



**Sixth Form
Welcome Pack
2024**



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WELCOME

Dear Sixth Form Student

I would like to extend a very warm welcome to you as you embark on your A level studies at Poole Grammar School Sixth Form. Many congratulations on your success at GCSE and on reaching this milestone in your academic journey.

The next two years are pivotal for you as we help to prepare you for adult life. You will now be studying subjects that you are deeply interested in and this will open a world of academic interest that should stretch, challenge and intrigue you in equal measure. Through the next two years you will also develop skills of independent study and discipline, and these skills will serve you well in your life ahead. Now is the opportunity to really challenge yourself intellectually, to push yourself in academic study and enjoy being surrounded by other students who share the same academic passions as you do.

In addition to your academic study, your Sixth Form experience is an opportunity for you to broaden your horizons and to get involved in a wide range of extracurricular and enrichment opportunities. There are plentiful opportunities for you to get involved and we really look to you as a Sixth Former to be an ambassador and role model of the school.

This may be supporting the school with events and welcoming visitors, it may be supporting younger students as academic mentors or just being a friendly face or listening ear. It may also be supporting members of staff in helping to run clubs or societies, or it may be representing the school in our wider community.

Transition into the Sixth Form is a real opportunity for you and I urge you to embrace this opportunity wholeheartedly. Whether you are new to Poole Grammar School in the Sixth Form or you have been a student here previously, this is a whole new opportunity for you. Join our Sixth Form with optimism, with enthusiasm and with determination to make the very most of all we have to offer. We want you to leave us at the end of these two years to embark on a future that is right for you in whichever sphere that may be, and by working with us we know you will be ready for anything the world has to offer you.

I look forward to working with you as you move through these next two years.

Very best wishes

Mrs Etheridge
Headteacher

WHO'S WHO

HEADTEACHER & SENDCO

Mrs K Etheridge



DEPUTY HEADTEACHER

Mr S Jenkins



ASSISTANT HEADTEACHER

Mr N Chase



ASSISTANT HEADTEACHER

Mr E Gibbs



DIRECTOR OF SIXTH FORM

Mr P Ingleby



HEAD OF YEAR 12

Mr D Stickney

stickneyd@poolegrammar.com
Sixth Form Office



HEAD OF YEAR 13

Mrs D Parkin

parkind@poolegrammar.com
Sixth Form Office



SIXTH FORM ADMINISTRATOR

Miss J Prior

priorj@poolegrammar.com
Sixth Form Office



ACADEMIC SUPPORT LEAD

Mrs J Compiani

compianij@poolegrammar.com
Study Centre



SIXTH FORM LSA & ELSA

Mrs J Stanton

stantonj@poolegrammar.com
Sixth Form SEN Study



STUDENT WELFARE OFFICER

Mrs C Bennetton

bennettonc@poolegrammar.com
Office: D9



EXAMS OFFICER

Miss D Jones

exams@poolegrammar.com
Exams Office (ask at reception)



CAREERS ADVISOR

Mr M Hannington

careers@poolegrammar.com
Futures Hub (through canteen)



PASTORAL SUPPORT

Throughout your time as a PGS Sixth Form student, you will have a Form tutor, who you will see most days, and a Head of Year. Both are available to offer pastoral and academic support. Alongside the Sixth Form team, we also have the fantastic pastoral support of Mrs Bennetton, whose email address and office space information is earlier on in this booklet.

The main thing to remember is that we want to support you in any way we can, and sometimes just talking through a problem can help you to see a solution. Please speak to any of us if you are struggling in any way.

Your Form Tutor should usually be the first point of contact whenever you or your parents have any concerns.

For serious problems or concerns, your Form Tutor may refer the matter to your Head of Year.

