



Great Marlow School

Excellence • Compassion • Integrity



SIXTH FORM INDUCTION INFORMATION



Induction Information

PLEASE KEEP THIS
BOOKLET HANDY AND
MAKE A NOTE OF KEY DATES
& EMAIL ADDRESSES



Thank you for submitting your application to Great Marlow School Sixth Form.

The information included in this booklet covers all aspects of Sixth Form life at Great Marlow School. The Sixth Form team would appreciate students, parents and carers taking the time to familiarise themselves with the information included here, even if you have been associated with the school previously. It is designed to be a useful reference document for the whole time that students are in the Sixth Form.

Many aspects of Sixth Form life are different to lower school, such as the concept of study periods on a timetable and having a different dress code.

The current Year 12s and all those applying for a place next year have the enormous privilege of moving into a purpose built Sixth Form Centre, which provides first-class opportunities for effective independent study, as well as café facilities and a state-of-the-art social area.

Please read the information in this booklet carefully, and please do not hesitate to contact the school should you have any questions.

We look forward to welcoming you in September.



Mr Hollyman, Miss Jones & The Sixth Form Team

Who is who?

Head of Sixth Form	Mr O Hollyman	ohollyman@gms.bucks.sch.uk
Deputy Head of Sixth Form	Miss A Jones	ajones@gms.bucks.sch.uk
Sixth Form Student Progress & Support	Mrs L Evans	levans@gms.bucks.sch.uk
Sixth Form Attendance		ks5attendance@gms.bucks.sch.uk
Headteacher	Mr G Pendlebury	
Deputy Head Teacher	Mr N Maguire	
Examinations Officer	Mrs Anna Smith	
Sixth Form Student Welfare	Mrs S Paul	

Starting
in **SEPT**

Year 12 students will be given the option to mentor a Year 7 or 8 student once a week. In preparation, interested Year 12 students will receive Safeguarding training, before being paired with a suitable younger student. They will meet once a week during morning registration, with the scheme providing clear benefits from all involved.

General Expectations

As
you are mature
members of the school,
please take the time to
help our younger students
if they need it.

As a Year 12 student, you will be expected to behave responsibly and act as a role model to all the students on the site. Your behaviour in and around school should reflect your age and your position as senior students.

The Sixth Form team expect students to:

Work to the best of their ability in all subjects

Use independent study time effectively

Dress appropriately at all times

Attend school and lessons punctually, including registration

Actively encourage the younger students to be punctual for registration and lessons

Refrain from using mobile phones on the premises (except in the Sixth Form Centre)

Refrain from using music players whilst walking around the premises; please ensure that headphones are not visible

Behave in a calm and orderly fashion, being aware of the safety and well-being of others

Be actively involved in the wider school community

Do not smoke cigarettes, consume alcohol, vape, take drugs or chew gum: all of these are prohibited. Moreover, you are not permitted to smoke or vape at the end of the school drive

Sixth Form Dress Code

In the Sixth Form you will be expected to have a care about your appearance by dressing appropriately and professionally for a day of study. An acceptable standard of dress would be similar to clothes that you might wear for an interview or when working with customers in a business environment.

If a student fails to adhere to the dress code they risk being sent home.

- You may wear a suit if you choose. Should you wish to wear trousers or a skirt, they should be smart and not jeggings, denim or a tracksuit.
- You should wear a shirt with a collar and tie. During the summer term, this policy will be reviewed. Please note that polo shirts are not acceptable unless permission has been given. In addition, should you wish to wear smart, tailored shorts in the summer term, you may do so.
- Blouses or tops should be neat, tidy and appropriate for the school environment, like 'office' wear.
- Jumpers should show your tie and shirt. Hoodies and logo sweaters are not appropriate attire.
- Shoes should be black or brown 'office' style – no trainers/ canvas plimsolls are allowed.
- Students should ensure that their outfits are not revealing and inappropriate for the school environment.
- Hats, gloves and coats should be removed for lessons and assemblies.
- Jewellery should be kept to a minimum. If in doubt, seek advice from your tutor.
- No nose/ facial piercings are permitted, nor should any tattoos be visible.
- Hair – extremes of style and colour are not acceptable: minimum grade 1 and no tramlines or designs are permitted.



Attendance

All students are expected to attend registration, punctually, at 8.30 every morning.

Year 12 students are expected to be on site at all times during the school day. If a student is required to leave the premises for any reason, an email to ks5attendance@gms.bucks.sch.uk or phone call should be made prior to leaving the site. Any student who needs to sign out unexpectedly during the school day must obtain verbal permission from Mr Hollyman or Miss Jones.

