The Sixth Form at Altrincham Grammar School for Girls

Student Handbook 2014-15

Contact Details

Sixth Form Centre
Green Courts
off Green Walk
Bowdon
Altrincham
Cheshire
WA14 2SR

Tel: 0161 912 5911
Fax: 0161 928 5232

email: sixthformadmin@aggs.trafford.sch.uk
The Sixth Form at AGGS

Welcome to the Sixth Form at Altrincham Grammar School for Girls! We all hope that you will find the information in this booklet helpful over the two years you spend in the Sixth Form. Please use it for reference and let your parents see the information it offers.

The Sixth Form team

Mrs Galvin  Head of Sixth Form  Mrs Quigley  Sixth Form administrator
Miss Rice  Senior Tutor Year 12  Ms Egan  Sixth Form administrator
Mrs Hughes  Senior Tutor Year 13  Miss Miller  HE Co-ordinator
Dr Welch  Assistant HE Co-ordinator

Form tutors

12-1  Mr Kilpatrick  13-1  Mr Murray
12-2  Mrs Searle  13-2  Mrs Hutton
12-3  Miss Taylor  13-3  Mrs Russell
12-4  Dr Yong  13-4  Miss Stanley
12-5  Mr Walker  13-5  Miss Provost
12-6  Miss Horan  13-6  Miss Stokwisz
12-7  Miss Derbyshire  13-7  Miss Glover
12-8  Miss Bailey  13-8  Mrs Napier

Life in the Sixth Form is different from lower school. You will study fewer subjects in more detail and will be expected to work more independently and take responsibility for your own learning. You will also have some private study time, in which you will be able to work in the Main School or Sixth Form libraries or spend some time in the common room. There are plenty of opportunities for you to become involved in the wider Sixth Form life through joining societies or clubs.

Staff at the Sixth Form are happy to help you at any time. Each morning you will meet your Tutor who will take the register and then spend some Tutor time with you. You will have Sixth Form Assembly in the Common Room once a week.

In the Sixth Form Office, at the far end of the Sixth Form Library are Mrs Quigley and Mrs Egan. They will help you with any questions you may have.

Mrs Galvin, Head of Sixth Form, can be found in her office half way up the stairs as you enter the Sixth Form building. If you wish to speak to her and she is not in her office, Mrs Quigley or Mrs Egan can always locate her for you.

Miss Rice is the Senior Tutor for Year 12 and can usually be found at the Sixth Form Centre. Mrs Hughes is the Senior Tutor for Year 13 and can be found in the Psychology office in Fairlie. Mrs Quigley or Mrs Egan can help to locate them for you if you need to find them.

Miss Miller is in charge of your applications for ‘life beyond the Sixth Form’. For most students this means their university or college applications but she can also tell you about alternative careers. Miss Miller’s office is just off the Sixth Form Office and once again Mrs Quigley or Ms Egan can locate her for you.

Dr Welch helps all students who wish to study Medicine, Medical Professions such as Physiotherapy, Dentistry or Veterinary Science and Law at University.

If you can think of any other information which you would find helpful in this handbook, please let Mrs Galvin, Mrs Quigley or Ms Egan know. We are always eager to improve our student information.
**General Information**

**Student Guidance and Support**

A team of experienced staff are available to help with issues of well-being and they will regularly monitor students’ progress. Students are given guidance about the minimum grades they should be aiming for and are encouraged to set targets for themselves.

Tutors are the first point of contact for any concerns, both pastoral and academic. Mrs Hughes and Miss Rice (Senior Tutors) and Mrs Galvin (Head of Sixth Form) are also available to provide support as well as monitor students’ attendance, punctuality and progress. Staff will do their best to offer help and advice or put students in touch with someone else who can offer support. If appropriate, teaching staff can be alerted, as standards of work may be affected. However, this is not always necessary and students may request that teachers are not informed as this may be a very confidential issue. Confidential appointments can be arranged with the School Counsellor. Students should see Mrs Galvin if they would like one.

