



The Sixth Form

at Harrogate Grammar School

Excellence For All

10 September 2021

To Parents/Carers of all students in Year 13

Year 13 Welcome and Key Information

It is a pleasure to welcome Year 13 students back to school after the summer break. We are really proud of the way they committed to their learning during a challenging year in Year 12, and are excited about what they can go on to achieve this year. The start of the new academic year presents an opportunity for students to set themselves personal targets and to establish a suitable strategy to ensure that they realise their ambition.

Through this letter we hope to provide you with essential information about the arrangements for Year 13, and to address any queries that you may have.

Return to school

You will have received the school [September 2021 Opening Guide](#) which contains information about the practical arrangements that are in place within school to ensure the safety of all students. In addition to these measures, it is important that students re-establish the routine of taking a lateral flow test twice per week (Monday and Thursday), and to inform the school of any positive test result through emailing: HGSscovidresult@hgs.rklt.co.uk

Routines and Expectations

We have high expectations of all of our Sixth Form students. Full details of the routines and expectations can be found in the [Sixth Form Handbook](#). Students have signed a Learning Agreement in which they have committed to upholding the standards outlined in this document. We ask that parents / carers also sign the [electronic copy of the Learning Agreement](#).

We look for high levels of attendance throughout and will contact you if there is an unexplained absence. Please call Mrs Reed (01423 535236) or email reedt@hgs.rklt.co.uk before 10am in the case of illness so that staff can be informed. If at all possible, medical and dental appointments need to be made outside school time. If a student is ill during the school day, they must come to Sixth Form Reception and an assessment will be made as to whether they should remain in school.

Year 13 students are required to register at **8.50am** in their form room on a daily basis. Students are required to sign in and out at break and lunch times via our electronic inventory system. Within the first 2 weeks, Year 13 students will be able to apply for home study in the afternoons when they have free periods. Details of the process for applying for home study will be communicated in due course.

Sixth Form students are required to dress smartly as the most senior students in the school. We insist on high standards of appearance and students are also issued with an ID badge and lanyard. This must be visibly worn at all times to help safeguard all members of our community. If students do not adhere to our dress code they will first be spoken to by a member of the Sixth Form Team. If students persistently fail to meet our expectations then parents / carers will be contacted. The dress code can be found on the [School website](#).

Sixth Form mindset

The start of Year 13 provides an opportunity for students to reflect on the effectiveness of their learning. It is important that students focus their study time on activities that help to commit learning to long-term memory and which allow them to apply knowledge in a purposeful way.

We have developed our own mindset which will set students up for success. This mindset (VI HGS) is framed around 5 elements: Vision, Impact, Habits, Growth, Service. It is particularly important that students entering their final year of school commit to developing this positive mindset, and we will be working with students to build this foundation for success.

We continue to support students in becoming self-regulated learners by providing a structured programme of independent study in each subject area. Students have access to the study tasks for each of their subjects through a Year 13 Study class on Showbie, accessed via their iPad, and it is expected that they engage fully with these materials to guide their independent study.

Students are expected to complete a minimum of 5 hours of independent study per subject, per week. This includes regular home learning as set by teachers, and independent study work.

Progression and UCAS

Throughout Year 12, students engaged in a range of activities to help them to develop a vision for their future beyond the Sixth Form. The first term of Year 13 is an important period in applying for university courses and apprenticeships, and the Sixth Form Team supports each stage of this process.

Students who apply to university will do so through an online UCAS process overseen by the Sixth Form Team. Time in the summer term was dedicated to this, and students should be in the process of researching courses and writing their application. Information to support this process can be found through the following links:

- [Progression section of the school website](#) for our guidance and advice about a range of future study options and the process involved in completing applications.
- [Unifrog](#) for researching and comparing university courses and apprenticeship opportunities.
- [opendays.com](#) to find out when universities are hosting open days or virtual events.
- [UCAS](#) for advice and guidance about the university application process.

It is crucial that students make appropriate course choices in line with their academic progress and Teacher Estimated Grades, and which match their personal preferences. The following steps will be taken to support this decision-making process:

- Students will shortly receive their UCAS predicted grades. These grades are included on university applications, and they represent aspirational grades which teachers believe a student has a realistic chance of being able to achieve.
- Weekly Progression sessions with form tutors during period 1 every Monday provide students with opportunities to explore and discuss their options.
- Specific support is available in school for students to discuss applications on a one-to-one basis with a member of staff. The school has a dedicated Student Adviser based in the Sixth Form who is available to discuss higher education options and career opportunities for all students. Appointments can be made with Dr Gregson via gregsons@hgs.rklt.co.uk. In addition, our independent Careers Adviser, Mrs

Tunstall, will be available to meet Sixth Form students by appointment for careers advice. Mrs Tunstall can be contacted via tunstalla@hgs.rklt.co.uk.

We would like to make you aware of important dates for the submission of applications by the students to the school:

Conservatoire	24 September
Oxbridge, Medics, Dentists, Vets	1 October
Russell Group Universities	15 October
All other applications	22 October

Please be aware that numerous checks need to take place and an application can take up to three weeks to process in school, so the personal statement should be written as soon as possible.

Sixth Form Bursary

Students may apply for a bursary which aims to help and support students who face the greatest barriers to learning. To find out if your son/daughter might be eligible, and how to apply, please consult the school website or contact Mrs Reed at Sixth Form Reception via reedt@hgs.rklt.co.uk.

Key events in September

15 September, 6.30pm: Year 13 Welcome Evening

This virtual event, hosted by the Sixth Form Team, will outline the key details for parents / carers to best to support a Year 13 student. There will be opportunities for people to ask questions during the event.

A Microsoft Teams link to the meeting will be emailed to students and parents / carers prior to the event on Wednesday 15 September.

16 September, 4pm – 7pm: Tutor Consultation Evening

This virtual meeting provides an opportunity for students and parents / carers to speak to the form tutor about progression plans beyond the Sixth Form. Appointments for this evening are limited and will be allocated on a first come, first served basis. All usual channels of communication with form tutors are open for families to make contact throughout the school year, should questions arise.

Our online booking system allows you to choose your appointment time with your tutor. **The booking system will be live from 6.00pm on Monday 13 September to 6.00pm on Wednesday 15 February.** Appointments will last 9 minutes, with a 1 minute gap for tutors to record notes, due to timer restrictions the system is set up to end after the allotted time. This is something the teacher has no control over.

Please visit <https://harrogategrammar.parentseveningsystem.co.uk> to book your appointments. [Parents' Guide for Booking Appointments](#)

Please log-in with the information requested:

Your first name, surname and email address (as indicated on the school's system)
Your child's first name, surname and Date of Birth

28 September, 4pm – 7pm: Parent Consultation Evening

This event will take place virtually in the same format as was used last year. A further communication will provide all of the booking details and information for logging in to these appointments.

Key dates for this year

Date	Event
Monday 10 January to Friday 21 January	Internal exam weeks
Wednesday 2 February	Student Advisory Evening, 7pm
Tuesday 15 February	Parent Consultation Evening, 4pm – virtual event
Monday 9 May	A Level Exams Commence (tbc)
Friday 13 May	Leavers Assembly and Study Leave Commences
Friday 1 July	Leavers Ball

We look forward to working with you and your son/daughter in a way that best serves their interests and effectively shapes their future. Please do not hesitate to contact the school if you require any information throughout the year via 01423 535235 or HGSsixthform@hgs.rklt.co.uk

Yours sincerely



Mr B Twitchin
Director of Sixth Form