As Year 12 students have study periods on their timetable, any medical appointment should be arranged for these times rather than during scheduled lessons.

Parents and carers of students who are ill should email ks5attendance@gms.bucks.sch.uk on the morning of absence with an explanation.

It is crucial that if you are leaving the premises for a pre-agreed reason that you sign in and out using the QR code. These are on posters in convenient areas around the school.

GMS is responsible for your health and welfare whilst you are at school. If you leave the site without informing us and something happens to you, we will not know or be able to assist. If there is an emergency or fire drill and you have not signed out, it is a serious matter. If you are leaving the school site for any reason, you must seek permission and sign out using the QR code.

Attendance should remain above 95% for all students in the Sixth Form. Sanctions will be put in place for those who fall below this level.

Parents and carers will be notified if attendance levels are a concern. Students who persistently fail to attend morning registration and timetabled lessons will be asked to terminate their studies at the school.

You cannot learn and make progress if you are not present in lessons.



Bursary Award Information

Students and their parents/carers are invited to apply for a bursary award funding once they take up their place at Great Marlow School in September.

Each applicant will be required to present information and evidence, which will be assessed individually on a case by case basis and payments distributed accordingly.

The expectation is that the payments will be used to assist with: the cost of equipment needed for school; transport to and from school; examination re-sits; and school trips.

Application forms will be available in September and should be returned promptly with all supporting documents.

Payments are based on student with a 94%+ attendance.

Social Education: Enrichment

Year 12 will attend a number of social education or enrichment sessions over the year.

The social education and enrichment modules are delivered in different ways depending on the topic. Sometimes visiting speakers, who are experts in their field, are invited in. Sexual health; driving safety; A-level transition skills; post-18 decisions; and being successful at studying independently are all examples of topics delivered by experts.

Skills acquired during these modules are essential to success. Any suggestions for future sessions are always gratefully received.

The school offers the important opportunity to work alongside younger students to support them in their reading and achievement.

Once a week all Sixth Form students have a timetabled physical education lesson. Please note, all students are expected to attend, unless they have a subject lesson scheduled at that time. Students do not need to wear GMS PE kit - alternative but suitable sports attire is acceptable.

Attendance at these sessions is compulsory.

RSHE

There is a timetabled tutor lesson once a fortnight, which focuses on topics such as Post-18 decisions, tolerance, well-being, sexual health, mental health, sexual abuse, exploitation, pregnancy, physical health checks and finance, across the two years.

Senior Prefect Team

The Senior Prefects are excellent role models and ensure that the student voice is heard.

Students will have the opportunity to apply for these prestigious positions towards the end of Year 12, in preparation for fulfilling these roles in Year 13. Alongside the head prefects and their deputies, GMS seek to appoint senior prefects. Each has a separate area of responsibility, such as sport or fundraising. The list of the Senior Prefect Team and their responsibilities are on display in the Sixth Form Centre.

These positions are held in the first two terms of Year 13 only, so that students can focus on study for their public examinations.

Head Prefect

Elise Whyte

Head Prefect

Rudi Chapman

Deputy Head Prefect

Lottie Shaw

Deputy Head Prefect

Coco Killington

Deputy Head Prefect

Matthew Van Romburgh

Deputy Head Prefect

Louis Cade



Sixth Form Centre

This room is provided for study and socialising. In this area you are to respect the property. Remember you are custodians for future generations of students. You are ultimately responsible for your conduct and should closely observe the following:

- Use the litter and paper recycling bins provided
- The Senior Prefect Team has the authority to request your expulsion from this area should you not observe the rules

The Sixth Form Centre boasts a state-of-the-art learning environment exclusively for KS5 students.

The Silent Study Area

This area is for your independent study and should be used by you as often as possible. Once again, rules for this area must be observed:

- **No talking**
- **No music**

Allow others to work in peace. The silent study area is for precisely that - please use the main area for socialising or study groups, and the café to eat or drink.

Once again, staff and the student leadership team reserve the right to request the exclusion of any student from this room if inappropriate behaviour occurs.



Mezzanine

This area has study tables and connection points for your own devices. This is a quiet study/ reading area, please observe these additional points:

- Respect the fact that there are offices below.
- Ceiling levels are low at some points – please be aware.
- Do not lean over the metal side barriers, or climb on the bannister.



Café

All food and drink should be consumed in here, as it is purpose-built for this activity. Students should use all the bins provided.

Snacks and lunch will be served here, as well as snacks and hot and cold drinks.

Student ID

All students in Year 12 and Year 13 will be required to wear a purple lanyard bearing their names and photographs.

This is for essential site security and they should be worn at all times. Photos will be taken in the first week of the autumn term.



