



SIXTH FORM HANDBOOK

The Sixth Form
at Harrogate Grammar School
Excellence For All

2026-27



Excellence For All



Welcome

I am delighted to be able to welcome you to the Sixth Form at Harrogate Grammar School. The school has a long history of success built around our core value of excellence for all. Students at Harrogate Grammar School benefit from first class teaching, excellent facilities and comprehensive support. The special community at Harrogate Grammar School is one in which students learn and grow, and I am sure that you will thrive as a member of our Sixth Form.

The foundation for a young person's success is built on a three-way partnership between the student, the school and parents. We hope that the information provided in this handbook helps you to understand the systems, routines and mindset that exists to support our students to achieve their potential at Harrogate Grammar School.

From day one you will be supported by your Form Tutor, teachers and the Sixth Form Team to settle into the school. We run a programme of transition sessions to help students to feel comfortable and to feel fully integrated into our Sixth Form community.



The Sixth Form is a thriving community which offers a wide range of opportunities to every student who walks through the door. We hope that you embrace the culture of the Sixth Form, make the most of the opportunities on offer, and commit to working hard to fulfil your potential.

We look forward to welcoming you.

BEN TWITCHIN

Director of Sixth Form, Assistant Headteacher

“The Sixth Form at Harrogate Grammar School provides a truly enriching environment in which to learn and achieve”



The Sixth Form
at Harrogate Grammar School
Excellence For All

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School Values

Our core purpose is to provide 'Excellence for All' and we achieve this through the five REACH values that we embody, role model and teach: respect, excellence, adventure, commitment and honesty.

RESPECT

Respect yourself, others and our environment

EXCELLENCE

Be the best you can be

ADVENTURE

Challenge yourself and keep going

COMMITMENT

Participate, prepare and be punctual

HONESTY

Ask for help, act on advice and take responsibility



Sixth Form Leadership Team



Mr Twitchin

Director of Sixth Form



Mrs Barr

Assistant Director of Sixth Form



Mrs Armstrong

Yr 12 Student Support
Manager



Mrs Ingleton

Yr 13 Student Support
Manager



Mrs Caggiano

KS5 Learning Mentor



Miss Watson

Senior Tutor



Mr Weston

Study Supervisor



Mrs Mitchell

Careers Advisor



Mrs Howard

Careers Advisor
Apprentice



Ms Reed

Attendance Officer



Mrs Harriss

Senior Admin Officer



Mrs Peral

Reception /
Marketing Officer

Who Can I Talk To?

Form Tutors and the Student Support Managers are the main points of contact for any queries relating to academic progress and / or social wellbeing.

For students, the key point of contact for support on a day to day basis is the Form Tutor. Every student is part of a form group which is registered every morning throughout Year 12. Our experienced tutor team offers consistent guidance and support across all aspects of Sixth Form life.

In addition, Sixth Form students benefit from a strong and well-established system of support which helps to guide and shape their Sixth Form experience, setting them up for the future.

This team includes:

- Director of Sixth Form
- Assistant Director of Sixth Form
- Student Support Team
- Study Supervisor
- Learning Mentor
- Careers Advisors
- Senior Tutor
- Dedicated reception, administration and attendance team



REACH OUT

There is a 'REACH Out' app on every student's iPad. Every member of our school community has the right to learn and work in a safe and caring environment in order to realise their true potential. We value respect and positive relationships.

The school does not tolerate bullying, harassment, humiliation, intimidation or abuse of any member of our community and all incidents are taken seriously. If an incident is experienced or witnessed, please use the app to report it.



The Sixth Form Mindset



By joining the Sixth Form at Harrogate Grammar School, students are committing to a new phase of their academic journey. Learning at post-16 requires significant levels of independence and self-motivation, and these are explicitly taught and supported throughout a student's time in the Sixth Form.

The **VI HGS** mindset underpins the positive experience of Sixth form students at Harrogate Grammar School. The five aspects of the mindset shape the way students approach their learning, contribution to the school, and planning for life beyond school.

Over the first term of Year 12, students will take part in a series of events and will complete a range of tasks that will show their commitment to the VI HGS mindset. This process serves to embed the principles that will underpin their success in the Sixth Form.



Vision

Set personal targets for success and take responsibility for achieving them

Maintain focus on your goals even when you have setbacks

Invest time in shaping your own future in school and beyond



Impact

Focus on activities that help to commit learning to your long-term memory and which allow you to apply your knowledge in a purposeful way

Always commit to producing your very best work

Seek out expert feedback from teachers to enable you to reach your potential



Habits

Commit to a minimum of 5 hours of independent study per subject, per week

Organise your time and create a healthy routine

Organise your work and maintain effective filing systems



Growth

Never give up, especially when things are challenging

Always strive to be the best that you can be and seek out all opportunities to improve

Take responsibility for your own learning by reflecting and acting on feedback



Service

Commit to being an active member of the school community, to the benefit of all

Commit to regularly supporting a specific aspect or activity within the school

Represent the school in a positive manner by upholding our REACH values

School / Home Partnership

The partnership between students, parents carers and school is essential for success in the Sixth Form. The Admissions Form and Learning Agreement signed by parents/carers and students signals a commitment by all parties to meeting and upholding the standards outlined in this handbook.

What can you expect of the Sixth Form at Harrogate Grammar School?

- A supportive culture and friendly environment in which every individual feels safe and can thrive
- A programme of courses that are delivered by subject experts using appropriate facilities and resources
- Regular assessment and feedback on how to make progress
- The opportunity to discuss progress with the Sixth Form Team and with teachers through Parent Consultation Evenings
- The provision of supervised space and a structured time for independent study
- Support in developing effective independent study skills and gain leadership responsibility
- Access to an iPad for learning
- Support for particular learning needs
- A wide range of enrichment opportunities to participate in
- Opportunities to develop leadership skills
- A wide-ranging careers programme to support progression to university and apprenticeships
- An age appropriate personal development programme that covers important issues for early adulthood



What we expect of parents/carers

- Speak with respect, kindness and care
- Role model our shared values
- Ensure students come to school every day, on time and ready to learn
- Support the school expectations
- Support learning at home
- Support the school through attendance at parent meetings and school events
- Approach the school early with problems and work with staff to resolve them
- Support good communication between home and school

What we expect of our students

- Show everyone kindness and care
- Have respect for other students, staff and visitors
- Stay safe and ensure others are kept safe
- Work hard to achieve your potential
- Meet all deadlines set by teachers
- Come to school every day, on time and properly equipped for learning
- Dress smartly in accordance with the dress code policy at all times
- Participate and contribute to the school and community
- Commit to the process of developing a vision beyond the Sixth Form

The Learning Agreement

The following pages set out the specific standards and expectations of students in the Sixth Form at Harrogate Grammar School. Links to key policy documents are included to ensure that every student and parent / carer has a clear understanding of these expectations. By completing the required Admission Form and Learning Agreement prior to enrolment, all students and parents / carers are committing to supporting and meeting the standards set out in the Handbook and school policies.

