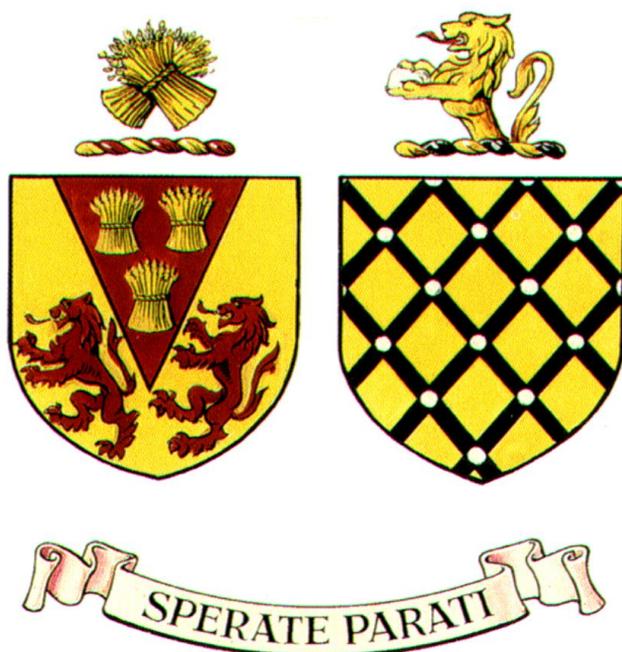
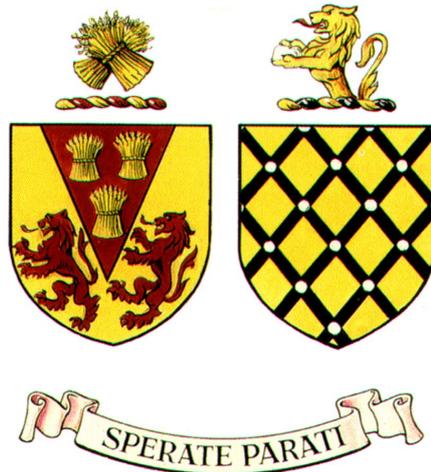


WATFORD GRAMMAR SCHOOL FOR GIRLS



SIXTH FORM
HANDBOOK

2016



Welcome to the Sixth Form of Watford Grammar School for Girls.

Congratulations on gaining a place in the Sixth Form. I am sure that you will find the next two years the most inspiring and enjoyable of your school career. You will be focussing on your chosen subjects and preparing for the next stages of your lives. You will make new friends and consolidate existing friendships. The school motto is Sperate Parati – go forward with preparation. You will meet with success if you prepare yourself well for your examinations and for your next steps after school, which may be to embark upon further academic study or on your chosen career path. Whichever you choose, the staff will be here to guide and support you along the way. It is important that you ask for help, guidance and support whenever you need it.

There are also many extra-curricular opportunities available to you. Please try to take advantage of these. You will learn new skills, and make new friends. It is also important that you take care of your mental and emotional well-being and balance your studies by taking part in the many sporting, musical, charitable and creative activities that will allow you to relax, enjoy yourselves and learn new skills. Being in the Sixth Form is also the time when you can develop your leadership skills, so that you are prepared to achieve the highest positions in your chosen fields in the future.

Enjoy the Sixth Form and make the most of it!

Mrs. Clare Wagner
Headmistress

GENERAL RULES FOR THE SIXTH FORM

1. **Attendance** at school.

- You are expected to be here every day from 8.40 am to 3.45 pm (3.15 p.m. on Tuesday and Friday).
- You must go to **ALL** your timetabled lessons, including core PE and General Studies
- You must attend registration with your form at 8.40 am and 3.35 pm (3.05 p.m. on Tuesday and Friday).
- Experience shows that in order **to achieve A Level, excellent attendance is vital.**

If you wish to do well you must attend all your lessons.

Because so much importance is attached to this matter, we have the following guidelines.

