



THE CAMDEN  
SCHOOL FOR GIRLS  
**SIXTH FORM**

2025/26 Year 12  
Information Handbook



## Sixth Form Vision & Intent

The Camden Sixth Form is committed to providing a broad, balanced and rigorous academic curriculum which will meet the needs of all the Students and enable them to fulfil their intellectual potential, and to access the best post 18 provision for themselves. We endeavour to achieve excellence in the provision of teaching and learning and to facilitate high-quality progression.

We aim to educate our students holistically and we are committed to providing the opportunities and support for students to develop skills which will enable them to take responsibility for their own learning and lives.

We encourage students to engage in the wider community through exposure to a variety of professions and organisations through our PHSEE and extra curricular programmes and our work with a broad range of external institutions. Our aim is for our students to leave us having fulfilled their academic potential and also having a clearer idea of and interest in the world around them so they become active, resilient and well informed citizens.

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Sixth Form student artwork

## Welcome to Year 12

from Olivia Camillo  
*Director of Sixth Form &  
Deputy Headteacher*

Year 12 in Camden Sixth Form is going to be a busy, dynamic and enriching experience. The ethos of the Sixth Form is a combination of academic aspiration and targeted support and guidance.

The Sixth Form pastoral team is committed to supporting you in all aspects of your experience with us so that you feel safe and confident and thrive both socially and academically. You will see the message 'My Door is Always Open Even When it's Not' on the office doors of the pastoral team and we mean it!

All our teaching staff have a wealth of subject expertise and are committed to helping you achieve the very best academic qualifications for yourself. We have a very rich extra curricular offer, which you will find more about in this booklet, so there is something for everyone! I wish you the most productive and enjoyable Year 12 and look forward to getting to know you all.

## Your time in the Sixth Form

All students in our Sixth Form follow a two year 3 or 4 Linear A Level programme of study with terminal exams at the end of Year 13. Students will also sit an end of Year 12 exam and Year 13 students an A Level mock in January. Students will also have the opportunity to undertake the EPQ (Extended Project Qualification).

The A Level course has proved a successful route to Higher Education for a large number of our students.

Students are organised into 12 tutor groups in each year. Students attend school for the sessions in which they are taught and for tutor time during which the PSHE programme is delivered, assembly and enrichment slots. They also have independent study periods which they can undertake in school or at home.

On average 98% of our students go on to Higher Education. 76% of these at Russell Group Universities which include obtaining places at Oxbridge and medical school.

Attendance in lessons is monitored; the tutor or attendance officer contacts students and their parents if problems arise. Each student has three formal internal progress assessments in Year 12 and a Parents' Evening (Tuesday, 17 March).

## Year 12 Pastoral System 2025-2026

Olivia Camillo  
ocamillo@csg.school  
Director of Sixth Form & Deputy Headteacher

Pip Schofield  
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Assistant Head

Emma Smith  
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Head of Year 12

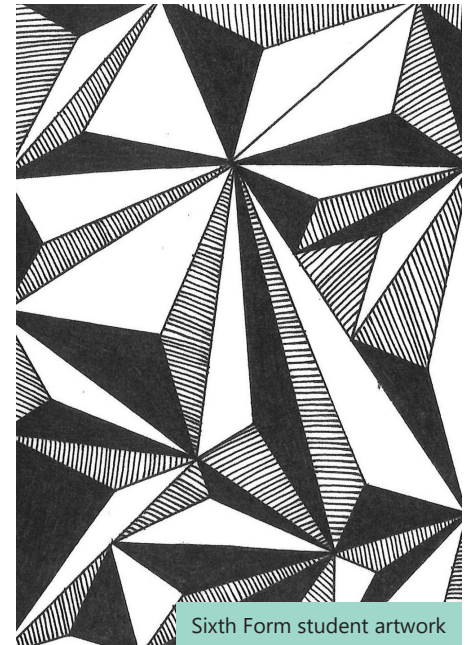
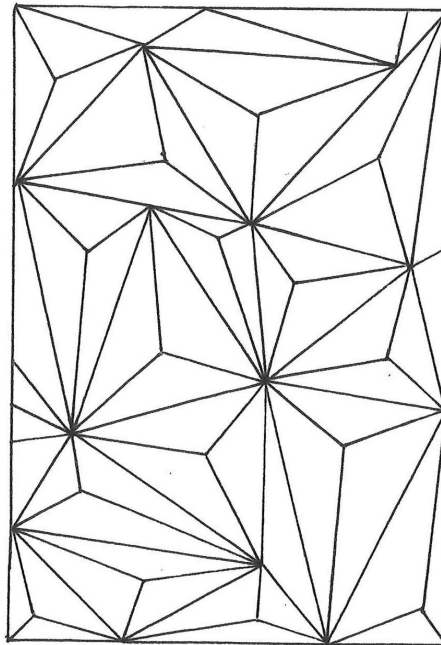
Vaishali Londhe  
vlondhe@csg.school  
Head of Year 13

