



Clitheroe Royal
Grammar
School

Supporting Success

A Guide for
Parents & Carers

September 2021

Introduction

The transition from Year 11 to the Sixth Form is an exciting and challenging time. The aim of this booklet is to help you to support your son / daughter to adapt as quickly as possible to the demands of A Level study and life as a Sixth Form student. Whilst it is expected that students will take increasing responsibility for their own learning and academic progress, there is an important role for parents / carers to play in this process. We hope this guide will answer any questions you might have, but if you have any queries or concerns, please do not hesitate to contact us.

Maximising Potential in the Sixth Form

Students who are successful in the Sixth Form tend to:

- ✓ Have excellent attendance
- ✓ Complete at least four hours of independent study for each subject studied per week
- ✓ Where study is not directed by the teacher, students read around the subject, revise and consolidate their understanding independently
- ✓ Work no more than eight hours per week in paid / voluntary employment
- ✓ Be effective time managers making the most of study periods in school and work in a structured manner at home
- ✓ Be organised and make good use of their Student Planner to ensure deadlines are met and work is properly filed
- ✓ Have a suitable place to work at home
- ✓ Engage with peers and teachers, asking questions, seeking help as appropriate and becoming involved in the wide range of activities on offer
- ✓ Use a range of effective revision strategies
- ✓ Enjoy a healthy work-life balance, pursuing other interests and hobbies and making the most of everything the Sixth Form has to offer

The Curriculum

The vast majority of students will start with four A Level subjects in Year 12. Students will receive their first set of Interim Grades in early November and following this they will have the opportunity to review their Study Programme and apply to drop a subject during the Curriculum Adjustment Window (CAW). There will be further opportunities to review their Study Programme in February, and again in May. Most students will study three subjects in Year 13. Additionally, students have the opportunity to study the Extended Project Qualification (EPQ) and Core Maths as additional qualifications.

Expectations in the Sixth Form

All students must attend their Guidance period with Form Tutor at 9:00am on a Tuesday. Students must arrive promptly for their first lesson. They are allowed to go home after their final lesson of the day. Students are also free to leave the site at other times as long as they abide by the Code of Conduct, but they must be mindful of local residents and the impression they give of themselves and the Sixth Form. Students are expected to wear their uniform with pride and maintain high standards of appearance at all times.

Attendance

Excellent attendance is important if students are to achieve their full potential. Routine medical, dental and optician appointments should be made outside of school hours. In the event of unexpected absence, such as illness, parents should inform the Sixth Form straightaway, either by phone (01200 423118) or by email (sixthformattendance@crgs.org.uk) preferably by 10.00 a.m.

Any unavoidable, planned absences should be communicated to school before they occur. A 'Request for Authorised Absence' (Green Form) is available at Reception for this purpose or parents may prefer to email (sixthformattendance@crgs.org.uk). This includes attendance at University Open Days. Students may request a maximum of three authorised absences to attend University Open Days or Applicant Days while at the Sixth Form.

Permission to take holidays during term time is only granted in exceptional circumstances. A letter or email must be sent to the Head of Sixth Form well in advance detailing the request (sixthformattendance@crgs.org.uk).

If a student feels unwell during the day they should report to Reception and we will contact a parent / carer whenever possible. Students should never simply go home due to illness without signing out at Reception.

Code of Conduct

Students sign a Student and Learning Agreement when they join the Sixth Form in Year 12 which outlines their responsibilities and what they can expect in return. The vast majority of students follow the Code of Conduct, make the most of the opportunities offered and are excellent ambassadors for the Sixth Form.

Frequently Asked Questions

Q. How is the pastoral system organised in the Sixth Form?

The year group is divided into 13 forms and **Form Tutors** will remain with that form for two years as far as possible to promote continuity of pastoral care. Students are allocated to forms to encourage them to mix with students from a variety of feeder schools and across different subjects. The Form Tutor will work in partnership with one of our team of **Senior Tutors** to ensure that all students are able to enjoy their time at CRGS, maximise their potential and are prepared for the challenges of the wider world. Senior Tutors will conduct one-to-one interviews with students in the first half term of Year 12 as part of the induction process and throughout the student's time in the Sixth Form. If students have a pastoral issue or need to talk things over, they can call into **Student Support** or send an email to y12pastoral@crgs.org.uk or y13pastoral@crgs.org.uk.

