



The Sixth form at Altrincham Grammar School for Girls

Student Handbook 2019-20

Contact Details

Sixth form Centre

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The Sixth form at AGGS

Welcome to the sixth form at Altrincham Grammar School for Girls! We all hope that you will find the information in this booklet helpful over the two years you spend in the sixth form. Please use it for reference and let your parents see the information it offers.

The Sixth form team

Mrs Galvin	Head of Sixth Form	Mrs Quigley	Sixth form administrator
Ms Hickman	Senior Tutor Year 12	Mrs Egan	Sixth form administrator
Mrs Downing	Senior Tutor Year 13	Mrs Edmundson	Post 18 transition

Form tutors

12-1	Mrs Willmott	13-1	Mr Murray
12-2	Mrs Stokes	13-2	Mrs Edmundson
12-3	Mr Emms	13-3	Miss Taylor
12-4	Mr Davenport	13-4	Dr Yong
12-5	Miss Provost	13-5	Mr Osborne
12-6	Mrs Hulme	13-6	Mr Nisar
12-7	Mrs Langridge	13-7	Miss Walsh
12-8	Mrs Carrington	13-8	Mrs Hutton

Life in the sixth form is different from lower school. You will study fewer subjects in more detail and will be expected to work more independently and take responsibility for your own learning. You will also have some private study time, in which you will be able to work in the main school or sixth form libraries or spend some time in the common room. There are plenty of opportunities for you to become involved in the wider sixth form life through joining societies or clubs.

Staff at the sixth form are happy to help you at any time. Each morning you will meet your tutor who will take the register and then spend some tutor time with you. You will have assembly in the common room once a week.

In the sixth form office, at the far end of the sixth form library are Mrs Quigley and Mrs Egan. They will help you with any questions you may have.

Mrs Galvin is Head of Sixth Form, and can be found in her office half way up the stairs as you enter the sixth form building. If you wish to speak to her and she is not in her office, Mrs Quigley or Mrs Egan can always locate her for you.

Ms Hickman is the senior tutor for Year 12 and can usually be found in the maths department. Mrs Downing is the senior tutor for Year 13 and can usually be found in the science department. Mrs Quigley or Mrs Egan can help to locate them for you if you need to find them.

Mrs Edmundson is in charge of your applications for 'life beyond the sixth form'. For most students this means their university or college applications but she can also tell you about alternative careers. Mrs Edmundson has an office, located just off the sixth form office and, once again, Mrs Quigley or Mrs Egan can locate her for you.

If you can think of any other information which you would find helpful in this handbook, please let Mrs Galvin, Mrs Quigley or Mrs Egan know. We are always eager to improve our student information.

Key dates for Year 12

Date	Activity / Event
Thursday 12th September	Year 12 Induction evening 6.30-7.30pm
Wednesday 25th September	Form tutor monitoring registration and period 1
Thursday 26th September	GCSE presentation evening 7pm
Mon 4th November –Friday 15th November	Year 12 careers fortnight
Wednesday 6th November	Sheffield university trip as part of careers fortnight
Thursday 14th November	Sixth form open evening 6-8.15pm
Thursday 5th December	Year 12 parents' evening
Friday 17th January	Form tutor monitoring registration and period 1
Monday 24th February	Student leader hustings
Thursday 26th February	Post 18 options evening 6.30pm
TBC	Post 18 options day 1 Period 4 and 5
TBC	UCAS convention visit (period 1, 2 and 3)
Wednesday 25th March	Year 12 parents' evening
Wed 18th Mar	Oxbridge and medics/dentists/vets evening 6-8pm
Thursday 26th March	Form tutor monitoring registration and period 1
Monday 15th – Thursday 26th June	Year 12 internal examinations
Monday 29th June- Friday 3rd July	Year 12 work experience
Wednesday 8th July	Healthy Lifestyles day
Thursday 9th July	Post 18 options day 2

Key dates for Year 13

Date	Activity / Event
Tuesday 3rd -Friday 13th September	Year 13 subject monitoring in lessons
Friday 20th September	UCAS early entry deadline
Wednesday 25th September	Form tutor monitoring registration and period 1
Monday 18th November	Drive awareness period 1, 2 and 3
Friday 29th November	UCAS non early deadline
Thursday 28th November	Year 13 parents' evening
Friday 17th January	Form tutor monitoring registration and period 1
Wednesday 22nd January-Friday 31st February	Year 13 mock exams. Students on study leave.
Thursday 12th March	Year 13 parents' evening
Thursday 26th March	Form tutor monitoring registration and period 1.
Thursday 25th June TBC	Year 13 book return

General Information

Student Guidance and Support

A team of experienced staff are available to help with issues of well-being and they will regularly monitor students' progress. Students are given guidance about the minimum grades they should be aiming for and are encouraged to set targets for themselves.

