

Royal Grammar School High Wycombe

Information for Parents of Sixth Formers

July 2008

As your son is about to enter the Sixth Form we felt that you would like to hear of some aspects of school life that will affect him during the next two years. Please keep this letter as you may wish to refer to it from time to time.

1. Beginning of Term

- Meeting for all Year 12 on Monday, 1st September at 10.30 a.m. in the Queen's Hall. **School uniform must be worn.**
- The Autumn Term starts at 8.45 a.m. on Wednesday, 3rd September. Form group lists will be posted on notice boards in The Space and outside the Deputy Head's office in the main block.

2. Curriculum

Your son is now choosing the subjects that he wishes to study. All students will study 4 AS levels in the Lower Sixth. We realise that at this stage in your son's life those choices will probably influence his choice of University course or career and therefore it is important that he is happy with the subjects he has selected to study. He should consider his choice carefully and if he requires advice, senior staff will be available for consultation after the GCSE results in August and on the morning of **Monday, 1st September between 10:30 a.m. and 11:30 a.m.** when all 6th form students are expected to attend, to ensure they are able to study their chosen subjects.

3. Uniform

A dark blue blazer or **PLAIN DARK GREY SUIT**; Sixth form, colours, or prefects tie; **plain / checked / striped shirt of sober hue and colour**; plain dark coloured **V-neck** pullover or RGS V-neck pullover; scarves of RGS design or single plain colour; **black leather shoes (not boots)**; socks of a plain dark colour or grey.

4. Personal Appearance

There is no doubt that the Sixth Form set the standard for the rest of the school. In this respect we would request the support of parents in our aim of maintaining the standard expected. It is a requirement of the school that students should be **clean shaven**, and have their hair cut in a tidy and seemly fashion above the collar and not shorter than a grade 2 cut. It is unacceptable for hair to be bleached or coloured unnaturally. Watches and a single plain stud in one earlobe are acceptable but other jewellery is not. Students are expected to be smartly dressed in full school uniform coming to school and returning home.

5. School Hours, Punctuality and Minimum Attendance

School begins for all students at 8.45am and Sixth Formers must be in their form rooms by this time. This is essential both as a daily point of contact with their Form Tutor and for developing effective organisation and good time-keeping. If, on the very rare occasion, boys are unavoidably late, they must sign in with Matron as soon as they arrive on site. **Sixth Formers have permission to leave the premises at lunchtime only.** Lower Sixth must remain on site at all other times of the school day until 3.40pm unless express permission has been given for an off site activity on Wednesday or Thursday afternoon or for exam study leave.

Should your son's **attendance** at school and in lessons fall below an acceptable standard, his place in the Sixth Form will be reviewed.

6. Reports, Trial Exams and Parents' Evenings

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| A full report for your son will be issued on: | Friday, 19 December 2008 |
| Shorter progress reports will be issued on: | Thursday, 23 October 2008 Friday, 3 April 2009 |
| Lower Sixth Parents' Evening is: | Wednesday, 4 February 2009 |
| Trial AS Exams will be: | Monday, 23 February – Friday, 29 February 2008 |

7. Private Study and Homework

Part of the process of adapting to further study is to learn how to effectively use Private Study time. To assist with this process we insist that all 6¹ students have their Private Study periods in the Upper Library which is supervised by a member of staff. As students progress through the Sixth Form and prepare for University we allow them greater freedom of choice and in 6², if they are free in the afternoons, they are allowed to go home. In this way we hope that they will learn how to use their Private Study time profitably and develop sound time management skills.

Our expectation is that all students at the RGS are full-time students and should be giving a **minimum** of 12 hours a week **at home** to their studies. This will vary from student to student and week to week but for good A level grades we believe this is the commitment required. This could involve reading around the subjects or preparing specific tasks. If your son is regularly not spending this time working at home then there may be cause for concern and you should enquire of him how his work is progressing. If you have further cause for concern please contact the school to make an appointment with his Form Tutor or Head of Year. Assignments and set work should always be submitted on time. If, on the rare occasion, there is a problem with a deadline, boys should always discuss this with the member of staff concerned before the due date.

