reasons for authorised absence notified in advance to your tutor are:

- Medical appointment (hospital) that cannot be arranged outside school hours.
- Need to care for family member for whom you have caring responsibilities in exceptional circumstances. Authorised absence will not be given on a regular basis.
- Funeral of a family member.
- Religious holiday (maximum 3 per year).
- Interview for a full-time job or for Further or Higher Education interview/open day (maximum 3 days for open days).
- Appointment with a Connexions Advisor.
- Work experience placement when integral to a course and unpaid.
- Extra-curricular activity, such as drama, music, sport or volunteering, where it is a one-off event.
- Driving **test** (practical).
- School representation.

Documentary evidence will be required in all the above circumstances.

Exceptional Circumstances

In the case of exceptional circumstances, notify the Head of Sixth Form by telephone on the day.

Family Holidays

Your time in Sixth Form is remarkably short compared with all that you have to do. We cannot state too strongly our view that time taken out for family holidays at any stage of the year has a detrimental effect on student progress, and we do not view requests of this sort lightly. This is particularly true of the second half of the summer term in Year 12. Progression to Year 13 is not automatic for any student; each student must pass his/her



summer mock exams in Year 12 before going onto the final year to take the full A Level qualification.

Coursework and Classwork

Coursework and classwork are essential parts of your course. For most courses, coursework makes a significant contribution to the final grade you receive. Classwork and homework are just as important as coursework. To succeed on your courses you must complete all work that is set according to the deadlines given. Plan ahead. Get used to organising your time from the start.

Deal with difficulties as they arise – discuss them with your teacher as soon as you can – do not leave them until after a piece of work is expected to be completed.

That way you will get the support and understanding of your teacher and find solutions much more easily. Advice will be given on time management during Tutorial lessons.

A key to meeting deadlines is to keep on top of work as it progresses, by setting yourself lots of short-term targets. Successful students have invariably used a diary/academic planner well to help them plan their time; it's a good strategy and one well worth developing to suit you.

The Knights Templar Sixth Form Plagiarism Policy

The Knights Templar Sixth Form does not condone plagiarism and will take appropriate action if it is detected in the work of any student enrolled on a Key Stage 5 course.

The Sixth Form will publish its plagiarism policy and through the tutorial programme will ensure that students are made aware of what constitutes plagiarism; this should be re-enforced by subject teachers.

This policy outlines the expectations of the teachers and the students with regards to plagiarism; it provides guidelines for how plagiarism will be dealt with.

Plagiarism includes:

- Directly copying (all or part of) someone else's work (for example from the internet, a book, another student's work; the work may include text, statistics, figures, photos, pictures, diagrams etc)
- Paraphrasing someone else's work (without due credit)
- Presenting the work of friends, parents, teachers as one's own
- Cutting and pasting together sections of the work of others into a new whole
- Receiving help from other people while producing an assignment, without express permission or instruction from a teacher
- Supporting plagiarism by providing/lending work to others, whether it is believed it will be copied or not

Teacher Responsibilities:



- At the start of each academic year, the sixth form pastoral team will teach/remind the students what the expectations are for referencing in their work and how they should correctly use information to avoid plagiarism
- Teaching staff are expected to advise students on the relevant legal/exam board requirements when using material specific to their subject
- Teaching staff should give adequate support when setting class/home/course work and provide suitable deadlines

Student Responsibilities:

- Submit authentic work
- Follow all instructions and guidance given by teachers regarding class/home/course work and deadlines
- Ask questions and seek appropriate help if they are unsure about any aspect of the work

If plagiarism is suspected:

If a teacher has reason to suspect plagiarism they should determine the level of plagiarism according to the following criteria (in all cases the Head of Department and Head of Sixth Form should be informed) –

- First level – examples may involve a student using a paragraph or a few lines without referencing the source properly, however, most of the work is the student's own.
Recommended procedure: student should re-do the work.
- Second level – examples may include use of one or more paragraphs of someone else's ideas/work without proper referencing. Although much of the work is the student's, it is evident that some of the work has been taken directly from other sources.
Recommended procedure: students should re-do the work and a letter should be sent home from the Head of Year.
- Third level – the majority (or all) of the work has been taken from another source or sources and not referenced. Examples may include essays taken from the internet/friends/siblings or acquiring information and intentionally altering it (slightly altering friend's work).
Recommended procedure: No marks are awarded for the class/home/course work, if relevant marks will not be submitted to the exam boards, the Head of Sixth Form will meet with the student and their parents.