Tutors are the first point of contact for any concerns, both pastoral and academic. Ms Hickman, Mrs Downing and Mrs Galvin are also available to provide support, as well as monitor students' attendance, punctuality and progress. Staff will do their best to offer help and advice or put students in touch with someone else who can offer support. If appropriate, teaching staff can be alerted, as standards of work may be affected. However, this is not always necessary and students may request that teachers are not informed as this may be a very confidential issue. Confidential appointments can be arranged with the school counsellor. Students should see Mrs Galvin if they would like an appointment. Students can also self-refer into our Educational Psychology service. Details of this service can be found on the sixth form area of the school website.

Subject Tutors and Heads of Department are always willing to discuss subject specific matters. Mrs Gillibrand organises work experience for Year 12 and also arranges Careers' Guidance appointments in school with our Careers Adviser, Mrs McLoughlin. Mrs Gillibrand is available in the main school office.

Students can also use the Careers' Libraries at the sixth form or main school. Considerable guidance and support is offered to students completing application forms for university, apprenticeships or employment.

There are various sources of information around the sixth form centre e.g. in the medical room and careers library. If this information that you want is not available, please ask us and we will do our best to provide it.

The Sixth Form Office

The office is situated to the rear of the library and is staffed during library hours, 8.30am to 5.00pm Tuesday-Thursday, 8.30-4.15 on Monday and 8.30-3.00 on Friday. The office staff, Mrs Quigley and Mrs Egan support staff and students within the sixth form. They are also responsible for following up absences from registration and lessons. Contact with parents can also be made through the office.

Mrs Quigley and Mrs Egan can be contacted by telephone on 0161 912 5911 or via e-mail at sixthformadmin@aggs.bfet.uk

The Sixth Form Library

Located at the sixth form centre, the library provides a calm environment for silent study, with a number of networked computers. There is also a comprehensive Careers' Library adjacent to the library itself with up to date university prospectuses, details about apprenticeships and work-related information.

The library is open from 8:30am until 5:00pm, Tuesday-Thursday for private study and computer usage. Students can borrow up to 6 non-fiction books for a period of 4 weeks, although this time can be extended slightly for prolonged research projects. Books can be self-issued using the biometric reader next to the computer. The library is also staffed by members of Year 12, as part of their role in the sixth form, either during free periods or at rec and lunch times.

Sixth Form Common Room

The common room is available all day for the students to use. It is requested that students show respect for their surroundings and place all litter in the bins provided. Each student should take responsibility for clearing away after herself.

Please note that the sixth form centre and the surrounding area is a non-smoking environment and smoking will not be tolerated anywhere around the premises.

Electronic Communication

Students will be given a username and password for the school email system. They should access their account daily to ensure that they receive important messages and careers / higher education advice. When contacting staff in school, students should do so via their school account.

Important messages are given from staff on the school noticeboard system. Students should check this regularly at <http://noticeboard.aggs.trafford.sch.uk/>

Information about careers and life beyond school can be found on the Post-18 Options blog, available from the school website homepage or directly at <http://wp.aggs.trafford.sch.uk/post18/>

If you use Twitter you might like to follow @AGGSSixthForm and @AGGSPost18 to be notified of updates.

Financial support

A means tested bursary is available for students who need financial support through their A levels. For further information please see the policy and application forms on the sixth form area of the website, or see Mrs Quigley in the sixth form office.

All policies are available to stakeholders either on the school website or upon request from the school office.

Sixth Form Procedures

Registration

The sixth form day runs from 8:40 a.m. to 3:30 p.m., breaking for one hour at 12:25 p.m. for lunch. Rec (morning break) is 11.05am-11.25am.

