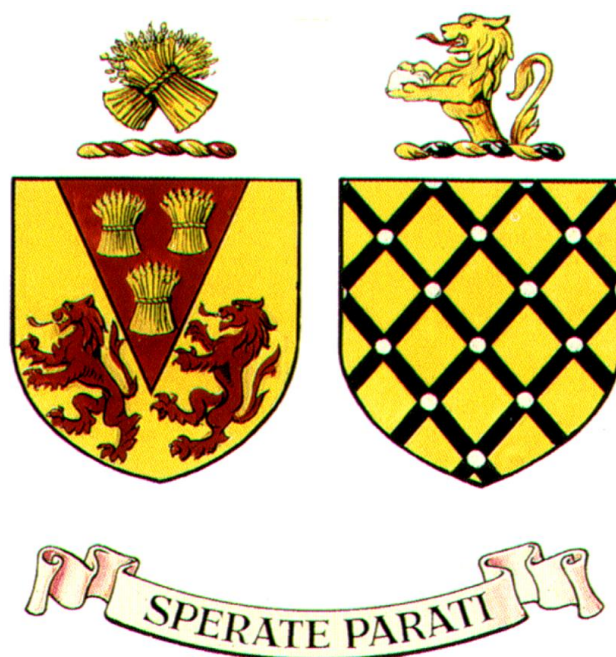


# WATFORD GRAMMAR SCHOOL FOR GIRLS



## SIXTH FORM HANDBOOK

2022/23

## Welcome

Welcome to the WGGGS Sixth Form, we are very much looking forward to having you here and to working with you. In this booklet you will find a host of important information, which you will be expected to know. Please read it carefully. If you have any questions or are unclear of something, please ask your tutor or Head of Year. We would like you to have a positive experience over the next two years, so please do not hesitate to ask your subject teachers, the Sixth form team or your tutors should you need help with anything, be that with your studies or a pastoral matter. We are here to help and listen to your concerns.

Wishing you a happy and successful time in the WGGGS Sixth Form!

Mrs Brümmerstädt (Head of Year 12)

### THE SCHOOL DAY

TIME	Period
8:30– 8:45	Registration & assembly
8:50 – 9:50	Period 1
9:55 – 10:55	Period 2
10:55 – 11:15	RECESS
11:15 – 12:15	Period 3
12:20 – 13:20	Period 4
13:20 – 14:20	LUNCH
14:20 – 15:20	Period 5

Tuesdays Period 5 is FORUM and finishes at 15:00

Fridays lunch is from 13:20 – 14:00 and the school day ends after period 5 at 15:00.

# Who is who?

## The Sixth Form Team



**Mrs Randhawa**  
Assistant  
Headteacher,  
Director of  
Sixth Form



**Mrs Brümmerstädt**  
Head of Year 12



**Mr Landsman**  
Head of Year 13



**Miss Aldridge**  
Higher & Further  
Education  
Coordinator



**Mrs Raikundalia**  
Sixth Form  
Aministrator

## Head and Deputy Heads



**Miss Tai**  
Headteacher



**Mrs Wilshaw**  
Deputy  
Headteacher

**Mr Coetzee**  
Deputy  
Headteacher

## Careers



**Mrs Arazi**

## Library



**Mrs Small**

## Medical



**Mrs Barrett**

## Old Grammarians



**Mrs Humberstone**

## Reprographics



**Mrs Thakrar**

## Exams Officer



**Mrs A. King**

## Safeguarding Officer



**Mrs Paddick**

## IT



**Mr English**



**Mrs Solanki**



**Mr Blanaru**

## GENERAL RULES FOR THE SIXTH FORM

### 1. Attendance at school

Experience shows that in order **to achieve well at A Level, excellent attendance is vital.**

- You are expected to be in school every day from 8:30 am to 3:20 pm (3:00 pm on Tuesday and Friday).
- You must go to **ALL** your timetabled lessons, including FORUM
- You must attend registration with your form at 8:30 am

