

Calday Grange Sixth Form



Sixth Form Handbook 2020-21

Headteacher Mr Gray
Sixth Form Pastoral Leader Mr Hayes
Heads of Year 13 Mrs Magee & Mrs Owen

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WELCOME TO CALDAY SIXTH FORM

Calday Sixth Form is an exciting and unique place to study. We pride ourselves on the innovative and vibrant environment that is at the centre of our post 16 provision at the school. We offer a broad curriculum of A Level subjects, which means that we are able to provide an educational pathway that is tailored to every student's individual needs.

We welcome students from many other schools across the Wirral, Chester and North Wales and we value their fresh ideas, energy and the considerable contribution that they make to the academic life of the school. Usually around fifty to a hundred external students join Calday students in the Sixth Form. Having joined the Sixth Form, students are assigned a form group and remain in this group, with the same form tutor, for the two years of their Sixth Form courses.

Sixth Form life revolves around the Sixth Form Centre; quiet study areas; a specialist Sixth Form computer room; the Learning Resource Centre, the Calday Business Centre as well as the Common Room. Technology is a fast developing area and students can bring their own device to school in addition to using the school computers. At lunchtime Sixth Form students are allowed to leave the school site; while others enjoy TV and music in the Sixth Form Centre or study in the private study areas, computer room and Learning Resource Centre. At break and lunchtime, a popular rendezvous for Sixth Form students is the café in the Common Room, where students can obtain drinks and hot snacks.

The support team, led by the Director of Student Services, includes Pastoral Leaders, Form Tutors and specialist staff including a Learning Mentor, School Nurse and a Counsellor. We provide quality advice and support for students about their options after A Levels. Students struggling with the cost of full-time education can apply to receive a Calday Grange 16-19 Bursary.

Careers support and advice is a key element at Calday. With a well established UCAS programme, we are highly skilled at helping students secure places at outstanding institutions. Equally, our careers advice ensures that students receive first class guidance.

In addition to fulfilling academic potential, students develop the key skills essential for success in and beyond school. Sixth Form students have the chance to develop communication, teamwork, initiative and independence skills as they are the driving force behind the House system. Calday Sixth Form students take on many positions of responsibility such as House Captains, Prefects, Senior Prefects and Head Boy or Head Girl.

Mr S Gray
Headteacher



HOME SCHOOL AGREEMENT

Our ambition is to create an inclusive supportive community by showing respect to all its members.

Students show respect by

- Having good attendance of 95% or better
- Being punctual to school, and to lessons
- Completing all work on time to the best of their ability
- Upholding community values, rules and protocols.

The school shows respect by

- Taking into account individual needs and providing a supportive environment for learning, and for the nurturing and development of wider skills
- Keeping parents informed of progress attendance, punctuality and conduct
- Dealing with any issues promptly and respectfully.

Home shows respect by

- Working with the school to achieve maximum attendance for their son/ daughter
- Working with the school to achieve excellent punctuality from their son/ daughter
- Working with the school to ensure that their son/ daughter upholds community values, rules and protocols.

Students in Sixth Form have chosen to be part of this community. If students are choosing not to meet the conditions above we will seek to work with home to support development. If a student continues to work against the community then we reserve the right to ask them to leave.

DATES AND TIMINGS

Term Dates

AUTUMN TERM 2020	
August Bank Holiday	Monday 31 August (school closed)
Staff Development Days	Tuesday 1 & Wednesday 2 September (closed to students)
Term begins for Y7 & Y12 (new to Calday)	Thursday 3rd September
Term begins for Y12 (internal)	Friday 4th September
Term begins for remaining Year groups	Monday 7th September
Staff Development Day (TBC)	Monday 21st September (closed to students)
Half term break	Monday 26th to Friday 30th October
School reopens	Monday 2nd November
Term ends	Friday 18th December
SPRING TERM 2021	
Term begins	Monday 4th January
Half term break	Monday 15th to Friday 19th February
School reopens	Monday 22nd February
Term ends	Friday 26th March
SUMMER TERM 2021	
Staff Development Day	Monday 12th April (closed to students)
Term begins	Tuesday 13th April
May Bank Holiday	Monday 3rd May (school closed)
Half term break	Monday 31st May to Friday 4th June
School reopens	Monday 7th June
Term ends	Friday 16th July