All students in the sixth form, irrespective of whether Year 12 or Year 13, must attend registration every morning, as important information is passed on to them at this time.

Afternoon registration of the sixth form is done by subject teachers in lessons. When students are free during the period after lunch, they are required to register in the sixth form library at 1:30 pm. The students will then stay in the library to study or go to the common room.

Students who arrive after registration will be required to sign in the sixth form late book at the sixth form office or main school reception. Please note that a letter from home is required for any lateness relating to appointments.

Absence Procedure

Where absence from school is unavoidable due to illness etc. the sixth form office should be notified by telephone on **0161 912 5911** on the first day of absence, and each day after, advising the reason for absence and the likely date of return to school. This should be followed by an absence note upon the student's return to school.

Where the absence is known about in advance, e.g. hospital/dental appointments, driving tests, etc. students must provide notes from home in advance which should be addressed to the senior tutor. However, medical appointments must not be made in school time unless absolutely unavoidable and driving lessons should not be made in school time at all.

If a student misses lessons, arrives late or simply does not turn up for registration, causing concern to tutors, parents will be contacted, initially by text message, to inform them of the situation. This will be followed up by the form tutor or senior tutor and may include either a phone call or letter home. If concerns persist the student and / or their parent will be requested to attend a meeting with the senior tutor or Head of Sixth Form. Persistent absence is not acceptable in the sixth form.

Procedure when unwell

Students who are unwell must see Mrs Quigley or Mrs Egan in the sixth form office, or report to the pastoral assistant at main school. Parents will be contacted in the normal way before permission is given to go home. Students should then sign out. **They must not go home without permission.**

Punctuality

Students should make every effort to arrive in school for 8.30am in order to be prepared for tutor time or assembly at 8.40am. A student is late if they arrive after the register has been taken at 8.40am. If a student is late three times in a half term, they will be spoken to by their tutor. If they are late four times, a letter will be sent home and the student will be required to stay after school to make up the time missed. If the student continues to be late, they will be requested to attend a meeting with the senior tutor or Head of Sixth Form. Persistent lateness is not acceptable in the sixth form.

Lunchtimes

Students are only allowed off site at lunchtime if they have returned their permission slip signed by their parent / carer. Students who stay on the school site for lunchtime may purchase food from the sixth form catering facilities, or join the queue at main school to use the canteen. Food is not allowed to be consumed in the sixth form or main school library.

Afternoon Frees and Lunchtime Registration

Students may go home in afternoon frees, as long as they have returned their permission slip.

Courses / Open Days

Students are permitted to attend **no more than 3 open days** at universities during school time in any one academic year. Where trips, open days or courses occur during school time, a permission slip should be obtained from the sixth form office and students should ensure that it is signed by the appropriate subject teachers of the lessons that they will be missing. They should also attach or email confirmation of their booking for any visit / trip / activity. This should then be signed by their tutor and parent and handed in directly to the sixth form office, at least a week in advance. If this procedure is not followed, any absence will be recorded as unauthorised for such excursions.

Change of address

Please ask at reception for a form to complete if there is any change to your address, telephone number or medical condition.

Request for time away from school during term time

Permission will not be given for any requests to take a pupil or student out of school, on holiday, during term time. Special leave of absence for important events can be applied for and this request will be considered carefully by the Principal. The request for any such special leave must be made in writing to the Principal. Special leave of absence does not refer to requests for holidays in term time, including the start and end of any term/half-term. Applications to carry out religious observances and extra-curricular activities will be regarded as applications for special leave of absence. Each application will be considered by the Principal.

If a pupil or student is taken out of school, without permission, then the school reserves the right to take the pupil or student off roll. This action will be taken because of the parents' or carers' refusal to adhere to the school's Attendance Policy.

Forms to request time away from school during the term time are available from the sixth form office but parents will appreciate that a student's progress can be adversely affected by absence. Forms for special absence requests must be submitted at least one school month prior to the period of absence. All requests are granted at the discretion of the Head of Sixth Form and the Principal.

Acceptable use of electronic equipment for Year 12 and 13 students

Students must not use any personal electronic equipment when they are in tutor time or formal lessons, unless they are given permission by the teacher. Students must not use any electronic equipment when they are between lessons on the Main School, Fairlie or Breeze Hill sites or when walking on the Devisdale between lessons.