Attendance and Punctuality

Establishing strong habits and routines is essential to successful Sixth Form study. We have high expectations that students will come to school every day and on time. Students should aim for 100% attendance, as those with the best attendance make the most progress and have a much better chance of achieving their potential.

The Sixth Form reception is open for students to enter from 7.45am and the day starts at 8.50am with registration in form groups. Students are expected to attend all timetabled lessons and study periods on time to maximise their learning.

Attendance to school and to each timetabled lesson is monitored closely. Whilst we understand there may be some individual circumstances which may be out of your control, we ask that students and parents work with us to ensure attendance is a high as possible.

Authorised Absences include:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency
- Pre-approved university open day visits and university / apprenticeship interviews
- Pre-approved driving test

Permission must be requested in advance, by parent/carer, via email to Mrs Reed reedt@hgs.rklt.co.uk.

Unauthorised Absences include:

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- School or lesson absences which have never been properly explained
- Holidays
- Driving lessons



Communicating illness or making an absence request

- If a student has a genuine reason for absence, parents / carers must inform the Attendance Officer before 9am on each day of absence via the **Arbor App**, detailing the reason for absence. If you are unable to log absence via the arbor app please email reedt@hgs.rklt.co.uk.
- Students may be asked to provide medical evidence in certain circumstances
- Non-emergency dental / doctor appointments and driving lessons should not be arranged during the school day

If attendance to school and/or lesson falls below 95%, the Sixth Form Team will put measures in place to follow-up with students and parents / carers. This follow-up will include support to promote full attendance, home visits, referrals to outside agencies. Persistent absence may lead to discussions around a student's suitability for sixth form study including completion of courses, exam entries and future study options.

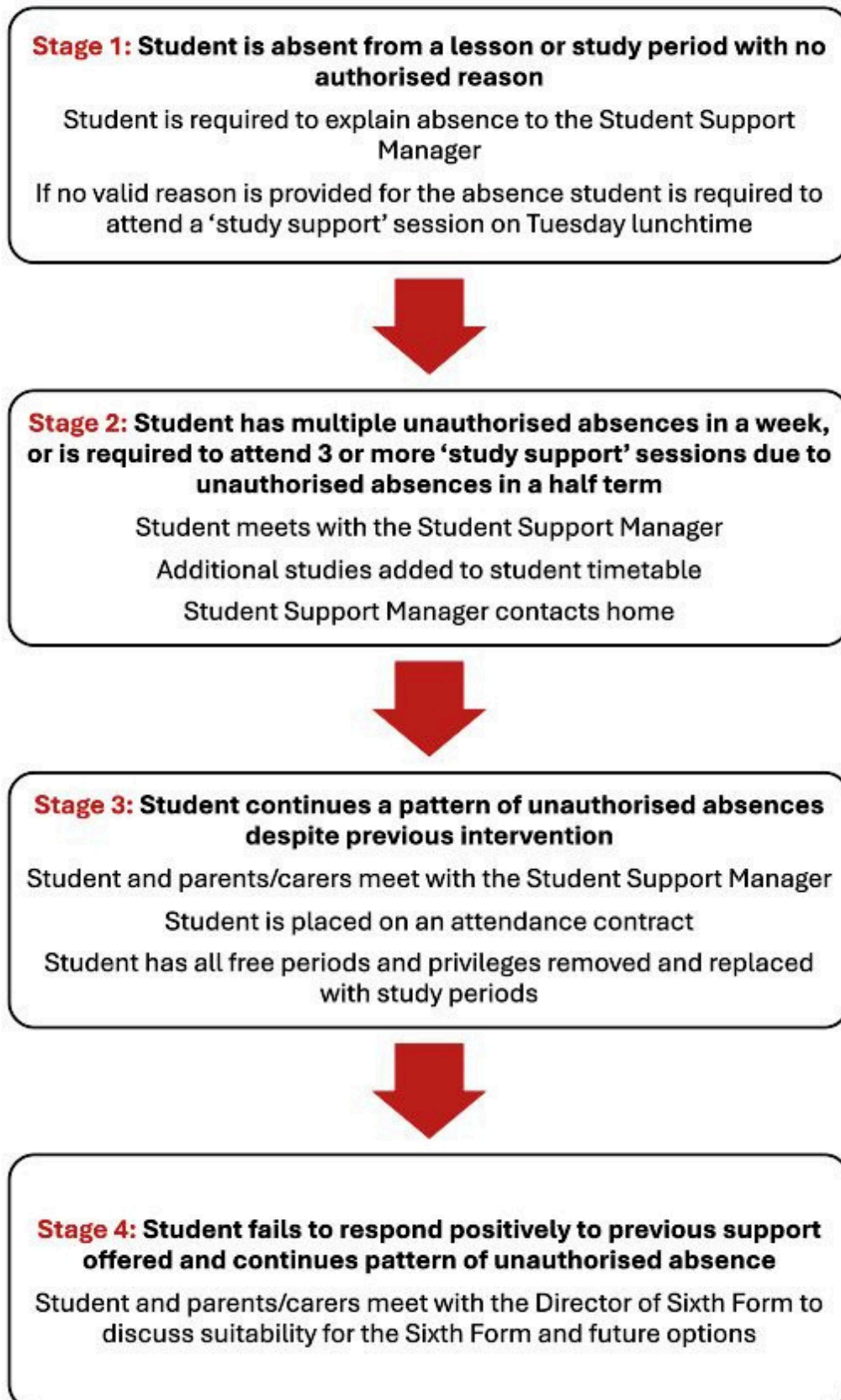
The Privilege System

Students with excellent levels of attendance and punctuality in Year 12 will be granted privileges in Year 13, including the privilege to arrive in school for their first timetabled lesson or study period of the day. This is a privilege that is earned in Year 12 and will only be granted if attendance and punctuality remain at a high level throughout the year.