Q. How does the school help students settle into the Sixth Form?

Year 12 students take part in an Induction Programme which includes tours and talks on various aspects of Sixth Form life, including use of the Library and details of the extra-curricular activities on offer. Subject teachers will treat the first few weeks of term as an introductory period. It is hoped that any students who feel that they have made the wrong choice of subject and wish to make a change will do so during September, so that any necessary changes can be arranged before too much work in their new subject has been missed.

Q. Who should I contact if I am concerned about my son / daughter?

You should contact your son's / daughter's **Senior Tutor** in the first instance.

You can do this by contacting Student Support by telephone (01200 423118) or email (y12pastoral@crgs.org.uk; y13pastoral@crgs.org.uk).

Q. How should unexpected absence such as illness be reported to the Sixth Form?

Parents should inform the school on the first day of unexpected absence, such as illness. This can be done by email (sixthformattendance@crgs.org.uk) or telephone (01200 423118). An answering machine is available before 8.15 a.m.

Q. How does the school help students organise their work and develop good study habits?

We aim to promote independent study and effective study habits via the Guidance Programme but also through subject teaching. It is our intention to support students as they make the transition to A Level study and encourage students to adopt good study habits early in their courses, whilst still allowing them to take greater responsibility for their own learning. In addition, subject teachers will monitor student files and offer guidance on note-taking and revision strategies. We also offer optional Study Skills sessions with our Librarian covering a range of topics. Students are encouraged to make good use of their DSPs (Directed Study Periods).

Q. How does the school monitor the progress of students?

All students are given **Target Grades** based on their average GCSE scores (using the ALPS system). These grades are calculated by looking at the prior attainment of students with similar profiles from all schools and colleges across the country. In order to make sure that all students reach their potential, we closely monitor each student's progress against their target grades. Three times a year students receive their **Interim Grades** and these will be compared with their Target Grades. Subject teachers discuss these grades with the student. Form and Senior Tutors will work together to review each student's progress.

Q. How will parents / carers be kept informed of their son / daughter's progress?

In Year 12, your son / daughter will receive three reports containing Interim Grades as well as Parents' Evening and Year 12 Examination results. In Year 13, there will be three Interim Grade reports in addition to two Parents' Evenings.

Q. What will happen if the school is concerned about the progress of my son / daughter?

The parents / carers of students who are significantly underachieving in more than one subject will be invited to attend a Review Meeting. These usually take place after Interim Grades have been entered by teachers. An action plan will be agreed and this will then be monitored by the student's Senior Tutor.

Q. How can I support my son's / daughter's transition to A Level study?

We know that families give a great deal of encouragement to students. Studying A Levels places increased demands on students, particularly requiring them to undertake more work outside of lessons; this should be at least four hours of independent study per week, per subject.

Subject teachers will set specific tasks to be completed outside lesson time and there will be additional reading, research, preparation and practice in all subjects. Having a suitable place to work at home in which this can be done, helps students a lot.

Q. What happens if my son / daughter requires additional support?

Some students may be placed on the **Mentoring Programme**. Students are identified for mentoring on the basis of attainment compared with ALPS targets, commitment to learning (CTL), attendance and nomination by Form or Senior Tutor due to other identified needs. Mentors will initially meet with students to establish an honest and open dialogue based on evidence such as grades, attendance and CTL data. Discussion will establish mutually agreed areas for improvement and appropriate actions.

We also have a **Student Counsellor** in the Sixth Form who work with students on a range of issues. Students should email counselling@crgs.org.uk directly for an appointment, speak to their Senior Tutor or go to Student Support.

Q. How does the school communicate with students?

Students are allocated an email account which is linked to their student number. They should access their account daily to ensure that they receive important messages and careers / higher education advice.

Q. How does the school communicate with parents / carers?

Email is our primary method of sending letters and important information to parents and carers. It is important that you provide us with your email address and let us know if it changes by emailing sixthform@crgs.org.uk. We use the INSIGHT system to communicate with parents via email as well as using the INSIGHT portal for parental access to all interim and full written reports.