Parent/Teacher Communication

There are currently no parents evenings taking place during this academic year. Communication to parents on progress will take place through:-

Progress Reviews

Year 12

In Year 12, 2 progress reviews take place in November and March; a copy of these will be sent home via our InTouch email system. **It is vital that we have an up-to-date email for your parents/carers – please ensure you let us know if any changes are made to these.** We also have an interim review in January which is only for those students who are causing concern in terms of their progress. Following these progress reviews the Year 12 students will then have a detailed UCAS reference that will double as a final report, a copy of this will also be sent home. This will be sent home at the end of the Summer Term.

Year 13

The Year 13 students will have a similar progress review towards the end of October, together with the interim January opportunity. The Year 13 Parent's Evening will take place in early November, and a final report with advice given out by the end of the spring term.

Exam Entries

Exam entries are paid for by the school for all subjects taken as part of a student's timetable. This does not include retakes. However, where a student's level of commitment or standard of work is below that expected by the school, they may be asked to pay for their own entry or, in **extreme cases, they may be withdrawn from the subject altogether.**

16-19 BURSARY FUND

The following information refers to the 16-19 Bursary Fund, which we offer to eligible students within the Sixth Form. Further information and application forms can be provided by the Sixth Form office to any student who feels they may be eligible.

A key priority of the government is to eliminate the gap in attainment between those from poorer and more affluent backgrounds, and to ensure that every young person participates in and benefits from a place in 16-19 education and training. The government provides funding to tackle disadvantage both through the YPLA's funding formula and through support to help young people meet the costs of participating in education and training post-16.

The 16-19 Bursary Fund has two elements:

- i. Young people in care, care leavers, young people in receipt of income support and disabled young people in receipt of Employment Support Allowance who are also in



receipt of Disability Living Allowance will be eligible to receive a bursary of £1,200 a year.

- ii. Providers may then use their discretion to make awards to young people in ways that best fit the needs and circumstances of their students. Bursary awards should be targeted towards young people facing financial barriers to participation, such as costs of transport, meals, books and equipment.

Following the guidelines set out by The Young People's Learning Agency (YPLA) – www.gov.uk/1619-bursary-fund – The Knights Templar School has devised the following guidelines and criteria:

Eligibility

The school will allocate the £1,200 per student to those who are:

- In receipt of Income Support.
- A care leaver.
- In care.
- Disabled and in receipt of both Employment Support Allowance and Disability Living Allowance.

The school will then divide what is left by those who are on our Free School Meals Register. Eligibility will be reviewed every half term.

Application

Those in receipt of Income Support, Employment Support or Disability Living Allowance, must attach copies of the appropriate documents showing eligibility for these allowances. The school will already be aware of those in care, care leavers and those who are eligible for free school meals. Eligibility will be reviewed every half term.

Payment Guidelines

- Payments will be made each half term by bank transfer direct to students.
- Full attendance and compliance with our behaviour standards is required for the half term – any absences have to be accounted for.

Applicants should direct any general queries to the web address above or for more school specific information, please contact the Sixth Form office or the Finance office.