Personal electronic devices must not be used in the sixth form or main school libraries, with the exception of personal tablets which may be used for work purposes. All other electronic equipment, including mobile phones, must be switched off during these times.

Students are allowed to use electronic equipment in the Common Rooms or around the sixth form centre when they have non-contact periods. This is a privilege granted to sixth form students.

If equipment is switched on or used at inappropriate times, it will be confiscated for seven days. A second confiscation results in a ban for the remainder of the academic year.

For reasons of safety between sites, electronic equipment must not be used at any time between 8.30-3.30 whilst crossing roads between the three school sites, and must not be visible (this includes rec and lunchtime).

References

If you require a reference to be written for a part time job or other activity, you can ask your form tutor to fill it in. This will then be signed by your tutor and Mrs Galvin.

Cars

Students who wish to drive to school need to have obtained and completed a form to show that both they and their parents understand the conditions under which they do this. Blank forms are available from the sixth form office and once completed should be returned to enable details to be logged.

Those who are brought to school by car should be dropped off outside the sixth form centre using the turning spaces provided, and not in the car park. The turning spaces should be kept free at all times.

Students are permitted to park in the designated areas on Green Courts only. All other areas are for staff and visitors only. A large car park is also available at the Bowdon Rooms, The Firs.

Sixth Form Dress Code

The Governing Body of this school has decided that a dress code should apply in the sixth form, so that the students set a good example to the more junior pupils. It will prepare students for a possible future career where many may be obliged to wear smart business attire. The students at Altrincham Grammar School for Girls sixth form must wear **smart, conventional business attire** consisting of:

A plain navy business suit purchased from our supplier, Monkhouse.

- Both skirt and trouser options are available and include an option of a modesty skirt.
- Jackets must be worn at all times, unless the weather is exceptionally hot when it must be carried.

Shirt or blouse

- This shirt can be of the student's choice as long as it is smart and not made from **denim, casual checked material or displaying a slogan or a large logo.**
- Shirt or blouse can be in any colour.
- This shirt or blouse must not be low cut.
- It must not hang below the suit jacket.
- A plain fitted top may be worn.
- Headscarves can be any colour.

Jumper or cardigan

- These garments may be worn but they must not show below the hem of the jacket. No other warm tops are acceptable.
- A cardigan or jumper is not an acceptable alternative to the suit jacket, but can be worn in addition, so long as they do not show below the hem of the jacket.

Shoes and tights

- Smart shoes or smart boots may be worn. Trainers or pumps are not considered to be a smart shoe and are therefore not permitted.
- Tights should be suitable for business dress.
- Any type of leggings or 'over the knee socks' are not regarded suitable for business dress.

Coats

- Coats may be worn between sites.
- Please note coats must not be worn in Tutor time, in lessons, in the library or in assembly.
- Denim, leather and hoodies are not acceptable as coats.

Make up, jewellery, miscellaneous

- Make up should be suitable for business attire.
- No visible piercings except in the ears. Earrings should be discreet. Students who have visible piercings elsewhere will be requested to remove the stud or hoop and give to their Tutor. The studs or hoops will be kept in the Sixth Form Office until the end of term.
- No visible tattoos are allowed.

The Assistant Vice Principal, Head of Sixth Form, has the final decision upon what is and is not suitable attire for the Sixth Form.

School reserves the right to send home any student who is not properly dressed where they should change into the proper business dress and then return to school the same day to resume their studies.

Variations will not be permitted unless the Governing Body has given its approval.

Home / School Agreement

The home / school agreement underpins the success of the Sixth Form at Altrincham Grammar Schools for Girls. Students and staff work together to ensure that every student has the best opportunity to reach their potential. The home / school agreement lays out what students can expect from Altrincham Grammar School for Girls and, in turn, what schools them. In accepting your place at the Sixth Form, you are committing to keeping up your part of the agreement.

