

Harrow High Sixth Form

Member of the Harrow Sixth Form Collegiate



Student Handbook 2022/2023

Name: _____ Form: _____

Harrow High School Academy, Gayton Road, Harrow, HA1 2JG. Tel: 020 8 861 7367

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Introduction

Welcome to HHS6

Congratulations! You have been successful in your GCSE examinations and are now beginning the next step in your learning journey. You are fortunate to study in the new Sixth Form block at Harrow High School, continuing the tradition of further education started when the school was founded as Harrow County Grammar School over 100 years ago. We are very proud of your success and delighted that you have chosen to stay at Harrow High into the Sixth Form.

Why are you joining the sixth form?

The Sixth Form will benefit you in several ways. It will enable you to further your studies in subjects you enjoy. It will provide you with the opportunities to acquire the academic qualifications needed for admission to higher or further education or to enhance your application for a career.

To obtain the most benefit from your time spent in the Sixth Form, you should be prepared to work hard and to play a full part in the extra-curricular life of the school community.

How to begin

Level 3 teaching and learning requires a different approach. You will need to organise yourself and to look ahead and plan your work to become an effective independent learner. There will be opportunities during Academic Skills lessons to consider your strengths and weaknesses as a learner and reflect on different methods of learning.

Staff will still expect all homework and coursework to be completed on time. Work should not be left until the last minute but should be done during private study periods in school or in the evenings or weekends at home. The work set by the subject teacher should be regarded as a minimum and background reading and research is necessary in every subject. It is recommended that you spend at least 6 hours per subject per week on extra study. Those on Applied courses must make sure they are meeting deadlines.

Progress during the course

Your progress will be monitored and discussed with you regularly throughout the course and you will set targets and make action plans with your subject teachers and your form tutors. If you do experience difficulties, you should immediately seek advice from your subject teacher, your Form Tutor or Mr Charles.

We believe that success is achieved by maintaining a partnership between Student, Parent/Carer and School. There will be a Year 12 Parent/Carer consultation evening in January where your achievements and any concerns about progress can be discussed.

Harrow High School
Sixth Form Timetable 2022/23

Timetable for Year 12 - September 2022

	Monday	Tuesday	Wednesday	Thursday	Friday
9.10am-12.30 pm (P1-P4)	Biology Computer Science Sociology	Psychology Economics	Maths	Chemistry Business	Physics English
1.40pm – 3.20pm (P5b-P6)	Chemistry Business	Physics English	Biology Computer Sci Sociology	Psychology Economics	Maths

Timetable for Year 13 - September 2022

	Monday	Tuesday	Wednesday	Thursday	Friday
9.10am-12.30 pm (P1-P4)		Business Geography	Psychology Economics	Maths Sociology	Computer Sci English
1.40pm – 3.20pm (P5b-P6)	Maths Sociology	Computer Sci English		Business Geography	Psychology Economics

NOTE:

All students will also have Exam Skills and Personal Development lessons.

Life in the Sixth Form

Sixth Form Pastoral Team

Mr A Charles : Assistant Headteacher & Head of Sixth Form - acharles.310@harrowhigh.com

Mrs A Motiwala : Sixth Form Administrator - amotiwala.310@harrowhigh.com

Ms H Tasnim : Personnel Development & Progress Leader - htasnim.310@harrowhigh.com

Ms G Carver : Sixth Form learning mentor - gcarver.310@harrowhigh.com

Senior Prefect Team

Behnas Elawadi:	School Captain - elawb003.310@harrowhigh.com
Serena Sanoon:	School Captain - sanos002.310@harrowhigh.com
Ama Gold:	School Vice Captain - golda228.310@harrowhigh.com
Andrei Stoian:	School Vice Captain- stoia091.310@harrowhigh.com

The Student Agreement

All Sixth Form students are required to sign the Sixth Form Agreement

See appendix 1

Attendance & Punctuality

It is vital that you attend school every day punctually if you are to make the most of the learning opportunities at Harrow High School. Please read the following guidance carefully.

The expectation is that students will arrive for the start of the session at all times(this includes registration in the morning). You will be marked as late if you arrive beyond 5 minutes into a lesson and issued with a detention either at lunch time or after school. If you are late you must tap in at the front desk. If you are more than 15 mins late you will be refused entry into your class.

For Health and Safety reasons you must tap into school with your smart card and tap out if you are leaving the sixth form. This applies when going out for lunch, or attending off site courses. You must tap out and back in when you return.

If you know in advance that you are unable to attend school then you should seek permission from your tutor **before** the day of absence. Absence is unauthorised unless a valid reason is given, in writing, and agreed with your form tutor.

If you are unable to attend school, through illness or similar circumstances, you should telephone the sixth form administrator 020 8861 7367 on the day of absence before 9.00am. On your return to school please see Mrs Motiwala the Sixth Form Administrator.