Lydia Ellis  
lellis@csg.school  
Pastoral & Progression Coordinator

Nicola Bayley  
nbayley@csg.school  
UCAS Coordinator

| TUTOR GROUP | ROOM | TUTOR                                   |
|-------------|------|---|
| LG01        | C21  | Anna Trench<br>atrench@csg.school       |
| LG02        | 3.9  | Tom Low<br>tlow@csg.school              |
| LG03        | S16  | David Stewart<br>dstewart@csg.school    |
| LG04        | 2.18 | Joseph Drakeley<br>jdrakeley@csg.school |
| LG05        | S15  | Shelly Hacker<br>shacker@csg.school     |
| LG06        | 1.14 | Roberto Savoia<br>rsavoia@csg.school    |
| LG07        | C11  | Lucy Cracknell<br>lcracknell@csg.school |
| LG08        | 3.2  | Paul Glantz<br>pglantz@csg.school       |
| LG09        | 3.10 | Simon Flynn<br>sflynn@csg.school        |
| LG10        | S13  | Janet Pringle<br>jpringle@csg.school    |
| LG11        | S11  | Jon Stubbings<br>jstubbings@csg.school  |
| LG12        | S14  | Craig Goddard<br>cgoddard@csg.school    |

## Broad outline of the assembly & PSHE programme



Sixth Form student artwork

Our assembly and PSHE programme enables our students to become more socially aware, more able to navigate personal and sexual relationships, to better understand the importance of their own personal wellbeing, physically, mentally and digitally. By providing our students with the opportunity to learn about and discuss an eclectic range of topics and professions, we aim to not only educate, but also to inspire and motivate them.

The first part of the Autumn term is spent on induction into the Sixth Form for Year 12 whilst focusing on the key topics of:

- Academic Induction
- Resilience/Wellbeing
- Freedom of Speech
- Black History
- So Now You're in Sixth Form
- Learning to Learn

Our assembly speakers deliver talks across a diverse range of topics, professions and industries and always include a question and answer session.

Our key PSHE categories are listed in the table opposite:

| Categories                            | PSHE Programme 2024/25  |
|---------------------------------------|---|
| Being Safe at Sixth Form              | <ul style="list-style-type: none"> <li>• So Now You're in Sixth Form</li> </ul>   |
| Online & Digital Safety               | <ul style="list-style-type: none"> <li>• Extremism Online</li> <li>• Setting Boundaries - Digital</li> <li>• Pornography &amp; Social Media</li> </ul>  |
| Mental & Physical Health              | <ul style="list-style-type: none"> <li>• Work/Social Life Balance</li> <li>• Eating for Wellbeing</li> <li>• Drugs/Alcohol</li> <li>• The Hive: Free Wellbeing Service in Camden</li> </ul>             |
| Media & Understanding Communications  | <ul style="list-style-type: none"> <li>• Journalism</li> <li>• Social Media Identity</li> <li>• Filmmaking</li> </ul>   |
| Understanding the World of Work       | <ul style="list-style-type: none"> <li>• International Business</li> <li>• Politics</li> <li>• Law</li> <li>• Sustainability</li> <li>• The Art World</li> <li>• Medicine</li> <li>• Writing</li> </ul> |
| Equalities                            | <ul style="list-style-type: none"> <li>• Black History Month</li> <li>• LGBTQIA+ Month</li> <li>• Just Like Us charity</li> <li>• Imposter Syndrome</li> </ul>  |
| Sex & Relationships Education/Consent | <ul style="list-style-type: none"> <li>• Setting Boundaries/Consent</li> <li>• Talk Consent assembly</li> <li>• Sexual Health</li> </ul>  |
| Being Safe at University              | <ul style="list-style-type: none"> <li>• So Now You're Going to University</li> </ul>   |
| Financial Education                   | <ul style="list-style-type: none"> <li>• Finance Skills</li> <li>• Finances at University</li> <li>• Managing Finances &amp; Payments in Day-to-Day Life</li> </ul>                                     |
| Climate Change                        | <ul style="list-style-type: none"> <li>• COP27</li> <li>• Fast Fashion</li> <li>• Natural Sciences: Towards a sustainable future</li> </ul>   |

## Tracking, progress & achievement

The following outlines how we as a school report to parents on students' progress and achievement.