- ❖ All Sixth Formers are expected to maintain full attendance except for authorised absences - eg hospital appointment, **which must be notified in advance.** Unless it is an emergency, doctors and dentist appointments should, be made outside of school time.
- ❖ If a student is ill, **school must be contacted on the first day of absence either by e mail or telephone. The absence line is 01923, 442788 or absence@watfordgirls.herts.sch.uk.**
- ❖ If there has been no contact, school will contact parents. Any unauthorised absence is taken seriously and parents will be contacted.
- ❖ Any absence (authorised or not) of over 10% of student time is a matter of concern and parents will be contacted.
- ❖ School is not able to authorise absence for holidays during term time.
- ❖ Attendance in all timetabled lessons is monitored.

2. **Punctuality** is very important and is recorded. Arrive punctually for registration and for your lessons. If you arrive late then you must sign in at the school office.

3. **Illness during the school day.**

If you are unwell during the day and unable to go to lessons, **you must report to the Health and Welfare Officer (HWO) (Ms Hibbert).** HWO may arrange for you to go home, if you are particularly unwell.

4. **Absence Notes**

When you return to school after a period of absence - even just one day - you must bring a signed letter from your parents explaining your absence. The letter should give details and **not just say 'ill' or 'sick'**. An email from a parent to the absence email address is also acceptable.

5. **Assembly**

All Sixth Form students attend assembly on 2 mornings each week. On the other mornings there is extended form time with your tutor. Wednesday morning is reading time - all students must have a **(fiction or non – fiction), quality newspaper periodical** with them to read at that time. You may not complete homework during this time as it is important that you keep up reading for pleasure and promote “super – curricular” work throughout your time in the Sixth Form.

6. Going out of school during the day

You may go out of school during lunchtime.

If you need to go out of school for a good reason during a study period you must obtain permission from Mrs Edwards, Miss Ferguson, Mr Bevan, or Miss Braham **before signing out in the office. No Year 12 student is allowed off site during the day without permission from staff.** Year 13 may study off site during study periods, and may sign out and go home once all timetabled lessons are finished for the day. Attendance at morning registration is compulsory for all sixth formers. Year 13 girls who have lessons in the afternoon must attend afternoon registration. This privilege will be withdrawn if punctuality or attendance becomes a matter of concern.

7. Your studies are your top priority

Your teachers will set you work and give deadlines by which it is to be completed and handed in. If you are having problems or have a good reason for being unable to meet a deadline, you should talk to your teacher as soon as you realise you have a problem. **DO NOT** just leave it and then make excuses for not giving it in on time.

"Private Study Lessons" are there for your private work. Go to the Silent Study Area in the Sixth Form Study Centre or the Library or look at the list of available rooms published in the common room. Please make good use of this time. In addition to private study, you should be spending at **least 5 hours per week on each subject** as well as covering your background reading. In addition you will have a private study period assigned to each of your subjects. Staff will provide guidance on how to use this time. It is important that you balance your out of school commitments with your studies.

8. Driving Lessons

As a special concession Sixth Form students are allowed to have time off during the day for driving lessons under the following arrangements:

- First the student must bring a parental letter to their tutor requesting time off for driving lessons. The letter should then be handed in to Mrs Ratcliffe in the School Office.
- This should be for a maximum of one double lesson per week during a study period. It should be for the same time every week - agreed with the tutor. The student must sign out and sign in at the School Office.
- Once a student has passed their driving test no more time off is allowed for further lessons.

9. No students are allowed to park cars on site. Car parks are controlled by barriers. If any student is found parking on site, this would be considered a serious breach of School rules.

10. Smoking is NOT allowed in school, or in the vicinity of school, in uniform. You will be sent home, with a warning, if you disobey this rule.