Calls will be made to parents for unexplained absences. Should your attendance fall below 95% a Concerns Panel Meeting will be held with your parents and a warning will be given.

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Students claiming the 16-19 Bursary will be issued with a contract, but the same guidance on attendance and punctuality is used for all students. No attendance means no payment unless evidence is provided, eg hospital letter, appointment card etc

Absences, which can be foreseen

An absence will be authorised by the School for the following reasons:

- Medical appointment that cannot be arranged outside school hours
- Religious holiday as confirmed by referring to the current Shap calendar
- Interview for FULL time job, FE or HE
- Appointment with Prospects Personal Advisor
- One off extra-curricular activity, approved by the school
- Work experience, where an integral part of the course being studied and for which the student does not receive any wages
- Attendance at probation meeting or youth court
- Family bereavement or funeral
- Severe disruption to public transport
- Driving test (practical only, half day)
- School representation at Council or Governors' meeting

Absences during Exams

You will be expected to pay for the cost of any exam that you miss through absence.

Calendar 2022 – 2023

See Appendix 2

Careers and Higher Education

There is no doubt that the way to get the most out of your Sixth Form course is to have that sense of purpose that comes from knowing what it is you are aiming for. If you are uncertain which career you wish to pursue it is sensible to enquire about the very many career and higher/further education opportunities open to you. During the Sixth Form you will spend time with your tutors and Ms G Carver examining the available options and you should do some independent research to enable you to have a clear idea of the possibilities. You should also try to look into the financial implications of any choice. In this way you are at least able to get a clearer idea of the general direction in which you wish to move and are better equipped to make wise decisions at the end of year 12 and 13.

Care, guidance and support

Our aim is for you to enjoy your time in the sixth form at Harrow High and for you to be successful in all you do. To support you in this, there is a full pastoral system for you to access. You will each be allocated a tutor who will meet with you at the beginning of each day for registration. Your tutor is there to offer you support and guidance on any issue. If he/she cannot advise you immediately, he/she will make another mutually convenient appointment. He/she may also, usually with your permission, refer you to someone else who is better placed to help with a specific concern.

In addition to your tutor, you may seek help and advice from Mr Charles, Head of Sixth and Mrs Motiwala, Sixth Form Administrator. Students may also self-refer through their tutor or a member of the sixth form staff, a Learning Mentor or an appointment with Ms R Danso, the schools Careers

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Adviser. There is a sixth form council forum, which meets regularly with Mr Charles to discuss Sixth form issues/concerns/ideas etc

Ms G Carver is the Sixth Form Learning Mentor. She is here to support you with any academic or personal issues that may affect your learning throughout your time at Sixth form. She offers guidance throughout the UCAS process and helps prepare you for your examinations and coursework submission through Exam Skills and Citizenship sessions.

Additional Support within Harrow High Sixth Form

In addition to your timetabled lessons, students are required to attend compulsory Exam Skills and Personal Development sessions with the Sixth form learning mentor Ms G Carver. These sessions are designed to improve overall performance within the sixth form and offer general support throughout their sixth form experience.

Code of Conduct

See Appendix 1

Sixth form students are expected to be role models in their behaviour around school and breaches of the code of conduct will not be tolerated. The Sixth Form has a disciplinary procedure, similar to that which would be found in employment, namely 3 warnings, disciplinary panel and possible exclusion. A student on any stage of the disciplinary procedure will carry with them a report card, which they will ask their teacher to fill out at the end of each lesson.

Dress Code

Sixth Form Dress Code: Smart Casual

All students should dress in clothes that are suitable for school and in line with the school ethos. Clothes should be appropriate for the courses being studied and not offensive to others.

You may be required to wear smart business dress at times, for example for presentation evenings, prefect duties or when representing the school.

The following are guidelines only and not exhaustive:

- No headwear or coats to be worn in the building. Do not bring baseball caps to school – they are banned!
- Underwear, tattoos and midriffs should not be visible
- No visible piercings, except ear or nose studs
- Any jewellery should be discreet and may have to be removed for practical activities
- No tracksuit bottoms, jogging bottoms, hoodies or ripped jeans should be worn
- Skirts should be of a respectable length and necklines should not be plunging
- If worn, jeans should be smart
- Clothes with slogans or symbols which may be considered offensive are not acceptable

Please remember that you are role models for students in Years 7 – 11 and should aspire to fulfil that role by your actions and your appearance.