These privileges are reviewed regularly, and will be removed if attendance and punctuality does not meet the expectations set.

Attendance and Punctuality

Attendance



Punctuality

Stage 1: Student is late to 5 or more timetabled sessions in a week

Student is required to attend a 'study support' session on Tuesday lunchtime



Stage 2: Student is required to attend 3 or more 'study support' sessions due to lateness in a half term

Student meets with the Student Support Manager

Additional studies added to student timetable

Student Support Manager contacts home



Stage 3: Student continues to arrive late to timetabled sessions despite previous intervention

Student and parents/carers meet with the Student Support Manager

Student is placed on a punctuality contract

Student has all free periods and privileges removed and replaced with study periods



Stage 4: Student fails to respond positively to previous support offered and continues pattern of lateness

Student and parents/carers meet with the Director of Sixth Form to discuss suitability for the Sixth Form and future options

Study Expectations

EXCELLENT LEARNER HABITS

Students in the Sixth Form at HGS work hard, and have chosen to attend a post-16 setting with high expectations of their learning.

Every half term, subject teachers will report on Students Learner Habits, which are assessed in the context of:

- Arrive with the correct equipment
- Listen with full attention
- Ask and answer questions
- Stay on task
- Produce your best work and check it
- Act on feedback
- Work well with others
- Meet home learning deadlines

These Learner Habits are monitored closely by the Sixth Form Team to ensure that every student maximises their learning.



HOME LEARNING, INDEPENDENT STUDY AND DEADLINES

By attending the Sixth Form at Harrogate Grammar School, students have chosen to attend a high achieving Sixth Form, with high expectations of student study habits. We expect that students achieve a high level of academic productivity both in and out of school. To support students in maintaining effective study routines we explicitly teach study skills, timetable silent and supervised study periods for every student, and monitor work completion and deadlines closely.

All Sixth Form students are expected to undertake **a minimum of 5 hours independent work outside the classroom, per subject, per week**. Students will be set home learning tasks by subject teachers on a weekly basis, and these tasks will be visible to students and parents / carers through the Arbor app. These tasks have a set deadline by which they must be completed, either by uploading work to the Showbie app or by bringing the work to the identified lesson.

A structured programme of independent study and revision activities is accessible for each subject via the Showbie app. Study tasks focus on building strong habits through addressing four modes of study:

Securing – learning the key vocabulary/terminology and essential facts/rules of a subject that underpin a topic or unit of work. These can be seen as the initial building blocks or component parts of a topic.

Processing – engaging in lots of practise or processing and transforming information requires further thinking and repetition and aids transfer into long-term memory.

Exploring – accessing additional relevant subject material, whether written, audio or audio-visual, helps students to place the knowledge they've learnt in a wider context and also to follow their own lines of interest which can inspire.

Reviewing – self-evaluation involves learners checking which knowledge is secure and embedded and which is not. It exposes any learning gaps so that they can be addressed through an action plan.

Independent Work

Stage 1: Student misses a deadline

Teacher marks the missed deadline on Arbor

Student is required to submit work by a time specified by the teacher, or to attend a catch-up session as specified by the teacher



Stage 2: Student misses multiple deadlines within a half term

Student meets with the Student Support Manager

Student is required to attend a 'study support' session on Tuesday lunchtime and additional studies may be added to student timetable

Student Support Manager contacts home



Stage 3: Student continues to miss deadlines despite intervention

Student and parents/carers meet with the Student Support Manager

Student is placed on a contract with close monitoring

Student has all free periods and privileges removed and replaced with study periods



Stage 4: Student fails to respond positively to previous support offered and continues to miss deadlines

Student and parents / carers meet with the Director of Sixth Form to discuss suitability for the Sixth Form and future options

Assessment and Examinations

CURRICULUM OVERVIEWS

Please click on the links below to see what topics will be covered in each subject area throughout the year:

[Year 12](#)

[Year 13](#)

ASSESSMENT

Maintaining high levels of academic productivity throughout the two years in sixth form is essential to maintaining progress in line with statistical targets. The Sixth Form Team will monitor student progress very carefully to ensure that all students achieve their full potential. Click on the link for more information about [progress monitoring](#).

Student progress is measured through ongoing in-class assessment, in-school Common Assessed Tasks, and national exams. The grades achieved in subject based Common Assessed Tasks are reported regularly, along with a Learner Habits Grade for each subject studied.

EXAMINATIONS

All students will be issued with guidance regarding examination procedures and an individual timetable will be emailed to each student. The school pays all examination entry fees, with the exception of re-sits. Any query relating to examinations should be directed to the Examinations Office, who may be contacted on 01423 535228 or HGSExams@hgs.rklt.co.uk

PLAGIARISM and AI

All work produced by students must be entirely their own. Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. This includes downloading and submitting work taken from the internet, or work that has been produced with the use of AI. These are forms of cheating which are taken very seriously. Plagiarism and the reliance on AI within externally assessed coursework, controlled tasks, portfolios or exams may result in automatic disqualification. For further information click through to the [examinations policy](#).




Sixth Form Dress Code

Our Sixth Form students are required to dress smartly, in keeping with the standards of the whole school. As the most senior students, our Sixth Form students act as representatives of the school within our local community and as role models for younger students within school and therefore are expected to dress in a professional manner. The post-16 dress code is both practical and smart but also allows students a degree of personal choice which is appropriate for students in a post-16 setting.