What to do in case of absence

- We expect 100% attendance of all Sixth Formers, except for authorised absences - eg emergency medical appointment or illness, **of which we must be notified as soon as possible.** Unless it is an emergency, all medical appointments should be made outside of school time.
- If you are ill, **your parents or carers must contact the school on the first and every subsequent day of absence, before 8.30 am, either by email or telephone. The absence line is 01923 223403 or email [sixthformabsence@watfordgirls.herts.sch.uk](mailto:sixthformabsence@watfordgirls.herts.sch.uk).** Please copy your form tutor into the email.
  - ❖ If there has been no contact, school will contact parents. Any unauthorised absence is taken very seriously and parents will be contacted immediately.
  - ❖ Any authorised or unauthorised absence of over 10% of a student's time is a matter of concern and your parents will be informed.
- The school does **not authorise absence for holidays during term time.**
- Any absence that is not related to a medical emergency, e.g. a funeral must be authorised by the Headmistress, Mrs Tai.
- Attendance in all timetabled lessons is monitored. Please ensure that you are registered on SIMS for every lesson.

**2. Punctuality** is paramount and is recorded. You must arrive punctually for registration and for your lessons. If you arrive late, you must sign in at the school office and give a reason. You must also ensure that your teacher registers your arrival on SIMS.

### 3. Illness during the school day

If you are unwell during the day and unable to go to lessons, **you must report to the Medical Team.** They may arrange for you to go home, if you are particularly unwell. You must not go home without the express permission of the medical team, the Head of Year or Head of Sixth Form.

### 4. Assembly

All Sixth Form students attend Assembly on one morning each week, on occasions twice. You must wear your jacket to Assembly.

### 5. Going out of school during the day

After a three week period at the beginning of term after which you will be issued with your ID badge, it is possible to leave the school site during lunchtime. You must sign in and out and have

returned to school by 14:20 if you have a lesson p3. Year 12 students have the privilege to study offsite in the afternoon if they do not have a lesson period 5. However, we may request students to be on site if their work ethic is not up to expectations including lateness to lessons.

**No Year 12 student is allowed off site during the day, at any other time.** After 13.20 pm, Year 13 may study off site.

**6. 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 meeting a deadline, you should talk to your teacher as soon as you realise this. Ask for support if you feel you do not understand an aspect of your studies, your teachers will always be more than happy to support your studies and explain anything you might not have understood in the lessons. **DO NOT** just leave it and hand it in late and **DO NOT** use a lack of understanding as an excuse not to do the work set.

**"Independent Study Periods"** are there for your independent studies. Go to the Silent Study Areas in the Sixth Form Study Centre or the Library. Please make good use of this time. In addition to your free lessons, you should be spending at **least 6 hours per week on each subject**. 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 and it is important that you balance your out of school commitments with your studies. It can be helpful to make yourself a timetable detailing the work you will do during your study periods.

**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 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 back 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.

**11. Device Use**

WGGs operates a bring your own device policy. Please ensure that you have a fully functioning device at the start of term. This must be charged at home. Mobile Phones do not count as devices for studying. No lessons may be recorded and the **security of such devices is your responsibility**.

**12. Mobile phones** – Sixth Form students are allowed to use their mobile phones in the Sixth Form Centre only. All phones must be packed away in bags or pockets anywhere else in the school. The only exception is, where a teacher has allowed students to use their phone in lessons. Any mobile phone seen in use during the day/lessons/other than allocated named areas and times **will be confiscated**.

**13. Parentpay System**

The school runs a cashless system, including a biometric system in our Food Factory and Sixth Form Café. Once you are enrolled in the school, your parents/carers will be asked to log into the ParentPay system.

**15. Lockers** are allocated to Sixth Form pupils at a cost to be confirmed. 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 your own expense.

**16. Financial Support**

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

**17. Files and Paper**

In the Sixth Form you are expected to provide your own paper and files.

**18. Textbooks**

Most textbooks will be online. In some cases you will be asked to purchase the text books for your courses. For any books that might still be handed out by the school, both you and your parents will be asked to sign a contract. If any book is lost or damaged during your course its full value will be invoiced to your ParentPay account.

**19. Students with Lessons at the Boys' School**

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

**20. The Food Factory**

There is a dedicated 6<sup>th</sup> form Café in the Tennet centre, however, you are also welcome to use the canteen in the main building. Please note that students are not allowed to eat in the corridors or bring hot food out of the canteen.

**21. Corridors**

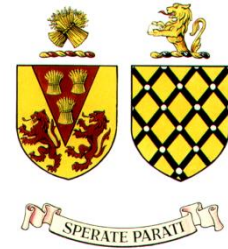
The school can get very crowded, especially after Assembly. Students should walk on the left when moving around the building.

