



HITCHIN GIRLS' SCHOOL

Highbury Road, Hitchin, Hertfordshire SG4 9RS

01462 621300

admin@hgs.herts.sch.uk

www.hgs.herts.sch.uk

Headteacher: Mr J. E. Crowther



Ref: 231

28 April 2025

Dear Parent/Carer

Throughout the course of spring and summer terms we have been running assemblies, form time activities, workshops and personal development sessions to support students exploring their post 18 options.

On 16 June 2025 we will be holding a parents' overview regarding UCAS. The session will be in our Lower School Hall from 5:30 to 6:30 and Sheffield University will be present to provide a university overview. Myself and Mrs Taylor will also talk through the school procedures and timelines.

During this term students will spend some time in their enrichment lessons working through the UCAS application form. To enable them to do this they will be asked to take a photograph of their GCSE certificates. During form time they will continue to work on their personal statements which can be adapted for students looking at alternative routes such as gap years, work and/or apprenticeships.

Students interested in apprenticeships will also be invited to attend a weekly apprenticeship cafe during form time during which they will hear advice from employees, past students to support them through the application process.

To help support your child please can you speak to them about the key tasks they have been asked to complete in Unifrog. These are as follows:

1. Recording their activities and competencies will help teachers and tutors to develop references that reflect their skills and include their most relevant achievements.

Recording

Activities

Recorded at least 10



Skills

Completed all 12



2. Adding their classes and subject references - this will enable their class teachers to write a subject reference for them.

Subject References >
✘ Overall Ref not finished / 1 Sub Ref, 1 not finished

3. Notes for reference writers. It is very important that students complete this for each of their subjects as it will ensure that their teachers are able to use the strongest examples to support their strengths and interests.

Notes for Reference writers >
✘ 2 notes missing

4. Finally students have been asked to begin drafting their personal statements. This is a task set for all students even if they are looking at alternatives such as apprenticeships and gap years.

UK personal statement >
✘ Marked as finished

Students wishing to apply for work/apprenticeships will find the following areas useful. The quiz sections also have examples of psychometric tests.

Apprenticeships >
2 shortlists

Personality profile >
✔ Quiz last taken 5 Nov 19: ISTJ

Quiz profile >
✘ 3 of 4 quizzes complete

As the summer term progresses students will also be able to see their teachers' predicted grades. An attachment has been sent with this letter explaining the school's process and how these are reached.

On Monday 7th June all students are expected to hand in a good first draft of their personal statement. This includes students not planning to apply to university as the information can be used for application purposes. Students that do not meet this deadline will be expected to be in school on Monday 21st June to work on this following their work experience week.

The year 12 mock results are an important part of the process and students should endeavour to achieve as well as possible in these assessments. All students are required to achieve a passing grade. On Thursday 10th June and Friday 11th June students that have not gained an E grade or higher in their mock exams will be required to attend a resit session. Information will be sent to individuals affected.

If you have any questions regarding Post 18 options please do not hesitate to contact myself or a member of the 6th form team.

I wish you all the best for the summer and look forward to working with the students on their post 18 plans during 2025-2026.

Yours sincerely,



Miss T. Stojko
Director of Sixth Form