Form	Form Tutor	
AB	Miss Butler	butlera@poolegrammar.com
AJW	Mrs Wright	wright@poolegrammar.com
AQP	Mr Pape	papea@poolegrammar.com
CEF	Mr Forster	forsterc@poolegrammar.com
CID	Mr Dunnington	dunningtonc@poolegrammar.com
DWJ	Mr Jackaman	jackamand@poolegrammar.com
KW	Mrs Willis (Mrs Ahmed will take tutor time on Wednesdays)	willisk@poolegrammar.com
NWW	Mrs Watkins	watkinsn@poolegrammar.com
PJR	Mr Rowat	rowatp@poolegrammar.com
PWM	Mr March (Mr Aston will take tutor time on Fridays week 2)	marchp@poolegrammar.com
RKN	Dr Noble	nobler@poolegrammar.com
SGP	Mr Powell	powells@poolegrammar.com
SL	Mr Lester	lesters@poolegrammar.com
SMW	Mr White	whites@poolegrammar.com

THE SCHOOL DAY

Time	Session
8:30am	Registration
8:55am	Period 1
9:55am	Period 2
10:55am	Break
11:20am	Period 3
12:20pm	Period 4
1:20pm	Lunch
2:30pm	Period 5
3:30pm	End of School Day

You are required to be on the school site from 8:30 – 1:20 and from 2:30 – 3:30 every day unless you are attending a timetabled lesson at Parkstone. You will be allowed to leave the school site during lunchtime (1:20 – 2:30) for 'midday exeat' unless your parent/carer has specifically told us otherwise. Midday exeats may be revoked if the conditions of issue are broken.

If you arrive after 8:30 you must sign in using the terminal at reception. Anytime you leave the site before 3:30, whether for a Parkstone lesson, midday exeat, or some other reason, you must sign out using the terminal at reception or at the Ashley Thorne door.

All timetabled activities are compulsory. A Levels are an important part of post-16 education. But they are only one aspect of it. Other opportunities are an essential part of PGS and we expect a commitment from all Sixth Form students to the wider aspects of school life, helping to ensure they are prepared for adult life in two years' time. You must attend games each week when it is on your timetable, and it is **your responsibility** to ensure you have signed the register at the start of your games lesson. You must attend enrichment each week when it is on your timetable, and again it is **your responsibility** to sign the register. Some enrichment sessions are delivered in a lecture style with speakers from outside or inside the school, while others are smaller group activities where students have a choice.

Periods that are blank on your timetable are private study periods. These should be used sensibly to carry out independent learning and to complete homework assignments. You may use the Library, the study booths on the top floor of the Ashley Thorne building, the Lower Study, or (with permission from Mrs Compiani) the Study Centre. See the free rooms list on Sharepoint for more ideas of where to work. Wherever you are working please make sure you leave it exactly as you found it, with all furniture in the right places and rubbish in the bin. You should not misuse any school resources, including IT resources, or cause disruption to any other member of the school community during your private study lessons. Failure to use private study lessons properly will lead to the withdrawal of the privilege and the implementation of staff supervised private study sessions.

SIXTH FORM LIFE

ANTI-BULLYING

When incidents of bullying are brought to the school's attention they are dealt with very seriously. The school behaviour and sanctions policy is displayed in all teaching and tutor rooms and students are frequently reminded of its content. It is not only those who are being bullied that are encouraged to report it, but also those who observe bullying are encouraged not to be a 'by-stander' but to be an 'up-stander' and report what they have seen. Anti-Bullying work in the school is led by Mrs Couch. If you would like to support this work or would like support yourself, please get in touch with her.

CAREERS

Poole Grammar School has its own full time Careers and Higher Education Advisor, Mr Hannington, who organises a programme of talks, visits and advice and guidance sessions for students. As well as providing students with lots of guidance for university applications, we encourage students to consider higher or degree apprenticeships. If you would like to contact Mr Hannington please email careers@poolegrammar.com. His office is the Futures Hub, behind the canteen servery.

Students are expected to undertake at least 1 week of work experience in Year 12. Support is given by the school to students to help them find, and make the most of, work experience opportunities.

COURSE CHANGES

Once Year 12 has started you can only change courses by filling in a course change form (available on the Sixth Form page of Sharepoint or from the Sixth Form Office). Course changes have to be agreed by many different members of staff as the form instructs. Please note that some subject combinations are not possible, and classes may not all have spaces.