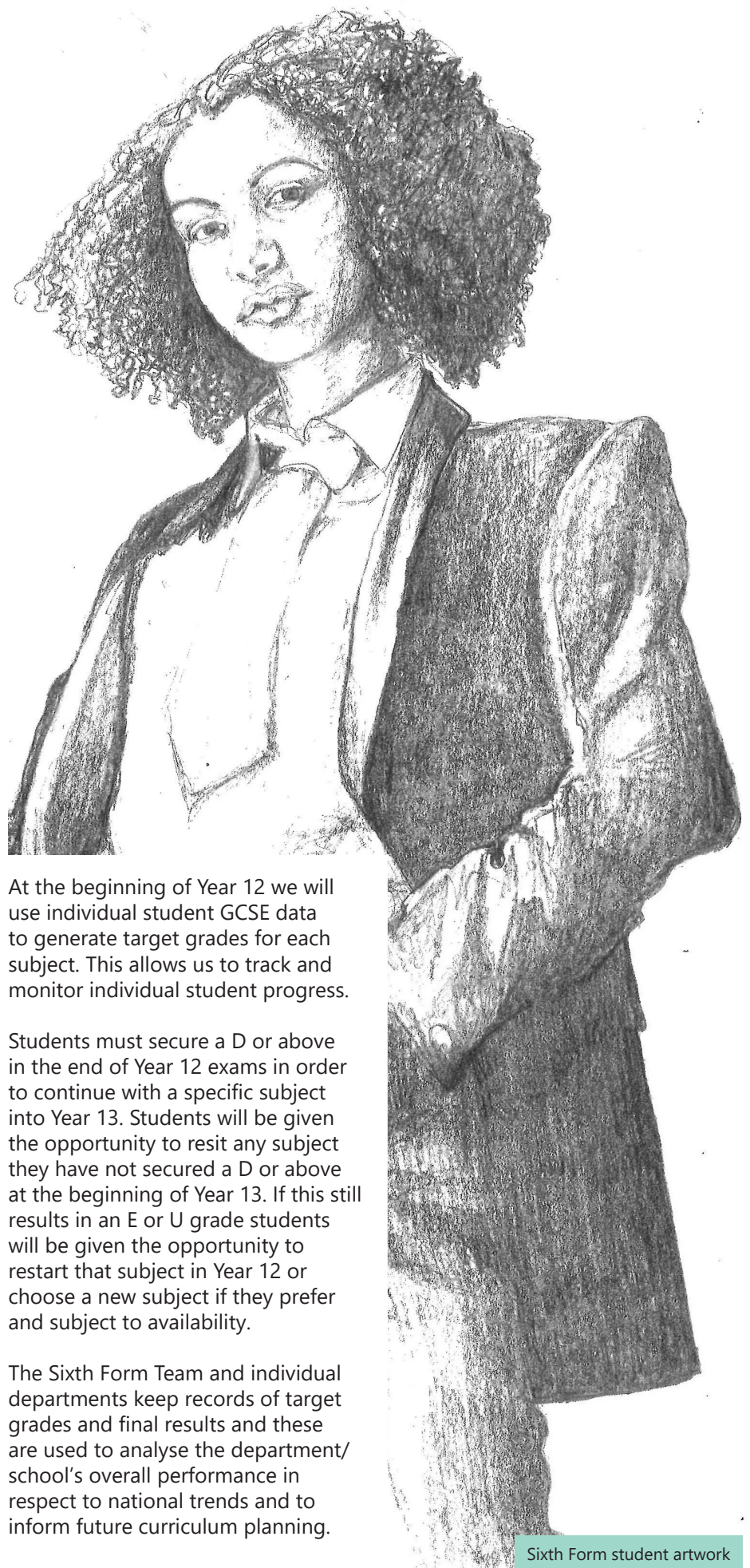
Tracking and reviewing progress is used to motivate students and to encourage them to take control of their learning.

During the year, progress is monitored and reviewed against target grades and other important performance indicators using feedback from:

- **Subject Progress Reviews** – written in the Autumn term
- **Mid year data drop** – written in the Spring term
- **Parents' Evening** in Spring term
- **End of year exams** in June for each subject followed by **Subject Reviews** in the Summer term

At each of these points in the year students discuss their progress with their subject teachers and tutors. Realistic and aspirational targets are set where relevant, so that further progress can be made. Information from progress reviews is sent home and parents/guardians have the opportunity to discuss their daughter's/son's progress at the Parents' Evening.

Students can use their Termly Action Plan in their planner to highlight academic areas to work on and to set themselves key targets.



Sixth Form student artwork

At the beginning of Year 12 we will use individual student GCSE data to generate target grades for each subject. This allows us to track and monitor individual student progress.

Students must secure a D or above in the end of Year 12 exams in order to continue with a specific subject into Year 13. Students will be given the opportunity to resit any subject they have not secured a D or above at the beginning of Year 13. If this still results in an E or U grade students will be given the opportunity to restart that subject in Year 12 or choose a new subject if they prefer and subject to availability.

The Sixth Form Team and individual departments keep records of target grades and final results and these are used to analyse the department/school's overall performance in respect to national trends and to inform future curriculum planning.

## Higher Education



Sixth Form student artwork

Nearly all our Sixth Form students apply for Higher Education (H.E) and a full programme is arranged to inform and guide students over the two years, enabling them to complete successful applications.