Q. What leadership opportunities are available in the Sixth Form?

The Student Leadership Team currently consists of a President, Senior Vice President and 12 Vice-Presidents, each with a different area of responsibility. These are appointed in the Summer Term of Year 12. These students play a significant part in the day-to-day running of the Sixth Form.

In addition, we provide students with a wide range of leadership opportunities in the Sixth Form, such as Library Prefects, Peer Mentors and the opportunity to work with Main School students in a variety of roles. These are advertised to students in the Summer Term of Year 12 and students are invited to apply. Peer Mentors receive training and are allocated to new Year 12 forms.

Q. How does the EPQ operate?

Students are able to complete an EPQ (Extended Project Qualification). This is an opportunity to undertake an independent research project. Students work on this during Year 12, attending one lesson per week. Students are allocated a supervisor who guides and supports them to complete a 5000 word dissertation or practical project which is worth half an A Level. The EPQ is widely regarded by universities as excellent preparation for higher education.

Q. What extra-curricular activities and enrichment opportunities are available?

Students are encouraged to participate in a wide range of extra-curricular activities. Competitive sports teams are fielded in football and netball on Wednesday afternoons. Opportunities are also available for students to undertake recreational physical activities on Wednesday afternoons in our Sports Hall at our Main School Site at Chatburn Road.

Students are encouraged to set up and run their own clubs and societies. Students are also encouraged to volunteer in the local community; many students use their Wednesday afternoon for this. If students have any questions about volunteering they should visit the Careers Office.

Q. How do you support students who don't wish to study at University?

Although typically around 85% of our students go directly to study at university, we have an increasing number of students who apply to Higher Level Apprenticeships (e.g. with firms such as Rolls Royce and BAE Systems). Some students apply to post-A Level schemes which can be extremely competitive.

We offer students guidance, information and support in accessing these attractive opportunities, in parallel with our Higher Education programme. Mrs Dickinson (Careers Adviser) is able to provide personalised one-to-one support to students wishing to pursue these opportunities. An appointment can be made with her at any time.

Q. How do you organise work experience and careers guidance?

Work experience is organised during the final week of Year 12. Students undertake placements in a wide variety of settings. We can usually facilitate placements for linguists in Germany, France and Spain. Our Careers Adviser is available to students in the Careers Office to advise on apprenticeships and monitor other work-based opportunities as well as Higher Education Courses. We will update students and parents about work experience opportunities as soon as we can.

Q. How do you support the UCAS university application process?

There is a carefully calendared programme to support students through the UCAS process. Students attend the UCAS Convention in Manchester and are given the opportunity to visit a University Open Day as a year group. In Year 12, there is also a Careers Morning and a Futures Day. Students who are applying to Oxford or Cambridge or for highly competitive courses are given extra support with specialist programmes led by members of the Sixth Form Team. The Sixth Form Moodle also contains useful information and links to a range of useful websites relating to Higher Education courses and apprenticeships.

Senior Tutors show students how to log-on to their UCAS account and explain how students should begin the application process in the Summer Term of Year 12. They will also offer individual guidance and support to students relating to the choice of course and university. Our Careers Adviser is also available to support this process. Form Tutors will provide support in putting together a strong personal statement. Senior Tutors will provide a personalised reference for each student. Students are strongly advised to submit their application as early as possible and certainly by the end of November. Mrs Howard (Careers Office) can help students who are having problems accessing their UCAS account. More details are provided for parents at our Futures Evening in May during Year 12.

Q. How do I contact the Sixth Form?

If you have any questions or concerns, please do not hesitate to contact us.

General Enquiries

Telephone **01200 423118**

Email **sixthform@crgs.org.uk**

Reporting Absences

sixthformattendance@crgs.org.uk

Pastoral Issues / Student Support

y12pastoral@crgs.org.uk

y13pastoral@crgs.org.uk

The school website is a useful source of information and is updated regularly at **www.crgs.org.uk**.

NOTES

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BB7 2DJ

www.crgs.org.uk

Telephone: **01200 423118**
General enquiries: **sixthform@crgs.org.uk**

To report absences: **sixthformattendance@crgs.org.uk**
Pastoral enquiries: **y12pastoral@crgs.org.uk / y13pastoral@crgs.org.uk**