



Holmer Green Senior School

Work Hard, Be Kind, Have Passion

# Sixth Form Student Handbook



# 2025 - 2026

SIXTHFORM@HGSS



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## Welcome

This guide is intended to help you make a smooth transition into the Sixth Form at Holmer Green Senior School. It is worth reminding you that we have high expectations of our Sixth Form students and this guide is designed to help you to understand our expectations of you. Please read your handbook carefully and keep it as a point of reference throughout the final two years of your school education.

We are proud of our Sixth Form and the contribution it makes to the life of the whole school community. We hope you will be able to add to the growing strength and quality of our school.

We hope you will enjoy your time in the Sixth Form at Holmer Green Senior School and make significant progress both as a learner and a young adult.

It is our aim that students flourish and achieve their full potential. If, however, you are not satisfied, please be sure to let someone know (this should be your academic tutor in the first instance), Mr McMaster or myself.

Best wishes for a successful academic year.



Mrs R Golding  
Assistant Head Teacher: Sixth Form

## Sixth Form Team Key Contacts



**Mrs R Golding**  
*Assistant Head teacher and Head of Sixth Form / Careers*  
[goldingr@holmer.org.uk](mailto:goldingr@holmer.org.uk)



**Mr K McMaster**  
*Deputy Head of Sixth Form, Head of Years 12 & 13*  
[mcmasterk@holmer.org.uk](mailto:mcmasterk@holmer.org.uk)



**Mrs C Smith**  
*UCAS Co-ordinator*  
[smithc@holmer.org.uk](mailto:smithc@holmer.org.uk)

**Ms C Martin**  
*KS5 Support Officer*  
[martinc@holmer.org.uk](mailto:martinc@holmer.org.uk)  
01494 719908

**Mrs V Panayiotou**  
*KS5 Learning Mentor*  
[panayiotouv@holmer.org.uk](mailto:panayiotouv@holmer.org.uk)

**Mrs K Austin**  
*Attendance Officer*  
[attendance@holmer.org.uk](mailto:attendance@holmer.org.uk)  
01494 719901

# The Sixth Form Day

Onsite: 8.50am

Registration

8.50am – 9.10am

Lesson 1

9.10am – 10.10am

Lesson 2

10.10am – 11.10am

Break

11.10am – 11.30am

Lesson 3

11.30am – 12.30pm

Lesson 4

12.30pm – 1.30pm

Lunch

1.30pm – 2.10pm

Assembly

2.00pm – 2.10pm

(Wednesdays only)

Lesson 5

2.10pm – 3.10pm

Registration

3.10pm – 3.25pm

## Registration Schedule

Monday : UCAS / Work experience /  
Community Service

Tuesday : Tutor catch-up / Attendance

Wednesday : PSHCE

Thursday : Current affairs

Friday : Assembly

*Students must be in their form rooms by 08:50 every day for registration*



## Term Dates 2025 - 2026

	starts	ends
<b>Autumn 1</b>	5.9.2025 Year 12 only 8.9.2025 Year 13 start	17.10.2025
<b>Autumn 2</b>	4.11.2025	19.12.2025
<b>Spring 1</b>	06.01.2026	13.02.2026
<b>Spring 2</b>	24.02.2026	27.03.2026
<b>Summer 1</b>	14.04.2026	22.05.2026
<b>Summer 2</b>	01.06.2026	22.07.2026

## The Sixth Form Learning Contract

The Sixth Form Learning Contract is an opportunity to remind all the stakeholders in a Sixth Form student's education what their individual and collective responsibilities are (the stakeholders being ourselves/the school, parents/guardians and the students themselves). It is essential that all students do their best to ensure their responsibilities are met; this will enable all students to develop to their full potential, both academically and as young adults.

### We will undertake to:

Provide appropriate opportunities for students to develop further their knowledge and skills to fulfil their academic potential

- Provide guidance about course options
- Provide opportunities for students to contribute to the life of the school as a whole
- Provide enrichment opportunities, and listen and respond appropriately to "student voice" communicated through the Sixth Form Student Leadership Team and the Sixth Form Student Working Party
- Provide the teaching and assessment necessary for you to complete all courses
- Set work regularly, provide feedback and return it within an agreed time
- Ensure appropriate work is provided if teachers are absent
- Ensure that you and your parents or carers know the progress you are making through Half Termly reports
- Devise strategies to support you if you are not making satisfactory progress
- Monitor your attendance and take action when it falls below 96%
- Enter you for public examinations as long as you satisfy the requirements of the course
- Provide support and guidance in relation to progression beyond the Sixth Form into higher education, work-based training or employment
- Ensure that the Sixth Form team incorporating the Assistant Head teacher: Sixth Form, Deputy Head of Sixth Form, UCAS Co-ordinator, Sixth Form Support Officer, Sixth Form Learning Mentor, Careers Advisor and the Sixth Form Academic tutors provide a service which is supportive of students' academic progress and personal welfare

