



18 December 2025

Dear Parents/Carers and Year 12 Students,

Year 12 End of Term Information

The Sixth Form Team and our teachers have been impressed by the focus and commitment of Year 12 students in their first term. In this busy term, Year 12 students have made the step up from GCSE to Sixth Form study, committed to undertaking 30 hours of service within the school, and many students have represented the school with pride at a host of school events.

The term ahead

5 January	Start of term – full timetabled lessons in school
6 January	Launch of Work Experience
7 January	Student Leadership Team application deadline – open to Student Ambassadors
12 January	Home study day
20 January	Career Pathway Talks – in Progression lesson
16 – 20 February	Half term
24 March	Higher Education and Apprenticeship Evening – 7pm in the Forum
27 March	End of Spring term

Academic support

In addition to the parent consultation evening, all students and parents/carers have been sent a grade report for this term. We closely monitor student progress, and we will run a series of interventions to support identified students. Where concerns arise, we will communicate with parents/carers.

In the Spring Term, students will focus on refining their study habits and consolidating their learning. As students are introduced to new content within their lessons, it is important that they commit time to reviewing and retrieving knowledge that has been studied since September. Teachers will set regular retrieval tasks, but students also have access to a range of tasks within the Year 12 Study class on Showbie which provides structure for the 5 hours of independent work in each subject that students are expected to commit to each week.

Our curriculum summaries have been updated for next term and can be found by clicking [here](#). The curriculum summaries are designed to give an overview of what is being taught over the next term.

Progression support and work experience

Year 12 students have been encouraged to start planning their future beyond the Sixth Form through our focus on 'vision'. Students have become familiar with the Unifrog platform and have used it to explore a range of future study and employment options. Students have also visited a university and have attended Career Pathway Talks.

After the Christmas holiday we will be launching our World of Work Week with students. This will take place from **Monday 13 July to Friday 17 July**, giving students the opportunity to take part in a meaningful work experience activity which gives them a greater insight into the professional working environment and supports them to make informed decisions about their post-18 pathway.

Students are responsible for finding and securing their own work experience placements. The placement may be found through personal contacts or by students writing to workplaces or companies that interest them. A Tuesday morning Progression session in January will provide advice to students about how to contact employers. If students are struggling to secure placements, they should inform their Form Tutor so that support can be offered to facilitate this process.

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Learning Trust Alliance Teacher Training Teaching School Hub

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To secure approval for a work experience or volunteering placement, students and employers will need to provide details about the level of supervision, insurance cover, and health and safety certificates. These details must be added to the Unifrog platform. Any placement request that does not meet these checks will not be approved by the school.

Where placements involve higher-risk environments, more extensive health and safety checks may be required before the school can authorise this. These checks may incur a charge which is payable by the student / family. Please contact us via: HGSsixthform@hgs.rklt.co.uk if you require further information about this charge.

It may be necessary for the school to visit the location for a placement both in advance and during the placement. Therefore, where possible, we advise students to limit their placement to within Harrogate and the surrounding area.

Full details of the work experience approval process can be accessed [here](#)

The deadline for **all** documentation to be completed is **Monday 13 April 2026**. Parents and students should be aware that information returned to school after this date cannot be guaranteed to be passed for checks and may not be approved.

Student Leadership

The application process for the new Student Leadership Team has been launched. All Student Ambassadors can apply to become part of this team. The details of the application process have been sent to those students, and the deadline for applications is Wednesday 7 January. All students will have an opportunity to influence the selection of the Student Leadership Team through a student vote which will take place in January.

Routines and Expectations

In advance of returning to school in January, we would like to take this opportunity to remind students and parents/carers of the following:

- Full details of the routines and expectations can be found in the [Sixth Form handbook](#)
- Sixth Form students are required to dress smartly, and to wear their ID badge at all times. The expectations of the dress code can be found [here](#)
- Year 12 students register with their form tutor at 08.50 every morning and must attend all timetabled lessons and Study periods.
- Please call Mrs Reed (01423 535236) or email reedt@hgs.rklt.co.uk before 10am in the case of illness. Where possible, medical and dental appointments need to be made outside school time.

We would like to thank you for your support this term. Year 12 students have made a fantastic start to the Sixth Form, and we look forward to working closely with students and parents/carers to support success in the future. We hope that all students have a well-deserved rest before they return.

Please do not hesitate to contact the Sixth Form Team if you have any questions about the term ahead: HGSsixthform@hgs.rklt.co.uk

We wish you all an enjoyable and relaxing festive season.

Yours sincerely



Mr B Twitchin
Director of Sixth Form
Assistant Headteacher