- 12. Laptops, Notebooks, Tablets, Smart Phones.** Wi Fi facilities are available in the Common Room and Food Factory. Year 12 and 13 students may use their own devices in these areas and during lesson times only to complete research or assignments. Sixth Form students are allowed to also use their devices in lessons with the agreement of the member of staff. Students must have signed a special agreement form before using their devices. No videos may be taken. **Security of such devices is your responsibility.** If it is lost or stolen the School will not follow it up in any way.
- 13. Mobile phones** - other than the above (point 12) - any mobile phone seen in use during the day/lessons/other than allocated named areas and times, **will be confiscated.** They should be **turned off and locked in your locker.**
- 14. Service Fund** is used to help support pupils with financial difficulties. The Service Fund is payable on Founders Day in May. The suggested donation is £5.
- 15. Files and Paper**
In the Sixth Form you are expected to provide your own paper and files.
- 16. Parentpay System**
The School runs a cashless system, including a biometric system in our Food Factory. Once you are enrolled in the School your parents will be asked to login to the ParentPay system.
- 17. A Diary and Year Planner** covering one academic year will be available from the School Shop in September, price £3.00.
- 18. Lockers** are allocated to Sixth Form pupils at a cost of £20.00 which is included in the 6th Form ParentPay charge. This comprises £10 per year hire fee. Students are expected to bring their own padlocks to secure lockers and be responsible for their own key. If the keys are lost and the padlock has to be cut off, you will have to replace it at their own expense.
- 19. Textbooks**
Both you and your parents will be asked to sign a contract regarding your textbooks. If any book is lost or damaged during your course its full value will be invoiced to your ParentPay account.
- 20. Sixth Form Common Room Maintenance Fund**
It is school policy for Sixth Form students to contribute £5 each year towards a fund to maintain the facilities that are available to you in the Sixth Form Common Room. The fund is used to provide consumables (eg cleaning products, dishwasher tablets) and to help replace other larger items as they wear out. The Sixth Form Council will be involved in decisions on how the money is spent. This is included in the 6th Form ParentPay charge.

21. Girls with Lessons at the Boys' School

You must make their own way between the two schools. If the lesson at Watford Grammar School for Boys is at the start or end of the day the pupil may miss registration, having made a prior arrangement with their tutor.

21. Financial Support

Details of the 16-19 Bursary Fund can be found on the Sixth Form section of the School website.

22. On Line Journal JSTOR

A £2 contribution is payable to JSTOR. This is an on line database of journal articles also used widely in universities. This will support your study in the Sixth Form and is an opportunity for you to develop your independent study skills. This is included in the 6th Form ParentPay charge.

THE SCHOOL LIBRARY

OPENING TIMES

Monday, Wednesday, Thursday : 8.15am until 4.00pm
Tuesday, Friday : 8.15am until 3.30pm

STAFF

Mrs L Thackery (Librarian)

Mrs L Read (Assistant)

BORROWING FACILITIES

Girls in the Sixth Form may borrow up to 12 items. Loan periods are:

Books	3 weeks
Books in high demand (OWL)	1 week
DVDs	1 week
Reference books	overnight
Journals	overnight

LIBRARY CATALOGUE

All library resources are listed in the library catalogue - OLIVER. OLIVER is an online database and is accessible via the School website. The library catalogue is the most effective way of finding materials, and of establishing whether certain items are on loan or available to borrow.

Reservations

If an item is currently on loan it is possible to place a reservation on it so that it is not renewed by the current borrower. On its return to the Library it will be immediately put to one side for a user who has reserved it. All students are entitled to place reservations, and this may be done by entering details on the reservations list at the Library desk.

New materials

The Library always welcomes ideas and suggestions for new materials! If you cannot find what you are looking for in our Library please ask, and if we don't already hold the item, we will always attempt to get it in.

COMPUTERS

There are 6 computers in the Library, 1 of which is a dedicated OPAC (ie it is used solely to search the Library catalogue). The others are fully networked - access is via your username and password.

There is a black-and-white printer which operates through the use of printer credits.

PHOTOCOPIER

The black-and-white photocopier in the Library is available for student use. It is activated via a username and password.

SILENT STUDY

During lesson time, the Library provides a supervised *SILENT STUDY* area for Sixth Formers. This facility is highly valued by those users who need a quiet place to concentrate, and work independently. Those students who need to discuss their work are encouraged to go to the Sixth Form Study Centre.

CAREERS BALCONY

The Careers balcony upstairs is for careers research **ONLY**. You will need to sign in at the Library desk before you go up there. This area, like the rest of the Library, is for *SILENT STUDY* during lesson time.