Mobile phones

Sixth Formers may bring their mobile phones into school, which can only be used at break times in and around the 6th form ONLY. During lessons mobile phones should be switched off and put away in their bag. **Phones used during lessons will be confiscated** and will be returned at the end of the day. **Headphones must be removed when leaving the 6th form to go into the main school.**

Eating

You may buy food, drinks and snacks from the school canteen before school, at break time and lunchtime. You may leave the school site at lunchtime if you prefer to eat off-site. Do not go into Harrow at break time if you have a lesson Period 3. Water is available in the common room in the Sixth form block. In line with government legislation, Harrow High School is a healthy school and fizzy drinks and sugary snacks are not available to purchase in school. Food must be consumed only in the common room and **not** in class rooms. Please ensure that you clear up and keep the room tidy.

Homework

Any homework that is set by your teachers will be available to view and access via the school website. This can be found in the Learners section of the website under “Show my homework” and on Google classroom.

Parents will also be able to access this and be able to monitor your homework.

ICT

Computers and printers are provided in the Common Room and ICT suite for the sole use of sixth form students. Students should use this resource for study only (see below). Printing is provided free initially, however students will have to buy further printer credits if they exhaust their free supply. The printer in the CR prints **double sided so please do not waste paper.**

Internet access

Sixth form students are given access to the Internet in order to enhance their studies. Students are not allowed to access pornographic or unsuitable sites, nor are they allowed to download games or music from the Internet. During lesson times students are not allowed to access games or music sites. Students who contravene these rules may have their access to the Internet withdrawn.

Opportunities in the Sixth Form

● **Enrichment**

All students should aim to get involved in a variety of enrichment activities from the beginning of Year 12. You will need a break from your academic studies and will, crucially, need to have had a range of experiences in the sixth form when it comes to writing your Personal Statement for your UCAS application if you are applying to university.

There will be a range of activities for HHS6 students, some of which will be offered by staff and others that you organise yourselves.

Good websites for volunteering:

<http://volunteerteam.london.gov.uk> <http://www.harrow.gov.uk/howto/volunteering>

- **Willow Foundation**

The sixth Form raises money for the Willow Foundation. This is a unique charity that organises and funds very special, morale-boosting and memorable days for seriously ill young adults aged 16 – 40. The committee meet on a regular basis and you will get the opportunity to organise events to raise money.

- **Senior Prefect Team**

You are invited to apply for the position of senior prefect team, a role which aims to give you leadership opportunities within the school community. Senior Students will be appointed in summer term. From the summer term 2023, a School Captain and two School Vice Captains will be chosen from the Sixth Form.

Sixth Form Mentor

You will each have sessions of Personal Development with Ms G Carver.

This will include sessions on research, revision, planning, debating, current affairs, university applications, personal statements etc

Private Study Time

The Sixth Form block is open until 5.30pm every night for private study time.

It is essential that you study quietly in the common room so there are no disturbances to other classes or after school classes that take place.

Smartcards

Smartcards are essential as they allow access to the building, for sixth form students and entry to the study room. Smartcards cost £1, however if you were a Harrow High School student previously and would like to keep your original smartcard, there will not be a further cost. If you are new to HHS please see Mrs Y Stiell-McNeill for your card. Smartcards should **be worn visibly** with the Sixth Form lanyards at all times to help identify you as a Harrow High School sixth form student. If you wish to purchase food from the canteen you will need to have your fingerprint scanned.

Responsibilities

Sixth Form students have a vital role to play in the life of the School community. This may involve supporting students in the lower school, using skills and talents in particular areas of the School or giving time to assist others. The success of many extracurricular activities depends on your organisation and enthusiasm. Your support for clubs, societies and events will help the School and also benefit you (see Enrichment activities).

The way you conduct yourself has a considerable effect on the ethos of the whole School. Sixth Formers are expected to set an example to the other students and to abide by the regulations on behaviour and dress.

Learner Voice

This is a council made up of representatives from all year groups in the School. They meet regularly to discuss issues of concern to students. Members of the Sixth Form will be able to elect representatives to sit on the School Council and will be able to take the opportunity to become leaders.

Smoking, alcohol and illegal substances

Harrow High School has a non-smoking policy throughout the School site. Any student bringing alcohol or an illegal substance onto the premises will be reprimanded and may be asked to leave the School. If you do smoke you are asked to leave the site and move away from the school.

Study Room

Sixth Form students are fortunate to have a sixth form block with a study area. This area is equipped with PCs and printers for sixth formers' sole use. During lesson time the computers and the room are to be used solely for private study on the subjects studied at school. Students should study quietly so as not to interfere with the learning of others. This room may be used at break and lunch times, however students are responsible collectively for ensuring that the room is used sensibly and kept tidy.

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The Curriculum

Homework/Individual Study

Students should be prepared to study for at least 6 hours for each A- Level in addition to the taught lesson time. If you do not meet this minimum requirement it is unlikely that you will be successful in the course. Homework is compulsory and failure to meet assessment deadlines may result in disciplinary action. BTEC students will also get homework and deadlines to adhere to.