In Year 12, students also have personal counselling from their tutors and are introduced to Unifrog. This is an extensive and up to date online platform that is designed to help students to complete personalised research on career options and explore all university courses, apprenticeships and college courses in the UK plus worldwide opportunities such as European, Canadian and US undergraduate courses.

There are several events in the Spring and Summer term which are designed to help students come to decisions concerning courses and careers including the H.E. Conference, an online information evening for

parents, the Careers Conference and the Oxbridge event.

UCAS forms are started in the Summer term of Year 12 and completed in the Autumn Term of Year 13, and an intensive refocusing programme is arranged for students in September.

Students are encouraged to have completed a draft personal statement by this time so that they can ask for advice and guidance. There is a dedicated member of staff, Nicola Bayley, who works with students on all aspects of their university applications, including the personal statement, during this term.

There are also mock interviews arranged throughout the term as required. Oxbridge, Medicine, Dentistry and Veterinary Sciences candidates have to complete forms by the end of September to meet the early October deadline. Most of

the universities offering Medicine or Law degrees now require students to sit extra exams in the Autumn Term of Year 13 and Oxford and Cambridge require aptitude tests for most subjects.

**Students are RESPONSIBLE for their registration for these exams.**

All other applications should normally be completed by the end of November to meet the mid-January deadline. Separate forms are required for Music Conservatoire courses (completed in September) and Foundation Art (completed by end of January). The school aims to process applications within two weeks, so students must take responsibility for meeting deadlines. All UCAS applications are submitted online, enabling students to apply from anywhere, including during a gap year. Some students also successfully apply for degree courses abroad, which have different deadlines.

## Higher Education & Careers programme

This year students will also start thinking about their academic future post A Levels. The school will provide a range of support to help with this.

In Year 12 students will have the opportunity to:

- Contact the Pastoral & Progression Coordinator, Ms Ellis, and organise an individual interview with her if needed
- Access careers computer programmes to help with thinking about Higher Education (H.E.), such as Unifrog.
- Personally receive printed prospectus about future career and H.E. opportunities from PROSPECTUS FINDER
- Access UCAS and H.E. advice and guidance from our UCAS Coordinator, Ms Bayley, in S12
- Access the Sixth Form Careers Hub giving up to date information about a range of H.E. opportunities or workplace initiatives
- Attend regular meetings with their Tutor to discuss future plans and academic progress.
- Attend tutor times and assemblies, which will provide information relating to H.E., gap year and

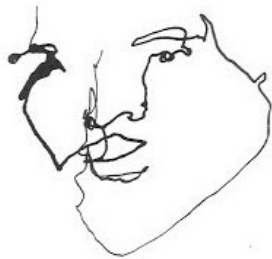
- apprenticeships. Have the chance to meet and pose questions to a range of speakers from the world of politics, the law, the arts, journalism and many others
- Access the Target Medicine programme for prospective medical students
- Take part in mentoring programmes such as K+ Widening Participation Programme (Kings University)
- Take part in the H.E. Conference in January and the Careers Conference in July
- Attend seminars given by university admission tutors to discuss with them the criteria required for successful application to H.E.
- Attend talks given by university subject specialists outlining course content and structure
- Meet previous CSG student undergraduates from various universities to talk about their undergraduate subjects and university life
- Attend an Oxbridge seminar session in June with parents

### For your information

- The library is open Monday to Friday 8:30am to 4:30pm - the librarian is Ms Kranwinkle.
- The Sixth Form Quiet Study Room is open from 8:00am to 5:45pm
- Computers are available in the Sixth Form Quiet Study Room. Students can also borrow a Chromebook from S2.



Sixth Form student artwork



Sixth Form student artwork

## Extra-curricular

We have a very rich Enrichment Programme encouraging students to explore interests outside the curriculum. Year 12 are given the opportunity to attend an enrichment session timetabled outside their lesson blocks (see below).

Extra-curricular events particularly in drama, music, orchestra and choir are also a feature of the Sixth Form. Various students run clubs such as Green Club, Fem Soc., Med Soc. and *Sixth Sense* (see overleaf) which are available to join at lunchtimes.

Students also have the option to start up and run their own club in any particular area of interest.

Masterclasses in a range of eclectic subjects are offered as extracurricular sessions. We also encourage students to present a Masterclass session themselves (see overleaf).

We urge all students to make the most of their time here with us, both within and outside of the classroom.

## Enrichment studies

Enrichment studies have been designed to broaden a student's Post-16 experience and offer many exciting new options to them. These will be timetabled in Grid A i.e. Wednesday afternoon and Friday morning. Courses in this block are generally taught over one academic year.

Students will have the option to take up an enrichment study. If they do choose to study one of these courses then the expectation is that there will be full attendance.

A few of the enrichment studies previously offered are listed below:

- Book Club
- Ceramics
- Camden Wordwrights
- Debating
- French Catch Up
- History of Ideas
- ICT Python
- Meditation
- Modern Greek for Beginners
- New Views Playwriting Programme
- Symphony Orchestra

## Sixth Sense

If you are an aspiring journalist, a talented artist or simply have a passion for something and are prepared to write about it, *Sixth Sense* needs you.