FOOD

The canteen is open for breakfast from 7.45am to 8.30am; snacks from 10.55am to 11.15am and lunch from 1.20pm to 2.20pm. Sixth Form students have the privilege of entering the canteen slightly earlier if they do not have a timetabled lesson. The school canteen is incredibly popular both at break time and lunchtime. It provides a whole range of snacks and full meals, with a wide selection offered each day. A main course currently costs £2.45. For around £3.00 a student can have a substantial meal with a drink. The school operates a cashless catering system – funds must be added to your account through ParentPay.

Hot or cold food and drink can be consumed in the canteen or 'The Street'. You are expected to return any crockery and cutlery to the canteen at the end of break or lunch. Please use the bins to dispose of litter. No food or drink (except water) should be taken to a lesson. Students shouldn't take rucksacks into the canteen and should leave them in 'The Street' or Lower Study.

No food or drink at all is to be consumed near computers.

SIXTH FORM LIFE

HOME STUDY

From the start of the spring term of Year 12, students can fill in the appropriate form and apply for home study. If granted, home study allows you to nominate certain private study lessons to be carried out at home. Home study will not be granted if you are not meeting the Sixth Form behavioural or academic expectations, or if your lesson or overall attendance is below 95%. Students must not take any home study leave until they have received a confirmation email advising that the Head of Year has approved this.

PRINTING

To assist the school in being environmentally responsible we operate a managed print service across the school for staff and students to reduce waste printing.

Prices are very competitive at 6 pence per side grayscale, and 9 pence per side colour A4. The prices are respectively doubled for A3. Each academic year starts afresh with a new annual free allocation that is added to any unspent printing funds from the previous academic year. Parents/carers are able to top-up the free allocation via Parentpay.

Students can use the printing, photocopying and scanning facilities in the Sixth Form Study, the Library, the Geography Link Block, and in the DT department and computer rooms.

STUDY SUPPORT

A large part of the culture in Poole Grammar 6th Form is that of support, both in terms of accessing it and of providing support to other students. You can become an academic mentor for the main school or maybe even a peer mentor for others in your year. If the step up to A' level is becoming a challenge, recognising this and seeking help early on will have an incredibly positive impact on how your 6th form studies progress. Please feel free to come and speak to Mrs Compiani in the Study Centre if you have any questions.

WIFI

You can use the school's WiFi as a tool to support your learning. Gaming sites etc. are not permitted and access to these is normally restricted by our firewall. You may well find that some apps don't work because the firewall blocks them from connecting to the internet. All use of WiFi is monitored and logged.

To access WiFi you should follow the instructions on Sharepoint. You should read them on a school PC while setting up your device for the first time. Please make sure you follow the instructions in full for your specific device to ensure that it is set up correctly. The set-up will involve you installing a security certificate without which you cannot use the WiFi. The certificate does not store any information from your device when not connected to the school WiFi.

Misuse of the WiFi will be dealt with in accordance with our behaviour policy and is likely to result in your access being withdrawn.

DRESS CODE

Students should wear clothes that they are comfortable in and that are suitable for a day of academic work. This dress code outlines some of the boundaries around what is acceptable, but it is not exhaustive. Students should dress both within the spirit and the letter of the dress code. Arbitration on these matters will be carried out by the Head of Year. The school will monitor and amend the dress code as necessary, particularly in this first year of more relaxed rules.

Students may choose to wear smart business attire including a jacket and a tie, but these are only required for prefects when on duty. The school can provide financial assistance to students in receipt of a bursary to enable them to purchase these items if they are successful in becoming prefects.

Lanyards and ID cards must be worn at all times unless directed by a member of staff to remove them for safety reasons in specific lessons. These are part of how we keep the school site safe, allowing us to see quickly that you are not an intruder.

At times staff may require you to remove jewellery and other items that constitute a health and safety risk.

