

Enfield Grammar Sixth Form



Handbook 2017/8

Sixth Form Office
Market Place, Enfield, EN2 6LN
Tel: 020 8363 8185
Fax: 020 8342 1805

Email: jjeffrey@enfieldgrammar.com

MAKE YOUR SIXTH FORM JOURNEY COUNT
USE A VESPA



Welcome to Enfield Grammar Sixth Form

We would like to welcome you to Enfield Grammar Sixth Form. As senior students of the school, your time with the Sixth Form will be enjoyable, rewarding and memorable.

This handbook has been designed to take you through some of the key features and expectations of the Sixth Form.

We want you to achieve success and to secure excellent and appropriate qualifications for the next stage of your education or employment. We will ensure you receive excellent teaching and high levels of support and guidance. This alone however will not be enough. You will need to take responsibility for your learning, work hard, be organised, respond positively to challenges and play an active role within school life.

Working together, we will build you a wide and varied portfolio of skills and experience, combined with academic success, which will benefit you when applying for jobs or university.

We look forward to working with you over the next two years.

Mr S Purrier
Director of Sixth Form

Ms Y Akaydin
Head of Year 13

Ms E Igbokwe
Head of Year 12

Mrs J Jeffrey
Sixth Form Administrator

Parents evening and other key dates (Provisional Dates)

20 th September 2017	Year 12 Parents Information Evening
19 th October 2017	Year 13 Written Reports
Start of December 2017	Year 13 Mock examinations
Start of January 2018	Year 12 Mock examinations
w/c 5 th March 2018	Year 12/13 Pre Public Examinations (PPE)
14 th March 2018	Year 12 Written Reports
20 th March 2018	Year 13 Parents Evening
28 th March 2018	Year 12 Parents Evening
w/c 18 th June 2018	Year 12 return Progress Entrance Exams (PEE)



w/c 25 th June 2018	Year 12 Progression Week or Work Experience
18 th July	Year 12 Results and Progression meetings
16 th August	Year 13 Results day (from 7.30am)Destinations confirmed for Year 13 and Transition to Year 13 interviews

Term dates

Autumn Term		Spring Term		Summer Term	
6 th September 2017	20 th December 2017	4 th January 2018	Thursday 29th March 2018	Monday 16 th April 2018	20th July 2018

Confirmed INSET Days:

3 rd and 4 th September 2017
6th October 2017
3rd January 2018
16 th April 2018

School day

8.25am	8.45am	9.45am	10.45m	11.05m	12.05pm	1.05pm	2.05pm	3.05pm
Year 12 and 13 tutor period	P1	P2	Break	P3	Lunch	P4	P5	P6

Sixth Form at EGS at a glance!

YEAR 12

- Induction Day Wednesday September 6th 2017
- Tolmers Activity Day Thursday 7th September 2017
- Full timetable starts Friday 8th September 2017
- Course change permitted Week 4
- January 2018 Mock exam results
- w/c 5th March Pre Public Exams
- July 2018 **PEE (Progress Entry Exams)** in sports hall: Year 13 entry exam
- July Work Experience week or Progression Week 2018
- Year 12 students have progression meeting July 16th 2018.
- Progression to Year 13....not guaranteed.
- Progress and attendance based.

Year 13

- Oxbridge/Med application deadline is 15th October 2018
- Internal Russell Group deadline 1st November 2018
- Internal University deadline is 1st December 2018
- Mocks classroom based: December 2018
- From January students supported with apprenticeship and non-uni routes.
- PPE March 2019 Sports Hall
- Final Summer Exams
- 16th August 2018 – A level results from 7.30am

SIXTH FORM CALENDAR KEY DATES 2017-18

Year 12	Year 13
Induction Days 6 th and 7 th September	AS data analysis & Year 13 Induction 7 th September
Parents Information Evening 20 th September	
Data Drop and Analysis 19 th October	Data Drop and Analysis and Written Reports 19 th October
January Mocks Class Based	December Mocks Class Based
Data Drop and Analysis 24 th January	Data Drop and Analysis 11 th January
March Pre Public Examination Week 5 th March Sports Hall	March Pre Public Examination Week 5 th March Sports Hall
Data Drop and Analysis and Written Report 14 th March	Data Drop and Analysis 15 th March
Parents Evening 28 th March	Parents Evening 20 th March
PEE Week 18 th June	Equipment Return in last lessons
Progression Week/Work Experience Week 25 th June	Examination Leave 15 th June
PEE results and Analysis 9 th July	
Resit PEE 16 th July	
Progression Meetings 18 th July	
	A level Results Day 7.30am onwards