This is the Sixth Form magazine, run by students for students and every year we need a new batch of interesting Year 12s to help make sure that the magazine continues to get better and better. In previous years we have had contributions ranging from political commentary, student poetry and creative writing

pieces to cupcake recipes and reviews of an eclectic range of exhibitions and events in London – whatever it is which inspires you, there's a place for it in *Sixth Sense*.

Meetings for Sixth Sense writers and editors will be starting in October to get an Autumn edition ready. If you have any questions, want to show us something you've written or simply tell us about an idea, feel free to email the editors at [sixthsense@csg.school](mailto:sixthsense@csg.school) as we would love to hear from you.

## CSG Sixth Form Masterclasses

Jon Stubbings

CSG Masterclass Programme Coordinator

No exams - no grades.

No measurement or quantification of either students or teachers.

Just interesting speakers and stimulating discussions.

- A masterclass is an extra-curricular lecture delivered by visiting experts in various fields or teachers from Camden School for Girls
- Each masterclass will either provide an introduction to a subject which is not taught at A Level – or explore a new aspect of a subject you are familiar with - taking you beyond the confines of the A Level syllabus
- Most sessions should be accessible and of interest to students who

study the subject in question, as well as those who do not - we hope that a student who is studying sciences would still be interested in poetry and music, and a student of the arts would be interested in scientific questions

- Hopefully attendance will encourage students to read further and perhaps inspire some to pursue a subject at university
- Aim to arrive at S5 (Sixth Form Hall) soon after 3:35pm – usually there will be tea, coffee and biscuits – the session will begin just before 4:00pm and finish by 5:00pm - but watch out for occasional exceptions

We hope that you will find something of interest in these masterclasses and

that you enjoy them as much as we enjoy preparing and delivering them.

A selection of previously run Masterclasses are listed below:

- Sunetra Gupta: Pandemic Management and Vaccine Development
- Betti Hartmann: Maths, Cosmology and Black Holes
- Dan Smith: Dystopias and Science Fiction
- Bashabi Fraser: Rabindranath Tagore: Bengal's Greatest Writer
- Güneş Taylor: Biological Sex and Fertility

## Extended Project Qualification (EPQ)

The Extended Project Qualification offers students the opportunity to explore, develop and deepen their understanding in a topic area of their choice. For many students, this means identifying a topic that they have a personal interest in and would like to explore further. EPQ projects can include:

- An extended report (5000 word) – an essay or investigation
- A piece of creative writing or film
- Design a product such as a piece of furniture or piece of clothing
- Art work
- Another agreed format

The project and topic is often one that relates to an area of study the

student would like to pursue at university. The EPQ is a good way to demonstrate not only that you have excellent independent study skills, but that you are seriously interested and committed to an area of study. Although the EPQ is absolutely not essential for a successful UCAS application, many universities have indicated that they will view the EPQ favourably. The EPQ assesses a whole learning process, and in this respect is very different from coursework. The stages are:

1. Identify an area of interest and refine your title
2. Identify a course of action for research and develop your topic
3. Write/make/produce your final piece

4. Write a report outlining your research and development process
5. Present your project

The project is expected to entail approximately 120 hours of work by the student. It is at all times the responsibility of the student to meet deadlines and complete the appropriate documentation, although guidance is provided through taught sessions and meetings with an assigned supervisor. All meetings, sessions and deadlines are compulsory. Students must be willing to accept these expectations when they decide to begin a project, as failure to meet these conditions will result in students being unable to continue with the programme.

## Homework

Homework in the Sixth Form is an integral element of the teaching and learning process. It both consolidates student learning undertaken in lessons and develops independent study skills. Research shows that homework also benefits factual knowledge, self-discipline, attitudes to learning and problem-solving skills. Homework provides continuity between lessons and is used to consolidate classwork, but also as preparation for the next lesson. In the Sixth Form homework is a key assessment tool, as part of our continuous tracking and monitoring of student progress.

There is a statistical correlation between the amount of independent

work carried out by a student and the grades they go on to achieve in the terminal exams. In short, the more targeted time you put into your homework, the higher grade you are likely to achieve in the A Level.

We expect students to spend a minimum of five hours a week per A Level subject.

Homework in the Sixth Form can take a variety of forms depending on the subjects a student is studying. These might include:

- Analytical/discursive essays
- Research of a particular topic/concept/movement/individual
- Focus questions around a

specific topic

- Presentations either individual or collaborative
- Reading articles/critical essays/primary and secondary source material
- Reviewing/writing up/editing lesson notes
- Completing past papers
- Revision for tests/mocks
- Workbook-based tasks
- Project work
- Consolidation exercises



## Charities

Being part of the Sixth Form and taking A Level exams is very important for students but it is not the whole picture of how we work and what we do. Elsewhere you will read about the role of Subject Ambassadors, Senior Prefects, PSHE and tutors but here we are also concerned about the wider community.