The role of the school

The school undertakes to:

- (a) provide initial and continuing guidance about courses, together with appropriate teaching, setting and marking of homework;
- (b) encourage each student in their work and assess progress by regular monitoring, reviews and reports to parents on this progress;
- (c) provide facilities and resources for study and encourage the acquisition of sound learning skills for independent study; the Sixth Form Library is open from 8.15am to 5pm on Tuesday, Wednesday and Thursday. Monday 8.15 am to 4.15 pm and Friday 8.15 am to 3.00 pm.
- (d) provide careful, comprehensive advice and guidance about careers in employment, apprenticeships and for applications for further/higher education;
- (e) provide an opportunity for parents and students to discuss progress in the Sixth Form on Parents' Evenings and, if necessary, by appointment;
- (f) prepare each student to sit public examinations appropriate to the progress made on each course;
- (g) provide the opportunity for broadening the student's educational experience to include topics relevant to becoming a good citizen, well-being and health issues. Also to provide advice on work experience to support intended "Post 18" courses/careers and to create an awareness of the economic, industrial and social environment;
- (h) be available for consultation, help and advice whenever necessary on request and to solicit the help of outside agencies when needed. No student should ever feel that there is no-one on the staff to turn to.

NB If a student feels that the school is not fulfilling its side of the agreement they should bring it to the attention of the Head of Sixth Form

Home / School Agreement

The role of the student at Altrincham Grammar School for Girls

Your part of the agreement means that you, and your parents or carers, undertake that you:

- (a) attend school on all days other than when absence is unavoidable i.e. because of illness, interviews, etc. You must not take days or part of a day off, except where it has been agreed in advance. Students may be allowed home on free afternoons for personal study, as long as parental permission has been given;
- (b) register your attendance punctually with your tutor in the morning and in the library in study periods. If you are absent for any reason, your parent or carer should call the Sixth Form office first thing on the morning of absence and everyday thereafter that you will not be attending school. If you are late you will be marked accordingly. It is your responsibility to make yourself known to your Form Tutor on days of assembly. Attendance and punctuality will be monitored regularly and procedures are in place if either become a concern.
- (c) explain any absence from school in writing to your tutor on your return to school. Discuss with subject teachers the work missed and catch up as soon as possible;
- (d) request permission for any planned absence e.g. university/apprenticeship open days, interviews etc by completing a green form 2 weeks in advance;
- (e) attend all lessons, work placements and projects, field trips, all enrichment studies, activities and student roles associated with your Sixth Form studies and responsibilities;
- (f) attend and help at school events, such as Open Days and Evening and Year 6 Entrance Test;
- (g) complete all set work by agreed times and maintain good standards of work and meet course requirements. Be prepared to spend a substantial amount of time (at least 10 hours per subject per 10 day cycle) completing extra study outside of your lesson. It should be stressed that non-contact periods for private study at school will not provide enough time for you to undertake all the independent study needed for your courses. Ensure that any part-time work does not hinder your academic progress. Your tutor, subject teachers or Senior Tutor should be seen if there are any problems;
- (h) have respect for the working environment in the designated silent, private study areas and maintain a high standard of behaviour as a Sixth Form student;
- (i) adhere to the Sixth Form dress code and other Sixth Form rules at all times, including the use of mobile phones and crossing the road at the zebra crossing;
- (j) recognise the example that you set to the rest of the school.

The Sixth Form Curriculum

Students entering the Sixth Form in September 2017 will choose 3 subjects to study in Year 12 and Year 13. Students will take an internal examination in all subjects at the end of Year 12. The Year 12 timetable is constructed to meet the greatest number of student preferences. Certain subjects and combinations are dependent on student demand and the availability of staff. The Extended Project Qualification is offered as part of the sixth form curriculum. Details are given below.

Extension lessons (e.g. for Oxbridge preparation) may run in Year 13 in those subjects for which there is such a demand. Preparation sessions for other entry tests such as UKCAT, LNAT, BMAT, TSA are also offered at the end of Year 12 and the start of Year 13.

Mock examinations

Mock examinations will take place in February of Year 13. The result of these examinations will be used to inform the second interim report dataset that will be reported home in the spring term (see academic monitoring section on page 18 for more information).

Extended Project Qualification

The Extended Project Qualification (EPQ) is a stand-alone qualification that involves completing an independent project on a topic of the student's own choice. It may link to a particular subject they are studying, or be a personal interest that they wish to pursue.

The title is chosen by the student and they complete a Project Log throughout the project. They are supervised and taught research skills, but must carry out their research independently.

The final product is either:

- A 5000 word written report / essay
- A 1000 word report + an artefact e.g. a film of a performance, a piece of artwork, a piece of music, a website, evidence of an event they ran etc.