We are becoming increasingly concerned about the amount of time that some students are giving to casual/part-time employment. Academic staff spend many hours preparing and marking work and it is very frustrating to have students who are half asleep in lessons, often because they have been working the previous evening doing a part-time job. Some students are working 16 hours a week in

supermarkets or elsewhere. **We would ask all parents to support us in our aim of preparing your son for his AS and A2 examinations and help him to establish clear and correct priorities. A maximum of one weekday evening and one day at the weekend is our general guideline.**

8. Absences

If your son is away ill or for any other reason please, on his return, send a note to the Form Tutor. Please contact Matron on the first day of illness. Appointments with a Doctor or Dentist should be notified in advance to his Form Tutor but we would appreciate it if all appointments could be out of school time. Please ensure that your son does not miss school for a family holiday or social occasion. We pursue a full academic programme to the end of every term and would ask for your support in this. Other requests for absences should be addressed to the Form Tutor.

9. Extra Curricular Opportunities

There are a wide variety of activities available in the Sixth Form and we encourage all Sixth Formers to participate. All senior boys will receive a booklet at the beginning of the autumn term outlining the range of opportunities on offer.

10. Driving Lessons

Driving lessons should not be arranged during school time (8.45am-3.40pm - including lunchtime).

The only exception to this is when a student has a driving test, where a lesson is permitted before the test. **Prior** notification of driving tests should be given to Form Tutors.

11. Driving to School

Once students have passed their test they may choose to drive to school. Some parking is now available for 6th form students on the Uplyme field car park. The school cannot accept responsibility for students driving their own cars or for passengers choosing to have a lift from a friend. Drivers should be aware of any insurance restrictions. Cars should not be used as alternative Common Rooms or Work Rooms. Unfortunately we have experienced some irresponsible behaviour by students driving cars - they should **not** be used for taking passengers out and about during the school day unless express permission is obtained. The school reserves the right to request parents to stop their son driving to school should we witness dangerous or careless use of a vehicle. Car drivers are strongly urged to protect their car with an anti-theft device and not to have expensive stereos or valuables on display. The school accepts no responsibility for loss or theft. A parking permit must be obtained from Resources beforehand. Permits are given out at no cost on a "first come, first served" basis.

12. Personal Property

In order to avoid unnecessary loss, all personal property, and in particular games kit, should be clearly marked with the owner's name. It is unwise to come to school with large amounts of money or expensive electronic equipment. During PE and games lessons **all** valuables must be deposited in the secure boxes provided. Throughout the school day, mobile phones may only be used at break and

lunchtime. Phones used at any other time will be confiscated.

Much of the above information is part of the school rules. One other school rule that we would like to remind you about is that there is **no** smoking, drinking, or gambling between home and school, a rule that is strictly enforced. Students caught in possession of illegal substances will be asked to withdraw from the school.

13. Parents' Association

Many of you are already members of the Parents' Association but we always welcome new members particularly those whose sons have joined us in the Sixth Form. Please telephone the School Office to arrange for a membership form to be sent to you. A newsletter is sent out from time to time giving details of various activities of the association.

14. Contact with School Office

It can be very difficult to contact individual students during the school day, so please do not ask for messages to be passed on unless they are of a very urgent nature.

15. University/Career Choices

It is important that students should be looking to the future and the opportunities that are available. The Careers Room offers a valuable resource area for information on Careers and Higher Education. Also we organise a number of opportunities designed to focus attention on future studies and careers, including visits from University Admissions Tutors, and Open Day visits to selected Universities.

We also feel that all students should have undertaken some form of Work Experience or Work Shadowing by the beginning of the Upper Sixth and this is co-ordinated by the Careers Office. If you feel you can help with the placement of students in this area please contact Dr Philpott, Head of Careers.

16. Education Maintenance Allowance

Your son may have taken home an EMA pack. If you have not received this, the School Office has spares.

Finally, if you have any concerns about your son's progress, subject choice or more general matters during his time in the Sixth Form please contact either his form tutor or Mr Scourfield who will be his Head of Year for his two years in the Sixth Form.

E J Wolton
Head of Sixth Form