Students and staff at Camden School for Girls have always recognised that there are people in society worse off than ourselves, sometimes disasters strike other parts of the world and like many others we have responded to the appeals for help.

In previous years we have raised over £5,800 for **Crisis at Christmas**

The two main charities that we supported in 2024/2025 were GiveDirectly and Centrepont these

were selected by the student body. Last year we raised £1000 for Great Ormond Street Hospital and we will also be fundraising for them again this academic year.

Our former Senior Prefect team and the Green Club organised a crowd funding initiative and through their commitment to Green issues have raised approximately £20,000 in the past for solar panels on our roof.

We hold termly collections of food and toiletries for Camden Foodbank, supporting adults and children in food poverty. In the past year, more than one million children received emergency food parcels from foodbanks. This is the first time the figure has reached over one million.

Although the larger events are supported by the Sixth Form staff, lots of smaller events are wholly organised by the students be it in a talent show, a music event, or simply

selling homemade cookies.

We encourage our students to look beyond the school community and make a difference, any charity that catches their eye or ear can benefit from you organising an event to raise money. So make that difference, help us raise money for our charities in the coming year, bring new ones to our attention. We will be supporting schools and charities abroad and at home. In October we will celebrate Pink Day and Camden will do its best to support that event, but charities can benefit from you in other ways as well: you can work for a charity shop, help out at the open event for Crisis at Christmas, visit old people in their homes and care centres, and volunteer for a number of organisations.

So, whatever it is that you care about and whichever charity you want to raise money for or give time to, the opportunity is there. Just do it!



## Why should you become a Senior Prefect?

Ever since I started Camden in Year 12 I knew that I wanted to run for the role of Senior Prefect. It had been at the back of my mind for so long whilst at my previous school but I never felt I had the confidence, or the charisma to get up and take part in the campaigning. I'm happy to say Camden has given me the confidence to do so. I was over the moon when I found out, after a gruelling 3 hour wait after Founders Day, that I had luckily made it on to the team, along with 14 other incredibly dedicated peers.

So, what does being a Senior Prefect really entail? Well, a lot more responsibility than you think! Firstly, I would suggest never being late to a meeting, especially in the crucial first weeks "training" probationary period where you can be kicked off the team, and trust me it has happened before... Apart from missing the good biscuits, being late doesn't exactly show a real commitment, and you

want to make sure you can contribute to the team and the Sixth Form from day one in order to make sure your time in office will be appreciated and remembered by all!

There are many duties you carry out as a Senior Prefect; from helping to organise and run the Welcome Evenings for prospective Year 12 students, to looking after them on Enrolment Day, taking part in special events that the Sixth Form holds, such as Open Day, Sixth Form information evenings, and most importantly, and most fun, writing and putting on the Sixth Form Christmas Panto! Probably the most prestigious event you will be involved in is Founder's Day which commemorates the founding of the school - if you like singing Jerusalem at the top of your voice, then you'll have a ball.

Apart from the many responsibilities, which may seem daunting at first, being part of the Senior Prefect team

is about growing close to a group of your peers who you may never have spoken to, or become friends with had you all not become a part of the dream team. You work very closely with the Director of Sixth Form, as well as building on the excellent relationships with your teachers. Being a Senior Prefect makes you feel like you have the ability to influence the school in ways which are important to you. I would definitely recommend it to anyone, and if you have the time to hand out sweets to every Year 8 student to secure their votes during the pre-election period, then even better! Plus, it's something to put on your UCAS application.

*Sixth Form Senior Prefect*

## Student email

Email is our primary means of communicating whole-school and individual messages, so we expect students to check their school email accounts daily.

In line with the E-Safety Policy all emails to the student from the school or individual teachers will only be sent via the student's school email address which is issued to the student at the beginning of Year 12.

Homework, messages etc. from students to teachers/school **must** only be sent from the student's school email.

## ParentPay

ParentPay's unique web application allows parents/guardians to make secure online payments for all school charges, for example, school lunches, trips, extra-curricular lessons and enrichments, thus eliminating the need for students to carry money whilst at school. You will receive a ParentPay activation letter at the beginning of the Autumn term.



Sixth Form student artwork



## Attendance

Attendance in lessons, assembly and tutor times is registered electronically by subject teachers and tutors. The tutor will follow up any absences.

If lateness or absence continues without authorisation the student will have an interview with their Head of Year and parents will be informed.

Persistent absence can be a reason for exclusion.

## Punctuality

Students who are more than 10 minutes late (without a valid reason) will not be allowed into lessons as it is too disruptive. Late students will be given work and sent to the library or Sixth Form quiet study area to complete the work.