- Jeans/trousers/skirts should be appropriate for a place of study/work. They must not be ripped. Shorts must be smart tailored shorts. Underwear should not be visible.
- Tops must not be sleeveless – shoulders should be covered.
- Footwear should be comfortable and safe. For health and safety reasons the following specific rules apply:
 - Toes must be fully enclosed – no sandals or flip flops.
 - There should be no raised heels.
 - Heavy work boots are not allowed.
 - Steel tipped shoes are not allowed.
- Clothing must not bear rude, offensive or obscene wording or images.
- Jewellery should be unobtrusive. One unobtrusive facial piercing is acceptable.
- Any tattoos must be kept covered.
- Hair, including facial hair should be natural in colour. No designs should be cut into the hair or hairline.
- Hats and outdoor clothing may be worn in corridors but not in classrooms, study areas or other indoor spaces.
- Headphones and earpieces are not permitted to be worn or carried around the neck around the school except in the specific areas where phones are allowed to be used.

For games lessons students should wear suitable sportswear, with trainers or appropriate football/rugby boots if participating in these sports.

The school reserves the right to make exceptions to this dress code for particular students to take account of individual circumstances including cultural reasons and SEND.

ATTENDANCE PROCEDURES

Attendance at all parts of a students' Sixth Form programme is compulsory. This includes tutor time, games/sport and enrichment. Punctuality is also expected for all timetabled sessions. **Students should be on the school site from 8:30am to 3:30pm unless they have been granted a midday exeat or home study (and then can only be off site for their specific designated home study lessons).**

The following process should be followed to authorise absences:

Type of absence

Foreseen absences
e.g. medical and dental appointments, family specific reasons (weddings and funerals of close relatives etc.), open days or interviews for university, interviews for jobs or apprenticeships and driving tests.

Unforeseen absences
e.g. illness or accident

Process to be followed

Download the Sixth Form absence request form from Sharepoint. Fill the Form in and attach it to evidence (e.g. copy of appointment card/letter, or, in the case of family specific reasons, a signed note by the student's parent/carer). This Form should be completed and handed to the Sixth Form administrator at least 2 working days before the absence.

The parent / carer should contact the school via the absence form on our school website (using the primary email supplied to the school and held on the school's system) or telephone on each and every day of absence by 9am at the latest.

Please note that Poole Grammar School is happy to adjust attendance and punctuality requirements for students with medium to longer term physical or mental health problems, but the school would need to be provided with a letter from the student's GP/healthcare professional recommending adaptation to the school's attendance and punctuality criteria. The Head of Year will work closely with the school wellbeing team and SEN team to support any additional needs.

EXPECTATIONS

BEHAVIOUR

Students in the Sixth Form at Poole Grammar School will...

- recognise their responsibility as senior members of the school; setting a good example to Main School students and always acting in the spirit of the Sixth Form behavioural expectations.
- make studying their first priority, including carrying out wider reading and research, ensure that they are aware of the requirement of the specifications of each course that they are studying.
- treat Sixth Form study as if it were a full-time job, spending at least 35 hours a week on timetabled lessons and independent study, in particular making good use of private study and home study sessions.
- take responsibility for their own progress by self-assessing and target setting in consultation with their subject teachers and tutor.
- review their targets regularly and be proactive in seeking help from their tutor or subject teachers if they are experiencing difficulties.
- be courteous at all times and treat staff, other students and visitors to the school with respect.
- maintain full attendance, be punctual, organised and prepared for learning, meet all deadlines, informing teachers in advance of any foreseen absences and catching up on missed work.
- play a full part in the wider Sixth Form experience by positively engaging with induction activities, enrichment, games/sport, Gilpin Cup activities, Life Skills, tutorials, student leadership and student voice activities.
- foster a sense of community in the Sixth Form by respecting the privileges that being a Sixth Form student brings, contributing to the smooth running of the School in general, supporting peers who are experiencing difficulties and not engaging in behaviour that others might find offensive or is harmful to people or property.

SMOKING, E-CIGARETTES, NARCOTICS AND ALCOHOL

Students are not allowed to smoke or vape (use e-cigarettes) anywhere on the school site and should not smoke or vape on the way to or from school or whilst off site during the school day (off site with a midday exeat or when in transit between Parkstone School and Poole Grammar School or when on a school trip). Such items will be confiscated. Parents will also be informed.

Students are not allowed to be under the influence of illegal narcotics or alcohol while on the school site, or on the way to or from school, or whilst off site during the school day. Transgressions of this will be dealt with through the School's Behaviour Policy.