SIGNED - ASSISTANT HEAD TEACHER: SIXTH FORM

*R. Golding.*



## You are expected to:

### Attitude to Study

- Exercise personal responsibility and work co-operatively with staff in pursuit of a positive sixth form culture
- Work hard to achieve your potential
- Respect others' right to learn in lessons and when using other school facilities during study lessons (e.g. The Sixth Form Study Centre, Sixth Form Art Workshop, LRC Sixth Form study area and Coffee Lounge) and never adversely affect the learning of others. These are SILENT working areas during lessons.
- Attend all registered independent study lessons, and use them responsibly to undertake study
- All students are expected to stay on until at least 3:55pm should a member of staff require it. This is a MINIMUM EXPECTATION
- To meet all assignment, course work and teacher DEADLINES, and accept that sanctions will be issued in line with School Policy if you fail to do so.
- Students on additional contracts or on subject reports, will be required to complete all their independent study in the Sixth Form Study-room
- Students should complete a minimum of 5 – 8 hours of study, per subject per week, for every subject (this should include independent work, directed and independent study, reading around the subject, continual revision etc.)
- Students who miss deadlines and/or appear on the sanctions procedure will be directed by the Deputy Head of Sixth Form where to do their Independent Study
- Students' award of their "Right to Roam" depends on their attitude to learning. Should this fall below "Good" the "Right to Roam" will be revoked and all afternoon study lessons will be supervised and supported by the Sixth Form Learning Mentor until the student's work ethic improves sufficiently and all outstanding work is completed.
- Students who are not performing in-line with their academic targets and/or whose attendance falls below our target of 96% will also lose their Right to Roam



### Behaviour

- Behave in line with the same expectations as for all students in our school
- Treat the premises with respect
- Observe and abide by the requirements of the Sixth Form Dress Code
- Wear an identity lanyard, visibly at all times around the school, swipe in on arrival and swipe out upon exit
- Accept the need to act as an appropriate role model for students in Years 7 to 11
- Drive (if a car owner and driving to school) with care and thought for the local residents
- Never bring a vehicle on to the school site. Park carefully, with consideration and according to the Highway Code, and beyond Parish Piece
- Do not wear headphones, earpods or have mobile phones in view around the school site. Mobile phones may be used in the 5-minute changeover between lessons in the study room only. Mobile phones used around school or in independent study, will be confiscated in line with whole school policy
- Students should not leave the school site during Lessons 1,2,3 or 4 unless permission has been gained by Sixth Form staff

- If eligible for the 'Right to Roam' conform to all expectations which go along with the privileges it offers
- Students should not smoke or vape on the way to or from school or at any point in the school day.
- Students should only use their mobile phones during independent study lessons for educational purposes, and only within the Sixth Form Centre
- Sign the register for all independent study lessons

### Attendance and Punctuality

- Attend and be punctual to all lessons; the Sixth Form attendance target is 96%. Attendance below this will result in the Sixth Form Attendance procedures being instigated and may lead to you losing your Sixth Form place
- Attend designated Sixth Form assemblies, seminars, lectures and conferences
- Attend registration punctually at 8:50am every day
- Students will be required to **take part in Enrichment activities which are scheduled throughout the year**. For example, Wednesday Afternoon Enrichment, Enterprise Days, Careers seminars, UCAS exhibitions, Futures Day, Finance Day.

### All foreseen absence must be notified in advance

- We are not able to authorise holidays during term time, and we would ask you not to miss days of school unless for illness. Holidays will only damage a student's progress.
- All students will take responsibility for their own Independent Study.
- Wherever possible you should arrange medical appointments and driving tests outside of school hours. For medical appointments, please provide an appointment card or letter for the Attendance Officer.
- You must seek the agreement of the Head of Sixth Form before arranging driving tests during the school day.
- **Driving lessons and paid employment are not authorised in school time**

### Extra-Curricular

- To take part in at least one extra-curricular activity per year during your time in Sixth Form
- To take part in at least 1 hour of Community Service and fill in your Employability Log weekly (Year 12)
- Restrict the amount of paid work that you do outside of school to a minimum (10 hours per week maximum). You should avoid working during evenings in a school week and should NOT work before 5:30pm on any school day
- Endeavour to contribute to the life of the school as a whole
- Find a placement for, and take part in one week's Work Experience in Summer 2 of Year 12, which is directly linked to your chosen career path



## Following a full-time timetable:

All of our Sixth Form students must be following a full-time timetable. A full time Sixth Form timetable is defined by the government as 540-600 Planned Learning Hours per academic year.