Subject Tutors and Heads of Department are always willing to discuss subject specific matters. Mrs Gillibrand organises work experience for Year 12 and also arranges Careers’ Guidance appointments in school with our Connexions Personal Adviser, Mrs McLoughlin. Mrs Gillibrand is available in the Main School office.
Students can also use the Careers’ Libraries at the Sixth Form Centre or Main School. Considerable guidance and support is offered to students completing application forms for university, apprenticeships or employment.

There are various sources of information around the Sixth Form Centre e.g. in the medical room and careers library. If this information that you want is not available, please ask us and we will do our best to provide it.

**The Sixth Form Office**

The office is situated to the rear of the library and is staffed during library hours, 8.15am to 5.00pm. The office staff, Mrs Quigley and Mrs Egan support staff and students within the Sixth Form. They are also responsible for following up absences from registration and lessons. Contact with parents can also be made through the office.

The Sixth Form Office can be contacted by telephone on 0161 912 5911 or via e-mail at sixthformadmin@aggs.trafford.sch.uk
The Sixth Form Library

Located at the Sixth Form Centre, the library provides a calm environment for silent study, with a number of networked computers. There is also a comprehensive Careers’ Library adjacent to the library itself with up to date University prospectuses, details about Apprenticeships and work-related information.

The library is open from 8:00am until 5:00pm for private study and computer usage. The School Librarian is Mrs Abrahams. Students can borrow up to 6 non-fiction books for a period of 4 weeks, although this time can be extended slightly for prolonged research projects. Books can be self-issued using the biometric reader next to the computer. The library is also staffed by members of Year 12, as part of their role in the Sixth Form, either during free periods or at Rec and Lunch times.

Sixth Form Common Room

The Common Room is available all day for the students to use. It is requested that students show respect for their surroundings and place all litter in the bins provided. Each student should take responsibility for clearing away after herself.

Please note that the Sixth Form Centre and the surrounding area is a non-smoking environment and smoking will not be tolerated anywhere around the premises.

Student email

Students will be given a username and password for the school email system. They should access their account daily to ensure that they receive important messages and careers/higher education advice. When contacting staff in school, students should do so via their school account.

Notice board system

Important messages are given from staff on the school noticeboard system. Students should check this regularly
http://noticeboard.aggs.trafford.sch.uk/

All policies are available to stakeholders either on the school website or upon request from the school office.

Financial support

A means tested bursary is available for students who need financial support through their A Levels. For further information please see Mrs Quigley in the Sixth Form Office.
Sixth Form Procedures

Registration

The Sixth Form day runs from 8:40 a.m. to 3:30 p.m., breaking for one hour at 12:25 p.m. for lunch. Rec (morning break) is 11.05am-11.25am.

All students in the Sixth Form, irrespective of whether Year 12 or Year 13, must attend registration every morning, as important information is passed on to them at this time.

Afternoon registration of the Sixth Form is done by subject teachers in lessons. When Year 12 students are free during the period after lunch, they are required to register in the Sixth Form Library at 1:30 pm. The students will then stay in the Library to study or go to the Common Room.

Students who arrive after registration will be required to complete a late slip, have it signed by the appropriate member of staff for the next two lessons and hand it to their tutor the following morning. Please note that a letter from home is required for any lateness relating to appointments.

Absence Procedure

Where absence from school is unavoidable due to illness etc. the Sixth Form Office should be notified by telephone on 0161 912 5911 on the first day of absence, advising the reason for absence and the likely date of return to school. This should be followed by an absence note upon the student’s return to school.

Where the absence is known about in advance, e.g. hospital/dental appointments, driving tests, etc. girls must provide notes from home in advance which should be addressed to the Senior Tutor. However, medical appointments must not be made in school time unless absolutely unavoidable and driving lessons should not be made in school time at all.

If a student misses lessons, arrives late or simply does not turn up for registration, causing concern to tutors, parents will be contacted, initially by text message, to inform them of the situation. This will be followed up by either a phone call or letter and the student and / or her parent will be requested to attend a meeting with the Senior Tutor or Head of Sixth Form. Persistent absence is not acceptable in the Sixth Form.

Year 12 peer mentors must sign in at main school reception every Wednesday morning.

