



11 September 2026

To Parents/Carers of all students in Year 12

Year 12 Welcome and Key Information

We would like to welcome all Year 12 students to the new school year. We are proud of the way our students have embraced the first week with such maturity, positivity and focus, and we are confident that they will continue to work hard to realise their potential.

This letter provides essential information about the arrangements for Year 12 and provides answers to some questions you may have.

Year 12 Welcome Evening

We are holding a Welcome Evening for Year 12 parents and carers on two evenings in September. These events take place in school on Tuesday 22 and Wednesday 23 September at 6.30. During the evening you will hear more about the Sixth Form and how you can support your son/daughter and have an opportunity to ask any questions. This event is equally important for families of students who have progressed from the main school at HGS, as it is for those joining us new to the school, and we hope that you will join us on one of these two evenings. The information provided at these events will be the same on both evenings.

Bookings for these events can be made via: [Ticketsource](#) from **6.00pm this evening, Friday 11 September**.

Progress and Support

The Sixth Form is divided into tutor groups. Each group has a Form Tutor who will work closely with your son/daughter to discuss and monitor progress throughout the year. The Form Tutor will register students on a daily basis and will lead a Progression session during period 4 on a Tuesday. This covers important topics about careers, progression routes beyond the Sixth Form, study skills, and personal and social issues.

The Sixth Form Leadership Team supports our students on a daily basis. The team includes a Director and Assistant Director, Student Support Managers, and a number of other staff performing key roles. Contact details for members of the team can be found in the [Sixth Form Handbook](#)

We carefully monitor student progress and keep you informed through progress reports, a parents' evening, and end of year internal examinations. Our Student Support Manager for Year 12, Mrs Armstrong, should always be the first point of contact for any pastoral concerns. Please contact via: Mrs Armstrong via ArmstrongG@hgs.rklt.co.uk. Parents may wish to note that school has access to a range of confidential services, and a referral can be made by contacting the school.

Students are encouraged to speak to a member of the Sixth Form Team to discuss career and higher education options, and our independent Careers Adviser, Mrs Mitchell is available to see Sixth Form students by appointment for careers advice. You can contact Mrs Mitchell via: MitchellK@hgs.rklt.co.uk

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Headteacher: Mr N Renton, Director of Sixth Form: Mr B Twitchin



Learning Trust Alliance Teacher Training Teaching School Hub

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Sixth Form mindset

A Level and BTEC qualifications require a full two-year commitment before final examinations at the end of Year 13. Successful students adapt to the intensity of sixth form study through hard work and a willingness to take increased responsibility for their own learning. We welcome your support in helping to establish an effective routine of independent study outside of school.

We work with students to develop the VI HGS mindset framed around 5 elements: Vision, Impact, Habits, Growth, Service. It is important that students commit to developing this positive mindset from the start of Year 12 to build the foundation for success.

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 through Arbor, and independent study work. A structured programme of independent study work in each subject area instructs students in how to build knowledge in each area over time and supports them to develop productive independent study habits. Students access study tasks through a Year 12 Study class on Showbie, accessed via their iPad. It is expected that they engage fully with these materials to guide their independent study.

Sixth Form Standards

We set high standards in the Sixth Form and these expectations, as outlined in the [Sixth Form Handbook](#). By completing the Admissions Form and Learning Agreement, students and parents/carers have committed to uphold these standards for the next two years.

High levels of attendance in school and in lessons has a direct impact on positive academic outcomes. We expect high levels of attendance throughout the academic year, and we will contact you if there is an unexplained absence. We monitor attendance trends closely and will put supportive measures in place if attendance falls below 97%. 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. Routine medical and dental appointments should be made outside school time.

Year 12 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 using their school ID badge. Where parents and carers have provided authorisation through the Learning Agreement, students will be granted home study if they have a free period at the end of the day.

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 and carers will be contacted. The [dress code](#) can be found on the school website.

Sixth Form Bursary

Students may apply for a bursary which aims to help and support students who face the greatest barriers to learning. The eligibility and application procedure can be found on the [school website](#) or from Mrs Reed in the Sixth Form Reception.

Key dates for this year

Date	Event
22 & 23 September, 6.30pm	Year 12 Welcome Evening
18 November	University / Apprenticeship visits
1 December, 4pm – 7pm	Parent Consultation Evening with subject teachers, in school

13 January	Home Study Day
14 April	Higher Education & Apprenticeships Evening
14 - 25 June	Internal end of year exams
6 & 7 July	Progression Days
19 – 23 July	Work Experience Week

We are looking forward to working with all of our Year 12 students throughout their Sixth Form journey. 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
Deputy Headteacher
Director of Sixth Form