The Sixth Form Tutors

Year 13 (room)		Year 12 (room)	
F	Ms L Merrett (16)	F	Ms Silva-Clarke(28)
M	Mr B Doyle(AP)	M	Ms T Yuksel (9)
P	Mr E Le Gars (1)	P	Mr T Findlay (13)



R	Mr D Bradford (17)	R	Dr V Currie (2)
S	Mr V Yildiz (20)	S	Mr S Pickering (12)
U	Mr R James (AB)	U	Mr D Shipton (4)

Hello we are your tutors!

In Year 12 we will see you every day at 8.25am. In tutor time, we will be supporting your studies as well as your progression beyond Enfield Grammar. This will include monitoring your progress and supporting you with ULAS.

In Year 13 we will see you on days when you have a lesson period 1, to support your applications and mentor you in preparation for your final exams. This day must remain the same all year.

The better we know you the more support we can provide, and the better the references we can write! We look forward to seeing you soon.

Year 12 assemblies will be on Friday at 8.25am every **WEEK 2**

Year 13 assemblies will be on Friday at 8.25am every **WEEK 1**

The main bits you need to know



VESPA

What is VESPA?

These basic principles will be applied across the sixth form. They underpin a student's success

- Vision** – Know what you want to do
- Effort** – You put in many hours of proactive independent study
- Systems** – you organise your learning resources and time
- Practice** – you practice and develop your skills
- Attitude** – you respond constructively to setback



Supervised study and independent study in school

Each week Year 13 have two additional study periods in their timetable. These are compulsory sessions and you must bring work to complete during these sessions. Students who are behind may have additional supervised study periods added. Outside of lessons and supervised study, Year 13 students are able to use the Garratt, study room, Sixth Form Snug, library and free classrooms in the sixth form house for private study. Students are allowed to study off site when they do not have timetabled study periods but must follow sign out protocols.

Year 12 students must be on site from 8.25am every day. They must remain on site for periods 1, 2 & 3 every day even if they do not have lessons.

Students with Independent Study periods during this are to report to the sixth form study room – sessions will be supervised and registered. Students who are off target or who are missing work will have supervised study periods added to their timetable.

Students are allowed to study off site from lunch time onwards if they do not have timetabled periods but must follow sign out protocols.

Enrichment

All Year 12 students will have enrichment on Wednesdays afternoon and some during Periods 1-3 on Friday. Only students without lessons in these periods will have the opportunity to engage in some enrichment activities. This is designed to broaden your experiences, engage you in your areas of interest, and support you in becoming more active members of the community.

Year 13 students will have enrichment on Wednesdays Period 5 and will be able to take up enrichment opportunities throughout the year. Details will be shared in assembly and tutor meetings.

Progression Hours and Recreational PE

Progression Hour: These are timetabled and compulsory lessons for Year 12. They are designed to support your development, support in your transition to the next stage of your education or employment and develop core skills important for Sixth Form study and beyond. Recreational PE will help develop a healthy and active lifestyle

Be in every day! Attendance – Year 12 and 13

- Weekly attendance reports and tracker shared with tutor groups
- Daily text home to parents if student is absent with no call to school
- Attendance figures included with all Interim reports. This includes authorised attendances.
- Below 96% - attendance letter sent home to inform parents for students during each half term.
- Consecutive decreases in attendance will result in a call home.
- Head of Year meet parents if attendance does not improve.



- Continued attendance concerns – parents meet with Director of Sixth Form and parents may be issued with a penalty notice.

Probation Period – Attendance will be included in the Probation Period.

Be on time



Just like your future employers, we expect you to be punctual at all times. Lateness disturbs learning for you and your peers.