At Holmer Green Senior School our learning hours are made up as follows:

- Students study three or four A Levels or equivalents such as BTEC Nationals. Each single A Level or equivalent will have a minimum of four hours of taught lessons per week
- Students are required to spend independent study lessons 1-4 in designated study areas and be registered
- Students falling behind with their work or not demonstrating adequate effort (a Grade 3 or 4 for Attitude to Learning in half termly reports) will lose their 'Right to Roam', and work with the Sixth Form Learning Mentor during Lesson 5s until their performance is deemed to be in line with meeting targets in all subjects and effort reaches required levels
- If you are not meeting targets, you must attend any additional sessions / complete any additional work provided by your subject teachers and understand that failure to do so, or prolonged failure to meet targets or prolonged inadequate effort/behaviour, may jeopardise your place in HGSS Sixth Form
- Students wishing to make changes to their subject choices must discuss their options with all parties concerned, including parents, before final decisions are made in discussion with the Head of Sixth Form
- Students wishing to leave the Sixth Form before the duration of their courses should consult the Head of Sixth Form initially. A meeting will be held between the Head of Sixth Form, student and parents to discuss all options before a final decision is made
- Students who have not passed GCSE English Language or Mathematics to a 4 grade or above in Year 11 will be required to continue studying this subject and must attend all re-sit lessons (even if they are outside of the school day) and will take resit examinations until at least a 4 grade has been achieved

Students who are not able to commit to this full-time programme of study cannot continue in the Sixth Form as we have no facility to enrol part time students.



## Attendance and punctuality

All students must attend registration at 8.50am every morning. Students arriving after 8.50am will receive a same day detention. In addition, you must attend all time-tabled subject lessons and independent study lessons promptly.

**If you are absent through illness or other unavoidable circumstances, your absence must be reported by your parents to Mrs K Austin by 8am that morning by phoning the school Attendance line on: 01494 719901, or E-Mailing attendance@holmer.org.uk and every day of illness thereafter.**

Medical absences for more than five consecutive days will require a medical certificate from your doctor. This is especially important if you are absent just before or during exams. Only urgent medical, dental and other appointments should be made during school hours, preferably out of lesson time. Routine appointments **must not** be made in lesson times. Appointment cards or a call or E Mail to the attendance office from parents should be received to confirm.

You **must not** be absent from school to attend family holidays, festivals or go away with friends during term time. This is viewed very seriously and will be recorded as unauthorised absence. Unsatisfactory levels of attendance may result in you losing your Right to Roam, or in extreme circumstances, a student being required to pay for your own examinations or losing your place in the Sixth Form.

HGSS Sixth Form Attendance and Punctuality Procedures		
Punctuality	Action	Who?
Late at the gate (After 8:50)	Same day 30 minute detention	Attendance Officer
Persistent lateness / non-attendance at detention	Meeting with the Deputy Head of Sixth Form (DHOSF) DHOSF contacts home 2 week monitoring report issued  If no improvement, DHOSF will refer to Head of Sixth Form (HOSF)	Tutor / HOY
<b>For non-attendance due to illness, a parent should phone the Attendance line (01494 719901) on the first day of absence and every day of illness thereafter.</b>		
<b>Attendance – Target 96%</b>		
Percentage	Action	Who?
90% - 95% (Without medical evidence)*	Discussion with Tutor / Tutor contacts home with any concerns If no improvement, the student intervention procedure is then followed	Tutor / Attendance Officer
85% - 90% (Without medical evidence) *	Meeting with the DHOSF, DHOSF contacts home 2 week monitoring report issued 96% to be achieved while on report If no improvement, DHOSF will refer to HOSF	Deputy Head of Sixth Form
Below 85% / No improvement	No positive response to report: RG to call Parent / Students in for a meeting with DHOSF / Attendance Officer Contract established for 2 weeks: Warning that place may be withdrawn if targets not met for the remainder of the year.	Head of Sixth Form
Targets not met	Place at Holmer Green Senior School Sixth Form withdrawn	RG /STO/EH

\*Where there is a genuine medical reason for absence backed by evidence, this will obviously be considered, however, such absences do act as a barrier to attainment.

## Expectations

- Wear appropriate business dress (see 6th Form Dress Code below)
- Wear Identity Lanyard so it can be seen at all times
- Students must not eat or drink in the corridors
- Mobile phones must not be used and earphones / headphones should not be worn in the corridors and around school. They must be switched off and used only in the 5- minute lesson changeover in the study room. They will be confiscated in line with whole school policy if this is not adhered to.