Careers' Advice

Guidance, information and advice on careers is available to all Sixth Form students. Year 12 or 13 students may arrange an interview with Mrs Maggie Brunt, our CIAG Advisor, at any time.

Form tutors, Mr Hollyman, Miss Jones, and Mrs Evans are also there to help and guide the learning and future plans of Sixth Formers.

Later in Year 12, students receive help and information on applying to higher education and pursuing a career. However, the more proactive students are about this throughout the year, the better!

Think now about what you wish to be doing in two years' time: university, an apprenticeship, or a job. Year 12 students will complete a short programme during morning registration at the start of the year to help focus them on **opportunities post-18**.

In July, GMS organises a full day to allow students time to consolidate the information gathered in the Next Steps Booklet. This event is followed, in the evening, by a UCAS Parents' and Carers' Information Evening.

In
July, Year 12
students will be advised
in their "Next Steps" booklet
on UCAS applications for
Year 13.



Students are permitted three days' absence in Year 12 and Year 13 to visit universities around the country. Most university open days are in the summer term, so please be aware that this opportunity is available.



Student Progress and Reports

All Sixth Form students will be monitored on their academic progress on a half-termly basis.

All parents and carers are provided with a password to Emerge, which is the secure school management system that provides up-to-date school information on students' progress and reports. If required, a paper copy can be sent home. All parents, carers and students are encouraged to access Emerge regularly, but at least every half-term when reports are issued. (See school calendar on www.gms.bucks.sch.uk).

Where necessary,
some students will meet
with Mr Hollyman, Miss
Jones or Mrs Evans.

Each half-term, students will be given a grade (A-E) that they are currently performing at, along with a fine-grading score of 1, 2 or 3. The number indicates how secure that grade is. For example, a B1 would indicate that a student is working at the top end of a B grade, possibly close to achieving an A grade; B3 would suggest that a student is working at the lower end of a B grade, close to a C:



The performance grade will be accompanied by a score of 1- 4 (1 being the highest) for Attitude to Learning. A low Attitude to Learning score will be accompanied by one or two areas for development. The explanations for the areas for development codes are explained at the back of the student planners.

Year 12 students will meet with their form tutors to receive academic mentoring following each round of reports.

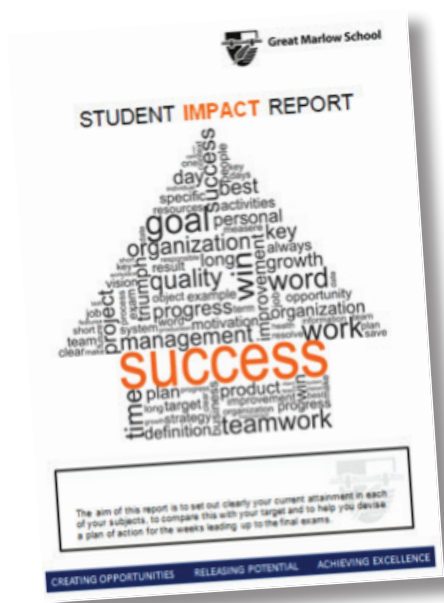
Student Impact Reports

Students who are identified as not achieving their target grade in a particular subject may be put onto a Student Impact Report (see example shown) until their achievement improves.

A target grade for each A-level subject will be generated based, partly, on your GCSE results and will be given to you by your subject teachers during the first half of the autumn term. However, as subject teachers log performance and progress, it is possible that an individual's target grade will be raised.

Praise postcards will be sent home, if a student is performing particularly well.

We encourage students to engage in dialogue with subject teachers. It is important that students know their 'working at grade' and know what they can do to improve. This is especially important following each progress cycle.



SUBJECT 1:

Target grade	
Predicted grade	

Personalised Learning Checklist: what I need to do to ensure that I move up to the next grade

What I need to do	What help I will need	Achieved	Signed

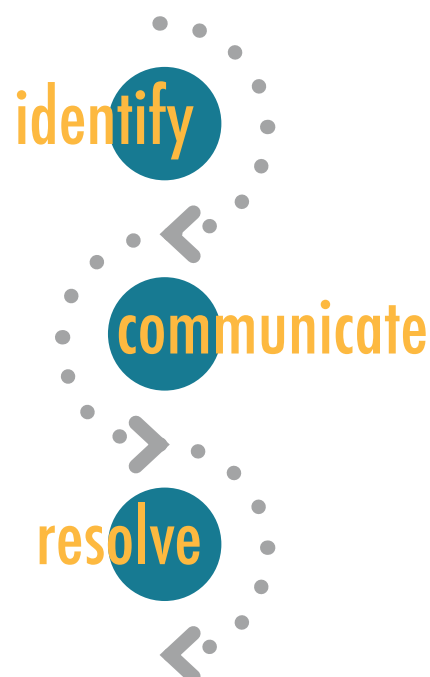
Student: _____ Subject teacher: _____

Please be aware that any student noticeably underperforming in one or more of their A-level subjects will be monitored. If subject teachers and form tutors have concerns about an individual's approach to learning, progress or any other issue listed below, GMS reserve the right to terminate the studies of said student in the Sixth Form at Great Marlow School.