- Every two weeks an individual punctuality check will take place.
- All Year 12 students should be on site for 8.25am registration and arrive on time for lessons.
- Late minutes will be made up in daily Sixth Form Late detention.
- Year 12 students who have missed tutor time and have INDEPENDENT STUDY PERIODS in the morning will need to register with Mrs Jeffrey.
- Persistent lateness will result in students not being allowed out for lunch and loss of other sixth form privileges.

Punctuality: Year 12 and 13

- Staff record number of minutes late on SIMS.
- Late detentions P6 on Friday for minutes late during the week.
- Up to three lates in one subject: department sanctions.
- Persistent lateness – Head of Sixth Form meeting with parents.

Signing in and out of school

This is a legal requirement that all staff and Sixth Form students have to adhere to. This applies to both school sites.

All sixth form students use the Sixth Form Entrance and Exit door.

All sixth form students sign in upon arrival.



All sixth form students sign out when they are finished for the day. Students leaving for town during lunch or any other time must leave their Sixth Form ID badges in the box provided so we are know you are not in the building.

The Sixth Form Door opens at 8.15am. Earlier arrivals will still need to sign in. The door locks at 8.35am. At all other times you will use the bell to have the door opened. If the office is closed the door cannot open so the main entrance will need to be used – the office has a sign to indicate if it is closed.

Folders – THESE CONTAIN YOUR FINAL GRADES!!

All folders will checked by teaching staff and tutors on a regular basis. Students are responsible for the up keep of their own folders. Students will be provided with guidance on what is expected in a subject folder by staff but a rough guide is shown below:

- Target should be on display clearly in the front section of the folder
- At the front of each subject folder should be the course handbook or course specification.
- Personalised Learning Checklists to help keep students up to date
- Each Unit of work should be separated with dividers which are clearly labelled
- Assessed pieces of work should be clear within the file and any relevant marks.
- Notes should be neat and organised in date order.

Sixth Form Partnership

Student	School	Parent
Meet attendance and punctuality targets (96%)	Respect and consideration	Support meeting attendance and punctuality targets
Respect for each other and staff	High quality teaching and learning	Ensure a healthy balance of study, paid work and socialising
Complete all work on time and to the best of your ability	Communication on all matters with students and parents	Attend parents meetings and Sixth Form events
Adhere to the Sixth Form Uniform and be equipped for learning at all times	Opportunity for extra-curricular and Progression activities	Be aware of course requirements and demands
Act as a role model to other students within the School	Academic and Pastoral support and guidance for all students	Monitor progress and independent study



Sixth Form Code of Conduct

- We RESPECT ourselves, others and the School.
- We take PRIDE in our achievements and appearance.
- We come to school to SUCCEED in learning and are ready to LEARN.
- We take RESPONSIBILITY for our own actions and learning.
- We acknowledge the VESPA principles and apply these whenever possible.

Probation Period

- We have a Probation Period at the start of the year to support the transition between Year 11 and 12 or Year 12 and 13.
- The Probation Period aims to ensure high standards are established from the start of the year.
- Probation Periods are reviewed at the end of week 2 and week 4 in the first term.
- Students failing the Probation Period will have a meeting with the Head of Sixth Form and parents to discuss future options as Conditional Offers will be removed.

Assessment and Progress

Student Progress will be closely monitored.

Students will have an assessed piece of work every two weeks in each subject.

Regular data collection points will be shared with parents and all parents have access to 'Go For Schools' to view data on their child.

Mocks will take place for all subjects in December – these will be classroom based.

Pre Public Examinations will take place in March – these will be in the sports hall.



Target grades and expected progress?

All target grades are generated from prior attainment in GCSE examinations. We use ALPS to generate these targets and the school then use these to monitor expected progress.

Through the assessment cycle and sixth form assessment policy students who are not meeting expected progress will be identified. Support will be provided and communicated with home. Support may include:

- Departmental support – specific subject led support either in class, as additional independent work and/or intervention
- Tutor support – through mentoring
- Pastoral and additional support – for students identified as not meeting targets in more than one subject. This will include Impact Reports, additional study periods and targeted focus group work

What should I do after Sixth Form?

We will be supporting you to make informed choices about your future. This will include weekly updates on universities, pathways beyond Sixth Form, visits, presentations, career/HE fairs and more. The thought of life beyond Sixth Form can be daunting and seem like a very long way off, however it comes around much faster than you think and it is important to be proactive and start preparing from now.