## Identity Lanyards

Lanyards must be worn at all times. To safeguard the students at Holmer Green Senior School it is important that all adults are instantly recognisable as part of the school community. To ensure this we ask all staff, Sixth Form students and visitors to wear an identity lanyard so it is clearly visible around school.

**Please note if students forget their identity lanyards they will be asked to return home to collect it.**

Distance travelled to school is not a reason for not returning home to collect it. Spot checks will take place during registration sessions. If a student loses their lanyard, they should report to Mrs Martin immediately to order a replacement. Temporary lanyards will be issued to students on their first day and must be returned for a permanent ID lanyard to be issued.

## 6th Form Dress Code

The dress code has been created to ensure that all students are role models for the rest of the school. Your attire must be appropriate for the world of "work". **You will be asked to return home (regardless of distance) and change your appearance if we feel that you are inappropriately dressed.** You must report to the DHOSF on your return to school. Continued offences will lead to sanctions/detentions being issued in line with school policy.

### Permitted

- Suit Jacket and tie
- Smart Jacket / smart coat
- Tailored trousers / trouser suit
- Shirt with a stiff collar / blouse or smart top
- Smart jumper or cardigan
- Skirt or dress of reasonable length (no shorter than 5cms above the knee)
- Smart, plain, leather shoes or boots
- One discrete nose stud

### Never Permitted

- Jeans or denim, leather or leather-look
- Leggings, Lycra, shorts
- Tops that show a bare midriff or are revealing, low cut, strappy or see-through
- Leisure/sportswear/trainers e.g. Converse
- Canvas shoes, Uggs type shoes or boots, Flip flops
- Hoodies / T shirts
- Logos

## Independent study

### Home study expectations

You must be studying at home during the evenings and at weekends. As a general rule, you should spend at **least fifteen hours a week (5 hours for each subject taken)** in addition to lesson time, studying: sometimes it will be more than this. For students aiming for top grades, 8 hours per subject is advised. You will have some independent study periods in the normal school day and should use these productively.

You should be engaged in four main forms of study:

- Homework or coursework assignments for which a deadline is set.
- On-going coursework.
- Note-taking and “reading around” the subject.
- Deepening your understanding of the subject through extended academic research.
- On-going revision: practicing problems, completing additional past paper questions, production of revision resources and re-reading and revising key terms and ideas. Subject specific guidance will be given for this.

Aiming for a C-E		Aiming for a B-A*
Memorisation: (min 2 hours)	Preparation: (min 3 hours)	Practice: (min 3 hours)
Mini-tests Quizzes Knowledge Organiser revision Using textbook to recap previous learning and revise key knowledge.	Pre-reading in preparation for next lesson. Using textbooks to prepare for the next lesson or topic. Further research e.g. using Google Scholar, JSTOR Critical reading on a subject.	Extended Writing Extended Problem solving Mastery practice Super-curricular activities.

## Use of the Study Areas

### Non-Contact: Independent Study Periods

For the first time in your school career, you will have some non-contact or independent study periods. These must be used sensibly as you will have a lot of work to complete in your own time. Sixth Form students can use:

- the supervised, silent study areas (students with 2s, 3s and -4s for independent study AtL)
- the unsupervised Coffee Lounge (students with 1s for independent study AtL only)
- the Learning Resource Centre (LRC; work silently and with respect for other classes who may be timetabled in there; phones are not permitted in this area)
- A1 (Art & Design students only).

Students spending Independent study lessons during Lessons 1 – 4 away from the will need to be registered outside the Sixth Form Study Centre will still need to register at the SFSC.

### Independent Study

The Sixth Form study areas are there for the benefit of all Sixth Form students. They are study areas only, and a library atmosphere must be created. Please observe the following:

- Please turn off your mobile phone and keep it in your bag (within the first 5 minutes).
- Please don't eat or drink in the learning area during lesson times. You may drink water only when studying
- Only one student per computer.
- Please make sure you **work quietly** and consider others who are working in the learning areas

## Independent Study Attitude to Learning Descriptors

In order to encourage our students to work productively in independent study we have an Attitude to Learning Scale (ATL) for independent study lessons. Students' Right to Roam status will also depend on this for the Half Term following the reports.