We encourage students to engage in dialogue with their subject teachers.

Remember if you have any concerns about your work, the best route is to:

- ☐ Punctuality
- ☒ Attendance
- ☐ Homework
- ☒ Coursework
- ☐ Behaviour
- ☒ Use of Independent Study Time
- ☐ Attitude
- ☒ Uniform



Independent Study

Compulsory
Silent Study Periods
and Curriculum
Support



Independent study is an essential skill that has to be learnt in order to be successful in Sixth Form studies and beyond. There is a difference between study at KS4 and KS5. An independence of mind can only be achieved through reading and researching. Study lessons should be used for this, and to complete homework set by teachers.

For every four lessons of a subject in a week, a student is expected to complete two hours of independent study, during study periods or at home.

Year 12 students will have four additional silent study periods (Sp) on their timetables per fortnight. For these sessions they will be supervised in the silent study area by a member of the Senior Leadership Team and students must have enough work with them to last the whole hour. Attendance is compulsory for all students.

Students in Year 12, who understand the importance of effective independent study, make progress and achieve. Whilst GMS wants students to enjoy their time in the Sixth Form, it is important to recognise that you have chosen to study here in order to gain a qualification.

All Year 12 students engage in the successful curriculum support initiative, which has been running for a number of years. This involves our Sixth Form students offering support in KS3 lessons, at a time where they do not have a timetabled lesson. The benefits are huge: it increases the visibility of the Sixth Form students to those in the lower school; importantly, KS3 students profit from interacting with students who are

Car Parking

You
may not
schedule driving
lessons at any time
during the school
day.

Many students will be fortunate enough to pass their driving tests in Year 12 or Year 13 and may wish to drive to school. Unfortunately, there is not enough space for students to park on site, including in front of the school gates. However, cars may be left in nearby roads provided they do not obstruct drive entrances or cause a nuisance to residents. Those who choose to park close to the school, please be aware that the road gets extremely busy at 3pm, and therefore the earlier you can move your car, the better.

● **Please do not park in the Britannia Pub car park.**

Universities and UCAS

Many Year 12 students like to understand the points score process used by university admissions tutors. Many wish to know how the points score equates to grades, and exactly what grades are needed to secure a place at a selected university. The information below provides an excellent starting point.

Please note, A-level subjects are linear and are examined at the end of Year 13. Most universities now work on a points' entry system.

Below is a UCAS points conversion table:

A-level					
A*	A	B	C	D	E
56	48	40	32	24	16

Please be aware that courses at different universities require different numbers of points. As soon as possible, begin to select courses that interest you and work out what points are required. This will provide you with a greater focus and a desire to achieve.

● Leaving it until Year 13 is too late!

UCAS

For students looking to go to university the UCAS website has all the information you will need, from what courses you can study to how to apply.

Visit the "Course Search" section www.ucas.com for more information.

In
July, Year
12 students will be
advised in their "Next
Steps" booklet on
UCAS

A-level points values



Parent and Carer Page

All students
are expected to dress
smartly and appropriately
for school.

In GMS's experience, parents and carers want to support their sons and daughters in every possible way.

We look forward to working with you and meeting you at our various scheduled events. In the meantime, the following bullet-pointed information should assist you in supporting your son or daughter.

- Year 12 students will be allocated a form group in September. They must be prompt for every morning registration, which begins at 8.30am. Arrivals after this time must attend a same-day 15 minute detention at 12.30pm in the main hall. Students risk a one-hour detention if they do not attend.
- Students should be dressed smartly and appropriately for the school environment - they are role models to students in the lower school (see page 2).
- No appointments should be made during lesson time. In exceptional circumstances students may use their time-tabled study periods for an appointment. However, permission for this must be sought from Mr Hollyman, and be accompanied by an email or phone call to ks5attendance@gms.bucks.sch.uk, and to your son/daughter's form tutor.
- A copy of your son or daughter's timetable will be available for you to see via the Xpressions app .
- If your son or daughter is absent from school, please email or phone ks5attendance@gms.bucks.sch.uk on the day of absence with an explanation.
- If notification is not given for an absence, please expect a phone call from the school.
- Holidays should not be arranged during term time.