**22. Clubs**

There is a vast variety of clubs every year in the school and Sixths Formers are heavily involved in running these. So if you have a particular interest and would like to run a club, please let your Head of Year know!

# WGGS

## Sixth Form Library



### OPENING TIMES

Monday - Thursday 8.00am until 4.30pm (Study Club 3.30-4.30pm)  
Friday 8.00am until 3.15pm

## BOOKS

### BORROWING FACILITIES

Students in the Sixth Form may borrow up to 12 items (charges may be payable for books exceeding 4 weeks overdue)

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

### OLIVER - LIBRARY CATALOGUE

All library resources are listed on the library catalogue. OLIVER is accessible in the library or via your own logon (start>all programmes>library>Oliver), or via the Pupil Dashboard on 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.

<https://watfordgrammarschoolforgirls.oliverasp.co.uk/library/libraryHome.do>

### RESERVATIONS

If an item is currently on loan a reservation can be made 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 whoever has reserved it and they will be emailed and asked to collect it within 3 days. All students are entitled to place reservations, and this may be done by entering details on the reservations list at the Library desk, or by emailing us on [library@watfordgirls.herts.sch.uk](mailto:library@watfordgirls.herts.sch.uk)

### BOOKS WHICH ARE NOT AVAILABLE IN THE LIBRARY

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

### STUDY RESOURCES

The library holds many resources suitable for A level study in all subjects

- A variety of text books
- Revision and study guides for all subjects
- A good selection of books for further reading

Please ask library staff to direct you to relevant material for your subjects

# DIGITAL RESOURCES

As sixth formers you may need to carry out research to support your work. You will need to do more than searching Google to get good reliable information.

## JSTOR

The library subscribes to a resource called **JSTOR** which will give you access to over 1,800 journals across the curriculum, plus books and primary sources. You will be expected to use resources like this at university so take the opportunity to try it here first. Please ask if you need help with access.

[www.jstor.org](http://www.jstor.org)

Username: watford

Password: hertfordshire

## New Scientist

As part of our subscription to the New Scientist magazine, we have unlimited online access via their website. Please use the following login and password, all lower case.

<https://www.newscientist.com>

Login: library@watfordgirls.herts.sch.uk

Password: newscisub

## Economist

To receive full access, go to the website [www.economist.com](http://www.economist.com) or download one of the apps. Please login in with

Username: b.small@watfordgirls.herts.sch.uk

Password: wggseconsub

## Financial Times

The school has access to FT for staff and pupils aged 16-19 within the remit of the school IP address. If you use [www.ft.com](http://www.ft.com) while at school will be able to search the site and get standard FT content.

In order to use the FT from outside school, and to download and use the [app](#) and other tools, you will need to register with FT.com and create your own individual account. You will need to use your school email address for this to work. You can then receive a weekly email containing content and classroom ideas recommended by teachers and FT editors.

Please follow this link to create your account <https://www.ft.com/join/licence/b2963e55-6266-4d62-a308-32b345907d2b/details>

You will then be sent an email to enable you to set a password.

Please ask library staff for advice on further digital resources



# FACILITIES

## COMPUTERS

There are 7 computers in the Library. On one PC priority is given to those wishing to search the library catalogue. The others are fully networked and access is via your personal logon.

## PRINTER/PHOTOCOPIER

There is a black-and-white printer/photocopier which operates through the use of printer credits. It is activated via your personal logon.

- To print documents use the “Release” facility
- To copy use the “Copier” facility

Please ask library staff if you need help

## SILENT STUDY

During lesson time, the Library provides a supervised **SILENT STUDY** area for sixth form use. This facility is highly valued by those who need a quiet place to concentrate, and work independently. Students who need to discuss their work are encouraged to go to the Tennet Centre.

## CAREERS LIBRARY

The Careers Library upstairs is intended for careers research and can be used when a member of the careers staff is available.

## FICTION

We hold a wide variety of fiction including modern authors, YA and classics. Don't neglect reading for pleasure as it can improve your communication skills, your vocabulary and grammar, help to reduce symptoms of depression and improve your wellbeing.