### Attitude to Learning Scale for Independent Study:

<b>1</b>	<b>Exemplary</b>	<ul style="list-style-type: none"> <li>You register and start work promptly without being reminded</li> <li>You carefully organise your time and meticulously self-check your work</li> <li>You work independently throughout the lesson without any distraction or distracting others</li> <li>You don't use your mobile phone for the entirety of the lesson</li> <li>You consistently demonstrate self-motivation and initiative when aiming beyond your best, and always read around the topic and are an independent worker</li> <li>You are always a role-model for your peers and use time productively</li> </ul>	
<b>2</b>	<b>Consistent</b>	<ul style="list-style-type: none"> <li>You register and start work promptly once reminded</li> <li>You are generally organised and use your time productively</li> <li>You work throughout the lesson without any distraction or distracting others</li> <li>You need to be reminded to put your mobile phone away</li> <li>You demonstrate some self-motivation and initiative, but sometimes lack independence to study beyond the work set</li> <li>You are generally a role-model for your peers and use most of your time productively</li> </ul>	
<b>3</b>	<b>Inconsistent</b>	<ul style="list-style-type: none"> <li>You often forget to register and take longer than 5 minutes to settle down to work (Effort)</li> </ul>	<b>E</b>
		<ul style="list-style-type: none"> <li>You sometimes drift off task, waste time and distract others and have been known to view your mobile phone during the (Behaviour)</li> </ul>	<b>B</b>
		<ul style="list-style-type: none"> <li>You don't concentrate for the entirety of the lesson even after a warning (Response to feedback)</li> </ul>	<b>F</b>
		<ul style="list-style-type: none"> <li>You sometimes need direction to manage and organise yourself (Organisation)</li> </ul>	<b>O</b>
		<ul style="list-style-type: none"> <li>You inconsistently respond to learning opportunities, and often seek support from others before trying yourself (Independence)</li> </ul>	<b>I</b>
<b>4</b>	<b>Poor</b>	<ul style="list-style-type: none"> <li>You have regularly needed staff to chase you to register and consistently need to be reminded to settle down to work (Effort)</li> </ul>	<b>E</b>
		<ul style="list-style-type: none"> <li>You regularly drift off task, waste time and prioritise socialising over progress and consistently use your mobile phone for non-educational purposes (Behaviour)</li> </ul>	<b>B</b>
		<ul style="list-style-type: none"> <li>You consistently ignore warnings (Response to Feedback)</li> </ul>	<b>F</b>
		<ul style="list-style-type: none"> <li>You actively choose not to manage time, work and organisation effectively (Organisation)</li> </ul>	<b>O</b>
		<ul style="list-style-type: none"> <li>You rarely take the learning opportunities on offer without direct supervision (Independence)</li> </ul>	<b>I</b>

If students have been awarded an Attitude to Learning grade of 1 (Exemplary), they consistently demonstrate the work ethic of a completely independent, aspirational and self-motivated student (they are Uni-ready). This means that they are trusted to work in our non-supervised Coffee Lounge during independent study lessons. They will still need to register as normal, and if work rates decline, this privilege will be withdrawn.

## Monitoring, assessment and target setting

On entering the Sixth Form, all students will be given a predicted 'A' level or BTEC target grade based on prior achievement and results to date. The target band is calculated by an external agency and based on a student's average grade achieved across their GCSEs. Subject teachers will communicate this predicted target band to you and discuss the grades to which you are aiming.

Students will also be encouraged to set themselves an aspirational but realistic target to aim for. The grades are split into sub-levels 1 (high), 2 (middle) and 3 (low) to indicate the strength of the grade attained – for example B3, A2 etc.

Students who are working at more than two grades below their target will lose their Right to Roam.

## Assessment

There are 2 formal Assessment periods in each year of Sixth Form when students will receive data reports which include targets, Current grade, predicted grade and their Attitude to Learning for their subjects and work ethic during independent study lessons; in addition to these data reports, students will receive Half termly Attitude to Learning reports.

The dates of these Assessment periods are as follows:

Term		Weeks
Autumn 1	Year 12	Course confirmation point week beginning 03/10/25 AtL reports issued 17/10/25
	Year 13	AtL reports issued 17/10/25
Autumn 2	Year 12	AtL reports issued 19/12/25
	Year 13 Mocks	Year 13 Practical Mocks week beginning 17/11/25 Year 13 Mocks week beginning 24/11/25
Spring 1	Year 12	Subject determined Assessment activities AtL reports issued 13/02/26
	Year 13	Mock data and AtL reports issued week beginning 16/01/26
Spring 2	Year 12	AtL reports issued 27/03/26
	Year 13	Subject determined Assessment activities AtL reports issued 27/03/26
Summer 1	Year 12	AtL reports issued 22/05/26
Summer 2	Year 12 Final exam	End of Year exams Week beginning 22/06/26 Exam data and AtL reports issued 17/07/26

## Earning your “Right to Roam”

“Right to Roam” is awarded to students who are in line to meet their Academic Targets, and who have proved themselves as independent, mature and committed students through gaining only 1s and 2s for Attitude for Learning in their report, in their subjects and for independent study.