Procedure when unwell

Students who are unwell must see Mrs Quigley or Ms Egan in the Sixth Form Office, or report to the Pastoral Assistant at Main School. Parents will be contacted in the normal way before permission is given to go home. Students should then sign out. They must not go home without permission.

Punctuality

Students should make every effort to arrive in school for 8.30am, in order to be prepared for tutor time or assembly at 8.40am. A student is late if they arrive after the register has been taken at 8.40am. If a student is late twice in a half term, they will be spoken to by their tutor. If they are late three times, a letter will be sent home and the student will be required to stay after school to make up the time missed. If the student continues to be late, they will be requested to attend a meeting with the Senior Tutor or Head of Sixth Form. Persistent lateness is not acceptable in the Sixth Form.
Lunchtimes

Students are only allowed off site at lunchtime if they have returned their permission slip signed by their parent / carer. Students who stay on the school site for lunchtime may purchase food from the Sixth Form catering facilities, or join the queue at Main School to use the canteen. Food is not allowed to be consumed in the Sixth Form or Main School library.

Afternoon Frees and Lunchtime Registration

Year 12 students, without a lesson during P4 and/or P5, should register in the library at 1.25pm and should be working silently in the library or in the Common Room for group work. Year 12 students must be in school in all frees including those in the afternoon. Year 13 may go home in afternoon frees, as long as they have returned their permission slip.

Courses / Open Days

Students are permitted to attend no more than 3 open days at universities during school time. Where trips, open days or courses occur during school time, a permission slip should be obtained from the Sixth Form Office and girls should ensure that it is signed by the appropriate subject teachers of the lessons that they will be missing. This should be handed back to the Tutor. If this procedure is not followed, any absence will be recorded as unauthorised for such excursions.

Change of address

Please ask at Reception for a form to complete if there is any change to your address, telephone number or medical condition.

Request for time away from school during term time

Permission will not be given for any requests to take a pupil or student out of school, on holiday, during term time. Special leave of absence for important events can be applied for and this request will be considered carefully by the Headteacher. The request for any such special leave must be made in writing to the Headteacher. Special leave of absence does not refer to requests for holidays in term time, including the start and end of any term/half-term. Applications to carry out religious observances and extra-curricular activities will be regarded as applications for special leave of absence. Each application will be considered by the Headteacher.

If a pupil or student is taken out of school, without permission, then the school reserves the right to take the pupil or student off roll. This action will be taken because of the parents’ or carers’ refusal to adhere to the school’s Attendance Policy.

Forms to request time away from school during the term time are available from the Sixth Form Office but parents will appreciate that a student’s progress can be adversely affected by absence. Forms for special absence requests must be submitted at least one school month prior to the period of absence. All requests are granted at the discretion of the Head of Sixth Form and the Headteacher.
Acceptable use of electronic equipment for Year 12 and 13 students

Students must not use any personal electronic equipment when they are in tutor time or formal lessons, unless they are given permission by the teacher. Students must not use any electronic equipment when they are between lessons on the Main School, Fairlie or Breeze Hill sites or when walking on the Devisdale between lessons.

Personal electronic devices must not be used in the Sixth Form or Main School libraries, with the exception of personal tablets which may be used for work purposes. All other electronic equipment, including mobile phones, must be switched off during these times.

Students are allowed to use electronic equipment in the Common Rooms or around the Sixth Form Centre when they have non contact periods. This is a privilege granted to Sixth Form students.

If equipment is switched on or used at inappropriate times, it will be confiscated for seven days. A second confiscation results in a ban for the remainder of the academic year.

For reasons of safety between sites, electronic equipment must not be used at any time between 8.30-3.30 whilst crossing roads between the three school sites, and must not be visible (this includes rec and lunchtime).

References
If you require a reference to be written for a part time job or other activity, you can ask your form tutor to fill it in. This will then be signed by your tutor and Mrs Galvin.
Sixth Form Dress Code

The Governing Body of this school has decided that a dress code should apply in the Sixth Form, so that the students set a good example to the more junior pupils. It will prepare you for a possible future career where many may be obliged to wear smart business attire. Please ensure that you purchase the appropriate uniform items, listed below, over the summer and turn up in full Sixth Form uniform on Tuesday, 3rd September.

