

Welcome to Hitchin Girls' School



Key contacts

- Head of Sixth Form - Miss Stojko - available today to discuss any option issues
- Mrs Taylor - Head of Year 12
- Mrs Lowe - Head of Year 13
- Sixth Form Pastoral Support - Mrs Hankin
- Mrs Purmessur - 6th form admin
- Mrs Leigh - consortium arrangements and travel

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What is the Sixth Form About

- Studying subjects I like
- Passing exams - move on to my post 18 choices
- Making friends
- Trying out new activities
- Developing my competencies
 - Leadership
 - Teamwork
 - Listening skills
 - Presentation skills
 - Independence
 - Communication

Study Periods

- Must be used productively
- 6th Form Common Room - Silent Study During Lessons
- Library
- Lower School Hall
- Mentoring with pastoral

Facilities

- STUDY AREAS - Common Room, Lower School, Library, Classrooms not being used for lessons
- Café – open 8.30 – 1.30
- Lockers – if you have hired one make sure you know where to access them

Phones and Headphones - only used in designated study areas - sixth form common room and your lessons / form with permission. You are not allowed to use your phones around the school site at all, no exceptions.

Attendance

- All lessons are compulsory
- From Time and enrichment slots are compulsory
- If unwell – parent must ring in the morning by 9.30 for each day of absence and send an email to Mrs Purmessur
- Medical appointments - we need letter/appointment card
- Open Days – students fill in a pink form which is signed by the tutor, teachers, parent and then presented to Mrs Stojko for authorisation. (3 open days per year maximum)
- If you arrive in school later than 8.40am you must sign in with the ipads as you walk into the sixth form centre before going to form.
- University Course – apply using a pink form
- Holidays will not be authorised
- Expectation that students maintain 95% attendance record

Cancelled Lessons

- Work will be set by the teacher
- This generally will be using google classrooms where appropriate
- We will try and communicate with students where possible if a lesson is cancelled

Driving Lessons



- Must not be booked during the school day
- Theory Exam – not to be booked during the school day
- Driving Exam – permission will be granted
 - Students will need to complete a pink form and return the request to ME
- Subject Trips
- Tutor Time
- Assemblies
- UCAS days
- Unifrog

Work

- Sixth form is a full time job
- Relevant work experience is important



Form Time

- Icebreakers
- VESPA programme
 - Vision
 - Effort
 - Systems
 - Practice
 - Attitude
- Unifrog
- Weekly general knowledge quiz
- Careers talks
- Teamwork challenges and presentations
- Study skills
- Revision skills
- Ted Talk
- Weekly Review

Date:

Subject your reviewing:

TOPICS COVERED THIS WEEK?	NOTES PRESENT	CLEAR & LEGIBLE	FILED

Date:

Subject your reviewing:

For 15 minutes review a subject:

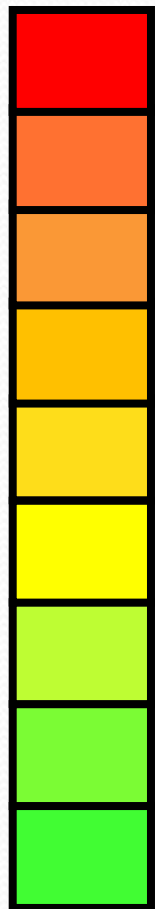
- Summarise your learning in a quick diagram, mind-map or a few lines of notes below:

Go through the jobs you've been given and deadlines you've got. Make a prioritised list below for the week ahead:

- 1.
- 2.
- 3.
- 4.
- 5.

Highlight or circle material you've found hard this week. This is the stuff to work on during your independent study time or see your teachers about. List it below:

Self reflection - How do you feel about this weeks lessons?



1

I really struggled and need to get extra support

2

3

I missed a few lessons and need to catch up

4

5

I feel like I understood it in the lesson but need to review it again

6

7

I understood everything this week and feel in a good place with this subject

8

9

I really enjoyed this weeks lessons and understood everything and have done extra reading

By completing tasks in each of the
four categories you will receive a
HGS
Graduation Certificate



Hitchin Girls'
School

Passport to Sixth Form

Making the Most of your time here



HGS Traditions

HGS Traditions - integrating yourself within the school and making memories that last a lifetime:

Over the 2 years we expect you to participate in at least 4 of these activities:

- Taking part in choir / carol concert
- Becoming a prefect / Head girl team
- Helping out at Open Evening
- Taking part in the year 12 Panto
- Taking part in Founders Day / helping with Enterprise Stalls
- Taking part in running a House Event
- Taking part in a Cole Swinburne Cup Activity

Tradition 1 activity:
Tradition 1 reflection:

Date completed:

Tradition 2 activity:
Tradition 2 reflection:

Date completed:

Tradition 3 activity:
Tradition 3 reflection:

Date completed:

Tradition 4 activity:
Tradition 4 reflection:

Date completed:

HGS Enrichment

HGS Enrichment - extending your knowledge outside of the classroom

Over the 2 years we expect you to participate in at least 3 of these activities:

- Attending a Subject trip
- Attending a University Open Day
- Attending an Assembly with an Outside Speaker
- Completing a MOOC on Unifrog
- Completing the Learn to Live Programme
- Attending a careers meeting

Enrichment 1 Activity:

Your reflection on what you learnt from this activity:

Date completed:

Enrichment 2 Activity:

Your reflection on what you learnt from this activity:

Date completed:

Enrichment 3 Activity:

Your reflection on what you learnt from this activity:

Date completed:

HGS ExtraCurricular

HGS Extracurricular - extending your subject / personal or community skills.