Students who have proved themselves and who have been awarded this privilege, can sign out of school at the beginning of lunchtime in order to **study at home for the rest of the day, apart from Wednesdays**. For Health and Safety and Safeguarding reasons, you must sign in and out at the card reader outside the Sixth Form Centre as you arrive and as you exit. You must not sign in or out for any other student.

In order to exit the front pedestrian gate, you will need to show your lanyard and yourself to the camera and then the gate will be opened for you.

For those students who do not have their Right to Roam, you must work in the study room during period 5 and then register with your form tutor in the afternoon registration period where you will reflect on your report and your targets.

## The Employability Programme

There are 2 strands to our Employability programme at Holmer Green Senior School Sixth Form:

### Community Service

As a member of the Sixth Form, in Year 12, you are expected to gain key employability skills while contributing to the school community; **“Work Hard, Be Kind, Have Passion”**. This can be done through assisting in lessons and/or departments.

1. Please discuss with a member of staff from a subject or department in line with your career aspirations how you can assist
  2. Agree a time (equivalent to 1 lesson/hour per week) when you can contribute. (Inform your tutor)
  3. Negotiate your role and record all sessions in the Community Service and Employment Log
  4. Ask your subject link to sign to confirm attendance every week
- At the end of the year you will get a professional reference for your supervising member of staff which can be referred to in your future references for Higher Education or employment

### Work Experience

Work experience is seen as an important part of your development and it is often an important factor in helping you to obtain university places. We strongly urge that you start searching for an appropriate placement as soon as possible.

The Work Experience Coordinator is responsible for the administration of the week-long Year 12 Work Experience which will be held in Summer Term 2. The work placement should reflect your chosen career path directly. Some University courses in Veterinary Sciences, Medicine, teaching etc. do require you to have carried out related work experience in order to consider your application. If you want or need to carry out any more Work experience than the week, you should arrange this during your holidays.

### Wednesday Afternoon Enrichment

The Enrichment programme provides a range of activities designed to extend students' opportunities, experiences and educational and personal growth beyond the academic. Enrichment also helps support your career aspirations by providing the opportunity for you to gain relevant experience. In addition, the programme helps you to develop new interests and have fun. In order to get the most out of the programme, students are encouraged to participate in a range of activities across the year, both in group situations and as individuals. Participation is compulsory for all Sixth Formers.

In Autumn 1 all Year 12 students will begin with **“The Sixth Form Tool-kit”** a series of workshops ran by external agencies to equip every student with all the skills they need to perform at their full potential at Sixth Form. Year 13s will begin with **“The Futures Toolkit”** a series of seminars which will support your career aspirations whether it be through supporting University applications, or Apprenticeship applications, or learning Interview skills, face-to face or via the Internet.

During Autumn 1 all students will be asked to choose their preferred options from a range of enrichment activities to include sporting, fitness, creative, wellbeing or life-skill activities. Some of which may offer qualifications or incur a financial cost. We will endeavor to ensure that all students partake in their preferred options during their time in Sixth Form.

These additional experiences enhance the impression you will give to future employers and are extremely valuable when applying to higher education.

## Post Sixth Form choices

It is important that you think carefully about your future post-Sixth Form and we encourage you to start this decision-making process as soon as possible. Competition for Higher Education, employment and apprenticeships is fierce. Therefore, you should consider your next steps carefully and take action to ensure that you are well positioned to compete for opportunities. A programme of activities is in place to support this process, delivered via tutor group time, PHSCE days and the Year 12 Futures Day. You are encouraged to be proactive and take control of your future: conduct research, set goals and secure a range of work experiences.

### Open Day visits

Students are encouraged to attend university open days. You must complete a request form and have it approved by subject teachers, parents and submitted to the Head or Deputy Head of Sixth Form for authorisation at **least two days** before the visit takes place.

Students are not permitted to attend more than three open days in a half term. If an alternative open day is available at the weekend, permission to miss a day off lessons will not be given.

### University and college applications

The majority of applications to higher education are administered through UCAS (University & Colleges Admissions Service) and you will complete your applications during the Autumn term of Year 13. These applications are made online using UCAS' web-based system 'Apply'.

We would encourage all students to aim to complete their applications well ahead of our deadlines. It is crucial that all students adhere to the school's internal deadlines in order for your application to be as successful as possible. It is worth noting that the predicted grades that are provided from the school in your reference will relate closely to your assessments throughout the courses and your end of Year 12 exams in particular.