The students at Altrincham Grammar School for Girls Sixth Form must wear smart, conventional business attire consisting of:

- **a plain black business suit with a jacket**
  - Skirts may be tailored, pencil, flared, pleated, or A-line to no more than 10cm above the knee.
  - The skirt must match the jacket.
  - The trousers’ material must match the jacket.
  - It is not acceptable for midriffs to be on show when wearing the business suit.
  - A dress and jacket may be worn but the dress must be black and of a business style.
  - Suits made out of Lycra, body-con or denim/denim style are not acceptable.
  - Jackets must be worn at all times, unless the weather is exceptionally hot when it must be carried.
  - The suit can be purchased from any retailer.

- **any colour shirt or blouse**
  - This shirt can be of the student’s choice as long as it is smart and not made from denim, casual checked material or displaying a slogan or a large logo.
  - This shirt or blouse must not be low cut.
  - It must not hang below the suit jacket.
  - A plain fitted top may be worn.

- **a jumper or cardigan**
  - These garments may be worn but they must not show below the hem of the black jacket. No other warm tops are acceptable.
  - A cardigan or jumper is not an acceptable alternative to the suit jacket, but can be worn in addition, so long as they do not show below the hem of the jacket.

- **shoes and tights**
  - Smart shoes or smart boots may be worn.
  - Tights should be suitable for business dress.
  - Any type of leggings or ‘over the knee socks’ are not regarded suitable for business dress.

- **coats**
  - Coats may be worn between sites.
  - Please note coats must not be worn in Tutor time, in lessons, in the library or in assembly.
  - Denim, leather and hoodies are not acceptable as coats.

**Make up, jewellery, miscellaneous**

- Make up should be suitable for business attire.
- No visible piercings except in the ears. Earrings should be discreet. Students who have visible piercings elsewhere will be requested to remove the stud or hoop and give to their Tutor. The studs or hoops will be kept in the Sixth Form Office until the end of term.
- No visible tattoos are allowed.
If a pupil for religious reasons and or cultural requirements wishes to wear modest dress, she may wear an appropriate business suit either with or without a headscarf.

The Assistant Head, Head of Sixth Form, has the final decision upon what is and is not suitable attire for the Sixth Form.

School reserves the right to send home any student who is not properly dressed where she should change into the proper business dress and then return to school the same day to resume her studies.

Variations will not be permitted unless the Governing Body has given its approval.
Home/School Agreement

The Home/School agreement underpins the success of the Sixth Form at Altrincham Grammar Schools for Girls. Students and staff work together to ensure that every student has the best opportunity to reach her potential. The Home/School agreement lays out what students can expect from Altrincham Grammar School for Girls and, in turn, what schools them. In accepting your place at the Sixth Form, you are committing to keeping up your part of the agreement.

The role of the school

The school undertakes to:

(a) provide initial and continuing guidance about courses, together with appropriate teaching, setting and marking of homework;

(b) encourage each student in her work and assess progress by regular monitoring, reviews and reports to parents on this progress;

(c) provide facilities and resources for study and encourage the acquisition of sound learning skills for independent study; the Sixth Form Library is open from 8.15am to 5pm;

(d) provide careful, comprehensive advice and guidance about careers in employment, apprenticeships and for applications for further/higher education.

(e) provide an opportunity for parents / carers to discuss their daughter’s progress in the Sixth Form on Parents’ Evenings and if necessary by appointment;

(f) prepare each student to sit public examinations appropriate to the progress made on each course;

(g) provide the opportunity for broadening the student’s educational experience to include topics relevant to becoming a good citizen, well-being and health issues. Also to provide advice on Work Experience to support her intended “Post 18” courses/careers and to create an awareness of the economic, industrial and social environment;

(h) be available for consultation whenever necessary on request and to solicit the help of outside agencies when needed. No student should ever feel that there is no-one on the staff to turn to.