PLEASE REMEMBER

We're here to help! Do ask if you need guidance or assistance.

CAREERS / FOCUS AND ACTION ON CAREER AND EMPLOYMENT (FACE)

The Careers programme in General Studies will include:

- The Connexions Advisor (Careers) will be available for one to one interviews, please see Miss Smart if you would like an interview.
- "Face the Future" event which helps to prepare you for the application process for University and employment.
 - Guidance on producing and updating your CV
 - Experience of completing a UCAS type application form
 - Developing Interview skills
 - Guidance on self preparation
- An overview of options at 18+
- A UCAS evening for parents explanatory sessions for students during General Studies in the Summer Term.
- Occasional lunch time and after school talks on options at 18+ including Higher Education, apprenticeships and different careers throughout the year.
- Invitations to attend a local Careers Fair in Waford

The Careers resources are in the Connexions Resource Area (library gallery) and is available at all times for use. There are up to date software packages and internet links on 3 computers which have information on Higher Education, work and a whole range of other topics relevant to 18 year olds.

Throughout your time in the Sixth Form we will work with you to develop your employability skills, through activities in and outside school. You will be given a booklet to record all the relevant activities you undertake and the particular skills you have developed.

WORK EXPERIENCE

As part of the FACE programme you will be given guidance on arranging work experience linked to your future career/courses to help you make final decisions about your options at 18+

EXAMINATIONS IN THE SIXTH FORM

In the first few weeks of September, you will be asked to choose which 3 subjects you intend to study for 2 years. Some of you may have already made that choice before starting in Year 12. You will take A level examinations in 3 subjects at the end of the 2 year courses. The exception is for girls studying Further Maths who will study 4 subjects for 2 years. There will be internal school examinations in the summer term in Year 12.

If there is cause for concern over your studies you and your parents will be informed and we will work with you to ensure you are back on track. Continuation with each subject in Year 13 is dependent on performance throughout Year 12. Performance in school examinations in Year 12 will be taken into account.

Arrangements will be made with the student and parents to discuss a programme of study appropriate for that student. Decisions will be made in consultation with the Sixth Form Team and relevant Heads of Department.

External examinations are taken at the end of Year 13. All subjects will carry out a revision programme leading up to those examinations.

SIXTH FORM COMMON ROOM

You have a purpose built Sixth form/Creative Arts Block which is a great privilege. As such you have the responsibility of taking care of this building and facilities. We will work with you to contribute even more to the furnishings and facilities.

We are **all** responsible for the tidiness and cleanliness of the building and both common rooms and upstairs Silent Study Area. In the interest of fairness, there is a cleaning rota for all students.

You cannot eat or drink in the area where there are computers. However, there are tables in the Common Room if you prefer on occasions to study in a more informal atmosphere.

LOWER SIXTH YEAR PROVISIONAL DATES 2016 - 17

2nd September	Year 12 Induction Day
15th September	Senior Prize Giving with presentation of GCSE certificates
5th October	L6 Parents Induction Evening
10th October	L6 girls are required to help at the school's Open Afternoon/Evening
2nd November	L6 girls are required to help at the school's Sixth Form Open Evening.
9th December	A Christmas event for 'the elderly in the Community' organised by Lower Sixth
25th January	Parents Consultation Evening
April	Careers Information and Guidance during General Studies. Also information about various University admissions tests.
June / July	Parents meeting to explain the UCAS system of applying to Higher Education Institutions.
June/July	You should be making decisions about Higher Education, visits to institutions can be arranged during the summer holidays. You are able to take up to 2 school days for University open days.
30th June 2017	"Face the Future" interview experience for all L6 girls with visitors from Higher Education, the Professions and Industry. Preparation for this day takes place during General Studies in January and February, including writing CVs and application forms and guidance for interviews. On "Face the Future" day - you need to be at school from 12.00 p.m until 4.15 p.m. Attendance is compulsory.
August 2017	'AS' results in selected subjects.