## Examinations and malpractice

All A level and BTEC courses have external examinations and many have elements of internal coursework assessment. A level courses are now linear with all examinations taking place at the end of the two-year course. BTEC courses, however, are modular and as such have opportunities for external examinations throughout the academic year, including in year 12. For BTEC in many cases it is possible to re-sit modules but it is important that you do not place added pressure on yourself by having to complete additional re-sits.

You will need to complete the relevant re-sit form (available from Mrs. A Lee in the Exams Office/Room 12) and all re-sit examinations have to be paid for by the student on application for the exam. The re-sit culture needs to be avoided at all costs!

### Malpractice

Malpractice is the official word for cheating in examinations, coursework or other assessments. These things are forms of malpractice and will be taken very seriously:

- **Collusion – when the work of several people is submitted as though it were one student’s work.**

For example, if a group of students work together on a project which is then submitted as one student’s coursework, or if a student used AI, or if a tutor or relative helps a student to write an essay which is then submitted as the student’s own work.

- **Copying or plagiarism (including the use of AI and ICT to aid copying).**

Plagiarism is when students copy the work of other people and pass it off as their own including the use of artificial intelligence / ICT to aid copying. There is a particular danger of doing this through copying and pasting text into an essay and not clearly stating where the text came from and who wrote it. Always be careful to say whose work you are quoting, and don’t pretend it is yours when it is not. When you use other people’s words, always put them inside “quotes” and reference the source.

- **Bringing a mobile phone, smart watch or other device into an examination.**

Whether or not the phone or watch is used for cheating, having the device in your pocket or bag during an examination is considered malpractice and will result in serious consequences.

- **Fabrication of results or evidence.**

You might think that there is no way anyone could know that you made up the results of your survey or experiment, but in fact it is often quite obvious. If you are not using genuine results that you have collected you must say so, and if you are using someone else’s data you must make it clear where that data came from and who collected it.

- **Impersonation by pretending to be someone else in order to produce the work for another or arranging for another person to take your place in an assessment/examination/test.**

This is not an exhaustive list: **any activity that gives you an unfair advantage over other students** can be considered serious enough for us to report it to the examining body. The consequences of malpractice can range from a particular piece of work not being accepted by a teacher, to having **all your qualifications cancelled** by the examining body. The school is obliged to report serious incidents of malpractice and, in extreme cases, could permanently exclude students who cheat.

Full details can be found in the malpractice section of the JCQ website.

## Use of ICT

You may use the school's computers and network for any work related to your school studies. You may also bring in your own tablet or laptop. Wi-Fi access will be provided for you. Whatever device you use, you must comply with the School's Acceptable Use Policy at all times, including:

### You must

- Ensure your use of any personal equipment is safe at all times (do not plug in to school electrical supply unless authorized to do so, and only when leads are not left trailing or a hazard to others)
- Ensure any personal device you bring in to school has up-to-date virus protection
- Ensure you act as a good ambassador for the school in any online activities
- Ensure your use of ICT is considerate of all staff, students and guests to the school.



### You must not

- Use the school's systems or online services for non-school related activities
- Play games, download illegal or offensive materials
- Use software or networks designed to hide your identity or bypass filtering or safeguarding systems
- Let others know your school login and password combination
- Use your school network, Wi-Fi or e-mail account to send offensive, malicious or timewasting messages, forum posts or discussions.

## Leaving the premises during the day

- Before signing out sick, you must see a member of the Sixth Form team to get permission to leave the site, and parents need to contact the school.
- If you are signing in late, after registration has finished, you must swipe in when you arrive.
- When you are off site, you must be considerate towards our neighbours in the local community, especially in relation to litter and noise, and remember you are still representing our Sixth Form.
- Food and drink may be consumed in the Sixth Form Study Area and Coffee Lounge during breaks and lunchtimes only.

## Employment and part-time jobs

Common sense and experience indicate that paid employment can have a detrimental effect on your performance and ultimately your results.

We cannot stop you from having part-time jobs but you should see your studies as your full-time job. Our advice is that you should not undertake more than ten hours of paid employment per week. Students must not undertake paid employment during the school day under any circumstances!

## Driving lessons and tests

Driving lessons or theory tests, must not be arranged during lesson times. If you receive notification of a scheduled practical driving test and find that it clashes with a timetabled lesson, we expect to be informed by parents and for students to let tutors and subject teachers know in advance, and catch up with any work missed. Missing lessons to attend driving lessons will be treated as unauthorised absence and is not permitted.

## Vehicles

For Health and Safety reasons, students will not be permitted to bring their motorcycles, mopeds or cars onto the school site. Students who do use their own vehicle to travel to school should drive and park in a safe way, according to the Highway Code on New Pond Road, showing consideration to our neighbours. Students reported as driving unsafely will not be permitted to continue and parents will be informed.