NB If a student feels that the school is not fulfilling its side of the agreement she should bring it to the attention of the Head of Sixth Form
Home/School Agreement

The role of the student at Altrincham Grammar School for Girls

Your part of the agreement means that you and your parents or carers undertake that you:

(a) attend school on all days (whole days) other than when absence is unavoidable i.e. because of illness, interviews, etc. You must not take days or part of a day off, except, where it has been agreed, e.g. for Work Experience. Year 13 girls may be allowed home on free afternoons for personal study;

(b) register your attendance punctually with your Tutor in the morning and in the library in study periods;

(c) attend all lessons, field trips, enrichment activities, work placements and meetings (including peer mentoring, school council and other commitments to student roles) that are associated with your Sixth Form studies and responsibilities. If you are unavoidably detained, a late slip should be completed and given to your Tutor.

(d) attend and help at school events, such as Open Days and Evenings and the Year 6 Entrance Test;

(e) inform subject teachers and your Tutor in advance, of any planned absences for University/Apprenticeship Open Days, interviews etc. and explain any absence from school in writing to your Tutor on your return to school. Discuss with subject teachers the work missed and catch up as soon as possible;

(f) complete all set work by agreed times and maintain good standards of work and meet course requirements. Be prepared to spend a substantial amount of time (at least 6 hours per subject per 10 day cycle) at home working on Sixth Form assignments outside school hours. It should be stressed that non-contact periods for private study at school will not provide enough time for you to undertake all the independent study needed for your courses. Ensure that any part-time work does not hinder your academic progress. Your Tutor, subject teachers or Head of Sixth Form should be seen if there are any problems;

(g) have respect for the working environment in the designated silent, private study areas and to maintain a high standard of behaviour as a Sixth Form student;

(h) adhere to the Sixth Form dress code and other Sixth Form rules, including the use of electronic equipment, at all times and cross the road at the zebra crossing, recognising the example that you set to the rest of the school.
The Sixth Form Curriculum

Advanced Levels and Advanced Subsidiaries

In Year 12, students will choose 4, and occasionally 5, AS subjects, leading to external examinations at the end of Year 12. They will then convert at least 3 of these into full Advanced level (A2) subjects in Year 13. Any decision to drop a subject at AS or A2 is entirely at the discretion of the school.

The Year 12 timetable is constructed to meet the greatest number of student preferences. Certain subjects and combinations are dependent on student demand and the availability of staff. As they go through to Year 13, small classes in the same subject may be combined.

General Studies and the Extended Project Qualification are compulsory elements of the Sixth Form curriculum. Students also have the option, if they wish, to enter themselves to complete the AQA Baccalaureate Qualification. Details are given in the enrichment section.

Extension lessons (e.g. for Oxbridge preparation) may run in Year 13 in those subjects for which there is such a demand. Preparation sessions for other entry tests such as UKCAT, LNAT, BMAT, TSA are also offered at the end of Year 12 and the start of Year 13.
Curriculum Enrichment

The aim of the Curriculum Enrichment programme is to give you the opportunity to access a broader range of subjects than your AS and A level courses will allow. The programme will also help you to pick up the skills and knowledge necessary to do well in your A level examinations. Throughout a student’s time in the Sixth Form there will be opportunities for her to extend and develop key skills through the enrichment courses which complement A level lessons. General Studies and the Extended Project Qualification are compulsory elements of the Sixth Form curriculum.

General Studies

Content

AS LEVEL (Year 12)

Unit 1  Culture and Society: multiple-choice questions and source analysis.
Unit 2  Science and Society: multiple-choice questions and source based questions.

A-LEVEL (Year 13)

Unit 3  Culture and Society: source evaluation and 2 essays (one on society, one on culture, each from a choice of 4 titles)
Unit 4  Science and Society: pre-released case study and 1 essay

Skills

Fluent writing and reading comprehension skills are very important if you are to do well in this examination. Many of the topics addressed are based around current issues in the media e.g. global warming, asylum seekers and globalisation. Examiners stress the importance of presenting a balanced argument, supported and illustrated by relevant references, examples or illustrations. It is essential that you include your own opinion. The ability to discuss and to draw effective conclusions makes that vital difference between candidates.