UPPER SIXTH YEAR

September/October	UCAS application forms are written. Final date for applications to be submitted to the school for applicants to Oxford, Cambridge, Medicine, Veterinary and Dentistry courses is mid September. The school has a target of all applications being completed by the end of November.
November	Parents Consultation Evening
November/December	Interviews at Universities tend to be during this time and may continue into the new year.
End of April	Final decisions about University offers required.
After Easter	Girls are expected in school only for lessons and General Studies. At other times they may study at school or home as they wish.
End of May/June	'External examinations
March	Leavers' Dinner
August 2017 (to be announced)	A Level Results published. Please note that girls must be at home to receive their results and NOT on holiday. If you have to enter the Clearing procedure, the institutions will only deal with you, the applicant, NOT your parents.
September 2017	Senior Prize Giving with presentation of GCE A level level certificates

N.B. these are approximate timings for the two years

SIXTH FORM UNIFORM

ALL GIRLS ARE EXPECTED TO WEAR CORRECT SCHOOL UNIFORM

SIXTH FORM	
<ul style="list-style-type: none">• Black suit, consisting of short or mid-length jacket and black tailored knee-length skirt, or full length trousers. Short skirts and lycra skirts are not permitted.• White fitted open neck blouse, preferably with school crest.• OPTIONAL - Black V-neck woollen jumper with school crest (worn in addition to the jacket, not as an alternative if needed in cold weather).• The PE staff will advise the girls on appropriate kit once Sixth Form activities have been finalised.	
WHOLE SCHOOL	
Tights:	Natural, navy blue or black. No patterns
Socks:	Plain white, navy blue or black
Shoes:	Only black or navy leather/leather-look shoes that are suitable and safe for a busy working environment are allowed. Shoes must have a low heel and give support to the foot. Boots are not permitted.
Jewellery:	Jewellery is not allowed, except one pair of unobtrusive earrings, studs or sleepers in the lobe. Nose studs, and other facial and body piercings, are not permitted. An item of religious significance may be worn discreetly
Make-up / Nail Varnish	Not permitted in Years 7 to 11. Appropriately discreet in the Sixth Form
Outdoor clothing must not be worn in classrooms and must only be worn when travelling between buildings..	

Uniform Suppliers

Beat School Uniforms: Unit 1, Paramount Industrial Estate, Sandown Road, Watford, WD24 7XE

Tel: 08448797288

Website: www.beatschooluniforms.co.uk

D J Uniforms: 45 High Street, Bushey, Herts, WD23 1BD

Tel: 02084219488

Website: www.djuniforms.co.uk

John Lewis: The Harlequin, High Street, Watford, Herts, WD17 2TW

Tel: 01923244266

Website: www.johnlewis.com

FREQUENTLY ASKED QUESTIONS

ANSWERED BY SIXTH FORMERS

A NEW SCHOOL?

THE SCHOOL SITE

You will be given a map of the school site, the main areas are:

Main Building	-	Main Hall, Humanities, Social Sciences, Library, Office
Tennet Hall	-	Drama, Year Assemblies, Clubs, General Studies
Science Block	-	Biology, Physics, Chemistry
Lady's Close	-	English and Drama
The Tower	-	Languages, Language Lab
PE Block	-	PE, Swimming, sometimes examinations
Technology Dept	-	Bottom of the Tower, Technology rooms, workshops
Sixth Form Study Centre	-	Common Room, Silent Study areas with computers, Music practice rooms, Art Studio, Offices
Hyde House	-	Maths and IT

ASSEMBLIES

There are junior and senior assemblies; usually twice a week. These assemblies take place in the morning during normal registration time. Girls are expected to be quiet in the corridors going into assembly - U6 prefects line the corridors near the hall to monitor this. Students are then expected to stand when the headmistress walks in (or other staff/visitors taking the assembly) and there is no talking during the assembly. At the end the girls are asked to put chairs back on racks, but this is not needed if you are on the balcony.

