

Wednesday 14th September 2022

Dear Parents and Carers,

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 working with the students in the year group as they progress through the sixth form. Post-16 studies are an exciting and important stage in education and I look forward to helping your child access the opportunities available to them.

I would also like to thank the year group for the extremely positive start they have made to the year. Sixth form students are important role models for the whole school and expectations are high. Thus far, I am pleased to see the year group meeting these expectations. We will be asking students to sign the attached Sixth Form Contract over the coming days to formalise these expectations.

Attendance/punctuality

We would like to remind students, parents and carers of the importance of full attendance in this crucial final year of schooling. Consistent high levels of attendance and excellent punctuality are 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/driving lessons should be arranged outside of school hours if at all possible, but certainly outside of taught lesson times. If your child is new to NSG, you should also have received an email explaining how to use Edulink to track attendance and progress as well as report student absence. You should also have received information via email about our payments system in school: ParentPay.

Support

As the first cohort in three years to sit external exams, Year 12 students have already faced significant challenges. The school is committed to supporting students and we have learning mentors and professional counsellors who are able to help. Please contact me if you feel that these would be beneficial. We also provide support via a wellbeing Google Classroom that we encourage all students to join and use. This has been designed by Mrs Nicholson and is updated weekly with information covering a wide range of issues from dealing with exam stress to anxiety and mood. This can be found by opening Google Classroom, joining a class and entering the code **yeirbul**.

Eligible sixth form students can also apply for the 16-19 Bursary to support with the cost of items linked to their education. Full details of the criteria and application form can be found [here](#). Students new to the school who previously

Every Year 12 student has been allocated to a form group and we expect them to attend every morning from 8.45am. As well as receiving important notices, this is where we deliver our PSHE programme. PSHE is statutory



for all students post-16 and therefore attendance is compulsory. Failure to attend morning PSHE without a genuine reason being provided by a parent/carer will result in an after school detention.

Finally, I would like to reiterate how pleased I am at the positive start year 12 have made. We are here to support them and help them on their post 16 journey. If you have any questions or concerns, please do not hesitate to contact me.

Yours sincerely,



Dan Wynn
Head of Year 12



Sixth Form Contract – September 2022

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, 2022-23](#).
13. I commit to engage in 5 hours of additional work per week, per subject outside of lesson time.



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 withdrawn.