Sixth Form Dress Code Years 12 and 13

Boys

- Tailored jacket or smart plain jumper and trousers or suit with a shirt and tie
- Smart shoes

Girls

- **Sensible** dress or skirt of an appropriate length or tailored trousers with a shirt or blouse and a jacket
- Smart shoes



The impression of the dress code should be that students are dressed in such a way that they would do themselves and the school credit at all times, and could attend an interview. We are a school that has a strict uniform including blazers for students in years 7 to 11; our Sixth Form students are asked to support our wider school curriculum and as such have contact with parents, governors and local businesses and organisations and therefore our dress code must fit with the wider school, the wider curriculum, and the wider community.

We would like to remind you that coats should not be worn around school and that jeans (of any colour), hooded tops, sweatshirts and trainers are **not allowed**. Hair should be kept neat and tidy and there should be a modest use of make-up and jewellery (no earrings for boys). Visible body piercings are also not allowed. Students who do not adhere to the dress code will follow the Sixth Form warning procedures.

Cars/Parking

As you progress through the Sixth Form, many of you will pass your driving test and be able to drive. Students are not allowed to use the staff car park. There are several available spaces in the sports centre car park, which are available to students on a first come first served basis. If you will ever be parking on the school site, you **must** register your car registration details with the Sixth Form office. You will be issued with a Parking ID Card to prove that you are Sixth Form student when parking at the Sports Centre and to enable us to get in touch with you if anything untoward happens during the course of the day.

If spaces are unavailable, please consider local residents who often become irritated by students who park inconsiderately – please respect their parking rights. Students are not permitted to park in the coach park turning circle. It is not only in use at the beginning and the end of each day, but throughout the day for trips and visits. Added to this, the construction of the new school buildings means this area being used as part of the site access. It must therefore be remembered that this is private land and any insurance policy is therefore unlikely to cover any damage.

Head Boy, Head Girl and Senior Prefects

Senior prefects, including the Head Boy and Head Girl, lead the Sixth Form council and are responsible for ensuring that the views and decisions made within student council are communicated to staff.

These, then, are some of the people with whom you will come into immediate contact during the first few weeks of your time in the Sixth Form. But what about your timetable and immediate practical arrangements?



Careers Advice

All students are involved in a programme of careers education and advice, the purpose of which is to enable you to make informed decisions and to support you in a successful transfer to working life beyond education.

Through a process of group and individual interviews with the Sixth Form tutors and members of the careers service, you will be able to discuss your own action plan of research and application. There are many resources available to students, situated in the careers section of the main library and study rooms.

A range of tasks covering specific areas, such as applications, CVs, interviews, apprenticeship opportunities, specific careers etc will be given through the year. If you have any specific queries, you should see Mrs Hopkins or Mr Raymen.

Our Post 18 news and opportunities are shared on the Sixth Form Twitter @KTS_SixthForm. There is a wealth of information that we receive in the Sixth Form office regarding opportunities post-Sixth Form. This is a fantastic resource to find out about open days, apprenticeship and local employment opportunities, summer schools, seminars and other career/further study related events.

Sixth Form Student Council

This group, comprising of Year 12 and Year 13 students, represents and promotes your views and opinions to Sixth Form staff. As well as acting as an important voice, the Council is active in organising a number of events for you:

- Year group activities – in recent years popular events have been the Sixth Form quiz evenings
- Charity events – supporting for example MacMillan Coffee Morning.
- Year Book – the essential keepsake setting out everyone's memories of life in the Sixth Form.....to name but a few.

These are some of the major activities organised by the group. However, they are also a key group in the day-to-day life of the Sixth Form. You should know who the members of the group are as they can communicate your ideas and concerns for you.

If you are looking for a busy and fulfilling time in the Sixth Form, it would be worth your while joining this group.



And Finally.....

As you can see, we expect a high standard from all of our students – and this is important to your success. Your time in the Sixth Form will present you with many opportunities; seize them! Give as well as receive, make a contribution, take part, be aware of others and their needs, take pride in the school and seek to continue to build its atmosphere and reputation. Get involved, don't sit on the side lines, set out to make many new friends – and don't forget to give your work your very best time and effort. Use your time here to the full – and if you do, I am sure it will be a rewarding and enjoyable experience.