PART TIME EMPLOYMENT

Paid part-time employment can help you become more independent and provide you with useful skills. However, too many hours spent in part-time employment will have a detrimental effect on your studies. Research has shown that any more than 10 hours of part-time employment a week will negatively affect your grades, and therefore **10 hours of paid employment is the maximum permitted during term time.**

EXPECTATIONS

TRAVEL AND TRANSPORT

Students travelling to school by bike or car should ensure that they use the road sensibly, abiding by the Highway Code at all times. Cyclists should not ride their bike on the school site and should wear a helmet. Bikes must be locked up using the bike racks provided.

Student cars are not allowed on to the school site at any time. If using the public roads surrounding the school to park their vehicle, students should always park in a considerate and safe manner, avoiding the section of Steepleton road between Gravel Hill and Whitchurch Avenue where parked cars often create considerable problems for residents. **Students may only give lifts to other students with the agreement of parents/guardians of the driver and passenger(s).** Students who intend to drive to school should provide the Sixth Form Office with up to date details of the car that they are using along with any regular passengers in case the school needs to contact a student urgently about their vehicle.

Students travelling by bus should bear in mind that the school rules and Sixth Form student behavioural expectations apply to the journey to and from school.

Parents/carers should not drive on to the school site to drop off or pick up students between 8:00-8:45 or 3:00-4:00.

MOBILE DEVICES

Mobile phones should be put on silent on arrival to school and stored out of sight. You are only allowed to use your mobile phones for educational purposes in the Sixth Form study rooms and the school library.

You must not have a mobile phone turned on or visible, or any headphones or earbuds visible, anywhere else on the school site, including corridors or lessons or outside of the school buildings (e.g. the playground, the astro-pitch, the MUGA and the field). If a mobile phone is seen being used outside of the authorised areas then it may be confiscated and you student would need to collect it from the Sixth Form office at the end of the day.

A small number of students with diabetes will be allowed to use their mobile phones to monitor their blood sugar levels. These students will be given a card to show that they have permission to use their phone in school for this purpose.

Handheld games consoles are not allowed to be used on the school site.

Students must not use mobile devices to record audio or visual material in school or on the way to and from school. No material recorded on school premises or whilst on school trips or involving students on the way to and from school should ever be uploaded to social media platforms or distributed electronically or in any other way. Nor should any member of the school community, staff or student, be commented upon in any way that could be interpreted as being unkind, discriminatory or offensive on any social media platform or via email or messaging service. The most serious sanctions of internal isolation and exclusion will be used if students misuse mobile technology in this way.

Students are strongly advised not to bring expensive electronic devices to school in case they are lost, stolen or damaged. The school will not be held liable for loss or damage of such devices.

KEY DATES

Autumn Term 2024

Professional development days*:	2 & 3 September
First day of term for Year 12:	4 September
Year 12 parents information evening:	16 September
Pastoral parents' evening:	10 October
Professional development day*:	25 October
Half term break:	28 October – 1 November
Reports issued (approx.):	28 November
Last day of term:	20 December

Spring Term 2025

First day of term:	6 January
Parents' evening:	21 January
Professional development day*:	14 February
Half term break:	17 – 21 February
Reports issued (approx.):	6 March
Year 12 post 18 options evening:	24 March
Last day of term:	4 April

Summer Term 2025

First day of term:	22 April
Year 12 exams (mocks):	24 April – 6 May
Bank holiday:	5 May
Work experience:	19 – 23 May
Half term break:	26 – 30 May
Reports issued (approx.):	5 June
Last day of term:	18 July
Professional development days*:	21 & 22 July

* School closed to students

A FINAL WORD...

I believe Poole Grammar School Sixth Form is a great place to do your A Levels. We will support you pastorally and academically so that you can achieve at your best and get to your first choice of next step, whether that is university, apprenticeship or employment. To accomplish this you will need to work with us – putting plenty of effort into your studies, diligently making sure you follow the advice you are given, and throwing yourself fully into extra-curricular events such as the Gilpin Cup and leadership opportunities such as student mentoring and prefectship. If something isn't working, talk to us. We only want the best for you.

Mr P Ingleby, Director of Sixth Form