The EPQ is graded A* - E and is required for the AQA Bacc.

In addition to handing in the work, each student must also deliver a short presentation explaining how they went about their project, what their main findings were and reflecting on the success of their project.

The EPQ is marked on four criteria:

- Management of the project
- Use of a variety of resources
- Developing and realising the project
- Reviewing the project and its outcomes.

The EPQ gives students something to discuss at interview and allows them to become expert in a subject they may not have encountered throughout their school life. Universities have been extremely interested in students who have the EPQ qualification as it demonstrates vital skills for successful higher education. For example:

"Some admissions tutors may make two alternative offers, one of which involves success in the Extended Project (e.g. either AAA at A-level or AAB at A-level plus Extended Project)."

- University of Bristol

Work Experience

Work experience in the sixth form is supported by Mrs Gillibrand in the main school office. Your tutors will talk you through the procedure at the beginning of term, but here are some notes to get you thinking:

- Work experience can support university/ college applications and the move into full-time employment by showing a willingness to learn more about the field you wish to move into.
- Work experience can be carried out during a free afternoon, at weekends, evenings during holidays as well as in the designated week in the summer term of Year 12.
- It is best to arrange placements as early as possible during the school year as there is such a high demand in certain areas, particularly medics/dentists and UCAS applications have to be submitted by October 15th of Year 13.
- In most cases students are expected to arrange their own placements but Mrs Gillibrand is always on hand to support where necessary. Lists of companies where previous placements have been carried out are available for your perusal.

Work Experience for dentists, medics and vets

- To be successful you must demonstrate that you have the right motivation to study on these courses and understand the realities of life as a dentist, doctor or vet. Any relevant work experience will help to achieve this so you must be politely persistent in trying to get some.
- If you are thinking of applying to dentistry or vet medicine/science you should consult the websites of the universities you might consider applying to and check their work experience requirements: some are very specific and extensive and your application will be rejected if you do not meet them.
- For medicine, most universities place less emphasis on having experience *e.g.* in hospitals because they recognise how hard this is for many students to get, especially as many hospitals and GP surgeries will only take students over 16. You will be at a significant advantage however if you can show a “long term commitment to a caring role” such as volunteering in a care home, nursery or charity shop.
- Whilst the school cannot arrange your work experience, you can talk to older students who will share social media contacts that have built up between current applicants, current medical students and older alumnae who might be able to help. You should contact your own and other local dentists, GPs, and hospitals; and local vet practices, farms, stables, animal charities and even zoos. Be flexible and be politely persistent; you may not get a response today, but the same provider might have capacity to help you in a few months’ time. Current applicants will tell you how many letters they wrote with no reply; showing resilience is an essential skill in the whole application process and indeed in your intended career.

Community Service

- Students in Year 12 and Year 13 are encouraged to get involved in some form of community service, which they can arrange to do during the school day if they have two study periods together. Details of how to arrange this will be provided in the first term.

Opportunities for Initiative and Leadership

The sixth form offers a range of opportunities for students to enjoy their time in post-16 education as well as to develop the skills that will help them for life at university and the world of work. These opportunities include:

- Working with younger pupils, for example as a peer mentor, or leading a junior workshop
- Helping to develop services, such as Careers Information, Advice and Guidance
- Attending conferences, lectures and university open days
- Being part of the Charity Committee or School Council
- Participating in the National Mock Trial
- Participating in Young Enterprise competitions

These are only a few examples of the opportunities on offer which are all seen as an invaluable part of education at this level. A few examples of these opportunities are given in more detail below.

Peer Mentors

All students in Year 12 will be a Peer Mentor for junior students and some Year 13 students have an opportunity to continue the role. The job of a mentor is an important and valuable one. Students are expected to attend their form's form time once a week, usually on a Wednesday morning. They will be working with young people who might be new to the school and will need help in settling in or with those who might be experiencing various adolescent problems. Sixth form mentors will also be delivering interesting and engaging activities each Wednesday during the Form time.

Qualities needed include:

- Punctuality and reliability
- Confidence, tact, discretion and patience
- Respect for others
- Good listening and communication skills
- Good organisational skills and a good team worker
- Being friendly, approachable and understanding of junior students

N.B. Confidentiality – Mentors should be aware that any confidences from a younger student may have to be passed on to the Form Tutor and or Senior Tutor and they should make the pupil aware of this e.g. if the safety of a student is questionable or if they are at risk in any way.