## Sixth Form Fire Drill procedures

When the fire bell rings:

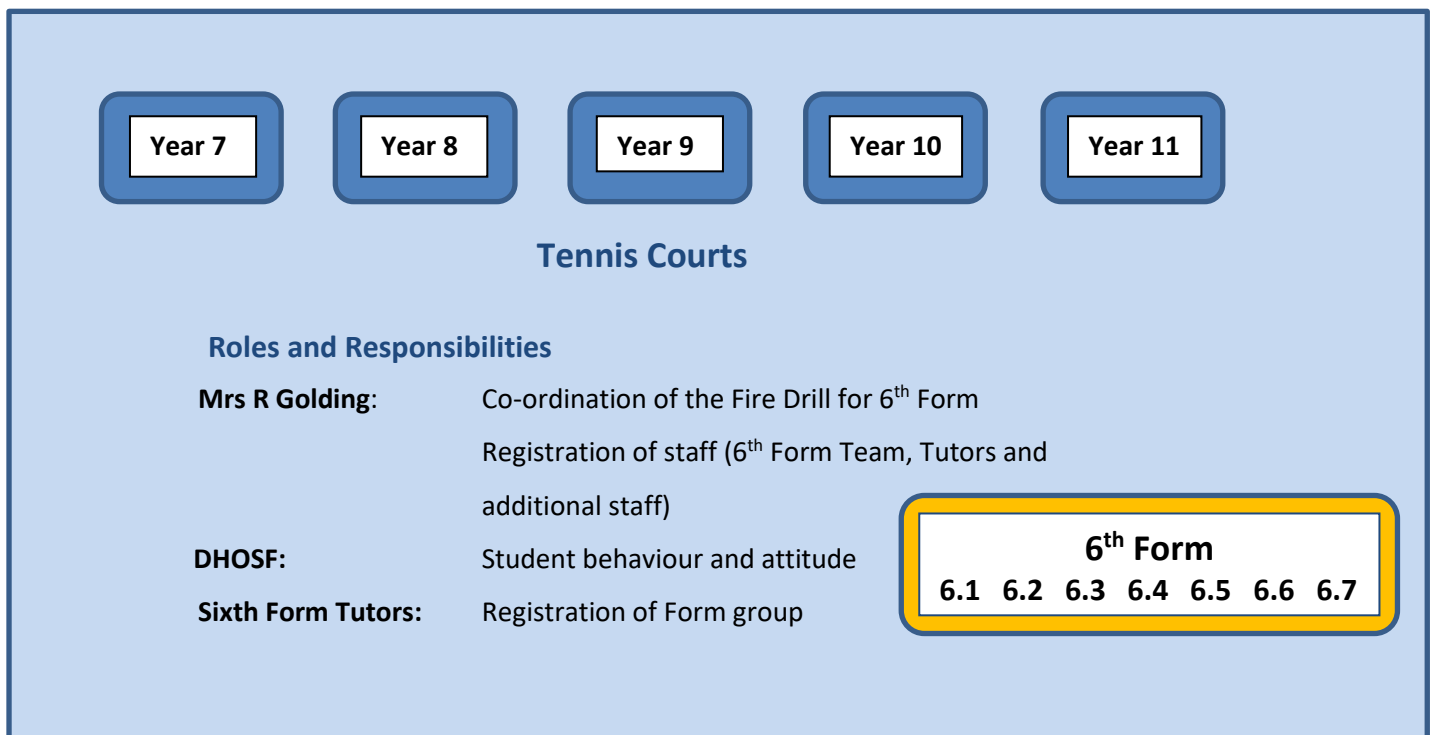
- Leave the room and exit the building via the nearest exit.
- Close doors behind you when the room is empty.
- Use the nearest exit to the outside of the building and go to the Tennis Courts (marked on the map), in silence, via the shortest/quickest route without re-entering the building.
- **Everyone should walk in silence!**

If you discover a fire:

- Raise the alarm by breaking the nearest alarm glass.
- Evacuate everyone present.

As a Sixth Former (and therefore senior students of the school) we expect you to set an example to our younger students where your conduct during the fire alarm procedure is concerned. See Fire Drill procedure below for the appropriate assembly location.

The order of the tutor groups is on the diagram below:





Holmer Green Senior School

Work Hard, Be Kind, Have Passion



Holmer Green Senior School  
Parish Piece  
Holmer Green  
High Wycombe  
Bucks  
HP15 6SP

Tel: 01494 712219  
E-mail: [office@hgss.co.uk](mailto:office@hgss.co.uk)

[SIXTHFORM@HGSS](mailto:SIXTHFORM@HGSS)