The School Day

08:40 – 09:00	Registration in Form Room or Assembly
09:00 – 09:05	Transition time
09:05 – 09:55	Period 1
09:55 – 10:45	Period 2
10:45 – 11:15	BREAK
11:15 – 12:05	Period 3
12:05 – 12:55	Period 4
12:55 – 13:55	LUNCH
13:55 – 14:45	Period 5
14:45 – 15:35	Period 6

MEET THE SIXTH FORM TEAM



MR R HAYES
SIXTH FORM PASTORAL LEADER



MRS N MAGEE AND MRS K OWEN
SIXTH FORM YEAR HEADS



MRS S RIVETT
UCAS COORDINATOR



MRS L MONTGOMERY
FUTURES ADVISER

MEET THE PASTORAL TEAM

MR M TWIST

DEPUTY HEADTEACHER (PASTORAL)

Mr Twist has overall responsibility for the pastoral team.



MRS V STOREY

DIRECTOR OF STUDENT SERVICES

Mrs Storey is the school's SENCO and designated safeguarding lead. She will ensure that any necessary support measures are put in place.



MR M STALKER

HEAD OF PASTORAL FACULTY

Mr Stalker is Head of the school's Pastoral Faculty and leads the Heads of Year to support you on a day to day basis.



MRS E AKERS & MISS C WESTON

LEARNING MENTORS

Learning Mentors support students who need extra help with organisation and adapting to Sixth Form studies.



MRS L REDPATH

PASTORAL SUPPORT ADMINISTRATOR

Mrs Redpath will supported you throughout the application process and arranged Taster Days.



MRS S HUMPHREYS

STUDENT SERVICES ADMINISTRATOR

Mrs Humphreys supports Mrs Storey to ensure that your individual needs are taken care of.



HOUSE SYSTEM

Every student who attends Calday is a member of a 'House'. The Houses combine students from Year 7 through to Year 13. The House System is designed to embody the values and ethos of Calday Grange Grammar School and is an integral part of our school community. House Captains and School Council members work together to create a stronger student voice and further the community spirit of the school.

The three Houses are named after former Headteachers; Bennett (Blue), Glegg (Red) and Hollowell (Green).

House system objectives

Our aim is to provide every student in each House with the following:

- pastoral support through the Heads of House and Deputy Heads of House
- a sense of belonging within the school community
- opportunities to develop social, intellectual, physical and practical skills
- a sense of achievement both inside and outside the classroom
- fun and excitement through competition
- opportunities for leadership
- an awareness of individual and collective responsibility.

HEADS OF HOUSE

MR C LAMPREY, MRS N BOYLE & MR P DOUGLASS

Each Head has a lead role on supporting students with pastoral issues and for delivering the House system objectives.



DEPUTY HEADS OF HOUSE

MRS J DEAN, MRS A SORRENTINO-RYAN & MRS J SYMESS

Our deputies provide day to day support to students and parents. They also support the Heads of House in delivering the House system objectives.



FUTURES AND UCAS

We encourage and enable students to make and implement well-informed and realistic decisions about their future. We are committed to providing careers support within the PSHE curriculum and impartial careers information and advice with one to one guidance.

We also publish a range of opportunities, job vacancy information, university information and apprenticeships including work experience opportunities. We arrange mock interviews, seminars including European universities, Higher Education conferences, A level seminars and degree subject seminars, Year 12 Careers/UCAS Calendar, Oxbridge meetings and UCAS evenings are some of the activities included in the careers programme.

We also invite career professionals and former students into school to talk to appropriate groups of students about their university and career experiences.



ESSENTIAL INFORMATION

Understanding your timetable

You will receive your timetable in the first week of term. On your timetable, in addition to your subject lessons and selected breadth option lessons, you will have registrations, tutor periods and supervised study periods listed. Please ensure that you keep your paper timetable safe, and take a photo of it and keep it on your phone. You can also view a copy of your timetable on EduLink.

Assembly and briefing

Assembly is an important part of Sixth Form life. Not only does it provide an opportunity for reflection on key topics, it engenders a community spirit. Both Assembly and briefing are an important communication opportunity for staff and students. Attendance is compulsory at all scheduled assemblies and briefings.

Registration/Tutor Periods

Attendance at registration/tutor periods is mandatory for all students. Lateness will be checked and followed up on.