**We are here to help!**

**Please ask if you need guidance or assistance.**

***Mrs B Small (Librarian)***

***Mrs L Read (Library Assistant)***

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

Throughout your time in the Sixth Form we will work with you to best prepare you for your next stage in life, whether that is university, employment, apprenticeship, or a gap year. The Careers programme in FORUM will include:

- An overview of all your options at 18+
- Access to a one-to-one careers interview with the Careers Advisor from Services for Young People (requested via form tutor or Mrs Arazi, Head of Careers)
- Guidance on producing or updating your CV
- Advice on completing UCAS application forms
- Advice on interview skills
- A "Face the Future" event in the Summer Term of Year 12, to develop your skills learnt in CV writing, completing application forms, and interview techniques. For this, we invite people who work in different industries to go through a mock interview process with you, where possible in an area that is of interest to you.
- A UCAS information evening for parents, and explanatory sessions for students during FORUM in the Summer Term
- Occasional lunch time and after school talks throughout the year on different careers
- Advertisement of taster days/work experience schemes that can be applied for in order to extend your knowledge or skills in particular subjects or careers
- A University Fair in the Autumn term, where you can meet representatives from a range of universities.
- Advice on building your network, and graduate recruitment.

The Careers resources are in the Careers library (library gallery) and are available for anyone to use.

### **WORK EXPERIENCE**

As part of the FACE programme you will be given guidance on arranging work experience to help improve your employability skills, or to help you make final decisions about your options at 18+. You are given up to five days leave in which you can undertake work experience and/or attend university open days. In both cases you must make an application to Mrs Raikundalia, the sixth form administrator who will inform the sixth form team and subject teachers.

## **EXAMINATIONS IN THE SIXTH FORM**

Most students will take examinations in three subjects at the end of Year 13, some will study a fourth subject. Please note that a fourth subject must be taken if Further Maths is one of your three subjects. There will be internal school examinations in the summer term of 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. Arrangements will be made with you and your parents to discuss a programme of study appropriate for you. Decisions will be made in consultation with the Sixth Form Team and relevant Heads of Department.

National examinations are taken at the end of Year 13.

## **SIXTH FORM TENNET CENTRE**

You have a purpose built new Sixth form Centre with a Café area, silent study facilities and a dedicated IT suite. It is your responsibility to take care of the building and the rooms and to keep them clean and inviting for yourselves and the Sixth Formers coming after you.

Please adhere to the following rules to make the Sixth Form Centre a clean and agreeable place to work for everybody:

Respect the silence in the dedicated study areas, especially during lesson time.

Do not eat or drink in the IT suite.

As there is food being prepared in the Cafeteria, you must not use any nail varnish or similar items in the café area.

We are all responsible for the tidiness and cleanliness of the building. In the interest of fairness, there is a cleaning rota for all students.

**LOWER SIXTH YEAR  
PROVISIONAL DATES 2022 – 2023**

<b>2<sup>nd</sup> and 5<sup>th</sup> September</b>	Year 12 Induction Days
<b>13<sup>th</sup> September</b>	Senior Speech Evening
<b>16<sup>th</sup> September</b>	School Photographs
<b>27<sup>th</sup> September</b>	UCAS/University fair
<b>29<sup>th</sup> September</b>	L6 Parents Welcome Evening
<b>13<sup>th</sup> October</b>	Open Evening – all Year 12 students required to help from 4pm to 8pm
<b>6<sup>th</sup> February</b>	Year 12 Parents Consultation Evening
<b>March</b>	Parents meeting to explain the UCAS system of applying to Higher Education Institutions.
<b>Spring term</b>	Careers Information and Guidance Information about various University admissions tests
<b>2<sup>nd</sup> – 12<sup>th</sup> May</b>	End of Year 12 exams
<b>5<sup>th</sup>-14<sup>th</sup> June</b>	Exams at WBGs for some shared subjects
<b>30<sup>th</sup> June</b>	"Face the Future" interview and workshop experience for all Year 12 students with visitors from Higher Education, the Professions and Industry. Attendance is compulsory.
<b>June/July</b>	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 5 school days for university open days and/or work experience.

## UPPER SIXTH YEAR 2023/24

<b>September/October</b>	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.
<b>November/December</b>	Parents Consultation Evening
<b>November/December</b>	Interviews at universities tend to be during this time and may continue into the new year
<b>February</b>	Mock exams.
<b>End of April</b>	Final decisions about university offers required
<b>May</b>	Leavers' Dinner and Breakfast on Founders' Day
<b>End of May/June</b>	External examinations
<b>August</b>	A Level results published. Please note that students <b>must</b> 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.