The principles that underpin our dress code are:

- **Equality:** all students are treated equally, regardless of gender and other characteristics.
- **Clarity:** the dress code is clear and simple to avoid doubt or misinterpretation.
- **Professionalism:** student dress reflects the formal setting of the school and is in keeping with the standards of uniform in the lower school and staff dress. It also reflects the standards of dress in professional working life.
- **Identity:** by wearing photo ID with year group lanyard at all times, Sixth Form students are identifiable as important members of our school community. This is also a requirement of the schools safeguarding policy.

By joining Sixth Form at Harrogate Grammar School, all students are agreeing to follow our dress code:

<p>Plain, smart woollen jumper or cardigan, or suit jacket / blazer</p>	
<p>Smart long or short sleeved shirt, or smart blouse with collar</p>	
<p>Smart trousers or skirt</p>	
<p>Smart leather shoes</p>	
<p>Lanyard with ID visible, worn around the neck. Lanyards must be worn at all times throughout school. Lost lanyards will need to be replaced at a cost of £5.</p>	

Sixth Form Dress Code

For clarification, the following items do not fall under the post-16 dress code and therefore are not permitted in school:

- Jeans, tracksuit bottoms, cargo pants, leggings or yoga pants, shorts
- Clothing with large images / lettering / logos
- Hoodies or sweatshirts
- T-shirts, polo shirts or casual tops
- Cropped tops or vest tops
- Sportswear (unless it is branded Sports Academy kit which can be worn on specified days)
- Trainers or Ugg-style footwear

We expect that all students will adhere to the standards set out in the dress code. If a student does not meet these expectations, they will first be spoken to by a member of the Sixth Form Team who will reiterate the principles that underpin the dress code and clarify the expectations. If a student persistently fails to follow the dress code, despite polite reminders, the Sixth Form Team will take appropriate action to ensure that the expectations are understood and met.



Standards and Behaviours

RESPECTFUL RELATIONSHIPS AND BEHAVIOUR

Positive, respectful, caring relationships and good self-regulation are at the heart of a safe and productive learning environment. They underpin effective teaching and learning. Helping everyone in our community to work together means we can develop and sustain positive working relationships.

As the oldest students in the school, Sixth Form students at Harrogate Grammar School are expected to act as role models to younger students within school by demonstrating the school values and conducting themselves in a mature manner. We expect students to display the REACH values at all times, especially when travelling to and from school, at break and lunch times, and when on school visits.

For further information please see our [Relationships and Behaviour Policy](#).

Bullying

The school does not tolerate any bullying or harassment of any kind. Please refer to our [Bullying and Harassment policy](#). Form tutors and Student Support Managers are the first point of contact if students or parents / carers have any concerns about bully or harassment. Students can also report instances of such behaviour via the Reach Out app.

Mobile phones and earphones

Sixth form students are allowed to use their phones and earphones at agreed times in communal Sixth Form spaces only. They are not permitted to be used outside the Sixth Form area. If a Sixth Form student is found with their mobile phone or earphones in the main school, this will be confiscated and kept safe for the remainder of the day in reflection.

Smoking / vaping, drugs & alcohol

Students must not be in possession of, or use, or attempt to sell or procure tobacco, alcohol or other drugs whilst on the school premises. This applies from the point they leave home to come to school to the point they arrive home after the school day. The school does not tolerate any student under the influence of, or the possession of drugs or alcohol. It is illegal for any person to smoke tobacco products or e-cigarettes on the school site. For further details, please read the school [Substance Use and Misuse policy](#).

Students are also prohibited from smoking or vaping on nearby residential streets. Any student who is caught smoking in close vicinity of the school i.e. Arthurs Avenue, will lose the right to leave school at break and lunch time. Parental contact will also be made.

Powers to search and confiscate

Authorised staff have a statutory power to search students or their possessions, with or without consent, where they have reasonable grounds for suspecting that the student may have a prohibited item.

These are statutory powers and are used to ensure that all students are kept safe. For further details please see the [Searching and Confiscation policy](#).

DRIVING AND VEHICLES

All driving lessons must be arranged outside of school hours, and lessons should start and finish at home and not school. If students live within walking distance to school, for reasons of safety, sustainability and health, they should leave their cars at home. Students who choose to drive to school must submit their vehicle details to Mrs Harriss at harrissr@hgs.rklt.co.uk.

The school car park is for Staff Permit Holders only and the school cannot allow student vehicles on the site. For safety reasons, no vehicles should enter the school car park to drop off or pick up students.

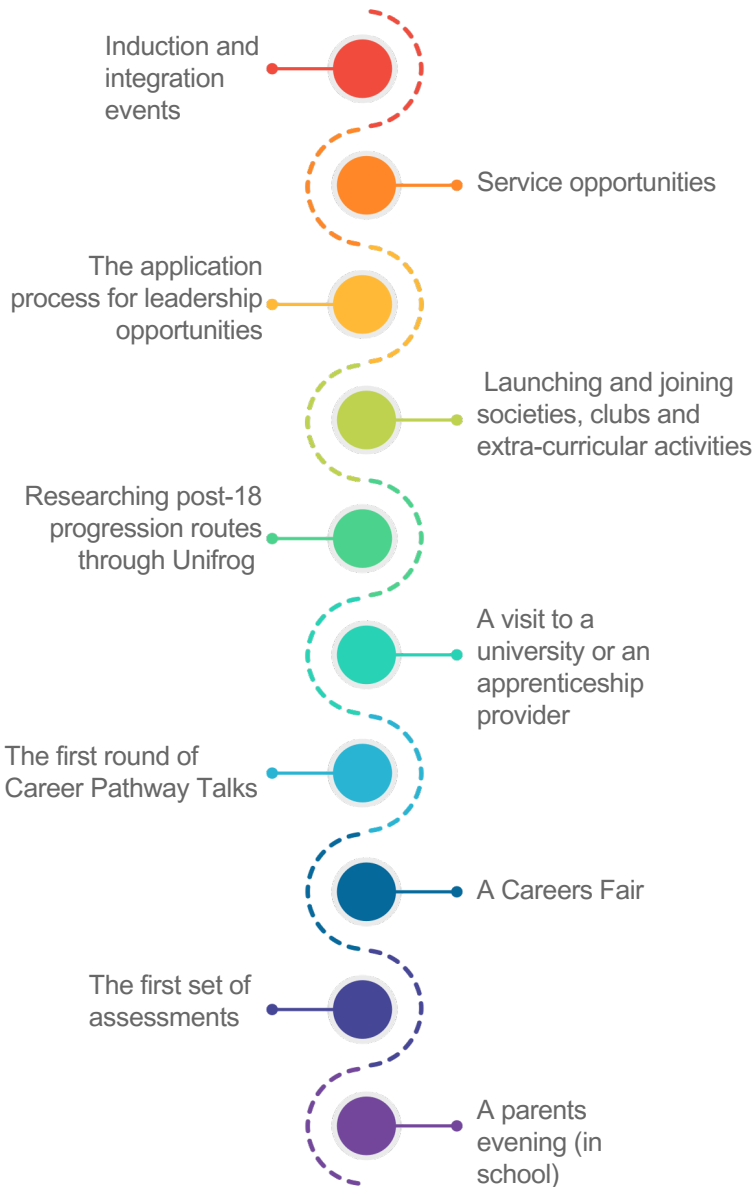
Parking on residential streets is subject to major restrictions and the school accepts no responsibility for these vehicles. Police and Parking Attendants regularly monitor the local area and will issue fines for illegal parking. The streets where parking is not permitted include Cundall Way, Southway, Grasmere Crescent and Rossett Way as verified by the Police, this list can be found on the main entrance doors of Sixth Form.