Subject delivery

In Year 12, students will have two compulsory lessons per cycle in General Studies. One of the best ways to prepare for a General Studies examination is to read newspapers such as The Times, The Daily Telegraph, The Guardian and The Independent and keep up to date with topical issues. A student with an interest in the wider world will be well prepared for General Studies. Students can access past papers and mark schemes at www.aqa.org.uk. They should select ‘A level (GCE)’ and ‘General Studies A’ from the drop down specification search menu and then click on the ‘key materials’ tab.

Evaluation

There have been questions asked about the value of General Studies as an A level subject. Its value is threefold; firstly it is a very good reflection of a student’s overall academic ability. A student who succeeds at General Studies has displayed an ability to use a range of skills in a variety of contexts; this is something that universities and employers are looking for. Secondly, it can be beneficial when applying for a university place. Students who fail to get the appropriate grades in their A levels may still be offered a place on the basis of the points that they achieved in their General Studies’ examination. Students may also be offered bursaries by some universities on the basis of the grades that they achieved in their General Studies’ examinations. Finally, the General Studies forms part of the AQA Baccalaureate qualification.
The Extended Project Qualification (EPQ) is a stand-alone qualification that involves completing an independent project on a topic of the student’s own choice. It may link to a particular subject they are studying, or be a personal interest that they wish to pursue.

The title is chosen by the student and they complete a Project Log throughout the project. They are supervised and taught research skills, but must carry out their research independently.

The final product is either:
- A 5000 word written report / essay
- A 1000 word report + an artefact e.g. a film of a performance, a piece of artwork, a piece of music, a website, evidence of an event they ran etc.

The EPQ is graded A* - E and is required for the AQA Bacc. It is started in June, following the AS examinations, and is completed by the Christmas break in Year 13.

In addition to handing in the work, each student must also deliver a short presentation explaining how they went about their project, what their main findings were and reflecting on the success of their project.

The EPQ is marked on four criteria:
- Management of the project
- Use of a variety of resources
- Developing and realising the project
- Reviewing the project and its outcomes.

The EPQ gives students something to discuss at interview and allows them to become expert in a subject they may not have encountered throughout their school life. Universities have been extremely interested in students who have the EPQ qualification as it demonstrates vital skills for successful higher education. For example:

“Some admissions tutors may make two alternative offers, one of which involves success in the Extended Project (e.g. either AAA at A-level or AAB at A-level plus Extended Project).”
- University of Bristol
The AQA Baccalaureate Award

Students can choose to extend their EPQ and achieve the AQA Baccalaureate qualification. The AQA Baccalaureate is a qualification with several aims. It:

- demonstrates the skills and personal qualities which employers and universities are looking for;
- recognises and celebrates the achievements of Advanced Level GCE students who have extended their educational experiences and personal growth beyond academic study, fostering active citizenship and community involvement;
- promotes independent learning, self-management and research skills through the completion of an extended project; and
- helps students see education in a wider context and encourages lifelong learning.

The Bacc has four key elements, which will be delivered in the following ways:

- Depth of study – through the students’ main A level choices
- Breadth of study – General Studies’ lessons, and A Level General Studies
- Extended Project – a project, chosen by the student, which involves extended learning, research and development of their own knowledge.
- Enrichment activities – students cover a variety of activities involving at least 100 hours over a one or two year programme. At least two of the following three core areas (work related learning, community participation and personal development activities) must be included, with a minimum of 30 hours spent on any one area. These hours are logged online and evidenced through diary entries, uploaded images and videos.

The award of the Bacc depends on certain prerequisites having been met.

- 3 passes at A2 in three A level subjects
- At least a Grade E in AS General Studies
- Completion of at least 100 hours of enrichment activities
- A pass in the Extended Project (it is graded A* - E)

The level of the AQA Bacc is then dependent on the grades achieved in three GCE subjects at Advanced level and the grade in the Extended Project.

Three A levels and Extended Project, each at Grade E or above = AQA Bacc
Three A levels and Extended Project, each at Grade C or above = AQA Bacc with Merit
Three A levels and Extended Project, each at Grade A or above = AQA Bacc with Distinction.