Students will be expected to return to their lesson five minutes before the end of the period to collect any homework set. Students will also have to attend an after school detention on the following Wednesday.

Persistent lateness can be a reason for exclusion.

## Signing out during lesson time

Students who feel unwell and wish to go home or have an approved appointment during lesson time must sign out in the Sixth Form Office before leaving. (This is not only essential for our attendance procedure but is also a Health & Safety requirement in case of fire).

Students wanting to leave in the middle of the day due to illness will need to get permission from their Head of Year before signing out with the Attendance Officer.

## Attendance & punctuality in the Sixth Form

In the event of an absence a phone call from the parent/carer to the Sixth Form Attendance Officer

(direct line: 020 7482 8207) with a message is required on the morning of absence. Alternatively, an email can be sent direct to the Attendance Officer on [sixthformattendance@csg.school](mailto:sixthformattendance@csg.school). Subsequent illness of five days needs to be validated by a medical certificate. Any persistent non-attendance may result in referral to

Attendance must be no less than **96%** in an academic year

the school nurse or even exclusion.

Lessons are of vital importance as you work through the curriculum with your teachers and develop the skills necessary to perform well in the exams and in the coursework components. If you miss any of these you will have significant gaps in your learning. Tutor time and assemblies are mandatory and should not be missed as these are times when tutors track pupil progress and extend their learning beyond the confines of the curriculum. This means that hospital, dental, optician appointments or driving lessons should not normally take place when lessons are timetabled. If you are going to be absent because of a visit or field study for other subjects then inform your other teachers. It is your responsibility to copy up notes,

obtain work sheets and see whether work has been set.

### The following are examples of reasons for absence which would be acceptable:

- Medical/hospital/dental appointment unable to be organised outside school time supported by an appointment card or letter
- University interviews supported with a letter or other evidence
- Interviews with proof
- Bereavement/funeral of family or close friend
- Work Experience arranged or agreed by school
- Court appearance, probation meeting or appointment with Connexions personal advisor
- Representing school/county/country at sport or other extra-curricular activity
- School planned or authorised trips
- Sitting external examinations
- Driving test
- Genuine disruption to the student's mode of transport with supporting evidence
- Infrequent/emergency care required for a member of the family or other person for whom the student has caring responsibilities
- Religious holiday (applied for in advance)
- National Union of Students official business
- Territorial Army or cadet events

### The following reasons for absence would not be acceptable:

- Driving lessons
- Holidays taken during term-time
- Part-time job, including training associated with part-time job, which is not part of the student's course programme
- "Personal problems" unless supported by Pastoral Care Staff
- Non-emergency appointments
- Sleeping in or missing train/bus
- Family excursions, leisure activities, birthdays, etc.
- Minor aches and pains
- Working at home so missed tutor time/assembly/lesson
- Frequent care for sibling/relative, unless alternative arrangements made for continuing the curriculum
- **MUSIC FESTIVALS and other excursions should be strictly limited to holiday time**