When parking in permitted areas on roads outside of school, students must take care to park carefully, and must avoid creating an obstruction for local residents and pedestrians.

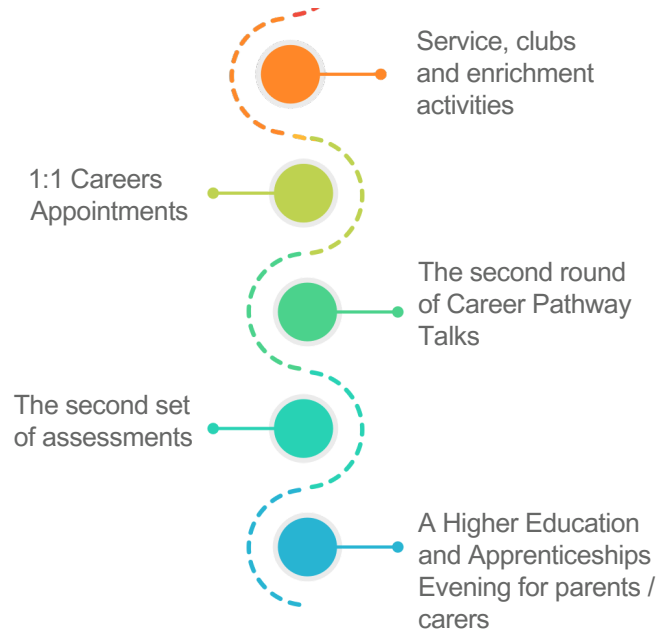
Year 12 Opportunities

In addition to trips and events run by individual subjects, all Year 12 students will have the opportunity to take part in:

