

12th September 2023

Dear Year 12 students and families,

At this early stage in the autumn term, I would like to take this opportunity to introduce myself as the Head of Year 12. I am very much looking forward to getting to know each of our Year 12 students and to support not only their transition into our outstanding sixth form but every step of the way during their time with us. Year 12 is a significant year; it lays down the important foundations of post-16 study, allows students to explore and develop new extracurricular skills and paves the way to their exciting post-18 destinations. It is a year filled with fantastic opportunities both inside and outside of the classroom.

I would like to thank the year group for the excellent start they have made; we are already very impressed with their attitudes and behaviour. Sixth form students are important #RoleModels for the whole school community and therefore expectations of our sixth form students are high. During the admissions process we asked students to sign a Sixth Form Contract, which I have included below, as a reminder of these expectations.

Year 12 Welcome Events



YEAR 12
Welcome Events
Spinney Theatre Foyer, lunchtime

Weds 13th September:
for students new to NSG

Weds 20th September:
for all Year 12 students

THE SIXTH FORM
at Northampton School for Girls

Creating our community of #RoleModels

We endeavour to create a community where all students feel a sense of belonging and inclusion and can contribute and embrace our culture of #RoleModels. Therefore, to ensure that all our Year 12 students experience an integrated and supported start to sixth form we are hosting two Welcome Events during lunchtime in the Spinney Theatre Foyer. On Wednesday 13th September, we are inviting Year 12 students who are new to Northampton School for Girls to get to know each other and their subject teachers further, and to meet our wonderful Year 13 Student Leadership Team. We will have lots of information about the wide range of opportunities available to them along with a chance to have some fun at our games table! On Wednesday 20th September we are extending the event to all our Year 12 students. Please encourage your child to come along and get involved!

Attendance/punctuality

We would like to remind students and families of the importance of full attendance in this important final stage of schooling. Consistent high levels of attendance and excellent punctuality are evidenced characteristics of students who achieve above or in-line with their potential. Research shows that poor attendance and punctuality have a serious and detrimental effect on outcomes. Attendance falling below 95% has been shown to result in an average reduction of one grade at A level per subject and this increases to two grades when attendance falls below 90%. Our attendance target is set at an aspirational level of 97% to ensure the best possible outcomes for our students.

All information on attendance and many other issues can be found in our [welcome booklet](#). All absence should be reported **by a parent/carer** before 8:30 am by telephoning 01604 679594, via Edulink or emailing Bev Moore (bmoore@nsg.northants.sch.uk). Appointments and driving lessons should be arranged outside of school hours, when possible, but certainly outside of taught lesson times.

Systems

If your child is new to NSG, you should now have received an email explaining how to use Edulink to track attendance and progress as well as report student absence. Edulink is also the system we use to communicate information home to families, so please ensure you have set this up correctly. If you have a question or an issue with setting up your Edulink account, please email web@nsg.northants.sch.uk.

You should also have received information via your child of your log-in details for our payments system in school: ParentPay, which will allow students to purchase food in our school restaurant as well as payments for other school-related items and events.

Support

As a school we understand how interlinked academic and pastoral support are in effectively developing the needs of the whole child and their wider success. We are very proud of the pastoral and wellbeing provision that we offer in our sixth form. Alongside our two Sixth Form Senior Tutors, we provide support via a Wellbeing Google Classroom (code **yeirbul**) managed by Mrs Nicholson, our Student Wellbeing Lead. This platform offers lots of excellent advice across many relevant topics and signposts to professional support services that students may need to access. There will also be workshops throughout the year focused on issues such as tackling exam anxiety, how to keep motivated and general wellbeing. In addition to our Enrichment Programme, we have an Opportunities Google Classroom (joining code **akajeal**) where we regularly post internal and external opportunities that students can engage with to help support both their time in sixth form and beyond.

Eligible sixth form students can also apply for the 16-19 Bursary to support with the cost of items linked to their education. Further details of this scheme and applications for this can be made via our [website](#).

Tutor Time/PSHE

Each Year 12 student has been allocated to a tutor group and attends tutor time each morning, 8.45am – 9.15am. As well as receiving important notices, this is when we deliver our PSHE (Personal, Social, Health and Economic education) programme, a statutory part of the curriculum for all post-16 students, therefore attendance is compulsory. Failure to attend morning tutor time without a genuine reason being provided by a parent/carer will result in an after-school detention. Students are expected to remain in school from 8.45am until 3.30pm, even if they do not have a timetable afternoon lesson. This will be reviewed in November, following the first Year 12 report, at which time students we consider to be fully meeting our expectations *may* be granted permission to leave the school site after their last taught lesson of the day.