We allow the students in Year 13 to choose whether or not they wish to complete the electronic diary on line and so qualify for the AQA Baccalaureate Award at the end of Year 13.

Further Enrichment

All students in Year 12 and 13 will have two periods of further enrichment per 10 day cycle (in addition to General Studies and EPQ). In this time, students will have the opportunity to participate in a range of activities including, Mindfulness, recreational sports activities, Modern Foreign Languages and Philosophy and Culture.
Work Experience

Work experience in the Sixth Form is supported by Mrs Gillibrand in the Main School Office and Mrs Quigley and Ms Egan can also advise you with this. Your Tutors will talk you through the procedure at the beginning of term, but here are some notes to get you thinking:

- Work experience can support University/College applications and the move into full-time employment by showing a willingness to learn more about the field you wish to move into.

- Work experience can be carried out during a free afternoon, at weekends, evenings during holidays as well as in the last week of the summer term of Year 12.

- It is best to arrange placements as early as possible during the school year as there is such a high demand in certain areas, particularly medics/dentists and UCAS applications have to be submitted by October 15th of Year 13.

- If you intend to apply for a place to study dentistry, medicine or vet science you must try hard to gain as much appropriate work experience as you can. In addition to direct medical, dental or veterinary science experience you are advised to become involved in the wider community in order to show that you can work with a wide range of people in a caring environment. For medics and dentists work in a nursing home for the elderly or disabled, work in a nursery or even a charity shop is very valuable. Remember you must commit to this work experience.

- It is unlikely hospitals will take students on an 10 day rolling timetable and so the majority of these placements are carried out at weekends and holidays, except those arranged for the last week of the summer term – these need to be booked as early as possible from September as thorough security checks have to be carried out before placements can commence.

- Community work is extremely rewarding and can be carried out in a variety of areas such as charity shops, nursing homes, youth clubs and a variety of schools.

- In most cases students are expected to arrange their own placements but Mrs Gillibrand is always on hand to support where necessary. Lists of companies where previous placements have been carried out are available for your perusal in the 6th Form careers room.
Opportunities for Initiative and Leadership

The Sixth Form offers a range of opportunities for students to enjoy their time in post-16 education as well as to develop the skills that will help them for life at University and the world of work. These opportunities include:

- Working with younger pupils, for example as a peer mentor, or leading a junior workshop
- Helping to develop services, such as Careers Information, Advice and Guidance,
- Attending conferences, lectures and university open days
- Being part of the Charity Committee or School Council
- Participating in the National Mock Trial
- Participating in Young Enterprise competitions

These are only a few examples of the opportunities on offer which are all seen as an invaluable part of education at this level. A few examples of these opportunities are given in more detail below:

Peer Mentors

All students in Year 12 will be a Peer Mentor for junior girls and some Year 13 students have an opportunity to continue the role. The job of a mentor is an important and valuable one. Students are expected to attend their form’s form time once a week, usually on a Wednesday morning. They will be working with young people who might be new to the school and will need help in settling in or with those who might be experiencing various adolescent problems. Sixth Form mentors will also be delivering interesting and engaging activities each Wednesday during the Form time.

Qualities needed include:

- Punctuality and reliability
- Confidence, tact, discretion and patience
- Respect for others
- Good listening and communication skills
- Good organisational skills and a good team worker
- Being friendly, approachable and understanding of junior girls

N.B. Confidentiality – Mentors should be aware that any confidences from a younger girl may have to be passed on to the Form Tutor and or Senior Tutor and they should make the pupil aware of this e.g. if the safety of a girl is questionable or if she is at risk in any way.

This will are also strongly encouraged to apply for further roles; this might be librarians, careers advisers or subject mentors. Within the Sixth Form, and as part of a much larger school community there are opportunities for everyone. Students are encouraged to take advantage of them or establish new opportunities for others to share.
Mock Trial

A team of 15 students participate in the Sir Rhys Davies’ Mock Trial Competition held at Minshull Street Crown Court, Manchester. The team consists of four barristers, two defence and two prosecution barristers. There are four witnesses, all of whom have to play two roles, one in each case. The final speaking part is that of court usher/court clerk. There is also a Court Reporting Competition, the prize being awarded to the student that can produce the best court report aimed at a quality newspaper. The rest of the team make up the juries in each of the court cases.