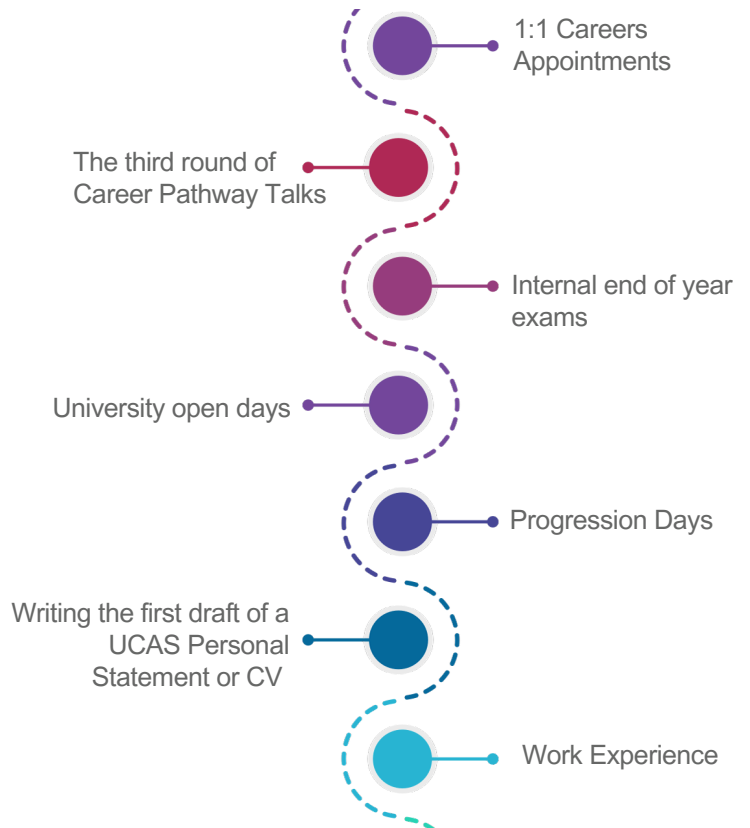
Autumn term



Spring term



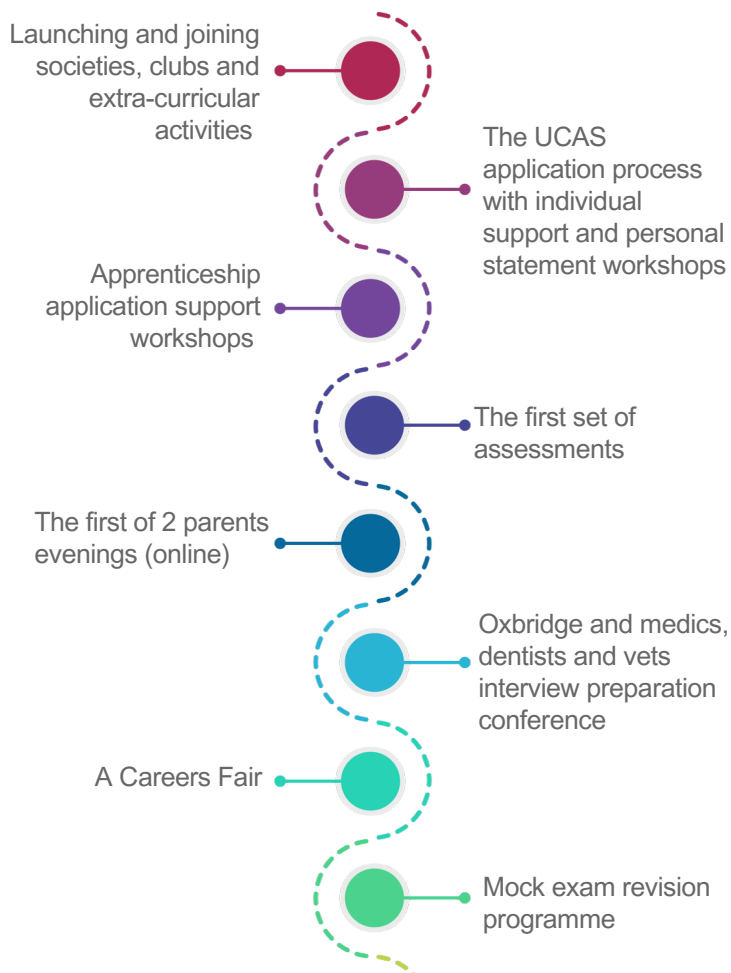
Summer term



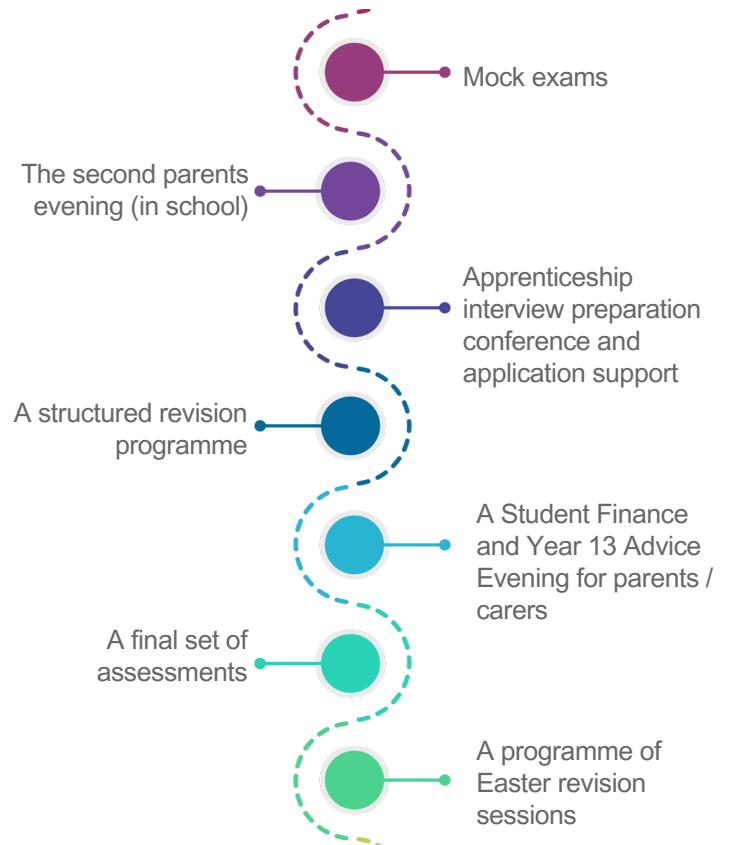
Year 13 Opportunities

In addition to trips and events run by individual subjects, all Year 13 students will have the opportunity to take part in:

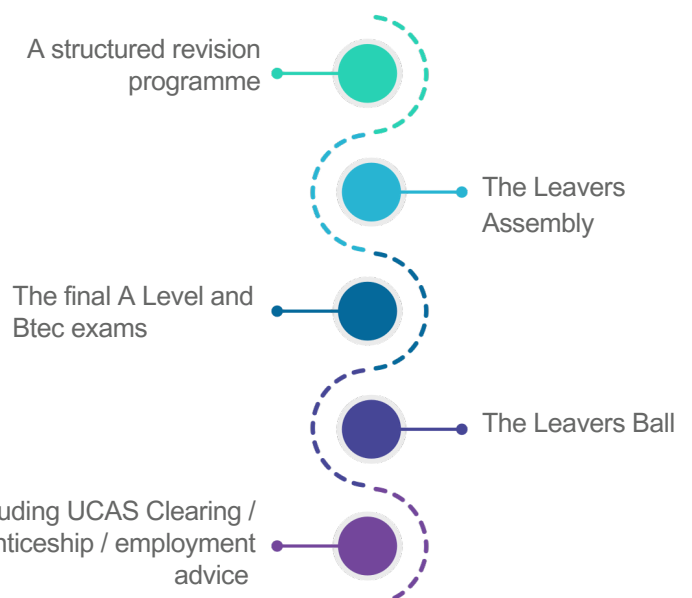
Autumn term



Spring term



Summer term



Practical Information

ROUTINES

Year 12 register with their Form Tutor at 8.50am each day, and if agreed by parents / carers, they can leave school in the afternoon when they have no further timetabled lessons or study periods. Students can leave the school grounds at break and lunch time, but they must return at the start of the next period, regardless of whether they have a timetable lesson or not.

Their timetable will consist of:

- Morning registration
- Progression
- Subject lessons
- Study periods

Year 13 students who have earned the privilege will be able to arrive in school in time for their first timetabled lesson / study period of the day, and leave after their final lesson / study period of the day.

The School Timetable

7:45-8:40	Sixth Form open	40 minutes
8:50-9:00	Registration**	10 minutes
9:00-9:55	Period 1	55 minutes
9:55-10:50	Period 2	55 minutes
10:50-11:10	Break	20 minutes
11:10-12:00	Period 3	50 minutes
12:00-12:55	Period 4	55 minutes
12:55-1:45	Lunch	50 minutes
1:45-2:35	Period 5	50 minutes
2:35-3:30	Period 6	55 minutes

*Please note on Wednesday the school day finishes at 2.40pm.