This will are also strongly encouraged to apply for further roles; this might be librarians, careers advisers or subject mentors. Within the sixth form, and as part of a much larger school community there are opportunities for everyone. Students are encouraged to take advantage of them or establish new opportunities for others to share.

Mock Trial

A team of 15 students participate in the Sir Rhys Davies' Mock Trial Competition held at Minshull Street Crown Court, Manchester. The team consists of four barristers, two defence and two prosecution barristers. There are four witnesses, all of whom have to play two roles, one in each case. The final speaking part is that of court usher/court clerk. There is also a Court Reporting Competition, the prize being awarded to the student that can produce the best court report aimed at a quality newspaper. The rest of the team make up the juries in each of the court cases.

The students have to prosecute and defend two cases, they are not expected to know about the law but they do have to know about the rules of the court and court procedures. The cases are received in early-September which leaves a short time before the competition which is usually held in late November. Students have to be prepared to put in a lot of hours in order to ensure that they are ready.

Students have to work out the strengths and weaknesses in the defence and prosecution cases and prepare their arguments for each of the two cases. The barristers have to do opening and closing speeches and examine the witnesses, all of this in front of a real judge sitting in their multi-coloured robes. The witnesses have to be as convincing as possible, taking on the persona of the witness they are portraying. They have to be able to stand up to the cross-examination of the opposing team's barristers. This gives the witnesses plenty of scope to allow their inner drama queen to surface.

The competition is run over three rounds with four leagues and four teams in each league. At the end of the third round the two highest scoring teams go onto the final. This is usually judged by a senior Manchester judge.

AGGS has won the competition many times; we have set the standard that we hope to live up to every year.

Note:

Students in the sixth form are required to help out at all of our open school events, including the entrance examination morning, sixth form open evening and open day.

Sixth Form Academic Monitoring

The sixth form academic monitoring programme aims to support students through their two years in sixth form. It informs them of the grades they might expect to achieve in each subject, as well as the progress they are making towards that grade and advice about how to achieve their potential.

Statistically expected grades

Students are provided with a statistically expected grade (SEG) for each subject that they study. This is an A level SEG based on GCSE performance, set by ALIS. SEGs will be shared with students in the first half term in Year 12.

Interim reports

Data will be reported for each student twice in Year 12 and twice in Year 13. The data reported is shown in the table below and will be sent home to parents / carers.

Year 12

Autumn Interim Report	Spring Interim Report	Summer Interim Report
<ul style="list-style-type: none"> • ALIS Grade • Attitude to Learning Grade (1-3) • Behaviour (1-3) • Organisation (if appropriate - O) 	<ul style="list-style-type: none"> • ALIS Grade • Attitude to Learning Grade (1-3) • Behaviour (1-3) • Organisation (if appropriate - O) 	<ul style="list-style-type: none"> • ALIS Grade • Y12 Exam % • Y12 Exam Grade • Attitude to Learning Grade (1-3) • Behaviour (1-3) • Organisation (if appropriate - O)

Year 13

Autumn Interim Report	Spring Interim Report
<ul style="list-style-type: none"> • ALIS Grade • A Level Predicted Grade • Attitude to Learning Grade (1-3) • Behaviour (1-3) • Organisation (if appropriate - O) 	<ul style="list-style-type: none"> • ALIS Grade • Y13 Mock Exam % • Y13 Mock Exam Grade • Attitude to Learning Grade (1-3) • Behaviour (1-3) • Organisation (if appropriate - O)

Parents' evenings

Students and parents in Years 12 and 13 will be invited to attend two parents' evenings during each year, one at the end of the autumn term and one at the end of the spring term. These evenings will take place after the interim report data has been sent home and will provide an opportunity for students and parents to discuss any issues with subject teachers. Targets for improvement will also be set.

Subject monitoring

At the beginning of Year 13, students will have an opportunity in their lessons to discuss their results from Year 12. Staff will be able to provide advice and guidance about ways to improve, as well as advice about options beyond Year 13.