Private Study

All Sixth Form students are allocated a number of periods of Designated Private Study. These will appear on your timetable and must be attended as you would any other lesson. In addition to this, the following areas can be used for private study:

- Learning Resource Centre - Silent private study only. This applies upstairs as well.
- Quiet Study Area – Silent private study only. Some computers available. No access at break or lunchtime unless supervised by a member of staff.
- Computer Rooms - Top floor of the Learning Resource Centre is the main computer area for Sixth Form study. Computers are also available for Sixth Form use in the Business Centre and Quiet Study Area
- Empty classrooms - These may be used for quiet private study.
- In Departments - Some departments like Art are also happy for students to use their private study time to do further work in the department.

Whilst we do not expect you to spend every single period of private study doing academic work in silence, you will find it very beneficial if you settle into a routine where the majority of your private study time is spent productively. Card playing and similar activities are not permitted in private study time.

ESSENTIAL INFORMATION

Going off site

The only time that you are allowed off site without specific permission is during break and lunch time. In an emergency that necessitates leaving site at any other time you must obtain permission from your Pastoral Leader. You must not simply sign yourself out at Reception under any circumstances.

Illness and other absences

If you are taken ill at school then you MUST visit the First Aid Bay. Staff will, if necessary, contact parents and arrange for you to go home.

If you are absent from school due to illness a parent must inform the school by telephoning the Absence Line before 09:00. This will prevent us contacting your parents unnecessarily.

For all other absences (e.g. dental or doctor's appointments) you should bring a parental note requesting permission, to the Administration Office prior to the absence, where your absence will be recorded and an Absence Slip will be issued.

Application forms for other types of absence are available from the Administration Office. Permission cannot be given for driving lessons during school time. Requests for leave of absence for family holidays cannot be granted during term time. We suggest you check term dates and examination/results day dates carefully before booking holidays.

Late arrival

You are required to register to be present in your form room at 08:35 each morning, to be registered by your form tutor at 08:40. If, on a rare occasion you arrive in school late (after 08:40), then you must sign in at Reception. For safety purposes we need to have an accurate record of who is present on site at all times. You should also be aware that when we are asked for references, we are increasingly asked to provide evidence of punctuality and attendance. It is in your interest not to build up a poor record as this may jeopardise employment and university prospects in the future.

Transport

If students drive to school, we ask that they supply us with their vehicle registration. Students may use the car park adjacent to the playing field only. Other car parks are for the use of staff and school visitors only. You are asked to show consideration to our neighbours and other motorists when parking. We discourage students from driving groups of friends out of school at lunchtime.

UNIFORM POLICY

The overriding consideration is that attire must be smart and of a standard which would be acceptable in a business environment. The school insists that a suit should be worn, colours will be limited to black, navy, dark grey and beige.

Suit Jacket

Formal suit jacket only - suit jackets cannot be replaced by outdoor coats/overcoats, though these can of course be worn on the way to school in addition to a suit jacket.

Suit trousers

Trousers must be tailored and smart.

The following may be helpful in defining what is acceptable; no patch pockets on trousers, no drop crotch trousers, i.e. underwear should not be visible, no drainpipe/skinny trousers, zip flies not button fly, no trousers which are baggy at the thigh and narrow at the calf, no cropped trousers, no leggings/jodhpurs/jeans, no shorts or culottes.

Suit skirt

Formal tailored skirts remain favourable however a skirt of mid-thigh length will be acceptable.

However the following must also be adhered to; no patch pockets/denim, no bodycon/lycra stretch material, no bright colours or bold patterns.

Suit dress

Smart business style dresses are acceptable but strappy/strapless dresses or those made of t-shirt material are not.

Shirt and tie

Ties must be worn with a formal shirt.

Blouse

Smart blouses must be worn. No t-shirts or vests although these may be worn underneath a blouse.

Jumper/Cardigan

A jumper or cardigan can be worn. This must be in addition to a jacket rather than instead of.

Colours must be neutral/dark and the jumper must be plain or a simple stripe.

No bright colours, patterns or large logos will be permitted.

Where a shirt and tie is worn, collar and tie must be visible, so the jumper must be V or crew necked.

Footwear

Shoes must be leather or leather effect. Shoes must be black or brown and toes must be covered. Ballet shoes and smart leather/leather effect boots are acceptable.

Canvas shoes, trainers, pumps, Ugg boots or flip flops are not acceptable and cannot be worn.

Other issues on general appearance

Earrings and a small nose stud are allowed. Ear gauging with thicker plugs will not be allowed.

No other facial jewellery is allowed.

A neat beard and/or moustache is acceptable.