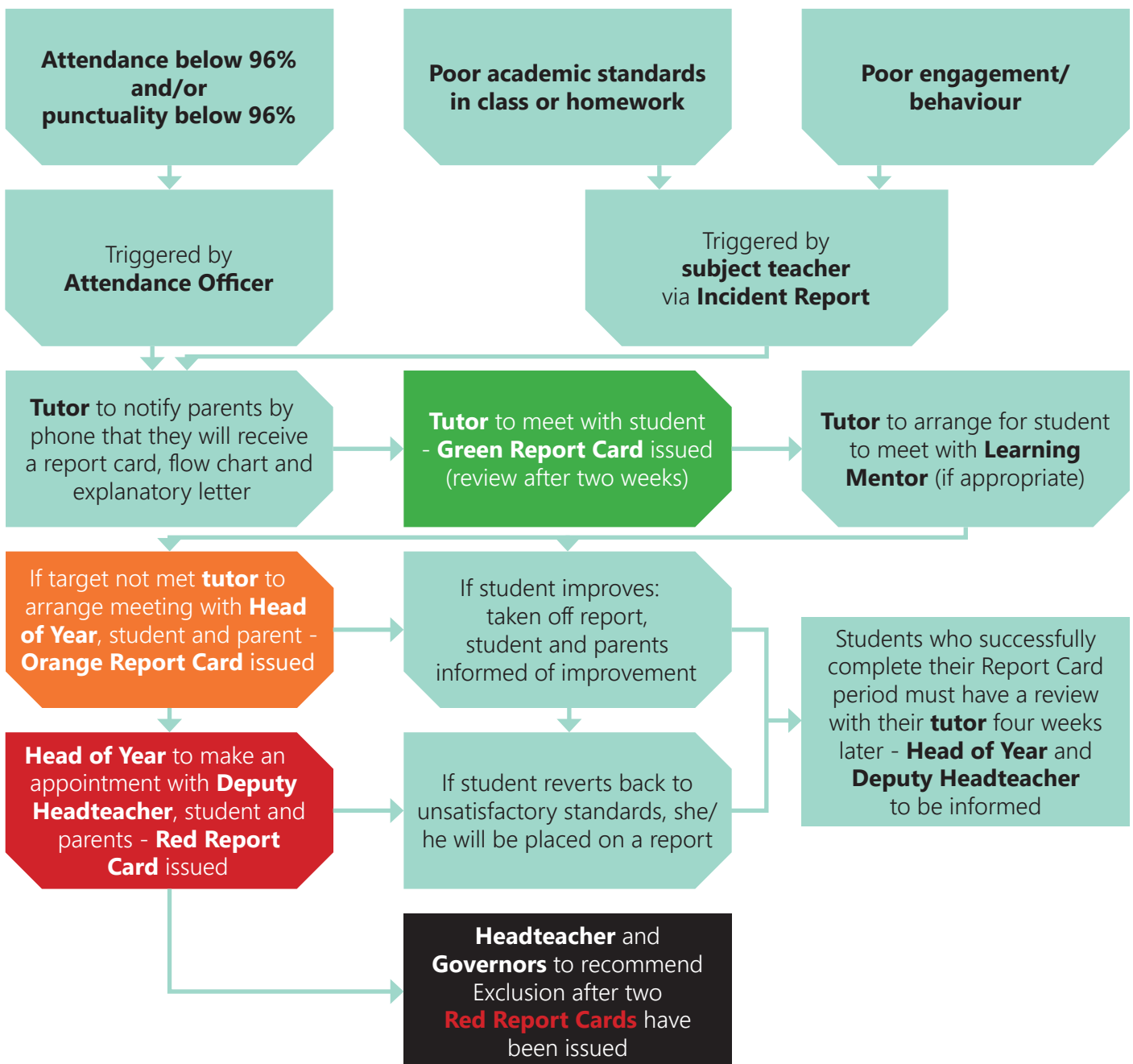
A foreseen absence should be reported to the Sixth Form Attendance Officer. **Verification from a parent/carer or an appointment card/letter is required to authorise any absence.**

Where an absence genuinely could not be foreseen in advance and a parent/carer is unavailable, the student should make arrangements to notify the Attendance Officer as soon as possible on the day in question that they will be missing classes. **Students cannot self-certify an absence** unless they can provide an appointment card or letter.

The school will **not** automatically accept repeated sickness as a reason for authorised absence.

## Sixth Form Report Card system

If we are concerned about a student's behaviour, attitude to work, attendance or punctuality we follow the below Report Card system to monitor their improvements.





## The school day

|              |                      |
|--------------|----------------------|
| PERIOD 1     | 09:00 - 09:40        |
| PERIOD 2     | 09:40 - 10:20        |
| PERIOD 3     | 10:20 - 11:00        |
| <b>BREAK</b> | <b>11:00 - 11:20</b> |
| PERIOD 4     | 11:20 - 12:00        |
| PERIOD 5     | 12:00 - 12:40        |
| <b>LUNCH</b> | <b>12:40 - 13:30</b> |
| PERIOD 6     | 13:30 - 14:10        |
| PERIOD 7     | 14:10 - 14:50        |
| PERIOD 8     | 14:50 - 15:30        |



Sixth Form student artwork

## School term dates 2025-2026

| <b>AUTUMN TERM</b>     |  |
|------------------------|--|
| Autumn 1               | Monday 1 September 2025 to Friday 24 October 2025  |
| Half Term              | Monday 27 October 2025 to Monday 3 November 2025   |
| Autumn 2               | Tuesday 4 November 2025 to Friday 19 December 2025 |
| Christmas Holidays     | Monday 22 December 2025 to Friday 2 January 2026   |
| <b>SPRING TERM</b>     |  |
| Spring 1               | Monday 5 January 2026 to Friday 13 February 2026   |
| Half Term              | Monday 16 February 2026 to Friday 20 February 2026 |
| Spring 2               | Monday 23 February 2026 to Friday 27 March 2026    |
| Spring Holidays        | Monday 30 March 2026 to Friday 10 April 2026       |
| <b>SUMMER TERM</b>     |  |
| Summer 1               | Monday 13 April 2026 to Friday 22 May 2026         |
| Half Term              | Monday 25 May 2026 to Friday 29 May 2026           |
| Summer 2               | Monday 1 June 2026 to Friday 17 July 2026          |
| <b>IMPORTANT DATES</b> |  |
| Skern residential      | Wednesday 24 September to Friday 26 September 2025 |
| Sixth Form Open Day    | Tuesday 18 November 2025                           |
| Founder's Day          | Friday 27 March 2026                               |
| <b>INSET DAYS</b>      |  |
| Autumn term            | Monday 1 September 2025                            |
|                        | Wednesday 19 November 2025                         |
| Spring term            | Tuesday 13 January 2026                            |
| Summer term            | Friday 26 June 2026                                |