## SIXTH FORM UNIFORM

ALL STUDENTS ARE EXPECTED TO WEAR CORRECT SCHOOL UNIFORM

<b>SIXTH FORM</b>	
<p><b>COMPULSORY AT ALL TIMES, jackets must be worn at all formal occasions.</b></p> <ul style="list-style-type: none"> <li>• Black suit, consisting of               <ul style="list-style-type: none"> <li>– short or mid-length jacket</li> <li>– black tailored skirt, of appropriate length.</li> <li>– or trousers which are straight-legged and hemmed. Jeans style, leggings, denim, corduroy trousers, or trousers which are tight on the leg, are not permitted.</li> <li>– white, fitted open neck blouse, preferably with school crest.</li> </ul> </li> </ul> <p><b>OPTIONAL:</b></p> <ul style="list-style-type: none"> <li>• A black knitted jumper that can worn under the jacket, preferably with the school crest, however it must not have writing or logos and no hooded tops permitted.</li> </ul>	

<b>WHOLE SCHOOL</b>	
Tights:	Natural, navy blue or black. No patterns
Socks:	Plain white, navy blue or black. May not be over the knee.
Shoes:	School shoes should be black or navy leather/leather-look, flat or have a low heel and logo-free. The style should be traditional, fully fitted to the foot which is suitable and safe for a busy working environment. Specific styles that are not permitted include: •Styles that appear to be more like sports trainers than professional black shoes. •Boots or ankle boots. •Suede shoes. •Styles that have more than one Velcro fastening. •Styles with obvious logos or branding. •Elaborate buckles or decorations or patterns.
Jewellery:	Jewellery is not allowed, except one pair of unobtrusive earrings, studs or sleepers per ear. Nose studs, and other facial and body piercings, are not permitted. An item of religious significance may be worn discreetly and safely.
Make-up / Nail Varnish	Not permitted in Year 7 to 11. Discrete only in the Sixth Form. False nails are not permitted in any year group.
Hair	Natural colour. No extreme styles
Head coverings	Plain navy blue or black only.
<p>Outdoor clothing, including boots, must not be worn in lessons or as a replacement for the blazer or jacket.</p>	

### **WGGs School Sixth Form PE Kit**

Compulsory kit displaying school crest:

- Black round neck T-shirt with school logo.
- Sixth Form PE hoodie (students may use their old WGGs PE hoodie if they wish). No other jumpers will be allowed in PE lessons.
- Other compulsory items:
  - Plain black sports leggings or tracksuit bottoms (these may have a small logo on, but no stripes). These cannot be fashion leggings. **Or** black sports shorts (these need to be loose fitting shorts and not cycle shorts or hot pant style)
- White socks
- Trainers

## Uniform Suppliers

**Beat School Uniforms:** 6/7 Faircross House, 116 The Parade, High Street, Watford,  
WD17 1BD  
[www.beatschooluniforms.co.uk](http://www.beatschooluniforms.co.uk)

**DJ Uniforms:** 45 High Street, Bushey, Herts, WD23 1BD  
Tel: 02084219488  
[www.djuniforms.co.uk](http://www.djuniforms.co.uk)

We may also have some second hand uniform available.

**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 Centre	-	Sixth Form Centre
Tennet Hall	-	Drama, Year Assemblies, Clubs, General Studies
Science Block	-	Biology, Physics, Chemistry
Lady's Close	-	English and Drama
The Tower	-	Languages, Meeting Room
PE Block	-	PE, Swimming, sometimes examinations
Technology Dept	-	Bottom of the Tower, Technology rooms, workshops
Hyde House	-	Maths and IT

## ASSEMBLIES

There are Junior and Senior Assemblies once a week. These Assemblies take place in the morning during normal registration time. Students 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 students 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 any time 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.

## 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, the Friday before May bank holiday weekend, 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 (this is now online). 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 of the main building.

### Printer Credits

All Sixth Form students are allocated with £7.50 in printer credits in September. Black and white printing costs are 5p, whilst colour printing costs 20p. Additional credit can be bought on ParentPay.

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 and you are allowed to set up your own clubs. Please speak to the Sixth Form team or one of your teachers about this as you will need a member of staff to take overall responsibility.

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 A level.