Messages will be shared in assembly, via email and on Google Classroom.

At the end of Year 12 we will have a one week 'Transition into Year 13' programme and this will include preparation for university applications. UCAS (Universities and Colleges Admissions Service) is the body that will organize all the applications to Universities and other Further Education institutions including Art Schools.

You should starting thinking about your options from the start of Year 12.

Useful Websites:

- **University & Higher Education** ([There is a new POINTS TARIFF for 2017 applications onwards](#))

UCAS – research University courses
www.ucas.com

What Uni – search for universities & courses
www.whatuni.com

Best Course 4 Me – Link subjects to careers

Complete Uni guide - advice, preparation, statistics



www.bestcourse4me.com

www.thecompleteuniversityguide.co.uk

- **Apprenticeships & School Leaver Programmes**

National Apprenticeships – Official site
www.apprenticeships.org.uk

Not Going to Uni – training opportunities
www.notgoingtouni.co.uk

All About School Leavers – apprenticeships & school leaver
www.allaboutschoolleavers.co.uk

- **Extra-Curricular & Voluntary work**

Go Think Big – Opportunities in Media
www.gothinkbig.co.uk

Directions – Opportunities in finance
www.directions.org.uk/getting-in

- **General Careers Information**

National Careers Service – look through job profiles to find out about specific careers
<https://nationalcareersservice.direct.gov.uk/advice/planning/jobfamily/Pages/default.aspx>

Information and videos:

www.careersbox.co.uk

<http://icould.com/>

Dress Code

The dress code is clear for all students. Enfield Grammar students must be in sixth form dress code, including blazer at all times when on site. Shirts must be buttoned and tucked in.

Collegiate students from Enfield Grammar attending other schools are no exception.

Sixth form blazers and badges must be visible in school at all times. Badges are available from Mrs Jeffrey. Students not in dress code will be sent home.

Employment

We understand that paid employment provides money, skills and work experience. However we recommend that you do no more than 5 hours paid employment per week. Anything above 5 hours will have a detrimental effect on your progress. Under no circumstance should paid employment take place during the school day.





Cars and motorcycles

Parking in the school site is limited so we will ask Sixth Form students not to park in the Staff/Visitor Car Park.

Driving carelessly or dangerously on or near the school premises may result in the school passing details onto the police.



Other frequently asked questions

- Q.** Do I need to bring my own equipment?
- You will always need to come prepared for lessons and private study.
- Q.** Can I bring my mobile?
- Yes. Sixth Form students can have phones but will only be able to use and have them turned on in designated sixth form areas: Study, Garratt and Sixth Form House
 -
- Q.** When can I go off site?
- Sixth Formers are allowed off site at break and lunch.
 - Any food purchased must be eaten in the Sixth Form snug or study room.
 - Sign in and out procedures must be followed.
 - Year 12/3 students are allowed to sign out after their last registered lesson/session of the day from lunch onwards unless directed otherwise.
- Q.** How much homework will I get?
- As a guide you will receive a minimum of 2 hours homework per subject per week.
- Q.** What happens if I do not like a course?
- If you decide that you are not happy on one of your courses you can request to swap to another course by speaking to the Head of Year and completing the required form during the third week of Year 12.
- Q.** Do I have a guaranteed place in Year 13?
- No. This will be determined by Year 12 results and attendance
- Q.** Do we have work experience?
- Yes. One week in the summer of year 12 is designated for work experience. Students will be given guidance on how to find their placement. Students not finding a placement will take part in Progression Week instead.



Things to remember:

- You must have excellent levels of attendance and punctuality. The highest grades are achieved by those students who commit fully to the courses.
- You must arrive on time and be ready to learn in lessons. This means you have the right equipment, folders and material necessary.
- If a supply teacher is covering the lesson it is YOUR responsibility to get your work completed.
- All homework must be fully completed and submitted on time. Collect any work from missed lessons
- Demonstrate good Learning Behaviour at all times.
- Mobile phones should only be visible in the Sixth Form House and should be switched off in any other areas of the school unless directed by a member of staff.
- Study Room areas are for study only.