You can partake in the following at least 1 hour a week:

- Completing an EPQ
- Being a Community Ambassador
- Being a Learning Champion for one of your subjects or Pastoral
- Completing Sports Leaders

ExtraCurricular Awards Granted in Celebration Assemblies:

Type of Award	Bronze	Silver	Gold
	20 hours	40 hours	60 hours

Example of logging spreadsheet you are responsible in filling out and uploading to this assignment when complete.

Hour number / Date	Signature of mentor	Hour number / Date	Signature of mentor	Hour number / Date	Signature of mentor	Hour number / Date	Signature of mentor
1		7		13		19	
2		8		14		20	
3		9		15			
4		10		16			
5		11		17			
6		12		18			

HGS Diversity / Ethos

HGS Diversity / Ethos: promoting a community culture for all.

Over the two years we expect you to participate in 1 event:

- Delivering an assembly / form time on a culturally important topic to you
- Taking part in a club to raise school awareness (the club must have a lead teacher e.g. LGBTQ+)
- Taking part in International Language Day Events
- Leading on a House Charity Event
- Helping run a Food drive
- Taking part in a student panel

Ethos Activity:

Your reflection on what you learnt from this activity:

Date completed:

HGS Memories

Your favourite memory from Year 12 Term 1:

Your favourite memory from Year 12 Term 2:

Your favourite memory from Year 12 Term 3:

Your favourite memory from Year 13 Term 1:

Your favourite memory from Year 13 Term 2:

Personal Development

- Insight into careers
- Wellbeing
- Interviews
- Presentation Skills
- Teamwork
- Leadership
- Problem solving
- Post 18 Options
- UCAS & student finance
- Apprenticeships
- Learn to live
- Relationships
- Health and lifestyle choices
- Staying safe
- Managing Stress
- Revision
- Assessment centres
- Budgeting and Finance
- Leaving Home
- Preparing for Work experience

Opportunities in 6th form - Year 12 Prefect Team

- House Prefect
- Student Leadership Team
- Subject Champion
- Community Ambassador

Work Experience

- Last week of the summer term 14th - 18th July
- Activities with students in preparation
 - Approaching an employer for WEX
 - Health and Safety in the workplace
 - Key documents to be completed on Unifrog

Year 12 Reporting and Half Term assessments

- Initial appraisal check – October
- Each half-term you will have an in class assessment set by your teacher which are collated and reported home
- Progress check in January, March and July following the mock exams

Departmental Assessments Year 12

- Each half term – formal test for each subject under exam conditions – material in that half-term or longer
- Result recorded centrally
- Help monitor progress
- Provide evidence for predicting UCAS grades at the end of the year
- Provide data to support predicted grades – information will be published with each progress check

Students not meeting targets and expectations

- Behaviour For Learning Programme tracks students progress
- Mentoring with 6th Form Team, tutors and teachers
- Supervised study periods
- Report

Year 12 Mock Exams

- There will be a mock exam in the summer term of year 12
- We will notify you of the dates once agreed across the consortium
- Entry to year 13 will be dependent on students passing your mock exams in the summer for three subjects at E grade or above

Unifrog

ACCESS ALL THE TOOLS BELOW

Exploring pathways

Interests profile

✘ Quiz not taken

Start >

Personality profile

✔ Quiz last taken 5 Nov 19: ISTJ

Start >

Work environments profile

✘ Quiz not taken

Start >

Careers library

✔ Careers favourited

Go to tool >

Subjects library

✔ Subjects favourited

Go to tool >

Know-how library

✔ Guides favourited

Go to tool >

MOOC

You have [2 shortlists](#)

Start >

Webinars

Hear directly from the experts

Go to tool >

Read, Watch, Listen

✔ Profiles favourited

Start >

Dress Code – Requirements (1)

- As a member of the Sixth Form you will be required to wear a business wear

A skirt, dress or trouser suit	<ul style="list-style-type: none">● Jackets are a compulsory part of the uniform.● The suit can be worn with their own choice of shirt or top in any colour, but without logos.● Skirts must be of a reasonable length for work.
Shoes or boots	<ul style="list-style-type: none">● Shoes or boots may be worn but no 'Ugg' style boots, plimsolls or trainers will be accepted.
Jewellery, make-up and hair	<ul style="list-style-type: none">● Students can have only one face piercing visible. This is a single nose piercing and students may only wear a stud.● Hair and make-up should be worn in natural colours.
Lanyard	<ul style="list-style-type: none">● Students must wear their House lanyard at all times when on the school site as a safeguarding measure unless directed otherwise by a member of staff.

REQUIREMENTS (2)

Please note the following:

- Denim or jean style trousers/ skirts or indeed any other items of clothing made of this material should not be worn.
- Clothing should not be excessively transparent, thus lacking in modesty.
- Footwear should be secure and not pose a health and safety risk.
- Casual t-shirts with slogans should not be worn.
- Hoodies are not allowed to be worn once at Sixth Form or in the main building. They can be worn as part of warm clothing to and from Sixth Form only.
- Stretch tube skirts, combat style trousers and leggings are not acceptable.

Uniform infringement

If you fail to follow the uniform expectations than a Uniform notification will be logged and your parent will be emailed to inform them you have not followed the expectation.

A further uniform failure of any type in the same half term will result in you being sent home to modify your uniform to be in line with expectations. If this is not possible you will be asked to work in the 6th form centre on Assisted Learning all day.

Newsletter and School Emails

- University Events
- Work Experience
- Open Days
- Training Courses
- Entrance Exams

Student Details

- Please let us know any changes in the following:
 - E-mail address
 - Home Address
 - Home Phone Number
 - Work Phone Number
 - Mobile Number