

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

emma.taylor@hgs.herts.sch.uk

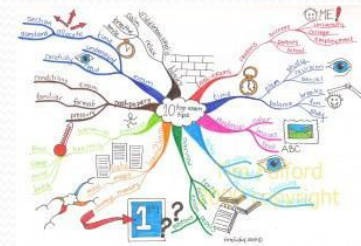
trudy.hankin@hgs.herts.sch.uk

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

Independent Study

- Reading Around the Subject
- Reading over past notes from the lesson
- Revising
- Reading the next chapter in the textbook
- Using study periods productively



Study Periods

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

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)
- 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

Date:

Subject your reviewing:

TOPICS COVERED THIS WEEK?	NOTES PRESENT	CLEAR & LEGIBLE	FILED

Date:

Subject your reviewing:

For 15 minutes review your subject:

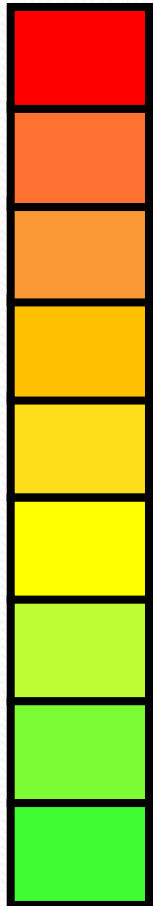
- Summarise your learning in a quick diagram, mind-map or a few lines of notes below:

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:

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

Enrichment

- Insight into careers
- Wellbeing
- Interviews
- Presentation Skills
- Teamwork
- Leadership
- Problem solving
- Post 18 Options
- UCAS
- Apprenticeships
- Learn to live

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:

Opportunities in 6th form - Year 12 Prefect Team

- House Prefect
- Charity Prefect
- Sports Prefect
- Wellbeing and Healthy schools Prefect
- School Council Representatives

All positions will be via a written application to your head of house -
an email will be sent out with the details

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

... TROUSER SUIT

... SKIRT SUIT

...BUSINESS DRESS



REQUIREMENTS (3)

- Your skirt or trouser suit can be worn with your own choice of ...

... SHIRT

or

... TOP



REQUIREMENTS (4)

□ Your shirt or top can be in ...

... **ANY COLOUR**

but

... **NO LOGOS**

... **NO THIN STRAPPY TOPS**



REQUIREMENTS (5)

- In terms of footwear you may have ...

... SHOES or BOOTS

but NO

... 'UGG' STYLE BOOTS, DR MARTIN BOOTS,
PLIMSOLLS, TRAINERS or
FLIP-FLOPS



Hair and Facial Piercing

- Hair – Natural colours
- One Nose Stud, No Nose Ring

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