Form tutor monitoring

Following each interim report and parents' evening, students will have an opportunity to discuss their progress with their form tutor. These meetings will allow students to discuss what is going well and set overall targets for improvement. Senior Tutors will speak to anyone who needs any further support.

A summary of academic monitoring can be found below. Actual dates can be found on the school calendar.

	Year 12	Year 13
Autumn term	Students provided with SEG Interim report 1 sent home Parents' evening 1 Form tutor monitoring	Subject monitoring Interim report 1 sent home Parents' evening 1 Form tutor monitoring
Spring term	Form tutor monitoring Interim report 2 sent home Parents' evening 2 Form tutor monitoring	Form tutor monitoring Interim report 2 sent home Parents' evening 2 Form tutor monitoring
Summer term	Interim report 3 sent home	

Post-18 Transition – *Life after School* – Timeline

Year 12

September – December

- The focus is on settling into the A level courses and life in the sixth form. Students should aim to be as involved in school life as they can. The programme of support for Post-18 transition will be explained.
- During *Careers Fortnight* in November, students will visit a university campus, take part in an interview practice and hear from visiting speakers about apprenticeships, study abroad, work and other options such as gap years and the Year in Industry (YINI) scheme.
- Form time activities relating to post 18 options will take place between November and March.

January – March

- Post-18 Options evening for parents to share the information given to students in *Careers Fortnight*.
- There is a second evening briefing about Early Entry for both parents and students. This will provide the additional information needed by those intending to apply to Oxford or Cambridge and/or to apply to one of the medical professions (medicine, dentistry or veterinary medicine).
- Students will spend a half-day in school finding out more about the various post-18 options; they will then be free to attend the UCAS exhibition in Manchester.
- There will be an opportunity to learn more about student finance at parents' evening.
- Students should already be doing their own research on universities and other options, such as apprenticeships. The school will, of course, help whenever necessary.
- Students who do not wish to apply for Higher Education should also do their own research about different career paths and meet with the Connexions Adviser, where all your options can be discussed.
- Students should continue their work experience and community volunteering to be used in CVs and UCAS Personal Statement. Opportunities that come into school will be advertised on the Post-18 Blog site.

April – May

- Students will have an opportunity in tutor time and independently to use the computer to explore different options including from the *National Careers Service* and online resources in school.
- Also in tutor time students will begin to put together extra-curricular and other information needed for their UCAS Personal Statement or CV.
- Students should continue to take advantage of talks and other opportunities advertised in school as well as attending open days (up to three in school time).
- Arrangements should be made in good time for a work experience placement for the last week of the summer term. Allow time for the insurance and other documentation to be processed.

June – July

- Students will register on the UCAS system and receive some external advice on writing their personal statement. Students will produce a pre-draft of their statement. Early entrants may also receive some support over the holiday by email.
- Subject tutors write subject references for UCAS and other applications.
- Students complete a Work Experience Placement for a week.
- Form Tutors will be compiling your references for Higher Education or alternative career paths.

Year 13

September – Early October

- Teaching staff will finalise subject references and predicted grades.
- Personal statement advice from subject expert: second draft uploaded to UCAS for early entrants.
- Help sessions for UKCAT, BMAT and other admissions tests. Students wishing to take these tests should see Mrs Cooke to register (except UKCAT: this is done online through a local Pearson test centre)
- Student finance talk in assembly
- Early Entrants complete online UCAS application: this is checked for typographical and spelling errors after which students will be informed by email to pay and send their application.
- There will be another opportunity to learn more about student finance at parents evening.

20 September

- Deadline for students to complete early applications on UCAS and inform Form Tutor

15 October

- Deadline for school to submit early applications to UCAS

Late October – December

- Interview support sessions and mock interviews are available: access these by signing-up when offered via the Post-18 blog or email.
- BMAT and other entry examinations take place in early November.
- All other UCAS applications are completed online: this is checked for typographical and spelling errors after which students will be informed by email to pay and send their application.
- Applications for all other career paths should also be completed at this time.

22 November

- Deadline for students to complete all remaining UCAS applications and inform Form Tutor

15 January

- Deadline for school to submit remaining applications to UCAS

Late January – March

- Students who wish to defer entry for a year are expected to complete as much of their UCAS application as possible during Year 13.
- Further interview support is available.
- Deadline for student finance applications.