Target Setting

At the beginning of the year, you will discuss with your tutor your minimum target grade (MTG) and a stretch grade (SG). This is the lowest grade which you should achieve at the end of the year.

ALPS is a predictor of potential A level and BTEC's. Data from ALPS, in conjunction with your GCSE points score, will help set a baseline of expectation of student performance. Students are advised to see their ALPS prediction as a guide and as a minimum predicted grade: i.e. aim to do better – a stretch grade (SG)

Target grades will be reviewed on student review days, held in January and March by tutors, however subject teachers will continuously review the progress that students are making towards their target grades.

Examinations

You will be entered for school and public examinations at appropriate times for the courses being studied. It is vital that you work hard from the beginning of your course!

All students are expected to attend both School and public exams. Students will be charged for missing public exams, unless through genuine illness, as certified by a medical note.

Plagiarism

Plagiarism is the attempt to pass off, as your own work, the work of others from any format (including items downloaded from the internet) and without proper acknowledgement of sources. Plagiarism is always unacceptable and examination boards take acts of plagiarism very seriously. Please ensure you read and understand the full plagiarism policy, which is on display in the Sixth Form Study Room.

Appendix 1
Harrow High School
Sixth Form Contract - September 2022

- 1) I will arrive at registration, and my lessons, on time with the correct equipment.
- 2) I will arrange holidays, medical and other private appointments e.g. driving lessons, after school hours or during school holidays.
- 3) Ensure I perform to the best of my ability in lessons, and during Independent study.
- 4) I will use timetabled periods of private study to work in the common room to work on assignments, for background reading/ research and in ways which will improve my chances of success with my studies. I will complete assignments by the required deadlines and to a standard that reflects my personal minimum target grade.
- 5) I will abide by the codes of conduct for sixth form dress, behaviour and mobile phone policy.
- 6) I will limit any term time part-time working to a weekly maximum of 10 hours in total and give priority to my academic studies.
- 7) I am liable to pay for any exams that I miss through non-attendance.
- 8) I accept that I am a role model within an 11 — 19 school and must therefore set the highest standards in behaviour and academic progress.

To support me in achieving success in the Sixth form I am entitled to receive:

- a) A personal tutor, who I will register with each day, and who is my main contact for the discussion of any academic or social issues which may arise.
- b) A personal academic profile, based upon GCSE results, which will determine my personal minimum target grades for my courses.
- c) Access to private study areas within the sixth form.
- d) Termly updates on my progress
- e) Advice and guidance on the routes I wish to follow beyond school, including applications to institutions of Higher or Further Education and a career.

I have read and agree to abide by the terms of the Sixth Form Contract above:

Signed: _____ Date: _____

Print name: _____

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SIXTH FORM CALENDAR 2022/2023

September 2022

Sixth Form Induction Year 12 & Start of Autumn Term
Sixth Form Induction Year 13 & Start of Autumn Term
Teaching starts
Y12 ID Cards Photographs
Deadline for Year 12 subject changes

Monday 5th September (8.40am – 10.50am)
Monday 5th September (11.25am – 12.15am)
Tuesday 6th September
Monday 16th September
Friday 30th September

October 2022

Data Capture 1
Sixth Form Open Evening for Y11
Autumn Half Term

Tuesday 4th October
Thursday 16th October
Monday 24th October-
Friday 28th October

November 2022

Brunel University
Skill London
Deadline for UCAS application (Internal)
PPE Week 1

Thursday 24th November
Friday 25th November
Friday 25th November
w/bMonday 21st November

December 2022

Data Capture 2
Go Green Week 1
Last Day of Autumn Term

Wednesday 7th December
w/b Monday 12th December
Thursday 15th December

January 2023

Start of Spring Term
Parents Evening

Tuesday 3rd January
Thursday 23rd January

February 2023

Sixth Form European Excursion

Spring Half Term
John Lyons University Fair

Thursday 9th February -
Sunday 12th February
Monday 13th February – 17th February
Friday 24th February

March 2023

PPE Week 2
Data Capture 3
Last Day of Spring Term

w/b Monday 6th March
Thursday 23rd March
Friday 31st March

April 2023

First Day of Summer Term
Go Green Week 2
Y12 Career Interviews

Monday 17th April
w/b Monday 17th April
Monday 17th April - Friday 28th April

May 2023

Year 12 A-Level Study Leave Starts
Year 13 A-Level Study Leave Starts
Year 13 BTEC Deadline for coursework
Summer Half Term

Monday 8th May
Monday 15th May
Friday 19th May
Monday 29th –
Friday 2nd June

June 2023

Year 13 leavers Dinner
UCAS Week
Year 12 Work Experience

Friday 16th June
Monday 19th June - Friday 23rd June
Monday 26th June - Friday 30th June

July 2022

Year 12 A-Level & BTEC teaching finishes

Thursday 21st July