Term Dates

Autumn Term 1	Wednesday 9 September - Friday 23 October
Half Term	Monday 26 October - Friday 30 October
Autumn Term 2	Monday 2 November - Friday 18 December
Christmas	Monday 21 December 2026 - Friday 1 January 2027
Spring Term 1	Monday 4 January - Friday 5 February
Half Term	Monday 8 February - Friday 12 February
Spring Term 2	Monday 15 February - Friday 19 March
Easter	Monday 22 March - Friday 2 April
Summer Term 1	Monday 5 April - Friday 28 May Bank Holiday - school closed Monday 3 May
Half Term	Monday 31 May - Friday 4 June
Summer Term 2	Monday 7 June - Friday 23 July

Professional Development Days (school is closed)

September 2026	Wednesday 9 September - Friday 23 October
October 2026	Friday 2 October
November 2026	Friday 27 November
July 2027	Friday 2 July 2027 Monday 26 July 2027

Practical Information

PART-TIME WORK

This should be kept to a minimum, and **should never exceed 12 hours per week**. If students exceed this limit they are likely to put their results in jeopardy. The Sixth Form programme is very busy and students will soon find themselves fully occupied and struggling with deadlines should they fail to devote the appropriate time to their studies.

iPADS FOR LEARNING

We are extremely proud of our innovative use of technology to enhance the teaching and learning experience. We run the iPad scheme:

- To prepare students for working and living in a digital age
- To support self-led research and problem solving
- To improve the quality of feedback, home learning and collaboration
- To provide new and innovative ways for students to learn
- To ensure the safe use of mobile technology for learning

We recommend you have a stylus pen to use with your iPad, that has tilt sensitivity and palm keychain features.

The KXT Stylus for Apple iPad (2018-2023) costs around £20 and is used by staff in school.

Further details about the iPad scheme, arrangements for loan iPads, and information about using a personal device in school can be found [here](#).

PRINTING & PHOTOCOPYING

We encourage all students and staff to keep printing and photocopying to a minimum. Students should use their iPad to help them in achieving this.

There are two printer/photocopiers in the Sixth Form for students to use. Each student is provided with initial printing credits at the start of the academic year. Students who go beyond their credit must pay for their own printing / photocopying.

CATERING

Food and drink can be purchased throughout the day in G2. The school runs a cashless system for catering which should be topped up using the **online payment system**. Students will be issued a PIN at the start of Year 12 for this purpose. Students can also pay using a debit / credit card or ApplePay.



APPS AND WEBSITES

Our core apps allow parents/carers and students to access real time information regarding home learning, attendance and rewards and sanctions. More information can be found on [our website](#).

Arbor



The Arbor Student app allows students to access their timetable and also their homework, which will be accompanied by a description and deadlines set by their teachers.

The Arbor Parent app provides a convenient way for parents/carers to access, review and request changes to the data we hold on our system. The app can also be used to view attendance records, check what homework has been set/completed or outstanding, view student timetables, top up meal accounts, pay for trips, and sign up for extra-curricular clubs.

Showbie

Students can access Showbie as an app on their iPad. Teachers share resources for lessons and home learning through 'classes' they create on Showbie.



Unifrog



Unifrog is used to support students in exploring opportunities beyond the Sixth Form, including university courses, apprenticeships and gap years. All students and parent / carers are issued with a login to access this platform to research next steps, undertake personality and skills quizzes, document work experience, and write personal statements and CVs.

Personal Development and Careers

THE PROGRESSION PROGRAMME

Students in the Sixth Form follow a Personal Development programme called 'Progression' which incorporates key elements of careers education and support as well as elements of Personal, Social, Health Education (PSHE) and Relationships and Sex Education (RSE). This programme is carefully constructed to focus on advice and issues that directly affect Sixth Form students, and is delivered by the Form Tutor and members of the Sixth Form Team. These lessons take place every Tuesday in period 4, and are incorporated in the student timetable.

CAREERS ADVICE AND GUIDANCE

All students are supported in choosing their path beyond the Sixth Form by experienced members of staff and through the use of the Unifrog platform. In addition, a programme of careers events runs throughout the year.

This includes:

- Sixth Form Work Experience
- Guest speakers from a variety of employment sectors and HE institutions
- Career Pathway talks from leading professionals
- Visits to universities, apprenticeships, and work placements
- University and employment interview training and experiences
- Volunteering opportunities
- Careers fair
- Medics, Dentistry and Vets interview conference
- Oxbridge interview conference
- Apprenticeship interview conference
- A higher education and Finance Information Evening
- Progression days
- Personal statement and CV workshops
- A continuous super-curricular programme

We are delighted to have again been awarded the prestigious and nationally recognised Quality in Careers Standard Award (QICS) for our Careers Education Information and Guidance programme. It is one of the highest accolades a school can receive for excellence in this area of school life. Read for further information about our [progression programme and support](#).



Enrichment

SERVICE

All students in Year 12 are expected to undertake 30 hours of voluntary service throughout the year. This involves a weekly commitment, either in school or out of school, supporting others. At the start of the year students select from a range of voluntary opportunities, from supporting in Key Stage 3 subject lessons, to providing technical expertise for school productions and events. This fosters a close link between our Sixth Form students and the rest of the school community, and it develops the communication and teamwork skills of our year 12s, while giving them some leadership opportunities which will serve them well beyond school. More information can be found in **Service** on our website.

LEADERSHIP OPPORTUNITIES

Developing the leadership skills of our students is a priority at HGS, and we have a range of opportunities for students to take on a variety of roles within school. These include supporting and leading clubs, societies and events across the whole school, representing students as a member of the Year Council, leading Sixth Form societies and social activities, and representing the whole student body as one of our Head Students. More information can be found in **leadership opportunities** on our website.

SOCIETIES AND EXTRA CURRICULAR

A large number of by-student, for-student societies run annually within the Sixth Form. These are entirely student led, and they play a key role in adding to the vibrant atmosphere in our Sixth Form. A 'Freshers Fair' is held in September where students can launch and promote their own society, and sign up to join societies run by others.

A wide range of extra-curricular activities are available for students in the Sixth Form, including sports, music, drama, debating. **Extra-curricular** contains details of the opportunities for students to get involved in.

SPORTS ACADEMY

The core purpose of the **Sports Academy** is to provide the best possible environment to achieve your sporting ambitions alongside achieving academic excellence.