THE FOOD FACTORY

The Food Factory is a cashless system so you can buy food and drinks at anytime during the day. Once enrolled in the school your parents will be asked to log into the Parentpay system to set up an account for you. There are also cash vending machines in the canteen, around the school and in the Sixth Form common room. Sixth Form students may use computerised devices for work in the Food Factory during lessons **but not during recess or lunchtimes.**

UNIFORM

Each Sixth Former must wear the correct school uniform as specified in the Sixth Form Booklet. If any item is lost it may be in lost property, which is next to the canteen. Alternatively, ask at the office for lost jewellery, wallets or keys. In the Sixth Form students can wear V-neck jumpers, ***under their jacket, not instead of their jacket*** but **they do need to have the school crest on them.**

MATRON

Matron can be found in the School Office. If **you are ill and unable to go to lessons, you must see her.** If Matron is not there, one of the other ladies in the office will help you. You must not enter the medical room without her consent. Matron will look after you and if needed she will contact your parents to make arrangements for you to go home. **Pupils must have the permission of staff to go home when ill.** - this is an important school rule for personal safety for all students, **including Sixth Form.**

PROBLEMS WITH WORK/HOME/LIFE

The pace of work can be intense in the Sixth Form and there are times when this and other personal matters can make life very difficult. The majority of students hit a crisis at some point and most of us need help at that time. Deal with the issue, talk to someone! Talk to your friends, talk to your tutor/teachers or talk to the Sixth Form team. Since most people have problems at some time, staff will readily help. But if you ignore the problems there is a real risk that you will fall further and further behind so that your grades will suffer and your future is affected. By sharing the problem you will usually find it is not nearly as big as you think.

FOUNDERS' DAY

During 2004 the school celebrated our 300th Birthday! Every year early in May we have a day when lessons are cancelled. All pupils and staff attend a service, either in church or in school, to celebrate our founder Dame Elizabeth Fuller. After the service pupils are allowed to go home early!

PARENTS' CONSULTATION EVENING

This occurs once a year (L6 in January). You come with your parents to talk to the teaching staff. If your parents cannot come because of work commitments, it is expected that you attend on your own as it gives you an opportunity to talk individually with staff about your progress.

COMPUTERS IN THE SIXTH FORM

Username and Password

To access the school computers a username and password is necessary. Mrs Solanki will assign all new students usernames, and she will also allocate each student an email address for use in school. The school network bans Hotmail and all other email systems, **so the school email is the only system allowed for students in school.** The IT office is located on the top corridor.

Printer Credits

All Sixth Form students are allocated with £7.50 in printer credits in September and a further £7.50 in January. Black and white printing costs are 5p, whilst colour printing costs 10p. Additional credit can be bought from the School Shop or ParentPay.

WGGS - RULES THEY FORGET TO TELL YOU!

- ❖ Pupils are not allowed to eat in the corridors or bring hot food out of the canteen (although you often see this happening as they 'forget'). As a Sixth Former you should set an example on this, as we are role models for the younger students.
- ❖ The school is very crowded, especially after assembly. Pupils should walk on the left when moving around the building.
- ❖ If you are late you must sign in at the office.

WGGS offers a wide variety in extended curricular activities e.g. music clubs, drama productions, sports teams. Do ask other members of the Sixth Form about them. You do not have to be studying that subject to participate.

TIMES OF THE SCHOOL DAY

TIME	LESSON
8.40– 9.05	Registration & assembly
9.05 – 9.40	Lesson 1
9.40 – 10.15	Lesson 2
10.15 – 10.35	RECESS
10.35 – 11.05	Lesson 3
11.05 – 11.40	Lesson 4
11.40 – 11.50	CHANGEOVER
11.50 – 12.20	Lesson 5
12.20 – 12.55	Lesson 6
12.55 – 1.55	LUNCH
1.55 – 2.30	Lesson 7
2.30 – 3.00	Lesson 8
3.00 – 3.35	Lesson 9
3.35 – 3.45	Registration

The school timetable operates on Mondays, Wednesdays and Thursdays.

Registration and the school day is at 3.35 - 3.45.

On Tuesdays & Fridays lesson 8 is 2.30 – 3.05. There is no lesson 9

Registration & end of the school day is at 3.05 – 3.15.

It is also a good idea to talk to U6 students who are doing the same subjects as you are to get a realistic idea of the problems you face as you move up from GCSE to AS and A level.