The students have to prosecute and defend two cases, they are not expected to know about the law but they do have to know about the rules of the court and court procedures. The cases are received in early-September which leaves a short time before the competition which is usually held in late November. Students have to be prepared to put in a lot of hours in order to ensure that they are ready.

Students have to work out the strengths and weaknesses in the defence and prosecution cases and prepare their arguments for each of the two cases. The barristers have to do opening and closing speeches and examine the witnesses, all of this in front of a real judge sitting in their multi-coloured robes. The witnesses have to be as convincing as possible, taking on the persona of the witness they are portraying. They have to be able to stand up to the cross-examination of the opposing team’s barristers. This gives the witnesses plenty of scope to allow their inner drama queen to surface.

The competition is run over three rounds with four leagues and four teams in each league. At the end of the third round the two highest scoring teams go onto the final. This is usually judged by a senior Manchester judge.

AGGS has won the competition many times; we have set the standard that we hope to live up to every year.

Note:
Students in the Sixth Form are required to help out at all of our Open School events including the Entrance Examination morning, Sixth Form Open Evening and Open Day.
Higher Education and Careers

Year 12
Sept – Dec
• The focus is on settling into the AS courses and life in the Sixth Form. Students should aim to be as involved in school life as they can.

Jan – April
• It is up to individuals to do their own research on universities and other courses, such as Apprenticeships. The school will, of course, help whenever necessary.

• University speakers will come into school to talk about applying to university. Other speakers will also come into school to talk about other aspects of life after school e.g. Gap Year and the Year in Industry (YINI) scheme, Apprenticeships and jobs.

• Students who do not wish to apply for Higher Education should also do their own research about different career paths and meet with the Connexions Adviser, where all your options can be discussed.

• In February, students and their parents will be invited to attend a Higher Education Evening where they will be given useful information about the UCAS process including tuition fees and living costs. Year 13 Senior Students will also give their views about the application process.

• In March, there will be evenings dedicated to Oxbridge, Medical, Law and alternative pathway related courses.

• Students should use the computer to explore different career paths and Higher Education Information. They should also use the JED and Higher Ideas programmes.

• Students should continue to gain Work Experience and community volunteering to be used in CVs and UCAS personal statement.

• Arrangements should be made for a placement for the last week of the summer term.

• Forms will be completed in Tutor Time about extracurricular activities, jobs, hobbies etc. for use on the UCAS Personal Statement.

• Time will be spent planning your Personal Statement or CV. Students are encouraged to take the time to think carefully about what they want to do after Year 13.

May – July
• University speakers visit to talk about various university courses. Speakers about other career paths visit to talk about other options such as professional apprenticeships.

• AS examinations take place.

• Subject tutors write subject references for UCAS and other applications (these may be modified later in the light of your AS results).
June
• Students have a day off timetable to begin the UCAS Online Application process. University speakers will be in school to talk about the process.

• Students will attend Open Days of Universities

Last week of Summer Term
• Students complete a Work Experience Placement for a week.

• Form Tutors will be compiling your references for Higher Education or alternative careers paths.

Year 13
September
• Teaching staff will be finalise subject references, in light of the AS results.

• Next Step Forms are completed by students which is a record for the school of AS results, subjects taken to A2, universities being applied to and subjects to be studied.

7 September
• Internal deadline for internal applicants. All applications for Oxford, Cambridge, Medicine, Dentistry and Vet Science, are checked and corrected.

15th October
• Deadline for early applicants

16th October – 5th November
• All other UCAS applications are completed, checked by students and handed in to the Sixth Form office. The earlier the application, the better chance of acceptance. Many, but not all, universities make offers as they receive applications*

• Other applications for other career paths should also be completed at this time.

15th January
• Deadline for all other university applications.

• Students who wish to defer entry for a year are expected to complete as much of their UCAS application as possible during Year 13.