Students attend a timetabled programme of rugby or netball training sessions during the school day as well as strength and conditioning sessions in the mornings, led by highly experienced sports coaches and teachers.

Students in the rugby and netball teams play competitive fixtures against schools both regionally and nationally.



BAR MOCK TRIAL

The Bar Mock Trial competition is a regional and national competition in which school teams prepare for and enact a legal case. All students have the opportunity to join our Sixth Form team to learn about how legal cases operate and how the justice system works. This is a fantastic opportunity for anyone interested in studying law, those interested in the justice system, or anyone who wants to develop public speaking skills.

GOLD DUKE OF EDINBURGH

Students have the opportunity to achieve the Gold Award during their time in the Sixth Form. The scheme includes expeditions in the Yorkshire Dales, Service and Skills components, and helps to foster teamwork and leadership skills.

ENCORE!

Encore! is the name of the instrumental and vocal music teaching provision at Harrogate Grammar School. It has been especially designed to provide an easy transition for all students to continue with or start instrumental and/or vocal lessons from primary school upwards. More information can be found **here** on our website.

Supporting & Safeguarding Students

MENTAL HEALTH & WELLBEING

The wellbeing of all members of the HGS community is supported through:

- A culture of respectful relationships and exceptionally good behaviour for learning
- Treating everyone fairly and with respect, kindness and care
- Supporting people to manage their emotions and take responsibility
- A sense of belonging, being well supported, a feeling of safety and having a voice
- Opportunities to develop and to contribute

The school partners with the Harrogate Cluster Support Team, who offer emotional wellbeing and trauma support through a school counsellor and wellbeing worker. We also have dedicated Sixth Form Student Support Managers.

SEND (SPECIAL EDUCATIONAL NEEDS & DISABILITIES) & LEARNING SUPPORT

The Sixth Form is committed to ensuring success for all our young people who have additional needs.

Through carefully tailored and closely monitored provision, we aim to support and enhance the inspirational teaching and learning to ensure 'Excellence for All.'

Staff are made aware of individual student needs and provide inclusive teaching with adjustments when and where needed.

The Learning Support Faculty is responsible for ensuring that additional needs are identified as early as possible so that appropriate assessment, advice and provision can be implemented. The impact of any intervention is carefully monitored and kept under review whilst the full involvement of young people and their families is at the heart of everything we do.

The Learning Mentor, based in the Sixth Form, is dedicated to supporting students with special educational needs.

BURSARY

Students suffering financial hardship are encouraged to speak to Mrs Reed to discuss the possibility of applying for an appropriate bursary. The 16 – 19 Bursary Fund is intended for students who are in most need of financial support. The funds are intended to assist with expenditure that is directly related to school life.

Click through to the HGS website for further information about the [bursary](#).



CHILD PROTECTION & SAFEGUARDING

Our [Safeguarding Policy](#) is available on the school's website.

We are committed to ensuring the welfare and safety of all students in school and follow safeguarding procedures.

The Designated Safeguarding Leads (DSLs) at HGS are:

Miss Kristin Smith	Deputy Headteacher
Mr Ben Twitchin	Assistant Headteacher / Director of Sixth Form
Mr Nik Mason	Assistant Headteacher / Director of Key Stage 4
Mrs Carly Jackson	Director of Key Stage 3
Ms Kate Hooper	Assistant Headteacher for Inclusion SEND / SENDCo
Miss Vicki Gee	Designated Safeguarding Lead

LANYARDS

It is a safeguarding requirement for all Sixth Form students to visibly wear their student identification (ID) lanyard. This is essential as Sixth Form students do not wear a school uniform and need to be recognisable to main school students and staff. Sixth Form Students can only enter and exit Sixth Form via Sixth Form Reception with their lanyards which operates the keypad. All students will be issued with their own student ID lanyard and will be responsible for its safe keeping. Replacement ID will incur a charge of £5. For safeguarding and security reasons, students must not bring external visitors on to the school site.

CEOP

CEOP helps any child or young person under the age of 18 who is being pressured, forced or tricked into taking part in sexual activity of any kind. This can be something that has taken place either online or in 'the real world', or both. The CEOP Safety Centre has clear information and advice on what can be reported to CEOP, the reporting process and what will happen if a report is made. A report can be made through the HGS website or directly.

For more information on CEOP Safety Centre [click here](#).

Communications

COMMUNICATION WITH STUDENTS

The Sixth Form Team will convey important information to students on a regular basis, and it is important that students engage with each method of communication:

- Weekly student bulletin
- Email correspondence. Students are responsible for checking their email on a daily basis. Students will be issued with a school email address and are expected to use this
- Regular assemblies
- Notice boards and digital screens located in the Sixth Form



COMMUNICATION WITH PARENTS / CARERS

We welcome contact from parents / carers and consider a mutually supportive relationship crucial to the academic and personal development of our students. For general enquiries, please contact: HGSsixthform@hgs.rklt.co.uk

Students, parents/carers receive our weekly Sixth Form bulletin with key messages about the weeks ahead, notices for students, progression and future planning information.

General letters are sent via email but can be found on our website.

Student specific letters will be sent separately via email.

ALUMNI

Are you a former student or member of staff from Harrogate Grammar School? If so, we would like to invite you to join the alumni community network, Harrogate Grammar Connect. Visit our [alumni page](#) to complete our joining form and email hgsalumni@hgs.rklt.co.uk if you have any questions.

KEY CONTACTS

There are also some other key contacts in school listed below:

General Enquiries	01423 535235 hgsixthform@hgs.rklt.co.uk
Attendance	01423 535236 reedt@hgs.rklt.co.uk
Cashless Catering	kitchen@hgs.rklt.co.uk
Encore!	hgsencore@hgs.rklt.co.uk
Finance	hgsfinance@hgs.rklt.co.uk
iPads for Learning	hgsipads@hgs.rklt.co.uk

A full list of staff is available on the school website - www.harrogategrammar.co.uk

SOCIAL MEDIA

 [Harrogate Grammar Sixth Form](#)

 [harrogategrammarsixthform](#)



The Sixth Form

at Harrogate Grammar School
Excellence For All

The Sixth Form at
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