IT ACCEPTABLE USE POLICY

Callday Grange Grammar School (CGGS) strongly believes in the educational value of electronic services and recognises their potential to support the curriculum. Every effort will be made to provide quality experiences for students and teachers using this information service. Inappropriate and/or illegal interaction with any information service is strictly prohibited.

If British decency laws are breached or the Computer Misuse Act 1990 is breached then a student is likely to have the matter referred to other authorities including the police. The Computer Misuse Act 1990 identifies three specific offences:

- Unauthorised access to computer material (that is, a program or data).
- Unauthorised access to a computer system with intent to commit or facilitate the commission of a serious crime.
- Unauthorised modification of computer material.

Terms and Conditions of this Agreement

1. Personal Responsibility

Students will accept personal responsibility for reporting any misuse of the network to a staff member. Misuse may come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest inappropriate language, unethical or illegal requests, racism, pornography, sexism, terrorism, any use which may be likely to cause offence and attempts to disrupt or hack into the computer network.

2. Acceptable Use

The use of IT must be in support of education and research in accordance with the educational goals and objectives of CGGS. Students are personally responsible for this provision at all times when using any IT resource.

Transmission of any material in violation of any United Kingdom or other national laws is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade laws.

3. Privileges

The use of the IT is a privilege and inappropriate use can result in that privilege being withdrawn. Students will participate in a discussion with a member of staff as to proper behaviour and use of the facilities. Staff will rule upon inappropriate use and may deny, revoke or suspend usage.

4. Network Etiquette and Privacy

Students are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

BE POLITE. Never send or encourage others to send abusive messages. Respect the rights and beliefs of others

USE APPROPRIATE LANGUAGE. Remember that you are a representative of CGGS on a global public system. Never swear, use vulgarities or any other inappropriate language. Illegal activities of any kind are strictly forbidden.

PRIVACY. Do not reveal any personal information to anyone, especially the home address or personal

IT ACCEPTABLE USE POLICY

telephone of yourself or any other students.

PASSWORD. Do not reveal your password to anyone. If you believe someone has obtained your password, contact a member of IT Support immediately.

ELECTRONIC MAIL. Electronic mail (e-mail) is not guaranteed to be private. Messages relating to, or in support of, illegal activities may be reported to appropriate authorities.

REFERENCE WORK. Cite references for any facts that you present. Do not copy other people's work and imply that it is your own (i.e plagiarism). Plagiarism leads to formal action, up to and including, withdrawal from examination and qualifications.

DISRUPTIONS. Do not use the network in any way that would disrupt use of the services by others.

5. Services

CGGS makes no warranties of any kind whether expressed or implied, for the network service it is providing. CGGS will not be responsible for any damages suffered whilst on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries or service interruptions caused by the system or elements of the system, errors or omissions. Use of any information obtained via the network or other information systems is at the students own risk.

6. Security

If you identify a security problem, notify a member of IT Support at once. Never demonstrate the problem to another student. All use of the system must be under your own username and password. Remember to keep your password to yourself. Do not share it with friends. Anyone caught disclosing passwords may have their access denied and may be subject to disciplinary action. Any user identified as a security risk may be denied access to the system and be subject to disciplinary action.

7. Vandalism

Vandalism is defined as any malicious attempt to harm or destroy any equipment or data of another user or of any other networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses, the wilful damage of computer hardware, whether connected to the network or not, the deletion of data from its place of storage.

8. Electronic Mail

The sending or receiving of any email, which contains any inappropriate material, is strictly forbidden. This material includes, but is not limited to inappropriate language, unethical or illegal requests, racism, pornography, sexism, terrorism, any use likely to cause offence. Disciplinary action will be taken in all cases. It is also forbidden to send large volume emails (spamming).

9. Internet Usage

Students are required to use the internet responsibly. If students are found to be searching for unsuitable material and in breach of this policy they will face disciplinary action.

Students are strictly forbidden from removing internet safety filters in order to access unsuitable material. This includes but is not limited to the use of VPN systems.

10. Bring Your Own Device (BYOD)

Students choosing to connect their personal devices to CGGS-BYOD wireless network accept that they must comply with the requirements and terms of this policy.



Calday Grange 16-19 Bursary Fund

AWARDS OF £800 TO £1,200 AVAILABLE

- ✓ Are you in receipt of Free School Meals at any point in your Sixth Form studies?
- ✓ Is your gross household income less than £25,000?
- ✓ Are you Looked After, a Care Leaver or in receipt of benefits in your own right?

Further information can be found at
www.calday.co.uk/bursary

Calday Grange Grammar School

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