Finally, I would like to reiterate how impressed I am at the positive and purposeful start Year 12 have made and we are excited to see them thrive and flourish during our time with us. If you have any questions or concerns, please do not hesitate to contact me.

Yours sincerely,



Mrs Hayley Bignell



Sixth Form Contract – September 2023

In choosing to become a student in the Sixth Form at Northampton School for Girls, I promise to abide by the following:

1. I will attend school on a daily basis, when timetabled, between the hours of 08.45 and 15.30.
2. I will arrange holidays, medical and other private appointments e.g. driving lessons, outside of taught lesson times/tutor times. Please note that it is not, therefore, acceptable for students to take holidays during term times.
3. I will limit any term time part-time working to a weekly maximum of 12 hours in total.
4. I will arrive punctually for tutor time, all assemblies and all lessons, with a minimum level of 97% attendance.
5. If I am unable to attend school parents/carers will contact school on 01604 679594, report via Edulink or e mail bmoore@nsg.northants.sch.uk before 8.30 am and **daily** thereafter.
6. I accept that I am a role model within an 11 – 19 school and also within the wider community. I must understand that I am expected to set the highest standards in behaviour and academic example, as per the NSG Respects ethos: Respect for Self, Respect for Others, Respect for Learning.
7. I will not place or respond to any comments on social media that would bring the school into disrepute and I will not post/respond to anything that will cause hurt or unhappiness to any member of our school community.
8. I will adhere to the [dress code](#) published on the school website.
9. I will only use my mobile phone within the sixth form building and will not have it out in lessons, without permission from a member of staff.
10. Northampton School for Girls is a non-smoking/non-vaping environment. Students are not allowed to smoke or vape on school premises which include all car parks. Students are not allowed to smoke or vape in the presence or view of school buildings.
11. I will use timetabled periods of private study to work on assignments, for background reading / research and in ways which will improve my chances of success on my courses.
12. I will work with the necessary commitment in order to complete assignments by the required deadlines and to a standard that reflects my personal minimum target grade. I will complete the courses I enrol upon. If I fail to complete the course, or fail to submit coursework within the deadlines, school reserves the right to request payment for examination entries. In addition, if the minimum attendance level is not achieved, school reserves the right to request payment for examination entries as detailed in the [Funding Guidance for Young People, 2023-24](#)



13. I commit to engage in 5 hours of additional work per week, per subject outside of lesson time. Page 1 of 2

14. If I am unable to attend school it is my responsibility to ensure I liaise with my subject teacher to catch up and complete any work that I miss. I accept that school reserves the right to ask me to attend in my study periods or outside of normal school hours, in order to complete outstanding work.

15. Student ID badges must be worn and available for inspection on request and if I lose or misplace the badge then I must pay £3.00 towards the cost of its [replacement](#) (£2 for the card and £1 for the holder). If I misplace the lanyard ribbon then I must pay £3.00 towards the cost of its replacement.

16. I will wear my ID badge and Sixth Form Lanyard at all times whilst on the school site.

17. I commit to checking my school e-mail account for official school communication daily and will keep personal communications separate from my school account.

18. I will fully immerse myself within the school community through supporting younger students and the school's ethos.

19. I will attend all public examinations 15 minutes prior to the start time as advised on their examination timetable. If I do not to attend, I understand I may be charged for the cost of the examination.

To support me in achieving success in The Sixth Form I am entitled to receive:

- a) A personal tutor, who is my main contact for the discussion of any academic or social issues that may arise.
- b) Pastoral/wellbeing support and signposting to professional support services, where appropriate.
- c) Specialist teaching of Level 3 courses and support with study advice for each course.
- d) Access to private study areas, both within the Sixth Form centre and in other areas of the school, between 08.00 and 17.00 each day.
- e) Regular report updates on my progress, to be discussed with parents/carers and my personal tutor.
- f) Advice and guidance on the routes I wish to follow beyond school, including applications to institutions of Higher or Further Education.

NAME: _____ TUTOR GROUP: _____ SIGNED: _____

DATE: _____

I have read and agree to abide by the terms of The Sixth Form Contract above. I understand that if I do not comply with these terms then my examination entries may be cancelled and my place in The Sixth Form may be at risk.

